

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2013/14

**EDUCATION & LIFELONG LEARNING
SCRUTINY COMMITTEE**

20TH JANUARY 2014

**REPORT OF THE DIRECTOR OF
LEGAL AND DEMOCRATIC SERVICES**

Agenda Item 2

**MEDIUM TERM SERVICE PLANNING –
SERVICE CHANGE PROPOSALS
PHASE 1 – SCHOOL ADMISSION
ARRANGEMENTS**

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1. MEMBERS WILL FIND ENCLOSED:

- A. Copy of the Cabinet Report – Medium Term Service Planning – Service Change Proposals Phase 1. **(Pages 3 - 230)**
- B. Copy Decision Notice of Cabinet; **(Pages 231 - 238)**
- C. Copy Extract of Overview and Procedure Rules re: Call-in; **(Pages 239 - 244)**
- D. Copy of Prescribed Call-in Form **(Pages 245 - 247)**

2. PROCEDURE

- 2.1 Each case for Call-in must be considered on its merits and there is no set procedure.
- 2.2 On the 8th January, 2014 a meeting of Cabinet was held to consider the report "Medium Term Service Planning – Service Change Proposals Phase 1". (Copy of the report is attached as Appendix A)
- 2.3 The Cabinet decision in respect of the Phase 1 Service Change Proposals was published on Thursday 9th January. **Section 1.1 of the Decision notice relates to School Admission Arrangements.** (Copy of the decision is attached as appendix B.)
- 2.4 Rule 17 of the Overview and Scrutiny Procedure Rules dealing with call-in is reproduced as Appendix C of this report.

- 2.5 A call-in form was received on 15th January, 2014, which complied with the relevant criteria. (A copy of the Prescribed call in form is attached as Appendix D)
- 2.6 Members will note that the Call-In Provisions were changed at the Council's Annual General Meeting in May 2013, to enable any three Scrutiny Members the opportunity to call in a decision. The three Members requesting this Call-in are not Members of this Committee.
- 2.7 The three Scrutiny Members who called in the decision will be invited to address the Committee, on a proposal that the school admission arrangements be referred back to Cabinet for reconsideration with regard to the reasons set out in the Notice of the Call In form (as reproduced below)

Reason for calling in decision: - The report considered by Cabinet failed to address factors relating to linguistic effects of this policy. There was no consultation with children. There was no consideration of the emotional effect of this policy on 3 year olds. There was no consideration of the wider economic effect on families.

- 2.8 The three Members will be given the right to make a final address to the Committee membership immediately before a vote is taken on the proposal.
- 2.9 If the proposal to refer the matter to Cabinet for reconsideration is passed then the matter will be referred: If the proposal is lost then the decision will take effect from the date of this meeting i.e 20th January, 2014.
- 2.10 The relevant Cabinet portfolio holder will be invited to the meeting to answer any questions Members of the Committee may have with regards to the subject matter of the call in.

3. RECOMMENDATION:

It is recommended that the Committee adopt the procedure for the conduct of the meeting set out in paragraphs 2.6.and 2.10 above.

Appendix A

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

REPORT FOR CABINET

8th January 2014

MEDIUM TERM SERVICE PLANNING – SERVICE CHANGE PROPOSALS

PHASE 1

REPORT OF THE CORPORATE MANAGEMENT TEAM

AUTHOR: Steve Merritt (01443 424026)

1. PURPOSE OF THE REPORT

- 1.1 This report outlines service change proposals required as part of the Council's Medium Term Service Planning arrangements, specifically in the context of the need to reduce spend and enable the Council to fulfil its statutory responsibility and set a balanced budget from 2014/15 onwards. It also includes the results of the comprehensive consultation exercise that ended on the 2nd December 2013 and the Equality Impact Assessments completed for each proposal.

2. RECOMMENDATIONS

That Cabinet decides on whether or not, and if so how, it wishes to proceed with:

- 2.1 The service change proposal in respect of **School Admission Arrangements** as detailed in the report attached at Appendix 1, having considered the Consultation Exercise attached at Appendix 2 and the Equality Impact Assessment at Appendix 3.
- 2.2 The service change proposal in respect of the **Meals on Wheels Service** as detailed in the report attached at Appendix 1 having considered the Consultation Exercise attached at Appendix 2 and the Equality Impact Assessment at Appendix 3.
- 2.3 The service change proposal in respect of the **Library Service** as detailed in the report attached at Appendix 1 having considered the Consultation Exercise attached at Appendix 2 and the Equality Impact Assessment at Appendix 3.
- 2.4 The service change proposal in respect of **Youth and E3 Provision** as detailed in the report attached at Appendix 1 having

considered the Consultation Exercise attached at Appendix 2 and the Equality Impact Assessment at Appendix 3.

- 2.5 The service change proposal in respect of **Day Centres** as detailed in the report attached at Appendix 1 having considered the Consultation Exercise attached at Appendix 2 and the Equality Impact Assessment at Appendix 3.

3. BACKGROUND

- 3.1 On the 22nd July 2013, Cabinet received an update on the latest projection of the Council's revenue budget position for the period to 2017/18 (current financial year 2013/14 and a 4 year projection), as part of the Council's Medium Term Service Planning arrangements.
- 3.2 This highlighted an estimated budget gap over the 4 years from 2014/15 to 2017/18 of £56M based on the budget assumptions and modelling undertaken at that time. At the meeting of the Cabinet on the 21st October, Cabinet agreed to consult upon a number of proposals (the "Phase 1 proposals") in order to start to bridge the gap and a copy of the Cabinet report is attached at Appendix 1 (the "Phase 1 Cabinet Report").
- 3.3 The provisional local government settlement was received on the 16th October 2013 the implications of which resulted in the estimated gap for the four years rising to £70M. Subsequently the final settlement was received on the 11th December 2013 which reaffirmed the estimated four year gap of £70M.

4. CONSULTATION EXERCISE

- 4.1 As outlined to Cabinet in the Phase 1 Cabinet Report it is crucial that the Council consults fully with the public, staff and other interested stakeholders on any proposals. Consultation feedback will need to feed into decisions on these proposals and ultimately on the future shape of Council services.
- 4.2 At the Cabinet meeting on the 21st October Cabinet initiated a formal four (4) week consultation process in relation to the Phase 1 Proposals.
- 4.3 The comprehensive consultation exercise in respect of the Phase 1 proposals took place over four full weeks and ended on the 2nd December 2013 (the "Consultation Exercise"). The report detailing the results of the Consultation Exercise is attached at Appendix 2.
- 4.4 In addition prior to the meeting a facility was made available for all Cabinet Members to view all consultation responses received through the various channels as a result of the Consultation Exercise. This was

to ensure Cabinet give due regard to all elements of the feedback received and not just the specific numbers supporting the Phase 1 proposals, or not, and the summarised views outlined in the Consultation Exercise report. This approach also ensures Cabinet has a comprehensive understanding of the wide range of views and opinions provided by the consultees prior to making their decision.

5. DIVERSITY AND EQUALITY IMPLICATIONS

- 5.1 Cabinet Members will of course be fully aware and mindful of the general equality duty introduced by the Equality Act 2010 and the specific public sector equality duties applicable to the Council as a local authority in Wales.
- 5.2 In accordance with the Council's duties full Equality Impact Assessments ("EIA's") have been prepared alongside and supported by the consultation process for each Phase 1 Proposal.
- 5.3 Attached at Appendix 3 to the report are the EIA's completed for each Phase 1 Proposal. As per the consultation outcomes themselves, the individual EIA's are now presented to Cabinet to ensure that a fully informed decision is made on each proposal.
- 5.4 The EIA's consider the potential impact of each Phase 1 proposal consulted on, the designated protected groups and identify any potential mitigation either in place or which can be put in place.

6. PHASE 1 PROPOSALS

- 6.1 In order that fully informed decisions can be taken on each proposal it is now for Cabinet to review all the available information in respect of the Phase 1 Proposals particularly that information contained in the appendices to this report and decide on whether or not, and if so how, it wishes to proceed with each proposal.

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

21ST OCTOBER 2013

REPORT OF THE CORPORATE MANAGEMENT TEAM

**Author: Steve Merritt, Group Director, Corporate Services
(01443 424026)**

**MEDIUM TERM SERVICE PLANNING – SERVICE CHANGE PROPOSALS
PHASE 1**

1.0 PURPOSE OF THE REPORT

- 1.1 This report will outline service change proposals required as part of the Council's Medium Term Service Planning arrangements, specifically in the context of the need to reduce spend and enable the Council to fulfil its statutory responsibility and set a balanced budget from 2014/15 onwards.

2.0 RECOMMENDATIONS

It is recommended that the Cabinet agree:

- 2.1 To initiate a consultation on the service change proposal in respect of **School Admission Arrangements** as detailed at paragraph 5;
- 2.2 To initiate a consultation on the service change proposal in respect of the **Meals on Wheels Service** as detailed at paragraph 6;
- 2.3 To initiate a consultation on the service change proposal in respect of the **Library Service** as detailed at paragraph 7;
- 2.4 To initiate a consultation on the service change proposal in respect of **Youth and E3 Provision** as detailed at paragraph 8;
- 2.5 To initiate a consultation on the service change proposal in respect of **Day Centres** as detailed at paragraph 9; and
- 2.6 To receive a further report detailing the results and feedback from the consultation process (including the results of the Equality Impact Assessments undertaken) in order to determine whether and how it wishes to progress with the proposals.

3.0 BACKGROUND

- 3.1** On the 22nd July 2013, Cabinet received an update on the latest projection of the Council’s revenue budget position for the period to 2017/18 (current financial year 2013/14 and a 4 year projection), as part of the Council’s Medium Term Service Planning arrangements.
- 3.2** This highlighted an estimated budget gap over the 4 years from 2014/15 to 2017/18 of £56M based on the budget assumptions and modelling undertaken at that time. Whilst there has been no further formal notification of likely settlement levels for this period, it is becoming increasingly likely that the position faced by this Council is going to be worse than initially calculated. There is clearly a range of funding gap scenarios possible, and the actual detail, in respect of the first year (2014/15) gap will not be known until the provisional local government settlement is announced on the 16th October 2013.
- 3.3** Given the size of the budget gap faced and the timescale requirements for any implementation of service changes, Cabinet agreed to receive reports on potential service change / cut proposals as soon as these become available, given the need to balance an estimated gap of almost £16M (at best) for 2014/15.
- 3.4** The proposals contained in this report represent the first tranche of proposed changes to Council services. Given the funding gap likely, further service change options will be brought forward in due course in what will be referred to as “phases”.
- 3.5** This report provides a summary of the proposals and the detail for each is contained in the appropriate appendix, as referenced below in Table 1:

Table 1

School Admission Arrangements	Appendix 1
Meals on Wheels	Appendix 2
Reconfigure the Library Service	Appendix 3
Youth & E3 Provision	Appendix 4
Day Centres	Appendix 5

4 PRINCIPLES

- 4.1** Notwithstanding the anticipated funding reductions, the Council remains committed to its promise to continue to deliver better public services, stronger communities and social justice. Above all we want to make Rhondda Cynon Taf a safer, healthier and more prosperous place to live, work and learn.
- 4.2** The economic climate within which we find ourselves, however, means we must deliver our commitment within the context of reduced available funding and in order to assist us in ensuring our available resources and services are prioritised we will endeavour to test any service change / service reduction or alternate service delivery proposals against the following guiding principles:
- I. Services are as equitable as possible across Rhondda Cynon Taf;**
 - II. Proposals will result in a reasonable level of service remaining in place;**
 - III. Services will remain sustainable over the medium term (3 to 5 years);**
 - IV. Services will, as far as possible, be generally better or as good as the rest of Wales;**
 - V. Services will continue to meet our statutory obligations.**

PROPOSALS - PHASE 1

5 SCHOOL ADMISSION ARRANGEMENTS

- 5.1** Across RCT there is currently inconsistency in terms of the arrangements for the admission of children into our schools, typically being :
- a. Start school (full-time) the day after 3rd birthday;
 - b. Start school (full-time) the term after 3rd birthday;
 - c. Start school (full-time) the September following 3rd birthday.
- 5.2** Each school determines these arrangements annually in line with their capacity, school roll and demand for places.
- 5.3** Schools are funded for the number of pupils which are held on their roll.
- 5.4** All of the admission arrangements highlighted in paragraph 5.1 are above the statutory requirements.

STATUTORY OBLIGATIONS

- 5.5** Our statutory obligation is to provide all children with 10 hours of nursery education per week from the beginning of the term following their 3rd birthday.
- 5.6** Whilst this is an obligation, it is not compulsory for children to attend school until they become of Compulsory School age. This is the term following a child's 5th birthday.
- 5.7** Accordingly from the term after a child's 3rd birthday to the term after their 5th birthday our obligation is to make available 10 hours per week of nursery education but the take up is at the discretion of parents / carers.
- 5.8** Clearly our current admission arrangements, consisting of full time education pre compulsory school age (as detailed at 5.1) are in excess of statutory minimum requirements.

PROPOSED SERVICE CHANGE

- 5.9** It is proposed that we seek to introduce consistent admission arrangements (subject to school capacity) across all of our schools and work with governing bodies to achieve this.
- 5.10** The consistent admission arrangement should be based on :
- Part-time (half day) provision from the term after a child's 3rd birthday (pre-nursery and nursery); and
 - Full-time provision from the September after a child's 4th birthday (reception);
- 5.11** Whilst admission arrangements are effectively a matter for individual governing bodies, it is proposed that the way in which the Council funds schools would be in line with the above criteria.
- 5.12** Whilst this is a reduction to our current arrangements it still represents a service level above statutory minimum requirements and is equivalent to provision at many of our neighbouring authorities. There does not appear to be any evidence to show that our current arrangements are having a positive impact upon attainment levels.
- 5.13** The proposal would see the removal of the provision of both Home to School Transport and school meal provision for part-time pupils.

5.14 The full detail of this proposal is attached at Appendix 1.

FINANCIAL IMPLICATIONS

5.15 Implementation of these proposals would deliver savings for the Council of £4.5M in a full financial year. It is proposed that implementation be effective from the beginning of the Summer Term 2014 (April 2014) and that existing full time pupils be transferred to part-time from this date.

5.16 Whilst the proposal impacts upon individual schools' bottom line budgets, moving to part time provision does mean a reduction in associated necessary staffing costs, and as such is cost neutral to each schools budget.

6. MEALS ON WHEELS

6.1 The service currently provides clients with a hot prime cooked meal 7 days a week. An average of 1,000 meals are delivered per weekday and 500 per day at the weekend.

6.2 The charge per meal is £2.90 which is the same charge as a meal in one of the Council's community day centres.

6.3 There is no statutory duty to provide a meals on wheels service, indeed some authorities merely signpost to alternative providers in the market place.

6.4 The cost of the current service is £1.2M.

6.5 Meals are currently prepared at 6 locations:

- 2 production only kitchens at Treherbert and Ynyshir
- 4 kitchens as part of existing day centres at Mountain Ash, Aberdare, Tonyrefail and Pontypridd

PROPOSED SERVICE CHANGE

6.6 It is proposed that the 7 day service is retained but the weekend service is converted to a chilled meal provision. Meals would still be prime cooked but would be sealed and chilled and delivered on a Friday for heating by clients in their own homes for weekend consumption.

6.7 There would still be a menu option for weekends.

- 6.8 It would also be possible to reconfigure production from the existing 6 kitchens to 3, with some investment requirements. Table 2 summarises the proposed kitchen changes:

Table 2

Current Meal Production Kitchen	Kitchen only / part of day centre	Proposal
Treherbert	Kitchen Only	Close Kitchen
Ynyshir	Kitchen Only	Continue Production
Pontypridd	Day Centre	Cease production of Meals on Wheels but continue production of on site day centre meals
Tonyrefail	Day Centre	Continue Production
Mt Ash	Day Centre	Cease production of Meals on Wheels but continue production of on site day centre meals
Aberdare	Day Centre	Continue production

- 6.9 The full detail of this proposal is attached at Appendix 2.

FINANCIAL IMPLICATIONS

- 6.10 Implementation of this proposal would deliver savings (net of investment) for the Council of £0.3M per year (full year impact) and it is proposed that this is implemented from 1st April 2014 or as soon as is practicable thereafter.

7. RECONFIGURE THE LIBRARY SERVICE

- 7.1 The Council currently has 26 Branch Libraries, 4 mobile libraries, a housebound service plus community transport available to residents who have difficulty in getting to a library.
- 7.2 The current cost of the service is £3.1M.
- 7.3 Library authorities have a statutory duty under section 7 of the Public Libraries and Museums Act, 1964, to provide a “comprehensive and efficient library service for all persons desiring to make use thereof”. The Public Library Service Standards effectively articulate the nature of

the “comprehensive and efficient” service required of the Council and make clear its responsibilities under the Act.

PROPOSED SERVICE CHANGE

- 7.4 It is proposed that the provision of Branch Libraries be reduced to 12, which would include 4 in each of the Rhondda, Cynon and Taff Ely areas of the County Borough. Those libraries proposed for closure and those proposed to be retained are shown in Table 3:

Table 3

	Retain	Close
Rhondda	Treorchy	Treherbert
	Tonypanyd	Ton Pentre
	Ferndale	Penygraig
	Tylorstown	Porth
		Maerdy
		Ynyshir
Cynon	Hirwaun	Cwmbach
	Aberdare	Penrhiwceiber
	Mt Ash	Ynysybwl
	Abercynon	
Taff Ely	Pontypridd	Cilfynydd
	Rhydyfelin	Beddau
	Llantrisant	Tonyrefail
	Church Village	Nantgarw
		Pontyclun

- 7.5 As part of the proposal, the existing mobile library service would be enhanced to enable greater outreach coverage. The housebound service and community transport provision would also be maintained at current levels.

- 7.6 The full detail of this proposal is attached at Appendix 3.

FINANCIAL IMPLICATIONS

- 7.7 Implementation of this proposal would deliver savings for this Council of £0.8M per year (full year impact) and it is proposed that this is implemented from 1st April 2014 or as soon as is practicable thereafter.

8. YOUTH AND E3 PROVISION

- 8.1 The service currently provides a range of youth services targeting 11 to 25 year olds who live and / or attend school in Rhondda Cynon Taf.
- 8.2 The current service composition is shown below in Table 4 along with the cost of providing the current level of service.

Table 4

Programme	Users (2012/13)	2013/14 Budget £'000
E3+ 5x60 (Sport Wales Initiative) Out of school hours activities	10,397	2,060 185
Youth Clubs Centre based delivery through 15 Youth Clubs and 3 Community Education Centres (Treorchy, Treherbert & Miskin)	3,044	574
Youth Club Support & Projects Management, premises maintenance, projects (Forums, Friday night disco's, Youth Events Wales)	2,433	462
Detached Youth Work Street based delivery	3,663	278
Curriculum Development & Training Central support for accredited qualifications	5,795	164
Special Projects Team Youth advice and guidance training programme	892	139
Community Focussed Schools School holiday activities programme	1,603	70
Outdoor Education & Duke of Edinburgh	4,058	115
Environmental Education	1,531	44
Management & Administration		358
TOTAL BUDGET		4,449

- 8.3 The current level of provision, including E3, places this Council at the top of the all Wales spend table on youth services.

PROPOSED SERVICE CHANGE

- 8.4 It is proposed to amalgamate the functions of Detached (Street Based) Youth Workers, Youth Club staff, Accreditation Workers, e3+ co-ordinators into one team to deliver School and Community Youth Work centred around hubs operating out of the 17 secondary schools. This would include the relocation of existing youth clubs (including the 3 Community Education Centres at Treorchy, Treherbert and Miskin (Mountain Ash)) to alternative sites, at the nearest secondary school.
- 8.5 The proposed arrangements would see hubs created at all 17 secondary schools (currently Welsh School provision is via the nearest English school) and provide a continued resource for enrichment activities, albeit at a lower level than is currently available (at approximately one third of the current budget) plus flexible funding to respond to and support any local access requirements.
- 8.6 The 5*60 programme would be scaled back to the level of external grant funding which we receive from Sport Wales for the provision, the functions of Accreditation and Wicid Website editor would continue as would the commissioning of services from the voluntary sector. It would also be a full-time (52 week) service and not be restricted to term time.
- 8.7 The opportunity would also be taken to streamline management arrangements and the central administration function and requirements. The small revenue grants programme would also be terminated.
- 8.8 The full detail of this proposal is attached at Appendix 4.

FINANCIAL IMPLICATIONS

- 8.9 Implementation of this proposal would deliver savings for the Council of £2.2M per year (full year impact) and it is proposed that this is implemented from 1st April 2014 or as soon as is practicable thereafter.

9. DAY CENTRES

- 9.1 The Council currently operates 19 day centres which are open access for residents aged over 50 to socialise and have a hot subsidised meal. There is no statutory requirement for the Council to provide these centres.

- 9.2 The levels of usage and cost to the Council of subsidising a meal varies across the centres where some deliver as few as 3 meals on average per day (Wesley, Ferndale) equating to a subsidy of £56.05 per meal; to 62 meals a day (St Mairs, Aberdare) equating to a subsidy of £5.18 per meal. The actual charge per meal is £2.90 (as per the Meals on Wheels service).
- 9.3 Daily and weekend opening times are currently inconsistent across the County Borough. For example, only Rhondda and Cynon centres open on a Saturday.
- 9.4 The cost of the current service is £1.1M.

PROPOSED SERVICE CHANGE

- 9.5 It is proposed to align future provision based on an appropriate geographical spread. Table 5 sets out the proposed changes, resulting in reducing the number of centres from 19 to 9:

Table 5

<i>Day Centre</i>	<i>Proposal</i>	<i>Proximity to Retained Day Centre</i>
Alec Jones (Porth)	Open	
Dai Davies (Cymmer)	Close	Alec Jones - 1.3 miles
Edith May (Ynyshir)	Close	Alec Jones - 1.6 miles
Teifi House (Maerdy)	Open	
Wesley (Ferndale)	Close	Teifi House – 2 miles
Brynnar Jones (Gelli)	Open	
Noddfa (Treorchy)	Close	Brynnar Jones - 1.9 miles
Llewellyn (Pentre)	Close	Brynnar Jones - 1.0 miles
Nazareth House (Williamstown)	Open	
Combine House (Tonypandy)	Close	Nazareth House - 1.0 miles
Dan Murphy (Trealaw)	Close	Nazareth House - 1.5 miles
St Mairs (Aberdare)	Open	
Mountain Ash	Open	
Pontypridd	Open	
Rhydyfelin	Close	Pontypridd - 2.6 miles
Beddau	Close	Pontypridd - 3.8 miles
St. Georges (Tonyrefail)	Open	
Pontyclun	Open	
Gilfach Goch	Close	St. Georges - 2.8 miles

9.6 It is also proposed to introduce greater consistency in terms of opening arrangements for those centres retained. These arrangements would be Monday to Friday, 10am to 4pm for all centres.

9.7 The full detail of this proposal is attached at Appendix 5.

FINANCIAL IMPLICATIONS

9.8 The implementation of this proposal would deliver savings for the Council of £0.6M per year (full year impact) and it is proposed that implementation would be from 1st April 2014 or as soon as is practicable thereafter.

10. CONSULTATION

10.1 It is crucial that the Council consults fully with the public, staff and other interested stakeholders on these proposals. Consultation feedback will need to feed into decisions on these proposals and ultimately on the future shape of Council services.

10.2 It is proposed that a formal four (4) week consultation process be initiated in relation to these proposals. This will be facilitated through a number of methods, ensuring that all who wish to provide feedback and respond to the proposals are able to do so.

10.3 The results of the consultation process will be presented to Cabinet to ensure that a fully informed decision is made on all proposals.

11. DIVERSITY IMPLICATIONS

11.1 A full Equality Impact Assessment (EIA) will be prepared alongside and supported by the consultation process for each of these proposals. As per the consultation outcomes themselves, the individual EIAs will be presented to Cabinet once completed to ensure that a fully informed decision is made on all proposals.

12. STAFFING

12.1 A number of the proposals would necessitate a review of staffing levels across the relevant services. These reviews would be carried out in accordance with the Council's statutory obligations and Managing Change policy. Staff and trade unions would be fully consulted at the appropriate time.

13. CONCLUSION

- 13.1 The Council is facing an unprecedented financial challenge over the next 4 years and all services and their delivery must be assessed.
- 13.2 The proposals in this report provide the Cabinet with a number of 'First Phase' options to contribute towards bridging the budget gap faced by the Council.
- 13.3 If implemented, the proposals contained in this report would deliver £8.4M of full year savings for the Council. Whilst clearly a positive step towards addressing some of the budget gap going forward, the magnitude of the estimated gap (£56M at best over the 4 years to 2017/18 and for 2014/5 an estimated gap of £16M) will necessitate further phases of proposals being brought forward.

APPENDIX 1

DETAILED OPTION APPRAISAL

PROPOSALS TO AMEND SCHOOL ADMISSION ARRANGEMENTS

CURRENT ARRANGEMENTS

Our current school admission arrangements are in excess of the statutory requirement (Welsh Government’s minimum required level of provision) and are above what most other authorities across Wales provide.

Our statutory obligation is to provide all children with 10 hours of nursery education per week from the term following their 3rd birthday. We try to ensure this provision is available at a maintained school within the family’s school catchment area, or we can offer places, if available, in neighbouring schools.

It is not compulsory for children to start school until the term following their 5th birthday. Therefore, attendance between the age of 3 to the term following the child’s 5th birthday is optional to parents (Section 8 of the Education Act 1996).

A child therefore becomes of compulsory school age at one of the three dates in the year following their 5th birthday (Start of Compulsory School Age Order 1998 S.I. 1998 No. 1607):

Child Date of Birth	Compulsory Date to Start School
1 April – 31 August	1 September
1 September – 31 December	1 January
1 January – 31 March	1 April

Within RCT we have mixed admissions arrangements being adopted across our infant and primary schools depending on available capacity. These being:

- start school the day after their 3rd birthday
- start School the Term after their 3rd birthday
- start School in the September following their 3rd birthday

Schools which fall into each of these categories can vary from year to year.

The 2014/15 Starting School Booklet was published in September 2013.

Academic Year

Year	Age During Academic Year
Pre Nursery	3
Nursery	4
Reception	5
Yr1	6
Yr2	7
Yr3	8
Yr4	9
Yr5	10
Yr6	11

INITIAL LONG LIST OF OPTIONS

A long list of options for change was considered to introduce greater consistency in arrangements across all schools and to enable cost savings to be realised to assist in closing the budget gap faced by the Council. This initial list is detailed below:

1. Status Quo
2. Full time the term after the Childs 3rd Birthday
3. Part time (half day) the term after the Childs 3rd birthday and Full time Nursery
4. Part time (half-day) the term after the Childs 3rd birthday and Part time (half-day) Nursery and Full time Reception
 - 4a. Option 4 plus 50% play facility funded by the council.
 - 4b. Option 4 plus 50% play facility chargeable to the parent
5. Part time (half-day) the term after the Childs 3rd birthday, part time (half-day) Nursery and Part-time Reception to term after 5th Birthday (Statutory minimum)
6. Single point admission in the September following the Childs 3rd Birthday (full time)
7. Single Point admission in the September following the childs 3rd birthday part time (half-day) nursery and full time Reception
8. Single Point admission in September following the childs 3rd birthday with part time (half-day) nursery and initial part time (half-day) Reception transferring to full time Reception the term following the child's 5th birthday

Appendix 1A illustrates the level of provision for each option.

Appendix 1B provides an analysis of the consideration of each option.

The proposed preferred Option is 4.

This option is above the statutory minimum in that :

- It provides half day provision which is above the minimum requirement of 2 hours per day; and
- It provides full time provision at reception from the September before 5th birthday which is above the statutory minimum of full time provision from the term after 5th birthday.

PREFERRED OPTION - DETAILS

Part time the term after the Childs 3rd birthday, Part time Nursery and Full time Reception

Option	3rd Birthday By:	Pre Nursery			Nursery			Reception		
		Age 3 In Year			Age 4 In Year			Age 5 In Year		
		Sept	Jan	Apr	Sept	Jan	Apr	Sept	Jan	Apr
Current Arrangements (where capacity allows)	Aug	FT	FT	FT	FT	FT	FT	FT	FT	FT
	Dec	FT	FT	FT	FT	FT	FT	FT	FT	FT
	Mar	FT	FT	FT	FT	FT	FT	FT	FT	FT
Recommended :- PT term after 3 PT Nurs Sept FT Rec Sept	Aug	PT	PT	PT	PT	PT	PT	FT	FT	FT
	Dec	NO	PT	PT	PT	PT	PT	FT	FT	FT
	Mar	NO	NO	PT	PT	PT	PT	FT	FT	FT

NO = No admission
PT = Part Time (Half Day)
FT = Full Time

Pupils would therefore start school the term following their 3rd birthday on a part time basis and would become full-time when they start Reception. Where schools are unable to offer pre-nursery admission due to capacity issues (and therefore would not be able to offer the new minimum admissions arrangements) then alternative provision would be offered at another school or through a private provider.

This approach would still be as generous as the level of provision provided in the majority of Councils across Wales.

Based on 2012/13 admission numbers, this option would impact upon 3,302 nursery pupils, 85 of which would have a delayed start and 3,217 would become part-time pupils. School budgets are mainly funded based on pupil

numbers therefore it would reduce the funding requirements at a school level with a budget reduction across all schools amounting to £4.4M.

Pupil number reductions at individual schools would be dependent upon actual pupil numbers and dates of birth as at the determined date of implementation.

Schools may wish to consider (if capacity allows) implementing a play setting in the School which would be dependent on a Governing Body decision. Assistance can be provided by the Council, if required, to the setting up of such a provision.

The proposed option would remove the provision of Home to School Transport and school meals for part time pupils.

FINANCIAL APPRAISAL

Individual School Budgets (ISB) are prepared on a Financial Year basis therefore all options have been modelled on the financial year 2012/13. Using the data averaged over the admissions count of January 2012, June 2012 and September 2012 to implement the new Options would result in the following savings as compared to the 2012/13 ISB.

Only compulsory age school children's Free School Meals are components of the Revenue Support Grant (RSG), with Pre Nursery and Nursery Children's Free School Meals being an unfunded cost to the Council. Therefore if Nursery children become part time and do not have a school meal the Council would save approximately £127k.

Saving Analysis

Option		Saving £'000
	Part time the term after the Childs 3 rd birthday, part time Nursery from September and full time Reception	£4,393
	Saving on Free School Meals	£127
	Total Saving	£4,520

- *Home to School Transport savings to be assessed based on implications at individual contract level.*

As the proposal results in a reduction in full time equivalent pupil numbers the saving is not compromised by the continuation of previous school protection requirements.

Transition Savings

In order to implement the new admissions procedure there are two approaches that can be considered. i.e.

- a. **Fully implement** - i.e. if the new procedure was implemented in April 2014 then the pre-nursery and nursery children who have already accessed a full time place the previous term, would revert to part time. Therefore, all nursery children would be part-time from the Summer term (April) 2014.
- b. **Phased** - i.e. those children already in pre-nursery or nursery would continue their 100% place and only those new starters from April 2014 would commence on a part-time basis. Therefore, schools would have a mixed pre-nursery and nursery provision of full and part-time children for the first two years of transition.

Both these options can be implemented at the start of the 3 term dates during the Academic Year.

The following table shows the phased savings over the Financial Years 2014/15, 2015/16 and 2016/17:-

Option		Implementation Date	2014/15	2015/16	2016/17	Total
			Gross Annual Saving £'000	Gross Annual Saving £'000	Gross Annual Saving £'000	Gross Annual Saving £'000
a	Fully Implement	April 2014	4,520	-	-	4,520
b	Phase-in	April 2014	1,821	2,699	-	4,520

*2014/15 Figures are based on 12/13 actual data count

** 2015/16 Figures are based on 12/13 actual data count and 13/14 actual data count for Jan & June, and estimated for Sep 13

APPENDIX 1A – ADMISSIONS MATRIX INITIAL LONG LIST

Option		3rd Birthday By:	Pre Nursery			Nursery			Reception		
			Age 3 In Year			Age 4 In Year			Age 5 In Year		
			Sept	Jan	Apr	Sept	Jan	Apr	Sept	Jan	Apr
1	Status Quo (Current)	Aug	FT	FT	FT	FT	FT	FT	FT	FT	FT
		Dec	FT	FT	FT	FT	FT	FT	FT	FT	FT
		Mar	FT	FT	FT	FT	FT	FT	FT	FT	FT
2	FT term after 3	Aug	FT	FT	FT	FT	FT	FT	FT	FT	FT
		Dec	NO	FT	FT	FT	FT	FT	FT	FT	FT
		Mar	NO	NO	FT	FT	FT	FT	FT	FT	FT
3	PT term after 3 FT Nurs Sept	Aug	PT	PT	PT	FT	FT	FT	FT	FT	FT
		Dec	NO	PT	PT	FT	FT	FT	FT	FT	FT
		Mar	NO	NO	PT	FT	FT	FT	FT	FT	FT
4	PT term after 3 PT Nurs Sept FT Rec Sept	Aug	PT	PT	PT	PT	PT	PT	FT	FT	FT
		Dec	NO	PT	PT	PT	PT	PT	FT	FT	FT
		Mar	NO	NO	PT	PT	PT	PT	FT	FT	FT
5	PT term after 3 PT Nurs FT term after 5	Aug	PT	PT	PT	PT	PT	PT	FT	FT	FT
		Dec	NO	PT	PT	PT	PT	PT	PT	FT	FT
		Mar	NO	NO	PT	PT	PT	PT	PT	PT	FT
6	FT Sept after 3	Aug	FT	FT	FT	FT	FT	FT	FT	FT	FT
		Dec	NO	NO	NO	FT	FT	FT	FT	FT	FT
		Mar	NO	NO	NO	FT	FT	FT	FT	FT	FT
7	PT Sept after 3 FT Rec Sept	Aug	PT	PT	PT	PT	PT	PT	FT	FT	FT
		Dec	NO	NO	NO	PT	PT	PT	FT	FT	FT
		Mar	NO	NO	NO	PT	PT	PT	FT	FT	FT
8	PT Sept after 3 FT Year 1	Aug	PT	PT	PT	PT	PT	PT	FT	FT	FT
		Dec	NO	NO	NO	PT	PT	PT	PT	FT	FT
		Mar	NO	NO	NO	PT	PT	PT	PT	PT	FT

NO = No admission
PT = Part Time
FT = Full Time

APPENDIX 1B

INITIAL LONG LIST OF OPTIONS

Option		Advantages	Disadvantages	Recommended Option Yes/No
1	Status Quo	<ul style="list-style-type: none"> ○ Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement ○ Parents are able to return to work full-time in the term during their child's third birthday ○ Early identification of children with additional learning needs ○ Early access to free school meals for vulnerable children would have a positive impact on well-being ○ Access to home to school transport would encourage regular attendance at school 	<ul style="list-style-type: none"> ○ Some disruption to the Class due to continuous entry of three year olds throughout the year ○ Staffing levels may not remain constant as there may be a need to appoint additional support staff during the academic year ○ No consistent approach to Nursery admissions across the Authority 	No
2	Full time the term after the Child's 3 rd Birthday	<ul style="list-style-type: none"> ○ Early establishment of relationships between parents and the school impacts on pupils well-being, progress and 	<ul style="list-style-type: none"> ○ Some disruption to the Class due to termly entry of three year olds throughout the year ○ Staffing levels may not remain 	No

		<p>achievement</p> <ul style="list-style-type: none"> ○ Parents are able to return to work full-time the term following their child's third birthday ○ Early identification of children with additional learning needs ○ Early access to free school meals for vulnerable children would have a positive impact on well-being ○ Access to home to school transport would encourage regular attendance at school ○ Consistent approach to Nursery admissions across Authority 	<p>constant as there may be a need to appoint additional support staff during the academic year</p>	
3	<p>Part time (half day) the term after the Child's 3rd birthday and Full time Nursery from September</p>	<ul style="list-style-type: none"> ○ Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement ○ Parents are able to return to work part-time the term following their child's third birthday ○ Early identification of children with additional learning needs ○ Early access to free school meals for vulnerable children would have a positive impact on 	<ul style="list-style-type: none"> ○ Some disruption to the Class due to termly entry of three year olds throughout the year ○ Pre-nursery children who are entitled to free school meals and home to school transport would not be able to access them until they commence Nursery in the September Term 	No

		<p>well-being</p> <ul style="list-style-type: none"> ○ Access to home to school transport would encourage regular attendance at school ○ Consistent approach to Nursery admissions across Authority 		
4	<p>Part time (half day) the term after the Childs 3rd birthday and Part time (half day) Nursery from September and Full time Reception</p>	<ul style="list-style-type: none"> ○ Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement ○ Parents can return to work/continue working on a part-time basis (unless they can afford to pay for childcare) ○ Early identification of children with additional learning needs ○ Consistent approach to Nursery admissions across Authority 	<ul style="list-style-type: none"> ○ Nursery children who are entitled to free school meals would not be able to receive them ○ Nursery children who are entitled to home to school transport would not be able to access it ○ Children “at risk” may face greater risk at home due to not being in school full-time until Reception Year. ○ Reduction in the hours of schooling may have a negative impact on the pace of learning, progress and achievement 	Yes
4a	<p>Part time (half day) the term after the Childs 3rd birthday and Part time (half day) Nursery from September and Full time Reception. Plus half day Play funded by Council</p>	<ul style="list-style-type: none"> ○ Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement ○ Parents can return to work full-time basis the term following their child's third birthday 	<ul style="list-style-type: none"> ○ Disruption of teaching staff from morning to afternoon ○ Some schools may decide not to offer the Play facility and would cause an un-equitable spread across the Authority ○ Place an administrative burden on the School/Authority to run the play 	No

		<ul style="list-style-type: none"> o Early identification of children with additional learning needs o Consistent approach to Nursery admissions across Authority o Early access to free school meals for vulnerable children would have a positive impact on well-being o Access to home to school transport would encourage regular attendance at school o Opportunity for children to remain in same environment for whole day 	<ul style="list-style-type: none"> o facility o Place additional responsibility on School/Authority for registering the play setting to CSSIW and regular inspections etc 	
4b	<p>Part time (half day) the term after the Childs 3rd birthday and Part time half day) Nursery from September and Full time Reception. Plus half day play charged to the parent.</p>	<ul style="list-style-type: none"> o Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement o Parents can return to work/continue working on a part-time basis (unless they can afford to pay for childcare) o Early identification of children with additional learning needs o Consistent approach to Nursery admissions across Authority o Early access to free school meals for vulnerable children 	<ul style="list-style-type: none"> o Disruption of teaching staff from morning to afternoon o Some schools may decide not to offer the Play facility and would cause an un-equitable spread across the Authority o Place an administrative burden on the School/Authority to run the play facility o Place additional responsibility on School/Authority for registering the play setting to CSSIW and regular inspections etc o Placing an additional financial burden on the parent for the half 	No

		<p>would have a positive impact on well-being</p> <ul style="list-style-type: none"> ○ Access to home to school transport would encourage regular attendance at school ○ Opportunity for children to remain in same environment for whole day ○ Revenue / income opportunity for School/Authority 	<p>day play facility which may result in many children not using the facility due to parents affordability</p>	
5	<p>Part time (half day) the term after the Childs 3rd birthday, part time (half day) Nursery and part time (half day) Reception until the term after the child's 5th birthday</p>	<ul style="list-style-type: none"> ○ Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement ○ Parents can return to work/continue working on a part-time basis (unless they can afford to pay for childcare) ○ Early identification of children with additional learning needs ○ Consistent approach to Nursery admissions across Authority 	<ul style="list-style-type: none"> ○ Delayed access to free school meals for vulnerable children would have a negative impact on well-being ○ Delayed access to home to school transport would not assist and/or encourage regular attendance at school ○ Reduction in the hours of schooling may have a negative impact on the pace of learning, progress and achievement especially in respect of the new Statutory Literacy and Numeracy Framework which starts at Reception ○ Standards in Welsh medium schools may be compromised if the opportunity for education provision is limited, the expected level of 	No

			Welsh Literacy by the end of Foundation Phase may not be achieved.	
6	Single point admission in September - Full time Nursery	<ul style="list-style-type: none"> o Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement o Parents are able to return to work full-time the September following their child's third birthday o Early identification of children with additional learning needs o Early access to free school meals for vulnerable children would have a positive impact on well-being o Access to home to school transport would encourage regular attendance at school o Consistent approach to Nursery admissions across Authority 	<ul style="list-style-type: none"> o Not offering a pre Nursery would delay children commencing school and may have a negative impact on progress. o Children "at risk" may face greater risk at home due to a delayed start in school 	No
7	Single point admission in September - Part time nursery	<ul style="list-style-type: none"> o Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement o Parents can return to 	<ul style="list-style-type: none"> o Delayed access to free school meals for vulnerable children would have a negative impact on well-being o Delayed access to home to school transport would not assist and 	No

		<p>work/continue working on a part-time basis (unless they can afford to pay for childcare)</p> <ul style="list-style-type: none"> ○ Early identification of children with additional learning needs ○ Consistent approach to Nursery admissions across Authority 	<p>encourage regular attendance at school</p> <ul style="list-style-type: none"> ○ Reduction in the hours of schooling may have a negative impact on the pace of learning, progress and achievement 	
8	<p>Single point admission in September - Part time (half day) nursery and reception with phased full-time reception the term after children turn 5.</p>	<ul style="list-style-type: none"> ○ Early establishment of relationships between parents and the school impacts on pupils well-being, progress and achievement ○ Parents can return to work/continue working on a part-time basis (unless they can afford to pay for childcare) ○ Early identification of children with additional learning needs ○ Consistent approach to Nursery admissions across Authority 	<ul style="list-style-type: none"> ○ Delayed access to free school meals for vulnerable children would have a negative impact on well-being ○ Delayed access to home to school transport would not assist and encourage regular attendance at school ○ Reduction in the hours of schooling may have a negative impact on the pace of learning, progress and achievement, especially the new Statutory Literacy and Numeracy Framework which starts at Reception. ○ Standards in Welsh medium schools may be compromised if the opportunity for education provision is limited, the expected level of Welsh Literacy by the end of Foundation Phase may not be 	No

			achieved.	
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APPENDIX 2

DETAILED OPTION APPRAISAL

PROPOSALS TO AMEND THE PROVISION OF MEALS ON WHEELS

BACKGROUND

The current Meals on Wheels service provides hot meals, prime cooked, and delivered to clients homes ready for consumption, 7 days a week. The Service provides 278,000 hot meals per year to 2,500 clients in their own homes. Weekday meals delivered are over 1,000 per day during high demand periods but can drop by a few hundred per day during holiday times (Christmas, Easter, Summer) when clients are with families or in respite care. 500 hot meals per day are provided on Saturday and Sunday. Some clients have a meal a few times a week and others use the full 7 day service. The service also provides 68,000 meals to other Council run venues which are either cooked on site or cooked elsewhere and transported to them in bulk.

There is no statutory basis to the service.

The current cost of the service (2013/14) is **£1.2M** per year.

The service is available to residents over 60 years old, or any resident of any age with physical disabilities, mental health issues or substance misuse issues, following an assessment by Social Care Services.

The service supports the community by sustaining people's independence that would be at risk if they were left alone to prepare and cook their own food or if they could not walk or stand and would therefore be unable to shop for food.

An analysis of the client base is attached at appendix 2A.

Food and Menus

All meals are prime cooked (using fresh ingredients) in 6 locations:

- 2 Production only kitchens (no public access):
 - Treherbert
 - Ynyshir
- 4 Venues with shared kitchen facilities to cater for clients on site and to produce home delivered meals.

The menu is based on a 4 weekly cycle with 2 choices of main meals plus a sausage dinner option each day. Meals are served with either soup and a roll or a dessert. From 1st April 2013 the price of a meal is £2.90. The meal price

is the same for home delivered meals as it is for meals served in a venue that a client visits.

Delivery of meals to clients

The service uses 21 vans to deliver to home clients and 2 vans to deliver bulk meals to other venues. Deliveries to home clients are made between 11:30am and 2:30pm.

There are 2 members of staff for each van in order to meet the requirements of the Food Hygiene Regulations (2006). Once meals are put into the vans, the temperature starts to drop (or rise in the case of chilled products) and the meals must be delivered to all clients on the route within a 3 hour time span.

Under the Council's Lone Working Policy, this group of staff would be deemed to be at a high risk of sexual harassment or assault. They would also be deemed to be at a higher risk of robbery if they were lone workers as they take cash payments from clients.

OPTIONS FOR CHANGE – LONG LIST OF OPTIONS

All options have been based on current meal numbers however these may increase or reduce if the service changes.

Options are:

1) Status Quo - Saving £Nil

Current service is a 7 day home delivered hot meals service.

**2) Reduce production from 6 locations to 3 – Saving £0.294M
(Efficiency saving, not a service cut – no affect on clients)**

Hot meals are currently produced and distributed from 6 locations. This could be reduced to 3 as follows:

- Rhondda – close Treherbert Kitchen and transfer production to Ynyshir Kitchen;
- Cynon and Taf – use 2 (one in each area) of the 4 current shared venues with kitchens.

3) Provide chilled meals for the weekend - Saving £0.225M

Hot meals would be produced and delivered to clients' homes Monday to Friday with 2 prime cooked chilled meals delivered with Friday's meal for the weekend.

4) Implement both Option 2 and 3 – Saving £0.300M (first 5 years then £0.371M thereafter, following repayment of initial investment)

Deliver one hot meal a day Monday to Friday plus 2 chilled meals on a Friday for the weekend. The current kitchens have the capacity to produce chilled meals for weekends due to the reduced meal numbers required on Saturdays and Sundays.

5) Reduce production from 6 locations to 1 central production unit (CPU – location to be identified) and provide chilled meals for the weekend – Saving between £0.474M – £0.685M

All production and distribution would be done from one location. A combination of hot and chilled meals could be delivered as follows:

- a) Prime cooked meals delivered hot Monday to Friday, procured frozen for the weekend or;
- b) Prime cooked meals delivered hot Monday to Friday, prime chilled for the weekend or;
- c) Prime cooked meals delivered hot 3 times per week (Monday, Wednesday, Friday), prime chilled for the other days;

New premises and significant investment would be required for any of these options.

6) Procure frozen meals and distribute from 1 central production unit (CPU – Ynyshir Kitchen) and provide chilled meals for the weekend Saving £0.232M

All meals would be procured from a private contractor. A weekly delivery would be made to the CPU (Ynyshir kitchen) and then cooked and distributed daily from Monday to Friday with 2 frozen meals being delivered for the weekend on Friday.

7) Deliver 7 frozen meals once a week – Prime cooked from one central production unit (CPU – location to be identified) – Saving £0.821M

All production and distribution would be done from one CPU. Seven frozen meals would be delivered once a week to clients' homes. Suitable premises would have to be found to fulfil these requirements. The CPU would be operating as a commercial manufacturing unit and as such would have to satisfy European food hygiene regulations ([*Regulation \(EC\) 853/2004 laying down specific hygiene rules for food of animal origin, 29 April 2004*](#)). These regulations require specific flooring and windows, ventilation requirements, temperature control of segregated areas for delivery, storage, preparation, cooking and portioning of different food types. Significant investment would be required.

8) Deliver 7 frozen meals once a week – Procured meals – Saving £0.456M

All meals would be procured from a private contractor and distributed from Ynyshir kitchen. Seven meals would be delivered once a week to clients' homes.

9) Increase charges – Saving £0.070M (based on 10% increase in price)

The meal price from 1st April 2013 is £2.90m and the current subsidy per meal is approximately £3.28, after income is taken into account. Any increase in charges could be combined with any other option (apart from option 11).

10) Review 6 weeks free service for hospital leavers – Saving £0.030M

Clients who leave hospital and receive a home care assessment can be awarded up to 6 weeks free meals on wheels, costing approximately £30k per year in loss of income. There is no statutory basis to this, as the free meal entitlement is awarded as part of a home care package. The impact of reviewing the eligibility criteria or discontinuing this free provision needs to be assessed with Home Care services.

11) Discontinue whole service – Saving £1.2M

There is no statutory basis to home delivered meals therefore the whole service could be discontinued. Clients would be signposted to private companies that provide home delivered cooked and frozen meals. Clients would deal directly with these companies. The current subsidy is £1.133M, some of this may have to be retained to fund additional home care.

An appraisal of these options is attached at appendix 2B.

The preferred option to be taken forward is **Option 4** – reconfiguration of the meal production kitchens (from 6 to 3) and convert the weekend service to a chilled meal provision (to be delivered on a Friday). This would result in a service that would remain amongst the best in Wales. It would continue to be delivered to all parts of the County Borough and is sustainable over the medium term.

FINANCIAL APPRAISAL

Option 4 retains a 7 day service and would save **£300k p/a** for the first 5 years, rising to £371k thereafter (one off capital investment required which reduced the first 5 years savings).

APPENDIX 2A

CLIENT BASE ANALYSIS

The service has approximately 2,500 registered clients, current data (July 2013) shows there are 1,399 active clients receiving meals.

CLIENTS ACCESSING OTHER COUNCIL SERVICES

Service	No. of Meals on Wheels clients accessing other services
Meals on wheels	1,399
Homecare	543
Day care	126
Respite	94
Direct payments	31
Reablement	30

CLIENT AGE PROFILE

Age Bracket	No. of Clients	% of Clients
30 – 39	8	1
40 – 49	27	2
50 – 59	82	6
60 – 69	160	11
70 – 79	308	22
80 – 89	584	42
90 – 99	225	16
>100	5	0
Total	1,399	100

Clients under 60 years old are eligible for the service due to physical disabilities, mental health issues or substance misuse issues, following an assessment by Social Care Services.

ANALYSIS OF MEDICAL / DIETARY REQUIREMENTS AND OTHER PREFERENCES (JULY 2013)

Meal requirement	No. of Clients	% of Clients
Standard meals	627	45
Personal preferences (e.g. no peas, no sprouts etc)	429	30
Dietary (Diabetic, gluten free, allergies etc)	250	18
Medical (pureed, minced or soft diets)	93	7
Total	1,399	100

APPENDIX 2B

INITIAL LONG LIST OF OPTIONS - APPRAISAL

Option		Advantages	Disadvantages	Recommended Option
1	Current – Status Quo	<ul style="list-style-type: none"> • Maintains daily contact with clients • No disruption for clients • No impact on staff • No capital investment required 	<ul style="list-style-type: none"> • No savings would be released • Kitchens at 6 locations would still need to be maintained • Vans would still be used daily therefore no reduction in wear and tear • Weekend deliveries would still need to be staffed • Poor use of resources for low weekend meal numbers as kitchens would still need to be opened for weekend production therefore no savings in utilities, staff costs etc. 	No
2	Reduce production locations from 6 to 3	<ul style="list-style-type: none"> • Opportunity to make efficiency savings • Minimum disruption for clients • Maintains daily contact with clients • Saving £0.294M 	<ul style="list-style-type: none"> • Vans would still be used daily therefore no reduction in wear and tear • Weekend deliveries would still need to be staffed • Kitchens would still need to be opened for weekend production therefore no savings in utilities staff costs etc. • Poor use of resources for low weekend meal numbers as kitchens would still need to be opened for weekend production therefore no 	No

			savings in utilities staff costs etc.	
3	Provide chilled meals for the weekend	<ul style="list-style-type: none"> • Maintains contact with clients Monday to Friday • Releases efficiencies from not opening kitchens on the weekends • Reduces wear and tear on vehicles • Saving £0.225M 	<ul style="list-style-type: none"> • Kitchens at 6 locations would still need to be maintained • No contact with clients on the weekend • Clients would have to heat meals themselves on the weekend • Some capital investment required 	No
4	Both option 2 and 3 – Reduce production from 6 locations to 3 and provide chilled meals for the weekend	<ul style="list-style-type: none"> • Maintains contact with clients Monday to Friday • Releases efficiencies from reducing kitchens and not opening remaining kitchens on the weekends • Reduces wear and tear on vehicles • Significant savings balanced against little disruption to clients • Saving £0.300M (first 5 years then £0.371M thereafter, following repayment of initial investment) 	<ul style="list-style-type: none"> • No contact with clients on the weekend • Clients would have to heat meals themselves on the weekend • Some capital investment required 	Yes
5	One CPU – New premises required for prime cooked meals	<ul style="list-style-type: none"> • Some variants of options maintains contact with clients Monday to Friday however savings are significantly reduced 	<ul style="list-style-type: none"> • Risks of service continuity with all meals being produced and/or distributed from one location if the facility is unavailable (e.g. power failure, pests, vandalism, inclement weather) • Significant capital investment required to identify site for CPU and to convert 	No
6	One CPU – Ynyshir for ready made procured frozen meals, delivered to clients Monday to Friday	<ul style="list-style-type: none"> • Potential to increase productivity of CPU to provide meals to other services and/or other external organisations • Significant savings where delivery 		No
7	One CPU – New premises			No

	required for prime cooked frozen meals delivered to clients once a week	frequencies are reduced to once or 3 times per week however this needs to be balanced against the reduction in contact with clients	or build the facility	
8	One CPU – Ynyshir for ready made procured frozen meals, delivered to clients once a week	<ul style="list-style-type: none"> Financial Savings Option 5 £0.685M Option 6 £0.232M Option 7 £0.821M Option 8 £0.456M 	<ul style="list-style-type: none"> Logistical issues with all vans collecting meals from one location and being returned and parked at one location Vans and equipment would be of a more specialist nature and would require more maintenance Potential loss of clients due to: <ul style="list-style-type: none"> Change in meal production from prime cooked to frozen Reduced delivery frequency Reduction in deliver frequency to once a week or 3 times per week would significantly reduce contact with clients and may result in increased pressure on home care services 	No
9	Increase charges	<ul style="list-style-type: none"> Potential increase in income therefore reducing the subsidy required per meal Saving £0.070M (based on 10% increase in price) 	<ul style="list-style-type: none"> Potential loss of clients due to resistance to price increase The price of meals on wheels in RCT is already higher than some neighbouring councils. 	No
10	Review 6 weeks free	<ul style="list-style-type: none"> Reduction in costs if provision is removed or increase in income if clients have to pay Saving £0.030M 	<ul style="list-style-type: none"> Clients may choose not to have meals on wheels with their care package if they have to pay therefore this could impact on their health recovery 	No
11	Discontinue whole service	<ul style="list-style-type: none"> Significant savings of whole budget £1.2M 	<ul style="list-style-type: none"> No contact with clients from the Meals on Wheels service which would potentially increase demand on home 	No

			care services	
			<ul style="list-style-type: none">• Unavailability of other local providers, however national providers are available	

APPENDIX 3**DETAILED OPTION APPRAISAL****PROPOSALS TO AMEND THE LIBRARY SERVICE****CURRENT ARRANGEMENTS**

Our current Library Service is comprehensive, and we have the largest number of static libraries in Wales.

The Service comprises :

26 Branch Libraries	Opening hours vary from 10 hours to 53 hours per week
4 Mobile Libraries	To serve communities and locations that are some distance from a local library building. The mobile libraries also visit sheltered housing units. All routes are fortnightly.
Housebound Service	Available to those who are unable to visit a branch or mobile library. Community Transport is also available to selected libraries for those who have difficulty in getting to a library. These services are subject to an assessment of individual needs.
Schools Library Service	Offers a loan and advisory service to all primary schools within Rhondda Cynon Taf.
Deposit Collection Service	A "deposit collection" scheme to sheltered accommodation and to the Communities First centre at Glyncoch (since the removal of the static library provision at Glyncoch).

The total revenue budget for the service for 2013/14 amounts to £3.112M.

STATUTORY BASIS OF SERVICE

The provision of a comprehensive and efficient Library Service is a statutory requirement under the Public Libraries and Museums Act 1964.

Under the Welsh Public Library Standards (WPLS) 2011-14:
 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) is at least 75% - RCT current level is 97.5%.

This is shown in the map at Appendix 3A.

In keeping with the principles of Rhondda Cynon Taf's Single Integrated Plan, the service aims to be totally accessible, to be responsive to local needs, to support lifelong learning in the widest sense, to provide information, leisure and learning opportunities, to make IT facilities available to our communities, to promote active and creative participation in the arts and cultural events, to promote individual and communal pride in the culture and heritage of the area and to develop partnerships with internal and external bodies to maximise and market the use of library venues for a wide range of community and visitor activities.

In order to sustain and develop library services, there is a need to ensure that all types of libraries, their parent bodies and the Welsh Government continue to work together to successfully deliver the **Libraries Inspire: the strategic development framework for Welsh libraries 2012-16**. The Framework defines the core offer of Welsh Libraries encompassing both public and educational libraries.

<http://wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/libraries/librariesinspire/?lang=en> (English version)

<http://wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/libraries/librariesinspire/?skip=1&lang=cy> (Welsh version)

OPTIONS FOR CHANGE – LONG LIST OF OPTIONS

A number of options were initially considered for amending the service provision. These were :

1. Reduce to 3 Area Libraries
2. Reduce to 12 Branch Libraries
3. Reduce to 16 Branch Libraries
4. Reduce to 19 Branch Libraries
5. Reduce to 22 Branch Libraries
6. Shared buildings
7. Remove Mobile & Housebound Library Service
8. Remove Schools Library Service

Appendix 3C provides an analysis of the consideration of each option and the reasons for not progressing with each.

The recommended proposal was Option 2, reconfiguration into an equitable provision across our 3 areas of Rhondda, Cynon and Taff, that is, 4 libraries to be provided in each area.

PREFERRED OPTION – DETAILS

The preferred option, that is, to retain 12 libraries – 4 in each of the Rhondda, Cynon and Taff Ely areas, attempts to balance retaining the best used

libraries whilst retaining an equitable geographical spread and buildings that have the range of facilities that would enable the service to meet the Libraries Inspire Framework in the future.

It would be supplemented by an enhanced mobile library service which would offer a combination of timetabled outreach services and a timetabled service at identified sites in the vicinity of closed static libraries and town centre / supermarket / public access locations.

The option would generate savings of £800k.

The user number data is appended at Appendix 3D and 3E.

Whilst user data does provide for one basis of prioritising libraries to be retained, it does need to be viewed alongside geographical spread and onsite facilities. To prioritise solely on usage data would provide an inequitable spread of retained libraries.

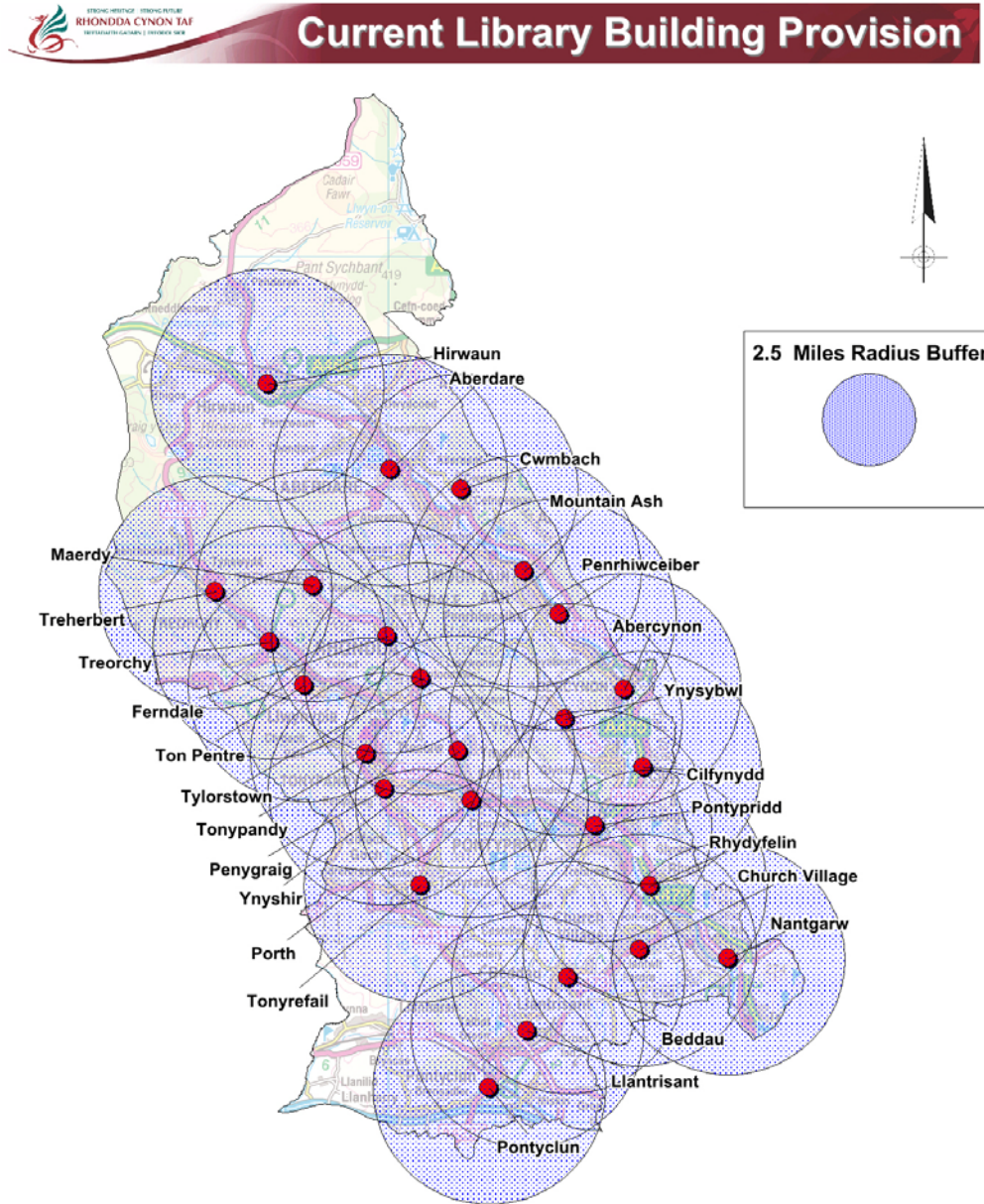
Detailed in the table below are the libraries now recommended to be retained, based on a combination of usage, geographical location and onsite facilities. Also provided are details of the nearest alternative retained library and distance.

Appendix 3F shows the rationale for determining the libraries proposed to be retained.

	Proposed to Retain	Proposed to Close	Nearest Alternative	Distance
Rhondda	Treorchy	Treherbert	Treorchy	1.7m
	Tonypandy	Ton Pentre	Treorchy	1.4m
	Ferndale	Penygraig	Tonpandy	0.9m
	Tylorstown	Porth	Tonypandy	2.7m
		Maerdy	Ferndale	2.2m
		Ynyshir	Tylorstown	2.1m
Cynon	Hirwaun	Cwmbach	Aberdare	2.2m
	Aberdare	Penrhiwceiber	Mountain Ash	1.3m
	Mt Ash	Ynysybwl	Pontypridd	3.5m
	Abercynon			
Taff	Pontypridd	Cilfynydd	Pontypridd	2.1m
	Rhydyfelin	Tonyrefail	Tonypandy	3.3m
	Llantrisant	Nantgarw	Rhydyfelin	2.9m
	Church Village	Pontyclun	Llantrisant	2.4m
		Beddau	Church Village	2.0m

The proposed retained libraries are shown in the map at Appendix 3B.

APPENDIX 3A CURRENT LIBRARIES

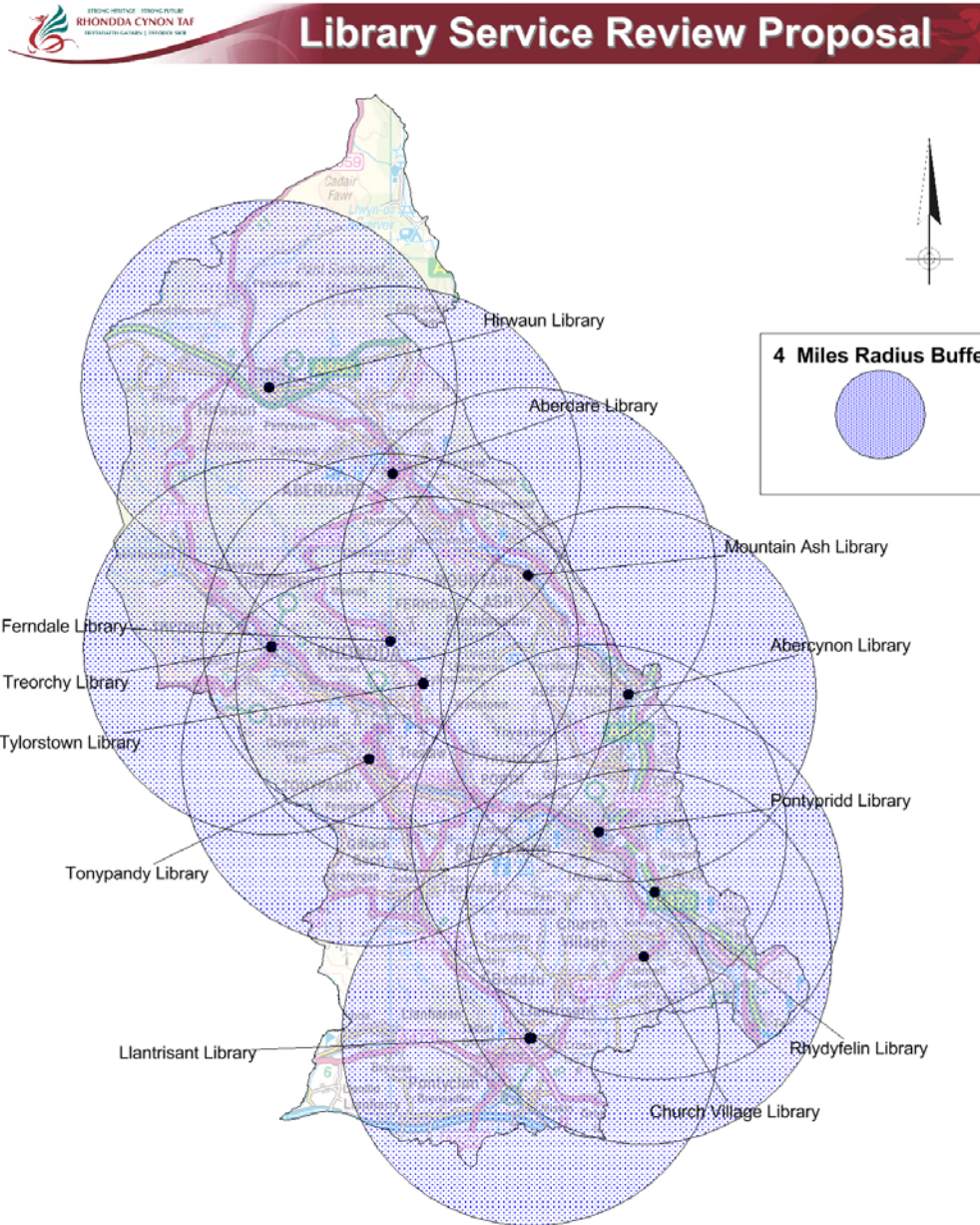


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APPENDIX 3B PROPOSED LIBRARY PROVISION



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APPENDIX 3C

INITIAL LONG LIST OF OPTIONS

Option	Advantages	Disadvantages	Recommended to be taken forward
1. Reduce to 3 Area Libraries	<ul style="list-style-type: none"> • Generate financial savings of £1.2M • Better use of remaining libraries • Removes provision of the Service's only remaining leased building at Treherbert • Improved Health and Safety at remaining buildings; 	<ul style="list-style-type: none"> • Would need to greatly increase mobile library provision • Impact negatively on performance against the WG Library Standards and does not sustain Libraries Inspire Framework • Reduced community facilities e.g. Abercynon, Beddau, Maerdy, Ton Pentre, Treherbert, Ynyshir, Ynysybwl • Reduction in local ICT provision • Impact upon literacy skills support within the community • Impact on the delivery of adult community learning 	No
2. Reduce to 12 Branch Libraries	<ul style="list-style-type: none"> • Generate financial savings of £800k • Better use of remaining libraries • Removes provision of the Service's only remaining leased building at Treherbert • Improved H&S at remaining buildings • Maintain performance against the WG Library Standards and Inspire 	<ul style="list-style-type: none"> • Would need to increase mobile library provision • Reduced community facilities in some areas e.g. Beddau, Ton Pentre, Treherbert, Ynyshir, Ynysybwl • Reduction in local ICT provision • Impact upon literacy skills support 	Yes

	Framework	<p>within the community</p> <ul style="list-style-type: none"> • Impact on the delivery of adult community learning 	
3. Reduce to 16 Branch Libraries	<ul style="list-style-type: none"> • Generate financial savings of £500k • Better use of remaining libraries • Maintain performance against the WG Library Standards and Inspire Framework • Removes provision of the Service's only remaining leased building at Treherbert • Improved Health and Safety at remaining buildings 	<ul style="list-style-type: none"> • Would need to increase mobile library provision • Reduced community facilities in some areas e.g. Ton Pentre, Treherbert, Ynyshir, Ynysybwl • Reduction in local ICT provision • Impact upon literacy skills support within the community • Impact on the delivery of adult community learning 	No
4. Reduce to 19 Branch Libraries	<ul style="list-style-type: none"> • Generate financial savings of £300k • Better use of remaining libraries • Maintain performance against the WG Library Standards and Inspire Framework • Limited impact on the delivery of adult community learning as libraries are used as delivery venues • Removes provision of the Service's only remaining leased building at Treherbert • Improved Health and Safety at remaining buildings • Mobile library provision can minimise 	<ul style="list-style-type: none"> • Reduced community facilities in some areas e.g. Treherbert, Ynyshir, Ynysybwl • Reduced local ICT provision • Impact upon literacy skills support within the community 	No

	the effect of the loss of static library provision		
5. Reduce to 22 Branch Libraries	<ul style="list-style-type: none"> • Generate financial savings of £146k • Better use of remaining libraries • Maintain performance against the WG Library Standards and Inspire Framework • Limited impact on the delivery of adult community learning as libraries are used as delivery venues • Removes provision of the Service's only remaining leased building at Treherbert • Improved Health and Safety at remaining buildings • Mobile library provision can minimise the effect of the loss of static library provision 	<ul style="list-style-type: none"> • Reduced community facilities in some areas e.g. Treherbert • Reduced local ICT provision • Impact upon literacy skills support within the community 	No
6. Shared buildings	<ul style="list-style-type: none"> • Potential to generate financial savings subject to options • Create community buildings with a number of council services 	<ul style="list-style-type: none"> • Identification of suitable buildings • Significant investment required in shared premises to make the facilities suitable for library provision • Delay in achieving savings 	No
7. Remove Mobile & Housebound	<ul style="list-style-type: none"> • Generate financial savings of £251k 	<ul style="list-style-type: none"> • No capacity to support communities without static library provision • Potential negative impact on social 	No

Library Service		<p>inclusion</p> <ul style="list-style-type: none"> • Potential greater adverse effect on disabled (to be determined through Equality Impact Assessment) 	
8. Remove Schools Library Service	<ul style="list-style-type: none"> • Generate financial savings of £71k 	<ul style="list-style-type: none"> • 75 schools entered into SLA's in 12/13 for the service utilising SEG funding (generating income of £30k) • Impact on the delivery of family learning in targeted schools 	No

APPENDIX 3D**Library Performance Data****Visitor Numbers**

	2010/11 Visitors			2011/12 Visitors			2012/13 Visitors		
	Total	Total Hours Open	Visitors Per Hour	Total	Total Hours Open	Visitors Per Hour	Total	Total Hours Open	Visitors Per Hour
Abercynon	24,289	1,757.70	13.82	14,890	1,782.50	8.35	13,255	1,751.00	7.57
Aberdare	120,122	2,440.00	49.23	120,130	2,467.50	48.68	110,065	2,352.00	46.80
Beddau	26,087	1,113.70	23.42	27,359	1,134.50	24.12	31,653	1,109.50	28.53
Church Village	40,123	1,529.50	26.23	47,992	1,511.25	31.76	47,755	1,690.87	28.24
Cilfynydd	3,019	484.10	6.24	4,175	493.00	8.47	3,680	475.00	7.75
Cwmbach	8,998	857.30	10.50	8,074	871.25	9.27	6,183	850.25	7.27
Ferndale	36,130	2,180.20	16.57	37,675	2,199.25	17.13	37,310	2,170.50	17.19
Hirwaun	38,362	1,721.00	22.29	38,975	1,741.17	22.38	37,789	1,709.35	22.11
Llantrisant	3,861	692.50	5.58	8,048	763.00	10.55	56,735	1,956.50	29.00
Maerdy	32,600	1,011.45	32.23	37,739	1,019.00	37.04	41,739	1,007.58	41.42
Mountain Ash	47,554	2,310.75	20.58	52,798	2,242.00	23.55	61,362	2,294.67	26.74
Penrhiwceiber	33,278	1,559.30	21.34	30,496	1,585.50	19.23	20,606	1,554.33	13.26
Penygraig	23,330	1,005.10	23.21	25,266	1,018.00	24.82	24,592	1,004.75	24.48
Pontyclun	21,076	1,306.50	16.13	40,431	1,987.00	20.35	49,830	1,954.75	25.49
Pontypridd	125,280	2,628.00	47.67	143,823	2,666.00	53.95	141,125	2,622.70	53.81
Porth	41,532	2,026.45	20.49	43,795	2,037.50	21.49	43,045	2,011.25	21.40
Rhydyfelin	33,794	1,821.00	18.56	39,261	1,840.00	21.34	38,066	1,800.00	21.15
Taffs Well / Nantgarw	16,754	1,474.00	11.37	20,236	1,491.00	13.57	30,308	1,700.00	17.83
Ton Pentre	57,760	2,159.20	26.75	51,800	2,171.00	23.86	38,511	2,145.75	17.95
Tonypanyd	52,960	2,328.80	22.74	57,599	2,386.00	24.14	54,819	2,352.00	23.31
Tonyrefail	40,155	1,474.50	27.23	38,763	1,489.00	26.03	37,934	1,464.33	25.91
Treherbert	31,754	2,050.00	15.49	33,385	2,063.25	16.18	32,404	2,030.59	15.96
Treorchy	112,535	2,323.80	48.43	105,911	2,367.00	44.74	106,051	2,335.75	45.40
Tylorstown	21,847	1,750.40	12.48	29,435	1,761.00	16.71	24,690	1,739.00	14.20
Ynyshir	19,111	962.10	19.86	34,646	969.25	35.75	33,434	954.75	35.02
Ynysybwl	10,443	842.30	12.40	10,235	868.00	11.79	10,467	846.83	12.36
	1,051,651	44,319.10		1,128,381	44,880.92		1,136,184	44,365.00	

Note

Visitor numbers are based on locally collected data and are not validated

APPENDIX 3E

Library Performance DataIssue Numbers

	2010/11 Issues			2011/12 Issues			2012/13 Issues		
	Total	Total Hours Open	Issues Per Hour	Total	Total Hours Open	Issues Per Hour	Total	Total Hours Open	Issues Per Hour
Abercynon	11,278	1,757.70	6.42	11,645	1,782.50	6.53	10,481	1,751.00	5.99
Aberdare	82,217	2,440.00	33.70	79,298	2,467.50	32.14	64,231	2,352.00	27.31
Beddau	29,483	1,113.70	26.47	30,989	1,134.50	27.32	29,545	1,109.50	26.63
Church Village	52,043	1,529.50	34.03	56,535	1,511.25	37.41	59,566	1,690.87	35.23
Cilfynydd	6,122	484.10	12.65	6,540	493.00	13.27	4,763	475.00	10.03
Cwmbach	11,748	857.30	13.70	11,522	871.25	13.22	11,096	850.25	13.05
Ferndale	20,662	2,180.20	9.48	21,319	2,199.25	9.69	19,947	2,170.50	9.19
Hirwaun	27,452	1,721.00	15.95	33,263	1,741.17	19.10	37,516	1,709.35	21.95
Llantrisant	7,269	692.50	10.50	10,895	763.00	14.28	51,285	1,956.50	26.21
Maerdy	13,242	1,011.45	13.09	18,263	1,019.00	17.92	21,832	1,007.58	21.67
Mountain Ash	31,854	2,310.75	13.79	34,640	2,242.00	15.45	31,859	2,294.67	13.88
Penrhiwceiber	7,580	1,559.30	4.86	7,376	1,585.50	4.65	6,583	1,554.33	4.24
Penygraig	22,917	1,005.10	22.80	24,135	1,018.00	23.71	23,004	1,004.75	22.90
Pontyclun	24,161	1,306.50	18.49	37,738	1,987.00	18.99	36,218	1,954.75	18.53
Pontypridd	89,850	2,628.00	34.19	95,609	2,666.00	35.86	87,400	2,622.70	33.32
Porth	26,526	2,026.45	13.09	27,836	2,037.50	13.66	26,397	2,011.25	13.12
Rhydyfelin	31,442	1,821.00	17.27	34,665	1,840.00	18.84	31,417	1,800.00	17.45
Taffs Well / Nantgarw	18,242	1,474.00	12.38	23,197	1,491.00	15.56	18,679	1,700.00	10.99
Ton Pentre	41,313	2,159.20	19.13	42,663	2,171.00	19.65	37,185	2,145.75	17.33
Tonypanyd	32,248	2,328.80	13.85	35,762	2,386.00	14.99	33,170	2,352.00	14.10
Tonyrefail	31,050	1,474.50	21.06	31,974	1,489.00	21.47	30,590	1,464.33	20.89
Treherbert	14,618	2,050.00	7.13	15,985	2,063.25	7.75	14,817	2,030.59	7.30
Treorchy	56,878	2,323.80	24.48	56,764	2,367.00	23.98	56,825	2,335.75	24.33
Tylorstown	13,715	1,750.40	7.84	14,878	1,761.00	8.45	12,290	1,739.00	7.07
Ynysgir	20,265	962.10	21.06	24,876	969.25	25.67	19,331	954.75	20.25
Ynysybwl	9,350	842.30	11.10	9,424	868.00	10.86	9,455	846.83	11.17
	772,600	44,319.10		826,979	44,880.92		787,162	44,365.00	

APPENDIX 3F**The Library Service – factors considered when reviewing each library**

Library	Building & Facilities	Usage Information	Other factors	Total
CYNON				
Aberdare Library	12	15	7	34
Mountain Ash Library	10	12	7	29
Abercynon Library	17	5	2	24
Hirwaun Library	8	9	5	22
Penrhiwceiber Library	8	5	2	15
Ynysybwl Library	4	5	2	11
Cwmbach Library	4	4	2	10
RHONDDA				
Treorchy Library	16	13	7	36
Tylorstown Library	14	4	2	20
Tonypandy Library	4	13	3	20
Ferndale Library	8	7	5	20
Maerdy Library	8	8	2	18
Porth Library	2	10	5	17
Ton Pentre Library	6	9	2	17
Penygraig Library	4	7	4	15
Ynyshir Library	4	8	2	14
Treherbert Library	4	7	2	13
TAFF				
Pontypridd Library	10	17	7	34
Llantrisant Library	12	12	5	29
Church Village Library	15	12	0	27
Rhydyfelin Library	8	10	4	22
Pontyclun Library	10	8	3	21
Tonyrefail Library	6	9	5	20
Beddau Library	6	10	0	16
Nantgarw Library	6	6	0	12
Cilfynydd Library	6	1	0	7

Building & Facilities

Strategic Council Development/Building
Shared Premises
Recent Refurbishment (2009 onwards)/good condition/new
Council Owned Building
Single Storey Building (for public access)
IT suite/sufficient PCs suitable to meet teaching requirements (minimum of 8 PCs)
Dedicated teenage area
Dedicated reference/local history area
1 to 1 consultation room

Usage Information

Visitor Numbers
Issues Numbers
PC Usage

Other factors

Principal Town / Key Settlement
Community First area
Houses core library administration services such as Children's Library staff, Stocks and Supplies

APPENDIX 4

DETAILED OPTION APPRAISAL

PROPOSALS TO AMEND YOUTH AND E3 PROVISION

BACKGROUND

The Council has a statutory duty to provide youth services for 11 – 25 year olds as prescribed in section 123 of the *Learning and Skills Act (2000)*. This act is in force in Wales under the *Youth Support Services Direction (Wales) 2002* which directs local authorities in Wales to:

- Provide youth support services;
- Secure the provision of youth support services, or
- Participate in the provision of youth support services, having regard to guidance issued by the National Assembly.

The Council's current arrangements provide a range of youth services targeting 11-25 year olds who live and/or attend school in Rhondda Cynon Taf, at a cost of **£4.4M**. These services comprise E3+ and 5x60, youth clubs, detached (street based) youth work, holiday programmes and some alternative curriculum programmes. The service also offers a range of curriculum enrichment activities to many schools, including Duke of Edinburgh, outdoor and environmental education, PSHE programmes including sexual health, drug and alcohol awareness, positive mental health and a large range of non-formal accredited qualifications. Appendix 4A provides details regarding number of users and budget for each element of the current provision and Appendix 4B provides detail of current youth clubs and usage.

Many of these programmes can be categorised as universal open access provision, specialist or targeted provision as follows:

- **Universal open access provision:** e3+, 5x60, holiday programme, Duke of Edinburgh programme, outdoor education, national and international youth exchange, youth clubs, blue light discos and volunteering programme.
- **Specialist:** Delivering youth qualification (Curriculum Development & Training), youth information and advice and youth forums.
- **Targeted:** Detached Youth Work Team

Much of the open access provision also delivers an element of targeted work e.g. e3+ targeting young people with special needs, low school attendees and looked after children.

These programmes are co-ordinated on an area basis focused on the twelve English-medium Secondary school cluster areas. Across each of the twelve school cluster areas, local operational partnerships (cluster youth operational

groups) have been formed to provide a coherent and integrated response to the needs of local young people. These partnerships consider the range of activities available in a given geographic area, including provision delivered by voluntary sector organisations, matched against what young people say they want and need, and realign the youth provision in response.

INITIAL LONG LIST OF OPTIONS FOR CHANGE

The following proposals would primarily focus on providing targeted support for young people with a reduced universal service offer. Targeted support would be driven by a focus on education and school priorities working with young people identified through the vulnerability profiling (i.e. targeting young people with low school attendance, looked after, young people with disabilities etc). This focus would contribute significantly to the preventative and early intervention action taken to reduce the numbers of young people entering other statutory services, becoming NEET and preventing poor outcomes, all of which align with the strategic priorities identified in the Single Integrated Plan for Rhondda Cynon Taf: 'Delivering Change'.

The long list of options are:

Option 1a – Reconfiguration of all services, 12 School Model Term Time Provision

Based around 12 Clusters aligned to the 12 English medium mainstream Secondary schools (current e3+ model). Teams would have responsibility for provision in Welsh Medium, Faith and Special schools within their designated cluster. Provision would be **term time** only;

Saving £2.6M

Option 1b – Reconfiguration of all services, 12 School Model Full Time Provision

As 1a, with **full-time** provision;

Saving £2.5M

Option 1c – Reconfiguration of all services 17, School Model Term Time Provision

Based around all of the 17 mainstream Secondary schools. Teams would also have responsibility for Special schools within their designated cluster. Provision would be **term time** only;

Saving £2.3M

Option 1d – Reconfiguration of all services 17, School Model Full Time Provision

As 1c but with **full time** provision;

Saving £2.2M

Option 2 – Additional services

With each of the proposals in Option 1, additional teams and budgets could be added to deliver additional services, the cost of which would therefore reduce the savings.

Option 3 – The Council withdraws from the direct delivery of youth work and refocuses its funding on support to voluntary and community organisations

There are insufficient voluntary sector organisations available across RCT and those that exist are not sufficiently mature to deliver youth services, therefore this option is not viable within RCT.

The recommended preferred option is 1d, a full time service provision based around all 17 secondary schools, delivering a full year saving of **£2.2M**. This would maintain service provision across all areas of the County Borough. It would ensure sustainability of the service into the medium term and would still result in a service which compared very favourably with that delivered throughout the rest of Wales.

PREFERRED OPTION - DETAILS

The preferred option would provide a remodelled service delivered through 17 secondary school hubs and be full-time. Further details on the components of this option are shown below. The preferred option would:

1. Amalgamate the functions of Detached (Street Based) Youth Workers, Youth Club staff, Accreditation Workers, e3+ co-ordinators into one team to deliver School and Community Youth Work
2. Merge central management positions for e3+, Youth Club, Detached Youth Work, Special Projects and Community Focused Schools into three Community Youth Work Managers responsible for Rhondda, Cynon and Taff geographical areas
3. In general relocate all current youth club locations to the nearest secondary school site (Hub), though funding for some provision for more remote locations will be available. Youth clubs which currently operate from secondary school sites would be maintained but with fewer nights on offer (to be negotiated in partnership with each school). This includes the following sites - Ferndale Community School; YG Cymer, YG Llanhari, YG Garth Olwg, Blaengwawr and Bryncelynog Comprehensive School.

This proposal would affect the following clubs;

Youth Clubs to relocate	Current Location	Main Delivery Hub (subject to any local flexibility arrangements)
Treorchy	RCT Community Education Centre	Treorchy Comprehensive
Treherbert	RCT Community Education Centre	Treorchy Comprehensive
Bodringallt	Rented Bodringallt Primary School	Treorchy Comprehensive
Tonypandy	Rented Tonypandy boys and Girls club	Tonypandy Community College
Wattstown	Rented community centre (external)	Porth Community School
Trehafod	Rented Hafod Primary School	Porth Community school / Y G Cymmer
Tylorstown	Rhondda Fach Leisure Centre	Ferndale Community School
Miskin (Mountain Ash)	RCT Community Education Centre	Mountain Ash Comprehensive
Abercynon	Rented Social Club	Mountain Ash Comprehensive
Penderyn	Rented Penderyn Primary School	Aberdare / Y G Rhydywaun
Hirwaun	Free use of YMCA	Aberdare / Y G Rhydywaun
Brynnau	Rented Brynnau Primary School	Y Pant Comprehensive

4. Allocate an enrichment budget to each front line team (i.e. each of the 17 Secondary School based teams) that would be responsive to delivery requirements for positive outcomes, but be below the current level of e3+ provision.
5. Removal of Transport linked to E3 provision.
6. Maintain the 5x60 programme externally funded by Sport Wales and withdraw the Council core funding contribution of £185K
7. Closure of the 3 Community Education Centres at Treorchy, Treherbert and Miskin (Mountain Ash). Support would be provided to those groups currently using these venues to find suitable alternative venues (Appendix 3 contains detail on current group usage)
8. Maintain the current post of Accreditation Lead Officer to support the delivery of non formal accredited qualifications across the whole service and voluntary and community sector organisations.

9. Maintain the Wicid Website Editor role to support the advice, guidance and information services for young people through clic online (a Welsh Government priority for youth services in Wales).
10. Reduce administrative support and functions no longer contributing to statutory priorities
11. Maintain, but review, the commissioning of services to the voluntary sector from the current Annual Youth Service Revenue Grant (RCT 2013-14 allocation of £182K)
12. Withdraw the historical community use of schools and small revenue grants programme
13. Flexible funding (£50k) to support local access and support requirements

FINANCIAL APPRAISAL

The preferred option would deliver savings in a full year of £2.2M.

APPENDIX 4A**CURRENT PROGRAMME**

Programme	Users (2012/13)	2013/14 Budget £'000
E3+ 5x60 (Sport Wales Initiative) Out of school hours activities	10,397	2,060 185
Youth Clubs Centre based delivery through 15 Youth Clubs and 3 Community Education Centres (Treorchy, Treherbert & Miskin)	3,044	574
Youth Club Support & Projects Management, premises maintenance, projects (Forums, Friday night disco's, Youth Events Wales)	2,433	462
Detached Youth Work Street based delivery	3,663	278
Curriculum Development & Training Central support for accredited qualifications	5,795	164
Special Projects Team Youth advice and guidance training programme	892	139
Community Focussed Schools School holiday activities programme	1,603	70
Outdoor Education & Duke of Edinburgh	4,058	115
Environmental Education	1,531	44
Management & Administration		358
Total (unique users)	14,932	4,449
% of 11-19 pupils engaged across RCT 80%		

Note

User numbers are based on locally collected data and are not validated.

APPENDIX 4B YOUTH CLUB USAGE

Area	Youth Club	Premises Used	Nights open each week	Number of weeks open per year	Number of nights per year	2011/12 Data		2013/14 Budget £	Avg cost per person per night £
						Avg Weekly Attendance	Avg Nightly Attendance		
Rhondda	Cymmer	Secondary School	5	39	195	90	18	34,989	15.67
	Treorchy	RCT Community Education Centre	4	39	156	228	57	87,320	9.82
	Treherbert	RCT Community Education Centre	4	39	156	252	63	60,970	6.20
	Tonypandy	Rented chapel	4	39	156	229	57	47,832	5.36
	Wattstown	Rented community centre (external)	2	33	66	100	50	15,195	4.60
	Tylorstown	Rhondda Fach Leisure Centre	2	33	66	172	86	25,337	4.46
	Maerdy	Secondary School	4	39	156	315	79	35,931	3.74
	Trehafod	Rented primary school	2	33	66	130	65	15,414	3.59
	Bodringallt	Rented primary school	2	33	66	160	80	16,461	3.12
Total	9 Clubs		29	327	1,083	1,676	58	339,449	5.90
Cynon	Miskin	RCT Community Education Centre	3	39	117	185	62	47,043	6.52
	Penderyn	Rented primary school	2	33	66	77	39	15,190	5.98
	Blaengwawr	Secondary School	4	39	156	378	95	30,676	2.83
	Hirwaun	Free use of YMCA	4	39	156	238	60	15,883	1.71
	Abercynon	Rented Social Club	4	33	132	272	68	11,851	1.32
Total	5 Clubs		17	183	627	1,150	68	131,643	3.10
Taf	Brynnau	Rented primary school	2	33	66	84	42	15,525	5.60
	Beddau	Secondary School	4	39	156	378	95	69,194	4.69
	Hawthorn *	Secondary School (funding delegated)	2	33	66	195	98	21,000	3.26
	Garth Olwg	PFI Site	4	39	156	196	49	27,570	3.61
	Llanharry	Secondary School	2	33	66	169	85	18,059	3.24
Total	5 Clubs		14	177	510	1,022	73	151,348	4.07
RCT Total	19 Clubs		60	687	2,220	3,848	64	652,440	4.58

* Hawthorn Youth Club is entirely run by Hawthorn High School on the school premises. Funding is delegated via an SLA.

Note User numbers are based on locally collected data and are not validated

**APPENDIX 4C
COMMUNITY EDUCATION CENTRE COMMUNITY USAGE 2012-13**

Community Education Centre	AM/PM	Monday	Tuesday	Wednesday	Thursday	Friday	Holiday Periods
Miskin (Mountain Ash)	AM	Little Stars Mother & Toddler group Maes Gwyn Special Needs School	Slimming Group Internal Verification of submitted coursework (Monthly) Miskin Regeneration Trust Meeting	Maes Gwyn Special Needs School Computers (Adult Education) Parenting Group (Health Visitors) PACT Meetings (Monthly)	Community Food Co-op Community Bingo Digital Photography (Adult Education)		Play scheme
Treherbert	AM	Rainbows Brownies Youth Club 6.30 to 9pm Computer Class (Adult Education)	Introduction to Youth Work Course	Community Food Co-op	Guitar Lessons Community Food Co-op Cookery Adult Ed	WI Charity Coffee Morning	Summer holiday programme
Treorchy	AM	Youth Club 6-9pm Learning Difficulties Arts & Craft (Adult Education) Computer Class (Adult Education)	Youth Club 6-9pm Learning Difficulties Arts & Craft (Adult Education)	Youth Club 6-9pm Learning Difficulties Cooking (Adult Education) Computer Class (Adult Education)	Family History (Adult Education) Learning Difficulties Arts & Craft (Adult Education)		
	PM	Local History Class (Adult Education) Youth Club 6.30pm - 9pm	Learning Difficulties Cooking (Adult Education) Youth Club 6.30pm-9pm	Learning Difficulties Sewing (Adult Education) Youth Club 6.30pm - 9pm		Youth Club 6.30pm - 9pm	

APPENDIX 4D

INITIAL LONG LIST OF OPTIONS

Option	Advantages	Disadvantages	Recommended to be taken forward
1a. Reconfiguration of all services, 12 School Model <u>Term Time</u> Provision	<ul style="list-style-type: none"> • More equitable provision across Rhondda Cynon Taf than the current service; • Better relationship with Young People as the front line roles would have a broader remit encompassing the whole service; • Greater focus on targeted support driven by a focus on education and school priorities; • More dedicated and flexible workforce as there would be more employees with their role being their main employment rather than a large number of part time staff in posts as their secondary employment; • Using the secondary school as the base there would be improved links with schools, services for young people and the wider community; • Better use of school facilities as community assets; • Removal of non statutory elements of the service would focus attention on statutory priorities and Welsh Government initiatives. • Saving £2.6M 	<ul style="list-style-type: none"> • Although overall there would be a more equitable service with a better geographical spread, some areas would see a reduction in venues due to the closure of all youth clubs; • Reduction in the flexible activity budget within the current E3+ programmes would impact on spend with small companies delivering activities; • Potential increase in youth annoyance due to the roles of the current Detached Youth Workers being merged with other roles; • Closure of the 3 Community Education Centres would impact on Community Learning classes and other groups who use the centres. Support to find alternative venues would be offered to these groups; • No provision would be available outside of school term times. 	No

<p>1b. Reconfiguration of all services, 12 School Model <u>Full Time</u> Provision</p>	<p>As option 1a plus:</p> <ul style="list-style-type: none"> • Full time provision would benefit young people by having access to services in school holidays when support from schools is unavailable; • Wider community benefit of a street and community youth support presence all year around, whereas youth clubs are currently closed during school holidays; • Saving £2.5M 	<p>As option 1a however provision would be available during school holidays plus:</p> <ul style="list-style-type: none"> • Additional cost of £0.1M (compared to option 1a) 	<p>No</p>
<p>1c. Reconfiguration of all services, 17 School Model <u>Term Time</u> Provision</p>	<p>As option 1a plus:</p> <ul style="list-style-type: none"> • Each secondary school would have a dedicated team of support resulting a closer relationship with young people and better links with individual schools and the local community. • Saving £2.3M 	<p>As option 1a plus:</p> <ul style="list-style-type: none"> • Additional cost of £0.3M (compared to 1a) 	<p>No</p>
<p>1d. Reconfiguration of all services, 17 School Model <u>Full Time</u> Provision</p>	<p>As option 1a, 1b and 1c plus</p> <ul style="list-style-type: none"> • Equitable level of provision across all secondary schools and coverage outside of term time only; • Saving £2.2M 	<p>As option 1a however provision would be available during school holidays plus:</p> <ul style="list-style-type: none"> • Additional cost of £0.4M (compared to 1a) 	<p>Yes</p>
<p>2. Additional services</p>	<ul style="list-style-type: none"> • More specialist and specific youth support. 	<ul style="list-style-type: none"> • Additional cost to any of the options but front line impact would not be as widespread as specialist support is expensive compared the number of young people who would benefit; • Increase in administrative burden costs of running additional services for which records would need to be 	<p>No</p>

		<p>kept resulting in an increase in administration costs;</p> <ul style="list-style-type: none"> • Additional services would be non statutory thereby drawing attention, focus and funding away from the statutory priorities. 	
<p>3. The Council withdraws from the direct delivery of youth work and refocuses its funding on support to voluntary and community organisations</p>	<ul style="list-style-type: none"> • Operational management of the provision removed from the Council's responsibility; • Smaller community based groups would have strong links within their locality; • Organisation within Rhondda Cynon Taf would benefit from SLA income from the Council, thereby supporting the local economy. 	<ul style="list-style-type: none"> • There are insufficient voluntary sector organisations available across RCT; • Existing organisations are not sufficiently mature to deliver youth services; • Arrangements would have to be put in place to monitor the quality of the provision in line with the terms of the SLAs. The management and monitoring arrangements of the SLAs would detract from the front line positions and Council Officers would be further removed from young people; • The service would be less flexible and less responsive to changes at a local level. 	<p>No</p>

APPENDIX 5**DETAILED OPTION APPRAISAL****PROPOSALS TO AMEND THE PROVISION OF COMMUNITY DAY CENTRES****BACKGROUND**

The Council operates 19 open access community day centres across the County Borough. The centres provide the opportunity for people aged 50 plus regardless of their financial position or health to socialise and have a hot subsidised meal. There is no statutory basis to the service.

The cost of the Service is just over £1.1M (net of income) and the current day centres are shown below:

Area	Day Centre
Rhondda	Alec Jones, Porth
	Brynnar Jones, Gelli
	Combine House, Tonypany
	Dai Davies, Cymmer
	Dan Murphy, Trealaw
	Edith May Evans, Ynyshir
	Llewellyn, Pentre
	Nazareth House, Williamstown
	Noddfa, Treorchy
	Teifi House, Maerdy
	Wesley House, Ferndale
Cynon	Mountain Ash
	St Mair's, Aberdare
Taf	Beddau
	Gilfach Goch
	Pontyclun
	Pontypridd
	Rhydyfelin
	St George's, Tonyrefail

These are shown on the map at Appendix 5A.

Meals Service

The Service, on average, provides 392 hot meals per day across the 19 day centres, although meals per day centre varies considerably from just 3 hot meals, on average, per day at Wesley (Ferndale) to 77 hot meals at St Mair's (Aberdare). In some day centres light snacks are also provided in the morning and afternoon, but take up is varied outside of traditional lunch times.

The majority of the day centres cook on site, whereas some still have meals transported in, which impacts on the demand for meals, namely:

- Wesley (Ferndale)
- Llewellyn (Pentre)
- Combine House (Tonypanyd)
- Rhydyfelin

Four of the day centres share kitchen facilities with the Meals on Wheels Service, namely:

- St George's (Tonyrefail)
- Mountain Ash
- Pontypridd
- St Mair's (Aberdare)

The majority of day centres are open and staffed 5 days a week, with those in the Rhondda and Cynon Valley also open on a Saturday. Usage and income levels on the weekend in the vast majority of day centres are low.

From 1st April 2013 the price of a hot meal increased from £2.70 to £2.90 - there is no indication that this increase has had a detrimental impact on food sales. The prices of snacks varies considerably and are in need of review, falling far short of high street prices for similar items. The Meals on Wheels service can provide a home delivered meal for the same price of £2.90 per day.

The overall level of subsidy provided by the Council per hot meal varies significantly from £5.18 at St Mair's to £56.05 at Wesley (after income).

A number of the day centres are in a poor condition. The fabric of Pontypridd Day Centre is very poor, as is St George's (Tonyrefail), Edith May Evans (Ynyshir), Combine House (Tonypanyd) and Llewellyn (Pentre). Estimated backlog maintenance costs for the Council owned day centres is approximately £1.4M plus much of the kitchen equipment is nearing the end of its useful life.

A breakdown of meal numbers and subsidy is attached at Appendix 5E.

Community facilities

Despite efforts by staff to promote day centre usage, there is still a limited range and frequency of activities (bingo, card games, exercise, entertainment) provided in many. Some day centres are used by social groups to hold meetings with any usage by people over 50 or any support groups free of charge.

Income generated from the hire/use of the day centres is £20k per year.

Appendix 5D provides a summary of daily activities per day centre and Appendix 5F provides an analysis of user numbers.

A number of day centres are used by our in-house adult social care provider services, along with other care and support agencies to provide their community based services. These groups would need to relocate to alternative premises.

Neighbouring local authorities no longer directly provide community day centre services similar to those provided in Rhondda Cynon Taf.

OPTIONS FOR CHANGE – LONG LIST OF OPTIONS

A number of options were initially considered for amending the service provision. These were

1. Status Quo – no change
2. Close all Centres
3. Close all Centres, but work with third sector/charitable organisations to establish alternative community (volunteer) run facilities across the County Borough
4. Align future service provision based on a geographical spread –
 - a. reducing service delivery from 19 Centres to 8 with new centre investment requirements identified
 - b. reducing service delivery from 19 Centres to 9 using existing day centres
5. Discontinue Saturday opening in Rhondda and Cynon Valley Centres
6. Reduce opening hours
7. Increase charges
8. Off site food preparation

Appendix 5C provides an analysis of the consideration of each option.

The proposed preferred option was 4b plus 5 and 6 to introduce greater consistency and equity of provision across the remaining day centres.

PROPOSED OPTION – DETAILS

Align future service provision based on a geographical spread, reducing the number of day centres from 19 to 9.

It is proposed to align, where practicable, future service delivery geographically utilising existing day centre facilities. The proposed centres to be retained / closed are shown in the following table.

Day Centre	Proposal	Comments
Alec Jones (Porth)	Open	
Dai Davies (Cymmer)	Close	Alec Jones - 1.3 miles
Edith May (Ynyshir)	Close	Alec Jones - 1.6 miles
Teifi House (Maerdy)	Open	
Wesley (Ferndale)	Close	Teifi - 2 miles
Brynnar Jones (Gelli)	Open	
Noddfa (Treorchy)	Close	Brynnar Jones - 1.9 miles
Llewellyn (Pentre)	Close	Brynnar Jones - 1.0 miles
Nazareth House (Williamstown)	Open	
Combine House (Tonypandy)	Close	Nazareth House - 1.0 miles
Dan Murphy (Trealaw)	Close	Nazareth House - 1.5 miles
St Mair's (Aberdare)	Open	
Mountain Ash	Open	
Pontypridd	Open	
Rhydyfelin	Close	Pontypridd - 2.6 miles
Beddau	Close	Pontypridd - 3.8 miles
St George's (Tonyrefail)	Open	
Pontyclun	Open	
Gilfach Goch	Close	St. Georges - 2.8 miles

The centres proposed to remain open are shown in the map at Appendix 5C.

Based on current usage the proposed retained day centres would be capable of responding to any potential increase in service users travelling from the centres put forward to close. It is difficult to assess the numbers that would transfer and therefore for the purpose of the financial appraisal any potential impact has been excluded.

Through this process, we would look to support existing service users, providers and community groups currently accessing the centres proposed to close in order to access other facilities / alternative provision in our local communities.

For those day centres put forward to close in the Rhondda, there would be a retained centre no further than 1.9 miles away and within Taf Ely a retained day centre would be no more than 3.8 miles away.

One possible option explored was the provision of transport for existing service users impacted by the centre closures, i.e. transport from closed centres to the nearest retained centre. Estimates provided by the Council's Integrated Transport Unit indicated a cost circa £100K per annum to operate such an arrangement and as such this is considered cost prohibitive.

Closure of Combine House, Llewellyn and Rhydyfelin day centres would have an impact on the Meals on Wheels Service income levels as meals are delivered into these centres.

Closure of Rhydyfelin and Dai Davies day centres would impact on community centre rents. 2013/14 projected rents payable amount to approx. £20K.

OPENING ARRANGEMENTS

Day centres are open through the day from Monday to Saturday in Cynon Valley and the Rhondda and from Monday to Friday in Taf Ely.

Take up of meals and use of facilities is generally much lower on the weekend as evidenced by the reduced income levels generated by each day centre:

Day Centre	% Weekend Income Reduction
Alec Jones	21.5%
Dai Davies	31.0%
Edith May	33.0%
Wesley	4.3%
Teifi House	78.6%
Brynnar Jones	52.3%
Noddfa	N/a subsidy provided to LHB
Llewellyn	74.3%
Nazareth House	29.5%
Combine House	38.0%
Dan Murphy	39.8%
St Mair's	38.1%
Mountain Ash	21.3%
Total	39.3%

Over recent years work has been undertaken to harmonise opening hours of all day centres. The majority of day centres are now open between 9:30am and 5pm over 5 or 6 days depending upon geographical area, although some variation still remains.

It is proposed that the opening hours for all day centres be standardised at between 10am and 4pm.

In the majority of day centres this would reduce the current opening hours by 1½ hours per day. The impact on the opening hours of each centre is shown in the following table:

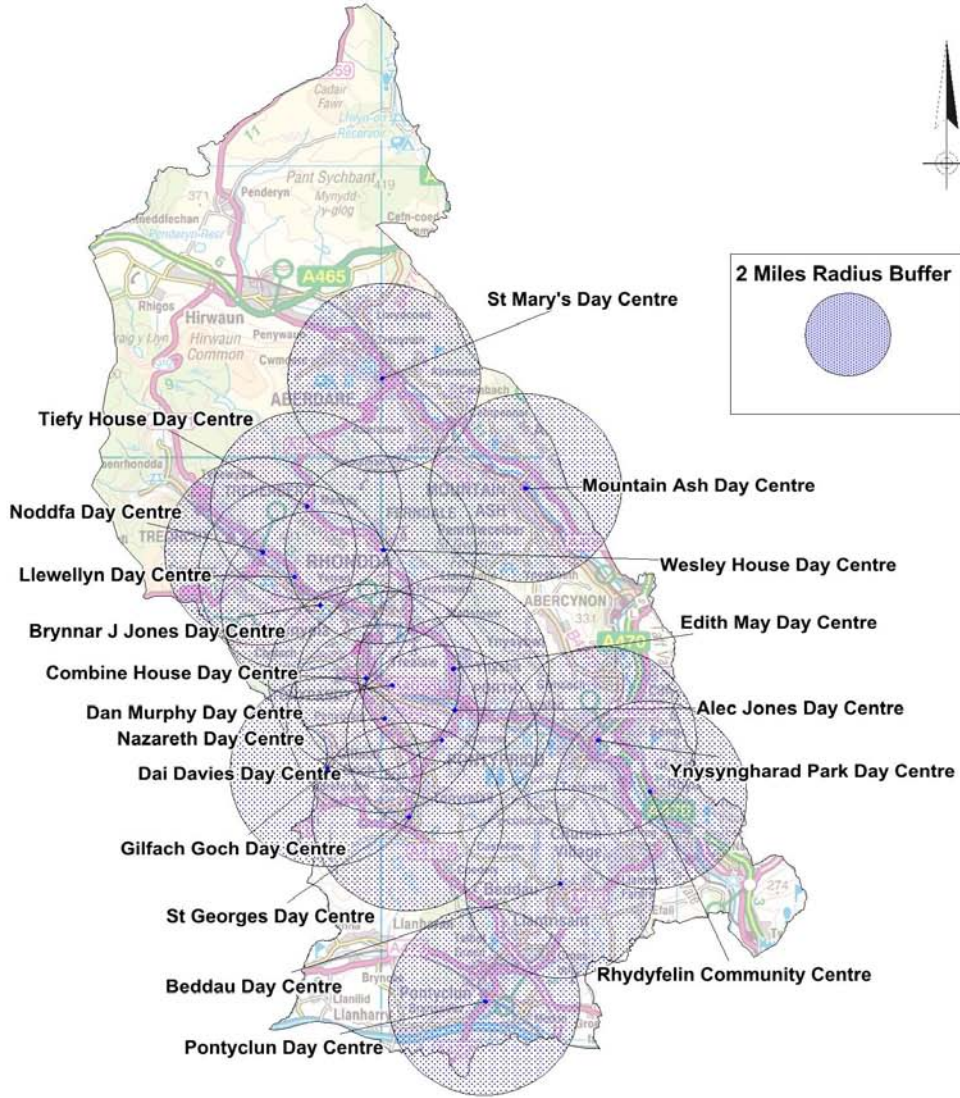
Day Centre	Current opening hours	Proposed opening hours	Reduction in daily opening hours
Alec Jones	9:30 to 5:00	10:00 to 4:00	1½ hours
Teifi	9:30 to 5:00	10:00 to 4:00	1½ hours
Brynnar Jones	9:30 to 5:00	10:00 to 4:00	1½ hours
Nazareth House	9:30 to 5:00	10:00 to 4:00	1½ hours
St Mairs	9:30 to 5:00	10:00 to 4:00	1½ hours
Mountain Ash	9:30 to 5:00	10:00 to 4:00	1½ hours
Pontypridd	9:00 to 5:00	10:00 to 4:00	2 hours
St. Georges	9:00 to 5:00	10:00 to 4:00	2 hours
Pontyclun	10:00 to 5:00	10:00 to 4:00	1 hour

FINANCIAL APPRAISAL

The recommended way forward is to reduce community day centre provision to 9 centres and to introduce greater consistency of opening arrangements as detailed above. The estimated financial saving is £640K.

APPENDIX 5A
CURRENT DAY CENTRES

 **Community Day Centres Review**



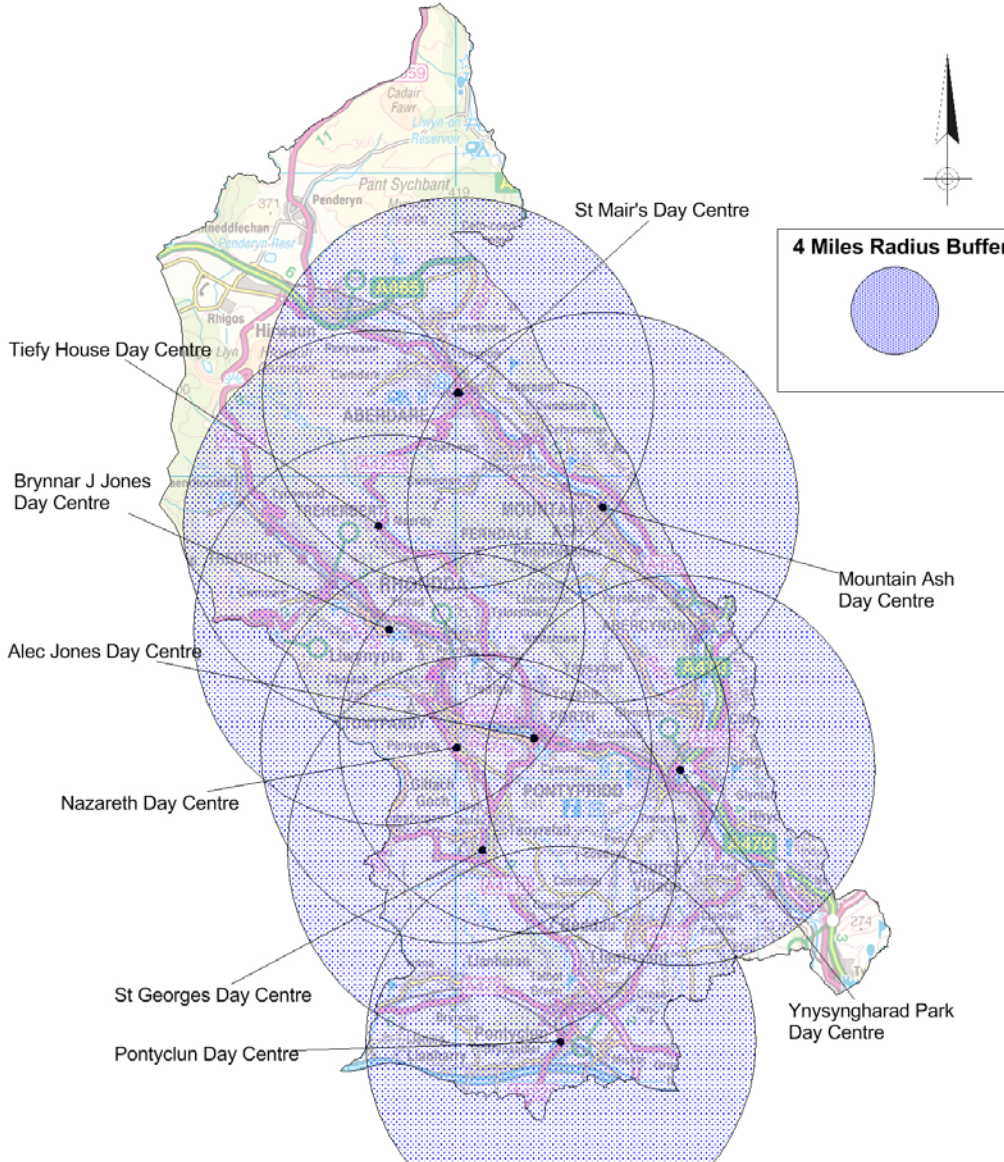
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APPENDIX 5B
PROPOSED DAY CENTRES

 **Community Day Centres Review**



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APPENDIX 5C

INITIAL LONG LIST OF OPTIONS

Option	Advantages	Disadvantages	Recommended Option (Yes / No)
Option 1 - Status Quo	<ul style="list-style-type: none"> • Existing Service maintained • No impact on service users 	<ul style="list-style-type: none"> • No savings would be released • Need for significant capital investment in order to maintain existing facilities and kitchen equipment 	No
Option 2 - Close all Centres	<ul style="list-style-type: none"> • Surplus assets which could be disposed of (value to be determined) • Financial Savings amounting to £1.1M 	<ul style="list-style-type: none"> • Potential Increase in demand (linked to welfare reform) • Potential increase in demand on other Council services eg meals on wheels, home care • Possible loss of income for Leisure Services from ending termination of lease on community centres • Need to negotiate end external lease agreements 	No
Option 3 - Close all Centres, but work with third sector /charitable organisations to establish alternative community (volunteer) run facilities across the County Borough	<ul style="list-style-type: none"> • As option 2 above • Opportunity for third sector organisations to establish alternative position • Financial Savings amounting to £727K (staff costs) 	<ul style="list-style-type: none"> • Potential TUPE issues, impacting on any savings • Availability of third sector organisations to establish alternative position • Long delay to delivery of savings 	No

<p>Option 4a - Align future service provision with key Town Centres including investment in some new centres - reducing service delivery from 19 Centres to 8</p>	<ul style="list-style-type: none"> • Surplus assets which could be disposed of (value to be determined) • Financial Savings amounting to £597K – Less major investment costs 	<ul style="list-style-type: none"> • Need for capital investment in order to maintain existing facilities • Appropriate premises would need to be identified and developed for Tonypandy, Treorchy and Talbot Green – therefore significant Capital investment is likely to be required 	<p>No</p>
<p>Option 4b – Reduce service delivery from 19 Centres to 9</p>	<ul style="list-style-type: none"> • Surplus assets which could be disposed of (value to be determined) • Reduced investment requirements in order to maintain fewer facilities and kitchen equipment • Financial Savings amounting to £552K 	<ul style="list-style-type: none"> • Need for some investment in facilities • Removal of services from Treorchy and Tonypandy Town Centres 	<p>Yes</p>
<p>Option 5 – Discontinue Saturday opening in Rhondda and Cynon Valley Centres</p>	<ul style="list-style-type: none"> • Retains number of centres • Greater equity and consistency of provision • Financial Savings amounting to £70K 	<ul style="list-style-type: none"> • Inefficient use of assets 	<p>Yes (plus option 4b)</p>
<p>Option 6 – Reduce opening hours</p>	<ul style="list-style-type: none"> • Retains number of centres • Greater equity and consistency of provision • Financial Savings amounting to £200K 	<ul style="list-style-type: none"> • Inefficient use of assets 	<p>Yes (plus option 4b and 5)</p>
<p>Option 7 – Increase charges</p>	<ul style="list-style-type: none"> • Retains number of centres • Financial Savings amounting to £40 – 60K (for an increase 	<ul style="list-style-type: none"> • Resistance to price increase 	<p>No</p>

	from £2.90 to £3.50) or £80 – 105K (for an increase to £3.90) – subject to drop off in numbers		
Option 8 – Off site food preparation	<ul style="list-style-type: none"> • Retains number of centres • Financial implications would need to be assessed (potential significant drop off in numbers) 	<ul style="list-style-type: none"> • Storage capacity at each centre would have to be assessed • Potential reduction in meal take-up and income levels, resulting in higher subsidy per meal 	No

APPENDIX 5D

COMMUNITY DAY CENTRE USAGE

Day Centre		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Alec Jones, Porth	am	No activities	No activities	Cynon Valley Vision (monthly)	Age Concern Nail Cutting (fortnightly)	Welsh Group (weekly)	No activities
	pm	No activities	Wales Council for the deaf (monthly)	No activities		No activities	No activities
Brynnar Jones, Gelli	am	Social Services User Group (weekly)	Social Services User Group (weekly)	Social Services User Group (weekly)	Social Services User Group (weekly)	Social Services User Group (weekly)	No activities
	pm						No activities
Combine House, Tonypany	am	121 Client Support (all day) (weekly)	121 Client Support (all day) (weekly)	121 Client Support (all day) (weekly)	121 Client Support (all day) (weekly)	121 Client Support (all day) (weekly)	No activities
	pm	OAP Committee (monthly)	No activities	No activities	OAP Branch (fortnightly)	ARK Youth Group (evening) (weekly)	No activities
Dai Davies, Cymmer	am	Luncheon Club only – no other Community Day Centre activities organised					
	pm						
Dan Murphy, Trealaw	am	No activities	No activities	No activities	No activities	No activities	No activities
	pm	No activities	No activities	Bingo (weekly)	No activities	No activities	No activities
Edith May, Ynyshir	am	No activities	Walking Group (weekly)	No activities	No activities	No activities	No activities
	pm	No activities	Sewing Club (weekly)	No activities	Bingo (weekly)	PACT Meeting (evening) (weekly)	Bingo (weekly)
Llewellyn, Pentre	am	No activities	No activities	No activities	No activities	No activities	No activities
	pm	Bingo (weekly)	Bingo (weekly)	No activities	Bingo (weekly)	No activities	No activities
Nazareth House, Williamstown	am	No activities	No activities	No activities	No activities	No activities	No activities
	pm	OAP Group (weekly)	No activities	No activities	No activities	No activities	No activities
Noddfa, Treorchy	am	Luncheon Club only – no other Community Day Centre activities organised					
	pm						

Teifi House Also used as a Communities First base & activities	am	No activities	No activities	No activities	No activities	No activities	No activities
	pm	Dance (evening) (weekly) Camera Club (evening) (weekly)	Choir	Ladies Guild (evening) (weekly) Dance (evening) (weekly) MASH (evening) (weekly)	Whist Group (evening) (weekly)	No activities	No activities
Wesley	am	No activities	Footsteps (weekly)	Exercise (weekly)	No activities	No activities	No activities
	pm	Knitting (fortnightly) Guild (monthly)	Bingo (weekly)	Bingo (weekly)	No activities	Chair Exercise (weekly)	No activities
Beddau	am	No activities	No activities	No activities	Social Services User Group (all day) (weekly)	No activities	No activities
	pm	Social Services User Group (weekly)	No activities	No activities		Whist Group (weekly)	No activities
Gilfach Goch	am	No activities	Social Services User Group (all day) (weekly)	No activities	Crossroad Dementia Support Group (all day) (weekly)	No activities	No activities
	pm	Bingo (weekly)	Bingo (weekly)	No activities	Computer Class (fortnightly)	No activities	No activities
Pontyclun	am pm	Luncheon Club only – no other Community Day Centre activities organised					
Pontypridd	am	No activities	No activities	No activities	Singing Group (weekly)	No activities	No activities
	pm	No activities	Cynon Valley Vision (fortnightly)	Social Services User Group (weekly)	Whist Group (weekly)	No activities	No activities
Rhydyfelin	am pm	Luncheon Club only – no other Community Day Centre activities organised					
St George's, Tonyrefail	am	No activities	No activities	No activities	No activities	No activities	No activities
	pm	No activities	No activities	No activities	Bingo (weekly)	No activities	No activities
Mountain Ash	am	No activities	No activities	No activities	PSCO drop in	No activities	No activities

					Computer Sessions (fortnightly)		
	pm	Age Action Group (monthly)	Bingo (weekly)	Joan's Club (weekly) Eye 2 Eye Group (fortnightly) PACT (Bi monthly)	Dancing (weekly)	No activities	No activities
St Mair's, Aberdare	am	Sensory Impaired Club (weekly) U3A (Fortnightly)	Social Services User Group (All day) (weekly) Yoga (weekly)	No activities	Indoor bowls (all day) (weekly) Age Concern Nail Cutting (all day) (weekly)	U3A Welsh Class (weekly)	No activities
	pm	OAP Association (monthly) Visually Impaired Group (weekly) Cancer Care Support Group (evening) (Bi monthly)	OAP Association (monthly) 50+ Forum (monthly) Alzheimers Care (monthly) Dance (evening) (weekly)	Gadlys OAP Association (fortnightly) HoH group (fortnightly) Digital inclusion (weekly) PACT (evening) (Bi-monthly) Neighbourhood watch (evening) (monthly)	Social Services User Group (all day) (weekly) Ladies section Aberdare OAP (monthly)	Cynon Valley Old Age group (monthly)	No activities

APPENDIX 5E**DAY CENTRE MEAL NUMBERS AND SUBSIDY PER MEAL (2012/13)**

Area	Day Centre	Avg Meal Nos Per Day	Net Subsidy Per Meal £
Rhondda	Alec Jones, Porth	36	7.80
	Brynnar Jones, Gelli	26	9.45
	Combine House, Tonypany	7	20.43
	Dai Davies, Cymmer	18	8.62
	Dan Murphy, Trealaw	25	12.50
	Edith May Evans, Ynyshir	20	13.58
	Llewellyn, Pentre	11	15.90
	Nazareth House, Williamstown	25	12.39
	Noddfa, Treorchy	8	20.82
	Teifi House, Maerdy	9	18.46
	Wesley House, Ferndale	3	56.05
Cynon	Mountain Ash	18	8.51
	St Mair's, Aberdare	77	5.18
Taf	Beddau	13	16.95
	Gilfach Goch	28	7.84
	Pontyclun	23	9.30
	Pontypridd	21	5.70
	Rhydyfelin	9	6.75
	St George's, Tonyrefail	15	12.64

**APPENDIX 5F
DAY CENTRE USAGE – FOOTFALL**

Day Centre	Opening Times	Average Footfall During July 2013						July 2013		
		9am – 10am	10am – 12pm	12pm – 2pm	2pm – 5pm	5pm – 9pm	Notes	Average Meal Numbers	Average User Number Per Hour Open	Average Day Centre Users Per Hour Open (excluding meals)
Alec Jones, Porth	9:30am - 5pm	11.9	21.4	37.5	23.1	-		37	12.5	7.6
Brynnar Jones, Gelli	9:30am - 5pm	11.4	17.5	30.8	13.6	-		25	9.8	6.4
Combine House, Tonypany	9am - 3:30pm	2	4.5	8.5	5	-		6	3.1	2.2
Dai Davies, Cymmer	10am - 3:30pm	-	-	18	-	-		18	3.3	-
Dan Murphy, Trealaw	9:30am - 5pm	1.3	2.4	20.9	2.1	-		21	3.6	0.8
Edith May Evans, Ynyshir	9:30am - 5pm	2.5	6.8	20.1	7.1	-		20	4.9	2.2
Llewellyn, Pentre	9:30am - 5pm	-	1.4	12	12.4	-		12	3.4	1.8
Nazareth House, Williamstown	9:30am - 5pm	-	13.4	19	6.2	-		19	5.1	2.6
Noddfa, Treorchy	9:30am - 5pm	-	5	9	-	-		9	1.9	0.7
Teifi House, Maerdy ⁴	9:30am - 5pm	4.7	10	9.3	5.8	12.5	5-9pm Monday to Wednesday only	9	4.0	2.8
Wesley House, Ferndale	9:30am - 5pm	0.4	8.1	13.3	10.1	-		2	4.3	4.0
Mountain Ash	9:30am - 5pm	12.6	13	20.4	16.3	-		19	8.3	5.8
St Mair's, Aberdare ⁴	9:30am - 5pm	5	17.9	69.1	20.6	18.8	5-9pm Tuesdays only	72	15.0	5.4

Beddau	9:30am - 5pm	-	2.3	11.6	3.9	-		12	2.4	0.8
Gilfach Goch	10am - 5pm	1.3	7.3	30.6	8.9	-		30	6.9	2.6
Pontyclun	10am - 5pm	-	1.9	24.2	0.5	-		24	3.8	0.4
Pontypridd	9am - 5pm	0.8	2.5	19.5	5.9	-		19	3.6	1.2
Rhydyfelin	12pm - 3pm	-	-	8	-	-		8	2.7	-
St George's, Tonyrefail	9am - 5pm	-	-	16.1	-	-		16	2.0	-

Note

1. Figures are based on manual headcount during the day by Day Centre staff (not validated);
2. Average numbers present at Day Centre during month of **July 2013**;
3. Includes Saturdays (where Day Centres are open);
4. Average user numbers are for the standard opening times for each centre which do not include evening numbers at Teify House and St Mair's;
5. Numbers are not unique individuals (if one person attends for a full day then they will be counted in each time slot);
6. July numbers appear to be representative of wider full year usage (average meal numbers per day for July are within 4% of average full year meal numbers);

Consultation Report Service Changes Phase 1

Proposal 1:
School Admission Arrangements

Proposal 2:
Meals on Wheels

Proposal 3:
Libraries

Proposal 4:
Youth and E3 Provision

Proposal 5:
Day Centres



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Rhondda Cynon Taf County Borough Council
December 2013

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EXECUTIVE SUMMARY

- This section outlines a summary of the main issues and themes raised during the consultation process.
- This report sets out the key issues and themes that have arisen as part of the consultation process. This along with access to the full responses received will provide the Cabinet with the material needed to assist in the final decision making process on the service change proposals. The consultation results will need to be considered in conjunction with the Equality Impact Assessments and any other information that is available on the proposed service changes.
- On the 22nd July 2013, Cabinet received an update on the latest projection of the Council's revenue budget position for the period to 2017/18 (current financial year 2013/14 and a 4 year projection), as part of the Council's Medium Term Service Planning arrangements. This highlighted an estimated budget gap over the 4 years from 2014/15 to 2017/18 of £56M. This was updated recently following the receipt of the Provisional Local Government settlement with the estimated gap rising to £70M.
- Given the size of the budget gap faced and the timescale requirements for any implementation of service changes, Cabinet agreed to receive reports on potential service change / cut proposals as soon as they became available. Phase 1 reports contained information on the following proposals for service change;
 - School Admission Arrangements
 - Meals on Wheels
 - The Library Service
 - Youth & E3 Provision
 - Day Centres
- On the 21st October 2013, Cabinet agreed to proceed to a formal consultation on the proposals. The consultation began on the 4th November, and ended on the 2nd December 2013.
- The consultation has been conducted in-house. Before beginning the consultation, discussions were held between officers on the most effective approach to take to ensure that everyone who was potentially affected by the service changes would be able to have their say. The consultation process and materials were agreed by the Council's Corporate Management Team. The consultation materials were considered to provide clear information in an appropriate and understandable format
- This report attempts to provide a readable summary of the main responses received. No attempt at recommendations are made, the document has been put together impartially and presented to Cabinet to aid decision making.
- The following number of responses were received;

- 1630 Online questionnaires
 - 818 Paper Questionnaires
 - 1503 Booklets
 - 387 Emails (including attachments, such as letters)
 - 197 Letters
 - 37 Petitions
 - 1940 Pre completed responses
 - 3 Other materials (posters)
- Respondents recognised that there was a need for service change and a review of all existing services, when seen in the context of the budget savings that need to be made by the Council. 75% of respondents stated that they understand why the Council needs to reduce services. 64% of respondents agreed that the Council should be reviewing all services and the way in which they are provided and that it was a reasonable approach to take.

Proposal 1 – School Admission Arrangements

- Open responses in relation to proposal 1 were received from 2,416 individuals. The number of views expressed totalled 8,267 of which 8,092 were of a negative nature against the themes identified.
- A number of themes emerged from the analysis of proposal 1 as follows;
 - It was unacceptable to take children out of school part way through the year
 - Economic Impact
 - Impact on parents
 - Impact on Development and Learning
 - Impact on the vulnerable
 - Historical/Impact on future generations
- 4 Petitions against proposal 1 were received, with a total of 12,579 signatures and a number of pre completed forms were submitted (1,924 signatures)
- 67% of respondents agreed that the Council should make current admission arrangements more consistent.

Proposal 2 – Meals on Wheels

- Open responses in relation to proposal 2 were received from 980 individuals. The number of views expressed totalled 2,018 of which 1,910 were of a negative nature against the themes identified.
- A number of themes emerged from the analysis of proposal 2 as follows;
 - Impact on the vulnerable
 - Physical and mental health issues
 - Safety Issues
 - Social Interaction

- 83% of respondents agreed that the Council should maintain a 7 day meals on wheels service.
- Of the meals on wheels service users, 36% stated that they would continue to use the proposed weekend chilled meal provision service, 58% said that they would be able to heat a chilled meal themselves.

Proposal 3 - Libraries

- Open responses in relation to proposal 3 were received from 1,795 individuals. The number of views expressed totalled 5,077 of which 4,758 were of a negative nature against the themes identified.
- A number of themes emerged from the analysis of proposal 3 as follows;
 - Loss of Computer facilities
 - Impact on Education and Learning
 - Impact on Young people
 - Impact on libraries as community facilities
 - Transport Issues
 - Geographical Coverage
- 18 petitions against proposal 3 were received, with a total of 5,645 signatures.
- For those respondents commenting on a library proposed for closure, 26% said that they would travel to an alternative retained library building and 19% would use the mobile library service/ housebound service.
- 75% of respondents agreed that a geographical spread was important, with 29% agreeing that the proposal generally provides a reasonable geographical coverage.

Proposal 4 – Youth & E3 Services

- Open responses in relation to proposal 4 were received from 705 individuals. The number of views expressed totalled 1,405 of which 1,270 were of a negative nature against the themes identified.
- A number of themes emerged from the analysis of proposal 4 as follows;
 - Outside school environment preferred
 - Transport
 - Anti-social behaviour
 - Negative impact on young people
- 3 Petitions against proposal 4 were received, with a total of 320 signatures.
- 76% of respondents thought that greater youth service links to secondary school hubs was a good idea.
- 75% of respondents agreed that extending provision to all 17 secondary school hubs and a full time provision was positive.

Proposal 5 – Day Centres

- Open responses in relation to proposal 5 were received from 658 individuals. The number of views expressed totalled 1,283 of which 1,205 were of a negative nature against the themes identified.
- A number of themes emerged from the analysis of proposal 5 as follows;
 - Impact on the vulnerable
 - Social Interaction
 - Transport Issues
- 6 Petitions against proposal 5 were received, with a total of 2420 signatures.
- 13% of respondents stated that they would use the Meals on Wheels Service to receive a hot meal if the centre they normally attended closed.
- 21% agreed that the proposal generally provides a reasonable geographical coverage

Next Steps

- This report will be presented to Cabinet for consideration, also filed responses are available for Cabinet to view should they so wish, before any final decisions on phase 1 are made.
- The consultation results, although an important part of the decision making process, are not the only consideration to take into account. The Cabinet will also need to consider other information available alongside the consultation responses (for example the results of the Equality Impact Assessments).

1. INTRODUCTION

- 1.1 This report presents the consultation findings for **Phase 1** of the Council's service change proposals.

Proposal 1 – School Admission Arrangements

Proposal 2 – Meals on Wheels

Proposal 3 – Libraries

Proposal 4 – Youth & E3 Provision

Proposal 5 – Day Centres

- 1.2 Section 2 provides some brief background information on the budget gap faced by the Council and the need to initiate a consultation on a number of service change proposals.
- 1.3 Section 3 provides detail of the methodology used.
- 1.4 Section 4 outlines the proposed service changes that were open for consultation.
- 1.5 Section 5 shows the need for service change responses
- 1.6 Section 6 provides a summary of the consultation findings for service change proposal 1.
- 1.7 Section 7 provides a summary of the consultation findings for service change proposal 2.
- 1.8 Section 8 provides a summary of the consultation findings for service change proposal 3
- 1.9 Section 9 provides a summary of the consultation findings for service change proposal 4.
- 1.10 Section 10 provides a summary of the consultation findings for service change proposals 5.
- 1.11 Section 11 provides a summary of the general comments that were provided as part of the consultation process.

2. BACKGROUND

- 2.1 On the 22nd July 2013, Cabinet received an update on the latest projection of the Council's revenue budget position for the period to 2017/18 (current financial year 2013/14 and a 4 year projection), as part of the Council's Medium Term Service Planning arrangements.
- 2.2 This highlighted an estimated budget gap over the 4 years from 2014/15 to 2017/18 of £56M based on the budget assumptions and modelling undertaken at that time. This was updated recently following the receipt of the Provisional Local Government settlement with the estimated gap rising to £70M, the final settlement was received on the 11th December and it does not materially change the size of the £70M gap.
- 2.3 Given the size of the budget gap faced and the timescale requirements for any implementation of service changes, Cabinet agreed to receive reports on potential service change / cut proposals as soon as these become available, given the need to balance an estimated gap of almost £16M (at best) for 2014/15. Again this was updated recently following the receipt of the Provisional Local Government settlement with the estimated gap for 2014/2015 rising to £19.6M.
- 2.4 The reports contained information on the following proposals for service change;
- School Admission Arrangements
 - Meals on Wheels
 - Reconfigure the Library Service
 - Youth & E3 Provision
 - Day Centres
- 2.5 On the 21st October, Cabinet agreed to proceed to a formal consultation on the proposals. The consultation began on the 4th November, and ended on the 2nd December 2013. The following section outlines the methodology used.

3. METHODOLOGY

- 3.1 The consultation has been conducted in-house. Before beginning the consultation, discussions were held between officers on the most effective approach to take to ensure that everyone who was potentially affected by the service changes would be able to have their say. The process was designed to be open and transparent.

Consultation Materials

- 3.2 The questionnaire and consultation materials were prepared working closely with the service managers for each of the services impacted upon in phase 1 of the process.
- 3.3 The consultation process and materials were agreed by the Council's Corporate Management Team. The consultation materials were considered to provide clear information in an appropriate and understandable format
- 3.4 The questionnaire was piloted internally. The questionnaire allowed opportunity to provide free text for each of the proposals, allowing any comment/view to be expressed.
- 3.5 The questionnaire and booklet included a section on protected characteristics. The Council is required to consider people with these protected characteristics as part of their obligations under the Equality Act 2010 and the resultant Public Sector Equality Duties.

The Consultation

- 3.6 The consultation began on the 4th November and finished on the 2nd December 2013. The process was planned to ensure that consultation materials were available to people affected by the service change proposals on day 1 of the consultation period, therefore maximising the time available for response.
- 3.7 The analysis included all emails and letters received from the announcement of the service changes on the 14th October, before the consultation period officially started on the 4th November.
- 3.8 Both Council and Cabinet meetings are open to the public. In terms of separate consultation meetings it was considered that this would not be necessarily productive in terms of ensuring that the high volumes of comments received would be noted and fed into the process. In receiving comments in writing and online we could accurately log and consider all on equal merit as part of the process.

Distribution

- 3.9 The materials were printed in house and the distribution of materials was undertaken by Council couriers. The following lists the approximate number of booklets that were distributed;
- Meals on Wheels Clients and staff – 2000
 - Primary Schools and childcare providers – 3500 (A number of copies were provided to each primary school for reception areas. Head teachers were sent a letter requesting that they place on the Moodle, use parent mail and text services to provide parents with the information. For those people with adult literacy issues we advised that they were directed to the school itself, a library or a One4All Centre where help to fill in the form was available.)
 - Secondary Schools - 900
 - Day Centres – 700
 - Libraries – 2800
 - Leisure Centres – 220
 - Communities First Offices – 350
 - Main Receptions – 140
 - One4All Centres – 200
 - Contact Centre on request – 200
 - Councillors to deliver in community – 150 each if required (75 councillors 11,250 copies)
 - Spares held in Clydach – 500
- 3.10 This equates to over 20,000 copies in total.
- 3.11 Anyone, whether an individual or an organisation in Rhondda Cynon Taf could take part in the consultation, including those employed by the Council, including school staff.
- 3.12 The consultation was promoted to the press via press releases and the coverage included, the South Wales Echo, Western Mail, the Rhondda Leader, Cynon Valley Leader and Pontypridd Observer. There was also coverage on BBC Wales, TV and radio as well as ITV news and GTFM.
- 3.13 Welsh copies were made available, as well as the option for other formats on request. Requests were made for copies of the booklets in Polish and Lithuanian and these were supplied.
- 3.14 A Young Person friendly format was produced by Services for Young People for the secondary schools.
- 3.15 An online webpage was created along with the option of an online survey. A web logo box was placed on the front of the website for ease of access.
- 3.16 A link to the online page was placed on social media. Twitter advertised the consultation on a daily basis, to the Council's 3,000 followers.

- 3.17 A dedicated telephone number was set up in the Council's Contact Centre to deal with any queries and to distribute materials as necessary. 48 calls were received and all callers were issued with consultation packs. In addition the One4aLL centres issued 78 packs on request.
- 3.18 A dedicated email address and free post address were also provided.
- 3.19 A number of groups were held in the day centres for individuals with learning disabilities who use the centres. The sessions were to provide information and reassurance of continued support from the Council.
- 3.20 All correspondence was dealt with as quickly and efficiently as possible, this included acknowledging comments when requested, passing on questions to the relevant services and passing on and working with the complaints department on a fast response and turnaround.

Analysis and Report Writing

- 3.21 The analysis of the quantitative data (from the questionnaire) was undertaken using SNAP survey software.
- 3.22 The analysis of the qualitative data was undertaken by using a standardised coding template, which was developed in line with the main themes identified when reviewing responses as they were received.
- 3.23 All responses were allocated a unique reference number upon receipt. They were then read and coded against the template, using as many codes as necessary. Once coded they were input into a database to record and capture all responses against the coded themes. The hard copies were then ordered and filed.
- 3.24 Validation of the analysis process was undertaken by an internal audit review. An internal quality assurance process (including sample checks) was put in place, to check the coding of responses and accurate recording into the database.
- 3.25 This report attempts to provide a readable summary of the main issues identified in the responses received. No recommendations are made, the document has been put together impartially and is presented to Cabinet to aid decision making.

Responses Received

- 3.26 There was a large response to the consultation, with the following number of responses received;
 - 1,630 Online questionnaires (questions and open comment)
 - 818 Paper Questionnaires(questions and open comment)
 - 1,503 Booklets(questions and open comment)
 - 387 Emails (including attachments, such as letters)
 - 197 Letters
 - 37 Petitions

- 1,940 Pre completed responses (questions and open comment)
- 3 Other materials (posters)

3.27 Of the questionnaires received (both online and in paper format), 96% of responses were from individuals.

3.28 The maps on the following page shows the distribution of the respondents across Rhondda Cynon Taf by postcode and a count of the responses by Electoral Division shown thematically.

3.29 Cabinet were able to view all of the online and hard copy filed responses, as well as considering the report, before any final decisions on phase 1 were made. It is useful to note that the consultation results, although an important part of the decision making process, are not the only consideration to take into account. The Cabinet will also need to consider other information available alongside the consultation responses (for example the results of the Equality Impact Assessments).

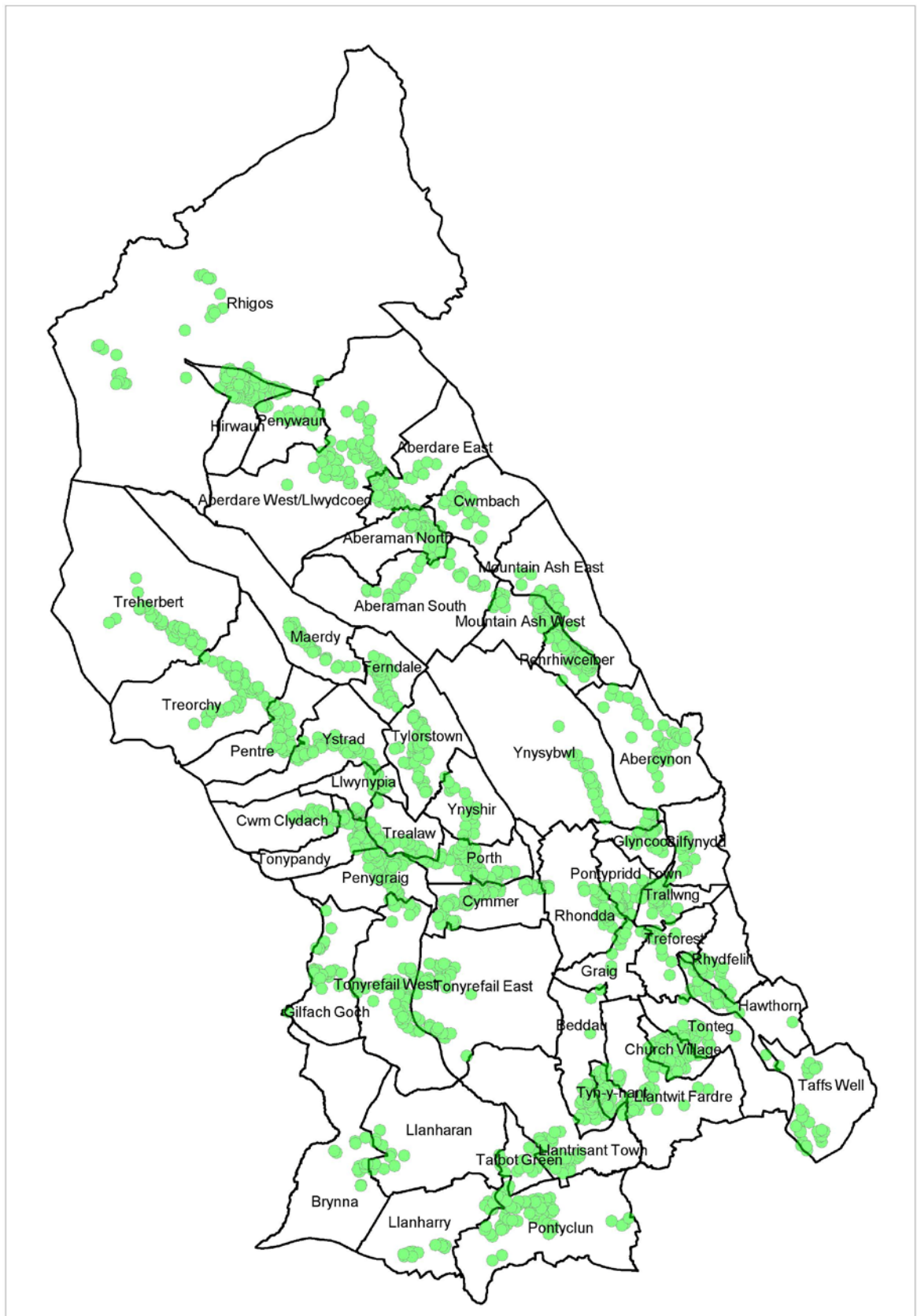


Figure 1 - Responses by Postcode where provided

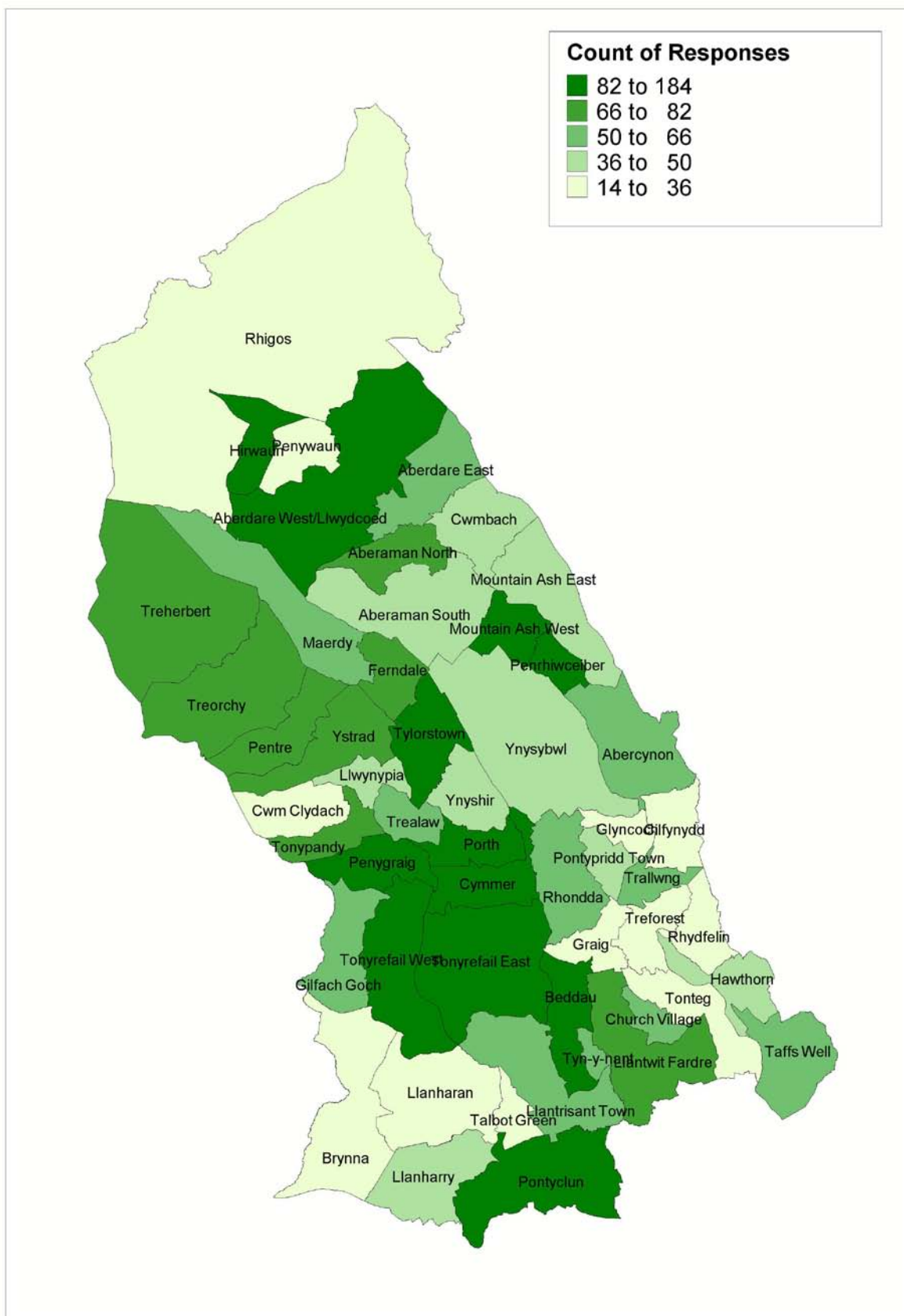


Figure 2 – Count of Responses by Electoral Division

4. PROPOSED SERVICE CHANGES

PROPOSAL 1 – SCHOOL ADMISSION ARRANGEMENTS

- 4.1 It is proposed that the Council seek to introduce consistent admission arrangements (subject to school capacity) across all of our schools and work with governing bodies to achieve this. The consistent admission arrangement should be based on:
- Part-time (half day) provision from the term after a child's 3rd birthday (pre-nursery and nursery); and
 - Full-time provision from the September after a child's 4th birthday (reception);
- 4.2 Whilst admission arrangements are effectively a matter for individual governing bodies, it is proposed that the way in which the Council funds schools would be in line with the above criteria.
- 4.3 Whilst this is a reduction to the Council's current arrangements it still represents a service level above statutory minimum requirements and is equivalent to provision at many of our neighbouring authorities. There does not appear to be any evidence to show that our current arrangements are having a positive impact upon attainment levels.
- 4.4 The proposal would see the removal of the provision of both Home to School Transport and school meal provision for part-time pupils.

PROPOSAL 2 – MEALS ON WHEELS

- 4.5 It is proposed that the 7 day service is retained but the weekend service is converted to a chilled meal provision. Meals would still be prime cooked but would be sealed and chilled and delivered on a Friday for heating by clients in their own homes for weekend consumption. There would still be a menu option for weekends.
- 4.6 It would also be possible to reconfigure production from the existing 6 kitchens to 3, with some investment requirements. The table summarises the proposed kitchen changes:

Current Meal Production Kitchen	Kitchen only / part of day centre	Proposal
Treherbert	Kitchen Only	Close Kitchen
Ynyshir	Kitchen Only	Continue Production
Pontypridd	Day Centre	Cease production of Meals on Wheels but continue production of on site day centre meals
Tonyrefail	Day Centre	Continue Production
Mt Ash	Day Centre	Cease production of Meals on Wheels but continue production of on site day centre meals
Aberdare	Day Centre	Continue production

*Figure 3 – Proposed Kitchen Changes***PROPOSAL 3 – RECONFIGURE THE LIBRARY SERVICE**

4.7 It is proposed that the provision of Branch Libraries be reduced to 12, which would include 4 in each of the Rhondda, Cynon and Taff Ely areas of the County Borough. Those libraries proposed for closure and those proposed to be retained are shown in the table below:

	Retain	Close
Rhondda	Treorchy	Treherbert
	Tonypandy	Ton Pentre
	Ferndale	Penygraig
	Tylorstown	Porth
		Maerdy
		Ynyshir
Cynon	Hirwaun	Cwmbach
	Aberdare	Penrhiwceiber
	Mt Ash	Ynysybwl
	Abercynon	
Taff Ely	Pontypridd	Cilfynydd
	Rhydyfelin	Beddau
	Llantrisant	Tonyrefail
	Church Village	Nantgarw
		Pontyclun

Figure 4 –Proposed retention and closure of libraries

- 4.8 As part of the proposal, the existing mobile library service would be enhanced to enable greater outreach coverage. The housebound service and community transport provision would also be maintained at current levels.

PROPOSAL 4 – YOUTH AND E3 PROVISION

- 4.9 It is proposed to amalgamate the functions of Detached (Street Based) Youth Workers, Youth Club staff, Accreditation Workers, e3+ coordinators into one team to deliver School and Community Youth Work centred around hubs operating out of the 17 secondary schools. This would include the relocation of existing youth clubs (including the 3 Community Education Centres at Treorchy, Treherbert and Miskin (Mountain Ash)) to alternative sites, at the nearest secondary school.
- 4.10 The proposed arrangements would see hubs created at all 17 secondary schools (currently Welsh School provision is via the nearest English school) and provide a continued resource for enrichment activities, albeit at a lower level than is currently available (at approximately one third of the current budget) plus flexible funding to respond to and support any local access requirements.

- 4.11 The 5*60 programme would be scaled back to the level of external grant funding which we receive from Sport Wales for the provision, the functions of Accreditation and Wicid Website editor would continue as would the commissioning of services from the voluntary sector. It would also be a full-time (52 week) service and not be restricted to term time.
- 4.12 The opportunity would also be taken to streamline management arrangements and the central administration function and requirements. The small revenue grants programme would also be terminated.

PROPOSAL 5 –DAY CENTRES

- 4.13 It is proposed to align future provision based on an appropriate geographical spread. The table below sets out the proposed changes, resulting in reducing the number of centres from 19 to 9:

Day Centre	Proposal	Proximity to Retained Day Centre
Alec Jones (Porth)	Open	
Dai Davies (Cymmer)	Close	Alec Jones - 1.3 miles
Edith May (Ynyshir)	Close	Alec Jones - 1.6 miles
Teifi House (Maerdy)	Open	
Wesley (Ferndale)	Close	Teifi House – 2 miles
Brynnar Jones (Gelli)	Open	
Noddfa (Treorchy)	Close	Brynnar Jones - 1.9 miles
Llewellyn (Pentre)	Close	Brynnar Jones - 1.0 miles
Nazareth House (Williamstown)	Open	
Combine House (Tonypandy)	Close	Nazareth House - 1.0 miles
Dan Murphy (Trealaw)	Close	Nazareth House - 1.5 miles
St Mairs (Aberdare)	Open	
Mountain Ash	Open	
Pontypridd	Open	
Rhydyfelin	Close	Pontypridd - 2.6 miles
Beddau	Close	Pontypridd - 3.8 miles
St. Georges (Tonyrefail)	Open	
Pontyclun	Open	
Gilfach Goch	Close	St. Georges - 2.8 miles

Figure 5 – Proposed changes to day centres

- 4.14 It is also proposed to introduce greater consistency in terms of opening arrangements for those centres retained. These arrangements would be Monday to Friday, 10am to 4pm for all centres.

CONCLUSION

- 4.15 The Council is facing an unprecedented financial challenge over the next 4 years and all services and their delivery must be assessed.
- 4.16 If implemented, the proposals contained in this report would deliver £8.4M of full year savings for the Council.

5. The Need for Service Change

- 5.1 As documented in the remainder of this report, there is opposition to the changes proposed. However, most of the respondents recognised that there was a need for change and a review of all existing services, when set against the context of the budget savings that need to be made by the Council.
- 5.2 A series of general questions on the service change proposals as a whole were included in the questionnaire.
- 5.3 73% of respondents who completed the questionnaire stated that they understand why the Council needs to reduce services.

1.) Do you understand why the Council needs to reduce services?

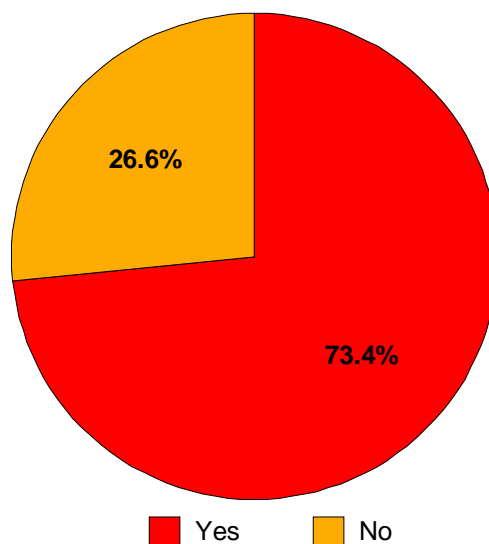


Figure 6 - Do you understand why the Council needs to reduce services?

5.4 63% of respondents who completed the questionnaire agreed that the Council should be reviewing all services and the way in which they are provided and that it was a reasonable approach to take.

2.) The Council is reviewing all of its services and the way in which they are provided. Do you agree this is a reasonable approach?

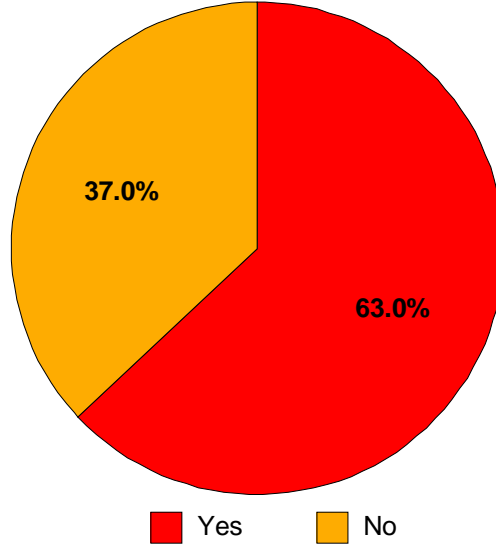


Figure 7- Should the Council be reviewing all services?

5.5 The Council states that it is applying a number of principles, while assessing services, respondents who completed the questionnaire were asked if they agreed with them.

5.6 As can be seen below there was a mixed response to the principles outlined; 65% of respondents did not agree that the proposals should result in a reasonable level of service remaining or that services should as far as possible be generally better or as good as the rest of Wales.

	% Yes	% No
Services are as equitable as possible across RCT	48	52
Proposals result in a reasonable level of service remaining in place	36	65
Services will remain sustainable over the medium term (3-5 years)	44	56
Services will as far as possible be generally better or as good as the rest of Wales	35	65
Services will continue to meet the Council's statutory obligations	52	48

Figure 8 – Feedback on principles

SECTION 6

Proposal 1 - SCHOOL ADMISSION ARRANGEMENTS

PART A - Proposal 1 Open Responses

- 6.1 This section provides a summary of the detailed open comments and feedback received, including letters, emails, booklets and the open responses submitted as part of the online survey and from the returned paper surveys.
- 6.2 As stated in the methodology, all responses were considered, coded, input and filed. All of the open responses received have been numbered and filed.
- 6.3 The responses have been reviewed under a number of key themes that were identified as part of the analysis. These key themes form the basis of this summary report and highlight the main issues and arguments put forward.
- 6.4 This approach will hopefully provide a document that is accessible to the reader, as a summary of the main points taken from a wide range of often extensive submissions.
- 6.5 **Open responses in relation to proposal 1 were received from 2,416 individuals. The number of views expressed totalled 8,267 of which 8,092 were of a negative nature against the themes identified in the following paragraphs.**
- 6.6 The following are the main themes to emerge from the consultation on proposal 1;
- Move in line with other Welsh Councils
 - Unacceptable to take children out of full time school part way through the year
 - Economic Impact
 - Impact on costs to parents and lack of child care provision
 - Impact on Children's Development and Learning
 - Impact on Vulnerable Individuals and Deprived Areas
 - Historical/Impact on future generations
- 6.7 There was some agreement that the Council should be more in line with other local authorities in Wales, as long as this meant that the Council stayed within the statutory minimum for Wales.

- **Move in line with other Welsh Councils**

Type of Response	Number	%
Positive	8	27.6
Negative	20	69.0
Other	1	3.4

Figure 9

"I think it is completely fair to bring RCT in line with other councils but what I do not agree with is making the cut for the school from April."

"We have been fortunate for many years in having education provision from age 3. This change brings us in line with the rest of UK."

"I'm all for it being fair across the board but it shouldn't effect the children currently in nursery, it will be upsetting for them."

- 6.8 One of the main views of the respondents was that it was unfair to take children out of full time school part way through the school year, for those who have already started. 753 responses were identified as picking this up as a theme.

- **Unacceptable to take children out of full time school part way through the year**

Type of Response	Number	%
Positive	0	
Negative	753	100
Other	0	

Figure 10

"I feel it is grossly unfair to remove my son from full time schooling part way through the school year."

"I feel taking a child out of full time education half way through the year will have a detrimental effect on the child. If this proposal goes ahead it shouldn't be implemented immediately"

- 6.9 A number of responses outlined a potential economic impact of the changes proposed for school admission arrangements. This included an increase in unemployment, as a result of parents giving up their jobs to look after children. There was also concern about the potential for job losses to teachers, teaching assistants, supervisors and dinner ladies.

- **Economic Impact**

Type of Response	Number	%
Positive	0	
Negative	839	99.9
Other	1	0.1

Figure 11

“It’s also going to cost working parents a fortune as they’ll have to pay for child care. Also teachers are going to be losing jobs which is disgusting because most of them have worked in the school for years.”

“the council is punishing working parents and pushing yet more women out of the workplace. This may save moneys in the short term but the council will lose more money in the long term due to new benefit claims because it will be impossible for parents to go back to work.”

“The current proposals will adversely affect those with children in, or seeking, employment. It will also affect the livelihoods of a number of staff (teaching and support) in local schools.”

6.10 Linked to the economic impact was the view that there would be a financial cost to parents in terms of additional support for childcare, with parents who are working. There was also a perception that there is a lack of good quality childcare provision in both English and Welsh.

- **Impact on Costs to parents and Lack of Child Care Provision**

Type of Response	Number	%
Positive	1	0.1
Negative	866	99.5
Other	3	0.4

Figure 12

“Such changes to nursery full time places means some mums can not work for yet another year due to sky high crèche fees.”

“You will cripple every working family by forcing them to pay for extra child care. no problem for the non working they get child care for free!”

6.11 One of the key concerns raised was that of the impact that proposal 1 would have on the children, in terms of their learning and development. There was concern that the foundation phase development would be significantly delayed. Respondents also reported that development could be affected in terms of social skills, speech, language development and learning positive behaviour.

- **Impact on Children’s Development and Learning**

Type of Response	Number	%
Positive	1	0.1
Negative	1441	99.8
Other	1	0.1

Figure 13

“The social, cultural and educational benefits of schooling from 3, especially through welsh medium education can not be underestimated”

“In RCT there is a large number of English-speaking children accessing Welsh-language education. It is vital to get these children into a Welsh-language environment as early as possible”

“RCT has the second highest rate of deprivation in Wales. Early intervention in terms of education needs to be implemented in this authority to give every child the best start in life.”

6.12 There was concern from respondents that proposal 1 would have an impact on the most vulnerable members of the community, including those residents living in deprived areas and those in need of additional support, such as the disabled and those with special educational needs and those on the risk register.

- **Impact on Vulnerable Individuals and Deprived Areas**

Type of Response	Number	%
Positive	0	
Negative	837	100
Other	0	

Figure 14

“RCT has one of the highest levels of poverty in the UK. There is vast research that an early start to education has a direct impact on reducing poverty.

“This proposal would in turn increase poverty within the county, thus placing a greater financial burden on the council as a direct result.”

“Some children, especially those in deprived areas, are often safer at school than at home”

“For our county and our children who are in areas of great deprivation, the importance is to provide services that will allow them to have an equal opportunity at the start of their education.”

6.13 A number of respondents suggested that the nursery admissions policy should stay the same as they had when the respondent had been at school and the entitlements of the past should be maintained. Linked to this were a number of responses suggesting that future generations might suffer as a result of the changes.

- **Historical/Impact on future generations**

Type of Response	Number	%
Positive	1	0.2
Negative	635	99.5
Other	2	0.3

Figure 15

“Wrong decision, think about our future children!!!”

“Educational opportunities will be more limited and affect the children greatly in the longer term, regarding their ability to apply for employment (good quality) and higher education opportunities. “

“keeping back our Children’s futures will have serious effect for the valleys in the future”

6.14 A number of respondents either stated their agreement (positive) or disagreement (negative) with proposal 1.

Type of Response	%
Positive	5
Negative	95
Other	0

Figure 16

6.15 The other themes emerging from the responses to proposal 1 were;

- Discrimination, mainly against women (Negative = 32)
- Impact on welsh language education (Negative =273)
- Health and Wellbeing impact (including hot meals, nutrition and dental care) (Negative = 228)

6.16 There were a number of other comments and other ideas, these included;

- The change proposed should be phased in
- Impact on absense rates
- Look at other potential savings, such as equipment, materials and furniture
- Parents not having enough knowledge to teach their children prior to starting school.
- Children are like sponges and absorb information from an early age.
- A child’s education is very important
- Stopping breakfast and after school clubs and put this money back into a child’s start in life
- Impact on staff morale
- Lack of time for parents to put structures in place. Parents have a 5 year plan
- Views from other sources (Ofsted reports, South Wales Echo) that suggest education at an early age is important
- Rhonnda Cynon Taf Strategy on “promoting achievment and tackling disadvantage”
- Lack of available private childcare

Petitions

6.17 A number of specific petitions for proposal 1 were submitted as follows;

- Stop the Education Cuts in Rhondda Cynon Taf
(handwritten signatures number = 6303)
(Typed names = 5490)
- YCG Abercynon against cuts to nursery education (number = 66)
- Gabriel and Raphael Catholic School against Nursery Education
(number =170)
- Against closure of Penygraig Nursery (number = 550)

Pre Completed Responses

6.18 The Council received a number of pre completed surveys in response to this proposal. The responses were identical in terms of their comments. The following were received;

- Pre completed 1 (number = 374)

Opposition to the cuts in education for the following reasons;

- Detrimental Impact on child's education
- Detrimental effect to children who are classed as at risk, Free school meals and nutrition for 3-5 year olds
- Financial implication on childcare
- Delay in development of child's social skills, positive behaviour, speech and language development
- Impact on learning through Welsh and scrapping of the bus service preventing those accessing Welsh medium Schools
- Job losses

Pre completed 2 (number = 1432)

Opposition to the cuts in education for the following reasons;

- Psychological upheaval for those children currently attending
- In particular, those receiving free school meals and using school transport
- Delay in the development of 3-5 year olds in deprived areas
- Combined impact on literacy, alongside the changes to libraries
- Rise in unemployment
- Discrimination on religious and language grounds
- Lack of additional childcare provision

Pre completed 3 (number = 118)

- Opposition to the cuts in education - including the following reasons;
- Detrimental Impact on child's education
 - Deprivation, losing out on free school meals
 - Financial implications
 - Lack of childcare
 - Job losses
 - Impact on school funding, due to pupil numbers

PART B - Proposal 1 Questionnaire Responses

- 6.19 This section outlines the results of the direct questions in the online and paper questionnaire. 2448 responses were received to the overall questionnaire with 1630 online and 818 paper copies submitted.
- 6.20 27% of respondents stated that they currently have children in nursery education
- 6.21 33% of respondents stated that they will have a child in nursery education next year
- 6.22 The Council's current admission arrangements are inconsistent across Rhondda Cynon Taf. Respondents were asked if they thought that the Council should make them more consistent? 67% of respondents agreed that they should make them more consistent.

6.) The Council's current admission arrangements are inconsistent across Rhondda Cynon Taf. Do you think the Council should make them more consistent?

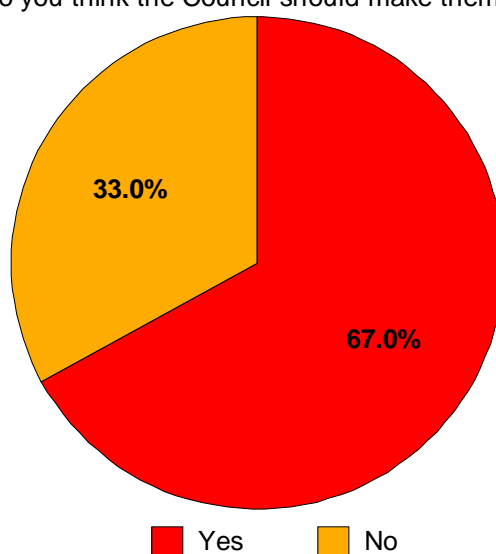


Figure 17 – Consistency of current admission arrangements

- 6.23 Proposal 1 remains above the statutory minimum requirement and would bring the Council more in line with other local authorities in Wales. Respondents were asked if they thought that this was fair. 67% thought that it was unfair.
- 6.24 Respondents were asked if they felt that the proposals would have more of an impact upon them, because of a number of factors. These factors are what are called protected characteristics and the Council is required to consider people with these characteristics as part of their obligations under the Equality Act 2010 and the resultant Public Sector Equality Duties.
- 6.25 The following table shows the number of responses that considered that proposal 1 would have an impact on the protected characteristics. Further detail will be shown in the Equality Impact Assessment.

	School Admission Arrangements
Your Gender	348
Your Age	459
Your Ethnicity	105
Your Disability	101
Your Sexuality	69
Your Religion	91
Your Gender Identity	75
Your Marital status	213
Your Pregnancy	154
Your Language	195

Figure 18 – School Admission arrangements and protected characteristics

SECTION 7

PROPOSAL 2 – MEALS ON WHEELS

PART A - Proposal 2 Open Responses

- 7.1 This section provides a summary of the detailed open comments and feedback received, including letters, emails, booklets and the open responses submitted as part of the online survey and from the returned paper surveys.
- 7.2 **Open responses in relation to proposal 2 were received from 980 individuals. The number of views expressed totalled 2,018 of which 1,910 were of a negative nature against the themes identified in the following paragraphs.**
- 7.3 The following are the main themes to emerge from the consultation on proposal 2;
- Impact on the vulnerable
 - Physical and mental health issues
 - Safety Issues
 - Social Interaction
- 7.4 A number of respondents thought that the proposed changes would have a generally negative impact on the vulnerable in the community, including the elderly and disabled.

- **Impact on the vulnerable**

Type of Response	Number	%
Positive	0	0
Negative	291	99.7
Other	1	0.3

Figure 19

“I think the provision is mostly acceptable. however special measures should be taken to access the capability of the service users in regard to their ability to re-heat their food.”

“Think very carefully before you attack the provision for our most vulnerable people within RCT. These people have worked hard all their lives and they need our support in later life”

“It's unfair to again cut services for the most vulnerable members of our communities”

7.5 One of the reasons given for the above impact on the vulnerable was a concern for clients who may have physical or mental health issues that may impact on their ability to heat up a meal on their own at the weekend.

- **Physical and mental health issues**

Type of Response	Number	%
Positive	1	0.2
Negative	409	99.8
Other	0	

Figure 20

“are they capable of remembering to do this or are we going to find people who do not eat on a weekend and have to go two days with no food.”

“lots of people who receive these meals are not able to re-heat them and will therefore possibly need a care worker to do this for them, so what is saved in cutting back on fresh meals is lost on providing care workers - or putting more of a case load on the current care workers.”

“Some old people won't eat all weekend if this comes into effect!! Some old people can't walk to the microwave to warm their food, and have no family to do it for them!!”

7.6 Linked to the above there was a suggestion that the service change could result in a safety issue for the clients, with people being asked to heat up a meal themselves.

- **Safety Issues**

Type of Response	Number	%
Positive	0	
Negative	76	100
Other	0	

Figure 21

“It must be obvious which clients are unable to heat chilled meals themselves and surely provision could be made for them.”

“I feel that not always can an elderly person be able to use facilities to heat food up not in a safe way and worry that there would be an increase in accidents within the home.”

“I believe that although there may be some use in reducing costs in this area this should be means tested on whether the client is able to heat and use the chilled meals independently”.

7.7 One of the main reasons for opposition to proposal 2 was the social interaction that the clients receive from the meals on wheels service. It

was felt that this social aspect of the service was often the only company that the clients received during the week.

- **Social Interaction**

Type of Response	Number	%
Positive		
Negative	219	99.5
Other	1	0.5

Figure 22

“Its not just the delivering of meals but the contact that is essential for some elderly people who may only ever see these people”

“For many elderly residents the service is a lifeline both socially and in terms of providing essential nutrients.”

“Meals would be delivered on a Friday then that individual may not see anyone until Monday when the meal is delivered. Isn't this contributing to loneliness and isolation?”

7.8 There were a number of comments related to proposal 2 that could see the proposal as having an economic **impact**. These include;

- A number of respondents suggesting that there would be extra costs to the client, in heating the food. (number = 9)
- Job losses of the meal on wheels staff (number = 7)
- The changes could result in a rise in demand for social services and therefore a rise in cost to the Council in another service area. (number = 30)

7.9 A number of respondents either stated their agreement (positive) or disagreement (negative) with proposal 2.

Type of Response	%
Positive	16.6
Negative	83.4
Other	

Figure 23

7.10 The other themes emerging from the responses to proposal 2 were;

- Lack of cooking facilities (negative number = 50)
- Clients deserve a hot meal (negative number = 70)
- The service should exist 7 days a week (negative number = 106)
- An increasing demand on relatives (negative number = 8)

7.11 There were a number of other comments and other ideas, these included;

- Only contact with the outside world
- Should be based on individual needs
- Should expand services to the vulnerable and not cut them
- Increasing the burden on the NHS or even the fire service.

- I would be more inclined to agree with this proposal if there were plans in place to risk assess people and their ability to heat chilled meals.
- It offers a lifeline for the elderly in the community
- I support the use of chilled weekend services, as most senior citizens will be able to retain some independence and be able to reheat meals. This should however be assessed rather than across the board.

PART B - Proposal 2 Questionnaire Responses

This section outlines the results of the direct questions in the online and paper questionnaire. 2448 responses were received to the overall questionnaire with 1630 online and 818 paper copies submitted.

- 7.12 Respondents were asked if they were a user of the meals on wheels service, a carer, a relative or a neighbour of the service user. The following table shows the results.

	%	Number
Service User	3.4	75
A carer of the above	3.7	76
A relative	12.0	249
A neighbour	22.7	458

Figure 24 – Users of the meals on wheels service

- 7.13 83% of respondents agreed that the Council should maintain a 7 day meals on wheels service.
- 7.14 Of the meals on wheels service users, 36% stated that they would continue to use the proposed weekend chilled meal provision service.
- 7.15 58% said that they would be able to heat a chilled meal themselves.
- 7.16 Respondents were asked if they felt that the proposals would have more of an impact upon them, because of a number of factors. These factors are what are called protected characteristics and the Council is required to consider people with these characteristics as part of their obligations under the Equality Act 2010 and the resultant Public Sector Equality Duties.

7.17 The following table shows the number of responses that considered that proposal 2 would have an impact on their protected characteristics. Further detail will be shown in the Equality Impact Assessment.

	Meals on Wheels
Your Gender	78
Your Age	230
Your Ethnicity	27
Your Disability	131
Your Sexuality	22
Your Religion	23
Your Gender Identity	22
Your Marital status	37
Your Pregnancy	20
Your Language	24

Figure 25 – Meals on Wheels and protected characteristics

SECTION 8

PROPOSAL 3 – LIBRARIES

PART A - Proposal 3 Open Responses

8.1 This section provides a summary of the detailed open comments and feedback received, including letters, emails, booklets and the open responses submitted as part of the online survey and from the returned paper surveys.

8.2 **Open responses in relation to proposal 3 were received from 1,795 individuals. The number of views expressed totalled 5,077 of which 4,758 were of a negative nature against the themes identified in the following paragraphs.**

8.3 There was some support for proposal 3

“I would support library closures and encourage the authority to provide mobile services to minimise job losses. Libraries are not as widely used anymore due to the availability of cheap and free books online.”

“library services are not essential and I would agree with deeper cuts to library services to save some of the other services”

“I have no problem with a reduction in these services.”

“With the use of home computers/kindles libraries are being used less so this proposal can be justified!!”

8.4 The following are the main themes to emerge from the consultation on proposal 3;

- Loss of Computer facilities
- Impact on Education and Learning
- Impact on Young people
- Impact on libraries as community venues
- Transport Issues
- Geographical Coverage

8.5 A key reason for the opposition to proposal 3 is related to some of the main uses of the library, by a variety of people and groups. Firstly, libraries are used by a number of respondents for their computers and internet access, including people who were said to be dependent on the facility, such as job seekers.

- **Loss of Computer facilities**

Type of Response	Number	%
Positive	2	0.5
Negative	429	99
Other	2	0.5

Figure 26

“many people in the area do not have a computer at home and need to use ICT for study or to look for jobs online.”

“you have to use computers to look for work or have your money stopped (NOT everyone has a computer at home)”

“students and parents will be without access to free reading resources, as well as leaving pupils without computers bereft of computer access during school holidays”

- 8.6 Another main use of libraries reported by respondents was for educational purposes. There was a concern that there could be a loss of knowledge and learning opportunities.

- **Impact on Education and Learning**

Type of Response	Number	%
Positive	0	
Negative	342	99.4
Other	2	0.6

Figure 27

“I believe the library service is important to the cultural and educational life of the community, and the proposed cuts to the service are indefensible and callous.”

“we are taking away the support education tools required to give the RCT residents a better chance in life”

“With the proposed cuts in education, libraries will become more important to families who want to give their children opportunities to learn.”

“This is an essential service in the community catering for all ages promoting and facilitating knowledge and literary access”

- 8.7 Linked to the above was the use of libraries by young people for homework and research purposes as well as their use of libraries for homework clubs.

• **Impact on Young people**

Type of Response	Number	%
Positive	0	
Negative	375	100
Other	0	

Figure 28

“The young of our community utilise this service and it provides a great educational tool for them, especially when we in Wales are being criticised for the poor educational standard of our children”.

“With the proposed reduction in school hours this is another area that leaves the education of our young people in jeopardy.”

8.8 There was concern amongst a number of respondents about the potential impact of the library change proposals on the facilities as community venues.

• **Impact on libraries as community venues**

Type of Response	Number	%
Positive		
Negative	501	99.2
Other	4	0.8

Figure 29

“It is a LOCAL community 'hub' for many.”

“Although the library doesn't have the same cultural relevance it once did, it is nevertheless an important part of the community especially for older citizens”

“Libraries are not just libraries they are a place where people meet and discuss besides taking out books. its a community meeting place for a lot of people”

“I see a lot of older/elderly people using the library to be able to interact with others, they would lose this.”

8.9 Transport to the proposed retained libraries was seen as an issue by a number of respondents, in terms of the extra cost and the availability of public transport. It was also suggested that there might be an impact on the most vulnerable families, who have the least access to transport.

• **Transport Issues**

Type of Response	Number	%
Positive	1	0.3
Negative	387	99.2
Other	2	0.5

Figure 30

“the people who need to use computers because every thing now seems to be online, e.g. CV, job searches, and family history, will find it hard to travel further because it would cost extra money.”

“Many elderly people and children use the library service and would find it difficult to travel to alternative sites.”

“do worry however, about the elderly and families on low incomes who may not be able to travel or afford to travel to the nearest library.”

“Accessibility & quality should be included in the consideration, .Llantrisant is on a hill and 2 bus rides away”

“it is vital life line to the older people in the community who would not feel able and confident enough to travel to an alternative library”

8.10 The geographical coverage of the proposal was seen by some respondents as not sufficient.

- **Geographical Coverage**

Type of Response	Number	%
Positive	1	0.6
Negative	153	98.8
Other	1	0.6

Figure 31

“I think you should look at how much each library is used rather than it's location. “

“the proposal does not provide an equal geographical spread. No library from Tylorstown to Pontypridd? Statistics show that Pontyclun out performs Ferndale and Tylorstown. Unfair to close it. Taff Ely has already lost Llanharry, Talbot Green and Glyncoch in recent years.”

“ferndale, tylorstown then tonypanydy, treorchy I do not call that an equal geographical spread,wouldn,t it be better to spread more evenly say treorchy ,pentre, porth,ynyshir/wattstown,ferndale.not all people have cars you know”

“Geographical cover assumes that services cut can be spread more thinly however it does not take into consideration when a place has a day centre and library closed leaving nothing at all behind.”

8.11 A number of respondents either stated their agreement (positive) or disagreement (negative) with proposal 3.

Type of Response	%
Positive	8.5
Negative	91.4
Other	0.1

Figure 32

- 8.12 The other themes emerging from the responses to proposal 3 were;
- Closures are proposed in deprived areas (number = 58)
 - Alternative arrangements would not be the same (number = 88)
 - People are dependent on this service (number = 115)
 - Historical reasons - people worked so hard to get these facilities (number =33)

8.13 Responses were collated for all individual “Named” libraries and assessed in terms of positive or negative comments. Negative comments were those that were against any closure to that library, whether they were proposed for closure or not. Positive comments were those that were in support of a closure, whether they were proposed for closure or not. Other comments were those that discussed the libraries, but did not have a particular view on closure.

8.14 The table below shows the total number of responses indicating a preference for the retention of the library listed.

LIBRARY	In favour of closure	In favour of retention	Other
Abercynon	0	3	0
Aberdare	0	5	1
Beddau	0	129	0
Church Village	0	2	0
Cilfynydd	0	4	0
Cwmbach	0	6	0
Ferndale	9	21	12
Hirwaun	0	137	2
Llantrisant	1	3	1
Maerdy	0	41	0
Mt Ash	0	14	1
Nantgarw	0	33	4
Penrhiwceiber	0	5	0
Penygraig	0	25	0
Pontyclun	1	44	0
Pontypridd	1	10	1
Porth	0	179	1
Rhydyfelin	1	4	0
Ton Pentre	0	16	2
Tonypandy	1	16	0
Tonyrefail	0	76	1
Treherbert	0	14	2
Treorchy	1	5	2
Tylorstown	10	52	13
Ynyshir	1	25	1
Ynysybwl	0	6	0

Figure 33 – Retention of Libraries

- 8.15 There were a number of other comments and other ideas, these included;
- Agree that it is not financially viable to keep open libraries that are not being used sufficiently.
 - Alternative provision should be looked at i.e. more widespread mobile provision and the possibility of locating smaller units in other

buildings. Such as using leisure centre's as is the case in Tonyrefail and Llantrisant

- Meeting place for socialising for young and old
- The wide range of courses on offer, for example family history, photography
- People with poor eyesight need large print books which the library provides
- Impact on vulnerable families
- Craft and play sessions in the holidays
- Money has already been spent on renovating the libraries
- Disabled access should be considered
- Libraries are the cornerstones of our society, and our RCT
- You cannot use ICT on a mobile library.

Petitions

8.16 A number of specific petitions against the library closure proposals were submitted as follows;

- Against closing Porth Library – Petition A (number = 1072)
- Against closing Porth Library – Petition B (number = 326)
- Against closing Maerdy Library Petition A (number = 25)
- Against closing Maerdy Library Petition B (number = 54)
- Against closing Maerdy Library Petition C (number = 874)
- Against closing Cwmbach Library (number = 119)
- Against closing Ynysybwl Library (number = 348)
- Against closing Penygraig Library (number = 236)
- Against closing Beddau Library Petition A (number = 76)
- Against closing Beddau Library – Petition B (number = 65)
- Against closing Beddau Library – Petition C (number = 11)
- Against closing Beddau Library - Petition D (number = 1324)
- Against closing Ynyshir Library Closure (number = 216)
- Against closing Tonyrefail Library Petition A (number = 326)
- Against closing Tonyrefail Library Petition B (number = 191)
- Against closing Hirwaun Library Closure (number = 153)

- Against closing Nantgarw Public Library (number = 189)
- Against closing Beddau Library Young Persons Favourite books & I Love my Library (number = 40)

PART B - Proposal 3 Questionnaire Responses

8.17 This section outlines the results of the direct questions in the online and paper questionnaire. 2448 responses were received to the overall questionnaire 1630 online and 818 paper copies submitted.

8.18 67% of respondents were library service users. The following table shows the frequency of visits reported;

	%
Daily	25
Weekly	53
Monthly	56

Figure 34 – Frequency of Visits

8.19 5% of respondents use the mobile library service and housebound service.

8.20 The following library usage was reported;

	%
Borrowing books	79
Using reference books/ local history	62
Reading newspapers / journals	42
Using ICT	48
Attending groups	38
Taking part in learning activities	36
Taking part in community activities	42

Figure 35 – Library Usage

8.21 For those respondents with a library proposed for closure, 26% said that they would travel to an alternative retained library building and 19% would use the mobile library service/ housebound service.

8.22 75% of respondents agreed that a geographical spread was important, with 29% agreeing that the proposal generally provides a reasonable geographical coverage.

8.23 Respondents were asked if they felt that the proposals would have more of an impact upon them, because of a number of factors. These factors are what are called protected characteristics and the Council is required to consider people with these characteristics as part of their obligations under the Equality Act 2010 and the resultant Public Sector Equality Duties.

8.24 The following table shows the number of responses that considered that proposal 3 would have an impact on the protected characteristics. Further detail will be shown in the Equality Impact Assessment.

	Libraries
Your Gender	246
Your Age	476
Your Ethnicity	83
Your Disability	220
Your Sexuality	65
Your Religion	66
Your Gender Identity	64
Your Marital status	81
Your Pregnancy	58
Your Language	122

Figure 36 – Libraries and protected characteristics

SECTION 9

PROPOSAL 4 - YOUTH & E3 PROVISION

PART A - Proposal 4 Open Responses

9.1 This section provides a summary of the detailed open comments and feedback received, including letters, emails, booklets and the open responses submitted as part of the online survey and from the returned paper surveys.

9.2 **Open responses in relation to proposal 4 were received from 705 individuals. The number of views expressed totalled 1,405 of which 1,270 were of a negative nature against the themes identified in the following paragraphs.**

9.3 There was some support for proposal 4.

“This provision is expensive and I remain to be convinced that it offers what the majority of our young people need or find useful”

“I do agree with this proposal utilising the schools”

9.4 The following are the main themes to emerge from the consultation on proposal 4;

- More streamlined service
- Outside school environment
- Transport Issues
- Anti-social behaviour
- Negative impact on young people

9.5 A small number of respondents agreed with the proposal on the basis that administration of the service through schools would enable the service to be more streamlined and prevent unnecessary duplication.

- **More streamlined service**

Type of Response	Number	%
Positive	8	57
Negative	6	43
Other	0	

Figure 37

“look at reducing duplication. ...E3 providing music, when there is already a Music Service.”

“Collaboration is the way forward”

“Administering this service from the schools will streamline the service and prevent unnecessary duplication.”

“Linking provision to secondary schools ensures all children that age have access and knowledge of the provision and less duplication”

“Yes I agree with this proposal as it would use the schools through out the whole of the year instead of them being left idle during the holidays.”

9.6 However, it has been reported that some young people prefer youth provision to be in an outside setting, away from the school environment.

- **Outside school environment**

Type of Response	Number	%
Positive	0	
Negative	101	98
Other	2	2

Figure 38

“The youth service should be separate from the schools system as it is NOT an extension from school but a different service offering a different kind of provision for young people.”

“The youth you are affecting here are the ones who don't go to school for whatever reason. By only providing the service in a school environment you may as well end the service full stop. The youth engage with these services as they are away from the educational environment that they cannot engage with so how the hell is this going to improve youth services?”

“Youth provisions are supposed to be separate from school. It is somewhere the youth can go and it not be 'schoolish' if these services get linked to the schools I think many youth will avoid using the service as they will associate it with school, where they spend all of their week”

9.7 Some of the respondents identified transport as an issue, in terms of the cost and ability to get to the new hubs at the secondary schools.

- **Transport Issues**

Type of Response	Number	%
Positive	0	
Negative	110	100
Other	0	

Figure 39

“Travel between hubs & schools will be an issue for parents without their own transport which means in turn that the children will be forced to miss out.”

“How are people expected to get to these hubs. The young people will simply not be able to get to the venues,”

“It would be difficult to access services at a secondary school due to poor and unreliable transport links.”

9.8 Respondents felt that the proposed changes could lead to more anti-social behaviour and more young people hanging around on the streets.

- **Anti-social behaviour**

Type of Response	Number	%
Positive	0	
Negative	220	100
Other	0	

Figure 40

“We need opportunities to encourage youth to become responsible citizens, not leave them on the streets making a nuisance of themselves.”

“I believe would lead to longer term problems of substance misuse, anti social behaviour and criminal activity.”

“Areas of deprivation rely on youth services to combat antisocial behaviour and youth apathy.”

9.9 A number of the respondents thought that the proposal would have a generally negative impact on young people overall.

- **Negative impact on young people**

Type of Response	Number	%
Positive	0	
Negative	143	100
Other	0	

Figure 41

“youth services are critical to help bridge the gap between teenage years and responsible adults.”

“The danger of this proposal is that young people who are disaffected with school will potentially lose all contact with youth services. These surely are the young people who need it the most.”

9.10 A number of respondents either stated their agreement (positive) or disagreement (negative) with proposal 4.

Type of Response	%
Positive	14
Negative	86
Other	-

Figure 42

9.11 The other themes emerging from the responses to proposal 4 were;

- Negative impact on disabled children and those with SEN (number = 9)
- Impact on those in deprived areas (number =14)
- Impact upon vulnerable children (number = 26)
- Impact on young persons education/social skills (number =46)

9.12 There were a number of other comments and other ideas, these included;

- In the evening you still need an out reach service
- Gives teenagers life experience
- Provides support services for a wealth of issues
- Helps with early intervention
- Continuous support
- Young people feel safe in existing centres with the people they know
- Look at reducing duplication, E3 providing music, when there is already a Music Service.
- For some young people, their youth centre is their only safe haven from a violent or abusive home, and the only place where they can feel 'normal.'
- Could lead to a drop in the number of teenagers participating

Petitions

9.13 A number of specific petitions for proposal 4 were submitted as follows;

- Against closing of Trehafod Youth Club Petition A (number = 282)
- Against closing of Trehafod Youth Club Petition B (number = 12)
- Against closing of Trehafod Youth Club Petition C (number = 26)

PART B - Questionnaire Responses

9.14 This section outlines the results of the closed questions in the online and paper questionnaire. 2448 responses were received to the overall questionnaire 1630 online and 818 paper copies submitted.

9.15 20% of respondents said they were users of the youth service. Those who reported using the service reported using the following services that they used;

	%
E3	68
5*60	30
Youth clubs	49
Detached youth	25
School holiday programmes	57
Outdoor education	30
Duke of Edinburgh	17

Figure 43 – Users of the Youth Service

9.16 76% of respondents thought that greater youth service links to secondary school hubs was a good idea.

9.17 75% of respondents agreed that extending provision to all 17 secondary school hubs and a full time provision was positive.

9.18 Respondents were asked if they felt that the proposals would have more of an impact upon them, because of a number of factors. These factors are what are called protected characteristics and the Council is required to consider people with these characteristics as part of their obligations under the Equality Act 2010 and the resultant Public Sector Equality Duties.

9.19 The following table shows the number of responses that considered that proposal 4 would have an impact on the protected characteristics. Further detail will be shown in the Equality Impact Assessment.

	Youth and E3 Provision
Your Gender	81
Your Age	170
Your Ethnicity	43
Your Disability	57
Your Sexuality	37
Your Religion	39
Your Gender Identity	33
Your Marital status	37
Your Pregnancy	41
Your Language	46

Figure 44 - Youth and E3 services and protected characteristics

SECTION 10

PROPOSAL 5 - DAY CENTRES

PART A - Proposal 5 Open Responses

10.1 This section provides a summary of the detailed open comments and feedback received, including letters, emails, booklets and the open responses submitted as part of the online survey and from the returned paper surveys.

10.2 **Open responses in relation to proposal 5 were received from 658 individuals. The number of views expressed totalled 1,283 of which 1,205 were of a negative nature against the themes identified in the following paragraphs.**

10.3 There was some support for the proposed changes outlined in proposal 5.

“Most over 60's have bus passes which makes access easier.”

“Day centres need to be rationalised. We do not need to provide heavily subsidised meals to those over 50 without any kind of means testing. Local business in the form of food outlets are able to provide this service, and libraries are able to provide a social outlet.”

10.4 However, the majority of responses indicated that they were against the proposal.

10.5 The following are the main themes to emerge from the consultation on proposal 5;

- Impact on the vulnerable
- Social Interaction
- Transport Issues

10.6 A number of respondents expressed concern that the proposed service change would have a negative impact on the vulnerable members of the community.

- **Impact on the vulnerable**

Type of Response	Number	%
Positive	0	
Negative	199	100
Other	0	

Figure 45

“a small saving that will have a major impact on our communities most lonely vulnerable elderly people .”

“Another proposal attacking the most vulnerable in our society and closing what must be an essential lifeline for many of the most vulnerable in our community”

“Individuals attending these centres are often from groups which find change difficult & challenging.”

10.7 Many of the respondents suggested that the day centres provide a means of social interaction and provide a lifeline to many service users. Respondents also stated that the centres promoted independence.

- **Social Interaction**

Type of Response	Number	%
Positive	1	0.4
Negative	271	98.5
Other	3	1.1

Figure 46

“day centres provide essential social situations for many people who would otherwise be isolated and unsupported, cutting this meals on wheels and library services will have a huge impact on this part of our community”

“Again a lot of the people who use day centres are elderly and in some cases disabled. A lot of people who enjoy going to day centres don’t have any other means of socialising etc.”

“Day centres are a vital resource for some people social and mental well being”

10.8 As with the libraries proposal, some respondents identified transport as an issue, in terms of the distance and cost in travelling to the proposed day centres for retention.

- **Transport Issues**

Type of Response	Number	%
Positive	2	0.9
Negative	118	99.1
Other	0	

Figure 47

“many people are unable to access public transport due to restricted services, and as a result, many elderly people will be further isolated.”

“I think transport should be provided for users to go to alternative day centres“

“People can't travel to the open day centres they are too far apart and people can't afford transport.”

10.9 A number of respondents either stated their agreement (positive) or disagreement (negative) with proposal 5.

Type of Response	%
Positive	21
Negative	79
Other	0.5

Figure 48

10.10 The other themes emerging from the responses to proposal 5 were;

- Combine Day Centres with other facilities / amalgamation of services (number = 21)
- Facilities are already below an unacceptable level (number = 9)
- The centres are used for organised groups (number = 25)
- May have an increase for meals on wheels service (number = 16)
- Impact on those in deprived areas (number = 9)

10.11 Responses were collated for all individual “Named” day centres and assessed in terms of positive or negative comments. Negative comments were those that were against any closure to a day centre, whether they were proposed for closure or not. Positive comments were those that were in support of a closure, whether they were proposed for closure or not. Other comments were those that discussed the day centres, but did not have a particular view on closure.

10.12 The table below shows the total number of responses indicating a preference for the retention of the day centre listed.

Day Centre	In favour of closure	In favour of retention	Other
Alec Jones, Porth	1	5	0
Beddau	0	8	1
Brynnar Jones, Gelli	0	1	0
Combine House, Tonypandy	0	5	1
Dai Davies, Cymmer	1	7	0
Dan Murphy, Trealaw	0	5	1
Edith May Evans, Ynyshir	0	9	0
Gilfach Goch	0	65	0
Llewellyn, Pentre	0	9	0
Mountain Ash	1	0	0
Nazareth House, Williamstown	0	1	0
Noddfa, Treorchy	0	4	0
Pontyclun	0	2	0
Pontypridd	0	0	0
Rhydyfelin	0	5	0
St George's, Tonyrefail	0	1	0
St Mair's, Aberdare	0	2	0
Teifi House, Maerdy	0	1	0
Wesley House, Ferndale	0	8	0

Figure 49 – Retention of Day centres

- 10.13 There was a tailored consultation process involving Learning Disability individuals in those open access day centres proposed for closure that accommodate Learning Disability Groups. A summary is found in Appendix 1.
- 10.14 There were a number of other comments and other ideas, these included;
- Only hot meal some people receive
 - I would agree that it is not financially viable to keep open centres that are not being used at the substantial cost they incur. I also think that the provision is unnecessary for all over 50.
 - Disabled unable to travel
 - Impact on the existing groups that use the daycentres, such as the Alzheimers Society and computer classes
 - Another useless building
 - Staff are friendly and will do anything for you
 - Link up with other services - joined up services
 - Detrimental effect on the mental health of so many users of the day centres.
 - Day centres provide invaluable care for the elderly. Company and food do wonders for a persons health and well being.
 - Due to the age of the users of this service, finding new routes to new places can cause great concern or even not be possible

Petitions

- 10.15 A number of specific petitions for proposal 5 were submitted as follows;
- Against Community Centre, Ynyshir (number = 314)
 - Against Llewellyn Day Centre, Pentre (number = 20 with responses)
 - Against Community Centre – High street, Gilfach Goch – Petition A (number = 1033) Of these 1033 responses, 99 were signatures and 34 contained additional comments.
 - Against Closure of Day Centre at High Street, Gilfach Goch – Petition B (number = 16)
 - Against Dai Davies Centre, Cymmer Porth (number = 83)
 - Against Wesley House Day Centre, Ferndale (number = 954)

PART B - Questionnaire Responses

This section outlines the results of the direct questions in the online and paper questionnaire. 2448 responses were received to the overall questionnaire 1630 online and 818 paper copies submitted.

- 10.16 8% of respondents stated that they were users of a Council day centre. Of those who were service users the following table shows that 43% use the day centre every day;

	%
Daily	43
Weekly	46
Monthly	26

Figure 50 – Frequency of usage

- 10.17 The following day centre usage was identified by the service users;

	%
Lunch	74
Other snacks including drinks	51
Socialise	75
Organised group	37

Figure 51 – Usage of the Day Centre

- 10.18 9% of respondents said that they were users of a day centre proposed for closure. 4% suggested that they would continue to use an alternative Council day centre.
- 10.19 13% stated that they would use the Meals on Wheels Service to receive a hot meal if the centre they normally attended closed.
- 10.20 21% agreed that the proposal generally provides a reasonable geographical coverage
- 10.21 Respondents were asked if they felt that the proposals would have more of an impact upon them, because of a number of factors. These factors are what are called protected characteristics and the Council is required to consider people with these characteristics as part of their obligations under the Equality Act 2010 and the resultant Public Sector Equality Duties.
- 10.22 The following table shows the number of responses that considered that proposal 5 would have an impact on the protected characteristics. Further detail will be shown in the Equality Impact Assessment.

	Day Centres
Your Gender	92
Your Age	253
Your Ethnicity	41
Your Disability	122
Your Sexuality	26
Your Religion	26
Your Gender Identity	27
Your Marital status	35
Your Pregnancy	20
Your Language	32

Figure 52- Day Centres and protected characteristics

SECTION 11

GENERAL COMMENTS

PART A - GENERAL Open Responses

- 11.1 This section provides a summary of the detailed open comments and feedback received, including letters, emails, booklets and the open responses submitted as part of the online survey and from the returned paper surveys.
- 11.2 The online and paper questionnaire enabled additional comments to be made and during the analysis of the other materials a number of general comments were found, including suggestions for savings in other Council areas.
- 11.3 The general themes that emerged included;
- Reducing Councillor expenses (n=318)
 - Cutting staff wages (n=164)
 - Reducing management staff (n=151)
 - All services need to be considered for service change (n=87)
 - Reducing administrative staff (n=43)

“Services should be rationalised and shared across local authorities. Services such as planning, environmental health and others.”

“Reduction in staffing levels through natural wastage.”

“Cut the number of councillors”

“Look at cutting a tier of management as the front line staff are more vital to the provision of adequate services...”

“I do feel that there needs to be a rigorous audit of council officers, particularly high end council officers, salaries and expenses to determine what cuts can be made there.”

“Having seen the expenses summary for councillors, I am shocked that they are so high”

“council pay should be reduced for top earners such as executives, councillors, mps. and also their numbers reduced. no cuts should be passed onto low income earners, frontline services, elderly or the vulnerable.”

“outlook magazine reduce councillor numbers“

“Efficiency savings and reduction of red tape and administration costs”

11.4 In addition other comments included;

- Explore other avenues for savings which do not affect frontline services.
- The number of local authorities should be reduced.
- Street lighting can be reduced to a certain time as we light up roads all night.
- Co-locate services to save money? Libraries and leisure together, libraries within other services where there is an emphasis on education and lifelong learning
- Comments asking for other proposals to be considered (with no specific examples given)
- Look at savings across all budget areas
- In relation to Proposal 1– to phase in the proposal
- References (documents supporting arguments/ speeches)
- Phrases expressing displeasure at the proposals
- Generic suggestions about how to save money (cap wages, stop paying for hanging baskets and christmas lights for example)
- The issue of school transport being stopped often appears in conjunction with comments about Welsh schools (a generic typed reply from a number of people states “Impact on those children learning through the medium of Welsh and scrapping the bus service preventing those accessing Welsh medium schools”)
- Effects on Welsh language are listed in the equalities section
- Proposals may incur additional costs elsewhere (e.g. wider context: social care expenses, individual: people travelling to libraries)
- There should be wholesale cuts in the amount paid to outside agencies and companies for sub standard services

Petitions

11.5 A number of specific petitions that related to more than one proposal were included, as follows;

- Against closure of Llewellyn Day Centre and Ton Pentre Library (number = 1105) with responses
- Against Ynyshir Library and Ynyshir Day Centre (number = 34, with responses)
- Against proposed closure of facilities in Treherbet (number = 377)
- Against cuts in education and cuts in library provision (number = 28)

11.6 There was also a number of general petitions as follows;

- RCT against cuts – pledge to avoid all cuts (number = 40)
- Defend our community services and jobs – pledge against all cuts (number = 18)

Protected Groups

- 11.7 Respondents were asked if they felt that the proposals would have more of an impact upon them, because of a number of factors. These factors are what are called protected characteristics and the Council is required to consider people with these characteristics as part of their obligations under the Equality Act 2010 and the resultant Public Sector Equality Duties.
- 11.8 Each section of this report has outlined these figures for the questionnaire responses by each proposal. The full table is shown in Appendix 2.
- 11.9 The following table shows a summary of the number of respondents who said that they would be impacted more by the proposals, due to an associated protected characteristic (booklets). Further detail will be shown in the Equality Impact Assessment.

Proposal Number	Total Ticked (Note - Booklet Only)				
	1	2	3	4	5
Your Gender	214	28	84	28	126
Your Age	236	71	177	43	224
Your Ethnicity	155	16	53	10	31
Your Disability	179	49	100	23	137
Your Sexuality	152	12	39	10	31
Your Religion	157	15	47	8	25
Your Gender Identity	153	12	44	11	21
Your Marital Status	149	16	52	13	61
Your Pregnancy	141	8	41	10	26
Your Language	160	13	75	13	61

Figure 53 – Summary of impact by protected characteristic

Appendix 1 -- Learning Disability Service Phase 1 Consultation

Base	What do you like about using this building?	What don't you like about using this building?	If you cannot use this building in the future is there anywhere else you would like to use?	Is there anything else you would like to say about this consultation?
Rhydyfelin	I like this building. Very easy to come to. Don't have to travel very far I like coming here I like the place and the people who come here. I like the music It's easy for me to come here. I like the staff. I like all the activities here. I like doing what we do. I am happy here.	I don't like that it's closing. I would feel sad if it's closing.	I don't know I like Oxford Hall. I liked the Bethel Chapel in Hawthorn I think Bethel was too small.	I'd be sad if it closed.
Combine House	I like this building. I like everything about this building like the colour on the walls. Nice and warm It's got bins. It's got a snooker table- I like to play snooker.	I would like to move out of this building.	I would like to go to Treforest.	
Gilfach Goch	Very nice building and we are treated well. All the staff are nice here, and I appreciate it. All the staff help us. More room especially for people in	No	Not Treforest. Nearer to Tonyrefail. What about the sports centre. Llantrisant. Nazareth house.	We have already been moved loads of times. Closing this building is disgusting.

	<p>wheelchairs. This building is fantastic. This building is fantastic and the food is very good. It's good, I like coming here on the Tuesday. Very clean. It's marvellous here. Made new friends.</p>			
Beddau	<p>Like doing everything here. It's nice to get out of the work group to come here. Staff are really nice here as well. Plenty of room to do things. It's nice and clean and nice cooking. Television room.</p>	<p>No- it's really nice. I don't care where we go as long as it's somewhere,</p>	<p>Anywhere. I don't mind where I go. Wouldn't want to go to the day centre. Somewhere closer to the community.</p>	<p>We want to stay with the same cooks</p>

Appendix 2 – Protected Characteristics table (Questionnaires)

	School Admission Arrangements	Meals on Wheels	Libraries	Youth and E3 Provision	Day Centres
Your Gender	348	78	246	81	92
Your Age	459	230	476	170	253
Your Ethnicity	105	27	83	43	41
Your Disability	101	131	220	57	122
Your Sexuality	69	22	65	37	26
Your Religion	91	23	66	39	26
Your Gender Identity	75	22	64	33	27
Your Marital status	213	37	81	37	35
Your Pregnancy	154	20	58	41	20
Your Language	195	24	122	46	32

APPENDIX 3

EQUALITY IMPACT ASSESSMENTS

- **School Admission Arrangements**
- **Meals on Wheels Service**
- **Library Service**
- **Youth and E3 Provision**
- **Community Day Centres**



RHONDDA CYNON TAF COUNCIL EQUALITY IMPACT ASSESSMENT

Phase 1: Service Change Proposals

Proposal 1: School Admission Arrangements

8th January 2014

Equality Impact Assessment

Phase 1: Service Change Proposals Proposal 1: School Admission Arrangements

1. Purpose of the Initiative

- 1.1 The projection of the Council's revenue budget position for the period from the current financial year of 2013/14 to 2017/18 highlights an estimated budget gap of £70M with a funding shortfall of approximately £19.6M for next financial year.
- 1.2 The Council has a statutory obligation to set its annual budget and, therefore, a series of proposals have been presented to Cabinet, given the need to address the budget gap. Phase 1 is the first tranche of these proposals, containing five options for service change in order to make savings.
- 1.3 Notwithstanding the anticipated funding reductions, the Council remains committed to its promise to continue to deliver better public services, stronger communities and social justice. Above all, the Council strives to make Rhondda Cynon Taf a safer, healthier and more prosperous place to live, work and learn.
- 1.4 The economic climate, however, means the Council must deliver this commitment within the context of reduced available funding and in order to assist in ensuring available resources and services are prioritised, any service change / service reduction or alternate service delivery proposals will be tested against the following guiding principles:
 - Services are as equitable as possible across Rhondda Cynon Taf;
 - Proposals will result in a reasonable level of service remaining in place;
 - Services will remain sustainable over the medium term (3 to 5 years);
 - Services will, as far as possible, be generally better or as good as the rest of Wales;
 - Services will continue to meet our statutory obligations.

2. The General Duty

- 2.1 Under the Equality Duty (section 149 of the Equality Act 2010), public authorities must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

3. **Proposal 1: School Admission Arrangements**

- 3.1 The statutory obligation is to provide all children with 10 hours of nursery education per week from the term following their 3rd birthday. It is not compulsory for children to start school until the term following their 5th birthday. Therefore, attendance between the age of 3 to the term following the child's 5th birthday is optional to parents (Section 8 of the Education Act 1996).
- 3.2 A child therefore becomes of compulsory school age at one of the three dates in the year following their 5th birthday (Start of Compulsory School Age Order 1998 S.I. 1998 No. 1607). Figure 1 depicts when a child would start school depending on the month of their birthday:

Figure 1

Child's Date of Birth	Compulsory Date to Start School
1 April – 31 August	1 September
1 September – 31 December	1 January
1 January – 31 March	1 April

- 3.3 There are currently mixed admissions arrangements being adopted across infant and primary schools depending upon available capacity. These being:
- start school the day after their 3rd birthday.
 - start School the Term after their 3rd birthday.
 - start School in the September following their 3rd birthday.
- A breakdown of the Schools which fall into each of these categories varies from year to year and is currently not held.
- 3.4 A list of options for change was considered to introduce greater consistency in arrangements across all schools and assist the Council in closing the significant budget gap it faces.
- 3.5 The proposed preferred option, as outlined in the consultation document, is Option 4: "Part-time (half-day) the term after the child's 3rd birthday and part-time (half-day) Nursery and full-time Reception." This proposed preferred option means pupils will, therefore, start school part-time the term following their 3rd birthday and will become full-time when they start Reception, in the September of the academic year that they will turn 5 years old. This continues to be above the statutory requirement.
- 3.6 Individual School Budgets are prepared on a Financial Year basis therefore all options have been modelled on the financial year 2012/13. Using the data averaged over the admissions count of January 2012, June 2012 and September 2012, Figure 2 shows that to implement the proposed preferred option would result in the following savings as compared to the 2012/13 Individual School Budgets:

Figure 2

	Saving £ '000
Part-time the term after the child's 3 rd birthday, part time nursery from September and full-time Reception	£4,393
Saving on Free School Meals	£127
Total Saving	£4,520

- 3.7 Based on 2012/13 admission numbers, Option 4 would impact on approximately 3300 nursery pupils; 85 of which would have a delayed start and approximately 3200 would become part-time pupils.
- 3.8 The proposed preferred option would also remove the provision of Home to School Transport and school meals for part-time pupils. (At present, the Council funds school meals for those pre-nursery and nursery children entitled to Free School Meals.)
- 3.9 This equality impact assessment considers the potential impact on protected groups of the proposed preferred option, Option 4.

4. What evidence is there to suggest the potential impact of the proposed preferred option on protected groups?

4.1 Consultation & Engagement

- 4.1.1 A consultation was carried out on the Phase 1 proposals, which formally began on the 4th November 2013 and ended on the 2nd December, 2013. (Responses received from the announcement of the service changes on the 14th October, before the consultation period officially started on the 4th November, were also included in the analysis of results.)
- 4.1.2 A separate consultation report on the outcomes of the consultation has been produced.
- 4.1.3 The main themes arising from the responses on Proposal 1 (specifically on School Admission Arrangements) were:
- Agreement that the Council should provide services in line with other authorities;
 - Implications of taking children out of full-time provision when they had already started;
 - The potential economic impact of the changes; including increases in unemployment of parents / carers;
 - Potential financial cost of childcare;
 - Concern over children's learning and development;
 - Potential impact on the most vulnerable members of the community e.g. families living in deprivation, those in need of additional support, such as disability and special educational needs and children on the Child Protection Register;

- Reference to historical arrangements and the potential impacts for future generations;
- Potential negative impact on women;
- Potential impact on Welsh Language education; and
- Implications on health and wellbeing of children.

4.1.4 These themes have been taken into account in preparing this Equality Impact Assessment.

4.1.5 With specific reference to the potential negative impacts on protected groups, the consultation asked respondents if they felt that the proposals would have more of an impact upon them because of a protected characteristic. The following responses were received:

	1) School Admission Arrangements	2) Meals on Wheels	3) Libraries	4) Youth and E3 Provision	5) Day Centres
Your Gender	348	78	246	81	92
Your Age	459	230	476	170	253
Your Ethnicity	105	27	83	43	41
Your Disability	101	131	220	57	122
Your Sexuality	69	22	65	37	26
Your Religion	91	23	66	39	26
Your Gender Identity	75	22	64	33	27
Your Marital status	213	37	81	37	35
Your Pregnancy	154	20	58	41	20
Your Language	195	24	122	46	32

4.2 Other evidence gathered

4.2.1 Evidence has been gathered from a number of sources, including academic research papers, Government policies, statistical bulletins and local data.

4.2.2 The evidence has been used to, firstly, determine the level of relevance the proposal has to the protected groups covered by the equality duty and, secondly, explore the potential impacts of the proposal further, having due regard to the need to promote equality and minimise any possible adverse impacts.

4.2.3 In line with feedback from consultation, and other evidence gathered, the following assessment has been taken:

Will the proposed preferred option impact on protected groups covered by the general duty?¹

Protected Group	Could this proposal impact on this group differently from others in RCT?	Could this proposal promote equal opportunities for this group?	Is the potential impact positive / negative?
<i>Age</i>	Yes	Yes	Positive & Negative
<i>Disability</i>	Yes	No	Negative
<i>Gender assignment</i>	No	No	N/A
<i>Marriage / civil partnership</i>	No	No	N/A
<i>Pregnancy / maternity</i>	No	No	N/A
<i>Race</i>	Yes	No	Negative
<i>Religion / belief</i>	No	No	N/A
<i>Sexual orientation</i>	No	No	N/A
<i>Sex (gender)</i>	Yes	No	Negative

Consultation respondents also felt that this proposal could have an impact on certain people due to pregnancy, marital status and language. Marital status and language is covered below by the assessment of evidence relating to the service proposal. However, the protected characteristic of pregnancy / maternity refers more to employment (maternity leave / return to work policies), which are less relevant to this equality impact assessment.

4.2.4 Section 5 outlines the potential impacts the proposal will have on protected groups covered by the general duty, using evidence gathered through engagement, consultation and research.

5 What potential impacts will the proposed preferred option have on protected groups covered by the general duty?¹

5.1 Protected Group: Age

Children

5.1.1 The equality duty covers the protected characteristic of age, which refers to a person having a particular age (for example, 32 year olds) or being within an age group (for example, 18-30 year olds). This includes all ages, including children and young people.

5.1.2 However, there is an exemption in that the equality duty does not apply to age with regard to education and service provision in schools or in relation to children's homes.² Therefore, the duty does not apply with regards to this proposal and the age of the children affected.

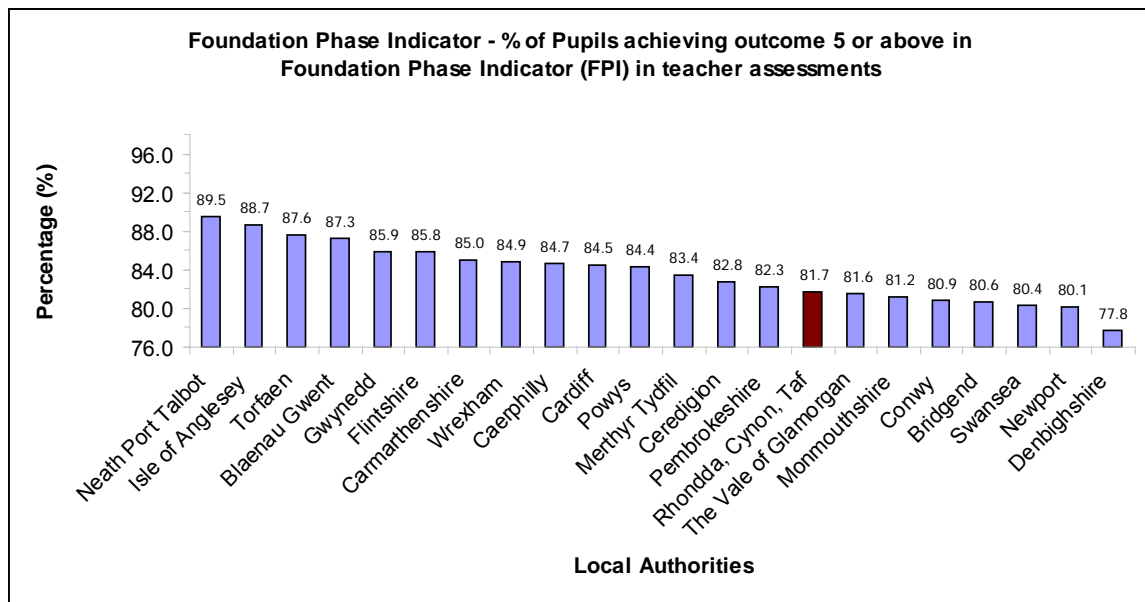
¹ (Section 149 of the Equality Act 2010)

² Equality and Human Rights Commission <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/faqs-on-the-equality-duty/>

- 5.1.3 Nevertheless, there are issues around equality for consideration, impacting on the lives of families outside of school and, therefore, the impact on this group will be considered, despite this not being a duty on the local authority to do so.
- 5.1.4 As outlined above, the proposed preferred option is likely to have an impact on children aged 0-5 years old, living in Rhondda Cynon Taf. For some children, this option will have the impact of promoting equal opportunities, particularly in areas of social deprivation.
- 5.1.5 For example, there are currently 25 Flying Start areas in Rhondda Cynon Taf, where children are entitled to free part-time pre-nursery childcare sessions from the school term following the child's 2nd birthday, to the term during the child's 3rd birthday. They should then transfer to a nursery class in a school. However, there sometimes are not enough places for children leaving Flying Start to begin nursery at this time, creating a risk that the progress made by these children, who are defined as the most disadvantaged living in the County Borough, will be lost and they will regress while waiting for a placement.
- 5.1.6 A change in the admissions arrangements to part-time provision from the term following the child's 3rd birthday will promote the equality of access to an education placement as capacity in schools would be increased.
- 5.1.7 There is little evidence to suggest that attending full-time provision from the age of 3 years old has any significant positive impact compared to attending full-time provision when it is statutory at the age of 5 years old. Much of the evidence concedes that attending pre-school is important at an early age, but the length of time spent there has no significant effect.
- 5.1.8 For example, Loeb (2005) found that for those children from low-income families, additional hours of pre-nursery were associated with some progress in reading and maths, and few detrimental effects on social development. Children in high-income families displayed gains in pre-reading and maths when attending for 15-30 hours per week (part-time), but no cognitive gains and substantially greater behavioural problems were associated with increased attendance.³
- 5.1.9 On a local level, there is no evidence to suggest that the current arrangements are having a positive impact on pupil attainment. Figure 3 shows the national Foundation Phase Indicator for 2011, which is measured when children are aged 7 years old. As is shown in Figure 3, Rhondda Cynon Taf is ranked at 15th for the overall average across teacher assessments.

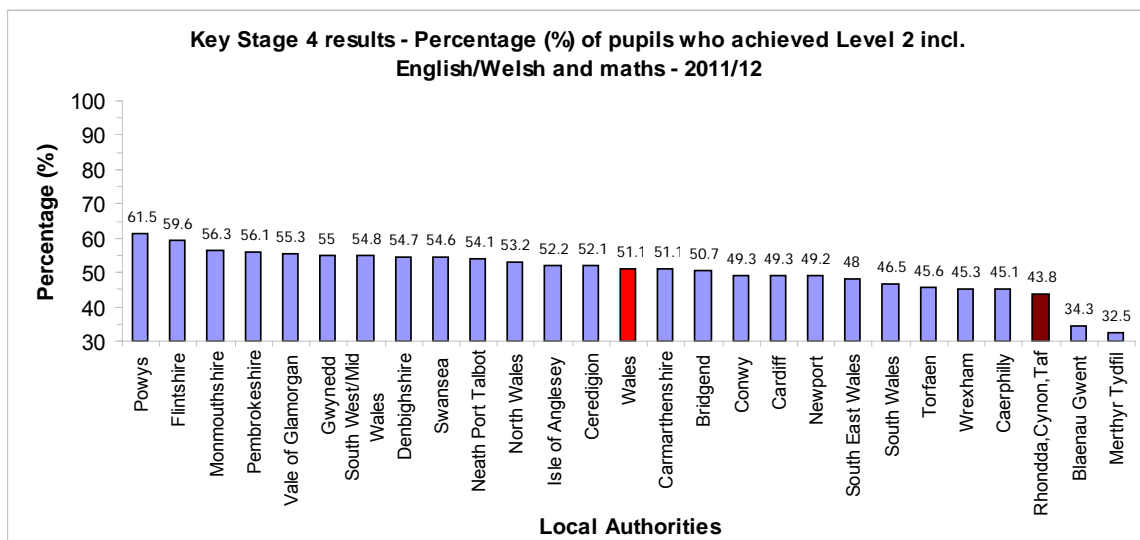
³ See, for example, Loeb, S. et al. (2005) *"How much is too much? The Influence of Preschool Centres on Children's Social and Cognitive Development."* (National Bureau of Economic Research) or Stein, A. et al. (2013).

Figure 3



5.1.10 Figure 4 shows the percentage of pupils achieving Level 2, including English / Welsh / Maths at Key Stage 4 (aged 15 years old at the start of the school year.) Figure 4 shows that Rhondda Cynon Taf is ranked 20th out of 22 Local Authorities.

Figure 4



5.1.11 The provision of nursery, or pre-nursery, is mixed across Local Authorities in Wales, with the Local Authorities ranking near the top in terms of pupils achieving outcome 5 or above in Foundation Phase Indicator adopting a mixture of approaches including: part-time (2 hours) from the term following the child’s 3rd birthday and full time provision from the term after the child’s 5th birthday; and part-time the day after a child’s 3rd birthday (provided there is space), followed by full-time the September after a 4th birthday.

- 5.1.12 Although deprivation is not a protected group under the general duty, it is worth noting that many of the authorities that are ranked higher have similar levels of deprivation to Rhondda Cynon Taf⁴. The proposed preferred option for Rhondda Cynon Taf is part-time the term after a child's 3rd birthday and full-time the year they turn 5 years old.
- 5.1.13 If this proposal is fully implemented from April 2014, there will be a potential negative impact on those children aged 3 and 4 years old who will move from current full-time provision to half-day provision. Consultation respondents felt that this could disrupt certain children, and may have an impact on the progress they have made thus far.
- 5.1.14 Evidence suggests that the quality of the home learning environment i.e. the activities that parents or carers undertake with pre-school children has a significant positive effect on a child's cognitive and learning development⁵ and there is little evidence to suggest that children are substantially disadvantaged or advantaged by being looked after informally⁶ e.g. by grandparents or other informal childcarers, rather than in formal childcare or pre-school.
- 5.1.15 Moreover, studies suggest that the quality of the home learning environment is only moderately associated with levels of deprivation i.e. it is more important what parents or carers do with children than who they are: their occupation or levels of qualifications⁷.
- 5.1.16 However, it is widely acknowledged by researchers that pre-school experience, as opposed to none at all, is advantageous to a child's development. The most comprehensive study in the UK to study this also found that full-time attendance led to no better gains for children than part-time provision (EPPE, 2004).
- 5.1.17 Studies in favour of pre-school provision tend to emphasise that it is the quality of the setting rather than the quantity (hours per day / week) that make a difference to the child's development⁸. Many of the arguments for children beginning pre-nursery at a young age are based on the early relationships that parents build with school settings and the social skills and cognitive abilities that children develop, which is still the case when children attend for less time during the day / per week (ibid.).
- 5.1.18 On a local level, the proposed preferred option will mean increased capacity for all children to begin pre-school provision at the age of 3 years old, allowing for earlier intervention from the Access and Wellbeing service, establishing good attendance routines from an early age.

⁴ Welsh Index of Multiple Deprivation (2011).

⁵ See, for example, EPPE (2004); Melhuish (Scottish Government Research 2010); ESRC (2013).

⁶ Bryson, C. et al. (2012) *"The role of informal care in childcare"* (Nuffield Foundation, IFS).

⁷ EPPE (2004) and Bryson (2012).

⁸ See, for example, Siraj-Blatchford (2011); Sylva, et al. (2008).

- 5.1.19 A potential negative impact of the proposed preferred option is that pre-nursery and nursery children (3-4 year olds) will not be eligible for 'Home to School' transport if they become part-time pupils. This could discourage parents from enrolling their children into provision because they are unable to transport them to the nearest setting. Car ownership in Rhondda Cynon Taf is relatively low in comparison to other areas in Wales⁹, and it may be difficult for some parents / carers to transport children on public transport at particular times of the day and on certain routes. A lack of pre-school education could have a negative impact on the child's development.
- 5.1.20 Those children with Special Educational Needs (SEN) will continue to receive transport, if required.
- 5.1.21 A further consequence of the proposed preferred option is that pre-nursery and nursery children (3-4 year olds) will not receive 'Free School Meals'. At present, families in receipt of certain benefits can apply for children aged 3 and above to receive 'Free School Meals'. Up to the statutory age for education of 5 years old, these are funded by the Council, with the Welsh Government providing the grant thereafter (for 5-18 year olds).
- 5.1.22 There is a potential negative impact 3-4 year olds that they will not receive a nutritionally balanced, hot meal at home if the 'Free School Meals' provision is removed. This has been an issue picked up through the consultation on Phase 1 proposals, with the impact of changing school admission arrangements on health and wellbeing a significant concern for some respondents.

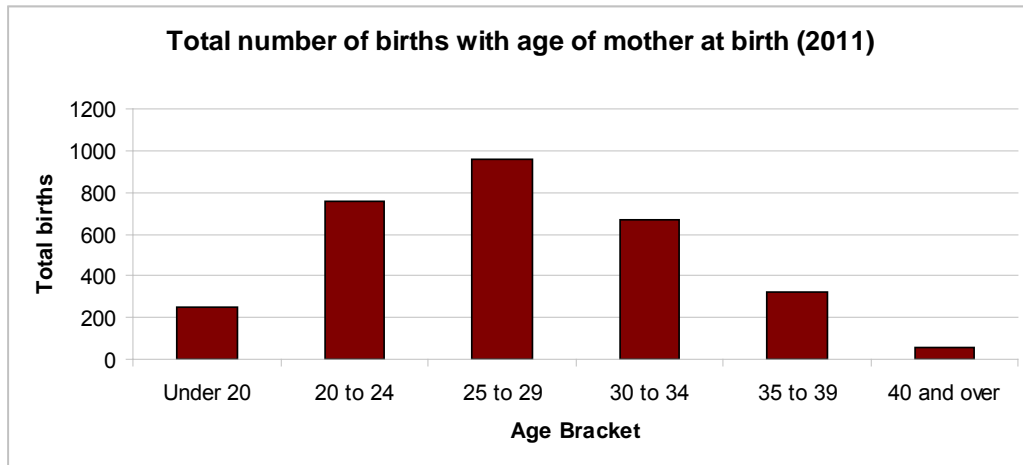
Adults

- 5.1.23 The proposed preferred option will also have an impact on the parents, carers and grandparents of the children affected.
- 5.1.24 The average age at birth for mothers in Rhondda Cynon Taf (2011), is shown in Figure 5. Although it is unclear how many of these families will decide to enroll their child in pre-nursery or nursery provision, it can be said that the proposed preferred option will adversely affect, on average, mothers between the ages of 20 and 39 years old (when their children are aged 3-5 years old).

Figure 5

Under 20	20 to 24	25 to 29	30 to 34	35 to 39	40 and over
251	754	958	671	319	54

⁹ National Statistics: statistical bulletin 100/2013 "People and Licensing and Vehicle Ownership, 2012" (Census data 2011) <http://wales.gov.uk/docs/statistics/2013/131022-people-vehicle-licensing-vehicle-ownership-2012-en.pdf>



- 5.1.25 Data on the average age at birth for fathers in Rhondda Cynon Taf was unavailable, but it can be assumed that fathers will be in a similar age group affected by the proposed preferred option (the national average age for fathers at birth of a child was 32.6 years in 2011).¹⁰
- 5.1.26 Similarly, there is no data available on average age of grandparents or other carers for young children in Rhondda Cynon Taf, but it can be assumed that this group will also be affected by the proposed preferred option. The average of grandparents in England is 68 years old¹¹, but in making assumptions on the average age at birth of mothers in Rhondda Cynon Taf, grandparents are likely to be younger in the County Borough than in other parts of the UK.
- 5.1.27 The consultation findings on this proposal suggest that parents feel the potential service change will mean they will be unable to return to work, and therefore, have a negative impact on the economy of Rhondda Cynon Taf.
- 5.1.28 A possible reduction in the hours of free pre-nursery and nursery provision could mean a heavier reliance on the informal care provided by grandparents and other family members. This could be a negative or positive impact, depending on the circumstance.
- 5.1.29 A recent study demonstrated that 63% of grandparents in Britain provide care, to their grandchildren under the age of 16, without the child's parents being there.¹² Other studies have found that this is most likely to be grandmothers, in the 50-69 year old age group, providing care to younger grandchildren.¹¹
- 5.1.30 Grandparents in the UK are also more likely to be in paid employment than in other European countries (approximately one in four in England, compared to one in seven in other European countries)¹¹, and considering grandparents in Rhondda Cynon Taf are likely to be younger than the English average of 68 years old, it is likely that even more grandparents in the County Borough are still in paid work. This has an impact when considering the possible alternative childcare families will be considering if the proposed preferred option is agreed.

¹⁰ ONS (2013)

¹¹ Glaser, K. et al. (2013) "Grandparenting in Europe." (Grandparents Plus).

¹² Wellard, S. (2011) "Doing it all? Grandparents, childcare and employment: an analysis of British Social Attitudes Survey Data from 1998 and 2009. London: Grandparents Plus.

5.2 Protected Group: Disability

- 5.2.1 The proposed preferred option could impact negatively on those young children with a disability. If the child does not start full-time education until the academic year they turn 5 years old, this may delay early identification of a learning difficulty, sensory impairment or other disability. This was cited by some parents, that responded to the consultation, as a reason for children to begin school as early as possible.
- 5.2.2 As above, evidence suggests that early education is beneficial to a child's cognitive and social development. Part of this is the early identification by teachers, parents and carers of a child's level of understanding and ability. This is cited as one of the reasons pre-school provision is better than no provision at all.⁵

5.3 Protected Group: Race

- 5.3.1 Evidence gathered in 1996 and 1999 led the Office for Standards in Education (Ofsted) to report that Gypsy and Traveller pupils have the lowest level of attainment of any ethnic minority group, describing these pupils as "the group most at risk in the education system."¹³
- 5.3.2 This research also found that there was an estimated 10,000 Gypsy and Traveller children of secondary school age that were not registered and did not attend school.¹⁴
- 5.3.3 In RCT there are relatively small numbers of Gypsy and Traveller children of secondary school age, according to local statistics. There could be various reasons for this, officers working in the field cite cultural differences and the fact that pupils' school careers tend to end at the primary stage.
- 5.3.4 Therefore, the proposed preferred option may have the negative impact of disengaging a group which the evidence suggests is already quite difficult to engage in statutory services, such as education.
- 5.3.5 The consultation responses suggest that the Welsh language skills of young children will also be impacted negatively upon. Respondents argue that if children are spending less time in a Welsh language educational setting, they may begin to lose their skills in the language.

5.4 Protected Group: Sex (gender)

- 5.4.1 The proposed preferred option is likely to impact on females disproportionately to males. Firstly, this is due to the division of labour. For instance, in Rhondda Cynon Taf in 2011, there were 5155 more women than men classed as 'economically inactive looking after home or family'.¹⁵ Men are, therefore, more likely to be economically active than women, with women being more likely to assume the caring responsibilities for children or other relatives.

¹³ Office for Standards in Education (1999). *"Raising the Attainment of Minority Ethnic Pupils: School and LEA Responses"*. London: Ofsted.

¹⁴ Office for Standards in Education (1996) *"The education of Travelling Children."* London: Ofsted.

¹⁵ ONS (2013) DC1601EW1a - Family status by number of parents working by dependent children in family by economic activity

5.4.2 Women are also far more likely to be lone parents than men. Local statistics are not available, but nationally, 92% of lone parents were women in 2011¹⁶. Being a lone parent means it can be more difficult to be in employment and to raise children. In 2011, there were 13,927 lone parents in Rhondda Cynon Taf. Less than half of these were classed as being economically active (5464 in 2011). Of those who were economically active, the majority were working part-time (5130 in 2011). For those lone parents who were economically inactive (3770 in 2011), the main reason for this was 'looking after home or family'.¹⁷

5.4.3 Therefore, the proposed preferred option may disproportionately impact on women's employment patterns; whether they are lone parents or in couple families. It is most likely to be women, who will be unable to return to work full-time, unless they can afford half-day childcare or make alternative arrangements for informal care.

5.4.4 Where informal care is available to families, it is most likely to be grandparents providing the majority of care. Studies show that grandmothers are also more likely to be the main care-givers than grandfathers and therefore, the proposed preferred option may affect women in this way more than men as well.¹¹

5.4.5 As above, the grandmothers providing care are more likely to be in the younger age group of 50-69 years old, and overall, grandparents are more likely to be in employment in the UK than elsewhere in Europe. If the proposed preferred option causes an increased need for informal care, the working patterns of grandmothers may also be impacted in that they will be less able to work full-time, due to caring responsibilities.

5.4.6 It was felt by some consultation respondents that if parents / carers choose to place their child / children in half-day play provision or childcare, this will create a financial burden on the family, particularly if one parent is not working or is in part-time employment.

6 In areas where a negative impact has been identified, are there ways in which the impact can be minimised or removed?

6.1 In proposing the preferred option, Rhondda Cynon Taf Council has committed to the following principles to minimise the impact on the communities of Rhondda Cynon Taf:

- Services are as equitable as possible across Rhondda Cynon Taf;
- Proposals will result in a reasonable level of service remaining in place;
- Services will remain sustainable over the medium term (3 to 5 years);
- Services will, as far as possible, be generally better or as good as the rest of Wales;
- Services will continue to meet our statutory obligations.

¹⁶ [ONS](#) (2012)

¹⁷ ONS (2013) DC1601EW1a - Family status by number of parents working by dependent children in family by economic activity

- 6.2 The pre-nursery and nursery provision provided across Wales is mixed and the level of local authority provision does not seem to have a direct correlation to the achievement of children at Foundation Phase or at Key Stage 4, as demonstrated by Figures 3 and 4.
- 6.3 As outlined in section 5, there is little evidence to suggest that full-time provision is any more beneficial to a child's development than part-time. Much of the research suggests that attending provision is the main benefit, coupled with a good home learning environment.
- 6.4 There is little evidence on the impact of full-time or part-time nursery provision specifically on Welsh language skills, but it can be assumed that the research above (on general attainment) would also apply. Furthermore, if alternative provision is agreed (in the school or through another provider) it is likely that parents will be able to choose to place their child in English or Welsh language provision.
- 6.5 The proposed preferred option is also above the authority's statutory requirements and exceeds many of the offers in local authorities across Wales and England.
- 6.6 A theme that emerged from the consultation responses was around the levels of attainment of children and young people as they progress through the education system, if they are not educated full-time at an early age. The proposed service changes linked to Youth Provision and E3 may have a positive impact on the attainment of future generations, due to the services being more targeted at those young people who need intervention the most, such as children on the Child Protection Register, young carers and pupils with poor attendance.
- 6.7 A concern arising from the consultation was around disrupting children, midway through the year, who have already begun attending nursery full-time. Options around a phased implementation could be considered to minimise this impact on young children and their parents / carers and grandparents, providing those affected with more time to make alternative arrangements and adjust to the change in service.
- 6.8 As set out in Section 5, children would no longer be eligible for 'Home to School' transport if the proposed option is agreed (this would not include children with Special Educational Needs.) There is no clear way to mitigate the impact of this because it would be cost prohibitive to the Council to provide transport services to all.
- 6.9 Children subject to this service change will also no longer be eligible for Free School Meals. The Council currently funds school meals, for those children who are eligible, up to statutory schooling age. There is no clear way to mitigate the potential impacts of this. Schools that decide to implement a childcare setting may decide to use the Pupil Deprivation Grant to fund school meals for those children eligible.
- 6.10 As set out in Section 5.4, the proposed preferred option could impact negatively on women, with regards to mothers, carers and grandmothers, particularly when they are in full-time employment. Option 4 would mean that families need to find half-day childcare for children aged 3-4 years old.

- 6.11 In minimising the potential impact of this option, schools may wish to consider (if capacity allows) implementing a play setting in the school to cover the half-day provision that would be removed by the proposed preferred option. This would be a decision made by the Governing Body, but assistance can be provided by the Council, if required, in setting up such a provision.
- 6.12 Similarly, there may be individuals or groups who wish to set up a play setting or childcare provision to minimise the impact of these proposed changes. Advice and support is available from both the Council and Interlink (the County Voluntary Council for Rhondda Cynon Taf) for those interested.
- 6.13 This would assist those families within which, both parents work full-time and there is a lack of informal childcare available.
- 6.14 Schools may also wish to consider utilising funding, such as the Pupil Deprivation Grant, in implementing alternative methods of delivering the service.
- 6.15 The proposed preferred option may place an increased financial burden on some families, in terms of paying for alternative childcare and the potential that one parent will need to work part-time to assume caring responsibilities. The Council and its partners will support and signpost families to benefit entitlement services, which will work with families, particularly those in the most deprived areas, to ensure they are receiving the correct benefits and support.
- 6.16 Parents will continue to be encouraged to enrol children for nursery provision, which will continue to assist in early identification of special educational needs, safeguarding issues (around vulnerable children) and continue to have a positive impact on children's learning and development (including through the medium of Welsh).

7 In areas where a positive impact has been identified, in what ways can this be used to promote equality?

- 7.1 The current arrangements across Rhondda Cynon Taf have not been equitable, due to the mixed admission arrangements. This proposal promotes equality as it will introduce a consistent approach for children living in the County Borough.
- 7.2 The consistency of approach will also free up capacity in some schools to ensure that all children entitled to part-time provision will be able to access it. This promotes equality in terms of age, but also in levels of deprivation. For example, in some Flying Start areas, children attend part-time, pre-school childcare sessions from the term following the child's 2nd birthday and following this, they should transfer to a nursery class. In some areas, capacity has not allowed this to occur, meaning that some children are not attending any provision in the most deprived areas of the County Borough until the places become available.
- 7.3 Option 4 will mean that parents are able to return to work part-time or full-time (if alternative childcare is available and affordable).

7.3.1 The proposed preferred option will mean increased capacity for all children to begin pre-school provision at the age of 3 years old, allowing for earlier intervention from the Access and Wellbeing service, establishing good attendance routines from an early age, which is particularly important in areas of high deprivation.

7.4 This early access for all to Local Authority Education services also impacts positively on children with a disability. The pre-school years are often when a child’s disability is identified, as the increased social interaction and the observed rate of cognitive development can indicate where a child may need additional learning support. Early engagement with the Access and Wellbeing service will increase the chance of these issues being identified.

8. Conclusion

8.1 In line with the General Equality Duty (section 149 of the Equality Act 2010), this Equality Impact Assessment has:

- Assessed specific differential impacts that have been identified for each of the protected characteristics;
- Stated where actions can be considered to minimise or remove any potential negative impacts relating to the proposals;
- Provided opportunities, where applicable, to advance equality and good relations between different groups.

8.2 As such, this Equality Impact Assessment has provided sufficient evidence to demonstrate that due regard has been given to the ‘duty’ placed on the Council in this respect and that there are no grounds based on equality considerations that prevent the consideration of service change proposals in respect of school admission arrangements.

8.3 If a decision is taken to implement some or all of the options put forward within the proposal, implementation arrangements will need to have full regard to equality planning requirements, thus ensuring every effort is made to minimise any negative impacts and promote equality.



RHONDDA CYNON TAF COUNCIL EQUALITY IMPACT ASSESSMENT

Phase 1: Service Change Proposals

Proposal 2: Meals on Wheels

8th January 2014

Equality Impact Assessment

Phase 1: Service Change Proposals Proposal 2: Meals on Wheels

1. Purpose of the Initiative

- 1.1 The projection of the Council's revenue budget position for the period from the current financial year of 2013/14 to 2017/18 highlights an estimated budget gap of £70M, with a funding shortfall of approximately £19.6M for the next financial year.
- 1.2 The Council has a statutory obligation to set its annual budget and, therefore, a series of proposals have been presented to Cabinet, given the need to address the budget gap. Phase 1 is the first tranche of these proposals, containing five options for service change in order to make savings.
- 1.3 Notwithstanding the anticipated funding reductions, the Council remains committed to its promise to continue to deliver better public services, stronger communities and social justice. Above all, the Council strives to make Rhondda Cynon Taf a safer, healthier and more prosperous place to live, work and learn.
- 1.4 The economic climate, however, means the Council must deliver this commitment within the context of reduced available funding and in order to assist in ensuring available resources and services are prioritised, any service change / service reduction or alternate service delivery proposals will be tested against the following guiding principles:
 - Services are as equitable as possible across Rhondda Cynon Taf;
 - Proposals will result in a reasonable level of service remaining in place;
 - Services will remain sustainable over the medium term (3 to 5 years);
 - Services will, as far as possible, be generally better or as good as the rest of Wales;
 - Services will continue to meet our statutory obligations.

2. The General Duty

- 2.1 Under the Equality Duty (section 149 of the Equality Act 2010), public authorities must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

3. Proposal 2: Meals on Wheels

- 3.1 The current 'Meals on Wheels' service (Community Meals) provides hot meals, prime cooked and delivered to clients' homes ready for consumption, 7 days a week. There is no statutory basis to the service.
- 3.2 The service is available to residents over 60 years old, or any resident of any age with physical disabilities, mental health issues or substance misuse issues, following an assessment by Social Care Services.
- 3.3 Although the service has approximately 2,500 registered clients, recent data shows that there are 1,399 active clients receiving meals (July 2013).
- 3.4 Clients can choose what days they would like to receive a meal and, during busy periods, over 1000 meals are delivered on weekdays but, it tends to be less during holiday periods when clients are more likely to be with family or in respite care. Typically, 500-700 meals are provided on Saturday and Sunday.
- 3.5 The proposed preferred option, as outlined in the Phase 1 consultation document, is Option 4: "Implement both Option 2 and 3", which is to reduce the production of meals from six locations to three locations (option 2), and provide one hot meal a day to clients from Monday to Friday, plus two chilled meals on a Friday for the weekend (option 3).
- 3.6 The current 'Meals on Wheels' (Community Meals) service costs £1.2M per year. The proposed preferred option has the potential to deliver savings of £300K per year for the next 5 years, rising to £371K thereafter.

4. What evidence is there to suggest the potential impact of the proposed preferred option on protected groups?

4.1 Consultation & Engagement

- 4.1.1 A consultation was carried out on the Phase 1 proposals, which formally began on the 4th November 2013 and ended on the 2nd December, 2013. (Responses received from the announcement of the service changes on the 14th October, before the consultation period officially started on the 4th November, were also included in the analysis of results.)

A separate consultation report on the outcomes of the consultation has been produced.

- 4.1.2 Analysis of the responses has demonstrated that 3.4% of consultation respondents were service-users; 3.7% were carers of service-users; 12% were a relative of a service-user and 22.7% were neighbours of a service-user.
- 4.1.3 The main themes arising from the responses on Proposal 2 (specifically on the provision of 'Meals on Wheels') were:
- Potential impact on the vulnerable in the community, particularly the elderly and disabled;

- Concern for the clients who may have a disability or mental health issue, which could impact on their ability to heat up their own meals (linked with responses on safety);
- Potential decrease in social interaction for the clients during weekends;
- An extra cost to clients in heating food;
- The potential increase in demand on Social Services; and
- Increasing demands on relatives.

4.1.4 These general themes have been taken into account in preparing this Equality Impact Assessment.

4.1.3 With specific reference to the potential negative impacts on protected groups, the consultation asked respondents if they felt that the proposals would have more of an impact upon them because of a protected characteristic. The following responses were received:

	1) School Admission Arrangements	2) Meals on Wheels	3) Libraries	4) Youth and E3 Provision	5) Day Centres
Your Gender	348	78	246	81	92
Your Age	459	230	476	170	253
Your Ethnicity	105	27	83	43	41
Your Disability	101	131	220	57	122
Your Sexuality	69	22	65	37	26
Your Religion	91	23	66	39	26
Your Gender Identity	75	22	64	33	27
Your Marital status	213	37	81	37	35
Your Pregnancy	154	20	58	41	20
Your Language	195	24	122	46	32

4.2 Other evidence gathered

4.2.1 Evidence has been gathered from a number of sources, including academic research papers, statistical bulletins and local data.

4.2.2 The evidence has been used to, firstly, determine the level of relevance the proposal has to the protected groups covered by the equality duty and, secondly, explore the potential impacts of the proposal further, having due regard to the need to promote equality and minimise any possible adverse impacts.

4.2.3 In line with feedback from consultation, and other evidence gathered, the following assessment has been taken:

Will the proposed preferred option impact on protected groups covered by the general duty?¹

Protected Group	Could this proposal impact on this group differently from others in RCT?	Could this proposal promote equal opportunities for this group?	Is the potential impact positive / negative?
<i>Age</i>	Yes	No	Positive & Negative
<i>Disability</i>	Yes	No	Positive & Negative
<i>Gender assignment</i>	No	No	N/A
<i>Marriage / civil partnership</i>	No	No	N/A
<i>Pregnancy / maternity</i>	No	No	N/A
<i>Race</i>	No	No	N/A
<i>Religion / belief</i>	No	No	N/A
<i>Sexual orientation</i>	No	No	N/A
<i>Sex (gender)</i>	Yes	No	Negative

4.2.4 Section 5 outlines the potential impacts the proposal will have on protected groups covered by the general duty, using evidence gathered through engagement, consultation and research.

5 What potential impacts will the proposed preferred option have on protected groups covered by the general duty?

5.1 Protected Group: Age

5.1.1 Figure 1 shows the age profile of ‘Meals on Wheels’ clients (*in July 2013*). The main client group of the service is those over the age of 60 years old. Specifically, the largest percentage of clients is aged between 80-89 years old. Therefore, these age groups are likely to be impacted by any service change to ‘Meals on Wheels’ (Community Wheels) provision.

¹ (Section 149 of the Equality Act 2010)

Figure 1

Age Bracket	No. of Clients	% of Clients
30 – 39	8	1
40 – 49	27	2
50 – 59	82	6
60 – 69	160	11
70 – 79	308	22
80 – 89	584	42
90 – 99	225	16
>100	5	0
Total	1,399	100

- 5.1.2 The 2011 Census results showed that the number of people aged over 65 years old in Rhondda Cynon Taf had increased by 6.28% since 2001. The number of people over the age of 85 years old is also increasing, and predicted to double from around 2% to 4-5% by 2033.² An ageing population suggests there is more people suffering with long term illnesses associated with old age; such as dementia and chronic conditions (circulatory and respiratory diseases), which can impact on quality of life and make it more difficult for people to continue to live in their own homes.
- 5.1.3 The Meals on Wheels service seeks to support these people in the community by sustaining their independence. A reduction in service provision could mean that the independence of older people would be at risk, meaning that some people would be less able to live in their own homes, putting pressure on families, carers and other services such as health and social care.
- 5.1.4 Rhondda Cynon Taf continues to be below the Welsh average for both healthy life expectancy and disability-free life expectancy (the number of years a person lives without limiting long-term illness or disability). On average, in Rhondda Cynon Taf, a male born from 2005-09, living in the most deprived areas, is expected to live until he is 75.5 years old, but will only live healthily until he is 60.4 years old and disability-free until he is 56.2 years old³.
- 5.1.5 This suggests that some people in the County Borough are living up to 20 years in ill-health or with a disability. This creates a considerable demand for a service such as 'Meals on Wheels', which seeks to support people who would be at risk if they were left alone to prepare or cook their own food or if they could not walk or stand to shop for their own food, particularly if they are over the age of 60 years old. A reduction in this service will, therefore, impact on this group.
- 5.1.6 The proposed preferred option is that drivers will deliver a hot meal, plus two chilled meals, on Friday for clients to heat the chilled meals themselves on Saturday and Sunday. Consultation respondents expressed concern that due to factors such as reduced health, disability and reduced mobility, some clients may find it more difficult to heat up a meal on their own as they may find it hard to stand or to walk around their homes.

² Public Health Observatory data.

³ Public Health Observatory (ONS).

- 5.1.7 At present, the 'Meals on Wheels' drivers visit some clients seven days a week to deliver a hot meal. As the majority of clients are over the age of 60 years old and are likely to be frail, issues can arise such as finding a client has fallen and is injured, or that the client has died. Estimates suggest that one in three people aged 65 years and over experience a fall at least once a year – rising to one in two among 80 year-olds and older. Although most falls result in no serious injury, approximately 5% of older people in the community who fall in any year sustain a fracture or require hospitalisation⁴.
- 5.1.8 The drivers carry out a 'welfare check', meaning that if there appears to be something amiss when they arrive at the client's home, the drivers make the necessary arrangements to contact next of kin and, in some cases, the emergency services. Some clients have limited contact with family or neighbours and therefore, the proposed preferred option of reducing the service provision to weekdays, could have the negative impact of a client injuring themselves and going undiscovered from Friday through to Monday.
- 5.1.9 As this client group is more likely to be frail, there is also an increased risk of injury through carrying their own hot meal and setting out their own cutlery, which is something the driver currently does (and will continue to do under the proposed preferred option, five days a week).
- 5.1.10 The age group affected are more likely to be socially isolated and the current service provision provides them with a social connection through the driver. The consultation responses reflect that many are concerned that this proposal will remove social contact on the weekend.
- 5.1.11 Many studies have linked social isolation to physical health⁵, not only because of mental health but also because someone is regularly checking on the person's health. The proposed preferred option would mean that drivers would deliver a meal every day apart from Saturday and Sunday. There is, therefore, a risk that the most vulnerable of this client group could feel increased social isolation and put pressure on health and care services.
- 5.1.12 Any clients that currently also use Community Day Centres may also be affected by the proposed service change to close some day centres, and to standardise opening hours. This proposal, also under Phase 1, would mean day centres were closed on the weekend. For clients who use both services, this could impact negatively on their levels of social connectedness.
- 5.1.13 Older clients are also more likely to have sensory impairments, such as loss of sight and / or hearing. The responses to the consultation indicate that this may make it difficult for some to read the instructions on how to heat a meal and to read the microwave dial in order to heat the meal themselves on the weekend. An aural condition means that some clients affected are unable to hear the phone or doorbell ringing, which can make it difficult for the service to contact them or for the client to make contact with the service.

⁴ AWISS.

⁵ See, for example, Walker, D. (1991); Cacioppo, J & Hawkley, L. (2003).

- 5.1.14 Although the service impact of the proposed preferred model is unknown as yet, the fact that clients will be required to heat their own meals on a weekend may mean that fewer clients will order food from the service for Saturdays and Sundays. This increases the risk that clients will be liable to self-neglect or will eat an inappropriate diet. Whereas the 'Meals on Wheels' service follows the National Association of Care Catering guidelines on providing a well-balanced, nutritious meal, clients may eat less healthily or not eat a meal at all on the weekends. This could have adverse impacts on their general welfare, health and reduction of risk in chronic conditions, particularly in the case of those clients over 80 years old.
- 5.1.15 On the days that clients receive meals, the drivers often make sure that clients sit down to eat their food immediately, while it is hot. Under the proposed preferred option, drivers will not be calling on a weekend and therefore, clients may forget to eat or be more vulnerable to food poisoning due to re-heating food incorrectly. The proposed service model will mean that drivers will deliver three meals on a Friday (if the client has ordered a meal for Friday, Saturday and Sunday). One of these meals will already have been regenerated for consumption immediately on the Friday; and the other two meals will have been cooked but then chilled for re-heating by the client on Saturday and Sunday. Although the driver always encourages clients to eat the hot meal immediately, if clients choose to eat the wrong meal on the assigned day, they will be more at risk of food poisoning.
- 5.1.16 The proposed preferred option may have a positive impact on the client group of those over the age of 60 years old, in that relatives and neighbours may be more alert to the fact that clients will not be receiving a service on the weekend. This could encourage more support from family / neighbours, which would have potential benefits for the client such as increased social connection and possibly, physical activity. However, there is approximately 8-10%, which are also the most vulnerable clients, who do not have next of kin or family / neighbour support.⁶
- 5.1.17 The proposed preferred option may also be positive for some clients, as there will be no need for them to remain at home on the weekends to wait for their delivery. They will also have increased flexibility in when they consume the chilled meals, thereby increasing their independence from the service.

5.2 Protected Group: Disability

- 5.2.1 The 'Meals on Wheels' service is available to residents of any age with physical disabilities, mental health issues or substance misuse issues, following an assessment by Social Care Services. Therefore, the proposed preferred option could have a negative impact on these groups.
- 5.2.2 The proposed preferred option states that the clients, who choose to do so, will receive two chilled meals on a Friday, for them to heat up themselves on Saturday and Sunday.

⁶ This approximate figure is taken from an analysis done on the number of clients who require Homecare services on bank holidays, such as Christmas Day⁷⁸

- 5.2.3 Firstly, as above, this client group may be disadvantaged by the proposed preferred option because of a physical disability. Clients with mobility problems may find it difficult to heat their own meal on a weekend and may be unable to travel to a shop to purchase food or a venue where community meals are being served. Clients with a physical disability may also find it difficult to open the packaging of the meal, operate the dial on a microwave and may be more at risk of injury by carrying their own hot food, for example.
- 5.2.4 Secondly, clients with other physical disabilities such as sensory impairments may be impacted negatively by the proposed preferred option, as they may find it difficult to read instructions on heating the meal and to see the dial on a microwave.
- 5.2.5 For those clients with substance misuse issues and / or mental health issues, there is a risk of self-neglect or eating an inappropriate diet if the proposed preferred option is implemented. On the days that clients receive meals, the drivers often make sure that clients sit down to eat their food immediately, while it is hot. Under the proposed preferred option, drivers will not be calling on a weekend and therefore, clients may forget to eat or be more vulnerable to food poisoning due to re-heating food incorrectly.
- 5.2.6 Some of the disabled clients would be unable to shop or cook food, and therefore, would need to rely on a carer or relative to shop for them. Shopping for food could prove more expensive.
- 5.2.7 As above, the proposed preferred option may have a positive impact on the client group, in that relatives and neighbours may be more alert to the fact that clients will not be receiving a service on the weekend. This could encourage more support from family / neighbours, which would have potential benefits for the client such as increased social connection and possibly, physical activity.
- 5.2.8 The proposed preferred option may also be positive for some clients, as there will be no need for them to remain at home on the weekends to wait for their delivery. They will also have increased flexibility in when they consume the chilled meals, thereby increasing their independence from the service. A recent example of this was during the inclement weather in January 2013. Chilled meals were delivered to service-users in Rhondda Cynon Taf, who found that it was preferable to have independence and flexibility over when they ate.

5.3 **Protected Group: Sex (gender)**

- 5.3.1 From a client perspective, the majority of clients receiving a short-term service (e.g. the six week reablement package upon leaving hospital) are often female. Whereas, the more long-term clients, including those with substance misuse issues and the elderly, are more likely to be male.
- 5.3.2 Therefore, the possible change in service provision will affect more males in the long-term, than females.

5.3.3 However, from a carer perspective, the proposed preferred option may disproportionately affect females as women tend to be the care-givers, with the Census (2011) showing that 24% of women aged 50-64 years old are now providing unpaid care, compared to 17% of men in the same age bracket. Some clients are more likely to need assistance from carers and family members on the weekend when they will be expected to re-heat their own meals.

6 In areas where a negative impact has been identified, are there ways in which the impact can be minimised or removed?

- 6.1 In proposing the preferred option, Rhondda Cynon Taf Council has committed to the following principles to minimise the impact on the communities of Rhondda Cynon Taf:
- Services are as equitable as possible across Rhondda Cynon Taf;
 - Proposals will result in a reasonable level of service remaining in place;
 - Services will remain sustainable over the medium term (3 to 5 years);
 - Services will, as far as possible, be generally better or as good as the rest of Wales;
 - Services will continue to meet our statutory obligations.
- 6.2 The service provision across Wales varies considerably. The City and Council of Swansea recently undertook research into the different models of community meal provisions through a survey sent out to relevant officers in each Local Authority. Of the Local Authorities that responded, the research found that service models are diverse, ranging from full in-house provision to fully commissioned services from the private sector. The cost of the service to the client also varies considerably (from £2.70, up to £4.00) per meal.
- 6.3 The proposed preferred option in Rhondda Cynon Taf aims to continue to provide a quality service, with minimum disruption to clients, and at a continuing low cost.
- 6.4 If the proposed preferred option is agreed, there will be a wide communication campaign to ensure that clients and their next of kin are informed of the changes to service. This will assist some clients in adjusting to the fact that they will be unable to receive a hot meal on a Saturday or Sunday (however, they will be able to re-heat a chilled meal on these days themselves) and inform their relatives, carers or neighbours that there will not be a 'Meals on Wheels' delivery on weekends.
- 6.5 The Community Meals service will monitor whether clients are eating the meals that they are provided with to chill themselves. It will be important to alert other Council or voluntary sector services, where it is felt that a client requires a daily visit. Many of the clients currently receiving 'Meals on Wheels' also access other Council services, as shown by Figure 2, based on clients in July 2013.

Figure 2

Service	No. of Meals on Wheels clients accessing other services
Meals on wheels	1,399
Homecare	543
Day care	126
Respite	94
Direct payments	31
Reablement	30

- 6.6 Some clients may require further support as a result of the proposed preferred option, such as the installation of aids and adaptations e.g. ‘telecare’ or increased Homecare provision. The needs of clients will be assessed by drivers following the weekend, when clients have potentially been left to heat meals alone.
- 6.7 For those clients who are keen to re-heat chilled meals themselves, low-level support will be provided in the transition period, where drivers can assist in showing clients how to re-heat meals and assess whether they are safe to do so without the risk of injury or food poisoning.
- 6.8 For clients who have a sensory impairment and require meals on a weekend, the service will offer instructions on heating meals in different formats, if required, e.g. Braille; and drivers will be alerting clients every time they deliver meals during the week.
- 6.9 Some clients may be more vulnerable to self-neglect, and forget to eat their meals on the weekend. A number of ways to remind clients to eat their meals on the right day will be explored, if the proposed option is implemented.
- 6.10 For those clients who do not have access to cooking facilities, support could be made available to them to access grants to purchase equipment.
- 6.11 During the potential transition period, clients will also receive information on other community venues that the client could visit, if they are able to do so, to increase their social contact with others, be engaged in social activities and take physical exercise.
- 6.12 If the proposed preferred option is agreed, the service will be monitored and any unintended negative impacts that arise will be acted upon immediately.

7 In areas where a positive impact has been identified, in what ways can this be used to promote equality?

- 7.1 A potential positive impact from the proposed service change is that the relatives and neighbours of clients will be more alert to the fact that clients will not be receiving a service on the weekend. This could encourage more support from family / neighbours, which would have potential benefits for the client such as increased social connection and possibly, physical activity.

7.2 The proposed preferred option may also be positive for some clients, as there will be no need for them to remain at home on the weekends to wait for their delivery. They will also have increased flexibility in when they consume the chilled meals, thereby increasing their independence from the service.

8. Conclusion

8.1 In line with the General Equality Duty (section 149 of the Equality Act 2010), this Equality Impact Assessment has:

- Assessed specific differential impacts that have been identified for each of the protected characteristics;
- Stated where actions can be considered to minimise or remove any potential negative impacts relating to the proposals;
- Provided opportunities, where applicable, to advance equality and good relations between different groups.

8.2 As such, this Equality Impact Assessment has provided sufficient evidence to demonstrate that due regard has been given to the 'duty' placed on the Council in this respect and that there are no grounds based on equality considerations that prevent the consideration of service change proposals in respect of the 'Meals on Wheels' service.

8.3 If a decision is taken to implement some or all of the options put forward within the proposal, implementation arrangements will need to have full regard to equality planning requirements, thus ensuring every effort is made to minimise any negative impacts and promote equality.



RHONDDA CYNON TAF COUNCIL

EQUALITY IMPACT ASSESSMENT

Phase 1: Service Change Proposals

Proposal 3: The Library Service

8th January 2014

Equality Impact Assessment

Phase 1: Service Change Proposals Proposal 3: The Library Service

1. Purpose of the Initiative

- 1.1 The projection of the Council's revenue budget position for the period from the current financial year of 2013/14 to 2017/18 highlights an estimated budget gap of £70M with a funding shortfall of approximately £19.6M for next financial year.
- 1.2 The Council has a statutory obligation to set its annual budget and, therefore, a series of proposals have been presented to Cabinet, given the need to address the budget gap. Phase 1 is the first tranche of these proposals, containing five options for service change in order to make savings
- 1.3 Notwithstanding the anticipated funding reductions, the Council remains committed to its promise to continue to deliver better public services, stronger communities and social justice. Above all, the Council strives to make Rhondda Cynon Taf a safer, healthier and more prosperous place to live, work and learn.
- 1.4 The economic climate, however, means the Council must deliver this commitment within the context of reduced available funding and in order to assist in ensuring available resources and services are prioritised, any service change / service reduction or alternate service delivery proposals will be tested against the following guiding principles:
 - Services are as equitable as possible across Rhondda Cynon Taf;
 - Proposals will result in a reasonable level of service remaining in place;
 - Services will remain sustainable over the medium term (3 to 5 years);
 - Services will, as far as possible, be generally better or as good as the rest of Wales;
 - Services will continue to meet our statutory obligations.

2. The General Duty

- 2.1 Under the Equality Duty (section 149 of the Equality Act 2010), public authorities must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

3. Proposal 3: The Library Service

3.1 Rhondda Cynon Taf has the largest number of static libraries in Wales. The service comprises:

26 Branch libraries	Opening hours vary from 10 hours to 53 hours per week.
4 Mobile libraries	To serve communities and locations that are some distance from a local library building. The mobile libraries also visit sheltered housing units. All routes are fortnightly.
Housebound Service	Available to those who are unable to visit a branch or mobile library. Community Transport is also available to selected libraries for those who have difficulty in getting to a library. These services are subject to an assessment of individual needs.
Schools Library Service	Offers a loan and advisory service to all primary schools within Rhondda Cynon Taf.
Deposit Collection Service	A “deposit collection” scheme to sheltered accommodation and to the Communities First centre at Glyncoch (since the removal of the static library provision at Glyncoch).

3.2 The provision of a comprehensive and efficient Library Service is a statutory requirement under the Public Libraries and Museums Act 1964.

3.3 Under the Welsh Public Library Standards (WPLS) 2011-14, 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% - RCT current level is 97.5%.

3.4 In line with the statutory requirements, the service aims to be totally accessible, to be responsive to local needs, to support lifelong learning ‘in the widest sense’, to provide information, leisure and learning opportunities, to make IT facilities available to our communities, to promote active and creative participation in the arts and cultural events, to promote individual and communal pride in the culture and heritage of the area and to develop partnerships with internal and external bodies to maximise and market the use of library venues for a wide range of community and visitor activities.

3.5 A list of options for change was considered to ensure these standards remain and to assist the Council in closing the significant budget gap they face. The preferred proposed option, as outlined in the consultation document, is Option 2: “reduce to 12 libraries, reconfiguration into an equitable provision across our three areas of Rhondda, Cynon and Taf, that is, four libraries to be provided in each area.”

- 3.6 Option 2 attempts to develop a sustainable model of service delivery that can continue to implement the Welsh Government's vision for public library services in Wales including *'inspiring the people of Wales to enjoy reading, enhance their knowledge and skills, to enrich their quality of life and empower them to realise their potential.'*¹
- 3.7 The proposed preferred option also aims to continue in meeting the standards required through the Welsh Government Strategic Development Framework, including:
- Sustainable models of service delivery;
 - Resources for all;
 - Space for all;
 - Skills for life;
 - Investing in people;
 - Attracting the audience;
 - Delivering a quality service.¹
- 3.8 The proposed service model aims to recognise the effect of changes in reading patterns and the impact of technology and digitisation on accessing written and visual materials on the way libraries deliver their services.
- 3.9 The current revenue budget for the Library service is £3.1M for this financial year. The proposed preferred option has the potential to deliver savings of £800K per year.
- 3.10 Figure 1 shows the libraries proposed for retention, the proposed libraries for closure, as well as the nearest alternative and distance.

Figure 1

	Proposed to Retain	Proposed to Close	Nearest Alternative	Distance
Rhondda	Treorchy	Treherbert	Treorchy	1.7m
	Tonypandy	Ton Pentre	Treorchy	1.4m
	Ferndale	Penygraig	Tonypandy	0.9m
	Tylorstown	Porth	Tonypandy	2.7m
		Maerdy	Ferndale	2.2m
		Ynyshir	Tylorstown	2.1m
Cynon	Hirwaun	Cwmbach	Aberdare	2.2m
	Aberdare	Penrhiwceiber	Mountain Ash	1.3m
	Mountain Ash	Ynysybwl	Pontypridd	3.5m
	Abercynon			
Taf	Pontypridd	Cilfynydd	Pontypridd	2.1m
	Rhydyfelin	Tonyrefail	Tonypandy	3.3m
	Llantrisant	Nantgarw	Rhydyfelin	2.9m
	Church Village	Pontyclun	Llantrisant	2.4m
		Beddau	Church Village	2.0m

¹ Welsh Government (2011) *'Libraries Inspire: the strategic development framework for Welsh libraries 2012-16'* <http://wales.gov.uk/docs/drah/publications/16111104librariesinspireen.pdf>

3.11 Option 2 strives to provide good geographical coverage with no resident being more than 3.5 miles from a static library point or no more than 15 minutes from a mobile library stop. The mobile library service will be enhanced and there will be a continued housebound service for residents who are unable to visit a static library or a mobile library point.

3.12 The deposit collection service to key groups, such as residents in residential homes, disadvantaged children and adults who may find it difficult to access a static library or who feel the mobile service is not suitable to their needs will also be retained.

3.13 The School Library Service, providing personalised support to primary schools across Rhondda Cynon Taf to meet the changing needs of the school curriculum, will also be retained under the proposed preferred option.

3.14 Figure 2 depicts the number of visits to libraries across Rhondda Cynon Taf 2011-13. **The libraries proposed for retention are highlighted.**

Figure 2

	2011/12 Visitors			2012/13 Visitors		
	Total	Total Hours Open	Visitors Per Hour	Total	Total Hours Open	Visitors Per Hour
Abercynon	14,890	1,782.50	8.35	13,255	1,751.00	7.57
Aberdare	120,130	2,467.50	48.68	110,065	2,352.00	46.80
Beddau	27,359	1,134.50	24.12	31,653	1,109.50	28.53
Church Village	47,992	1,511.25	31.76	47,755	1,690.87	28.24
Cilfynydd	4,175	493.00	8.47	3,680	475.00	7.75
Cwmbach	8,074	871.25	9.27	6,183	850.25	7.27
Ferndale	37,675	2,199.25	17.13	37,310	2,170.50	17.19
Hirwaun	38,975	1,741.17	22.38	37,789	1,709.35	22.11
Llantrisant	8,048	763.00	10.55	56,735	1,956.50	29.00
Maerdy	37,739	1,019.00	37.04	41,739	1,007.58	41.42
Mountain Ash	52,798	2,242.00	23.55	61,362	2,294.67	26.74
Penrhiwceiber	30,496	1,585.50	19.23	20,606	1,554.33	13.26
Penygraig	25,266	1,018.00	24.82	24,592	1,004.75	24.48
Pontyclun	40,431	1,987.00	20.35	49,830	1,954.75	25.49
Pontypridd	143,823	2,666.00	53.95	141,125	2,622.70	53.81
Porth	43,795	2,037.50	21.49	43,045	2,011.25	21.40
Rhydyfelin	39,261	1,840.00	21.34	38,066	1,800.00	21.15
Taffs Well / Nantgarw	20,236	1,491.00	13.57	30,308	1,700.00	17.83
Ton Pentre	51,800	2,171.00	23.86	38,511	2,145.75	17.95
Tonypanyd	57,599	2,386.00	24.14	54,819	2,352.00	23.31
Tonyrefail	38,763	1,489.00	26.03	37,934	1,464.33	25.91
Treherbert	33,385	2,063.25	16.18	32,404	2,030.59	15.96
Treorchy	105,911	2,367.00	44.74	106,051	2,335.75	45.40
Tylorstown	29,435	1,761.00	16.71	24,690	1,739.00	14.20
Ynyshir	34,646	969.25	35.75	33,434	954.75	35.02
Ynysybwl	10,235	868.00	11.79	10,467	846.83	12.36

3.15 This equality impact assessment considers the potential impact on protected groups of the proposed preferred option, Option 2.

4. What evidence is there to suggest the potential impact of the proposed preferred option on protected groups?

4.1 Consultation & Engagement

4.1.1 A consultation was carried out on the Phase 1 proposals, formally beginning on the 4th November 2013 and ending on the 2nd December, 2013. (Responses received from the announcement of the service changes on the 14th October, before the consultation period officially started on the 4th November, were also included in the analysis of results.)

4.1.2 A separate consultation report on the outcomes of the consultation has been produced.

4.1.3 The main themes arising from the responses on Proposal 3 (specifically on the Library Service) were around the way people use libraries, for example:

- Concern over loss of computer facilities, particularly for those who are quite dependent on the facility e.g. job-seekers;
- Educational purposes;
- Young people's usage of the libraries for homework and research;
- As facilities for community venues.

4.1.4 Other themes arising from the consultation were:

- Concern over transportation to the libraries proposed for retention;
- The geographical coverage was seen by some respondents as insufficient;
- Some closures are proposed in the most deprived areas; and
- Using alternative provision for basing libraries in other community venues.

These themes have been taken into account in preparing this Equality Impact Assessment.

4.1.5 The majority of respondents to the consultation questionnaire (as opposed to open responses such as letters) were library-users (67%). 5% of respondents used the mobile library service and the housebound service.

4.1.6 With regards to the questionnaire respondents, the most popular usage of the library was to borrow books (79%) and use reference books / local history (62%). The third most popular use of the library was ICT facilities (48%).

4.1.7 With specific reference to the potential negative impacts on protected groups, the consultation asked respondents if they felt that the proposals would have more of an impact upon them because of a protected characteristic. The following responses were received:

	1) School Admission Arrangements	2) Meals on Wheels	3) Libraries	4) Youth and E3 Provision	5) Day Centres
Your Gender	348	78	246	81	92
Your Age	459	230	476	170	253
Your Ethnicity	105	27	83	43	41
Your Disability	101	131	220	57	122
Your Sexuality	69	22	65	37	26
Your Religion	91	23	66	39	26
Your Gender Identity	75	22	64	33	27
Your Marital status	213	37	81	37	35
Your Pregnancy	154	20	58	41	20
Your Language	195	24	122	46	32

4.2 Other evidence gathered

4.2.1 Evidence has been gathered from a number of sources, including academic research papers, Government policies, statistical bulletins and local data.

4.2.2 The evidence has been used to, firstly, determine the level of relevance the proposal has to the protected groups covered by the equality duty and, secondly, explore the potential impacts of the proposal further, having due regard to the need to promote equality and minimise any possible adverse impacts.

4.2.3 In line with feedback from consultation, and other evidence gathered, the following assessment has been taken:

Will the proposed preferred option impact on protected groups covered by the general duty?²

Protected Group	Could this proposal impact on this group differently from others in RCT?	Could this proposal promote equal opportunities for this group?	Is the potential impact positive / negative?
<i>Age</i>	Yes	Yes	Positive & Negative
<i>Disability</i>	Yes	Yes	Positive & Negative
<i>Gender assignment</i>	No	No	N/A
<i>Marriage / civil partnership</i>	No	No	N/A
<i>Pregnancy / maternity</i>	Yes	No	Negative
<i>Race</i>	No	No	N/A
<i>Religion / belief</i>	No	No	N/A
<i>Sexual orientation</i>	No	No	N/A
<i>Sex (gender)</i>	Yes	No	Negative

4.2.4 Section 5 outlines the potential impacts the proposal will have on protected groups covered by the general duty, using evidence gathered through engagement, consultation and research.

5. What potential impacts will the proposed preferred option have on protected groups covered by the general duty?

5.1 Protected Group: Age

5.1.1 If the proposed preferred option is agreed, 14 static libraries within the County Borough will close. This will have an impact on the general population in that provision of library services will be different to the current model, with general issues such as reduced access to activities, resources and facilities.

5.1.2 Figure 2 shows the number of visits to libraries during the year 2012/13. The proposed service change will affect all of these visitors, who are likely to be a cross-section of society. There were 407,162 visits to the libraries proposed for closure during the year 2012/13.

5.1.3 The equality duty covers the protected characteristic of age, which refers to a person having a particular age (for example, 32 year olds) or being within an age group (for example, 18-30 year olds). This includes all ages, including children and young people.

5.1.4 Figures 3 and 4 show the geographical spread of demographics across Rhondda Cynon Taf and Merthyr Tydfil, by Medium Super Output Area (MSOA).³ (provided by Public Health Wales for the Cwm Taf Health Board region).

² (Section 149 of the Equality Act 2010)

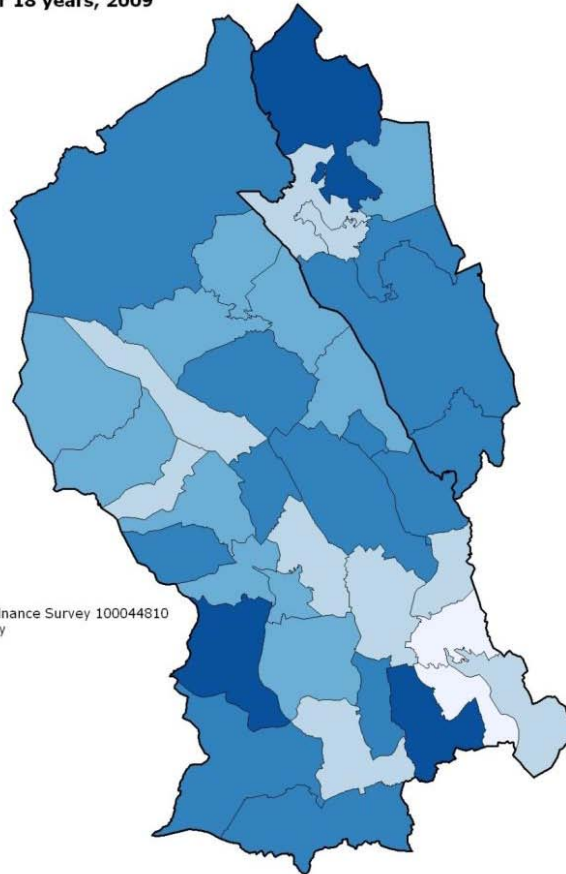
Figure 3

Proportion population aged under 18 years, 2009

MSOA, Percentage; source: ONS

- 23.8 to 25.6 (3)
- 22.2 to 23.8 (13)
- 20.6 to 22.2 (11)
- 19.0 to 20.6 (9)
- 17.4 to 19.0 (2)

- MSOA boundary
- Local authority boundary



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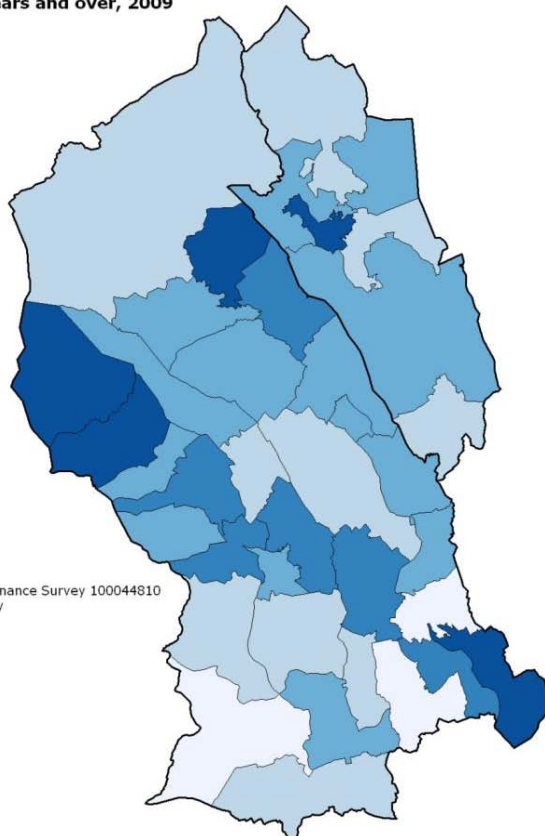
Figure 4

Proportion population aged 75 years and over, 2009

MSOA, Percentage; source: ONS

- 10.3 to 11.8 (5)
- 8.8 to 10.3 (6)
- 7.3 to 8.8 (14)
- 5.8 to 7.3 (10)
- 4.3 to 5.8 (3)

- MSOA boundary
- Local authority boundary



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³ Medium Super Output Areas (MSOAs) are areas of the County Borough containing a minimum population of 5,000, maximum 15,000.

5.1.5 Figures 3 and 4 demonstrate that, within the areas where there are libraries proposed for closure, there is a high proportion (22.2-25.6) of children under the age of 18 years old in:

- Beddau;
- Pontyclun;
- Ynyshir.
- Ynysybwl.

5.1.6 Figures 3 and 4 demonstrate that, within the areas where there are libraries proposed for closure, there is a high proportion (10.3-11.8) of adults over the age of 75 years old in:

- Cwmbach;
- Penygraig;
- Porth;
- Taffs Well;
- Treherbert.

Adults

5.1.7 There is little evidence on the age groups most likely to use libraries. The ‘Taking Part’⁴ survey found that 39% of adults reported using a library. There has been a decline in library usage amongst all age groups in recent years, with the most significant change in the respondents aged 65-74 years old, where attendance levels fell from 44.3% to 38.5% between 2010/11 and 2011/12.

5.1.8 Evidence in America suggest that young people (aged 16-29 years old) are just as likely to use libraries as older adults, but for different reasons. A study found that younger people are more likely to use library computers and internet connections than older people, but are also just as likely to borrow books.⁵

5.1.9 On a local level, a recent survey (Apr 2013) undertaken by the Library Service with 300 adults, found that 67.6% of adults did not use a computer in the library during their visit.

5.1.10 In general, adults in good health will be able to access their nearest library under the proposed preferred option. The recent local survey found that the majority of people (52.1%) walk to their nearest library. Although there are 14 libraries proposed for closure, residents will be less than 3.5 miles from their nearest static library (with most being less than 2.5 miles) and no more than 15 minutes from their nearest mobile library point.

5.1.11 The proposed preferred option will also standardise opening times across our library provision, with the majority of libraries being open 35 hours per week and the three area libraries being open 47 hours per week. At present, some libraries are only open 12 hours per week.

⁴ ‘Taking Part’ is an annual household survey in England. The sample for 2011/12 was 8,868 and results are based on interviews between October 2011 and September 2012.

⁵ Zickur, K. et al. (2013) “*Younger Americans’ Library Habits and Expectations.*” Pew Research Center.

- 5.1.12 This promotes equality and will have a positive impact on some age groups, such as adults aged 16-64 years old who are in employment, as they will be more able to access libraries outside of work hours. Only 24.1% of adults who responded to the recent local survey were in employment or self-employed.
- 5.1.13 However, the proposed preferred option may have a negative impact on those people who are less able to travel to their nearest library. In paying due regard to the older adults age group, this will have a negative impact on some areas of the population.
- 5.1.14 Older people are more likely to have mobility issues and / or be classified as having a physical disability. In Rhondda Cynon Taf, a baby boy born in the most deprived areas is likely to live until he is 56 years old, disability-free. The overall life expectancy is 76 years old, meaning that males born in the County Borough in 2009, in the most deprived areas, may live for 20 years with a disability towards the end of their lives.⁶
- 5.1.15 The fact that the proportion of people aged 75 years and over is high in five areas where there is a library proposed for closure indicates that this option will impact on older people, and their ability to travel to a different location to access library services.
- 5.1.16 Adults who are not working have higher rates of library attendance (46%) than those who are working (36%).⁴ As above, this could be due to some opening hours of libraries, but it could also be a result of Job Centres recommending that job seekers use their local libraries to search for employment.
- 5.1.17 In Wales, 73% of people have access to the internet at home. This falls to only 46% of people living in the social-housing sector has internet at home.⁷
- 5.1.18 70% of people in Rhondda Cynon Taf have internet access at home, but this is unlikely to be evenly spread across the County Borough. Across Wales, 36% of households living in the 10% most deprived areas⁸ did not have access to the internet. In Rhondda Cynon Taf, 18% of 152 areas⁹ are in the 10% most deprived category.
- 5.1.19 Those people who do not have access to the internet at home are likely to use their local libraries for the internet connection, particularly as it's free of charge.
- 5.1.20 This has implications on those people who claim welfare benefits, as the UK Government has signalled a moved towards more digital services. This indicates that more people will need to use the internet to access their benefits and many of these people do not have internet access at home or have never used the internet.

⁶ Public Health Wales Observatory *"Comparison of life expectancy, healthy life expectancy and disability-free life expectancy at birth, Rhondda Cynon Taf 2001-05 and 2005-09"*

⁷ Welsh Government (2013) *"National Survey for Wales."*

⁸ Using Welsh Index of Multiple Deprivation data.

⁹ Areas are defined as Lower Super Output Areas for this measure, which are areas of a minimum population of 1000, maximum of 3000.

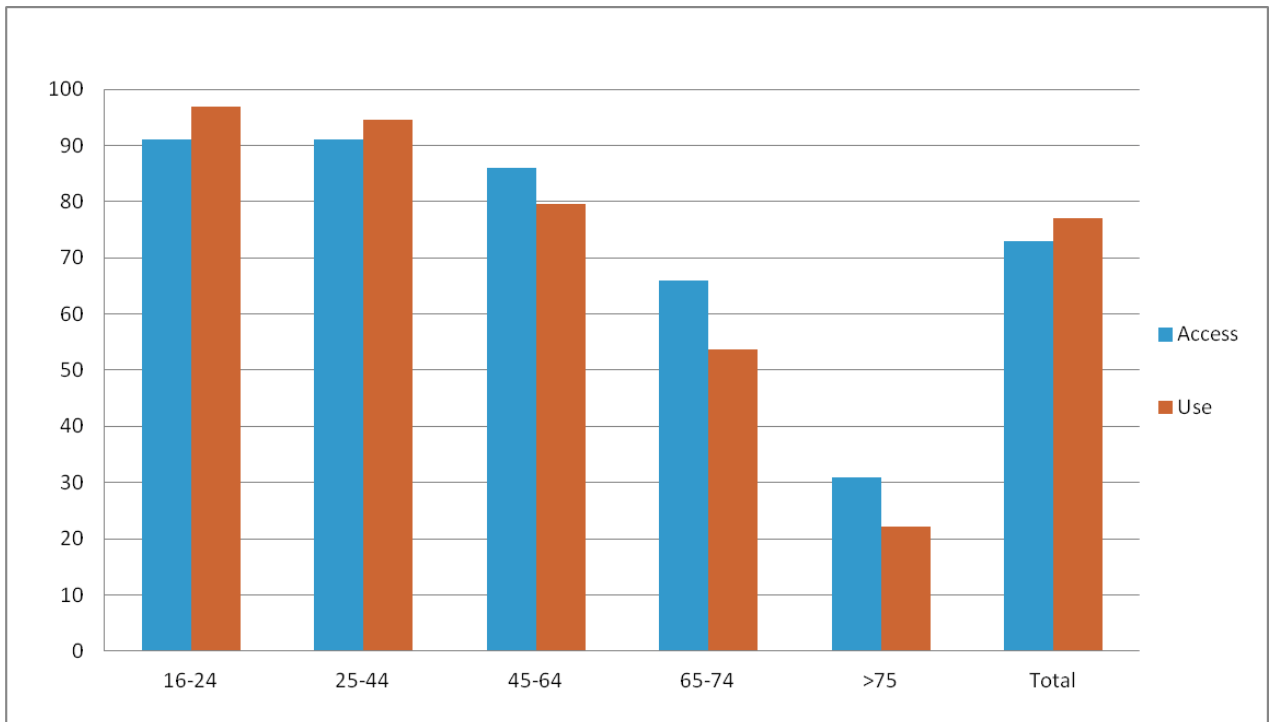
5.1.21 Research undertaken in 2011, showed that approximately 72,000 people living in Rhondda Cynon Taf were digitally excluded, which means having no access, skills or inclination to use the internet (or other digital means) to buy goods, acquire knowledge and communicate. The levels of digital exclusion are not spread evenly across the County Borough. Figure 5 shows the top five most digitally excluded areas and the top five most digitally included areas.

Figure 5

LSOA Name	All adults 18+ count	% Digitally included	No. digitally included	% Digitally excluded	No. digitally excluded
Treherbert 4	1174	40.80	479	59.20	695
Mountain Ash West 3	1124	41.34	506	58.66	718
Penrhiwceiber 2	1253	44.53	558	55.47	695
Treherbert 3	1247	44.91	560	55.09	687
Treherbert 1	1201	45.71	549	54.29	652
Church Village 2	2315	87.08	2016	12.92	299
Treforest 1	1257	87.43	1099	12.57	158
Pont-y-clun 2	1479	91.21	1349	8.79	130
Treforest 3	1269	93.85	1191	6.15	78
Treforest 2	1883	95.43	1797	4.57	86

5.1.22 Certain groups are also more likely to be digitally excluded. In terms of age, Figure 6 depicts the access and use of the internet, by age.

Figure 6: Household has internet access, by age group & personal use of internet, by age.



5.1.23 As Figure 6 demonstrates, those aged 65-74 and over 75 years old are less likely to access or use the internet.

- 5.1.24 Welsh Government seeks to lower the percentage of people who are digitally excluded in Wales through the ‘Delivering Digital Inclusion: A Strategic Framework for Wales’.¹⁰ As such, there have been initiatives in recent years to support people to ‘get online’. Many providers have used libraries to deliver these services, therefore, the proposed preferred option is likely to have an impact on older people, who are one of the main groups most likely to be digitally excluded.
- 5.1.25 Other learning aimed at adults takes place at libraries currently, including: Family History and Local History courses; Essential Skills; Welsh Language; Stop Smoking; and English for Speakers of Other Languages.
- 5.1.26 The cumulative impact of the possible closure of some libraries and the potential closure of Community Education Centres (proposal 4 of Phase 1) will impact negatively on adult learners, as alternative provision will need to be sought in order to continue giving people the right skills people for employment.
- 5.1.27 This will also impact on older people from the perspective of community engagement. Many adults use the library as a community centre, to meet new people and socialise through classes or just by visiting. The recent local survey found that 23% of respondents said the library had helped them to meet new people.
- 5.1.28 A theme arising from the consultation was around the use of libraries as community venues. Some respondents linked the loss of a library in the community to the potential loss of a day centre (proposal 5 of Phase 1), which could affect certain community members more than others. Information on the number of library users who also use day centres is not available.

Children & young people

- 5.1.29 There is little evidence on the age of residents that use libraries. Local data suggests there are 15,000 children under the age of 16 years old who are library users in Rhondda Cynon Taf.
- 5.1.30 In general, data relating to children and young people’s usage of libraries reflect that library use declines with age, with national data¹¹ showing that 76% of children aged 5-10 years old use the library, and 33.8% of young people aged 16-24 years old visit the library.
- 5.1.31 This is consistent with other research undertaken, which indicated that 63% of children at Key Stage 2, 42% at Key Stage 3 and 25% at Key Stage 4 use their public library.¹²
- 5.1.32 Under the proposed preferred option, four areas with a high proportion of children and young people under the age of 18 years old will be affected by the closure of their static library.
- 5.1.33 The consultation evidence suggests that children and young people in Rhondda Cynon Taf tend to use the library for completing homework and assignments, as well as attending clubs.

¹⁰ <http://wales.gov.uk/docs/dsjlg/publications/comm/101208deliveringdien.pdf>

¹¹ The Reading Agency <http://readingagency.org.uk/news/library-facts004/>

¹² Clark, C. and Hawkins, L. (2011) “Public Libraries and Literacy.” National Literacy Trust.

- 5.1.34 In general, children and young people in good health will be able to travel to their nearest library under the proposed preferred option. Although there are 14 libraries proposed for closure, residents will be less than 3.5 miles from their nearest static library (with most being less than 2.5 miles) and no more than 15 minutes from their nearest mobile library point.
- 5.1.35 However, this does mean that some individuals will have a longer journey and concerns around safety of walking or travelling alone have been raised through the consultation.
- 5.1.36 Transport issues particularly impact on this group, as many of them are too young to drive, there are concerns that they are vulnerable to be walking alone in the evenings and car ownership, generally, in Rhondda Cynon Taf is relatively low (27% of households do not own a car or van).¹³
- 5.1.37 For children and young people, using a library may be linked to improved attainment. Young people reading above the expected level for their age are twice as likely to be public library users. 46.5% of the children surveyed, that use a library, read outside of school every day and 38% believe it will help them to do better at school.¹²
- 5.1.38 As they offer a free service, many parents and carers visit libraries as an activity with children, helping to foster an early interest in reading and attending story-telling and craft sessions. This is particularly the case for more deprived families, who may not have the money or skills to help their children with literacy. A less local service for some may mean that parents / carers will find it difficult to visit their nearest library, which could have an affect on the future reading patterns and attainment of children and young people.

5.2 **Protected Group: Disability**

- 5.2.1 The proposed preferred option, Option 2, could have both positive and negative impacts on the protected group of disabled people.
- 5.2.2 A recent local survey on library usage found that 61.8% of respondents did not consider themselves to have a disability. Other respondents reported mobility conditions (20.1%); hearing problem (13%); eyesight problem (5.1%); dexterity (6.7%); learning disability (2%); mental health problem (7.1%).
- 5.2.3 The standardisation of opening hours across libraries may assist some people with disabilities to access libraries at times more convenient to them e.g. if they are in employment or prefer to travel at certain times of the day.
- 5.2.4 Furthermore, the enhancement of the mobile library service will be beneficial to some people with disabilities, who may find it difficult to access their local library due to mobility or vulnerability.
- 5.2.5 The closure of some libraries will have an impact on this group, however, as some facilities (such as IT access) are not available through mobile access and disabled

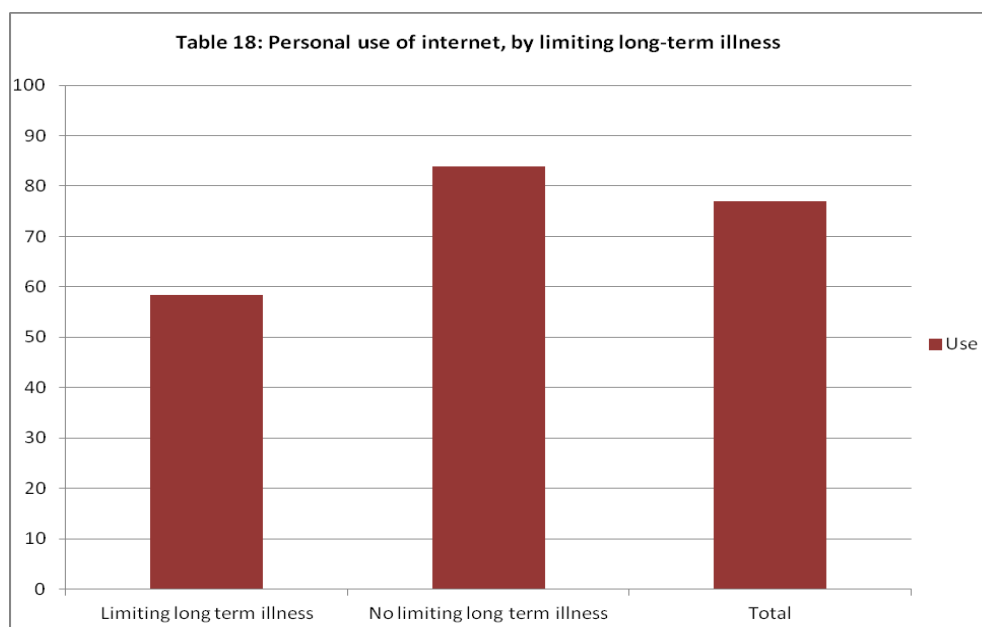
¹³ National Statistics: statistical bulletin 100/2013 "People and Licensing and Vehicle Ownership, 2012" (Census data 2011) <http://wales.gov.uk/docs/statistics/2013/131022-people-vehicle-licensing-vehicle-ownership-2012-en.pdf>

people may find it more difficult to use public transport or travel to their nearest library, if the proposed preferred option is agreed.

5.2.6 People with disabilities are more likely to be digitally excluded. Although the National Survey for Wales does not look specifically at internet access or use for individuals with a disability, limiting long-term illness is included. This is usually defined as a self-assessment of whether the person has a health problem or disability, which limits their daily activities or the work they can do, including problems associated with old age.

5.2.7 Figure 7 depicts the personal use of the internet by limiting long-term illness compared to no limiting long-term illness. There is a 31% decrease in internet use for people with long-term illness in comparison to those without. 7% of people with a long-term illness cite that it is health problems which make it difficult for them to use the internet.⁷

Figure 7



5.2.8 Libraries provide support to older people, people with disabilities and other groups who are digitally excluded to improve their skills and confidence in IT. Some of these libraries will close under the proposed preferred option, and therefore, people will need to find alternative provision.

5.2.9 In 2011/12, 21% of adult learners undertaking courses with the Council were disabled. Some adult education classes such as literacy, IT skills, are run out of libraries. Provision is provided both by the Council and other education providers, therefore, the closure of some libraries will impact on disabled adults, as classes will be moved to different venues. Furthermore, the new venues may not be as accessible or suitable for disabled learners.

5.2.10 The cumulative impact of the possible closure of some libraries and the potential closure of Community Education Centres (proposal 4 of Phase 1) will impact negatively on all adult learners, as alternative provision will need to be sought in order to continue giving people the right skills for employment.

5.3 The proposed closure of some libraries, and wider issues of funding linked to the provision of adult education, may mean that adults affected will need to find alternative provision.

5.4 **Protected Group: Pregnancy / maternity**

5.4.1 Expectant mothers or new mothers may find it difficult to travel slightly further to access the range of library provision available, especially during the late stages of pregnancy when travelling can be more difficult.

5.4.2 Three of the libraries proposed for closure offer community activities such as coffee mornings and story-telling / craft sessions, which may be attended by mothers and babies, therefore, the closure of these libraries may disproportionately affect this group if their local provision is moved.

6. **In areas where a negative impact has been identified, are there ways in which the impact can be minimised or removed?**

6.1 In proposing the preferred option, Rhondda Cynon Taf Council has committed to the following principles to minimise the impact on the communities of Rhondda Cynon Taf:

- Services are as equitable as possible across Rhondda Cynon Taf;
- Proposals will result in a reasonable level of service remaining in place;
- Services will remain sustainable over the medium term (3 to 5 years);
- Services will, as far as possible, be generally better or as good as the rest of Wales;
- Services will continue to meet our statutory obligations.

6.2 The proposed preferred option, option 2, continues to be above the statutory requirements of the Council i.e. The Welsh Public Library Standards (WPLS) 2011-14, 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%.

6.3 The service will also continue to strive to be accessible, responsive to local needs, supportive of lifelong learning 'in the widest sense', provide information, leisure and learning opportunities, make IT facilities available, promote active and creative participation in the arts and cultural events, promote individual and communal pride in the culture and heritage of the area and develop partnerships to maximise and market the use of library venues for a wide range of community and visitor activities.

6.4 In order to ensure these standards continue, the library service in Rhondda Cynon Taf has to change. Services across Wales face similar challenges, with many potentially consulting on library closures or giving libraries to communities, rather than being able to continue their running as Council services.

- 6.5 Transfer of libraries to community groups could be an opportunity in some areas to mitigate the impact of closures. Some consultation respondents agreed that it is not financially viable to keep all libraries open, with alternative provision, such as locating libraries in other community buildings and increasing the mobile library provision, being seen as viable options. Others suggested that the libraries themselves needed to be developed more as community meeting places, suggesting that this would make the service more sustainable into the medium term.
- 6.6 The option of running a library that is potentially due to close is available to community groups. Advice and support is available from both the Council and Interlink (the County Voluntary Council (CVC) for Rhondda Cynon Taf) for any groups interested. The opportunity does exist to transfer assets, provided there are robust and sustainable Business Plans in place. This could include continuing to run the library (potentially making it more suited towards the community within which it is situated), offering space and facilities to training providers and offering space to community groups.
- 6.7 The proposed preferred option has attempted to ensure that there is due regard for all residents whose disabilities or ill-health has resulted in them being housebound with the result that no change will be made to this provision in order to protect, across all areas of the County Borough, those who are in most need of this service and who would not otherwise be able to access it.
- 6.8 The mobile service is being enhanced to make sure that residents of all backgrounds and characteristics have equal access to core library provision. This will assist those groups of the population who may find it difficult to travel to their nearest library in future. Mobile provision could also be arranged for other service-users that require it e.g. pregnant women or new mothers.
- 6.9 Furthermore, the consultation evidence suggests that mobile provision is seen by some as a more effective and efficient service.
- 6.10 Similarly, the housebound service is available to applicants who will have difficulty in accessing their nearest library due to disability, ill-health or frailty.
- 6.11 Community transport can be provided to select libraries for those who have difficulty in accessing the library on foot or through other modes of transport.
- 6.12 The Schools Library Service will continue, which will mitigate some of the impacts associated with the attainment of children and young people. Furthermore, although some libraries will potentially close in future, residents will be less than 3.5 miles away from any library and, so, should be able to access the revised provision.
- 6.13 The library service offers a 'deposit collection scheme', which will continue and be enhanced, where necessary, to cater for the needs of certain groups e.g. older residents in residential homes and children through community centres, in accessing core library provision.
- 6.14 The service will work with providers of training and community groups to source, where possible, alternative accommodation for the running of courses and activities. If the proposed preferred option is agreed, alternative provision will be sought for those training providers that use IT equipment.

6.15 With regards to adult learners, the proposed closure of some libraries, and wider issues of funding linked to the provision of adult education, may mean that adults affected will need to find alternative provision. Adults affected will be supported to find alternative courses and training.

7. In areas where a positive impact has been identified, in what ways can this be used to promote equality?

7.1 The library service under the proposed preferred option of Option 2 will, on the most part, be more equitable in geographical spread across the County Borough. At present, some provision is far more concentrated than others. This will promote equality in that more people will be within accessible distance of a library.

7.2 The standardisation of opening hours also promotes equality as more people will be able to visit a library under the proposed preferred option. If agreed, the libraries will be open a standard 35 hours per week, with three libraries open 47 hours a week. This will allow groups of people, such as those in employment, better access to their local service.

7.3 Having fewer static libraries at a time of budget reduction will mean more investment is available for those that remain e.g. providing more and improved computer equipment in the 12 remaining static libraries; increasing the equality of opportunity to access these facilities for all.

8. Conclusion

8.1 In line with the General Equality Duty (section 149 of the Equality Act 2010), this Equality Impact Assessment has:

- Assessed specific differential impacts that have been identified for each of the protected characteristics;
- Stated where actions can be considered to minimise or remove any potential negative impacts relating to the proposals;
- Provided opportunities, where applicable, to advance equality and good relations between different groups.

8.2 As such, this Equality Impact Assessment has provided sufficient evidence to demonstrate that due regard has been given to the ‘duty’ placed on the Council in this respect and that there are no grounds based on equality considerations that prevent the consideration of service change proposals in respect of the library service.

8.3 If a decision is taken to implement some or all of the options put forward within the proposal, implementation arrangements will need to have full regard to equality planning requirements, thus ensuring every effort is made to minimise any negative impacts and promote equality.



RHONDDA CYNON TAF COUNCIL EQUALITY IMPACT ASSESSMENT

Phase 1: Service Change Proposals

Proposal 4: Youth and E3 Provision

8th January 2014

Equality Impact Assessment

Phase 1: Service Change Proposals Proposal 4: Youth and E3 Provision

1. Purpose of the Initiative

- 1.1 The projection of the Council's revenue budget position for the period from the current financial year of 2013/14 to 2017/18 highlights an estimated budget gap of £70M, with a funding shortfall of approximately £19.6M for the next financial year.
- 1.2 The Council has a statutory obligation to set its annual budget and, therefore, a series of proposals have been presented to Cabinet, given the need to address the budget gap. Phase 1 is the first tranche of these proposals, containing five options for service change in order to make savings
- 1.3 Notwithstanding the anticipated funding reductions, the Council remains committed to its promise to continue to deliver better public services, stronger communities and social justice. Above all, the Council strives to make Rhondda Cynon Taf a safer, healthier and more prosperous place to live, work and learn.
- 1.4 The economic climate, however, means the Council must deliver this commitment within the context of reduced available funding and in order to assist in ensuring available resources and services are prioritised, any service change / service reduction or alternate service delivery proposals will be tested against the following guiding principles:
 - Services are as equitable as possible across Rhondda Cynon Taf;
 - Proposals will result in a reasonable level of service remaining in place;
 - Services will remain sustainable over the medium term (3 to 5 years);
 - Services will, as far as possible, be generally better or as good as the rest of Wales;
 - Services will continue to meet our statutory obligations.

2. The General Duty

- 2.1 Under the Equality Duty (section 149 of the Equality Act 2010), public authorities must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

3. Proposal 4: Youth and E3 Provision

- 3.1 The Council has a statutory duty to provide youth services for 11–25 year olds as prescribed in section 123 of the *Learning and Skills Act (2000)*. This act is in force in Wales under the *Youth Support Services Direction (Wales) 2002* which directs local authorities in Wales to:
- Provide youth support services;
 - Secure the provision of youth support services, or
 - Participate in the provision of youth support services, having regard to guidance issued by the National Assembly.
- 3.2 The Council’s current arrangements provide a range of youth services targeting 11-25 year olds who live and/or attend school in Rhondda Cynon Taf. These services comprise E3+ and 5x60, youth clubs, detached (street based) youth work, holiday programmes and some alternative curriculum programmes. The service also offers a range of curriculum enrichment activities to many schools, including Duke of Edinburgh, outdoor and environmental education, PSHE programmes including sexual health, drug and alcohol awareness, positive mental health and a large range of non-formal accredited qualifications.
- 3.3 Many of these programmes can be categorised as universal open access provision, specialist or targeted provision as follows:
- **Universal open access provision:** e3+, 5x60, holiday programme, Duke of Edinburgh programme, outdoor education, national and international youth exchange, youth clubs, blue light discos and volunteering programme.
 - **Specialist:** Delivering youth qualification (Curriculum Development & Training), youth information and advice and youth forums.
 - **Targeted:** Detached Youth Work Team.

Much of the open access provision also delivers an element of targeted work e.g. e3+ targeting young people with special needs, low school attendees and looked after children.

- 3.4 These programmes are co-ordinated on an area basis focused on the 12 English-medium secondary school cluster areas. Across each of the 12 school cluster areas local operational partnerships (‘cluster youth operational groups’) have been formed to provide an integrated response to the needs of local young people. These partnerships consider the range of activities available in a given geographic area, including provision delivered by voluntary sector organisations, matching this against what young people say they want and need, and realigning the youth provision in response.
- 3.5 A long list of options was considered to ensure that the service continues to provide the best possible services to local young people, achieves financial savings and continues to meet statutory duties. This included withdrawing the Council from the direct delivery of youth work in its entirety. However, the proposed preferred option, as set out in the consultation document, is Option 1d: “a full time (52 weeks of the year) service provision based around all 17 secondary schools”.

- 3.6 This preferred option primarily focuses on providing targeted support for young people with a reduced universal service offer. Targeted support is driven by a focus on education and school priorities, working with young people identified through ‘vulnerability profiling’ (i.e. targeting young people with low school attendance, looked after, young people with disabilities etc.). This contributes to prevention and early intervention on reducing the numbers of young people entering other statutory services, becoming NEET (not in education, employment or training) and preventing poor outcomes.
- 3.7 The current cost of the service is £4.4M. The potential saving from Option 1d, “Reconfiguration of all services, 17 school model, full-time provision”, is £2.2M.
- 3.8 Option 1d would provide a remodelled service delivered through 17 secondary school hubs. The preferred option would:
- Amalgamate the functions of Detached (Street Based) Youth Workers, Youth Club staff, Accreditation Workers, e3+ co-ordinators into one team to deliver School and Community Youth Work.
 - Merge central management positions for e3+, Youth Club, Detached Youth Work, Special Projects and Community Focused Schools into three Community Youth Work Managers responsible for Rhondda, Cynon and Taf geographical areas.
 - In general relocate all current youth club locations to the nearest secondary school site (Hub), though funding for some provision for more remote locations will be available. Youth clubs which currently operate from secondary school sites would be maintained but with fewer nights on offer (to be negotiated in partnership with each school). The youth clubs which will remain include the following sites - Ferndale Community School; Ysgol Gyfun Cymer, Ysgol Gyfun Llanhari, Ysgol Gyfun Garth Olwg, Blaengwawr and Bryncelynnog Comprehensive School.
 - Figure 1 shows the youth clubs that would be required to relocate under the proposed preferred option:

Figure 1

Youth Clubs to relocate	Current Location	Main Delivery Hub (subject to any local flexibility arrangements)
Treorchy	RCT Community Education Centre	Treorchy Comprehensive
Treherbert	RCT Community Education Centre	Treorchy Comprehensive
Bodringallt	Rented Bodringallt Primary School	Treorchy Comprehensive
Tonypandy	Rented Tonypandy boys and Girls club	Tonypandy Community College
Wattstown	Rented community centre (external)	Porth Community School
Trehafof	Rented Hafod Primary School	Porth Community school / Y G Cymmer
Tylorstown	Rhondda Fach Leisure Centre	Ferndale Community School
Miskin (Mountain Ash)	RCT Community Education Centre	Mountain Ash Comprehensive
Abercynon	Rented Social Club	Mountain Ash Comprehensive
Penderyn	Rented Penderyn Primary School	Aberdare / Y G Rhydywaun
Hirwaun	Free use of YMCA	Aberdare / Y G Rhydywaun
Brynnau	Rented Brynnau Primary School	Y Pant Comprehensive

- Figure 2 shows the current building usage for Miskin, Treorchy and Treherbert Community Education Centres.

Figure 2

Community Education Centre	AM /PM	Mon	Tues	Wed	Thurs	Fri	Holiday Periods
Miskin (Mountain Ash)	AM	Little Stars Mother & Toddler group Maes Gwyn Special Needs School	Slimming Group Internal Verification of submitted coursework (Monthly) Miskin Regeneration Trust Meeting	Maes Gwyn Special Needs School Computers (Adult Education) Parenting Group (Health Visitors) PACT Meetings (Monthly)	Community Food Co-op Community Bingo Digital Photography (Adult Education)		Play scheme
	PM	Rainbows Brownies Youth Club 6.30 to 9pm	Introduction to Youth Work Course	Youth Club 6.30 to 9pm			
Treherbert	AM	Computer Class (Adult Education)		Community Food Co-op	Guitar Lessons Community Food Co-op Cookery Adult Ed	WI Charity Coffee Morning	Summer holiday programme
	PM	Youth Club 6-9pm	Youth Club 6-9pm	Youth Club 6-9pm	Youth Club 6-9pm		
Treorchy	AM	Learning Difficulties Arts & Craft (Adult Education) Computer Class (Adult Education)	Learning Difficulties Arts & Craft (Adult Education)	Learning Difficulties Cooking (Adult Education) Computer Class (Adult Education)	Family History (Adult Education) Learning Difficulties Arts & Craft (Adult Education)		
	PM	Local History Class (Adult Education) Youth Club 6.30pm - 9pm	Learning Difficulties Cooking (Adult Education) Youth Club 6.30pm- 9pm	Learning Difficulties Sewing (Adult Education) Youth Club 6.30pm - 9pm		Youth Club 6.30pm - 9pm	

- Allocate an enrichment budget to each front line team (i.e. each of the 17 secondary School based teams) that would be responsive to delivery requirements for positive outcomes, but be below the current level of e3+ provision.
- Removal of Transport linked to E3 provision.
- Maintain the 5x60 programme externally funded by Sport Wales and withdraw the Council core funding contribution of £185K.
- Closure of the 3 Community Education Centres at Treorchy, Treherbert and Miskin (Mountain Ash). Support would be provided to those groups currently using these venues to find suitable alternative venues.
- Maintain the current post of Accreditation Lead Officer to support the delivery of non-formal accredited qualifications across the whole service and voluntary and community sector organisations.
- Maintain the Wicid Website Editor role to support the advice, guidance and information services for young people through clic online (a Welsh Government priority for youth services in Wales).
- Reduce administrative support and functions no longer contributing to statutory priorities.
- Maintain, but review, the commissioning of services to the voluntary sector from the current Annual Youth Service Revenue Grant (RCT 2013-14 allocation of £182K).
- Withdraw the historical community use of schools and small revenue grants programme.
- Flexible funding (£50k) to support local access and support requirements.

3.9 This equality impact assessment considers the potential impact on protected groups of the proposed preferred option, Option 1d.

4. What evidence is there to suggest the potential impact of the proposed preferred option on protected groups?

4.1 Consultation & Engagement

4.1.1 A consultation was carried out on the Phase 1 proposals, formally beginning on the 4th November 2013 and ending on the 2nd December, 2013. (Responses received from the announcement of the service changes on the 14th October, before the consultation period officially started on the 4th November, were also included in the analysis of results.)

4.1.2 Specific consultation materials were provided for children and young people, to enable them to share their views on the proposed service changes.

4.1.3 A separate consultation report on the outcomes of the consultation has been produced.

4.1.4 20% of respondents to the questionnaire (as oppose to other open responses) were users of the youth service. The majority of these said they used E3 services (68%), followed by school holiday programmes (57%) and youth clubs (49%).

4.1.5 The main themes arising from the responses on Proposal 4 (specifically on the provision of Youth Services and E3) were:

- A more streamlined service;
- Concern that some young people prefer youth provision to be in an outside setting, away from the school environment;
- Transportation, in terms of the ability to travel to secondary school hubs;
- The potential that the changes would lead to more anti-social behaviour / young people 'hanging around the streets'.

4.1.6 Other themes arising from the consultation were:

- Concern over the impact on disabled children and those with special educational needs;
- Impact on children in deprived areas.

4.1.7 These themes have been taken into account in preparing this Equality Impact Assessment.

4.1.8 With specific reference to the potential negative impacts on protected groups, the consultation asked respondents if they felt that the proposals would have more of an impact upon them because of a protected characteristic. The following responses were received:

	1) School Admission Arrangements	2) Meals on Wheels	3) Libraries	4) Youth and E3 Provision	5) Day Centres
Your Gender	348	78	246	81	92
Your Age	459	230	476	170	253
Your Ethnicity	105	27	83	43	41
Your Disability	101	131	220	57	122
Your Sexuality	69	22	65	37	26
Your Religion	91	23	66	39	26
Your Gender Identity	75	22	64	33	27
Your Marital status	213	37	81	37	35
Your Pregnancy	154	20	58	41	20
Your Language	195	24	122	46	32

4.1.9 Other consultation material used includes the bi-annual ‘*Viewpoint: Extending Entitlement*’ survey. This is a borough-wide survey undertaken in every secondary school, through youth clubs, detached teams and through voluntary organisations.

4.1.10 In 2013, 8837 young people completed the survey, which seeks to capture the views of children and young people on their entitlements to things like education; volunteering and recreational activities.

4.2 **Other evidence gathered**

4.2.1 Evidence has been gathered from a number of sources, including academic research papers, Government policies, statistical bulletins and local data.

4.2.2 The evidence has been used to, firstly, determine the level of relevance the proposal has to the protected groups covered by the equality duty and, secondly, explore the potential impacts of the proposal further, having due regard to the need to promote equality and minimise any possible adverse impacts.

4.2.3 In line with feedback from consultation, and other evidence gathered, the following assessment has been taken:

Will the proposed preferred option impact on protected groups covered by the general duty?¹

Protected Group	Could this proposal impact on this group differently from others in RCT?	Could this proposal promote equal opportunities for this group?	Is the potential impact positive / negative?
<i>Age</i>	Yes	Yes	Positive & Negative
<i>Disability</i>	Yes	Yes	Positive & Negative
<i>Gender assignment</i>	No	No	N/A
<i>Marriage / civil partnership</i>	No	No	N/A
<i>Pregnancy / maternity</i>	Yes	No	Negative
<i>Race</i>	Yes	No	Positive
<i>Religion / belief</i>	No	No	N/A
<i>Sexual orientation</i>	No	No	N/A
<i>Sex (gender)</i>	Yes	No	Negative

¹ (Section 149 of the Equality Act 2010)

5. What potential impacts will the proposed preferred option have on protected groups covered by the general duty?

5.1 Protected Group: Age

- 5.1.1 The equality duty covers the protected characteristic of age, which refers to a person having a particular age (for example, 32 year olds) or being within an age group (for example, 18-30 year olds). This includes all ages, including children and young people.
- 5.1.2 This service is aimed at children and young people between the ages of 11-25 years old, therefore, they are primarily the group that will be affected by the proposed preferred option. This group is likely to be impacted both positively and negatively, in a number of ways.
- 5.1.3 Firstly, the proposed preferred option takes into account the Welsh Government's new strategy, which was recently out to consultation.² The strategy calls for a stronger alignment between youth service delivery and priorities for education and more focus on the outcomes of youth work. The proposed preferred option is that youth provision will be based around the 17 secondary school hubs, therefore, increasing the contact between the youth service, young people and educational settings. This could have the positive impact of improving educational attainment in Rhondda Cynon Taf.
- 5.1.4 Some consultation responses have agreed that basing youth provision around schools is a better use of facilities and streamlines the services, preventing duplication and attracting a wider range of children and young people.
- 5.1.5 Furthermore, amalgamation of the functions of Detached (Street Based) Youth Workers, Youth Club staff, Accreditation Workers, E3+ co-ordinators into one team to deliver School and Community Youth Work, will enable a targeted approach for vulnerable groups of young people, offering relevant positive activities (under the e3+ brand). This model will also be focussed around secondary schools and educational priorities, which has the potential of improving school attendance, general behaviour and rates of school exclusions significantly.
- 5.1.6 The 2013 *Viewpoint: Extending Entitlement* survey found that the most common response to the question "Is there anything else you think we should consider, to make life better for young people?" (qu72) was around the provision of activities, including specific mentions to 'getting young people off the streets' or stopping them causing trouble. This demonstrates that young people feel a more equitable approach is needed.
- 5.1.7 Secondly, the proposed preferred service is more equitable for children and young people living in the County Borough. Currently, youth provision is not geographically spread across the area, meaning that there is much more provision in some areas than in others.

² Welsh Government (2013) Consultation document: ["A vision for a new national youth work strategy for Wales 2013-18"](#) Welsh Government.

- 5.1.8 The 2013 *Viewpoint: Extending Entitlement* survey found that of the 6,751 children and young people that responded to a question on what stops them from doing the activities they want to do, 7% said “There’s nothing for my age group”.
- 5.1.9 Under the proposed preferred option, the service for each locality will be tailored to the needs of children and young people in the area, aligned with what the young people say they want and need. A refresh of this will promote equality across the age group affected.
- 5.1.10 In order to make savings, the proposed option is based on more targeted support and a reduced universal offer. Positively, by using the ‘vulnerability profiling’ of children and young people, it can be assessed where individuals are likely to disengage or may need additional support. This method will reach some children and young people who have never engaged in youth provision before and may be largely disengaged from other statutory services. It will take into account factors such as housing issues, looked after children, children on the child protection register, young parents, low attendance.
- 5.1.11 This, again, is in order to improve the outcomes of children and young people most at risk of disengaging from education, training and employment, with the desired effect being: improved attendance, attainment and outcomes overall for children and young people in the area.
- 5.1.12 In targeting more youth provision, there is likely to be a decline in universal provision (open access, available to all 11-25 year olds). For example, under the proposed preferred option, there will be fewer nights on offer provided by youth clubs (depending on the needs of the area).
- 5.1.13 However, the proposed model of service provision is based on services being delivered 52 weeks of the year, compared to the current model only being delivered during term-time. The ‘Viewpoint’ survey found that 54% of children and young people consulted thought there wasn’t enough available in their area to do during the school holidays.³
- 5.1.14 Furthermore, the targeting of some services and a change in budget allocated to E3 is likely to have an adverse impact on this age group, as young people will have less opportunities to access the breadth of activities available and fewer courses will be available universally.
- 5.1.15 A theme that has emerged from consultation to date is that more young people (including those who are vulnerable) will be ‘hanging around on street corners’, due to the reduced provision, causing anti-social behaviour. The reduction in universal provision, and the fact that youth Detached (Street based) Youth Workers will be amalgamated with other roles, could have the negative impact of youth annoyance, which would affect the wider community negatively. This would also impact on the outcomes of children and young people involved and serve to re-enforce the stereotype that young people are the main offenders of anti-social behaviour.⁴

³ RCT *Viewpoint: Extending Entitlement* survey (2013).

⁴ See, for example, Scottish Social Attitudes Survey (2009) Local Issue: Part 7; *British Youth Council Manifesto (2012-14)* British Youth Council.

- 5.1.16 The proposal will, however, lead to more full-time staff working on the ‘front-line’, and, therefore, working with young people in their communities.
- 5.1.17 A recurrent theme of the consultation undertaken to date is around transport. For some young people, aged 11-25 years old, moving youth clubs to the nearest secondary school hub will mean that provision will be less local and not as widespread as the current service. This may have a negative impact in that young people will stop attending, due to being unable to travel to their nearest youth club. However, likewise, some young people will be nearer provision and may feel more able to attend.
- 5.1.18 Furthermore, in order to ensure the service is sustainable, the proposed preferred option would remove transport linked to E3.
- 5.1.19 Transport issues particularly impact on this group, as many of them are too young to drive, there are concerns that they are vulnerable to be walking alone in the evenings and car ownership, generally, in Rhondda Cynon Taf is relatively low (27% of households do not own a car or van).⁵
- 5.1.20 Some consultation responses have referred to safety issues around transport e.g. young people walking alone from youth provision could pose a risk to their personal safety.
- 5.1.21 The relocation of provision has also been a recurring theme of the consultation, in terms of young people who are less engaged in education preferring if provision stayed separate to the location of secondary school hubs. This could have a negative impact on those young people less likely to engage in education, as they will be less inclined to attend a school setting to participate in youth provision.

5.2 **Protected Group: Disability**

- 5.2.1 In terms of the protected characteristic of disability, Option 1d has both positive and negative impacts.
- 5.2.2 The proposed option is based on more targeted support and a reduced universal offer. Positively, by using the ‘vulnerability profiling’ of children and young people, it can be assessed where individuals are likely to disengage or may need additional support. This method will identify children and young people with Special Educational Needs (SEN) and those who are affected by other factors, such as young people with offending behaviour, young parents, young carers⁶, travellers. This method will, therefore, reach some children and young people who have never engaged in youth provision before, reduce the stigma they may have felt in universal provision and reach those who are largely disengaged from other statutory services.

⁵ National Statistics: statistical bulletin 100/2013 “People and Licensing and Vehicle Ownership, 2012” (Census data 2011) <http://wales.gov.uk/docs/statistics/2013/131022-people-vehicle-licensing-vehicle-ownership-2012-en.pdf>

⁶ The 2013 *Viewpoint: Extending Entitlement Survey* found that 3% of the children and young people who responded (6751) said that they needed “to be at home to look after family” when asked what was stopping them undertaking the activities they wanted to.

- 5.2.3 This method may identify additional learning needs or disabilities in some young people, with appropriate provision being targeted towards them as a result. This leads to more equality of opportunity for these individuals, who may have never participated before in such activities.
- 5.2.4 Under the proposed preferred option, the current commissioning of services to the voluntary sector from the Annual Youth Service Revenue Grant will remain. The historical small revenue grants programme, also awarded to voluntary sector organisations, will be withdrawn, due to there being no application process, audit or evidence required for these grants, which are based on historical practice.
- 5.2.5 This may have a negative impact on some children and young people with disabilities who have previously benefited from the small grants awarded to these organisations to help with running costs.
- 5.2.6 Figure 2 depicts the current community activities and adult education courses that are taking place in community education centres. Some of these are aimed at adults with disabilities and, therefore, the closure of these centres will mean that the groups will need to find alternative accommodation. This may impact negatively on some adults who attend these classes, as they will need to travel to a different location.
- 5.2.7 The cumulative impact of this option and another proposal within Phase 1 of the budget proposals will have an impact on this group, as libraries also provide adult education courses. The closure of some libraries and community education centres will mean alternative provision will need to be sought.

5.3 **Protected Group: Pregnancy / maternity**

- 5.3.1 Option 1d will impact negatively on this group due to the usage of the Community Education Centres.
- 5.3.2 There are three Community Education Centres that will be closed under the proposed preferred option. These centres are currently used for community activities, including a 'Mother & Toddler' group in Miskin Community Education Centre.
- 5.3.3 The closure of these centres would mean that pregnant women or those on maternity leave would be impacted due to a change in location of the group session.

5.4 **Protected Group: Race**

- 5.4.1 Evidence gathered in 1996 and 1999 led the Office for Standards in Education (Ofsted) to report that Gypsy and Traveller pupils have the lowest level of attainment of any ethnic minority group, describing these pupils as "the group most at risk in the education system."⁷
- 5.4.2 This research also found that there was an estimated 10,000 Gypsy and Traveller children of secondary school age that were not registered and did not attend school.⁸

⁷ Office for Standards in Education (1999). *"Raising the Attainment of Minority Ethnic Pupils: School and LEA Responses"*. London: Ofsted.

⁸ Office for Standards in Education (1996) *"The education of Travelling Children."* London: Ofsted.

5.4.3 In RCT there are relatively small numbers of Gypsy and Traveller children of secondary school age, according to local statistics. There could be various reasons for this, officers working in the field cite cultural differences and the fact that pupils' school careers tend to end at the primary stage.

5.4.4 Therefore, the proposed preferred option may have the positive impact of better identifying these children and young people through 'vulnerability profiling' and providing them with a way of engaging in school and other statutory services.

5.4.5 Some studies have identified that black and ethnic minority pupils face certain barriers to participating in youth provision.⁹ The proposed preferred option again provides an opportunity to look at the cultural and religious norms of children and young people living in a locality and better target provision towards these.

5.5 **Protected Group: Gender**

5.5.1 The proposal is likely to impact negatively on some women, as the community education centres have traditionally provided support through 'Mother & Toddler' groups. There is a risk of increased social isolation for this group if alternative provision is not found.

6. **In areas where a negative impact has been identified, are there ways in which the impact can be minimised or removed?**

6.1 In proposing the preferred option, Rhondda Cynon Taf Council has committed to the following principles to minimise the impact on the communities of Rhondda Cynon Taf:

- Services are as equitable as possible across Rhondda Cynon Taf;
- Proposals will result in a reasonable level of service remaining in place;
- Services will remain sustainable over the medium term (3 to 5 years);
- Services will, as far as possible, be generally better or as good as the rest of Wales;
- Services will continue to meet our statutory obligations.

6.2 The proposed preferred option continues to meet statutory obligations and adheres to the new Welsh Government Strategy (2013)² which calls for more alignment between youth service delivery with priorities of education and the delivery of more targeted, specialist support services.

6.3 Option 1d also promotes an equitable service model across Rhondda Cynon Taf. Geographic coverage of provision will be more equal as a result of basing the services on the 17 school hubs.

6.4 In areas where accessing youth provision is particularly difficult, a small amount of funding will be available to dedicate to 'outreach' activity with those communities / groups of young people.

⁹ See, for example, Regional Youth Work and Save the Children (2003) "Review of youth work with black and minority ethnic young people in Newcastle upon Tyne" Newcastle upon Tyne County Council; and Perkins, D. et al. (2007),

- 6.5 Although universal provision will be reduced, which will impact negatively on some 11-25 year olds, the targeting of services will promote equality of opportunity, as groups that previously have not accessed youth services will be identified and activities will be targeted to improve their outcomes. Furthermore, the level of provision provided will continue to meet our statutory obligations.
- 6.6 Targeting service provision more towards children and young people, identified as vulnerable and who have previously disengaged from services, will also decrease the likelihood of anti-social behaviour out in the communities affected. The proposal will lead to more full-time staff working in the communities, and carrying out detached (street-based) functions of youth work.
- 6.7 If Option 1d is agreed, work will be undertaken with the local teams, the 12 English-medium school cluster locality partnerships, to work out the tailored provision for the area. The minimum offer for areas will be one night of youth club provision, two nights of street based-based youth work and e3+ activities every night after school”.
- 6.8 However, the level of provision will be determined by the needs of the area, including taking into account the provision already provided through organisations such as Communities First. This will mitigate the negative impact of reducing universal provision, by providing a more equitable service model across the County Borough.
- 6.9 The cluster locality partnerships will also monitor the impact of the proposed preferred option, alongside the Council service, if it is agreed, and use this to amend / tailor activity for the children and young people of the area.
- 6.9.1 A negative impact has been identified through consultation that moving youth clubs to the nearest secondary school hub will mean that provision will be less local and not as widespread as the current service. In order to ensure the service is sustainable, the proposed preferred option would remove transport linked to E3. This may have a negative impact in that young people will stop attending, due to being unable to travel to their nearest youth club. However, likewise, this may mean that some young people who have been unable to access provision previously due to location are now able to attend.
- 6.9.2 A way of minimising this impact is that more activities will be delivered in the community and therefore, will be more equitable in terms of access for all.
- 6.10 A possible reduction in universal provision has been identified as having a negative impact on 11-25 year olds, particularly those with disabilities or who are disengaged. In line with a more local approach to determining the needs of the area, the Annual Youth Service Revenue Grant awarded to the voluntary sector will be reviewed, to ensure that the impact of reducing services can be minimised. The services provided by the voluntary sector will aim to fill gaps in provision.
- 6.11 A potential negative impact was also identified for those groups that currently use the Community Education Centres for adult learning and community activities. This may impact negatively on the protected group of pregnancy / maternity and disability, as they will be required to travel to a different location for the activities.

- 6.12 In minimising the impact, groups will be supported in finding appropriate nearby accommodation to suit the needs of their service-users. Appropriate information will also be supplied to groups to ensure they are aware of the changes.
- 6.13 Some community groups may see an opportunity to continue using the Community Education Centres, which could mitigate the impact of closures. The option of running a centre that is potentially due to close is available to community groups. Advice and support is available from both the Council and Interlink (the County Voluntary Council (CVC) for Rhondda Cynon Taf) for any groups interested. The opportunity does exist to transfer assets, provided there are robust and sustainable Business Plans in place. This could include continuing to run the Community Education Centre (potentially making it more suited towards the community within which it is situated), offering space and facilities to training providers and offering space to community groups.

7. In areas where a positive impact has been identified, in what ways can this be used to promote equality?

- 7.1 The adoption of the Welsh Government consultation document² and the option outlined as the preferred way forward will be focussed around secondary schools and educational priorities, which has the potential of improving school attendance, general behaviour and rates of school exclusions significantly.
- 7.2 Similarly, the potential to amalgamate the functions of Detached (Street Based) Youth Workers, Youth Club staff, Accreditation Workers, E3+ co-ordinators into one team to deliver School and Community Youth Work, will enable a targeted approach for vulnerable groups of young people.
- 7.3 This will promote equality in terms of groups that have traditionally been more disadvantaged in terms of educational attainment and attendance, due to disengagement with school and education.
- 7.4 A refresh of the provision on a locality partnership basis will also promote equality between age groups within the 11-25 age bracket, as partnerships will be encouraged to think of provision suitable to all ages.
- 7.5 By targeting provision based on 'vulnerability profiling', equality is promoted across all children and young people, regardless of whether they have more complex lives, disabilities and / or live in poverty.
- 7.6 The proposed preferred option suggests a model of service provision that is based on the 17 secondary school hubs, which will promote equality of access, as much of the current provision is clustered around certain localities.
- 7.7 In terms of those who are identified as being disabled or having SEN, the more targeted support could be used to promote equality in that less stigma will be attached to these children and young people undertaking activities that would normally be delivered universally. The targeted provision will allow for staff to support these groups more intensively in activities they might find more challenging.

7.8 Likewise, groups that are traditionally disengaged from universal provision, such as ethnic minorities, gypsy and travellers may feel more able to attend targeted provision, as this could be tailored to ensure it adheres to cultural and religious norms.

8. Conclusion

8.1 In line with the General Equality Duty (section 149 of the Equality Act 2010), this Equality Impact Assessment has:

- Assessed specific differential impacts that have been identified for each of the protected characteristics;
- Stated where actions can be considered to minimise or remove any potential negative impacts relating to the proposals;
- Provided opportunities, where applicable, to advance equality and good relations between different groups.

8.2 As such, this Equality Impact Assessment has provided sufficient evidence to demonstrate that due regard has been given to the 'duty' placed on the Council in this respect and that there are no grounds based on equality considerations that prevent the consideration of service change proposals in respect of the provision of Youth Services and E3.

8.3 If a decision is taken to implement some or all of the options put forward within the proposal, implementation arrangements will need to have full regard to equality planning requirements, thus ensuring every effort is made to minimise any negative impacts and promote equality.



RHONDDA CYNON TAF COUNCIL EQUALITY IMPACT ASSESSMENT

Phase 1: Service Change Proposals

Proposal 5: Provision of Community
Day Centres

8th January 2014

Equality Impact Assessment

Phase 1: Service Change Proposals Proposal 5: Provision of Community Day Centres

1. Purpose of the Initiative

- 1.1 The projection of the Council's revenue budget position for the period from the current financial year of 2013/14 to 2017/18 highlights an estimated budget gap of £70M, with a funding shortfall of approximately £19.6M for the next financial year.
- 1.2 The Council has a statutory obligation to set its annual budget and, therefore, a series of proposals have been presented to Cabinet, given the need to address the budget gap. Phase 1 is the first tranche of these proposals, containing five options for service change in order to make savings.
- 1.3 Notwithstanding the anticipated funding reductions, the Council remains committed to its promise to continue to deliver better public services, stronger communities and social justice. Above all, the Council strives to make Rhondda Cynon Taf a safer, healthier and more prosperous place to live, work and learn.
- 1.4 The economic climate, however, means the Council must deliver this commitment within the context of reduced available funding and in order to assist in ensuring available resources and services are prioritised, any service change / service reduction or alternate service delivery proposals will be tested against the following guiding principles:
 - Services are as equitable as possible across Rhondda Cynon Taf;
 - Proposals will result in a reasonable level of service remaining in place;
 - Services will remain sustainable over the medium term (3 to 5 years);
 - Services will, as far as possible, be generally better or as good as the rest of Wales;
 - Services will continue to meet our statutory obligations.

2. The General Duty

- 2.1 Under the Equality Duty (section 149 of the Equality Act 2010), public authorities must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

3. Proposal 5: Provision of Community Day Centres

- 3.1 The Council operates 19 open access community day centres across the County Borough. The centres provide a chance for people aged 50 years old and over, regardless of their financial position or health, to socialise and have a hot subsidised meal. There is no statutory basis to the service.
- 3.2 *Meals Service:* The service, on average, provides 392 hot meals per day across the 19 day centres, although levels per day centre varies considerably from just 3 hot meals, on average, per day at Wesley (Ferndale) to 77 hot meals at St. Mair's (Aberdare).
- 3.3 The majority of the day centres cook on site, whereas some still have meals transported in, which impacts on the demand for meals, namely:
- Wesley (Ferndale)
 - Llewellyn (Pentre)
 - Combine House (Tonypanyd)
 - Rhydyfelin
- 3.4 Four of the day centres share kitchen facilities with the Community Meals Service, namely:
- St George's (Tonyrefail)
 - Mountain Ash
 - Pontypridd
 - St Mairs (Aberdare)
- 3.5 The majority of day centres are open and staffed all day, 5 days a week; with those in the Rhondda and Cynon Valley also open on a Saturday.
- 3.6 A number of the day centres are in a poor condition. The fabric of Pontypridd Day Centre is very poor, as is St Georges (Tonyrefail), Edith May Evans (Ynyshir), Combine House (Tonypanyd) and Llewellyn (Pentre). Estimated backlog maintenance costs for the Council owned day centres is approximately £1.4M plus much of the kitchen equipment is nearing the end of its useful life. The consultation responses suggest that many feel the current facilities are unacceptable.
- 3.7 *Community facilities:* A limited range of activities, such as bingo, card games, exercise and entertainment are provided in some day centres. Some activities are not daily, weekly or monthly. Some day centres are also used by social groups to hold their meetings; which tend to be weekly or monthly arrangements.
- 3.8 A number of day centres are now also being used by adult social care provider services, along with other care and support agencies to provide their community based services.
- 3.9 A number of options were considered for amending the service provision, which included closing all centres and / or increasing charges.
- 3.10 The proposed preferred option is option 4b, "Align future service provision based on a geographical spread, reducing service delivery from 19 centres to 9 using existing day centres"; plus option 5, "Discontinue Saturday opening in Rhondda and Cynon Valley Centres", and option 6 "Reduce opening hours".

3.11 The current cost of the service is just over £1.1M net. The proposed preferred option has the potential to deliver savings of £640K per year.

3.12 Figure 1 shows the proposed centres to be retained and closed.

Figure 1

Day Centre	Proposal	Nearest alternative	Distance
Alec Jones (Porth)	Open		
Dai Davies (Cymmer)	Close	Alec Jones	1.3 miles
Edith May (Ynyshir)	Close	Alec Jones	1.6 miles
Teifi House (Maerdy)	Open		
Wesley (Ferndale)	Close	Teifi House	2 miles
Brynnar Jones (Gelli)	Open		
Noddfa (Treorchy)	Close	Brynnar Jones	1.9 miles
Llewellyn (Pentre)	Close	Brynnar Jones	1.0 miles
Nazareth House (Williamstown)	Open		
Combine House (Tonypandy)	Close	Nazareth House	1.0 miles
Dan Murphy (Trealaw)	Close	Nazareth House	1.5 miles
St. Mair's (Aberdare)	Open		
Mountain Ash	Open		
Pontypridd	Open		
Rhydyfelin	Close	Pontypridd	2.6 miles
Beddau	Close	Pontypridd	3.8 miles
St George's (Tonyrefail)	Open		
Pontyclun	Open		
Gilfach Goch	Close	St George's	2.8 miles

3.13 For those day centres put forward to close in the Rhondda, there would be a retained centre no further than 2 miles away; and within Taf Ely, a retained day centre would be no more than 3.8 miles away. Based on current usage the proposed retained day centres would be capable of responding to any potential increase in service users travelling from the centres put forward to close.

3.14 The option of providing transport for existing service users impacted by the closures was considered, but this was deemed cost prohibitive. Most service-users access the current service on foot, by car or by public transport (see point 5.1.13).

3.15 *Opening Arrangements:* Day centres are open through the day from Monday to Saturday in the Rhondda and Cynon Valleys, and from Monday to Friday in Taf Ely. Take up of meals and use of facilities is generally much lower on the weekend, as evidenced by the reduced income levels generated by each day centre, shown in Figure 2.

Figure 2

Day Centre	% Weekend Income Reduction
Alec Jones	21.5%
Dai Davies	31.0%
Edith May	33.0%
Wesley	4.3%
Teifi House	78.6%
Brynnar Jones	52.3%
Noddfa	N/a subsidy provided to LHB
Llewellyn	74.3%
Nazareth House	29.5%
Combine House	38.0%
Dan Murphy	39.8%
St Mair's	38.1%
Mountain Ash	21.3%
Total	39.3%

- 3.16 The majority of day centres are open between 9.30am and 5pm over five, or six, days depending on geographical area, although some variation in opening hours remains.
- 3.17 The proposed preferred option states that the opening hours for all day centres is standardised at 10am until 4pm, Monday to Friday.
- 3.18 This equality impact assessment considers the potential impact on protected groups of the proposed preferred options - Options 4b, 5 and 6.

4. What evidence is there to suggest the potential impact of the proposed preferred option on protected groups?

4.1 Consultation & Engagement

- 4.1.1 A public consultation was carried out on the Phase 1 proposals, formally beginning on the 4th November 2013 and ending on the 2nd December, 2013. (Responses received from the announcement of the service changes on the 14th October, before the consultation period officially started on the 4th November, were also included in the analysis of results.)
- 4.1.2 A separate consultation report on the outcomes of the consultation has been produced.
- 4.1.3 Users of day centres, and carers, were also written to in advance of the public consultation to engage early with these service-users on the proposed changes.
- 4.1.4 A number of groups were held in the day centres for individuals with learning disabilities who use the centres. These sessions were to provide information and reassurance of continued support from the Council, and to receive their views on the service change proposals.

4.1.5 The main themes arising from the responses on Proposal 5 (specifically on the provision of Day Centres) were:

- Concern that the service proposals will have an impact on the vulnerable members of the community;
- Impact of closures on social interaction and promoting independence for older people;
- Transportation issues in travelling to day centres proposed for retention.

4.1.6 Other themes arising from the consultation were:

- Combining day centres with other community facilities;
- Potential increase in 'Meals on Wheels' service;
- Praise for the current service;
- Impact on community groups that use the centres; and
- Potential impact on those in deprived areas.

4.1.7 These themes have been taken into account in preparing this Equality Impact Assessment.

4.1.8 With specific reference to the potential negative impacts on protected groups, the consultation asked respondents if they felt that the proposals would have more of an impact upon them because of a protected characteristic. The following responses were received:

	1) School Admission Arrangements	2) Meals on Wheels	3) Libraries	4) Youth and E3 Provision	5) Day Centres
Your Gender	348	78	246	81	92
Your Age	459	230	476	170	253
Your Ethnicity	105	27	83	43	41
Your Disability	101	131	220	57	122
Your Sexuality	69	22	65	37	26
Your Religion	91	23	66	39	26
Your Gender Identity	75	22	64	33	27
Your Marital status	213	37	81	37	35
Your Pregnancy	154	20	58	41	20
Your Language	195	24	122	46	32

4.1.9 It should be noted that only 8% of respondents to the consultation questionnaire were service-users. The most popular reason to use day centres was to socialise (75% of responses chose this option).

4.2 **Other evidence gathered**

4.2.1 Evidence has been gathered from a number of sources, including academic research papers, Government policies, statistical bulletins and local data.

4.2.2 The evidence has been used to, firstly, determine the level of relevance the proposal has to the protected groups covered by the equality duty and, secondly, explore the potential impacts of the proposal further, having due regard to the need to promote equality and minimise any possible adverse impacts.

4.2.3 In line with feedback from consultation, and other evidence gathered, the following assessment has been taken:

Will the proposed preferred option impact on protected groups covered by the general duty?¹

Protected Group	Could this proposal impact on this group differently from others in RCT?	Could this proposal promote equal opportunities for this group?	Is the potential impact positive / negative?
<i>Age</i>	Yes	Yes	Positive & Negative
<i>Disability</i>	Yes	Yes	Positive & Negative
<i>Gender assignment</i>	No	No	N/A
<i>Marriage / civil partnership</i>	No	No	N/A
<i>Pregnancy / maternity</i>	No	No	N/A
<i>Race</i>	No	No	N/A
<i>Religion / belief</i>	No	No	N/A
<i>Sexual orientation</i>	No	No	N/A
<i>Sex (gender)</i>	No	No	N/A

4.2.4 Section 5 outlines the potential impacts the proposal will have on protected groups covered by the general duty, using evidence gathered through engagement, consultation and research.

¹ (Section 149 of the Equality Act 2010)

5. What potential impacts will the proposed preferred option have on protected groups covered by the general duty?

5.1 Protected Group: Age

5.1.1 The community day centres are available for those residents over the age of 50 years old to use, and therefore, this age group is likely to be impacted most adversely by the proposed preferred option.

5.1.2 The data in Figure 3 shows average footfall of day centres in July 2013.

Notes on Figure 3:

- Figures are based on a manual headcount during the day by Day Centre staff, and have not been validated.
- Average numbers present at day centre during the month of **July 2013**.
- Includes Saturdays (where day centres are open).
- Average user numbers are for the standard opening times for each centre, which do not include evening numbers at Teifi House and St Mair's 4.
- Numbers are not unique individuals (if one person attends for a full day then they will be counted in each timeslot).
- July numbers appear to be representative of wider full year usage (average meal numbers per day for July are within 4% of average full year meal numbers).

Figure 3

Day Centre	Opening Times	Average Footfall During July 2013						July 2013		
		9am – 10am	10am – 12pm	12pm – 2pm	2pm – 5pm	5pm – 9pm	Notes	Average Meal Numbers	Average User Number Per Hour Open	Average Day Centre Users Per Hour Open (excluding meals)
Alec Jones, Porth	9:30am - 5pm	11.9	21.4	37.5	23.1	-		37	12.5	7.6
Brynnar Jones, Gelli	9:30am - 5pm	11.4	17.5	30.8	13.6	-		25	9.8	6.4
Combine House, Tonypanyd	9am - 3:30pm	2	4.5	8.5	5	-		6	3.1	2.2
Dai Davies, Cymmer	10am - 3:30pm	-	-	18	-	-		18	3.3	-
Dan Murphy, Trealaw	9:30am - 5pm	1.3	2.4	20.9	2.1	-		21	3.6	0.8
Edith May Evans, Ynysshir	9:30am - 5pm	2.5	6.8	20.1	7.1	-		20	4.9	2.2
Llewellyn, Pentre	9:30am - 5pm	-	1.4	12	12.4	-		12	3.4	1.8
Nazareth House, Williamstown	9:30am - 5pm	-	13.4	19	6.2	-		19	5.1	2.6
Noddfa, Treorchy	9:30am - 5pm	-	5	9	-	-		9	1.9	0.7
Teifi House, Maerdy ⁴	9:30am - 5pm	4.7	10	9.3	5.8	12.5	5-9pm Monday to Wednesday only	9	4.0	2.8
Wesley House, Femdale	9:30am - 5pm	0.4	8.1	13.3	10.1	-		2	4.3	4.0
Mountain Ash	9:30am - 5pm	12.6	13	20.4	16.3	-		19	8.3	5.8
St Mair's, Aberdare ⁴	9:30am - 5pm	5	17.9	69.1	20.6	18.8	5-9pm Tuesdays only	72	15.0	5.4
Beddau	9:30am - 5pm	-	2.3	11.6	3.9	-		12	2.4	0.8
Gilfach Goch	10am - 5pm	1.3	7.3	30.6	8.9	-		30	6.9	2.6
Pontyclun	10am - 5pm	-	1.9	24.2	0.5	-		24	3.8	0.4
Pontypridd	9am - 5pm	0.8	2.5	19.5	5.9	-		19	3.6	1.2
Rhydyfelin	12pm - 3pm	-	-	8	-	-		8	2.7	-
St George's, Tonyrefail	9am - 5pm	-	-	16.1	-	-		16	2.0	-

- 5.1.3 The 2011 Census figures for Rhondda Cynon Taf showed that 40,100 people were over the age of 65 years old living in the County Borough. This was an increase in 6.28% since 2001. The number of people over the age of 85 years old is also increasing, and predicted to double from around 2% to 4-5% by 2033.² An aging population should indicate an increased demand for the service, but levels of usage have been declining overall in recent years.
- 5.1.4 Nevertheless, the day centres seek to support people in communities by providing a social setting and subsidised hot meal, which could contribute to clients being more able to live independently, in their own homes and communities, for longer.
- 5.1.5 However, footfall figures (Figure 3) would suggest that only a relatively small proportion of the older people's population access day centres, with a decline in usage observed over recent years.
- 5.1.6 The proposed preferred option will also promote equality for the clients affected, as there will be equity of provision across the County Borough and standard opening hours in every retained day centre.
- 5.1.7 A survey of clients in October and November 2011 identified that:
- 66% of respondents said their main reason for the day centre was to meet friends / socialise.
 - The second main reason was to have lunch (46% of respondents).
 - 24% said they have lunch in the day centre five days a week or more.
- 5.1.8 The day centres, therefore, provide their users with an opportunity to meet and interact with friends. The age group affected are more likely to be socially isolated; and closure of some centres may mean that people will be less likely to attend a setting at all. Many studies have linked social isolation to physical health.³ There is, therefore, a risk that the most vulnerable of this client group could feel increased social isolation and put pressure on other health and care services.
- 5.1.9 Some consultation respondents have linked the proposed closure of some libraries to the closure of day centres, as those elderly or disabled people who use both facilities to interact with others may be more affected than others due to Phase 1 proposals. Information on those who use both library services and day centres, however, is unavailable.
- 5.1.10 Many service-users also attend day centres to buy the subsidised meal. As this client group is more likely to be frail, they may find it difficult to shop for food themselves or be at risk of injury in preparing and cooking their own food. The hot meal they receive through the day centres may be the only full meal that they eat all day. Closure of some centres will, therefore, impact on these users negatively.
- 5.1.11 The proposed closure of some day centres, and the change in opening times to a Monday to Friday service, could put increased pressure on families and carers, as some may rely on the day centre to give them some respite from caring responsibilities.

² Public Health Observatory data.

³ See, for example, Walker, D. (1991); Cacioppo, J. & Hawkey, L. (2003).

- 5.1.12 The Census (2011) showing that 24% of women and 17% of men aged 50-64 years old are now providing unpaid care. Some clients are more likely to need assistance from carers and family members to travel to a different day centre, or on the weekends, if the proposed closure of day centres on a Saturday is agreed.
- 5.1.13 The closure of day centres on a Saturday means that existing service-users (approx. 300 people) will need to find alternative provision, on that day, across Rhondda Cynon Taf.
- 5.1.14 This may also impact on older people who receive the 'Meals on Wheels' (Community Meals) service. Under the Phase 1 proposals, meals will no longer be delivered to people on a Saturday or Sunday. Instead, they will receive a hot meal (for Friday) and two chilled meals for Saturday and Sunday, should they wish. This has implications for the levels of isolation experienced by the people affected, as both service proposals involve a decrease in social interaction over the weekend.
- 5.1.15 Although the proposed preferred option sets out reducing opening times by an average of 1.5 hours per day, this should have minimum disruption on service-users, as clients tend to attend during the middle of the day (see Figure 3).
- 5.1.16 As set out in the consultation document, the proposed preferred option is around moving to a more equitable geographic spread. However, this does mean that some service-users will have slightly more travel time to reach their nearest day centre, as shown by Figure 1. The survey carried out in 2011 showed that the most common way of getting to the day centre was by walking (35%) but this was followed closely by driving (32%) and then by public transport (22%).
- 5.1.17 Although many people reported driving to their nearest day centre, the level of car ownership is relatively low in Rhondda Cynon Taf (27% of households do not own a car or van)⁴. Therefore, the proposed preferred option may mean that some clients will find it difficult in future to travel to their nearest day centre, unless they can walk or use public transport. Furthermore, if more clients need to drive or get a bus / train / taxi, rather than walk, this will have an impact on the physical activity levels of the client group.
- 5.1.18 There are a small number of groups, services and activities running currently at the day centres. The majority of these are aimed at the client group of those over the age of 50 years old e.g. Social Services user group; bingo; Age Concern nail cutting. Therefore, the closure of some day centres will mean that these groups and services will either need to relocate to a retained day centre or will need to find alternative accommodation. It may impact negatively on the client group concerned, as they may need to find alternative provision for certain activities or travel to a different location.

⁴ National Statistics: statistical bulletin 100/2013 "People and Licensing and Vehicle Ownership, 2012" (Census data 2011) <http://wales.gov.uk/docs/statistics/2013/131022-people-vehicle-licensing-vehicle-ownership-2012-en.pdf>

5.2 **Protected Group: Disability**

- 5.2.1 Some day centres are used to deliver daytime opportunities for adults (18+) with a learning disability. Many of the service users attend 5 days a week, and have individual timetables of activities which include attending community events and activities – e.g. local gyms, trips. Speakers and courses within each base are also often arranged for service-users.
- 5.2.2 The potential closure of some centres could mean disruption for these service-users while alternative venues are being identified and some community links could be lost.
- 5.2.3 Other service users may have physical disabilities and the re-location of some services may not be as accessible to them e.g. due to transport issues or access issues.
- 5.2.4 Alternative bases will, therefore, need to be suitable for people with both physical and learning disabilities. Bases can be difficult to identify as they need to be accessible, have suitable bathroom facilities, and quiet areas where individuals are able to take some service users to “de-escalate” should their behaviours warrant a quiet area.
- 5.2.5 Older users are more likely to have sensory impairments such as loss of sight and / or hearing. For these service-users, and others with a disability, they may feel that alternative provision will not be suitable for them and stop attending day centres. This could have the resulting impact of increased social isolation and a decrease in physical activity.

6. **In areas where a negative impact has been identified, are there ways in which the impact can be minimised or removed?**

- 6.1 In proposing the preferred option, Rhondda Cynon Taf Council has committed to the following principles to minimise the impact on the communities of Rhondda Cynon Taf:
- Services are as equitable as possible across Rhondda Cynon Taf;
 - Proposals will result in a reasonable level of service remaining in place;
 - Services will remain sustainable over the medium term (3 to 5 years);
 - Services will, as far as possible, be generally better or as good as the rest of Wales;
 - Services will continue to meet our statutory obligations.
- 6.2 The proposed preferred option continues to be above the statutory obligations of the Council, as well as being as good as the rest of Wales. The neighbouring local authorities to Rhondda Cynon Taf no longer directly provide community day services similar to those provided in the County Borough. The majority of other authorities provide luncheon clubs or community cafes that are usually provided through the voluntary sector and community organisations. Few of these are open five days a week.

6.11 Transfer of day centres to community groups could be an opportunity in some areas to mitigate the impact of closures. The option of running a day centre that is potentially due to close is available to community groups. Advice and support is available from both the Council and Interlink (the County Voluntary Council (CVC) for Rhondda Cynon Taf) for any groups interested. The opportunity does exist to transfer assets, provided there are robust and sustainable Business Plans in place. This could include continuing to run the day centre (potentially making it more suited towards the community within which it is situated), offering space to community groups or it could include a different model of service delivery for this section of the population.

6.12 Although the closure of some day centres may impact negatively on certain users, there will still be nine day centres that remain open and these are less than 2 miles, on average, from existing day centres.

7. In areas where a positive impact has been identified, in what ways can this be used to promote equality?

7.1 Options 5 and 6 also generally promote equality in provision across the County Borough, as all day centres will be open at the same time.

7.2 The geographical spread of day centres ensures a more equitable provision across the County Borough.

8. Conclusion

8.1 In line with the General Equality Duty (section 149 of the Equality Act 2010), this Equality Impact Assessment has:

- Assessed specific differential impacts that have been identified for each of the protected characteristics;
- Stated where actions can be considered to minimise or remove any potential negative impacts relating to the proposals;
- Provided opportunities, where applicable, to advance equality and good relations between different groups.

8.2 As such, this Equality Impact Assessment has provided sufficient evidence to demonstrate that due regard has been given to the ‘duty’ placed on the Council in this respect and that there are no grounds based on equality considerations that prevent the consideration of service change proposals in respect of provision of day centre services.

8.3 If a decision is taken to implement some or all of the options put forward within the proposal, implementation arrangements will need to have full regard to equality planning requirements, thus ensuring every effort is made to minimise any negative impacts and promote equality.

Appendix B

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RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

RECORD OF DECISIONS OF THE EXECUTIVE

DECISION MADE BY: Cabinet DATE DECISION MADE: 8th January, 2014

Agenda Item 1

SUBJECT:

Medium Term Service Planning – Service Change Proposals
Phase 1

Cabinet Members Present County Borough Councillors:

P.Cannon (Chairman), R.Bevan, (Mrs.)A.Davies, M.Forey,
(Mrs.)E.Hanagan, C.Middle, A.Morgan, M.Webber and C.J.Willis

Apology for Absence County Borough Councillor:

A.Christopher

In Attendance County Borough Councillors:

T.Bates, J.Bonetto, S.Bradwick, A.Calvert, W.J.David, G.R.Davies,
P.Howe, J.Elliott, P.Griffiths, P.Jarman, (Mrs.)S.Jones, R.Lewis,
(Mrs.)C.Leyshon, B.Morgan, K.Morgan, I.Pearce, M.J.Powell,
K.Privett, S.Rees-Owen, A.Roberts, J.Rosser, G.Stacey, L.G.Walker,
(Mrs.)J.S.Ward, P.Wasley, M.J.Watts, M.Weaver, E.Webster,
D.Weeks, C.J.Williams and T.Williams,

Note: In the absence of the Chair, County Borough Councillor
A.Christopher the Vice-Chair, County Borough Councillor P.Cannon
took the Chair.

1. DECISION MADE:

Agreed –

1. In respect of **School Admission Arrangements** as detailed in paragraph 5 of the report at appendix 1 the proposal be amended as follows: -

That the implementation be delayed until September 2014 thereby not disrupting existing full-time attendance during the academic year and giving parents and carers more time to make any amended child care arrangements prior to the start of the September term. Also to provide full time education from the term after a child's fourth birthday rather than from the September after a child's fourth birthday as originally proposed.

This will produce savings in a full year of £3.7M.

2. In respect of the proposal relating to **Meals on Wheels** as detailed in paragraph 6 of the report at appendix 1 the proposal be adopted as detailed in the report.

This will produce savings in a full year of £0.3M

3. In respect of the proposal relating to the **Library Service** as detailed in paragraph 7 of the report at appendix 1 be amended as follows: -

To ensure a better geographical spread is achieved in respect of the Library Service in the Rhondda that Porth library be retained and that Tylorstown library be closed. This will provide better access to a library provision around the North of Taff-Ely, namely the Tonyrefail and Gilfach Goch areas.

With two facilities in and around the lower Pontypridd area there is limited access in the Western side of Taff-Ely. To address this, and to better cover Pontyclun, Llanharry, Llanharan and Brynna, it was decided that Pontyclun library be retained and Rhydyfelin library be closed.

It was therefore agreed that the following libraries be retained

In the Rhondda – Ferndale, Tonypandy, Treorchy and Porth
In Cynon Valley – Hirwaun, Aberdare, Mountain Ash and Abercynon
In Taff-Ely – Pontyclun, Pontypridd, Church Village and Llantrisant

This will produce savings in a full year of £0.8M

4. In respect of the proposal relating to **Youth and E3 Provision** as detailed in paragraph 8 of the report at appendix 1 be adopted as detailed in the report.

This will produce savings in a full year of £2.2M

5. In respect of the proposal relating to **Day Centres** as detailed in paragraph 9 of the report at appendix 1 be amended as follows: -

To retain Gilfach Goch Day Centre and close Pontyclun Day Centre as it was felt that there are a number of alternative services available to residents in Pontyclun which is not the case in Gilfach Goch

It was therefore agreed that the following Day Centres be retained

In the Rhondda – Porth, Maerdy, Gelli and Williamstown

In Cynon Valley – Aberdare and Mountain Ash

In Taff-Ely – Pontypridd, Tonyrefail and Gilfach Goch

This will produce savings in a full year of £0.6M

Note: Following the observations made by the Group Director, Corporate Services whilst presenting the report of the Corporate Management Team and the comments of the respective Cabinet Members, the following Members made comments on the proposals:-

- School Admission Arrangements – County Borough Councillors P.Jarman, M.J.Powell and L.G.Walker.
- Meals on Wheels Service – County Borough Councillors P.Jarman and M.J.Powell.
- Library Service – County Borough Councillors P.Jarman, S.Rees-Owen and M.J.Powell.
- Youth and E3 Provision – County Borough Councillors P.Jarman and M.J.Powell.
- Day Centres – County Borough Councillors P.Jarman and M.J.Powell.

2. REASON FOR THE DECISION BEING MADE:

- .The need to consider service change proposals required as part of the Council's medium Term Service Planning arrangement, specifically in the context of the need to reduce spend and enable the Council to fulfil its statutory responsibility and set a balanced budget from 2014/15 onwards. Together with the need for Cabinet Members to review and consider the results of the comprehensive consultation exercise that ended on the 2nd December, 2013 and the Equality Impact Assessments completed for each proposal.

3. CONSULTATION UNDERTAKEN PRIOR TO DECISION BEING MADE:

- Report to Cabinet – 21st October, 2013 resulting in a four week comprehensive consultation exercise ending on the 2nd December, 2013.

4. PERSONAL INTERESTS DECLARED:

- County Borough Councillor R.Bevan declared personal interests in two of the service change proposals – School Admission Arrangements and Meals on Wheels – “A member of my family will be affected by any decisions made”.
- County Borough Councillor E.Hanagan declared a personal interest – School Admission Arrangements – “Grandmother with children who will be affected.”
- County Borough Councillor M.Forey declared a personal interest - School Admission Arrangements – “My grandson will be affected directly by implementation of the proposals.”.
- County Borough Councillor M.Webber declared a personal interest – School Admission Arrangements “I have grandchildren that will be affected”

5. DISPENSATION TO SPEAK (AS GRANTED BY STANDARDS COMMITTEE):

N/A

6. (a) IS THE DECISION URGENT AND NOT TO BE THE SUBJECT OF ANY CALL-IN BY THE OVERVIEW AND SCRUTINY COMMITTEE:

YES NO ✓

Note: This decision will not come into force and may not be implemented until the expiry of 5 clear working days after its publication i.e. **Friday, 17th January, 2014** to enable it to be the subject to the Call-In Procedure in Rule 17.1 of the Overview and Scrutiny Procedure Rules.

6. (b) IF YES, REASONS WHY IN THE OPINION OF THE DECISION-MAKER THE DECISION IS URGENT:

N/A

6. (c) SIGNATURE OF MAYOR OR DEPUTY MAYOR OR HEAD OF PAID SERVICE CONFIRMING AGREEMENT THAT THE PROPOSED DECISION IS REASONABLE IN ALL THE CIRCUMSTANCES FOR IT BEING TREATED AS A MATTER OF URGENCY, IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULE 17.2:

N/A

.....
(Mayor)

.....
(Dated)



.....
(Proper Officer)

9th January, 2014

.....
(Dated)

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Appendix C

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17. Call-In

17.1 Rules

- (a) Where a decision is made by the Cabinet, an individual Member of the Cabinet or a Committee of the Cabinet or an Area Committee or under joint arrangements, the decision shall be published by the Proper Officer, including where possible by electronic means, and shall be available at the main offices of the Council normally within 2 clear working days of it being made. All Members of the Overview and Scrutiny Committee and Service Scrutiny Committees will be sent copies of the records of all such decisions within the same time scale, by the person responsible for publishing the decision.
- (b) That notice will bear the date on which it is published and will specify that the decision will come into force and may then be implemented, on the expiry of 5 clear working days after the publication of the decision, unless the Overview and Scrutiny Committee or Service Scrutiny Committees objects to it and calls it in for review.
- (c) During that period the Monitoring Officer shall call-in a decision for scrutiny by the Overview and Scrutiny Committee or Service Scrutiny Committee if so requested in the specified format by any 3 Scrutiny Members and, shall then notify the decision taker of the call-in. He/she shall convene a meeting of the Overview and Scrutiny Committee or relevant Service Scrutiny Committee on such a date as he/she may determine, where possible after consultation with the Chairman or Vice-Chairman of the Overview and Scrutiny Committee or relevant Service Scrutiny Committee, and in any case the meeting will be held within 5 clear working days of the decision to call-in (only in exceptional circumstances will the Chairman of the Overview and Scrutiny Committee or relevant Service Scrutiny Committee consider extending this time limit).
- (d) As soon as the Chair of the Overview and Scrutiny or Service Scrutiny Committee signs a call-in form he/she shall cease to be the Chair for all purposes for the duration of the call-in process. If this situation arises then for the purposes of these Overview and Scrutiny Procedure rules references to 'Chair' of the Overview and Scrutiny Committee or Service Scrutiny Committee should be read as a reference to the 'Vice-Chair' of that Overview and Scrutiny Committee or Service Scrutiny Committee.
- (e) If, having considered the decision, the Overview and Scrutiny Committee or relevant Service Scrutiny Committee is still concerned about it, then it may refer it back to the decision making body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred to the decision maker they shall then reconsider within a further 5 clear working days, amending the decision or not,

before adopting a final decision.

- (f) If following an objection to the decision, the Overview and Scrutiny Committee or relevant Service Scrutiny Committee does not meet within the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the Overview and Scrutiny Committee or relevant Service Scrutiny Committee meeting, or the expiry of that further 5 clear working day period, whichever is the earlier.
- (g) If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, the Council will refer any decisions to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole, or a Committee of it, a meeting will be convened to reconsider within 5 clear working days of the Council's request. Where the decision was made by an individual, the individual will reconsider within 5 clear working days of the Council's request.
- (h) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is earlier.
- (i) In order to ensure the call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:
 - (i) the Overview and Scrutiny Committee and each of the Service Scrutiny Committees may only call-in a total of 3 decisions per 2 month period;
 - (ii) any 3 Scrutiny Members (from at least 2 political groups) are needed for a decision to be called in;
 - (iii) once a Member has signed a request for call-in under paragraph 17 (call-in) above, he/she may not do so again until the period of 2 months has expired.
 - (iv) No Education Co-opted Members may report a decision be called in.
- (j) The Monitoring Officer may veto any request for call-in if it falls outside the remit of this scheme.
- (k) Save in exceptional circumstances all Members requesting a matter be called in must attend the meeting at which the matter

is being considered.

17.1A Reference to a 'clear working day' in these Overview and Scrutiny procedure rules is defined as the following:-

A complete period of 24 hours (excluding weekends and Bank Holidays), beginning and ending at midnight on the day in question.

Therefore, by way of example, for the purposes of these call-in rules it shall exclude the day on which the relevant Cabinet decision notice is published and the day on which the call-in meeting is held.

17.2 **Call-In and Urgency**

- (a) The call-in procedure set out above shall not apply where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or other public interests. The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Mayor must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Mayor and the Deputy Mayor's consent shall be required. In the absence of both, the Head of Paid Service or his/her nominee's consent should be required. Decisions taken as a matter of urgency must be reported at the next available meeting of the Council, together with the reasons for urgency.
- (b) The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

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Appendix D

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**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
OVERVIEW AND SCRUTINY PROCEDURE RULES – RULE 17**

SCRUTINY CALL IN FORM

THIS FORM MUST:

- (A) BE SIGNED BY AT LEAST THREE MEMBERS OF THE SCRUTINY COMMITTEE FROM AT LEAST TWO DIFFERENT POLITICAL GROUPS
- (B) BE DELIVERED TO PJ LUCAS, THE MONITORING OFFICER, THE PAVILIONS, CAMBRIAN PARK, CLYDACH VALE, CF40 2XX OR SENT BY FAX TO (01443) 424114 WITHIN THE TIMESCALE NOTIFIED WITHIN THE CONSTITUTION

DETAILS OF DECISION

Decision of Cabinet/Cabinet Member/Other (Please delete as appropriate)

Date of Publication of decision: *9th January 2014*

Subject of Decision: *School Admission Arrangements*

Decision Called in (Please quote from the record of decision)

*That the implementation be delayed until Sept 2014
Also to provide fulltime Education from the Term after
the child's fourth birthday rather than from the
September after a child's fourth birthday as originally proposed
Para 5 of report referring to parttime Education for 3 year olds*

Reason for calling in decision		
<i>The report considered by Cabinet failed to address factors relating to linguistic effects of this policy. There was no consultation with children. There was no consideration of the emotional effect of this policy on 3 year olds. There was no consideration of the wider economic effect on families</i>		
Names	Signature	Group
<i>CERNARD DAVIES</i>	<i>Cernard Davies</i>	<i>Plaid</i>
<i>GERALD DAVIES</i>	<i>Gerald Davies</i>	<i>Plaid</i>
<i>PAUL WASLEY</i>	<i>P Wasley</i>	<i>Independent</i>

Date: *15th January 2014*

For Office use only by the Monitoring Officer

Date & Time of Receipt: *5.00 PM 15/1/14* Officer Receiving: *PJ Lucas*

To be submitted to Scrutiny Committee.....

Decision of Scrutiny Committee.....