Complete Agenda

CABINET

GWYNEDD COUNCIL

DATE	Tuesday, 4th August, 2020
TIME	1.00 pm
LOCATION	Virtual Meeting
CONTACT POINT	Annes Siôn 01286 679490 cabinet@gwynedd.llyw.cymru

GWYNEDD COUNCIL CABINET MEMBERS

Members	
Dyfrig L. Siencyn	Leader
Dafydd Meurig	Deputy Leader, Cabinet Member for Adults, Health and Wellbeing
Craig ab Iago	Cabinet Member for Housing
Gareth Wyn Griffith	Cabinet Member for Environment
Nia Wyn Jeffreys	Cabinet Member for Corporate Support
Dilwyn Morgan	Cabinet Member for Children and Young People
Gareth Thomas	Cabinet Member for Economic Development and Community
Ioan Thomas	Cabinet Member for Finance
Catrin Elen Wager	Cabinet Member for Highways and Municipal
Cemlyn Rees Williams	Cabinet Member for Education

AGENDA

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THE CABINET TUESDAY, 16 JUNE 2020

Present:
Councillors: Dafydd Meurig, Craig ab Iago, Gareth Wyn Griffith, Nia Wyn Jeffreys, Dilwyn Morgan, Ioan Thomas, Catrin Elen Wager and Cemlyn Rees Williams and Cemlyn Williams

Also present:
Dilwyn Williams (Chief Executive), Morwena Edwards (Corporate Director), Iwan Evans (Head of Legal Services), Dafydd Edwards (Head of Finance Department), Ffion Madog Evans (Senior Finance Manager) and Annes Sion (Democracy Team Leader).

Items 6 – 8: Ffion Madog Evans (Senior Finance Manager)
Item 9: Emlyn Jones (Assistant Head, Gwynedd Consultancy)

1. APOLOGIES

The Cabinet Members and Officers were welcomed to the meeting.
Apologies were received from Cllr Dyfrig Siencyn and Cllr Gareth Thomas.

2. DECLARATION OF PERSONAL INTEREST

A declaration of personal interest was received from Cllr Ioan Thomas for item 8 as he was a trustee of Caernarfon Harbour. It was noted that the member would not be required to leave the meeting unless there would be a direct substantial discussion on the Harbour.

3. URGENT ITEMS

There were no urgent items.

4. MATTERS ARISING FROM OVERVIEW AND SCRUTINY

There were no matters arising from overview and scrutiny.

5. MINUTES OF THE MEETING HELD ON 19 AND 26 MAY 2020

The Chair signed the minutes of the meetings held on 16 and 26 May 2020, as a true record.

6. 2019/20 FINAL ACCOUNTS - REVENUE OUTTURN

Submitted by Cllr Ioan Thomas

DECISION

Resolved:

1.1 To note the final financial position of the Council's departments for 2019/20.

1.2 To approve the amounts to be carried forward (the "Revised Over/ (Under) Spend"

column of the summary), namely:

DEPARTMENT	£'000
Adults, Health and Well-being	0
Children and Families	100
Education	(96)
Economy and Community	67
Highways and Municipal	100
Environment	(100)
Gwynedd Consultancy	(11)
Housing and Property	83
Corporate Management Team and Legal	(50)
Finance	(70)
Corporate Support	(100)

1.3 To approve the following recommendations and virements (as outlined in Appendix 2) -

- The Children and Families Department to receive a one-off financial assistance of £3,259k to restrict the level of overspend that will be carried over by the Department to £100k, to support them to move on to face the challenges of 2020/21.
- The Highways and Municipal Department to receive a one-off financial assistance of £447k, which limits overspend that will be carried forward by the Department to 2020/21 to £100k, to support them to face the challenges of 2020/21.
- In accordance with the Financial Regulations, it is recommended that the usual practice is adhered to in order to allow the Environment Department to keep (£100k) of their underspend, and to move (£70k) which is the sum above (£100k), to be used to support the departments that have overspent in 2019/20.
- On Corporate budgets, use (£1,012k) of the net underspend to assist the departments that have overspent in 2019/20.

1.4 To approve the virements from specific reserves and provisions:

- as outlined in Appendix 3 following a review of reserves and provisions, harvest (£801k) from reserves and (£24k) from provisions using the total of (£825k) to assist the departments that have overspent in 2019/20.
- Finance the rest of the departmental overspend from (£1,799k) from the Council's Financial Strategy Reserve.

DISCUSSION

The report was submitted, noting that it elaborated on the Council's expenditure in 2019/20. Fields where there had been a substantial difference following the previous report on accounts were highlighted. It was emphasised that substantial pressures faced the field of care and the field of waste, along with difficulties by some departments to achieve savings.

It was stated that there had been an improvement in the situation of the Adults Department by the end of the financial year, and that this was the result of receiving and re-directing late grants and using one-off finance of £420k. It was noted that there had been a further increase in the overspend tendency by the Children and Families Department, with £3.4 million overspend by the end of the financial year. It was emphasised that the situation was not unique to Gwynedd and that it was a worrying situation that could be seen nationwide. It was added that additional funding of £2 million had been allocated to the Children and Families Department in 2020/21 to meet the increasing pressures.

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It was highlighted there had been a reduction in the overspend level by the Highways and Municipal Department, but that the field of waste continued to be problematic. It was noted that the Environment Department had an underspend as well as the Corporate headings. It was added that the adequacy of funds had been reviewed at the close of the accounts and that £825 million of resources had been harvested. As a result, it would also be possible to transfer £1.799 million from the financial strategy reserve in order to bridge the gap and to balance the 2019/20 financial position. By doing this, it was added that the Council's general balances would not need to be used.

Observations arising from the discussion
— It was noted in autumn 2019 that school budgets by 2020/21 would be under threat, but the Cabinet was thanked for being prepared to protect the financial position of Gwynedd schools.
— In terms of the Adults Department, it was noted that its financial position in 2019/20 had improved as a result of late grants, and the need was emphasised for the Government to fund correctly and to not keep hold of the funding.
The likelihood was emphasised that the financial position for 2020/21 would be completely different

7.   CAPITAL PROGRAMME 2019/20 - END OF YEAR REVIEW

The report was submitted by Ioan Thomas

DECISION

- To accept the report on the end of year review (31 March 2020 position) of the capital programme.
- To note the £29,069,000 spend on the capital programme during the 2019/20 financial year, which will be included in the statutory financial statements for 2019/20.
- To approve the revised financing as shown in part 4 of the report, namely:
    — £245,000 increase in the use of borrowing
    — £2,363,000 increase in the use of grants and contributions
    — A reduction of £17,000 in the use of capital receipts
    — £244,000 increase in the use of revenue contributions
    — No change in the use of the capital reserve
    — £74,000 increase in the use of renewal funds and others.

DISCUSSION

The report was submitted, noting that its purpose was to present the revised capital programme and to approve the relevant financing sources. The main conclusions noted were that the Council had succeeded to spend over £29.1 million on capital programmes, and £16.2 million had been funded through attracting specific grants.

It was added that £22.8 million would slip from 2019/20, compared to £12.7 million at the end of 2018/19, but it was emphasised that there had been no grant funding losses. The reasons for the slippages were highlighted which included the timing of schemes such as 21st Century Schools, Schools Maintenance Grant, along with a slippage of schemes that were part of the Housing Strategy. Attention was drawn to additional grants the Council had managed to attract since the previous report which included the School Infrastructure HWB Grant and Recycling and Waste Grants.

Observations arising from the discussion
— It was noted that this report was a technical report, but that the Council's

capital expenditure was significant. Given the current situation with Covid-19, it was added that it would be possible to spend all of the funding in 2020/21.

8.   **COVID-19: FIXED FEE CONSIDERATIONS**

The report was presented by Cllr Ioan Thomas

DECISION

It was resolved to amend the following fees as a result of the COVID-19 crisis, in order for the departments to be able to act accordingly.

Fees	Decision
Commercial Waste	To request a payment that corresponds to the service received, asking the Department to invoice when collections start.
Crematorium and Cemeteries	Fees to remain on 2019/20 levels for the time being
Primary School Meals	Transfer the money with the pupil, and offer a refund if it is not possible.
Pre School Care Club	Offer a refund if children transfer to another school.
Post-16 Transport - 16+ Travel Pass	The fees for the summer term to be refunded, and arrangements for 29/06/2020 - 27/07/2020 to be considered at a later date.
Rents for hiring offices / rooms, Industrial Units and Intec and Mentec	Proceed to invoice for rents in full, but give an opportunity for individual businesses to contact the Council to discuss their specific situation if they are facing hardship.
Rents - hiring space in Libraries, using Parc Padarn, Glynllifon Units	Proceed to invoice for rents in full, but give an opportunity for individual businesses to contact the Council to discuss their specific situation if they are facing hardship.
Pwllheli Harbour, Harbours and Victoria Dock Mooring Fees	Where access to boats and harbour facilities has been restricted, fees should be reduced to the 'winter fee' which equates to 70% of the full fee in order to keep customers.

DISCUSSION

The report was submitted, and the decision noted. At the Full Council meeting on 5 March 2020, it was noted that a net budget of £262 million was approved for 2020/21, with the gross budget for the year being £421 million. It was stated that £59 million, namely 14% of the Council's income, came from fees, sales and contributions.

In light of the crisis, it was added that considerations were needed in relation to fixed fees. It was noted that the Council received a wide range of fees and payments across many of its services, and it was added that the nature of the income varied in terms of payments. Amendments to the fees being

recommended for the Cabinet's approval were highlighted.

Observations arising from the discussion
— It was stated that everybody's lives had changed after setting the budget at the beginning of March. In terms of crematorium fees, it was noted that there was usually an increase in line with inflation, but in light of the crisis, the Highways and Municipal Department was eager to keep fees at the 2019/20 price level. In addition, it was noted that the Department was eager to not send invoices for waste collections to companies that had had to close during the crisis, and it was intended to invoice businesses as they used the service.
— It was emphasised that it was reasonable to give parents an opportunity to be given a refund for school meals and school clubs.
— It was noted that the Council had suffered a loss of income during the crisis, and the Government should compensate the local authorities. It was added that Welsh Government had assigned a £78 million fund and it was hoped that a bulk from this amount would cover the income losses of local authorities in the three months between April and June.

9.   **ESTABLISH THE RIGHT FOR THE SUDS APPROVAL BODY (SAB) TO CHARGE A FEE FOR PROVIDING A PRE-APPLICATION SERVICE**

The report was presented by Cllr Catrin Wager

DECISION

To approve the principle of giving the SDS approval body the right to charge a fee for the pre-application service they provide.

The fees outlined in Appendix 1 of the report were agreed as the fees that would be charged by the SDS Approval Body.

DISCUSSION

The report was submitted noting that the field was a technical one in terms of the nature of the report. It was stated that the Flood and Water Management Act (FWMA) 2010 had become operational in January 2019 dictating that any new developments with drainage implications and a building area of 100m2 or more should comply with National Standards for sustainable drainage systems (SuDS). It was emphasised that this means that developers needed to think about how to move water from its site in a sustainable manner.

It was stated that this need was for any development of 100m2 or more, highlighting its similarity to a planning application. It was emphasised that this was a new field and that the Council had experts in the field who would be available to advise developers in advance on what systems would work with their development before they submitted their application. It was added that this meant facilitating the process for developers and reducing any delay with the development.

The meeting commenced at 1.00 pm and concluded at 1.40 pm

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CHAIRMAN

Agenda Item 6

MEETING	Cabinet Cyngor Gwynedd
DATE	**4 August 2020**
CABINET MEMBER	**Councillor Cemlyn Rees Williams**
OFFICER	**Gwern ap Rhisiart** **Huw Ynyr**
TITLE OF ITEM	**Digital Education Strategy**

1. DECISION SOUGHT

Cabinet is asked to approve the strategy.

Cabinet is asked to consider how the strategy could be financially supported by contributing towards the sustainability costs of the plan.

2. WHY A DECISION IS NEEDED

There is inconsistency in the quality of our learners' digital learning experiences. A significant number of devices are outdated and therefore unsuitable for delivering the new curriculum. They are also a weakness for 'cyber' attacks.

Our schools are supportive of the strategy but many schools state that they cannot contribute to the sustainability costs of the scheme without financial support.

Cynnal has been supporting Information Technology in our schools for some time. With a significant increase in the number of devices, we anticipate the need to discuss alternative support models.

3. RELEVANT CONSIDERATIONS

Significant financial support is provided by the Welsh Government, with the money held as credit to spend against a nationally procured catalogue of equipment, and the expenditure prioritized on the basis of meeting published standards by the Government.

The support we have received so far from the Government means that we can fund a significant proportion of the strategy, and if the funding continues as announced before the crisis period, it will fund it full.

However, an annual investment is required to upgrade the devices.

The annual sustainability cost of the scheme will be £559,414.

Without new financial support a primary school with 100 children would be expected to contribute approximately £ 3,120, a school with 200 children approximately £ 6,240 and a school with 300 children approximately £ 9,360.

Without new financial support a school with 400 children would be expected to contribute around £ 14,500, a school with 700 children around £ 25,500 and a school with 1000 children about £ 36,400.

4.   **NEXT STEPS AND TIMETABLE**

The timetable set by the Welsh Government states that the order for the devices must be in by 11th of September.

Should the Cabinet approve the strategy and we agree with the schools on a way to fund the scheme in the future, we will order a laptop for every teacher in Gwynedd in September, with the rest of the expenditure committed for laptops for secondary pupils.

We will start a discussion on suitable models of support in September.

5.   **OPINION OF STATUTORY OFFICERS**

The Monitoring Officer:

I note that it is the establishing of the principle of the strategy which is under consideration. The Cabinet will consider adopting the strategy when information in respect financing the scheme is received following further discussions with stakeholders. Matters in relation to equalities will also be presented at that time. On this basis therefore I have no further comment in respect of propriety.

Head of Finance:

I have worked with the authors in the preparation of this report and support the fundamental intention. Having considered the options, it is clear that a similar financial commitment (of circa £560k) will be required to maintain whatever selection of equipment may be bought using the grant (circa £2.8m). Consequently, I am willing for the Cabinet to adopt the direction recommended in the Digital Strategy to improve the technology that will support teaching in Gwynedd's schools, subject to being clear how we will fund the scheme in the future. I trust that Cabinet members will want to take positive steps to introduce this digital learning provision, and agree a way to jointly fund the scheme with schools.

Appendices:

Appendix 1: Gwynedd Schools Digital Strategy

Gwynedd Schools' Digital Strategy

Supporting learning through Technology

Summer 2020

Gwynedd Schools' Digital Strategy

Purpose

Supporting digital learning to ensure the best opportunity for Gwynedd pupils.

How will we know if we have succeeded?

- *No technical barriers that would impede our teachers' imagination as they plan lessons for our learners.*
- *Suitable devices available to support digital learning.*
- *The experiences of pupils, teachers, assistants and the whole school community are consistently good.*
- *Suitable training in the digital learning field available to all.*
- *Measurable increase in digital skills in Gwynedd.*
- *Schools delivering Digital Education Standards.*
- *Supporting the Welsh Language and our communities by preparing our learners for jobs in the digital sector.*
- *All schools making full use of the Hwb national learning platform.*
- *Consistency in digital learning experiences throughout Gwynedd.*
- *Value for money in the digital field for Gwynedd schools.*
- *Network supporting and enabling digital learning today and in the future.*
- *Sustainable funding model in place.*

What is driving the change?

As a result of amending the curriculum, digital competence is a statutory responsibility across all learning fields and it needs to be considered in all aspects when designing and introducing the curriculum.

The aim of the strategy is to give the best digital provision to support our learners and teachers to foster a range of skills to use technology confidently, creatively and critically.

Digital learning is not a vision for the future, this is the present and if we do not plan positive measures to present a digital provision of the highest standard and consistently throughout the education system, we will live with a provision that is only suitable for the past.

Support from the Welsh Government

Welsh Government has announced financial support to improve the use of digital technology for learning and education in schools. The first cycle of investment was announced on 19th July 2019, with £50 million to be shared between the 22 Local Authorities in 2019/20, and up to a further £55 million available during the next three years.

"This funding provides us with the opportunity to deliver a more sustainable EdTech model for schools, with local authorities working collaboratively to ensure consistency across Wales.

The money will also guarantee that schools are better equipped to embrace the changes brought about by the new Curriculum for Wales. It further demonstrates our commitment to digital learning, highlighting the importance technology plays within education.

This is about more than just buying new bits of kit. The programme will transform how our local authorities and schools approach digital delivery, ensuring our children are digitally provisioned well into the future."

Kirsty Williams, Education Minister

(19.07.2019)

Support from Gwynedd Council

"This strategy is a commitment of our ambition to use technology to improve education for learners in Gwynedd schools.

The strategy outlines our future vision escalating our ability to support all sections of the curriculum. We will use this strategy as a path to improve, not only the learners' experiences but also to support teachers, administrators, governors and parents.   The technology and digital learning provision in our schools will raise the standard of every school to what is expected in the twenty-first century.

It is a pleasure to support the Education Department and the Information Technology Service to present this innovative strategy that will improve our learning and teaching provision throughout."

COUNCILLOR CEMLYN REES WILLIAMS - CABINET MEMBER FOR EDUCATION

"Technology now plays a prominent part in our daily lives. *Learners who are going through our existing education system are unfamiliar with the world before technology.*

Our purpose is to prepare the adults of the future, we cannot ignore the importance of technology, not only to support the provision to teach the curriculum, but also in terms of core skills expected of any prospective employee and employers.

I am proud to support this vision and confident that it will play a leading role to modernise and improve education for children, young people, and the economy here in Gwynedd."

COUNCILLOR IOAN THOMAS - CABINET MEMBER, FINANCE AND INFORMATION TECHNOLOGY

Curriculum for Wales

From September 2022 onwards, Gwynedd schools like every other school in Wales will implement the Curriculum for Wales. Literacy, numeracy and digital competence are mandatory skills across every area of learning and experience that need to be considered in all aspects of curriculum planning.

It is the responsibility of teachers, across all areas of the curriculum, to develop and ensure progress in these skills.

It is essential to enable our educators to possess the skills needed to give learning experiences that will stimulate our children and young people.

In order to ensure that learners develop high competence levels in these skills, and have sufficient opportunities to develop, extend and apply them across all fields, the National Literacy and Numeracy Framework and the Digital Competence Framework are available as supporting guidance.

Digital Competence, Information and Communication Technology (ICT) and Computing should not be confused. Digital competence is one of three cross-curricular responsibilities, alongside literacy and numeracy. It focuses on digital skills which can be applied to a wide range of subjects and scenarios that can be transferred to the world of work.

Through this strategy we will support our teachers by ensuring there are no technical barriers that would limit their imagination as they plan lessons for our learners.

The need for digital skills for the North Wales economy.

Approximately 7000 people are employed across north Wales in higher-level digital skills jobs. It is estimated that 2,000 higher-level employees will need to be replaced by 2024.

There are approximately 62,000 businesses in north Wales. By 2030, it is estimated that an increase of 4% will be required in level 4 qualifications or higher to fill the available posts. With digital skills being cross subject in all sectors there is a need to ensure that the next generation of learners acquire high-quality digital skills and this is key to the region's success.

The counties of Gwynedd and Flintshire have the highest number of employees in the computer programming and consultation sector, with 1,750 employees. An increase of 300 and 250 since 2015.

The vision of the North Wales Growth Bid has noted the need to develop digital skills in north Wales and the programme will invest £240m in the region's economy in digital fields and STEM over the next decade. The aim of the investment is to trigger the economy by creating high-value jobs to support our communities, therefore, it is essentially important that we work with a view on this programme in order to understand the requirements of future skills.

The regional skills partnership has been commissioned to develop and deliver the following:

- Develop a clear delivery plan to improve the current and future digital skills of the north Wales workforce.
- Form a partnership between Bangor University, Glyndŵr University, Llandrillo Menai Group, Coleg Cambria, GwE (education consortia), local authorities and industry.
- Ensure that the workforce possesses the necessary skills provision and that it is in hand to keep up with the speed of digital and technological change.
- To increase the supply of digital skills across our economy.

- Ensure that the computing curriculum for pupils aged 5-16, includes coding and programming basics and is ambitious and complete.
- Ensure there is a comprehensive programme to improve teaching in the field to promote participation and good results in computing.

Partneriaeth Sgiliau Rhanbarthol Gogledd Cymru
North Wales Regional Skills Partnership

- Ensure that the existing and future workforce in north Wales is digitally competent and can benefit from digital opportunities.

Through this strategy we will support the vision and will be a key part of developing digital skills in Gwynedd.

Education Digital Standards

Digital Standards for the Education field were published by the Government in April 2019. The standards are a series of recommendations and guidelines about planning, management and using school information technology network.

The standards will assist schools to understand, manage and operate their digital environment. They show how schools should ensure that their digital environment is one that can satisfy the requirements of the school curriculum and give more attention to future digital skills.

It is proposed that these standards answer the purpose by operating best practices to satisfy digital requirements. However, it is accepted that schools operate with scarce resources and they have to plan to deliver the standards over time.

It is expected that a local authority will offer advice and guidance to schools on how to deliver these Standards.

All the infrastructure work being completed to satisfy the Standards, should be considered and planned carefully, procured in accordance with the national procurement regulations and implemented by professional organisations.

These are the main headings of the Digital Education Standards, and there are several criteria for each of these.

- Planning and Managing
- Connectivity (Broadband)
- Safety of Networks and Data
- Routers and Switches
- Cables
- WiFi Network
- Device management
- Telephony and VoIP

Through this strategy we will ensure that Gwynedd schools deliver the Digital Education Standards.

Viable Communities and the Welsh language

Recent statistics by Bangor University's Science Park, M-SParc, indicate that excellent jobs and careers are available in the digital sector, however, there is a significant lack of Welsh speakers and women within the sector.

On average, the salary of jobs in the Science Park within the digital sector was £32,632, compared with £27,820 on average in Gwynedd.

However, only 35% of those who work at M-SParc have the Welsh Language, compared to 57% in Anglesey and 66% in Gwynedd. It appears that there are particularly good jobs in the sector, but a lack of Welsh speakers.

The statistics are just as frightening n the context of women in the sector.

This strategy underlines the fact that good jobs are available for our pupils that will in turn support the language and our communities. However, it is essential to stimulate Welsh-speaking pupils and girls to take an interest in this field and it is essential to undertake this to have the technical infrastructure together with teaching skills of the highest standard.

All aspects of the strategy are developed bilingually in accordance with Gwynedd's language policies to try and ensure that Gwynedd school pupils develop to be digitally competent in both languages.

Through this strategy we will support the Welsh Language and our communities by preparing our learners for jobs in the digital sector.
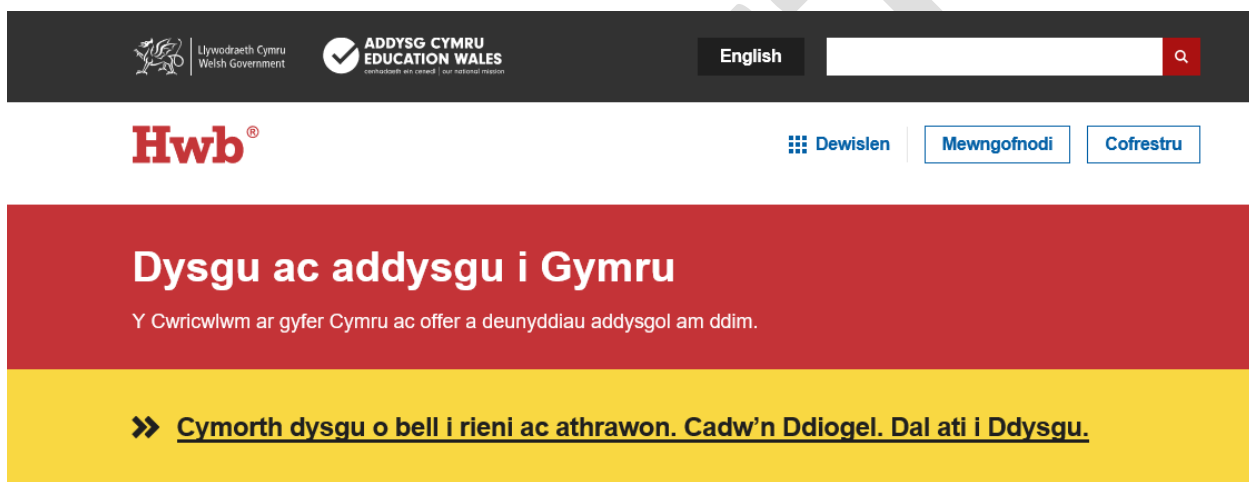
Hwb First

In the field of information technology there are several complex technical standards. However, for this strategy we will set one specific principle namely Hwb first and through this we will make full use of the Hwb national learning platform. Every other standard will enable this principle.

What is Hwb?

Hwb is the digital platform for learning and teaching in Wales. Hwb enables its users to benefit from a range of digital equipment and bilingual resources that are centrally funded. This is the Welsh Government's strategic digital channel to support the work of providing the curriculum in Wales. Hwb provides access to:

- Curriculum for Wales 2022
- Curriculum for Wales 2008
- professional learning information
- thousands of bilingual resources
- information on on-line safety

Access is available to learning and teaching resources for all.

In addition, Hwb users (platform account users) have free access to:

- a variety of methods centrally funded to assist education practitioners to create and share their resources and their own assignments
- professional networking environment
- Google for Education
- Microsoft Office 365

Some schools in Gwynedd have been paying for some of the resources that are available free of charge via Hwb.

All learners and teachers in maintained schools in Wales have a Hwb account. All maintained school have access to log in details.

Through this strategy we will make full use of the Hwb national learning platform

A strategy for whom?

The strategy is for all schools, pupils, staff and members of the Gwynedd schools community. We will ensure consistency in the range of digital learning experiences across the county.

	Number	No. of Pupils
Primary	83	9,286
All-through	2	1108 (P-529 S-579)
Secondary	12	6571
Special	2	216

	No. of Pupils
Foundation Phase	4665
Key Stage 2	5150
Key Stage 3	4048
Key Stage 4	2407
Post-16	695
Special	216
Total	**17,181**

	Number
Teachers	1062
Assistants	
Administrators	

We will support approximately 17,180 pupils and 1100 staff in 99 education establishments. [1]

Through this strategy we will ensure consistency in digital learning experiences across Gwynedd.

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1   numbers based on 2019/20 data

What will be the experiences of our users?

The experiences of pupils, teachers, assistants and the whole school community will be consistent across the sectors.

Teachers' Experiences

All teachers in Gwynedd will have;

- a portable personal device to allow quick access to the cloud via the school's wifi network or any other wifi network
- the ability to prepare and work from home
- access to school systems and pupils' information systems at the school and at their home
- access to suitable professional training and development that are fit for purpose
- Hwb account that will allow access to a wide range of learning resources
- access to a fast photocopier
- official e-mail
- access to Gwynedd Council's self-service account

Experience of Assistants

There are different tiers within this cohort of the workforce, however, generally all assistants will have;

- access to a device to allow quick access to the cloud via the school's wifi network or any other wifi network
- access to suitable professional training and development that are fit for purpose
- Hwb account that will allow access to a wide range of learning resources
- official e-mail
- access to Gwynedd Council's self-service account

Pupils' Experience

Pupils' experience of technology is changing and developing, in terms of what they require as hardware and software evolving as what they learn gets more complex.   However, some factors will remain constant. Every pupil will receive;

- experience of using different technology, such as Windows, Google Chromebook and Apple (iPad and/or Mac) devices
- access to a device to allow quick access to the cloud via the school's wifi network
- the ability to study and learn from home
- a Hwb account that will allow access to a wide range of learning resources

- e-mail account to allow them to communicate within a limited circle and beyond, in accordance with the guidelines of individual schools
- remote access to learning resources

Governors' Experiences

The experience of Gwynedd Governors will be consistent across the sectors. All Governors will have;

- access to key documentation on the cloud
- Hwb account that will allow access to training and key documentation
- the right to bring their own device to Governing Body meetings

Experience of School Administrators

The experience of administrative officers will be consistent across the sectors. Every administrative officer will have access to;

- a device to allow quick access to pupils' information management systems
- effective e-procurement systems to order resources for the school
- on-line payment systems that are consistent and effective
- filing and storage systems on the cloud
- school finance management systems

Through this strategy we will ensure that the experiences of pupils, teachers, assistants and the whole school community are consistently good.

Training

In order to ensure the success of this strategy we will provide a programme of training to develop all digital skills and stakeholders.

In cooperation with GwE, we will agree on a suitable training programme that will target the needs of staff across the sectors. We will identify good practice and where appropriate we will ensure a suitable platform to be shared with our schools.

We will make full use of technology to train in the field using Hwb, multi-media materials, live learning, or any other appropriate medium.

The training will be available to all.

Through this strategy we will ensure suitable training in the digital learning field.

Procurement

We will purchase every device through an agreed national system and through this we will secure the most competitive prices.

We will consult with schools on the choice of standard devices and ensure that these will improve the quality of experiences for our pupils and school staff.

We will experiment and pilot any new technology prior to presenting it to all. We will ensure value for money through negotiation and purchasing as one.

If a school is anxious to purchase additional devices to what is offered to all, they will be expected to order via an agreed central procedure to ensure consistency and value for money.

Through this strategy we will ensure the best value for money for Gwynedd schools.

Devices

Through this strategy we will secure standard devices to facilitate a simple and speedy system to support them. We will offer a range of devices to a pupil over his/her educational career and this will ensure a suitable range of experiences.

Teachers

Every teacher will receive a device to enable him/her to work from school and from home via the Hwb platform. This will facilitate security arrangements and ensure a consistent standard across the county. We will ensure that the device we give will be fit for purpose.

Foundation Phase Pupils

Foundation phase pupils will have access to a device in the classroom at a ratio of one device to four children. This corresponds with the foundation phase principles.

The device will be one that secures full access to Hwb and to multi-media learning software.

Key Stage 2 Pupils

Key stage 2 pupils will have access to a device in the classroom at a ratio of one device to one child.

The device will have a keypad and will secure access to Hwb and to multi-media learning software.

Key Stage 3 & 4 Pupils

Key Stage 3 & 4 pupils will get a device at the start of their period in secondary education (year 7) and will retain the device until the end of their secondary education.

Pupils will be able to take the device home every day and this would be seen as part of the learning resources they are expected to bring with them to school.

It will be possible to charge the devices at school, if required, by using charging towers.

The device will have a keypad and will secure access to Hwb and to multi-media learning software.

Post-16 Pupils

This strategy targets support for statutory age pupils.

No equipment will be provided to year 12/13 pupils as a matter of order, however, full provision will be in place for them to bring their own equipment to school.

Where required it will be possible for a learner to retain their device at the end of year 11 to be used in the continuation of their education.

Through this strategy we will ensure that suitable devices are available to support digital learning.

Technology

New technology

We will collaborate with our schools, local and national companies, together with organisations to develop and improve infrastructure and the technology to support learning and teaching at the schools. Annually, we will undertake a review of the strategy with a clear focus to improving quality experiences for children and school staff, but also perhaps recognising that an earlier review will be required if there is a change in circumstances where urgent change needs to be incorporated. We will investigate and experiment to develop new solutions to ensure that Gwynedd school pupils receive the best possible experiences.

Where there is an opportunity to improve experiences for our pupils we will invest in innovative developments. One example of this is the way technology within the wifi network points enable our learners to experiment with Internet of Things technology. In addition, it will be possible for the Council in future to use this technology to manage buildings more effectively which may bring financial savings to the schools.

We will consistently review new developments within the field.

Through this strategy we will ensure that our provision remains current and fit for purpose.

E-mails

Every pupil will receive a new e-mail address that will end @disgybliongwynedd.cymru. This e-mail will replace existing e-mails in our schools.

Every member of staff will receive a new e-mail address that will end @ysgoliongwynedd.cymru. This e-mail will replace existing e-mails in our schools.

This is the e-mail our users will use when they log into Hwb.

By presenting consistent standardised e-mails to Gwynedd schools it will be possible for pupils to retain one account throughout their educational career.

It will be possible for all to get access to their e-mails via Hwb, and it will be possible to set up convenient access to these e-mails on teaching staff mobile phones, if desired.

It will not be necessary to retain a specific server for the e-mail system at every school.

An appropriate filtering system will be available to reduce the number of spam e-mails staff receive.

Cloud Technology

Where it is not possible to use Hwb as a platform to some digital resources, we will consider other cloud options as the first solution every time. We will undertake a full review of current provisions and only when there is no alternative option will we consider options where they need to continue with local provision.

Corporate Systems

We will integrate the Council's digital corporate platform (iGwynedd) with Hwb. This will ensure access to corporate information and products.

It will be possible for staff to gain suitable access to the Council's self-service systems for salary slips, absences, appointment, timetable and administration.

Network

Network and broadband fibre connection is provided to every school in Gwynedd. In accordance with the Government's expectations, there will be a minimum speed for every pupil and teacher. It will be possible to speed up the connection, if required, in the future. The network is based on public services network Wales (PSBA) and is a consistent and dependable access.

All network equipment will be upgraded ensuring that wifi contact is stronger with fewer areas without connection. The equipment will be standardised.

The network will be secure and will make full use of technology such as firewalls to reduce the risk of cyber attacks or viruses.

The network will be planned to allow further developments in the future such as;

- Telephony - triggers the need to get additional telephone lines for schools and present a dependable and cost-effective service
- Internet of Things
- Visitors' Wifi - secure connectivity for visitors to the school, reaching corporate safety standards and GDPR
- Digital community use of schools outside normal school hours.

The design of the network will be consistent with the design of the corporate network.   This will enable devices from the school to work in libraries or other Council buildings.

There will be a commitment to undertake continuous improvements to the network. For example, we will facilitate access for visitors to the network and establish a system of advising our users on safe methods of working.

Through this strategy we will ensure that our network supports and enables digital learning today and in the future.

Support

It will be necessary to support effectively the infrastructure that will be inserted via this strategy. With a significant increase in devices we anticipate there will be an increase in demand for support services.

Generally, school staff will not be expected to undertake the work of correcting technical network problems or devices.

Reduce the demand

Any demand for a service is a barrier to learning, by reducing the demand for a service we will reduce the learning barriers.

Initially, we will plan the system to reduce the demand for support in the first place. One of the ways we will undertake this will be by standardising the network, devices and how users will use the system. In addition, we will make full use of Hwb.

By standardising the network and devices it is possible to ensure a thorough understanding of specific devices and any components can be ordered in higher numbers. It is also possible to implement an improvement across the network or devices.

Every school will receive a specific number of spare devices, if it is not possible to support the equipment remotely then it would be possible to use these devices temporarily.

It will be possible for an engineer to log into the system of any remote user to make changes to the settings of individual machines.

Although there is an increase in devices, standardising the provision will lighten the impact of the increase, however, there will be a regular demand for support.

What can schools expect as a service?

Schools will be able to contact a central help desk to ask for assistance. Where it is not possible for the user to correct the problem it will be possible for a technician to contact the user's device remotely.

If the fault is on the device, then a new device will need to be supplied as a replacement while the faulty device is returned to the manufacturer. Spare devices can be provided from secondary schools, larger primary schools or via the Education Business Centre.

Support to the network will be in accordance with the support for devices with an expectation that the schools will initially contact the help desk. A technician will seek to solve the problem remotely before travelling to individual schools.

The duration of calls will be measured, with the target that the device works for the user in less than 24 hours.

It will not be possible to service devices that are outside this scheme.

Support Models

A specific team will be required to support and provide a service for devices and the network.

Service hubs will need to be established that will serve the catchment areas and these hubs can be secondary schools or larger primary schools.

There will be a wide range of skills within the team to ensure that we respond to the various challenges that may arise when supporting the increasing number of devices.

Service Packages

Every school will receive the basic service that will ensure that core devices and the network are supported. This will be part of the core service level agreement. It is the schools that will fund this agreement.

Supplementary packages to the core service will be available for services that would be beneficial for the school but in addition, and beyond the Welsh Government's digital standards. It will be possible for schools to choose the additional service, while the core service will be common to every school.

Service	Core	Supplementary
Pupils' Laptops	X	
Teachers' Laptops	X	
Corporate telephone system	X	
Telephone system of the School's choice		X
Mobile phones	X	
Wide Area Network	X	
Local Area Network	X	
Interactive screens		X
Television screens		X
Website (platforming)	X	
Sign-in system		X
Door security		X
Closed-circuit television		X

Whatever the final support model is, there will be a clear focus on ensuring that the system works consistently well for every user and allows continuous access to digital learning.

Sustainable Model

Up to £5 million will be invested by Gwynedd Council and the Welsh Government to improve the infrastructure for digital learning in our schools. In order to gain access to the grant from the Welsh Government, evidence needs to be submitted of how the investment will be undertaken.

In the past, a lack of commitment to a sustainable model has meant that the equipment has dated and is unreliable, a risk to security or cannot be a platform to standard software.

Gwynedd Council is committed to renew network and wifi equipment in schools by investing £2.25 million over a period of ten years.

The sustainable model for devices means that an annual investment is required that will be set aside and invested by buying new devices when a device has reached the end of its life.

It is a substantial challenge to secure this investment, although a number of schools do invest in the sustainability of the infrastructure, it appears to be an impulsive investment.

Through this strategy we will ensure the best value sustainable model.

Devices

The lifespan of devices has a significant impact on the sum that will need to be invested annually to maintain them. The usable life of devices is controlled by the operating systems developments and software developments that would be used.

The physical condition of the devices will also deteriorate over time.

It is suggested that the device should be used for the following periods

Device	Lifespan (years)
FP	5
3 & 4	5
5 & 6	5
Secondary	5
Teacher	5

iPad

We will provide iPads for pupils in FP at a ratio of 1:4

Chromebook

We will provide Chromebooks to pupils in years 3 & 4 at a ratio of 1:1.

Windows 10 Laptop

We will provide Windows 10 laptop to pupils in years 5-11 at a ratio of 1:1

We will provide Windows 10 laptops to all teachers.

Investment Timetable

The lifespan of the Welsh Government grant (four years) will drive the time schedule for investment in the devices.

The following table highlights the required time schedule for investment in the devices to reach our ambition.

The model provides devices initially to older children in the secondary sector to ensure the most recent devices for learners who will need the latest technology.

	Network	Year R, 1, 2	3 & 4	5 & 6	7	8	9	10	11	Teachers Primary	Secondary
2019/20	███	███	███								
2020/21				███						███	███
2021/22								███	███		
2022/23					███	███	███				

Financial Committment

Based on a renewal cycle of five years, 20% of the cost of these devices has to be found every year for the next five years. At the end of the five years we will submit a new set of devices.

	Number of pupils	Number of computers (on a ratio basis)	Cost (on a ratio basis)		Renewal Contribution	Cost per pupil
FP (not including nursery)	3,530	883	£ 293,553		£58,710	£16.63
KS2	5,150	5,150	£ 903,338		£180,668	£35.08
KS3 & 4	6,455	6,455	£ 1,245,750		£249,150	£38.59
Special	216	146	£25,580		£5,116	£23.69
Total	15,351	12,634	£ 2,468.221		£ 493,644	£32.16
Teachers						
	Number of Teachers	Number of computers (on a ratio basis)	Cost (on a ratio basis)		Renewal Contribution	Cost per pupil
Every school*	1,062	1,062	£ 328,848		£65,770	£21.42

* £218,319 required for Docking Station, Monitor, Keyboard and Mouse.   These have not been included in the renewal costs as they should survive the renewal period.

Therefore the scheme's sustainability cost is £559,414 for both sectors with **£316,546 from primary; £235,122 from secondary and £7,746 from special education.**

For primary schools a school with **100 children will be expected to contribute approx. £3,120**, a school with **200 children £6,240** and a school with **300 children £9,360.**

For secondary schools, a school with **400 children will be expected to contribute approx. £14,500**, a school with **700 children £25,500** and a school with **1000 children £36,400.**

MEETING	Cabinet Cyngor Gwynedd
DATE	4 August 2020
CABINET MEMBER	Councillor Gareth Griffith
OFFICER	Dafydd Wyn Williams
TITLE OF ITEM	Test Trace Protect Project

1. **DECISION SOUGHT**

Cabinet is asked to approve:

- Entering into an Inter Authority Agreement (IAA) with the other local authorities of north Wales to govern the recruitment and management of extra staff to operate the Test Trace Protect project; and
- Giving delegated authority to the Head of Environment in consultation with the Head of Finance and Head of Legal to agree a final document and complete the agreement.

2. **WHY A DECISION IS NEEDED**

To ensure that the Council supports the national and regional co-ordinated strategy to contain the spread of COVID-19.

On 13 May 2020 the Welsh Government (WG) published a national strategy to trace the spread of COVID-19 in Wales.

This would involve Council staff offering advice to those people who had been in contact with someone who had tested positive for the disease.

As lockdown measures are relaxed, this project will be critical in managing the rate of spread of COVID-19 and in providing a rapid response to help those who might be newly infected.

As part of the national strategy the local authorities of the North have established local contact tracing teams to assist the regional and national effort. Until now, this has been an interim measure as the staff currently undertaking this work have been redeployed from their substantive posts to which they will need to return.

As the Council starts to resume more of its services, these staff members will need to return to their normal duties, so staffing the contact tracing teams will soon become a critical issue.

WG has approved the funding of this project, initially for the remainder of this financial year.

Flintshire County Council has volunteered to coordinate the employment model which will ensure that there is no duplication of procedures or effort or unnecessary competition for workforce between councils.

The relationship between Flintshire County Council as the employing authority and the other 5 local authorities will be set out in an Inter Authority Agreement (IAA), and approval is sought to enter into this IAA.

3.   **RELEVANT CONSIDERATIONS**

The Test Trace Protect strategy is intended to enhance health surveillance in the community by undertaking effective and extensive contact tracing and by supporting affected people to self-isolate when required to do so.

It involves asking people to report symptoms, testing anyone in the community who has symptoms and tracing those with whom they have come into close contact.. These contacts are then advised to self-isolate.

Contact tracing is a long established effective public health approach to containing the spread of infections.

The regional approach to implementing the plan has been undertaken via a regional project team led by Public Health Wales. It has been established with representation from Betsi Cadwaladr University Health Board (BCUHB), Public Health Wales and each of the Northern local authorities.

This regional project team has a number of work streams, including workforce, governance, finance, communications, ICT, regional cell and data reporting. Each authority is represented on these workstreams.

Since 1 June 2020 the Council has been deploying existing resources (workforce, ICT equipment, etc) into these new roles. The clinical lead roles are being provided by BCUHB, to provide expert clinical knowledge to the contact tracing teams.

A list of confirmed COVID-19 cases is sent to the local contact team. The tracers then contact each case (via telephone) and give them advice around self-isolation. There is also a provision to escalate issues to clinical leads.

It is important to be aware that the TTP project may be required to operate for up to 2 years and that our temporarily deployed workforce will soon need to return to their substantive roles. Therefore, the north Wales councils have been working on a single employment model to recruit and manage new staff to fulfil these roles and have been granted funding from WG to fund this additional area of work.

Flintshire County Council has volunteered to coordinate the recruitment model. An IAA is now being negotiated to govern these arrangements.

The advantages of this 'single employer model' are considered to be:

- a common set of terms and conditions of employment and remuneration to avoid competition for recruitment
- a single and high-profile recruitment exercise with no HR or payroll duplication across authorities
- a bank of retained workers (without contracted hours) to draw on if there was a sudden and unexpected increase in demand. This would be a flexible resource and allocated out as needed; and
- there would be a single partner for the administration of the WG grant.

The IAA will cover such matters as:

- the term of the agreement and its funding
- an exit strategy in 18 months to 2 years for whenever TTP ends, is reduced or replaced
- detailed issues around the employment provisions.

WG has confirmed that it will fund the employment model with sufficient resources for each council to operate at least 3 cells/teams. Of course, the number of teams recruited will be managed flexibly to meet demand.

In terms of policy framework, this key task in supporting regional and national efforts to control/prevent the spread of COVID-19, affects all aspects of Council policy and practice, including the objectives and priorities contained in the Council Plan and other partnership and departmental plans.

In terms of budget, WG have confirmed that they will fully fund additional costs incurred in relation to the TTP project.

In terms of legal matters, the Council has a statutory duty under the Civil Contingencies Act 2004 to respond effectively in managing emergencies and has a statutory duty under the Public Health (Control of Disease) Act 1984 to manage communicable disease outbreaks.

In terms of staffing, after the interim deployment phase WG will fund the staff costs.

In terms of equality and human rights, this key task is required to control and prevent the spread of the virus and specifically aims to protect the most vulnerable in our communities.

In terms of risks, failure to successfully implement the plan and reduce the spread of COVID-19 will lead to further harm and excess deaths in our communities.

4.   **NEXT STEPS AND TIMETABLE**

Should the Cabinet approve the decision sought the Council will procied to complete the agreement.

5.   **OPINION OF STATUTORY OFFICERS**

The Monitoring Officer:

The Legal Service has had input into the agreement no comment to add in in relation to propriety

Head of Finance:

Employing additional staff to implement the Test Trace Protect project is a financial commitment, and the Welsh Government will fund some of the additional costs. The Health Board has received the grant conditions and guidelines for the remainder of this financial year, and the Health Board will pass the money on to compensate the relevant local authority costs.

With regard to staffing, I understand that Welsh Government resources will fund newly recruited staff to undertake the Testing, Tracking and Safeguarding work, along with overtime, and honoraria for increased responsibility. The grant will not fund staff relocated from their main posts to undertake this work, unless the Council has recruited additional staff to backfill their substantive posts.

Therefore, I believe it would be prudent for Cabinet members to support the employment model and ensure progress with the recruitment plan to staff the contact tracking teams.