



## Joint Report of the Cabinet Members for Better Communities and Education Improvement, Learning & Skills

Cabinet – 18 July 2019

### Relocation of Lifelong Learning from Bryn House

<b>Purpose:</b>	This report sets out the proposed relocation of the Lifelong Learning Service from Bryn House Community Education Centre
<b>Policy Framework:</b>	Well-being of Future Generations Act 2015 Social Services and Well-being (Wales) Act 2014 Adult Learning in Wales Policy 2017 Swansea Council's Tackling Poverty Strategy 2017/20, Sustainable Swansea Policy Swansea Council's Prevention Strategy 2017/20 Swansea Council's Corporate Plan 2018/22 Regional Employment & Skills Plan 2018
<b>Consultation:</b>	Cabinet Members – Better Communities & Education Improvement, Learning and Skills, Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that  1) the Lifelong Learning Service relocate from Bryn House, Walters Road, Uplands, SA1 4PS to the Civic Centre, with teaching delivered from alternative venues across the county.
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## 1. Introduction

- 1.1. Swansea Council's Lifelong Learning Service (LLL) delivers accredited and non-accredited learning in Essential Skills, IT, Family Learning and Well-being courses.
- 1.2. During the 2017/18 academic year, LLL enrolled over 2,200 learners across 260 courses.
- 1.3. 73% of learners across all classes are female. Within the Essential Skills classes, 43% are Male and 57% are Female. 30% of learners are under age 49, 30% are 50 – 64 years old and 40% are over 65. 24% of learners state they have a disability with 57% of learners in the Essential Skills classes recording a disability.
- 1.4. The courses range from accredited Essential Skills classes in numeracy, literacy, IT and Employability skills, to non-accredited Well-being courses including Arts, Crafts, Textiles, Photography, Music, Yoga and Cookery.
- 1.5. The LLL Service comprises of 28 tutors and 7 back office staff with the majority being part-time, term-time only contracted Tutors. The team has 11.9 full-time equivalent staff.
- 1.6. The Welsh Government (WG) report, 'A Review of Adult Community Learning in Wales' (2016) recognises the benefits of lifelong learning as more than the learning activity itself:

*'ACL provides opportunities for individuals to acquire new skills, achieve qualifications, progress onto further learning pathways, or directly into employment or volunteering. ACL also contributes to health and wellbeing, social inclusion, community cohesion and can act as a tool to tackle poverty.'*

- 1.7. The LLL Service focuses on the priorities in WG's Adult Learning Wales Policy (2017); Essential Skills, Digital Skills, Employability Skills, Older Learners and Social Engagement and Engagement Activity and 'hook' courses.

## 2. Lifelong Learning Funding

- 2.1. The 2019/20 Lifelong Learning budget:

<b>Income</b>	
Swansea Council	£221,500
WG Grant	£177,700
Schools	£14,000
Course Fees	£70,000
Additional income	£95,000
<b>Total</b>	<b>£578,200</b>

<b>Expenditure</b>	
Salaries	£510,800
Premises	£25,800
Travel	£3,500
Resources	£38,100
<b>Total</b>	<b>£578,200</b>

- 2.2. The 2019/20 budget includes a £139,000 reduction in Swansea Council funding. Further cuts of an additional £118,700 in 2020/21 and £53,300 in 2021/22 were agreed prior to the LLL Service transferring from the Education Department to the Poverty and Prevention Department (now known as the Tackling Poverty Service within the Social Services Department) in May 2017.
- 2.3. Increased income is anticipated from WG in the academic year 2020/21, based on a new funding allocation formula based on population and prioritised on Essential Skills, Digital and Employability Skills.
- 2.4. The 19/20 budget includes an additional income target of £95,000 to mitigate the cut in the budget. This is an ambitious target, during 18/19 £57,800 additional income was secured, based on a cost recovery methodology.
- 2.5. In addition to securing additional contracts and income opportunities, the actions being implemented to reduce the expenditure and increase the income include; the maximisation of learner numbers per class, the reduction of non-contractual additional tutor hours where there is no additional income, the reduction of overhead expenditure and the implementation of full cost recovery on non-grant funded courses.

### 3. Premises

- 3.1. The LLL Service currently delivers courses from a number of community and Council venues including Bryn House Community Education Centre, Civic Centre, Portmead Action Resource Centre (ARC), Seion Newydd Morriston, St. Teilos, Canolfan Y Bont, Libraries, Swansea Well-being Centre, Lime Street Institute, Llwyn Y Bryn, Gower College (Gorseinon), St. Catherine's Church, Hazel Court, Friendship House, Glais Community Centre, Toronto Place and Montana Park.
- 3.2. Part of the team were based and delivered services from the former Daniel James School site, until July 2018, when the team had to relocate due to electrical issues on site. The teaching was relocated to other community and Council venues and staff are currently based in the ARC and Bryn House.

- 3.3. Bryn House (SA1 4PS) has been used since 1947 for the delivery and administration of Lifelong Learning provision in Swansea. The site is next to Gower College's Llwyn Y Bryn site and is the old Llwyn Y Bryn School Headteacher's house and grounds. Bryn House site includes a demountable building with two classrooms and toilets, car parking for 9 cars, a garden and the main two story building. The main building has a basement area, teaching kitchen, reception area, storage rooms, small teaching room, toilets on a landing accessed by stairs and offices on the second floor accessed by stairs only.
- 3.4. Bryn House is used for a variety of classes during term time. The Summer Term 19/20 classes:

<b>Course</b>	<b>Hours per week</b>	<b>Classes</b>
Calligraphy	4 hours	2 classes
Textiles	16 hours	8 classes
Art (Painting, Drawing, Printmaking)	10 hours	5 classes
Music (Guitar & Ukulele)	4 hours	2 classes
Cookery	16 hours	8 classes
Photography	4 hours	2 classes
Well-being (Meditation)	1.5 hours	1 class
IT	6 hours	3 classes
Essential Skills (Numeracy and Literacy)	various	various

- 3.5. Bryn House Class Timetable Summer Term 19//20

<b>Morning</b>	<b>Afternoon</b>	<b>Evening (5pm – 9pm)</b>
9 classes	11 classes	11 classes

- 3.6. Four of the cookery classes are delivered for partner organisations; Swansea Young Single Homeless Project (YSHP), Friendship House and Welsh Centre for Action on Dependency and Addiction (WCADA), with no charge. These organisations will be given the option to purchase this service from the new academic year 2019/20, unless alternative funding can be secured.
- 3.7. Three partner organisations use Bryn House for six hours per week, with no charge, these are the Embroiders' Guild, Wider Horizons, a self-directed group who have visiting speakers and Gower College who teach cooking with numbers to their learners. These organisations are aware of the potential relocation and once confirmed, will be given notice. The Third Sector groups will be referred to SCVS for funding advice.
- 3.8. A Fire Safety Report completed in 2014 highlighted a number of issues which need to be addressed. These issues have not been addressed and will need to be if the site continues to be used by staff and the public.

<b>Item</b>	<b>Cost</b>
New fire alarm system	£20,000
Basement ceiling	£10,400
Fire doors, kitchen and second floor	£3,400
Outside lighting	tbc
Boundary Wall (with Belgrave Flats)	tbc
Heating in demountable building	tbc
<b>Total</b>	<b>£33,800+</b>

- 3.9. As a short term measure, an office, storage space and basement in Bryn House have been emptied and additional fire doors are due to be added. These measures have allowed classes to continue during the Summer Term 2019.
- 3.10. In addition to the expenditure required in section 3.8, there is the potential of unknown additional expenditure on the site, due to the age, condition and suitability of the main building, grounds and demountable building.
- 3.11. Further investment identified in 3.8 is required if the site is to be used from 2019/20 academic year.

#### 4. Risks

<b>Risks: Lifelong Learning remaining at Bryn House</b>			
<b>Risk</b>	<b>Potential Impact</b>	<b>L/M/H</b>	<b>Mitigating Actions</b>
Site could be shut with immediate effect due to safety measures not being implemented.	Loss of service	H	External sites to be utilised
Expenditure on the fire safety requirements will not create any further capacity.	No available funding Loss of service	M	
Age of the buildings may require further investment, in addition to expenditure identified in 3.8.	No available funding Loss of service Increased expenditure	M	
Limitations to the site in terms of access and suitability of spaces.	Status quo	L	External sites to be utilised.

Staff morale impacted due to location uncertainty and potential move.	Low staff morale	M	Communication plans, open dialogue.
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<b>Risks: Lifelong Learning vacating Bryn House</b>			
<b>Risk</b>	<b>Potential Impact</b>	<b>L/M/H</b>	<b>Mitigating Actions</b>
Loss of learners due to any relocation.	Loss of income Learner dissatisfaction	M	New accessible venues. Communication plan for learners.
No suitable relocation options e.g. teaching kitchen, spaces for sewing machines	Reduced service Loss of income	L	Suitable relocation options being identified.
Alternative teaching space may increase costs, see 6.1.	Increased expenditure	M	Maximisation of Council buildings Negotiate rental prices
Potential increased class preparation time and increased associated costs e.g. accessing resources.	Increased expenditure	L	Securing suitable alternative teaching spaces. Securing suitable accessible teaching resource storage.
Health and safety implications of moving teaching resources e.g. heavy sewing machines.	Reduced service	L	Risk assessments completed Suitable alternative teaching space identified

## 5. Relocation Options

- 5.1. Back Office and Essential Skills Tutors can be relocated to the Civic Centre and the majority currently have agile equipment and plans are in place to transfer the remaining staff. Other Tackling Poverty Service team sites can be utilised including Caernarfon Way Offices in Bonymaen, the Phoenix Centre and the ARC Centre, Portmead.
- 5.2. Class relocation options include increased use of Community venues across the county, utilising Council buildings and the proposed Services in the Community Hubs. The reallocation of budgets from the running costs of Bryn House will pay for any new venue hire.

- 5.3. Once the decision on relocation is confirmed, alternative venues can be confirmed, communicated with learners and included in the 19/20 LLL class timetable.
- 5.4. Classes currently held at the Bryn House site would be relocated to various locations across the county providing greater opportunities for learning opportunities within communities. Depending on the required physical resources required to deliver each class, a wide range of venues could be utilised including: Community Centres, Cwmbwrla Centre, Victoria Park, Gower College, Schools, Civic Centre, Libraries, Friendship House, Canolfan Y Bont, Montana Park, etc. An assessment of options by class has been carried out and can be seen at **Appendix A**.
- 5.5. Further work is required to identify suitable alternative sites for 19/20 academic year delivery.

## 6. Financial Implications

### 6.1. Cost Benefit Analysis

<b>As Is</b>	
Health and Safety capital expenditure required	£34,000+
19/20 Running Costs of Bryn House	£25,800
<b>Total</b>	<b>£59,800</b>
<b>Should Proposals Be Accepted</b>	
Alternative Premises: 27* classes (54 hours) (approx. £12.50 p/hr) x 30 weeks)	£20,250
<b>Reduction in running costs p/a</b>	<b>£5,550</b>
*Four Summer Term classes are delivered through non-contracted additional hours and would not be repeated.	

- 6.2. The £34,000 figure for Capital Expenditure required should Bryn House continue to be occupied is a minimum figure and in reality is likely to be substantially higher. Some of the TBC confirmed figures, particularly around the boundary wall have the potential to be significant. There is currently no provision within the Capital Programme to fund substantial works at Bryn House.
- 6.3. The savings figure above are annual. Should the move occur in September there will be a part year effect in 2019/20
- 6.4. The site is valued at £250,000.
- 6.5. If the property is deemed surplus to Service requirements then the property will return to the Corporate Landlord. On the basis that no alternative internal demand for the property is identified then it will be programmed for disposal. This approach is in line with the Council's overarching disposal strategy and continued rationalisation of assets.

Any receipts for the disposal would form part of the current corporate capital receipt targets already in place. Whilst this process will be managed by Property Services the existing premises budget will need to meet the residual costs of holding the empty property until such time as any disposal is completed and then declared as a corporate saving.

## 7. Well-being of Future Generations (Wales) Act 2015

7.1. Relocating the LLL to secure the future delivery of the service is in accordance with the Council's Sustainable Swansea Policy and will further enable the Council to meet its obligations under the Well-being of Future Generations Act 2015 and Social Services and Well-being (Wales) Act 2014

7.2. The proposal takes into account the Well-being of Future Generations (Wales) Act 2015, 'five ways of working' as follows:

- **Long-term** - The proposal itself is a result of considering the balance between meeting the short-term needs of the Lifelong Learning Services delivered at the Bryn House site whilst safeguarding the long-term needs of both the service itself and the needs of service users and potential future service users. The proposal supports the long-term sustainability of the service and its ability to deliver services within the community.
- **Integration** – The proposal impacts positively on the Swansea Public Services Board Local Well-being Plan 'Working Together to Build a Better Future', directly supporting three of the interconnected objectives, namely; **Live Well, Age Well**, making Swansea a great place to live and age well, **Strong Communities**, to empower communities promoting pride and belonging, and **Sharing for Swansea**, working together with other services, sharing resources, assets and knowledge. The proposal supports the delivery of these objectives by enhancing the range of both formal and informal learning opportunities within communities. The proposal has a neutral impact on the remaining two objectives; Early Years and Working with Nature.
- **Involvement** – Stakeholder involvement is ongoing throughout the process of the relocation and establishment of relocated services. This includes the involvement of current service users, staff and partner organisations that are impacted by the relocation.
- **Collaboration** – The Lifelong Learning Service is collaborating with various existing and new internal partners as well as external organisations to establish the future delivery plan for services currently delivered at the Bryn House site.



- **Prevention** – This proposal is a preventative measure to reduce the ongoing increasing expenditure related to the upkeep of Bryn House and ensures the Lifelong Learning Service can more effectively allocate its available budget to the delivery of services in the community.

## 8. Legal Implications

- 8.1. There are no legal implications.

## 9. Equality and Engagement Implications

- 9.1. The Council is subject to the Public Sector Equality Duty (Wales) and 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.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

- 9.2. It is hoped that the impact of the proposals for those experiencing poverty or social exclusion would be positive as services delivered more locally would increase opportunity of access and engagement leading to greater participation.

A greater range of services and learning opportunities delivered within communities would increase the local provision for people to come together and interact through formal and informal learning. This would increase cohesion within communities.

- 9.3. At this point no full EIA is required, if equality issues are identified during engagement with service users and partners this screening will be revisited to identify if a full EIA is required. The EIA Screening form can be seen at Appendix B.

**Background Papers:** None.

### **Appendices:**

- A - Relocation Opportunities
- B - EIA Screening Document

## Appendix A: Relocation Opportunities

<b>Class</b>	<b>Requirements</b>	<b>Relocation Options</b>
Calligraphy	Tables & chairs Wifi / internet access Sink Well lit venue	<ul style="list-style-type: none"> <li>• Community Centre or Council building</li> </ul>
Textiles	Sewing machines Table & chairs Textile resources Wifi / internet access	<ul style="list-style-type: none"> <li>• Community Centre or Council building with storage</li> <li>• Cwmbwrla Centre</li> <li>• Victoria Park</li> </ul>
Art – Drawing & Painting	Table & chairs Sink Wifi / internet access Well lit venue	<ul style="list-style-type: none"> <li>• Community Centre or Council building</li> <li>• Cwmbwrla Centre</li> <li>• Victoria Park</li> </ul>
Music	Chairs Access to teaching resources Wifi / internet access	<ul style="list-style-type: none"> <li>• Community Centre or Council building</li> <li>• Victoria Park</li> </ul>
Cookery	Demonstration and practice kitchen Ingredients storage Wifi / internet access	<ul style="list-style-type: none"> <li>• Cwmbwrla Centre (max 8 learners)</li> <li>• College</li> <li>• Secondary School</li> </ul>
Photography	IT suite Wifi / internet access Printing facilities	<ul style="list-style-type: none"> <li>• Civic Centre</li> <li>• Canolfan Y Bont</li> <li>• Montana Park</li> <li>• Sketty Park Community Centre</li> <li>• Friendship House</li> <li>• Libraries</li> </ul>
Well-being - Meditation	Room	<ul style="list-style-type: none"> <li>• Community building or Council building</li> <li>• Victoria Park</li> </ul>
IT	IT suite Laptop/tablet storage Wifi / internet access	<ul style="list-style-type: none"> <li>• Civic Centre</li> <li>• Guildhall</li> <li>• Canolfan Y Bont</li> <li>• Montana Park</li> <li>• Sketty Park Community Centre</li> <li>• Friendship House</li> <li>• Libraries</li> </ul>
Essential Skills	Room Resources storage IT (tablets/PCs)	<ul style="list-style-type: none"> <li>• Community building or Council building</li> <li>• Victoria Park</li> </ul>
Storage Requirements	Storage requirements for teaching resources	<ul style="list-style-type: none"> <li>• ARC Portmead, Caernarvon Way, Bonymaen</li> <li>• Storage in Civic or Guildhall.</li> </ul>