



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Cabinet

**At:** Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

**On:** Thursday, 16 June 2022

**Time:** 10.00 am

**Chair:** Councillor Rob Stewart

**Membership:**

Councillors: C Anderson, R Francis-Davies, L S Gibbard, H J Gwilliam, D H Hopkins, E J King, A S Lewis, A Pugh, R V Smith and A H Stevens

**Watch Online:** <https://bit.ly/3Q6Q8TA>

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**Webcasting:** This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and / or training purposes.

**You are welcome to speak Welsh in the meeting.**

Please inform us by noon, two working days before the meeting.

### Agenda

Page No.

1. **Apologies for Absence.**

2. **Disclosures of Personal and Prejudicial Interests.**

[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)

3. **Minutes.**

To approve & sign the Minutes of the previous meeting(s) as a correct record.

1 - 4

4. **Announcements of the Leader of the Council.**

5. **Public Question Time.**

Questions must be submitted in writing to Democratic Services [democracy@swansea.gov.uk](mailto:democracy@swansea.gov.uk) no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

6. **Councillors' Question Time.**

7. Scrutiny Inquiry into Procurement.	5 - 35
8. Financial Procedure Rule 7 – Local Transport Fund and Active Travel Fund Grants 2022/23.	36 - 65
9. Community Budgets 2022-2027.	66 - 93
10. Local Authority Governor Appointments.	94 - 99

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*\* **Call In Procedure - Subject to Pre-Decision Scrutiny:** This decision is exempt from the Authority's Call In Procedure as "the decision has been subject to Pre-Decision Scrutiny and there is no material change in relevant information / evidence".*

*\*\* **Call In Procedure - Urgency:** This decision is exempt from the Authority's Call In Procedure as "either the Head of Paid Service, the Section 151 Officer or the Monitoring Officer certifies that any delay likely to be caused by the Call In Procedure could seriously prejudice the Council or the Public Interest including failure to comply with Statutory requirements".*

**Next Meeting:** Thursday, 21 July 2022 at 10.00 am

*Huw Evans*

**Huw Evans**  
**Head of Democratic Services**  
**Wednesday, 8 June 2022**

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**Contact: Democratic Services - Tel: (01792) 636923**

# Agenda Item 3.



City and County of Swansea

Minutes of the **Cabinet**

**Multi-Location Meeting - Gloucester Room, Guildhall / MS**

**Teams**

**Thursday, 21 April 2022 at 10.00 am**

**Present:** Councillor R C Stewart (Chair) Presided

**Councillor(s)**

M C Child  
E J King  
R V Smith

**Councillor(s)**

R Francis-Davies  
A S Lewis  
A H Stevens

**Councillor(s)**

D H Hopkins  
A Pugh  
M Thomas

**Officer(s)**

Jeffrey Dong  
Huw Evans  
Adam Hill  
Tracey Meredith  
Martin Nicholls  
Phil Roberts

Deputy Chief Finance Officer / Deputy Section 151 Officer.  
Head of Democratic Services  
Deputy Chief Executive / Director of Corporate Services  
Chief Legal Officer / Monitoring Officer  
Director of Place  
Chief Executive

**Also present**

Councillor(s): L S Gibbard

**Apologies for Absence**

Councillor(s): -

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## 151. Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared:

- 1) Councillors E J King declared a Personal & Prejudicial Interest in Minute 156 "Local Authority Governor Appointments" and withdrew from the meeting prior to its consideration.
- 2) Councillor R V Smith declared a Personal & Prejudicial Interest in Minute 156 "Local Authority Governor Appointments" and stated that he had dispensation from the Standards Committee to Stay, Speak but Not Vote on matters relating to the Appointment of Local Authority Governors.

## 152. Minutes.

**Resolved** that the Minutes of the meeting(s) listed below be approved and signed as a correct record:

- 1) Cabinet held on 17 March 2022.

**153. Announcements of the Leader of the Council.**

**1) Councillors who have Served as Cabinet Members during 2017-2022 Standing Down at the Local Government Elections on 5 May 2022**

The Leader of Council stated that Councillors J E Burtonshaw, M C Child, W Evans, C E Lloyd, J A Raynor, C Richards, M Sherwood and M Thomas had decided to stand down at the forthcoming elections in May 2022. Each of those named had served as Cabinet Members during the 2017-2022 Council term. He thanked and paid tribute them both for their excellent and dedicated contribution to Swansea Council and the Cabinet.

**2) Phil Roberts, Chief Executive - Retirement**

The Leader of Council thanked stated that Phil Roberts, Chief Executive would be retiring at end of May 2022. He paid tribute to Phil Roberts for his excellent and dedicated contribution to Swansea Council over the past 36 years.

**154. Public Question Time.**

No questions were asked.

**155. Councillors' Question Time.**

No questions were asked.

**156. Local Authority Governor Appointments.**

The Local Authority Governors Appointment Group submitted a report, which sought approval of the nominations submitted to fill Local Authority (LA) Governor vacancies on School Governing Bodies.

**Resolved that:**

- 1) The following nominations recommended by the Director of Education in conjunction with the Cabinet Member for Education Improvement, Learning & Skills be approved:

1)	Cadle Primary School	Cllr Elliott King
2)	Cwmglas Primary School	Dr Amanda Roberts

**157. Cost of Living Support Scheme – Mandatory and Discretionary Elements.**

The Cabinet Member for Economy, Finance & Strategy submitted a report that provided information on the mandatory scheme and sought consideration of the wide discretionary powers also available to the Authority under the Welsh government's Cost of Living Support Scheme to provide immediate financial support to householders considered to be in need of assistance with living costs.

**Resolved that:**

- 1) The details of the mandatory scheme set out in the report be noted and that they are already implemented.
- 2) The details of the discretionary powers relating to the Cost of Living Support Scheme be noted.
- 3) The following categories and amounts be approved as the basis for discretionary payments under the Cost of Living Support Scheme:
  - a) £150 will be paid to recipients of Council Tax exemptions awarded in respect of:
    - Care Leavers.
    - People with a Severe Mental Impairment (SMI).
    - Occupants of certain self-contained annexes.
    - Residents under 18 years old.
    - Care home residents.
    - People resident elsewhere as they are receiving care.
    - People resident elsewhere as they are providing care.
    - Students studying elsewhere.
  - b) Other categories for which a payment of £150 will be made:
    - Households occupying domestic dwellings in bands F to I for which a disability adaptation reduction has been granted.
    - Tenants of Swansea Council not in receipt of support from Housing Benefit (HB) or Universal Credit (UC) – in addition to any main scheme payment they are entitled to.
    - Any household Swansea Council can identify as being eligible for a £150 payment from the main scheme and which is required to register for a payment but has not done so by a date 2 weeks before the scheme closes.
  - c) Additional measures
    - £52,500 be placed in a fuel costs support fund to be used to support people having difficulty meeting fuel costs.
    - £28 to be paid to all households occupying domestic dwellings in Council Tax Bands A and B (in addition to any other single payment of £150 they are already entitled to from the main or discretionary scheme). One payment per property.
  - d) The maximum payment to one household from the Cost of Living Support Scheme as a whole will be £300.

Minutes of the Cabinet (21.04.2022)  
Cont'd

The meeting ended at 10.20 am

**Chair**

<b>Call In Procedure – Relevant Dates</b>	
Minutes Published:	<b>21 April 2022</b>
Call In Period Expires (3 Clear Working Days after Publication):	23.59 on 26 April 2022
Decision Comes into force:	27 April 2022

# Agenda Item 7.



## Report of the Procurement Scrutiny Inquiry Panel

Cabinet – 16 June 2022

### Scrutiny Inquiry into Procurement

<b>Purpose:</b>	This report presents the findings, conclusions and recommendations resulting from the Scrutiny Panel's Inquiry into Procurement. Cabinet must consider the recommendations made by the Procurement Scrutiny Inquiry Panel and agree action.
<b>Policy Framework:</b>	Council Constitution.
<b>Consultation:</b>	Legal, Finance, Access to Services
<b>Recommendation(s):</b>	It is recommended that:  1) Cabinet receives the report and tasks the relevant Cabinet Member to report back to a Cabinet meeting with a written response to the scrutiny recommendations and proposed action(s) for Cabinet decision.
<b>Report Authors:</b>	Councillor Chris Holley Michelle Roberts
<b>Finance Officer:</b>	Paul Cridland
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officers:</b>	Rhian Millar/Catherine Window

#### 1.0 Introduction

- 1.1 This report presents the findings, conclusions and recommendations resulting from the Scrutiny Inquiry into Procurement. The Scrutiny Panel's final report, appended, requires a Cabinet decision.
- 1.2 In accordance with the Council Constitution reports from Scrutiny to the Executive are presented to a Cabinet meeting. The convener of the Panel Cllr Chris Holley will attend to present the report and accompanying recommendations.

## **2.0 Scrutiny Programme Committee**

2.1 Within the Scrutiny Work Programme, the Scrutiny Programme Committee established an Inquiry Panel to look into Procurement, and appointed Councillors to the Panel to plan and carry out this work, gather evidence, consider findings, and prepare a report for Cabinet. On 15 March 2022 the Scrutiny Programme Committee discussed and agreed the report for submission to Cabinet.

## **3.0 Cabinet Decision**

3.1 At this meeting the role of the Cabinet is to receive the report and task the relevant Cabinet Member to prepare a written response on behalf of Cabinet. The Cabinet Member's response report should ordinarily be scheduled for a future Cabinet meeting **no later than two months** following formal receipt of the scrutiny report. It is acknowledged that with Council Elections taking place in May 2022, there may be a delay to Cabinet's decision.

3.2 In their response report the Cabinet Member should recommend approval or rejection of each of the scrutiny recommendations together with an explanation. Within their report the Cabinet Member should also provide a proposed action plan to show what steps are being or will be taken to implement recommendations. Cabinet will then make a decision on the Cabinet Member's response report.

## **4.0 Follow Up**

4.1 The Inquiry Panel will schedule a follow up on progress with the implementation of the action plan agreed by Cabinet and impact of the scrutiny inquiry and report their views to the Scrutiny Programme Committee. The Panel convener and the Scrutiny Officer will ensure that a review of progress against accepted recommendations is scheduled into future work programmes. Usually, a progress report will be requested by the Panel within 6-12 months after the action plan has been agreed by Cabinet.

## **5.0 Integrated Assessment Implications**

5.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, 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 Acts.
- 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.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.
- Treat the Welsh language no less favourably than English.



- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

5.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

5.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

5.2 There are no impact assessment implications associated with this report. Equality and engagement issues were formally considered at the scoping stage of this inquiry and borne in mind by the Panel throughout evidence gathering. The Cabinet Member will need to ensure that implications are considered via application of the corporate Integrated Impact Assessment process when considering the response to the recommendations.

## **6.0 Legal Implications**

6.1 There are no specific legal implications at this stage.

## **7.0 Financial Implications**

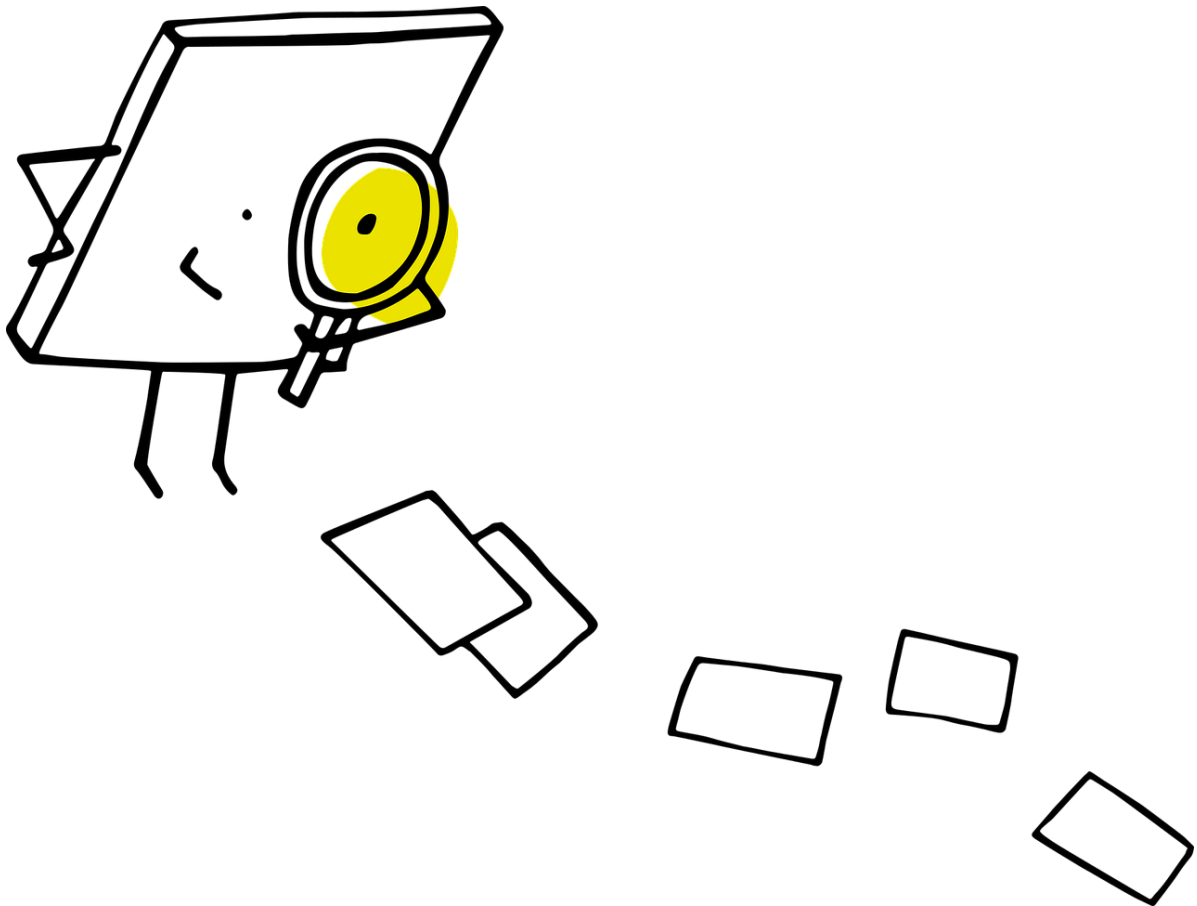
7.1 There are no financial implications to this report. Any potential implications will be outlined in the Cabinet response.

**Background Papers:** None.

**Appendices:** Appendix A – Final Inquiry Report.  
Appendix B – Integrated Impact Assessment (IIA)

## Procurement Scrutiny Inquiry

*How can Swansea Council ensure it procures locally, ethically and greenly whilst being cost effective and transparent in its practices?*



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The Procurement Scrutiny Inquiry Panel  
City and County of Swansea - Dinas a Sir Abertawe

**February 2022**



## **Why This Matters by Councillor Chris Holley (Convener)**



We recognised early on in this inquiry that Procurement is more than just purchasing something, it is also ensuring what you are buying is the most appropriate and fit for purpose. As part of this inquiry, we wanted to ensure the Council is striving to purchase goods or services using this mantra and when doing so are using the most appropriate methods and engaging with the right people. We were keen to see the example of the work being led by Social Services in relation to co-production, where they are getting partners, service users and the public to co-produce contract specifications for services.

Another main driver to carrying out this inquiry was to ensure that we are buying in a sustainable way that is both ethically and environmentally friendly. As a Council we have made a number of local, environmental and ethical commitments and we must ensure we are fulfilling these obligations.

Local procurement development was also highlighted as a key element to our piece of work. We were pleased to hear that the Council has been committed to this aspect for a number of years, which has been complemented by local benefits gained from the Council's Beyond Bricks and Mortar project, which ensures employment opportunities including apprenticeships for local people. We would like to see local procurement developed further as legislation allows.

We also hope that this inquiry has helped to highlight and transmit an understanding of the role of procurement to a wider audience.

We wish to thank the various people that have come along to give us evidence including Business Wales, Swansea Council for Voluntary Service and the multiple private sector contractors we spoke to.

We would also like to thank all the Council departments for contributing to this inquiry at a difficult time with the Coronavirus pandemic and for the excellent work they are doing to ensure goods and service needs are being met. We heard how in Social Services, resources to meet care and support needs, are stretched in ways which have never been experienced historically. This has and is being compounded by experiencing issues around the workforce being impacted directly by COVID and this is having a huge strain on our services and the sector. We wish to thank all staff across the Authority and particularly in Social Services for their continued care and commitment to the public of Swansea.

Our report contains a number of recommendations for Cabinet that we believe will improve Council procurement.

## Summary of Conclusions and Recommendations

### Procurement Scrutiny Inquiry

Inquiry Key Question: *How can Swansea Council ensure it procures locally, ethically and greenly whilst being cost effective and transparent in its practices?*

#### Conclusions

1. Procurement being built into the Council's Recovery & Transformation Plan and clearly aligned to the Council's key objectives moving forward.
2. Adherence to legislation and ensuring local policy and practice is clear, effective, transparent and consistently applied is vital.
3. Quality as well as value for money is necessary in order to get the best spend from the public purse.
4. We need to consider how leaving the European Union will affect Procurement in Swansea.
5. There is positive local procurement practice, which can be built upon and embedded further.
6. Not only the Council, but those who enter into contracts with it need to meet the general equality duty.
7. There is evidence of good environmental and ethical practice, which could be built upon and embedded further.
8. There are benefits in collaborating with partners and others in our procurement activities.
9. Effective procurement needs a good framework for monitoring performance and measuring success essential for continuous improvement.

#### The Panel recommends that:

##### *Long term challenges*

- 1 The Council's approach to social value, localism, biodiversity and the natural environment be further integrated and expanded in line with their key principles and current Council pilot programme reviewing this matter.
- 2 Cabinet investigate how the impact of a contract's carbon footprint can be measured with the view to using this measure as part of the Council's procurement practice.
- 3 Cabinet increase the use of nature-based solutions in the Council's procurement practice, when it is assessed as the most sustainable solution.

##### *Medium term improvements*

- 4 Cabinet develops a mechanism for measuring the impact of spending on policy commitments in relation to, for example, social benefit, local procurement,

natural environment and climate change (including investigating as to whether this analysis should form part of the internal audit and/or performance monitoring process).

- 5 The Schools' Guide for Procurement is finalised to assist schools in understanding procurement rules and regulations and the best practice that they should follow when undertaking procurement.
- 6 Resources to support procurement activities be reviewed upon enactment of the new UK reform of the UK Public Contract Regulations and the Green Paper to ensure support is fit for purpose in addressing any new or expanded requirements.
- 7 Ensure that the Council develops and maintains direct links with local businesses including developing appropriate communication channels to alert them of up-coming procurement opportunities.
- 8 Cabinet maximises opportunities to involve service users and citizens in the procurement process which will lead to more collaborative, co-produced services.
- 9 Cabinet continues the work to address any areas of non-compliance in Council procurement activity.

#### *Quick wins*

- 10 The number of 'open days' are expanded to encourage local firms to tender for Council works and ensure that supplier feedback is obtained in order to understand the issues experienced by businesses, particularly SMEs, when bidding for Council contracts. The Panel felt that this could include for example roadshows and contract and/or subject specific events.
- 11 Cabinet works with the Welsh Local Government Association to press the Welsh Government to develop ways for the impact of key national commitments to be measured across Wales and the sharing of procurement good practice across Wales.
- 12 Cabinet increases the level of training for new starters by making procurement training a mandatory module for those involved in any procurement activity.
- 13 A working group is created for education procurement which includes representatives from schools and the Council's procurement team to help improve consistency in adherence to policy, ways of working and identifying gaps and finding common solutions. The group should consider issues such as addressing perception around building services quotes, to ensure schools have a better understanding of 'like for like' quotes.
- 14 Cabinet focus on reviewing documentation and contract design to further encourage SMEs locally to tender for Council works.

## WHY WE PRODUCED THIS REPORT

### *Overview*

- 1.1.1 In selecting this topic and producing this report we wanted to see how the Council is meeting its duties under legal frameworks and to ensure it is working to procure locally, ethically and greenly whilst being cost effective and transparent in its processes.

### *Selecting the topic*

- 1.1.2 The Inquiry into Procurement was originally proposed by the Annual Scrutiny Work Planning Conference in 2019. Following agreement of a Scrutiny Work Programme, the Council's Scrutiny Programme Committee established the Inquiry Panel, and appointed Councillors to the Panel to plan and carry out this work, gather evidence, consider findings, and prepare a report for Cabinet. A strategic overview of the matter was discussed in October 2019 but starting the inquiry was delayed due to the pandemic. It was subsequently included in the scrutiny work programme for 2021/2022 and commenced on the 24 June 2021.
- 1.1.3 This topic was chosen because Scrutiny Councillors felt this was a wide-reaching subject that would benefit from Councillor's review and input.

### *Intended contribution*

- 1.1.4 As a Panel, we believe that we can make a valuable contribution to the Council's procurement process. We recognise that the challenges in this area can often be complex. We also believe that, whilst no one has all of the answers, success will only come from a conversation that everyone is able to contribute to. It is in this spirit that our conclusions and recommendations are offered.
- 1.1.5 Specifically, this report aims to contribute to this vital debate by:
  - a. Providing a Councillor perspective on the issue
  - b. Providing evidenced proposals that will lead to more effective services
  - c. Gaining the views of the public and stakeholders
  - d. Considering and concluding on recommendations from national reports, legislation /directives, and their implications for Swansea
  - e. Identification of good practice/research elsewhere and whether there is any learning for Swansea's approach
  - f. Increased Councillor understanding about procurement
  - g. Greater public awareness of work in relation to procurement.
- 1.1.6 We are also happy to recognise the limitations of the inquiry. Given the complexity of the topic and the time that we had this report provides a broad view of issues and is not exhaustive.
- 1.1.7 Finally, many of our conclusions are in line with the Council's current direction of travel and these are offered to provide reassurance. Others may be either additional or contrary to what has already been agreed. These are intended to offer challenge and to stimulate debate. Where we have made

recommendations, these are intended to help improve the performance of the Council in this area.

### *Equalities*

- 1.1.8 When planning this inquiry, we considered the public and stakeholders, how they might be affected and how we might engage them. We completed the Council's Integrated Impact Assessment (IIA) Screening form which formed part of the evidence pack for the inquiry.

## **EVIDENCE**

### *Evidence Collected*

- 1.1.9 Evidence was collected between 24 June and 10 November 2021. The following evidence gathering activities were undertaken by the Panel:

- a. Strategic Overview by Cabinet Member and Head of Commercial Services
- b. Internal Audit
- c. Cabinet Member/s and Director of Place Directorate
- d. Cabinet Member/s and Director of Social Services
- e. Cabinet Member and Head of Education Planning and Resources
- f. Cabinet Member and Deputy Chief Executive (Corporate Centre)
- g. Roundtable meeting with Stakeholders
- h. Business Wales
- i. Social and local procurement investigated – good practice elsewhere
- j. Public questions, Blog and Call for Evidence
- k. Performance and comparison data, customer satisfaction survey results
- l. Relevant legislation, policy, practice and other useful relevant information

- 1.1.10 For full details of how the evidence was gathered including details of all of the findings please see the findings report for this inquiry. This report can be downloaded [here](#) (pdf).

## **CONCLUSIONS**

### **2.1 Procurement should be built into the Council's Recovery & Transformation Plan and clearly aligned to the Council's key objectives moving forward.**

2.1.1 The Panel was satisfied that procurement is clearly built into the Council's recovery planning moving forward, with its procurement activity aligned to the Council's key objectives.

2.1.2 The Panel was reassured to hear that each departments purchasing and/or commissioning activity is embedded in their departmental service plans. Each service plan is, in turn, guided by the Council's key objectives.

- 2.1.3 The Panel recognises that procurement is an integral part of how the Council provides its services and we agreed it must be a core part of how the Council moves forward through the pandemic and beyond. We were pleased to hear that the Swansea Economic Recovery Plan contains an Action Plan that details, how we are, and will, move forward and the Council's procurement activity is clearly part of that.
- 2.1.4 The commitment to, and financing of, the Council's key objectives are discussed and agreed at Full Council in February each year, as part of its annual capital and revenue budget setting process. The Panel examined some examples of projects that clearly evidence commitment to the key Council objectives and drivers including the new schools' programme, More Homes and the decarbonisation retrofit programmes, highways and the building asset management plan.
- 2.1.5 The Panel, through speaking to each individual Council directorate, has gathered clear evidence that has demonstrated an active commitment to the delivering of the Council's key objectives through a robust procurement process. This can be seen in the work being undertaken right across the Council, it is a credit to the knowledge and expertise of staff and evidences their willingness to work across departments to achieve the desired outcomes.
- 2.1.6 The Panel found that the financial aspects of the Council are clearly examined by the Internal Audit process, although was told that Audit considers compliance rather than strategic direction. Currently, Audit do not look at any non-financial aspects that are linked to how we spend as a Council. This includes the spend alignment to the objectives and commitments made in relation to, for example, equalities, the environment, climate change, local procurement, social benefit and more widely the requirements of the Wellbeing of Future Generations Act. The Panel did ask: if these aspects are not audited, then how are we consistently measuring and understanding the impact of the Council's spend in these key areas?
- 2.1.7 The Panel would like to see the impacts in relation to key commitments clearly measured, monitored and reported. The Panel was unsure whether this should be done via internal Audit, the Council's performance management process, through individual departments and/or indeed whether it is a role more widely of the Welsh Government. The Panel did feel that it potentially needs to be a bit of all three. The Panel does recognise that measuring impact may be very difficult, especially attributing actions directly to improvements made but felt there was a clear need for us to do this. Not only to give assurance that we are using the right policies and mechanisms locally but it will also help us to find out what works well for us in Swansea. The Panel felt that the Welsh Government also has a key role in monitoring impact nationally and in the dissemination of good practice.
- 2.1.8 The Panel therefore recommend that:
- Cabinet develops a mechanism for measuring the impact of spending on policy commitments in relation to, for example, social benefit, local procurement, natural environment and climate change (including



investigating as to whether this analysis should form part of the internal audit and/or performance monitoring process).

- Cabinet works with the Welsh Local Government Association to press the Welsh Government to develop ways for the impact of key national commitments to be measured across Wales and the sharing of procurement good practice across Wales.

## **2.2 Adherence to legislation and ensuring local policy and practice is clear, effective, transparent and consistently applied is vital.**

2.2.1 The Panel concluded that the Council is adhering to the procurement legislative framework and guidance. It agreed that there is a robust overarching governance and assurance framework across the Council which provides a firm basis for specific procurement needs and support.

2.2.2 Evidence shows there to be clear strategies, objectives and linkages through and between corporate and other statutory plans.

2.2.3 There is a robust internal framework for procurement including clear roles and responsibilities, effective authorisation processes, robust policies and procedures and staff training and awareness of procedural rules.

2.2.4 Tight internal controls exist through the Council's Contract Procedure Rules/financial regulations, scheme of delegation, performance and financial monitoring, with assurance then demonstrated through Internal Audit and Scrutiny.

2.2.5 Evidence indicates that the Council conducts an open, transparent and proportionate procurement process. The Panel heard that public sector procurement is highly regulated and governed by legislation. We understand that now the United Kingdom has left the European Union, direct membership of the World Trade Organisation has been established and the rules contained within that membership are included in our practice here in Swansea. We also heard about the UK Public Contract Regulations 2015, and that any breaches by the council could lead to suppliers seeking recourse in the courts.

2.2.6 Evidence gathered suggests the Council acts with integrity and seeks to ensure equity for its potential suppliers. This is done through adhering to statutory UK Public Contract Regulations (PCR), and also, the Council publishes its own standing orders relating to the Council's control of spending and this forms part of the Council's Constitution. The Panel felt that these rules do indeed support staff to deliver effective procurement and that the process is fair, transparent, and non-discriminatory here in Swansea.

*The systems that are used and the publication of the tenders through the Sell to Wales portal provides transparency and consistency for the tender process, so I don't see any issues in these processes as they are applied.*

**Mark Thomas, Days Fleet at roundtable meeting with the Panel on 21 October 2021**

2.2.7 The Panel was pleased to hear that each department has dedicated officers responsible for ensuring there are arrangements and mechanisms in place to procure services appropriately. These individuals link with procurement officers

to ensure procurement activity is conducted in accordance with the required rules and regulations.

- 2.2.8 The Panel heard about the key role that the central procurement team play in the overall procurement process. We were reassured to hear that although most of the procurement activity is carried out within individual Council departments the Council's central team of 8 staff, who, along with the Head of Commercial Services, provide professional and strategic advice on all procurement matters. This team has a clear role in ensuring compliance with PCR on all procurement activity undertaken and also other legal requirements such as Wellbeing of Future Generations Act (Wales) and General Data Protection Regulations (GDPR).
- 2.2.9 The Panel recognise and welcome the Council's Internal Audit function which has the primary role of ensuring that whenever any goods or services are procured, the correct process and procedures are followed as set out in the Council's Accounting Instructions Contract Procedure Rules, Spending Restrictions and Procurement Guidance. The Panel heard that audits are scheduled on a rolling basis, with the frequency of each review being determined by the risk score allocated to each audit. The risk score includes for example the amount of income or expenditure attributed, the higher the score, the more frequently the audits are undertaken.
- 2.2.10 The Panel understands the procurement activities of schools are audited separately as a result of their delegated budgets. The Panel was pleased that that the Council works closely with schools to seek to ensure procurement practice is consistent and that correct procedures are being used. We heard that training is provided and a factsheet to aid understanding of the procedure rules and tendering is shared. Officers also work closely with other teams across the Council where appropriate to address issues that might be highlighted through internal audit.
- 2.2.11 A Procurement Guide for Schools is being developed by the Education Directorate that will provide basic guidance on best practice in order to ensure compliance with appropriate rules and procedures. The Panel heard that the overall picture is a positive one in terms of working in partnership with schools and in the outcomes of audits. It agreed with the Head of Education Planning and Resources when he said the most effective and robust controls generally exist where there is ownership of the issues and emphasised the importance of robust financial procedures by schools.
- 2.2.12 The issue of the cost of the Council's building services was raised especially in relation to school's repair work. The Panel was told that there is a misconception about higher pricing. We heard that no credible examples have been put forward in the past and often external contractors will not price fully for the work, so work is not comparable like for like. The Panel felt that this misconception should be addressed with schools were possible, ensuring a good understanding of like for like quotes.
- 2.2.13 The Panel recognised that staff training and development in relation to procurement is essential with the need to ensure that all staff have a good

understanding of procurement, in order for a consistent approach to be maintained. The Panel emphasised the importance of having a good ongoing training programme that will ensure sufficient skill base in the Council and the need to continually strengthen and build upon staff knowledge. The Panel agreed with the Director of Place when he suggested increasing the level of training for new starters and making procurement training mandatory for some modules.

2.2.14 The Panel agreed that the Council has developed a robust and detailed set of contract procedure rules for use in its procurement activities. However, the Panel felt that there is always opportunity for further self-evaluation and improvement and would encourage continued learning through looking at current best practice and peer organisations.

2.2.15 The Panel recommend that Cabinet:

- Increase the level of training for new starters by making procurement training a mandatory module for those involved in any procurement activity.
- Creates a working group for education procurement which includes representatives from schools and the Council's procurement team to help improve consistency in adherence to policy, ways of working and identifying gaps and finding common solutions. The group should consider issues such as addressing perception around building services quotes, to ensure schools have a better understanding of 'like for like' quotes.
- Finalise the Schools' Guide for Procurement to assist schools in understanding procurement rules and regulations and the best practice that they should follow when undertaking procurement.
- Continue the work to address any areas of non-compliance in Council procurement activity.

### **2.3 Quality as well as value for money is necessary to get the best spend from the public purse**

2.3.1 The Panel heard that public bodies in Wales are responsible for spending approximately one third of the total devolved Welsh budget and it is estimated that over the next decade Welsh public services will spend £60 billion. The Panel agreed that Wales has the opportunity to think about how and where to spend that money in the interest of current and future generations, by combining procurement activities with improving economic, social and cultural wellbeing of people and communities in Wales. The Panel was keen to see how Swansea will be part of that thinking and how our communities will benefit locally.

2.3.2 The Panel recognised that a vast array of procurement activity takes place across the many Council services and therefore wanted to ensure that the Council is getting the best spend from the public purse. This should include not only value for money but in the quality of services or items we procure. The Cabinet Member responsible for procurement told the Panel that he was proud of what we have achieved here in Swansea in relation to procurement, with an active and positive procurement team taking the service forward.

- 2.3.3 The Panel was pleased to hear that part of the central procurement team's role was ensuring that value for money is achieved and that purchasing power is optimised between quality and cost when procurement activities are undertaken. The Panel also provide advice on the most cost effective, compliant, and appropriate route to put a tender to market.
- 2.3.4 The Panel was pleased to find that getting best value for money in procurement is not just restricted to getting the lowest price. It appears that best value is defined in the Welsh National Procurement Strategy as *the optimum combination of whole life costs and benefits to meet the customer's requirements*. The Council therefore evaluates tenders and quotations based upon set evaluation criteria that depend on each contract and that can be by price/cost, quality or by price/cost and quality. For example, if the quality is likely to be the most important factor a 70/30 quality/price ratio may be appropriate. We heard that there is no fixed balance between the quality/price, and it will vary depending on the requirement of each procurement exercise. The Panel was encouraged to hear that when services are audited, they are not looked at on the basis on cost alone but the value for money aspect is also evaluated.
- 2.3.5 The Panel heard that the Council has choices when it comes to procurement routes and that the most appropriate to each procurement activity are utilised. In the Place Directorate for example, frameworks are utilised for the majority of procurement activities but that this is varied depending on what is being purchased, these can include regional or national frameworks or use of 'sell2wales' adverts where suitable frameworks do not exist. The Panel also heard that when frameworks are not available, selection is by a robust process to ensure contractors are aligned to the Council's requirements.

*Swansea Council have moved away from using the framework that was put in place by Welsh Government and have now gone down a different route. There are benefits of using a framework, it is supposed to reduce the overall procurement costs and the use of internal resource. It also helps to build long term relationships between suppliers and buyers.*

**Christopher Parker, Computer Centre at roundtable meeting with the Panel on 21 October 2021**

- 2.3.6 The Panel asked why the Council has moved away from Frameworks to the Open Tender process for some procurement? The Head of Commercial Services told the Panel that this decision is taken on a case-by-case basis as there is no one size that fits all circumstances. For certain commodity products, where there are multiple competitors in the marketplace, it can make sense to tender openly as we typically source such products on an infrequent basis, and in recent procurement exercises we have seen significant savings from using this open approach, hence our adoption of this route.

## **2.4 We need to consider how leaving the European Union will affect procurement in Swansea.**

- 2.4.1 The Panel was interested to explore how the Council has been affected by leaving the European Union. We heard that procurement can be influenced by

several factors outside of the Council's control, with leaving the European Union on 31st January 2020 being one of them. The Panel heard that whilst leaving the European Union has undoubtedly led to issues with supplies and with increased costs, the concurrent effect of the COVID-19 pandemic has created issues which have compounded the situation. Substantial price increases for materials have been noted across most sectors, with supply chain issues and labour shortages experienced. The sheer level of construction activity has also exacerbated the strains associated with increased prices. Furthermore, lead times have increased with impacts on suppliers who are unable to give clear timescales and costs of supply of items. The sourcing of, and increased cost of materials has been an issue recorded as Corporate Risk.

2.4.2 The Panel was mindful of what the longer term and therefore unknown impacts of leaving the European Union will have on the cost and availability of materials as well as on the workforce locally and would emphasise the importance of continuing to consider this as a 'risk' to the Council and monitored as such.

## **2.5 There is positive local procurement practice, which can be built upon and embedded further.**

2.5.1 Evidence suggests that in Swansea there is clear commitment to, and development of, the local economy with support for local suppliers being evident for a number of years. The Panel heard that the Beyond Bricks and Mortar initiative was developed back in 2009 with a view to securing added benefits from regeneration projects led by the Council. These take the form of community benefits derived from suppliers and are articulated through our contracts.

2.5.2 The Panel heard that the Council's Community Benefit Policy was updated in 2016 and the Council's Beyond Bricks and Mortar team has been responsible for its implementation in conjunction with the procurement team since that time. The scope of this policy is to include community benefit clauses in the procurement of suitable works, goods and services including construction, education, catering and social care activities, where applicable. The Panel understands that the project aims to specifically provide social benefit by:

- Identifying training opportunities and apprenticeships within the project and work with contractors and suppliers to increase the numbers of unemployed, economically inactive or Not in Employment, Education or Training able to access these opportunities
- Encourage the development of more local supply chains.
- Encourage wider community benefits like for example engagement with schools, colleges and participation in community events.

All these have been designed to impact on deprivation and add community benefit locally. In evidencing this the Panel heard that in 2019/20, 2,603 weeks of jobs and training were achieved, 27 new projects commenced, and 63 job opportunities were advertised.

- 2.5.3 The Panel agreed it was vital that we ensure that contractors understand our processes and procedures and feel confident to tender. The Panel looked at how the Council encourages local organisations to bid for contracts with the Council. We heard about how the Council has broken up some projects to enable smaller companies to bid for packets of work that suit their capacity as they will often not have the resources to take on very large projects. The Panel were keen to see this carefully considered when planning contracts, as the size of contracts was identified as an issue by small enterprises and the third sector. The Panel did recognise that whilst doing this the Council must ensure fairness and non-preferential treatment and where it is appropriate to the nature of the contract in question.

*A lot of third sector organisations within Swansea are relatively small and they are delivering very localised services to communities and people within communities. That can make it really difficult for organisations to access procurement opportunities. Quite often they won't have everything needed in terms of the tick boxes. Which isn't to say that they're not fit to run the service. It's quite often that the questions asked in a procurement process are not actually the right ones for this type of service.*

*In order to ensure that local organisations rather than large national organisations are able to apply, there needs to be thinking involved in putting the procurement exercise together that looks at social benefit, social value and a local need. We have had some really good examples of working with procurement to put some of those sorts of clauses in, to try and enable more locally based organisations to apply and therefore get involved in that circular economy stuff.*

**Amanda Carr (SCVS) at roundtable meeting with the Panel on 21 Oct 2021**

- 2.5.4 The Panel was told that the Council regularly reviews its processes so that it can get the balance right between probity and procedure and not having unnecessary barriers to some smaller contractors. The Leader, Councillor Rob Stewart told the Panel that the localism aspect will continue to be a key focus in order to ensure the monies we spend stay as local as possible and it is a key aspect of the Council's procurement strategy.

*I think in terms of transparency and consistency this has been tricky for the third sector over the past few years. I don't blame the procurement process itself; it is the move away from historic grant giving or service level agreement arrangements into a procured process. Some organisations have been unable to really understand why that might be happening to them when their service has always apparently performed very well or being really valued, they then feel like they're being kind of excluded because it is just too bureaucratic for them.*

*I think part of this is about people moving their thinking to a new world of procurement, accepting that is what they have to learn to be able to do now. That certainly is something that SCVS over the past few years has been working on. It's our focus to support people, so rather than supporting people to apply for grants it is about supporting people to submit tenders. I think it's not just about the Council, but it is about the organisations as well...it's about all being on a journey together hopefully. So, it is about transparency, consistency and understanding and communicating that, so that everyone arrives in the same place and understands why it is happening.*

**Amanda Carr (SCVS) at roundtable meeting with the Panel on 21 Oct 2021**

- 2.5.5 The Panel heard about 'meet the buyer' events that are held to encourage engagement from providers on main Council contracts and to support market development. The Panel would like to see the number of open days expanded to encourage local firms to tender for council works and encourage supplier feedback. They also felt that the events could be done in a number of ways depending on the requirements of, for example, the contract and could include for example contract and/or trade specific events, roadshows and webinars etc. It was recognised that local businesses are not always aware of potential open days or events, so the Council needs to develop and maintain direct links with local businesses including developing appropriate communication channels to alert them of up-coming procurement opportunities.
- 2.5.6 The Panel welcomed the new supplier guide for potential suppliers that has been developed to assist with the understanding of the Council procurement processes. We heard that the Council has also updated its external website to improve supplier engagement and access to information. The Panel recognise the improvements made in this area but would emphasise the need to continue to review documentation and contract design regularly to further encourage small and medium-size businesses to tender for council works.
- 2.5.7 The Panel was pleased to speak to a representative from Business Wales who is contracted by Welsh Government to provide business support to small and medium size businesses. The only criterion for accessing the support is the business needs to be classed as a Welsh micro-SME, meaning they should employ up to 250 staff and have up to a £55 million turnover. The Tendering Advisor who attended the Panel explained what is done to support these businesses particularly in tendering for public sector tenders and contracts. The Panel heard that Business Wales work with companies to support them to tender and this can include what they need to have in place to meet the minimum requirements, helping with selection questionnaires and in the use of portals like E Tender Wales. It meets with individual businesses and supports them through the tendering process, helping them achieve their desired goal. It also offers early engagement sessions and meet the buyer events. If there is a large contract, it can help facilitate meet the buyer events for the potential contractors to engage with the Council. The Panel was interested to hear that Business Wales not only provides support with tendering but also support business planning, cash flow, funding and marketing.

In addition, Business Wales provides advice in relation to two pledges from Welsh Government: the green growth pledge and the equality pledge. They offer businesses a range of support to, for example, improve their efficiency and to decarbonise, also to help businesses take proactive steps to create a fully inclusive and diverse workforce. They employ sustainability advisors who assist businesses in ensuring they have an environmental policy as part of the 'Wales is green' growth pledge.

The Panel did ask how they contact potential clients and were told Business Wales have a good relationship with the procurement officers, particularly in Swansea Council. The Council's Head of Commercial Services told the Panel

the Council refer people to Business Wales by signposting them directly, as well as having a referral mechanism which is displayed in our literature like the Council's Suppliers Guide. Business Wales also has an active marketing team who proactively advertise the service.

2.5.8 The Panel discussed a desk-based research report that exemplified a selection of different procurement practices taking place in relation to social and local procurement across the UK. We looked at:

- a) The Preston Procurement Model
- b) Cardiff Council's Socially Responsible Procurement Policy
- c) Hywel Dda University Health Board Community Wealth Building
- d) Community Wealth Building in Leeds
- e) Harrow, Making Refurbishment Better

The Panel, after reviewing the information, was particularly interested in the Preston Model, where Preston Council, its anchor institutions and other partners are implementing the principle of Community Wealth Building. Preston is committed to implementing its approach as a 'place builder' for the city by promoting this concept with other large organisations in the area, like for example, the University, colleges, housing associations and the police. They believe this is important because many of these organisations have significantly greater spending powers and assets than the Council and by working together can have a greater impact on the future wellbeing of the city.

We heard from our Head of Commercial Services that the Preston model is something that Swansea Council is familiar with, we have worked with their allied partner the Centre for Local Economic Strategies on this matter. He highlighted the model originally looked at a combined spending of £750 million, of which when they started their process, only had £25 million remaining in their local area. So, they were starting from a different, much lower, base of local supplier involvement as Swansea Council spends some £260 million a year and we are looking at £100 million staying in our area. The Panel recognised Swansea has been looking at local supplier development and social value for a long time. The Panel was pleased to see other Councils are adopting the Beyond Bricks and Mortar approach that was adopted in Swansea many years ago, so others are following Swansea's best practice.

2.5.9 The Panel was interested to explore a question raised by Amanda Carr from SCVS, namely do we, or can we use localised solutions that involve the public, private and third sector expertise? The Head of Commercial Services replied to this question. He said with regard to the point on consortia procurement the Council is open to this approach and we do work with multiple stakeholder groups across the Council to engage with all sectors including the third sector and the Council has published specific guidance on this matter.

*I understand that localism is really important across all services and I'd just like to cite Beyond Bricks and Mortar approach as something that I've always wanted to see, with that kind of local social benefit clause, spread more widely across tendering. And when I talk about small organisations, I would consider SCVS as a small organisation in the scheme of definitions of procurement. It is also very difficult for an organisation of the*



*size of SCVS to get involved in procurement as well, so I am not talking just incredibly small but also some of the organisations that might be our larger voluntary organisations within Swansea such as SCVS.*

**Amanda Carr (SCVS) at roundtable meeting with the Panel on 21 Oct 2021**

2.5.10 Whilst excellent work is being done in Swansea in improving community benefit and local procurement, the Panel hoped pending changes in legislation will allow Councils to build upon this local procurement activity. The Panel did recognise Beyond Bricks and Mortar is an effective vehicle for moving this agenda forward but did feel it should not be the only route to progressing our local procurement behaviour, feeling we must embed this aspect in a wider range of activities for it to make a bigger impact here in Swansea. We felt that it is important that we consider how we work with the third sector, especially the smaller organisations, and the difficulties they may experience should be recognised and considered in our procurement process were possible.

2.5.11 We heard the regulation and policy relating to procurement is about to go through a period of significant change with an expected reform of the UK Public Contract Regulations. This may allow more flexibility for the Council to consider, for example, enhanced social value criteria. The Panel was interested to hear that the Council's Commercial Services is currently supporting a pilot programme into this matter and welcomed hearing it is the current focus for further development in this area.

2.5.12 The impact of the UK Government's Procurement reform is currently an unknown factor; the published Green Paper indicated the removal of the light touch regime from the new rules. This could have a huge impact on the work currently being undertaken within procurement and could result in more contracts coming into the scope of the rules. If this is the case, both Commissioning, and Procurement teams which are currently under resourced, could have additional pressures upon them due to this proposed change.

2.5.13 The Panel recommend:

- Resources to support procurement activities be reviewed upon enactment of the new UK reform of the UK Public Contract Regulations and the Green Paper to ensure support is fit for purpose in addressing any new or expanded requirements.
- Cabinet focus on reviewing documentation and contract design to further encourage SMEs locally to tender for Council works.
- The number of 'open days' are expanded to encourage local firms to tender for Council works and ensure that supplier feedback is obtained in order to understand the issues experienced by businesses, particularly SMEs, when bidding for Council contracts. The Panel felt that this could include for example roadshows and contract and/or subject specific events.
- Ensure that the Council develops and maintains direct links with local businesses including developing appropriate communication channels to alert them of up-coming procurement opportunities.

**2.6 Not only the Council, but those who enter into contracts with it need to meet the general equality duty.**

- 2.6.1 The Panel heard Swansea Council is committed to 'A more equal Wales', this being a society that enables people to fulfil their potential no matter what their background or circumstance. The Equality Act 2010 requires purchasers to ensure they do not discriminate in the provision of goods or services.
- 2.6.2 The Panel was reassured to hear compliance with the Act is embedded in all the Council's tender documentation and frameworks. This includes the frameworks used for contractors which set out clear requirements to evidence commitment to, and maintenance of, policies for both equal opportunities and safeguarding.
- 2.6.3 The Panel agreed with, and emphasised the importance of, taking equality into account at an early stage in any procurement process/activity, which we believe will help to ensure goods and services procured are fit for purpose.
- 2.6.4 Evidence gathered suggests the corporate process is followed for procurement to ensure compliance. This is done through the Integrated Impact Assessment process, which is used for screening of, and full reporting of projects in order to understand impacts. Where required a more detailed stage 2 evaluation to understand more in-depth equalities impacts is undertaken. Integrated Impact Assessments (IIA) are used and follow through the procurement process for all large projects that require Cabinet approval. Advice on IIAs is sought from the Council's Access to Services Team who provide support and advice on equalities matters.
- 2.6.5 The Panel found standard terms and conditions are used which require all our providers to evidence commitment to equal opportunities as well as for community benefits/social value, modern slavery, Welsh language and safeguarding. A selection questionnaire is used to establish whether providers meet these required standards before awarding contracts. Also, for some areas of the Council like some Social Services, contracts have further specific selection questions asked for each contract depending on their requirements.
- 2.7 There is evidence of good environmental and ethical practice, which could be built upon and embedded further.**
- 2.7.1 Evidence suggests there is a Council vision in relation to environmental and ethical practice with aims and objectives within the Council's corporate plans which are acted upon daily in departmental procurement activities. The Panel looked at a number of examples of activity taking place across council services. One of these being the Council's pension fund which selects investments based on consideration of ethical, environmental and social governance commitments and is committed to a significant divestment of holdings related to fossil fuels.
- 2.7.2 Swansea Council has shown its commitment to environmental and ethical practice through agreeing a number of pledges, including for example, signing a Charter on Climate Action in December 2020, pledges to become carbon-neutral in the next decade and zero tolerance to racism. Swansea is a City of Sanctuary and proud to be a Home Office dispersal city for refugees and asylum seekers, a Dementia Friendly city and a World Health Organisation

Healthy City. The Council has also embedded the United Nations Convention on the Rights of the Child (UNCRC) into the way it set its policies.

- 2.7.3 The Panel welcomes the pilot project which seeks to review and renew our focus on social value aspects, in line with a review of procurement legislation that is being undertaken by the Welsh and UK governments (where legal changes which allow an enhanced focus on social value). The Council has already had success in delivering socially beneficial outcomes, for example energy efficient homes and electric vehicles. The Panel were keen to ensure that that the Council's procurement practice enhances our activities to address climate change and our environment commitments.

*Most contracts now come with the carbon net zero sort of criteria that all businesses are going to need to hit. Swansea had been good with this and other aspects particularly in relation to the new Council home building in the city, they have very efficient solar panels and charging points outside the front of the houses, so future proofing, so to speak. There are not many other Councils in Wales that are building houses to this standard, so it is good to see.*

**Rhys Morgan, LBS Building Merchants at roundtable meeting with the Panel on 21 Oct 2021**

- 2.7.4 The Panel was pleased to hear the Council's procurement terms and conditions ensure suppliers note their conformance to key obligations, through completion of a supplier suitability questionnaire (SSQ) which covers modern slavery, equal opportunities, Welsh language and safeguarding. Tendering contractors are also required to address compliance with the above requirements within their tender submissions. All SSQ questions are checked by central procurement.
- 2.7.5 Swansea Council has a well-being duty under the Well-being of Future Generations in Wales Act 2015 to improve social, economic, environmental, and cultural well-being in Wales and the Panel believe action to meet the well-being needs of both current and future generations is being taken. The Panel heard the Beyond Bricks and Mortar Team identifies the community benefit requirements of all Council projects, with procurement forming part of the Council's sustainability risk assessment, thereby helping to set appropriate targets that focus on recruitment and training, supply chain initiatives, the Welsh government community benefit tool, and other community benefits such as working with the community on particular projects. The Panel were particularly keen to emphasise the importance of the Council's commitment to the development of local apprenticeships.
- 2.7.6 The Panel was pleased to hear each department keeps close links with the Procurement Team on such matters to maintain consistency of approach. They have regular team meetings to ensure this, by feeding back any issues and lessons learnt and sharing good practice. There is also ongoing liaison around advice on use of information, templates and tools available to use.
- 2.7.7 The Panel was interested to explore the sustainability statement documentation used and particularly who is involved in putting it together. The Panel wanted to understand the role of the planning ecologist in this process.

We felt an ecologist should be involved because they are able to assess whether the contractors are serious about the issues and are committed to taking them forward whilst also monitoring the commitments made. The Panel heard an ecologist would only need to play a limited role in the preparation of sustainability statements and only then for larger corporate contracts that would have an impact on the natural environment. This would be, for example, when advising whether an ecological assessment would be required and what type would be needed. It would not need to be a planning ecologist specifically as the Council's biodiversity officer is a qualified ecologist so this element would be covered by their involvement. The Panel was satisfied we have adequate arrangements in place to ensure any conditions we might attach to a contract are actually being met.

2.7.8 The Panel recommend to Cabinet that they:

- Consider how the Council's approach to social value, localism, biodiversity and the natural environment can be further integrated and expanded in line with key principles and the current Council pilot reviewing this matter.
- Investigate how the impact of a contract's carbon footprint can be measured with the view to using this measure as part of the Council procurement practice.
- Increase the use of nature-based solutions in the Council's procurement practice when it is assessed as the most sustainable solution.

## **2.8 There are benefits in collaborating with partners and others in our procurement activities**

2.8.1 The Panel was pleased to see evidence that suggests the Council does indeed work across departments, with its partners and others in the pursuit of benefits from economies of scales, achieving efficiencies in the use of resources whilst in some cases being able to realise savings.

2.8.2 The Panel heard that in 'People' services there is a commissioning work plan that enables them to identify joint procurement activities, which is also a good way to identify and enable transformation opportunities with, for example, other organisations like health and the third sector.

2.8.3 The Panel also found there are regional commissioning and partnership arrangements in place to oversee wider joint activities. For example, a number of work streams are in situ under the West Glamorgan Transforming Complex Care arrangements which address any joint procurement implications.

*In terms of the sector as a whole, I would like to comment on the third sector strategy arrangements between the local authority and the sector and the Compact that exists. Over the past 18 months the Compact has become a really strong forum for the third sector to be able to discuss concerns or issues directly with procurement colleagues and that has been a really positive way of building those relationships. I would praise the local authority for this and for, over the last few years, its growing emphasis on co-production around the specifications for services which are going to be sought from the third sector. Council has been really on board in working in a co-productive space to the extent that the law will allow, which is very positive.*

**Amanda Carr (SCVS) at roundtable meeting with the Panel on 21 Oct 2021**

2.8.4 We were pleased to hear the positive comments from Amanda Carr about how the Compact arrangements are becoming a strong forum for the third sector. We would like to see this expanded further and the good practice learnt shared and used elsewhere in the Council where appropriate.

2.8.5 The Panel recognise working with our partners, service users and indeed the wider public to ensure our contracts and commissioning activities are fit for purpose is an important and a developing area. We heard Social Services have so far led in this area, with not purely contractual arrangements with organisations but more of a co-productive approach. The Panel was keen for this to be further developed.

2.8.6 Officers right across the Council are members of a large number of regional and professional networks which benefit the Council by sharing good practice and sharing skills and experience. The procurement category manager is the national procurement representative on the National Commissioning Board, which enables a national viewpoint to be established at a local and regional level.

2.8.7 The Panel recommend that Cabinet

- Maximises opportunities to involve service users and citizens in the procurement process which will lead to more collaborative, co-produced services.

## **2.9 Effective procurement needs a good framework for monitoring performance and measuring success essential for continuous improvement.**

2.9.1 Panel members were also reminded, all procurement activity is carried out against the backdrop of the requirements of the Council's Contract Procedure Rules and Internal Audit monitor the Council's adherence to these and report accordingly.

2.9.2 We heard contracts have individual specifications, which describe their performance requirements, and these are monitored by contract, commissioning leads and/or procurement officers.

2.9.3 Where the procurement method is via a framework, a framework manager is appointed to monitor the ongoing spend against a particular framework. Both the framework and the call-off contract contain legally binding terms and conditions, outlining both the contractor/supplier's and the client's obligations. Failure to adhere to those obligations could lead to damages being imposed against the contractor/supplier for non-performance or breach and ultimately being removed from the framework or termination of employment under the call-off contract.

2.9.4 The Panel also heard close links with the Authority's procurement section maintain consistency of approach and that regular team meetings, feedback and lessons learnt sessions ensure there is consistency of approach and both issues and good practice are shared.

2.9.5 The Panel believe, in order to ensure consistency, quality of service provision and to drive continuous improvement, it is of paramount importance procurement activities are monitored and performance measured against expectation. The Panel was keen to see the information collected is then reviewed and used to continually improve.

## **RECOMMENDATIONS**

The Panel commends Cabinet to consider all issues and ideas raised by this inquiry and, in particular, the recommendations set out below.

The Panel recognises that the Authority

- (a) will need to ensure that any subsequent actions are legal and meet the requirements of any relevant legislation.
- (b) has a responsibility to make the best use of limited resources and that any additional costs will need to be considered carefully as part of the annual budget setting process.

The Panel has kept these principles in mind in the course of its investigations.

### **The Panel recommends that:**

#### *Long term challenges*

- 3.1 The Council's approach to social value, localism, biodiversity and the natural environment be further integrated and expanded in line with their key principles and current Council pilot programme reviewing this matter.
- 3.2 Cabinet investigate how the impact of a contract's carbon footprint can be measured with the view to using this measure as part of the Council procurement practice.
- 3.3 Cabinet increase the use of nature-based solutions in the Council's procurement practice, when it is assessed as the most sustainable solution.

#### *Medium term improvements*

- 3.4 Cabinet develops a mechanism for measuring the impact of spending on policy commitments in relation to, for example, social benefit, local procurement, natural environment and climate change (including investigating as to whether this analysis should form part of the internal audit and/or performance monitoring process).
- 3.5 The Schools' Guide for Procurement is finalised to assist schools in understanding procurement rules and regulations and the best practice that they should follow when undertaking procurement.
- 3.6 Resources to support procurement activities be reviewed upon enactment of the new UK reform of the UK Public Contract Regulations and the Green Paper to ensure support is fit for purpose in addressing any new or expanded requirements.

- 3.7 Ensure that the Council develops and maintains direct links with local businesses including developing appropriate communication channels to alert them of up-coming procurement opportunities.
- 3.8 Cabinet maximises opportunities to involve service users and citizens in the procurement process which will lead to more collaborative, co-produced services.
- 3.9 Cabinet continues the work to address any areas of non-compliance in Council procurement activity.

*Quick wins*

- 3.10 The number of 'open days' are expanded to encourage local firms to tender for Council works and ensure that supplier feedback is obtained in order to understand the issues experienced by businesses, particularly SMEs, when bidding for Council contracts. The Panel felt that this could include for example roadshows and contract and/or subject specific events.
- 3.11 Cabinet works with the WLGA to press the Welsh Government to develop ways for the impact of key national commitments to be measured across Wales and the sharing of procurement good practice across Wales.
- 3.12 Cabinet increases the level of training for new starters by making procurement training a mandatory module for those involved in any procurement activity.
- 3.13 A working group is created for education procurement which includes representatives from schools and the Council's procurement team to help improve consistency in adherence to policy, ways of working and identifying gaps and finding common solutions. The group should consider issues such as addressing perception around building services quotes, to ensure schools have a better understanding of 'like for like' quotes.
- 3.14 Cabinet focus on reviewing documentation and contract design to further encourage SMEs locally to tender for Council works.

## **FURTHER SCRUTINY NEEDED**

As well as our recommendations for the Cabinet we have also come across a number of issues that we believe may require further scrutiny. We propose to the Scrutiny Programme Committee, therefore, that it examines:

1. How procurement fits into our scrutiny work programme overall and whether there is scope to discuss this subject and relevant issues on an annual basis, whether via Performance Panel or as otherwise deemed appropriate. This could, for example, enable further exploration of issues in relation to the costing of repair/enhancement works within schools quoted for by the local authority and the importance of the quality/cost ratio (for example 70/30 quality/cost ratio).



## **ACKNOWLEDGEMENTS**

The Panel is very grateful to everyone who contributed to the inquiry.

The Panel would, in particular, like to thank the following people for all of their help and for the information provided.

Cllr David Hopkins, Cabinet Member for Delivery and Operations  
Cllr Rob Stewart, Leader and Cabinet Member for Economy, Finance and Strategy  
Cllr Louise Gibbard, Cabinet Member for Supporting Communities  
Cllr Robert Francis-Davies, Cabinet Member for Investment, Regeneration & Tourism  
Cllr Robert Smith, Cabinet Member for Education Improvement, Learning and Skills  
Chris Williams, Head of Commercial Services  
Adam Hill, Deputy Chief Executive  
Brian Roles, Head of Education Planning and Resources  
Martin Nicholls, Director of Place  
James Beynon, Category Manager / Senior Procurement Officer  
Simon Cockings, Chief Auditor  
Nigel Williams, Head of Building Services  
Dave Howes, Director of Social Services  
Jane Whitmore, Strategic Lead Commissioner  
Lee Morgan, Category Manager / Senior Procurement Officer  
Christopher Francis, Commissioning and Care Services  
Christopher Parker, Computer Centre  
Amanda Carr, Swansea Council for Voluntary Services  
Mark Thomas, Days Fleet  
Elgan Richards, Business Wales  
Rhys Morgan, LBS Building Merchants

## **ABOUT THE INQUIRY PANEL**

The **Procurement Scrutiny Inquiry Panel** is a team of Councillors who are not members of the Cabinet, appointed by the Council's Scrutiny Programme Committee. Inquiry Panels will examine a strategic issue of concern and make recommendations about how policies and services can be improved.

### **Members of the Panel**

Chris Holley (Convener)

Phil Downing

Hazel Morris

Jeff Jones

Lyndon Jones

Peter Jones

Mandy Evans

Mike White

Brigitte Rowlands

Irene Mann

Mary Sherwood


The inquiry was supported by Michelle Roberts from the Council's Scrutiny Team.

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# Integrated Impact Assessment Screening Form – Appendix B

Please ensure that you refer to the Screening Form Guidance while completing this form.

## Which service area and directorate are you from?

Service Area: Scrutiny

Directorate: Legal and Democratic Services

### Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

### (b) Please name and fully describe initiative here:

The Procurement Scrutiny Inquiry Panel will look at how we procure products and services in Swansea Council, see attached Terms of Reference.

The Panel will at the end of the Inquiry write a report to Cabinet with recommendations for service improvement, Cabinet if they agree the recommendations, will be responsible for taking forward those recommendations (at that time they will complete full IIA)

### Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Integrated Impact Assessment Screening Form – Appendix B

Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches? Please provide details below – either of your activities or your reasons for not undertaking involvement**

Councillors will speak to relevant departments, stakeholders (providers) through a roundtable meeting, attending stakeholder events and through a call for evidence. The Panel will use the departmental, including the procurement Teams, consultation information provided as part of the piece of work.

**Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:**

- a) Overall does the initiative support our Corporate Plan’s Well-being Objectives when considered together?  
 Yes X                      No
  
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?  
 Yes  X                      No
  
- c) Does the initiative apply each of the five ways of working?  
 Yes  X                      No
  
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?  
 Yes                       No                       n/a

**Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)**

<b>High risk</b> <input type="checkbox"/>	<b>Medium risk</b> <input type="checkbox"/>	<b>Low risk</b> <input checked="" type="checkbox"/> x Recommendations only
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**Q6 Will this initiative have an impact (however minor) on any other Council service?**  
 Yes                      x  No                      **If yes, please provide details below**

Recommendations only at this stage. When/if recommendations from the Inquiry are accepted by Cabinet this will be established.

**Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?**  
*(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)*

## Integrated Impact Assessment Screening Form – Appendix B

This is a Scrutiny Inquiry into Procurement, the Inquiry itself will produce recommendations for service improvement based on the Terms of Reference but does not make the decisions. Cabinet, when they receive the recommendations at the end of the Inquiry, will look at each recommendation made and either agree or reject it. The recommendations that are agreed will then be taken forward and a full IIA will be produced assessing their impact and implications.

### Outcome of Screening

Q8 Please describe the outcome of your screening below:

- Summary of impacts identified and mitigation needed (Q2)
- Summary of involvement (Q3)
- WFG considerations (Q4)
- Any risks identified (Q5)
- Cumulative impact (Q7)

No impacts at this stage as not decision making.

The Panel will involve Council Departments, Councillors, providers of services via meetings and the public via Call for Evidence, they will also look at any survey consultation information departments have collected and supplied to the Inquiry.

The Inquiry aligns to the principles of the WFG

No risks identified but this will need to be considered when if recommendations are taken forward by Cabinet.

Cumulative impact will be assessed when recommendations are taken forward by Cabinet.

(NB: This summary paragraph should be used in the relevant section of corporate report)

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

**Full IIA to be completed after decision made on recommendations resulting from the Inquiry. This will be done by Cabinet.**

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

<b>Screening completed by:</b>
<b>Name:</b> Michelle Roberts
<b>Job title:</b> Scrutiny Officer
<b>Date:</b> 29 June 2021
<b>Approval by Head of Service:</b>
<b>Name:</b> Debbie Smith (on behalf of Tracey Meredith)
<b>Position:</b> Deputy Chief Legal Officer
<b>Date:</b> 30 June 2021

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)

# Agenda Item 8.



## Report of the Cabinet Member for Environment & Infrastructure

Cabinet - 16 June 2022

### Financial Procedure Rule 7 – Local Transport Fund and Active Travel Fund Grants 2022/23

<b>Purpose:</b>	<p>To approve the funding applications for Local Transport Fund (LTF) and Active Travel Fund (ATF), and seek delegated approval upon receipt of grant award letter to Director and Cabinet Member for expenditure on the associated projects in 2022/23.</p> <p>To comply with Financial Procedure Rule No. 7 (Capital Programming and Appraisals): to commit and authorise schemes in the Capital Programme.</p>
<b>Policy Framework:</b>	Joint Transport Plan for South West Wales (2015-20)
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	<p>It is recommended that:</p> <ol style="list-style-type: none"><li>1) Cabinet approve the grant funding applications and assign delegated approval to the Cabinet Member and Director of Place to accept any grant funding awarded for the LTF and ATF schemes.</li><li>2) That delegated approval is assigned to the Cabinet Member and Director of Place to bid for and accept any additional grant funding which is made available for LTF and ATF schemes in the same financial year.</li><li>3) That the approved schemes are added to the Council's capital programme in line with FPR7.</li></ol>
<b>Report Author:</b>	Catherine Swain
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Pamela Milford
<b>Access to Services Officer:</b>	Catherine Window

## **1.0 Introduction / Background**

- 1.1 Funding bids for the Local Transport Fund (LTF) and Active Travel Fund (ATF) were originally submitted to the Welsh Government on 9<sup>th</sup> February and 31<sup>st</sup> January 2022, respectively, in accordance with guidance from the Welsh Government.
- 1.2 It is understood that there was an indicative funding allocation of £10 million for the Local Transport Fund across Wales. Guidance states there is an allocation of £60 million for the Active Travel Fund for FY2022/23. The guidance provides a further breakdown of the ATF funding, advising of the pre-defined allocations to each local authority under its core allocation for 2022/23, totalling £15million. Swansea is allocated £1.11m of this core funding.
- 1.3 This funding is available to all Welsh Local Authorities. The Welsh Government elected not to set a maximum value for each scheme, but rather elected to set banded scoring criteria, with higher values attracting a lower point allocation. Whilst match funding is not a requirement of the funding bids, it was made clear that those schemes that benefited from match funding would be more likely to receive an allocation.
- 1.4 This report seeks the retrospective approval of Cabinet for the submission of the LTF and ATF grant applications, and seeks delegated approval be assigned to Cabinet Member and Director for the LTF and ATF schemes, so that they together with their financial implications are approved.
- 1.5 It was not possible to seek approval from Cabinet prior to the submission of the bids because of the limited time granted by the Welsh Government between the invitation and the actual submission date. Approval from the Cabinet Member for Environment Enhancement and Infrastructure Management was however sought and granted prior to the completion of the bids.
- 1.6 During this intervening period, Swansea Council has received award letters for bids submitted to the Active Travel Fund (on 22 March 2022) and the Local Transport Fund (on 19 May 2022). A summary of the grants awarded can be found under '5.0 Funding Awarded' in this report.

## **2.0 Submitted Bids**

- 2.1. In January 2022, the City & County of Swansea submitted nine bids totalling £11,106,500. The schemes and their bid amounts are shown in the table overleaf:

**Table One – Summary of Bids for LTF & ATF 2022/23**

<b>Scheme</b>	<b>Total LTF/ ATF (£k)</b>	<b>Match Funding (£k)</b>	<b>Total Project Costs (£k)</b>
LTF – 01 – South West Wales Metro	£765,000	£0	£765,000
LTF – 02 – Northern City Link Sustainable Transport Corridor	£400,000	£0	£400,000
LTF – 03 – Swansea Valley Bus Pilot	£315,000	£0	£315,000
LTF – 04 – Sustainable Transport Improvements	£1,615,000	£0	£1,615,000
ATF – 01 – Swansea Northern Strategic Route	£2,537,500	£0	£2,537,500
ATF – 02 – City Centre Links	£1,872,000	£0	£1,872,000
ATF – 03 – Swansea Valley Links	£1,104,000	£0	£1,104,000
ATF – 04 – West Swansea Links	£1,388,000	£0	£1,388,000
ATF – 05 – Core Allocation	£1,110,000	£0	£1,110,000
<b>Total</b>	<b>£11,106,500</b>	<b>£0</b>	<b>£11,106,500</b>

### **3.0 Details of Schemes – LTF**

3.1 The projects included in the bids for Local Transport Funding 2022/23 are summarised below.

3.2 **South West Wales Metro** – This project will continue the development work for the Swansea Bay and West Wales Metro (SBWW) which commenced in 2017/18. Although Swansea has submitted the bid, it will support a partnership project, being developed collaboratively by the four South West Wales local authorities - Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire - working alongside Welsh Government, Transport for Wales, and the Swansea Bay City Region, taking account of the evolving South-West Wales Corporate Joint Committee. The overarching vision for the Swansea Bay & West Wales Metro is to create a modern, sustainable and joined-up transport network - including trains, buses, community transport, taxis, walking and cycling - that will enable everyone access to reliable, convenient and affordable travel, and support our growth and ambition as a region.

3.3 This project received £677,000 from LTF in 2021/22, which enabled further continuation on strategy and development work on the South West Wales Metro. The continuation of the project in 2022/23 will further develop and substantiate the Metro feasibility, phasing and cost-benefit



measures. The work will be undertaken in accordance with WelTAG principals.

3.4 The £765,000 bid will fund the delivery of the following elements:

- Bus Network Development
- Transport Hub Network Development
- Active Travel Development
- Ultra Low Emission Vehicle Strategy Development
- Metro Communications Strategy
- Transport Modelling
- Project Management, Co-ordination & Policy Development

3.5 **Northern City Link Sustainable Transport Corridor** - The Northern City Link Sustainable Transport Corridor is defined as the corridor from the north of Cadle (A483, Pontarddulais Road/Pentregethin Rd junction), running along the entire length of Carmarthen Road, through Dyfatty Interchange and continuing along High Street, terminating on High Street at its junction with Welcome Lane. This corridor has been identified as a key strategic route that requires improvements to reduce public transport journey delay, increase public transport prioritisation, introduce active travel infrastructure, and provide a realigned junction at Dyfatty to facilitate the integration of transport modes along this important corridor. This proposal seeks to establish a suite of improvements along a key strategic corridor, for journeys originating from the north of Swansea. It builds on work undertaken on the corridor as a whole since 2010, on Dyfatty Interchange in particular in 2016 and most recently in 2021/22 and incorporates progressing the High Street and Carmarthen Road elements.

3.6 The £400,000 bid will fund the delivery of the following elements:

3.7 *Dyfatty Interchange* – is one of the busiest and most prominent points of entry into the city centre, with a number of key corridors converging here from M4 Junction 47, along Carmarthen Road and M4 Junction 45, along Neath Road. The interchange provides a strategically important junction for multiple modes of transport moving around the City. There are circa, 18 different bus services that travel through the Dyfatty junction along Carmarthen Rd alone. However, bus infrastructure is limited with only a short section of bus lane on the approach to the traffic lights from the north and no other priority infrastructure incorporated into the junction.

3.8 Information from First Cymru Buses highlights Dyfatty Interchange as a point of high passenger weighted delay, meaning buses with high patronage and frequency are being delayed through the junction. Similarly, delays also occur on Carmarthen Road and High Street., so the overall project will make bus improvements to these to reduce passenger delay along the entire corridor.

- 3.9 Current routes across the junction for active travel are considered unsuitable and sub-standard. Additional and improved active travel infrastructure, including a realignment of the existing footbridge over Bridge Street, is proposed for the junction to make these routes more permeable for both pedestrians and cyclists. These active travel improvements will be supported by the proposed realignment of the junction and additional active travel priority measures. Together the proposals will increase the Council's ability to link all sustainable travel routes to the north, with the city centre, connecting many of the densely populated communities in the north and on the northern margins of the City with the established services, facilities and employment opportunities to be found there.
- 3.10 Current active travel routes consist of two footbridges to cross the junction north / south, while east / west crossings are at grade. However, the gradient of footbridges, height above the road, their narrowness and the hostility of the at grade road crossings mean they are not fit for purpose. Upgraded and realigned footbridges and enhanced crossings for pedestrians and cyclists at the junction, will result in a significant change in accessibility for those using active modes and provide safe off-road provision for both cyclists and pedestrians through the junction.
- 3.11 It is proposed that funding from the Local Transport Fund will be used for further refinement of the junction reconfiguration and detailed design to incorporate bus and active travel improvements
- 3.12 *Carmarthen Road Sustainable Transport* - to establish an effective bus corridor on Carmarthen Road between the north of Cadle and Dyfatty Interchange, a distance of circa 4.5 kilometres and alongside this to consider complementary active travel improvements to provide access to / from this corridor and potentially along its length.
- 3.13 Work was first undertaken to examine the improvements required to establish Carmarthen Road as a key strategic bus corridor in 2010. At this time consultants were commissioned to consider potential improvements to a number of strategic bus corridors serving Swansea, including Carmarthen Road.
- 3.14 Taking account of the issues and opportunities that have emerged since 2010 and the recent work to realign Dyfatty junction, this current LTF bid aims to revisit and update the proposals to establish the form a bus corridor along Carmarthen Road should take, in the current context. This will include options appraisal to establish a preferred bus corridor proposal, economic appraisal to inform the options appraisal and examine value for money, production of preliminary designs and estimated costs for the preferred option, identification and mitigation of risks, specification of any surveys required and consideration of requirements for land ownership and permissions.

- 3.15 Potential public transport improvements include enhanced passenger waiting facilities and information provision, as well as access routes to / from this busy arterial route for bus services. The scheme will also seek to identify, in partnership with First Cymru, other bus / coach operators, and community transport providers where delays now occur along the corridor and establish options for possible interventions to address these. Reducing the time it takes for buses to access the City and improving bus priorities over other vehicular traffic along the corridor will provide a significant incentive for modal shift from car to bus.
- 3.16 *High Street Sustainable Transport* - will focus on public transport and complementary active travel improvements to the south of Dyfatty Interchange, along High Street. The main focus will be on the High Street area between Dyfatty Interchange and High Street's junction with Welcome Lane and improved links to Swansea Rail Station. This will build on the regeneration proposals in the High Street area.
- 3.17 The scheme will establish how bus, other sustainable modes and rail can be better integrated to improve access and onward travel to/from the station. A range of potential bus priority and infrastructure improvements will be considered.
- 3.18 Design and feasibility of active travel infrastructure connecting High Street with Dyfatty Interchange will also be examined, to establish a preferred solution, providing strategic connectivity to the Railway Station and bus services, as well as providing a local active travel route for the many deprived communities adjacent to High Street.
- 3.19 Consultation and engagement with the community will be undertaken to shape and define the options and proposed designs for all the above to be taken forward for delivery in future years.
- 3.20 **Sustainable Transport Improvements** – A funding bid for £1,615,000 has been submitted to take forward a number of key improvements to support sustainable transport in Swansea. This project will seek to progress a number of sustainable transport improvements across key corridors in the City and County of Swansea.
- 3.21 This project can be broken down into six key schemes, outlined below:
- Pontarddulais Public Transport Interchange
  - Gowerton Public Transport Interchange
  - Landore Park & Ride Alternative Provision
  - Fabian Way / Baldwins Bridge
  - City Centre Hub
- 3.22 *Pontarddulais and Gowerton Public transport interchanges* -the project will develop plans to improve two key public transport interchanges, to enable and sustain future growth and to facilitate transition of journeys from private car to public transport, linking into the developing South West Wales Metro.

- 3.23 Development of an attractive and effective new park and ride site serving the north of Swansea is proposed to replace the current site at Landore which is within the Copperworks Regeneration Area. Linked to this is a project to develop bus priority measures for bus services serving the new park and ride site and those traveling through Swansea Enterprise Park. This will improve the reliability and efficiency of public transport journey times through this busy corridor.
- 3.24 *Fabian Way/Baldwins Bridge* (linked to Fabian Way Enterprise zone and Blue Eden) is geared towards the redevelopment and regeneration of this docklands area, including the investigation of a potential light rail route, designs for a transport hub, infrastructure improvements to support regeneration and green jobs in the area and a flagship Active Travel route which ultimately will link the sites of the Universities, the seafront/marina and the City Centre. Purchase of land to enable these developments is included in this bid.
- 3.25 *The City Centre Hub* will provide a space to support those cycling and walking to / from the City Centre. Secure cycle parking and the creation of a mobility hub that can offer a range of services to encourage and support active travel including cycle repairs, information, advice, training and possibly the hire of both cycles and other non-motorised vehicles, including those suitable for people with mobility impairment is envisaged.
- 3.26 **South West Wales Metro | Swansea Valley Bus Pilot** - The Swansea Valley Bus Corridor is one of several pilot projects initiated by Transport for Wales as a means to test, trial and demonstrate improvements to bus provision which can then be expanded and replicated on other similar transport corridors over the coming years.
- 3.27 TfW and Welsh Government are investigating the feasibility of a pilot scheme to trial hydrogen buses along this corridor. The elements included in this bid will deliver bus priority and infrastructure improvements to the corridor and consequently, support the TfW/ WG pilot.
- 3.28 A total of £315,000 has been bid for, which is expected to deliver the following elements:
- 3.29 *Public Transport Hubs*: Starting in 2020/2021, Swansea Council has actively explored the potential for the development of public transport hubs across the area. Feasibility work started in 2021/22 will continue for two key transport interchanges on the corridor at Morryston and Mumbles. Further stakeholder engagement, along with options development, initial design and feasibility work will be undertaken.
- 3.30 *Bus Corridor Infrastructure Assessment*: The previous programme set out a range of options for delivery of infrastructure improvements, which will enable buses to complete the journey along the route as efficiently and reliably as possible. It includes a range of bus priority, telematics and

localised pinch point interventions, as well as improvements to bus stops, designed to improve the attractiveness of services for users.

#### **4.0 Details of Schemes - ATF**

4.1 The Active Travel (Wales) Act (2013) seeks to improve the uptake of walking and cycling for utility journeys across Wales. The Welsh Government has therefore allocated £60million across Wales in 2022/23 to support the development and delivery of schemes.

4.2 The projects included in the bids for Active Travel Funding 2022/23 are summarised in five packages below.

4.3 **Swansea Northern Strategic Route** - This bid for £2,537,500 will ultimately delivery connectivity between communities across the north of Swansea, providing active travel infrastructure for communities that do not currently benefit from any linkages to the existing network. The three schemes included in this package comprise :

4.4 *Pontarddulais Link* – This section is the first and most substantive section (by length) of active travel links to Pontarddulais. The scheme was awarded partial funding in 2021/2022, which allowed for the drawing up of detailed designs, land purchase of a section of land formally forming part of Pentre Farm and the former railway line and site clearance along the route.

4.5 Since the previous funding bid, the road bridge crossing the railway line on Pentre Road, which was a significant obstruction to active travel, has been strengthened and shuttle working implemented, enabling Swansea Council to construct a wide path across the bridge with available space for the future shared use proposed within this bid. The scheme to be delivered in 2022/23 will provide an off-road, traffic-free shared use path measuring 2.4km in length. This section will continue from the current active travel route which terminates at Station Road, Grovesend, and continue provision northwards.

4.6 *Pontarddulais Public Transport Link* – This is an onward section of the Pontarddulais Link .

4.7 The scheme to be delivered in 2022/23 will provide an off-road, traffic-free shared use path measuring 1.1 km between Tidal Reach and B4296 Pentre Road. The route utilises the path of a disused railway allowing those traveling by active travel modes to bypass the busy and often congested town centre one-way system and integrate with the existing shared use provisions at Tidal Reach. The route will ultimately link with the Grovesend to Pentre Road section of route outlined above, providing local and strategic access for the town and other community facilities such as Coed Bach Park. Importantly, this link will facilitate multi-modal journeys by linking with Pontarddulais Railway Station and will intersect with the town centres bus services.

- 4.8 *Penllergaer to Gorseinon* - Funding allocated in 2021/22 has allowed for the drawing up of detailed designs and consultation activities. The scheme to be delivered in 2022/23 will construct a missing link in the Swansea Northern Strategic Cycle Route, connecting with the recently constructed A48 Link to the east, and existing infrastructure in Gorseinon and ultimately NCN 4 to the west. The proposed section would provide a 2.8km off-road path, comprising of both shared-use and segregated path, connecting Penllergaer to Gorseinon providing local access to employment, education, shops, services and amenities, and wider strategic connectivity to the existing off-road network. The new section will connect to the recently constructed off-road link from Gorseinon to Gowerton Railway Station which, importantly, will enable multi-modal journeys helping to support the aims of the Swansea Bay and West Wales Metro.
- 4.9 **City Centre Links** – The schemes contained within this £1,872,000 bid for local routes have been packaged to provide links into and around Swansea City Centre and seeks to continue the investments made in recent years.. This project seeks to construct the following links.
- 4.10 *Penllergaer to Fforestfach* - This proposed 2.8k route will provide a continuous route connecting the recently completed A48 shared-use path in the North with Pentregethin Road, Cadle and the Fforestfach retail Centre, in the south. Beginning at the existing A48 active travel route, a 3m-wide, off-road shared use path (SUP) will be provided south towards Cadle Mill, with an additional shared-use spur off this connecting to Parc Penllergaer residential estate. From Cadle Mill, the scheme will enhance the existing rural road to allow shared use, establishing quiet lane access for multiple users. This will then link to a 2.5m wide existing shared use path, which will be resurfaced and join with proposed future cycling and walking infrastructure adjacent to Carmarthen Road, facilitating direct journeys into the city centre.
- 4.11 An opportunity to work with Penllergare Trust, utilising and improving the existing alignment within the local woodland reserve, Penllergare Valley Woods, will provide direct and continuous connectivity, in an area where there is currently no alternative route for pedestrians and cyclists to travel between Penllergaer and Fforestfach.
- 4.12 **Swansea Valley Links** - This bid for £1,104,000 seeks to further develop the active travel links serving the densely populated Swansea Valley and will construct the following links:
- 4.13 *Morrison South Link Extension* - These route enhancements will improve connectivity for the community of Morrison. NCN43 runs parallel to this riverside settlement, but unfortunately connectivity is hampered by the severance created by the River Tawe. These improved local links will provide an off-road means of accessing the strategic routes on the east bank of the River Tawe. The total length of improved links will be 0.5km,

further extending the Morryston South Link of 1.8km constructed in 2021/22, North along Clydach Road to the B4603 roundabout.

- 4.14 The scheme to be delivered in 2022/23 will provide a continuous 3m-wide off-road shared-use route for pedestrians and cyclists between Clydach Road near the A4067 roundabout travelling Northwards along Clydach Road and finishing at LLanllienwen Road Junction for a distance of 0.5km. The route is situated along the B4603 Clydach Road) and links further North towards Llanllienwen Road.
- 4.15 *Morryston North Link* - These route enhancements will improve existing routes and deliver new routes to benefit the eastern fringe of Morryston to link it to the NCN43 to the South. The improvement would deliver a 700m section of new route adjacent to the River Tawe, connecting with existing off-road provision to the south. The scheme helps to address lack of connectivity for residents within the Riverside Holiday Park who currently have no active travel routes. This had led to safety concerns with reports of residents walking along the A4067 dual carriageway. The scheme would also improve connectivity to and from M4 Junction 45, and the adjoining community of Cwmrhydyceirw.
- 4.16 The scheme to be delivered in 2022/23 will provide a continuous 3m-wide off-road shared-use route for pedestrians and cyclists between to the east of A4067 and west of the River Tawe between J45 of M4 and A4067 Neath Road junction with Swansea Vale, Morryston. The route will connect with NCN route 43 and with existing provision towards Swansea Vale. The route will also connect with the Morryston South Link as described above via existing provision across the A4067 junction.
- 4.17 *Ynysallan Road* - The scheme to be delivered in 2022/23 will provide a continuous 3m-wide off-road shared-use route for pedestrians and cyclists between Parc Bryn Heulog and NCN43 along Ynysallan Road. The proposal will connect Parc Bryn Heulog, Birchgrove with the wider active travel network via NCN43. The scheme will also realign and resurface the NCN43 cycle route under the motorway bridge to provide users with improved accessibility and identifiable direction of travel. The scheme will improve the connection between Morryston and NCN43 northbound, it also connects Birchgrove to destinations south of the M4 such as Gower College and the business / enterprise areas east of the River Tawe.
- 4.18 **West Swansea Links** - Existing active travel provision to the west of Swansea is largely limited to the coastal routes and NCN4, with limited routes into surrounding residential areas, providing links to schools or other key residential areas and services. This was partially addressed in 2021/22 with the construction of a new link from the Promenade extending along the B4436 Mayals Road providing a residential link to the promenade. This £1,388,000 package of schemes seeks to improve this further by extending provision westward to provide a route across Clyne Common and improving on the existing provision along the promenade.

- 4.19 *Clyne Common* - This scheme seeks to extend the active travel provision between The Mumbles area along the B4436 Mayals Road / Northway to Murton and Bishopston. A key aim of the scheme is to provide an active travel route to the village of Bishopston and Bishopston Comprehensive School connecting the area to the wider active travel network.
- 4.20 The scheme to be delivered in 2022/23 will provide 2.4 m of continuous 3m-wide off-road shared-use route for pedestrians, cyclists and equestrians connecting Mayals Road with Bishopston along the route of the B4436 over Clyne Common. The proposal will connect with the newly constructed Mayals Road Link crossing A4067 Mumbles Road and connecting with provision along the Mumbles promenade. It will also provide onward connection to NCN4 via the Promenade.
- 4.21 *Mumbles Promenade Widening* - The Promenade is one of the most popular Active Travel routes in Wales. The flat and non-trafficked route is currently constrained by a section adjacent to Oyster Wharf resulting in a width restriction along one of the busiest sections.
- 4.22 In conjunction with the Welsh Government Coastal Risk Management programme to improve the seawall of the promenade, this proposal will improve a 200m section of route between the Oyster Wharf development southwards towards the tennis courts.
- 4.23 **Core Allocation** – The Active Travel Fund provides pre-defined allocations to each local authority under its ‘core allocation’ for 2022/23, totalling £15million. Swansea is allocated £1,110,000 of this core funding to enable Swansea Council to support design development, consultation and engagement, and feasibility studies for potential future active travel schemes, alongside some minor works schemes. The below Core Allocation development and minor works schemes were submitted for the 2022/23 Core Allocation subject to Welsh Government approval.
- Morfa Distributor Road and Tawe Riverside corridor links
  - Pontarddulais Residential Links
  - Penllergaer Woods to Tircoed and Penllergaer to Tircoed
  - Morrision to Llansamlet
  - Fabian Way Innovation Corridor / Tidal Lagoon Links
  - Walter Road and Sketty Road
  - DVLA to Morrision Hospital
  - Pont Y Cob Road
  - Blackpill Bridge
  - Counters / Mobile counters
  - Signage / Wayfinding
  - Dropped Crossing Improvements
  - Future Routes Audit and Prioritisation



## 5.0 Funding Awarded

5.1 In total, the City and County of Swansea has been awarded £8,325,000 from the Welsh Government. £7,030,000 was awarded from the Active Travel Fund and £1,295,000 awarded from the Local Transport Fund.

<b>Scheme</b>	<b>Grant Awarded</b>
LTF – 01 – South West Wales Metro	£400,000
LTF – 02 – Northern City Link Sustainable Transport Corridor	£0
LTF – 03 – Swansea Valley Bus Pilot	£315,000
LTF – 04 – Sustainable Transport Improvements	£330,000
LTF – 05 – Regional Bus Core Allocation	£250,000
ATF – 01 – Swansea Northern Strategic Route	£2,079,000
ATF – 02 – City Centre Links	£1,872,000
ATF – 03 – Swansea Valley Links	£796,000
ATF – 04 – West Swansea Links	£1,173,000
ATF – 05 – Core Allocation	£1,110,000
<b>Total</b>	<b>£8,325,000</b>

5.2 Swansea Council Officers are currently following up with the Welsh Government on feedback provided regarding the Active Travel Fund bid and is seeking further clarification from Welsh Government regarding its bid to the Local Transport Fund. Schemes which have received partial funding, or no funding, may have other opportunities to apply for funding in-year or in next year's funding bids following further development.

## 6.0 Integrated Assessment Implications

6.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, 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 Acts.
- 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.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

- 6.2 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 6.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 6.4 These transport infrastructure schemes will serve to improve public amenity, connectivity and access for all, particularly for people with disabilities, and will be the subject of consultation as appropriate.
- 6.5 Close consultation with local disability and access groups will be undertaken to ensure accessibility for all. For some schemes proposed to be delivered, this process has already taken place, alongside engagement with a range of other stakeholders and the public. For schemes which are proposed to be developed, this will be undertaken if they are approved by Welsh Government, and individual projects will consider their equality impacts more fully at the appropriate design stages when they will be screened in their own right.
- 6.6 The Well-being of Future Generations Act (Wales) 2015 has been considered in the development of these schemes. These initiatives support our Corporate Plan's Well-being Objectives, will contribute towards the seven national wellbeing goals, applying the five ways of working and meeting the needs of the present without compromising the ability of future generations to meet their own needs.
- 6.7 These schemes will be highly visible to the public and are considered to pose a medium risk to the Council. The cumulative impact of these schemes should be a positive one for people living along or near the proposed schemes. They will improve public transport and active travel for communities and make more sustainable forms of travel more attractive, safe and accessible.

## **7.0 Financial Implications**

- 7.1 The schemes described in this report, rely upon the Local Transport Fund and Active Travel Fund to provide grant funding to secure their delivery.
- 7.2 Summary

### **Table Two – Financial Summary of LTF & ATF Bids 2022/23**

<b>Scheme</b>	<b>Total LTF/ ATF (£k)</b>	<b>Match Fundin g (£k)</b>	<b>Total Project Costs (£k)</b>
LTF – 01 – South West Wales Metro	£765,000	£0	£765,000
LTF – 02 – Northern City Link Sustainable Transport Corridor	£400,000	£0	£400,000
LTF – 03 – Swansea Valley Bus Pilot	£315,000	£0	£315,000
LTF – 04 – Sustainable Transport Improvements	£1,615,000	£0	£1,615,000
ATF – 01 – Swansea Northern Strategic Route	£2,537,500	£0	£2,537,500
ATF – 02 – City Centre Links	£1,872,000	£0	£1,872,000
ATF – 03 – Swansea Valley Links	£1,104,000	£0	£1,104,000
ATF – 04 – West Swansea Links	£1,388,000	£0	£1,388,000
ATF – 05 – Core Allocation	£1,110,000	£0	£1,110,000
	<b>Total</b>	<b>£0</b>	<b>£11,106,500</b>

- 7.3 Financial summaries for each of the above schemes submitted in funding bids to LTF and ATF are attached as appendices to this report.
- 7.4 All funding bids submitted have been signed off by the Section 151 Officer.
- 7.5 All schemes are 100% reliant upon grant funding to secure their delivery.
- 7.6 The Welsh Government’s transport capital infrastructure grants will require that all spend is made in accordance with the Council’s Contract Procedure Rules.
- 7.7 Claims are to be made to the Welsh Government on a quarterly basis and the Welsh Government will require the funding to be fully spent and claimed by the end of March 2023.
- 7.8 Any revenue costs arising from capital schemes will be met by existing revenue budgets.

## **8.0 Staffing /IT Implications**

There are no staffing or IT implications.

## **9.0 Legal Implications**

- 9.1 The Welsh Government's transport capital infrastructure grants will require that all spend is compliant with the Council's Contract Procedure Rules. Applicable spend must also comply with the Public Contracts Regulations 2015.
- 9.2 When delivering Transport Schemes, compliance will be required with the relevant Highways and Transport Act measure and guidelines. The Active Travel (Wales) Act 2013 puts an obligation on local authorities to provide walking and cycling infrastructure.
- 9.3 It will be necessary to ensure that all terms and conditions attached to external grant funding are complied with and that the Council's Financial Procedure Rules Regarding Grant Applications and Acceptances are followed.
- 9.4 Where the Council wishes to acquire land, the relevant Responsible Officer must instruct the Head of Property Services to negotiate, settle or confirm the terms of such acquisition after taking into account any relevant statutory provisions or guidance and any advice from the Chief Legal Officer. Any acquisitions must comply with the Council's Land Transaction Procedure Rules and generally the terms of any acquisition must be in accordance with the market value of the interest to be acquired and be approved in writing by the Head of Property Services.
- 9.5 Section 120(1) of the Local Government Act 1972 authorises Local Authorities to acquire any land for their functions, and for the 'benefit, improvement or development of their area'. The Council has to consider the Well-Being of Future Generations (Wales) Act 2015, the 7 well-being goals and how the scheme may improve the social, economic, environmental and cultural well-being of Wales.
- 9.6 Land agreements whether by purchase or lease should be in place prior to the commencement of scheme construction and delivery.
- 9.7 When Planning Consent may be required for the following schemes:
- LTF Northern Strategic Corridor: Planning permission is required for the Dyfatty Junction scheme. No permissions are required for this stage of the High St and Carmarthen Road elements.
  - ATF scheme development and delivery may require land purchase and planning consent where the works fall outside of the permitted development rights and Council land ownership. ATF schemes where planning consent is required are listed below:
    - Pontarddulais Link: Planning Permission has been granted.
    - Pontarddulais Public Transport Link: Advance discussions have taken place with the authority's Planning team to ensure that issues of concern

have been identified and considered during the detailed design stage. A planning application has been submitted and a decision is expected shortly.

- Clyne Common: Planning permission not required within extension of adopted highway permitted under development rights within Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995. Advance discussions have taken place with the Authority's Planning, Conservation and AONB Teams to ensure identified concerns identified and considered during the detailed design stage.

9.8 Separate legal advice will need to be sought regarding any contract and procurement issues relevant to the schemes.

9.9 Accepting the grant funding and approving the schemes will enable the Council to comply with its obligations under the Active Travel (Wales) Act 2013.

### **Background Papers:**

Local Transport Fund and Active Travel Fund Bid Documents

### **Appendices:**

- Appendix A - LTF South West Wales Metro Bid Financial Summary
- Appendix B - LTF Northern Strategic Corridor Bid Financial Summary
- Appendix C - LTF Swansea Valley Bus Pilot Bid Financial Summary
- Appendix D - LTF Sustainable Transport Improvements Bid Financial Summary
- Appendix E - ATF Swansea Northern Strategic Route Bid Financial Summary
- Appendix F - ATF City Centre Links Bid Financial Summary
- Appendix G - ATF Swansea Valley Links Bid Financial Summary
- Appendix H - ATF West Swansea Links Bid Financial Summary
- Appendix I - ATF Core Allocation Bid Financial Summary
- Appendix J - Local Transport Fund Bid Summary Map
- Appendix K - Active Travel Fund Bid Summary Map
- Appendix L - IIA Screening Form

## APPENDIX A – SOUTH WEST WALES METRO BID FINANCIAL SUMMARY

Portfolio: PLACE  
 Service: HIGHWAYS  
 Scheme: LTF – SOUTH WEST WALES METRO

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Surveys	110				
Design	475				
Project Management	80				<b>765</b>
Monitoring & Evaluation	30				
Promotion	70				
<b>EXPENDITURE</b>	<b>765</b>				
<u>Financing</u>					
LTF grant	765				765
<b>FINANCING</b>	<b>765</b>				<b>765</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**APPENDIX B – NORTHERN STRATEGIC CORRIDOR BID FINANCIAL SUMMARY**

**Portfolio: PLACE**  
**Service: HIGHWAYS**  
**Scheme: LTF - NORTHERN STRATEGIC CORRIDOR**

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>	330				
Design	50				
Project Management	20				
Promotion					
<b>EXPENDITURE</b>	<b>400</b>				<b>400</b>
<u>Financing</u>					
LTF grant	400				400
<b>FINANCING</b>	<b>400</b>				<b>400</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**APPENDIX C – SWANSEA VALLEY BUS PILOT BID FINANCIAL SUMMARY**

**Portfolio: PLACE**  
**Service: HIGHWAYS**  
**Scheme: LTF - SWANSEA VALLEY BUS PILOT**

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Design	90				
Construction	175				
Project Management	25				
Promotion / Consultation	25				
<b>EXPENDITURE</b>	<b>315</b>				<b>315</b>
<u>Financing</u>					
LTF grant	315				315
<b>FINANCING</b>	<b>315</b>				<b>315</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**APPENDIX D – SUSTAINABLE TRANSPORT IMPROVEMENTS BID  
FINANCIAL SUMMARY**

**Portfolio: PLACE**  
**Service: HIGHWAYS**  
**Scheme: LTF - SUSTAINABLE TRANSPORT IMPROVEMENTS**

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Design	395				
Land Purchase	1000				
Construction	120				1,615
Project Management	50				
Promotion / Consultation	50				
<b>EXPENDITURE</b>	<b>1,615</b>				
<u>Financing</u>					
LTF grant	1,615				1,615
<b>FINANCING</b>	<b>1,615</b>				<b>1,615</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**APPENDIX E – SWANSEA NORTHERN STRATEGIC ROUTE BID FINANCIAL SUMMARY**

**Portfolio: PLACE**  
**Service: HIGHWAYS**  
**Scheme: ATF - SWANSEA NORTHERN STRATEGIC ROUTE**

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Surveys	5				
Design	17				
Accommodation Works	27				
Construction	2,378				<b>2,537</b>
Project Management	100				
Promotion	10				
<b>EXPENDITURE</b>	<b>2,537</b>				
<u>Financing</u>					
ATF grant	2,537				2,537
<b>FINANCING</b>	<b>2,537</b>				<b>2,537</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance	To be met from existing budgets				0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## APPENDIX F – CITY CENTRE LINKS BID FINANCIAL SUMMARY

Portfolio: PLACE  
 Service: HIGHWAYS  
 Scheme: ATF – CITY CENTRE LINKS

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Surveys	5				
Accommodation Works	5				
Construction	1,799				<b>1,872</b>
Project Management	58				
Promotion	5				
<b>EXPENDITURE</b>	<b>1,872</b>				
<u>Financing</u>					
ATF grant	1,872				1,872
<b>FINANCING</b>	<b>1,872</b>				<b>1,872</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## APPENDIX G – SWANSEA VALLEY LINKS BID FINANCIAL SUMMARY

**Portfolio: PLACE**  
**Service: HIGHWAYS**  
**Scheme: ATF – SWANSEA VALLEY LINKS**

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Design	7				
Accommodation Work	23				
Construction	1,013				<b>1,104</b>
Project Management	58				
Promotion	3				
<b>EXPENDITURE</b>	<b>1,104</b>				
<u>Financing</u>					
ATF grant	1,104				1,104
<b>FINANCING</b>	<b>1,104</b>				<b>1,104</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## APPENDIX H – WEST SWANSEA LINKS BID FINANCIAL SUMMARY

Portfolio: PLACE  
 Service: HIGHWAYS  
 Scheme: ATF – WEST SWANSEA LINKS

<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Design	5				
Accommodation Works	5				
Construction	1,328				<b>1,388</b>
Project Management	45				
Promotion	5				
<b>EXPENDITURE</b>	<b>1,388</b>				
<u>Financing</u>					
ATF grant	1,388				1,388
<b>FINANCING</b>	<b>1,388</b>				<b>1,388</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

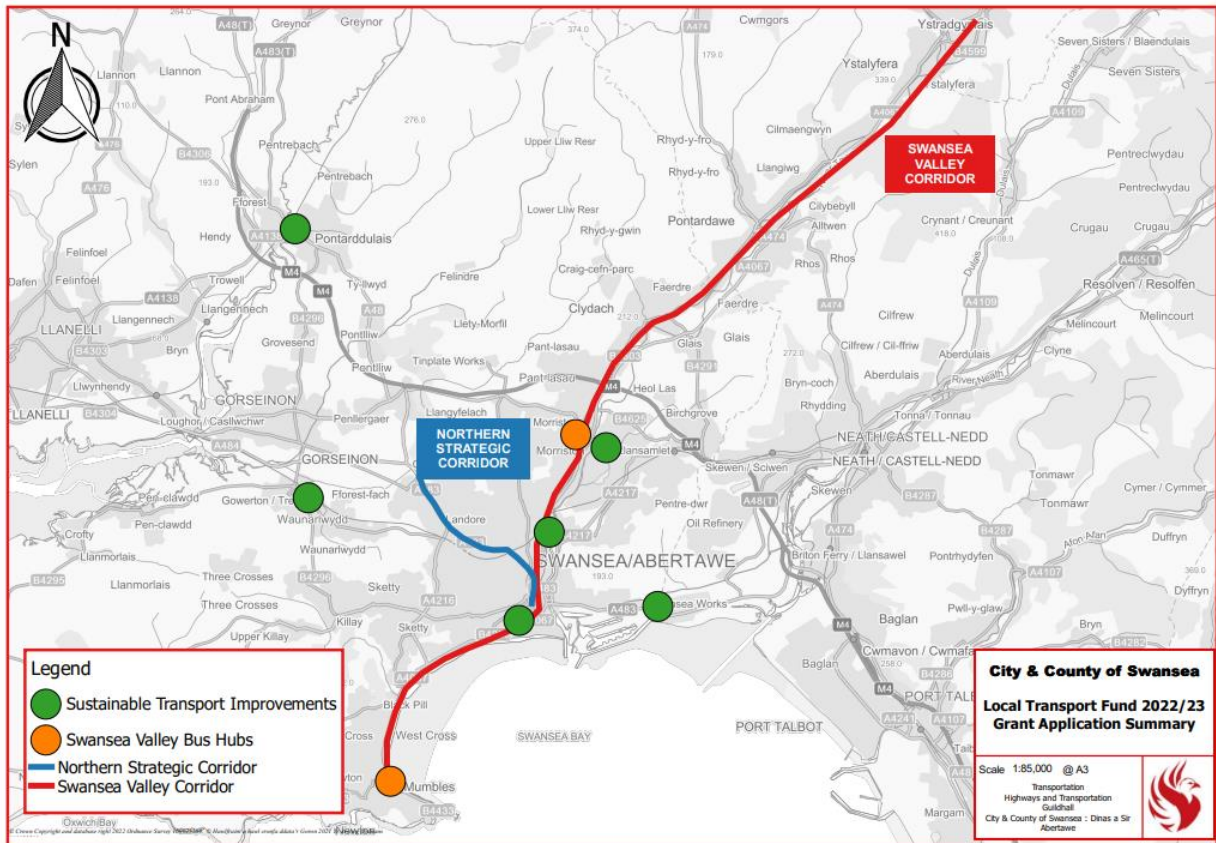
## APPENDIX I – CORE ALLOCATION BID FINANCIAL SUMMARY

**Portfolio: PLACE**  
**Service: HIGHWAYS**  
**Scheme: ATF – CORE ALLOCATION**

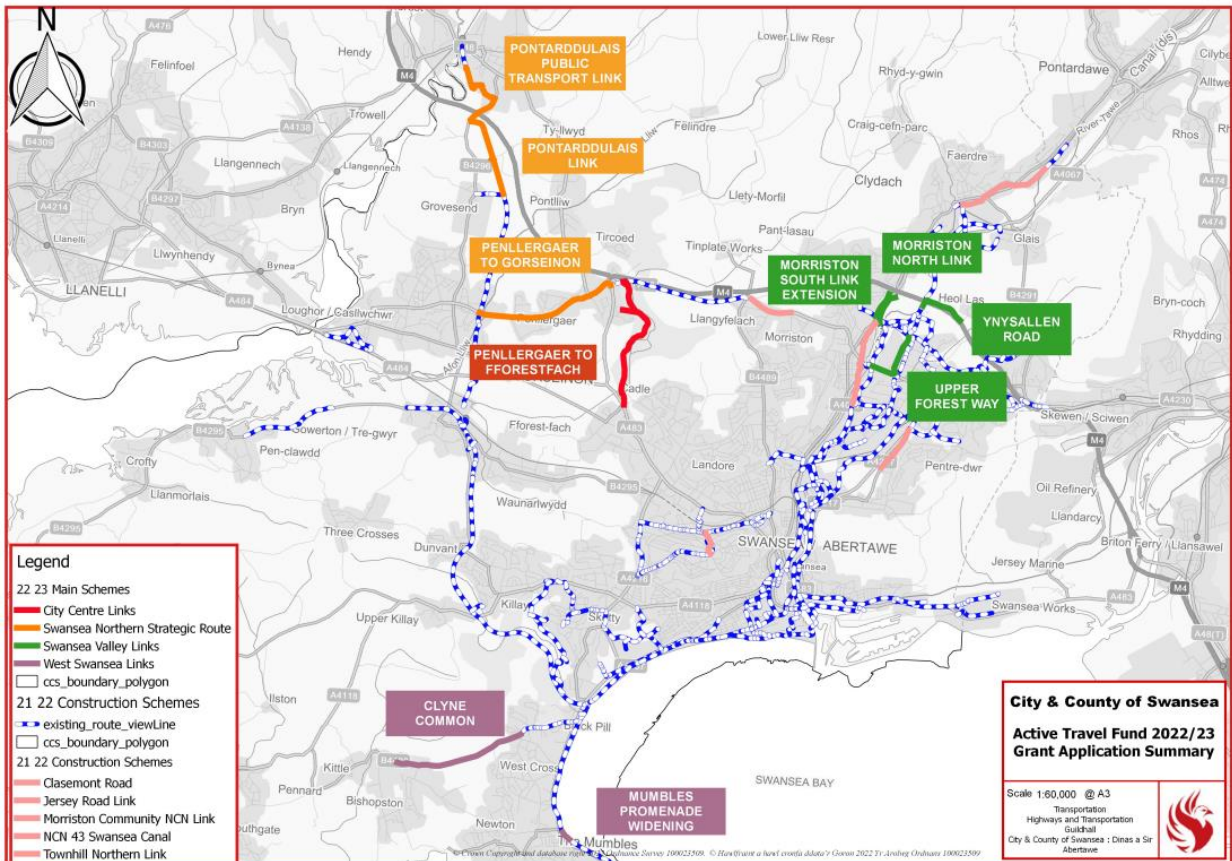
<b><u>1. CAPITAL COSTS</u></b>	<b>2022/23 £'000</b>				<b>TOTAL £'000</b>
<u>Expenditure</u>					
Walter Road and Sketty Road	135				
DVLA to Morriston Hospital	45				
Pont Y Cob Road	160				
Blackpill Bridge	240				
Morriston to Llansamlet	45				
Pontarddulais Residential Links	40				
Penllergaer Woods to Tircoed	65				
Fabian Way Innovation Corridor	55				
Tawe Riverside Corridor	195				
Wayfinding/ Signage	45				
Counters/ mobile counters	35				
Dropped Crossing Improvements	25				
Further Route Audits	25				
<b>EXPENDITURE</b>	<b>1,110</b>				<b>1,110</b>
<u>Financing</u>					
ATF grant	1,110				1,110
<b>FINANCING</b>	<b>1,110</b>				<b>1,110</b>

<b><u>2. REVENUE COSTS</u></b>	<b>2022/23 £'000</b>				<b>FULL YEAR £'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# APPENDIX J – LOCAL TRANSPORT FUND BID SUMMARY MAP



# APPENDIX K – ACTIVE TRAVEL FUND BID SUMMARY MAP



# Integrated Impact Assessment Screening Form – Appendix L

Please ensure that you refer to the Screening Form Guidance while completing this form.

## Which service area and directorate are you from?

Service Area:

Directorate:

### Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

### (b) Please name and fully describe initiative here:

Funding bids for the Local Transport Fund (LTF) and Active Travel Fund (ATF) were originally submitted to the Welsh Government on 9<sup>th</sup> February and 31<sup>st</sup> January 2022, respectively, in accordance with guidance from the Welsh Government.

This report seeks the retrospective approval of Cabinet for the submission of the LTF and ATF grant applications, and seeks delegated approval be assigned to Cabinet Member and Director for the LTF and ATF schemes, so that they together with their financial implications are approved, upon receipt of grant award letter.

### Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Integrated Impact Assessment Screening Form – Appendix L

Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches? Please provide details below – either of your activities or your reasons for not undertaking involvement**

The design and development of the schemes will be subject to stakeholder engagement and public consultation, with particular attention afforded to disability and access groups to ensure that the needs of those represented by these groups are accounted for and accommodated.

For some schemes proposed to be delivered, this process has already taken place, alongside engagement with a range of other stakeholders and the general public. This will be undertaken following approval for schemes which are proposed to be developed.

**Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:**

- a) Overall does the initiative support our Corporate Plan’s Well-being Objectives when considered together?  
Yes  No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?  
Yes  No
- c) Does the initiative apply each of the five ways of working?  
Yes  No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?  
Yes  No

**Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)**

High risk

Medium risk

Low risk

**Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes  No **If yes, please provide details below**

The scheme will result in additional assets to maintain (by the Highways Maintenance and Parks Teams)

**Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?**

## Integrated Impact Assessment Screening Form – Appendix L

*(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)*

The cumulative impact of these schemes should be a positive one for people living along or near the proposed schemes. They will improve public transport and active travel for communities and make more sustainable forms of travel more attractive, safe and accessible.

### Outcome of Screening

**Q8 Please describe the outcome of your screening below:**

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

These transport infrastructure schemes will serve to improve public amenity, connectivity and access for all, particularly for people with disabilities, and will be the subject of consultation as appropriate.

Close consultation with local disability and access groups will be undertaken to ensure accessibility for all. For some schemes proposed to be delivered, this process has already taken place, alongside engagement with a range of other stakeholders and the public. For schemes which are proposed to be developed, this will be undertaken if they are approved by Welsh Government, and individual projects will consider their equality impacts more fully at the appropriate design stages when they will be screened in their own right.

The Well-being of Future Generations Act (Wales) 2015 has been considered in the development of these schemes. These initiatives support our Corporate Plan's Well-being Objectives, will contribute towards the seven national wellbeing goals, applying the five ways of working and meeting the needs of the present without compromising the ability of future generations to meet their own needs.

These schemes will be highly visible to the public and are considered to pose a medium risk to the Council. The cumulative impact of these schemes should be a positive one for people living along or near the proposed schemes. They will improve public transport and active travel for communities and make more sustainable forms of travel more attractive, safe and accessible.

(NB: This summary paragraph should be used in the relevant section of corporate report)

**Full IIA to be completed**

**Do not complete IIA – please ensure you have provided the relevant information above to support this outcome**

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

## Integrated Impact Assessment Screening Form – Appendix L

<b>Screening completed by:</b>
<b>Name:</b> Cath Swain
<b>Job title:</b> Integrated Transport Unit Manager
<b>Date:</b> 21 March 2022
<b>Approval by Head of Service:</b>
<b>Name:</b> Stuart Davies
<b>Position:</b> Head of Service, Highways & Transportation
<b>Date:</b>

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)

# Agenda Item 9.



## Report of the Cabinet Member for Environment & Infrastructure

Cabinet 16 June 2022

### Community Budgets – 2022-2027

<b>Purpose:</b>	To update the Members Community Budget for the years 2022-2027 Guidance as part of the Councils revenue budget.
<b>Policy Framework:</b>	Council Budget
<b>Consultation:</b>	Access to Services, Finance and Legal
<b>Recommendation(s):</b>	It is recommended that Cabinet:  1) Approves the revised Members Community Budget Spend Guidelines attached at Appendix B.  2) Delegate authority to make any future changes to the Guidelines to the Director of Place, Director of Finance and the relevant Cabinet member.
<b>Report Author:</b>	Geoff Bacon
<b>Finance Officer:</b>	Paul Roach
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services:</b>	Catherine Window

#### 1.0 Introduction

- 1.1 The current scheme was adopted by Cabinet on 28th May 2013 and subsequently amended by Cabinet on 19th November 2015, 19<sup>th</sup> October 2017 and 19<sup>th</sup> March 2020.

This scheme is intended to support delivery of small local measures that are a priority for individual Councillors and their local community but are not funded by other Council budgets. Furthermore, it is intended to help deliver the Council's strategic objectives.

As part of the scheme, a sum of money has been divided equally between all 75 elected Councillors to use on supporting initiatives within their Ward.

The Community budget provides each Councillor with a budget currently set at £15,000 per annum (for the period 2022/27). There is no minimum amount a Councillor may allocate on funding.

Please see:

**Appendix A** – The previous Guidance 2017-22 for reference.

**Appendix B** - newly amended Guidance 2022-27 showing highlighted proposed changes.

## 1.2 What is included within Community Budgets?

Councillors can allocate funding to any scheme (providing it is legal, complies with the Council's constitution and the Council's policies and procedures) and can be used to:

- a) Initiate or support community projects
- b) Improve health and wellbeing
- c) Improve Council owned land and/or public rights of way
- d) Improve community services or facilities in a local area
- e) Address safety issues in the local community
- f) Contribute towards the Council's costs in facilitating local events or markets
- g) Produce leaflets and information promoting the local area (but not promoting individual businesses and/or organisations)
- h) Provide grants/donations to Community groups supporting wider community engagement or services, however, only a maximum of £5,000 per annum. This can be to a single organisation. . In addition there would be an overall cap of £25,000 over a 5 year term per councillor. Again this could be to a single organisation.**
- i) Contribute towards the Minor Works Budget; (details are outlined below in 1.3)
- j) Create or enhance an asset, subject to all future revenue costs as a result of the acquisitions being met
- k) Provision of match funding to support or extend projects of the types outlined above that are part funded from other sources.
- l) To support capital funding as identified in accordance with paragraph 2.1 below

Please note the above list is not exhaustive.

### 1.3 What is the Minor Works Budget?

Councillors with Council housing in their Ward can identify and/or approve schemes proposed by Area Housing Managers, including work carried out on Housing Land only, such as:

- a) Fencing
- b) Gulley clearance
- c) Repairs to paths
- d) Provision of barriers and/or security works
- e) Additional lighting
- f) Additional car parking
- g) Improving open spaces
- h) Installing community facilities
- i) Seating
- j) Garden areas
- k) Allotments

### 1.4 What is not included within Community Budgets?

Councillors are not able to allocate funding for:

- a) A scheme that is not legal and does not adhere to the Council's constitution, policies and procedures;
- b) Providing grants/monies to any commercial organisation or any individual or organisation whose principles conflict with those of the Council;
- c) Supporting any kind of political activity.

In addition, support to community groups to fund ongoing day to day running expenses is not recommended except in exceptional circumstances and to assist in short term challenges

### 1.5 How are requests made?

Any request or queries should be directed to the nominated officer Jayne Hunt. Email: [Jayne.Hunt@swansea.gov.uk](mailto:Jayne.Hunt@swansea.gov.uk)

### 1.6 How will work be carried out?

In the first instance, it is proposed that all "works" will continue to be issued via the Council in house teams but these services will have to continue to demonstrate that it can deliver the scheme. To assist this process a catalogue of goods and services will be made available. To enable this to take place, a dedicated officer has been appointed to administer the scheme.

All costs of delivery of a scheme including any costs for design and TRO's will be included thus providing visibility for members.

A simplistic approval process is in place and members are to ensure they and the Council are protected.

Where this has not previously been adopted or where a replacement is required after the expiry of the "commuted sum" period and therefore there are no available funds set aside for replacement, then any "replacement" items would be counted as a new application under these revised arrangements.

Attention is drawn to the fact that officers and members will need to ensure compliance with all of the Council's financial and contract procedure rules. **Please note members must get officer approval as members do not have authority to spend independently of officers. Officer's advice must be sought to ensure a compliant procurement process is followed and this will include frameworks set up by the council. As such officer approval must be secured prior to making any commitment of funding to any organisation. No approval will be given retrospectively for any reason.**

**In addition Councillors will not be reimbursed for payments for goods purchased from their personal accounts.**

**Attention is drawn to the fact the cumulative spend needs to be taken into account when determining compliance with Contract Procedure Rules and the triggering of any formal procurement process. Officer advice and approval must be sought in due time to allow a compliant procurement route to be advised and councillors are required to comply fully with this advice.**

#### 1.7 Future revenue costs

Care must be taken not to allow schemes to generate a significant amount of future revenue burden without making appropriate budget adjustment.

"Grants or works" should not normally result in a disproportionate increased ongoing revenue burden for the Council. As such a simplistic, cumulative, threshold of £100 per year is set for all the "works" undertaken by a Ward Member in their term and if annual costs exceed that, a discussion will be held with members before scheme commences, e.g. an equivalent contribution would be made by the ward member to cover an agreed period by way of a commuted sum for a period of 5 years e.g. £500.

Officers will ensure compliance with all the Council's financial and contract procedure rules and therefore **officer** approval must be secured prior to making any commitment of funding to any organisation.

### **1.8 How will donations be paid to third party Organisation's?**

Where donations are made in line with this guidance to third parties, bank details must be provided for an electronic transfer, or a cheque to be generated. The bank details needed would be the name and address of the group or organisation, their bank account number, sort code and reference. The bank account must be in the name of the group or organisation applying for funding.

A brief description of what the money is for would also be required. Cash will not be provided.

Councillors are reminded to declare any interests they may have in any organisation both past and present receiving donations and advice should be sought in advance of making any commitment. Depending on the interest and if its personal and prejudicial it may not be permissible for such a donation to progress and in these cases the advice of the monitoring officer will be required

### **1.9 The nominated officer's role in Community Budgets**

The nominated officer will be the Councillors' direct link into the scheme and the approval process.

Council officers will confirm that any application complies with the terms and conditions of the scheme. Officers will ensure that proposed schemes are linked into the wider community engagement and existing work programmes to avoid duplication.

In addition, the nominated officer will regularly inform members of their up-to-date position on outstanding schemes, spend and amount of remaining budget on a quarterly basis.

### **1.10 Will a Councillor need to provide reasons to allocate funds?**

Councillors may be required to provide reasons or explanation so as to allow officers to consider the eligibility and compliance with the Councils constitution.

Details of Councillor spending will be published on the City and County of Swansea internet site on at least an annual basis.

### **1.11 What rules apply to spending Community Budgets?**

As the monies within Community Budgets are public money then the same rules apply as would apply to any other Council spending. This means that any scheme will still need to comply with the Council's Constitution, financial rules, and Contract Procedure Rules.



Councillors must adhere to the Councillor's Code of Conduct when making decisions on how to allocate their Community Budget.

Councillors must consider and identify any potential conflicts of interest in relation to any proposals, which they wish to support.

Any queries on potential conflicts of interest or Code of Conduct should be referred to the Monitoring Officer.

**1.12 Work undertaken by recipient of donation or contribution.**

Where a scheme is being assisted by a contribution / donation from the community budget and this is being procured outside of the authority then ward members who make the donation must insist that (depending on the value of the works/services) the recipient of the donation or contribution obtain either four detailed quotes or appropriately advertise the requirement. A timescale for completion of the work should be included in the quote. The Council should also be invited to give one of these quotes. If you are in any doubt about the competition requirements specified within the Council's Contract Procedure Rules then please seek advice from the Council's procurement team.

Councillors must ensure that the company/ organisation/school must comply with the council's procurement process and follow Council's policies on Health and safety, pay policy, etc. although they can commission the council to carry out this on their behalf. Quotes for works to be undertaken must include all costs, e.g. Quotes for highways work including TROs. Payment for goods or services provided will be in line with the council's own standard terms and conditions and will only be paid on completion of the work or services providing it is up to a satisfactory standard.

**1.13 If an asset is created or enhanced can its ownership be transferred from the Council?**

Assets created or enhanced under the Community Budget must remain under Council ownership unless it has been agreed as a specific decision in relation to an agreed community transfer in line with the appropriate policy.

**1.14 Can a Councillor pool their funds?**

Yes, Councillors can elect to pool their funds where there is more than one Councillor in a ward. If there are sufficient funds, it benefits the community and is not illegal, then the funds can be allocated to any individual project or group within each financial period (April to March) each year.

A Councillor does not have to pool their funds if they do not want to. Councillors cannot pool funds across different wards unless the scheme/work is in fact being delivered across both wards, e.g. Joint

funding of highway works which bridge ward boundaries; a community event which crosses ward boundaries or joint use of community facilities.

**1.15 Can a Councillor carry forward any unspent Community Budget?**

Any unspent monies from a Councillors Community Budget will automatically be carried forward to the next financial period if it is within the Councillor's term. Work scheduled for the 5<sup>th</sup> year of a term of office must be confirmed in the 4<sup>th</sup> year (i.e. before the 5<sup>th</sup> financial year). This will enable the appropriate department to include schemes in their schedules for the following year.

If money is committed to a scheme during the financial year but the scheme has not commenced, then the commitment will be honoured and a completion date be given to the Councillor. However, please note that any money not spent by the end of the Councillor's term of office will be lost and there are no exceptions to this rule.

**1.16 What happens to the Community Budget upon a Councillor leaving the Authority during the financial period?**

The budget is based on 5-year term and is currently £75k in total and current Councillors can spend it as and when required. If a change in a Councillor takes place, the remaining balance would be made available to the new Councillor. If the Community Budget has been committed, no further monies will be advanced to the new Councillor until the next term of office.

**1.17 Can members of the public find out how much each Councillor has spent and on what?**

Yes. The Council will publish information regarding each Councillors Community Budget on an annual basis. This will include declarations of interest from Councillors in relation to any applications. The Council's internet site will include a section on Community Budgets.

**1.18 Can a Councillor spend his/her Community Budget during Pre-election period?**

During the pre-election period, the normal behaviours around a Council and Councillors' activities become more restricted. The Council is not able to show or give any impression of showing any support, bias or favouritism to any candidate for election of Councillor or any political party. The Council must remain neutral and impartial.

Councillors will need to exercise caution in the use of their Community Budgets leading up to an election. Councillors must reflect the restrictions during any pre-election period and for the avoidance of doubt no schemes can be authorised nor donations accepted once the local Government PEP commences normally 6 weeks before the election date.

### **1.19 What happens if there is a dispute about the scheme?**

Hopefully, most situations will be clear as to what is permitted and what isn't assisted by this guidance. If there is a disagreement between a Ward Councillor and the nominated officer, and a solution cannot be found the matter would be escalated for determination by the Cabinet Member and the Director of Place. If the matter cannot be resolved, then the final decision will be made by the Monitoring Officer on the grounds of compliance with appropriate legislation.

## **2.0 Financial Implications**

### **2.1 Capital financial implications**

Capital Expenditure is defined as: All expenditure that can be directly attributed to the acquisition of, creation of or subsequent expenditure on items of property, plant and equipment or the acquisition of rights over certain longer-term intangible benefits. These items will provide benefits to the authority for several years.

### **2.2 Capital Allocation**

As part of the normal budget setting process Council or Cabinet may identify a specific capital allocation to form part of the overall community budget scheme. If such an allocation is made the following principles would apply:

- The eligibility criteria in place would be the same as set out for revenue funding in paragraphs 1.2 to 1.4 above. In addition they would need to satisfy the criteria for capital projects as set out in the council's Financial Procedure Rules. I.e. the work is intended to "add" to the asset such as new equipment or maintain the longevity of an asset by replacing something that already exists. Acquisition of assets or donations are not permitted from this budget
- As the project will be capital in nature the minimum scheme value would be £20,000
- Any capital made available would be to a maximum of 80% of the total costs of the scheme with the balance being derived from other sources which could include grant, revenue community budget allocation or wider community donations
- Once the budget has been fully committed no further schemes can be considered until a new allocation is made. A deadline or series

of deadlines may be declared to allow a phasing approach to bid consideration

- If capital funding is made available it cannot be applied retrospectively
- Any capital budget remaining at the end of the council term will be rolled over to the next cycle and added to any new amounts allocated
- Decisions as to eligibility for each submitted scheme would be delegated to the Leader, Cabinet member for Business Improvement and Performance and Director of Place. In the event of the scheme being submitted in one of the respective wards of the Leader and relevant Cabinet Member then the Deputy Leader would sit on the panel.
- In the event of more approved bids that the remaining money available the panel could decide to “ration” the approval on pro rata basis
- As the schemes are likely to be larger than normal community budget projects a deadline will be set for final submission and approval of schemes 1 year prior to the end of the municipal term

### **3.0 Legal Implications**

There are no additional legal implications over and above those set out in this report.

### **4.0 Integrated Assessment Implications**

4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, 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 Acts.
- 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.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in

accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

- 4.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

In summary the impacts of this additional budget to be spent within communities has very high benefits and presents low risk. The money can be allocated as appropriate, giving residents what they want and what's important to them, hitting many of the WBFGA ways of working and goals. The scheme has generated so many positive community projects to date, and no doubt going forward this will continue. This scheme also aligns perfectly to the corporate well-being objectives.

An Integrated Impact Assessment screening has been undertaken, the outcome being that a full IIA report is not required for the Community Budget itself. However single schemes above the value of £10,000 will be screened in their own right as per the corporate process and officers will also monitor and identify any projects below this threshold where IIAs screening may be required and review accordingly. **(Appendix C)**

#### **Background Papers:**

Cabinet Report: Members Community Budget, 28th May 2013  
Cabinet Report: Members Community Budget, 19th November 2015  
Cabinet Report: Members Community Budget, 19<sup>th</sup> October 2017  
Cabinet Report: Members Community Budget, 19<sup>th</sup> March 2020

**Appendix A:** Previous Guidance (2017-2022)

**Appendix B:** New Guidance (2022-2027)

**Appendix C:** IIA Screening Form

# 19<sup>th</sup> March 2020 Cabinet Report – Community Budgets

## MEMBERS' COMMUNITY BUDGETS GUIDANCE 2017-2022

### 1. Purpose of the Community Budget

The current scheme was adopted by Cabinet on 28th May 2013 and subsequently amended by Cabinet on 19th November 2015 and 19th October 2017 and March 2020. This scheme is intended to support delivery of small local measures that are a priority for individual Councillors and their local community but are not funded by other Council budgets. Furthermore, it is intended to help deliver the Council's strategic objectives.

As part of the scheme, a sum of money has been divided equally between all 72 elected Councillors to use on supporting initiatives within their Ward. The Community budget provides each Councillor with a budget of £10,000 to spend per year.

### 2. What are the financial thresholds?

Councillors are allocated £10,000 per councillor per year (£50,000 for 5-year term of office).

There is no minimum amount a Councillor may spend on funding.

### 3. How will the successful scheme receive the funds?

Bank details must be provided for an electronic transfer, or a cheque to be generated. The bank details needed would be the name of the group or organisation, address, bank account number and sort code. The bank account must be in the name of the group or organisation applying for funding. A brief description of what the money is for would also be required. Cash will not be provided. (Any queries contact the nominated officer Jayne Hunt. E mail [Jayne.Hunt@swansea.gov.uk](mailto:Jayne.Hunt@swansea.gov.uk) Tel: 07814107623)

### 4. What Community Budgets can be used for?

Councillors can allocate funding to any scheme (providing it is legal, complies with the Council's constitution, policies and procedures) and it can be used to:

- a. Initiate or to support community projects;
- b. Improve health and wellbeing;
- c. Improve Council owned land and/or public rights of way;
- d. Improve community services or facilities in a local area;
- e. Address safety issues in the local community;
- f. Contribute towards the Council's costs in facilitating local events or markets;
- g. Produce leaflets and information promoting the local area (but not promoting individual businesses and/or organisations);

- h. Provide grants/donations to Community groups supporting wider community engagement or services, however, only a maximum of £3,000 per organisation. In addition there would be an overall cap of £15,000 over a 5 year term per councillor.
- i. Donations for cross council initiatives e.g. relevant city centre event up to £100 in exceptional cases where such donations would have a wider benefit to ward residents.

NB: Councillors will not be reimbursed for payments for goods purchased from their personal accounts

- j. Contribute towards the Minor Works Budget; (details are outlined below in section 5)
- k. Create or enhance an asset subject to all future revenue costs as a result of the acquisitions being met.
- l. Provision of match funding to support or extend projects of the types outlined above that are part funded from other sources.
- m. To support capital funding

Please note that the above list is not exhaustive.

## **5. What is the Minor Works Budget?**

Councillors with Council housing in their Ward can identify and/or approve schemes proposed by Area Housing Managers, including work carried out on Housing Land only, such as:

- a) Fencing;
- b) Gulley clearance;
- c) Repairs to paths;
- d) Provision of barriers and/or security works;
- e) Additional lightening;
- f) Additional car parking;
- g) Improving open spaces;
- h) Installing community facilities and/or areas; seating;
- i) Garden areas;
- j) Allotments

## **6. What Community Budgets cannot be used for?**

Councillors are not able to allocate funding for:

- a) A scheme that is not legal and does not adhere to the Council's constitution, policies and procedures;
- b) Providing grants/monies to any commercial organisation or any individual or organisation whose principles conflict with those of the Council;
- c) Supporting any kind of political activity.

In addition, support to community groups to fund ongoing day to day running expenses is not recommended except in exceptional circumstances and to assist in short term challenges.

## 7. How will work be carried out?

In the first instances, it is proposed that all "works" will still be issued via the Council in-house teams. These services must continue to demonstrate that it can deliver the scheme and ensure its communication is improved. To enable this to take place, a dedicated officer has been appointed to administer the scheme. (The nominated officer is Jayne Hunt. E mail Jayne.Hunt@swansea.gov.uk Tel 07814107623)

- a) A catalogue of schemes will be made available to members. This will include all costs associated with a scheme and show a minimum to maximum cost per scheme e.g. If bollards are to be erected it could depend on site. Council will also indicate what schemes it would not be interested in bidding for.
- b) All costs of delivery of a scheme including any costs for design and e.g. TRO's must be included thus providing visibility for members. A breakdown of costs and a completion date must also be included in quotes.
- c) When payment for a scheme is made then members should be advised as soon as possible.
- d) Jayne Hunt will regularly inform members of their up-to-date spend and amount of remaining budget.
- e) A simplistic approval process is in place to ensure members and the Council are protected

One of the most controversial issues of the existing schemes is the cost applied to cover a future revenue burden. The current scheme places a simplistic, cumulative, threshold of £100 per year for all the "works" undertaken by a Ward Member in their term. If there are unforeseen additional costs, then the ward member must be contacted immediately.

Care must be taken not to allow the scheme to generate a significant amount of future revenue burden without making appropriate budget adjustment.

a. "Grants or works" should not normally result in a disproportional increased ongoing revenue burden for the Council. As such a simplistic, cumulative, threshold of £100 per year is for all the "works" undertaken by a Ward Member in their term and if annual costs exceed that, a discussion will be held with members before scheme commences, e.g. an equivalent contribution would be made by the ward member to cover an agreed period by way of a commuted sum for a period of 5 years e.g. £500.

b. Where this has not previously been adopted or where a replacement is required after the expiry of the "commuted sum" period, then any "replacement" items would be counted as a new application under these revised arrangements.

c. Officers will ensure compliance with all the Council's financial and contract procedure rules and therefore approval must be secured prior to making any commitment of funding to any organisation.



## **8. What if it's unclear whether the Community Budget can be used or not?**

Councillors will make their recommendation on the spending of the Community Budget to the nominated officer. The nominated officer is Ms Jayne Hunt. E mail Jayne.Hunt@swansea.gov.uk Tel 07814107623.

## **9. Does the nominated officer have a role in Community Budgets?**

The nominated officers will be the Councillors' direct link into the scheme and the approval process.

Jayne Hunt will regularly inform members of their up-to-date spend and amount of remaining budget.

Council officers will confirm that any application complies with the terms and conditions of the scheme. Officers will ensure that proposed schemes are linked into the wider community engagement and existing work programmes to avoid duplication.

## **10. Will a Councillor need to provide reasons to allocate funds?**

To ensure a successful application, each Councillor should (if requested) provide reasons as to why any allocation of funds will help a local scheme, activity or project. Any scheme, activity or project will need to show it specifically benefits the well-being of the local community or its own environment or economy.

Details of Councillor spending will be published on the City and County of Swansea internet site on a quarterly basis.

## **11. What rules apply to spending Community Budgets?**

As the monies within Community Budgets are public money then the same rules apply as would apply to any other Council spending. This means that any scheme will still need to go through the usual and appropriate procurement method. All Councillors will need to comply with the Council's Constitution, financial rules, and contract procedure rules.

Councillors must adhere to the Councillor's Code of Conduct when making decisions on how to allocate their Community Budget.

Councillors must consider and identify any potential conflicts of interest in relation to any proposals which they wish to support.

Any queries on potential conflicts of interest or Code of Conduct should be referred to the Monitoring Officer.

## **12. Work undertaken by private companies/organisations**

Where donations are provided to third party groups based in "council assets e.g. schools, Members must obtain four detailed quotes and a timescale for completion of the work should be included in the quote.

The Council should also be invited to give one of these quotes. The company/organisation must comply with the council's procurement process and follow Council's policies on Health and safety, pay policy, etc.

Quotes for works to be undertaken must include all costs, e.g. Quotes for highways work including TROs. Payment will be paid on completion of the work providing it is up to a satisfactory standard.

**13. If an asset is created or enhanced can its ownership be transferred from the Council?**

No. Any asset created or enhanced under the Community Budget must remain under Council ownership unless it has been agreed as a specific decision in relation to an agreed community transfer in line with the appropriate policy.

**14. Can a Councillor pool their funds?**

Yes, Councillors can elect to pool their funds where there is more than one Councillor in a ward. If there are sufficient funds, it benefits the community and is not illegal then the funds can be allocated to any individual project or group within each financial period (April to March) each year.

A Councillor does not have to pool their funds if they do not want to.

Councillors cannot pool funds across different wards unless the scheme/work is in fact being delivered across both wards, e.g. Joint funding of highway works which bridge ward boundaries; a community event which crosses ward boundaries or joint use of community facilities.

**15. Can a Councillor carry forward and unspent Community Budget?**

Any unspent monies from a Councillors Community Budget will automatically be carried forward to the next financial period if it is within the Councillor's term. Work scheduled for the 5th year of a term of office must be confirmed in the 4th year (i.e. before the 5th financial year). This will enable the appropriate department to include schemes in their schedules for the following year.

If money is committed to a scheme during the financial year but the scheme has not commenced, then the commitment will be honoured and a completion date be given to the Councillor.

However, please note that any money not spent by the end of the Councillor's term of office will be lost.

The final deadline for committing Donations to groups can still be made provided they are made by the end of the financial year immediately preceding the next council

election. If an election takes place outside of the normal cycle the cut-off date will be 6 weeks before the date of the election.

#### **16. What happens to the Community Budget upon a Councillor leaving the Authority during the financial period?**

The budget is based on 5-year term and is £50k in total and current Councillors can spend it as and when required. If a change in a Councillor takes place, the remaining balance would be made available to the new Councillor. If the Community Budget has been committed no further monies will be advanced to the new Councillor until the next term of office.

#### **17. Can members of the public find out how much each Councillor has spent and on what?**

Yes. The Council will publish information regarding each Councillors Community Budget on a quarterly basis. This will include declarations of interest from Councillors in relation to any applications. The Council's internet site will include a section on Community Budgets.

#### **18. Can a Councillor spend his/her Community Budget during Purdah?**

Purdah is the period between the notice of the election and the actual date of the election.

During this period, the normal behaviours around a Council and Councillors' activities become more restricted. The Council is not able to show or give any impression of showing any support, bias or favouritism to any candidate for election of Councillor or any political party. The Council must remain neutral and impartial. Councillors will need to exercise caution in the use of their Community Budgets leading up to an election. Councillors will be able to identify any appropriate scheme up to and including the end of the financial year prior to the election i.e. 31st March prior to a May election.

#### **19. What happens if there is a dispute about the scheme?**

Hopefully most situations will be clear as to what is permitted and what isn't assisted by this guidance. If there is a disagreement between a ward Councillor and the nominated officer and a solution cannot be found the matter would be escalated for determination by the Cabinet Member and the Director of Place. If the matter cannot be resolved, then the final decision will be made by the Monitoring Officer on the grounds of compliance with appropriate legislation.

#### **20. Capital Allocation**

As part of the normal budget setting process Council or Cabinet may identify a capital allocation to form part of the overall community budget scheme. If such an allocation is made the following principles would apply:

The eligibility criteria in place would be the same as set out for revenue funding in paragraphs 1.2 to 1.4 above. In addition they would need to satisfy the criteria for capital projects as set out in the council's financial procedure rules. I.e. the work is intended to "add" to the asset such as new equipment or maintain the longevity of an asset by replacing something that already exists. Acquisition of assets or donations are not permitted from this budget

- As the project will be capital in nature the minimum scheme value would be £20,000
- There would be a cap on the amount that can be drawn from a capital budget of a maximum of £30,000 **per ward** per year. The capital contribution cannot represent more than 80% of the total costs of the scheme with the balance being derived from other sources which could include grant, revenue community budget allocation or wider community donations
- No more than 2 such schemes can be approved for a single ward in any financial year i.e. one or two scheme drawing a maximum of £30,000
- Once the budget has been fully committed no further schemes can be considered until a new allocation is made. A deadline or series of deadline may be declared to allow a phasing approach to bid consideration
- In year one of the scheme projects would be eligible provided they have not physically commenced on site
- Any capital budget remaining at the end of the council term will be rolled over to the next cycle and added to any new amounts allocated
- Decisions as to eligibility for each submitted scheme would be delegated to the leader, Cabinet member for Better Communities, and Director of Place. In the event of the scheme being submitted in one of the respective wards then the deputy leader would sit on the panel
- In the event of more approved bids that the remaining money available the panel could decide to "ration" the approval on pro rata basis
- As the schemes are likely to be larger than normal community budget projects a deadline will be set for final submission and approval of schemes 1 year prior to the end of the municipal term

## Community Budget Spend Guidelines 2022-2027

### 1.2 What is included within Community Budgets?

Councillors can allocate funding to any scheme (providing it is legal, complies with the Council's constitution and the Council's policies and procedures) and can be used to:

- a) Initiate or support community projects
- b) Improve health and wellbeing
- c) Improve Council owned land and/or public rights of way
- d) Improve community services or facilities in a local area
- e) Address safety issues in the local community
- f) Contribute towards the Council's costs in facilitating local events or markets
- g) Produce leaflets and information promoting the local area (but not promoting individual businesses and/or organisations)
- h) Provide grants/donations to Community groups supporting wider community engagement or services, however, only a maximum of £5,000 per annum. This can be to a single organisation. In addition there would be an overall cap of £25,000 over a 5 year term per councillor. Again this could be to a single organisation.**
- i) Contribute towards the Minor Works Budget; (details are outlined below in 1.3)
- j) Create or enhance an asset, subject to all future revenue costs as a result of the acquisitions being met
- k) Provision of match funding to support or extend projects of the types outlined above that are part funded from other sources.
- l) To support capital funding as identified in accordance with paragraph 2.1 below

Please note the above list is not exhaustive.

### 1.3 What is the Minor Works Budget?

Councillors with Council housing in their Ward can identify and/or approve schemes proposed by Area Housing Managers, including work carried out on Housing Land only, such as:

- a) Fencing
- b) Gulley clearance
- c) Repairs to paths
- d) Provision of barriers and/or security works
- e) Additional lighting
- f) Additional car parking
- g) Improving open spaces
- h) Installing community facilities**
- i) Seating**
- j) Garden areas

k) Allotments

#### 1.4 What is not included within Community Budgets?

Councillors are not able to allocate funding for:

- a) A scheme that is not legal and does not adhere to the Council's constitution, policies and procedures;
- b) Providing grants/monies to any commercial organisation or any individual or organisation whose principles conflict with those of the Council;
- c) Supporting any kind of political activity.

In addition, support to community groups to fund ongoing day to day running expenses is not recommended except in exceptional circumstances and to assist in short term challenges

#### 1.5 How are requests made?

Any request or queries should be directed to the nominated officer Jayne Hunt.  
Email: [Jayne.Hunt@swansea.gov.uk](mailto:Jayne.Hunt@swansea.gov.uk)

#### 1.6 How will work be carried out?

In the first instance, it is proposed that all "works" will continue to be issued via the Council in house teams but these services will have to continue to demonstrate that it can deliver the scheme. To assist this process a catalogue of goods and services will be made available. To enable this to take place, a dedicated officer has been appointed to administer the scheme.

All costs of delivery of a scheme including any costs for design and TRO's will be included thus providing visibility for members.

A simplistic approval process is in place and members are to ensure they and the Council are protected.

Where this has not previously been adopted or where a replacement is required after the expiry of the "commuted sum" period and therefore there are no available funds set aside for replacement, then any "replacement" items would be counted as a new application under these revised arrangements.

Attention is drawn to the fact that officers and members will need to ensure compliance with all of the Council's financial and contract procedure rules. **Please note members must get officer approval as members do not have authority to spend independently of officers. Officer's advice must be sought to ensure a compliant procurement process is followed and this will include frameworks set up by the council. As such officer approval must be secured prior to making any commitment of funding to any organisation. No approval will be given retrospectively for any reason.**

In addition Councillors will not be reimbursed for payments for goods purchased from their personal accounts.

Attention is drawn to the fact the cumulative spend needs to be taken into account when determining compliance with Contract Procedure Rules and the triggering of any formal procurement process. Officer advice and approval must be sought in due time to allow a compliant procurement route to be advised and councillors are required to comply fully with this advice.

#### 1.7 Future revenue costs

Care must be taken not to allow schemes to generate a significant amount of future revenue burden without making appropriate budget adjustment.

“Grants or works” should not normally result in a disproportionate increased ongoing revenue burden for the Council. As such a simplistic, cumulative, threshold of £100 per year is set for all the “works” undertaken by a Ward Member in their term and if annual costs exceed that, a discussion will be held with members before scheme commences, e.g. an equivalent contribution would be made by the ward member to cover an agreed period by way of a commuted sum for a period of 5 years e.g. £500.

Officers will ensure compliance with all the Council’s financial and contract procedure rules and therefore **officer** approval must be secured prior to making any commitment of funding to any organisation.

#### 1.8 How will donations be paid to third party Organisation’s?

Where donations are made in line with this guidance to third parties, bank details must be provided for an electronic transfer, or a cheque to be generated. The bank details needed would be the name and address of the group or organisation, their bank account number, sort code and reference. The bank account must be in the name of the group or organisation applying for funding. A brief description of what the money is for would also be required. Cash will not be provided.

Councillors are reminded to declare any interests they may have in any organisation both past and present receiving donations and advice should be sought in advance of making any commitment. Depending on the interest and if its personal and prejudicial it may not be permissible for such a donation to progress and in these cases the advice of the monitoring officer will be required

#### 1.9 The nominated officer’s role in Community Budgets

The nominated officer will be the Councillors' direct link into the scheme and the approval process.

Council officers will confirm that any application complies with the terms and conditions of the scheme. Officers will ensure that proposed schemes are linked into the wider community engagement and existing work programmes to avoid duplication.

In addition, the nominated officer will regularly inform members of their up-to-date position on outstanding schemes, spend and amount of remaining budget on a quarterly basis.

### 1.10 Will a Councillor need to provide reasons to allocate funds?

Councillors may be required to provide reasons or explanation so as to allow officers to consider the eligibility and compliance with the Councils constitution.

Details of Councillor spending will be published on the City and County of Swansea internet site on at least an **annual basis**.

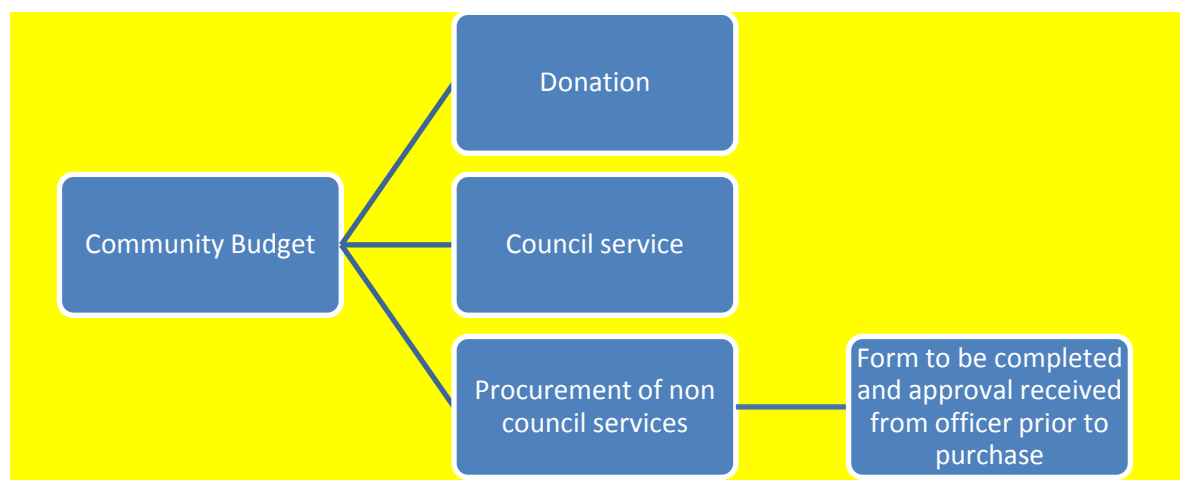
### 1.11 What rules apply to spending Community Budgets?

As the monies within Community Budgets are public money then the same rules apply as would apply to any other Council spending. This means that any scheme will still need to comply with the Council's Constitution, financial rules, and Contract Procedure Rules.

Councillors must adhere to the Councillor's Code of Conduct when making decisions on how to allocate their Community Budget.

Councillors must consider and identify any potential conflicts of interest in relation to any proposals, which they wish to support.

Any queries on potential conflicts of interest or Code of Conduct should be referred to the Monitoring Officer.





## **1.12 Work undertaken by recipient of donation or contribution.**

Where a scheme is being assisted by a contribution / donation from the community budget and this is being procured outside of the authority then ward members who make the donation must insist that (depending on the value of the works/services) **the recipient of the donation or contribution** obtain either four detailed quotes or appropriately advertise the requirement. A timescale for completion of the work should be included in the quote. The Council should also be invited to give one of these quotes. **If you are in any doubt about the competition requirements specified within the Council's Contract Procedure Rules then please seek advice from the Council's procurement team.**

Councillors must ensure that the company/ organisation/school must comply with the council's procurement process and follow Council's policies on Health and safety, pay policy, etc. although they can commission the council to carry out this on their behalf. Quotes for works to be undertaken must include all costs, e.g. Quotes for highways work including TROs. Payment for goods or services provided will be in line with the council's own standard terms and conditions and will only be paid on completion of the work or services providing it is up to a satisfactory standard.

## **1.13 If an asset is created or enhanced can its ownership be transferred from the Council?**

Assets created or enhanced under the Community Budget must remain under Council ownership unless it has been agreed as a specific decision in relation to an agreed community transfer in line with the appropriate policy.

## **1.14 Can a Councillor pool their funds?**

Yes, Councillors can elect to pool their funds where there is more than one Councillor in a ward. If there are sufficient funds, it benefits the community and is not illegal, then the funds can be allocated to any individual project or group within each financial period (April to March) each year.

A Councillor does not have to pool their funds if they do not want to. Councillors cannot pool funds across different wards unless the scheme/work is in fact being delivered across both wards, e.g. Joint funding of highway works which bridge ward boundaries; a community event which crosses ward boundaries or joint use of community facilities.

## **1.15 Can a Councillor carry forward any unspent Community Budget?**

Any unspent monies from a Councillors Community Budget will automatically be carried forward to the next financial period if it is within the Councillor's term. Work scheduled for the 5<sup>th</sup> year of a term of office must be confirmed in the 4<sup>th</sup>

year (i.e. before the 5<sup>th</sup> financial year). This will enable the appropriate department to include schemes in their schedules for the following year.

If money is committed to a scheme during the financial year but the scheme has not commenced, then the commitment will be honoured and a completion date be given to the Councillor. However, please note that any money not spent by the end of the Councillor's term of office will be lost and there are no exceptions to this rule.

**1.16 What happens to the Community Budget upon a Councillor leaving the Authority during the financial period?**

The budget is based on 5-year term and is currently £75k in total and current Councillors can spend it as and when required. If a change in a Councillor takes place, the remaining balance would be made available to the new Councillor. If the Community Budget has been committed, no further monies will be advanced to the new Councillor until the next term of office.

**1.17 Can members of the public find out how much each Councillor has spent and on what?**

Yes. The Council will publish information regarding each Councillors Community Budget on an annual basis. This will include declarations of interest from Councillors in relation to any applications. The Council's internet site will include a section on Community Budgets.

**1.18 Can a Councillor spend his/her Community Budget during Pre-election period?**

During the pre-election period, the normal behaviours around a Council and Councillors' activities become more restricted. The Council is not able to show or give any impression of showing any support, bias or favouritism to any candidate for election of Councillor or any political party. The Council must remain neutral and impartial.

Councillors will need to exercise caution in the use of their Community Budgets leading up to an election. Councillors must reflect the restrictions during any pre-election period and for the avoidance of doubt no schemes can be authorised nor donations accepted once the local Government PEP commences normally 6 weeks before the election date.

**1.19 What happens if there is a dispute about the scheme?**

Hopefully, most situations will be clear as to what is permitted and what isn't assisted by this guidance. If there is a disagreement between a Ward Councillor and the nominated officer, and a solution cannot be found the matter would be escalated for determination by the Cabinet Member and the Director of Place. If the matter cannot be resolved, then the final decision will be made by the Monitoring Officer on the grounds of compliance with appropriate legislation.

## 2. Capital Allocation

As part of the normal budget setting process Council or Cabinet may identify a specific capital allocation to form part of the overall community budget scheme. If such an allocation is made the following principles would apply:

- The eligibility criteria in place would be the same as set out for revenue funding in paragraphs 1.2 to 1.4 above. In addition they would need to satisfy the criteria for capital projects as set out in the council's Financial Procedure Rules. I.e. the work is intended to "add" to the asset such as new equipment or maintain the longevity of an asset by replacing something that already exists. Acquisition of assets or donations are not permitted from this budget
- As the project will be capital in nature the minimum scheme value would be £20,000
- Any capital made available would be to a maximum of 80% of the total costs of the scheme with the balance being derived from other sources which could include grant, revenue community budget allocation or wider community donations
- Once the budget has been fully committed no further schemes can be considered until a new allocation is made. A deadline or series of deadlines may be declared to allow a phasing approach to bid consideration
- If capital funding is made available it cannot be applied retrospectively
- Any capital budget remaining at the end of the council term will be rolled over to the next cycle and added to any new amounts allocated
- Decisions as to eligibility for each submitted scheme would be delegated to the Leader, **Cabinet member for Business Improvement and Performance** and Director of Place. In the event of the scheme being submitted in one of the respective wards of the Leader and relevant Cabinet Member then the Deputy Leader would sit on the panel.
- In the event of more approved bids that the remaining money available the panel could decide to "ration" the approval on pro rata basis
- As the schemes are likely to be larger than normal community budget projects a deadline will be set for final submission and approval of schemes 1 year prior to the end of the municipal term

### **Integrated Impact Assessments**

An Integrated Impact Assessment screening has been undertaken, the outcome being that a full IIA report is not required for the Community Budget itself. However single schemes above the value of £10,000 will be screened in their own right as per the corporate process and officers will also monitor and identify any projects below this threshold where IIAs screening may be required and review accordingly.

# Integrated Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form.

## Which service area and directorate are you from?

Service Area: Property Services

Directorate: Place

### Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

### (b) Please name and fully describe initiative here:

The continued delivery of Community budgets directly to ward members across the Swansea County. The scheme is well established and has been running since 2013. The proposal is to continue the budget allocation for the new term of office. The scheme is intended to support delivery of small local measures that are a priority for individual Councillors and their local community but are not funded by other Council budgets. Furthermore, it is intended to help deliver the Council's strategic objectives.

### Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Integrated Impact Assessment Screening Form

Community cohesion	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Marriage & civil partnership	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Pregnancy and maternity	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

**Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches? Please provide details below – either of your activities or your reasons for not undertaking involvement**

Ward members are regularly consulting with the community to determine how the budget is spent. They engage with individuals, schools, groups, organisations as part of their daily practice.

**Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:**

- a) Overall does the initiative support our Corporate Plan’s Well-being Objectives when considered together?  
 Yes x                       No
  
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?  
 Yes x                       No
  
- c) Does the initiative apply each of the five ways of working?  
 Yes x                       No
  
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?  
 Yes x                       No

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**Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)**

High risk <input type="checkbox"/>	Medium risk <input type="checkbox"/>	Low risk x <input type="checkbox"/>
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**Q6 Will this initiative have an impact (however minor) on any other Council service?**  
 x  Yes                       No                      **If yes, please provide details below**

Ward members must discuss proposed schemes with the council lead officers to ensure there is capacity to deliver. Eg highways and play schemes.

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**Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?**  
*(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)*

## Integrated Impact Assessment Screening Form

Using the recent example of delivering a £1m play programme of works over 21-22, communities were involved in the scheme proposals, officers collaborated with the ward members to ensure value for money and that the play sufficiency was above adequate. The benefits from this scheme include, improved wellbeing and health, the use of green spaces, to provide free facilities during a time of economic struggle.

Further examples include:

Donations to schools and sports clubs ensure children have improved facilities.

The commitment to sowing wild flowers and daffodils has benefitted from community budget helping to enhance nature and biodiversity and improve wellbeing.

Monies have been donated to church groups and paid for local defribillators.

The scheme has supported several Food Banks & Meals for the elderly.

# Integrated Impact Assessment Screening Form

## Outcome of Screening

**Q8 Please describe the outcome of your screening below:**

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

The impacts of this additional budget to be spent within communities has very high benefits and presents low risk. The money can be allocated as appropriate, giving resident what they want and what's important to them, hitting many of the WBFGA ways of working and goals. The scheme has generated so many positive community projects to date, and no doubt going forward this will continue. This scheme also aligns perfectly with the corporate well-being objectives.

An Integrated Impact Assessment screening has been undertaken, the outcome being that a full IIA report is not required for the Community Budget itself. However single schemes above the value of £10,000 will be screened in their own right as per the corporate process and officers will also monitor and identify any projects below this threshold where IIAs screening may be required and review accordingly.

(NB: This summary paragraph should be used in the relevant section of corporate report)

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

<b>Screening completed by:</b>
<b>Name: Rachel Lewis</b>
<b>Job title: Directorate Project Manager</b>
<b>Date: 10.5.22</b>

<b>Approval by Head of Service:</b>
<b>Name: Geoff Bacon</b>
<b>Position: Head of Property Services</b>
<b>Date: 10.5.22</b>

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)

# Agenda Item 10.



## Report of the Local Authority Governor Appointment Group

Cabinet – 16 June 2022

### Local Authority Governor Appointments

<b>Purpose:</b>	To approve the nominations submitted to fill Local Authority Governor vacancies in School Governing Bodies
<b>Policy Framework:</b>	Local Authority (LA) Governor Appointments Procedure (Adopted by Council on 26 October 2017)
<b>Consultation:</b>	Access to Services, Finance, Legal
<b>Recommendation(s):</b>	It is recommended that:  1) The nominations recommended by the Director of Education in conjunction with the Cabinet Member for Education & Learning be approved.
<b>Report Author:</b>	Gemma Wynne
<b>Finance Officer:</b>	Peter Keys
<b>Legal Officers:</b>	Stephen Holland/Melissa Parry
<b>Access to Services Officer:</b>	Catherine Window

#### 1.0 The nominations referred for approval

1.1 The nominations are recommended for approval as follows:

1. Bishop Gore Comprehensive School	Mr Peter Jones
2. Bishopston Primary School	Cllr Lyndon Jones
3. Blaenymaes Primary School	Mr Jonathan Lomas



4. Gendros Primary School	Mrs Ann Cook
5. Glyncollen Primary School	Mr Michael Hedges
6. Oystermouth Primary School	Mrs Helen Faulkner

## **2.0 Financial Implications**

2.1 There are no financial implications for the appointments; all costs will be met from existing budgets.

## **3.0 Legal Implications**

3.1 There are no legal implications associated with this report.

## **4.0 Integrated Assessment Implications**

4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, 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 Acts.
- 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.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

4.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

- 4.2 Following the completion of the IIA process it has been identified there are no negative impacts and a full IIA is not required.
- 4.3 There is no need for mitigation as impacts that have been identified are not negative impacts. The panel choose Governors, no public consultation is required. In order for schools to run effectively they need to have effective Governing Bodies, this appointment supports this.

**Background papers:** None

**Appendices:**

Appendix A - Integrated Impact Assessment Form

# Integrated Impact Assessment Screening Form – Appendix A

Please ensure that you refer to the Screening Form Guidance while completing this form.

## Which service area and directorate are you from?

Service Area: Achievement and Partnership

Directorate: Education

### Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

### (b) Please name and fully describe initiative here:

Appointing Local Authority governors to schools in Swansea

### Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Integrated Impact Assessment Screening Form – Appendix A

- Q3** What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?  
Please provide details below – either of your activities or your reasons for not undertaking involvement

This activity does not require consultation

- Q4** Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

- a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?  
Yes  No
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?  
Yes  No
- c) Does the initiative apply each of the five ways of working?  
Yes  No
- d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?  
Yes  No

- 
- Q5** What is the potential risk of the initiative? (*Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...*)

High risk

Medium risk

Low risk

- 
- Q6** Will this initiative have an impact (however minor) on any other Council service?

Yes

No

If yes, please provide details below

- 
- Q7** What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

*(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)*

In order for schools to run effectively they need to have effective Governing Bodies.

# Integrated Impact Assessment Screening Form – Appendix A

## Outcome of Screening

**Q8 Please describe the outcome of your screening below:**

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

We have identified high impact on children and young people because it is in school environment and Governors are appointed to those school. Race, Religion and Welsh language have been also identified as high impact because we have some religious and welsh language schools. There is no need for mitigation as impacts that have been identified are not negative impacts The panel choose Governors ,no public consultation required. In order for schools to run effectively they need to have effective Governing Bodies, this appointment supports this..

(NB: This summary paragraph should be used in the relevant section of corporate report)

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

<b>Screening completed by:</b>
<b>Name: Gemma Wynne</b>
<b>Job title: Governor Support Officer</b>
<b>Date: 25/10/21</b>
<b>Approval by Head of Service:</b>
<b>Name: Kate Phillips</b>
<b>Position: Head of Achievement and Partnership</b>
<b>Date: 25/10/21</b>

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