



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Organisational Transformation Corporate Delivery Committee

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

On: Tuesday, 28 March 2023

Time: 2.00 pm

Chair: Councillor Mandy Evans

Membership:

Councillors: P N Bentu, J A Hale, T J Hennehan, S Joy, H Lawson, F D O'Brien and L V Walton

Watch Online: <http://bit.ly/3l3Y6Cc>

Agenda

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3 Minutes: To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 4
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Next Meeting: Tuesday, 25 April 2023 at 2.00 pm

A handwritten signature in cursive script that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Tuesday, 21 March 2023

Contact: Democratic Services - (01792) 636923

Agenda Item 3



City and County of Swansea

Minutes of the **Organisational Transformation Corporate Delivery Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Tuesday, 28 February 2023 at 2.00 pm

Present: Councillor V M Evans (Chair) Presided

Councillor(s)

P N Bentu
F D O'Brien

Councillor(s)

J A Hale

Councillor(s)

S Joy

Officer(s)

Nick Huffer
Suzy Richards
Samantha Woon

Employment Lawyer
Sustainable Policy Officer
Democratic Services Officer

Also present

Mr M Corcoran, Coproduction Lab Wales
Councillor D H Hopkins, Cabinet Member for Corporate Services & Performance

Apologies for Absence

Councillor(s): H Lawson and L V Walton

33 Disclosures of Personal & Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City & County of Swansea, the following interest was declared:

Councillor P N Bentu – Personal Interest – Minute No. 35 – Coproduction.

34 Minutes:

Resolved that the Minutes of the Organisational Transformation Corporate Development Committee held on 24 January, 2023 be approved and signed as a correct record.

35 Coproduction.

The Sustainable Policy Officer presented an update on Swansea Council Coproduction and Involvement Project and sought the Committee's involvement in the development of a Corporate Coproduction Policy.

The Council had been striving to improve its coproduction capacity and capability in recent years and had some success, particularly in social care. For example, in July 2021 the Council endorsed the Regional Partnership Board's Strategic Framework for Coproduction (Annex 1).

In our 2022-23 Corporate Plan the Council committed to continuing to strengthen "consultation, engagement, participation and coproduction with our stakeholders including our staff, citizens of Swansea and our partner organisations, so the Council could make informed decisions that improved the access, quality and delivery of services".

Against that background, in 2022 with funding from the Economic Recovery Fund, the Council procured external support, from Coproduction Lab Wales, to work with us over a 12-month period to build on the work and learning relating to co-productive approaches employed throughout the pandemic and to build further internal capacity and capability.

The project began in October 2022 with the first phase focusing on assessing the Council's existing coproduction capability and experience, through the use of a survey and collection of examples of practice. In addition, stakeholder mapping and the recruitment and initial training of nearly 40 Coproduction Champions from across services had taken place along with initial engagement with the Council's senior leadership.

The learning phase of the project would continue until mid-March and an insight report was expected by the end of March 2023. Work to date had already identified some good practice (e.g., Local Area Coordinators) as well as areas for improvement, including the need for a corporate coproduction and involvement policy.

The project would lead the development of a draft Corporate Policy, which would identify when and how coproduction and involvement should be used in the context of wider interactive activity. The Policy would also help Elected Members and Officers to determine the most effective ways to coproduce projects ensuring a diversity of people with an interest in the matter are involved.

The policy which would help to embed a culture of coproduction across the organisation, would include good practice examples and a stakeholder map to facilitate the sharing of good practice. It would also be supported by practical resources which would also be developed in the next phase of the project, including:

- A toolkit of resources to assist officers and members in supporting citizens to coproduce services
- The development of a webpage where staff and officers can access practical coproduction resources
- Developing a role description for Coproduction Champions and virtual Champions network
- Training, including for Coproduction Champions, to help ensure we have relevant coproduction expertise within all our services

Over the coming months Coproduction Lab Wales would also provide advice and support on live projects / issues (yet to be identified) that would benefit from a co-productive approach.

The insight and experience of elected members, due to their close and unique relationship with ward constituents was particularly pertinent in taking forward the development of a coproduction policy.

The following areas required further consideration to inform the development of a draft policy:

- Where coproduction 'is' and 'is not' an appropriate interactive activity and the difference between coproduction and involvement.
- The biggest barriers to coproduction and how they can be overcome.
- How coproduction complements representative democracy.
- The identification of Swansea Council coproduction stakeholders (see map at Annex 2) and how to reach out to individuals from seldom heard from groups.
- Links with the Regional Partnership Board Regional Coproduction Framework and Charter (Annex 1).

Mr M Corcoran (Coproduction Lab Wales) echoed the comments of the Sustainable Policy Officer and reiterated the benefits of Coproduction.

The Committee discussions focussed on the following:

- 1) The definition of partners and stakeholders.
- 2) The benefits of coproduction (financial and non-financial).
- 3) Challenges associated with engaging with diverse groups (or seldom heard groups).
- 4) The selection, number and ongoing development of champions.
- 5) Examples of existing coproduction.

The Chair thanked the Sustainable Policy Officer and Mr M Corcoran (Coproduction Lab Wales), who was also present, for their input.

Resolved that:

- 1) The Sustainable Policy Officer consider convening workshops to engage Committee Members in the co-production process.
- 2) The Sustainable Policy Officer provide regular update reports to the Committee.

36 Work Plan.

The Chair presented 'for information' the Organisational Transformation Corporate Delivery Committee Work Plan 2022-23.

It was noted that the Lighting Policy would be discussed at the meeting on 28 March, 2023.

The meeting ended at 2.55 pm

Chair

Agenda Item 4



Report of the Interim Director of Corporate Services

Organisational Transformation Corporate Delivery Committee -
28 March 2023

Development of Guildhall Illumination Policy

Purpose:	To seek input from the Committee regarding development of an Illumination Policy to address socially important topics, national days of celebration, notable dates, and other public events that Swansea Council will publicly support.
Policy Framework:	Strategic Equality Plan 2020-24
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	It is recommended that the Committee considers and shares views on the development of an Illumination Policy in respect of the Guildhall.
Report Author:	Emily Davies
Finance Officer:	Paul Roach
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 Swansea Council receives a number of requests each year to light the external façade of the Guildhall to promote awareness of a charity, highlight a particular cause or mark an event/anniversary of significance.
- 1.2 It has become increasingly important to have a policy in place that sets out how the council uses its resources to publicly support socially important topics. One aspect of this is the illumination of the Guildhall.

- 1.3 The Strategic Equalities and Future Generations Board have previously discussed this topic and have now referred this to the Organisational Transformation Corporate Delivery Committee for further deliberation and policy development.
- 1.4 Linked to Swansea Council's Corporate Plan well-being objectives and the Strategic Equality Plan (SEP), one of the steps Swansea Council will take to meet this objective is to 'lead positive campaigns celebrating Swansea's diversity and zero tolerance to discrimination'. Development of this policy area therefore aligns with Swansea Council's Corporate Plan and will be construed in line with the well-being objectives.

2. Background

- 2.1 There is a vast, and increasing, variety of relevant awareness-raising campaigns throughout the year, both on a local and national basis.
- 2.2 It is accepted that a successful and visible way to showcase Swansea's diversity and celebration of events, is to illuminate the Guildhall on specific dates. It is acknowledged, however, that the current list of key dates is excessive, with some clashes, and a formal list should be drawn.
- 2.3 It is not practical from a resourcing perspective to support all of them and there is frequently conflict over the dates requested.
- 2.4 The Strategic Equalities and Future Generations Board has observed that a formal policy around requests and applications would be beneficial, as many requests are made informally and with little notice given for technical preparations.
- 2.5 The draft Illumination Policy would ideally refer to an annual calendar of events that Swansea Council would support, allowing for flexibility to adapt to breaking news and changing situations.

3. Current Position

- 3.1 There currently exists an informal process whereby elected members, or members of the public, email officers to make a request. This may often be at short notice, with little time to make technical preparations.
- 3.2 There is little consistency in the type and range of requests received. On occasion, a request is declined where it relates to an individual person only. This can be a difficult and emotive matter, taking account of the reasoning behind some requests.
- 3.3 Particular challenges can occur where, for example celebrations or causes may last longer than one specific date, for example an entire month. Currently the illumination is approved for just one day in order to ensure that equal access is apportioned to all approved requests.

3.4 The current list of significant dates used for reference by Swansea Council is appended (Appendix B).

4. Key focus points

4.1 The committee should address the early draft policy, influencing and developing key points. Some areas are more complex and may require further deliberations and CDC input.

4.2 The following areas require particular consideration to inform the development of the draft policy:

- Resources - Best use of available resources and any limitations or budgetary constraints.
- Celebration / notable days - confirming a list of days / what to include and exclude.
- Policy stipulations and finer details, that are critical to the successful delivery of this policy such as:
 - Colours: The council will illuminate the Guildhall, in a particular colour (not mix of colours), where practicably possible, in response to requests from organisations, charities or other groups where the requests are deemed eligible.
 - Notice: A notice period of four (4) weeks is required for all requests to enable technical preparations and due consideration.
 - Promotion: Approved illuminations will be promoted on the agreed day through corporate social media platforms, and / or other channels as deemed appropriate.
 - Qualification: Requests will only be accepted from registered charities, formally constituted/registered groups or public bodies or individuals representing these groups / bodies.

4.3 Due regard should be given to the wording and design of the policy to ensure that requests are not granted in conflict with the law, council policy or council values and principles.

5 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.
- 5.2** 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’.
- 5.3** 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.
- 5.4** This report aims to provide an update on the development of an Illumination Policy and subsequently gives the opportunity for CDC input regarding development of the policy. No public consultation or engagement is required however there will be further internal engagement on the policy. The policy aims to provide clarity around Guildhall Illuminations and also to ensure that an illumination programme reflects the diversity across the City & County of Swansea and is inclusive of all, in line with the council’s Strategic Equality Plan. An IIA Screening Form has been completed with the agreed outcome that there are no negative impacts and that a full IIA is not required.

6. Financial Implications

- 6.1** There are no financial implications associated with this report.

7. Legal Implications

- 7.1** There are no legal implications associated with this report.

Background Papers: None

Appendices:

- Appendix A Draft policy document – Illumination of the Guildhall
 Appendix B Current list of significant dates
 Appendix C Integrated Impact Assessment Screening Form

Appendix A



Guildhall Illumination Policy

Policy on Swansea Council's illumination of the Guildhall in support for socially important topics, causes and campaigns.

Date: March 2023

Version: DRAFT

Contact details:

**Swansea City & County Council
Civic Centre
Oystermouth Road
Maritime Quarter
Swansea
SA1 3SN**

Phone: 01792 636000

Email: contact@swansea.gov.uk

**To request this information in an
alternative format or language
please phone 01792 636000 or
email contact@swansea.gov.uk**

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2. Scope	
3. Policy Objectives	
4. Context	
5. Requests Procedure	
6. Application	
7. Eligibility	
8. Exceptional Circumstances	
9. Review and Monitoring	

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1. Purpose

- 1.1** This policy has been developed in response to a general increase in the number of requests to illuminate the external façade of Swansea's Guildhall (The Guildhall) to promote awareness of a charity, highlight a socially important topic or mark an event / anniversary of significance.
- 1.2** This policy aims to ensure that an effective approach is taken in managing such requests and to ensure that they are considered in a consistent and transparent manner.
- 1.3** Operational guidelines, maintained by the designated officer(s), will support the implementation of this policy – TBC.

2. Scope

- 2.1** This policy relates specifically to the LED illumination of the external façade of The Guildhall. For the purpose of this policy, The Guildhall is seen as the main vehicle for this type of communication. The Brangwyn Hall and other digital assets under the management of Swansea Council are excluded from this policy but may be illuminated under commercial agreements outside of the remit of this policy.
- 2.2** Decisions will depend on several criteria, including capacity and professional judgement of officers.

3. Policy Objectives

- 3.1** To outline a transparent policy for managing and approving requests to illuminate the external façade of The Guildhall.
- 3.2** To outline clearly the specific criteria that must be met for such requests to be considered.
- 3.3** To put in place measures that will enable effective management of an illumination programme.
- 3.4** To put in place a clear timeframe to enable the relevant approvals to be sought in line with this policy.
- 3.5** To ensure that an illumination programme reflects the diversity across the City & County of Swansea and is inclusive of all, in line with the council's Strategic Equality Plan.

4. Context

- 4.1** To ensure that requests are dealt with in a consistent and fair manner, Swansea Council adopts the procedures and criteria within this policy.
- 4.2** The Council will illuminate the Guildhall, in a particular colour where practicably possible, in response to requests from organisations, charities or other groups where the requests are deemed eligible.

5. Requests Procedure

- 5.1** All requests to illuminate the Guildhall must be submitted via a web form (TBC).
- 5.2** A notice period of four (4) weeks is required for all requests to enable technical preparations and due consideration through the procedures outlined herein.
- 5.3** Requests received outside of this timeframe will be considered in exceptional circumstances only.
- 5.4** Requests received within the specified timeframe will be given due consideration in line with this policy.
- 5.5** In some cases, repeat illuminations will continue from previous years, however, there should be an assumption that external requests will need to be renewed each year and will not be rolling events.
- 5.6** Approved illuminations will be promoted on the agreed day through social media platforms, and / or other channels as deemed appropriate by council officers in accordance with this policy.
- 5.7** Elected Members receiving requests should advise that requests should be made directly via the web form (TBC) within the specified timeframe of four (4) weeks prior to the date of illumination.

6. Application

- 6.1** The illumination will occur on the agreed date from dusk, or an appropriate time, taking into account daylight hours and available resources as determined by council officers.

- 6.2** One colour, as opposed to multi colours, should be specified for requested illumination events in order to give best effect.
- 6.3** Requests will be considered in respect of illuminations lasting for 1 evening only, unless otherwise stipulated by Swansea Council.

7. Eligibility

The following eligibility criteria must be met for requests to be considered:

- 7.1** Requests will only be accepted from registered charities, formally constituted/registered groups or public bodies or individuals representing these groups / bodies.
- 7.2** Requests will be dealt with in priority order in accordance with the date on which the request was received by the council.
- 7.3** Requests for illuminating the Guildhall for the following purposes will be deemed as eligible:-
 - 7.3.1** To raise awareness of charities nominated by the Lord Mayor.
 - 7.3.2** To mark events directly organised or financially supported by Swansea Council.
 - 7.3.3** Charitable, community or other non-profit making organisations based in or with a significant connection to the City and County of Swansea and which are celebrating a significant anniversary or occasion.
 - 7.3.4** Recognised sporting teams or organisations with a specific connection to Swansea, or Wales, which have achieved a significant accolade (e.g. entering or winning a national or international competition).
 - 7.3.5** Others TBC

8. Exceptional Circumstances

- 8.1** Where a request does not meet the eligibility criteria, it may be considered in exceptional circumstances.
- 8.2** Such requests will be considered by officers in consultation with senior leaders.
- 8.3** There may sometimes be a high-profile current affairs issue that arises, which is not included within this policy. On request of senior leaders and with agreement of designated officers, an exception may be made.

9. Review and Monitoring

9.1 This policy will be reviewed periodically.

9.2 This policy should be read in conjunction with the law, council policies, council values and it's overarching principles.

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Document Control

Version Number	Details of Change	Date

DRAFT

Appendix B - List of significant dates related to various key issues

- **January**
 - 6 - Epiphany (Christian)
 - 16 – World Religion Day
 - 17 - Martin Luther King Day
 - 25 – Burns Night
 - 27 - Holocaust Memorial Day
 - 28 – Buddhist New Year
- **February**
 - LGBT History Month
 - 2nd Sunday of month – World Marriage Day
 - 4 - World Cancer Day
 - 8 – Nirvana Day (Buddhism)
 - 12 - Chinese New year (yuan Tan)
- **March**
 - 1 – St. David’s Day/Dydd Gŵyl Dewi
 - 1 – World Book Day
 - 8 - International Women’s Day
 - 17 – St Patrick’s Day
 - 20-21 - Naw Ruz – Begins at Sundown (Baha’i)
 - 21 – International Day for the Elimination of Racial Discrimination
 - 29-4th Apr - Passover (Jewish) 1st day of
 - 29 - Holi
 - 31 – Transgender Visibility Day
- **April**
 - Stress Awareness Month
 - Autism Awareness Month
 - 7 – World Health Day
 - 8 - World Roma Day
 - 12 – Ramadan begins (changes each year)
 - 13 - Vaisakhi (Sikh New year)
 - 19-25 – MS Awareness Week
 - 22 – Earth Day
 - 23 – St George’s Day
- **May**
 - Action on Stroke Month
 - National Walking Month
 - Deaf Awareness Week
 - 1 - Beltane (Pagan, Wiccan, Druid)
 - 8 – Laylat Al-Qadr – Night of Destiny Muslim) – changes each year
 - 8 – VE Day
 - 9-16 - Sun Awareness Week
 - 10-16 ME Awareness Week
 - 11 – 23 Foster Care Fortnight
 - 13 – Eid ul Fitr ((changes each year)
 - 16 – International Nurses Day
 - 16 – National Children’s Day
 - 17 - International Day Against Homophobia, Transphobia and Biphobia
 - 17 - IDAHO Day

- 18-23 - Mental Health Awareness Week
 - 19 - Buddha Day/Visakha Puja (Buddhist)
 - 21 - World Day for Cultural Diversity for Dialogue and Development
 - 24-30 - National Epilepsy Week
 - 25 - African Day
 - 28 - World Hunger Day
 - 30 - Swansea Pride
- **June**
 - Gypsy Traveller History Month
 - Osteoporosis Month
 - Stillbirth Awareness Month
 - 1-6 - Volunteers Week
 - 4-9 - Urdd Eisteddfod
 - 5 – World Environment Day
 - 5-6 – The Big Lunch
 - 6-13 - National Bike Week
 - 7-13 - Carers Week
 - 8 - National Best Friends Day
 - 14-18 - Loneliness Awareness Week
 - 14-19 - Adult Learners Week
 - 14-20 - Men's Health Week
 - 18-24 - Recycle Awareness Week
 - 15-20 - 3rd week of June - Refugee Week
 - 20 – World Refugee Day
 - 21 – Anniversary: Swansea City of Sanctuary
 - 21-25 - School Diversity Week
 - 17-22 – Neighbour's week
 - 21-27 Learning Disability Week
 - 22 - National Windrush Day
 - 25 - Armed Forces Day
 - Last week of June - Deaf Blind Awareness week
 - **July**
 - 3-8 - Llangollen International Eisteddfod
 - 8 - Remembering Srebrenica
 - 18 – Nelson Mandela Day
 - 20 - Eid ul Adha, - Hajj Day* (Muslim) – (changes each year)
 - 23-26 - Royal Welsh Show
 - 30 - International Day of Friendship
 - 30 - World Day against Trafficking in Persons
 - **August**
 - 1st Week of month - Royal National Eisteddfod of Wales
 - 6 - Cycle to Work Day
 - 10 - Muharram - New Year* (Muslim) (change based on lunar cycle)
 - 12 – International Youth Day
 - 30 – Krishna Janmashtami Birth of Krishna Day (Hindu)
 - **September**
 - 7 – Jewish New Year
 - 10 – World Suicide Prevention Day
 - 16 – Yom Kippur

- 16 - Glyndŵr Day
- 21 – World Alzheimer’s Day
- 21-26 – International Week of Happiness at Work
- 22 – World car-free day
- 23 - Bi Visibility Day
- 29 - World Heart Day
- **October**
 - Black History Month
 - National Bullying Prevention Month
 - Breast Cancer Awareness Month
 - 1- International Day of Older Persons
 - 7-12 - National Curry Week
 - 8 – International Clean Air Day
 - 9-16 - Hate Crime Awareness Week
 - 10 – World Mental Health Day
 - 11 - International and National Coming Out Day
 - 18 - Anti-Slavery Day
 - 31 – start of National Adoption Week
 - 31 - Halloween
- **November**
 - 4 – Diwali
 - 5 - Bonfire Night
 - 12 - Birth of Bahá’u’lláh (Baha’i)
 - 13 - World Kindness Day
 - 14-21 Interfaith Week
 - 14 - Remembrance Sunday
 - 16-21 Road Safety week
 - 19 - International Men’s Day
 - 19 – Birthday of Guru Nanak Dev
 - 20 - Transgender Day of Remembrance
 - 20 – Universal Children’s Day
 - 25 – International Day for Elimination of Violence Against Women
 - 25 - White Ribbon Day
 - 30 – St Andrew’s Day
- **December**
 - 1 - World AIDS Day
 - 2 – International Day for the Abolition of Slavery
 - 3 – International Day of Disabled People
 - 10 – Human Rights Day
 - 10 - Christmas Jumper Day
 - 18 - UN Arabic Language Day
 - 18 - International Migrants Day
 - 20 – International Human Solidarity Day

Appendix C - 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: Strategic Delivery Unit

Directorate: Corporate 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
- Other

(b) Please name and fully describe initiative here:

Overview report for the purposes of the Organisational Transformation Corporate Development Committee. The report seeks to provide a background to the development of an Illumination Policy in relation to the Guildhall. A draft policy has been created (Appendix A) as a basis for discussions and development within the CDC.

The draft policy has been developed in response to a general increase in the number of requests to illuminate the external façade of Swansea's Guildhall to promote awareness of a charity, highlight a socially important topic or mark an event / anniversary of significance.

The draft policy aims to ensure that an effective procedure will be put in place for managing requests to light up the Guildhall and to ensure that they are considered in a consistent and transparent manner. This policy relates specifically to the LED illumination of the external façade of The Guildhall. For the purpose of this policy, The Guildhall is seen as the main vehicle for this type of communication.

The policy aims:

- To outline a transparent procedure for managing requests to illuminate the external façade of The Guildhall, or to accommodate any other applicable requests for charitable promotion or support of socially important topics.
- To outline the specific criteria that must be met for such requests to be considered.
- To put in place measures that will enable effective management of an illumination programme.

Appendix C - Integrated Impact Assessment Screening Form

- To put in place a clear timeframe to enable the relevant approvals to be sought in line with this policy.
- To ensure that an illumination programme reflects the diversity across the City & County of Swansea and is inclusive of all, in line with the council's Strategic Equality Plan.

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	No Impact
	+	-	+	-	+	-		
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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

This report provides the opportunity for CDC input regarding development of an Illumination policy to address socially important topics, national days of celebration and other public events that Swansea Council will publicly support. Officers have been contacted regarding existing process and to help inform areas of the policy that need development. Although the process remains much the same, the policy aims to formalise current principles.

The Corporate Management Team have received a copy of the draft policy for comment, as has the Head of Communications and Marketing. Wider consultation will take place following CDC input, such as with the Workforce Equalities Group and the Strategic Equalities & Future Generations Board.

There is (potentially) a wider piece of work to be done around a possible Diversity & Inclusion Calendar, pending CDC deliberations. This will be a separate piece of work and will need further consultation through various internal channels.

Appendix C - Integrated Impact Assessment Screening Form

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 Will this initiative result in any changes needed to the external or internal website?

Yes

No

If yes, please provide details below

The final policy will likely need to be published on the Swansea Council website.

Q8 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.)

The policy aims to provide clarity and transparency around the LED lighting of the Guildhall. It aims to:

- Outline a transparent procedure for managing requests to illuminate the external façade of The Guildhall, or to accommodate any other applicable requests for charitable promotion or support of socially important topics.
- Outline clearly the specific criteria that must be met for such requests to be considered.

Appendix C - Integrated Impact Assessment Screening Form

- Put in place measures that will enable effective management of an illumination programme.
- Put in place a clear timeframe to enable the relevant approvals to be sought in line with this policy.
- Ensure that an illumination programme reflects the diversity across the City & County of Swansea and is inclusive of all, in line with the council's Strategic Equality Plan.

The impact will be positive for communities.

Outcome of Screening

- Q9 Please describe the outcome of your screening using the headings below:**
- **Summary of impacts identified and mitigation needed (Q2)**
 - **Summary of involvement (Q3)**
 - **WFG considerations (Q4)**
 - **Any risks identified (Q5)**
 - **Cumulative impact (Q7)**

This report aims to provide an update on the development of an Illumination Policy and subsequently gives the opportunity for CDC input regarding development of the policy. No public consultation or engagement is required however there will be further internal engagement on this policy. The policy aims to provide clarity around Guildhall Illuminations and also to ensure that an illumination programme reflects the diversity across the City & County of Swansea and is inclusive of all, in line with the council's Strategic Equality Plan.

(NB: This summary paragraph should be used in the 'Integrated Assessment Implications' 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.

Screening completed by:
Name: Richard Rowlands
Job title: Strategic Delivery and Performance Manager
Date: 10.03.23
Approval by Head of Service:
Name: Lee Wenham
Position: Head of Communications and Marketing
Date: 10.03.23

Please return the completed form to accesstoservices@swansea.gov.uk

Agenda Item 5



Report of the Chair

Organisational Transformation Corporate Delivery Committee – 28 March 2023

Work Plan 2022-2023

Date of meeting	Agenda items and Format
28 June 2022	<ul style="list-style-type: none">• Work Plan Discussion.
26 July 2022	<ul style="list-style-type: none">• Work Programme 2022-2023.
27 September 2022	<ul style="list-style-type: none">• Transformation.
25 October 2022	<ul style="list-style-type: none">• Reward & Recognition of Staff.
22 November 2022	<ul style="list-style-type: none">• Agile Working.
20 December 2022	<ul style="list-style-type: none">• Recruitment & Selection.
24 January 2023	<ul style="list-style-type: none">• Transformation.
28 February 2023	<ul style="list-style-type: none">• Co-production.
28 March 2023	<ul style="list-style-type: none">• Development of Guildhall Illumination Policy.
25 April 2023	<ul style="list-style-type: none">•
To be Scheduled	<ul style="list-style-type: none">• Customer Contact Strategy (to be scheduled in 2023-2024 Municipal Year).• Swansea as the first Human Rights City.