



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, 20 July 2023

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/3JIL6er>

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

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 can be submitted in writing to Democratic Services democracy@swansea.gov.uk up until noon on the working day prior to the meeting. Written questions take precedence. Public may attend and ask questions in person if time allows. Questions must relate to items on the open part of the agenda and will be dealt within a 10 minute period.

6.	Councillors' Question Time.	
7.	Leadership, Inclusion and Governance: Building Excellence in Swansea Schools. (Report of the Education & Skills Corporate Delivery Committee)	5 - 88
8.	Local Authority Governor Appointments.	89 - 94
9.	Annual Performance Monitoring Report 2022/23.	95 - 150
10.	Revenue Financial Outturn 2022/23.	151 - 167
11.	Revenue Outturn 2022/23 – Housing Revenue Account (HRA).	168 - 171
12.	Grant Giving Policy and Process.	172 - 196
13.	Tabernacle Morriston Community Resilience Hub.	197 - 237
14.	Exclusion of the Public.	238 - 241
15.	Councillors' Question Time.	
16.	Pre-Decision Scrutiny Feedback - FPR7 Redevelopment of 277-278 Oxford Street -Community Hub Project. (verbal)	
17.	FPR7 Redevelopment of 277-278 Oxford Street - Community Hub Project. *	242 - 361

** 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".*

Next Meeting: Thursday, 21 September 2023 at 10.00 am



Huw Evans
Head of Democratic Services
Wednesday, 12 July 2023

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, 15 June 2023 at 10.00 am

Present: Councillor R C Stewart (Chair) Presided

Councillor(s)

C Anderson
H J Gwilliam
A S Lewis

Councillor(s)

R Francis-Davies
D H Hopkins
R V Smith

Councillor(s)

L S Gibbard
E J King
A H Stevens

Officer(s)

Allison Lowe
Martin Nicholls
Ben Smith
Debbie Smith

Democratic Services Officer
Chief Executive
Director of Finance / Section 151 Officer
Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): A Pugh

6. Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

7. Minutes.

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

- 1) Cabinet held on 18 May 2023 and
- 2) Special Cabinet held on 30 May 2023.

8. Announcements of the Leader of the Council.

The Leader of Council made no announcements.

9. Public Question Time.

No questions were asked.

10. Councillors' Question Time.

No questions were asked.

11. Maximising EOTAS Provision for Vulnerable Learners in Swansea.

The Cabinet Member for Education & Learning submitted a report to address the gaps in the current provision for vulnerable learners in Swansea and use available resources more equitably to meet the needs of all learners requiring education otherwise than at school.

Resolved that:

- 1) A consultation is undertaken by the Head of the Vulnerable Learners Service, in consultation with the Management Committee of Maes Derw Pupil Referral Unit and other relevant stakeholders, to consider reorganising the current PRU internally to maximise opportunities to meet the broader needs of pupils across Swansea.
- 2) Following the consultation, a further report will be prepared for Cabinet with the results of the consultation, for a decision to be made on how to proceed.

12. Optimised Retrofit Programme (ORP) Funding.

The Cabinet Member for Service Transformation submitted a report which sought retrospective approval for a Welsh Government grant application for the Optimised Retrofit Programme (ORP) The ORP grant was announced by Welsh Government to support energy efficiency measures for social housing. The grant will support insulation measures, the acquisition of renewable technologies and monitoring equipment. This will commit the schemes to the capital programme in line with the Council's Financial Procedure Rules.

Resolved that Cabinet:

- 1) Approves the Optimised Retrofit Programme bid set out in 2.0
- 2) Delegates authority to the Director of Place, the Chief Legal Officer and Chief Finance Officer to enter into any agreements necessary to ensure the delivery of the projects and to protect the Council's interests.
- 3) Delegates authority to the Director of Place and the Chief Finance Officer to recover all expenditure associated with the delivery of the projects from Welsh Government.
- 4) Any further decisions relating to this funding will be delegated to the Director of Place and the Cabinet Member for Service Transformation. The funding will support schemes approved via the annual HRA Capital Budget report.

13. Financial Procedure Rule 7 – Local Transport Fund, Ultra Low Emission Vehicle Transformation Fund and Active Travel Fund Grants 2023/24.

The Cabinet Member for Environment & Infrastructure and Cabinet Member for Service Transformation jointly submitted a report to approve the funding applications for Local Transport Fund (LTF), Ultra Low Emission Vehicle Transformation Fund (ULEVTF) and Active Travel Fund (ATF), and sought delegated approval upon receipt of the grant award letter to Director and Cabinet Member for expenditure on the associated projects in 2023/24.

To comply with Financial Procedure Rule No. 7 (Capital Programming and Appraisals): to commit and authorise schemes in the Capital Programme.

Resolved that Cabinet:

- 1) Approves the grant funding applications and delegates authority to the Director of Finance in conjunction with the Cabinet Member for Environment and Infrastructure, the Cabinet Member for Service Transformation and the Director of Place to accept any grant funding awarded for the LTF, ULEVTF (Electric Vehicle Charging Infrastructure) and ATF schemes.
- 2) Approves the schemes and they be added to the Council's capital programme in line with FPR7.

14. FPR7 – Lower Swansea Valley Programme Levelling Up Fund.

The Cabinet Member for Investment, Regeneration, Events & Tourism submitted a report to comply with Financial Procedure Rule No.7 (Capital Programming and Appraisals) - to commit and authorise the addition of new schemes to the Capital Programme.

Resolved that Cabinet:

- 1) Approves the acceptance of the UK Government Levelling Up grant of £20m.
- 2) Approves the Council's match funding contribution of £8.76m via unsupported borrowing.
- 3) Authorises the addition of the scheme and its financial implications to the Capital Programme
- 4) Delegates authority to the Head of Planning and City Regeneration, the Director of Place and the Chief Finance Officer to progress this scheme within the approved budget.

15. Financial Procedure Rule 7 – 20 mph Core Allocation Grant 2023/24.

The Cabinet Member for Environment & Infrastructure submitted a report to confirm the 20mph Implementation grant allocation from Welsh Government and include the expenditure in the capital programme for 2023/24.

Resolved that Cabinet:

- 1) Approves the acceptance of the 20mph Implementation grant of £2,952,000 and this expenditure be included in the capital programme for 2023/24.

16. FPR7 Report - Additional Capital Allocation to Highways Works Programme 2023-24.

The Cabinet Member for Environment & Infrastructure submitted a report to confirm the Additional Capital Allocation to the Highways Work Programme 2023 - 24 and to comply with Financial Procedure Rule 7 to commit and authorise schemes.

Resolved that

- 1) The allocation of £1m for Highways Maintenance is approved to be included in the Capital Programme for each of the financial years 2023-2024, 2024-25 and 2025-26
- 2) The allocation of £1m previously approved for Highways Maintenance for 2024-25 is brought forward to be included in the Capital Programme for 2023-2024.
- 3) Authority is delegated to the Head of Service for Highways and Transportation with the agreement of the Cabinet Member for Environment and Infrastructure to prioritise, finalise and allocate funding to the appropriate schemes in line with the prioritisation approach detailed in this report.

The meeting ended at 10.29 am

Chair

Call In Procedure – Relevant Dates	
Minutes Published:	15 June 2023
Call In Period Expires (3 Clear Working Days after Publication):	23.59 on 20 June 2023
Decision Comes into force:	21 June 2023

Agenda Item 7.



Report of the Education & Skills Corporate Delivery Committee

Cabinet – 20 July 2023

Leadership, Inclusion and Governance: Building Excellence in Swansea Schools

Purpose:	To seek Cabinet approval of the handbook, policy and strategy developed following the work of the Education & Skills Corporate Delivery Committee in 2022-2023.
Policy Framework:	Corporate Plan 2022-2028, Education & Skills
Consultation:	Education & Skills Corporate Delivery Committee, Access to Services, Finance and Legal.
Recommendation(s):	It is recommended that Cabinet: 1) Approves the new Headteacher and Senior Leader Handbook attached in Appendix A 2) Approves a new Swansea Attendance Policy to underpin the work of the attendance objective of the Inclusion Strategy, attached in Appendix B 3) Approves a Governing Body Support Strategy and School Governance Development Action Plan to support the recruitment and retention of school governors attached in Appendix C and Appendix D
Report Author:	Sarah Hughes
Finance Officer:	Aimee Dyer
Legal Officer:	Stephanie Williams
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The purpose of the Education Corporate Delivery Committee (CDC) is to develop policies or policy direction for consideration and adoption by Cabinet and / or Council as appropriate.
- 1.2 A comprehensive overview of key education contextual information was presented to the Education CDC in July 2022. Following this, a work programme was agreed to consider to the end of the municipal year.
- 1.3 Three areas of policy development were identified for this work plan:
 - Strengthening School Leaders
 - Attendance and Inclusion
 - Strengthened and Effective School Governance

2. Strengthening School Leaders

- 2.1 The first meeting for this work plan item was to provide the context and the leadership development offer provided locally, regionally and nationally. This included that the whole offer was based upon a foundation of an excellent working relationship and links with both Partneriaeth and Welsh Government.
- 2.2 The work of the School Improvement Team was outlined and how they, alongside the Education Directorate communication channels, promote development opportunities to all school staff.

The Team's work is centred around both individual and County-wide school development requirements understood from information gained from termly school support visits offered to all schools and supporting the knowledge required to deliver national, regional and local policy.

The Team also links with headteacher networks including YCA (Ysgolion Cynradd Abertawe) and SCCASH (Swansea County Council Association of Secondary Headteachers)

The team also supports assistance to governing bodies when recruiting senior leaders.

- 2.3 The focus of the school support visits by School Improvement Advisers (SIAs) are based upon Welsh Government School improvement guidance: framework for evaluation, improvement and accountability, which covers leadership, teaching and wellbeing.

The leadership element of school support visit is not limited to senior leaders only. Distributed leadership focuses on opportunities to develop and encourage middle leader development across each school for them to gain knowledge and expertise.

There has been a good local take-up of both middle and senior leadership programmes utilising excellent links with Partneriaeth, through a job share colleague located within the team. There is also a good take-up of the national aspiring headteacher (NAHT) qualification. However, there is a general issue around the number of teachers who are interested in progression to middle and senior leadership roles, a situation reflected nationally.

The University of Wales Trinity St David and the Open University are also developing a broader offer for teachers.

In February 2023, sixteen practitioners were assessed against the standards for the National Professional Qualification for Head teachers (NPQH). Fourteen out of Sixteen were successful. Two practitioners were unsuccessful and will be provided bespoke support from Swansea-based mentors for revaluation in 2024.

- 2.4 A local secondment opportunity is in development to enable middle leaders and aspiring headteachers to undertake a temporary 'swap' with staff in other schools. The benefits of the secondment include sharing of good practice and ideas, backfill opportunities for staff and staff learning and development.
- 2.5 A mentoring scheme and a consultative pool are in place in Swansea, which invites expressions of interest from experienced leaders to provide assistance and guidance to other schools. A mentoring scheme for governors in the form of a governor panel is being considered for development.
- 2.6 The pandemic has impacted upon staff audits and reviews. The restarting of these audits in schools is welcomed, in order to identify the skills and knowledge available and the gaps that need to be addressed.
- 2.7 The second meeting for this work plan item was to give an overview of current strengths in school leadership work, including peer reviews, support and induction for new headteachers and support for new teachers through Partneriaeth. An overview was also given around support for newly qualified teachers.
- 2.8 Peer review guidance had been initially developed following the previous Estyn inspection framework and is now being developed in conjunction with Welsh Government's 'Schools as Learning Organisations' (SLO) scheme. An overview of Welsh Government promoting the scheme was shared using a video from the Welsh Government Hwb site, that outlined that it is pupils, staff, parents, local communities and business are all 'in it together'.

- 2.9 Welsh Government has developed an SLO survey that outlines seven key areas in which every practitioner in a school setting can evaluate themselves against. The results are demonstrated on a scale in the form of a web diagram.

The survey is not limited to peer reviews, with a broad range of engagement activity, including self-evaluation and school vision covered. It links well to the professional standards for teaching and leadership.

Following a review of survey results, school leaders can utilise the national resource for evaluation improvement, to ask questions of themselves relating to the areas identified in the results. The results are also shared with the School Improvement Team as part of their visits to support schools.

- 2.10 Induction support for new senior leaders was discussed. Support offered includes:
- Departmental guidance from a School Improvement Adviser
 - 'Informal' mentor assigned to new headteachers, using a bank of experienced headteacher volunteers. This is a local initiative that is separate to the national programme and is aimed to provide a regular point of contact for practical guidance in running a school and supporting wellbeing.
 - New headteachers added to the new and acting headteacher programme in Swansea, which includes more formal sessions facilitated by experienced headteachers and groups where they can reach out for support.
 - New teachers are enrolled on the national new and acting headteacher programme.
 - A suite of seven mandatory courses for all headteachers, which must be undertaken in the first two years.
 - School improvement visits offered to all schools, which includes engagement with the governing body
 - Signposting to effective practice, training and networks
- 2.11 A handbook for new and acting headteachers had been drafted. This handbook contains a range of useful information and local processes for Swansea headteachers including finance, premises management, HR, signposting online links to other advice e.g. procurement. It was agreed that further work would be done on the handbook following the input of the CDC.
- 2.12 Following the second meeting of 'Strengthening School Leaders' with the Committee, further work has been undertaken to complete the development of the Headteacher and Senior Leaders Handbook which has been shared with headteachers for feedback and is now ready for final publication. The document will remain a live copy that can be updated at any time by a small number of officers to maintain quality control.

Two Swansea headteacher and senior leader development sessions have been organised for May and June 2023.

The development and promotion of a new 'Leadership Support Strategy' has been outlined as part of the Corporate Plan 2023-2028.

3. Attendance & Inclusion

- 3.1 The first meeting for this work plan item was to provide an overview of the draft Inclusion Strategy 2022-2027, which is based around the corporate priorities for Education & Skills. This strategy will be considered by Cabinet in May 2023.
- 3.2 The Inclusion Strategy 2022-2027 has five key priority areas:
 - Promoting attendance
 - Promoting inclusion
 - Embedding effective universal provision, whilst support sufficient specialist places
 - Embedding a shared inclusion ethos
 - Emotional health and psychological wellbeing (EHPW) whole school approach
- 3.3 Following an overview of the overall strategy, a specific focus followed on attendance. Significant changes in context that have resulted in large impacts across attendance levels both locally and nationally. These changes include the Covid-19 pandemic resulting in a loss of routine; bereavement; increased anxiety and mental health issues; and a rise in challenging behaviours. Rising poverty levels and the cost of living crisis also have an impact on attendance.
- 3.4 Potential ideas to support attendance moving forward were discussed, including reviewing Education Welfare Service (EWS) processes; monthly attendance strategy meetings; a change in approach from traditional attendance strategies; and a joint production of an updated attendance policy.
- 3.5 Within a new strategy, potential ideas were discussed including basing support around current school clusters, involving governing bodies and young people to promote the initiative, and expanding external funding opportunities to employ additional staff in schools who could share good practice currently in schools.
- 3.6 The budgetary pressures facing all local authorities was discussed, with the importance of exploring revised smarter ways of working within budget availability.
- 3.7 It was agreed following discussion with the CDC a further report would be brought back to the second work plan session on inclusion and attendance.

- 3.8 The second meeting for this work plan item was led by a presentation outlining a draft action plan for attendance, which aims to lead to better outcomes for learners in Swansea. The action plan included progress to date on some items.
- 3.9 The action plan, delivered in association with stakeholders, would support the introduction of smarter ways of working and improvements to processes within the Education Welfare Service (EWS).
- 3.10 Key actions highlighted within the plan included:
- Development of a co-produced attendance policy that reflects the holistic approach to behaviour, attendance, wellbeing and welfare. The policy would set clear expectations in relation to attendance and monitoring for all stakeholders, including parents, teachers and local authority staff and support a more consistent approach across all settings.
 - Ensuring the attendance response flowchart is fully embedded across schools.
 - Review and distribution of updated letters, including those that accompany fixed penalty notices.
 - Production of a clear and concise guide to the work of the EWS and embed the recommendations of the 2019-2020 EWS consultation process to support a consistent and targeted response from the EWS.
 - Ensure prevention and early intervention strategies linked to other priority areas are joined up to support families and ensure children actually want to attend school.
 - Consideration of the increase of emotional based school avoidance and to ensure training for the EWS is in place to engage with parents and carers on attendance strategies.
 - A review of the whole school approach to emotional health and wellbeing funding and closer engagement with the strategic group to ensure a targeted response to increased attendance and engagement.
 - Further develop analysis of attendance data to be used proactively to identify need and set realistic targets.
 - A review of the effectiveness of fixed penalty notices.
 - Ensure holistic and effective approaches across the whole Education Directorate and wider Council services.
 - Ensure support for learners who are electively home educated.
 - Communication strategy including the use of social media for a new attendance policy.
- 3.11 Co-production and involvement of stakeholders was discussed as an important part of the delivery of the action plan. Stakeholder work as part of policy development work will include:
- Task and finish workshop with headteachers to discuss the work of the EWS and identify how best to engage with learner voice.

- Working with the Swansea Parent Carer Forum.
 - Feedback from the Education Welfare Service.
- 3.12 An update was given on the Pupil Support Team which has been reviewed. A new officer had been appointed to start in February 2023 to increase capacity within the team and allow for greater strategic oversight of attendance and exclusions.
- 3.13 Attendance progress over the autumn term was discussed. Following a positive start to the term with an increase of 2% compared to the previous year, the second half of the term was affected by a number of illnesses that affected primary schools in particular. NHS guidance had promoted keeping children at home if they were concerned that they may have scarlet fever, strep etc. An update on attendance figures was to be circulated to the Committee following the meeting.
- 3.14 The Committee discussed how to further support attendance including support for governing bodies; better engagement of parents; cross-departmental working and performance indicators.

4. Strengthened and Effective School Governance

- 4.1 The first meeting for this work plan item was to provide an overview of governance in Swansea, particularly around progress made against the 2016 School Governance Scrutiny Inquiry Panel report. The importance of successful school leadership in schools, with a leading role played by school governors was stressed, with the aim to build upon a good system in place going forward. The impact of leadership upon learners is something that remains a priority to focus on, as it affects the development, skills and progress of learners.
- 4.2 The significant changes to the national educational background were discussed, including the introduction of the Curriculum for Wales; the commencement of the Additional Learning Needs and Educational Tribunal Act; the removal of school categorisation, and the regional educational partnership ERW ceasing and being replaced by a new partnership, Partneriaeth.
- 4.3 A report outlining the progress against the recommendations from the 2016 School Governance Scrutiny Inquiry Panel report was discussed, following a background to the original Inquiry, with a focus on how to best support school governance in future, in alignment with Corporate priorities for Education.
- 4.4 A number of Committee members responded to the report, sharing their own experiences as experienced governors. The Team Manager for School Support outlined their own experience as a chair of governors and their strategic regional role in South East Wales.

It was acknowledged that the role of the governor has expanded in recent years. The availability of support from experienced governors and relevant professionals to new starters was detailed. It was outlined as an area to grow, develop and expand, towards a 'self-help' and mentoring programme.

- 4.5 The training offer for governors and implementation of the effective recruitment and skills matrix were discussed. Attendance has increased following an improved online training offer but a blended approach may be needed to better support some governors moving forward, including an 'in school' induction session for new governors.
- 4.6 There was acknowledgement of the huge amount of time, work and commitment governors put into these voluntary roles.
- 4.7 The report presented options that Members may wish to consider. These included:
- Which of the original recommendations remain appropriate and fit for purpose and if there are any new areas of focus.
 - Reinforce and refresh the challenge and support role for governors remains a focus for governors but align this to the Council's priority to ensure that leadership delivers learner progress.
 - Develop and promote the new democratic accountability responsibility for governors within the new school improvement guidance framework for evaluation, improvement and accountability.
 - Consider how governing body resilience can be improved upon and therein share good practice.
- 4.8 Following discussion around consideration of the scrutiny report recommendations against the current context, it was agreed to focus on a list of key areas that require further development and provide more detail around this at the second meeting.
- 4.9 The second meeting for this work plan item was to consider a draft action plan developed by the Team Manager for School Support following the discussions in the previous meeting. The Chair thanked the officer for the report which had built on the one presented at the last meeting and had included areas identified during the comments and feedback that committee members gave during the session.
- 4.10 The main areas covered by the draft action plan included:
- Recruitment and retention of governors, including a focus on under represented communities.
 - New mechanisms of sharing of best practice.
 - Supporting governors with the default method of communication becoming Hwbmail.
 - Development of an 'excellence' pool of experienced governors to support, coach and mentor new and existing governors.

- Increasing opportunities for governor networking.
 - More frequent and bespoke communications with governors in a timely manner.
 - Enhancement of Arweinwyr, the new governor support database to support users.
 - Working with key stakeholders, including Partneriaeth and the Swansea Association of Governing Bodies, with a renewed focus.
- 4.11 Discussion took place around the action plan points. The importance of support for new governors on appointment, which can be a daunting experience. The need to make new governors feel welcome, and part of the governor ‘family’ was agreed. The possibilities around introducing a ‘buddy system and a short video guide was discussed.
- 4.12 The challenges around managing multiple email accounts was discussed, with the need for support around Hwb email accounts.
- 4.13 It was agreed that there is a need to expand training to include face to face opportunities also, which could further help with integration of new governors.
- 4.14 The committee observed that additional support for Chairs of governors is needed.

5. Recommendations of the Education Corporate Delivery Committee

- 5.1 Following a broad range of evidence, the input, questions and discussion by members of the Education Corporate Delivery Committee around the work plan topics have supported clarity of the direction of future policy.

It is recommended that the following actions are approved so that they may be developed and shared with stakeholders by the end of the academic year:

- The new Headteacher and Senior Leader Handbook is published.
- A new Swansea attendance policy to underpin the work of the attendance objective of the Inclusion Strategy.
- A strategy to support the recruitment and retention of school governors.

6. Integrated Impact 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.

6.1.1 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’.

6.1.2 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.

6.1.3 An IIA screening has been undertaken on the proposed documents, included in Appendix E. The outcome of this screening is that a full IIA is not required and that all documents should have a positive impact when implemented. The screening refers to a previous IIA screening undertaken on the Inclusion Strategy, which is included in Appendix F.

7. Legal Implications

7.1 There are no specific legal implications associated with this report.

8. Financial Implications

8.1 There are no financial implications associated with this report.

Background papers: None

Appendices:

Appendix A – Leadership Handbook

Appendix B – Attendance Policy

Appendix C – Governing Body Support Strategy

Appendix D – School Governance Development Action Plan

Appendix E – IIA Screening – Leadership, Inclusion and Governance

Appendix F – IIA Screening – Inclusion Strategy

Headteacher and Senior Leader Handbook



Contents

Introduction	4
Wellbeing	4
Mandatory Training	4
Safeguarding	4
Premises/health and safety	4
Summary of training -mandatory and advised	5
Partnership agreement between schools and Swansea Council	6
Statutory policies, procedures, and documents.....	6
Policies and procedures.....	6
Documents	7
Premises Maintenance Guidance	8
School projects.....	8
Landlords Consent Processes	9
Premises Management Guidance.....	10
Corporate Landlord's Service	10
Report a repair.....	10
Third Party Lettings.....	10
Essential Tree Work.....	10
Wooden Structures	11
Planting of edible produce.....	11
Winter gritting preparations for premises.....	11
Pest control	11
Business Continuity Plans	12
Health and Safety	13
Travel Plans	14
Climate Change	15
ALN.....	16
Education Psychology Service	16
Learning support team.....	17
LST contact list.....	17
Statutory Process, Partnership and Data	19
Education welfare service.....	22
Services offered by the education welfare officers.....	22
Data	23

GDPR.....	23
School improvement advisers	23
Safeguarding.....	24
Accessibility plans and intimate care guidance	25
Communications.....	27
School Capacity	27
Finance	28
Budget Shares.....	28
Grants.....	28
Procurements	28
Service Level Agreements	28
Kitchen SLAs	29
Human Resources.....	29
COVID-19.....	29
Education Directory	29
Local authority (LA) headteacher meetings.....	29
Appendix One – data examples.....	30
Attendance (half-termly and annual, aggregate data and pupil level).....	30
Exclusions (annual, also more often as required)	31
PLASC analysers – contextual data (annual)	34
VAP – Vulnerability Assessment Profiles (annual, pupil level)	37

Introduction

Welcome to this handbook for headteachers and senior leaders. A special welcome to those of you new to headship/senior leadership or new to Swansea. This handbook will help to support you with some of your many roles and responsibilities. The range of roles and responsibilities can seem daunting at times and we, as officers of the local authority, are here to support you. Do not hesitate to get in touch with us whenever you need to (contact details can be found here <https://staffnet.swansea.gov.uk/edudirectory>)

Wellbeing

The local authority is committed to supporting the well-being of all staff working in our schools. Considerable work has taken place to ensure that high quality support is available for all school staff, including (but not limited to):

- Appointment of a school specific stress management counsellor;
- Development of a one-stop-shop wellbeing resource website; <https://swanseavirtualschool.org/wellbeing>
- Creation of a template policy for wellbeing of school staff;

Mandatory Training

Safeguarding

The designated safeguarding person (DSP) should have level 1 (awareness training delivered by LA), levels 2 and 3 (child protection training delivered by social services) and DSP training. It is also recommended that pastoral staff, ALNCOs or others who may be involved in child protection processes also access this training. If you have any queries regarding safeguarding, please contact Lisa Collins lisa.collins@swansea.gov.uk

Premises/health and safety

Headteachers and premises managers should ensure that they have undertaken the mandatory training sessions for school premises, and health and safety. These training sessions protect the headteacher as well as the staff, children and school site, and well-trained staff may help to avoid an incident that affects business continuity, and / or provide invaluable knowledge when dealing with an incident. Governor training on premises is also available.

It is advisable that the refresher training is undertaken every 3 years unless there has been a change in health and safety legislation or if there has been a significant accident/incident.

It is good practice for deputy headteachers to attend the training to be prepared for any unforeseen headteacher absence.

All mandatory health and safety training can be found here: [Health and Safety for Managers](#)

Summary of training -mandatory and advised

Mandatory	Contact/Link
Child protection training – Level 1	Lisa Collins lisa.collins@swansea.gov.uk
Multi-agency child protection training (if DSP) – Level 2 and 3	Lisa Collins lisa.collins@swansea.gov.uk
Safer recruitment	Lisa Collins lisa.collins@swansea.gov.uk
Fire risk assessment	Fire risk assessment course - Staff portal (swansea.gov.uk)
Health and safety	Health and safety: the manager's role and risk management course - Staff portal (swansea.gov.uk)
Premises management	Premises manager's course - Staff portal (swansea.gov.uk)
Supporting employee health and wellbeing	Supporting employee health and wellbeing course - Staff portal (swansea.gov.uk)
Mental health first aid for managers	Mental health first aid for managers - Staff portal (swansea.gov.uk)
Management of accidents	Management of accidents at work course - Staff portal (swansea.gov.uk)

Advised	Contact/Link
PREVENT training	Prevent strategy - Staff portal (swansea.gov.uk)
Finance and budget management	Michelle Thomas HRandOD@swansea.gov.uk
Human resource training	Michelle Thomas HRandOD@swansea.gov.uk
GDPR	GDPR for schools - Staff portal (swansea.gov.uk)

Partnership agreement between schools and Swansea Council

The Maintained Schools (Partnership Agreements) (Wales) Regulations 2007 require that Local Authority/School Partnership Agreements should last for three years and then be revised.

Statutory policies, procedures, and documents

There are a number of statutory policies, procedures and documents that schools **should** have and review appropriately. These include the following.

Policies and procedures

Policy name	Template or link to advice
Admissions policy	School admissions (swansea.gov.uk)
Charging policy	HRandOD@swansea.gov.uk
Complaints procedure	School complaints procedures: guidance GOV.WALES
Curriculum policy	Curriculum for Wales - Hwb (gov.wales) education@swansea.gov.uk
Data protection policy	Education - Management Systems Unit (MSU) - Staff portal (swansea.gov.uk)
Equality policy	https://staffnet.swansea.gov.uk/equalitiesinschools
Health and safety policy	Health and safety service - Staff portal (swansea.gov.uk)
Pay policy	School policies - Staff portal (swansea.gov.uk)
Performance management policy	School policies - Staff portal (swansea.gov.uk)
Pupil discipline (including anti-bullying) policy	education@swansea.gov.uk
Safeguarding policy	lisa.collins@swansea.gov.uk
Relationship and sexuality education policy	Curriculum for Wales: Relationships and Sexuality Education (RSE) Code GOV.WALES Jennifer.Harding-Richards@swansea.gov.uk
Additional learning needs policy	ALNU@swansea.gov.uk

Staff discipline, conduct, capability and grievance procedures	School policies - Staff portal (swansea.gov.uk)
--	---

Documents

Policy name	Template or link to advice
Accessibility plan	https://www.swansea.gov.uk/supportinglearnerswithhealthcareneedspolicy
Action plan following school inspection	education@swansea.gov.uk
Assessment arrangements	education@swansea.gov.uk
Careers education	https://staffnet.swansea.gov.uk/education
Freedom of information publication scheme	https://staffnet.swansea.gov.uk/IGU
Governors' allowances (schemes for payments)	schoolgovernorunit@swansea.gov.uk
Governors' annual report to parents	schoolgovernorunit@swansea.gov.uk
Instrument of government	schoolgovernorunit@swansea.gov.uk
Minutes and papers considered at meetings of the governing body and its committees	schoolgovernorunit@swansea.gov.uk
Register of pupils and attendance	education@swansea.gov.uk
Register of business interests of headteacher and governors	schoolgovernorunit@swansea.gov.uk
School development plan	education@swansea.gov.uk
School prospectus	education@swansea.gov.uk
Transition plans	education@swansea.gov.uk

Premises Maintenance Guidance

A cyclical maintenance programme and attendance to maintenance issues promptly, may help reduce the risk of issues arising with the premises that could impact on their use.

Headteachers should ensure that regular cyclical maintenance is undertaken, using the school premises and maintenance guidance. Schools should also refer to their latest condition survey which identifies maintenance priorities to help programme maintenance works.

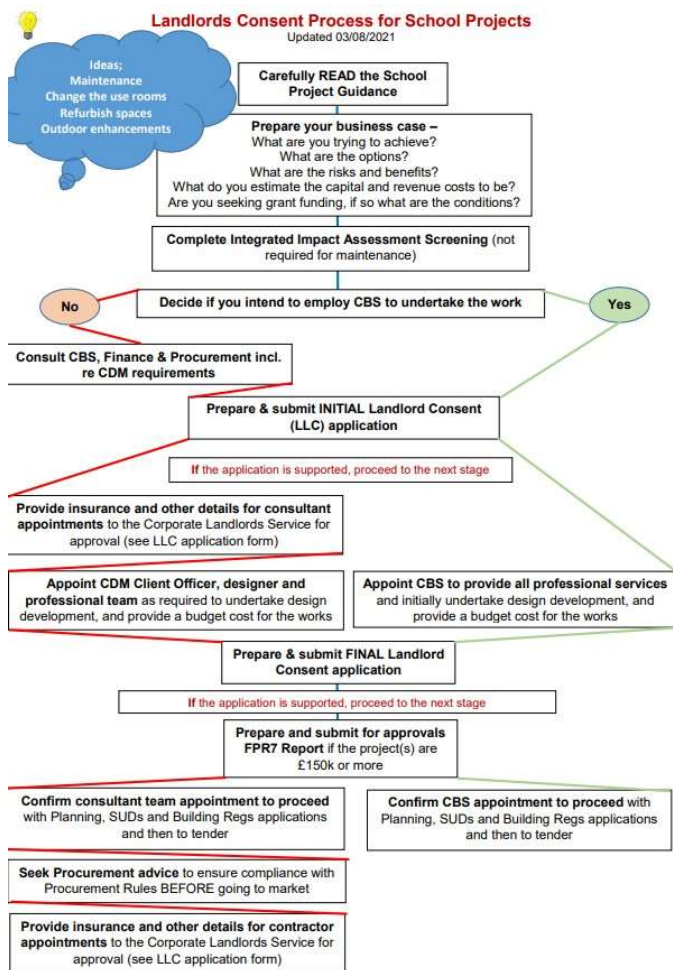
The maintenance guidance also includes the following information;

- Building services contact details including the building maintenance manager and project surveyors
- Annual service contracts
- Technical advice
- Health and safety servicing and testing
- Building defects advice
- Governor self-assurance maintenance checklist

The [Division of Responsibilities](#) that can be found in the Corporate Landlord (FM) web pages should be referenced to check where the responsibilities for different types and extent of maintenance lies. Maintenance should be undertaken by schools in a planned and timely way, to avoid the need for unplanned maintenance and issues becoming exacerbated and requiring the need for more expensive work in the long run.

School projects

The flow chart below sets out what schools should consider if they are embarking on projects.



Landlords Consent Processes

This is required for all construction work (construction work as defined in the Construction (Design and Management) Regulations 2015*), such as internal remodelling, building alterations and extensions, refurbishment works and replacement windows; external works such as groundworks, fencing, play equipment, all weather pitches, highway infrastructure within school boundaries, bird boxes, planting beds, trim trails, shelters, gazebos etc; and all ICT works.

It is also required if you plan to change the way that a particular space is used; both internally and externally. So, for example if a withdrawal room is proposed to be changed to a classroom, or if a hard play area is planned to be used for parking. If you are planning on carrying out minor works via the council (corporate building services or the parks department) you may not need to complete the online form - please contact Kevin Webb on 07900 702786 or email him at corporatelandlords.service@swansea.gov.uk to check if the proposed scheme requires consent.

Schools are advised to submit an application before investing in the detailed scoping and design of any works, and well in advance of when the works are planned to be

undertaken. This will enable us to provide timely advice and avoid the school incurring abortive costs.

Further current information and application forms can be accessed at the [Corporate Landlords Service](#) intranet page.

[Premises Management Guidance](#)

Help and advice is provided for premises managers about the running of premises and the statutory requirements.

Checklists are available to assist you to meet legislation which impacts on your building and to assist you if you are inspected by an enforcing authority eg fire authority, or to assist you meet the requirements of differing inspectorates (CSSIW, Estyn) to help you prepare for inspections.

For further information please see the [Premises Management Guidance](#), that can be found in the corporate landlord (FM) web pages.

If you require further advice or support, then please contact;
kevin.webb@swansea.gov.uk

[Corporate Landlord's Service](#)

Further current information can be accessed at the [Corporate Landlords Service](#) intranet page.

[Report a repair](#)

If it's an emergency, please ring 01792 635100 (or 521500 out of hours).

[Third Party Lettings](#)

You must request authorisation from the corporate landlords service (FM) to let your facility/premises to a third-party organisation. The application form can be found on the [Third Party lettings consent](#) intranet page.

[Essential Tree Work](#)

Essential works identified through the annual tree surveys should be undertaken promptly to mitigate any health and safety risks. If you require further advice or support, then please contact; kevin.webb@swansea.gov.uk

Wooden Structures

Wooden structures (shelters, sheds etc.) must not be constructed too close to school buildings and without submitting a landlord's consent forms. If you are in any doubt as to the compliance of an existing structure, please submit a retrospective application. [Landlords consent application forms](#). All schools MUST follow the correct processes for these structures to keep children, staff and buildings safe. As tenant on the council's site, schools must submit a landlord's consent form prior to undertaking any work on site.

Planting of edible produce

Due to Swansea's industrial past and the levels of ground contamination that exist in parts of Swansea, unless appropriate soil tests have been undertaken that confirm the suitability of ground for the growing of edible produce, such crops must either be planted in beds that have a suitable membrane installed, or in planters which contain clean purchased soil and not soil that has not been taken from elsewhere on the site. This is a cautious approach as unless the soil has been tested it is not possible to be certain as to the level and type of contamination that exists if any.

The installation of such planters should be subject to the usual landlord's consent process to ensure that they are located in a suitable location which complies with the council's insurance requirements and fire risk assessment.

Regarding the planting of fruit trees, a link to the following guidance has been provided by the council's tree services manager.

https://www.theorchardproject.org.uk/guides_and_advice/contamination-issues/

Winter gritting preparations for premises

Schools must review their winter arrangements and have procedures in place in adequate time. Orders for grit should be placed early, as the highway and transportation department's primary commitment is to keep the public highway clear and safe; and this will take overriding priority in severe conditions.

[Winter grit information and order form](#)

Pest control

The school rodent pest control contract includes 4 routine visits, advice on prevention, follow up visits where issues are identified and 'any other visits' as required during the contract period.

'Any other visits' have a same day response target for requests received before 3pm, Monday to Friday.

The service covers all rodents but does not cover ants, fleas, bees or wasps etc. The whole school is covered, including the kitchen.

Contact details for the pest control team are as follows:

01792 635600 – call centre staff will direct your call.

pest.control@swansea.gov.uk – the inbox is monitored at all times during our normal working week (8.30am – 5pm Monday to Thursday and 8.30am – 4.30pm Friday) and a call back can be requested.

07796 275265 – This mobile is available for 'live mouse/rat sighted' calls, there is also an answerphone service and messages will be responded to asap.

Should you have any queries regarding the service you can contact Jake Tucker jake.tucker@swansea.gov.uk.

Business Continuity Plans

Each school must maintain an up-to-date business continuity plan. A business continuity plan can be found here <https://staffnet.swansea.gov.uk/businesscontinuity>

From 1st April 2018, civil contingencies powers have been devolved to Welsh Government. This means there will be greater audit and scrutiny to ensure local authorities and schools are meeting their statutory obligations.

The **Civil Contingencies Act 2004** clearly identifies seven **statutory** duties placed on local authorities, namely:

- Assess the risk of emergencies occurring and use this to inform contingency planning
- Put in place emergency plans aligned to risks
- **Put in place business continuity management arrangements for its critical services (this includes schools)**
- Put in place arrangements to make information available to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders
- Provide advice and assistance to businesses and voluntary organisations about business continuity management.

In future inspections schools could be asked, do you (the school) have an appropriate business continuity or disaster recovery plan in place?

This business continuity plan enables a school to fulfil its obligations to:

1. Protect the vulnerable, including pupils and staff
2. Support the work of the Emergency Services
3. Maintain business continuity of education delivery when faced with any disruptive challenge

This is achieved through putting together a business continuity plan, which outlines roles, responsibilities and a leadership structure, working towards a confident and controlled incident response / recovery and school wide training and awareness raising.

It is essential that the plan is kept up to date and it is version controlled and contact lists should be reviewed every six months and the plan must be reviewed and updated annually or following any significant change to the organisation.

It is important to note that this is a plan to be used in the event of an incident that may impact business continuity. If such an incident does occur, the education directorate will provide support. If you require emergency support, please use the following contacts:

Email: emergency.management@swansea.gov.uk

Telephone: 01792 636999

Webpage: <https://staffnet.swansea.gov.uk/businesscontinuity>

Health and Safety

The corporate health, safety, emergency management and wellbeing service, employ professional health and safety officers to provide you with health and safety and fire safety advice and guidance. This will assist you in meeting your legal duties in your role as head teacher and premises manager.

The 2 health and safety officer leads for education have been allocated school cluster groups to support, so if you require health and safety or fire safety advice, please contact your lead health and safety officer.

Cluster group	H&S officer lead
Birchgrove Comprehensive - Birchgrove; Clydach; Craigfelen; Glais	Sadie Hapgood Mobile: 07929 782483 Sadie.hapgood@swansea.gov.uk
Bishop Vaughan - St David's; St Illtyds; St Joseph's Cathedral; St Joseph's (Clydach)	
Bishopston Comprehensive - Bishopston; Crwys; Knelston; Mayals; Newton; Pennard	
Cefn Hengoed - Cwm Glas; Danygraig; Pentrechwyth; St Thomas; Talcopa; Trallwn	
Dylan Thomas - Christchurch; Gendros; Gors; Seaview; St Helen's; Terrace Rd; Townhill	
Pentrehafod Comprehensive - Brynhyfryd; Clwyd; Burlais; Gwyrosydd; Hafod; Plasmarl; Waun Wen	
YGG Bryn Tawe - Gellionnen; Lonlas; Tanylan; Tirdeunaw; Y Cwm	
Pupil Referral Units	

Step-ahead - Gors ave.	
Maes Derw	
Bishop Gore - Blaenymaes; Cadle; Brynmill; Grange; Oystermouth; Portmead; Sketty; Parkland; Whitestone	<p>Rob Lynch mobile tel: 07796 275028</p> <p>rob.lynch@swansea.gov.uk</p>
Gowerton - Llanrhidian; Penclawdd; Pen-y-Fro; Gowerton; Waunarlwydd	
Morrison Comprehensive - Clase; Cwmrhydyceirw; Glyncollen; Morrison; Pentre'r Graig; Ynystawe	
Olchfa - Cila; Dunvant; Hendrefoilan; Parkland; Sketty	
Penyrheol - Casllwchwr ;Gorseinon; Penyrheol; Pontybrenin; Tre Uchaf	
Pontarddulais Comprehensive - Llangyfelach; Pengelli; Penllergaer; Pontarddulais; Pontlliw	
YG Gyfun Gwyr - Bryniago; Pontybrenin; Y Login Fach; Brynymor; Llwynderw	
Special Schools	
Ysgol Crug Glas	
Ysgol Pen-y-Bryn	

Local authority health and safety, and fire safety policies and guidance can be accessed on staffnet [Swansea Staffnet - Health and safety policies and procedures](#) or for specific school's health and safety guidance and checklists, head teachers can access via the hwb health and safety group folder [Hwb \(gov.wales\)](#)

Travel Plans

A school travel plan is aimed at facilitating and encouraging sustainable transport and the reduction of single occupancy vehicle use by staff, parents, pupils and visitors to the school.

Schools are encouraged to develop and maintained a travel plan, which would;

- Help to encourage staff, parents, pupils and visitors to use more sustainable modes of transport to travel to and from site
- Improve awareness of transport issues and reduce the impact of traffic on the local environment
- Minimise the proportion of single occupancy car trips made by staff, parents and visitors to and from the site
- Help identify barriers to active and sustainable travel and perhaps support future funding applications to improve safe routes to schools
- Help to identify the risk and issues relating to travel and enable mitigating measures to be put in place

- Help to reduce traffic in and around schools helping to make them safer
- Help to reduce the negativity around new school build proposals where traffic is a significant issue and cause for objections
- Help to support the climate change objectives and support environmental improvements

Please visit [Microsoft Word - Contents page - Learner Travel Statutory Provision and Operational Guidance.docx \(gov.wales\)](#) for further information.

Climate Change

Swansea council is keen to ensure that the perspective of schools is taken into account in developing countywide climate policy; working collaboratively to help support schools to work for a net zero, greener Swansea.

A schools' climate change and nature forum is held every 6 months. The forum reflects prioritisation by both council and schools.

Resources and information are available in the compendium including about:

- Salix funding opportunities in Wales to help schools fund the cost of energy efficiency technologies
- Energy warriors to help schools take action to reduce energy consumption in school
- Energy sparks, an online, school-specific energy management tool and energy education programme
- Display energy certificates (DECs) information. DECs tell you how efficiently energy has been used in the building, and may identify that there is scope to improve energy efficiency

There are a range of tools, guides and reports to help school achieve your sustainability goals:

EDF Energy (Electricity)

Tips to Help Save & Cut Your Office Energy Bill | EDF (edfenergy.com)

Total Gas and Power (Gas)

New web site being developed

Carbon Trust

Climate Action Plans & Business Sustainability | The Carbon Trust

BBC Bitesize

<https://www.bbc.co.uk/bitesize>

The Regenerators

Energy Saving Trust

<https://energysavingtrust.org.uk/campaign/energy-saving-schools-challenge/>

Curriculum Guides

Curriculum Guides | Primary Awards for Green Education in Schools
(primaryawards4greeneducation.org.uk)

If schools are approached directly by companies wanting to install photovoltaic panels (PVs) for example, please contact Kevin Webb on 07900 702786 or email him at corporatelandlords.service@swansea.gov.uk. The authority is working with EGNi to install PVs at school sites, and any potential installations outside of this would require landlord's consent and 3rd party lettings approval prior to any commitment being made.

ALN

The additional learning needs (ALN) and inclusion team is responsible for ensuring that learners with ALN in Swansea have their needs identified and appropriate arrangements are made to meet those needs under the Education Act 1996, SEN (Special Educational Needs) Code of Practice for Wales 2002, Equality Act 2010 and ALNET Act 2018.

The team is made of the educational psychology service, learning support team, statutory processes, partnership and data, which includes the ALN caseworker team and designated coordinator team and quality assurance and monitoring team.

Contact Us:

Additional Learning Needs Unit, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Email: ALNU@swansea.gov.uk

Education Psychology Service

What do we do?

Each school will have an educational psychologist assigned to them according to the time allocation model. Members of the team work with staff of pre-school settings, schools and with parents/carers, applying psychology to achieve better outcomes for all Swansea children through specialist consultation, advice and support.

The use of consultation, observation and a range of assessment techniques are used to gather information to help teachers and parents to resolve problems.

The Service:

- provides support in a timely and equitable way in consultation with schools, parents/carers and other agencies.
- works holistically with schools and families to assess the needs of children and young people in their family, school and community contexts.
- provide time for staff to develop their skills and knowledge so that the support we provide is evidence based and effective.

- work in a person-centred way to make sure children, young people and their families are given a voice and are at the centre of decision making about their lives.
- apply psychological theory, knowledge and research with partners to find the difference that makes a difference.
- contributes statutory psychological advice in the identification of additional learning needs and the monitoring of progress.
- contributes to local authority policies and procedures relating to all aspects of education and children's welfare.

How do we deliver these services?

Consultation, planning and review meetings held in school are used to determine priorities for educational psychologist involvement for children and young people that are set within the time allocated to each school.

Learning support team

The primary role of the team is to provide specialist support services to children and young people with ALN in line with statutory duties currently set out in the Code of Practice for Wales (2002) and the ALN ET Act, Wales 2018 as these two processes will run in tandem during the implementation of the new ALNET.

The team plays a vital role in supporting schools and staff to manage the needs of learners with ALN at a universal, targeted and in some cases specialist level. The team work with outside agencies and have close links with Swansea Bay university health board to co deliver services under the new system of ALN reform.

The learning support team is made up of specialist teachers who support children and young people with a range of special educational needs in the following areas:

- Speech, language and communication needs (SLCN)
- Autism spectrum disorder (ASD)
- Complex and specific needs such as Down syndrome and dyslexia
- Physical and complex needs as well as support and guidance for schools with manual handling training, competency checks and health care plans
- Sensory needs - including deaf children and young people with visual impairments and mobility needs.

LST contact list

Team	Staff Member	Email
Speech, Language and Communication/ASD Team	Huw Beynon (LST Senior Lead/SLCT/ASD Specialist Teacher)	Huw.Beynon@swansea.gov.uk
		Claire.Warlow@swansea.gov.uk

	<p>Claire Warlow (SLCT/ASD Specialist Teacher)</p> <p>Reina Den Hollander (SLCT/ASD Specialist Teacher)</p> <p>Sian Mitchell (SLCT/ASD Specialist Teacher)</p> <p>Tracey Barnard-Dadds (SLCT/ASD Specialist Teacher)</p> <p>Claire McKinnon (SLCT/ASD Specialist Teacher - secondment)</p>	<p>Reina.Den-Hollander@swansea.gov.uk</p> <p>Sian.mitchell@swansea.gov.uk</p> <p>Tracey.Barnard-Dadds@swansea.gov.uk</p> <p>Claire.McKinnon@swansea.gov.uk</p>
Deaf Education Team	<p>Misha Goremano (Teacher of the Deaf)</p> <p>Sarah Svensson (Teacher of the Deaf)</p> <p>Lucy Emanuel (Audiological Technician/Hi TA)</p>	<p>Misha.Goremano@swansea.gov.uk</p> <p>Sarah.Svensson@swansea.gov.uk</p> <p>Lucy.Emmanuel@swansea.gov.uk</p>
Visual Impairment (VI) Team	<p>Shirley Francis (Qualified Teacher of Visual Impairment – QTVI & Sensory TLR)</p> <p>Elizabeth Rolfe (QTVI)</p> <p>Lyndsey Davies (Braille Technician/VI TA)</p> <p>Helen Thomas (Habilitation Specialist)</p>	<p>Shirley.Francis@swansea.gov.uk</p> <p>Elizabeth.Rolfe@swansea.gov.uk</p> <p>Lyndsey.Davies@swansea.gov.uk</p> <p>Helen.Thomas2@swansea.gov.uk</p>
Physical and Complex Needs and Complex and Specific Needs Team	<p>Lyndsay Jenkins (Physical & Complex Needs Specialist Teacher and Manual Handling Needs Co-ordinator)</p>	<p>Lyndsay.Jenkins@swansea.gov.uk</p>

	<p>Annette Eveleigh (Complex and Specific Needs Specialist Teacher – secondment)</p> <p>Katie Louise Dickie (Moving and Handling Officer – Manual Handling) *</p> <p>*Not MAPA – see BST</p>	<p>Annette.Eveleigh@swansea.gov.uk</p> <p>Katie.Dickie@swansea.gov.uk</p>
--	---	---

Statutory Process, Partnership and Data

This team's main function is to ensure that the local authority statutory processes are fulfilled, ensuring that communication with all key stakeholders is effective. They also manage data collection in relation to these functions. The team is made up of local authority designated coordinators (DESCOs), ALN Caseworkers, provision officer, panel and transport officer.

LA designated co-ordinators (DESCOs)

Local authority designated co-ordinators are responsible for co-ordinating the actions required to prepare and maintain individual development plans (IDPs) in accordance with the Additional Learning Needs and Education Tribunal (ALNET) Act. They follow a person-centred approach in working collaboratively with children, young people, their parents and carers and professionals to ensure a plan (IDP) is created with person centred outcomes.

The DESCos work as part of a multi-disciplinary team to progress referrals which have been submitted to the local authority by schools, parents or learners so that a decision can be reached on whether they have an ALN and or the additional learning provision they require to meet those needs. The DESCos will be the 'named co-ordinator' that parents/carers, the learner or in the case of looked after learners the independent reviewing officer can liaise with to ascertain any information regarding the referral. The DESCo's key areas of focus will be children who have or are likely to have ALN and who are under compulsory school age, looked after learners and learners with ALN in the justice system, as well as learners in specialist teaching facilities (STFs) and special schools who require a change to provision.

Role of ALN caseworker

Who are we?

- The ALN caseworker team sit within the ALN and inclusion team.
- Six ALN caseworkers manage a caseload of pupils with ALN which is linked to a school cluster group

- Our main purpose is to act as a point of contact for schools, parents, and other stakeholders to streamline the service and ensure that we are sharing good practice in supporting pupils with ALN
- Caseworkers understand the importance and impact of early intervention and early dispute resolution.

What do we do?

- Caseworkers are a point of contact for parents, carers, schools, and other stakeholders in matters relating to additional learning needs.
- We provide advice regarding the legal frameworks, policies and procedures related to ALN.
- Caseworkers can attend meetings to discuss issues that may have arisen relating to ALN and act as an independent source of help and advice.
- Caseworkers can support in admissions meetings to ensure that there is effective communication between all parties involved in the learner.
- Caseworkers can attend person centred reviews for pupils, particularly at transition points in education and for those pupils who are electively home educated.
- The caseworker team works collaboratively with the educational psychologists to ensure that the needs of all learners in Swansea are being met appropriately and that the principles of person-centred practice are adhered to.

How do you contact us?

You can email the team at caseworker@Swansea.gov.uk

Alternatively, you can contact by telephone using the following:

Andrea Hill-Jones	07929 782971
Adam Muncer	07900 702762
Kate Jones	07971 962699
Kate Barnett	07790 369529
Hannah Davies	07971 358587

Provision officer

Our provisions officer manages contractual arrangements and placements in relation to the delivery of ALN provision as well as supports the financial operation and management of the team.

Contact Us:

Additional Learning Needs Unit, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Email: ALNU@swansea.gov.uk

Panel co-ordinator and transport officer

Our panel co-ordinator manages both the ALN and transport panel processes as well as representing the ALN and inclusion team at transport appeals.

Contact Us:

Additional Learning Needs Unit, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Email: ALNU@swansea.gov.uk

ALN quality assurance and monitoring team

The quality assurance and monitoring team consists of the ALN performance specialist team lead, early years ALN lead officer (EYALNLO) and ALN performance specialist primary phase (temporary seconded) who support schools and childcare settings to fulfil their statutory responsibilities in accordance with the SEN Code of Practice 2002, Education Act 1996, ALNET Wales Act 2018, The Code in Wales 2021, including supporting colleagues to implement the ALNET Act.

The quality assurance and monitoring team supports educational establishments to ensure effective, evidence-based approaches to teaching and learning within all aspects of ALN provision and to ensure a whole school approach to ALN. As part of the role, they monitor progress towards each school's recommendations and actions for improvement for additional learning needs. The quality assurance and monitoring team have strategic overview of Swansea's arrangements for identifying ALN and provision for children below compulsory school age, collaborating between professionals and agencies working with early years children and the local authority including ensuring that parent information and support services are in place to assist families.

The EYALNLO ensures successful transitions into maintained settings for the early years population and promotes awareness of the duty of the health body to notify the local authority of children under compulsory school age who might have an ALN. Planning of funding and budgets for children under compulsory school age and not attending a maintained school is supported and the local authority's ALN policy for children under compulsory school age.

Responsibilities of this team include identifying training needs for ALN across the authority and to provide a menu of ALN training to support and address these needs. This includes organising ALN network meetings for school colleagues and to support a wide range of professionals including health professional, social services, local authority colleagues, and childcare providers to develop their skills and knowledge and awareness of ALN.

The quality assurance and monitoring team work effectively with the education improvement service to develop and provide training where good practice that has been identified is shared and the team also liaises with school improvement advisors to monitor and evaluate the quality of ALN provision across Swansea. The EYALNLO develops and oversees a professional development programme for ALN in the early years, and provides guidance, support and advice for childcare providers including how they can support the local authority in exercising its functions.

The Team is as follows:

ALN Performance Specialist Team Lead: Natalie Bevan

Natalie.Bevan@swansea.gov.uk

Early Years ALN Lead Officer: Samantha Jones

Samantha.Jones5@Swansea.gov.uk

ALN Performance Specialist Primary Phase (seconded): Grace Thomas

Grace.Thomas@swansea.gov.uk

Education welfare service

Education welfare officers support parents who may be experiencing difficulty in ensuring that their children attend school regularly.

The education welfare service (EWS) supports the local authority in ensuring that every child and young person in the city and county of Swansea has access to appropriate and relevant educational provision which enables them to learn.

The EWS promotes the welfare of children and equal access to education for all children.

Services offered by the education welfare officers

- Supporting children and families
- Liaison with schools
- Advice on school admissions and transfers
- Information and advice on exclusion procedures
- Helping parents meet their legal obligations on school attendance
- Child employment licensing
- Education and welfare benefits advice
- Promoting child welfare
- Working with support agencies
- Enforcement of legal obligations of the local authority in relation to school attendance
- Investigation of children who go missing from education
- Safeguarding children's welfare
- Supporting looked after children in the authority
- Supporting young carers in the authority.

Education welfare officers offer help and support to families who are experiencing difficulties.

The EWS offers support to parents and children to help ensure that children can attend school regularly.

Education welfare officers can often assist parents and children with a variety of issues. To contact the EWS, use email:

EducationWelfareService@swansea.gov.uk or phone [01792 771935](tel:01792 771935).

Data

The management systems team (MST) within the education department provides support for schools with:-

- Management information systems – SIMS and CACI Impulse.
- School and pupil data.
- Performance data analysis and interpretation.
- Statutory returns, such as Pupil Level Annual School Census (PLASC) and attendance.
- Training for systems and data, including statutory data training for school governors.
- Vulnerability Assessment Profiles (VAP).

The main contact address for the management systems team is msu@swansea.gov.uk. Please contact us, and we will be happy to help.

There is a service level agreement (SLA) which is managed by the MST, and this covers most aspects of the team's work with schools, except for things which are statutory in nature, and which must be provided. All schools currently buy into the management information systems SLA.

In Appendix One, you will find some examples of the regular data analysis which the team provides to schools. As well as regular outputs, ad-hoc analyses can also be run on request for individual schools or groups of schools. For more information, please contact us.

GDPR

All schools need a data protection and access to records policy. This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the General Data Protection Regulations (the GDPR), the Data Protection Act 2018, and other related legislation. This policy will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines. This policy should be reviewed every three years.

The current policy template can be found at <https://staffnet.swansea.gov.uk/gdpr>

School improvement advisers

The statutory responsibility for school improvement is retained by the local authority. However, we do work in partnership with our regional partner, Partneriaeth, who

provide a range of professional learning opportunities. Each school is allocated a school improvement adviser (SIA). The main role of the SIA is to:

- support school self-evaluation and improvement;
- broker effective support and intervention;
- develop school leadership; and
- build school-to-school capacity

This work is carried out through a series of support visits and in collaboration in various networks with senior school staff. SIAs will also be representing the director of education in the appointment of any headteachers or deputy headteachers. For more information on the role of the school improvement team, contact david.thomas1@swansea.gov.uk

Safeguarding

Safeguarding is the council's number one priority. Safeguarding is everyone's business. Doing nothing is not an option -spot it, report it!

As headteacher you may also be the designated safeguarding person (DSP) but this is not a statutory requirement. The statutory requirement is that all schools have a DSP (however this role usually remains with the headteacher in primary schools and is delegated to deputy head at comprehensives). Keeping Learners Safe 2022 sets out the requirements for DSPs. [Keeping learners safe | GOV.WALES](#)

As headteacher you will remain responsible for child protection and safeguarding matters in school and if you are not the DSP then you must ensure the staff member with DSP responsibilities has sufficient time in their day-to-day responsibilities to undertake the role. This is likely to include attending multi agency meetings and writing reports to conference.

The LA provides a model child protection and safeguarding policy which can be adapted for implementation in individual schools the policy clearly outlines the expected levels of training required for staff across the school and those in specialist roles.

Safeguarding responsibilities include all pupils on role at school including those receiving alternative education. This role may be delegated to a provider linked to education other than at school (EOTAS). However, school and therefore the headteacher, remain ultimately accountable for safeguarding these pupils.

DSPs should have level 1 (awareness training delivered by LA), levels 2 and 3 (child protection training delivered by social services) and DSP training. It is also recommended that pastoral staff, ALNCoS or others who may be involved in child protection processes also access this training.

It is not advised to send a staff member to a child protection conference if they have not attended the above levels of training.

Keeping Learners Safe 2022 also sets out the expectations of handling allegations against staff. The headteacher as line manager should always have a role in handling allegations against staff whether or not they are the DSP. This is because they are the line manager and responsible for recruitment appointments to the school. It is only the headteacher that can make decisions on employment issues.

The chair of governors is responsible for handling allegations against the headteacher. If you receive a complaint about yourself, it is important that you do not investigate but pass the information on to the chair of governors.

Child protection reports can be made directly via single point of contact singlepointofcontact@swansea.gov.uk. For child protection and safeguarding advice including when to make a report you can contact lisa.collins@swansea.gov.uk

[Accessibility plans and intimate care guidance](#)

Many learners will have a short-term healthcare need at some point which may affect their participation in educational activities. Other learners may have significant or long-term healthcare needs affecting their cognitive or physical abilities, their behaviour or emotional state. The LA has a duty to ensure that schools promote inclusivity and accessibility in the fullest sense to all learners with healthcare needs. We are committed to creating an inclusive and accessible environment for all learners. Our plans for improving the accessibility of our schools are laid out in the Local Authority's Accessibility Strategy and Accessibility Plan - Guidance for Schools. Every school should develop a school accessibility plan, following the LA guidance to outline how they are creating an accessible environment for all learners.

The LA supports schools to ensure they are making reasonable adjustments to ensure all learners are able to access all aspects of school life by providing appropriate auxiliary aids, services and trained staff.

a) All offsite activities

The LA encourages schools to actively support all learners with healthcare needs to participate in all offsite activities including trips and residential activities and make reasonable adjustments to trips and residential visits to ensure full participation from all learners.

Staff should be aware of how a learner's healthcare needs may impact on participation and seek to accommodate any reasonable adjustments which would increase the level of participation by the learner¹. Schools must share appropriate information with offsite providers as needed with the permission of parents and carers and seeking the learner's views as well.

b) Social interactions

The LA encourages schools to take a proactive approach to ensuring learners with healthcare needs are included in structured and unstructured social activities, such as during breaks, breakfast club, productions, after-hours clubs

and residential visits. Staff must be made aware of potential barriers to inclusion and make reasonable adjustments to ensure inclusion.

The LA encourages schools to have a strong ethos which promotes inclusion and the rights of the child and use restorative approaches to tackle the potential problems of bullying and social exclusion.

c) Exercise and physical activity

The LA understand the importance of all learners taking part in physical activities and encourages schools to make appropriate adjustments to sports and other activities to make them accessible to all learners, including after-hours clubs and team sports.

Schools must ensure that staff are aware of the healthcare needs of learners when planning physical activities and seek the views of the learner, their parents / carers and health professionals when planning. Where possible schools must ensure all physical activity is accessible to all learners.

d) Food management

The LA encourages schools to take careful consideration to the dietary needs of learners with healthcare needs and ensure kitchen staff are able to provide lists of ingredients and display any potential allergens for the meals they supply. Schools must understand that learners with healthcare needs may need to eat and drink in class and have snacks available.

It is paramount that the dietary and food intake requirements of individual learners will be set out in their individual healthcare plan and communicated to all staff.

e) Risk assessments

The LA encourages that all activities in schools are appropriately risk assessed and formally recorded by appropriate staff members. Specific risk assessments will be undertaken with all pupils with specific healthcare needs in full consultation with the parent / carer and appropriate healthcare professional and include the views of the learner where possible.

An increasing number of children and young people with disabilities and medical needs attend educational settings. A significant number of these children require assistance with intimate care tasks, especially toileting. However, for a variety of reasons, children without a diagnosed disability or medical need may also experience difficulties with toileting.

Incontinence is not uncommon. Therefore, schools should not delay or refuse admission to children who have not achieved this milestone. As education providers, schools have a duty to meet the needs of children with delayed personal development in the same way as a child with delayed language or any other delay.

Admission policies and practices that require a child to be toilet trained are discriminatory and potentially unlawful; under the Equality Act issues should be dealt

with on an individual basis and schools must make “reasonable adjustments” to provide intimate care accordingly.

Following the Welsh government guidance “Supporting learners with healthcare needs” (which includes intimate care needs), it is the responsibility of schools to ensure that the needs of the learners are met. All schools that provide intimate care of any type for its learners should have an intimate care policy.

Communications

Swansea council’s corporate communications team is able to assist schools in relation to the media. The team work to promote a positive image of education and our schools in Swansea and can offer advice and assistance to achieve coverage of good news stories from our schools.

There are occasions where the media might approach schools with potentially negative queries. Most journalists know to contact the communications team in the first instance but on occasion may approach a school directly. Should this happen then the team can work with a school, help draft and issue any response should one be needed and liaise with the media on the school’s behalf.

Should an issue arise which has the potential to create a negative impression of a school with the media then they are always happy to advise and an early call to the team can help. It is advisable to call as well as email if outside of the normal working day.

The contacts for the communications team are:

Nick Parry

Nick.parry@swansea.gov.uk

07960715274

Patrick Fletcher

Patrick.fletcher@swansea.gov.uk

07796275277

School Capacity

The school admission number refers to the number of pupils that the local authority can admit to a school each year. Every school has an admission number, which is calculated using the Welsh Government’s ‘measuring the capacity of schools in Wales’ assessment. The funding and information team review the school capacity calculations annually to check for accuracy. Any significant change to the building or room use within a school will require a reassessment of the capacity calculation. Admission to a school cannot be refused unless the admission number has been reached. For any queries relating to this, please contact

Celyn.evans@swansea.gov.uk

Finance

Budget Shares

Indicative budget shares are issued by the funding and information team to schools at the end of February/early March each year, ready for the coming financial year. The budget share does not change during the course of the year.

The funding formula is reviewed annually by headteacher representatives on the school finance group and school budget forum.

The scheme for the financing of schools outlines how school funding operates in Swansea. More information can be found here

<https://www.swansea.gov.uk/article/8779/Scheme-for-the-financing-of-schools>

Training on school budgets and finance is offered to leadership staff in schools on a termly basis, or bespoke training can be requested by contacting

louise.rigby@swansea.gov.uk

Grants

The funding and information team are responsible for coordinating the delegation of all Welsh Government grants on behalf of education and schools. Information about grant allocations are communicated to schools as soon as possible once confirmation is received from Welsh Government. Please contact Joanne Owens Joanne.Owens@Swansea.gov.uk or another member of the funding and information team for any queries relating to education grants.

Procurements

There is a procurement guide for schools available on staffnet <https://staffnet.swansea.gov.uk/article/15168/Procurement---schools> and annual training is arranged by the funding and information team for any schools staff that wish to attend. Please refer to the guide for contact details regarding procurement related queries.

Service Level Agreements

Each year as part of the school's budget allocation, schools are delegated money for, and can opt into a number of Service Level Agreements (SLAs) offered by a variety of central local authority departments covering areas of support to schools such as, human resources, technical ICT, finance, and kitchen maintenance. The SLAs are reviewed annually via the school finance group. The cost of each SLA is noted at the bottom of the school's budget share, and confirmation of buy back needs to be sent into Louise Rigby, funding and information team by 31st March

each year. A full list of the SLAs offered, including information about what is covered by the service and the SLA manager information can be found here: [Swansea Staffnet - Service level agreements](#)

Kitchen SLAs

This is an independent service which ensures that schools are provided with a best value service for compliance in relation to the supply, maintenance and repair of catering equipment and internal kitchen infrastructure. Full details are available here: [Swansea Staffnet - Service level agreements](#)

Human Resources

The human resources (HR) team provides a comprehensive range of professional HR strategic support to schools, including advice and guidance on all employee relations matters, employment legislation and conditions of service. The team can provide schools with HR policies, providing support and advice on these policies, which include relevant related documentation, In addition, they can provide training to headteachers, deputy headteachers, senior leadership teams and governors on HR policies including recruitment.

COVID-19

Authority health and safety, and fire safety policies and guidance can be accessed on staffnet [Swansea Staffnet - Health and safety policies and procedures](#) or for specific Schools health and safety guidance and checklists, head teachers can access via the hwb health and safety group folder [Hwb \(gov.wales\)](#) . Any updates relating to COVID-19 will be uploaded to these areas.

Education Directory

Please see the following link for contact details for all schools <https://www.swansea.gov.uk/schoolcontactdetails>

If you have a specific question that you need support with, please email education@swansea.gov.uk

Local authority (LA) headteacher meetings

The LA hold termly meetings for primary and secondary headteachers (as separate meetings) and cross-phase headteacher meetings for all. These meetings are used to share information and effective practice.

Appendix One – data examples

Attendance (half-termly and annual, aggregate data and pupil level)

Attendance Summary - FINAL 2018 - 2019

93% and below shown in pink

95% and above shown in green

School	Previous year 2017-2018		2018-2019									
	Att%	Quartile	Autumn Term			Spring Term			Summer Term			Year
			1	2	Term	1	2	Term	1	2	Term	
Primary Schools	94.7	2	95.6	94.3	95.0	94.9	95.2	95.1	94.6	93.2	93.6	94.7
	95.4	1	96.2	95.1	95.7	96.4	96.3	96.4	95.6	94.7	95.0	95.7
	95.8	2	96.6	96.0	96.3	95.9	96.4	96.1	96.1	94.8	95.2	96.0
	92.9	3	93.2	91.8	92.6	90.8	93.9	92.2	93.7	90.9	91.9	92.3
	94.1	3	95.1	93.9	94.5	94.9	95.3	95.1	94.5	92.1	92.9	94.3
	94.7	3	95.1	93.9	94.5	94.0	94.9	94.3	94.9	93.3	93.8	94.6
	94.2	2	95.5	94.5	95.0	94.5	94.8	94.6	94.0	91.6	92.6	94.3
	93.7	2	95.3	92.7	94.1	93.5	95.3	94.3	94.1	93.6	93.7	94.1
	95.1	2	96.2	95.2	95.7	95.7	95.8	95.8	95.4	93.1	93.9	95.2
	96.1	1	96.1	95.3	95.7	96.2	97.0	96.6	95.2	93.7	94.1	95.6
	95.7	1	97.4	94.4	96.0	96.9	96.4	96.7	95.5	94.5	94.9	96.0
	93.4	3	95.2	92.6	94.0	92.9	95.2	94.0	92.9	93.6	93.3	94.0

Table 1 : Attendance Category Analysis 2018/2019

Attendance data matched to January 2019 PLASC for pupils in years 1 to 11 only

Term	(All)	Whole academic year
Gender	(All)	All pupils
Year group	(All)	All pupils
Ethnic background	(All)	All pupils
Ethnic Main Group	(All)	All pupils
SEN	(All)	All pupils
FSM	(All)	All pupils
WIMD Decile	(All)	All pupils

Select the relevant year groups to analyse attendance by phase

School	Number of half day sessions				Percentage of half day sessions		
	Attended	Authorised	Unauthorised	Possible	Attended	Authorised	Unauthorised
	132,874	7,021	2,669	142,564	93.20%	4.92%	1.87%
	121,405	4,120	1,293	126,818	95.73%	3.25%	1.02%
	323,629	15,807	6,562	345,998	93.53%	4.57%	1.90%
	289,821	15,862	8,993	314,676	92.10%	5.04%	2.86%
	328,165	14,661	2,642	345,468	94.99%	4.24%	0.76%
	81,094	2,947	431	84,472	96.00%	3.49%	0.51%
	64,280	4,232	1,468	69,980	91.85%	6.05%	2.10%

Table 3 : School Attendance Profile 2018/2019

Attendance data matched to January 2019 PLASC for pupils in years 1 to 11 only

School	(All)	All schools
Term	(All)	Whole academic year
Gender	(All)	All pupils
Ethnic background	(All)	All pupils
Ethnic Main Group	(All)	All pupils
SEN	(All)	All pupils
FSM	(All)	All pupils
WIMD Decile	(All)	All pupils

Year group	Number of half day sessions				Percentage of half day sessions		
	Attended	Authorised	Unauthorised	Possible	Attended	Authorised	Unauthorised
1	927,588	43,793	14,253	985,634	94.11%	4.44%	1.45%
2	1,003,257	42,393	16,526	1,062,176	94.45%	3.99%	1.56%
3	999,797	39,836	13,579	1,053,212	94.93%	3.78%	1.29%
4	967,855	38,296	14,076	1,020,227	94.87%	3.75%	1.38%
5	952,893	40,690	13,713	1,007,296	94.60%	4.04%	1.36%
6	1,018,519	40,345	13,106	1,071,970	95.01%	3.76%	1.22%
7	759,900	31,159	7,514	798,573	95.16%	3.90%	0.94%
8	732,420	34,476	11,009	777,905	94.15%	4.43%	1.42%
9	706,128	34,831	14,531	755,490	93.47%	4.61%	1.92%
10	718,377	33,494	13,414	765,285	93.87%	4.38%	1.75%
11	713,765	34,020	16,503	764,288	93.39%	4.45%	2.16%
Totals	9,500,499	413,333	148,224	10,062,056	94.42%	4.11%	1.47%

Exclusions (annual, also more often as required)

Table 1 : Number of fixed-term exclusions

[Menu](#)

Filter the analysis using the selections below:- Selected:-

School type	(All)	
Gender	(All)	
Term	(All)	
Exclusion reason	(All)	
Exclusion length	(All)	
NCY	(All)	
SEN	(All)	
LAC	(All)	
FSM	(All)	
EAL	(All)	
Ethnic Category	(All)	
Ethnic Group	(All)	
First language	(All)	

Totals are shown on the bottom row of the table

School	2016/17	2017/18	2018/19	2019/20	2020/21	Total
	85	7	7	2	5	106
	-	1	-	-	-	1
	42	132	112	62	44	392
	128	127	180	74	104	613
	12	9	14	21	8	64
	-	-	-	1	-	1
	-	27	24	2	4	57
	1	3	-	1	-	5
	1	1	5	3	10	20

Table 5 : Reasons analysis

Menu

<i>Filter the analysis using the selections below:-</i>	<i>Selected:-</i>
Excluded from	(All)
School type	Secondary
Gender	Boys
Term	(All)
Exclusion length	(All)
NCY	(All)
SEN	(All)
LAC	(All)
F SM	(All)
EAL	(All)
Ethnic Category	(All)
Ethnic Group	(All)
First language	(All)

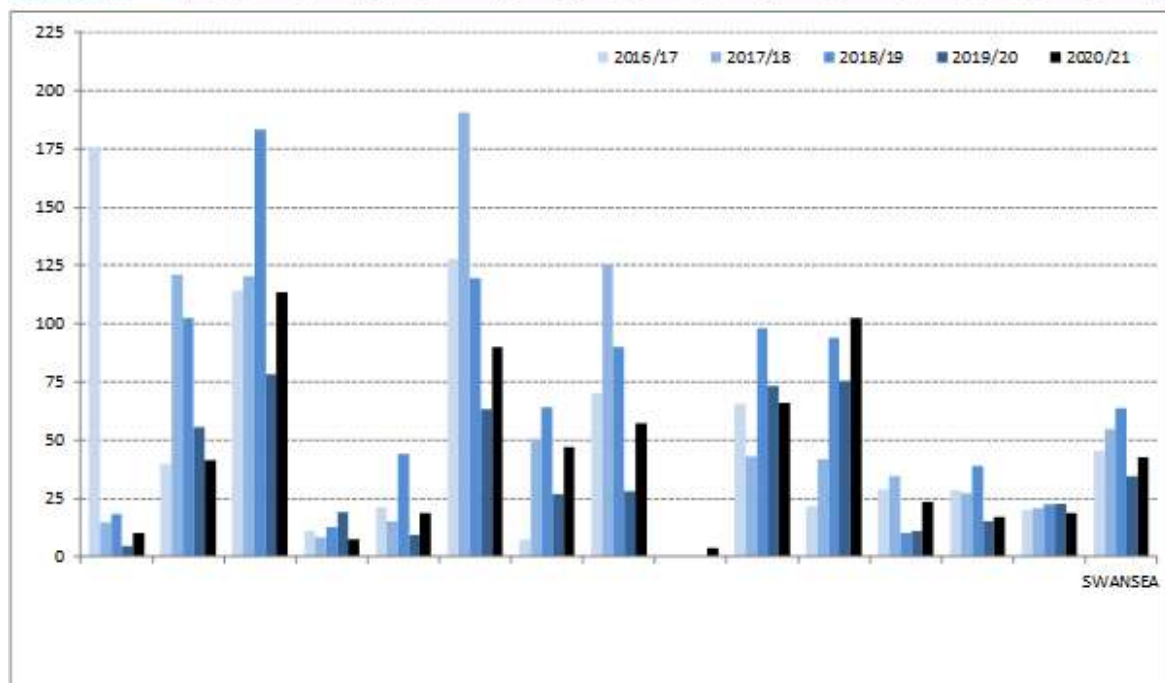
Totals are shown on the bottom row of the table

Reason	2016/17	2017/18	2018/19	2019/20	2020/21	Total
Assault/Violence (pupil)	83	77	87	49	78	374
Assault/Violence (Staff)	14	17	8	10	2	51
Bullying	2	1	1	-	1	5
Damage to property	17	24	14	9	3	67
Disruptive behaviour	52	53	62	19	29	215
Other/general	72	135	163	66	145	581
Racial harassment	1	5	10	8	10	34
Sexual harassment	-	2	4	1	1	8
Substance Misuse	4	16	21	18	1	60
Theft	1	7	4	-	-	12
Verbal abuse / threatening behaviour (adult)	148	137	136	99	82	602
Verbal abuse / threatening behaviour (pupil)	29	17	27	14	16	103
Totals	423	491	537	293	368	2112

7 : Rates of fixed-term exclusions per 1000 pupils (secondary schools) Menu

Years 7-11 only

Excluded from	2016/17			2017/18			2018/19			2019/20			2020/21		
	Girls	Boys	Total	Girls	Boys	Total	Girls	Boys	Total	Girls	Boys	Total	Girls	Boys	Total
	30	307	175	9	19	15	5	30	18	0	9	5	4	16	10
	16	60	40	81	154	121	45	152	102	35	75	56	37	45	42
	47	187	114	41	197	120	105	255	183	68	87	78	85	141	114
	4	17	11	4	12	8	12	13	13	25	14	19	2	12	7
	14	29	21	3	28	15	22	68	44	5	14	9	12	25	19
	21	229	128	89	287	191	117	122	120	61	65	63	43	134	90
	5	10	7	44	56	50	50	78	64	15	40	27	33	61	47
	64	76	70	63	179	125	47	127	90	17	38	28	34	79	57
	0	0	0	0	0	0	0	0	0	0	0	0	0	7	4
	26	98	66	26	57	43	71	122	98	42	101	73	42	86	66
	26	18	21	37	46	42	63	122	94	42	104	75	64	136	103
	11	45	29	3	63	35	8	12	10	3	19	11	7	40	24
	21	38	29	8	51	27	24	56	39	8	23	15	13	21	17
	16	24	20	16	25	21	3	41	22	14	31	23	24	13	19
SWANSEA	20	69	45	29	78	55	39	86	64	23	45	35	28	56	43



PLASC analysers – contextual data (annual)

PLASC 2022 : Year Group Profiler

Select school and year group:

All figures exclude dual subsidiary registered pupils.
 ALN needs show EAC (with a pupil's home home than care need and will be shown only if each needs).
 SAC figures are from Capita OMS as these are no longer in PLASC.

	School Year Group		Swansea Year Group	
	Pupils	%	Pupils	%
Summary				
All Pupils	531	100.0	2547	100.0
Boys	264	49.7	1341	52.7
Girls	267	50.3	1206	47.3
Looked After Children	0	0.0	14	0.5
Free School Meals				
FSM eligible	19	3.6	660	25.9
Not FSM eligible	34	6.4	1887	74.1
FSM eligible and/or transitionally protected	23	4.3	851	33.4
Not FSM eligible and/or transitionally protected	30	5.6	1696	66.6
Welsh Index of Multiple Deprivation				
WIMD decile 1 (most deprived 10% of all LSOAs)	20	3.7	418	16.5
WIMD decile 2	1	0.2	384	15.1
WIMD decile 3	1	0.2	181	7.1
WIMD decile 4	0	0.0	244	9.6
WIMD decile 5	0	0.0	147	5.8
WIMD decile 6	4	0.8	162	6.4
WIMD decile 7	1	0.2	130	5.1
WIMD decile 8	1	0.2	126	5.0
WIMD decile 9	25	4.7	296	11.6
WIMD decile 10 (least deprived 10% of all LSOAs)	0	0.0	431	17.0
WIMD 30 Total	22	4.1	988	38.7
Additional Learning Needs				
Non-ALN	45	8.5	1956	76.8
School Action	4	0.8	299	11.7
School Action Plus	4	0.8	175	6.9
Statement	0	0.0	112	4.4
School IDP	0	0.0	11	0.4
LA IDP	0	0.0	0	0.0
Total ALN Pupils	8	1.5	691	27.2
Attention Deficit Hyperactivity Disorder	0	0.0	8	0.3
Autistic Spectrum Disorders	0	0.0	87	3.4
Behavioural, Emotional & Social Difficulties	2	0.4	121	4.8
Dyscalculia	0	0.0	0	0.0
Dyslexia	0	0.0	6	0.2
Dyspraxia	0	0.0	4	0.2
General Learning Difficulties	4	0.8	141	5.5
Hearing Impairment	2	0.4	8	0.3
Moderate Learning Difficulties	0	0.0	72	2.8
Multisensory Impairment	0	0.0	2	0.1
Physical and Medical Difficulties	0	0.0	34	1.3
Profound & Multiple Learning Difficulties	0	0.0	7	0.3
Severe Learning Difficulties	0	0.0	9	0.4
Speech, Language and Communication Difficulties	3	0.6	262	10.3
Visual Impairment	0	0.0	6	0.2
Ethnic Background				
White British ethnic group	47	8.9	2064	81.0
Unknown ethnic group	0	0.0	7	0.3
Asian ethnic group	1	0.2	102	4.0
Black ethnic group	0	0.0	52	2.0
Chinese ethnic group	0	0.0	8	0.3
Mixed Heritage ethnic group	2	0.4	96	3.8
Other ethnic group	0	0.0	79	3.1
White Other ethnic group	3	0.6	139	5.5
Total Non White British group	8	1.5	478	18.7
First Language				
First language English/Welsh	50	9.4	2219	87.1
First language not English/Welsh	3	0.6	328	12.9
First language unknown	0	0.0	0	0.0
English as an Additional Language				
EAL Stage A (new to English)	0	0.0	42	1.6
EAL Stage B	0	0.0	95	3.7
EAL Stage C	2	0.4	142	5.6
EAL Stage D	1	0.2	70	2.7
EAL Stage E (fluent)	1	0.2	51	2.0
Total EAL Stage A-D	3	0.6	348	13.7
Total EAL Stage A-E	4	0.8	400	15.7

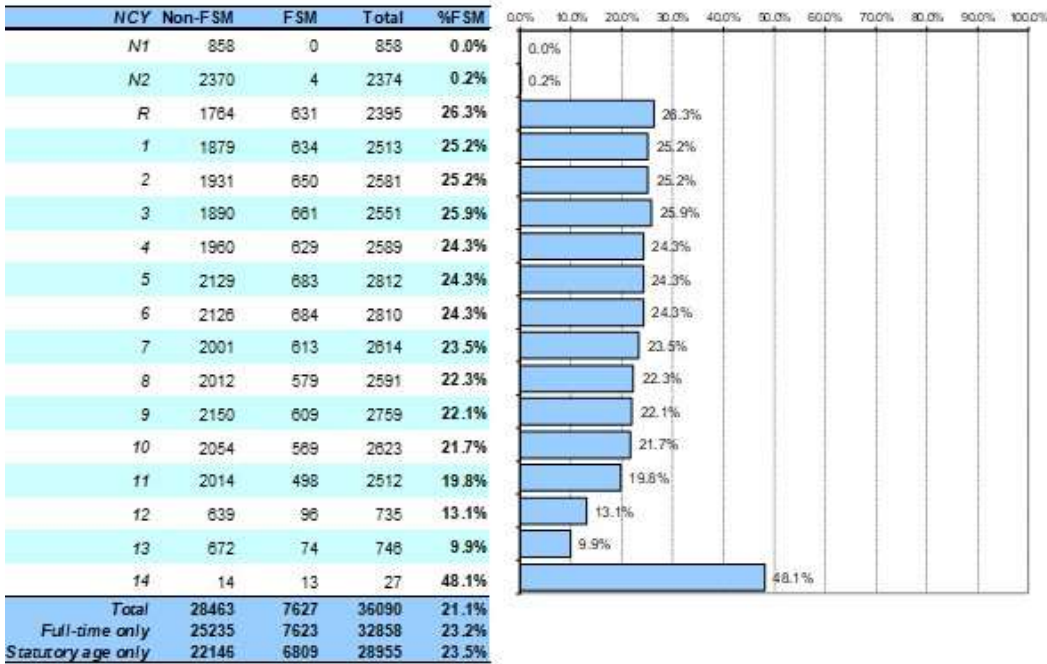
PLASC 2022 : Free School Meals Eligibility by Year Group

Excluding pupils who have only transitionally protected free meals

Select school below:-

SCHOOL NAME (All) ▾

All schools



Pupil mobility / catchment areas (annual)

Five Year Pupil Mobility Trends 2018 to 2022

Number of in-year leavers and joiners expressed as a percentage of total Y1-11 on roll at the end of the first week in September each year.

Mobility up to summer half term each year. Source: ONE system; excludes planned transition moves.

*May not be typical data due to the covid pandemic.

(1=highest)

School	2017-2018	2018-2019	2019-2020*	2020-2021*	2021-2022*	5yr average	5 year rank
	8.3	10.9	8.7	7.5	14.4	9.9	18
	8.0	6.0	5.2	7.5	5.5	6.5	48
	7.8	8.1	9.7	7.8	13.0	9.3	23
	5.8	5.7	4.2	3.1	8.6	5.5	58
	2.2	1.3	2.2	2.1	2.3	2.0	87
	2.5	5.3	9.8	10.0	8.7	7.2	41
	9.9	11.5	9.2	7.2	6.7	8.9	24
	4.0	6.7	5.7	4.9	7.0	5.7	53
	30.0	30.8	25.4	16.7	24.9	25.6	1

1 : Primary School Rolls by English Medium Primary Catchment Area

Analysis date: 20 February 2022

[Menu](#)

Attends [← Select English medium primary school name here](#)

Brynmill

Catchment Area	Year Groups							Total	Percent
	R	1	2	3	4	5	6		
Birchgrove Primary	0	0	0	0	0	0	0	0	0.0%
Bishopston Primary	0	0	0	0	0	0	0	0	0.0%
Blaenymaes	0	0	0	0	1	0	1	2	0.8%
Brynhyfyd	0	1	1	0	0	1	0	3	1.1%
Brynmill	15	16	22	23	24	22	19	141	53.6%
Burlais	0	1	1	0	0	0	3	5	1.9%
Cadle	0	0	1	0	0	0	0	1	0.4%
Carmarthenshire*	0	0	0	0	0	0	0	0	0.0%

KS4/5 exam results for secondary schools (annual)

School	Literacy Average Points			Maths/Numeracy Average Points		
	Boys	Girls	Total	Boys	Girls	Total
	39	44	41	41	42	41
	41	43	42	42	41	42
	40	43	41	42	42	42
	49	53	51	51	51	51
	37	43	40	37	40	39
	0	0	0	0	0	0
	25	34	30	31	38	34
	42	47	45	45	48	45
	38	43	39	37	39	38
	48	49	47	48	47	48
	35	42	38	35	38	37
	0	0	0	0	0	0
	40	43	41	40	43	41
	48	48	47	48	48	48
	43	47	45	41	42	42
	49	52	49	44	48	48
	28	24	27	27	26	27
Swan sea overall	41	45	43	42	43	42
Swansea 2020	38	43	40	38	40	39

GCSE Subject Analyser 2017-2021

Table 1 : Grade Distribution Based on Number of Entries

Please select from the options below to refine the analysis:-

Year: 2021 2021

Subject: Biology Biology

Exam Type: Full Course Full Course

Included in thresholds & points: Yes Yes - counted in results

Gender: (All) (All)

Free School Meals Status: (All) (All)

WMD Decline: (All) (All)

Looked After Status: (All) (All)

Ethnic Background: (All) (All)

Ethnic Group: (All) (All)

EAL Stage: (All) (All)

First Language: (All) (All)

This analysis is based on first grades awarded rather than best grades achieved where students have taken the same subjects more than once.

For subjects graded 9 to 1, results have been converted to approximately equivalent grades for this analysis. 1=F/G, 2=E, 3=D, 4=C, 5/6=B, 7=A, 8/9=A*.

Biology - Full Course - 2021

School	Entries	Grade Distribution									UK	Percentage of Entries			Av Points per Entry
		A*	A	B	C	D	E	F	G	U/X		A*-A	A*-C	A*-G	
	22	8	4	5	5	0	0	0	0	0	0	84.5%	100.0%	100.0%	60.1
	33	26	3	2	2	0	0	0	0	0	0	87.8%	100.0%	100.0%	66.8
	53	16	12	7	15	2	1	0	0	0	0	62.8%	84.3%	100.0%	48.5
	71	51	12	8	0	0	0	0	0	0	0	88.7%	100.0%	100.0%	66.9
	0	0	0	0	0	0	0	0	0	0	0	-	-	-	-
	39	6	7	7	10	1	4	1	0	3	0	33.3%	78.8%	92.3%	41.1
	81	20	23	25	9	4	0	0	0	0	0	53.1%	86.1%	100.0%	49.4
	1	0	1	0	0	0	0	0	0	0	0	100.0%	100.0%	100.0%	60.0
	62	28	12	12	7	1	0	0	1	1	0	84.6%	86.2%	98.4%	60.5
	120	48	40	20	9	1	1	0	0	0	0	74.2%	89.3%	100.0%	62.2
	0	0	0	0	0	0	0	0	0	0	0	-	-	-	-
	22	9	9	3	1	0	0	0	0	0	0	81.8%	100.0%	100.0%	65.1
	22	19	3	0	0	0	0	0	0	0	0	100.0%	100.0%	100.0%	67.2
	25	5	4	7	8	1	0	0	0	0	0	38.0%	88.0%	100.0%	47.0
	0	0	0	0	0	0	0	0	0	0	0	-	-	-	-
Swansea	661	237	130	86	86	10	8	1	1	4	0	86.8%	98.0%	99.3%	61.0

Table 1 : Grade Distribution for All Schools

Subject	Number of Entries							Entries	Percentage of Entries									
	A*	A	B	C	D	E	U		A*	A	B	C	D	E	U			
A & D (3D Design)	3	3	6	3	2			17	17.6%	17.6%	35.3%	17.6%	11.8%	0.0%	0.0%	86.3%	86.2%	100.0%
A & D (Art, Craft)	9	11	5	6	3			34	26.5%	32.4%	14.7%	17.6%	8.8%	0.0%	0.0%	88.8%	91.2%	100.0%
A & D (Fine Art)		3	1					4	0.0%	75.0%	25.0%	0.0%	0.0%	0.0%	0.0%	75.0%	100.0%	100.0%
A & D (Graphics)	4	4	4	8	1			21	19.0%	19.0%	19.0%	36.1%	4.8%	0.0%	0.0%	88.1%	86.2%	100.0%
A & D (Photography)	10	11	14	7	5	2		49	20.4%	22.4%	28.6%	14.3%	10.2%	4.1%	0.0%	42.0%	85.7%	100.0%
A & D (Textile)		1	1	1				3	0.0%	33.3%	33.3%	33.3%	0.0%	0.0%	0.0%	33.3%	100.0%	100.0%
Biology	31	54	26	18	13	7		149	20.8%	36.2%	17.4%	12.1%	8.7%	4.7%	0.0%	67.0%	88.6%	100.0%
Business	1	5	10	4	7	1		28	3.6%	17.9%	35.7%	14.3%	25.0%	3.6%	0.0%	21.4%	71.4%	100.0%

VAP – Vulnerability Assessment Profiles (annual, pupil level)

VAP v11 2022 SENSITIVE and CONFIDENTIAL - Swansea Council - Vulnerability Assessment Profile (VAP) 2022 - SENSITIVE

Year 6

Data relate to 25 April 2022

Pupil ID	School	Attendance		Pupil Absence		Pupil Behaviour		Pupil Health		Pupil Learning		Pupil Wellbeing		Pupil Progress	
		Present %	Absent %	Days out of school	Days out of school	Behaviour score	Health score	Learning score	Wellbeing score	Progress score	Progress score				
...

2022 Vulnerability Assessment Profile - Pupil Summary Report

: (Year 6)

Pupil:-
School:-
Year group:-
UPN:-

Date of Birth:-
Started:-
Gender:-

Attendance for 2021/2022 year up to Easter	Measure	VAP score
Percentage attendance	72.90	2
Percentage unauthorised absence	14.12	2
Attendance total score (max 4)		4

Exclusions for the previous 12 months	Measure	VAP score
Number of fixed term exclusions	0	0
School days lost due to fixed term exclusions	0	0
Number of permanent exclusions	0	0
Exclusions total score (max 6)		0

Additional Learning Needs	Measure	VAP score
Provision Stage	P	2
Maximum Needs Score	2	2
ALN total score (max 4)		4

Other Contextual Factors	Measure	VAP score
Free School Meals (True / False / Previous in last 6 years)	T	2
Welsh Index of Multiple Deprivation Decile, (1 to 10)	2	2
Mainly EOTAS Provision (True / False)	F	0
Child Missing Education (CME) (True / False)	F	0
Looked After Child (LAC) (Current / Previous / False)		0
Child Protection Register (CPR) (True / False)	F	0
Child in Need of Care and Support (CINCS) (True / False)	T	2
EAL Stage of English (A, B, C, D)		0
Home address moves in last 2 years	0	0
School moves in last 2 years	0	0
Other Contextual Factors Score (max 20)		6

Total VAP Score (max 34)		14
---------------------------------	--	-----------

Attendance Policy 2023

An Excellent Education for all by Working
Together



About this document

This guidance is aimed at maintained schools and school governors, pupil referral units (PRUs), parents/carers, and local authority officers. It sets out the Swansea Council's commitment to ensure high levels of learner engagement and attendance, working towards an excellent education for all, by making sure no child is left behind. These approaches and resources will be developed and built upon, so that they are aligned to the needs of children and parents/carers.

Review

The policy will be reviewed annually to ensure compliance with National guidance.

DRAFT

If you need further information about the Swansea Council Attendance Policy, please contact education@swansea.gov.uk

Contents

<u>Terms and definitions</u>	4	
<u>Section 1</u>	Introduction	5
<u>1.1</u>	Vision	5
<u>1.2</u>	Working Together	5/6
<u>1.3</u>	Commitment to Educational Engagement in Schools	6
<u>1.4</u>	Absences	7
<u>1.4.1</u>	Holidays in term time and extended overseas trips	7
<u>1.5</u>	Contributing factors: the many possible reasons for absence	7/8
<u>Section 2</u>	Swansea Council Commitment to Raising Attendance	9
<u>2.1</u>	Roles and responsibilities: Attendance is everybody's business	9
<u>2.2</u>	Responsibilities of Schools and Governing Bodies	10
<u>2.3</u>	Responsibilities of Parents	10
<u>2.4</u>	Responsibilities of the child / young person	10/11
<u>2.5</u>	Responsibilities of PRUs and Independent Schools	11
<u>2.6</u>	Responsibilities of the Local Authority	11
<u>Section 3</u>	The Role of the Education Welfare Service	12
<u>3.1</u>	Role and Purpose of EWS	12
<u>3.2</u>	Education Welfare Service Principles	12
<u>3.3</u>	EWS and School collaborative working	13
<u>3.4</u>	Rights of the Individual	13
<u>3.5</u>	Confidentiality	13
<u>3.6</u>	Anti-discriminatory practice	13
<u>3.7</u>	Information management	14
<u>Section 4</u>	Safeguarding and Child Protection	15
<u>4.1</u>	Keeping Learners Safe	15
<u>Section 5</u>	Legal Duties of the EWS	16
<u>5.1</u>	Fixed Penalty Notices (FPN)	16
<u>5.2</u>	Education Supervision Order (ESO)	17
<u>5.3</u>	School Attendance Orders (SAO)	17
<u>5.4</u>	Parenting Orders	17
<u>Section 6</u>	Other Services Provided by the EWS	18
<u>6.1</u>	Children Missing from Education (CME)	18
<u>6.2</u>	Child Employment Licences	18
<u>6.3</u>	Attendance Audits	18
<u>6.4</u>	Parenting contracts	18
<u>6.5</u>	Truancy Sweeps	18
<u>Appendix 1</u>	Supporting Documents	19
<u>Appendix 2</u>	Embedded Documents	19
<u>Appendix 3</u>	School Attendance Policy information	20

Terms and definitions

The following terms and definitions are used in this document.

School unless qualified otherwise refers to maintained, primary, secondary and special schools, voluntary schools and PRUs. For PRUs, 'governors' refers to the management committee members and 'headteacher' to the teacher in charge of a PRU.

The definition of **parent** is set out in section 576 of the Education Act 1996 and includes:

- Any person who, although not a parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person, and
- Any person who has care of a child or young person.

Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

Learner unless known otherwise, refers to a child, young person, pupil or student of compulsory school age.

Compulsory school age. Under section 8 of the Education Act 1996, children become of compulsory school age on the 31 December, 31 March and 31 August (whichever comes first) following their 5th birthday. A young person ceases to be of compulsory school age on the last Friday in June of the school year in which they have their 16th birthday.

Attendance There is no statutory minimum level of attendance specified in legislation. Traditionally, good attendance depends on circumstances, but is usually taken to be around 95%. For data collection and statistical purposes, '**persistent absence**' has been defined in Wales as being absent for over 20% of half day school sessions. Evidence suggests that even small increases in absence above this level can have a disproportionate adverse effect on learners. **It is also recognised that the earlier the intervention, the more likely it is that a positive outcome will be achieved. As such, the Welsh Government propose that the statistical definition of persistent absence be amended to over 10% of sessions, which is the definition currently in use in England.**

Family Engagement Officer refers to a dedicated member of staff working with parents and could have the title of family liaison officer, community pastoral worker, family support worker, or wellbeing officer.

Education otherwise than at school (EOTAS) refers to education provision to meet specific needs of pupils who, for whatever reason, cannot attend a mainstream or special school. In law, local authorities are responsible for providing these services.

Full-time education - Inclusion and Pupil Support Guidance 2006 defines full time education as:

Key Stage 1:	21 hours
Key Stage 2:	23.5 hours
Key Stage 3 / 4 (Including Year 10 only):	24 hours
Key Stage 4 (Year 11):	25 hours

Section 1 Introduction

This policy provides guidance around school attendance for learners in Swansea. In developing its policy and practice for promoting school attendance the Council ensure that all practises will be reviewed annually in line with national and local priorities.

Attending school or educational provision regularly is important for every child's future. Good attendance at school is associated with a higher educational achievement and attainment and improved job prospects. The significance of school attendance must not and cannot be underestimated. It is vital that children and young people have access to appropriate and effective learning opportunities and provision. Any barriers to learning need to be identified early and removed, so that children and young people can engage in educational provision they need to achieve their full potential.

1.1 Vision

Swansea Council is committed to providing an **'excellent education for all by working together'**. It is widely recognised that regular school attendance has a positive effect on children and young people and a strong impact on learner outcomes, standards and progression. We recognise that attendance supports the development of literacy and numeracy skills, and on the conceptual understanding needed for further study and success in the workplace. Analysis shows that examination outcomes link strongly to attendance rates. Additionally, good attendance also has a positive effect on wellbeing, therefore establishing good attendance patterns from an early age is vital for social development. Furthermore, punctuality is also vital; when learners arrive late at school can be very disruptive for the child, the teacher, and the other children in the class.

Improving behaviour and attendance is an integral part of our wider educational initiatives set out in our Inclusion Strategy. These initiatives aim to ensure that children and young people do not become disengaged from education by ensuring that provision is suitable to their individual needs.

Swansea Council also recognised that attending school also supports learners' wider development as full and rounded members of society. The Local Authority is committed to embedding the Curriculum for Wales in schools, which is based on four purposes that demonstrate the breadth of the academic, wellbeing and social benefits that learners gain by attending school. Because of the well-established links between attendance and attainment, wellbeing and citizenship, improving attendance is an important policy. Internationally, the advantages of education are such that the right to a comprehensive range of education and learning opportunities is one of the seven core aims of the Welsh Government based on the United Nations Convention on the Rights of the Child (UNCRC).

1.2 Working Together

Attendance cannot be considered in isolation. The many interrelated and overlapping causes of absence and the varied nature of the learner experience in school and at home mean that whole school strategies and strong multi-agency working arrangements are needed, designed to support all learners.

Swansea Education Directorate works closely with schools and stakeholders and is committed to ensuring:

1. Children and young people have a right of access to an education appropriate to their individual needs

2. That a balance of rights and responsibilities between children and young people, parents, schools, other professionals and the wider community should be maintained
3. Early assessment, identification and intervention are keys to safeguarding the welfare and interests of children and young people. Promoting positive behaviour and excellent attendance is the responsibility of the whole school and wider community.

1.3 Commitment to educational engagement in Schools

Schools in Swansea will promote positive behaviour and good attendance through their use of an appropriate curriculum which is geared to the child's ability. Schools will aim to create a learning community which benefits from the positive behaviour, regular attendance and well-being of its pupils and staff.

All learners and their parents should be made aware of who they can speak to if they are unhappy in school, and they should be encouraged to do so at the earliest possible time so as to prevent escalation. There are a number of issues that may be preventing learners from attending a mainstream setting, such as mental health or behaviour challenges, and in some cases alternative arrangements such as local authority home tuition or attending a PRU may be appropriate. But any such arrangements should generally be only a short-term measure and for the vast majority of learners, the long-term goal should always be to return learners to their usual place of education as soon as practicable.

For some learners and parents, the barriers to learning they face have been made worse since the pandemic. In some cases, the intensive support provided during the pandemic improved relationships between school and parents and led to better attendance. In other cases, previous habits of good attendance may not have been re-established, and more casual attitudes to learning and school attendance may have increased. In addition, campaigns for promoting good attendance were disrupted during the pandemic.

It is well established that factors such as poverty, additional learning needs and certain protected characteristics are associated with learners having a greater risk of absence from school and can exacerbate the challenges they already face. Supporting good attendance is, therefore, particularly important in these cases. Swansea council is committed to tackling the effects of [poverty](#) and provides information to all stakeholders regarding [ALN](#) reform.

Attending school is also crucial from a safeguarding perspective, ensuring that children are seen, safe and heard, and not exploited. Active follow-up of absence is essential as a major element in all learners care and protection. This is one of the main reasons why recording and monitoring attendance accurately is so important.

Some key actions which can support positive attendance include the following:

- Building positive relationships when children first start school.
- Providing clear guidance and information on attendance and the school's expectations.
- Allowing parents to feedback their views on attendance and to be involved in co-constructing the policy and approaches that the school adopt.

1.4 Absences

The Local Authority accept that on some occasions it may not be possible, and indeed maybe counterproductive, for a child to attend school for a number of individual reasons. An absence from school can be defined as either authorised or unauthorised.

An authorised absence is where the school has either given approval in advance for the pupil to be absent from school, or where an explanation offered afterwards has been accepted by the school as satisfactory justification for absence. Only schools, not parents/carers, can authorise an absence, and schools must consider whether the reason for absence is reasonable before doing so. Any absence that is not authorised by the school should be recorded as an unauthorised absence.

1.4.1 Holidays in term time and extended overseas trips

Parents must apply in advance to take [trip overseas or otherwise](#) in term time. Requests should be considered individually and schools can invite parents to discuss any such proposals. Schools can only agree to absence for a family holiday or trip if they believe there are special circumstances that warrant it.

If a school agrees absence and the pupil goes on holiday or trip for 10 days or less, absence is authorised. A school can only agree to absence of more than 10 school days in a school year if they believe there are exceptional circumstances. If a school does not agree absence and the pupil goes on the holiday or trip, the absence will be unauthorised. If parents keeps a child away for longer than was agreed, any extra time is also recorded as unauthorised. If the school considers that there are exceptional circumstances why the pupil should be granted approval for an overseas trip of more than 10 days, the approval can be given and the absence would be authorised, at the discretion of the Head teacher.

1.5 Contributing factors: the many possible reasons for absence

Attendance problems are often a symptom of some underlying cause. There are many possible underlying reasons for low attendance aside from physical ill health. These other reasons often broadly relate to wellbeing or mental health issues. And for some learners, low attendance can be as a result of a number of factors.

School should consider whether there are school-related factors or worries that are affecting a learner's attendance, such as:

1. experience of bullying or discrimination
2. unmet or unidentified additional learning needs or disability
3. anxieties about school work or examinations
4. emotionally based school avoidance (EBSA)

It is well established that some learners, including those eligible for free school meals, with additional learning needs, having English as an additional language, or have previously been excluded are more at risk of having lower attendance. Therefore, it is crucial that all learners are included and supported by schools whatever their needs, experiences, personal characteristics or home circumstances. Current additional learning needs [reforms](#) place learners at the centre of the process of identifying needs and required provision, to encourage learner-centred planning that should lead to a better understanding of what is important to the learner and help identify difficulties before they escalate.

Additionally there are a number of factors which may place learners particularly at risk of missing school, and statutory [guidance](#) is in place to help identify and support some of the following:

1. Children who are [looked after](#)
2. Young [carers](#)
3. [Gypsy, Roma and Traveller](#) children and children of transient parents
4. Asylum seekers, refugees, new migrants and children of migrant workers

5. Children in the youth justice system or with parents in the justice system
6. Children with long-term medical or mental health issues
7. Children who have had [adverse childhood experiences](#)
8. Children of service parents and [armed forces](#) parents
9. Children and young people who are at risk of forced marriage
10. Children and young people at risk of sexual exploitation, including children who have been trafficked
11. Children and young people of homeless parents living in temporary accommodation, houses of multiple occupancy or bed and breakfasts
12. Children of parents fleeing domestic violence or living in women's refuges
13. Young parents and pregnant young women
14. Children who are on the child protection register or who are a child in need.

Prevention and early intervention are crucial in ensuring issues do not escalate or become entrenched. Swansea Council are aware that attendance is often a symptom of an underlying issue and that successful approaches are rooted in working with the child, parents and other agencies to identify and resolve these issues. As such, schools need to be able to identify and address early signs that there may be a problem as quickly as possible.

Swansea council provide advice and guidance to support schools in engaging its most vulnerable learners. Ensuring an approach based in the rights of the child, using:

1. A learner-approach, based on the rights of the child.
2. A focus on learner wellbeing and mental health
3. A whole-school, whole-system approach
4. Building positive relationships, culture and ethos
5. Family engagement and multi-agency support
6. Prevention, early intervention and adopting sustainable ways of working

Section 2 Swansea Council Commitment to raising attendance

Swansea Council recognises that punctual and regular school attendance is an essential for social inclusion and effective learning. Every child matters therefore we are concerned that for a small number of children, low school attendance is a direct cause of their social exclusion and underachievement.

We respect and recognise that some parents may choose to [home educate](#) their children rather than send them to school, and Swansea council will work with families to ensure they have the support they need.

For children who are on roll of a school or pupil referral unit, in order to improve levels of school attendance and punctuality, Swansea Council will employ the key strategies below:

1. Establish an informed, targeted approach to supporting schools where attendance is below expected levels. Analyse attendance data and use proactively.
2. Consider the increase in Emotional Based School Avoidance (EBSA) and ensure this informs developments to support Emotional Health and Psychological well-being.
3. Support schools to use attendance codes effectively and explore more effective monitoring of individual learner attendance particularly in relation to EBSA.
4. Consider attendance holistically and ensure effective approaches are in place across the directorate and wider Council, for example, ALNIT, Early Help Hubs.
5. Ensure every school has an attendance policy which is regularly reviewed but which also reflects a holistic approach to behaviour, attendance, wellbeing and welfare thus setting the ethos where every learner can succeed.
6. Ensure prevention and early intervention strategies linked to other priority areas to ensure children want to attend school.
7. Support schools to develop engaging and exciting curriculum offer which meets the needs of all learners.
8. Develop authority wide communications on attendance via social media channels.
9. Support schools to engage with parents and carers on attendance strategies.
10. Communicate expectations to partners and stakeholders, including governing bodies.

Expected Impact:

1. Improved attendance in all schools and pupil referral unit (PRU).
2. Better outcomes for children and young people (CYP).
3. Improve consistency across school settings.
4. Clear expectations in relation to attendance monitoring.
5. Reduce persistent absenteeism.

2.1 Roles and responsibilities: Attendance is everybody's business.

Ensuring regular school attendance is a demanding area of work that depends on establishing and utilising close working relationships between parents/carers, pupils, schools, the LA, Education Welfare Service (EWS) and other professionals working with children and young people in social, educational and health care settings.

A key element of any successful working relationship is a clear understanding of each person's role and responsibilities, and as such this section sets out to clarify the roles and responsibilities for those people engaged with responding to attendance issues.

2.2 Responsibilities of Schools and Governing Bodies

Schools are responsible for supporting the attendance of their pupils and for responding to difficulties and issues which might lead to non-attendance. All schools in Swansea should work hard to adopt a positive and proactive approach towards attendance matters and encourage parents to take an active role in the schooling of their children, as this can play a major role in improving levels of attendance and punctuality and in reducing absenteeism.

Mainstream settings have a range of responsibilities for learner attendance. For example, they are legally required by way of the Education (Pupil Registration) (Wales) Regulations 2010, to maintain an accurate learner attendance register and to provide data on pupil absence to the local authority under the School Performance Information (Wales) Regulations 2011/1963 and The School Information (Wales) Regulations 2011/1944.

Schools in Swansea are also expected to publish or make available an easily understood, regularly reviewed attendance strategy that sets out the principles underlying its approach to improving learner engagement and attendance, and how the school intends to develop a positive culture around attendance.

They should communicate and engage with parents effectively to make sure they are fully aware of their [attendance policy](#). This should include the steps they will take to provide learners with engaging and relevant teaching and learning opportunities, and the support they will provide to meet learner wellbeing and mental health needs.

School strategies should be developed in partnership with learners and parents and show the importance and advantages of good attendance as well as the possible implications of absence. They should work with parents to identify any possible reasons that could affect attendance and direct them to sources of support.

School governors need to ensure that they are well-informed about the school's attendance position and priorities, and its strategies for improvement. They should receive sufficient training from their local authority to enable them to contribute to the schools' overall strategy for improving attendance and feel confident to challenge where there is insufficient improvement.

2.3 Responsibilities of Parents

Parents have a statutory responsibility for ensuring that their compulsory school-age children receive a suitable education appropriate to their age, ability and aptitude and to any additional learning needs they may have (see section 7 of the Education Act 1996). This can be through regular attendance at school, agreed education provision other than at school, or by elective home education.

Parents can do a great deal to support the regular and punctual attendance of their children. A full list of how parents can support their child's attendance and punctuality can be found on page 6 of the [All Wales Attendance Framework](#)

2.4 Responsibilities of the child / young person

We want all our learners in Swansea to become lifelong, independent learners, with a positive working ethic. All children have the right to a full-time education which is appropriate to their needs. Schools want the best for all their pupils and young person themselves can also be responsible for good school attendance.

Therefore, children and young people should be supported to:

1. Attend school when parents/carers agree they are well enough to.
2. Tell their teacher or trusted adult when they are upset or unhappy.
3. Work with the school and their parents / carers to put a plan in place to increase attendance where necessary.
4. Older pupils should be punctual to all lessons they are required to attend.
5. Accept all offers of help.

2.5 Responsibilities of PRUs and Independent Schools

PRUs are legally a type of school. They fall within the scope of the [Education \(Pupil Registration\) \(Wales\) Regulations 2010](#) which place a duty on the proprietor of a school to keep accurate admission and attendance registers for pupils registered at the school (on the admission register). The local authority which established and maintains the school is the “proprietor” upon whom the duty falls in relation to PRUs, but they will necessarily be reliant upon information gathered by the PRU for this purpose.

Independent Schools are also subject to these requirements. In addition, under the [Education \(Information About Children in Alternative Provision\) \(Wales\) Regulations 2009](#), an independent school providing education to a child that is arranged and funded by a local authority in Wales in accordance with section 19A of the Education Act 1996, is required to make available to the child’s parents, a summary of the child’s attendance record, showing the number of authorised and unauthorised absences and the number of possible attendances, for each school year.

2.6 Responsibilities of the Local Authority

On behalf of the local authority, the Education Welfare Service (EWS) provides support for schools, learners and parents to ensure regular attendance and address problems relating to absence. The service liaises with other agencies and provides an important link between home and school, helping parents and teachers to work in partnership.

By way of section [436A of the Education Act 1996](#), Swansea Local Authority makes arrangements to establish the identities (so far as it is possible to do so) of children in their area who are of compulsory school age but are not registered pupils at a school and are not receiving suitable education otherwise than at school. The council has a duty to identify, as far as is possible, children who may be or who are missing education. Contacting parents immediately can prevent absences from becoming prolonged and has a safeguarding function.

Under section 437 of the Education Act 1996, the LA has a duty to ensure that a child for whom they are responsible is receiving a suitable education either by regular attendance at school or otherwise. Further information can be found in Section 4 of the [‘Inclusion and Pupil Support’](#) guidance document.

Section 3 The Role of Education Welfare Service

This section aims to clarify the role of the Education Welfare Service (EWS) in Swansea, to ensure most effective use by all stakeholders.

3.1 Role and Purpose of EWS

The list below is the main roles that the EWS undertakes and is not to be taken as exhaustive:

1. To review attendance register returns under the Education (Pupil Registration) (Wales) Regulations 2010 and any associated guidance.
2. To recognise the requirements of both the legislation and underlying principles related to data protection, access to personal files and pupil records under the GDPR.
3. To support the school to develop a whole school approach to managing attendance and addressing potential wellbeing and safeguarding issues that could be affecting absenteeism and poor punctuality.
4. To refer and work with other agencies when appropriate to ensure a holistic approach to welfare and attendance issues.
5. To collate, interpret and present data on issues relating to attendance, when required.
6. EWOs will provide attendance reports on whole school attendance, individual pupil data and vulnerable groups data.
7. To provide advice and guidance to school staff on the management of SIMs.
8. To support schools in their development and review of their school attendance policies and assist in implementing strategies to raise attendance.
9. To link with relevant staff to plan intervention for learners with persistent absence.
10. Ensure a co-ordinated and consistent approach to referral, recording, reporting and case closing systems.
11. Provide advice on proven good practice, and to share good practise across the LA appropriately.

3.2 Education Welfare Service Principles

The EWS is committed to the fundamental principle, that early intervention strategies and partnership working, is crucial in ensuring the protection and wellbeing of all children and young people. It will endeavour to uphold this through:

1. The EWS provides professional, quality support to schools, children, young people and parents and provides appropriate support to education settings, so that children and young people can benefit from the educational opportunities provided to them.
2. The service supports good school attendance and high standards of pupil welfare and will support schools to create a culture which encourages attendance.
3. The EWS will explore the reasons behind school absence, offer information and guidance, undertake planned interventions, advise parents about specialist support services and make referrals to appropriate services when required.
4. The EWS works collaboratively with other agencies to support all children and young people with specific emphasis placed on safeguarding and child protection issues.
5. The EWS recognises that children and young people with additional learning needs and also families who are vulnerable and or socio-economically disadvantaged may, at times, require extra support.

3.3 EWS and School collaborative working

Attendance is the overall responsibility of the whole school and the EWS will work in partnership with schools in raising attendance. The EWS undertakes proceedings on behalf of the local authority, in respect of parents who do not ensure their children's regular attendance at school or enrol them at school or education otherwise than at school. The EWS will make relevant assessments and action plans in partnership with learners, parents, school staff and other relevant parties, concerning attendance at school or alternative educational provision. The Education welfare officer (EWO) has a dual role to play as a provider of a service to the school and as mediator between home and school. Schools will normally have a named EWO who has a duty to visit the school regularly.

The EWO's time is inevitably limited. Schools should, therefore, have a clear arrangement on how and when a referral to the EWS is made and to be sure all staff understands the procedures. Prior to a referral two things need to happen:

1. A school's own procedures for dealing with absence should have been exhausted.
2. A referral form should always be used so there is a written record of the pupil's attendance, lateness, strengths and weaknesses, relationships with peers and teachers, past and present contact with external agencies and any other relevant information from the school's records.

3.4 Rights of the Individual

The EWS believes that children and young people have the right to equal opportunities and are committed to ensuring that all children and young people gain maximum benefit from education regardless of learning needs, ethnic origin, sex, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language or nationality. The EWS will acknowledge the rights of those using the service to access advice and support from the EWS in obtaining services to which they are entitled. They will act as advocate, where appropriate, for children, young people and families when they seek to obtain the services they are entitled to.

3.5 Confidentiality

The EWS will maintain confidence and participation in services and thereby help protect children's health and wellbeing. However, confidentiality may be breached where this is in the best interests of the child. The EWS will conduct working relationships with children, young people and parents in an open and honest way which allows for the sharing of information that is properly documented.

3.6 Anti-discriminatory practice

The EWS pays due regard to The Swansea Council [Strategic Equality Plan](#). It aims to provide EWS support on an equitable basis according to need, regardless of race, culture, religion, gender, age, sexual orientation, disability, social background or additional learning needs. It will promote equal opportunities within all aspects of work, and will confront discrimination whenever it may arise.

3.7 Information management

The EWS will ensure a co-ordinated and consistent approach to referral, recording and reporting systems. The service will recognise the need for objectivity, accuracy and confidentiality where appropriate, and recognise the requirements of both the legislation and underlying principles related to data protection, access to personal files and pupil records. The EWS will collate, interpret and present data on issues relating to relevant aspects of EWS work and then use it to plan and manage the work of the EWS.

DRAFT

Section 4 Safeguarding and child protection

All schools and education settings have statutory duties to safeguard and promote the wellbeing of learners. All staff members must be aware of and understand how to contact and raise concerns with the designated safeguarding person for the school. Absence from school is a potential safeguarding risk and tracking and monitoring attendance has a crucial safeguarding role. Absence can signal possible wellbeing issues or problems at home.

4.1 Keeping Learners Safe

[Keeping learners safe](#) 2022 is guidance for local authorities and governing bodies on arrangements for safeguarding children. In relation to the work of the EWS it states:

1. Education settings should use their attendance policy and practice to ensure they are in regular contact with parents if a child is absent from school without authorisation or if they have patterns of absence. The child's attendance record at school could be an indicator of safeguarding concerns and an opportunity to identify and deal with abuse such as child exploitation.
2. If a child is absent without notification it could also be without the knowledge of their parent or carer and could be an early sign that the child is missing from home or care. The education setting should ensure any absence is followed up quickly to ensure the child is safe and not missing from home or care.
3. If the education setting identifies the child is missing from home or care they should refer to the Wales Practice Guide 'Safeguarding children who go missing from home or care'.
4. Schools should regularly review attendance data to identify and respond to children who are at risk. Schools should have first day absence reporting processes in place and processes for deciding whether welfare sightings are needed. These systems should ensure back-up staff are in place when key attendance staff are themselves absent.
5. Where a child is registered at a school and subsequently attends a setting such as EOTAS the original school should assume responsibility for checking the child's attendance (at both settings) on a daily basis.

One of the specific circumstances in which data protection legislation allows the sharing of sensitive personal information without the consent of the child or parent is to safeguard children and protect them and others from harm. All EWOs in Swansea are able to access training to understand when information should be shared with other stakeholders and what information may be disclosed.

Section 5 Legal duties of the EWS

All attempts to engage with the child and family will be undertaken prior to consideration of the implementation of fines or prosecution. Prevention and early intervention strategies is preferred. However, there are occasions whereby the LA has to exercise its rights under Section 444 of the Education Act 1996.

5.1 Fixed Penalty Notices (FPN)

If a pupil who is registered at a school does not attend that school regularly, and attempts by the EWO and the school do not success in ensuring regular attendance for that pupil, then the Council will, ordinarily consider issuing the parent with a [fixed penalty notice](#).

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence. The use of legal action against parents will be considered as part of a planned intervention to improve attendance. This can include the issuing of fixed penalty notices under section 444A of that Act. If fixed penalty notices are used, then local authorities should take great care to ensure that notices are properly issued and only issued for offences where the local authority is willing and able to prosecute in the event the parent does not pay the fixed penalty.

Unless there are known mitigating circumstances, the Council will consider taking legal action by issuing a summons against the parents to appear before the Magistrates Court under Section 444 of the 1996 Education Act. In deciding whether or not to take legal action, the EWO must be satisfied that:

1. There is sufficient evidence to provide a realistic prospect of conviction; it must consider what the defence case may be and how this is likely to affect the prosecution case.
2. It is in the public interest to prosecute; in cases of any seriousness, a prosecution will usually take place unless there are public interest factors pointing against prosecution, which clearly outweigh those in favour.
3. Any action it takes complies with the Human Rights Act.

If after legal action has been taken the pupil still fails to attend school regularly, the EWO will, if deemed appropriate, take further legal action.

5.2 Education Supervision Order (ESO)

Before initiating a prosecution under section 444 of the 1996 Education Act an EWO will consider whether it is appropriate to apply for an Education Supervision Order (ESO) under section 36 of the 1989 Children Act. The purpose of an ESO is to place a child who is not being properly educated under the supervision of the Local Authority. An ESO aims to ensure that the child receives full time education and that he or she and the parents receive intensive support, advice and guidance from a Supervising Officer who is required "to advise, assist and befriend".

An application for an ESO will only be made when one or more of the following apply:

1. All other attempts to improve the pupil's attendance have failed and prosecution of the parents is deemed inappropriate.
2. The parents appear likely to co-operate with a structured programme of work prepared by the supervising officer.
3. There is support from Social Services for the ESO.
4. A Magistrates Court hearing has directed the Local Authority to apply for an ESO.

5. The EWO is of the opinion that the order will have a significant impact upon the pupil's non-attendance.

5.3 School Attendance Orders (SAO)

A EWO will serve a School Attendance Order (SAO) (under Sections 437-439 of the 1996 Education Act) on the parents of a child of compulsory school age if the parents have failed to demonstrate that the child is in receipt of suitable education and if the Local Authority believes that the child should attend school.

The SAO will specify the school which the child should attend. Should the parents fail to comply with the SAO the EWO will initiate legal proceedings under Section 443 of the 1996 Education Act, unless the parents can prove that the child is in receipt of suitable education.

All legal action taken by EWOs will be monitored and reviewed.

5.4 Parenting Orders

EWOs will, when necessary, liaise with the Youth Offending Service and with Social Care staff when the courts, in relation to a non-attendance case, impose or recommend a Parenting Order. An EWO will act as the responsible officer for such an order.

DRAFT

Section 6 Other EWO services

As well as undertaking casework with individual pupils EWOs will offer strategic support and challenge to schools by working with school management teams on policies and procedures. EWOs will promote improvements in schools' management of attendance through the strategies listed below.

6.1 Children Missing from Education (CME)

There are many reasons why children and young people 'fall out' of the education system and are at risk of 'going missing'. These range from failing to start in a new school or appropriate education provision to simply not re-registering at a new school when they move into the county. If you think a child and/or young person is missing from education (in whatever capacity), please inform the education department by making a [referral](#).

6.2 Child Employment Licences

The main provisions governing children's employment are contained in section 18 of the Children and Young Persons Act 1933. Local Authority bylaws made under the 1933 Act may place further restriction on the hours and conditions of work and the nature of employment permitted. Although these bylaws differ from authority to authority all must conform to the primary legislation and to the general principle that the welfare of the child is of paramount importance. The National Network for [Children in Employment & Entertainment \(NNCEE\)](#) provides further information as does p62 [All Wales Attendance Framework](#)

6.3 Attendance Audits

For examples of checklists and self-evaluation audit tools for attendance policies see:

Page 56 [All Wales attendance framework](#)

Appendix 4 of [Estyn's Attendance in secondary schools](#).

6.4 Parenting contracts

If a compulsory school age child who is a registered pupil fails to attend school regularly. It is the committing of that offence that can trigger the use of a Parenting Contract. The proof required that the offence has been committed is the same as that which would be required for a prosecution for the strict liability offence under section 444(1) of the Education Act 1996.

6.5 Truancy Sweeps

EWOs work closely with the Police in order to ensure that Truancy Sweeps are carried out when necessary according to the agreed Police – Local Authority protocol. EWOs will liaise with local schools regarding Truancy Sweeps as and when necessary.

Appendix 1

Supporting Documents

Welsh Government guidance

[School attendance and absence | Sub-topic | GOV.WALES, guidance-on-school-attendance-codes.pdf \(gov.wales\)](#)
<https://www.gov.wales/holidays-term-time-frequently-asked-questions>
<https://www.gov.wales/opening-schools-well-childcare-and-play-settings-extreme-bad-weather-and-extreme-hot-weather>
<https://www.gov.wales/sites/default/files/publications/2018-03/all-wales-attendance-framework.pdf>
<https://www.gov.wales/framework-embedding-whole-school-approach-emotional-and-mental-wellbeing>
<https://hwb.gov.wales/curriculum-for-wales/designing-your-curriculum/developing-a-vision-for-curriculum-design/#curriculum-design-and-the-four-purposes>
<https://www.gov.wales/implementing-additional-learning-needs-and-education-tribunal-wales-act-2018-practitioner-guide-0>
<https://acehubwales.com/resources/a-short-guide-to-understanding-adverse-childhood-experiences-and-a-trauma-and-ace-trace-informed-approach/>

Consultation Document

https://www.gov.wales/sites/default/files/consultations/2023-06/consultation-document-belonging-engaging-and-participating-guidance_0.pdf

Swansea Council Guidance

[Education penalty notices - Swansea](#)
[Education Welfare Service - Swansea](#)
[Children missing from education \(CME\) - Swansea](#)
<https://www.swansea.gov.uk/childemployment>
<https://www.swansea.gov.uk/electivehomeeducation>
<https://www.gov.wales/home-education-handbook-home-educators>
<https://www.swansea.gov.uk/article/9610/Tackling-Poverty-Strategy>
<https://www.swansea.gov.uk/aboutALNsupport>

Appendix 2

Embedded documents



Inclusion Strategy
2023-2028 (2).pdf



EWS Referral form
Eng Sept 22docx.docx

Appendix 3

School Attendance Policy information

Schools are encouraged to develop a whole school policy on attendance in discussion with staff, governors, parents and pupils taking account of Assembly Government guidance on Inclusion and Pupil Support and good practice identified by the local authority. As indicated on p13 [The All Wales Attendance Framework](#) This policy should:

1. give a high priority to attendance and punctuality.
2. ensure compliance with all statutory requirements.
3. ensure that clear information is regularly communicated to parents and pupils.
4. collect and make effective and constructive use of attendance data.
5. provide clear guidance to staff on the process of registration and on such connected issues as the appropriate categorisation of absence.
6. contain clear procedures to identify and follow up all absence and lateness.
7. recognise the importance of early intervention.
8. make provision for first-day of absence contact.
9. monitor post-registration truancy through the taking of class registers and spot checks.
10. be alert to critical times (e.g. Key Stage 2/3 transfer).
11. identify a range of strategies to deal with absenteeism / lateness.
12. provide for a clear and unambiguous hierarchy of sanctions.
13. develop attendance incentive schemes which recognise pupils' attendance achievements.
14. consider the setting of targets for individuals, classes, year groups, etc.
15. establish procedures for identifying and reintegrating long-term absentees.
16. provide for regular structured meetings between school staff and the EWO.
17. ensure that reasonable steps are taken by the school before an appropriate referral is made to the EWO.
18. stress to parents the importance of continuity of learning, particularly in relation to family holidays during term-time (schools should grant leave for term-time holidays sparingly).
19. use opportunities such as parents' evenings and the school prospectus / brochure to remind parents of the school policy on attendance.
20. involve governors.
21. identify a key senior member of staff with overall responsibility for attendance.
22. ensure that good practice is identified and disseminated.
23. be regularly monitored and reviewed.
24. take steps to create a culture which encourages attendance, addressing school-based causes of poor attendance such as bullying, racism, the curriculum, etc.

Governing Body Support Strategy 2023-2028

An Excellent Education for all by Working
Together



Introduction

In 2015, a Scrutiny Inquiry Panel was convened in recognition that the role of school governors had changed significantly, with governors playing an increasingly important part in the management of schools and school improvement. The panel sought to consider if existing measures and support w fit for purpose to enable governors to not only meet their statutory responsibilities but also ensure that support and challenge was as effective as it could be.

In January 2016, after a comprehensive review, the panel produced a report entitled “A Very Challenging Role: How can the Council ensure that school governors provide effective challenge for their schools?”. The panel found a significant number of conclusions and made a number of recommendations. The panel suggested and acknowledged that some of the recommendations could be achieved in the short to medium-term but others would need more time to be delivered.

Current position

There has been an unprecedented amount of change across the education landscape in Wales since the publication of the Inquiry Panel report. Changes include the introduction of the Curriculum for Wales, the commencement of the Additional Learning Needs and Educational Tribunal Act and the removal of school categorisation.

At a local level, the regional education partnership ERW has ceased and has been replaced by Partneriaeth. Local Authority membership to the regional educational partnership has changed since ERW and is now comprised of three local authorities instead of six. Governors Wales no longer exists and is now a private provider, Governors Cymru.

Despite the change and challenges that governing bodies have faced, good and effective practice still exists in governing bodies in Swansea. However, some examples have been observed where better and additional support for governors would improve their role in challenging and supporting schools.

To support governing bodies, further capacity was brought by the appointment of The Team Manager for Stakeholder and School Support who would be responsible for development of a new vision and strategy for school governance, in line with the Council’s priority in ensuring that leadership supports learner progress.

Strategic objectives

To ensure that governing bodies receive excellent support in order for them to discharge their duties lawfully and effectively to realise the Council’s priorities to ensure leadership supports learner progress

To reinforce and refresh that the challenge and support role for governors remains a focus for governing bodies and develop the new accountability responsibility for governors in in the draft School Improvement Guidance.

To ensure that governing body resilience is improved and therein share best practice with governors across Swansea.

The timeline for implementation of this strategy is proposed to be between now and the end of the calendar year 2023 and will require engagement with key stakeholders and partners to achieve this.

In order to deliver this strategy a School Governance – Development Action Plan has been designed and is shown at **Appendix A**.

Appendix A

School Governance – Development Action Plan

Date	Action	By Whom	Outcomes	Progress to date	Completed By
9/03/23	<p>Recruitment and retention of governors will be a key priority and the use of skills matrixes for appointments will be further embedded.</p> <p>Representation from under represented communities will be a focus.</p>	JF	<p>Vacancy rates will reduce and governor skills are more accurately matched to 'need'.</p> <p>There is an increased number of governors from under represented communities.</p>		31/12/2023
9/03/23	<p>New mechanisms will be constructed to share best practice by the promotion and use of Hwb as a platform for governor resources.</p>	JF	<p>GSU will share best practice on Hwb platform.</p> <p>Governors will use the platform to access resources.</p>		31/12/2023
9/03/23	<p>Hwbmail will become the default method of communication in order to meet Welsh Government security standards.</p>	JF/ School Digital Champions	<p>Governors will use Hwbmail as the primary method of communication for GB business.</p> <p>Adherence will be regularly evaluated.</p>	<p>Chair of Governors were advised at the Spring term meeting with the Director of Education.</p>	30/09/2023

9/03/23	An 'excellence pool' of experienced and skilled governors will be created to support, coach and mentor new and existing governors	JF	Governing Bodies will be able to access brokered support from experienced governors.		31/12/2023
9/03/23	Increased opportunities will be developed for governor networking to occur by delivering events face to face in the community as well as continuing to develop and offer on-line solutions.	JF	Governors will report increased opportunities to network and these will be evaluated to identify impact. On-line opportunities will increase and more opportunities to work collaboratively will be demonstrated.		31/12/2023
9/03/23	More frequent and bespoke communications will be developed to ensure governors receive information in a timely manner.	JF	Governors will demonstrate increased knowledge and skills to support their schools		31/12/2023
9/03/23	Arweinwyr, the new Governor Support Database, will be enhanced to allow Governing Bodies to maintain their own records more effectively.	JF	Governing Bodies will be able to self-serve their needs and the volume of enquiries to the Governor Support Unit (GSU) will reduce. Rollout of the self-serve function to be concluded by the end of this academic year	Version 3 developments are well progressed and on track for roll-out	31/10/2023 31/07/2023

9/03/23	Enhancement of Arweinwyr will lead to increased proactive work streams opportunities for the Governor Support Unit in supporting and developing governance.	JF	The GSU will be able to deliver proactive initiatives to support governance.		31/12/2023
9/03/23	Working with key stakeholders, such as Partneriaeth, the Swansea Association of Governing Bodies will have a renewed focus.	JF	Collaborative working will be embedded. Governing Bodies are effectively represented and can have an effective and positive relationship with Swansea Council.		31/12/2023

Integrated Impact Assessment Screening Form – Appendix E

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

Which service area and directorate are you from?

Service Area: Education Directorate – All service areas

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:

Three new policies/strategies have been developed following the work of the Education & Skills Corporate Delivery Committee in 2022-2023:

- Leadership Handbook
- Attendance Policy
- Governing Body Support Strategy

The leadership handbook has been developed to support new and experienced leaders in all schools by providing key information in one single place. This includes requirements for finance, premises management, HR and links to other key areas of advice. The handbook is a live version which is regularly updated to reduce the workload burden on school leaders to source the correct information required.

The attendance policy is a specific workstream under 'Promoting Attendance' delivered as part of the Vulnerable Learners Service Inclusion Strategy, approved by Cabinet in June 2023. This strategy underwent its own IIA screening and outlined key duties the admissions policy would contribute to. The impact on this strategy is intended to be wholly positive for vulnerable learners, where an impact tracker has been included to measures progress and impact.

The governing body support strategy has been developed to support new and experienced school governors, particularly following significant change across the education landscape in Wales. These changes include the introduction of the Curriculum for Wales, the commencement of the Additional Learning Needs and Educational Tribunal Act and the removal of school categorisation.

The proposed documents support the requirements of a range of key duties, including:

Integrated Impact Assessment Screening Form – Appendix E

- Education Act 2002
- School Standards and Organisation (Wales) Act 2013
- Human Rights Act 1998
- The Children’s Act 2004
- Equality Act 2010
- Rights of Children and Young Persons (Wales) Measure 2011
- Wellbeing of Future Generations Act 2015
- The Education (Pupil Registration) (Wales) Regulations 2010
- The Education (Penalty Notices) (Wales) Regulations 2013
- Additional Learning Needs and Education Tribunal (Wales) Act 2018
- Curriculum for Wales Curriculum and Assessment (Wales) Act 2021
- School Government (Terms of Reference) (Wales) Regulation 2000 and School Government (Terms of Reference) (Amendment) (Wales) Regulations 2002
- The School Governors’ Annual Reports (Wales) Regulation 2011
- The Relaxation of School Reporting Requirements (Wales) (Coronavirus) Regulations 2020
- Health and Safety at Work Act 1974
- The Staffing of Maintained Schools (Wales) Regulations 2006
- The School Information (Wales) Regulations 2011

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
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 aims behind the development of all three documents has been shared with the Education and Skills Corporate Delivery Committee, who have provided feedback and suggestions to further develop the proposed work.

Integrated Impact Assessment Screening Form – Appendix E

The leadership handbook has been developed following engagement with school leaders, primarily headteachers, who have shared their experiences and challenges faced via a range of mechanisms, including headteacher meetings and engagement with the School Improvement Team. As part of the development of the handbook, wider services across the Council have been engaged with.

The attendance policy is a workstream delivered under the Inclusion Strategy, which has been subject to significant stakeholder input, detailed in its own IIA screening shared with Cabinet in June 2023. The attendance policy itself has been developed with involvement of headteachers, the Education Welfare team and other staff in the Education Directorate, staff from Child and Family Services and the Swansea Parent Carer Forum in the form of workshops and co-construction of the policy.

The governing body support strategy has been developed with engagement from the Education & Skills CDC, the School Improvement Team and other staff in the Education Directorate. A chairs of governors event is planned to take place at the end of the summer term and the specific workstreams contained within the action plan to the strategy will seek to engage with governors and other key stakeholders as part of their development.

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

There should be a positive impact by implementing all three documents.

Schools should receive a positive impact by the provision of further support for school leaders, within the school and also school governance. Improved attendance would have a positive impact on schools and wider services across the Council who provide significant support to learners and their families with low attendance.

Integrated Impact Assessment Screening Form – Appendix E

The leadership handbook should provide clear guidance to school leaders which should reduce queries to wider Council services around correct procedures and ensure consistent messaging is shared between services and schools.

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?

There should be significant positive impact by implementing all three documents.

New and existing school leaders will benefit from clear advice and guidance in the leadership handbook and benefit from a reduction in workload to source this information.

New and existing school governors will benefit from a new strategy that aims to provide support and training, whilst undertaking their roles that are voluntary but hold important responsibility.

Schools, learners and their families will benefit from a clear attendance policy that aims to support learners to attend school. These learners are often vulnerable due to other factors and supporting them and their families can result in wider benefits including a reduction in Emotionally-Based School Avoidance (EBSA), behaviour and exclusions and sustained attendance at key transition points.

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)**

Summary of impacts: There should be low negative impact to implementing any of these documents, which aim to have a highly positive impact.

The inclusion handbook should benefit school leaders in their day-to-day management of schools and find all the information they need in one place. This document will remain live and updated regularly. Involvement will continue through the existing mechanisms to ensure voices are heard and the handbook will continue to be updated and improved as a result of their feedback.

The attendance policy aims to have a highly positive impact on children and young people, their families and schools. The policy will be published on the Council's website to ensure clear and consistent policy and processes are available to all. The policy aims to support these vulnerable learners in order to help them to have positive outcomes throughout school life and in readiness for leaving statutory education. Engagement mechanisms, including the voices of children and young people, will continue to take place in order to gain feedback on the delivery of the policy and regularly review services to support this work to ensure it meets the needs of children and young people.

The governing body support strategy aims to have a highly positive impact on governing bodies by providing them with support, guidance and training. This in turn enhances their ability to undertake their role in ensuring schools receive suitable support and challenge effectively and undertake their statutory responsibilities.

Integrated Impact Assessment Screening Form – Appendix E

Summary of involvement:

Appropriate involvement mechanisms have been utilised to develop the proposed documents, which have been detailed above. The Education Directorate will continue to engage with key stakeholders to review and enhance the support provided around them.

WFG considerations: The Wellbeing of Future Generations has been fully considered and these documents have all been developed to ensure that either directly or indirectly, their work is embedded in providing better outcomes for both current and future generations.

Summary of risks: No risks have been identified in putting these documents into action.

Cumulative impact: The cumulative impact would be highly positive. These documents are designed to provide clear advice, guidance and support in order to meet the support children and young people.

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: Sarah Hughes
Job title: Team Manager, Education Strategy
Date: 03/07/23
Approval by Head of Service:
Name: Rhodri Jones
Position: Head of Achievement and Partnership
Date: 03/07/2023

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

Integrated Impact Assessment Screening Form – Appendix F

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

Which service area and directorate are you from?

Service Area: Vulnerable Learners Service, Education 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:

The report is seeking approval for the Vulnerable Learners Service Inclusion Strategy which brings together a range of strategies, policies and procedures in one cohesive document. All of these strategies, policies and procedures have been through the IIA process in their own right and the intention of this strategy is to ensure that they are all drawn together in one comprehensive plan. Essentially, there is nothing in the strategy which is new but, it provides a mechanism to draw all the strands together and allow for tracking of progress and impact. The strategy meets the requirements of a range of public service duties including:

- Human Rights Act 1998
- The Children's Act 2004
- Equality Act 2010
- Rights of Children and Young Persons (Wales) Measure 2011
- Wellbeing of Future Generations Act 2015
- The School Admission Code 2013

The messages in the document have been strengthened further by the subsequent:

- Additional Learning Needs and Education Tribunal (Wales) Act 2018
- Curriculum for Wales Curriculum and Assessment (Wales) Act 2021

The impact on this strategy is intended to be wholly positive for vulnerable learners and so an impact tracker is included to measure progress and impact. To do this the strategy outlines 5 key priorities and detailed what is needed to be undertaken and what impact is required. The priorities are:

- Promoting attendance
- Promoting inclusion
- Embedding effective universal provision while supporting sufficient specialist places
- Embedding a shared inclusion ethos

Integrated Impact Assessment Screening Form – Appendix F

- Emotional health and psychological wellbeing (EHPW) whole school approach

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 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 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 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"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
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 Inclusion Strategy encompasses a range of multi agency and partnership working so there is significant stakeholder input across every strand of each of the five key priorities.

The work has been co-constructed with partners and agencies as follows:

- Child and Family Services specifically Early Help Hubs
- Schools including the PRU and Special School
- Children and Young People via the Corporate Parenting Board.
- Youth Justice Service
- Swansea Parent Carer Forum
- National Health Service

The involvement has been in the form of co-construction of documents, policies and communications. This has been done via workshops, partnership networks and virtual networks. Strategies encompassed in the document are all co-constructed with partners and consulted upon. Many strands within the document are also represented in the work of the Regional Partnership Board, Western Bay Safeguarding Board and Welsh Government workstreams.

Co-construction and multi agency partnership work underpins every element of the strategy both in the planning, development and implementation. The draft strategy has been considered by:

Integrated Impact Assessment Screening Form – Appendix F

- Director of Social Services and Head of Child and Family Services
- Director of Education
- Corporate Development Committee
- Cabinet Member for Education and Learning
- Swansea Parent Carer Forum
- ALN Strategic Board
- All manager in Vulnerable Learners Service.

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**

There will be an impact on schools but it is anticipated that this will be a positive impact. The positive impact will include:

- Increased attendance of children and young people
- Reduced exclusions, both fixed term and permanent
- Support for schools to enhance their provision for children with additional learning needs
- Support for schools to keep learners safe and to respond effectively and appropriately to cases of peer on peer harassment.
- Development of whole school approaches to supporting emotional health and wellbeing.

The impact section in the document linked to each of the five priorities details the impact on schools and school communities and these are all positive impacts bringing benefits to our most vulnerable learners.

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.)

There is significant positive impact including:

- Improved reintegration rates from the PRU
- At least maintain the positive all-Wales position in relation to fixed term exclusions
- A reduction in permanent exclusions within the authority
- Every school to have quality assured nurture provision which enables more learners to maintain good patterns of behaviour and attendance
- Central oversight of PSPs
 - Completed Peer on Peer action plan
 - Decisions and policies which have been coproduced with children, young people and their families
 - Ensuring children and young people receive counselling in a timely manner.
 - A reduction in EBSA and improved attendance across all schools
 - Sustained attendance at key transition points

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)**

Summary of impacts: Low negative impact. Where there is impact it will be high positive. This is about internal arrangements and better ways to meet learner need the work is already in place and this is a document to bring together existing strategies and workstreams. Where there is impact it is high positive and this will be monitored via the impact tracker. The reason why the impact is high positive is because the entire document is based on making improvements for the support for vulnerable learners with a learner centred approach being advocated throughout. The entire reason for pulling all these strategies, policies and procedures together in one strategy is to ensure the very best outcomes for vulnerable learners and support the Education Directorate to meet its aim of Excellent Education for All by Working Together. It is a document entirely focused on meeting learner need.

Summary of involvement: The Inclusion Strategy encompasses a range of multi agency and partnership working so there is significant stakeholder input across every strand of each of the five key priorities and it is underpinned by principles of co-production. Key stakeholders include: The work has been co-constructed with partners and agencies as follows:

- Child and Family Services specifically Early Help Hubs
- Schools including the PRU and Special School
- Children and Young People via the Corporate Parenting Board.
- Youth Justice Service
- Swansea Parent Carer Forum

Integrated Impact Assessment Screening Form – Appendix F

- National Health Service
- Western Bay Safeguarding Board

WFG considerations: The Wellbeing of Future Generations has been fully considered and this strategy meets the expectations of that in every way. The work is embedded in providing better outcomes for both current and future generations.

Summary of risks: No risks have been identified.

Cumulative impact: No negative impact is envisaged although there will be positive impact as the entire document is designed to bring together strategies, policies and procedures together which improve the experience and outcome of vulnerable learners. This desired impact is improved education and wellbeing for vulnerable learners. The multi agency and co production approaches will strengthen this impact and aim to ensure cohesive, coordinated approaches.

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: Kate Phillips
Job title: Head of Vulnerable Learners Service
Date: 19.04.2023
Approval by Head of Service:
Name:
Position:
Date:

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

Agenda Item 8.



Report of the Local Authority Governor Appointment Group

Cabinet – 20 July 23

Local Authority Governor Appointments

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

1.0 The nominations referred for approval

1.1 The nominations are recommended for approval as follows:

1. Mayals Primary School	Dr Felicity Padley
2. Pentrechwyth Primary School	Mrs Julie Buck
3. Pentre'r Graig Primary School	Cllr Andrea Lewis
4. Waun Wen Primary School	Mrs Helen Jones

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.

Screening completed by:
Name: Gemma Wynne
Job title: Governor Support Officer
Date: 22/08/22
Approval by Head of Service:
Name: Rhodri Jones
Position: Head of Achievement and Partnership
Date: 22/08/22

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

Agenda Item 9.



Report of the Cabinet Member for Corporate Services & Performance

Cabinet - 20 July 2023

Annual Performance Monitoring Report 2022/23

Purpose:	To report corporate performance for end of year 2022/23.
Policy Framework:	<i>Delivering a Successful & Sustainable Swansea Corporate Plan 2022/23</i>
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that Cabinet: 1) Notes the Council's performance achieving the Council's wellbeing objectives in 2022/23; 2) Endorses the use of this information to inform executive decisions on resource allocation and, where relevant, corrective actions to manage and improve performance and efficiency in delivering national and local priorities.
Report Author:	Richard Rowlands
Finance Officer:	Paul Roach
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1.0 Introduction

1.1 This report presents an update on the performance in respect of delivering the Council's Well-being Objectives (priorities) set out in the Corporate Plan 2022/23 *Delivering a Successful & Sustainable Swansea:*

- Safeguarding people from harm.
- Improving Education & Skills.
- Transforming our Economy & Infrastructure.
- Tackling Poverty.
- Delivering on Nature Recovery and Climate Change.
- Transformation & Future Council development.

2.0 Council Performance: Corporate Plan Delivery Performance End of Year 2022/23

2.1 In 2021 managing the pandemic was the single most important priority for the Council. Resources were diverted to focus on protecting individuals, communities, and businesses from its ongoing effects. As such, in September 2021 Cabinet recognised that delivery of many aspects of the Corporate Plan would be delayed and agreed that it would not be appropriate to set targets for Corporate Plan performance in 2021/22.

2.2 Annual targets were developed across the indicators for 2022/23. Performance in 2022/23 is presented at Appendix A giving the actual performance as well as the performance trajectory comparing current performance to targets and previous years (where available). A narrative is also provided highlighting the key achievements, issues and actions at year end.

2.3 At year end twenty-two indicators show an improving or maintaining performance trend when compared to the same period last year and twenty-five indicators met or bettered their targets. These include among others:

- Exceeding the target to increase the percentage of residential reablement stays completed during the year where the need for support was mitigated or reduced;
- Surpassing the target to improve the percentage of enquiries completed within 7 working days from the receipt of the reported alleged abuse;
- Bettering the target to reduce the rate of looked after children (LAC) per 10,000 of the 0-17 Swansea population at end of the period (excluding asylum seekers).
- Continued to make improvements to reduce the number of Children / Young People Supported by Child and Family Services at the end of the period;
- Exceeded the target and more than doubled the number of apprenticeships or trainee starts in the Council;
- Continued to make improvements to increase the percentage of year 11 pupils entered to sit a GCSE in Welsh (first language);
- Bettered the target for the number of training and employment person weeks created by Beyond Bricks and Mortar (BBM) for unemployed and economically inactive;
- Surpassed the target and improved the number of projects with social benefit clauses and BBM in their contracts;
- Beat the target and increased the percentage of all major planning applications that had an economic imperative that were approved ;
- Exceeded the targets and improved by nearly 47% and nearly 63% the total number of additional affordable housing units delivered per year by the Local Authority and Registered Social Landlords respectively;

- Bettered the target and increased by 36% the amount of welfare benefits raised through securing rights and entitlements by the Welfare Rights Team.
- Beat the targets and increased by nearly 82% and 92% the number of people gaining employment through Employability Support and the number of accredited qualifications achieved by adults with local Authority support respectively.
- Surpassed the targets and increased the number of online payments received via City and County of Swansea websites and the number of forms completed online for fully automated processes.

2.4 Of the other comparable indicators:

- Two show declining performance and three missed their targets but all within 5% of the previous comparable result or the target respectively. These include: the percentage of identified carers who have been offered an assessment at the point of assessment of the 'cared for'; the number of children on the Local Authority's Child Protection Register (CPR) at end of the period; the percentage of all planning applications determined within 8 weeks
- Fifteen show declining performance trends when compared to end of year 2021/22 and eight missed their targets. For example:
- The percentage of community reablement packages of care completed during the year where the need for support was mitigated or reduced. We have seen a reduction in the short term reablement potential of individuals being referred into the service which has led to a deterioration in the overall percentage.
- The percentage of visits to children on the Child Protection Register (CPR) which were not overdue. There is a significant reduction in the performance at the end of the quarter (82.16%) compared with the previous quarter (91.38%) - with a target of 90%. The reduction is likely linked to the ongoing staffing challenges of not being able to recruit sufficient numbers of qualified social workers.
- The number of permanent exclusions for secondary schools. The level of exclusions is due to a range of factors including post-lockdown challenges, which are reflected nationally. The Education Directorate supports schools to minimise permanent exclusions including trauma-informed schools diplomas, bespoke timetables and managed moves. The new Inclusion Strategy details aims to promote inclusion. The inclusion team resource has been increased to support schools and review enrichment opportunities to support learners at risk of missing education.
- The average time for processing new Housing Benefit claims. The service has been impacted by undertaking additional work for UK and Welsh government, the loss of experienced staff to other sections and the transfer of more basic Housing Benefit claims into Universal Credit. An increase in processing times although not desirable was expected. Some procedural measures have been introduced to mitigate the issue

and some replacement staff have recently completed their training although it will be some time until they can process claims as quickly as the experienced staff the section has lost.

- The number of working days/shifts per full time equivalent lost due to sickness absence. Whilst the outturn of 12.28 days lost per FTE for 2022/23 is above target, there has been an improvement on the 2021/22 year when the outturn was 12.66 days lost per FTE. This is to be expected as we emerge from the pandemic and see lower levels of absence attributed to Covid-19. Work has commenced on a review of our approach to managing absence and occupational health provision which aims to explore ways to further reduce levels of absence towards our target of maximum 10 days per FTE.

2.5 Finally, there are 10 performance indicators for 2022/23 where there is no historical trend and 13 with no target, mainly the result of a new national social services performance framework introduced by Welsh Government; other reasons are noted in Appendix A.

3.0 Policy Commitments

3.1 At the Council meeting on 7th July 2022, a report to establish a number of Policy Commitments of Swansea Council was adopted (Policy Commitments Statement 2022-27).

3.2 A subsequent report to Council on 1st December 2022 reported on what the Council had achieved by the end of the first 100 days, outlining some of the key actions that have been taken.

3.3 Good progress continues to be made meeting the Policy Commitments. The following represents an update on the Policy Commitments that had been completed as at March 2023:

- Blue Eden Lagoon - CRF commissioned feasibility report completed.
- Local Area co-ordinators were established across all areas of Swansea with ongoing development of opportunities and links to local and regional prevention and community co-ordination work streams.
- Cabinet approval was given to community budget rules.
- The Welsh Quality Housing Standard (WQHS) 1 was completed and planning WQHS 2 began.
- Announced the signing of Strategic Partnership Agreement with Urban Splash and commenced work on initial schemes.
- Reported the budget outturn position to Cabinet and where possible provided more resources for reinvestment.
- Committed funds to the Economic Recovery Fund (ERF) to aid economic recovery and part fund many of the items in the policy commitments statement.
- Cabinet approved a new vision and strategic goals for transformation on 17 November with a detailed transformation plan developed aligned to the corporate plan and MTFs.

- Agreed a post-pandemic working model.
- Prepared for the Queens Jubilee with provided support for community events with 70+ street party road closures supported.
- Prepared for first half Iron man event delivered in August 2022.
- Programmed and supported 5 concerts for Singleton Park during June to August 22.
- Continued to deliver the biggest ever events programme with a number of rolled forward events from 2020 and 21 plus restarting, including the Airshow was a success; summer of sport marketing and events underway; live music and community events underway.
- Completed the 'free bus ride' scheme for 2022 school summer holidays.
- Installed 15 Electric Vehicle charge points in Council car parks.
- Established the CJC, put all governance arrangements in place and now meeting regularly.

4.0 Performance Indicators

4.1 Performance indicators are assessed each year to ensure that they remain appropriate, although the COVID-19 pandemic and lockdown disrupted this process in 2020/21 and 2021/22. The current indicators and how the Council can better measure progress towards its objectives were reviewed prior to quarter 2 reporting. A fuller review has taken place during the development of a new Corporate Plan to cover the period 2023/28.

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.

- 5.2 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 acting, 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 considers 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 is on performance during year end 2022/23 in delivering the Council's key priorities as set out in the Corporate Plan, so there is no direct impact on people or communities.

6.0 Financial Implications

- 6.1 In the current and anticipated financial environment further discussion and consideration will be required around priorities and target setting for performance improvement.

7.0 Legal Implications

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

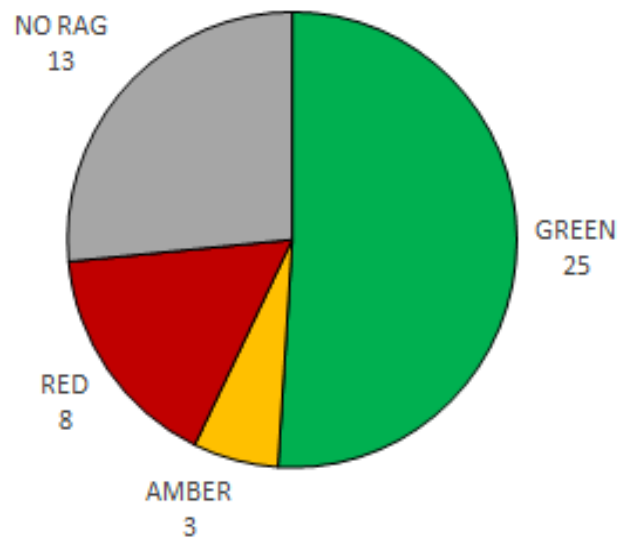
Background Papers: None.

Appendices:

- Appendix A End of Year 2022/23 Performance Monitoring Report
Appendix B IIA screening form

Corporate Performance Management Report Annual 2022/2023

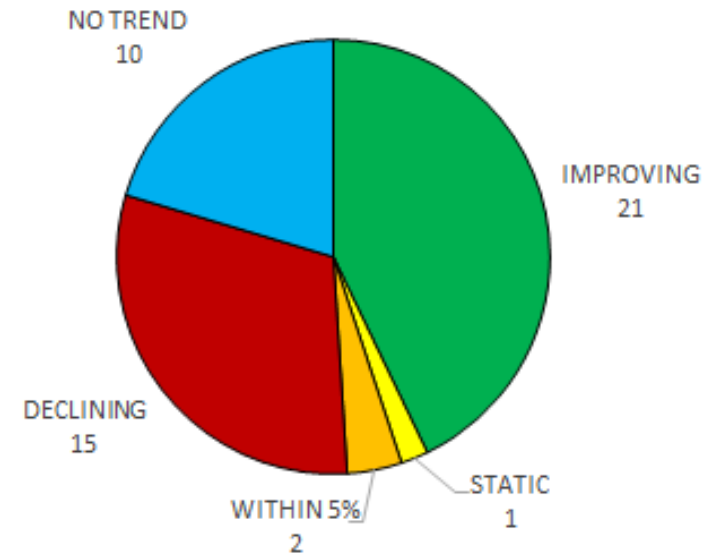
Performance against Target - Overall Council
Summary
2022/2023



Performance against the target:

- GREEN** Met or exceeded target
- AMBER** Missed target (less than 5%)
- RED** Missed target (more than 5%)
- NO RAG** No target set

Performance compared to same Period of previous
year
2022/2023



Performance compared to the same period of the previous year:

- IMPROVING** Better performance
- STATIC** Same performance
- DECLINING** Worse performance
- NO TREND** New indicator - No historical comparison

Safeguarding performance in relation to children services continues to hold up well despite systemic challenges associated with less than optimal workforce capacity and resilience (particularly the acute national shortage of children services social workers) and the increased complexity of children and families' presenting needs which are a repercussion of the societal impact of covid and then the cost of living crisis layered on top.

We always anticipated that there would likely be an increase in the numbers of children needing to become looked after with the increased pressure on families that have played out over the past couple of years. That increase is evident across Wales (particularly in urban areas) but to date is less pronounced in Swansea. That seems indicate that our investment in a range of early help approaches and services continues to ensure targeted and effective support across the continuum of need.

We are experiencing an increase in risk to adolescents associated with exploitation outside of the family home but again our proactive approach to contextual safeguarding through the development of our CMET (children missing, exploited or trafficked) team is helping mitigate those risks.

Workforce resilience is a particular challenge but investment in alternative staff, along with the development of a social work academy and increased sponsorship of staff to undertake the Open University social work degree as part of an overall workforce well being strategy is helping maintain short term capacity and allows for some optimism that we will be able to build greater resilience over the next couple of years.

Ensuring placement sufficiency (having sufficient numbers of looked after children placements) remains a significant risk as the pace with which independent providers are exiting Wales (following Welsh Government's policy commitment to eliminate profit) exceeds the pace with which we can create additional in house local, regional and national capacity particularly when that capacity requires a specialist health and educational component.

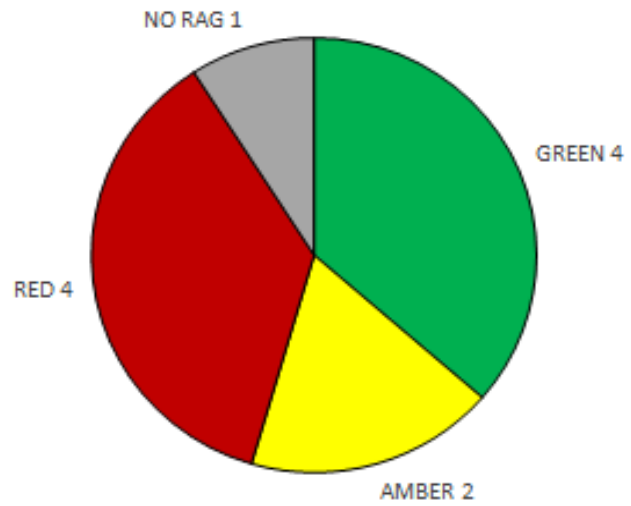
After three long years, this last quarter has seen some significant improvement in social care capacity across adult services. Waiting lists for domiciliary care are now below pre covid levels having touched 300% higher than anything we have ever experienced in Swansea. This appears to be as a result of concerted efforts on a number of fronts. Investment in in house domiciliary care capacity both reablement and long term care; extensive work with commissioned providers to try new models; work with third sector colleagues on establishing more micro enterprises; an enhanced bedded reablement offer and investment in different approaches to direct payments both for carers and the cared for.

Despite that improvement, fragility in health services remains significant and consequently individuals are presenting to social services with increasing fragility and a much higher level of need than we would historically have been able to support.

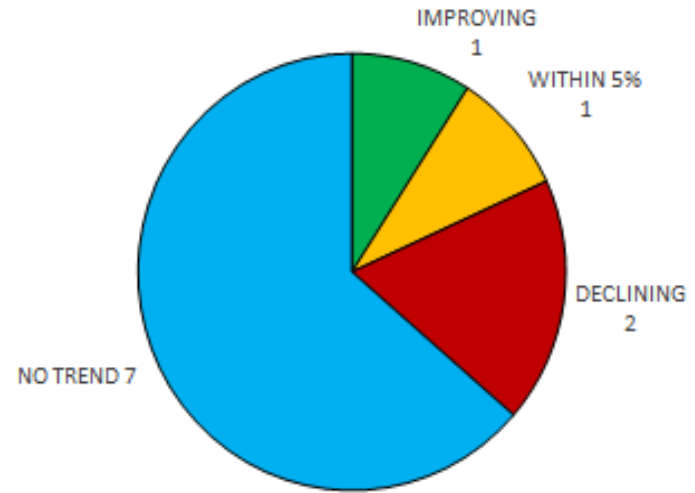
It will be increasingly difficult for the Council to support more and more individuals with ever greater levels of need (particularly specialist health need) without a significant shift of focus by health boards and investment in integrated models of community service.

Welsh Government policy intent appears to recognise this need for a shift in focus and investment but set against a potential reduced overall public services financial envelope, risks around sustainability and capacity of services going forward are very real and therefore risks to the most vulnerable in our communities may well increase over time.



Performance against Target
2022/2023





Performance compared to same Period of previous
year
2022/2023



Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
AD011e ↑ The percentage of residential reablement stays completed during the year where the need for support was mitigated or reduced NO GRAPH DISPLAYED First year of reporting	RAG			GREEN	The percentage continues to be above the target. The percentage has dropped slightly since last year but this is due to an increase in the number of people using the service overall.
	Result			70.9%	
	Target			60.00%	
	Trend			No Data	
	Num			139	
	Den			196	
AD011f ↑ The percentage of community reablement packages of care completed during the year where the need for support was mitigated or reduced NO GRAPH DISPLAYED First year of reporting	RAG			RED	We have seen a reduction in the short term reablement potential of individuals being referred into the service which has led to a deterioration in the overall percentage.
	Result			53.99%	
	Target			60.00%	
	Trend			No Data	
	Num			203	
	Den			376	


Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
AD017i  The percentage of Care and Support plans that were due to be reviewed during the period which were completed within statutory timescales	RAG Result Target Trend Num Den				No data for this period due to a change in this Welsh Government metric definition mid year
AD024i  The percentage of enquiries completed within 7 working days from the receipt of the reported alleged abuse. NO GRAPH DISPLAYED First year of reporting	RAG Result Target Trend Num Den			GREEN 82.5% 70.00% No Data 449 544	Provisional Figures. Will update when Welsh Government Report is submitted

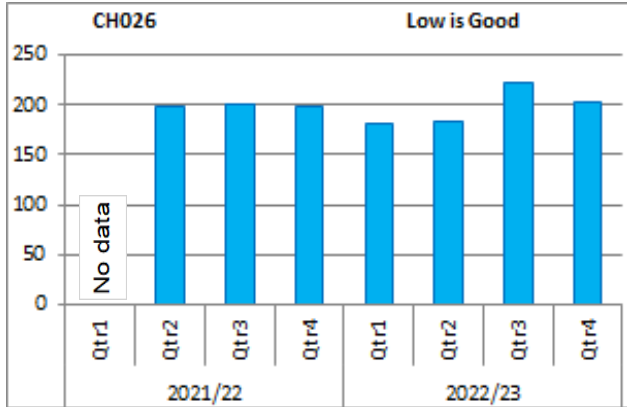
Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
AS13b  The percentage of identified carers who have been offered an assessment at the point of assessment of the 'cared for'	RAG			AMBER	No comment submitted
	Result			87.1%	
	Target			90.00%	
	Trend			No Data	
	Num			1637	
	Den			1879	
FS14a  The percentage of contacts received by statutory children's social services during the period where a decision was made by the end of the next working day	RAG			RED	The numbers recorded here are for the final Q4. Within Q4, 94% of decisions were made within 1 working day. In practice this is positive number, it should be noted, given this is a demand-driven service, the target of 100% is not likely to be attainable.
	Result			94.12%	
	Target			100.00%	
	Trend			No Data	
	Num			1746	
	Den			1855	

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
CFS18a ⬇ The rate of looked after children (LAC) per 10,000 of the 0-17 Swansea population at end of the period (excluding asylum seekers) NO GRAPH DISPLAYED First year of reporting	RAG			GREEN	Provisional data. The LAC population has increased since the end of the previous quarter (469 - December 2022) to 477 (+1.70%). Prior to this return we were seeing a downward trend in our LAC population. Over the year, the numbers becoming looked after ranged from 30-34 per quarter (relatively consistent), whereas the number ceasing ranged from 25-47 per quarter. The overall total of looked after children remains significantly lower when compared to last year and previous years.
	Result			104.27	
	Target			110	
	Trend			No Data	
	Num			477	
	Den			45746	
CFS19a ⬆ The percentage of visits to children on the Child Protection Register (CPR) which were not overdue. 	RAG			RED	There is a significant reduction in the performance at the end of the quarter (82.16%) compared with the previous quarter (91.38%) - with a target of 90%. The reduction is likely linked to the ongoing staffing challenges of not being able to recruit sufficient numbers of qualified social workers.
	Result	88.19%	91.75%	82.16% -10.5%	
	Target			90.00%	
	Trend	DECLINING	IMPROVING	DECLINING	
	Num	224	189	175 -7.4%	
	Den	254	206	213 +3.4%	

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023																									
CFS24 The number of Children / Young People Supported by Child and Family Services at the end of the period	RAG			GREEN	There has been a slight increase in the number of children and young people supported by C&FS (Q3 1192 / Q4 1204) - despite reporting a downward trend for some time, there has been monthly increases since January 2023. However the current number is within our target range (1100-1400)																									
	Result	1303	1254	1204 -4.0%																										
	Target			1400																										
	Trend	IMPROVING	IMPROVING	IMPROVING																										
	Num	1303	1254	1204 -4.0%																										
	Den																													
<p>CFS24 Low is Good</p> <table border="1"> <caption>Quarterly Data for CFS24</caption> <thead> <tr> <th>Year</th> <th>Qtr1</th> <th>Qtr2</th> <th>Qtr3</th> <th>Qtr4</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>1550</td> <td>1550</td> <td>1600</td> <td>1550</td> </tr> <tr> <td>2020/21</td> <td>1500</td> <td>1450</td> <td>1400</td> <td>1350</td> </tr> <tr> <td>2021/22</td> <td>1350</td> <td>1300</td> <td>1250</td> <td>1250</td> </tr> <tr> <td>2022/23</td> <td>1350</td> <td>1300</td> <td>1250</td> <td>1204</td> </tr> </tbody> </table>	Year	Qtr1	Qtr2	Qtr3	Qtr4	2019/20	1550	1550	1600	1550	2020/21	1500	1450	1400	1350	2021/22	1350	1300	1250	1250	2022/23	1350	1300	1250	1204					
Year	Qtr1	Qtr2	Qtr3	Qtr4																										
2019/20	1550	1550	1600	1550																										
2020/21	1500	1450	1400	1350																										
2021/22	1350	1300	1250	1250																										
2022/23	1350	1300	1250	1204																										

CFS25 The number of Children / Young People supported by the Early Help Hubs at the end of the period	RAG			RED	Provisional data. Our preventative work has increased over the last 12 months and positively we had seen a decline in children open for statutory involvement up until January 2023. Early Help Hub waiting lists are higher than usual. This is being explored to see if there is any correlation to this increase.															
	Result		1034	1209 +16.9%																
	Target			900																
	Trend		No Data	DECLINING																
	Num		1034	1209 +16.9%																
	Den																			
<p>CFS25 Low is Good</p> <table border="1"> <caption>Quarterly Data for CFS25</caption> <thead> <tr> <th>Year</th> <th>Qtr1</th> <th>Qtr2</th> <th>Qtr3</th> <th>Qtr4</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>No data</td> <td>800</td> <td>900</td> <td>1050</td> </tr> <tr> <td>2022/23</td> <td>1150</td> <td>1150</td> <td>1250</td> <td>1209</td> </tr> </tbody> </table>	Year	Qtr1	Qtr2	Qtr3	Qtr4	2021/22	No data	800	900	1050	2022/23	1150	1150	1250	1209					
Year	Qtr1	Qtr2	Qtr3	Qtr4																
2021/22	No data	800	900	1050																
2022/23	1150	1150	1250	1209																

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
CH026  The number of children on the Local Authority's Child Protection Register (CPR) at end of the period.	RAG			AMBER	Provisional data. There has been a significant reduction in the number of children on the CPR - the reduction is due to the high number of de-registrations during February and March (60 children), with fewer registrations during the same period (42 children). The population remains within our target range (160-200).
	Result		200	203 +1.5%	
	Target			200	
	Trend		No Data	WITHIN 5%	
	Num		200	203 +1.5%	
	Den				



The annual attendance data for the 2021-2022 academic year shows a sharp decline in comparison to pre-pandemic levels. Attendance levels are slowly improving and in the spring term of 2023 were increased compared to the previous three terms. There remains an impact of sickness and other factors impacting upon attendance in comparison to pre-pandemic times.

Swansea's overall school attendance for 5 to 16 year olds is 7th best of the 22 local authorities of the 2022-23 academic year to the end of the spring term and 0.4 percentage points above the all Wales figure during the third quarter reporting period, a slight decline nationally from the previous quarter.

Schools in challenging contexts still appear to have lower attendance compared to schools in less deprived areas of Swansea, although their attendance levels have improved with four primary schools' attendance levels remaining below 88% during this reporting period, compared to ten in the previous reporting period. Around a fifth of all primary schools had attendance below 90% this reporting period, compared to around a third in the previous reporting period.

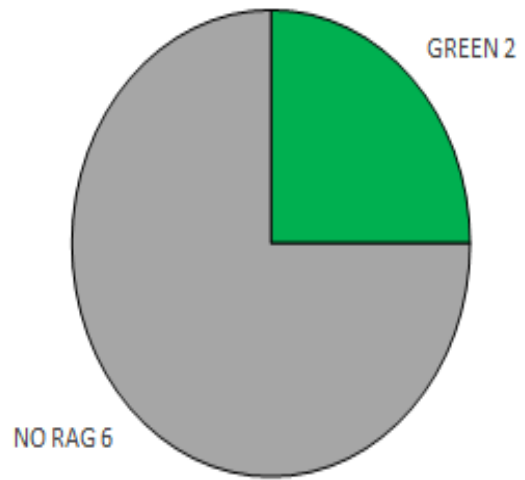
Most secondary schools had attendance below 90% during the reporting period although there was a slight improvement compared to the previous reporting period. Attendance at the pupil referral unit (PRU) remained below 60% during the spring term.

An action plan has been developed to promote and support good attendance, which was shared with the Education & Skills Corporate Delivery Committee alongside discussion of strategies to support learners and their families with headteachers. A new policy will be finalised during the summer term.

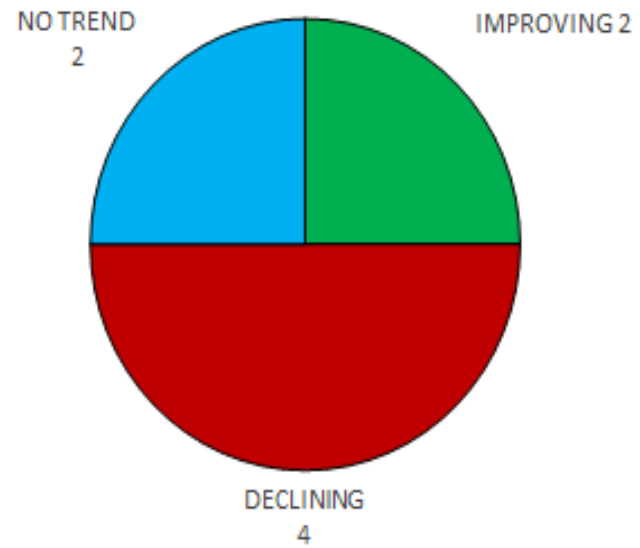
The numbers of learners being permanently excluded has fallen in comparison to the same reporting period, last year. However, the number of fixed term exclusions remains high. A new Inclusion Strategy has been developed and will be shared with Cabinet in June 2023. Delivery of this strategy will include alternatives to fixed-term exclusions, in order to support learners to remain engaged in education.

Authority wide attainment measures at foundation phase, key stage 2 and key stage 3 are no longer collected by Welsh Government. In key stage 4 and A Level year groups the return to externally verified examinations saw above national average performance in Swansea. However, Welsh Government no longer collect aggregated local authority data to make comparisons with other local authorities.

Performance against Target
2022/2023



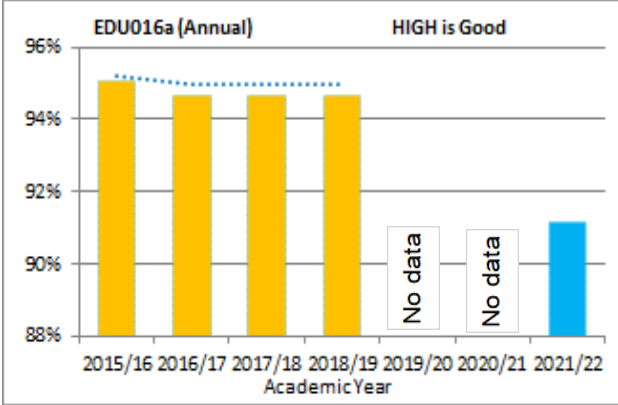
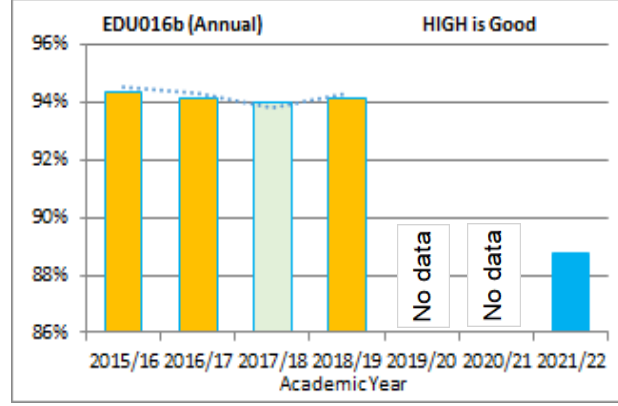


Performance compared to same Period of previous
year
2022/2023



Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
BBMA4 ↑ The number of apprenticeships or trainee starts in the Council	RAG			GREEN	The yearly PI target for 23/24 has been exceeded.
	Result	38	30	66 +120%	
	Target			25	
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	38	30	66 +120%	
	Den				
<p>BBMA4 High is Good</p>					
EDCP18d ↓ Young people known to be NOT in Education, Employment and Training (EET) [at 16, on leaving formal education] national calculation	RAG				National figure is 2.1%. A Designing Destinations Strategy is included as a step in the new Corporate Plan to support vocational learning, post-16 curriculum collaboration, careers and work-related education to support learners moving onto their next step from compulsory education. Consultation is underway on post-16 choices and new post-16 and vocational strategies have been developed.
	Result	1.53%	1.62%	1.9% +17.7%	
	Target				
	Trend	IMPROVING	DECLINING	DECLINING	
	Num	37	39	47 +20.5%	
	Den	2426	2410	2468 +2.4%	
<p>EDCP18d (Annual) LOW is Good</p>					

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
EDU008c ↓ The number of permanent exclusions for secondary schools.	RAG				The level of exclusions is due to a range of factors including post-lockdown challenges which are reflected nationally. The Education Directorate supports schools to minimise permanent exclusions including trauma-informed schools diplomas, bespoke timetables and managed moves. The new Inclusion Strategy details aims to promote inclusion. The inclusion team resource has been increased to support schools and review enrichment opportunities to support learners at risk of missing education.
	Result	17	17	23 +35.3%	
	Target				
	Trend	IMPROVING	STATIC	DECLINING	
	Num	17	17	23 +35.3%	
	Den				
EDU010c ↓ The rate of fixed-term exclusions per 1000 pupils for secondary schools.	RAG				As part of the Inclusion Strategy, as with permanent exclusions, alternatives to fixed-term exclusions are being explored to support learners to remain engaged in education. These include bespoke opportunities that support the curriculum offer.
	Result	16.67	38.27	104.42 +173%	
	Target				
	Trend	IMPROVING	DECLINING	DECLINING	
	Num	236	540	1344 +149%	
	Den	14160	14112	12871 -8.8%	

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
EDU016a  Percentage of pupil attendance in primary schools	RAG				Attendance levels remain affected both locally and nationally due to a range of factors. Improving attendance is a priority and is included as a key area of focus within the Inclusion Strategy 2022-2027. An action plan has been developed to look at new ways of supporting attendance and shared with the Education Corporate Delivery Committee, which includes the development of a new attendance policy for Swansea.
	Result			91.17%	
	Target				
	Trend	No Data	No Data	No Data	
	Num			2867505	
	Den			3145127	
					
EDU016b  Percentage of pupil attendance in secondary schools	RAG				Attendance levels remain affected both locally and nationally due to a range of factors. Improving attendance is a priority and is included as a key area of focus within the Inclusion Strategy 2022-2027. An action plan has been developed to look at new ways of supporting attendance and shared with the Education Corporate Delivery Committee, which includes the development of a new attendance policy for Swansea.
	Result			88.74%	
	Target				
	Trend	No Data	No Data	No Data	
	Num			2009886	
	Den			2264883	
					

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
PAM034 ↑ Percentage of year 11 pupils entered to sit a GCSE in Welsh (first language)	RAG				
	Result	10.72%	11.86%	12.89%	+8.7%
	Target				
	Trend	DECLINING	IMPROVING	IMPROVING	
	Num	263	292	323	+10.6%
	Den	2453	2462	2505	+1.7%
POV07 ↑ The number of training and employment person weeks created by BBM for unemployed and economically inactive.	RAG			GREEN	Targeted Recruitment and training weeks target has been exceeded for 23/24.
	Result	6380	7839	4034	-48.5%
	Target			3000	
	Trend	IMPROVING	IMPROVING	DECLINING	-48.5%
	Num	6380	7839	4034	
	Den				

A review of the suite of performance indicators for this priority shows that the majority have met the respective targets. Where indicators are showing downward trends when compared against results for last year, or against the last monitoring period, explanatory comments have been provided based on the specific circumstances prevailing. As reported throughout the year, the effects of cost price inflation on the construction sector continues to have an impact on our regeneration programme delivery. Skilled and unskilled labour shortages, together with supply issues for some construction materials have continued to affect programme and construction costs.

Delivery of the Shared Prosperity Fund investment plan has commenced with an £8m general programme open call funding, inviting applicants to submit schemes that are in line with the key themes of the Regional Investment Plan for South West Wales. These include improving urban and rural communities, and supporting small businesses. Funding bids will not duplicate the following anchor projects that the council has already announced as part of the overall funding package, which is worth £38.4m to the city. The anchor projects are:

1. A package of schemes to support Swansea businesses including start-up grants, growth grants, carbon reduction grants, training for businesses to move towards net zero carbon, and a commercial property development fund.
2. A pathways to work employability project that will include support for economically inactive and long-term unemployed people aged 16 and over, paid work placements and a £2m grant funding open call for specialist employability support.
3. Transforming places throughout the county, with projects earmarked to include grant funding for historic structures, improvements to villages and small town centres, and heritage-led regeneration activities and trails.
4. A culture and tourism anchor project that will include the development of a creative network, digital skills and support for businesses in that sector.
5. A supporting communities project that will provide grant funding for community and third sector projects.
6. Boosting rural areas with funding for rural community development, climate change themed activities and support for rural businesses.

The delivery of actions within the Swansea Economic Recovery Action Plan also continues, utilising funding from the Economic Recovery Fund. The action plan, that was prepared in partnership with key stakeholders, includes a range of initiatives to stimulate economic activity and resilience within Swansea's local economy. In addition, work has now commenced on a Local Economic Delivery Plan for Swansea. A workshop has been held with partners and a draft strategy will be presented to Cabinet later in the year.

The Council successfully bid for £20m of Levelling-Up funding from the UK Government for the a major new project that will improve parts of Hafod-Morfa Copperworks, The Strand and Swansea Museum, and will be worth an estimated £9.4m a year to the city's economy. The Lower Swansea Valley improvement project is also expected to create 69 new jobs while helping support more than 100 existing jobs. Aimed at celebrating Swansea's industrial heritage, the project includes:

- Restoration of the former laboratory building at the copperworks to create restaurant and food and beverage spaces. Investment in the Musgrave and Vivian engine houses will see a new enclosure built to create a heritage visitor attraction and cafe . The track and locomotive at the V & S shed will also be reinstated, a marketplace will be created at the former Rolling Mill building, and landscaped public spaces will be introduced on site for visitors.
- The installation of two pontoons along the River Tawe, and the creation of small retail units for local traders at the Victorian arches on The Strand. An elevator from The Strand to High Street will also be in introduced and work will be carried out to significantly improve the look and feel of The Strand close to its arches and tunnels. Retail pods and better lighting will be put in place in the tunnels.
- A new-build extension at Swansea Museum - widely celebrated as the oldest museum in Wales - to create more exhibition, learning and gallery spaces and bring parts of the collections stored at the Rolling Mill on the copperworks site to a public venue for display. Outline plans include ideas for new conservation and collection store areas along with education, learning and cafe spaces which could also create improved links with the open space to the rear of Swansea Museum and the nearby National Waterfront Museum.

Progress at the Copr Bay has continued. More than 200,000 visitors have enjoyed Swansea Arena since it first opened to the public a year ago. Following a series of test events at the 3,500-capacity arena, comedian John Bishop was the first star to take to the stage at the new venue on March 15 last year. He's been followed by many other major performances, including Jersey Boys, Alice Cooper and The Cult, Katherine Ryan, Royal Blood, Michael McIntyre and Bat Out of Hell. Performances taking place in the coming months at the arena include Billy Ocean, The Hollywood Vampires and The Proclaimers. The arena has also hosted

more than 80 conferences, seminars and corporate events over the last 12 months, including university graduation ceremonies. The Swansea City Centre Conference 2023 was also held in the arena for the second consecutive year on Wednesday March 29.

The long term strategic regeneration partnership with Urban Splash continues to make good progress. Stage 1 design work has advanced on the initial schemes, which include Copr Bay Phase 2, the Civic Centre site and St Thomas site. The round 2 LUF bid for funding was unsuccessful on this occasion and so further work is being carried to improve the proposal as part of LUF round 3 when bids are invited. The acquisition of the former Debenhams store has now been completed and discussions are underway with potential future occupiers to bring the building back into beneficial use.

Progress also continues on the new Castle Square Gardens project. A planning application has been approved and work continues on the procurement and construction aspects of the project which plans for a new Water fountain/jets, the addition of green space and a range of new cafes and restaurants overlooking the square. Construction will commence later this year.

As previously reported, the new Community Hub project at the former BHS building has had planning permission approved and RIBA stage 4 is complete. A contractor has also been successfully appointed and a new project cost plan which takes into account programme revisions and survey findings has been prepared. Construction is advancing at 71/71 Kingsway Employment Hub building where works are at 1st floor level. The project will be completed by the end of the year to deliver a major new high-tech office development, totalling 114,000 square feet of commercial floor space, providing flexible co-working and office opportunities for innovative tech, digital and creative businesses. A lettings strategy is now informing the preparation of marketing materials and branding. The Hafod Copperworks Powerhouse project has made considerable progress where fit out works are now underway by Penderyn Whiskey. The distillery will be operational by summer 2023. Refurbishment works also continue at the historic and derelict Palace Theatre, which was acquired by the Council both saving a part of Swansea's heritage and acting as a regeneration catalyst for the Upper High Street. The progress to date means that the Palace has now been removed from the Theatre Trust's risk register. The finished scheme will deliver an innovative digital workspace, offering a home for growing businesses in the tech, digital and creative sectors. 1544m² of floor space will be refurbished to create a quality office space that offers the prospect of providing accommodation for multiple SMEs. Work has also continued with Skyline Enterprises who have carried out a number of public consultation exercises, sharing details of their proposal to create a gondola attraction with luge tracks, zip lines and visitor facilities on Kilvey Hill. Land assembly discussions to facilitate the scheme are now well advanced and technical survey work is underway. A planning application is expected to be submitted later this year.

The Welsh Housing Quality Standard (WHQS) is a long term programme to improve the condition, thermal performance, security and affordability of social housing owned by the Council in Swansea. On completion of the original WHQS on 31st December 2021, the Council had invested more than £546m over 18 years to make its housing stock compliant with the Standard.

From the beginning of this current financial year 2022/23, WHQS passed from a compliance target stage to a maintenance phase. The investment for this year's capital programme is revised to £38.8m with WHQS delivering £27.4m across the financial year and £11.4m completed for the More Homes new build and acquisition programme.

WHQS programme delivery has proven challenging as a consequence of inability to recruit key technical staff to design and procure projects, together with lack of contractor capacity and shortages of core materials delaying the overall programme. Despite the challenges, the WHQS programme has delivered fabric upgrades and heating upgrades leading to improved thermally performance and efficient council homes. The programme has also delivered upgrades to safety and security including upgrades to communal areas in flats, remote monitoring smoke alarm and carbon monoxide detectors, CCTV infrastructure, changeover to digital system for independent living sites and a range fire safety measures including sprinkler systems in high-rise blocks. For 2022/23, the Housing Service has secured £2.6m of Welsh Government Optimised Retrofit Programme grant funding to support schemes contributing towards affordable warmth and carbon reduction targets. £770,000 of grant has also been secured from Welsh Government's Building Safety programme to support the installation of sprinklers at Griffith John Street. Welsh Government has consulted with social housing providers in Wales about a new standard they intend to introduce which is now planned for the latter part of 2023. The new Standard, WHQS2023, will build on the achievements of the earlier standards with a major policy objective of making all social housing in Wales net zero carbon by the mid 2030's. Large scale investment programmes will be require to meet the future statutory duties that will also increase fire and safety standards and environmental improvements and water saving measures.

The Council's More Homes Programme, focussed on providing new build Council housing, is looking to a 10-year delivery ambition of 1000 new affordable homes. New build homes are built to the Swansea Standard, providing high levels of insulation an thermal comfort and including renewable technologies, i.e. solar panels, batteries, ground source heat pumps etc., delivering Homes as Power Stations.

Overall, the More Homes programme has delivered the following:

-Completed to date = 222
New build/conversion= 97
Acquisitions = 125

-Conversions under construction = 12 - completing in summer 2023

Plans are in development to deliver the following (including the specific schemes outlined above):

-Pipeline to start in 4-year programme = 534

New build = 321

Acquisitions = 213

Pipeline to start in 10-year programme = 263

Overall total 10 years = 1,029

A scheme of six new bungalows was completed in West Cross in March 2023. This scheme was awarded £1.5m of Innovative Housing Programme (IHP) funding to fund the renewable technologies to continue the Homes as Power Stations theme. Work has also completed to convert a former social services property in Gorseinon into 2 x 3 bedroom homes, which will be ready to let from May 2023. The former Education site at Brondeg House has also been acquired to develop for affordable housing, and the existing building has now been demolished to make way for approximately 14 units of new affordable housing. Site surveys to inform the detailed design work is underway and a planning application is targeted for submission by August 2023.

The demolition of the former Clase DHO has now been completed, as part of the Creswell Road development of 9 new homes. The planning application has been submitted and is due for decision in the summer. Detailed design is also underway for Heol Dynys, which will accommodate 20 homes, with a planning application expected to be submitted during 2023. A masterplan is being developed with a multi-disciplinary team for 4 x sites in Bonymaen providing 160 new homes, with a planning application expected to be submitted in June 2023. A public consultation event has been held with residents to provide them with an opportunity to give their views on the proposals and influence the final design.

The Council is also progressing the procurement of a development partner to deliver mixed tenure housing on 2 Council owned sites in Penderry, whilst maximising the delivery of affordable housing to meet local need. The Council has also procured a multi-disciplinary team to deliver a masterplan for the enhanced refurbishment of a large Housing owned site in Penlan, which also contains an element of new build. Public consultation events have been held with the residents to gauge their views on the proposals. Plans are now being developed to deliver the improvements, starting with the internal improvements to the council owned properties, including kitchen and bathroom replacements, re-wiring, boiler replacement and wind and weather proofing

Concept plans have been completed for a further nine HRA sites in conjunction with planning and place making colleagues. Demolition work commenced in March 2023 in Gorseinon Business Park (GBP - one of the 9 sites) to make way for development of around 30 new affordable homes.. GBP, along with two other sites: Gower Road Sketty and Penrhos Place Gendros, have been selected to be packaged into a commission for an architectural led, multi-disciplinary team to design and submit planning applications. This will expand the resources available to enable the More Homes Programme to actively develop a pipeline of sites to bring forward as funding becomes available.

The Council has successfully bid for Welsh Government Transitional Accommodation Capital Programme (TACP) funding for works to 36 void properties, increasing the overall number of properties being prepared for letting over the next 6 months, this approach would also lead to normal voids being turned around more quickly; as the in-house team would not be undertaking major capital work. The bid also included a request to fund the remodelling and conversion of 2 former District Housing Offices. The former Penlan DHO will be converted into 6 x 2 bedroom flats, with 2 ground floor flats which will be accessible. The former Eastside DHO will be converted into 4 x 1 bed flats, and again the 2 ground floor flats will be accessible. Work commenced in January 2023 and is due for completion by July 2023.

TACP funding has also been secured for the purchase of 15 ex-council properties on the open market for completion by March 2023 to supplement the Council's on-going acquisition programme, which has brought a combined total of 53 ex-local authority properties, previously bought via the right to buy properties, back into the social housing stock during 22/23, with over 123 acquired since the programme commenced in 2018.

In the final quarter of 2022/23 the Council's Destination Marketing & Management (DM&M) Team consolidated the gains made earlier in the year and achieved

some excellent end of year results. Overall page views for visitswanseabay.com (the destination website), were up 8% on Q4 2022, at 446,043 our highest Q4 stats on record. This takes the total for the financial year to 2,213,336 page views.

During this quarter the website also brought in £54,253 via ticket sales, up 295% on Q4 2022. From the period 1st April 22 to 31st March 23, the website has generated a total of £240,896 in ticket sales, the highest total to date.

The team has continued its support of the tourism sector's recovery with the successful delivery of Phase 2 of the Economic Recovery funded Tourism Support Fund (TSF2) in 2022/23. 15 different projects were approved and supported across the destination to an overall value of £115,700k. Combined with the businesses own match-funding, the project was worth over £234,000 to the local tourism industry. All 15 projects were delivered on time and on budget by the Q4 deadline of 3rd March 2023. Based on the success of the scheme, the DM&M Team have applied for SPF support to repeat this strategy as a potential TSF Phase 3 in 23/24 and 24/25.

In addition, the free, entry-level marketing partner package has been extended to help local tourism businesses reach a wider audience. This includes a webpage on visitswanseabay.com and has proved a significant incentive for the local tourism industry to engage with the Council's tourism marketing activity.

The final quarter is a challenging one for businesses, so to further support the tourism industry during the shoulder season, a series of cross-platform Visit Swansea Bay marketing campaigns were developed to increase awareness of the destination for winter breaks. Tapping into a current trend, the team launched a new 'Winter Wellbeing' campaign at the beginning of January. Potential visitors were encouraged to book a short break in Swansea Bay during the winter months, to make the most of the health and wellbeing benefits of our coast and countryside.

Wales Dark Skies Week takes place in February (17th-26th) and a social media campaign ran featuring timelapse videos of Gower's dark skies and new photography. At the beginning of March, two additional social media campaigns were launched concurrently. 'Dog-friendly holidays', which received significant engagement and a 'Spring Nature & Wildlife' campaign, which features three wildlife videos presented by Iolo Williams, TV personality and naturalist (first launched in 2022). The videos showcase Singleton Park & Bracelet Bay, Cefn Bryn & Oxwich, Penllergare Valley Woods & Lliw Valley.

All campaigns linked back to the main wellbeing theme and the benefits of enjoying the outdoors at the beginning of the year, whilst highlighting the cosy places to stay, eat and drink - and the variety of indoor cultural or activity venues to visit. In addition, messaging was introduced to encourage early booking for Easter, late spring and summer holidays. The video on demand adverts (see below) were used to illustrate the opportunities 'in-destination' for each of the three main target audiences; families, younger couples & friends and active over 50s.

These campaigns have resulted in the continued growth of the visitor facing (Visit Swansea Bay) social media platforms; with Facebook reaching 85.4k followers, Twitter 19.1k and Instagram 6.7k. In comparison with Q4 in 2022, engagement with Facebook has risen by 102% (with 115,128 people having engaged with VSB content) and total reach was up by 60%, with 463,220 video views (up by 72%). The Swansea Bay TikTok account (launched April 2022) has grown to over 1.6k followers to introduce a younger audience at home and wider afield to the variety of things to do and events taking place in Swansea Bay.

In raising our profile via the benefit of Economic Recovery Funding, we delivered a second phase of our outdoor media and video on demand (VoD) campaign, which comprised of digital and static poster sites in key transport hubs across London. In addition, digital adverts were shown in the top five footfall stations along the rail network. The final report of this element of the campaign is still being prepared, and the estimated impressions for this spring activity is approximately 25 million across 5 weeks. In all this means that this funded activity for autumn and spring yielded over 50 million impressions overall.

Phase two of the VoD campaign was delivered via Sky and used three different adverts specifically designed to appeal to three separate target markets - families, younger couples/friends and active over 50s. The final report for this activity demonstrated that over a period of five weeks the adverts had been shown 767,293 times and had 'over delivered' by 6% (worth £3,384). This meant that almost 1.5 million impressions to households in our target markets were achieved.

PR is the third strand of the visitor campaign. In conjunction with local businesses the Team hosted five journalist, blogger and social media influencer visits, including The Sun newspaper and Welsh language influencer and S4C presenter Llio Angharad. These visits resulted in coverage to the equivalent advertising value of £140,831 (with a PR value of £422,193). The full PR report for 2022/23 is yet to be received as there is still some coverage waiting to be published.

In January 2023, and to coincide with the Visit Wales 2023 theme of 'Llwybrau Wales by Trails', the DM&M Team launched the 'Try our Trials' campaign to residents of Swansea. This campaign promoted the range of trails across the city, taking in the different cultural venues, walks and cycle routes. The 'Try our Trails' theme will continue throughout the year. Researching, developing, writing and implementing the marketing plans for events has been a major part of Quarter 4 for the Enjoy! team. Events include Croeso, and the forthcoming Swansea International Jazz Festival, which included a new brand design, Wales Airshow, Outdoor Theatre productions and Admiral Swansea Bay 10k.

Partner events have also received marketing support to promote Pride, events at Brangwyn Hall, concerts at Singleton Park, Para Sport Festival, Ironman 70.3 Swansea and World Triathlon Para Series that will take place later in the year. The Sports Awards event in March received comprehensive marketing support through both tickets sales, on-the night delivery and sponsorship and 'Enjoy' Marketing support through signage, PR, online activity and outdoor media was provided in readiness for the reopening of the Outdoor Attractions and Oystermouth Castle; which we will continue to support in 2023/2024 season.

Enjoy Swansea Bay partner marketing packages continued to be purchased by external event organisers and the end of year income for the Enjoy! Marketing packages exceeded £44k. This success is mirrored in the number of email subscribers, now at c13k subscribers and over 30k followers on Facebook, 19.3k followers on Twitter and over 4k followers on Instagram.

Enjoy Facebook has had a particularly strong Q4 with over 73k engagements - up 192% on Q4 2022; over 1.9million reach - up 158% on Q4 2022; over 472k organic reach - up 16% on Q4 2022; and over 2.7 million impressions - up 165% on Q4 2022. Enjoy Instagram has also seen our strongest Q4 on record, with over 259k impressions, up 665% on Q4 2022; over 138k reach, up 489% on Q4 2022.

Despite being traditionally the quietest period of the year for events, the What's on section on the website still achieved 15,098 page views in Q4 alone, with the calendar section receiving 4,134 page views, up 54% on Q4 2022. Cumulatively, the Events section of the site received over 111k page views in Q4, up 41% on Q4 2022. Our newly commissioned videography and its execution through campaigns has also been extremely well received, with over 335k views so far just in Q4.

The film and television industry continues to be an important income generator for Cultural Services and the Council more generally. This year, filming activity generated a total income of £30,725, excluding fees for direct costs e.g. road closures, etc. In this quarter we facilitated filming by Boom Cymru and Quay Street Productions for the BBC comedy drama 'Men Up'. Filming for the ITV drama 'Delia' also started in the area and is set to continue well into April. Bad Wolf's 'The Winter King', a fantasy production based on Bernard Cromwell's Warlord Chronicles, shot scenes at Port Eynon and S4C's 'Y Sw'n', which filmed at locations in both the Guildhall and Civic Centre last autumn, had a limited release in cinemas across Wales. It is now available to watch via BBC iPlayer (<https://www.bbc.co.uk/iplayer/episode/p0fc10nr/y-swn>).

Smaller productions during the quarter included: Sky's Pooch Mooch; Little Bird's documentary on ballroom dancing at the Brangwyn and 'Our Oceans' by Wildspace Productions.

For the Special Events Team, January saw the popular Waterfront Winterland close its doors after a successful Christmas run attracting 150,000 visitors to enjoy the ice skating, giant wheel, and other activities on offer.

Alongside a busy events programme, the Team continues to explore and develop the functionality of the Arena's digital skin. This is proving to be increasingly popular with visiting artists and on social media and we continue to seek ways to increase the impact as the regeneration unfolds. Events are a key part of attracting footfall and Q4 closed with the opening of our spring season, with the popular two-day Croeso event, celebrating all things relating to Welsh culture and St David's Day. The city centre hosted live entertainment, a busy Welsh produce market, a parade and popular cookery demonstrations. The weekend's activities

included daytime activities and evening activities with a music programme in a number of city centre venues.

We close the quarter with attention on much needed capital works in Singleton Park, aimed at improving the drainage at the Lacrosse Field in readiness for another busy season. We also concluded several ERF projects, which included new, temporary hospitality areas supporting several F&B businesses in the Mumbles area, improvement works to the Amphitheatre and the removal of the majority of event hire fees, enabling them to continue to be held as part of their Covid recovery.

The quarter concluded our occupation of the former music store Cranes with a series of talks with the creative and cultural sector including fundraising, wellbeing and the establishment of a Creative Network. This work, alongside other events such as participation in the panel discussions for the 4th Region conference at the Arena, has evolved from a demand in the cultural community and has been translated into a keystone of the service's bid for the Culture and Tourism Anchor of the Shared Prosperity Fund, of which we await further feedback. Another aspect of the 'Fund' - ie. Levelling Up - resulted in success for Swansea Museum, which will see improvements to its infrastructure, education and exhibition spaces as part of the Lower Swansea Valley bid.

Funding success was also achieved from Museums, Archives and Libraries at Welsh Government, for the relocation of Swansea Central Library into the new Community Hub, to allow for additional equipment and digital tools to support our communities as we move into the new space. The branding for the Hub was concluded by Waters Creative, working with stakeholders and resulted in a contemporary brand approach and new name of Y Storfa - The Store - reflecting the history of the building as a department store and the future use as a 'store' of people, community services, collections, archives, books, ideas, activity and learning. A significant amount of time for this project is spent getting the 'store' of the Archives right so that it meets the British Standards, which is going extremely well. In parallel we also commissioned an external consultancy to explore options for the longer term future of Archive services, including those of partner bodies in the region, so that we can account for growth and changes in habits for research and access to material.

Facilitated through the Transforming Towns agenda, it explores the concept of a shared 'history centre', combining numerous collections to assist researchers achieve a greater understanding of their own and the city's cultural heritage. and presentation of the city as a creative landscape. In a similar vein, working with colleagues in Regeneration, we submitted an Expression of Interest to Welsh Government to progress plans and ideas for a national 'anchor' gallery, to be situated in the Civic Centre alongside our submission for a further partnership funding agreement for the Fusion, tackling poverty through culture programme, and a further three year agreement with Arts Council for the Glynn Vivian Gallery. News on these bids will be included in Quarter 1's report.

In Q4 2022/2023 the Glynn Vivian Art Gallery has seen audience figures continue to increase and are now reaching their pre-pandemic levels, month on month. The nationally acclaimed exhibition, His Dark Materials, World Building in Wales, reached record levels in audience figures with over 18,000 in the period from January - March 2023, the highest figure reached for a quarter since Summer 2002 (Ten Drawings from the Royal Collection - Leonardo da Vinci) and Autumn 2002 (Lowry in Wales). March 2023 in particular saw the highest single monthly gallery visitor figure since 'Lowry in Wales' in Autumn 2002, with over 8700 people visiting the gallery in person.

The gallery worked closely on the His Dark Materials media campaign with Visit Swansea Bay Tourism and Enjoy Marketing teams, gaining local and national press, including I news, The Telegraph, The Sun, first news and The Independent, as well as hosting destination bloggers and influencers. We now have the opportunity to extend the exhibition until 2 July 2023.

We have been working closely with Screen Alliance Wales, to offer a broad range of learning activities and careers advice (also with Fusion Swansea and business Wales), for young people who want to go into the creative industries. This partnership will be extended over the coming months as the His Dark Materials exhibition continues.

Swansea Open 2023 opened in January, with a record number of entries. January saw over 700 people attend the Gallery for the Exhibition opening and we also recorded a record number of sales from the exhibition.

The gallery also continued its national partnerships with major institutions across the UK with its 'Welsh Icons' exhibition in partnership with National Portrait Gallery and their National Skill Sharing Programme. Through this project we have been able to offer a six month internship to someone from an under-represented background in Museums and Galleries sector, with no previous knowledge of working in Museums and Galleries or related academic training. The internship continues until June 2023. Two contemporary artists have also been commissioned to produce works for this continuing project.

At the end of December 2022 it was announced that ten artworks from the Glynn Vivian Art Gallery Permanent Collection have been selected to go on display in 10 Downing Street, as part of the 'Number 10 Museums in Residence' project, an initiative of the Government Art Collection. The display enables some of the best works from the Collection to be seen outside of Swansea and encountered by new audiences over the next year, including the staff and many visitors to this public building. This is the beginning of a new partnership with the Government Art Collection which will develop over the coming years.

We continue to work on our partnership with Imperial War Museum, one of 5 major commissions awarded to institutions across the UK, which will result in a major new exhibition by Turner Prize 2022 nominee, Heather Phillipson. Work and planning has also begun on Artes Mundi 10, where the Gallery will be one of 5 venues in Wales to host an artist exhibition in this biannual International Art Prize, which takes place in Autumn 2023.

We were pleased to receive the news that we have been successful in retaining our 'Create grant' from Arts Council, which will support engagement with local people to provide practical skills in making and co-production, to create a place of wellbeing and to support Welsh artists. The grant will provide us with funding and resources to continue our work with our community partners including Swansea City of Sanctuary, Swansea African Association and the Iberian and Latin American Society in Wales, and Sightlife, among others. New learning partnership programmes for the Q4 2022-2023 included collaborations with Learn Welsh Dysgu Cymraeg (Swansea University), Dementia Carers Cafe and Queer Shapes Life Drawing Modelling Collective, further adding to our commitment to represent all our communities in our activities, programming and events.

Swansea Grand Theatre

The programme has continued to go from strength to strength and despite a slow return from our audiences, as experienced nationally, the 48 performance run of pantomime, Beauty and the Beast, broke the box office record by a massive 15.9%. The production, including accessible performances, was recognised at a National Level with the award of Pantomime of the Year at the UK Pantomime Association Awards, the industry's Oscars. The show was also named best panto, in venues over 900 seats, and also won best set design for its dazzling digital set. It is unsurprising that the 34,798 people that attended provided feedback which was overwhelmingly positive and have started booking next year's performance of Cinderella in significant numbers.

As described in previous updates, through Economic Recovery Funding from the Council and Arts Council, a 'recovery strategy' for the theatre included commissioning Grand Ambition, a collective of Swansea theatre specialists to develop in house, distinct works. Building on the success of the previous quarters, Grand Ambition received critical acclaim for their production of 'Sorter'; a 'no holds barred' look at drug addiction from differing social perspectives. It was so successful that a 'short run transfer' to the Sherman and Donmar Warehouse is now under discussion. Alongside producing work, the team also launched 'Future Blood' and 'TAG' (The Actors Group) - which are skills, training and mentoring programmes for music and theatre production and performance, to support personal development and assist people into the industry. They have been well attended and look destined for success long term.

The National Theatre Wales also brought a new production to the theatre, combining political interface, drama, celebration and live music in a thought provoking original production starring Swansea's own Matsena Brothers. These productions and projects further build the reputation of the Grand Theatre as a reputable city centre arts and community venue, with a point of difference to other venues in the city, building our cultural capital for all our visitors and residents.

The Sports and Health service also continued its focus on providing opportunities for the community, schools and priority user groups to be engaged, enjoy and celebrate sport, recreation and physical activity. This is achieved through infrastructure improvements, programmes and events which the team facilitate or deliver with positive outcomes for all ages. In March, Swansea Sports Awards took place at the Brangwyn Hall. A celebration of excellence and sporting achievement by home-grown talent, the event recognises the achievements of individuals and teams of all ages and abilities, as well as the unsung heroes and coaches who work behind the scenes to create and keep clubs going, enriching our communities and offering opportunities for us all to participate in and enjoy sports of all kinds.

Work at Cefn Hengoed school and leisure centre, to include a 3G Sports Barn and improved Community Leisure and PE facilities has progressed well over the Spring period. Much of the work is already completed, to both the original contract relating to school area improvements, and additional improvements for community access and pupil segregation. An additional £0.5m from the WG for improving Community Use of Schools' facilities, plus a contribution from S106 added further improvements to the wider site, providing purposeful and valuable school and community spaces. Work to the main new fitness facility also progressed, with a strip out and new plant and mechanical equipment installed now completed and awaiting finishing and fixtures, fittings and equipment.

The vision to deliver an international sports village at Swansea Bay Sports Park, in partnership with the University, also took a step forward with funding approved by Sport Wales to install bleacher style seating across one of the two, international quality, hockey pitches. We hope to achieve install prior to the European Hockey Championships which will take place at the site in the summer, and will continue to liaise with colleagues across the council to achieve the best possible outcomes at the site. Meanwhile the work to determine a long term sustainable operating model for Wales National Pool and the wider Sports Park, together with University Partners continued in earnest, with a range of funding and operating models under investigation for testing next quarter/ summer '23.

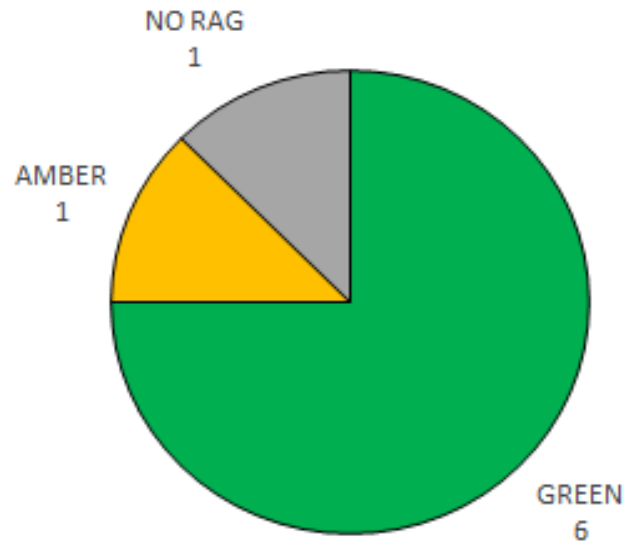
Investment by our partner Freedom Leisure in the community leisure centres is slowly yielding positive results and signs of recovery are welcomed by all, as customers slowly return to the premises. The impact of Covid on the sector cannot be overestimated and the Council has drawn on its reserves to support the sustainability of the sector wherever possible. In return, Freedom have driven costs down to around half of pre-contract estimations and continue to make significant progress in rebuilding the business despite a range of challenges.

The cyclical Llangland Bay Huts draw was also determined during this period for all 23/4 lets, with high demands from Swansea residents. We have 100% occupancy for the forthcoming season, with a manageable suite of letting periods of 3, 6, 10 and a new 12 month option. These changes were all welcomed and increase the use, investment potential and value for money for our users and support the wider tourism economy of Llangland.

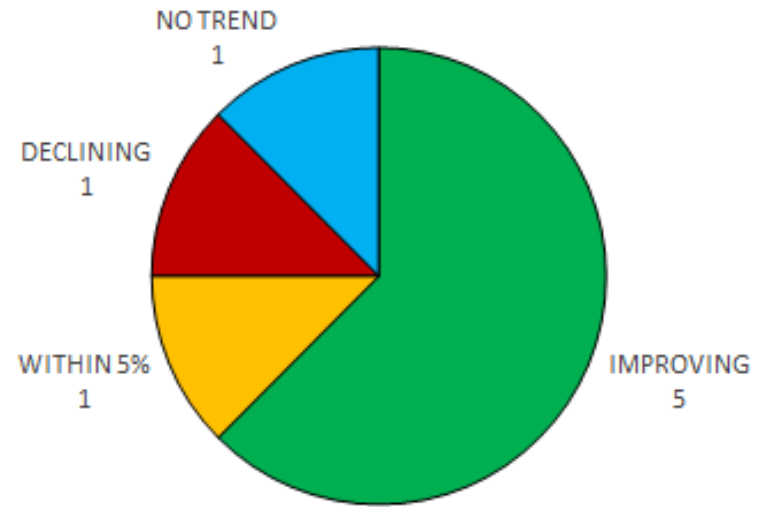
The new skate park at West Cross, facilitated as a partnership with Mumbles Community Council was also completed during the period and was opened in time for the February half term. The park is hugely popular and is already a significant asset to the offer along the foreshore, diversifying the attraction of the area for visitors and skaters from outside the area. The attraction is due to formally launch in the next quarter at which time we will be able to share a wider strategy for investment in skate, bmx and urban sport in the lead up to the 2024 Olympics.

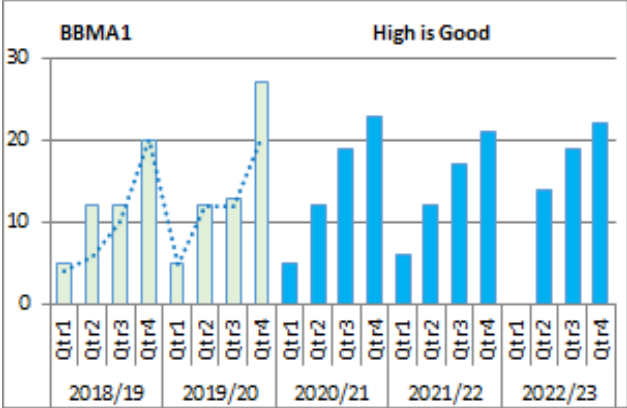
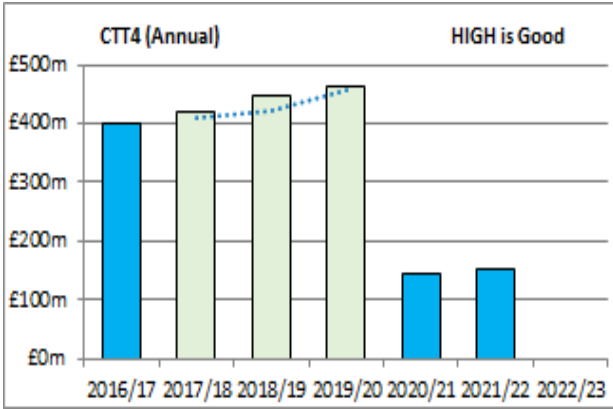
Under a similar arrangement with Mumbles Community Association, the development at Underhill Park also progressed, with the structure and internals to the new pavilion/ cafe nearing the final stages. A further phase of this project, to install a full size all weather 3G surface, was also secured with funding commitments from various sources. A contribution of £330k from the Council's Economic Recovery Fund (ERF) has further secured this important development for local teams, groups and future generations. The £130k from the ERF also enabled the Friends of Coed Gwilym Park, Clydach, to complete a new community building, with further stages of improvements in this park, including specific improvements for sport and physical activity. £40k was also granted to Morriston Town AFC for pitch and facility improvements for their home ground 'The Dingle', to maintain standards for high level as well as grass roots football.

Performance against Target
2022/2023



Performance compared to same Period of previous
year
2022/2023



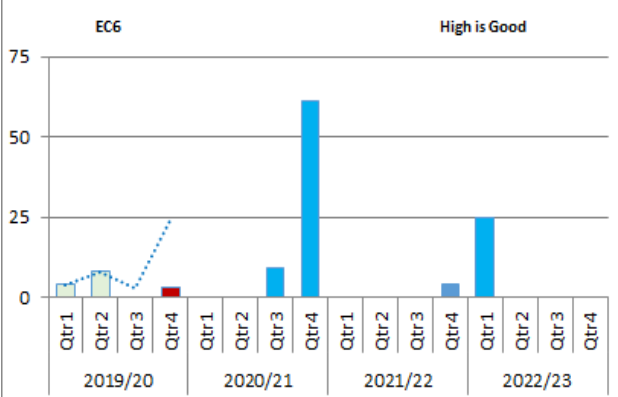


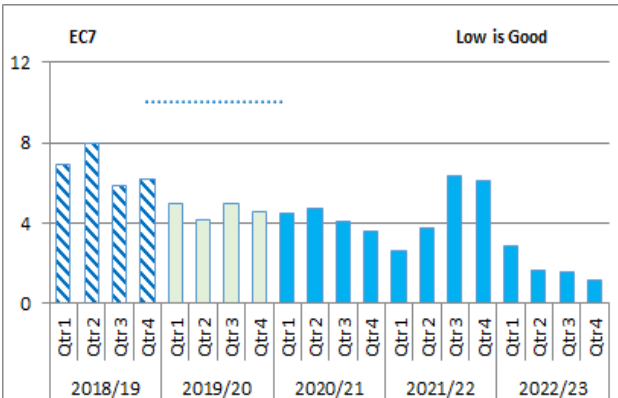



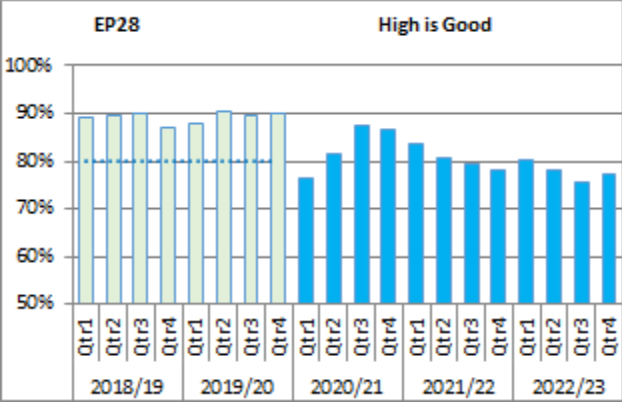
Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
BBMA1	RAG			GREEN	PI target for 22/23 has been achieved.
The number of projects with social benefit clauses and Beyond Bricks & Mortar in their contracts	Result	23	21	22 +4.8%	
	Target			20	
	Trend	DECLINING	DECLINING	IMPROVING	
	Num	23	21	22 +4.8%	
	Den				
CTT4	RAG				We will get the 2022 STEAM report at the end of April 2023 for the calendar year 2022. it will be the closest "normal" year since 2019 and pre-covid.
The amount of money spent by visitors to the City & County of Swansea (£m)	Result	143.09	150.49	No Data	
	Target				
	Trend	DECLINING	IMPROVING		
	Num	143.09	150.49		
	Den				


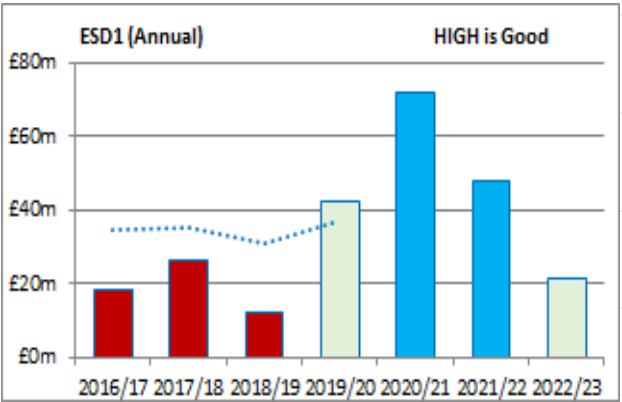
Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
EC2	RAG			GREEN	
The Percentage of all major applications with an economic imperative that are approved	Result	100.00%	94.74%	95.24% +0.5%	
	Target			90.00%	
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	13	18	20 +11.1%	
	Den	13	19	21 +10.5%	

Page 120

EC5	RAG			GREEN	The achieved 1964 sqm is derived from the delivery of 5 completed schemes in year.
Amount of commercial floorspace (measured by sq m) created within the Transforming Towns Programme target areas to accommodate job creation	Result	2056.	480	1964 +309%	
	Target			440	
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	2056	480	1964 +309%	
	Den				

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
EC6  Number of new housing units created in Transforming Towns target areas as a result of Transforming Towns Programme funding.	RAG			GREEN	The achieved 25 units is from the completion of two schemes including 19 units delivered on the Kingsway.
Result	70	4	25  +525%		
Target			25		
Trend	IMPROVING	DECLINING	IMPROVING		
Num	70	4	25 +525%		
Den					
					
EC7  Average Turnaround Time for Land Charge searches completed in the period	RAG			GREEN	
Result	3.59	4.62	1.81  -60.8%		
Target			10		
Trend	IMPROVING	DECLINING	IMPROVING		
Num	3.59	4.62	1.81 -60.8%		
Den					
					

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
EP28  The percentage of all planning applications determined within 8 weeks.	RAG			AMBER	Whilst the figure shows a downward trend on last year, most of the applications that have taken over 8 weeks to determine have been determined within timescales agreed by the applicant or the timescale for determination has been automatically increased due to receipt of amended plans. 96% of applications over the year were determined within agreed timescales (WG target 80%)
Result	82.87	80.55%	77.83%	-3.4%	
Target			80.00%		
Trend	DECLINING	DECLINING	DECLINING		
Num	1369	1723	1597	-7.3%	
Den	1652	2139	2052	-4.1%	
					

ESD1  The value of inward investment (£m's) related to property-based projects where the authority owns some or all of the land (or adjoining land which facilitates the development)	RAG			GREEN	The value is determined by the programme which varies from year to year.
Result	72.0	47.5	21.6	-54.5%	
Target					
Trend	IMPROVING	DECLINING	DECLINING		
Num	72.0	47.5	21.6	-54.5%	
Den					
					

The corporate plan sets out the council's commitment to tackle poverty to ensure that every person in Swansea can achieve their potential. To meet this commitment, the corporate Tackling Poverty Strategy ensures that tackling poverty is everybody's business.

1. Cost of Living Impact

The economic impacts of the COVID-19 pandemic and the cost-of-living crisis continue to have a significant impact on those already experiencing poverty and is driving those at risk of poverty, into poverty. The Bevan Foundation "Snapshot of Poverty in Winter 2023" report highlights that more than one in eight Welsh households (14%) either sometimes, often or always do not have enough for all the basics. Large numbers of people are going without essentials including four in ten going without heating in their home and one in four eating smaller meals or skipping meals in their entirety. The report also highlights that debt is a significant problem with 28% of people borrowing money between October 2022 and January 2023 and 13% being in arrears on at least one bill. The report finds that the cost-of-living crisis is not affecting everyone in Wales equally. Among the groups that are being most significantly affected are:

- People in receipt of benefits - people on Universal Credit are five times more likely to report that they sometimes, often or always struggle to afford the basics as the general population.
- Disabled people whose condition limits them a lot - over half (52%) have gone without heating in their home over the past three months.
- Social renters - nearly half (46%) report that they have had to cut back on food for themselves or skip meals in the three months to January 2023.
- Households with children - around twice as likely to be in debt as a result of the cost of living crisis as households with no children.
- Adults under the age of 65 - twice as likely to report that their household sometimes, often or always struggled to afford the basics as households over 65 years old.
- Unpaid carers - significantly more likely to have borrowed money between October and January than people who are not carers.

The report also highlights that the cost-of-living crisis is affecting people's health:

- Nearly half of people in Wales (48%) report that their mental health is being negatively affected by their financial position.
- Three in ten report that their physical health has been negatively affected by their financial position.
- A combination of going without essential goods and services, and broader factors such as an inability to participate in hobbies are having an impact on people's health.

A new Cost of Living webpage was launched in September 2022 www.swansea.gov.uk/costoflivinghelp with over 92,000 page views by the end of March 2023.

2. Welfare Benefits

The number of people on Universal Credit in Swansea (Swansea East, Swansea West and Gower) is 69,138 (DWP, February 2023). The number of people on legacy benefits in Swansea is 11,299 (DWP November 2022). People on legacy benefits (Child Tax Credit / Housing Benefit / Income Support / Income-based Jobseekers Allowance / Income-related Employment and Support Allowance / Working Tax Credit) will migrate to Universal Credit by late 2026.

The step to help address the impacts of Welfare Reform, including supporting people to claim the full benefits they are entitled to so that they are able to maximise their income is reported through the amount of welfare benefits raised through securing rights and entitlements by the Welfare Rights Team. The amount of benefits secured during the fourth quarter of 22/23 was £ 610,006.60. The ongoing impact of Welfare Reform means that the amount of benefit income people qualify for is reduced, however the work of the team ensures that people are more protected against benefit sanctions and prevents people's incomes falling further. The team responded to 340 benefit enquires and trained 103 support workers this quarter. During the financial year 2022/23, The Welfare Rights Team have raised £1,549,693 in welfare benefits, addressed £219,963 of debt and trained 247 support workers.

3. Employability Support

The number of people gaining employment through Employability Support by the end of this year is 391. This covers the outcomes achieved by the following programmes; Swansea Working; Communities for Work; Communities for Work Plus, Workways and Young Person's Guarantee. The teams have exceeded the target for the period; this is also with a reduced team during the financial year 22-23. Support through these programmes result in help for residents aged 16+ to access employment, education and training, as well as help for people to overcome their barriers to employment through co-ordinated, person-centred employability support. 3295 citizens have accessed employment support via a single access point and signposted to appropriate support. Over 30 sector specific/employer/information and advice recruitment days were delivered by the EEO and Engagement team during the last year with over 800 vacancies sourced. We supported the delivery of the first multi placement, multi discipline scheme with the Swansea Bay Health board which was developed with 50 placements available. Newsletters have been delivered throughout the year, informing residents of the support offered by, Employability, Lifelong Learning and the Financial Inclusion/Welfare benefits team. The ICT Chromebook Scheme continues to offer support to participants, for training, job searching, etc. 98 participants have used the Chromebooks to-date, with 52 individuals reported to have found employment.

4. Council Tax Reduction (CTR) and Housing Benefit (HB)

The performance indicators of CTR and HB average time for processing new claims has decreased compared to the same period last year. The increase in time taken to process new applications for HB/CTR claims reflects a number of issues including the shift of more straightforward applications for financial assistance to help with rent over to Universal Credit. Those applications remaining in Housing Benefit being the more complex cases, particularly those for supported accommodation where in-depth consideration of the rent charges must be carried out. The Revenues and Benefits Service continues to manage additional grants on behalf of Welsh Government and is currently managing two UK Government grants at the moment whilst completing two previous Welsh Government schemes. This continues to impact on processing times although significant improvements have been made in respect of new claims for Housing Benefit and we continue to examine what further improvements may be achievable within our current resources.

5. Housing

The Council, along with partners in the housing sector and support charities, have continued to address homelessness in Swansea. Many people have been

supported to find a place to live and move on from emergency temporary accommodation into longer-term homes. The Quarter 4 result for the average number of days spent by homeless families with children in Bed and Breakfast accommodation reduced compared to 21/22 however overall, the annual result increased due to the continued pressure on temporary accommodation. Homelessness presentations continue to rise and we have unprecedented numbers of households occupying temporary accommodation. Rising house prices and the additional burdens of the Renting Homes Act have seen landlords leaving the market or raising their rents. External factors such as the Ukrainian Conflict have also impacted on the number of families who need temporary accommodation. This has resulted in more families needing temporary accommodation and waiting longer for suitable move on options.

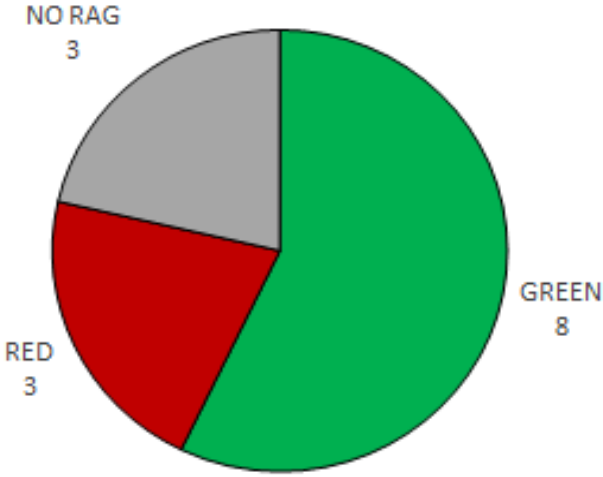
6. Skills & Qualifications

The number of accredited qualifications achieved by adults with Local Authority support is 701. This includes Partnership working between Lifelong Learning, Employability programmes and partners continues to offer participants accredited training and qualifications to meet employment opportunities. Number of courses for each term of this academic year to date; Autumn - 77, Spring - 76 and Summer - 70. To date for this academic year 1720 learners have enrolled on classes. Lifelong Learning Service and the Employability Team have been working closely to develop and deliver a Self-Employment Academy for all residents of Swansea, this will commence in the new financial year 2022/23.

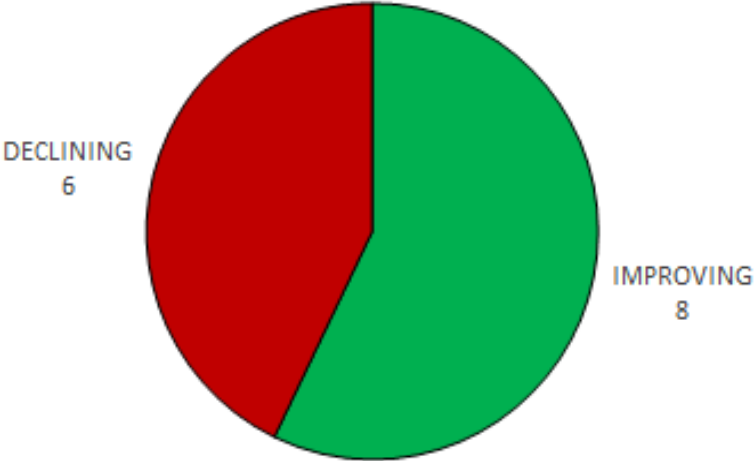
7. Partnership Working

The Swansea Council Poverty Forum, Swansea Poverty Partnership Forum, Financial Inclusion Steering Group and Swansea Food Poverty Network continue to meet regularly. These networks provide opportunities for sharing good practice, information, trends, changes to services and new opportunities, encouraging collaboration and partnership working. The Swansea Poverty Truth Commission launch took place in October 2022 and Commission meetings are now underway. During quarter 4, £97,000 Sustainable Food Partnerships funding was awarded to Bwyd Abertawe hosted by The Environment Centre. £83,831 Warm Hubs funding was secured in November 2022. The Swansea Spaces online directory of Warm Hubs continued to grow during Qtr 4 with a total of 94 spaces listed. The Tackling Poverty Development Team have administered a total of £503,188 of external grant funding to tackle poverty during the 2022/23 financial year including to help tackle food, fuel and period poverty as well as tackling loneliness and social isolation. A total of 266 grants have been awarded to organisations and services in Swansea.

Performance against Target
2022/2023



Performance compared to same Period of previous
year
2022/2023



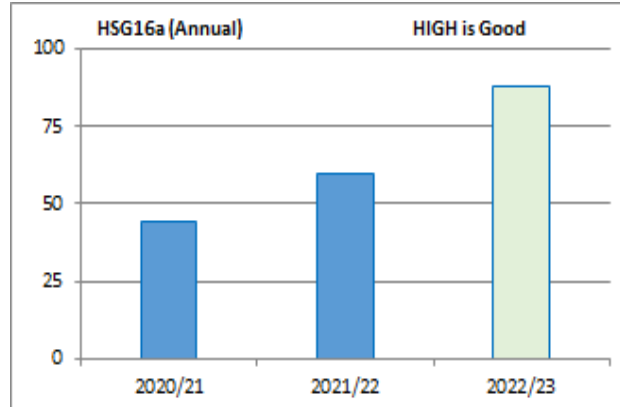
Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
HBCT01a ⬇ Housing Benefit Speed of Processing: Average time for processing new claims.	RAG			RED	The service has been impacted by undertaking additional work for UK and Welsh gov, the loss of experienced staff to other sections and the transfer of more basic HB claims into Universal Credit. An increase in processing times although not desirable was expected. Some procedural measures have been introduced to mitigate the issue and some replacement staff have recently completed their training although it will be some time until they can process claims as quickly as the experienced staff the section has lost.
	Result	19.3	23.5	35.3 +50.5%	
	Target			28	
	Trend	DECLINING	DECLINING	DECLINING	
	Num	42270	44752	74303 +66.0%	
	Den	2188	1904	2101 +10.3%	
HBCT01b ⬇ Housing Benefit Speed of Processing: Average time for processing notifications of change in circumstances.	RAG			GREEN	The service has been impacted by undertaking additional work for UK and Welsh gov, the loss of experienced staff to other sections and the transfer of more basic HB claims into Universal Credit. An increase in processing times although not desirable was expected. This has been mitigated by automation of the handling of some DWP changes in circumstance notifications so small increase in processing times is considered reasonable and acceptable and as expected.
	Result	3.5	3.8	4.6 +20.7%	
	Target			6	
	Trend	IMPROVING	DECLINING	DECLINING	
	Num	96602	107804	123112 +14.2%	
	Den	26877	28096	26583 -9.7%	

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023	
HBCT02a ⬇ Council Tax Reduction Speed of Processing: Average time for processing new claims.	RAG			RED	Redirection of staff to other tasks and loss of experienced processing staff has resulted in increased processing times.	
	Result	25.1	26.9	37.9		+41.3%
	Target			31		
	Trend	DECLINING	DECLINING	DECLINING		
	Num	214233	180229	230009		+27.6%
	Den	8532	6699	6061		-9.7%
HBCT02b ⬇ Council Tax Reduction Speed of Processing: Average time for processing notifications of change in circumstances.	RAG			GREEN	Increased automation of management of changes in circumstances has improved performance	
	Result	5.6	3.8	2.4		-37.8%
	Target			5		
	Trend	DECLINING	IMPROVING	IMPROVING		
	Num	417057	321772	173966		-45.9%
	Den	75094	83476	72512		-13.1%

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
-----------------------	-----	-----------	-----------	-----------	-------------------

HSG16a [↑](#)

Total number of additional affordable housing units delivered per year by the Local Authority.



KEY	RAG
Result	44
Target	26
Trend	No Data
Num	44
Den	

GREEN

88 +46.7%

26

IMPROVING

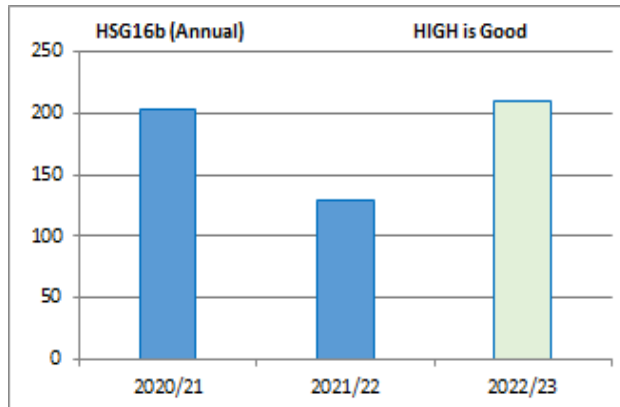
IMPROVING

88 +46.7%

Page 136

HSG16b [↑](#)

Total number of additional affordable housing units delivered per year by Registered Social Landlords.



KEY	RAG
Result	203
Target	176
Trend	No Data
Num	203
Den	

GREEN



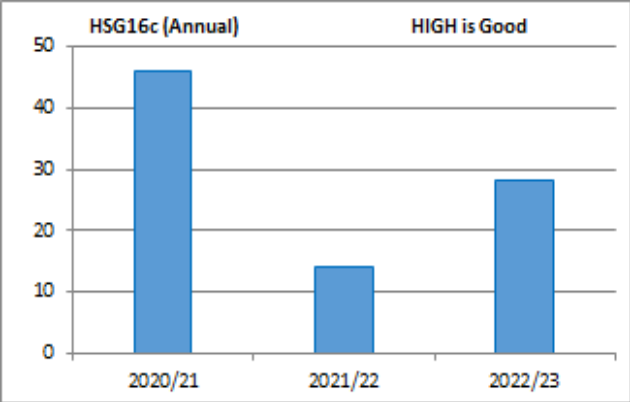

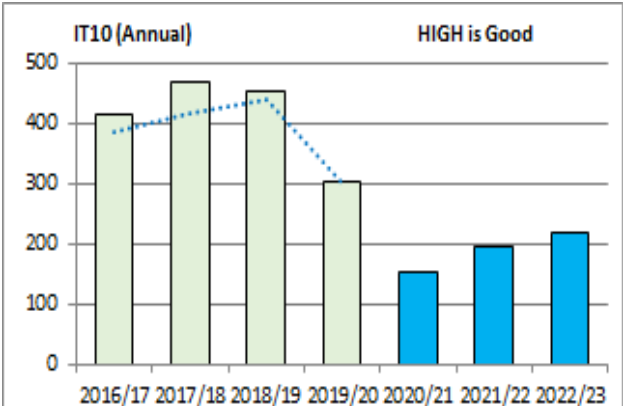
210 +62.8%


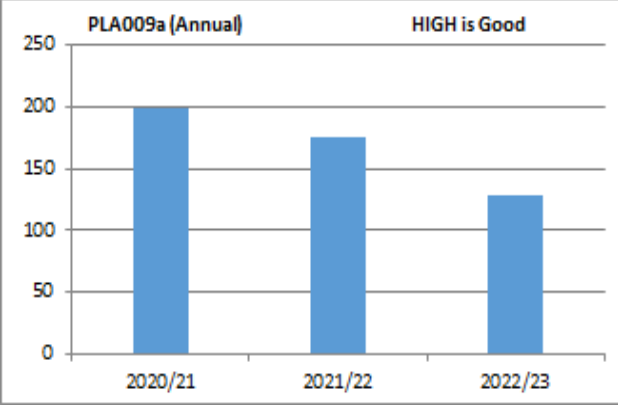

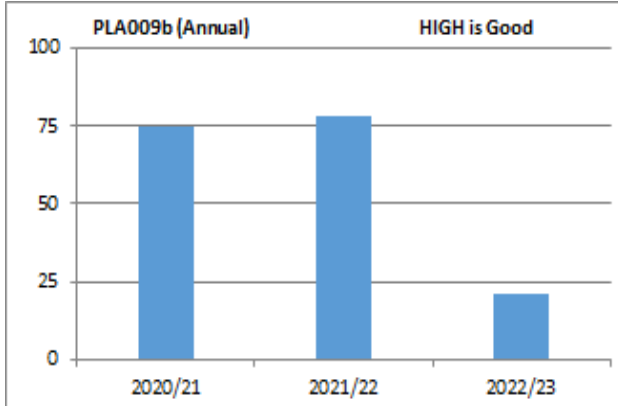
176

DECLINING

IMPROVING

210 +62.8%

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
HSG16c 	RAG			GREEN	
Total number of additional affordable housing units delivered per year through Section 106 Agreements/other sources.	Result	46.	14	28  +100%	
	Target			24	
	Trend	No Data	DECLINING	IMPROVING	
	Num	46.	14	28.	+100%
	Den				
IT10 	RAG				
The number of beneficiaries who have attended the 'Get Swansea online' programme	Result	151.	196	219 +11.7%	
	Target				
	Trend	DECLINING	IMPROVING	IMPROVING	
	Num	151	196	219	+11.7%
	Den				

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
PLA009a 					No comment submitted
Number of affordable housing units secured through planning permissions for Social Rented housing units	RAG				
	Result	198	176	128	-27.3%
	Target				
	Trend	No Data	DECLINING	DECLINING	
	Num	198	176	128	-27.3%
	Den				
					
PLA009b 					No comment submitted
Number of affordable housing units secured through planning permissions for intermediate tenure housing units	RAG				
	Result	75	78	21	-73.1%
	Target				
	Trend	No Data	IMPROVING	DECLINING	
	Num	75	78	21	-73.1%
	Den				
					

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
POV05 ↑ The amount of welfare benefits raised through securing rights and entitlements by the Welfare Rights Team (£)	RAG			GREEN	There has been an increase in the amount of money raised through securing rights and entitlements.
Result	1418849.97	1139249.25	1549693.90 +36.0%		
Target			750000		
Trend	IMPROVING	DECLINING	IMPROVING		
Num	1418849.97	1139249.25	1549693.90 +36.0%		
Den					
<p>POV05 High is Good</p>					
POV06 ↓ The average number of days all homeless families with children spent in Bed and Breakfast accommodation	RAG			RED	Homelessness presentations continue to rise and we have unprecedented numbers of households occupying temporary accommodation. Rising house prices and the additional burdens of Renting Homes have seen landlords leaving the market or raising their rents. External factors such as the Ukrainian Conflict have impacted on the number of families who need temporary accommodation. This has resulted in more families needing temporary accommodation and waiting longer for suitable move on options.
Result	1.75	10.38	13.13 +26.4%		
Target			7		
Trend	IMPROVING	DECLINING	DECLINING		
Num	7	135	420 +211%		
Den	4	13	32 +146%		
<p>POV06 Low is Good</p>					

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023	
POV10	RAG			GREEN	This is an improvement on last year due to the new ways of working and employer recruitment work achieved via our central hub and increased employer links. Engagement activity has also increased this year bring record numbers into the service offer.	
Number of people gaining employment through Employability Support	Result	453	481	875		+81.9%
	Target			500		
	Trend	IMPROVING	IMPROVING	IMPROVING		
	Num	453	481	875		+81.9%
	Den					
POV11	RAG			GREEN	The training offer to all partners and residents has been more diverse than ever and matching training to the needs of recruiting sectors has played a big part in this.	
Number of accredited qualifications achieved by adults with local Authority support	Result	450	620	1193		+92.4%
	Target			580		
	Trend	DECLINING	IMPROVING	IMPROVING		
	Num	450	620	1193		+92.4%
	Den					

In the final quarter of 2022-23 Council approved Successful and Sustainable Swansea the 2023-28 Corporate Plan, the 2023-24 budget and the 2023-27 Medium Term Financial Plan. Council also approved Swansea Public Service Board's Well-Being Plan for 2023-28, which provides a clear route map for the partnership for the years ahead.

During the quarter, business cases for investment in digital and workforce transformation were developed and a proposed corporate transformation plan, aligned to the Corporate Plan, began to take shape. These documents were approved by the relevant governance boards for presentation to Cabinet for approval in April.

During the same period the consultation on the digital strategy concluded and the strategy was finalised again for approval by Cabinet in April.

In terms of the council's digital agenda, the Oracle Fusion project progressed and on 31 March 2023 the system was ready to go live the following day, in line with the project plan.

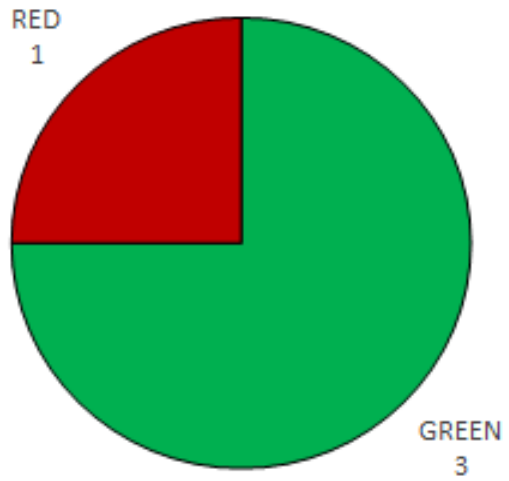
In the fourth the number of online payments received via the council's website followed the regular seasonal pattern of being slightly lower than the previous quarter, but significantly higher (i.e. 3200 more payments) than the same quarter last year. Online forms connected to the back office have continued to increase, with over 2000 more online transactions into back office systems than the same quarter last year. This will increase substantially as more online services are added from April onwards.

There were no serious data breaches during the quarter as the risk to the data subjects were low. Altogether, there were 23 breaches reported to our Breach panel and none of these met the threshold for referral to the Information Commissioner's Office.

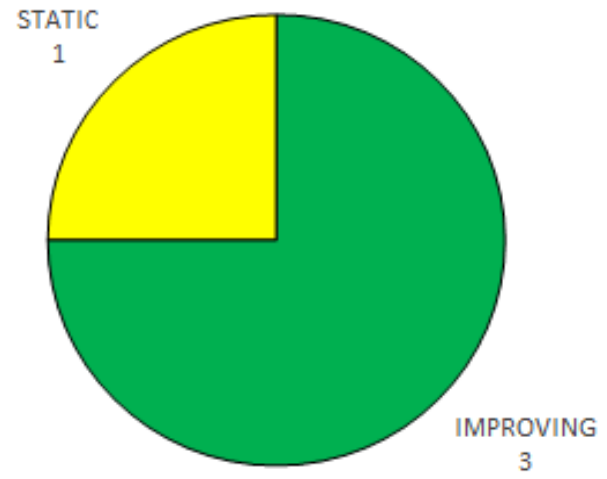
In the Council's corporate call centre, the abandoned call rate increased slightly in quarter 4 to 27.5% from 26.18% the previous year. Abandoned calls for the year improved compared to 2021-22 decreasing to 23.8% from 26.85% the previous year. Abandoned calls in quarter 4 are largely due to staff sickness and a significant increase in requests for service by email from residents. The number of emails answered increased to 26,341 from 18,548 for the same quarter the previous year. Recruitment is underway to improve performance in the coming year along with plans and projects as part of the new transformation programme.

At the end of March 2023, the total number of working days/shifts per full time equivalent lost due to sickness absence was 12.28 days, which was above our target of 10 days, but an improvement on the 12.66 days lost per FTE in 2021-22. This is to be expected as we emerge from the pandemic and see lower levels of absence attributed to Covid-19. Work has commenced on a review of our approach to managing absence and occupational health provision which aims to explore ways to further reduce levels of absence towards our target of 10 days per FTE.

Performance against Target
2022/2023



Performance compared to same Period of previous
year
2022/2023

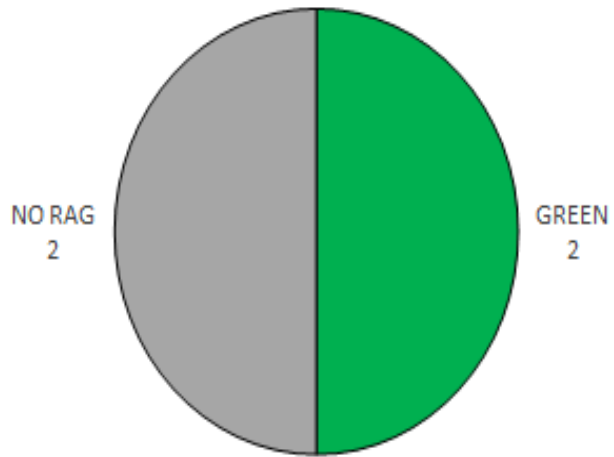


Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
CHR002 ↓ The number of working days/shifts per full time equivalent lost due to sickness absence	RAG			RED	Note from Corporate Performance Team - Data quality under review. Whilst the outturn of 12.28 days lost per FTE for 2022/23 is above target, there has been an improvement on the 2021/22 year when the outturn was 12.66 days lost per FTE. This is to be expected as we emerge from the pandemic and see lower levels of absence attributed to Covid-19. Work has commenced on a review of our approach to managing absence and occupational health provision which aims to explore ways to further reduce levels of absence towards our target of maximum 10 days per FTE.
	Result	9.23	12.66	12.28 -3.0%	
	Target			10.00	
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	82955.96	116913.60	116628.28 -0.2%	
	Den	8984.92	9237.28	9500.44 +2.8%	
CUST2a ↑ Number of online payments received via City and County of Swansea websites	RAG			GREEN	There were over 3000 more online payments than in the previous year, due to more charged services and events post-pandemic.
	Result	106275	123921	126952 +2.4%	
	Target			124400	
	Trend	IMPROVING	IMPROVING	IMPROVING	
	Num	106275	123921	126952 +2.4%	
	Den				

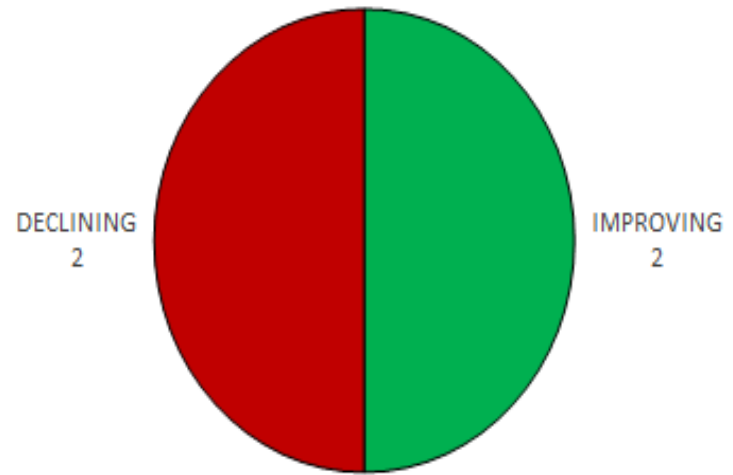
Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
<p>CUST2b ↑</p> <p>Number of forms completed online for fully automated processes.</p> <p>CUST2b HIGH is Good</p> <p>Y-axis: 0, 5,000, 10,000, 15,000, 20,000</p> <p>X-axis: 2018/19, 2019/20, 2020/21, 2021/22, 2022/23 (Qtr1-Qtr4)</p>	RAG			GREEN	<p>The popularity of online forms connected to the back office has continued to increase year on year, with almost 2000 more online transactions into back office systems than last year (mainly waste management requests such as bags and bulk waste collection). This will increase substantially as more online services are added from April onwards.</p>
	Result	68312	42642	43678 +2.4%	
	Target			41800.	
	Trend	IMPROVING	DECLINING	IMPROVING +2.4%	
	Num	68312	42642	43678	
	Den				
<p>ROC12 ↓</p> <p>Number of data breaches which has resulted in an enforcement or monetary penalty notice being issued by the Information Commissioners Office (ICO)</p> <p>NO GRAPH DISPLAYED ALL RESULTS ARE ZERO</p>	RAG			GREEN	<p>Performance on this KPI remains consistent and continues to be monitored through the Information Governance Board.</p>
	Result	0	0	0	
	Target			0	
	Trend	STATIC	STATIC	STATIC	
	Num	0	0.	0	
	Den				

The service area continue to deliver the Council's Waste Strategy 2022-25 which supports the Delivering Nature Recovery and Climate Change Corporate Priority. The service area have already implemented all the actions within the Strategy, these actions must be maintained to ensure increases in performance are sustained. In 2023/24 the service area will be working on: modelling for future waste strategies; preparing for/implementing changes required by new WG non-domestic waste legislation and developing an action plan to mitigate unfunded budget pressures.

Performance against Target
2022/2023



Performance compared to same Period of previous
year
2022/2023

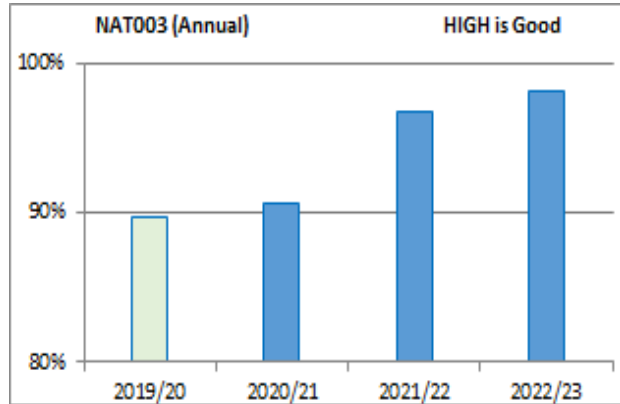


Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023														
EEF002 ↑ Measurement of carbon reduction across all CCS public building portfolio (%)	RAG				Results show increase in carbon as a result of energy use in buildings increasing as staff return to work following COVID.														
	Result	6.12%	12.41%	-4.36%	-135%														
	Target																		
	Trend	DECLINING	IMPROVING	DECLINING															
	Num	1147	2328	-716	-131%														
	Den	18757	18757	16429	-12.4%														
<p>EEF002 (Annual) HIGH is Good</p> <table border="1"> <caption>EEF002 (Annual) Data</caption> <thead> <tr> <th>Year</th> <th>Carbon Reduction (%)</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>~7%</td> </tr> <tr> <td>2018/19</td> <td>~3%</td> </tr> <tr> <td>2019/20</td> <td>~21%</td> </tr> <tr> <td>2020/21</td> <td>~3%</td> </tr> <tr> <td>2021/22</td> <td>~12%</td> </tr> <tr> <td>2022/23</td> <td>-4.36%</td> </tr> </tbody> </table>	Year	Carbon Reduction (%)	2017/18	~7%	2018/19	~3%	2019/20	~21%	2020/21	~3%	2021/22	~12%	2022/23	-4.36%					
Year	Carbon Reduction (%)																		
2017/18	~7%																		
2018/19	~3%																		
2019/20	~21%																		
2020/21	~3%																		
2021/22	~12%																		
2022/23	-4.36%																		
NAT001 ↑ Numbers of trees planted by Parks during the year	RAG				We have planted all the trees we have and can fund from the limited funding within Parks, plus the trees provided by the conservation team in Planning. Trees planted through all other means eg Active Travel Schemes, other developments etc would need to be included when considering the Council's wider target for tree planting.														
	Result	232	512	188	-63.3%														
	Target																		
	Trend	DECLINING	IMPROVING	DECLINING															
	Num	232	512	188	-63.3%														
	Den																		
<p>NAT001 (Annual) HIGH is Good</p> <table border="1"> <caption>NAT001 (Annual) Data</caption> <thead> <tr> <th>Year</th> <th>Number of Trees Planted</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>~410</td> </tr> <tr> <td>2020/21</td> <td>~230</td> </tr> <tr> <td>2021/22</td> <td>512</td> </tr> <tr> <td>2022/23</td> <td>188</td> </tr> </tbody> </table>	Year	Number of Trees Planted	2019/20	~410	2020/21	~230	2021/22	512	2022/23	188									
Year	Number of Trees Planted																		
2019/20	~410																		
2020/21	~230																		
2021/22	512																		
2022/23	188																		

Performance Indicator	KEY	2020/2021	2021/2022	2022/2023	Comment-2022/2023
-----------------------	-----	-----------	-----------	-----------	-------------------

NAT003 [↑](#)

Percentage of Bathing Water Quality Predictions displayed on public electronic sign.



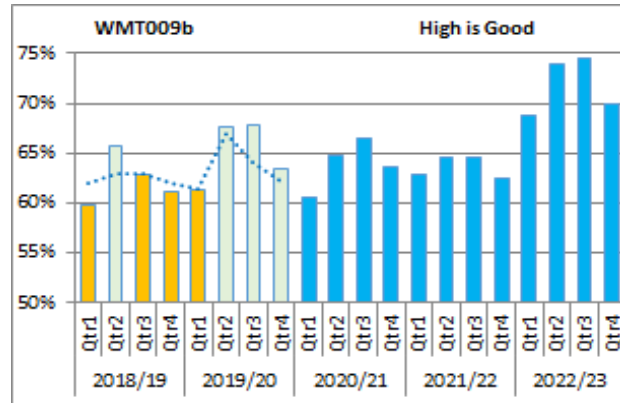
KEY	RAG
Result	90.6%
Target	90.00%
Trend	IMPROVING
Num	1098
Den	1212

			GREEN	
Result	90.6%	96.74%	98.12%	+1.4%
Target			90.00%	
Trend	IMPROVING	IMPROVING	IMPROVING	
Num	1098	1572	1773	+12.8%
Den	1212	1625	1807	+11.2%

Page 147

WMT009b [↑](#)

The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way



KEY	RAG
Result	63.95%
Target	64.00%
Trend	DECLINING
Num	70191.59
Den	109765.58

			GREEN	
Result	63.95%	63.68%	71.86%	
Target			64.00%	+12.9%
Trend	DECLINING	DECLINING	IMPROVING	
Num	70191.59	73080.84	77170.90	+5.6%
Den	109765.58	114763.82	107386.71	-6.4%

Performance at 71.9% is well ahead of target and it should be noted that these figures are for the period Quarter 4 2021/22 and Quarters 1, 2, & 3 2022/23 as figures for Quarter 4 2022/23 won't be available until early May. The increased performance is due to the implementation of the new Waste Strategy including the diversion of residual waste from landfill to Energy from Waste.

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: SDU

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:

End of Year 2022/23 Performance Monitoring Report – This report is on performance during year end 2022/23 in delivering the Council’s key priorities as set out in the Corporate 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Integrated Impact Assessment Screening Form – Appendix B

- 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 is on performance during year end 2022/23 in delivering the Council's key priorities as set out in the Corporate Plan, so there is no direct impact on people or communities and no consultation or engagement is required.

- 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

- 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.)

Integrated Impact Assessment Screening Form – Appendix B

Outcome of Screening – This report is on performance during year end 2022/23 in delivering the Council’s key priorities as set out in the Corporate Plan, so there is no direct impact on people or communities.

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)**

(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: R Rowlands
Job title: Strategic Delivery & Performance Manager
Date: 05/06/23
Approval by Head of Service:
Name: Lee Wenham
Position: Head of Communications & marketing
Date: 05/06/23

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

Agenda Item 10.



Report of the Cabinet Member for Economy, Finance & Strategy

Cabinet – 20 July 2023

Revenue Financial Outturn 2022/2023

Purpose:	To report on the detailed Revenue financial outturn for 2022/23
Policy Framework:	Budget 2022/23. Transformation and Future Council
Consultation:	Cabinet Members, Corporate Management Team, Legal and Access to Services.
Recommendation(s):	It is recommended that Cabinet: 1) Notes the comments and variations in this report and approves the proposed reserve transfers detailed in Section 6.3, 6.4 and 6.5.
Report Author:	Ben Smith
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Background and Introduction

- 1.1 This report details net expenditure for 2022/23 and highlights variances from the revised budget.
- 1.2 The Revenue Budget for 2022/23 was approved at Council on 3rd March 2022. The budget as approved included the following proposals to address a total funding requirement of £40.044m.

<u>Budget Proposals 2022/23</u>	£'000	£'000
Planned Service Savings.		-4,758
Net effect of Council Tax base changes and increased charge.		-1,343

Aggregate External Finance Increase -33,943

Overall resourcing -40,044

- 1.3 The specific savings proposals detailed above were incorporated into Directorate budgets at service level and have formed part of the monitoring reported to Cabinet on a quarterly basis during the year.
- 1.4 2022/23 marked the ninth year following the introduction, from 1st April 2014, of the Council's single status pay and grading scheme relating to all staff on NJC grades. Elements of the appeals and grievance process remain ongoing and the extent to which appeals are successful could impact future budget planning and financial performance. Costs arising from successful appeals and grievances have not been built into budgets going forward and will have to be met from within existing Directorate Budgets.
- 1.5 The report that follows details the Revenue outturn position for 2022/23, makes commentary on comparison with in-year budget monitoring, impacts of COVID 19/Cost of Living on both expenditure and Welsh Government support and, where appropriate, details action already taken in setting the 2023/24 Revenue Budget based on anticipated outcome at quarter 3 of the year. It remains critical that the progress on savings previously adopted under *Sustainable Swansea*, then within the approved "Swansea – Achieving Better Together, Transformation Strategy & Programme Framework" and now under the recently approved "Successful and Sustainable Swansea Corporate Transformation Plan", is subject to constant review and updated during each financial year and that future budgets are constantly informed by outcomes from the monitoring process.

2. Detailed Outturn Position

- 2.1 Overall direct revenue expenditure for 2022/23 was £17,402,000 less than the revised budget as follows:

	£000's
Net Expenditure on Services per appendix 'A' - underspend	-18,435
Increased call on Contingency fund	568
Increased call on Apprenticeship levy	71
Inflationary provision not utilised	-3,130
One off corporate costs/income	3,571
Council Tax collection surplus	-32
Other net underspends	-15
Overall net underspend	-17,402

It must be emphasised that Service under spending due to delayed and slipped spending is shown as an underspend above

but the offsetting carry forward requests for unspent sums are shown below the line as reserves adjustments. The overall ask for carry forwards is just under £14m and particularly significant for both Corporate Services and Place and thus these are separately highlighted in Director comments – albeit not strictly part of the variation in outturn itself. They only are implemented if the report and the recommendations in the report are agreed at Cabinet. Unless read in conjunction, however, it would give a misleading impression of significant underlying underspend which is NOT expected to recur. Indeed, services will be under significant spending pressure in 2023-24 given elevated and prolonged levels of inflation.

- 2.2 Members will see from the table at 2.1 above that the net overall underspend at year end is the result of both the services forecast and planned underspending together with corporate costs including NDR adjustments, bad debt provision adjustment and Cost of Living payments which are included as part of “One off corporate costs/income”.

During the in-year reporting to members it was highlighted that a significant element of the Contingency fund (including the previous year unused element) was potentially required, along with other reserves, to fund the nationally agreed pay award for teaching and local government staff. The improvement during the last quarter to out-turn is largely as a result of ongoing action taken in the third and fourth quarter by all Services to contain, reduce or delay potential spending.

- 2.3 Separately, there is, as highlighted during the year, but not until now formally quantified, a further continuation of significant in year underspending on capital financing of £8.577m. An element of capital programme slippage has again contributed to some of the capital charge underspend. There is an ongoing strategy to monitor interest rates and average in the borrowing requirement over a period of time to fund the 4-year capital programme in line with a robust treasury management strategy. Such underspends should therefore be considered temporary, albeit not necessarily solely one off (see 2.4) as the capital programme’s financing requirements develop in the medium term and later years of the MTFP. As previously reported to Council, the early years of that programme have been drawn down in fixed rates with very long maturity dates (historically the lowest PWLB long term rates ever secured by this Council) before any of the increases in UK base rates took effect. Noting the continuing volatility in capital markets and upward pressure on yields and rates, material externalisation of the remaining requirement is unlikely and in year capital financing underspending is likely to persist, however this is temporary until a time when cashflow requirements or market conditions dictate. Part of the 21st Century Schools programme still needs to be financed under the Welsh Government Mutual Investment Model and upward pressure on yields/rates persist, financing costs here will likely rise in future as set out in the medium-term financial plan.

- 2.4 As outlined throughout the year (and set out in Section 6 below) it is proposed that the whole underspend on the Capital Charges be transferred in its entirety to the Capital Equalisation Reserve to help prudently meet part of future capital costs. This approach was reaffirmed by Council in its review of all reserves.
- 2.5 The improved final position, lower overspend and reduced cost of ER/VR scheme, has resulted in a minimal call on the Restructure Reserve in year. This allows the S151 officer to propose that £2.8 million is retained in the Restructure Reserve to be used for transformation and to continue to contribute towards helping centrally fund the costs of ER/VR and other restructuring costs in 2023-24, again only where there is an evidenced business case and reasonable payback period, as in previous years.
- 2.6 Details of net expenditure variations are given in Section 2.8.2 and onwards below.
- 2.7 Recommendations in terms of Reserve Movements as a result of the final outturn position as set out in Section 2.1 to 2.5 above are made in Section 6 of this report.
- 2.8 The Directorate/Services outturn position itself is made up of a mix of over and under spends as a result of “business as usual” and it is clear that some individual elements of the overspends within service areas may continue into 2023/24 and large one-off income or grant reimbursement gains are unlikely to fully continue. However, the approved budget for 2023/24 addressed a number of the major underlying budget issues from previous years. It is likely that the COVID 19 pandemic will continue to impact both operations and finances of the Council into 2023/24, although this is likely to be to a lesser extent than previously. The Cost of Living Crisis is also likely to impact in ways that may not yet be reliably forecasted, so the underspends in 2022/23 and proposed reserves movements should continue to be seen as integral to cushioning some of the inevitable net additional burden placed on future Council finances.
- 2.8.1 The following table sets out the additional costs identified as incurred during the year as a result of COVID-19 together with the funding received from Welsh Government. As has been reported during the year not all additional costs incurred by the Authority as a result of the pandemic were fully eligible for funding from the Welsh Government. Some of these related to “local decisions” made by the Authority and others as a result of Welsh Government determining and applying its various eligibility criteria.

Costs Identified as a result of COVID 19 in 2022-23

	Costs £000's	Grant Income £000's
Services	6,133	6,051
Corporate	7,256	7,256
Agency on behalf of Welsh Government	4,469	4,469
	<u>17,858</u>	<u>17,776</u>

Other Welsh Government grants related to COVID 19 not included above

Services	399
Corporate	1,025
	<u>1,424</u>

2.8.2 The following sets out the major service specific variances in 2022/23.

Finance Directorate

Summary of variances:	£
CTRS	-1,976,000
Admin Grant - Cost of Living/Winter Fuel/Self Isolation payments	-724,000
Net Employee Costs	-353,000
Housing Benefits	368,000
Supplies and Services	386,000
Other income shortfall	132,000
Other net variances	37,000
Total net underspend	<u>-2,130,000</u>

Director Comments

1. CTRS (Council Tax Reduction Scheme) is a Council approved, administered and part funded local support scheme based on a broad national model with the bulk of an assumed fixed cost (around 80%) then funded in block grant by Welsh Government. The Council has to fund the residual core of around 20%. Local council tax increases require the Council to set aside funding in full for the cost of CTRS which reduces the overall value of net income raised by council tax. If demand for CTRS increases the Council holds all the risk of overspending. If council tax goes up the cost of CTRS goes up and the cost falls fully to the Council. The budget is an uncapped entirely demand led service. Traditionally there is not full take up of CTRS and some savings are already assumed, managed, and accounted for in the level of CTRS awarded in future years. Growing economic uncertainty (cost of living concerns, a 40-year high inflation albeit starting to drop slightly, wage growth significantly lagging prices, etc.) means there is the likelihood of demand and CTRS spend rising significantly over time. Whilst shown entirely separate to the council tax raised it should be read in conjunction with the core council tax collection levels achieved.

2. Administration Grants – throughout the year the Council administered tens of millions of pounds of residual Covid, cost of living and other support grants on behalf of Welsh Government, albeit on a smaller scale than the preceding year. Each grant came with a variable value administration fee to recompense for the work undertaken. The majority of the work was achieved by reprioritising other work and not recruiting to temporary short-term posts or by utilising software and other automated solutions which saw some modest overspending elsewhere (but substantially less than the income received). With the cessation of the bulk of covid grant support schemes this scale of windfall will not continue into 2023-24. A small carry forward request of £249k, earmarked for investment into the revenues and benefits team, fully funded by the overall service underspend and from the administration fees already received is shown ‘below the line’ via earmarked reserves.
3. Net Employee Costs - some naturally occurring budget savings as a modest number of posts (given the size of the overall function and numbers of employees) remained vacant during the year, exacerbated by it proving hard to fill vacant temporary roles in line with wider economy supply/workforce shortages.

Corporate Services Directorate

Summary of Variances:

	£
Base budget (under)/over spends:	
Director of Corporate Services	-16,000
Communications and Marketing	-377,000
Digital and Customer Services	-501,000
HR and Service Centre	435,000
Legal and Democratic Services	-378,000
	<hr style="width: 100%; border: 0.5px solid black;"/> -837,000
Specific Project funding sought to be carried forward into 2023/24 in this report:	
Oracle Project	-3,827,000
Schools Innovation Project	-253,000
Public Wi-fi/Internet of Things Project	-132,000
Other	-48,000
	<hr style="width: 100%; border: 0.5px solid black;"/> -4,260,000
Total net underspend	<hr style="width: 100%; border: 0.5px solid black;"/> -5,097,000 <hr style="width: 100%; border: 0.5px solid black;"/>

Director Comments

1. Corporate Services Directorate’s total net expenditure in 2022-23 was £24.769 million. The Directorate delivered £139,000 of recurrent savings and finished the year with an overall underspend of £5.097 million, comprising £4.26 million of funding for specific projects which will be required in 2023-24 and £837,000 of underspends on Directorate base budgets.

2. The under spend on the Director of Corporate Services budget related to staff costs. Within this budget the council also spent £3.66 million Welsh Government grant funding to deliver Track Trace and Protect and the Welsh Vaccination Certification Service.
3. There was an underspend of £377,000 on the Communications and Marketing Service budget, as a result of the recruitment and spending restrictions and some unspent one-off funding which was added to the base budget in year to support Design Print.
4. The £501,000 underspend in Head of Digital and Customer Services was a result of unfilled staff vacancies, savings on supplies and services, including in year savings made on ICT contract costs.
5. There was an overspend of £435,000 in the HR and Service Centre budget. £388,000 related to the Service Centre and is a result of third-party payments and credit/debit card transaction fees which have increased significantly over recent years without a corresponding increase in budget.
6. Legal and Democratic Services had an underspend of £378,000 at year end, primarily resulting from carrying vacancies throughout the year due to spending restrictions.
7. The Directorate is set to deliver recurrent savings of £2.8 million in 2023-24, which includes the removal of vacant posts and reductions in supplies and services budgets that have contributed to the Directorate's 2022-23 underspend position. This, combined with the need to address the unfunded pressures in the Service Centre, will prove very challenging for the Directorate in 2023-24 and beyond.

Director of Social Services

Summary of Variances

	£
Adult Services Prevention and Tackling Poverty	3,391,675
Child & Family Services	-1,817,020
Grants, Commissioning and Partnerships	-1,012,893
Integrated Services for Older People	-1,734,165
Resources Hub	70,462
External Arrangements	-61,796
Total net underspend	<u><u>-1,163,737</u></u>

Director Comments

We are pleased to report an underspend for the year despite significant challenges in some areas and the pressures caused by an underfunded pay award.

The overspend within Adult Services and Tackling Poverty is primarily attributable to pressures on commissioned care where spend for those with Mental Health and Learning Disabilities has grown significantly

during the year. There are also pressures within External Domiciliary Care, which have been worsened by a reduction in client income.

Within Child and Family Services, significant unbudgeted grant income has supported the position and a continued staffing underspend has absorbed significant expenditure on agency staff. We have underspent on independent placements, although this remains an extremely volatile area.

The underspend in Grants, Commissioning and Partnerships is attributable to staffing and our continued alignment of spend to enable excess grant funding to be used to offset core funded activity where permitted.

Integrated Services' position is supported by a significant underspend on Externally Commissioned Care. Whilst activity levels have increased, the income performance for the year has been exceptional and reflects the work undertaken within the Directorate and with our Finance and Legal colleagues.

The variance within External Arrangements relates to those services that we host on behalf of the region, an overspend within the Community Equipment Service will be funded through use of a ring-fenced reserve whilst underspends in relation to regional funding will be retained for future use.

Director of Education

	£
School Transport	2,352,686
Catering & Cleaning	-428,912
Pension, Maternity, Misc Grants.	-1,317,932
Capital / asset costs	-172,498
Maes Derw - PRU	431,604
STF Sickness Scheme	102,123
School Improvement Team	-81,295
Stakeholder Engagement	-119,921
Additional Learning Needs	-1,329,430
School Support Savings	-168,473
IT Cloud Savings	-115,935
Other variances	43,563
Total net underspend	-804,420

Director Comments

The Directorate was projecting an overspend in previous Quarterly Reports. However, with robust management of in-year spending using restrictions, vacancy management, one-off savings and additional grant funding, this has helped to off-set the overspend and absorb the underfunded pay award.

The overspend on School Transport is significantly higher than earlier projections due to the increase in contract and fuel pricing. A decision to offer top-up payments to retain our current school transport providers was made by officers, with temporary funding approval and underwrite from the S151 Officer using known budget cover from central inflation and contingency sums, preventing further suppliers from handing back their contracted services for Swansea schools. Future costs of all transport provision will remain under significant pressure and require formal member decision in due course as part of future budget setting.

Additional Learning Needs (ALN) pressures continue to grow, however grant awards have had a significant impact on financial outturn and have improved the position for ALN. The concern is that these are 'one-off' and future years are going to show a very different outcome. The pupil referral unit (PRU) at Maes Derw once again overspent, due to staff, agency and transport costs.

Changes to historic pensions arrangements, maternity costings and miscellaneous grants have allowed for an underspend, where in previous years continuing unfunded pressures have remained. The Welsh Government's Covid fee for administering free school meal payments has also helped the position.

The reversal of an unutilised provision has significantly helped offset overspends and cost pressures within Catering and Cleaning, due to increased inflationary and staff cost pressures.

Continuing management action to mitigate the scale of cost pressures and make savings have helped in areas such as Capital, School Improvement/Support, Stakeholder Engagement and information technology (IT). Like other areas, a few of these are demand-led budgets and other savings are unrepeatable.

Moving into FY 2023/2024, it is expected that many of the above reported underspends are either grants that could disappear or savings which have been fully utilised so our forecast pressures will return. Significant focus will be directed at financial monitoring to ensure the Directorate is able to identify issues as the year progresses.

Place Directorate

	£
Culture, Tourism, Sport & Leisure	-1,041,859
Housing and Public Protection	-871,341
Economic Regeneration and Planning	-3,820,101
Highways and Transportation	950,539
Waste Management, Parks and Neighbourhood Working	2,212,189
Corporate Building Services	-543,684
Corporate Property Services	-1,682,007
Director of Place	-4,443,977
Total net underspend	<u><u>-9,240,242</u></u>

Director Comments

The Directorate budget continued to be impacted during the post-Covid period in terms of income recovery, volatility in key market sectors such as recylates and the combined effects of inflation including pay inflation. This has resulted in a range of continued financial challenges and budget pressures impacting services across the Directorate. Importantly the Directorate budget received £9.60m of Economic Recovery Fund (ERF) monies aimed at supporting the post-Covid recovery phase. Additionally, a sum of £1.447m has been utilised from the temporary Covid Impacts reserve to assist with this process and associated pressures. £3.2m of this Reserve is sought to be carried forward into 2023/24 to enable further support to anticipated continued future pressures within the Directorate.

The Directorate outturn showed an underspend of £9.24m (see table above) however this needs to be set in the appropriate context and noted that without the above-mentioned support the Directorate would have out-turned an overspend of circa £0.36m and this overspend would have been higher without the deployment of in year spend mitigation measures including restrictions in recruitment.

Carry forwards of £9,845,018 being sought in this report comprising:

	£
Economic Recovery Fund	2,260,865
Capital Equalisation Reserve	2,825,000
Temporary Covid Impacts	3,200,000
Housing Options	500,000
Community Budgets	527,650
Commuted Sums	270,597
Other	260,906
Total requested carry forward	9,845,018

Community budgets are allocated for 5-year term so carry over required to ensure full allocation available to members in subsequent years.

3. Items met from the Contingency Fund

- 3.1 The Council Report on 3rd March 2022 highlighted a number of risks that may need to be met from the Contingency Fund in 2022/23.
- 3.2 The £1.739m Outturn figure shown at Appendix 'A' represents the cost of the ER/VR exercise for 2022/23 which has been charged to the Contingency Fund on an 'Invest to Save' basis. This £1.739m reflects the workforce restructures implicit within the budget proposals for 2022/23 and some elements of 2023/24. As in prior years access to ER/VR requires a maximum payback period of three years for an employee who leaves under the scheme.
- 3.3 In addition to the above, other costs have been funded from the contingency in year including funding for Coroners Court Rooms

(£26,000), Honorary Freedom – Merchant Navy (£2,200), Ashlands Sports Centre (£150,000) and Swansea Barrage & Lock Gate Study (£132,075).

3.4 Items charged to the fund represent one off costs which, apart from any ER/VR costs, will not re-occur during 2023/24. The budgeted Contingency fund for 2023/24 is £6.118m. The Contingency fund was fully utilised in 2022/23, including the balance brought forward from 2021/22, so there is no additional funding available to bolster the existing 2023/24 Contingency Fund.

4. Schools Expenditure and Reserves Position

4.1 The Schools delegated budget for 2022/23 was £179,046,000.

4.2 This delegated budget in reality reflects in actual expenditure as shown in the education directorate line of the outturn summary given at appendix 'A', and any variation in expenditure incurred by Schools at a level greater/less than overall delegated budgets will result in a movement in ring-fenced delegated schools' reserves.

4.3 During 2022/23 Schools expenditure overall was £8,236,248 more than the delegated budget, equating to an overspend of approximately 4.60%.

4.4 This overspend will be funded by the schools' own reserves. The following is a summary of overall Schools Reserves since 2020:

	Balance 31/3/2020	Balance 31/3/2021	Balance 31/3/2022	Balance 31/3/2023	Overall change over last 3 year period (%)
Primary	4,697,855	12,023,244	15,554,761	11,237,371	+239.2
Secondary	2,777,164	8,451,907	12,353,391	8,379,243	+301.7
Special	254,290	305,256	483,069	538,359	+211.7
Total	7,729,309	20,780,407	28,391,221	20,154,973	+260.8

4.5 The above table is presented to reflect the quantum of schools reserves against each stream and the position within individual schools may vary quite considerably from the trend shown.

4.6 The above overall movement in Schools Reserves – a net decrease of £8,236,248 or 29.0% in year has to be viewed in the context of an overall increase in Schools funding of £11,742,000 in 2022/23 and the considerable impact of the pandemic over the past two years.

4.7 As a result of the impact of the pandemic, schools had been unable to plan and function as normal which had hindered their ability to spend in line with agreed budget plans in previous years. Projects and developments that were previously delayed have started to be realised in 2022/23.

4.8 In addition to pandemic recovery, inflationary pressures and higher than expected pay awards have also resulted in a call on reserves.

4.9 It is expected, given the above reserve position that the outturn position for 2023/24 for schools, will again evidence a net call on existing reserves.

5. Ongoing implications for the 2023/24 budget

5.1 There are ongoing risks from any planned savings not achieved from 2022/23 budget which cumulatively impact future years.

5.2 There are ongoing overspend risks arising from the outturn position in the following areas:

- Any unachieved 2022/23 savings targets,
- Social Services both Adults and Children,
- Home to School Transport,
- Education catering and cleaning,
- Waste Management Recyclates.

5.3 There are inherent risks in the current 2023/24 budget around:

- New budget savings falling in 2023/24,
- Additional Learning Needs,
- Ongoing costs relating to residual Single Status appeals,
- Inflation levels (including general and energy inflation) are at the highest they have for 30 years and remain a grave concern,
- Any ongoing effects from the COVID-19 pandemic could continue to affect national and indeed global finances, at a time when the Welsh Government has effectively removed grant funding available.

5.4 There are emerging and continuing risks going forward in future years arising from national developments around:

- Risks to public finances generally through Covid 19 spending and lost national taxation receipts,
- Very substantial inflationary pressure and supply bottlenecks as the wider economy recovers,
- Risk of redistribution of block government grant (especially with NDR receipts fundamentally reduced pan-Wales),
- Continued loss of existing specific grants,
- Ongoing demographic pressures especially in the older age population, pressures and interlinkages with NHS health care funding and a relative fragile private sector care sector,
- Higher than expected cases of looked after children,
- Affordability of the future national employer pay awards (yet to be determined) which will need to address National Minimum and Living Wage issues and to recognise the efforts of all staff, but

equally noting that any such pay rises are not fully funded by government grant.

5.5 Continued uncertainty at national government level over the wider economy means there remains some doubt as to the certainty of Comprehensive Spending Review control totals, and consequential for Wales, and ultimately Welsh Local Government funding despite a nominally announced 3-year funding package up to and including 2024/25. Budgets and funding assumptions risk being simply overrun with inflationary increases and supply side pressures far outstripping the nominal value of future increases and thus requiring significant future real terms cuts and council tax increases whilst appearing to rise fairly significantly in nominal terms.

5.6 We can anticipate therefore that the authority's overall budget position will remain under significant pressure for the foreseeable future, notwithstanding the immediate relative financial strength declared at outturn, with added uncertainty and thus all efforts to live within future budgets must be redoubled.

6. Summary of Outturn Position and Recommendations

6.1 The outturn position for 2022/23 reflects a significant improvement on the forecast position at quarter 3 (Reported to Cabinet in February 2023). This is as a result of actions taken and additional income in relation to specific COVID costs and other various "one off" funding including Social Services funding with much of it not confirmed until late at the end of the financial year. There is also significant slippage on various Economic Recovery Fund schemes, which will need to be carried forward for 2023/24 committed spend.

6.2 This is the minimum that should be expected in terms of Service Revenue Budgets because of in year budget monitoring, management action, spending restrictions and additional support that materialised during the year.

6.3 The report to Council in October 2022 reviewing reserves proposed just one change at that time, creating an IT Development Fund from the balance held in the Contingency Reserve. This has also been highlighted in the quarterly monitoring reports. Based on the net Revenue position arising out of the actual final outturn position it is recommended that:

6.3.1 The following transfers are made TO earmarked Revenue Reserves as follows:

- Oracle Project Slippage £3,827,276.
- Various ICT projects funding unspent £389,800.
- Slippage on various corporate services reserve/grant funded items £24,054.
- Housing Benefits/Revenues Service Improvements £249,000.
- Social Services various late grant funding received £798,551.

- Social Services Various regional arrangements £544,042.
- Additional Learning Needs various grants/underspends needed to fund future spend £433,000.
- Education late grant funding received £198,000.
- Various Place ring-fenced reserves such as commuted sums, Joint Ventures and Community Budgets £1,107,945.
- Unused temporary covid funding to be set aside for future impacts £3,200,000.
- Homelessness £500,000.
- Crematorium sinking fund £8,405.
- Slippage on various Recovery Fund Schemes (all Services) £2,191,274.
- Slippage on schemes funded by the Capital Equalisation Reserve £2,825,000.

6.4 In addition to the above it should be noted that there has been drawdown in excess of budgeted reserve usage of £2,463,038, where spend has occurred ahead of profile, largely with joint or ring-fenced services.

6.5 A summary of the most significant reserve transfers together with available balances as at 1st April 2023, subject to any budgeted transfers included as part of the 2023/24 budget or scheme slippage into 2023/24 are as follows:

- That the underspend on the Capital Financing Charges in 2022/23 of £8,577,000 be added to the remaining balance on the Capital Equalisation Reserve. This will result in some £22,809,851 being available in this reserve as at 1 April 2023. Although it should be noted that there are a number of approved commitments for use of this reserve in 2023/24 and beyond.
- That £881,024 of the un-utilised balance of the Contingency Fund in 2022/23 is proposed to be transferred into the Economic Recovery reserve to cover future commitments. This will mean only the budgeted contingency of £6,118,000 is available for use in 2023/24.
- That the remaining underspend as a result of out-turn be transferred to the Economic Recovery Reserve. This together with slippage of funding for schemes from 2022/23 into 2023/24 will result in some £31,008,332 being available, on a one-off basis, in this reserve as at 1 April 2023. Again, noting that this has been committed for approved ERF schemes and for use as an Energy Fund in 2023/24 and beyond.
- That the balance on the Restructuring Reserve of £2,800,000 be retained for purposes set out in 2.5 above.

6.6 The overall position for reserves is a complex one. For the avoidance of doubt there is a net draw from reserves in 2022/23 of just under £2m shown, a position that will only increase significantly given the planned heavy use of the Economic Recovery Fund and the heavy draw to support energy costs in 2023/24. The draw from schools reserves of over £8m is in addition to that making a £10m draw from reserves.

Schools can be expected to draw significantly from reserves again in 2023/24. The position is then somewhat flattered by an underspend of just under £9m on capital financing (in line with the agreed capital financing strategy which is paying increasingly significant short term dividends given substantially elevated interest rates both earned on substantial cash balances but also on debt servicing costs avoided) which is an add to the Capital Equalisation Reserve and a proposed near £14m earmarking for one off carried forwards to be expected to be expended predominantly also in 2023/24. The Council is also starting to spend significant elements of its admittedly deliberately large working capital, fully short term financed by further draws from cash backed reserves to avoid locking in new borrowing at elevated interest rates. Whilst looking like only modest draws now, the draws from reserves will grow significantly during 2023/24 and are clearly not sustainable in the medium to longer term.

- 6.7 Notwithstanding these proposed transfers, it is a duty of the Section 151 Officer to consider levels of General and earmarked reserves in order to continually monitor their adequacy and projected use. This has to be done in terms of both current known and projected future liabilities.
- 6.8 It is the opinion of the Section 151 Officer at this point that there is no scope within General reserves to fund any additional expenditure of the Council given the current risks facing the Council in terms of ongoing spending pressures, inflation, and the uncertainty of the real terms value of future Welsh Government funding streams. That means that subject to any limited emergency one off use of earmarked reserves, and other limited action the S151 Officer can propose immediately in year, all spending must otherwise be wholly contained within existing budgets or met by the specific and already very substantial earmarked reserves proposed set up as part of this outturn report.

7. Legal Implications

- 7.1 There are no legal implications relating to matters contained within this report.

8. Integrated Assessment Implications

- 8.1 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 victimization 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.

The Well-being of Future Generations (Wales) Act 2005 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'.

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.

- 8.2 The Revenue budget of the Council was approved following the application of the corporate Integrated Impact Assessment (IIA) process throughout the Budget setting process. It is essential where service levels are affected by changes to the Revenue Budgets (including savings options) that the IIA process (alongside consultation and engagement as appropriate) is applied to ensure due regard is paid to the potential equality impacts of any proposals prior to decision making.

Background papers: None

Appendices:

Appendices: Appendix 'A' Revenue Outturn Summary 2022/23

OUTTURN 2022-23

APPENDIX A

Directorate

	Revised Budget £'000	Revenue Outturn £'000	Variance £'000	Variance %
Corporate Services	29,866	24,769	-5,097	-17.1
Finance	32,556	30,426	-2,130	-6.5
Social Services	145,588	144,424	-1,164	-0.8
Education	202,313	201,509	-804	-0.4
Place	82,071	72,831	-9,240	-11.3
Net Directorate expenditure	492,394	473,959	-18,435	-3.7
Financed from Contingency Fund	1,171	1,739	568	
Total Service costs	493,565	475,698	-17,867	
Inflation /Apprenticeship levy	4,130	1,071	-3,059	
Corporate items		3,571	3,571	
<i>Levies:</i>				
Swansea Bay Port Health	88	88	0	
Corporate Joint Committee	200	200	0	
<i>Contributions:</i>				
Combined Fire Authority	14,692	14,692	0	
	512,675	495,320	-17,355	
<i>Capital financing charges</i>				
Principal repayments	16,868	13,898	-2,970	-17.6
Net interest charges	20,510	14,903	-5,607	-27.3
Net Revenue Expenditure	550,053	524,121	-25,932	-4.7
Movement in balances				
General Balances	0	0	0	
Earmarked reserves	-27,737	-1,758	25,979	
Total Budget Requirement	522,316	522,363	47	
Discretionary NNDR relief	418	403	-15	-3.6
Total CCS requirement	522,734	522,766	32	
Community Council precepts	1,697	1,697	0	
Total spending requirement	524,431	524,463	32	0.0
Revenue Support Grant	297,425	297,425	0	
NNDR	89,167	89,167	0	
Council Tax incl COVID	137,839	137,871	32	0.0
Total financing	524,431	524,463	32	0.0

Agenda Item 11.



Report of the Cabinet Member for Economy, Finance & Strategy

Cabinet – 20 July 2023

Revenue Outturn 2022/23 – Housing Revenue Account (HRA)

Purpose:	This report details the City and County of Swansea's HRA outturn compared with the approved revenue budget for 2022/23.
Policy Framework:	Budget 2022/23. Transformation and Future Council (Sustainable Swansea –fit for the future)
Consultation:	Cabinet Members, Corporate management Team, Legal Services and Access to Services.
Recommendation(s):	It is recommended that Cabinet: 1) Notes the comments and variations in this report and approves the proposed reserve transfers of £5.169m detailed in Section 2.1.
Report Author:	Ben Smith
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Summary of HRA outturn for 2022/23.

- 1.1 The HRA showed a surplus of £5.169m compared with the original budgeted break even as outlined in the budget report to members on 3rd March 2022. The summarised HRA is set out in Table A in the Appendix.
- 1.2 The main reason for this £5.169m surplus and movement against an original breakeven is set out below:-

Item	£m
Increased Revenue Repairs Costs	3.619
Reduced Contribution to Fund Capital Expenditure	-6.529
Increased Income	-1.236
Decrease in Bad Debt Provision	-0.586
Reduced Finance Charges	-0.378
Reduced Housing Management Costs	-0.059
Net Surplus	-5.169

- 1.3 The increase in revenue repairs costs was mainly due to an increase in demand following the Covid pandemic and increased costs due to inflationary pressures.
- 1.4 The reduction in the contribution to fund capital expenditure was as a result of slippage on the 2022/23 Capital Programme and the receipt of additional Welsh Government capital grant funding.
- 1.5 The additional income was due to a number of factors, namely as a result of the allocation of the week 53 rent income apportionment and additional income from the Furnished Tenancy Scheme.
- 1.6 The reduction in Finance Charges was as a result of lower than forecast HRA borrowing and a reduction in the 'pooled' interest rate.
- 1.7 The reduction in the contribution to the bad debt provision arose because of lower than forecast rent arrears due to the support-led, pro-active approach of the Rent Arrears Team.

2. Reserves

- 2.1 The opening balance for the year was £5.239m. With the final 2022/23 transfer to reserves of £5.169m, the closing balance is £10.408m. The summary reserves position including budgeted usage for 23/24 is set out in Table B in Appendix A.

3. Legal Implications

- 3.1 There are no legal implications.

4. 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.

The Well-being of Future Generations (Wales) Act 2005 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'.

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 There are no implications arising from this report. The HRA Revenue budget was approved following the application of the corporate Equality Impact Assessment (EIA) process throughout the Budget setting process. This process has since been replaced with IIA's. It is essential where service levels are affected by changes to the Revenue Budgets (including savings options) that the IIA process (alongside consultation and engagement as appropriate) is applied to ensure due regard is paid to the potential equality impacts of any proposals prior to decision making.

Background Papers: None

Appendices:

Appendix A –

Table A: Summarised HRA 2022/23

Table B: Movement in Balances 22/23 to 23/24

Table A: Summarised HRA 2022/23

Classification	Original Budget 2022/23	Actual 22/23
	£'000	£'000
<u>Expenditure</u>		
Management and Maintenance	32,410	35,972
Capital Charges	10,438	10,060
Revenue Funding for capital schemes	28,320	21,791
Provision for Bad Debts	1,000	414
Transfer to/from reserves	2	5,169
Total Expenditure	72,170	73,406
<u>Income</u>		
Rents and other income	71,824	73,060
Affordable Housing Grant	346	346
Total Income	72,170	73,406

Table B: Movement in Balances 22/23 to 23/24

Description	£000's
Actual balance at 1 st April 2022	5,239
Actual transfer to Reserves 2022/23	5,169
Actual balance 31st March 2023	10,408
Budgeted transfer from Reserves 2023/24	-3,578
Forecast balance 31st March 2024	6,830

N.B. Actual usage in 2023/24 will be dependent upon final Capital requirements including slippage of schemes from 2022/23.

Agenda Item 12.



Report of the Cabinet Member for Well-being

Cabinet - 20 July 2023

Grant Giving Policy and Process

Purpose:	To provide a template and guidance for grant giving within Swansea Council
Policy Framework:	Swansea Grant Giving Policy
Consultation:	Legal, Finance, Access to Services
Recommendation(s):	It is recommended that: 1) The Grant Giving Policy and Procedure is endorsed
Report Author:	Spencer Martin
Finance Officer:	Chris Davies
Legal Officer:	Adrian Jeremiah
Access to Services Officer:	Rhian Millar

1. Background

- 1.1 Swansea Council administers a number of grant funding programmes across all departments. Grant programmes are sourced from both internal and external funding.
- 1.2 The Council is required by Welsh Government to include Welsh Language provision in its grant giving policies, however Swansea Council does not have a formal policy. This report offers a Grant Giving Policy and procedure to standardise process across the Council, and hence meet Welsh Governments Welsh Language Standard 94 – Grant Policy.
- 1.3 A lot of work has previously been undertaken to standardise Grant Giving processes and this policy builds upon this and establishes a guide to the process to aid further standardisation across the Council.
- 1.4 The examples in the appendices are for guidance. It is important to note that differing funding programmes will need to adopt different formats

(especially if the grant programme concerned is under the auspices of UK or Welsh Government) however the standardised versions should provide a useful guide.

- 1.5 It is also noteworthy that this is a Swansea Council Policy and for regional working where Swansea Council is the banker or lead authority on behalf or other authorities they would follow their own processes.

2. What is a Grant

- 2.1 The Grant Giving process is separate from procurement and commissioning of contracts, however aims and objectives of grant programmes may be closely linked to commissioned services and should take care not to duplicate provision or services.

- 2.2 There are many and varied definitions of what is a grant and what is a commissioned service – A grant is defined by UK Government as:

“A sum of money awarded to an organisation in anticipation of it being applied for an agreed purpose. This purpose may be very specific, e.g. to fit a smoke alarm in an old person’s house, or less specific, e.g. to promote fire safety among old people”

Competitive grants – which is the process most commonly utilised across the council as:

“Grant funding for which applications are invited and assessed against a pre-published set of criteria, with awards made based on the outcome of the application assessment”

A link to further information on Grant vs Contract guidance can be found on procurement section webpages at:

https://staffnet.swansea.gov.uk/media/4975/Grant-v-contract-paper/pdf/Grant_v_contract_paper.pdf?m=1642162632040

- 2.3 The definitions above could also be said to be pertinent to commissioned or procured services. Grant programmes are usually short term, lower value, one off (or in a short series of rounds) funds, whereas procured services are usually longer term, higher value and for services complimentary or essential to the statutory duties of a council.

- 2.4 If there is any uncertainty over the best process to utilise for a funding programme please contact Procurement Officer. For further information on Procurement please refer to <https://staffnet.swansea.gov.uk/procurementinfo> and review the procurement Guide for Council Staff.

3. Suggested Stages in Grant Giving Process

3.1 An infographic on the stages within a grant giving process can be found at Appendix 1. Section 3.2 – 3.8 describe each stage in detail.

3.2 Pre Grant Process

- Aims, objectives and criteria
At the planning stage the aims of the grant programme need to be clear, but not so rigid they exclude innovation or new ways of working.
- Desired outcomes
Consider what outcomes you envisage at the final evaluation process.
- Budget amount and timescales
Consider clear and achievable timescales that allow time for application packs to be prepared and translated into Welsh; for applicants to complete and submit documentation and for the decision-making process. All this needs to link with budget deadlines, funding availability and timescales for successful groups to manage and complete projects that are supported.

3.3 Application process

- Timely application process
A clear deadline. Applicants should have sufficient time to review and complete application packs. It should be stressed that applications will not be accepted after this deadline.
- Standardised application forms (example as Appendix 2)
Design and develop application packs based upon standard application forms. These forms are a guide only and can be amended according to the funding programme in question. Online application and submission preferred – however be careful not to exclude your target groups if you use online application alone. Data protection assurance should be included in every application pack.
- Clear question by question guidance notes
Application pack should include (where possible) clear guidance notes that take the applicant through the form question by question, explaining what information is required.
- Revenue or Capital/Mix
Capital expenditures are typically one-time large purchases of fixed assets that will be used over a longer period. This does not include small purchases for one-off use in a project such as stationery, art supplies etc. Revenue expenditures are the ongoing operating expenses, which are usually short-term expenses. (salaries, utilities, rent contributions, etc) This may be dictated by the source funder (eg Welsh Government)
- What you are eligible to apply for/ineligible costs
The criteria should be clear on what costs are ineligible – for example set a capital spend of £500 or limit wages to sessional costs and not core salaries. Retrospective funding should not be considered. This may be dictated by the source funder (eg Welsh Government).
- Who is eligible to apply – who is ineligible

Be clear on who is or is not eligible to apply – for example many funding bodies exclude political entities, promotion of religion (as opposed to groups who are based in or formed around religious institutions who undertake community work) and statutory bodies from funding programmes. This is dependent upon the programme (for example you may exclude Community Councils or Council departments - but this would be counterproductive if the fund objectives are centred around a literary programme when Libraries are generally operated by Local Government). Eligibility should be limited to organisations working in and preferably based in Swansea and only for projects benefitting Swansea residents (unless funding in question is specifically regional or cross boundary), This may be dictated by the source funder (e.g. Welsh Government).

- Clear and succinct project criteria
It should be clear what is expected from applications to the programme, linked closely to expected outcomes – however criteria should aim not be so restrictive it stifles innovation and new ways of working or new ideas.
- Available in English and Welsh.
Legislation requires all documentation to be available and accepted in both languages as per Welsh Governments Welsh Language Standards
- Clarity on what is expected from monitoring information including timescales.
The application pack should inform of the monitoring information required, and allow the applicant to outline how they will collect the requisite information. Monitoring should be appropriate to the size of the project and amount of grant and not be so onerous as to place the group in a situation where effort collecting monitoring information detracts from the performance of the actual project being funded.
- Closing dates
*As previously prescribed closing dates should be clear and allow appropriate time for applicants to complete packs and compile supporting documentation. Applications received after closing dates should not be included, unless there are extenuating circumstances.
Certain funding programmes may take place on a rolling application/decision making process the timescales in these circumstances should also be clearly communicated.*
- Publicity and PR
Utilise internal PR and external networks to disseminate information. All applicants should be made aware that grant awards will be in the public domain.

3.4 Due diligence on applicants- All applicants should supply.

- Constitution – Status of organisation (charity, benevolent, CIC etc.)
All applicants should supply a robust constitution/governing documents. Applicants do not necessarily have to be registered Charities – if they are they should supply Charity numbers, but smaller groups can be classed as benevolent or for community good. Many organisations are Community Interest Companies or not for profit businesses these are also eligible, but

the governing document should clearly state the type of organisation and its governing processes.

- Confirmation of a bank account requiring two signatories
(For very small organisations these types of accounts are becoming harder to open or keep, as banks are eager to close small accounts discretion may need to be used in these circumstances)
- Annual Accounts, preferably independently audited (or bank statements if in first year of trading) and confirmation of appropriate bank account.
New groups will not have audited accounts, projects which aim to seed fund new projects should still seek assurances appropriate financial protocols are in place.
- Awareness of requirements under the WG Welsh Language (WL) guidance policy and supply WL policy - WL policy should explain how they will be met by the applicant group.
- Awareness of requirements under equalities policies and supply appropriate policies including environmental policies - policies should contain information on how these objectives will be met by the group
- Safeguarding policies appropriate to the organisation and project in question.

Third Sector groups that need assistance to develop any aspects regarding due diligence should contact Swansea Council for Voluntary Service (SCVS) they are commissioned by the council to provide such assistance.
[Swansea CVS \(scvs.org.uk\)](http://scvs.org.uk)

3.5 Assessment process

- Recommendations to panel (if possible/feasible) by relevant officers
Any recommendation should be based on due diligence, eligibility and criteria.
- Panel mix of council and whenever possible third sector - Cabinet Member or Local Ward member involvement when required – *council should have majority* – chair should be a Council representative and have deciding vote.
- All members of the panel need to sign a non-disclosure and Conflict of Interest form.
Following advice from procurement this should become standard practice for grant funding applicable to all internal and external panel members.
- Limited wherever possible/appropriate to Swansea organisations & only for work undertaken in the City. (unless programmes are specifically regional or cross boundary)
- Assessment panel decisions are final.

3.6 Awarding practices

- Identify key performance targets or specific requirements of grant.
Should be related to submission on application form or amended and agreed in negotiations with the grant recipient.
- Letter of notification – containing additional agreed targets or requirements.

- Standard Contract of acceptance (including the provision of bank account details) Sample attached as Appendix 3
- Payment arrangements
For example - full amount in advance or other agreed payment schedule
- PR – successful projects should be in the public domain, Swansea Council support for projects should be credited on any paperwork or advertising materials, utilising council logo in line with Council branding protocols.

3.7 **Monitoring Protocols**

- Appropriate to the size and requirements of the grant awarded, Sample monitoring form attached as Appendix 4. Monitoring should be appropriate to the size and type of project and not be too onerous for smaller groups – the aim wherever possible is to run the project efficiently not to clog the process up with excessive data collection. However monitoring requirements can also be prescribed by the Source Funder. (eg Welsh Government)
- Share information internally on poor performance (for whatever reason).
- Where possible and appropriate look carry out a quality assurance visit.
- PR – If undertaking quality assurance visits link with PR officers.

3.8 **Final Evaluation**

- Final Report and Overall Performance against aims and objectives of funding programme and grant project.
A summary report (spreadsheet) on project by project monitoring figures and an overall picture of outcomes, number of attendees etc.
- Lessons learned.
Summarise and share appropriate lessons learned during the grant giving process with other funding sections.

4. **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.
- 4.2 The Well-being of Future Generations (Wales) Act 2005 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'.
- 4.3 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.
- 4.4 The IIA screening undertaken can be found at **Appendix 5** demonstrates that there are no equality implications for Swansea Council. This is because the report recommends a policy and process be noted with reference to grant giving. The grant programmes themselves my directly impact protected characteristics the policy forms a guideline for administration rather than recommending specific criteria for grant programmes. This policy process does however strengthen the awareness and requirement for policies that safeguard protected characteristics in grant programmes.

5. Legal Implications

- 5.1 There are no legal implications.

6. Financial Implications

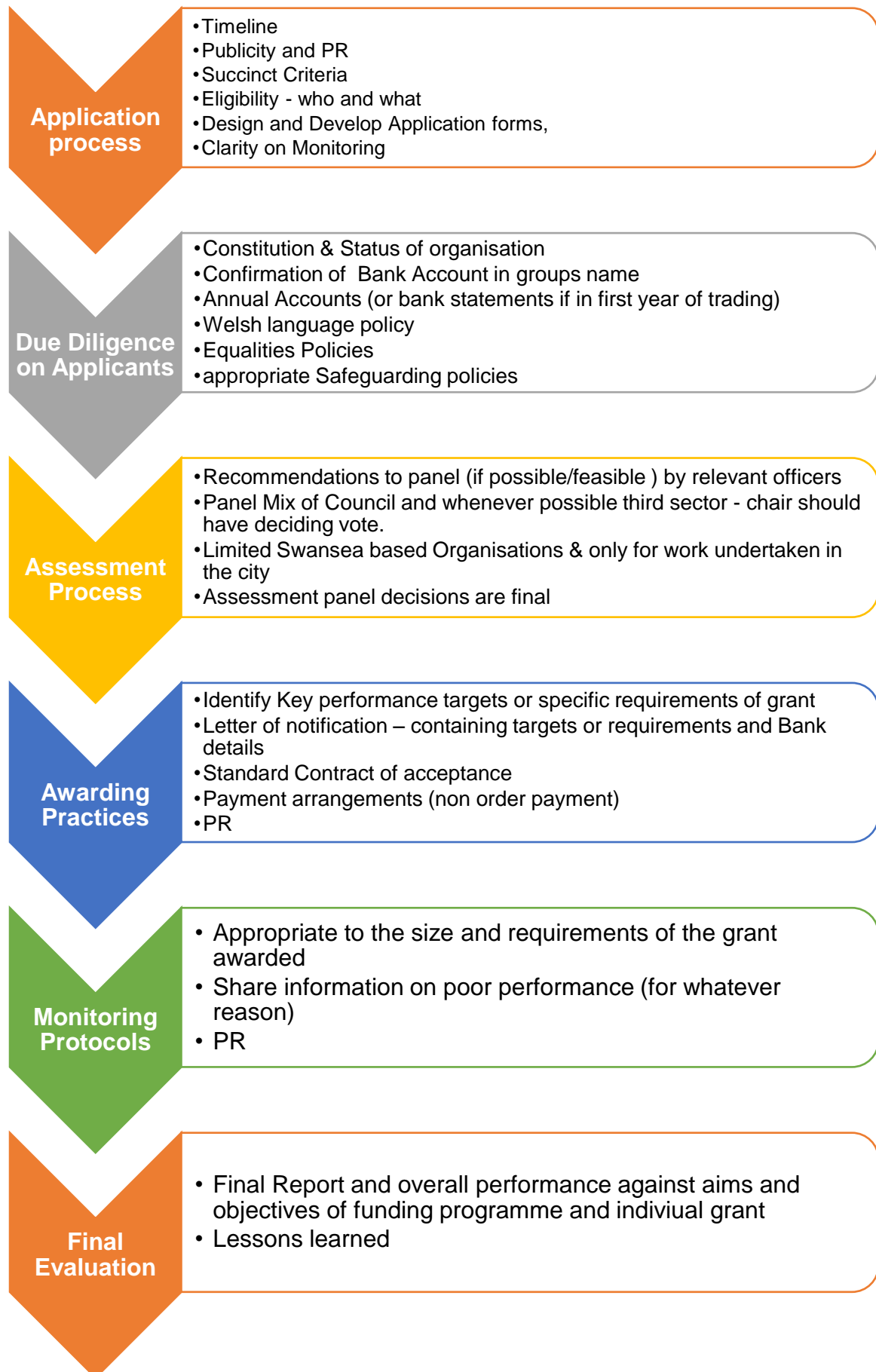
- 6.1 Whilst there are clearly no direct financial implications arising from this report, there are clear benefits from a consistent overarching framework for grant giving to maximise the grant benefits and outcomes achieved and to achieve compliance with procurement and legal obligations as well as grant terms and conditions. Grant giving provides an opportunity to extend the reach of our support closer to communities and community groups.

Background Papers: None.

Appendices:

- Appendix 1 - Grant Process – Infographic
- Appendix 2 - Sample Application Form
- Appendix 3 - Sample Contract
- Appendix 4 - Sample Monitoring Form
- Appendix 5 - IIA Screening Form

Appendix 1 - Swansea Council Grant Giving Policy





Grants Fund

Criteria & Application Form

The Grants Fund is available to community groups/organisations funding is available in financial years 20** (to be spent by end March 2088). Applications will be accepted for both Revenue and Capital funding

Meaning of "Revenue"

In the context of this guidance, "Revenue" means, items of equipment costing less than £100, short term staffing, operating, or running costs,

Meaning of "Capital"

In the context of this guidance, "Capital" means any physical building work, related professional fees, and the purchase of items of equipment costing over £100.

Funding will be paid in advance in one lump sum unless otherwise agreed.

Who can apply?

Groups and Organisations are eligible if they:

- are a community led organisation;
- are a not-for-profit group;
- are working in and involving people from Swansea;
- have a constitution or set of rules, dated and signed as "adopted" by the Chair, or other senior office holder on behalf of the group; The groups shall also have up to date equalities, Welsh Language and environmental policies and other policies where necessary i.e. Vulnerable adults, childrens policies and meet appropriate safeguarding requirements.
- have a bank account, in the name of the group, which requires at least two signatures;
- can provide a copy of their most recent accounts or statement of income and expenditure **and** a bank statement. These must be audited or signed as approved by the Chair or other senior office holder; If the group are a new organization and have not been established long enough to have audited accounts the group must supply bank statements for the period to date.

Appendix 2

- spend the grant in the appropriate timescale and use the grant only for the purpose agreed in the offer letter.

Who is not eligible for funding?

The rules of the Fund prevent the following groups/organisations/ individuals from applying.

- Political Organisations.
- National Organisations, unless the group is a local branch with local management/accountability arrangements and bank account.
- Organisations whose annual turnover exceeds more than £150,000.
- Town and Community Councils.
- Other Statutory Organisations.
- Schools – however the school PTA/Friends may apply to the Trust Fund provided the funding is not to carry out improvements to the building or grounds or is to provide equipment or educational trips, which could reasonably be expected to be provided by the LEA.
- Religious groups – capital projects to buildings only or community projects not limited to affiliates.

CRITERIA

In all cases eligibility for funding would be dependent on applicants demonstrating:

- the relevance of the proposal to the Criteria
- that the beneficiaries would be primarily people most in need of support (socially excluded, young people, elderly, those with a disability or those experience high levels of deprivation etc); based on the Criteria
- that the impact of the project is clear and the outcomes of the project are measureable;
- that there is community support for the proposal.

The following list gives you some idea of what the Fund is **not able** to support (this list is not exhaustive):

- applications for unspecified items e.g. contingency money;

Appendix 2

- retrospective applications, for example we would not accept an application for equipment which has already been purchased or an event which has all ready taken place;
- staff costs for permanent or contracted posts. The Fund will consider applications for fixed term, sessional workers or non contractual work (i.e. play schemes)
- Core costs – Rents, utilities, insurances, hospitality etc. unless they form an essential part of the project submitted (e.g. room/venue hire for community based projects)
- applications can not be made on behalf of a project for another group, if the group is un-constituted but meets all other criteria the group must apply in their own name but ask a constituted group to provide their bank account details, constitution and accounts.
- applications for any form of vehicles e.g mini buses, buses, boats, caravans, etc
- duplication or additional funding for a project

When Can we apply?

opening and Closing dates

What are the terms and conditions of the Fund?

If the application is successful, they will be offered a grant subject to Standard terms and conditions which will form part of the offer letter.

The decisions of the grant assessment panel are final

The grant awards will be in the public domain. All successful grants may be subject to publicity and where appropriate be progressed through the councils internal reporting procedures, including assessment and monitoring of completed projects..

Checklist

Please ensure that you answer all questions, sign the form, enclose everything that is asked for and tick boxes below. Keep a copy of the form for your reference.

Use this checklist to ensure you are sending a complete application

- All questions have been answered
- The application form has been signed by the main contact
- A copy of the application form has been kept for future reference
- An Electronic Copy has been sent to (address)

Appendix 2

You have enclosed:

- Copy of signed constitution/governing document/rules
- Copy of equal opportunities policy
- Copy of Welsh Language Policy
- Copy of environmental policy

- Copy of Vulnerable Adults/child protection policy (if applicable)
- Latest signed Annual Accounts
(or, for new groups, an Income & Expenditure forecast)
- Copy of bank or building society statement not more than 3 months old
- Copy of quotes or estimates (if applicable)



Small Grants Fund Application Form

For office use only:

Date Rec'd:

Ref No:

Please read the criteria & guidance notes before completing this form.

Completed forms should be returned to

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate [privacy notice](#) on our website.

Should you require this information in a different format, please contact Partnership and Commissioning Team, City and County of Swansea, The Guildhall, SA1 4PE on Tel 07976 899384 or via e mail on spencer.martin@swansea.gov.uk. Please return the completed application to the above address.

If you need help or if you have difficulty completing this form in the current format, contact

Q1 Contact Details

Contact name	
Name of group	
Address	
Tel	E mail
Position in group	

Appendix 2

Q2

What are the main activities of your group

Q3

Describe the project/activity you are applying for in no more than 100 words

Q4

In no more than 100 words, explain how the project will help to Achieve the Aim of the grant fund

Appendix 2

Q5

In no more than 100 words, describe how the project will ensure that the beneficiaries will be primarily people most in need of support. And outline how you will monitor the success of your project.

Q7 Welsh Language Provision

Will services be available through the Welsh Language?

Face to Face Yes No Not applicable

Written Information Yes No Not applicable

Electronic Information Yes No Not applicable

If the answer for any of the above is 'No' or 'Not applicable' please state reason below:

Q8

How much grant in <u>total</u> are you applying for? Please give details below:	£
Item of expenditure	Cost
TOTAL COST	

Q9 About your Group

Charity or other Registration number (if applicable)	
Does your group have a bank account in its name requiring at least two signatures to authorise withdrawals? <i>We will need a copy of a recent bank statement.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
When was your group established?	
How many people are involved in running your group?	
Management committee _____	Volunteers _____
Members _____	Paid staff _____
Please give the names of your officers:	
Chair:	
Secretary:	
Treasurer:	
If you work with children or vulnerable adults please tell us what steps your group takes to safeguard them: (enclose copy of vulnerable adults/child protection policy if adopted)	

DECLARATION

I confirm on behalf of my group that I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.
I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

Signature of main contact:		Date:	
----------------------------	--	-------	--

Appendix 3 ***** Fund 2022/23

Terms & Conditions of Grant

‘the Group’ refers to the group bound by these terms and conditions and receiving the grant;

‘the Project’ refers to the Project in respect of which this grant was applied for and agreed to as detailed in the Group’s application form (as may be varied by these terms and conditions);

‘the Fund’ means the Swansea ***** Fund grant scheme and shall where appropriate include reference to the Assessment Panel, authorised employees and agents of the grant schemes.

1. IN GENERAL

- a. The grant must be used exclusively for the Project and only by the Group and only in accordance with the details in the application form (and these terms and conditions). If the offer differs from details in your application variations are set out in your offer letter.
- b. No major change to the Project or its implementation may be made without prior consent in writing of the Fund.
- c. If the grant has been made for the purchase of equipment or other assets, the group will complete an asset register and may not sell those assets without prior permission of the Fund.
- d. The grant will not be increased in the event of an over-spend on the Project.
- e. The grant must be shown separately as a restricted fund in the Group’s annual accounts and not included under general funds. The Group does NOT need to open a new bank/building society account.
- f. The grant money must be spent within the agreed time period.
- g. If the Group spends less than the entire grant on the Project, the unspent amount must be returned to the Fund promptly.
- h. Awarding a grant for a feasibility study or pilot project does not represent any commitment by the Fund to award a grant for any subsequent project.
- i. The Group must not without written agreement of the Fund change its constitution as regards its purposes, or any other significant change, during the period of grant.
- j. No expenditure incurred prior to the date of the offer letter can be paid for out of the grant.
- k. The Group must inform the Fund of any offers of funding for the Project received from anyone else that duplicates the funding providing by Swansea ***** Fund grant.
- l. The Fund is not liable for losses arising from any delays in making grant payments.

2. PUBLICITY

- a. The Group must acknowledge support of this grant in its annual report and accounts that cover the period of this project.

Appendix 3

- b. The Group should acknowledge support by the Fund in any articles, publicity or press releases that refer to the Project.
- c. Any publication financed or part-financed by the Fund should contain acknowledgement of support by the Fund.
- d. Where possible logos should be included for Swansea Council (available on request). If this is not possible for good reason the Group should include the following statement:

‘This (project/group/publication) is(was) supported by Swansea ***** Fund.’
- e. The Group should keep a record of all publicity documents, press releases, reports etc as evidence.
- f. The Fund may use the name of the Group and its Project in the Fund’s publicity materials. We will be sensitive to situations where confidentiality is a particular issue.

3. MONITORING

- a. The Group must retain all documents relating to the grant award for at least seven years. Relevant documents may include invoices, proof of payment, receipts, bank statements, staff time sheets, salary details and any other supporting documentation to identify all expenditure claimed on the project.
- b. The Group will monitor the success of the Project against agreed targets and complete regular monitoring forms including an End of Grant form. The forms will be supplied by the Fund.
- c. The Group must supply copies of receipts or other proof of purchase for the total value of the grant award that show how the grant has been used. These are to be submitted with the completed monitoring forms.
- d. The Group may be asked to provide further financial or other information to help the Fund monitor and evaluate the project and its grant programme.
- e. The group must be aware that monitoring information supplied will be shared via the councils internal reporting systems, including Scrutiny and Council, these are public meetings therefore information supplied will be in the public domain and may be picked up by media outlets.

4. PAYMENT OF GRANT

- a. Payment of the grant will be made via BACS system
- b. Payment can only be made into a bank account or building society account bearing the Group’s name and which has joint signatories duly authorised.

5. WHEN GRANT PAYMENT WILL BE MADE

- a. Grants will be paid in one payment in advance, unless otherwise agreed.
- b. The Fund will pay the grant on receipt of signed acceptance of the offer and appropriate monitoring forms.

6. CIRCUMSTANCES IN WHICH A GRANT MAY BE WITHHELD OR HAVE TO BE REPAYED (at the Fund’s discretion)

- a. If there is any breach of any of these terms and conditions.

Appendix 3

- b. If the application form was completed dishonestly, incorrectly or misleadingly.
- c. If the Group ceases to operate, is dissolved or insolvent, or is put into administration or receivership or liquidation, or an arrangement is made with its creditors.
- d. If the Group fails to complete the Project within the agreed time period.
- e. If members of the governing body, volunteers or staff of the Group have acted dishonestly or negligently in respect of their work for the Group at any time during the Project period.
- f. If the Group is found not to be taking positive steps to ensure equal opportunities in its own employment practices and delivery of and access to its services.
- g. If the groups is found to be not acting in accordance with its own stated and supplied policies
- h. If the Group receives duplicate funding from any other source for the same Project.
- i. If the group fail to supply monitoring information when requested

7. SPECIAL CONDITIONS

Any special conditions are detailed in the accompanying Offer of Grant letter.

8. DURATION OF THIS GRANT AGREEMENT

The terms and conditions of this Grant Agreement will prevail and remain in force as follows:

- So long as any Grant funds remain unspent
- Until a satisfactory End of Grant form has been received.
- In the case of capital assets acquired with the aid of Grant Funds, for the normal usable life of the asset concerned.

The signatories to this form agree to be legally bound and liable to the Fund and the Council in respect of the terms and conditions contained herein on behalf of the Group

SIGNED.....

WITNESS.....

Date.....

Appendix 3

Bank Account Details – Funds will be paid directly into the Bank Account of the Recipient so accuracy of information supplied is essential. Please supply:

Bank Account Name:

Bank and Branch:

Sort Code:

Account Number:

Please return the Scanned signed, witnessed hard copy via email mail to;

Spencer.martin@swansea.gov.uk

Appendix 4 - Sample monitoring Form

Organisation	
Project	
Lead Contact & email	
Funding amount approved	

1. Progress

State below progress made against the agreed outcomes stated in your application form and provide additional comment where appropriate

Milestones/Targets/Outcomes/no of attendees (as per application form)	Progress against Milestones/Targets/Outcomes/no of attendees	Comment
•	•	

2. What were the key benefits of the funding provided?

3. Did you deliver in line with your application?

4. Has funding met the need identified in your application, please evidence?

5. What is the future of your project? Please select from the below options and provide further evidence regarding your selection

Please choose one of the below options	Please evidence. For example, referral numbers, waiting lists, exit route, embedded into alternative funding etc.
The aims and objectives have been fully met, and the project/service can end- (The project was a one off and there is no issue with funding ending) <input type="checkbox"/>	Please describe if this was a one off to purchase goods or training and why there is no issue in this ending
There is an evidenced need that there is still a demand for the project <input type="checkbox"/>	Please outline your evidence for continued unmet need and demand
The project will be embedded and funded within existing provision <input type="checkbox"/>	Please describe what service this will be embedded into and how this will be funded
The project will end with no further funding available <input type="checkbox"/>	Please describe how you will mitigate the impact of this
Other <input type="checkbox"/>	

6. Declaration

I confirm that I have used the funding provided for the purposes intended and in line with grant terms and conditions.

Signed Print Name Date / /

(Office use only) Approved By	Date	Comment

Please return completed form to spencer.martin@swansea.gov.uk by 30th February 2088

Integrated Impact Assessment Screening Form – Appendix 5

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

Which service area and directorate are you from?

Service Area: Partnership and Commissioning

Directorate: Social 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:

Grant Giving Policy and Process - To provide a template and guidance for grant giving programmes administered within Swansea Council.

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 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 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"/>
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 Policy/process has been shared across relevant council departments. It is an internal policy and process so has not been shared with a wider audience. The Third sector has however been informed of the proposals via the Compact Liaison Group.

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 Policy and Process is a guideline for grant giving to standardise the process across council departments – the process is already informally in operation across the council but should be acknowledged as evidence we are following strategies

around Welsh Language, Equalities and Safeguarding when administering Grant funding programmes.

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?

The Process should not affect people or communities – however the individual grant programmes should be more consistent across the council.

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 report demonstrates that there are no equality implications for Swansea Council. This is because the report recommends a policy and process be noted with reference to grant giving. The grant programmes themselves may directly impact protected characteristics, however the policy process forms a guideline for administration rather than recommending specific criteria for grant programmes. This policy process does however strengthen the awareness and requirement for policies that safeguard protected characteristics in grant giving programmes.

(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.

Screening completed by:
Name: Spencer Martin
Job title: Partnership and Commissioning Officer
Date: February 2023
Approval by Head of Service:
Name: Jane Whitmore
Position: Head of Partnership and Commissioning.
Date: February 2023

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

Agenda Item 13.



Report of the Cabinet Member for Investment, Regeneration, Events & Tourism

Cabinet – 20 July 2023

Tabernacle Morryston Community Resilience Hub

Purpose:	<p>To assist the Tabernacle Morryston Congregation Charitable Incorporated Organisation, in a capital scheme for the Grade 1 listed Tabernacle Chapel in Morryston.</p> <p>The building is a 3rd Sector asset and the scheme includes renovation & improvements, to widen community / business usage.</p> <p>The Council's role will be purely to manage the capital construction project and associated funding sources.</p>
Policy Framework:	Swansea Bay City Region Economic Regeneration Strategy
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none">1) Authorises the Council to enter into a Collaboration Agreement with Tabernacle Morryston Congregation Charitable Incorporated Organisation.2) Delegates authority to the Director of Place and the Chief Legal Officer to finalise the terms of the draft Collaboration Agreement attached at Appendix A and to enter into any relevant documentation to protect the Council's interests.3) Authorises the Council to receive grant monies on behalf of Tabernacle Morryston Congregation Charitable Incorporated Organisation, oversee payment of invoices and assist with grant claims.
Report Author:	Jacquelyn Box
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 Nationally iconic in Welsh cultural life, at the heart of Morriston, Tabernacle is one of only three Swansea buildings with a Grade 1 listing. It was central to the hard-working community of the industrial lower Swansea Valley powerhouse. Known as the Cathedral of Non-Conformity, it is amongst the most important landmarks and community assets of the area.

It is viewed as a key driver in the wider heritage led Copperopolis regeneration of Morriston, Swansea and important for local people of all ages and backgrounds in providing a range of cultural, heritage, and recreational activities for over 150 years.

- 1.2 The Tabernacle Morriston Congregation Charitable Incorporated Organisation (TMC CIO) approached both Welsh Government and Swansea Council in 2016 with an urgent request for support with the ongoing sustainability of the building, due to falling numbers of the congregation and rising revenue costs. WG funded an initial options appraisal for the Chapel, conducted by Purcell Architects. A key recommendation emerged pertaining to the need for a developmental period, prior to determining the new model. A Collaboration Agreement was created, allowing the Council to carry out this work in partnership with the TMC CIO – this was funded by a National Lottery Heritage Fund, Resilient Heritage Grant.
- 1.3 Engaging with the existing users, organisations and community members in Morriston enabled consultation and the creation of a vision / business plan for Tabernacle, as a vibrant community led facility, providing a range of activities that address local needs (support, heritage, cultural, recreational) and bring a wider range of new people to the building. Alongside this a volunteering programme will be developed, supporting local people to gain skills to help with various aspects of the heritage and operation of the 150 year old building and environs. eg guided heritage tours, community and cultural archive collection.

2. Proposed Works

- 2.1 To support the new business model, a range of capital works need to be undertaken to improve facilities, allow accessibility for all and enable multiple spaces to be hired simultaneously. The creation of more hireable spaces is key to increasing the revenue generated, thereby improving the sustainability of the building.
- 2.2 The reconfiguration of the lower ground floor will result in 4 simultaneously hireable spaces, upgraded toilet (2 disabled toilets & 2 unisex toilets), new commercial kitchen facilities and accessibility measures, resulting in 421 sq. m. of new usable floorspace. The accessible adaptations will improve facilities for all users and expand the flexibility and viability of the building.

2.3 An officer in the Economic Regeneration Team is working on securing the Capital funds for the scheme, from a range of external sources. More detail below on the funding package. The grant bids are being made in the name of the TMC CIO (the proprietor) and they will be the initial recipients of the funding allocations. The TMC CIO does not have the capacity or knowledge to project manage a capital building project of this nature, or deal with the associated financial transactions. It is proposed therefore that a discrete cost centre is set up to allow all funds for the capital scheme to be assembled in one place. This will then be managed alongside the overall capital build project management by a Council officer.

3. Rational for Council Support

3.1 If this capital project doesn't move forward, it will likely lead to the closure of the building within the next two to three years. Therefore all current activity will come to an end and the development of new activities and services will not be able to be accommodated. This will happen because of the condition of some parts of the building and lack of accessibility – which will mean as time passes the facilities will become unfit for existing users and there will also be little chance of attracting new users. Without the ability to attract new users and a larger amount of hire income, the Tabernacle will not be sustainable – particularly in view of rising energy costs.

3.2 Closure would result in the demise of one of only three Grade 1 listed buildings in Swansea, which would become a prominent eyesore on the main shopping street in Morriston. If left to deteriorate further there would be a significant threat of the 160 foot spire collapsing on to the surrounding streets and buildings. Both Cadw Officers and the Council Conservation Officer, have recently noted that the Tabernacle is at risk, due to sustained water ingress in the tower area. This is resulting in loss of integrity in the structure and the threat of dry rot spreading to the main chapel, which would impact on the whole of the space, being largely wood (downward – swooping choir gallery and distinctive three case organ).

3.3 Morriston has been designated as a key Targeted Regeneration Investment area, for over 4 years, now and wider Regeneration plans for the town include Tabernacle as both a heritage asset, but perhaps more importantly a large-scale community asset. The loss of the facility would impact on local people who enjoy the social aspects of participating in the educational, recreational and cultural activities held; also on the people who attend various support related activities, such as the drop in sessions and support sessions for people with mental health problems. This project and the new vision for Tabernacle builds on the existing activities by developing and diversifying opportunities for local people – including support services, volunteering, entertainment and business development.

- 3.4 Tabernacle is viewed by Swansea Council as an important element of the Heritage story of The Lower Swansea Valley / Morriston, being described as 'the largest, grandest and most expensive chapel built in Wales'. Victorian industrialisation brought rapid population growth to the Lower Swansea Valley, close to the port of Swansea, as rural workers sought new employment opportunities in many tinsplate and copper works established in the area. As a result Welsh Non- Conformity enjoyed great popularity; a dozen chapels were built in the Morriston area alone in the latter half of the nineteenth century and Tabernacle planned as the ultimate evocation of a Welsh chapel, in terms of architecture, space and facilities, was completed in 1872 at a staggering cost of £18,000. The Council's efforts and projects to highlight and draw visitors to an enhanced heritage experience in this area e.g the Copperworks, include the Tabernacle Chapel as a key component.
- 3.5 All the above supports the rationale for why the Tabernacle project is viewed as an unique and special case for Council support.

4. Objective of Scheme

- Expanding the range of activities / opening times will attract new people to engage with the spaces and heritage of the building – partners include SCVS, NHS Social Prescribing, Swansea UNI, UWTSD, Caredig, Addoldai Cymru;
- People with mobility issues will be able to access all activities via new layout / ramping / accessible toilets;
- A volunteer programme will educate about the national level importance and local social heritage of Tabernacle/ Morriston – preparing volunteers for supporting the project through tours / new interpretation incl. social media and QR codes / community social archive;
- With greater provision in Morriston (IMD rank 154 Decile 1) focusing on education, heritage, social cohesion and community wellbeing, Tabernacle will contribute to social capital, making the locality a better place to live;
- Target audience is everyone, with emphasis on younger people / those that are socially isolated, through events / activities that support them and the local economy - including food outlets, micro businesses e.g. crafts;
- Reconfiguration will provide more hireable spaces (new zoning heating system per area) - will result in better income generating potential, providing long-term resilience for the upkeep of the building and its communities;
- This project will provide transferable case study for other heritage buildings and community inclusion programmes.

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.

5.1.1 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.

5.2.1 In order to comply with the relevant equality regulations, an Integrated Impact Assessment Screening Form has been completed, with the agreed outcome that a full IIA report was not required.

5.2.2 There will be no impact on the council, as the proposal is to seek approval to assist in managing the financial transactions associated with the capital building project at Tabernacle Chapel. On completion of the physical works, the building will remain in Community ownership.

5.2.3 The capital project is required to help secure the future of the Grade 1 listed building, by creating a more favourable set of facilities for hire and thus increased revenue possibilities. With the support of the council we can ensure that the financial processes associated with the capital project are managed professionally and appropriately. Our assistance will ensure the success of the capital building project.

- 5.2.4 The cumulative impact of the enhanced facilities at the Tabernacle, as a result of the capital project, will be positive for the community of Morriston. The building will create a positive impact for the community at large, however the greatest benefits will be for people with disabilities and older people. It is envisaged that through maximising accessibility and increasing the number of activities available, the hub will contribute to alleviating social isolation for individuals in the community.
- 5.3 This project is fully compliant with the Well-being of Future Generations (Wales) Act 2015. The project objectives align with the Council's obligation to act in a sustainable way and the examples of public and private sector investment demonstrate compliance with the 5 Ways of Working promoted by the Act and will make a significant contribution to the 7 well-being goals.
- 5.4 Welsh language is at the heart of the Tabernacle's physical structure and community. For this reason, we are confident that the national requirements to support Welsh Language will be exceeded in the delivery, in the promotional work, and future operation of this treasured asset. Additional to this, Welsh Culture will be present in all aspects of delivery, and engagement with wider society – the whole vision feeds directly into the WG Culture Strategy for Wales due 2023.

6. Financial Implications

- 6.1 As outlined above the proposal is to manage the funds for a capital scheme on behalf of a local charity, which does not have the capacity to project manage a capital building project. The funds for the scheme are from a range of external funders and there is no core council contribution required, therefore no financial implications, other than potential cashflow needs - dependent on various funders grant claim processes.
- 6.2 The total cost of the scheme amounts to circa £970,000 and will be funded by a range of external funding sources (Transforming Towns Placemaking Programme / Welsh Church Act Fund / Shared Prosperity Fund / Community Ownership Fund / People and Places Fund / Landfill Disposals Tax Fund). Details are set out in Appendix B.
- 6.3 Whilst this is a capital scheme and subject to VAT, it is not a Council scheme. All contractual arrangements to carry out the works will be directly with the TMC CIO. Additionally, all funding agreements entered into, will be directly with the charity itself. Invoices raised for works will be in the charity's name – therefore the council will not recover VAT on the invoices and would not account for VAT when reimbursed by the charity. The council may though charge VAT on fees for any management services supplied.

7. Legal Implications

- 7.1 The TMC CIO will need to comply with the terms and conditions attached to the various sources of grant funding utilised for the scheme. This will include specified outputs as per the funding programmes requirements. The Council will assist in ensuring all transactions and claims are processed in compliance with grant funders' criteria.
- 7.2 All contracts for works, goods and services necessary to deliver the scheme will be managed by the conservation architect, with the client being the TMC CIO.
- 7.3 All statutory consents required – planning and listed building consents have been granted.

Background Papers: None

Appendices:

- Appendix A Collaboration Agreement TMCRH Draft
- Appendix B TAB Financial Implications
- Appendix C Risk Tracker - Tabernacle Morriston Community Resilience Hub
- Appendix D TAB IIA Screening

DATED:

COLLABORATION AGREEMENT

Relating to Tabernacle Morriston Community Resilience Hub Project

Between

The Council of the City & County of Swansea

AND

Tabernacle Morriston Congregation

1.	DEFINITIONS AND INTERPRETATIONS	5
2.	AGREEMENT	6
3.	TERM	7
4.	CONSENTS AND DUE DILIGENCE	7
5.	ROLES AND RESPONSIBILITIES OF SC	7
6.	ROLES AND RESPONSIBILITIES OF TMC	8
7.	GOVERNANCE	8
8.	STAFF	9
9.	INTELLECTUAL PROPERTY	10
10.	ESCALATION	10
11.	VARIATION	10
12.	LIABILITY AND INSURANCE	10
13.	WITHDRAWAL AND TERMINATION	11
14.	CONSEQUENCES OF WITHDRAWAL OR TERMINATION	11
15.	DATA PROTECTION AND FREEDOM OF INFORMATION	12
16.	WELSH LANGUAGE POLICY	12
17.	COMPLAINTS	12
18.	GOVERNING LAW AND JURISDICTION	12
19.	FAIR DEALINGS	13
20.	COUNTERPARTS	13

21.	FORCE MAJEURE	13
22.	THE CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999	13
23.	SEVERABILITY	14
24.	WAIVER	14
25.	NOTICES	14
26.	EXCLUSIONS OF PARTNERSHIP AND AGENCY	15
27.	ASSIGNMENT AND SUB AGREEMENTS	16
SCHEDULE 1	AIMS & OBJECTIVES	17
SCHEDULE 2	INFORMATION SHARING PROTOCOL	19
SCHEDULE 3	GOVERNANCE	21
SCHEDULE 4	FUNDING SOURCES	23

THIS AGREEMENT is made the

PARTIES

- (1) THE COUNCIL OF THE CITY AND COUNTY OF SWANSEA of Civic Centre, Oystermouth Road, Swansea, SA1 3SN ("**SC**").
- (2) TABERNACLE MORRISTON CONGREGATION a Charitable Incorporated Organisation whose registered office address is at 15, Maes-Y-Coed, Morriston, Swansea SA6 6DS (Registered Charity Number: 1152614) ("**TMC**")

Hereinafter, in addition to the defined names detailed above, may be referred to as **Parties** or **Party** as appropriate

BACKGROUND

- (A) The Parties have agreed to collaborate to deliver the 'Tabernacle Morriston Community Resilience Hub Project. The Project has the benefit of a range of funding sources itemised at Schedule 4.
- (B) The objective of this Collaboration Agreement is to outline the common understanding of the Parties, their respective obligations in delivering the Project and the governance arrangements for the collaboration.
- (C) The Project aims & objectives are as set out in Schedule 1.

IT IS AGREED AS FOLLOWS:**1. DEFINITIONS AND INTERPRETATION**

1.1. The following definitions and rules of interpretation apply in this agreement.

“Agreement”	means this agreement and any schedules attached hereto;
“Chapel”	Tabernacle Morriston, Woodfield Street, Morriston, Swansea SA6 8BR
“Commencement Date”	means the 1 st August 2023;
“EIR”	means the Environmental Information Regulations;
“Employee”	means any person who is employed by a Party and whose services are utilised in the delivery of the Project;
“FOIA”	means the Freedom of Information Act 2000;
“Information Sharing Protocol”	means the process detailed in Schedule 2 to be adhered to by the Parties when sharing information, including Personal Data as defined in the Data Protection Act 2018;
“Intellectual Property”	means copyright and neighbouring and related rights, trademarks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered;
“Losses”	means all losses suffered in relation to all actions, proceedings, costs, claims, demands, liabilities, losses and expenses incurred by a Party;

“Necessary Consents” all approvals, certificates, authorisations, permissions, licences, permits, regulations and consents necessary from time to time for the delivery of the Project;

“Project” a capital building project that has been designed to adapt the space and maximise the income earning potential of the Chapel. This will result in the creation of 421 sq. m. of new usable floorspace. The adaptations will improve facilities for existing users and expand the viability of the main auditorium/chapel for a wide range of concerts, lectures and other uses for the community;

“Steering Group” means the group comprising of representatives of each of the Parties, the Terms of Reference for which are set out in Schedule 3;

1.2 Clause, Schedules and paragraph headings shall not affect the interpretation of this Agreement.

1.3 The Schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the Schedules.

1.4 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.

1.5 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

1.6 A reference to a statute or statutory provision is a reference to it as it is in force as at the date of this Agreement.

1.7 A reference to writing or written includes fax and e-mail.

2.0 AGREEMENT

2.1 The Parties have agreed to work together to deliver the Project on the terms of this Agreement to fulfil the Project objectives as set out in Schedule 1.

2.2 The Parties wish to record the basis on which they will collaborate with each other in relation to the establishment and delivery of the Project. This Agreement sets out:-

- (a) The roles and responsibilities of the Parties in respect of the delivery of the Project;

- (b) The governance arrangements for the collaboration.

3.0 TERM

- 3.1 This Agreement shall take effect on the Commencement Date and shall continue until 31 December 2024, unless extended by the Parties by agreement or until such time as the Agreement is terminated in accordance with clause 0.

4.0 CONSENTS AND DUE DILIGENCE

- 4.1 The Parties shall ensure that all Necessary Consents are in place to deliver the Project and each Party shall provide evidence of the same to the other on request.
- 4.2 Subject to clause 0 below where there is any conflict or inconsistency between the provisions of the Agreement and the requirements of a Necessary Consent, then the latter shall prevail and the Agreement shall accordingly be varied to be consistent with the Necessary Consent.
- 4.3 Where there is a conflict or inconsistency between this Agreement and any Necessary Consent that impedes the delivery of the Project the matter shall be referred to the Steering Group for immediate resolution.

5.0 ROLES AND RESPONSIBILITIES OF SC

- 5.1 SC will support the delivery of the Project by providing a Project Officer to project manage the work of the Project. The Project Officer will be employed by SC and will be seconded to work on the Project for a proportion of their working week. SC will retain all employment responsibilities for the Project Officer.
- 5.2 SC will provide effective supervision for all employees and volunteers who are assigned to the Project by SC and TMC and will retain responsibility and liability for the actions of employees and volunteers that are so assigned in conjunction with the Steering Group.
- 5.3 SC will support the TMC with the seeking of funding sources and act as the lead agency for the purposes of managing funding for Project activities. All applications for funding will be approved through TMC's internal approval processes and through the Steering Group. The Steering Group shall determine priorities for the use of any funding awarded for the Project. SC will support the TMC with their responsibility for ensuring compliance with any terms and conditions attached to any offer of grant funding.

5.4 SC will support the Project through the provision of back-office support services, the scope of which is to be agreed between the Parties.

5.5 SC will commit such resources to the Project as considered appropriate to include:

- the time and effort required for consistent representation of and participation by SC on the Steering Group
- Careful attention to risk management and risk mitigation including ensuring that all contractors maintain appropriate insurance coverage and ensuring appropriate supervision for staff and volunteers, and the appropriate use of facilities and equipment donated to the Project;
- The resources of their organisation required to ensure fulfilment of specific commitments relating to the Project and as agreed between the Parties.

6.0 ROLES AND RESPONSIBILITIES OF TMC

6.1 TMC will not act in any way which will cause SC to be in breach of any terms and conditions attached to any offer of grant funding.

6.2 TMC will indemnify SC for any Losses suffered by SC arising as a result of any breach of this agreement or breach of any terms and conditions attached to any grant funding caused by any act or omission of TMC.

6.3 TMC will commit such resources to the Project as considered appropriate to include:

- the time and effort required for consistent representation of and participation by TMC on the Steering Group
- The resources of their organisation required to ensure fulfilment of specific commitments relating to the Project and as agreed between the Parties.

7.0 GOVERNANCE STEERING GROUP

7.1 The Steering Group is responsible for the overall strategic direction of the Project and all significant operational decisions affecting the Project. Its functions and terms of references are set out in Schedule 3 to this Agreement.

7.2 SC and TMC will each identify at least one person within their own organisation to serve on the Steering group. Each member of the Steering Group will be authorised to represent their organisation in joint decision making. Each party will be responsible for ensuring that the person granted authority to represent their organisation is kept informed regarding the operation of the collaboration agreement and the identification of issues for joint discussion. Each Party will make the other Party aware of any limits in the authority of their representative to bind their organisation to collaborative decisions. The Steering Group will agree upon an effective structure for operational management of collaborative activities and efforts. Each member of the Steering Group will keep their organisation informed of Project progress and actively seek

feedback regarding the Project from within their organisation. Steering Group members will regularly discuss the progress of the Project and regularly share feedback from their respective organisations in order to ensure clear communication, issue identification and problem resolution.

- 7.3 The Parties may from time to time recommend the addition of other organisations or governmental bodies as parties to this collaboration. The Steering Group shall determine whether such organisations shall be invited to participate in the delivery of the Project and the terms of their participation. This may involve the organisation becoming a party to this Agreement in which case the Agreement shall be varied accordingly or may involve the organisation being co-opted to the Steering group in a non-voting capacity.
- 7.4 The Parties agree that the Steering Group will complete an initial risk assessment of any work to be carried out in delivering the Project through this collaboration, and will regularly update the assessment in the event that the scope or membership of collaboration is expanded or changed, and review both the analysis and the risk mitigation strategies at least annually.
- 7.5 Each Party or co-optee will consult with its insurance carriers to determine the extent to which the organisation's insurance coverage will provide adequate protection for potential damages which may arise through participation in the delivery of the Project through this Agreement. Each participating organisation will seek additional insurance coverage if needed to mitigate its own risk and to protect the other organisations participating in the Project.
- 7.6 The Project risk assessment will include, at a minimum, consideration of risks relating to serving programme participants, facilities and equipment, employment, volunteers, financial management, and compliance with funded requirements and applicable law and regulation.

8.0 STAFF

- 8.1 Where applicable a procedure for training and development of all employees and volunteers involved in the operation of the Project will be agreed by the Steering Group and implemented by the Parties.
- 8.2 The Steering Group will be responsible for all decisions relating to the staffing and volunteer resource required to deliver the Project.

9.0 INTELLECTUAL PROPERTY

- 9.1 Any Intellectual Property created through the establishment and running of the Project shall vest in SC. This shall include but is not limited to processes, procedures, methodology and manuals.
- 9.2 SC shall grant to TMC an irrevocable licence to use that intellectual property for the purposes of delivering the Project.
- 9.3 Nothing in this clause shall operate to prevent or make it difficult for the sharing of good practice between the Parties.

10.0 ESCALATION

- 10.1 If a Party has any issues, concerns or complaints about the Project, or any matter in this Agreement, that Party shall notify the other Party and they shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Steering Group, which shall decide on the appropriate course of action to take. If the matter cannot be resolved by the Steering Group within 14 days, the matter may be escalated to the Heads of Service/Chief Executives of each Party for resolution.
- 10.2 Subject to the provisions of clause 0 where any Party receives any formal inquiry, complaint, claim or threat of action from a third party including, but not limited to, claims made by a supplier or requests for information made under the FOIA in relation to the Project, the matter shall be promptly referred to the Steering Group. No action shall be taken in response to any such enquiry, complaint, claim or action, to the extent that such response would adversely affect the Project, without the prior approval of the Steering Group.

11.0 VARIATION

- 11.1 This Agreement, including the Schedules, may only be varied by written agreement of both Parties to this Agreement.

12.0 LIABILITY AND INSURANCE

- 12.1 Each Party shall notify the other within 10 days of any claims received in respect of the Project.
- 12.2 To the extent such matters are not covered by the insurance arrangements that the Parties are required to put in place or the Losses sustained fall below the policy excess

level, the Parties agree to contribute to such Losses equally, save where such Losses are caused by an unauthorised or negligent act or omission or breach of this Agreement by a Party, wherein the Party responsible shall be liable for all Losses.

- 12.3 All costs incurred as a result of employer liability claims will be met by the employing party in respect of those members of staff whom it employs. The employing Party is to maintain employers liability insurance in respect of its staff employed in the delivery of the Project.
- 12.4 The provisions of this Clause shall survive termination.

13.0 WITHDRAWAL AND TERMINATION

- 13.1 Subject to clause 0 below either Party may decide to withdraw from this arrangement.
- 13.2 If the Parties agree that the Agreement should be terminated, then the Parties shall allow a reasonable period in order for the Parties to wind down the Project and Steering Group whilst continuing to comply with their obligations under this Agreement.
- 13.3 If any Party wishes to withdraw from this Agreement it must notify the other Party by giving not less than thirty (30) days' notice in writing of its intention to withdraw.
- 13.4 If either Party is in breach of its obligations under this Agreement and where such breach is capable of remedy, if it is not remedied within the timescale specified by the non-defaulting Party, then the non-defaulting Party may terminate this Agreement forthwith.

14.0 CONSEQUENCES OF WITHDRAWAL OR TERMINATION

- 14.1 Unless otherwise agreed by the Steering Group:-
- 14.2 If the termination arises as a result of the circumstances set out in clause 0 then the Party in default shall be liable for all Losses incurred by the other Party.
- 14.3 In all other circumstances, the Parties shall each remain responsible for their own losses and liabilities arising as a result of the withdrawal or termination.
- 14.4 This clause together with clauses 0 and 0 shall survive the termination of this Agreement.

15.0 DATA PROTECTION AND FREEDOM OF INFORMATION

DATA PROTECTION

- 15.1 Both Parties shall comply with the notification requirements under the Data Protection Act ("**DPA**") 2018
- 15.2 Both Parties shall duly observe their obligations under the DPA which arise in connection with this Agreement and further agree to be guided by the Information Sharing Protocol detailed in Schedule 2 to this Agreement.

FREEDOM OF INFORMATION

- 15.3 Notwithstanding their duties under clause 0, the Parties acknowledge that SC is subject to the requirements of the FOIA and the EIR. Should a request relating to the Project be received, TMC shall assist and co-operate with SC to enable SC to comply with disclosure requirements under the FOIA as relevant.

16.0 WELSH LANGUAGE POLICY

- 16.1 Where the Project includes or relates to the provision of services or written materials (including signage and information published on-line) in Wales, they must be provided in such a way as to not treat the Welsh language less favourably than English, in line with the Welsh Language Measure (Wales) 2011.

17.0 COMPLAINTS

- 17.1 All complaints relating to the conduct of a member of staff employed in the delivery of the Project shall be referred to the relevant employing Party who shall deal with that complaint in accordance with their internal policies. Each Party agrees to notify the other of any complaints received relating to the delivery of the Project.

18.0 GOVERNING LAW AND JURISDICTION

- 18.1 This Agreement shall be governed by and construed in accordance with English and Welsh law and, without affecting the escalation procedure set out in clause 0, each Party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

19.0 FAIR DEALINGS

19.1 The Parties recognise that it is impracticable to make provision for every contingency which may arise during the life of this Agreement and they declare it to be their intention that this Agreement shall operate between them with fairness and without detriment to the interests of either of them and that if in the course of the performance of this Agreement, unfairness to either of them does or may result then the other shall use their reasonable endeavours to agree upon such action as may be necessary to remove the cause or causes of such unfairness.

20.0 COUNTERPARTS

20.1 This Agreement may be executed in two or more counterparts each one of which shall constitute an original but which, when taken together, shall constitute one instrument.

21.0 FORCE MAJEURE

21.1 In this Agreement "force majeure" shall mean any cause preventing a Party from performing any or all of its obligations which arises from or is attributable to acts, events, omissions or accidents beyond the reasonable control of the party so prevented including without limitation act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order rule regulation or direction, accident, epidemic or pandemic, fire, flood or storm.

21.2 If either Party is prevented or delayed in the performance of any or all of its obligations under this Agreement by force majeure, that Party shall forthwith serve notice in writing on the other Party specifying the nature and extent of the circumstances giving rise to force majeure and shall, subject to service of such notice, have no liability in respect of the performance of such of its obligations as are prevented by the force majeure events during the continuation of such events.

21.3 The Party affected by force majeure shall use all reasonable endeavors to bring the force majeure event to a close or to find a solution by which the Agreement may be performed, despite the continuance of the force majeure event.

22.0 THE CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

22.1 The Contracts (Rights of Third Parties) Act 1999 is hereby excluded.

23.0 SEVERABILITY

23.1 If at any time any part of this Agreement (including any one or more of the clauses of this Agreement or any sub-clause or paragraph or any part of one or more of these clauses) is held to be or becomes void or otherwise unenforceable for any reason under any applicable law, the same shall be deemed omitted from this Agreement and the validity and/or enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired as a result of that omission.

24.0 WAIVER

24.1 The rights and remedies of any Party in respect of this Agreement shall not be diminished, waived or extinguished by the granting of any indulgence, forbearance or extension of time granted by such Party to the other nor by failure of, or delay by the said Party in ascertaining or exercising of any such rights or remedies. The waiver by any Party of any breach of this Agreement shall not prevent the subsequent enforcement of any subsequent breach of that provision and shall not be deemed to be a waiver of any subsequent breach of that or any other provision.

25.0 NOTICES

25.1 All notices under this Agreement shall only be validly given, if given in writing, addressed to the specified representative of each Party set out below:

For TMC

Name: Rhian Williams

Job Title: Chair of Tabernacle Morriston Congregation:

Address: Brynafon, 95, Pentrepoeth Road

Morriston

Swansea

SA6 6AG

Email address: rhian.e.williams @ntlworld.com

For SC

Name: Paul Relf

Job Title: Strategic Economic Regeneration Officer

Address: The Council of the City and County of Swansea

Civic Centre

Oystermouth Road

Swansea

SA1 3SN

Email address: paul.relf@swansea.gov.uk

25.2 Any notices required to be given under this Agreement must be in writing and may be served by personal delivery, post (special or recorded delivery) or email at the address set out under clause 25.1 or at such other address as each Party may give to the other, from time to time for the purpose of service of notices under this Agreement. Where a notice is sent by email it shall also be sent by post.

25.3 Notices shall be deemed to be served at the time when the notice is handed to or left at the address of the Party to be served (in the case of personal delivery) or the day (not being a Saturday, Sunday or public holiday) next following the day of posting (in the case of notices served by post) or at 10 a.m. on the next day (not being a Saturday, Sunday or public holiday) following delivery if sent by email.

25.4 To prove service of any notice, it shall be sufficient to show in the case of a notice delivered by hand that the same was duly addressed and delivered by hand and in the case of a notice served by post that the same was duly addressed prepaid and posted special or recorded delivery. In the case of a notice sent by email, it shall be sufficient to show that it was addressed to the correct email address without any error message on the delivery receipt.

26.0 EXCLUSION OF PARTNERSHIP AND AGENCY

26.1 The Parties expressly agree that nothing in this Agreement in any way creates a legal partnership between them.

26.2 No Party or any of its employees or agents will in any circumstances hold itself out to be the servant or agent of the other Party, except where expressly permitted by this Agreement.

27.0 ASSIGNMENT AND SUB AGREEMENTS

27.1 No Party shall assign or transfer the whole or any part of this Agreement, without the prior written consent of the other Party except where expressly permitted by the Agreement.

The Parties have executed this Agreement on the date at the top of this Agreement:-

Signed

Name:

Swansea Council – Authorised Signatory

Name:

Tabernacle Morriston Congregation– Authorised Signatory

DRAFT

SCHEDULE 1 – AIMS & OBJECTIVES

AIM:

To ensure the successful delivery of the capital building project as described in the business plan, thereby increasing public access to Tabernacle Morriston (the “Chapel”) and a more sustainable future for the building.

OBJECTIVES:

To ensure appropriate governance and audit arrangements are in place
 To provide effective supervision for staff and volunteers assigned to Project activities
 To manage and record the capital building project’s financial transactions
 To ensure compliance with the terms and conditions of grant funding
 To monitor performance

CONTEXT

Since 2015 the Tabernacle Morriston Congregation CIO has been approaching various bodies to try and access help with keeping this important community building functioning.

Whilst the chapel element of the building (the two floors above the proposed reconfiguration project), is in good condition on the back of sustained investment over the past three decades, the congregation is aging, and the membership figure continues to decline dramatically. The current trustees have therefore determined that new ways need to be found of supporting the annual revenue costs of this Grade 1-listed building and its ongoing management and maintenance and have been working with support from Swansea Council to transfer the asset to the new Tabernacle Morriston Community Heritage Trust CIO.

The next quinquennial inspection is due in 2024. Maintenance of a building of this scale and age is costly, and increasingly beyond the means of the existing congregation and those of current users. Whilst the congregation currently makes up the funding gap, this position is not sustainable in view of declining membership. Rather than wait for the chapel to follow the route many others in its vicinity have suffered, through closure and rapid decline and dilapidation, the timing is right to achieve a step change in the use of the building to secure its future. The sheer scale of the building and its location alone mean that its future must be addressed urgently.

The reconfiguration project proposed requires significant funding and is being sought from a range of funders. Without this funding we will be unable to proceed and it will likely lead to the closure of the building within the next two to three years. Therefore, all current activity will come to an end and the development of new activities and services will not be able to be accommodated. This will happen because of the condition and layout of some parts of the lower ground floor and lack of accessibility – which will mean as time passes the facilities will become unfit for existing community users and there will also be little chance of attracting new users. Without the ability to attract new users and a larger amount of hire income, Tabernacle will not be sustainable – particularly in view of rising energy costs.

Therefore, in order to help identify a sustainable future for the building, Swansea Council, Cadw and the Tabernacle Morriston Congregation joined together, to appoint Purcell Architects to undertake a study to explore options for sustainable use, management and administration of the building. The study undertook some community and stakeholder consultation, assessment of the significance of the internal spaces of the chapel and

presented some initial options for internal changes to sustain the building. The main spaces available split into the main chapel auditorium (which due to its listed status cannot be significantly changed) and the lower ground floor - containing a range of larger and smaller spaces, that could be reconfigured to increase income generation. Sensitive adaptations were discussed with regulatory bodies and were considered acceptable if deemed necessary. The Purcell report indicated several options for future sustainable use including:

- * single occupancy business use for the whole floor
- * multiple business occupancy for the whole floor
- * restaurant/café use for the whole floor (which would also support increased event/ceremonial use of the main chapel space)
- * continued community use

The options were a start in terms of identifying potential new income streams, but each had implications. The negative impact of business occupancy, on the existing community use of the lower ground floor and feed through to events in the main chapel auditorium, had to be balanced against a sustainable future for the building as a whole. A Project Officer (funded by a National Lottery Heritage Fund, Resilient Heritage Programme grant) was appointed to work with all stakeholders and determine the best way forward for the building.

Since this work undertaken in 2018 – 2020:

- Consultation and engagement has helped formulate a preferred vision and model for the future use of the building
- A new Charitable Organisation has been set up to receive the asset, once the capital project is completed. This organisation will then own and manage the building
- Designs for reconfiguration of the lower ground floor, to maximise usage and improve facilities, have been created by a Conservation Architect
- Planning & Listed Building Consent approvals have been received
- Capital funding has been sourced and is continuing to be sourced from a number of different funders

In order to move forward now, there is a need to support the TMC with the project management and financial transactions related to the capital building project. This work will be undertaken by a temporary project officer, employed by Swansea Council and seconded to the project for a proportion of their working week.

SCHEDULE 2 - INFORMATION SHARING PROTOCOL

In this Schedule the following definitions shall apply:

Data Controller: shall have the same meaning as set out in the Data Protection Act 2018.

Data Processor: shall have the same meaning as set out in the Data Protection Act 2018.

Data Protection Legislation: the Data Protection Act 2018, the UK General Data Protection Regulation, the Regulation of Investigatory Powers Act 2000 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner.

Data Subject: shall have the same meaning as set out in the Data Protection Act 2018.

Personal Data: shall have the same meaning as set out in the Data Protection Act 2018.

Process: has the meaning given to it under the Data Protection Legislation but, for the purposes of this Agreement, it shall include both manual and automatic processing.

Staff: means all persons employed by the Parties to perform its obligations under the Agreement.

1.0 PROTECTION OF DATA

- 1.2 This Schedule aims to clarify each Party's duty when receiving Personal Data from the other Party.
- 1.3 With respect to the Parties rights and obligations under this Agreement, the Parties agree that each Party is the Data Controller in respect of work undertaken in delivering the Services and that if such Data is passed to the other Party that Party will be regarded as the Data Processor.
- 1.4 Each Party that acts as Processor shall:
- (a) process the Personal Data only in accordance with instructions from the Data Controller;
 - (b) process the Personal Data only to the extent, and in such manner, as is necessary for the provision of the Service or as is required by law or any regulatory body;
 - (c) Implement appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure;
 - (d) obtain prior written consent from the Party in order to transfer the Personal Data to any affiliates for the provision of the Service;
 - (e) ensure that all Employees required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this Schedule;

- (f) ensure that none of the Employees publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Data Controller;
- (g) notify the Data Controller (within five Working Days), if it receives:
 - (i) a request from a Data Subject to have access to that person's Personal Data; or
 - (ii) a complaint or request relating to the Party's obligations under the Data Protection Legislation;

In relation to (g) (i) the Data Processor shall provide the Data Controller with the personal data it holds in relation to a Data Subject (within timescales required by the Data Processor). In relation to (g) (ii) the Data Processor shall provide the Data Controller with full co-operation and assistance in relation to any complaint or request made.

- 1.5 Each Party shall comply at all times with the Data Protection Legislation and shall not perform its obligations under this Agreement in such a way as to cause the other Party to breach any of its applicable obligations under the Data Protection Legislation.
- 1.6 Each Party agrees that if a data subject access request is received then the Party which is deemed to be Data Controller shall be responsible for all expenses relating to such request.

2.0 DATA STORAGE

- 2.1 The Parties shall be responsible for adequately storing data relating to the Services in accordance with the Data Protection Act 2018.

SCHEDULE 3 - GOVERNANCE

PART I - THE STEERING GROUP

1.0 MEMBERSHIP

- 1.1 The Steering Group will comprise of at least one representative from each of the Parties;
- 1.2 Each Steering Group member shall have delegated authority to make decisions, relating only to the Terms of Reference detailed in paragraph 3 below, on behalf of the Parties. Those matters which shall be referred back to the Parties for resolution as required by the Parties constitution from time to time in accordance with the terms of this Agreement are set out in clause 3.2 below.
- 1.3 The Steering Group may decide to admit other organisations as parties to this Agreement and in that event the terms of this Agreement shall be varied accordingly. Alternatively, the Steering Group may decide to co-opt organisations as members of the Steering Group in a non-voting capacity.

2.0 MEETINGS AND DECISIONS

- 2.1 The Steering Group shall meet regularly to jointly evaluate the collaboration, including its progress towards meeting Project objectives. Meetings shall be held at a venue to be agreed between the Parties.
- 2.2 To constitute a meeting of the Steering Group a representative of each Party must be present.
- 2.3 A Steering Group Member may appoint an authorised deputy to attend any meetings on his or her behalf. Where practicable the Steering Group should be made aware of such substitution. Authorised deputies of the representatives of the Parties shall count for the purposes of quorate meetings.
- 2.4 Each representative of the Parties as members of the Steering Group will use their best endeavours to reach a consensus on decisions, acting reasonably and co-operatively in order to reach agreement which contributes to the success of the Project.
- 2.5 Any failure by the Steering Group to reach a consensus shall result in the matter in question being referred back to the Parties who shall deal with the matter in accordance with the escalation process detailed in clause 0.
- 2.6 Members of the Steering Group may invite one or more officers from the Parties to attend meetings of the Steering Group to provide information or assistance to the Steering Group as required.
- 2.7 The minutes of the proceedings of every meeting shall be drawn up by SC. Copies shall be circulated to all those in attendance within 2 weeks after the date of such meeting.

3.0 TERMS OF REFERENCE

3.1 The activities of the Steering Group shall include but not be limited to:

- (a) Determining the strategic direction of the Project;
- (b) Making decisions in relation to the staffing requirements, resources and premises required to deliver the Project, in accordance with the terms of this Agreement;
- (c) Making decisions in relation to the eligibility for services provided through the collaboration.
- (d) Making decisions regarding prioritising the use of available funding
- (e) Completing initial risk assessments
- (f) Setting monitoring and reviewing Project scope and standards;
- (g) Monitoring performance.
- (h) Deciding whether to admit new Parties to the Agreement or whether to co-opt new organisations to the Steering Group.
- (i) Resolving any conflicts between competing interests of the Parties;
- (j) Reviewing of the governance arrangements set out by this Agreement;
- (k) Resolving any disputes referred to it via the escalation procedure;

3.2 The Steering Group shall not make any decisions relating to a Party's decision to withdraw from the Agreement or to terminate the Agreement without first referring that matter to the individual Party for approval.

SCHEDULE 4 FUNDING SOURCES

FUNDING SOURCE	AMOUNT	STATUS
TRANSFORMING TOWNS, PLACEMAKING PROGRAMME	180,000	SECURED
WELSH CHURCH ACT FUND	5,000	SECURED
LANDFILL DISPOSALS TAX FUND	2,956	PENDING DECISION
COMMUNITY OWNERSHIP FUND	250,000	PENDING DECISION
SHARED PROSPERITY FUND	430,000	PENDING DECISION
PEOPLE & PLACES (COMMUNITY FUND)	100,000	PENDING DECISION
TOTAL	£ 967,956	

DRAFT

FINANCIAL IMPLICATIONS : SUMMARY

Appendix B

Portfolio: PLACE
 Service : PLANNING & CITY CENTRE REGENERATION
 Scheme : TABERNACLE MORRISTON COMMUNITY RESILIENCE HUB

1. CAPITAL COSTS

	2022/23	2023/24	2024/25	2025/26	TOTAL	
	£'000	£'000	£'000	£'000	£'000	
<u>Expenditure</u>						
Construction Costs		756,529			756,529	
Commercial Kitchen		15,593			15,593	
Professional Fees		34,508			34,508	
VAT @ 20%		161,326.00			161,326.00	
EXPENDITURE		967,956	0	0	967,956	
<u>Financing</u>						
CCS match e.g. unsupported borrowing, capital receipts, RCCO					0	
Contributions					0	
Grants - Transforming Towns		180,000			180,000	Secured
Grants - Welsh Church Act Fund		5,000			5,000	Secured
Grants - Landfill Disposals Tax Fund		2,956			2,956	Pending
Grants - Community Ownership Fund		250,000			250,000	Pending
Grants - People & Places		100,000			100,000	Pending
Grants - Shared Prosperity Fund		430,000			430,000	Pending
FINANCING		967,956	0	0	967,956	

2. REVENUE COSTS

	2022/23	2023/24	2024/25	2025/26	FULL YEAR
	£'000	£'000	£'000	£'000	£'000
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
NET EXPENDITURE		0	0	0	0

Swansea Council
Project Risk Tracker

Appendix C

Project Name: Levelling Up Fund, Swansea Council

Your Version Control: V1 June 2022

Period : June 2022

Ref	Identification					Evaluation						Response	Monitor & Control			
	No.	Risk / Issue	Workstream	Risk Description - Event Threat	Risk Raised by	Date Identified	Impact	Likelihood	RAG Status	Impact	Likelihood		RAG Status	Mitigation/Resolution to be put in place	Risk Owner	Date Last Updated
	1	Risk	Grant Funding	Delay in obtaining remaining grant match funding, or delay in grant approval, could affect the delivery programme, putting pressure on the grant end dates, and agreed outputs.	JB	Apr-22	4 - High	3 - Medium					Plan effectively and reprofile accordingly if needed with various funding bodies. As there is some match funding already secured and remaining timelines for other bids are known, it is envisaged that as long as bids are successful, the capital project will be able to be delivered in the appropriate timescale.	TMC CIO	1-Jun-23	Live
	2	Risk	Grant Funding	Risk of cost escalation of profiled costs, as seen sometimes when dealing with heritage buildings undergoing capital works	JB	Apr-22	4 - High	4 - High					Use lessons learned on recent heritage schemes to make suitable allowances/contingencies; also projection of potential issues and costs associated. The project is being designed by a conservation architect, who is providing accurate costings in the first instance, to establish budget requirements and sources.	TMC CIO	1-Jun-23	Live
	3	Risk	General	Statutory permissions - Planning and Listed Building Consents, timeline and costs associated can significantly impact programme and project budgets	JB	Apr-22	4 - High	3 - Medium					Careful planning of the project from the outset can manage this risk in good time. All consents have now been approved and received.	TMC CIO	1-Jun-23	Live
	4	Issue	General	The design and development works require commissioned expertise - conservation, architectural, civil, structural, mechanical and electrical	JB	Apr-22	4 - High	3 - Medium					Allow for professional fee costs in grant profile and future grant applications	TMC CIO	1-Jun-23	Live
Page 228		Risk	General	Tender opportunities for main contractors to undertake the redevelopment works may return limited or zero tender returns, which will put pressure on the outputs and timeline of the grant	JB	Apr-22	4 - High	3 - Medium					Make suitable contractors aware of opportunity. Use robust tender exercise with favourable contract to suit the current market	TMC CIO	1-Jun-23	Live
	6	Risk	General	Tender returns for main contractors may return over budget, particularly due to current market conditions, inflation and labour/material supply chain issues which may impact intended outputs	JB	Apr-22	4 - High	4 - High					Sufficient budget, allowing sufficient sum with additional contingencies applied, as advised by conservation architect. Suitable contract to be used to ensure protection of budget and avoid excessive risk being added to either party. Value engineering to be used as last resort, to ensure scheme delivered in budget and on time	TMC CIO	1-Jun-23	Live
	7	Risk	Grant Funding	Swansea Council's Financial Management of the project on behalf of Tabernacle Morriston Congregation - Invoices for fees and construction works processed and paid for by Swansea Council, are unable to be reclaimed from Tabernacle Morriston Congregation, due to insufficient funds or Tabernacle's refusal to reimburse legitimate costs.	JB	Apr-22	4 - High	2 - Low					The total budget sum has been arrived at with additional contingencies applied. The bids from the various funding sources pursued, will collectively cover these costs. All invoices received for fees/works will be certified by the Quantity Surveyor, with final certification from the Conservation Architect, to ensure they are legitimate. However to protect Swansea Council, in the event transactions are processed before funds are reclaimed from the Tabernacle Morriston Congregation, a signing off process will be implemented. All transactions to be processed will require sign off by the Tabernacle Morriston Congregation, to confirm the funds are secured from the relevant funding body and that these will be transferred to Swansea Council to cover transactions processed as soon as possible.	TMC CIO	1-Jun-23	Live

Impact Criteria

Impact Description:	Rating
<ul style="list-style-type: none"> • Operational performance of the project/function/activity area would not be materially affected. • The Council would not encounter any significant accountability implications. • The interests of the community and employees would not be impacted on. • Public perception of the Council would remain intact. 	1 Very Low
<ul style="list-style-type: none"> • Slight inconvenience/difficulty in operational performance of function/activity or project. • Some accountability implications for the function/activity or project, but would not affect the Council's ability to meet key reporting requirements. • Recovery from such consequences would be handled quickly without the need to divert resources from core activity areas. • Public perceptions of the Council would alter slightly, but no significant damage or disruption would occur. 	2 Low
<ul style="list-style-type: none"> • Operational performance of the council would be compromised to the extent that revised planning would be required to overcome difficulties experienced by function/activity or project. • The Council would experience difficulty in complying with key performance requirements, which would the Council's interests. • Recovery would be more gradual and require detailed corporate planning with resources being diverted from core activity areas. • Considerable adverse public reaction would result in some damage and disruption to the Council 	3 Medium
<ul style="list-style-type: none"> • Operational performance of the functions/activity or project would be severely affected with the Council unable to meet a major portion of its obligations and liabilities. The organisation's asset/resource base may be significantly affected. • The Council would not be able to comply with the majority of its reporting requirements effectively. • Recovering from consequences would be highly complicated and time consuming. • Public reaction would result in major disruptions. 	4 High
<ul style="list-style-type: none"> • Operational performance would be compromised to the extent that the Council is unable to meet obligations and liabilities in core activity areas. • Severe implications would result for the Council was unable to meet key reporting requirements. • The Council would incur significant financial losses. • The Council would be unable to recover from such consequences. • Major adverse repercussions would affect large sectors of the Council clients, inc. the general public. 	5 Very High

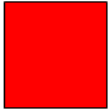
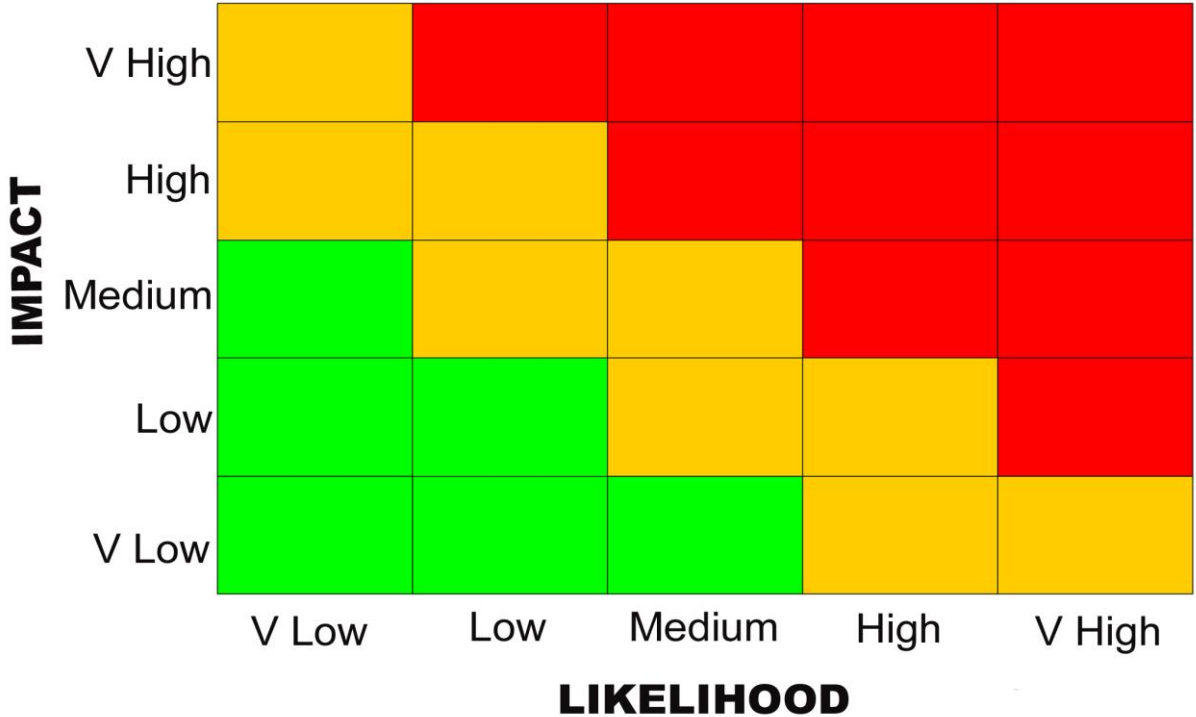
Likelihood Criteria

Likelihood Description	Rating
Unlikely to Occur	1 - Very Low
Lower than average chance of occurrence in most circumstances	2 - Low
Even Chance of occurrence	3 - Medium
Higher than average change of occurrence in most circumstances	4 - High
Expected to occur in most circumstances	5 - Very High

Risk Response

Transfer	<i>Transferring some aspects of risk is a recognised method either by paying a third party to take it on or if available, an insurance policy. Important to note that business and reputational risk cannot be transferred.</i>
Tolerate	<i>Perhaps nothing can be done at a reasonable cost to mitigate it, although, ideally, the risk should be monitored by using the Risk Tracker and Risk Response form to ensure it remains acceptable.</i>
Treat	<i>Treating the risk – take action to control it in some way by applying containment of contingent actions. Within this categorisation:</i> <ul style="list-style-type: none"><i>• Containment actions are those which lessen the likelihood of the risk or the consequences, and are applied before the risk materialises.</i><i>• Contingent actions are those which are put into place after the outcome from the risk has happened. Here the focus is on reducing the impact of the risk. These actions can be pre-planned so that people know what to do in advance.</i>
Terminate	<i>By doing things differently and thus removing the risk, where it is either feasible or practical to do so.</i>

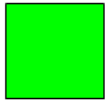
Risk Matrix (RAG Status)



Red - There are significant problems which will impact the Project if it is not resolved.

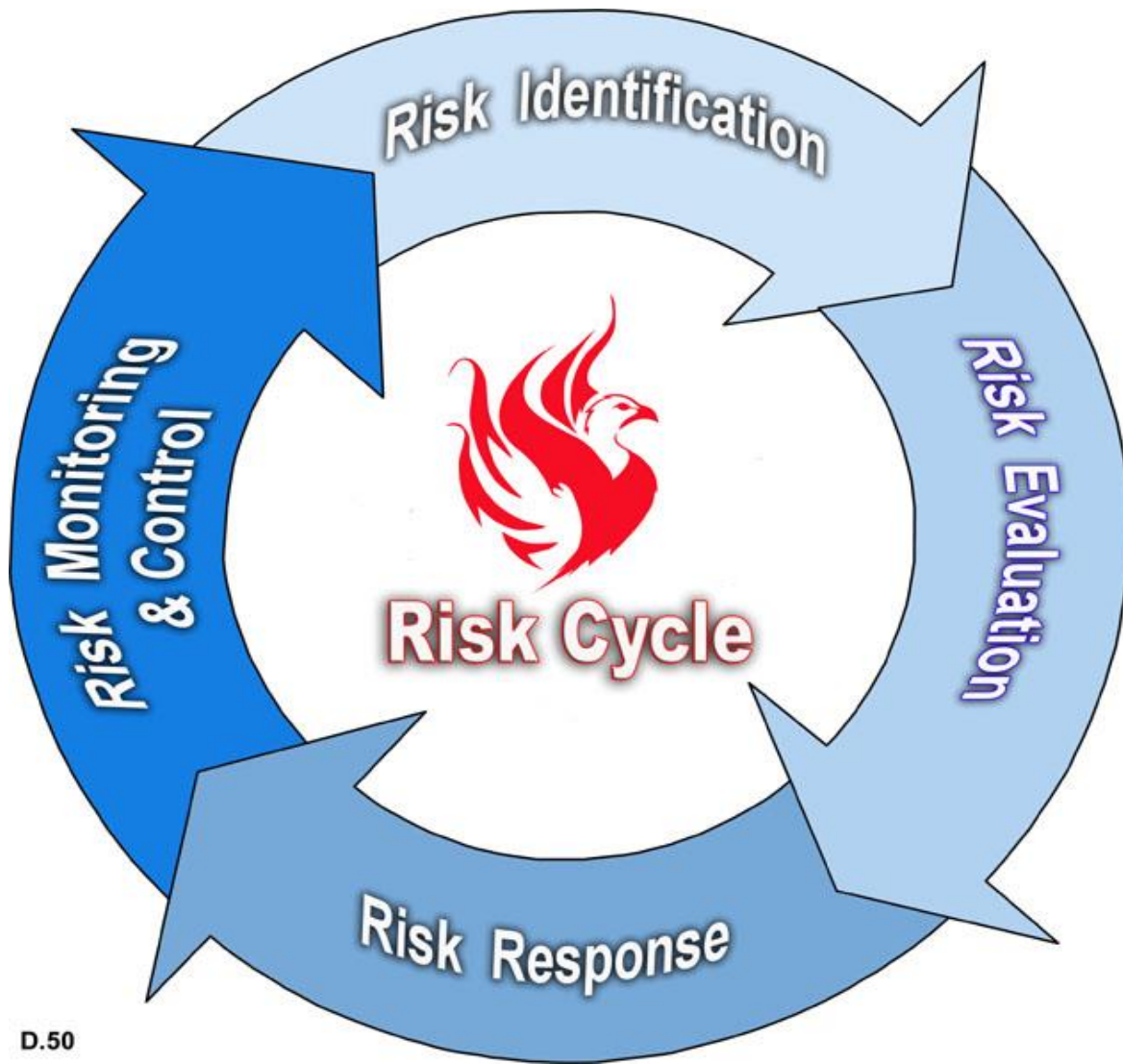


Amber - Could affect the Project if it is not properly monitored and controlled



Green - Going to plan but needs to be continually monitored

The management of risk process is split into four stages as shown in the following diagram



D.50

Appendix D - 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: Planning & City Centre Regeneration

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
- Other

(b) Please name and fully describe initiative here:

The Corporate Briefing and Cabinet Report being prepared are to seek approval to manage financial transactions for an external project. The initiative is called Tabernacle Morryston Community Resilience Hub – this is a third sector led and owned project; the Council is not contributing financially and does not and will not own the improved community asset, once the capital building works have been completed. The charity that is leading this project and which owns the building is Tabernacle Morryston Congregation CIO. The CIO has secured various funding bids to aid with the capital works required. Our department will support with managing the transactions throughout the time the building project is operational.

The report requests that:

1. Swansea Council enter into a Collaboration Agreement with Tabernacle Morryston Congregation CIO.
2. Swansea Council receive grant monies on behalf of Tabernacle Morryston Congregation CIO, oversee payment of invoices and assist with grant claims.

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 checked="" 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"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>

Appendix D - Integrated Impact Assessment Screening Form

Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

All engagement / consultation conducted in developing the new way forward for the community asset has been undertaken by the charitable organisation that owns it. An 18 month consultation period with community members, existing users and local organisations, helped develop the design of the new vision for the Community Resilience Hub – ensuring community needs were incorporated.

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

This is an external project, however they have considered how their outcomes address goals in the Well-being of Future Generation Act (Wales)

- 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

Appendix D - Integrated Impact Assessment Screening Form

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

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 result of approving this proposal, will be that the external project's financial transactions for the duration of the capital building project, will be appropriately managed, ensuring the success of the project for the community.

The cumulative impact of the whole project, in terms of the difference it will make to the local community of Morriston will be positive. The capital project will improve physical accessibility to the building and create more spaces that can be used for a wide range of community activities and events.

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)

There will be no impact on the council, as the proposal is to seek approval to assist in managing the financial transactions associated with the capital building project at Tabernacle Chapel. On completion of the physical works, the building will remain in Community ownership.

The capital project is required to help secure the future of the grade 1 listed building, by creating a more favourable set of facilities for hire and thus increased revenue possibilities. With the support of the council we can ensure that the financial processes associated with the capital project are managed professionally and appropriately. Our assistance will ensure the success of the capital building project.

Appendix D - Integrated Impact Assessment Screening Form

The cumulative impact of the enhanced facilities at the Tabernacle, as a result of the capital project, will be positive for the community of Morrison. The building will create a positive impact for the community at large, however the greatest benefits will be for people with disabilities and older people. It is envisaged that through maximising accessibility and increasing the number of activities available, the hub will contribute to alleviating social isolation for individuals in the community.

(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: Jacquelyn Box
Job title: External Funding Programme Officer
Date: 21/06/23
Approval by Head of Service:
Name: Phil Holmes
Position: Head of Planning & City Regeneration
Date:

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

Agenda Item 14.



Report of the Chief Legal Officer

Cabinet – 20 July 2023

Exclusion of the Public

Purpose:	To consider whether the Public should be excluded from the following items of business.	
Policy Framework:	None.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No's.	Relevant Paragraphs in Schedule 12A
	15-17	14
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Tracey Meredith – Chief Legal Officer (Monitoring Officer)	

1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.
- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

- 3.1 There are no financial implications associated with this report.

4. Legal Implications

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
 - 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
 - 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
 - 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. Their view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. Their view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. Their view on the public interest test was that:</p> <ul style="list-style-type: none"> a) Whilst they were mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts. <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	<p>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. Their view on the public interest test was that whilst they are mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them they were satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
16	<p>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p>
	<p>No public interest test.</p>
17	<p>Information which reveals that the authority proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) To make an order or direction under any enactment.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
18	<p>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

Agenda Item 17.

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted