



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Cabinet

At: Multi-Location Meeting - Council Chamber, Guildhall / MS Teams

On: Thursday, 18 April 2024

Time: 10.00 am

Chair: Councillor Rob Stewart

Membership:

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

Watch Online: <http://tiny.cc/Cab184>

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 - 6

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.

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Next Meeting: Thursday, 16 May 2024 at 10.00 am

Huw Evans

Huw Evans
Head of Democratic Services
Wednesday, 10 April 2024

Contact: Democratic Services - Tel: (01792) 636923

Agenda Item 3.



City and County of Swansea

Minutes of the **Cabinet**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Thursday, 21 March 2024 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)

Huw Evans	Head of Democratic Services
Helen Morgan-Rees	Director of Education
Martin Nicholls	Chief Executive
Ben Smith	Director of Finance / Section 151 Officer
Debbie Smith	Deputy Chief Legal Officer
Ness Young	Director of Corporate Services

Apologies for Absence

Councillor(s): A Anthony

121. Disclosures of Personal and Prejudicial Interests.

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

- 1) Councillor R V Smith declared a Personal & Prejudicial Interest in Minute 127 "Local Authority Governor Appointments" and stated that he had dispensation from the Standards Committee to stay, speak but not vote on matters relating to the Appointment of Local Authority Governors.
- 2) Councillor A H Stevens declared a Personal & Prejudicial Interest in Minute 129 "Disabled Facilities & Improvement Grant Programme 2024/2025" and withdrew from the meeting prior to its consideration.
- 3) Councillors C Anderson & D H Hopkins declared a Personal & Prejudicial Interest in Minute 131 "New Dining Facilities to Support the Universal Free School Meals Programme Together with an All-Weather Pitch & Community Facilities for Townhill Community Primary School" and withdrew from the meeting prior to its consideration.

- 4) Councillor E J King declared a Personal Interest in Minute 134 "External Grants Approval for Glynn Vivian Art Gallery".
- 5) Councillors R Francis-Davies & R V Smith declared a Personal & Prejudicial Interest in Minute 135 "Extension of Existing Management Agreement & Lease Arrangements Relating to Wales National Pool Swansea" and withdrew from the meeting prior to its consideration.

122. Minutes.

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

- 1) Cabinet held on 12 January 2024.
- 2) Cabinet held on 15 February 2024.

123. Announcements of the Leader of the Council.

The Leader of Council made no announcements.

124. Public Question Time.

No questions were asked.

125. Councillors' Question Time.

No questions were asked.

126. Business Rates – Temporary Rate Relief Scheme (Wales) 2024/2025.

The Director of Finance submitted a report that sought the adoption of a temporary Retail, Leisure & Hospitality Rates Relief Scheme relating to Business Rates, which has been introduced by Welsh Government for the financial year 2024/2025.

Resolved that:

- 1) The details of the Scheme set out in the report be noted.
- 2) The Rate Relief Scheme outlined in the report be adopted for 2024/2025.

127. Local Authority Governor Appointments.

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

Resolved that:

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

Birchgrove Comprehensive School	Finola Wilson
Brynhfryd Primary School	Cllr Mike White
Morrison Primary School	Nichola James
Parkland Primary School	Dr Mahaboob Basha
Pen y Fro Primary School	Andrea Hill-Jones
Pontlliw Primary School	Melissa Taylor
Sketty Primary School	Cllr Nicola Furlong Kay Meade

128. Quarter 3 2023/24 Performance Monitoring Report.

The Cabinet Member for Corporate Services & Performance submitted a report that outlined the corporate performance for Quarter 3 2023/2024.

Resolved that:

- 1) The Council's performance achieving the Council's wellbeing objectives in Quarter 3 2023/2024 be noted.
- 2) 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 be endorsed.

129. Disabled Facilities & Improvement Grant Programme 2024/25.

The Cabinet Member for Service Transformation submitted a report that provided details of the Disabled Facilities & Improvement Grant Programme and sought approval to include schemes in the 2024/2025 Capital Programme. To provide details of the Housing with Care Fund (HCF) allocation to the Council's Disabled Facilities Grant Programme for 2023/2024 retrospectively and 2024/2025 programme. To comply with Financial Procedure Rule 7 "Capital Programming and Appraisals", to commit and authorise schemes as per the Capital Programme.

Resolved that:

- 1) The Disabled Facilities and Improvement Grant Programme as detailed, including its financial implications, and includes the Programme in the 2024/25 capital budget be approved.
- 2) The Housing with Care Fund (HCF) allocation of £465,840 is provided to the Disabled Facilities Grant Programme, split into an allocation of £232,920 in 2023/24 to be approved retrospectively given the late award of the funding and £232,920 in 2024/2025.

130. Capital Allocation to Highway Infrastructure Assets 2024-25.

The Cabinet Member for Environment and Infrastructure submitted a report which sought to confirm the Capital Work Programme for highway infrastructure assets.

Resolved that:

- 1) The proposed indicative allocations, together with the Financial Implications set out in Appendix A of the report, be approved and included in the Capital Programme.
- 2) Authority be 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 the report.

131. New Dining Facilities to Support the Universal Free School Meals Programme Together with an All-Weather Pitch and Community Facilities for Townhill Community Primary School.

The Cabinet Member for Education and Learning submitted a report which sought to comply with Financial Procedure Rule 7 "Capital Programming and Appraisals" to commit and authorise schemes in the Capital programme.

Resolved that:

- 1) The capital scheme for £3,257,071, for new dining facilities to support the Universal Free School Meals programme together with an all-weather pitch and community facilities for Townhill Community Primary School be approved, subject to Welsh Government approval to slip the allocated grant funding of £500k into the next financial year.

132. Possible Sale of LDP Housing Land at Strategic Development Area (SD) H, Waunarlwydd and Fforestfach.

The Cabinet Member for Corporate Services and Performance submitted a report which sought permission to negotiate a future sale for a sum likely to be in excess of delegated authority limits.

Resolved that:

- 1) Permission be granted to proceed with negotiations and possible option agreements with the interested parties and, ultimately to enter a contract or contracts of sale at "Market Value" Such sum(s), likely to be in excess of delegated authority limits.
- 2) Authority be delegated to the Head of Property Services in conjunction with the Cabinet Member for Corporate Services and Performance, the Chief Legal Officer and Director of Finance to conduct and conclude any negotiations for

the disposal/s and to enter into any relevant documentation to protect the Council's interests.

133. Accessibility Strategy for Schools.

The Cabinet Member for Education and Learning submitted a report which sought approval to undertake a public consultation on the draft Accessibility Strategy for Schools 2024-2027. The Strategy sets out the Education Directorate's plans for progressively increasing the accessibility of the local authority's schools to disabled learners.

Resolved that:

- 1) A consultation is undertaken to collect the views of stakeholders on the draft Accessibility Strategy to ensure that disabled pupils have increased accessibility to all maintained schools in Swansea.
- 2) Following the consultation, a further report will be prepared for Council with the results of the consultation, and a final version of the Strategy to be adopted.

134. External Grants Approval for Glynn Vivian Art Gallery.

The Cabinet Member for Culture, Equalities and Human Rights submitted a report which confirmed the success of funding applications for the Glynn Vivian Art Gallery and sought retrospective Cabinet approval for the applications made, which was inhibited at the time for reasons set out below.

Resolved that:

- 1) The opportunity provided to the service to access time restricted external funding for the Glynn Vivian, by invitation from the Imperial War Museum and Arts Council Wales (Welsh Government) be noted.
- 2) Formal approval be approved, retrospectively, to the response by way of application, in order to access the funding.
- 3) The contractual terms of the grants and their uses, which will increase the reach and impact of the Gallery in Swansea, Wales and internationally as outlined in Paragraphs 1.1 and 1.2 of the report be approved.

135. Extension of Existing Management Agreement and Lease Arrangements Relating to Wales National Pool Swansea.**

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

The Cabinet Member for Economy, Finance and Strategy submitted a report which sought approval to extend the current management arrangements for Wales National Pool Swansea between the Council, Swansea University and Wales National Pool Swansea. To comply with Financial Procedure Rule 5 to seek approval to continue with the current funding arrangements for a further two years.

Resolved that:

- 1) The original management arrangements for the Wales National Pool Swansea and associated sporting facilities were formally extended for a period of three months from 24 December 2023 to 31 March 2024 and retrospectively approved that extension.
- 2) The extension of the management arrangements for up to a further period of two years from 1 April 2024 to 31 March 2026 and approves the financial implications as set out in Paragraph 4 of the report be approved.
- 3) Delegated authority be granted to the Head of Property Services in conjunction with the Chief Legal Officer to approve and enter into any legal documents required to achieve the extension and protect the Council's interests.

The meeting ended at 10.44 am

Chair

Call In Procedure – Relevant Dates	
Minutes Published:	21 March 2024
Call In Period Expires (3 Clear Working Days after Publication):	23.59 on 26 March 2024
Decision Comes into force:	27 March 2024

Agenda Item 7.



Report of the Cabinet Member for Investment, Regeneration, Events & Tourism

Cabinet – 18 April 2024

Public Open Space Notice Publicising The Proposed Disposal Of Public Open Space Land At Kilvey Hill, Swansea

Purpose:	To seek approval in principle to the disposal of land designated as public open space at Kilvey Hill Swansea, by way of a commercial lease to Skyline (Swansea) Ltd.
Policy Framework:	Swansea Local Development Plan (2019). Corporate Priority Creating a Vibrant and Viable City and Economy. Council Constitution - Land Transaction Procedure Rules.
Consultation:	Finance, Legal.
Recommendation(s):	It is recommended that: 1) Cabinet considers the responses from the public open space consultation process, which was conducted in accordance with the public open space legislation in particular s123 Local Government Act 1972, for the disposal of land identified in Appendix A (Public Open Space Notice Plan). A full copy of the responses received from the consultation process that either support, object, or provide a neutral comment have been provided in the Background Papers. 2) If Cabinet approves in principle the proposed disposal of land on Kilvey Hill to Skyline (Swansea) Ltd, having considered the responses of the Public Open Space Notice, then Cabinet agrees that a further report will be received by Cabinet in due course, detailing the terms of the proposed disposal (which will be by way of a commercial lease), for consideration and decision.
Report Author:	Howard French
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Miller

1. Background

- 1.1. The Council received a direct approach from Skyline Enterprises Limited (Skyline), a global tourism leisure experience operator with operations in New Zealand, Canada, South Korea, and Singapore, in 2017 with a proposal to develop land on Kilvey Hill (the Hill) into a gravity-based leisure destination. A link to the Skyline Consultation Pack is available for further information ([LINK](#)).
- 1.2. Skyline is an experienced operator with an established track record internationally and the Swansea project will be its first venture in Europe.
- 1.3. Skyline Enterprises Limited has a UK based company; Skyline (Swansea) Limited.
- 1.4. This report is responding directly to this speculative approach by Skyline and its proposal to create a leisure facility on Kilvey Hill, and the requirement for Council land to enable this.
- 1.5. All major development projects will generate public discussion, some of it factually accurate and some of it factually inaccurate. This Report will seek to address any factual inaccuracies about the effect the Skyline scheme will have on Kilvey Hill by referencing source documentation from Skyline's planning application.

2. Public Open Space Notice

- 2.1. To facilitate Skyline's proposal for bringing forward such a scheme, Skyline will require a legal interest in, and rights over the land held by the Council at Kilvey Hill. This land is designated as Public Open Space.
- 2.2. Most of the Council's land disposals are governed by the Council's Land Transaction Procedure Rules, and in Section 5 (5) it states, "Any disposal of public open space shall comply with the requirements of Section 123 of the Local Government Act 1972."
- 2.3. The Council is required under s123 to advertise the disposal of public open space land in the local newspaper for two consecutive weeks and to give full and proper consideration to the responses received. The key issue for the Council is to balance any adverse consequences of the loss of open space, having regard to the objections received, against the advantages of disposing of the land.
- 2.4. A formal Public Open Space Notice (see Appendix B) was published in the press (South Wales Evening Post on 15th & 22nd January 2024), along with notices placed on site, at the Civic Centre and on the Council's Website. The consultation period commenced from January 15th to 5th February 2024.

2.5. There were 267 (263 digital and 4 written) responses recorded throughout the consultation period. Responses have been categorised and grouped as having a view to either: -

2.5.1. Support' the proposed disposal of public open space land.

2.5.2. Object' to the proposed disposal of public open space land.

2.6. Cabinet must fully consider the detail of the comments contained within the Background Papers, which presents all the recorded responses in full. In summary, of the 267 responses, 265 expressed objections and two respondents were in favour of the proposal. Cabinet Members may take into account that the number of respondents represents around 0.11% of the total population of Swansea. Cabinet Members may also take into account that consultations on important topics like Open Space Disposal Notices are likely to attract engagement from individuals with strongly held views in favour of or against such proposals rather than from the general population as a whole. The respondents' personal information has been redacted under the General Data Protection Regulations.

2.7. In summary, the responses in support (2) generally considered it was a good idea and would bring in leisure tourism to the area.

2.8. In summary, the responders that have objected to the proposed disposal (265) did so on many grounds, due to the volume of objections their concerns were categorised under the broad headings below. Many responders objected in more than one of the categories.

2.9. Although not an exhaustive list, the objections can be broadly categorised in the following sections, with accompanying narrative following. For a full understanding of the responders' concerns the responses to the Notice must be read in full by Cabinet Members.

Please follow the link to the Skyline Planning Application Documents Page ([LINK](#)), this Page must be open for the links below to work and the documents to open.

2.9.1. Loss of Habitat, Nature & Environmental Concerns

2.9.1.1. The following concerns noted against this category are taken from the responses received following the publication of the Notice: -

- Destruction of the natural landscape.
- Critical sites for wildlife.
- Wonder of nature that I've seen it heal itself in my lifetime and now you want to rip it apart.
- Devastate the natural environment.
- Preservation of a diverse ecology should be priority.
- The proposed development is likely to disrupt the

balance of the ecosystem.

- Birds such as skylarks whose conservation status is RED, according to RSPB data, along with other wildlife will diminish along with their respective habitats.
- The forest- like nature of the hill provides vital habitats for local and migrant birds (such and night jar, fieldfare) and so should remain untouched.
- Kilvey Hill is a special location that incorporates habitats such as woodland, heathland, wetland and meadow.
- Kilvey Hill is a priceless urban ecosystem which has regenerated since the Industrial Revolution and is finally thriving with rare and threatened animals and plants.
- We need to conserve habitats of flora and fauna and not turn it into a theme park.
- Green space is important and scarce, and trees are too few, Natural Resources Wales recently produced their Forest Resource Plan for Kilvey hill and identified the area as priority heathland for the improvement of local biodiversity and conservation.
- Removal of native heathland, identified by natural resources Wales as area of priority heathland.

2.9.1.2. One of the deepest concerns to the respondents was the loss and destruction of green space and rich habitats, with the natural environment being replaced with buildings and concrete.

2.9.1.3. Many respondents consider that the land should be left as is because it is a crucial site for wildlife with a myriad of plant and animal species, and to develop this area to the intensity proposed would upset the balance in such a sensitive landscape between the urban environment and the open countryside.

2.9.1.4. National Resources Wales has produced a Lower Swansea Valley Forestry Resource Plan, and within this a supporting document titled 'Lower Swansea Valley Forest Objectives' (dated 24/03/2022) which states "Tree health in Kilvey can generally be described as poor. The lodgepole and Corsican pine are showing signs of infection with *Dothistroma septosporum* known as Red Band Needle Blight. This disease causes premature needle defoliation, resulting in loss of timber yield and in severe cases tree death. The larch is infected with the notifiable disease *Phytophthora ramorum*." And "The Kilvey larch has been programmed for removal within the next five-year period."

2.9.1.5. Skyline has provided details as part of the planning application submission of the habitat loss and its mitigation measures to minimise, enhance and create new habitat in

an Ecological Appraisal. Please follow the links to the EDP Ecological Appraisal ([LINK](#)) and read Sections 4 & 5, and to the Vegetation Strategy ([LINK](#)).

- 2.9.1.6. The Ecological Appraisal concludes at Page 87 (Paragraph 6.9) that “Overall, and subject to implementation of the proposed mitigation measures detailed above, the scheme is considered to be capable of compliance with relevant planning policy for the conservation of the natural environment at all levels. Additionally, it is considered that with sensitive design of mitigation and enhancement measures, the scheme has potential to deliver net benefits to biodiversity. Such measures will promote ecological resilience through the creation of new habitats incorporating a greater diversity of botanical species, of value to protected/notable species, combined with the sensitive management of retained habitats over the long-term to improve their condition and maintain and/or increase their extent across Kilvey Hill.”
- 2.9.1.7. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.
- 2.9.2. Social & Community Concerns
- 2.9.2.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -
- This is one of very few green spaces within walking distance of the local community and should be protected at all costs. The Future Generations Act incorporates the well-being of the community which will undoubtedly be adversely affected by these plans.
 - The hill is a valuable natural resource disposal of a cherished community asset, it is a short gain for a long-term public loss and so should be stopped.
 - Public Investment in the Skyline project is coming at a long-term cost to the community, is a terrible, money-grabbing scheme and will be of no benefit to local residents.
 - Local populations are going to be deprived of a valuable natural resource on their doorsteps.
 - Completely inappropriate to remove open space so close to a major city, where the Welsh Government have in recent years put so much emphasis on the availability of nature to improve the wellbeing of local populations.
 - Financial gain outweighs the impact to biodiversity or the community.

- 2.9.2.2. The second concern that many respondents felt very passionate about was the impact that the loss of public open space would have on the local and wider communities and local community groups.
- 2.9.2.3. Presently, the Hill is free for people to enjoy, without obstruction or the need to pay, and people love the Hill just as it is and do not wish to see it developed.
- 2.9.2.4. Social exclusion was mooted, respondents felt that the high cost to use the facility would be unaffordable to local people and would benefit others but not those that live around the Hill.
- 2.9.2.5. If the Skyline proposal does go ahead the hill facility will only take a small part of the hill, a much larger area will remain for the local community and visitors to enjoy freely. People will still have use of the trails. These will be free and unhindered, still providing access to the Hill without having to use any of the proposed Skyline facilities. Visitors to the Hill will have access and use to free facilities such as toilets, viewing area, paths & trails crossing the facility, children's play area, water fountains, picnic areas, benches and open park land.
- 2.9.2.6. The Skyline proposal will create jobs, not just when operational but in the construction phase of the facility, in addition, it will bring training opportunities to local employees via the Council's Bricks Beyond Mortar Initiative ([LINK](#)).
- 2.9.2.7. Skyline has stated that "its estimates 236 direct construction roles would be created (such as building, landscaping etc), and 316 indirect jobs (such as suppliers). Once constructed, we predict 116 operational jobs would be created in the local area. This would cover site operatives and suppliers, and include all levels of employment from seasonal and part-time work to apprenticeships, school-leaver positions, university graduates, mid-level and senior career roles, and more. We also plan to work closely with local schools to raise awareness and aspiration for tourism careers in the local area." The Skyline facility once operational will offer employment in variety of job roles, with many of these roles filled by people who live in the local area.
- 2.9.2.8. The Skyline operation is part of a much bigger picture, with the predicted visitor numbers this venue will attract will assist in making the Hafod Morfa Copperworks Site a unique leisure destination, with the knock-on effect of increased tourism. This will benefit local hospitality, leisure, and service businesses. More tourism will encourage new business

growth in the aforementioned sectors, leading to more jobs and increased opportunities for local people, and will further assist the Council in its regeneration agenda for the City Centre, Hafod and the River Corridor.

2.9.2.9. The Skyline project will bring economic growth to the area, create jobs, and attract visitors who will in turn spend money in the local economy. From a tourism perspective, it would reinforce Swansea's reputation as a world-class destination, attracting new markets which are likely to extend the season.

2.9.2.10. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.

2.9.3. Loss of Recreational Space Concerns

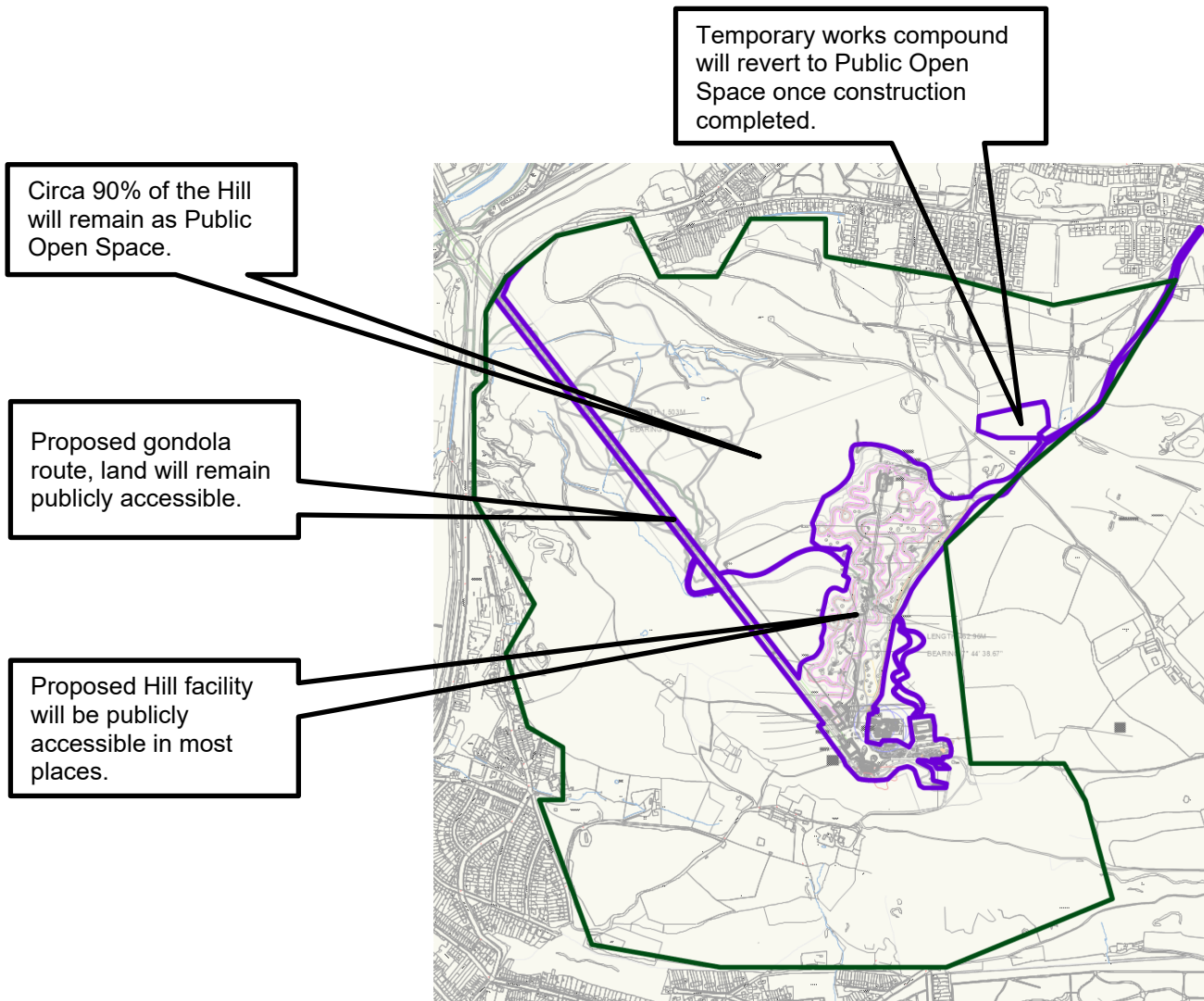
2.9.3.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -

- What about horse riding, motorcycles, dog walking.
- Recreational opportunities
- Exercise and connections with others,
- I go there when I'm happy and sit at the top with a picnic and enjoy the views,
- Turning Kilvey Hill from a designated quiet area into a construction site and transforming it into a commercial venue contradicts its current purpose, thus being a direct threat to its natural tranquillity,
- It is important to maintain the access of this area for the mental health and for recreational activities of the local community,
- Used for both educational and recreational purposes by adults and children alike,
- Access to green space decreased,
- Carriage drivers who regularly utilise the land on Kilvey Hill for riding and driving horses,
- local workshops.

2.9.3.2. Respondents were concerned about the loss or recreational space on the Hill. Circa 90% (this figure may fluctuate on closer examination of the boundaries) of the Hill will be retained for public use with the remainder forming part of the proposed Skyline operation, which in the main will still be open and accessible to the public.

2.9.3.3. On the plan below the green area shows the extent of the Hill with the blue area showing the hill facility, gondola route,

temporary works compound and temporary works access road. It is evident from the plan that there is still a large amount of space on the Hill for people to enjoy away from the proposed Skyline facility.



2.9.3.4. The proposed Skyline facility will not have a fence around the perimeter, only around operational buildings and staff only areas. People will be able to walk through the facility via formal and informal paths and enjoy the publicly accessible areas that are proposed. Please follow the links to view the Landscape Illustrative Masterplan – Top of the Hill Plan ([LINK](#)) and the Landscape Illustrative Masterplan – Kilvey Hill ([LINK](#)).

2.9.3.5. Access to the Hill will be enhanced by the proposed scheme as it will enable those members of the public who are unable to get to the top of the Hill by their own means to use a gondola to do so. Once at the Hill Station rides and facilities will be accessible to all, with staff onsite to assist where required.

2.9.3.6. In fact, the scheme will increase the amount of publicly controlled land on the Hill because the Council is proposing to acquire a large parcel of land from a private landowner.

2.9.3.7. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.

2.9.4. Health & Wellbeing Concerns

2.9.4.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -

- Access to local green space.
- Connecting with nature, locals can enjoy the outdoors without the need to travel.
- Mental health benefits, as a psychotherapist I understand the importance of accessible natural spaces for the management of mental health and trauma.
- Restricting people the ability to sooth and heal through nature, destruction of the hill will be heartbreaking.
- Kilvey hill has served as a lifeline, a means of therapy both psychological and physical for many residents, how on earth can the many many people who rely on Kilvey Hill to keep their mental health issues in check do this if Swansea Council proposes to lease Kilvey Hill to Skyline?
- I struggle with depression & I find that the forestry, views & wildlife help to ease my mental state. It is a very peaceful place to go.
- Loss of quiet area and natural tranquillity.

2.9.4.2. Respondents had concerns about being able to still use the Hill for recreational activities such as walking, exercise, cycling, and connecting with nature etc.

2.9.4.3. Should the Skyline proposal proceed the hill facility will only take a small part of the hill, a much larger area will remain for people to enjoy. There will still be many places on the Hill for people to go to seek out solitude and calm away from others, if that is what is desired.

2.9.4.4. The land that Skyline will require for the hill facility will be open and accessible to the public, except for a small number of operational buildings and staff only areas. The public will still be able to enjoy the Hill with the public rights of way remaining and landscaped areas to rest and take in the views. The hill facility will have large areas of green space,

both maintained and left wild, for people to enjoy.

2.9.4.5. Skyline propose to upgrade existing paths and cycle routes, and to create new paths, cycle routes (beginner and intermediate trails) and bridleways on the Hill. In addition, free public amenities are proposed, these will include an outdoor all-weather children's play facility, seating benches, picnic tables, bike stands and drinking fountains.

2.9.4.6. As part of the project an additional 86 acres of private land will be acquired by the Council, of which circa 32 acres will be required by Skyline the remainder will be under Council control and available for public use.

2.9.4.7. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.

2.9.5. Sustainability & Climate Change Concerns

2.9.5.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -

- In contravention of environmental pledges made by Swansea Council and WG.
- Carving up a natural hill for entertainment during a climate crisis is a bit extreme.
- What is the carbon footprint of this project?
- The development will have a significant footprint in its construction and operation.
- Wellbeing and Future Generation Act (2015) has been set for sustainable economic development that takes into account the wellbeing effects of the local areas.
- NRW identified the land as priority heathland.
- Carbon sink close to the City.
- The plans contravene the Environment (Wales) Act 2016 & disregards The Climate Change (Wales) Regulations 2021'.

2.9.5.2. Respondents felt that the proposed development's environmental impacts outweigh its economic benefits and preservation of the natural environment is priority as this is fundamental in tackling climate change and the climate emergency we find ourselves in. Some respondents believe that both the Council and Welsh Government are disingenuous in the fight against climate change when both are supporting the scheme.

- 2.9.5.3. Many of the categories are interwoven and resonate on the same key crosscutting themes. When reading the responses concerns around sustainability and climate change appear to stem from the fact that there will be a loss of habitat. Those who have visited the Hill and viewed the planning application will be able to clearly identify where that habitat loss will occur. Skyline has provided mitigation measures to reduce the development's impact and over time with the proposed replanting it is hoped the habitat will return.
- 2.9.5.4. It is widely agreed by science that climate change in the most part is caused by the burning of fossil fuels, with a contributor being the ubiquitous internal combustion engine powered by petrochemicals. It is known that a large percentage of the anticipated visitors to the attraction will travel by car (see Transport Statement ([LINK](#)) and a Travel Plan ([LINK](#))), many of which will use cars powered by petrol or diesel. The Travel Plan has listed alternatives to car travel, but this is the most favoured currently, although it is hoped that more sustainable travel options will be used by visitors in the coming years.
- 2.9.5.5. The Council along with Welsh Government and other key stakeholders are looking at ways to improve the public transport network in and around Swansea and make public transport more useable and greener. Present transport proposals include developing a Swansea Bay and West Wales Metro ([LINK](#)), a new railway station at Landore to connect to the Swansea and District Line (predominately used for freight but proposals are for passenger use with new stations proposed at Winch Wen, Morriston, Felindre and Pontlliw), trials of hydrogen fuel cell buses and additional rail services to and from Swansea.
- 2.9.5.6. There is no denying the fact that all significant construction projects will have a large carbon footprint, the industry has been working hard for decades to reduce this. Skyline has stated that it tries to minimise its carbon footprint where it is able to, and is always looking at different construction methods, practices and technologies to improve on this area of its business.
- 2.9.5.7. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.

2.9.6. Pollution & Flooding Concerns

2.9.6.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -

- Noise.
- Light.
- Increased traffic.
- increased number of people (450,000).
- High carbon emissions.
- Noise and pollution.
- Destroying such an enormous amount of trees and plants will increase flood risks and pollution to the area.
- Light pollution at night in a dark area.
- Flooding due to the amount of hard surfacing.

2.9.6.2. Pollution comes in many forms from car use for travelling to the attraction (as previously mentioned), noise from machinery and people enjoying themselves at the proposed attraction, light emanating from the attraction at night, contaminants disturbed from earthworks in the construction phase, or water run-off carrying silt into nearby watercourses. Skyline has already considered many of these concerns as part of its planning application, with the requisite technical advice provided to the Local Planning Authority as part of its submission. Please follow the links to the Noise Assessment Report ([LINK](#)) and the External Lighting Assessment Report ([LINK](#)). Should it become evident by the Local Planning Authority or any of the statutory consultees that further information is required in this area, it will request this information from Skyline.

2.9.6.3. Should the Skyline project proceed, once onsite there are various pieces of legislation and policies to protect against environmental pollution, which Skyline as the developer, the main contractor and all subcontractors would have to adhere to otherwise they would leave themselves open to prosecution.

2.9.6.4. Respondents also noted concerns regarding water run-off from the removal of trees and vegetation to enable construction of the attraction, and from the amount of hard surfacing that will follow. Again, this is something that will be considered as part of the planning application.

2.9.6.5. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.

2.9.7. Economic Viability & Longevity Concerns

2.9.7.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -

- In 10 years if plans go ahead will be a plethora of ugly, rusty, decaying deteriorated metal where a once beautifully admirable piece of nature once stood, this will be of no good or use to the community much like the outdoor artificial ski slope in Swansea.
- Commercial failure because of the distance from large conurbations leaving a valuable public amenity permanently despoiled, if the proposed use of this area for the skylift goes the same way as the derelict ski run in Morfa the area will be scarred for a very long time, Similar projects in better locations around the world have failed and left tons of concrete in the ground, long-term economic viability.
- Employment seems to be seasonal and unstable insufficient for long-term community benefits.

2.9.7.2. To protect the Council against the abovementioned and other such eventualities, the proposed commercial lease will need to be robust enough to deal with such matters. There are risks in every project, it is how we manage and mitigate against those risks that is important.

2.9.7.3. You will note that some respondents suggest that the Skyline attraction will be seasonal, this is not the case. The attraction is an all year, all weather attraction, albeit on exceptionally windy days the operation of the gondolas may be halted.

2.9.7.4. Some respondents felt that because there are no large conurbations near to Swansea that the predicted visitor numbers will be lower than stated, and so the business model is unviable. Whether we agree or not people will travel to visit a leisure attraction, especially one such as that proposed by Skyline. Within a three-hour drive of Swansea there are the conurbations of Birmingham, Coventry, Swindon, Reading, Bristol, Exeter and Cardiff. People who wish to stay in the area for longer are likely to travel from further afield.

2.9.7.5. Skyline has produced a document noting the local and regional benefits from research previously conducted, please see Page 2 of the Consultation Pack ([LINK](#)).

2.9.7.6. The broad concerns raised by members of the public in

relation to this category will be considered as part of the planning application process.

2.9.8. Safety Concerns

2.9.8.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -

- Landslides, works will cause instability on the Hill we don't need another Aberfan.
- Insufficient road infrastructure to support the increased traffic.
- Fencing to protect assets and people injuring themselves.

2.9.8.2. Respondents noted genuine concerns around safety relating to landslides upon construction works being undertaken, increased traffic travelling to the base station site at the former Hafod Morfa Copper Works Site once the scheme is operational, and the lack of fencing to protect people from injuring themselves at the hill station site.

2.9.8.3. In the UK, the smallest to the largest construction sites are all regulated by numerous pieces of legislation, regulations and guidance to keep everyone safe.

2.9.8.4. In Skyline's planning application it has submitted a geotechnical study ([LINK](#)) by RSK Geosciences titled Preliminary Risk Assessment. This information will have been used in the formation of some of the planning documentation and will be used to provide data and inform subsequent engineering and construction documents.

2.9.8.5. Furthermore, Skyline has produced a Construction Environmental Management Plan, in Section 3.6 it notes slippage of materials onsite. Skyline has been contacted to seek further clarification on this point and the response was as follows: -

“Skyline will be employing a suitable qualified earthworks contractor who will manage the material movement on site. The risk of slippage (although low as the steep elements of the site the strata is rock) has already been Identified and will be a key element of the temporary and permanent design of the works. This design will ensure that all slopes are created in such a way to remove the risk of any slippage on the project. This design will be undertaken after planning and once the earthworks contractor is appointed so that the most suitable design is selected.”

- 2.9.8.6. Should the Skyline project proceed there will be increased vehicular traffic at the base station site. As part of the planning application Skyline has provided a Transport Statement ([LINK](#)) and a Travel Plan ([LINK](#)). These documents provide an array of data for the Local Planning Authority to investigate if any road enhancements are required to allow for the increased traffic on the highway network in this area.
- 2.9.8.7. In the Transport Statement at Paragraph 8.5 it notes “The traffic associated with the development will not have a significant impact on the operation of the highway network surrounding the site.”
- 2.9.8.8. The hill facility will be open for all visitors (see the link to the Access & Circulation Plan – [LINK](#) for further information) to enjoy, whether they are using the paid facilities or the free facilities, as previously mentioned. The only areas to be fenced are some of the operational buildings and the staff only areas (please see the link to the Skyline Swansea - Site Security Report – [LINK](#) for further information).
- 2.9.8.9. Skyline will have to manage the facility to the best of its endeavours to ensure that visitors to the hill facility or those who are merely walking over land in Skyline’s control are able to do so without the risk of injury to themselves. Skyline operates many facilities in this way around the world and has robust health and safety processes to ensure public safety is paramount.
- 2.9.8.10. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.
- 2.9.9. Visual Concerns
- 2.9.9.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -
- Blot on the landscape.
 - Eye sore.
 - Loss of natural beauty.
 - Skyline will ruin Kilvey Hill and its natural beauty so sad to see.
 - An eye sore where a current place of natural beauty lies.
 - Permanent neon lights on Kilvey Hill disturbing wildlife & the local people.
 - Significantly alter the landscape.

- Concrete and metal landscape.
- 2.9.9.2. The respondents' concerns centred on the fact that the Hill will be covered in concrete, the natural environment will be replaced by a hard physical built environment.
- 2.9.9.3. Much of the area required for the hill facility will be re-greened following the earthworks, new habitat created, and existing habitat retained and enhanced. Please follow the links to view the Landscape Illustrative Masterplan – Top of the Hill Plan ([LINK](#)) and the Landscape Illustrative Masterplan – Kilvey Hill ([LINK](#)), and the Green Infrastructure Strategy ([LINK](#)).
- 2.9.9.4. Views are subjective and not everyone agrees. What some may see as a blot on the landscape others see as inspirational, progressive, and bold. This means everyone has their own views on what they do or don't like about a development.
- 2.9.9.5. The Local Planning Authority will consider all such matters in relation to the design as part of the planning application process. Skyline has provided a lot of visuals to give people the opportunity to see what the proposed scheme will look like on completion and in the future. Please follow the links to view the Skyline Planning Application Documents Page ([LINK](#)), and view the Visuals ([LINK](#)) and the Segments of Verified Views High Res 001-18.
- 2.9.9.6. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.
- 2.9.10. Planning Concerns
- 2.9.10.1. The following concerns noted against this category have been taken from the responses received following the publication of the Notice: -
- LDP 2010-2025 supports extensive green space.
 - Long-term impacts.
 - Alignment with local development plans.
 - Not enough public engagement.
- 2.9.10.2. Respondents had concerns that the proposed scheme was at odds with the policies set out in the Local Development Plan 2010-2025 and there was not enough public engagement and consultation. These concerns are specific to planning and will be addressed as part of the planning application process.

2.9.10.3. In respect of the consultation and public engagement concerns, Skyline submitted its proposal to the Design Commission in early January 2023, a Pre-Application Consultation (PAC) Events were held in Swansea between 7th -10th March 2023, Skyline representatives have corresponded and liaised with members of the public who have aired their concerns about the scheme, and since the planning application has gone live the public has been able to comment on the scheme as part of the statutory planning process.

2.9.10.4. Out of the PAC Events a Pre-Application Consultation Report was prepared, within this document questions that were put forward by members of the public to Skyline were recorded with the accompanying response provided, in the hope to dispel any inaccuracies that were in the public arena.

2.9.10.5. In relation to the Public Open Space Notice, legally the Council only needed to publicise the Notice in a local newspaper for two consecutive weeks. The Council has gone beyond what it is legally required to do under the governing legislation. The Notice was placed on the Council's website, on the Notice Board at the entrance to the Civic Centre, at prominent locations across Kilvey Hill, and a specific email address was created for members of the public to send their responses to.

2.9.11. Statutory & Policy Concerns

2.9.11.1. The following legislative and policy concerns noted against this category have been taken from the responses received following the publication of the Notice: -

- Well-being of Future Generations (Wales) Act 2015 – lack of consultation.
- Countryside Rights of Way Act 2000 – open access land grants rights to roam freely, rights of way.
- National Resources Wales designation as a quiet area.
- No Environmental Impact Assessment.
- Environment (Wales) Act 2016.
- The Climate Change (Wales) Regulations 2021.
- Integrated Impact Assessment.
- Sites of Importance for Nature Conservation (SINC).

2.9.11.2. Many respondents believe that the proposed development by Skyline will not only remove some of their legal rights that they presently have on the Hill, but it will also be in contravention of national legislation and policies.

- 2.9.11.3. It is a fact that some of the land on the Hill will have restricted access while the scheme is under development, but when completed only operational buildings and staff only areas will be secured. No fences will be erected on the perimeter, no formal rights of way will be removed, and the public will have the ability to walk/cycle through/around the facility (even when closed) with new paths and trails being created.
- 2.9.11.4. Following the Pre-Application Consultation event held in Swansea in early March 2023 by Skyline, it listened and responded to what people had say about access to the Hill and redesigned the hill facility so not impede the public rights of way. Please follow the link to the Skyline Planning Application 2023/1748/FUL ([LINK](#)) and review the accompanying Documents, specifically Landscape General Arrangement-Whole Site ([LINK](#)).
- 2.9.11.5. The Local Planning Authority in determining the Skyline planning application will consider the legislation and policies relevant to the application.
- 2.9.11.6. The Council will seek legal advice prior to any potential disposal to ensure it is compliant with all relevant legislation and policies.
- 2.9.11.7. The broad concerns raised by members of the public in relation to this category will be considered as part of the planning application process.
- 2.10. Cabinet must have regard to the emerging themes from the representations received to the publication of the formal Public Open Space Notice, in order that it can consider them and so comply with the statutory legislation governing the process prior to making any decision on the proposed disposal. A full copy of the redacted responses to the statutory consultation process have been included in the Background Papers.
- 2.11. There was an overwhelming response to the Notice of objection to the proposed disposal, but Cabinet Members may take into account this represents only 0.11% of the total population of Swansea when factored against a population of 241,300 (mid-year estimate 2022, Office for National Statistics). There were a number of responses received from responders not living within the County.
- 2.12. This project if it proceeds will meet several of the Council's Corporate Objectives. In making its decision, the key issue for Cabinet is to balance any adverse consequences of the loss of open space, having regard to the objections received, against the advantages of disposing the land.

3. Integrated Assessment Implications

3.1. 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.

3.2. 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'.

3.3. 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.

3.4. An IIIA Screening Form (see Appendix C) has been completed with the agreed outcome that a full IIA report was not required at this time.

3.4.1. The impacts from the Recommendations in this Report are limited. The Report is seeking Cabinet to consider the responses received from the Public Open Space Notice and approve in principle the proposed land disposal. A further Cabinet report will follow seeking authority to action the proposed land disposal and enter into a commercial lease with Skyline (Swansea) Ltd. It will be at this point that the full impacts will be assessed before matters progress to the next stage.

4. Financial Implications

4.1. There are no direct financial implications associated with this report although as set out in the report once the consultation comments have been fully considered there may be a future decision on a potential land disposal and also future capital costs which have been provisionally provided for in the capital budget to support the Welsh Government and Swansea Council proposed initial up-front public funding support offer (subject to repayment terms) to support the wider Skyline scheme if it were to proceed

5. Legal Implications

5.1. Section 123 of the Local Government Act 1972, and the Council's Land Transaction Procedure Rules (as set out in the Council's Constitution) apply to this disposal. Under s123 LGA 1972, a local authority has the power to dispose of land held by it in any manner it wishes, provided that the local authority achieves the best consideration that can reasonably be obtained. Exceptions to this rule are where the disposal is for a short tenancy (less than 7 years), or the local authority has the consent of the Welsh Ministers. Under the Constitution, the responsibility of determining in what manner the land will be disposed of to obtain best consideration lies with the Head of Property Services.

5.2. Under the General Disposal Consent (Wales) Order 2003 the Welsh Ministers have issued a general consent for disposals of land under s123 for less than best consideration. This allows a local authority to dispose of land for less than best consideration if it considers that the disposal will contribute to the promotion or improvement of the economic, social, or environmental well-being of its area and the extent of the undervalue is no more than £2m.

5.3. There are specific powers and requirements for the disposal of land held by a local authority for planning purposes, housing, allotments, open space and school playing fields.

5.4. Where the land is deemed open space, the Council is required under s123 to advertise the disposal of the land in the local newspaper for two consecutive weeks and to give full and proper consideration to any objections. The key issue for the Council is to balance any adverse consequences of the loss of open space, having regard to the objections received, against the advantages of disposing of the land.

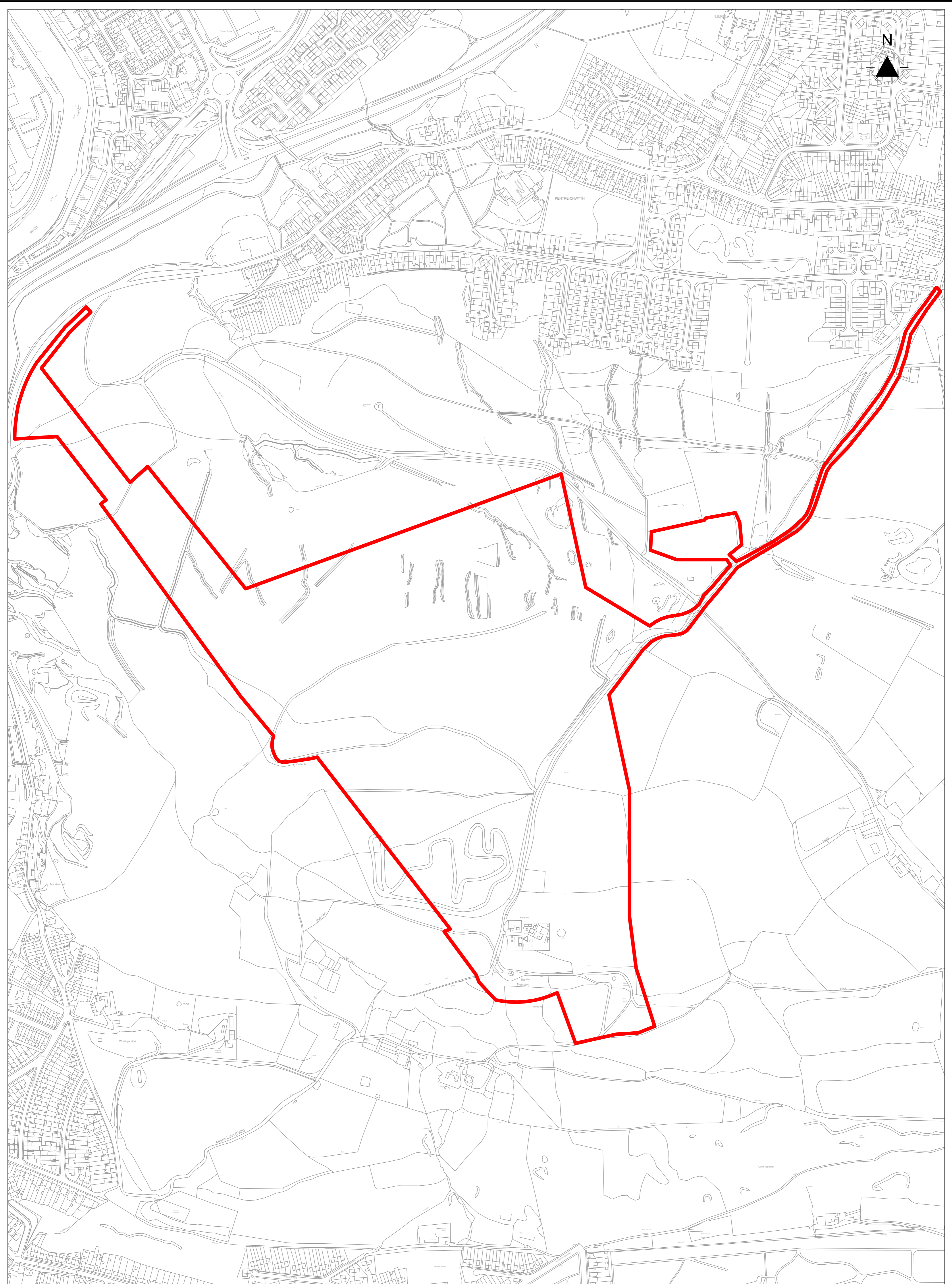
Background Papers: Public Open Space Consultation Responses - <http://tiny.cc/Cabinet18April>

Appendices:

Appendix A – Public Open Space Notice Plan

Appendix B – Public Open Space Notice

Appendix C – Integrated Impact Assessment Screening Form



Appendix A		Rev	Date	Details	Dr	Ch	Ap

Notes

1. THIS IS A CAD DRAWING AND SHOULD NOT BE AMENDED BY HAND.
2. All dimensions in millimeters unless otherwise stated.
3. Any errors or omissions to be reported to the Designer.

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 Director - Place
 Landscape Team
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<http://www.swansea.gov.uk>

Cyngor Abertawe
Swansea Council

Page 27 of Drawing is Copyright

Title

Kilvey Hill

Public Open Space Notice Plan

Drawn	CCoS	Checked	HF
Date	Sept 23	Approved	HF
Scale	1 : 2500		A1
Drawing No.	POSN-Kilvey/01		

**CYNGOR DINAS A SIR ABERTAW
THE COUNCIL OF THE CITY AND COUNTY OF SWANSEA
ADRAN 123 (2A)**

**DEDDF LLYWODRAETH LEOL 1972 (FEL Y'I DIWYGIWYD)
HYSBYSIAD O WAREDU RHAN O FAN AGORED**

TIR A ADWAENIR FEL MYNYDD CILFÁI, ST THOMAS, ABERTAW SA1 8ED

HYSBYSIR TRWY HYN FOD Cyngor Dinas a Sir Abertawe yn bwriadu gwaredu tir sy'n ffurfio rhan o Fynydd Cilfái, St Thomas, Abertawe SA1 8ED drwy brydlesu'r tir hwnnw i Skyline Swansea Limited ar gyfer datblygiad hamdden newydd.

Rhoddir yr hysbysiad ffurfiol hwn i'r graddau y mae'r parcel o dir a ddisgrifir uchod yn cynnwys neu'n ffurfio rhan o le agored at ddibenion A123(2A) o Ddeddf Llywodraeth Leol 1972.

Mae cynllun o'r tir i'w waredu ar gael i'w archwilio yn nerbynfa swyddfeydd Cyngor Dinas a Sir Abertawe, Canolfan Ddinesig, Oystermouth Road, Abertawe SA1 3SN yn ystod oriau arferol.

Rhaid cyflwyno gwrthwynebiadau i'r bwriad o waredu yn ysgrifenedig a'u cyfeirio at Bennaeth y Gwasanaethau Eiddo, Cyngor Dinas a Sir Abertawe, Canolfan Ddinesig, Oystermouth Road, Abertawe SA1 3SN, dan y cyfeiriad "Gwaredu Lle Agored ar Fynydd Cilfái" a chan ddyfynnu'r cyfeirnod DVP-00274779/SAE neu gellir eu cyflwyno drwy e-bost yn kilveyhill.posn@abertawe.gov.uk neu drwy wefan y cyngor yn www.abertawe.gov.uk hysbysiadau cyhoeddus erbyn 5pm ar 5th Chwefror 2024.

Dyddiedig 15th Ionawr 2024

TRACEY MEREDITH PRIF SWYDDOG CYFREITHIOL

GWASANAETHAU CYFREITHIOL A DEMOCRATAIDD A DEALLUSRWYDD BUSNES

CANOLFAN DDINESIG

OYSTERMOUTH ROAD

ABERTAW

SA1 3SN



**THE COUNCIL OF THE CITY AND COUNTY OF SWANSEA
CYNGOR DINAS A SIR ABERTAW
SECTION 123(2A)**

**LOCAL GOVERNMENT ACT 1972 (AS AMENDED)
NOTICE OF DISPOSAL OF PART OF AN OPEN SPACE**

LAND KNOW AS KILVEY HILL, ST THOMAS, SWANSEA, SA1 8ED

NOTICE IS HEREBY GIVEN of the Council of the City and County of Swansea intention to dispose of land forming part of Kilvey Hill, St Thomas, Swansea SA1 8ED by the grant of a lease of such land to Skyline Swansea Limited for a new leisure development.

This is a formal notice given in so far as the above described parcel of land consists or forms part of an open space for the purposes of S123(2A) of the Local Government Act 1972.

A plan of the land proposed to be disposed of is available for inspection in the foyer of the offices of The Council of the City and County of Swansea, Civic Centre, Oystermouth Road, Swansea SA1 3SN during normal office hours.

Objections to the proposed disposal must be made in writing and addressed to the Head of Property Services, The Council of the City and County of Swansea, Civic Centre, Oystermouth Road, Swansea, SA1 3SN, under reference "Kilvey Hill Open Space Disposal" and quoting the reference number DVP-00274779/SAE or made via email at kilveyhill.posn@swansea.gov.uk or via the Council's website at <http://www.swansea.gov.uk/publicnotices> by 5pm on 5th February 2024.

Dated 15th January 2024

TRACEY MEREDITH CHIEF LEGAL OFFICER

LEGAL, DEMOCRATIC SERVICES AND BUSINESS INTELLIGENCE

CIVIC CENTRE

OYSTERMOUTH ROAD

SWANSEA

SA1 3SN

Appendix B

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 Regeneration – Physical 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:

A Cabinet Report seeking approval in principle to dispose of public open space land at Kilvey Hill to Skyline (Swansea) Ltd to create a leisure facility on Kilvey Hill. A further report will go to Cabinet detailing the terms of the proposed disposal, which is to be by way of a commercial lease, this will be subject to a further IIA process.

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"/>

Integrated Impact Assessment Screening Form

Pregnancy and maternity	<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 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

A Public Open Space Notice was published on 15th January 2024, which activated a public consultation period until 5th February, whereby the public had the ability to respond to the proposal to dispose of public open space land on Kilvey Hill.

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 <input type="checkbox"/>	Medium risk <input type="checkbox"/>	Low risk <input checked="" type="checkbox"/>
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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 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?

Yes No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council’s

Integrated Impact Assessment Screening Form

Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment <https://staffnet.swansea.gov.uk/dpiascreening>
For more about the Information Asset Register, please see <https://staffnet.swansea.gov.uk/informationassetregister>

Q9 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.)

None, the impacts from the Recommendations in this Report are limited. The Report is seeking Cabinet to consider the responses received from the Public Open Space Notice and approve in principle the proposed land disposal. A further Cabinet report will follow seeking authority to action the proposed land disposal and enter into a commercial lease with Skyline (Swansea) Ltd, it will be at this point that the full impacts will be assessed before matters progress to the next stage.

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 (Q9)**

The outcomes of this screening is that a full IIA is not required at this point. The impacts of the proposals are limited. If approval is given to proceed, the project will be subject to a further IIA process.

(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: Howard French
Job title: Physical Regeneration Manager
Date: 22/02/2024
Approval by Head of Service:
Name: Phillip Holmes
Position: Head of Planning & Regeneration
Date: 22/02/2024

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

Agenda Item 8.



Report of Cabinet Member for Education and Learning

Cabinet – 18 April 2024

Future Plans for Special Schools in Swansea

Purpose:	To report that no objections were received during the Statutory Notice period and to seek approval on the proposal to amalgamate Ysgol Pen-y-Bryn and Ysgol Crug Glas into one special school in September 2025 and relocate to a new purpose-built school whilst increasing capacity from April 2028.
Policy Framework:	Corporate priorities: <ul style="list-style-type: none">• Improving education and skills
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that Cabinet: 1) Approves the proposal to amalgamate Ysgol Pen-y-Bryn and Ysgol Crug Glas into one special school in September 2025 on existing sites and relocate to a new purpose-built school whilst increasing capacity from April 2028.
Report Author:	Michelle Thomas
Finance Officer:	Aimee Dyer
Legal Officer:	Stephanie Williams
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 Swansea has two special schools (Ysgol Pen-y-Bryn and Ysgol Crug Glas) providing education for a maximum of 250 pupils, aged between 3 and 19 years. In recent years the swelling demand for special school places in Swansea led to an increase in planned places available at Ysgol Pen-y-Bryn in Spring 2021. However, special school places in Swansea are continuing to run at maximum capacity and a further increase in demand

for places is projected for the future. A longer term, sustainable solution is now required, and without this the local authority will have no other option than to place pupils into independent and out-of-county schools.

2. Consultation and Statutory Notice Period

- 2.1 Cabinet agreed at a meeting held on 21 September 2023 that consultation should take place on a proposal to amalgamate Ysgol Pen-y-Bryn and Ysgol Crug Glas into one special school in September 2025 on existing sites and relocate to a new purpose-built school whilst increasing capacity from April 2028.
- 2.2 Consultation took place, as per the requirements of the School Organisation Code, between 9 October 2023 and 25 November 2023. The consultation paper can be found here:
[School organisation - Future plans for Special Schools in Swansea - Swansea](#)
- 2.3 Following this consultation period, Cabinet considered the responses received at their meeting on 18 January 2024 and approved the publication of a Statutory Notice, inviting any formal objections to the proposal. The Statutory Notice period ran from 2 February 2024 to 5 March 2024. No objections were received.
- 2.4 In accordance with the School Organisation Code, Cabinet must now approve the proposal. Following approval, a decision letter must be published electronically on the Local Authority's website and sent to consultees outlining the reason for the decision, as follows:
- Enhances the quality and standards of education
 - Supports the predicted demand for places for those with complex needs
 - Provides cost-effective provision
 - Improves accessibility and positively contributes to the equality agenda for our most vulnerable pupils
 - Offers a positive impact on all other services provided in the area for pupils with disabilities and/or additional learning needs
 - There have been no objections and the proposal process has been conducted in accordance with the School Organisation Code

3. Integrated Assessment Implications

- 3.1 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.
- 3.1.1 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'.
- 3.1.2 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.
- 3.2 An IIA (Appendix A) has been reviewed and updated following the period of Statutory Notice. The impact of the scheme on the Children and Young People (0-18), Other Age Group and Disability will be positive in providing learners with complex and profound additional learning needs aged 3-19 with a designated space for their education whilst also ensuring that more learners can access this specialist provision within the boundaries of the city and county of Swansea.
- 3.3 A Community Impact Assessment has been undertaken and formed part of the consultation papers.
- 3.4 A Welsh-medium Impact Assessment has been completed and formed part of the consultation papers.
- 3.5 Swansea Council acts in accordance with the Well-being of Future Generations (Wales) Act in all that it does. Sustainable development has been a central organising principle since 2012 and each year the council aims to further embed and build on sustainable practice. An assessment against the Act was included in the consultation papers.
- 3.6 Due regard should be paid to the United Nations Convention on the Rights of the Child at all times when developing proposals, and particularly in relation to proposals which directly impact upon young people.

4. Financial Implications

Capital

- 4.1 No capital funding is being sought for the amalgamation.
- 4.2 The new school build is to be financed through the Welsh Government's Sustainable Communities for Learning Programme. The investment will be funded (75% Welsh Government, 25% Local Authority) subject to business case approval by Welsh Government. If accepted, the overall projected capital cost will be £43,600,000 which has been accounted for in the capital programme.
- 4.3 The current school buildings' future use would be reviewed in line with the Local Authority's Asset Management Plan.

Revenue

- 4.4 Schools are funded from an overall delegated budget – The Individual Schools Budget (ISB). There is a funding formula that allocates a budget share to each individual school from the ISB. The amalgamation will lead to a slight reduction in budget share initially (£43k based on FY2023-2024 values) and this will be released into the overall delegated budget for redistribution to other schools.
- 4.5 Amalgamations of schools can lead to some initial increased costs, for example, if there are any employees that are not successful in securing a post in the new amalgamated school, then redundancy costs would be incurred, and these would be charged to central Education budgets.
- 4.6 There can be some transitional and implementation costs with school organisation proposals. These would be met from central Education budgets or the ISB.
- 4.7 The annual revenue costs for the 100 additional planned places at the new special school is £2,083,548 per annum once fully established (based on FY2023-2024 planned place funding). This should be considered in the context that a single pupil placed into the independent sector is costing the local authority more than £100,000 per annum. If all additional places are filled considerable savings can be made on out of county provision.
- 4.8 There could be some additional associated transport costs for the learners to attend the newly established special school, as per the Home to School Transport Policy; however, these will be lower costs than providing out of county placements in other specialist provision, as well as potential for reduced associated Social Services costs.

5. Legal Implications

- 5.1 The reorganisation of school provision involving the establishment and discontinuance of community schools requires consultation and the publication of statutory notices in accordance with s44 of the School Standards and Organisation (Wales) Act 2013 (“the Act”) and the Welsh Government’s School Organisation Code 2018. Legally an amalgamation is the discontinuing of the two existing schools and establishing a new school.
- 5.2 The Code includes statutory guidance to which the Local Authority must have regard and sets out the policy context, general principles and factors that should be taken into account by those bringing forward proposals to reconfigure school provision and by those responsible for determining proposals.
- 5.3 Additional considerations are applicable when Additional Learning Needs (ALN) provision is being considered:

Standards of provision

In addition to the usual considerations in relation to standards of provision, relevant bodies should consider:

- Whether proposals will improve standards of accommodation for pupils with ALN, including building accessibility;
- How proposals will address any health, safety and welfare issues;
- How proposals, where appropriate, will support increased inclusion;
- The impact of proposals on other ALN provision within the immediate and wider local authority area including out of county where appropriate;
- Need for places and the impact on accessibility of schools;
- Whether there is a need for a particular type of ALN provision in the area;
- Where there is a surplus ALN provision in the area;
- Whether ALN provision would be more effective or efficient if regional provision were made; and
- The impact of proposals on the transportation of learners with ALN.

Other factors

Relevant bodies should consider:

- How changes to ALN provision in schools are likely to impact on all other services provided in an area for pupils with disabilities and/or ALN.

- 5.4 Before publishing any proposals the local authority (Proposer/s) is under a duty, by virtue of s48 of the Act, to consult on such proposals. The Code states that:

- a. At the start of the consultation period Proposers must provide the consultees listed in the Code with a detailed consultation document following the requirements listed in the Code and give them at least 42 days in which to respond, with at least 20 of these being school days.
- b. Consultation comments must be collated and summarised by Proposers. This summary together with the responses to the comments must be published in a consultation report within three months of the end of the consultation period.
- c. A decision must be made by Proposers whether to proceed with changes within 6 months of the end of the consultation period.
- d. If a decision is made to proceed, a Statutory Notice is published providing a 28-day notice period for objections. The notice must be published on a school day and with 15 school days (not including the day of publication) in the notice period.
- e. If objections are received, an objection report must be published providing a summary of the objections with responses to them before the end of 7 days beginning with the day of the Proposer's determination of the proposals.
- f. The Proposer must determine under s53 whether the proposals are to be implemented. Proposals must receive final determination within 16 weeks of the end of the objection period. Local determination is a requirement of the School Organisation Code, and The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013 allow for this local determination. The Welsh Ministers and Governing Bodies are to be notified of the decision within 7 days of the decision.
- g. If the Proposer determines to implement proposals, they should be implemented in accordance with the date given in the Statutory Notice, or any subsequent modified date.

5.5 Failure to comply with the statutory consultation requirements in the Act and Code will leave the Authority open to Judicial Review and the decision could be quashed by the Courts.

Case law has established that the consultation process should:

- be undertaken when proposals are still at a formative stage;
- include sufficient reasons and information for particular proposals to enable intelligent consideration and response;
- provide adequate time for consideration and response; and
- ensure that the product of consultation is conscientiously taken into account when the ultimate decision is taken.

Background papers:

[Report to Cabinet 21 September 2023](#)

[Report to Cabinet 18 January 2024](#)

[school-organisation-code-second-edition.pdf \(gov.wales\)](#)

Appendices:

Appendix A - IIA

Integrated Impact Assessment (IIA) Report

Appendix A

This form should be completed when a screening form has indicated a full Integrated Impact Assessment is required and found to be relevant to Equality Act 2010, Socio-economic Duty and Well-being of Future Generations (Wales) Act 2015

Please refer to the 'IIA Report Form Guidance' while completing this form. If you need further support, please contact accesstoservices@swansea.gov.uk.

Which service area and directorate are you from?

Service Area: Planning and Resources

Directorate: Education

Q1(a) What are you assessing?

- 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 Boards 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:

New Build Special School Project

Over the past five years the proportion of pupils with ALN has risen, driving an increasing demand for special school places within Swansea. Special school places in Swansea are running at maximum capacity, and increasing demand for places is projected for the future. The significant demand for places is leading the local authority to have no other option than to place pupils into independent and out-of-county schools. In response to this need, Swansea Council increased the planned places available at Ysgol Pen-y-Bryn in Spring 2021, by utilising a recently vacated Pupil Referral Unit. However, this provided a short-term solution, and a longer term, sustainable and flexible solution is now required to ensure that we continue to provide an excellent education for pupils in the coming years.

Swansea Council, as part of a wider review of specialist teaching provision across the local authority, is proposing the following changes to the current special school provision:

1. Amalgamate Ysgol Pen-y-Bryn and Ysgol Crug Glas from 1 September 2025 in order to facilitate the transition to one school when the build is completed
2. Build a new Special School for 350 pupils at Mynydd Garnllwyd Road which will be ready for occupation in April 2028

Swansea has two special schools (Ysgol Pen-y-Bryn and Ysgol Crug Glas) providing education for a maximum of 250 pupils, aged between 3 and 19 years. In recent years the swelling demand for special school places in Swansea led to an increase in planned places available at Ysgol Pen-y-Bryn in Spring 2021. However, special school places in Swansea are continuing to run at maximum capacity and a further increase in demand for places is projected for the future. A longer term, sustainable solution is now required, without this, the local authority will have no other option than to place pupils into independent and out-of-county schools.

It is proposed to amalgamate Ysgol Pen-y-Bryn and Ysgol Crug Glas from September 2025 on existing sites, following a period of consultation and Statutory Notice. To amalgamate schools the legal procedure requires the closing of the existing two special schools on 31 August 2025 and the establishment of a new special school on 1 September 2025. Also, part of this proposal is for a new purpose built special school to be built to accommodate all pupils on one site, this will increase the number of planned places available (by 100) and it is proposed this building will be occupied by the new special school in April 2028.

School organisation proposals must adhere to the School Organisation Code and the School Standards and Organisation (Wales) Act 2013. A period of consultation has been undertaken with interested parties and relevant information provided in a consultation document. The Welsh Government and Estyn were consulted at this stage of proposal. All views received during the consultation period were collated into a further report for Cabinet who decided that the proposal should move to the next stage – a period of Statutory Notice. Formal objections could be lodged during the Statutory Notice period which ran from 2 February 2024 to 5 March 2024. No objections were received, a local determination is now required on the outcome of the proposal.

The Authority has successfully amalgamated schools in recent years. The amalgamation of the two special schools will have the following benefits:

- Schools operate as one, sharing best practice and whole school ethos and shared philosophy
- A single set of policies and procedures
- One governing body would be required
- Greater opportunities for staff continuing professional development
- More opportunity to develop staff skill set and best use made of staff expertise for all pupils
- The facilities previously available to two separate schools could be available to all pupils in a combined school
- Economies of scale and the most effective use of resources, with the potential of reducing the number of senior leadership required

New build special school with increased capacity

Ysgol Crug Glas has 55 places for pupils with profound and multiple learning difficulties (PMLD), the school site consists of three blocks ranging in age from 1960s to post 2010. The buildings within this school have been categorised as Condition B. Ysgol Pen-y-Bryn has a total of 195 pupil places, 116 places for pupils with moderate to severe learning difficulties (M/SLD) and 79 places for pupils with severe autism. This school consists of several blocks on three different sites, ranging in age from 1960s to post 2010. The buildings within this school have been categorised as Condition C+.

Having a new purpose-built school on one site will allow the opportunity to increase the number of planned places available in the amalgamated special school. School organisation regulations require a statutory proposal to take place if a special school increases their planned places by more than 10% (or 20 places, whichever is the lesser). It is proposed to increase the number of planned places for the amalgamated school from 250 to 350 places when the school moves to the new site in April 2028. Therefore, a statutory proposal would be needed to add 80 planned places to the school (as 20 of the 100 extra places can be added without a proposal).

Increasing planned places at the amalgamated special school in April 2028 would enable the authority to better meet the needs of more pupils in local provision. Pupils could be offered places in this school as opposed to a provision in the independent sector or out of county, this would also alleviate pressure on mainstream schools and Specialist Teaching Facilities (STFs) that are struggling to cope with the demands of managing pupils with more severe learning difficulties.

Ysgol Pen-y-Bryn currently has a residential unit where some pupils aged 14-19 are offered overnight '24-hour' curriculum. It is not proposed to make any changes to the unit upon amalgamation of the two schools in September 2025 as the unit would continue to operate in its current form. Once the new build school is operational, the offer of '24-hour' curriculum will remain, and pupils aged 14-19 will continue to be identified to attend an overnight provision for 24-hour curriculum. This will continue to be available Monday-Thursday term time only for a maximum of 6 pupils per night (as is currently the case).

Having a purpose-built special school on one site will have the following benefits:

- Increase places available for local pupils with complex and profound additional learning needs
- 21st Century School facilities to meet the needs of pupils with more complex and profound educational needs
- Improved quality of outdoor environment
- Hydro pool facility integrated within the school building
- New facilities with the required resources such as sensory rooms, specialist therapy rooms, therapeutic external learning environments etc.
- More space and better provision for teaching young people life skills and vocational skills
- Flexibility to adapt to changing needs and increased demand
- Improved opportunities for multi-agency working as will no longer have separate school sites
- Schools budget targeted more appropriately and effectively on pupils
- Reduced carbon emissions.

Post Consultation Update

Cabinet agreed at a meeting held on 21 September 2023 that consultation should take place on the above proposal to amalgamate Ysgol Pen-y-Bryn and Ysgol Crug Glas into one special school in September 2025 on existing sites and relocate to a new purpose-built school whilst increasing capacity from April 2028.

Consultation took place between 9 October 2023 and 24 November 2023.

Consultation Responses

Following discussions with both headteachers it was decided that school staff would guide pupils through the pupil consultation paper using appropriate techniques to inform pupils of the proposal and gather their views.

During the consultation period 66 responses were received from pupils. The summary of the pupil survey is as follows:

Support Proposal/Happy	42
Against Proposal/Unhappy	0
Don't know	24

The responses received from pupils that were supportive were broadly related to:

- Making new friends
- Being excited
- The school will be big, with more classrooms.

Some of the pupils noted they:

- Didn't care
- Were unsure
- Will not be a pupil when the new build opens.

One pupil noted that they wanted things to stay the same.

During the consultation period, 16 responses were received from the online survey. One letter, in support of the proposal, was received from the Governing Body at Ysgol Crug Glas. The summary of the survey feedback is as follows:

Support proposal/happy	12
Against proposal/unhappy	4
<i>Responses received from:</i>	
Pupil	0
Parent/carer	3
Member of staff	7
Governor	3
Community Member	3
Other	0

Overall, the feedback was very positive. The main supportive comments received were:

- Acknowledging the positive impact the new school and facilities will have on learners, staff and the community.
- Acknowledging that the proposal will allow more pupils to remain in Swansea for their Education
- Noting the proposal will support Specialist Teaching Facilities (STFs) by reducing pressure on mainstream schools and allowing staff learning opportunities.

The concerns raised from the online survey were:

- Traffic congestion around the proposed new build site and potential impact on residents and the environment
- The potential impact on staff, in particular, the two current headteachers. This is due to the period of uncertainty and additional workload in relation to the new build.
- The amalgamation date of September 2025 may be too soon
- Concern over staff jobs and roles following potential restructure

Statutory Notice

A period of Statutory Notice was held 2 February 2024 to 5 March 2024 and stakeholders informed they could make formal objections to the proposal. No objections were received.

- (c) **It was initially screened for relevance on:** EIA screening completed in April 2019. This was followed by a pre-consultation IIA report in August 2023, updated post-consultation in November 2023 and also updated prior to final determination March 2024.

(d) **Lead Officer**
Name: Michelle Thomas
Job title: Team Manager Funding and Information
Date: 07/03/24

16/08/(e) Approved by Head of Service
Name: Kelly Small
Job title: HOS, Education Planning and Resources
Date: 07/03/24

Section 1 - Aims

What are the aims of the initiative?

Increasing planned places and building a new school on a new site to enable the authority to better meet the needs of more pupils in local provision. Pupils requiring special school places could be offered places at the new build as opposed to provision in the independent sector or out of county, and it would also alleviate pressure on mainstream schools and STFs that are struggling to cope with the demands of managing pupils with more severe learning difficulties.

Who has responsibility?

If approved, the overall responsibility would be with Swansea Council's Education Directorate.

Who are the stakeholders?

Audience	Methods
Pupils	Face to face school visits, formal consultation
Parents	Letters, media, website, formal consultation, face to face
Governors	Face to face briefing, emails, formal consultation
Head and Management Team	Face to face briefing, emails, formal consultation
School Staff	Face to face, letter, Newsletter, media, website, formal consultation
All other schools	Letter, email, newsletter
CMT	Face to face briefing, newsletter, email, formal consultation
Cabinet	Face to face briefing, newsletter, email, formal consultation

Ward Members	Email, formal consultation
Trade Unions	Email, formal consultation
Press/Media	Press release
Welsh Government	Letter, local media, email, formal consultation
Estyn	Formal consultation
AMs/MPs	Formal consultation
Education SLB/EDSLT/DMT	Email, newsletter, face to face, formal consultation
SPP Chairs and V Chairs	Email, letter, formal consultation
Community groups	Formal consultation
All Council staff	Formal consultation
Swansea residents	Media, website, social media formal consultation
Neighbouring Local Authorities	Formal consultation

Section 2 - Information about Service Users (See guidance)

In order to complete this section you will need to look to data such as Census data, research and performance management information, surveys, future trends, service user data, socio-economic data from recent consultations, engagement and research

- | | | | |
|---|-------------------------------------|--------------------------------------|-------------------------------------|
| Children/young people (0-18) | <input checked="" type="checkbox"/> | Sexual orientation | <input type="checkbox"/> |
| Older people (50+)..... | <input checked="" type="checkbox"/> | Gender reassignment | <input type="checkbox"/> |
| Any other age group | <input checked="" type="checkbox"/> | Welsh language | <input checked="" type="checkbox"/> |
| Future generations (yet to be born) | <input checked="" type="checkbox"/> | Poverty/social exclusion..... | <input checked="" type="checkbox"/> |
| Disability | <input checked="" type="checkbox"/> | Carers (including young carers)..... | <input checked="" type="checkbox"/> |
| Race (including refugees)..... | <input checked="" type="checkbox"/> | Community cohesion | <input checked="" type="checkbox"/> |
| Asylum seekers | <input type="checkbox"/> | Marriage & civil partnership | <input type="checkbox"/> |
| Gypsies & Travellers..... | <input type="checkbox"/> | Pregnancy and maternity | <input type="checkbox"/> |
| Religion or (non-)belief | <input type="checkbox"/> | | |
| Sex..... | <input checked="" type="checkbox"/> | | |

Please provide details of the information you hold in relation to the groups above:

The following information is collated as part of the annual pupil census that is carried out in January of each year. The below is from the January 2023 PLASC:

Number of pupils on roll:

School	N (R3)	N	R	Y 1	Y 2	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y1 0	Y1 1	Y1 2	Y1 3	Y1 4	FT E	Full Time	Whole School
TOTAL	0	4	6	4	6	6	5	15	7	28	18	22	24	16	26	26	20	231	229	233
Ysgol Pen-y-bryn	0	0	0	0	3	1	4	9	5	25	17	20	20	15	21	23	17	180	180	180
Ysgol Crug Glas	0	4	6	4	3	5	1	6	2	3	1	2	4	1	5	3	3	51	49	53

% Boys and Girls

School	Boys	Girls	Total	Boys %	Girls%
Penybryn	128	52	180	71.1	28.9
Crug Glas	29	24	53	54.7	45.3
Total	157	76	233	67.4	32.6

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Percentage of total pupils on roll living in areas classed in Welsh Index of Multiple Deprivation (WIMD) as being in	Crug Glas 32.7% Penybryn 48.1%	Crug Glas 25.0% Penybryn 49.6%	Crug Glas 30.8% Penybryn 47.9%	Crug Glas 28.3% Penybryn 44.0%	Crug Glas 30.8% Penybryn 47.3%	Crug Glas 25.0% Penybryn 48.9%

the most deprived 30% of all areas						
Percentage claiming Free School Meals	Crug Glas 35.1% Penybryn 40.2%	Crug Glas 44.7% Penybryn 44.6%	Crug Glas 45.5% Penybryn 41.0%	Crug Glas 40.5% Penybryn 43.4%	Crug Glas 47.1% Penybryn 46.8%	Crug Glas 40.6% Penybryn 47.1%
Percentage with Special Educational Needs (SEN)	100%	100%	100%	100%	100%	100%

In January 2023 the breakdown for SEN was as follows (NB – pupils can have more than one need):

	Crug Glas	School Action	School Action Plus	Statement	School IDP	LA IDP	Total
<i>Attention Deficit Hyperactivity Disorder</i>	0	0	0	0	0	0	0
<i>Autistic Spectrum Disorders</i>	0	0	0	4	0	0	4
<i>Behavioural, Emotional & Social Difficulties</i>	0	0	0	0	0	0	0
<i>Dyscalculia</i>	0	0	0	0	0	0	0
<i>Dyslexia</i>	0	0	0	0	0	0	0
<i>Dyspraxia</i>	0	0	0	0	0	0	0
<i>General Learning Difficulties</i>	0	0	0	0	0	0	0
<i>Hearing Impairment</i>	0	0	0	0	0	0	0
<i>Moderate Learning Difficulties</i>	0	0	0	0	0	0	0
<i>Multi-Sensory Impairment</i>	0	0	0	0	0	0	0
<i>Physical and Medical Difficulties</i>	0	0	0	17	0	0	17
<i>Profound & Multiple Learning Difficulties</i>	0	0	0	40	1	4	45
<i>Severe Learning Difficulties</i>	0	0	0	4	0	0	4
<i>Speech, Language and Communication Difficulties</i>	0	0	0	1	0	0	1
<i>Visual Impairment</i>	0	0	0	2	0	0	2
Total	0	0	0	68	1	4	73

<i>Pen-y-Bryn</i>	School Action	School Action Plus	Statement	School IDP	LA IDP	Total
<i>Attention Deficit Hyperactivity Disorder</i>	0	0	10	0	1	11
<i>Autistic Spectrum Disorders</i>	0	0	112	0	2	114
<i>Behavioural, Emotional & Social Difficulties</i>	0	0	13	0	0	13
<i>Dyscalculia</i>	0	0	0	0	0	0
<i>Dyslexia</i>	0	0	0	0	0	0
<i>Dyspraxia</i>	0	0	1	0	0	1
<i>General Learning Difficulties</i>	0	0	0	0	0	0
<i>Hearing Impairment</i>	0	0	6	0	1	7
<i>Moderate Learning Difficulties</i>	0	0	81	0	0	81
<i>Multi-Sensory Impairment</i>	0	0	3	0	0	3
<i>Physical and Medical Difficulties</i>	0	0	32	0	0	32
<i>Profound & Multiple Learning Difficulties</i>	0	0	4	0	0	4
<i>Severe Learning Difficulties</i>	0	0	39	0	1	40
<i>Speech, Language and Communication Difficulties</i>	0	0	34	0	0	34
<i>Visual Impairment</i>	0	0	5	0	0	5
Total	0	0	340	0	5	345

Ethnic Background

Crug Glas	N1	N2	R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
WBRI - White - British	0	4	4	3	2	4	1	3	2	3	1	2	2	1	4	3	3	42
BAOF - Other Black African	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2
MWBA - White and Black African	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2
AIND - Indian	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
ASLT - Sri Lankan Tamil	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
BNGN - Nigerian	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
MWOE - White -And Any Other Ethnic Group	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
OKRD - Kurdish	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
WHUN - Hungarian	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
WPOL - Polish	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Totals	0	4	6	4	3	5	1	6	2	3	1	2	4	1	5	3	3	53

Pen-y-Bryn	N1	N2	R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
WBRI - White - British	0	0	0	0	2	1	2	7	3	20	16	15	18	14	19	19	14	150
ABAN - Bangladeshi	0	0	0	0	0	0	0	1	1	2	0	2	0	1	0	1	1	9
MAOE - Asian And Any Other Ethnic Group	0	0	0	0	0	0	1	0	1	0	0	0	1	0	0	1	0	4
AOPK - Other Pakistani	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	3
MOTM - Other Mixed Background	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	3
BNGN - Nigerian	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	2
AIND - Indian	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
BAOF - Other Black African	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
BSOM - Somali	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
MWCH - White And Chinese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
REFU - Information refused	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
OARA - Arab	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
OIRQ - Iraqi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
WGRE - Greek/Greek Cypriot	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
WRMA - Romanian	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Totals	0	0	0	0	3	1	4	9	5	25	17	20	20	15	21	23	17	180

Any actions required, e.g. to fill information gaps (write below and add to action plan)?

Section 3 – Assessing the Impact (See guidance)

Please consider the possible impact on the different protected characteristics and statutory considerations:

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation
Race	Impact will be positive on minority or ethnic groups as it will be for all learners.	Positive
Disability	The design, delivery and implementation of this project will take full consideration of the social model of disability, which recognises that people are disabled by the barriers of society (e.g.	Positive

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation
	<p>physical, environmental, organisational, and attitudinal, communication, etc.) rather than by any physical condition. The new build and the running of the school would continue to ensure that all pupils can make the most of their improved environment.</p> <p>The school will be designed so that the community and other schools can benefit from the specialist provision. This includes all groups listed in the right-hand column.</p>	
Carers	<p>Parents, carers and families will benefit greatly as a result of the increased provision within the boundaries of the city and county of Swansea reducing the need for out of county provision that can put additional strains on families and carers.</p> <p>As well as providing an education the school will provide a wider support network for these families and carers.</p>	Positive
Sex	Impact will be positive for boys and girls as well as staff.	Positive
Age	<p>(0-18) – Increasing planned places and providing a new school building would enable the authority to better meet the needs of more pupils in local provision. Pupils requiring special school places could be offered places at the new school, as opposed to provision in the independent sector or out of county. Remaining in their home City would allow them to be closer to their families and wider support network.</p> <p>(Older People 50+/Any other age group) – The staff, parents, carers and wider school community will benefit greatly from increasing the number of places and the improved school environment. The school will also cater for pupils up to and including the age of 19.</p>	Positive
Future generations (yet to be born)	The project will ensure that all children and young people born and living in Swansea who require special school provision will have access to a modern learning environment that can deliver nearly all their needs.	Positive

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation
Religion & Belief	No impact identified during the planning or consultation process	Neutral
Sexual Orientation	No impact identified during the planning or consultation process	Neutral
Gender Reassignment	No impact identified during the planning or consultation process	Neutral
Marriage & Civil Partnership	No impact identified during the planning or consultation process	Neutral
Pregnancy & Maternity	No impact identified during the planning or consultation process	Neutral
Welsh Language	A full Welsh Medium impact Assessment has been undertaken, and the proposal will not have any detrimental impact on the ability of pupils and staff to use and learn the Welsh language.	Neutral
Socio Economic Considerations	<p>Taking Wales Forward (Programme for Government) sets out how this Government will deliver more and better jobs through a stronger, fairer economy, improve and reform our public services, and build a united, connected and sustainable Wales. This project will support this commitment by delivering improved services for pupils requiring special school places in the right environment and within their local authority. The project will also support additional jobs within the local authority as increasing pupil places will require additional staff to support pupils. Keeping pupils local also supports sustainability.</p> <p>Jobs and training opportunities will also be created through the school build.</p>	Positive

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	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation
	<p>The project will support WGs commitment to tackle child poverty. The 5 Strategic Objectives will be supported by this project.</p> <ol style="list-style-type: none"> 1. To reduce the number of families living in workless households, as children living in workless households are particularly at risk of living in poverty and 2. To increase the skills of parents and young people living in low-income households so they can secure well-paid employment and in-work progression, as in-work poverty is a growing issue – additional jobs will be created throughout the build (including opportunities for those out of work through Beyond Bricks and Mortar) as well as a variety of jobs within the new build school at varying levels of skill. 	
	<ol style="list-style-type: none"> 3. To reduce the inequalities which exist in the health, education and economic outcomes of children and families by improving the outcomes of the poorest. Preventing poverty is fundamental to our long term vision for supporting low income households - Pupils and parents will have access to health and support services in the new school 4. To use all available levers to create a strong economy and labour market which supports the tackling poverty agenda and reduces in-work poverty in Wales. – as above there will be opportunities for jobs during the build and on occupation of the new build 5. To support families living in poverty to increase their household income through debt and financial advice, action to address the “poverty premium” (where low income households pay disproportionately more for goods and services) and action to mitigate the impacts of welfare reform. - as above there will be opportunities for jobs during the build and on occupation of the new build. Support services will be easier to access on one site. 	
Human Rights	<p>In Swansea a Children’s Rights Impact Assessment has been integrated into the legally binding Integrated Impact Assessment, meaning that when services and policies are amended and require an assessment, services making those decisions are required to evidence how they have engaged children and young people, if the decision they are making affects them.</p> <p>The Curriculum for Wales and associated professional standards is underpinned by the United Nations Convention Rights of the Child principles.</p>	Positive
Intersectionality	<p>The rights of disabled school pupils under the 2010 Act relating to disability discrimination in schools are enhanced with this proposal.</p> <p>Wider equalities work is being undertaken to develop an overall Equalities plan for schools.</p>	Positive

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation
	Peer-on-peer bullying and harassment work will be a key feature of the new Inclusion Strategy. The Vulnerability Assessment Profile (VAP) is a tool that provides data to inform LA and school support for vulnerable learners. Work with schools to focus on all areas of equalities.	
Community Cohesion	These fully accessible and ALN specific facilities will be available for the wider pupil population and the population of Swansea and further afield. The design is likely to include a community café and it is hoped that this will facilitate community resilience and support tackling poverty. If pupils and adults have suitable and accessible facilities near by this can reduce the need for travel and also utilise facilities they may not have otherwise. ALN and DDA compliant facilities including hydrotherapy pool, rebound rooms will be available for community use, along with the accessible / wheel chair friendly external areas (All Weather Pitch and MUGA for example). General rooms and the hall will also be available for community use. These will be subject to booking and letting arrangements within the council.	Positive
Other (please state)		

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Human Rights Act 1998	
• Article 2 Right to life	• Article 8 Respect for private life, family, home and correspondence
• Article 3 Freedom from torture and inhuman or degrading treatment	• Article 9 Freedom of thought, belief and religion
• Article 4 Freedom from Slavery and forced labour	• Article 10 Freedom of expression
• Article 5 Right to liberty and security	• Article 11 Freedom of Assembly and association
• Article 6 Right to a fair trial	• Article 12 Right to marry and start a family
• Article 7 No punishment without law	• Article 13 Right to access effective remedy if rights are violated
	• Article 14 Protection from discrimination

If you have identified any areas which need further investigation, these will need to be added to your action plan

Section 4 – Involvement

Please consider all of your involvement activities here, e.g. participation, consultation, engagement, co-productive approaches, etc.

What involvement has been undertaken to support your view? How did you ensure this was accessible to all?

We completed the formal consultation regarding the proposal, which included an online consultation and response form. We also had a number of meetings that consultees could attend. Learners were also consulted with.

If the proposal proceeds, then informal consultation and engagement will continue, giving all stakeholders and opportunity to share their views and shape the design and delivery of the project.

The current special schools have been involved in the shaping of the project to date and will continue to play a full and active role throughout the life of the project. Numerous internal partners including Child and Family Services, Building Services and Social Services are all key partners that are key stakeholders and involved in the project.

What did your involvement activities tell you? What feedback have you received?

Various workshops with key stakeholders helped determine the scope and service solution for the project to date. The feedback from the consultation was very positive, with the majority of those responding in support of the proposal. No objections were received to the Statutory Notice.

How have you changed your initiative as a result?

Various workshops with key stakeholders helped determine the scope and service solution for the project to date. The views and feedback provided during the consultation will feed into the design and specification of the new school should the proposal proceed.

Any actions required (e.g. further engagement activities, mitigation to address any adverse impact, etc.)? (Add to action plan)

Cabinet will be informed that no objections were received during the Statutory Notice period and will be asked to make a final determination on the proposal. If the proposal proceeds, then further informal consultation and engagement will continue, giving all stakeholders an opportunity to share their views and shape the design and delivery of the project.

Section 5 – Duties (please see guidance)

Please consider how the initiative might address the following issues. How will the initiative impact on the duties set out below? Think about what work you have already done to improve the outcomes.

Public Sector Duty – how will the initiative address the below?	
Foster good relations between different groups	This increase to the provision and new school build would allow the wider support network of families to grow by bringing them in as part of the special school family within the city and county of Swansea. Wider equalities work is being undertaken to develop an overall Equalities plan for schools. The new curriculum will support mutual respect, tolerance and citizenship.
Elimination of discrimination, harassment and victimisation	<ul style="list-style-type: none"> • This would mean that less families have to seek a specialist provision outside of the borders of the city and county of Swansea. • EYST are commissioned to provide support work for young people and their families from Black, Minority, Ethnic through the WG Families First Programme. • Show Racism the Red Card is commissioned to provide awareness raising sessions in schools. • The Education Welfare service provides advice and guidance on issues relating to bullying and any links to non-attendance. • Peer-on-Peer bullying and harassment is a key workstream within the new Inclusion Strategy that will be published shortly. • LGBT support is provided by the YMCA and Stonewall Cymru through a commissioned contract. • The majority of schools have undertaken Prevent training and an online resource is made available.
Advance equality of opportunity between different groups	This would provide greater access to a local school for more local families. Many workstreams within Education’s work aim to provide equity for learners. There are many workstreams to provide additional support services for vulnerable learners so they may also access opportunities.
Socio-economic Duty - Describe any issues identified as a result of the initiative for those people experiencing and living in poverty	
a) Communities of place	The duty will not apply to schools. School Governing Bodies are created by section 19 of the Education Act 2002 and are statutory corporations. They therefore have a distinct legal identity from Local Authorities.
b) Communities of interest	The LA recognises that in Swansea, the effects of poverty on pupils can be profound and in schools with challenging contexts, teachers and leaders are often required to develop specific ways of working to mitigate against the risks of disaffection and disengagement of pupils. Effective use of the

Pupil Development Grant is key. The LA will work with schools to support reduction of the impact of poverty for learners in Education.

How does your proposal ensure that you are working in line with the requirements of the Welsh Language Standards (Welsh Language Measure (Wales) 2011)? (beyond providing services bilingually)

<p>a) To ensure the Welsh language is not treated less favourably than the English language</p>	<p>The local authority will continue to make reasonable adjustments within specialist provision to ensure that pupils are able to access their education in the medium of Welsh. Currently, where this is not possible the local authority will seek to secure Welsh medium specialist placements from neighbouring authorities.</p> <p>The new build will be designed flexibly so that it can facilitate the provision of a Welsh medium unit if required and support the linguistic continuum.</p>
<p>b) That every opportunity is taken to promote the Welsh language</p>	<p>The new special school build is not proposed to be a Welsh medium school, however Welsh heritage and linguistic identity is a strong feature of the curriculum for Wales in our schools.</p>
<p>c) Increase opportunities to use and learn the language in the community</p>	<p>Support for the use of Welsh outside the classroom will be an integral part of strategic planning.</p>

United Nations Convention on the Rights of the Child (UNCRC): Many initiatives have an indirect impact on children and you need to consider whether the impact is positive or negative in relation to both children’s rights and their best interests

Will the initiative have any impact (direct or indirect) on children and young people (think about this age group holistically e.g. disabled children, those living in poverty or from BME communities)?

All initiatives must be designed / planned in the best interests of children and young people.

Best interests of the child (Article 3): The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.

Please explain how you meet this requirement:

The initiative is planned to increase the number of places available in our local specialist provision and deliver that provision in a new purpose built environment thus giving children and young people the best opportunity of achieving to their full potential locally. The proposal relates to the following articles:

Article 3 - All organisations concerned with children should work towards what is best for each child.

Article 12 - Respect for the views of the child

Article 18 - Both parents share responsibility for bringing up their children. We should help parents by providing services to support them.

Article 23 - Disabled children have the right to enjoy a full life, with dignity, and to participate as far as possible in their community. The government should support disabled children and their families
 Article 28 - Children have a right to an education. Discipline in schools should respect children’s human dignity.
 Article 29 - Education should develop each child’s personality and talents to the full.
 Article 30 - Children have a right to learn and use the language and customs of their families.

Section 6 - Sustainable Development

The Well-being of Future Generations Act (Wales) 2015 places a well-being duty on Swansea Council to carry out sustainable development. This is in line with the Council’s Sustainable Development Policy and our Corporate Plan’s Well-being Objectives. We must work in a way that improves 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.

The sustainable development principle means we must act in a manner, which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. We do this by applying the five ways of working.

6a) The Sustainable Development Principle’s Ways of Working

The Five Ways of Working	Examples or summary of how applied
Long term - The importance of balancing short-term needs while safeguarding the ability to also meet long-term needs	Building Bulletin (BB104) guidelines Use of existing assets where possible. Flexible design Long term provision to meet identified need and demand Sustainable building & community use Parents, families, learners in LA where appropriate ALNET Act. Linking to local and national strategies - including WESP Statutory consultation to enlarge school and address inefficient number of SS places Proposal addresses business continuity risks in terms of space which if not acted upon could impact on standards of education and or lead to increased tribunals Employers requirements will be revised to be appropriate for specialist provision Pre-occupancy questionnaires and pupil and staff engagement.
Prevention - Acting to prevent problems occurring or getting worse	The right school in the right location at right time. Increase in pupil places to support pupils being educated within Swansea with the right services. Working with the Funding and Information unit, School Support Unit, EIA and Access to Services, FIU and ALN Team to establish the need. Ensure project links to the Strategic Outline Programme Liaise with internal departments such as Legal Services, Planning, Housing and Estates.

	<p>Measurable benefits identified and agreed by key stakeholders Employers Requirements reviewed, updated and applied Determine need for additional services, ALN, childcare, community use, flexible use Flexible design Parents, families, learners in LA where appropriate Implications of not acting will result in impact on pupils wellbeing, travel, opportunities, LAC Risk of tribunals etc., risk of not being able to meet the needs of vulnerable learners and families Maximise resources Links with regional colleagues, cross boarder collaboration Reducing LAC & NEET Health/education hub</p>
<p>Integration -Considering impacts upon each of the well-being goals, well-being objectives, local well-being objectives, or on the objectives of other public bodies</p>	<p>Consideration of the Council corporate aims and objectives together with WBFGA and WG 21st century aims and objectives incorporating their terms and conditions as appropriate Joint working with Health, Social Services, Education Opportunity to support transformation agenda, standards, Changes in curriculum Working with other LAs, providing opportunities for outreach, centres of excellence, shared good practice EIA/IIA and WBFGA carried out Considered and evaluate the impact on other schools in the locality Considered and evaluate the impact on local services and the area as a whole Considered and evaluate the impact on other LAs Pre-occupancy questionnaires for pupil and staff engagement</p> <p>There will be an impact on third party provisions as we will be aiming to reduce the reliance on these businesses</p>
<p>Collaboration - Acting together with other services or external organisation towards our well-being objectives</p>	<p>Working with the Funding and Information Team, Stakeholder and School Support Team, Pupil Support Team, Capital Team, Access to Services, FIU (Family Information Unit), Additional Learning Needs and Inclusion Team, Social Services and Health Ensure project links to the Strategic Outline Programme and council priorities Stakeholder engagement using stakeholder map and communications plan Beyond Bricks and Mortar targets and Welsh Government objectives are agreed with relevant bodies. Statutory consultation process carried out. Consultation with all required departments to produce and ensure that Employers Requirements are updated and relevant. Pre-occupancy questionnaire for pupil and staff engagement</p>

	<p>Liaise with cabinet and local ward members</p> <p>Liaise with other schools, colleges, universities, other LAs</p>
<p>Involvement - Involving people with an interest in achieving the well-being goals (everybody), and ensuring that those people reflect the diversity of the area served</p>	<p>Working with the Funding and Information Team, Stakeholder and School Support Team, Pupil Support Team, Capital Team, Access to Services, FIU (Family Information Unit), Additional Learning Needs and Inclusion Team, Social Services and Health</p> <p>Liaising with other partners including Social Services, Health</p> <p>Ensure project links to the Strategic Outline Programme and Corporate Priorities</p> <p>Stakeholder engagement using stakeholder map and communications plan</p> <p>Beyond Bricks and Mortar targets and Welsh Government objectives are agreed with relevant bodies.</p> <p>Statutory consultation process carried out</p> <p>Consultation with all required departments to produce and ensure that Employers Requirements are updated and relevant.</p> <p>Pre-occupancy questionnaire for pupil and staff engagement</p> <p>Access to services</p> <p>Parent/carer forum. Reflecting diversity of service users and need</p> <p>Community involvement</p> <p>Pupil voice, big conversation</p> <p>Staff, parents, Social Services</p> <p>Liaise with cabinet and local ward members</p> <p>Statutory consultation will be carried out for the project.</p>

6b) Contribution to Swansea Council's Well-being Objectives

Our Corporate Plan's Well-being objectives	Are directly supported by this initiative	Are not directly impacted by this initiative	May be in conflict or adversely impacted by this initiative
Safeguarding People from harm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving Education and Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tackling Poverty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transforming our economy and infrastructure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maintaining and enhancing Swansea's natural resources and biodiversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transformation and Future Council development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6c) Thinking about your answers above, does the initiative support our Corporate Plan's Well-being Objectives when considered together?

Please consider the positives and negatives as a whole. This is an opportunity to analyse the global impact of the proposal where some objectives will be advanced whilst others may be impacted. Where there is a residual negative impact for one or more objectives please show that we have considered mitigation to ensure that negative impacts are lessened. Please detail any conflicts gaps and mitigation measures.

The proposal supports all the Council's Well-being objectives.

6d) How is contribution to the National Well-being Goals maximised? Where can you add value? Consider the full goal description not just the title. Consider relevant [Journey Checkers](#). Complete the table below

Well-being Goal (click to view definition)	Primary Goals - tick if key	Any significant positive and/or negative impacts/contributions considered/mitigated
Page 59 <p>A Prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Transform the Special School provision and estate to meet demand • Improve outcomes for LAC children with specific ALN and families • Promote renewable energy – low carbon build and building • Improve education and skills for pupils with ALN • Build to BB104 requirements, so not imposing infrastructure that is not required • Right schools in the right places. Responding to change in ALN requirements. i.e. where this is a current and projected need. • Addresses the need to implement ALNET Act changes to curriculum and requirements for ALN (flexibility) • Long term provision to meet current and projected demand • Shared use of assets, maximising community use and flexibility of asset • Pupils can go to specialist provision within their LA allowing families to stay together • Encourage sustainable transport via School traffic management plans &

		<p>travel plans. less pupils will need to be transported out of county</p> <ul style="list-style-type: none"> • BREEAM Excellent • EPC A • Reducing CO2 emissions • Utilising energy effectiveness tools within school buildings as teaching aids. • Beyond Bricks and Mortar targets and Welsh Government objectives are agreed with relevant bodies.
<p>A Resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p>	☒	<ul style="list-style-type: none"> • Use of Asset Review. Economically viable options thereby maximising assets • Provide a service that is sustainable and fit for the future • Beyond Bricks and Mortar targets and Welsh Government objectives are agreed with relevant bodies. • BREEAM as appropriate to size guidelines • EPC A • Reducing CO2 emissions – low carbon build / building • Utilising energy effectiveness tools within school buildings as teaching aids. • Site designed to incorporate green spaces and biodiversity • Development of outdoor learning areas maximise educational opportunities (habitat, growing, healthier choices) • Flexible design • Parents, families, learners stay in LA where appropriate • Implications of not acting will result in impact on pupils wellbeing, travel, opportunities, LAC risk of tribunals etc., risk of not being able to meet the needs of vulnerable learners and families • Maximise resources • Need to link with regional colleagues, cross border collaboration • Reducing LAC & NEET with ALN • Health/education hub
<p>A Healthier Wales A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	☒	<ul style="list-style-type: none"> • Outdoor areas to include habitat areas and appropriate outdoor spaces and sports facilities in line with BB104 Guidelines • Appropriate school / amount of places for ALN in the most appropriate location. Responding to change in communities and upturn in ASD , provide a service that is sustainable and fit for the future • Development of outdoor learning areas maximise educational opportunities

		<p>(habitat, growing, healthier choices)</p> <ul style="list-style-type: none"> • Supports improved opportunities for pupil attainment in schools through improved learning environments • Improve social, cultural and environmental wellbeing of pupils with ALN • Reduce social isolation • Improve education and skills for pupils with ALN by meeting needs within LA where possible within a suitable learning environment • Provide timely and effective support within LA where possible • Access to health services • Supports enterprise opportunities for pupils • Working with the ALN team to establish the needs and promote inclusivity - site and school building fully accessible. • Early consultation with Cultural Services and Parks and that takes account of the needs and requirements of these services and of the community • Working with estates and planning to support regeneration of the area linked to LA pilot housing scheme/s • Joint working with Health, Social Services, Education - One stop shop • Opportunity to support transformation agenda, standards, changes in curriculum <ul style="list-style-type: none"> • Working with other LAs, providing opportunities for outreach, centres of excellence, shared good practice • more pupils remain in the local authority so less time travelling, pupils in a better frame of mind when arriving at school, improved wellbeing • Active travel opportunities • Chances for parents, families to link, well being opportunities, support network • more families can stay together supporting reduction in LAC for pupils with ALN • bespoke services / physical environment within the building will allow for better sports and general activities for pupils and the wider community, supporting wellbeing and having a positive impact on families, community and support curriculum changes and delivery • supports regeneration of area/s
<p>A More Equal Wales A society that enables people to fulfil their potential no matter what their background or circumstances.</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Considered and evaluate the impact on other schools in the locality - neighbouring schools a key stakeholder • Consider and evaluate the impact on local services and the area as a whole

		<ul style="list-style-type: none"> • Working with the ALN team to establish the needs • Statutory consultation process carried out • Pre-occupancy questionnaire for pupil and staff engagement • working with housing and estates to support regeneration of the area (pilot housing scheme with estates) • Fully accessible, 21 century purpose built special school building • Pupils can stay within LA (there may be a small cohort that may still need to be educated elsewhere) • Reduce social isolation through increased community use • Building supports delivery of curriculum that fulfils pupils potential, supporting their wellbeing regardless of need • Inclusive for community and families • Distribute knowledge of expertise of staff with other schools/STFs • Opportunities for jobs during the build through BBM opportunities and in the new school build • Impact of services on one site • Enables pupils with effective use of curriculum and enterprise opportunities leads to pupils fulfilling potential • Access to appropriate outdoor areas and green space • More pupils remain in the local authority so more opportunities to participate in Swansea community
<p>A Wales of Cohesive Communities Attractive, viable, safe and well-connected communities.</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Statutory consultation process carried out • Shared use of assets, maximising community use and flexibility of asset • Secure by design • Insurance requirements adhered to • Working with housing to regenerate area • Community use of fully accessible services • Reduce social isolation through increased community use • Enterprise opportunities • Community of vulnerable learners where appropriate services are provided, curriculum opportunities • Bolster connection of families, form friendships, networks - resilience, more social connections leads to wellbeing improvements • Active travel opportunities • Opportunities for hub working, training, health, one stop shop • Flexible design of asset • Raises awareness of disabilities in the community, enhances inclusivity

		<ul style="list-style-type: none"> • DDA sports, Arts, Drama opportunities •Community engagement events •Community use of building • Multi agency working • More pupils remain in the local authority so more opportunities to participate in Swansea community
<p>A Wales of Vibrant Culture & Thriving Welsh Language</p> <p>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, sports and recreation.</p>	☒	<ul style="list-style-type: none"> • Further opportunities for DDA arts, sports, enterprise opportunities, social skills, etc. • Improvements in pupils attainment and wellbeing • Increased community involvement and use • The 10-year WESP has a clear aim to increase the use of the Welsh language for both learners and school staff. The curriculum supports engagement with Welsh and local culture. • The Welsh in Education Team support schools with training and resources to improve and increase the use of Welsh in schools. • Equality of opportunity • The project will be consistent with the aims of the WESP.
<p>A Globally Responsible Wales</p> <p>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>	☒	<ul style="list-style-type: none"> • Site selection considers the proximity and best use of natural habitats • Consideration of the Council corporate aims and objectives together with WBFGA and WG 21st century aims and objectives incorporating their terms and conditions as appropriate • Consider and evaluated the impact on other schools in the locality - neighbouring schools a key stakeholder • Consider and evaluate the impact on local services and the area as a whole - community engagement sessions • Cross boarder collaboration with other LAs and ALN teams • Schools work with partners in colleges, other schools, other LAs and countries • ABA provision development • Secondment opportunities • Consideration of corporate objectives • Globally responsible school • Opportunities to share expertise etc. • Health /education hub • BBM opportunities during build

- Low carbon build / building
- design to support biodiversity and outdoor learning opportunities
- Stakeholder engagement, statutory consultation process

Section 7 - Cumulative Impact/Mitigation

What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the IIA 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/have made.

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.)

This proposal, to amalgamate the two special schools and increase the planned places from April 2028 would enable the authority to better meet the needs of more pupils in local provision. Pupils could be offered places in this school as opposed to a provision in the independent sector or out of county. This would also alleviate pressure on mainstream schools and Specialist Teaching Facilities (STFs) that are struggling to cope with the demands of managing pupils with more severe learning difficulties.

Any mitigation needed:

It is important that you record the mitigating actions you will take in developing your final initiative.

Record here what measures or changes you will introduce to the initiative in the final draft, which could:

- reduce or remove any unlawful or negative impact/ disadvantage
- improve equality of opportunity/introduce positive change
- support the Well-being of Future Generations Act (Wales) 2015
- reduce inequalities of outcome resulting from socio-economic disadvantage

Unlawful or Negative Impact Identified	Mitigation / Positive Actions Taken in the initiative (add to action plan)
Some pupils may have to travel for longer to get to school and back if the new school building is further away from their home than that of their current school, however, some pupils will have a reduced journey time.	There is a legal obligation for the Local Authority to ensure suitable transport arrangements. Pupils will be supported with regards to any change in transport arrangements. Pupils will have the opportunity to ‘trial run’ the new journey prior to opening.
Amalgamating two schools and moving pupils onto a new site will inevitably cause some disruption and uncertainty for a period of time.	The LA will work closely with schools to ensure suitable transition arrangements are made with pupils to support them throughout this period. This will include visits to the school prior to opening to familiarise themselves with the new surroundings,

and taster sessions. Pupils will have the opportunity to ‘trial run’ the new journey prior to opening. School staff will work closely with pupils to ensure any concerns are alleviated and all pupils are supported throughout the transition.

Section 8 - Monitoring arrangements: The IIA process is an ongoing one that does not end when the initiative is agreed and implemented. Please outline the monitoring arrangements and/or any additional data collection that will help you monitor any equality impacts, risks, sustainability of your initiative once implemented:

Monitoring arrangements:

The initiative will be closely monitored by the Education Directorate and the school by using well established project and programme management boards.

Actions (add to action plan):

Section 9 – Outcomes:

Having completed sections 1-8, please indicate which of the outcomes listed below applies to your initiative (refer to the guidance for further information on this section).

- Outcome 1: Continue the initiative – no concern
- Outcome 2: Adjust the initiative – low level of concern
- Outcome 3: Justify the initiative – moderate level of concern
- Outcome 4: Stop and refer the initiative – high level of concern.

For outcome 3, please provide the justification below:

For outcome 4, detail the next steps / areas of concern below and refer to your Head of Service / Director for further advice:

Section 10 - Publication arrangements:

On completion, please follow this 3-step procedure:

1. Send this IIA report and action plan to the Access to Services Team for feedback and approval – accesstoservices@swansea.gov.uk
2. Make any necessary amendments/additions.
3. Provide the final version of this report to the team for publication, including email approval of the IIA from your Head of Service. The IIA will be published on the Council’s website - this is a legal requirement.

Action Plan: Please outline below any actions identified throughout the assessment or any additional data collection that will help you monitor your initiative once it is implemented:

Action	Dates	Timeframe	Lead responsibility	Progress	Add to Service Plan
Note and take action (where necessary) following the completion of the statutory consultation	Consultation – 9 Oct 23 – 24 Nov 23	Oct 23 – Dec 23	Project Team	Consultation complete and review of feedback ongoing.	N/A
Ensure pupils will be supported with regards to any change in transport arrangements. Pupils to have the opportunity to ‘trial run’ the new journey prior to opening	Jan 2028 – April 2028	Jan 2028 – April 2028	Transport Team, School and Project Team	Ongoing	N/A
The LA to work closely with schools to ensure suitable transition arrangements are made with pupils to support them throughout the transition period. This will include visits to the school prior to opening to familiarise themselves with the new surroundings, and transition days. Pupils will have the opportunity to ‘trial run’	Jan 2028 – April 2028	Jan 2028 – April 2028	Transport Team, School and Project Team and Contract	Ongoing	N/A

the new journey prior to opening. School staff will work closely with pupils to ensure any concerns are alleviated and all pupils are supported throughout the transition.

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*** Please remember to be 'SMART' when completing your action plan (Specific, Measurable, Attainable, Relevant, Timely).**

Agenda Item 9.



Report of the Cabinet Member for Wellbeing

Cabinet – 18 April 2024

Anti-Social Behaviour Scrutiny Inquiry Cabinet Member Response and Action Plan

Purpose:	To outline a response to the scrutiny recommendations and to present an action plan for agreement.
Policy Framework:	The Anti-Social Behaviour Crime and Policing Act 2014 - Public Spaces Protection Orders (PSPO's), Closure Orders, Community Protection Notices and Injunctions for ASB
Consultation:	Legal, Finance, Access to Services, Social Services, Education and Place Directorates
Recommendation(s):	It is recommended that: 1) The response as outlined in the report and related action plan be agreed.
Report Authors:	Paul Thomas/Jane Whitmore
Finance Officer:	Chris Davies
Legal Officer:	Adrian Jeremiah
Access to Services Officer:	Rhian Millar

1.0 Introduction

- 1.1 The Anti-Social Behaviour Scrutiny Inquiry report was submitted to Cabinet on the 21 December 2023 after the Anti-Social Behaviour Scrutiny Inquiry Panel completed a detailed inquiry and it link is included under **Background Papers**.
- 1.2 Having considered the contents of the scrutiny report, and specific recommendations made, advice to Cabinet on whether it should agree, or not agree, with each recommendation is detailed in this report.
- 1.3 Cabinet is also asked to consider, for each of the responses, any relevant policy commitments and any other relevant activity.

- 1.4 There is a wider piece of work that Cabinet and Corporate Management Team are undertaking alongside this, around establishing a Swansea Council Community Safety Forum that will facilitate the mapping of services and put in place governance and process which are aligned and complementary to the partnership landscape area of work.

2.0 Response to Scrutiny Recommendations

Recommendation 1
Investigates options for appointing an independent chair for ASB Case Reviews and then put most appropriate option put in place. This should be done as a matter of urgency.
Relevant Policy Commitments: None
Action already being undertaken: This role is currently undertaken by the ASB co-ordinator so potential for conflict of interest.
New actions following from the recommendation: Reframe roles within the current ASB team to include support officers and an ASB Lead Officer role to accommodate this recommendation to ensure no conflict of interest. The ASB Lead Officer role will need the relevant knowledge, skills and understanding of the problem-solving approach to provide a consistent and competent service. Potentially a Councillor could be appointed as an Independent Chair of the ASB Case Review meetings. This would provide independence from the ASB process but would require the ASB Lead Officer to support the chair. Alternatively, there is a potential offer from an external charity to provide an Independent Chair however there may be a cost per application and no guarantee of availability which would have to be explored
Cabinet Member Comments: N/A
Recommendation is AGREED
Recommendation 2
Continues to build upon and embed the five key ASB Home Office principles into the work of the Council.
Relevant Policy Commitments: None
Action already being undertaken: The principles are designed to be used by any agency/partner involved in tackling

<p>ASB, for example, local authorities, Police and housing associations, and implementation of them will be viewed as good practice to support an effective multi-agency response to ASB.</p>
<p>New actions following from the recommendation:</p> <p>These new principles are due in April 2024 and these principles will need to be incorporated directly into our existing anti-social behaviour processes and procedures to reflect the guidance that has been endorsed by the Home Office Anti-social Behaviour Strategic Board.</p> <p>By adopting and embedding these principles it will support in delivering on some of the other recommendations around improving communication, media etc.</p> <p>To ensure that we effectively deliver on this there is a requirement to reframe roles within the ASB team to include support officers and an ASB Lead Officer role to accommodate.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 3</p>
<p>Looks at devolving the Community Protection Warning (CPW)/ Community Protection Notice (CPN) powers to Housing Associations, with consideration being given to their use by other partners</p>
<p>Relevant Policy Commitments:</p> <p>The Council shall commit to taking strong action against disruptive tenants</p>
<p>Action already being undertaken:</p> <p>This is not currently in place as the ASB officer does not have the resource (legal & finance) to use existing local authority powers and these are being undertaken by South Wales Police.</p> <p>Housing Service works collaboratively with partners in Safer Swansea and South Wales Police in respect of CPNs and CPWs</p>
<p>New actions following from the recommendation:</p> <p>Explore the benefits and implication of presenting a paper to Cabinet authorising Housing Associations to enable them carry out this function.</p> <p>ASB is dealt with through existing legislation, including the use of ASB injunctions/possessions proceedings and this will continue.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 4</p>
<p>Carries out a Council wide mapping exercise to establish and provide clarity in</p>

<p>relation to ASB. It should include, but not be restricted to the governance, roles, resources, regulatory powers and other tools used (or available), use of the referral process and equity of services provided to the public</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>Housing have their own ASB team which supports tenants funded by the HRA.</p> <p>The ASB co-ordinator is responsible for all non-housing ASB issues and does work with Housing, along with environmental teams, South Wales Police (SWP), Housing associations, Mid and West Wales Fire and Rescue Service (MWWFRS) and Youth Justice Service (YJS) as a multi-agency approach to addressing ASB across Swansea.</p> <p>ASB process and policy document has been produced in first draft stage outlining our approach to ASB which will include appendices listing Partners and Services. This will be made accessible to the public by way of our media platforms along with our strategic partners.</p>
<p>New actions following from the recommendation:</p> <p>Establishment of a Swansea Council Community Safety Forum that will facilitate the mapping of services exercise and put in place governance and process. This will ensure the existing ASB resources are brought together in a coherent way to facilitate this recommendation. One of the key functions of the forum will be to facilitate and drive forward that mapping exercise as well as bring together cross council services that contribute to the community safety agenda.</p> <p>Links to recommendation 8 & 9</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 5</p>
<p>Looks into providing resources to do more targeted work with primary school aged children that includes ASB preventative matters</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>Evolve Youth Teams and the Contextual, Missing, Exploited and Trafficked (CMET) Teams work with schools in delivering targeted ASB intervention sessions where necessary and appropriate.</p> <p>SWP through their local Schools officers also provide inputs as part of the All-Wales</p>

Curriculum.
<p>New actions following from the recommendation:</p> <p>CMET team recognise ASB can sometimes be an indicator of extra familial harm, as a result they work with young people of primary school age on a referral basis where there has been ASB linked to potential harm. This intervention is targeted towards those individuals and peer networks where there is a higher likelihood of harm.</p> <p>Following the Scrutiny Panel, YJS Practice Lead and Prevention Co-ordinator met with colleagues from Education to propose a pilot programme in six Local Authority Primary Schools.</p> <p>The aim of the programme will be to deliver targeted ASB sessions to Year 5 & 6 pupils that were interactive, informative and engaging. YJS are due to meet with Education to gather feedback on the pilot programme before looking to roll the programme out to Primary Schools across the Local Authority.</p>
Cabinet Member Comments: N/A
Recommendation is AGREED
Recommendation 6
Widens the current membership of the Public Services Board and Safer Swansea Partnership to include local Housing Associations
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>The PSB already has it's agreed membership and the current governance arrangements allows for oversight of the work of Safer Swansea Partnership.</p> <p>The PSB would need to consider the benefits of extending the membership to include Housing Associations and current arrangements.</p>
<p>New actions following from the recommendation:</p> <p>This action will be covered as part of Recommendation 9</p> <p>It is planned for a full review of the current membership and purpose of the Safer Swansea Community Safety Partnership to ensure we are all clear on the function, the right people are around the table and that the governance arrangements of all the groups that feed into the Safer Swansea are fit for purpose, current and relevant.</p> <p>This will include extending the reach of the community safety partnership.</p>
Cabinet Member Comments: N/A
Recommendation is PARTIALLY AGREED

Recommendation 7
Investigates the potential of developing a partnership hub/office where services to ASB across organisations can be co-located
Relevant Policy Commitments: None
Action already being undertaken: ASB Coordinator and support officer work from Swansea Central Police station up to 3 days per week with SWP ASB officers, dependent on officers shift patterns.
New actions following from the recommendation: Explore the possibility of community safety (and cohesion officers) being co-located with colleagues from SWP, Health, Probation, MWWFRS, and other multi agency partnership services and identify suitable space. Link in with facilities team who are developing the town centre space Y Storfa It is important at this stage to highlight this recommendation in all conversations around the current and forthcoming developments in the city centre as space is at a premium both with us and our partners.
Cabinet Member Comments: N/A
Recommendation is AGREED
Recommendation 8
Works with key partner organisations to improve the understanding of each other's roles in order to help provide clarity and consistency of approach to ASB for the service user and the public. This should include a map of the services and powers available across the partnership
Relevant Policy Commitments: None
Action already being undertaken: The ASB Coordinator currently works alongside equivalent partnership officers in SWP, MAWWFRS and the wider Council officers and is communicated to both perpetrators and victims of ASB when being dealt with. Operational CMET panel sits currently on a fortnightly basis, it's a multi-agency panel that works together to create safer spaces in our community, creating shared ownership of issues and an understanding of others roles. ASB process and policy document has been produced in first draft stage outlining our approach to ASB which will include appendices listing Partners and Services. This will be made accessible to the public by way of our media platforms along with our strategic partners.

<p>New actions following from the recommendation:</p> <p>Links to recommendation 4</p> <p>Establishment of a Swansea Council Community Safety Forum that will facilitate this recommendation and put in place governance and process.</p> <p>This will deliver on this recommendation as part of its role and governance.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 9</p>
<p>Develops a Multi-Agency Strategic Forum where solutions to cross cutting themes and ways or working can be discussed</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>A small ASB core group was in place prior to COVID-19, however this has lapsed.</p>
<p>New actions following from the recommendation:</p> <p>ASB core group to be replaced with the establishment of a Swansea Council Community Safety Forum will facilitate the mapping of services exercise and put in place governance and process as per Recommendation 4</p> <p>Linking in Recommendation 8 & 9 into one - this would deliver on this recommendation as part of its role and governance</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 10</p>
<p>Ensures that good feedback mechanisms for the public are in place across the Council and that we use that feedback to improve the services we provide</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>Council public facing website contains information on ASB and community Safety.</p> <p>ASB Team currently carry out ad hoc victim satisfaction surveys as do SWP as part of the multi-agency approach.</p> <p>Housing Service provide feedback via a customer survey following case closure of ASB complaints.</p>

<p>Safer Swansea Partnership surveys are used for evidence gathering.</p> <p>All are used to inform and influence the delivery of services.</p>
<p>New actions following from the recommendation:</p> <p>Working with the ASB co-ordinator, Swansea University interns will support the development of new ways of hosting information and a feedback mechanism. This will link with Social Services Comms and Corporate Comms teams.</p> <p>By increasing the resources of the ASB Team and including a Victim Officer, satisfaction surveys and provision of feedback on each and every case can be carried out as part of that wrap around ASB service provision.</p> <p>Housing to develop a smarter web-based survey to operate along side telephone calling.</p> <p>CMET team work within communities and one of the primary aims is to ensure we understand what matters to the people that that live, work and play in the areas that we work in. We work collaboratively with young people and communities so feedback on community safety is regularly received. This can be fed into the holistic overview on ASB.</p> <p>Recommendation 11 & 12 supports the delivery for this recommendation.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 11</p>
<p>Considers and reviews accessibility to information about ASB in order to ensure ease of access.</p> <ul style="list-style-type: none"> • Ensure key information is available in different languages, formats and in physical form. • That we look to have information available in different locations in the Council across the partner public locations. • Build on how we target information to suit those we are looking to reach i.e., young people. • Review the Councils website content in relation to ASB with a view to expanding what is available.
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>YJS are currently working closely with the Local Authority to establish a webpage on the Local Authority's website containing information regarding the Youth Justice Service.</p>

<p>Once this has been completed, we are looking to establish a YJS website which will provide information to young people, their families and professionals regarding the support we provide as well as information regarding Anti-Social Behaviour. Our Speech and Language Therapist will be involved in this process to ensure all information is shared using appropriate language.</p>
<p>New actions following from the recommendation:</p> <p>These are Council wide responsibilities not just particular to Youth Justice Service within Child & Family Services</p> <p>Two new media & communication interns from Swansea University will join the community integration & partnership team in February until May to do 50hrs of work. Specific project could be developed to deliver the recommendation.</p> <p>CMET team and Evolve Youth teams have a number of platforms in which we share information with children and young people in a way they find accessible. We can relay the information in a child friendly way.</p> <p>recommendation 10 & 12 supports the delivery for this recommendation</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 12</p>
<p>Maximises the opportunities to raise awareness of ASB, in particular:</p> <ul style="list-style-type: none"> • Publicise good news stories about work that is done by the Council. • Communicate and raise awareness of young people's positive activities in the community. • Look to influence and change the negative narrative and language used about young people in the media. • Provide information and raise awareness of the ASB Case Review. • Link up with the new Council's Community engagement office located at waterfront Museum.
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>There are many examples of promoting good news storied around ASB and how the council are addressing this, however they are done individually by service areas.</p> <p>For example, Young People have created a number of videos through C & F services challenging language and negative narratives used about young people.</p>
<p>New actions following from the recommendation:</p>

Through the establishment of an internal Swansea Council Community Safety Forum, good news stories will be collated, and a communication plan established to ensure a joined up approach to this area of work.

Two new media & communication interns from Swansea University will join the community integration & partnership team in February until May to do 50hrs of work. Specific project could be developed to deliver the recommendation.

CMET youth panel produced a language guide available to professionals outlining their experience of negative language. There is a video that supports this produced by the panel.

There is a new pilot team in 2 areas of Swansea starting in April 2024 and young people from these 2 areas will be part of young persons forums and will look to provide young people with a platform to have a voice.

The YJS recognise this is an area for improvement as lots of good work is being carried out by young people that is not being shared across the Local Authority nor with the General Public. YJS have formed a Youth Panel over the past few months as well as developing a Podcast called "The Experience" with Young People so that they can share their voice.

Recommendation 10 & 11 supports the delivery for this recommendation

Cabinet Member Comments: N/A

Recommendation is **AGREED**

Recommendation 13

Looks to further build upon the intergenerational work with young people and the older generation, do this in conjunction with the voluntary sector where appropriate.

Relevant Policy Commitments:

None

Action already being undertaken:

Intergenerational work has taken place in some areas of Swansea previously supported by Evolve Youth Service and the Partnership & Involvement Team

New actions following from the recommendation:

"Afternoon Teen" intergenerational sessions with Evolve running at various evolve hubs in February and March funded by the Loneliness & Isolation fund, potentially longer term there could be some good scope to look at more of these style of sessions. Ageing Well Engagement team are due to meet CMET later in February to discuss further intergenerational work.

As part of the Safer Homes project funded by the Youth Endowment fund which will be operation as a pilot in 2 areas for 12 months between April 2023 – April 2024 we aim to integrate communities by introducing intergenerational workshops and

<p>sessions bringing together generations to explore similarities and differences and work through community problems together.</p> <p>YJS Practice Lead has met with the Ageing Well Partnership to develop voluntary opportunities for our young people to work alongside the older generation on community projects.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 14</p>
<p>Asks the Safer Swansea Partnership to investigate how to improve levels of reporting of incidents of ASB including asking South Wales Police to consider its response times in relation to the 101 non-emergency telephone line and to simplify the online reporting form.</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>‘See it, report it’ booklets have been produced and delivered to Council buildings, PCSOs have helped deliver them to libraries, hubs and home addresses too. This is encouraging members of the public to report ASB and other incidents providing contact numbers, email addresses and QR codes</p>
<p>New actions following from the recommendation:</p> <p>Raise the question at Safer Swansea relating to 101 and response times but we cannot influence change to SWP policies and process – 101 is a national line & reporting tool.</p> <p>If recommendations 10, 11 & 12 are actioned this will support and help the reporting of ASB.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is NOT AGREED</p>
<p>Recommendation 15</p>
<p>Investigates the possibility of developing a multi-agency mediation resource</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>SWP ASB Officers and the Council ASB Coordinator are all qualified mediators and currently share this responsibility on a case-by-case process for private residents.</p> <p>Council Housing team currently outsource this service for tenants.</p>

<p>New actions following from the recommendation:</p> <p>ASB Coordinator is in the process of discussions with representatives from RSL's to look at this. However, there will be a need to agree the potential of sharing costs and who and how administers this.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 16</p>
<p>Looks to counteract negative 'online world' impacts on children and young people by d) continuing to build on and share the expertise and information available.</p> <p>e) resource the Contextual Missing Exploited Trafficked Team training that will support schools with understanding and preventing extra familial harm.</p> <p>f) consider extending this training to Gower College and to others who regularly work with young people.</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>CMET team currently integrate language sessions into training they deliver to professionals to change the narrative around how young people are viewed in their communities.</p>
<p>New actions following from the recommendation:</p> <p>The language sessions can be expanded to all schools and outside networks such as volunteers that run online community neighbourhood fora etc. subject to the CMET team being adequately resourced.</p> <p>We aim to share the positive impact of the young people in Swansea to ensure that there is an opposing narrative to what is often portrayed.</p> <p>Challenging media sources when they are incorrect or damaging to individuals will continue through the correct channels.</p> <p>As part of the Pilot Programme the YJS has undertaken in Primary Schools delivering ASB sessions, part of the programme is dedicated to safe social media use and malicious communications.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 17</p>
<p>Looks to increase the number of Youth Workers in Swansea with the aim of every community across the City and County of Swansea having dedicated</p>

Youth Worker Support
Relevant Policy Commitments: None
Action already being undertaken: A review of youth work in Swansea undertaken in 2022 resulted in the youth work model in Swansea evolving from a Youth Club offer to a blended approach which includes youth club, school-based work, detached work and targeted outreach. Core funding for youth work was increased and enabled us to increase staff hours from 9 to 15 per week and contracts from 39 to 52 weeks to ensure that youth work support was available during school holidays. The new contracts also enable youth workers to undertake sessions on weekends when young people have more free time.
New actions following from the recommendation: The need for any additional youth workers would need to be considered alongside the success and reach of the revised model of youth work undertaken in 2022 and would likely require an additional funding commitment from the local authority.
Cabinet Member Comments: N/A
Recommendation is NOT AGREED
Recommendation 18
Work with Community Centres to encourage more use of facilities for/by young people and vulnerable groups.
Relevant Policy Commitments: None
Action already being undertaken: The Council has 40 community centres which are licenced to voluntary management committees to run them as a Community Building for the benefit of local residents. Cultural Services have a team of 3 FTE Development Officers who support the committees and whilst historically there were dedicated council run youth clubs within the buildings these no longer run. Development team report that there are currently; Total 38 amount of activities in 22 centres specifically for Young people (based on a group of youths carrying out an activity aged between 11- 18yrs)
New actions following from the recommendation: Subject to resources being available to deliver any additional activity Evolve Youth Services team reconnect with Development team to discuss timetable of current youth focus activity within community centres and explore opportunities to access facilities and build relationships with voluntary management committees/group leaders.

Cabinet Member Comments: N/A
Recommendation is AGREED
Recommendation 19
Looks into the potential of Housing Associations contributing to some of our environmental services like noise abatement and fly tipping in order to increase their levels of service provision.
Relevant Policy Commitments: None
Action already being undertaken: Fly tipping evidence gathering training provided for Housing Association staff and Enforcement Services offered. The pollution control team already respond to complaints from members of the public regarding statutory noise nuisance. RSLs have a responsibility as landlords which would not change.
New actions following from the recommendation: Subject to additional funding, enforcement services could be re-offered. Explore the potential to engage with RSLs around funding a liaison officer type of post within the Pollution Control Team
Cabinet Member Comments: N/A
Recommendation is AGREED
Recommendation 20
Cabinet ensures more regular deep cleans of the City Centre particularly in and around the Quadrant Bus Station
Relevant Policy Commitments: None
Action already being undertaken: Daily sweeping, litter picking, and bin emptying, often twice a day. Jet washing the entrance very freq. More proactive with paving jet washing with new dual jetter, working closely with BID. Specific deep cleanse on approach to Christmas as well as targeted deep cleans based on requests. Litter bins and other street furniture jet washed on rolling programme Bus bays swept weekly

<p>New actions following from the recommendation:</p> <p>Increased gum cleaning work in conjunction with BID (Business Improvement District)</p> <p>Increased use of mechanical scrubbing machine in city centre</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 21</p>
<p>Cabinet work with local businesses and the Business Improvement District (BID) with the aim of tidying up shop fronts and rubbish storage across the City Centre.</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>At a strategic level, Cabinet Members sit on the BID Board and the Council's CEO provides executive support. The City Centre Manager also meets with the BID CEO every 6 weeks to discuss city centre management issues and to coordinate activities.</p> <p>Senior managers from both the Place and People Directorates are members of the Swansea Against Business Crime Group.</p> <p>BID and local businesses are represented through various fora including monthly Evening and Night-time Economy (ENTE) meetings.</p> <p>Enforcement Team regularly work with BID on enforcement issues, with feedback provided.</p> <p>A guide for City Centre businesses regarding their commercial waste obligations has been produced by City Centre Manager in conjunction with BID. This is being updated to reflect emerging new legislation in Wales regarding workplace recycling.</p> <p>Trials for improved commercial waste storage have been undertaken by the Council and external funding has been provided to BID to for several 'green' corrals in the City Centre.</p>
<p>New actions following from the recommendation:</p> <p>Trials will be monitored and consider expansion of 'waste storage' trials if successful and funding becomes available</p> <p>Finalise draft business guide, issues and promote.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 22</p>

<p>Cabinet carryout regular ‘walk throughs’ of the city centre and communities across Swansea to see the locations through the ‘eyes of the public’ and to identify issues of concern. This should be done in conjunction with appropriate officers and local ward members.</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>The aim of the Community Engagement transformation programme is to enhance the way we work with communities to improve how inclusive, resilient, and cohesive they can be through better collaboration, use of resources and ways of working. By achieving this aim, we can deliver better outcomes for the people and communities of Swansea as well as more effective service delivery and better partnership working.</p> <p>One of the projects is Working with Communities to respond to crises and opportunities, with the objective to improve processes and relationships with communities in relation to community responses to crises and opportunities</p>
<p>New actions following from the recommendation:</p> <p>Continue to progress the actions outlined in the Working with Communities to respond to crises and opportunities objective under the Enabling Communities Transformation Programme.</p>
<p>Cabinet Member Comments: N/A</p>
<p>Recommendation is AGREED</p>
<p>Recommendation 23</p>
<p>Develops and builds upon appropriate data collection processes in order to help plan future service provision and monitor effectiveness of strategies used. This monitoring process should be closely linked to the ASB Home Office 5 key principles (once they are formalised).</p>
<p>Relevant Policy Commitments:</p> <p>None</p>
<p>Action already being undertaken:</p> <p>Collated and managed through Niche and our own ASB excel database – expand to include the housing</p>
<p>New actions following from the recommendation:</p> <p>These new ASB Home Office 5 key principles are due in April 2024</p> <p>Through incorporating these principles directly and redrafting our existing anti-social behaviour processes and procedures to reflect the guidance that has been endorsed by the Home Office Anti-social Behaviour Strategic Board this will help us deliver a</p>

robust data collection function. Work to improve and join up data collection from the Council and from the Police so we can better understand patterns and trends and intervene at an early stage to prevent escalation.
Cabinet Member Comments: N/A
Recommendation is AGREED
Recommendation 24
Make representations to Police and Crime Commissioner’s Officer asking them to consider grant funding on a medium-term basis (i.e., 3 yearly).
Relevant Policy Commitments: None
Action already being undertaken: This has been raised with the PCC office on an annual basis for consideration, but the grant continues to be agreed annually at present.
New actions following from the recommendation: PCC elections in May 2024 so there may be further opportunities to explore a 3-year funding model and commitment with the new Commissioner
Cabinet Member Comments: N/A
Recommendation is AGREED

2.1 An action plan for the agreed recommendations is attached as **Appendix A**.

3.0 Integrated Impact Implications

3.1 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.

3.1.1 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'.

3.1.2 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.

3.2 ASB has the potential to affect anyone and the ASB staged process is in place to support both perpetrators and victims.

The action plan is in response to the 24 recommendations which came from the Anti-Social Behaviour Scrutiny Inquiry Panel. Outcomes will be worked through with cross Directorate services and external Partners.

The report and action plan will support the WFG considerations and the five ways of working.

Some of the recommendations require potential additional funding so consideration will need to be given when agreeing the final action plan.

An improved corporate wide approach to dealing with ASB, better ways of communicating and reporting for the general public, improved support for victims and early intervention and prevention measures to reduce the level of ASB.

3.3 An IIA screening form can be found at **Appendix B** which outlined that a full IIA is not needed at this point. However, if the 24 recommendations are agreed by Cabinet the actions will need to be screened for relevance using our IIA process to check for any positive/negative impacts on protective groups.

This will be done by the appropriate department. If any potential detrimental issues are identified, these actions will need to be mitigated and/or concerns flagged to the relevant cabinet member.

4.0 Legal Implications

4.1 Whilst there are no immediate legal implications arising from this report any future change in ASB legislation and associated Powers will need to be taken into consideration.

5.0 Financial Implications

5.1 Any resultant future spending needs from the recommendations in this report will need be contained within existing Council budget provision and have full and due

regard to the budget principles set out in the Council's medium-term financial plan and the likely levels of future budgets.

Background Papers:

Original Scrutiny Report

[Issue details - Scrutiny Inquiry into Anti-Social Behaviour. - Swansea](#)

Appendices

Appendix A – Action Plan

Appendix B – IIA Screening

APPENDIX A

Scrutiny Inquiry into Anti-Social Behaviour Action Plan

Recommendation		Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
1.	Investigates options for appointing an independent chair for ASB Case Reviews and then put most appropriate option put in place. This should be done as a matter of urgency.	This role is currently undertaken by the ASB co-ordinator so potential for conflict of interest.	Remodel existing ASB resources to accommodate this recommendation. Create a new ASB Lead Officer who can chair the Case Reviews. Explore options around independent chairs, such as a Councillor or external partner	June 2024	Jane Whitmore
2.	Continues to build upon and embed the five key ASB Home Office principles into the work of the Council.	The principles are designed to be used by any agency/partner involved in tackling ASB, for example, local authorities, Police and housing associations, and implementation of them will be viewed as good practice to support an effective multi-agency response to ASB.	Incorporate these principles directly and redraft our existing anti-social behaviour processes and procedures to reflect the guidance that has been endorsed by the Home Office Anti-social Behaviour Strategic Board.	Sept 2024	Jane Whitmore
3.	Look at devolving the Community Protection Warning / Community Protection Notice powers to Housing Associations, with consideration being given to their use by other partners	This is not currently in place Housing works collaboratively with partners and SW police in respect of CPNs and CPWs	Explore benefits of a paper for agreement at Cabinet authorising Housing Associations to enable them carry out this function. ASB is dealt with through existing legislation, including the use of ASB injunctions/possession proceedings and this will continue in Housing	Dec 2024	Jane Whitmore Carol Morgan

Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
<p>4. Carries out a Council wide mapping exercise to establish and provide clarity in relation to ASB. It should include, but not be restricted to the governance, roles, resources, regulatory powers and other tools used (or available), use of the referral process and equity of services provided to the public.</p> <p>Action also links to recommendation 8 & 9</p>		<p>Establishment of a Swansea Council Community Safety Forum that will facilitate the mapping of services exercise and put in place governance and process. This will ensure the existing ASB resources are brought together in a coherent way to facilitate this recommendation.</p>	June 2024	Jane Whitmore
<p>5. Looks into providing resources to do more targeted work with primary school aged children that includes ASB preventative matters</p>	<p>Following the Scrutiny Panel, YJS Practice Lead and Prevention Co-ordinator met with colleagues from Education to propose a pilot programme in six Local Authority Primary Schools. The aim of the programme was to deliver targeted ASB sessions to Year 5 & 6 pupils that were interactive, informative and engaging.</p>	<p>Evaluate the pilot programme before looking to roll the programme out to Primary Schools across the Local Authority.</p>	Sept 24	<p>Julie Davies</p> <p>Kate Phillips</p>
<p>6. Widens the current membership of the Public Services Board and Safer Swansea Partnership to include local Housing Associations</p>	<p>The PSB already has it's agreed membership and the current governance arrangements allows for oversight of the work of Safer Swansea Partnership.</p>	<p>Review of the current membership and purpose of the Safer Swansea Community Safety Partnership to ensure we are all clear on the function, the right people are around the table and that the governance arrangements of all the groups that feed into the CSP are fit for purpose, current and relevant.</p>	July 24	Jane Whitmore

Recommendation		Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
7.	Investigates the potential of developing a partnership hub/office where services to ASB across organisations can be co-located	ASB Coordinator and support officer work from Swansea Central Police station up to 3 days per week with SWP ASB officers, dependent on officer's shift patterns.	Explore the possibility of community safety (and cohesion officers) being co-located with colleagues from SWP, Health, Probation, MWWFRS, and other multi agency partnership services – space to be identified.	March 2025	Jane Whitmore Geoff Bacon
8.	Works with key partner organisations to improve the understanding of each other's roles in order to help provide clarity and consistency of approach to ASB for the service user and the public. This should include a map of the services and powers available across the partnership Action also links to recommendation 4 & 9	LA ASB Coordinator currently works alongside equivalent partnership officers in SWP, LA, MAWWFRS and is communicated to both perpetrators and victims of ASB when being dealt with.	Establishment of a Swansea Council Community Safety Forum that will facilitate the mapping of services exercise and put in place governance and process. This will ensure the existing ASB resources are brought together in a coherent way to facilitate this recommendation.	June 2024	Jane Whitmore
9.	Develops a Multi-Agency Strategic Forum where solutions to cross cutting themes and ways of working can be discussed Action also links to recommendation 4 & 8	A small ASB core group was in place prior to the Pandemic.	Establishment of a Swansea Council Community Safety Forum that will facilitate the mapping of services exercise and put in place governance and process. This will ensure the existing ASB resources are brought together in a coherent way to facilitate this recommendation.	June 2024	Jane Whitmore
10.	Ensures that good feedback mechanisms for the public are in place across the Council and that we use that feedback to improve the services we provide	Council public facing website contains information on community safety and ASB	Remodel the ASB Team and including a Victim Officer satisfaction surveys and provision of feedback on each and every case can be carried out as part of that	Dec 2024	Jane Whitmore

Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
<p>Action also links to recommendation 11 & 12</p>	<p>In Housing Service, following case closure all ASB complaints are contacted to provide feedback via a customer survey. These are used to gather evidence and information to influence the delivery of services</p>	<p>wrap around ASB service provision.</p> <p>Public facing and internal information on ASB and community safety to be reviewed by 2 Swansea University media and communication interns</p> <p>Develop a smarter web-based snap survey to operate alongside telephone calling</p>		<p>Sarah Lackenby</p> <p>Carol Morgan</p>
<p>11. Considers and reviews accessibility to information about ASB in order to ensure ease of access.</p> <ul style="list-style-type: none"> • Ensure key information is available in different languages, formats and in physical form. • That we look to have information available in different locations in the Council across the partner public locations. • Build on how we target information to suit those we are looking to reach i.e., young people. • Review the Councils website content in relation to ASB with a view to expanding what is available. <p>Action also links to recommendation 10 & 12</p>	<p>Public facing website contains information on community safety and ASB</p>	<p>Through the establishment of an internal Swansea Council Community Safety Forum, good news stories will be collated, and a communication plan established to ensure a joined up approach to this area of work.</p>	<p>Sept 2024</p>	<p>Jane Whitmore</p> <p>Sarah Lackenby</p> <p>Lee Wenham</p>

Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
<p>12. Maximises the opportunities to raise awareness of ASB, in particular:</p> <ul style="list-style-type: none"> • Publicise good news stories about work that is done by the Council. • Communicate and raise awareness of young people's positive activities in the community. • Look to influence and change the negative narrative and language used about young people in the media. • Provide information and raise awareness of the ASB Case Review. • Link up with the new Council's Community engagement office located at waterfront Museum. <p>Action also links to recommendation 10 & 11</p>	<p>Public facing website contains information on community safety and ASB</p>	<p>Through the establishment of an internal Swansea Council Community Safety Forum, good news stories will be collated, and a communication plan established to ensure a joined up approach to this area of work.</p>	<p>Sept 2024</p>	<p>Jane Whitmore Sarah Lackenby Lee Wenham</p>
<p>13. Looks to further build upon the intergenerational work with young people and the older generation, do this in conjunction with the voluntary sector where appropriate.</p>	<p>Intergenerational work has taken place in one area of Swansea previously supported by Evolve universal youth service.</p>	<p>YJS Practice Lead and the Ageing Well Partnership to develop voluntary opportunities for our young people to work alongside the older generation on community projects.</p>	<p>June 2024</p>	<p>Julie Davies Jane Whitmore</p>
<p>14. Asks the Safer Swansea Partnership to investigate how to improve levels of reporting of incidents of ASB including asking</p>	<p>'See it, report it' booklets have been produced and delivered to Council buildings, PCSOs have helped deliver them to libraries,</p>	<p>'See it, report it' booklets to be made more accessible across our Council website and social media platforms</p>	<p>June 2024</p>	<p>Jane Whitmore</p>

Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
South Wales Police to consider its response times in relation to the 101 non-emergency telephone line and to simplify the online reporting form.	hubs and home addresses too. This is encouraging members of the public to report ASB and other incidents providing contact numbers, email addresses and QR codes	101 is a national line & reporting tool so will highlight the panel's recommendation in relation to 101 response times at Safer Swansea		
15. Investigates the possibility of developing a multi-agency mediation resource	SWP ASB Officers and LA ASB Coordinator are all qualified mediators and currently share this responsibility on a case by case process for private residents. LA Housing currently outsource this service for tenants.	ASB Coordinator to open discussions with representatives from RSL's to investigate this and understand if there are any associated costs.	March 2025	Jane Whitmore
16. Looks to counteract negative 'online world' impacts on children and young people by d) continuing to build on and share the expertise and information available e)resource the Contextual Missing Exploited Trafficked Team training that will support schools with understanding and preventing extra familial harm. f) consider extending this training to Gower College and to others who regularly work with young people.	CMET team currently integrate language sessions into training they deliver to professionals to change the narrative around how young people are viewed in their communities.	Pending funding expand to all schools and outside networks such as volunteers that run online community neighbourhood fora. Challenging media sources when they are incorrect or damaging to individuals will continue through the correct channels.	March 2025	Julie Davies
17. Looks to increase the number of Youth Workers in Swansea with the aim of every community across the City and County of Swansea	A review of youth work in Swansea undertaken in 2022 resulted in the youth work model in Swansea evolving from a	The need for any additional youth workers would need to be considered alongside the success and reach of the revised model of	Mar 2025	Julie Davies

Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
having dedicated Youth Worker Support	Youth Club offer to a blended approach which includes youth club, school based work, detached work and targeted outreach. Core funding for youth work was increased and enabled us to increase staff hours from 9 to 15 per week and contracts from 39 to 52 weeks to ensure that youth work support was available during school holidays. The new contracts also enable youth workers to undertake sessions on weekends when young people have more free time.	youth work undertaken in 2022. There will be an additional funding commitment from the local authority to implement this recommendation.		
18. Work with Community Centres to encourage more use of facilities for/by young people and vulnerable groups.	The Council has 40 community centres which are licenced to voluntary management committees to run them as a Community Building for the benefit of local residents. Cultural Services have a team of 3 FTE Development Officers who support the committees and whilst historically there were dedicated council run youth clubs within the buildings these no longer run. Development team report that there are currently; Total 38 amount of activities in 22 centres specifically for Young people (based on a group activity aged between 11- 18yrs)	Youth Services team to reconnect with Development Officers to discuss timetable of current youth focus activity within community centres and explore opportunities to access facilities and build relationships with voluntary management committees/group leaders.	Mar 2025	Julie Davies Tracey McNulty

Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer	
19.	Looks into the potential of Housing Associations contributing to some of our environmental services like noise abatement and fly tipping in order to increase their levels of service provision.	<p>Fly tipping evidence gathering training provided for Housing Association staff and Enforcement Services offered.</p> <p>The Pollution Control team already respond to complaints from members of the public regarding statutory noise nuisance. The RLSs have a responsibility as landlords which would not change.</p>	<p>Enforcement services could be re-offered, subject to additional funding availability.</p> <p>Explore the potential by engaging with RSLs to see if they would fund a liaison officer posts within the pollution control team</p>	<p>Mar 2025</p> <p>Mar 2025</p>	<p>Chris Howell</p> <p>Carol Morgan</p>
20.	Cabinet ensures more regular deep cleans of the City Centre particularly in and around the Quadrant Bus Station	<p>Daily sweeping, litter picking, and bin emptying, often twice a day. Jet washing the entrance very freq.</p> <p>More proactive with paving jet washing with new dual jetter, working closely with BID.</p> <p>Specific deep cleanse on approach to Christmas as well as targeted deep cleans based on requests.</p> <p>Litter bins and other street furniture jet washed on rolling programme</p> <p>Bus bays swept weekly</p>	<p>Increased gum cleaning work in conjunction with BID, subject to additional funding availability.</p> <p>Increased use of mechanical scrubbing machine in city centre, subject to additional funding availability.</p>	Mar 2025	Chris Howell
21.	Cabinet work with local businesses and the Business Improvement District (BID) with the aim of tidying up shop fronts and rubbish storage across the City Centre.	At a strategic level, Cabinet Members sit on the BID Board and the Council's CEO provides executive support. The City Centre Manager also meets with	Trials will be monitored and consider expansion of 'waste storage' trials if successful and funding becomes available, subject to additional funding availability.	Mar 2025	Chris Howell

Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer	
	<p>the BID CEO every 6 weeks to discuss city centre management issues and to coordinate activities.</p> <p>Senior managers from both the Place and People Directorates are members of the Swansea Against Business Crime Group. BID and local businesses are represented through various fora including monthly ENTE meetings.</p> <p>Enforcement Team regularly work with BID on enforcement issues, with feedback provided. A guide for City Centre businesses regarding their commercial waste obligations has been produced by CCM in conjunction with BID. This is being updated to reflect emerging new legislation in Wales regarding workplace recycling.</p>	<p>Finalise draft business guide, issues and promote.</p>			
22.	<p>Cabinet carryout regular 'walk throughs' of the city centre and communities across Swansea to see the locations through the 'eyes of the public' and to identify issues of concern. This should be done in conjunction with appropriate officers and local ward members.</p>	<p>This objective sits with the Enabling Communities Transformation programme, to enhance the way we work with communities to improve how inclusive, resilient, and cohesive they can be through better collaboration, use of resources</p>	<p>Continue to progress the actions outlined in the Working with communities to respond to crises and opportunities objective under the Enabling Communities Transformation Programme.</p> <p>Ensure we strengthen the links between the Adult Transformation</p>	July 2024	<p>Amy Hawkins</p> <p>Jane Whitmore</p>

Recommendation		Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
		and ways of working. By achieving this aim, we can deliver better outcomes for the people and communities of Swansea as well as more effective service delivery and better partnership working.	Programme, Enabling Communities, and the Community Hub programme		
23.	Develops and builds upon appropriate data collection processes in order to help plan future service provision and monitor effectiveness of strategies used. This monitoring process should be closely linked to the ASB Home Office 5 key principles (once they are formalised).	Collated and managed through Niche and our own ASB excel database – expand to include the housing one	These new ASB Home Office 5 key principles are due in April 2024. Incorporating these principles directly or redrafting our existing anti-social behaviour process/procedures to reflect the guidance that has been endorsed by the Home Office Anti-social Behaviour Strategic Board will also help build more robust data collection processes	Sept 2024	Jane Whitmore
24.	Make representations to Police and Crime Commissioner's Officer asking them to consider grant funding on a medium-term basis (i.e., 3 yearly).	This has been raised with the PCC office on an annual basis for consideration, but the grant continues to be agreed annually.	PCC elections in May 2024 so there may be further opportunities to explore a 3-year funding model and commitment with the new Commissioner	Dec 2024	Jane Whitmore

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: Partnerships, Commissioning & Resources

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
- Other

(b) Please name and fully describe initiative here:

The Anti-Social Behaviour Scrutiny Inquiry report was submitted to Cabinet on the 21 December 2023 after the Anti-Social Behaviour Scrutiny Inquiry Panel completed a detailed inquiry.

This IIA is in respect of the Anti-Social Behaviour Scrutiny Inquiry Cabinet Member response and action plan for Cabinet meeting on 18th April 2024.

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

Impact	High Impact		Medium Impact		Low Impact		Needs further Investigation	No
	+	-	+	-	+	-		
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Disability	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Rights	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?

Please provide details below – either of your activities or your reasons for not undertaking involvement

The report and action plan are in response to the Anti-Social Behaviour Scrutiny Inquiry and the 24 recommendations. The scrutiny panel held a wide and broad consultation process.

If the action plan is agreed there will be cross directorate and external partnership involvement in managing expectations and delivering outcomes that will affect the wider community and general public.

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

Education, Place, Social Services and Housing

Q7 Will this initiative result in any changes needed to the external or internal website?

Yes

No

If yes, please provide details below

Yes, recommendations 10, 11 & 12 of the Cabinet Member Response and Action Plan specifically identifies improving the way we communicate ASB and improving the content on the Council webpages and Staff Net

Q8 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?

Yes

No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council's Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment

<https://staffnet.swansea.gov.uk/dpiascreeing>

For more about the Information Asset Register, please see

<https://staffnet.swansea.gov.uk/informationassetregister>

Q9 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.)

If the 24 recommendations are agreed by Cabinet the outcomes and collective changes will need to be screened for relevance using our IIA process to check for any positive/negative impacts on protective groups. This will be done by the appropriate department. If any potential detrimental

issues are identified, these actions will need to be mitigated and/or concerns flagged to the relevant cabinet member.

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 (Q9)**

ASB has the potential to affect anyone and the ASB staged process is in place to support both perpetrators and victims.

The action plan is in response to the 24 recommendations which came from the Anti-Social Behaviour Scrutiny Inquiry Panel. Outcomes will be worked through with cross Directorate services and external Partners.

The report and action plan will support the WFG considerations and the five ways of working.

Some of the recommendations require potential additional funding so consideration will need to be given when agreeing the final action plan.

An improved corporate wide approach to dealing with ASB, better ways of communicating and reporting for the general public, improved support for victims and early intervention and prevention measures to reduce the level of ASB.

(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: Paul Thomas
Job title: Community Integration & Partnership Manager
Date: 07.03.2024
Approval by Head of Service:
Name: Jane Whitmore
Position: Strategic Lead Commissioner
Date: 13.03.24

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

Agenda Item 10.



Report of the Cabinet Member for Economy, Finance & Strategy

Cabinet – 18 April 2024

Risk Management Framework and Policy

Purpose:	To agree and approve the Councils revised Risk Management Policy and Framework
Policy Framework:	Accounts and Audit (Wales) Regulations 2014 Well-being of Future Generations (Wales) Act 2015 Local Government and Elections (Wales) Act 2021 Code of Corporate Governance
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	It is recommended that: 1) Cabinet approves the Council's revised Risk Management Policy and Framework
Report Author:	Richard Rowlands
Finance Officer:	Paul Roach
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 This report presents the Council's revised Risk Management Policy and Framework. The revised Risk Management Policy is attached at Appendix A and is supported by the revised Risk Management Framework attached at Appendix B.

2. Risk Management Policy and Framework

- 2.1 Through the Risk Management Policy, the Council aims to be an exemplar of good practice and continue to meet its statutory responsibility to have in place satisfactory arrangements for managing risks, as laid out under the Accounts and Audit (Wales) Regulations 2014. The Well-being of Future Generations (Wales) Act 2015 requires public bodies to frame what risks they may be subject to in the short,

medium and long term, together with the steps the public body will take to ensure they are well managed. The Local Government and Elections (Wales) Act 2021 emphasises the importance of risk-aware governance through continuous performance review and self-assessment.

2.2 The Risk Management Policy establishes the principles to guide decision making within risk management in the Council. The Risk Management Framework, which accompanies this Policy, aims to help managers and Members at all levels apply risk management principles consistently across their areas of responsibilities.

2.3 The Risk management Policy sets out:

- 1) *Risk Management Statement* – setting out the Council's overall approach to risk management.
- 2) *What is Risk Management* – outlining the definition of risk management used in the Policy.
- 3) *Aims of Risk Management* – describing what the Council aims to achieve through the Risk Management Policy.
- 4) *Risk Levels* – the different levels of risk managed through the Policy.
- 5) *Roles & Responsibilities* – setting out the different roles and responsibilities for officers and Members within risk management in the Council.
- 6) *Risk Management Cycle* – the process for managing risk in the Council.
- 7) *Risk Escalation / De-escalation* – guidelines for escalating or de-escalating risks for control and mitigation.
- 8) *Risk Management Communication* – the approach to embed risk management into the Council's organisational culture and governance.
- 9) *Issues* – the process for resolving risk issues.
- 10) *Risk Management Framework* – supporting the application of the Risk Management Policy in the Council.

2.4 Subject to circumstances, it is planned that that the revised risk management policy and framework will be implemented in quarter 2 of 2024/25 using a phased approach.

3. Integrated Assessment Implications

3.1 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.

3.1.1 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'.

3.1.2 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.

3.1.3 An IIA Screening was undertaken. This report sets out a revised policy and framework for managing risks in the Council and does not directly impact on communities or on people with protected characteristics.

4. Financial Implications

4.1 There are no financial implications associated with this report.

5. Legal Implications

5.1 There are no legal implications associated with this report.

Background Papers: None

Appendices:

Appendix A	Risk Management Policy
Appendix B	Risk Management Framework
Appendix C	IIA Screening Form



Risk Management Policy

Purpose

This policy sets out the principles for managing and communicating risk, ensuring that risk management is effectively implemented throughout the City and County of Swansea.

The Risk Management Policy governs how the Council manages risks to achieving its priorities and objectives, risks arising from service delivery, risks to corporate and financial health and governance and the longer-term risks facing the Council and community.

The Council recognises that it has a responsibility to manage business risks effectively in order to reduce uncertainty in achieving its priorities and objectives and to benefit from opportunities.

This policy applies to all Council staff and its principles should be applied when working internally or externally with partners and other stakeholders.

Approval

Title	Date

Reference No.:	Version 1
Date:	07/03/2024
Author:	Strategic Delivery Unit
Website	http://staffnet/riskmanagement

Risk Management Policy

Contents

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9	Issues	
10	Corporate Risk Management Framework	

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Risk Management Policy

1. Risk Management Statement

The City and County of Swansea is aware that the nature and range of its responsibilities and the environment in which it exercises them present a wide range of risks. Such risks may threaten the achievement of the Council's aims and objectives as set out in the Corporate Plan and affects its employees, service users, Council tax payers and other stakeholders.

The Council also recognises the need to strike the right balance between encouraging innovation and avoiding risk. It is appropriate to take and manage calculated risks in pursuing opportunities to improve services and to obtain better value for money.

The Council like all public bodies, as well as considering short and medium risks, will also have to understand and address the longer-term risks and challenges facing the Council and the community. We need to prevent risks from occurring and to mitigate their impact should they occur. We may need to work with others to prevent risks from occurring or to control and manage them. We need to be mindful that dealing with risks does not create risks and issues for other public bodies. Involving clients, customers and citizens in helping to prevent and to control and manage risks will help too.

While the elimination of risk entirely is neither feasible nor desirable, the Council is committed to the continuing management of risk through a cost-effective formal process which involves risk identification and categorisation, evaluation, and treatment to eliminate or mitigate the likelihood of risks occurring and their impact.

Clear identification and assessment of risks will improve corporate governance and performance and lead to more effective use of resources and direct improvements to the service to our customers.

This Risk Management Policy establishes the principles to guide decision making when applying risk management within the Council. This Risk Management Framework that accompanies this policy provides the practical method and structure for implementing the policy.

2. What is Risk Management?

The term 'risk management' incorporates all the activities required to identify and control the exposure to risk which may have an impact on the achievement of the Council's business.

Risk Management is the process by which risks are identified, evaluated and controlled and is a key element of the framework of corporate governance.

Definition of Risk

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies (CIPFA).

Risk arises as much from failing to capture opportunities whilst pursuing business objectives as it does from a threat that something bad will happen.

3. Aims of Risk Management

Through this Policy, the Council aims to be an exemplar of good practice and continue to meet its statutory responsibility to have in place satisfactory arrangements for managing risks, as laid out under The Accounts and Audit (Wales) Regulations 2014. The Well-being of Future Generations (Wales) Act 2015 requires public bodies to frame what risks they may be subject

Risk Management Policy

to in the short, medium and long term, together with the steps the public body will take to ensure they are well managed. The Local Government and Elections (Wales) Act 2021 emphasises the importance of risk-aware governance through continuous performance review and self-assessment. This policy establishes the principles to guide decision making within risk management in the Council in order to:

- Provide an effective/consistent approach to identifying, evaluating and controlling risk across all activities.
- Improve the ability of the Council to achieve its priorities and objectives.
- Embed risk management into the culture and practices of the Council so that everyone recognises that risk management is part of their jobs.
- Place greater emphasis on prevention rather than detection and correction.
- Improve the identification, evaluation and control of strategic and long-term risks and operational risks.
- Protect and enhance the assets and image of the Council.
- Embed the Sustainability Principle (Well-Being of Future Generations Act 2015) and improve the Council's governance and decision making processes and outcomes.

4. Risk Levels

There are two distinct levels within the risk register: Strategic and Operational risks.

Strategic Risks are risks that could impact on the whole Council or could prevent the Council from achieving its corporate objectives or legal obligations.

Operational Risks are risks that could have a detrimental impact on a service or function and interfere with their delivery but would not have an impact on the whole Council and would not prevent the Council from achieving its corporate objectives or legal obligations.

Risks are identified during Corporate and Service Planning or as and when they arise.

All risks are recorded in Risk Registers and are controlled at least on a monthly basis at the appropriate forum as detailed in the Risk Management Framework accompanying this Policy.

Strategic Risks will also be reported each quarter in line with corporate performance monitoring.

5. Roles & Responsibilities

The Leader has overall Cabinet responsibility for risk and resilience management.

Cabinet is responsible for approving the Council's risk management policy and Risk Management Framework. Cabinet shares ownership of strategic risks and issues with Corporate Management Team and assesses / challenges the current and long-term risks associated with Cabinet reports. The Cabinet sets the Council's risk appetite for each category of risk (see below).

Individual Cabinet Members share with the relevant Director ownership of specific strategic risks that are identified within their Cabinet remit.

Risk Management Policy

The Chief Executive has legal responsibility under the Local Government & Elections (Wales) Act 2021 to keep the Council's risk management arrangements and their operation under continuous review.

The Corporate Management Team (CMT) ensures an effective Risk Management Policy and Framework is embedded and is operating effectively across the Council. CMT shares ownership of strategic risks and issues with the Cabinet and collectively reviews, monitors, and ensures control of strategic risks at least monthly. CMT ensures advice to Cabinet considers the current and long-term risks informs decision making and champions risk management in the Council and leads by example.

Cabinet and CMT share ownership of the Risk Management Policy and Framework and champion risk management throughout the Council. Cabinet and CMT shares ownership of strategic risks and issues and the response to them. Cabinet and CMT identifies and evaluates current and longer-term strategic risks during corporate planning and as they emerge. Cabinet and CMT reviews, monitors, and ensures control of strategic risks each quarter at Corporate Briefing meetings.

Directors are responsible for ensuring that the Risk Management Policy and Framework is embedded within their Directorates and that they champion risk management throughout their Directorates. Directors identify and evaluate current and longer-term strategic risks and issues during corporate and service planning and as they emerge and they manage the response to strategic risks and issues. Directors oversee the response to operational risks and they review, monitor and ensure control of relevant strategic and operational risks at least monthly. Directors ensure that risks are escalated and de-escalated when necessary.

Heads of Service ensure the Risk Management Policy and Framework is embedded within their Services and that they champion risk management throughout their Services. Heads of Service identify and evaluate operational risks during corporate and service planning and as they emerge and manage the response to operational risks. Heads of Service review, monitor and ensure control of relevant operational risks at least monthly and ensure that operational risks are escalated and de-escalated when necessary.

The Senior Information Risk Officer (SIRO) ensures that information risks are appropriately identified as strategic or operational risks. The SIRO ensures that information risks are treated as a priority across all the Council and provides Cabinet / CMT with assurance that information risks are being appropriately addressed.

The Section 151 Officer is responsible for advising the Council on key risks when setting the annual budget, certifying the adequacy of reserves and robustness of estimates, maintaining a balanced budget and on avoiding unlawful expenditure in order to prevent otherwise statutory intervention and ensure prudent financial management at all times.

The Monitoring Officer is responsible for advising the Council on key risks concerning lawful decision making, statutory obligations, standards of behaviour and codes of conduct in order to prevent illegality, maladministration and impropriety.

Programme and Project Managers control, report and escalate programme / project risks above their agreed tolerance levels to senior management.

Managers and other Council officers identify opportunities and manage risks effectively in their jobs, reporting any risk management concerns, incidents and 'near misses' to their line managers. Managers and other Council officers identify, evaluate, and control operational risks and ensure they are documented on relevant risk registers/trackers/reporting templates and they escalate worsening risks to their Head of Service.

Risk Management Policy

Internal Audit provides an independent and objective opinion to the Council on the control environment (which comprises of risk management, control and governance) by evaluating its effectiveness in achieving the Council's objectives.

Governance and Audit Committee challenge and provide independent assurance to the Members of the adequacy of the risk management policy and framework. Governance and Audit Committee challenge and monitor the effective development and operation of risk management in the Council and monitor progress in addressing risk related issues reported to the Committee.

Councillors develop an understanding of risk management and its benefits and are aware of how risks are being managed through the Risk Management Policy and Framework. Councillors maintain an awareness of the risk management implications of policy decisions.

The Responsible Officer manages, monitors, and controls an identified risk and escalates risks for control and mitigation when necessary. The Responsible Officer ensures risk scores and control measures are updated on the risk register as soon as possible after a change in score or measure is agreed.

The Updater updates the risks recorded in the risk register system.

The Administrators oversee the risk management policy and framework, quality assurance, maintaining policies and procedures and system administration and maintenance.

Risk awareness raising and training sessions will be provided for the workforce and for elected Members on identifying and reporting risks, including what to do if they identify a risk.

More detailed information on Risk Management roles and responsibilities can be found in the Council's Risk Management Framework associated with this Policy.

6. Risk Management Cycle

The Council implements a 'Four Step' Risk Management Cycle across the Council to provide a consistent approach to managing risk.

Risks will be identified to understand the context within which the Council is operating and how this impacts on the Council's objectives and priorities.

Current and long-term risks will be formally identified, categorised and reviewed during annual corporate and service planning.

Identified Strategic or Operational Risks will be categorised as: strategy, service delivery, financial, regulatory / legal, governance, health and safety, commercial, technology, information, security, project / programme, reputation and safeguarding risks; these are described in the risk management framework accompanying this policy.

Identified risks will be evaluated according to the likelihood they will occur and the impact they will have should they occur. This will be used to calculate the 'inherent risk score', which is the risk score before risk controls are applied.

Risk appetite is the amount of risk the organisation is willing to take or accept in pursuit of its long-term objectives. The Council's approach to taking risk (i.e., risk appetite) is that it will seek to minimise taking any unnecessary risks but also to reduce risk to an acceptable level to a public body. It also seeks to take risks to achieve its well-being objectives, but these will be

Risk Management Policy

properly considered before such risks are taken. The Council's risk appetite is set out in the Risk Appetite Statement included in the Risk Management Framework accompanying this policy.

Once risks have been identified and evaluated, decisions will be made concerning how to respond to specific risks by taking action to improve the outcome as detailed in the Risk Management Framework associated with this Policy. When considering how to respond to risks, the Sustainable Development principle (Well-Being of Future Generations Act 2015) will be applied.

Once risk controls have been identified, the 'residual risk score' is determined. The residual risk score is the score allocated to the risk once the risk controls have been applied.

Once the residual risk score has been identified, a 'target risk score' is calculated. The target risk score is the score that the Council wishes to reduce the risk to. Additional risk controls may be applied to help achieve the target risk score.

Risk tolerance is the amount of residual risk that the Council is willing to accept. Risk tolerance for a risk defines the acceptable deviation from the risk appetite once risk controls are in place.

Target risk scores should be tailored to the Council's risk appetite and risk tolerance applied to individual risks.

The outcomes from the operation of the Risk Management Cycle will be recorded in the appropriate Risk Registers.

Risks will be controlled and monitored at the appropriate forum on a monthly basis and more frequently if necessary.

Strategic Risks will be reported quarterly to CMT, Cabinet (via Corporate Briefing) and to Governance & Audit Committee.

More detailed information on Risk Management Cycle can be found in the Council's Risk Management Framework associated with this Policy.

7. Risk Escalation / De-escalation

Risks will be escalated when the impact from a risk, or decisions or actions needed to mitigate or control the risk, is beyond a single service or directorate, or when the risk appetite or tolerance line has been exceeded; or for other reasons outlined in more detail in the Risk Management Framework associated with this Policy. A risk may be de-escalated when the risk can be controlled and managed at a lower level, or the risk is below risk appetite boundaries; or for other reasons outlined in more detail in the Risk Management Framework associated with this Policy.

8. Risk Management Communication

This Policy and the associated Risk Management Framework seeks to help embed risk management into the Council's culture. This will require effective staff and Member communication and training. Risk identification and evaluation is integrated into corporate and service planning. Cabinet and CMT and individual Directors and Heads of Service must champion and make arrangements for embedding risk management throughout the Council. The Council will disseminate best practice in risk management from its own experience and that of others.

Risk Management Policy

9. Issues

An issue is an event that is happening or will happen imminently and will adversely affect an organisation's ability to achieve its objectives or deliver its legal obligations.

Issues will be recorded, managed and monitored within a Strategic Issues Register and reviewed by CMT on a monthly basis.

Operational Issues will not be recorded on a register as these will be managed by Heads of Service as part of the day-to-day management of their service.

The process of identifying, recording, prioritising and dealing with / monitoring strategic issues consists of four steps:

- Identify and record strategic issues.
- Prioritise strategic issues.
- Create an action plan.
- Implement and monitor issue and action plan implementation.

More information on how these steps are applied is set out in the Risk Management Framework accompanying this Policy.

10. Corporate Risk Management Framework

This policy should be read in-conjunction with the corporate Risk Management Framework, which aims to help managers and Members at all levels apply risk management principles consistently across their areas of responsibilities.



Appendix B Corporate Risk Management Framework

Purpose

This framework describes the specific risk management activities that will be undertaken within the City & County of Swansea. The aim is to help managers at all levels apply the principles consistently across their area of responsibility.

CIPFA state that *“Risk management is important to the successful delivery of public services. An effective risk management system identifies and assesses risks, decides on appropriate responses and then provides assurance that the chosen responses are effective.”*

The Council recognises that it has a responsibility to manage risks effectively in order to reduce uncertainty in achieving its priorities and objectives and to benefit from opportunities. This framework applies to all Council staff and its principles should be applied when working internally or externally with partners and other stakeholders.

Definition of Risk

“Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies (CIPFA). 2010”

Approval

Title	Date

Reference No.:	Version 1
Date:	6 th March 2024
Author:	Strategic Delivery Unit
Website	http://staffnet/riskmanagement

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1. Foreword

This framework aims to help employees, senior managers and elected Members to apply risk management principles consistently across their area of responsibility. The Risk Management Policy establishes the principles to guide decision making when applying risk management within the Council. This Risk Management Framework provides the practical method and structure for implementing the policy.

The intention of the framework is to help ensure that risk management is embedded into the culture of the Council, with members, managers and officers at all levels recognising that risk management is part of their jobs.

Clear identification and assessment of risks will improve corporate governance, corporate and service planning and performance and lead to more effective use of resources and direct improvements to the service to our customers.

The Council is increasingly involved in dealing with uncertainty and managing major change. We are under increasing pressure to deliver better services, increasingly in partnership with others, in new and innovative ways and within reducing budgets. All of this attracts risk which needs to be managed and controlled effectively if we are to achieve the desired outcomes.

The Council like all public bodies, as well as considering short and medium risks, will also have to understand and address the longer-term risks and challenges facing the Council and the community. We need to try and prevent risks from occurring and to mitigate their impact should they arise. We may need to work with others to prevent risks or to control and manage them. We need to be mindful that dealing with risks does not create risks and issues for other public bodies. Involving clients, customers and citizens in helping to prevent and to control and manage risks will help too.

Risk management is the process of identifying significant risks, evaluating the potential consequences and implementing the most effective way of responding to, controlling and monitoring them.

By being more risk aware, the Council will be better placed to avoid threats and to take advantage of opportunities when they arise.

Risk Management is everyone's business, but it will be championed and strongly led by the Cabinet's Cabinet, the Corporate Management Team, and Leadership Team.

Signed

Rob Stewart
Council Leader

Martin Nicholls
Chief Executive

2. Definition of 'Risk'

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies (CIPFA).

3. Risk Management

Risk Management is the process by which risks are identified, evaluated and controlled and is a key element of the framework of corporate governance (CIPFA).

4. Corporate Commitment to Risk Management

The Council views the management of risk as an essential part of strong corporate governance. The approach is one of managing risk proactively and positively. Effective risk management helps improve services and outcomes, enhances accountability and ensures compliance with formal policies and procedures. Proactive and effective risk management is everyone's business.

5. Aims of the Risk Management Framework

The Council aims to be an exemplar of good practice and continue to meet its statutory responsibility to have in place satisfactory arrangements for managing risks, as laid out under The Accounts and Audit (Wales) Regulations 2014:

- Regulation 5 – Responsibility for internal control and financial management
- The Welsh Government wishes to emphasise that internal control, financial and risk management are corporate responsibilities which must be embedded in the processes of the relevant body as a whole.

The Well-being of Future Generations (Wales) Act 2015 requires public bodies to frame what risks they may be subject to in the short, medium and long term, together with the steps the public body will take to ensure they are well managed.

The Local Government and Elections (Wales) Act 2021 emphasises the importance of risk-aware governance through continuous performance review and self-assessment.

Through this framework, the Council aims to:

- ensure an effective risk management system is in place;
- Improve the ability of the Council to achieve its priorities and objectives.
- help employees, senior managers and Cabinet Members to apply risk management principles consistently across their area of responsibility;
- ensure that the risk management system identifies and assesses risks, decides on appropriate responses and then provides assurance that the chosen responses are effective;
- ensure that risk management is embedded into the culture of the Council, with employees, Members and managers at all levels recognising that risk management is part of their jobs;
- place greater emphasis on prevention rather than detection and correction;
- improve the identification, evaluation and control of strategic and long-term risks and operational risks;

- ensure that CMT, Cabinet, Governance & Audit Committee, external regulators and other stakeholders obtain necessary assurance that the Council is managing and mitigating its risks effectively;
- protect and enhance the assets and image of the Council;
- embed the Sustainability Principle (Well-being of Future Generations Act) and improve the Council's governance and decision-making processes and outcomes;
- capture strategic issues currently or imminently facing the Council and the actions being taken to manage them.

6. Risk Levels

There are two different levels within the risk register: strategic risks and operational risks.

Risks Levels

Strategic Risks are risks that could impact on the whole Council or could prevent the Council from achieving its corporate objectives or legal obligations.

Operational Risks are risks that could have a detrimental impact on a service or function and interfere with their delivery but would not have an impact on the whole Council and would not prevent the Council from achieving its corporate objectives or legal obligations.

7. Roles and Responsibilities

To implement this framework, specific roles and responsibilities for key stakeholders have been identified as outlined below:

Roles & Responsibilities

Leader

- Overall Cabinet responsibility for risk and resilience management.

Cabinet

- Approves the Council's Risk Management Policy and Framework.
- Shares ownership of strategic risks and issues with Corporate Management Team.
- Assesses / challenges the current and long-term risks associated with Cabinet reports.
- Sets the Council's risk appetite for each category of risk (see below).

Individual Cabinet Members:

- Share with the relevant Director ownership of specific strategic risks that are identified within their Cabinet remit.

Chief Executive

- Legal responsibility under the Local Government & Elections (Wales) Act 2021 to keep the Council's risk management arrangements and their operation under continuous review.

Corporate Management Team (CMT)

- Ensures an effective Risk Management Policy and Framework is embedded and is operating effectively across the Council.
- Shares ownership of strategic risks and issues with the Cabinet.
- Collectively reviews, monitors, and ensures control of strategic risks at least monthly.
- Ensures advice to Cabinet considers the current and long-term risks informs decision making.
- Champions risk management in the Council and leads by example.

Cabinet and CMT

- Share ownership of the Risk Management Policy and Framework and champions risk management throughout the Council.
- Shares ownership of strategic risks and issues and the response to them.
- Identifies and evaluates current and longer-term strategic risks during corporate planning and as they emerge.
- At Corporate Briefing meetings quarterly, reviews, monitors, and ensures control of strategic risks.

Directors

- Ensure the Risk Management Policy and Framework is embedded within their Directorates.
- Champion risk management throughout their Directorates.
- Identify and evaluate current and longer-term strategic risks and issues during corporate and service planning and as they emerge.
- Manage response to strategic risks and issues.
- Oversee response to operational risks.
- Review, monitor and ensure control of relevant strategic and operational Risks at least monthly.
- Ensure risks are escalated and de-escalated when necessary.

Heads of Service

- Ensure the Risk Management Policy and Framework is embedded within their Services.
- Champion risk management throughout their Services.
- Identify and evaluate operational risks during corporate and service planning and as they emerge.
- Manage response to operational risks.
- Review, monitor and ensure control of relevant operational risks at least monthly.
- Ensure operational risks are escalated and de-escalated when necessary.

Senior Information Risk Owner (SIRO)

- Ensure information risks are appropriately identified as strategic or operational risks.
- Ensure information risks are treated as a priority across all the Council.
- Provide Cabinet / CMT with assurance that information risks are being appropriately addressed.

Section 151 Officer

- The Section 151 Officer is responsible for advising the Council on key risks when setting the annual budget, certifying the adequacy of reserves and robustness of estimates, maintaining a balanced budget and on avoiding unlawful expenditure in order to prevent otherwise statutory intervention and ensure prudent financial management at all times.

Monitoring Officer

- The Monitoring Officer is responsible for advising the Council on key risks concerning lawful decision making, statutory obligations, standards of behaviour and codes of conduct in order to prevent illegality, maladministration and impropriety.

Project and Programme Managers

- Control, report and escalate programme / project risks above their agreed tolerance levels to senior management.

Managers and other Council officers

- Identify opportunities and manage risks effectively in their jobs, reporting any risk management concerns, incidents and 'near misses' to their line managers.
- Identify, evaluate, and control operational risks and ensure they are documented on relevant risk registers/trackers/reporting templates.
- Escalate worsening risks to Head of Service.

Internal Audit

- Provide an independent and objective opinion to the Council on the control environment (which comprises of risk management, control and governance) by evaluating its effectiveness in achieving the Council's objectives.

Governance & Audit Committee

- Challenge and provide independent assurance to the Members of the adequacy of the risk management policy and framework.
- Challenge and monitor the effective development and operation of risk management in the Council.
- Monitor progress in addressing risk related issues reported to the Committee.

Councillors

- Develop an understanding of risk management and its benefits.
- Be aware of how risks are being managed through the Risk Management Policy and Framework.
- Maintain an awareness of the risk management implications of policy decisions.

Responsible Officer on the InPhase system

- Manage, monitor, and control of an identified risk.

- Escalate risks for control and mitigation when necessary.
- Ensure risk scores and control measures are updated as soon as possible after a change in score or measure is agreed.

Updater On the InPhase system

- Update the risks recorded in the risk register.

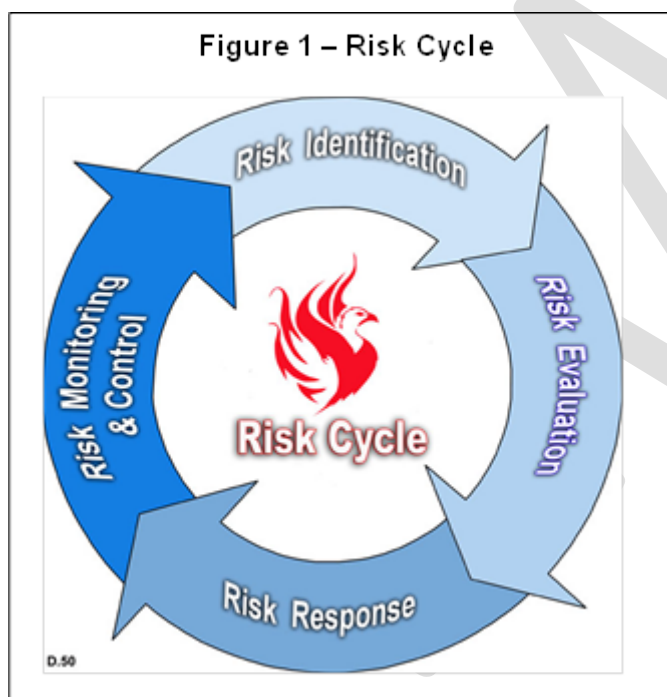
InPhase Administrators

- Oversee the risk management policy and framework, quality assurance, maintaining policies and procedures and system administration and maintenance.

Risk awareness raising and training sessions will be provided for the workforce and for elected Members on identifying and reporting risks, including what to do if they identify a risk.

8. Risk Management Cycle

The Council implements a 'Four Step' Risk Management Cycle across the Council to provide a consistent approach to managing risk.



Step 1 – Risk Identification

Step 2 – Risk Evaluation

Step 3 – Risk Response

Step 4 – Risk Monitoring & Control

8.1 Step 1 - Risk identification

The first step in risk identification is to understand the context within which the Council is operating and how this impacts on the Council's objectives and priorities.

Risks are formally identified and reviewed during annual corporate and service planning, including as part of the consideration of the threats to achieving our priorities and objectives.

The SWOT (Strengths, Weaknesses, Opportunities and Threats) tool and the PESTLE tool are useful tools to help scan the **current** and **future (long-term) organisational** and **external environment** in order to help **identify potential Strategic Risks**:

- **Political** forces, e.g. Brexit.
- **Economic** factors (including financial), e.g. inflation rate.
- **Social** factors (including demographic / well-being), e.g. levels of deprivation.
- **Technological** factors (including systems, information and data), e.g. cyber crime.
- **Legal** factors (including legislative), e.g. new regulations, laws.
- **Environmental** factors, e.g. climate action.

Operational risks can be identified during Service Planning by identifying the impact on the resources required to provide day-to-day services and meet operational targets and objectives. This is illustrated in fig 2 below..

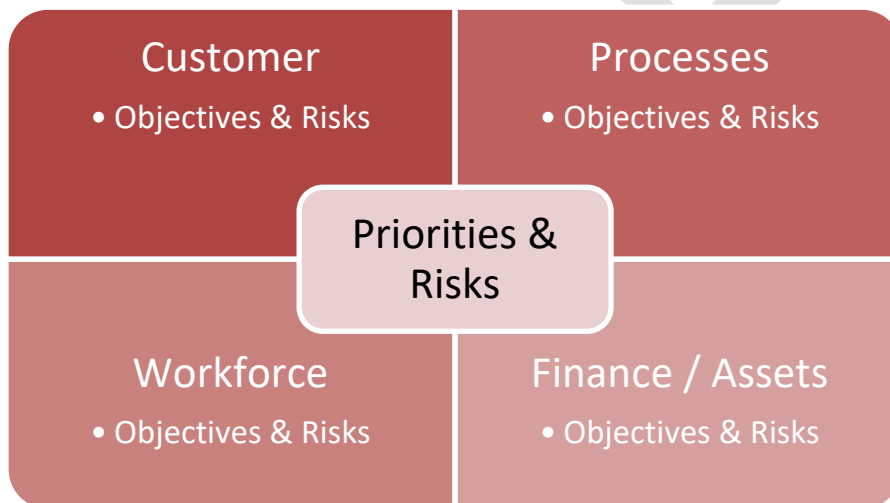
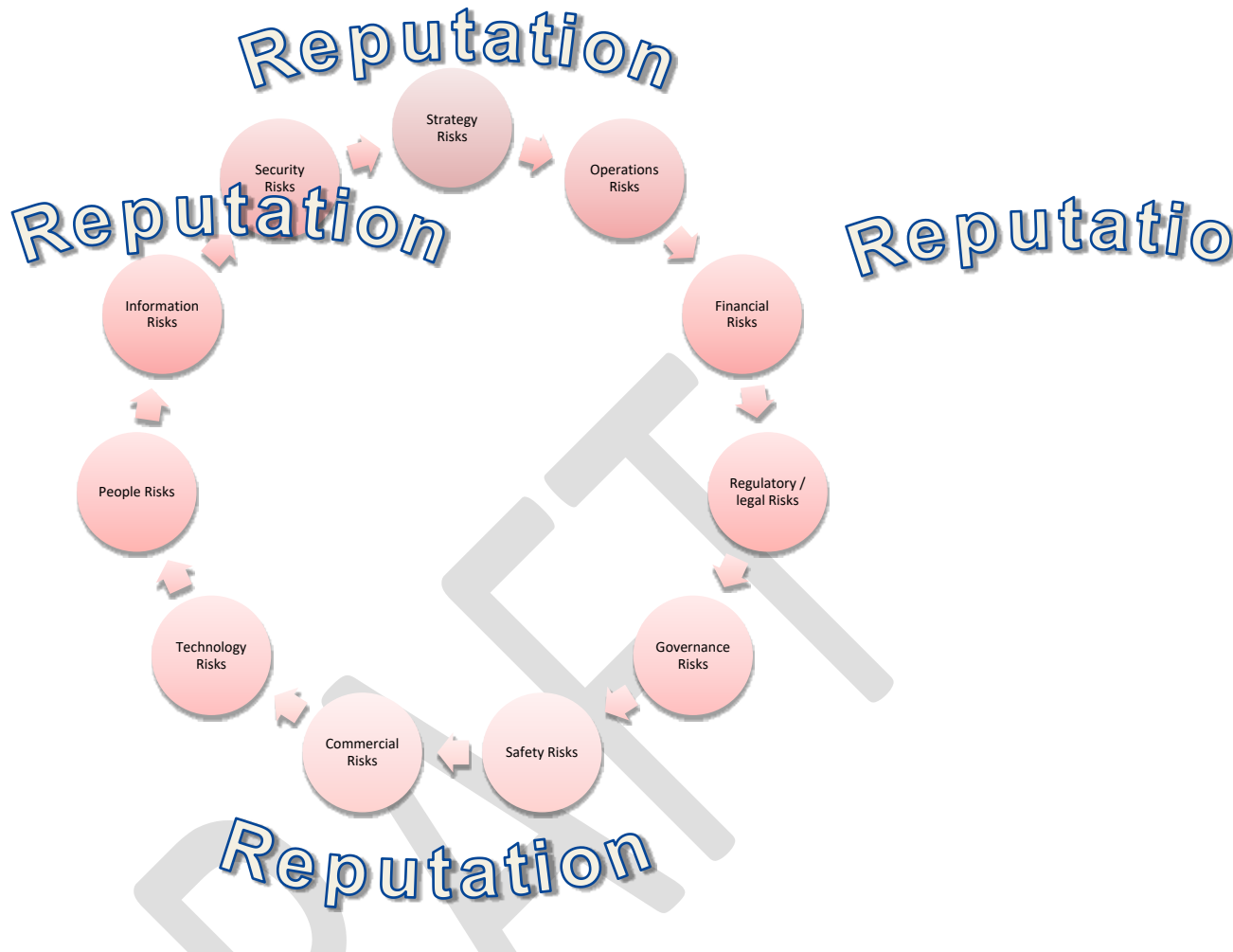


Fig 2 – Identifying risks to achieving our priorities and objectives during service planning.

Note that new and emerging risks will also need to be recorded as they become known.

8.1.1 Risk Categorisation



Risk Categories

Strategy Risks arising from identifying and pursuing a strategy, which is poorly defined, is based on flawed or inaccurate data or fails to support the delivery of commitments, plans or objectives due to a changing macro-environment (for example, political, economic, social, technological, environment and legislative change).

Service Delivery Risks arising from inadequate, poorly designed or ineffective/inefficient internal processes resulting in fraud, error, impaired customer service (quality and/or quantity of service), non-compliance and/or poor value for money.

Financial Risks arising from not managing finances in accordance with requirements and financial constraints, poor returns from investments, failure to manage assets/liabilities or to obtain value for money from the resources deployed, and/or non-compliant financial reporting.

Regulatory / Legal Risks arising from a defective transaction, a claim being made (including a defence to a claim or a counterclaim) or some other legal event occurring that results in a liability or other loss, or a failure to take appropriate measures to meet legal or regulatory requirements or to protect assets (for example, intellectual property).

Governance Risks arising from unclear plans, priorities, authorities and accountabilities, and/or ineffective or disproportionate oversight of decision-making and/or performance.

Health and Safety Risks arising from safety deficiencies or poorly designed or ineffective/inefficient hazard management resulting in non-compliance and/or harm and suffering to employees, contractors, service users or the public. More information on Health & Safety Risk Assessments can be found at <http://www.swansea.gov.uk/staffnet/riskassessments>

Commercial Risks arising from weaknesses in the management of commercial partnerships, supply chains and contractual requirements, resulting in poor performance, inefficiency, poor value for money, fraud, and/or failure to meet business requirements/objectives.

Technology Risks arising from technology not delivering the expected services due to inadequate or deficient system/process development and performance or inadequate resilience.

Information Risks arising from a failure to produce robust, suitable and appropriate data/information and to exploit data/information to its full potential.

Security Risks arising from a failure to prevent unauthorised and/or inappropriate access to the estate and information, including cyber security and non-compliance with *General Data Protection Regulation* requirements.

Project / Programme Risks that change projects and programmes are not aligned with strategic priorities and do not successfully and safely deliver requirements and intended benefits to time, cost and quality.

Reputation Risks arising from adverse events, including ethical violations, a lack of sustainability, systemic or repeated failures or poor quality or a lack of innovation, leading to damages to reputation and/or destruction of trust and relations. All risks can cause reputational harm to the Council if not managed successfully.

Safeguarding Risks arising from failures to ensure the well-being of vulnerable individuals and to prevent harm.

Risk categorisation helps clarify the nature of risks, although in reality risks may be put into more than one category; attempts should be made to identify the main category that any risk should fall into.

The different categories of risk should help identify what type of risk we are dealing with. For Risk categories help **identify** and **classify** different types of risks faced by an organisation. By grouping risks into categories, it becomes easier to understand their nature and potential impact.

Use these categories to identify Strategic or Operational Risks.

8.1.2 Risk description

When identifying risks, use the knowledge and experience of those who know and understand the risk.

Aim to identify the risks to objectives.

Ask yourself the following questions:

- What can go wrong?
- How can it go wrong?
- Has it gone wrong before?
- When can it go wrong?
- Can we learn from experience elsewhere?

Use the following format to draft a risk description:

If (what cause(s) that may give rise to a risk event) **then this will happen** (the risk event will happen) **with the undesirable consequence of** ... (what the consequences are of the risk event occurring)

The risk description must be clear and precise and appropriate to the public domain. Here is an example of wording a risk using this format:

*“If there is insufficient election staff training, **then** there is a risk that mistakes by inexperienced staff/staff not fully aware of procedures may be made at the polling station, leading to **(what we don’t want)** voters not able to vote/results called into question”.*”


























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8.2 Step 2 - Risk Evaluation

The aim of risk evaluation is to prioritise individual risks so that it is clear which risks are most important and urgent. This will require and understanding of:

- The chances of it happening (**likelihood**);
- What would be the credible effect on objectives if it occurred? (**impact**).

The following table will help you assess risk impact for some risk categories:

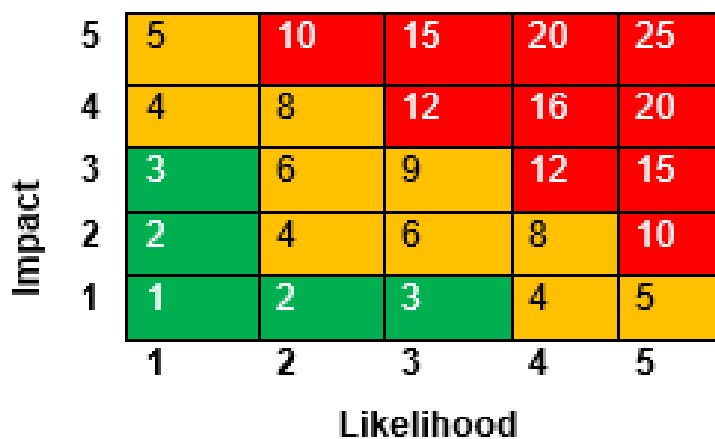
		Service delivery	Financial	Reputation	Governance	Legal Regulatory /	Health & Safety, well-being	Commercial	Technology	Information	Security	Safeguarding	
Page 124	1	Very low Minor or short-term interruption to services. 	Negligible loss 	Minor concerns 	Negligible loss of public confidence and trust in the Council; no legal or regulatory implications. 	Very minor / near miss breach. 	No injury or damage to well-being. 	No weaknesses in the management of commercial partnerships, supply chains and contractual requirements. 	No inadequate or deficient system/process development and performance or inadequate resilience 	No fraudulent, unauthorised or negligent access, use, misuse or misplacing of information, records and data held that is confidential, commercial or otherwise sensitive. 	No unauthorised and/or inappropriate access to the estate and to information / data. 	Insignificant impact, no lasting impact. Unlikely to cause significant risk or to lead to complaints and easily and quickly resolved. 	
	2	Low											
	3	Medium											
	4	High											
	5	Very High Unable to deliver services in the medium to long-term	Very significant financial loss	Very significant loss of trust, credibility and support	Very significant loss of public confidence and trust in the Council; very serious legal / regulatory implications	Very serious breach/loss contract/very high financial loss. Risk of imprisonment.	Real potential for serious injury or death.	Very serious weaknesses in the management of commercial partnerships, supply chains and contractual requirements	Very serious inadequacies / deficiencies in systems / process development and performance and resilience.	Very serious fraudulent, unauthorised or negligent access, use, misuse or misplacing of information, records and data held that is confidential, commercial or otherwise sensitive.	Very serious unauthorised and/or inappropriate access to the estate and to information / data.	Severe impact. Failure of corporate safeguarding to keep staff and residents safe. Possible risk of serious harm or death. Significant and long-term impact on reputation.	

The following table will help you assess risk likelihood:

Likelihood		
1	Very low	Is not expected to occur (<5% chance)
2	Low	Small chance it will occur (5 to 20% chance)
3	Medium	Less likely not to occur than occur (20 to 50% chance)
4	High	More likely to occur than not (50 to 80% chance)
5	Very high	Is expected to occur (>80% chance)

• **Risk Matrix**

When evaluating the likelihood and impact of risks, the risk matrix (as shown in figure 3 below) can be used to help plot the risks.



You multiply the likelihood and impact scores together in order to get a risk scores, e.g. if a risk has a medium likelihood of occurring (3 = medium) and a high impact should it occur (4 = high), then it will be rated as RED and the score will be 12 (because 3 x 4 = 12).

At this stage, the risk score is known as the '**Inherent risk score**'. At this point in the process, this is the risk score **before** Risk Controls (Risk Controls are actions designed to mitigate the risk – see Step 3 Risk Response) are applied, i.e. the assessed likelihood and impact of the risk if we did nothing.

Within the Council, a RAG (Red, Amber, and Green) status will be used to evaluate these factors and it's important to recognise that each RAG colour represents a particular meaning as follows:



Red – Immediate Control - There are significant problems which will have a significant impact on the Council if it is not managed;



Amber – Close Monitoring - will affect the Council if it is not properly monitored and controlled;



Green – Regular Review - Going to plan but needs to be monitored on a regular basis.

When considering a risk's likelihood, another aspect is when the risk might occur. Some risk will be predicted to be further away than others and so attention should be focused on the more immediate ones first. This prediction is called the risk's **proximity**. Under the Sustainable

Development Principle, the Council should look to identify **longer-term risks** – See Section 8.3 Risk Response.

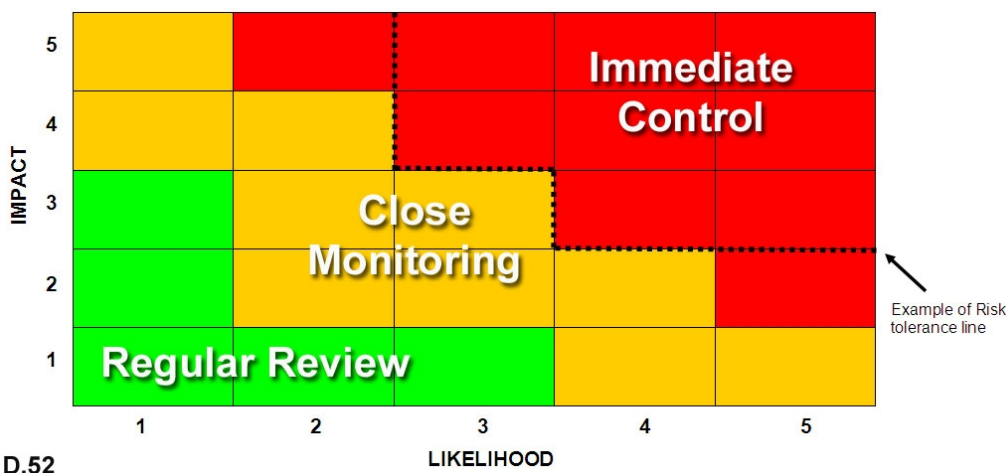


Fig 3 – Risk Matrix

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8.2.1 Risk appetite

Risk appetite is the amount of risk the organisation is willing to take or accept in pursuit of its long-term objectives.

The Councils approach to taking risk (i.e., risk appetite) is that it will seek to minimise taking any unnecessary risks but also to reduce risk to an acceptable level to a public body. It also seeks to take risks to achieve its well-being objectives, but these will be properly considered before such risks are taken.

By articulating how much and type of risks which is acceptable it provides a basis for making judgements on the balance of the benefits and the taking of the risk.

The Council has set risk appetite levels for eleven categories of risk and these are applied to all risks.

The following table provides definitions of risk appetites:

Risk Appetite	Description
Eager	Eager to be innovative and to choose options offering potentially higher rewards despite greater risk
Open	Willing to consider all potential delivery options and choose the one that is most likely to result in successful delivery while also providing an acceptable level of reward, value for money, and moderate / high risk.
Cautious	Preference for safe delivery options that have a low degree of risk and may only have limited potential for reward.
Minimal	Preference for very safe business delivery options that have a low degree of risk and only have a potential for limited reward.
Averse	Avoidance of risk and uncertainty is a key organisational objective

The following table represents the **Council's Risk Appetite Statement**. It shows relative risk appetites for each of the categories of risk.

Risk Category	Possible Risk Appetite (to be discussed and agreed by Cabinet / CMT)
Strategy	Eager
Service Delivery	Cautious
Financial	Averse
Reputational	Cautious
Governance	Minimal
Legal / Regulatory	Minimal
Health & Safety	Averse
Commercial	Open
Technology	Cautious
Information	Averse
Security	Averse
Safeguarding	Averse

The risk appetite levels are indicative given the spread and complexity of risks within each category.

8.3 Step 3 Risk Response

The aim of this step is to prepare specific management responses, known as '**Risk Controls**', to the threats identified, ideally to remove or reduce the threat. Identify the actions that could affect either the cause or impacts of the risk. These risk controls are actions needed to mitigate the risk. Risk Controls need to be SMART.

Possible responses to risk should include a consideration of the four T's as follows to help identify appropriate risk controls:

- **Treat** - Treating the risk – This involves changing the likelihood of the consequences of the risk. This can be done in different ways:
 1. **Prevent:**
 - **Objective:** The primary goal is to **avoid** the occurrence of risks altogether.
 - **Actions:**
 - **Proactive Measures:** Implementing controls, policies, and procedures to prevent risks from materialising.
 - **Education and Training:** Educating stakeholders about risk awareness and best practices.
 - **Compliance:** Ensuring adherence to regulations and standards to prevent violations.
 - **Example:** Strengthening cybersecurity protocols to prevent data breaches.
 2. **Detect:**
 - **Objective:** To **identify** risks as early as possible.
 - **Actions:**
 - **Monitoring Systems:** Regularly monitoring processes, transactions, and activities.
 - **Alert Mechanisms:** Setting up alerts for unusual patterns or deviations.
 - **Audits and Reviews:** Conducting periodic audits to detect anomalies.

- **Example:** Implementing fraud detection systems in financial transactions.
- 3. **Mitigate / Optimise:**
 - **Objective:** To **reduce** the impact or likelihood of risks.
 - **Actions:**
 - **Risk Mitigation Measures:** Implementing controls, safeguards, and risk-reducing practices.
 - **Scenario Planning:** Preparing contingency plans for various risk scenarios.
 - **Resource Allocation:** Allocating resources effectively to address risks.
 - **Example:** Developing disaster recovery plans to mitigate the impact of disasters.
- 4. **Recover:**
 - **Objective:** To **bounce back** after a risk event occurs.
 - **Actions:**
 - **Business Continuity Plans:** Having strategies in place to resume operations swiftly.
 - **Insurance Coverage:** Having insurance to cover losses.
 - **Post-Incident Analysis:** Learning from past incidents to improve future responses.
 - **Example:** Restoring critical services after a cyberattack.

Risk treatment strategies should be tailored to the specific context, organisational objectives, and risk appetite of the Council.

- **Transfer** - Transferring some aspects of risk to a third party, e.g. transferring financial risks (e.g., asset damage) by having assets covered by an insurance firm, or allocating risks to external partners through well-defined contracts.
- **Tolerate** - when the Council retains a risk because it falls within acceptable limits. It can be applicable when the likelihood and impact of the risk are low. Establishing tolerance levels helps prevent risks from exceeding defined thresholds. Responsible officers need to periodically review and monitor identified risks against these tolerance levels.
- **Terminate** - By doing things differently and thus removing the risk, where it is either feasible or practical to do so. It can also mean discontinuing processes or activities that create more significant risks than benefits, or risks that may be outside the Councils risk appetite or have severe impacts.

When considering how to respond to risks, the Sustainable Development Principle should be applied as outlined below:

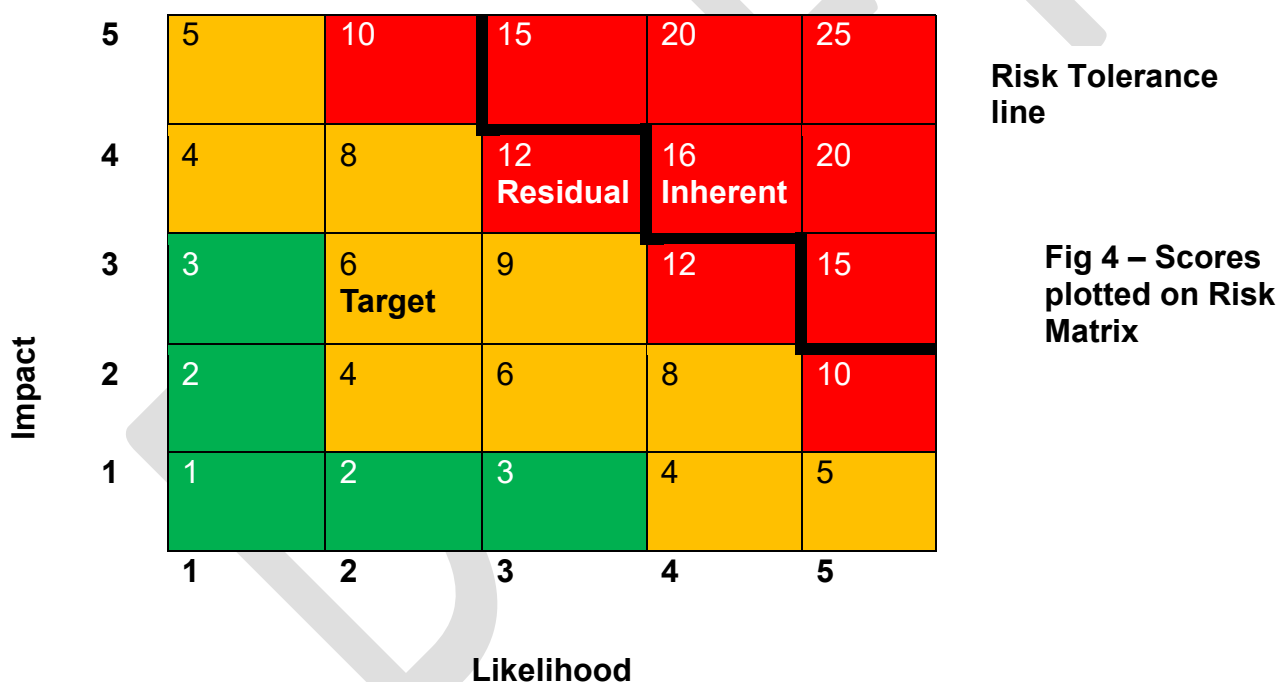
- **Long-term**...looking at longer-term and emerging risks and looking to see how they may be prevented or their impact reduced, e.g. climate change.
- **Prevention**...looking to see how risks may be prevented from happening or their impact reduced should they occur.
- **Integration**...reviewing how risks, controls or responses may have a detrimental impact on the goals and objectives of other public bodies.
- **Collaboration**...reviewing working in partnership with others to help prevent, control or remove risks.
- **Involvement**...considering how involving stakeholders may help prevent, control or remove risks.

Once the Risk Controls have been identified, the ‘**residual risk score**’ must be determined. The residual risk score is the score allocated to the risk once the risk controls have been applied, i.e. what is the level of risk now that risk controls are in place? You would expect the residual risk score to be lower than the inherent risk score. You can decide the residual risk score by referring to the risk matrix in Step 2.

Once the residual risk score has been identified, a ‘**target risk score**’ must be calculated by referring to the risk matrix in Step 2. The target risk score is the score that the Council wishes to reduce the risk to. At this stage, any additional Risk Controls could be applied to help achieve the target risk score. Target risk scores should be tailored to the Councils risk appetite and risk tolerance applied to individual risks.

To help illustrate the different risk scores, the diagram below in Fig 4 shows **an example** of the risk matrix being used to plot inherent, residual and target risk scores.

Risk tolerance is distinct from risk appetite; it represents the amount of **residual risk** (see step 3 Risk Response) that an organisation is **willing to accept**. In other words, risk tolerance defines the acceptable deviation from the risk appetite once risk controls are in place. When identifying risk tolerance, a **risk tolerance line** could be plotted on the matrix to show that any risks above this line needs to be referred upwards for decisions. An example is plotted on fig 3 above and on fig 4 below.



The Risk Assessment Form attached at Appendix A can be used to guide and record the outcome from Steps 1, 2 and 3.

8.4 Step 4 Risk Monitoring and Control (implement, monitor and review)

During this step, planned risk management controls are implemented and monitored as to their effectiveness and corrective action is taken when responses do not match expectations.

Strategic Risks should be monitored on a monthly basis at CMT. Operational Risks should be monitored on a monthly basis at DMT/PFM and more frequently if necessary. The outcome from these risk reviews should be recorded in the Minutes and the Councils Risk Register updated when a change is agreed through these meetings. Directors and Heads of Service should

discuss relevant Strategic and Operational Risks with their relevant Cabinet Members during one-to-one meetings.

Strategic Risks will be reported quarterly to CMT, Cabinet (via Corporate Briefing) and to Governance & Audit Committee.

Risk Control Checklist

The following checks can be useful to help monitor and control the risk:

- ✓ Is the proximity of the risk still correct?
- ✓ Is the residual risk score (likelihood and impact of the risk occurring) still correct?
- ✓ Is the risk within the Councils risk appetite / tolerance?
- ✓ Are the risk controls in place the right ones?
- ✓ Are the risk controls in place accurate and up-to-date?
- ✓ Have the risk controls to the risk been implemented?
- ✓ Are the risk controls having the desired effect in meeting the risk target?
- ✓ Do additional risk controls need to be put in place to help control or mitigate the risk?
- ✓ Does the risk need to be escalated/de-escalated?

9. Risk Escalation / De-escalation

Risks would be escalated from operational level to strategic level when:

- A decision is required or actions need to be taken to mitigate risk that are beyond the authority or capacity of the Service or Directorate;
- When a broader view is required or the collective knowledge of the Service or Directorate is not enough to mitigate the risk.
- When the impact of a risk coming into effect is broader and goes beyond a single Service or Directorate.
- When the 'tolerance line' plotted onto the risk matrix has been crossed.
- When the Councils risk appetite has been exceeded.
- 'Information only escalation', i.e. when it is important that a higher body is aware of issues or risks that they may be required to take action on in the future.

A risk may be moved from Strategic to operational (de-escalated) for the following reasons:

- The risk can be controlled and managed at a lower level.
- The risk rating has decreased significantly or is not considered to be critical to the achievement of a well-being objective.
- The risk is below risk appetite boundaries.
- The risk will only affect one directorate / service unit and is better controlled locally.

Note – these guidelines must be exercised with some discretion and judgment from Heads of Service and Directors. For example, there may be political, reputational issues etc. that although may not be of the greatest corporate importance might still need to be escalated anyway.

10. Issues

In simple terms, an issue is an event that is happening or will happen imminently and will adversely affect an organisation's ability to achieve its objectives or deliver its legal obligations.

Issues will be recorded, managed and monitored within a Strategic Issues Register and reviewed by CMT on a monthly basis. Operational Issues will not be recorded on a register as these will be managed by Heads of Service as part of the day-to-day management of their service.

The process of identifying, recording, prioritising and dealing with / monitoring strategic issues consists of four steps:

- Identify and record strategic issues.
 - Prioritise strategic issues.
 - Create an action plan.
 - Implement and monitor issue and action plan implementation.
- **Step One: Identify and record issues**
This step involves identifying the current strategic issues that are affecting or will imminently affect the Council's ability to achieve its corporate objectives or to meet its legal obligations and recording them in the Strategic Issues Register.
 - **Step Two: Prioritise Issues**
This step involves evaluating the impact and urgency of each issue using the Issues Matrix to rank them according to their impact on the Council's corporate objectives and legal obligations.

Issues matrix

Impact	Very High	Medium	High	High	High	High
	High	Medium	Medium	High	High	High
	Medium	Low	Medium	Medium	High	High
	Low	Low	Medium	Medium	Medium	High
	Very Low	Low	Low	Low	Medium	Medium
		Very Low	Low	Medium	High	Very High
		Urgency				



High - Red – Urgent / Immediate resolution required.



Medium - Amber – Important resolution required.



Low - Green – Non-urgent resolution required.

- **Step Three: Create an issue action plan**

This step involves assigning an issue owner, setting a deadline and deciding the required actions to resolve the issue.

- **Step Four: Implement and monitor**

This step involves tracking the actions taken to address the issue and monitoring and reporting progress.

Appendix A - Risk Assessment Form

Directorate / Service / Project				Date	
Risk Category					
Risk Description (If...Then...We don't want)					
Responsible Officer					
Risk Assessment – before controls – Inherent Risk					
Impact Score		Overall Inherent Risk Score and RAG Rating			
Likelihood Score					
List Risk Controls currently in place			Monitored by	How effective is the control? (S/M/W)*	
1					
2					
3					
4					
5					
6					
Risk Assessment – with current Risk Controls – Residual Risk					
Impact Score		Overall Residual Risk Score and RAG Rating			
Likelihood Score					
List additional Risk Controls to implement			By Whom? (name)	By When (date)	
1					
2					
3					
4					
Risk Assessment – More Risk Controls – Target Risk					
Impact Score		Overall Target Risk Score and RAG Rating			
Likelihood Score					

* S = Strong, M=Medium, W=Weak

Appendix C - Integrated Impact Assessment Screening Form

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

Which service area and directorate are you from?

Service Area: 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:

Revised Risk Management Policy and Framework – The Risk Management Policy establishes the principles to guide decision making within risk management in the Council. The Risk Management Framework, which accompanies this Policy, aims to help managers and Members at all levels apply risk management principles consistently across their areas of responsibilities.

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"/>

Appendix C - Integrated Impact Assessment Screening Form

Marriage & civil partnership	<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 checked="" type="checkbox"/>
Human Rights	<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

This report sets out a revised policy and framework for managing risks in the Council and does not directly impact on communities or on people with protected characteristics.

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

Appendix C - Integrated Impact Assessment Screening Form

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.)

Outcome of Screening – This report sets out a revised policy and framework for managing risks in the Council and does not directly impact on communities or on people with protected characteristics.

- 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: 15/03/24
Approval by Head of Service:
Name: Lee Wenham
Position: Head of Communications & marketing
Date: 15/03/24

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

Agenda Item 11.



Report of the Cabinet Member for Economy, Finance and Strategy

Cabinet – 18 April 2024

Building Capital Maintenance Programme 2024/25

Purpose:	To agree the schemes to be funded through the Capital Maintenance programme.
Policy Framework:	Financial Procedure Rule No. 7 (Capital Programming and Appraisals) The Revenue and Capital Budget as reported to and approved by Council on the 6 th . March 2024
Consultation:	Access to Services, Finance, Legal, Education
Recommendation(s):	It is recommended that Cabinet: 1) Approves the proposed capital maintenance schemes as listed in Appendix A . 2) Authorises the schemes and their financial implications as identified in Appendix C to be included in the capital programme.
Report Author:	Martin Ridgeway
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1.0 Introduction

- 1.1 Cabinet has previously approved the Council's Asset Management Plan for Property Assets which sets out a series of measures to improve the management and performance of the property portfolio. This Report sets out the way in which the Capital Maintenance resources for 2024/25 will be deployed.

2.0 Capital Programme Process

On 6th March 2024, Council approved a Capital Maintenance allocation of £3.214m for the Authority's building portfolio. The authority has also been awarded further funding from Welsh Government (WG) of £0.583m specifically for the education asset portfolio which was provided in 2023/24 with the 2023/24 displaced funding applied to the 2024/25 programme. This gives a total of £3.797m available for Capital Maintenance schemes for 2024/25, which is down significantly from the 2023/24 joint total of £7.824m

- 2.1 This decreased amount is as a result of the additional WG funding being significantly reduced from £3.6m in previous years to £0.583m. The WG meaningfully contributed to the number of Education capital maintenance schemes competed in previous years to ensure the continued use of the Council's schools. With this reduction in additional funding, it is proposed that 25 schemes that were earmarked to be undertaken in 2024/25 are put on hold for future years or the scope of work is significantly pared back. Swansea Council's £3m cut in allocation of WG funding is a share of the national £40m one off cut by WG announced last November but only confirmed locally in the offer letter of the 28th. February 2024. This will have a severe impact on 2024/25 spend (deferral of 2023/34) but we would expect reinstatement in 2025/26.
- 2.2 This will result in increased pressure on the existing budget and outstanding work as maintenance work will be based more around dealing with repairs on an emergency response basis rather than programmed works. This will inevitably mean that emergency schemes will be more expensive, putting more financial pressure on the overall budget and potentially leading to business continuity issues.

3.0 Objectives of Scheme

- 3.1 The proposals set out will directly support the corporate objectives of the Authority, in relation to the maintenance and improvement of the Authority's building portfolio.
- 3.2 This maintains the previous commitment to address the significant backlog of maintenance and minimise the potential effect of unforeseen breakdowns of building elements.
- 3.3 As was reported in previous building maintenance programme reports, attention needs to be drawn to the fact that the Authority still has a significant backlog of maintenance.

Notwithstanding the current financial pressures, further budget provisions will therefore need to be made in subsequent years to maintain this investment and minimise the risks of failure and unplanned closures.

3.4 The list of identified schemes (**Appendix A**) has been selected on a priority basis. The criteria for selection (unless otherwise stated) were based upon Condition rating, Legislative compliance, Health and Safety implications, likelihood of failure and business continuity. Whilst all schemes have been selected on these criteria there are a number of similar priorities which we are unable to progress within the budgets available.

4.0 Description of Schemes

4.1 The recommended list of schemes is included in **Appendix A** and to assist, a brief summary of the planned works has been included as follows:

1a) **Statutory Compliance - Electrical**

The schemes listed consist of total rewires, partial rewires or upgrades to ensure safety and compliance with electrical regulations and maintained operation of the premises.

1b-1e) **Mechanical/Heating & Ventillation Schemes**

The schemes listed in this section deal with the avoidance of heating failures within our establishments on a prioritised basis.

1f-h&1j) **Statutory Compliance - Legionella and Asbestos**

As a result of the existing policy to enable compliance with the legionella and asbestos legislation, capital repairs arising out of risk assessments and surveys need to be carried out to maintain compliance. These upgrades are actioned throughout the year and therefore a list of schemes cannot be prepared in advance. Separate revenue monies have been set aside to deal with the ongoing management process and minor repairs.

1i) **Statutory Compliance – Radon**

Further to the Welsh Government’s directive for an awareness programme of RADON in schools, and in line with the “Ionising Radiations regulations 1999”.

Welsh Government produced a directory of all schools that require testing for Radon; currently we have completed testing in all schools in the high-risk areas. There is a need to carry out further testing within the remaining schools.

1l) **Statutory Compliance – Accessibility for Disabled People**

Consultation through Local Access Groups would determine required investment to the prioritisation of buildings within the available budget for 2023/24.

2) **Essential Building Repairs**

The schemes listed in **Appendix A** are a combination of prioritised schemes and allowances linked to the ongoing maintenance strategy.

2a) **Essential Repairs to Listed Buildings and Ancient Monuments**

In line with the Listed Buildings Strategy agreed by Cabinet on the 6th of January 2014, Building Services will liaise with planning officers and ensure that the available budget will continue a programme dealing with the Authority's listed assets on a prioritised basis.

3) **Drainage Works to Schools**

Previous allocations have been made to initiate a programme of drainage surveys to all of the Authority's Schools. This has identified a range of significant repairs which, if rectified, should assist the Authority in mitigating future structural failures and health and safety issues within the Schools. Minor repairs should be undertaken by Schools in line with their delegated budget.

4) **Energy/Sustainability Investment/Carbon Reduction Commitment**

The budget for 2024/25 will allow the extension of good practice measures to reduce the Council's energy use and carbon emissions. The planned programme of works will help deliver on the Council's Net Zero delivery plan approved by Cabinet 15th December 2022. The energy strategy identifies within its action plan a number of feasibility studies, which will help explore future technologies. The appointment of appropriate consultants will help inform the feasibility studies, which in turn will inform our future strategies.

5) **Fire Risk Assessments**

The Council is required to undertake Fire Risk Assessments as dictated by *The Regulatory Reform (Fire Safety) Order 2005*. Mid & West Wales Fire Service (M&WWFS) who are responsible for the enforcement of general fire safety legislation to include *The Regulatory Reform (Fire Safety) Order 2005*.

A joint approach now takes place with M&WWFS who inspect council owned assets and at times can highlight a number of measures that require attention in relation to fire safety. It is difficult to quantify the scale of works required, therefore a budget will be allocated and monitored accordingly in line with prioritised actions.

6) **Emergency Reserve Fund**

This limited fund will allow immediate response to potential building failure to avoid significant disruption, Health and Safety risk or closure. This is a limited amount which will be allocated on a priority basis throughout the year and therefore individual schemes are not listed.

7) **Match Funding**
The Capital Maintenance programme has previously included an element for match funding capital projects within schools. This has allowed the Authority to develop a joint and consistent approach in dealing with the maintenance backlog problem within our Education Portfolio by pooling resources on projects where “liability” under the division of responsibilities is ambiguous. This works with schools using their devolved maintenance allocation, thus allowing more significant repairs to be undertaken. The programme over previous financial years has been highly successful. Whilst the funding pressures on schools are also recognised, it is proposed that during 2024/25 a further allocation is made to match fund medium value projects.

8) **Preliminary Design**
This limited budget will allow initial design to commence for schemes likely to feature in 2025/26, which will in turn inform the future work programme, allowing early procurement and maximum spend against profile.

9) **Asset Management Plan**
There are a number of Service Assets with projects that would need to factor within the 2024/25 allocated budget. Proposed investment within any of the affected assets will be undertaken in line with emerging priorities as part of the service rationalisation and Service in the Community strand.

To that end a modest capital allocation has been accounted for within the 2024/25 Capital Maintenance allocated budget.

The budget will be utilised to support priority works within the established post-commissioning review outcomes.

10) **Local Toilet Strategy**
The Council is required by legislation to develop a Local Toilet Strategy which was put in place in 2019. Whilst this doesn't require the Council to provide or maintain toilets directly, it would seem appropriate to ensure that an allowance is contained within the capital programme to carry out such improvements that arise out of the strategy. As such, an allocation has been included within the 24/25 programme with specific schemes being developed in line with the emerging action plan.

4.2 Work has been identified within **Appendix A** for the Guildhall and Brangwyn to address the failing and obsolete Heating, Ventilation & Air Conditioning units (HVAC). Alternative sources of funding are being considered and pursued to potentially address this. Should this be successful then the money allocated to the scheme will be made available

to address works that have had to be deferred or pared back, as indicated in paragraph 2.1 above.

4.3 **QEd Programme**

- 4.3.1 The proposed list of schemes listed under **Appendix A** is based on the technical assessment of the individual establishments, resulting in the prioritised listing attached. However, consultation has taken place with Education colleagues to confirm that none of the suggested schemes will conflict with the Authority's proposed Band B programme.

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 An IIA has been carried out for this project and is attached as **Appendix B**. The impact has been determined as low priority and as such, a full IIA is not required at this stage. The Capital maintenance investment within building assets and social services assets in Swansea will help to realise a more sustainable asset portfolio for Swansea Council. Where relevant, each specific project for which funding is agreed will undertake an IIA.

6.0 Financial Implications

6.1 Capital

The total capital cost of the schemes in the Authority's Buildings Portfolio for 2024-25 delivery amount to £3.214 million capital maintenance which will be fully funded by WG General Capital allocation. Details are set out in **Appendix C**.

- 6.2 An allocation of £0.583m from the Welsh Government Education capital maintenance grant provided in 2023-24 with the 2023-24 displaced funding applied to the 2024-25 programme. Details are set out in **Appendix C**.

6.3 Revenue

Maintenance costs will be met from existing revenue budgets.

7.0 Staffing Implications

- 7.1 Elements of the design and works may be procured externally to supplement in-house resources although the first call will be to seek interest from neighbouring Authorities.

8.0 Procurement and Legal Implications

- 8.1 The 2024/25 Capital Maintenance projects identified within **Appendix A** of this report will therefore be delivered by a combination of in-house resources, with other projects procured in line with Contract Procedure Rules. Any externalised works will be procured in accordance with Contract Procedure Rules (CPRs) and procurement rules and regulations. The Council must comply with various statutory requirements as well as general obligations under the Occupiers Liability Acts.

Background Papers: None

Appendices:

Appendix A: Capital Maintenance Budget 24/25– Proposed Programme

Appendix B: IIA Screening Form

Appendix C: Financial Implications Summary – Building Services

CAPITAL MAINTENANCE BUDGET 2024/25

<u>PROPOSED PROGRAMME</u>	Building Services budget £3,214,000 £000's	WG additional budget £583,486
1 <u>STATUTORY COMPLIANCE WORKS</u>		
1a <u>ELECTRICAL SCHEMES</u>		
Waun Wen Rewire		83
Gendros Primary rewire phase 2 of 2		50
Fire alarm upgrade schools	50	
Fire alarm upgrade Public Buildings	50	
Fire alarm upgrade Glyn Vivian	50	
1b <u>MECHANICAL SCHEMES</u>		
Guildhall/Brangwyn - Replacement of Heating, Ventilation & Air Conditioning System	400 *	
Morrison Primary - Radiator circuit refurbishment phase 2 of 2		100
1c Various - School labs upgrades to meet new legislation Phase 4 of 10	90	
1d Air Con Refurbishment		50
1e Kitchen/Gas/Ventilation	0	
1f External Water Mains Replacement	0	
1g Swimming Pools Upgrades	20	
1h Legionella	40	
1i Radon	30	
1j Asbestos	60	
<u>PRELIMINARY DESIGN</u>		
1k Preliminary Design Works, energy efficiency work	40	
1l DDA Works	54	

2 ESSENTIAL BUILDING REPAIRS

Guildhall fabric repairs water ingress	80	
St Illtyds Roof		150
Waun Wen Fabric/Roof		50
Trallwn Community Centre Roof	150	
Brynyago roof		100
Dan Y Graig roof	100	
Newton roof	100	
Pontarddulais Comp roof	120	
Bishopston Primary roof	100	
Olchfa Comp roof	120	
Glyncollen Prim roof	100	
Pen Y Fro Prim roof	100	
Clwyd Prim roof	110	
Dunvant Primary Roof	100	

2a ESSENTIAL REPAIRS TO LISTED BUILDINGS

General repairs to Listed Buildings including War memorials	50	
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2b GLAZING REGULATIONS

Filming/Re-glazing Works	50	
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3 DRAINAGE WORKS TO SCHOOLS

Drainage Repairs to Schools	50	
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4 ENERGY/SUSTAINABILITY INVESTMENT

Energy/Sustainability Works	50	
-----------------------------	----	--

5 FIRE RISK ASSESSMENT

Building only	50	
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6 EMERGENCY FUND FOR URGENT REPAIRS

Emergency Fund Works	600	
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7 MATCH FUNDING

Match Funded Works	100	
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8 PRELIMINARY DESIGN

Preliminary Design Works <u>Building only</u>	50	
---	----	--

9 ASSET MANAGEMENT PLAN

To include Condition surveys of Public Buildings 5 year programme (WG requirement)	100	
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10 LOCAL TOILET STRATEGY

Allowance for Local Toilet Strategy	50	
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CM BUDGET 2024/25 TOTAL

3214	583
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* Alternative funding source being explored and if available, money will be used for deferred essential maintenance works

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

Which service area and directorate are you from?

Service Area: Building Services

Directorate: Place

Q1 (a) What are you screening for relevance?

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

(b) Please name and fully describe initiative here:

Capital Maintenance works programme 24/25

To agree the schemes to be funded through the Capital Maintenance programme for the financial year 2024/25

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

Consultation has taken place with Education colleagues and senior managers within Building services who have identified the projects through a risk based assessment of the potential for business failure.

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.)

There will be a significant improvement to the facilities for each project, improved heating, lighting, reducing future maintenance requirements and reducing the potential risk of business failure.

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 summary of impacts has been categorised as low.

With regard to involvement this has taken place with Education and Building Services contributing, approval is also sought from the Director of Place and relevant Cabinet members.

Well-being and future generations and the five ways of working considerations include:

- The upgrade of Heating and lighting will more effectively support frontline services in the longer term
- The upgrade changes ways of working and provides a more resilient platform therefore reducing / preventing the risk of component failure
- All projects wherever possible must contribute to future net zero carbon emissions
- Collaboration is a key driver for project success. Many of the projects will be completed by local contractors utilising local suppliers

The report adheres to the transformation and future council development well-being objective in the Corporate Plan - so that we and the services that we provide are sustainable and fit for the future.

The risks surrounding the project are considered low as the programme of works has been delivered by Building Services for many years without issue and very little impact to service users.

With regard to the cumulative impact of the project, there will be a reduction in the backlog maintenance requirements, and an improvement to the authorities contribution to net zero.

The Capital maintenance investment within building assets and social services assets in Swansea will help to realise a more sustainable asset portfolio for Swansea Council. Where relevant, each specific project for which funding is agreed will undertake an IIA.

(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: Martin Ridgeway
Job title: Group Leader Technical Services
Date: 5/3/2024
Approval by Head of Service:
Name: Nigel Williams
Position: Head of Building Services
Date: 5/3/2024

APPENDIX C - £3.707m Capital Maintenance

FINANCIAL IMPLICATIONS : SUMMARY

Portfolio: PLACE

Service : BUILDING SERVICES

Scheme : CAPITAL MAINTENANCE BUDGET FOR BUILDINGS 2024/2025

Head of Service: BUILDING SERVICES

<u>1.1. CAPITAL COSTS</u>	2024/2025	2025/2026	2026/2027	2027/2028
	£'000	£'000	£'000	£'000
<u>EXPENDITURE</u>				
Capital Maintenance	To be			
	finalised			
Stat Compliance - Electrical works	283			
Stat Compliance - Mechanical works	590			
Air Con	50			
Kitchen/Gas/Ventilation	0			
External water mains	0			
Swimming pools	20			
Legionella	40			
Radon	30			
Asbestos	60			
Prelim design	40			
DDA	54			
Building Repairs (Inc. Listed Buildings)	1530			
Glazing Regulations	50			
Drainage	50			
Energy/Sustainability Investment	50			
Fire Risk assessment	50			
Emergency Fund for Urgent Repairs	600			
Match Funding	100			
Preliminary Design	50			
Asset Management Plan	100			
Local Toilet strategy	50			
EXPENDITURE	3,797	0	0	
<u>Financing</u>				
Welsh Government Grants/Supported Borrowing	3,214			
Additional funding Welsh Government for Education properties	583			
FINANCING	3,797			

1.2. REVENUE COSTS

	2023/2024	2024/2025	2025/2026	FULL YEAR
	£'000	£'000	£'000	£'000

Service Controlled - Expenditure

To be met by existing budgets

0

NET EXPENDITURE

0

0

0

0

Agenda Item 12.



Report of the Cabinet Member for Economy, Finance & Strategy and the Cabinet Member for Investment, Regeneration, Events & Tourism

Cabinet – 18 April 2024

Financial Procedural Rule 7 Additional Community Budget Capital 2024-2025

Purpose:	<ol style="list-style-type: none">1. To commit and authorise capital schemes approved for changing room improvements at a total value of £1m.2. To commit an additional £1m community budget to support wider community improvements.
Policy Framework:	Community Budget and Council Constitution - Financial Procedure Rule 7.3
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that Cabinet: <ol style="list-style-type: none">1) Approves the additional capital allocation of £1m to the community budget dedicated to specific changing room improvement schemes outlined in the report.2) Approves the additional capital allocation of £1m to the community budget to support wider community improvements. Authority is delegated to the Cabinet member for Economy, Finance & Strategy, the Cabinet Member for Investment, Regeneration, Events & Tourism and the Director of Place to determine eligibility for each scheme. In the event of a scheme being submitted in one of the wards of those Cabinet Members with delegated authority, the decision would be made instead by the Deputy Leader in conjunction with the Director of Place.
Report Author:	Geoff Bacon
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

1.1 Council approved the Capital Budget & Programme 2023/24-2028/29, on 6th March 2024. The following budgets were proposed, and approval recorded.

2. Changing Room Improvement Scheme – Capital Value £1m

2.1.1 An initial review of the condition surveys for sports changing rooms (located primarily with parks/sports fields) has been undertaken by the Building Services department.

2.1.2 An indicative shortlist of facilities that would benefit from investment has been developed at this stage. It is anticipated that following further review, it is likely that the list may need to be refined according to demand and budget available. However, it must be noted that the list which has been informed by high level estimated costs at this stage is not finalised or exhaustive.

Key criteria to consider in developing individual specifications and cost plans for each site will focus on the following areas, as a principle;

- Demand from local clubs
- Re-enabling building to be safely used/prevent falling into disrepair.
- Modernising of internal facilities inline with governing body guidelines
- Encourage/enable use by women and girls
- Future financial Sustainability through self-management/lease to enable further direct funding.
- Energy efficiency improvements

2.1.3 The indicative example shortlist will be informed through more detailed surveys to inform the cost plan with an intention to prioritise assets are supported for improvement works as part of a rolling programme:
e.g.

Cwm Level Changing rooms
Tir Canol Changing rooms
Bonynmaen Park Changing rooms
Ynystawe Park Changing Rooms
Cadle Mill
Trallwyn

2.1.4 Following further reviews and final cost estimates, the Director of Place in consultation with relevant Departments and Cabinet member, will determine package of works, costs and sites.

2.1.5 This programme falls outside the wider community budget spend criteria and will be managed internally by Building Services.

3. Additional Community Budget Fund – Capital Value £1m

3.1 Capital Allocation

As part of the 2024-25 budget setting process Council has identified a specific capital allocation of £1m to form part of the overall community budget scheme. The following principles will apply:

- The eligibility criteria in place would be the same as set out for revenue funding in paragraphs 1.2 to 1.4 of the Community Budget Report 16th June 2022. **Appendix A.**
- In addition, there would be a need to satisfy the criteria for capital projects as set out in the council's Financial Procedure Rules. I.e. the work is intended to “add” to the asset such as new equipment or maintain the longevity of an asset by replacing something that already exists. Acquisition of assets or donations are not permitted from this budget.
- As the project will be capital in nature the minimum scheme value would be £20,000 and schemes have to be procured in line with contract procedure rules.
- Any capital made available would be to a maximum of 70% of the total costs of the scheme with the balance being derived from other sources which could include grant, revenue community budget allocation or wider community donations.
- Once the budget has been fully committed no further schemes can be considered until a new allocation is made. A deadline or series of deadlines may be declared to allow a phasing approach to bid consideration.
- If capital funding is made available, it cannot be applied retrospectively.
- Any capital budget remaining at the end of the council term will be rolled over to the next cycle and added to any new amounts allocated.
- Expressions of interest must be made via an application process and approval process; where applicable future maintenance costs **MUST** be included. **Appendix B.**
- Decisions as to eligibility for each submitted scheme would be delegated to the Cabinet member for Economy, Finance & Strategy, the Cabinet Member for Investment, Regeneration, Events & Tourism and the Director of Place. In the event of the scheme being submitted in one of the respective wards of the Leader and relevant Cabinet Member then a Deputy Leader would sit on the panel.
- In the event of more approved bids than the remaining money available the panel could decide to “ration” the approval on pro rata basis
- Each ward member is allowed one application. If funding remains after the first round a further call of submissions may follow

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.

4.1.1 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 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.

4.2 An IIA Screening Form **Appendix C**. has been completed with the agreed outcome that a full IIA report is not required due to the following:

Summary of impacts identified, and mitigation needed (Q2) Positive impacts are high for everyone within the community.

Summary of involvement (Q3) Ward members must discuss proposed schemes with the council lead officers to ensure there is capacity to deliver. Eg highways and play schemes.

WFG considerations (Q4) All activities align with the Wales Future Generations Act objectives and ways of working. A healthier, greener more prosperous Wales.

Any risks identified (Q5) No risks identified in this scheme.

Cumulative impact (Q9) The community budget scheme has been successfully running since 2013. All Swansea wards have benefitted from ward members collaboratively making local decisions on what is required within their communities.

Investment has been made in play areas, traffic management, etc. This additional budget will support further capital projects within our wards, for example changing room improvements.

All activities align with the Wales Future Generations Act objectives and ways of working.

5. Financial Implications

- 5.1 Council on the 6th of March approved an amendment to the budget to add an additional £1m capital for changing room upgrades and a further £1m for capital schemes associated with the community budget programme. Details of both are set out in this report and particular reference is made to the need for all schemes to be eligible for capital expenditure the costs of which would include the resources required to deliver the programme. As such the financial implications have been taken into account when setting the budget for 24/25.

6. Legal Implications

- 6.1. There are no additional legal implications over and above those set out under FPR7 rules. Schemes must comply with the council's Contract Procedure Rules.

Background Papers:

None

Appendices:

Appendix A	Community Budget Cabinet Report 16 th June 2022
Appendix B	Expression of Interest Form
Appendix C	IIA



Report of the Cabinet Member for Business Improvement & Performance

Cabinet 16th June 2022

Members Community Budget Guidelines – 2022-2027

Purpose:	To update the Members Community Budget for the years 2022-2027 Guidance as part of the Councils revenue budget.
Policy Framework:	Council Budget
Consultation:	Access to Services, Finance and Legal
Recommendation(s):	It is recommended that Cabinet: <ol style="list-style-type: none"> 1) Approves the revised Members Community Budget Spend Guidelines attached at Appendix B. 2) Delegate authority to make any future changes to the Guidelines to the Director of Place, Director of Finance and the relevant Cabinet member.
Report Author:	Geoff Bacon
Finance Officer:	Paul Roach
Legal Officer:	Debbie Smith
Access to Services:	Catherine Window

1.0 Introduction

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

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

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

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

Please see:

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

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

1.2 What is included within Community Budgets?

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

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

Please note the above list is not exhaustive.

1.3 What is the Minor Works Budget?

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

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

1.4 What is not included within Community Budgets?

Councillors are not able to allocate funding for:

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

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

1.5 How are requests made?

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

1.6 How will work be carried out?

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

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

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

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

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

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

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

1.7 Future revenue costs

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

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

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

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

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

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

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

1.9 The nominated officer's role in Community Budgets

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

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

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

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

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

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

1.11 What rules apply to spending Community Budgets?

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

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

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

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

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

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

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

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

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

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

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

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

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

1.15 Can a Councillor carry forward any unspent Community Budget?

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

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

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

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

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

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

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

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

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

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

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

2.0 Financial Implications

2.1 Capital financial implications

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

2.2 Capital Allocation

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

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

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

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

3.0 Legal Implications

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

4.0 Integrated Assessment Implications

4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

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

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

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

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

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

Background Papers:

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

Appendix A: Previous Guidance (2017-2022)

Appendix B: New Guidance (2022-2027)

Appendix C: IIA Screening Form



**Community Budget Additional Capital
Expression of Interest
2024-2025**

Ward	
Councillor names (include all Cllrs supporting the schemes)	
Proposed Scheme	
Brief description	
Lead service area where applicable	
Total cost of scheme including, where applicable, future maintenance costs (100%) *	
Where applicable budget value assigned to future maintenance costs	
Amount of capital budget sought (70%)	
Available match funding source and value (30%)	
Date	
Approved by	

* Works quote attached. (If not using Swansea Council, then 3 external quotes required please).

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

Which service area and directorate are you from?

Service Area: Property Services

Directorate: Place

Q1 (a) What are you screening for relevance?

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

(b) Please name and fully describe initiative here:

The continued delivery of Community budgets directly to ward members across the Swansea County. The scheme is well established and has been running since 2013.

The proposal is to provide an additional £2m. £1m for changing room improvements and £1m for further capital projects via an FPR7 report.

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

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

	High Impact		Medium Impact		Low Impact		Needs further Investigation	No Impact
	+	-	+	-	+	-		
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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>
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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sexual Orientation	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Rights	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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
x

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

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

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

Q7 Will this initiative result in any changes needed to the external or internal website?

Yes x No If yes, please provide details below

Q8 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?

Yes x No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council's Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment <https://staffnet.swansea.gov.uk/dpiascreeing>
For more about the Information Asset Register, please see <https://staffnet.swansea.gov.uk/informationassetregister>

Q9 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 community budget scheme has been successfully running since 2013. All Swansea wards have benefitted from ward members collaboratively making local decisions on what is required within their communities. Investment has been made in play areas, traffic management etc. This particular additional funding will help support larger capital projects for example changing room improvements.
All activities align with the Wales Future Generations Act objectives and ways of working.*

Outcome of Screening

Q9 Please describe the outcome of your screening using the headings below:

Summary of impacts identified, and mitigation needed (Q2) Positive impacts are high for everyone within the community.

Summary of involvement (Q3) Ward members must discuss proposed schemes with the council lead officers to ensure there is capacity to deliver. Eg highways and play schemes.

WFG considerations (Q4) All activities align with the Wales Future Generations Act objectives and ways of working. A healthier, greener more prosperous Wales.

Any risks identified (Q5) No risks identified in this scheme.

Cumulative impact (Q9) The community budget scheme has been successfully running since 2013. All Swansea wards have benefitted from ward members collaboratively making local decisions on what is required within their communities. Investment has been made in play areas, traffic management, etc. This additional budget will support further capital projects within our wards.

This particular additional funding will help support larger capital projects for example changing room improvements.

All activities align with the Wales Future Generations Act objectives and ways of working.

(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: Rachel Lewis
Job title: Directorate Project Manager
Date: 19.3.24

Approval by Head of Service:
Name: Geoff Bacon
Position: Head of Property Service
Date: 19.3.24

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

Agenda Item 13.



Report of the Cabinet Member for Service Transformation

Cabinet – 18 April 2024

District Heat Network Feasibility

Purpose:	To gain approval for grant application and acceptance, for monies to undertake more detailed design work around the potential for the provision of a district heat network in parallel with Blue Eden developments.
Policy Framework:	Well-being of Future Generation Act & Swansea Council Corporate Plan Financial Procedure Rules
Consultation:	Legal, Finance, Access to Services.
Recommendation(s):	It is recommended that Cabinet: <ol style="list-style-type: none">1. Agrees that the Council accepts and utilises a UK Government grant for the development of a Detailed Program Design for a district heat network.2. Notes the progress made to date for the management of land around SA1 (including Tir John) in support of the broader Blue Eden development.
Report Author:	Geoff Bacon
Legal Officer	Debbie Smith
Finance Officer:	Ben Smith
Access to Services Officer:	Catherine Window

1. Introduction

This report sets out the potential for the provision of a district heat network in parallel with the Blue Eden development. It covers progress on this front to date and seeks Cabinet approval to accept a UK Government grant to further this work.

2. Background

- 2.1 The continuing development of the land to the South of Fabian Way, which hosts the Swansea University Bay Campus, and will host housing and hotel accommodation, and elements of a renewable energy project (referred to as Blue Eden), offers the potential for the introduction of a District Heat Network (DHN).
- 2.2 In May 2023, Cabinet approved and delegated to officers the power to agree Heads of Terms and conclude documentation for the disposal/occupation of sites, by way of lease in support of the Blue Eden development.

To update briefly on that position:

- Fabian Way Park and Ride expansion site: The current proposal includes the main Park and Ride site only, the overflow site is still linked to TFW proposals.
 - Site of closed Tir John proposed for Solar Farm: Heads of Terms have been agreed in principle with more detailed terms, including negative controls, currently being reviewed.
 - Part of Former Morrissey Site in SA1: As above, Heads of Terms have been agreed in principle with more detailed terms, including negative controls, currently being reviewed.
 - Burrows Yard: Council involvement in the acquisition of Burrows Yard is no longer required and DST Innovations, who are leading the Blue Eden development, are in direct negotiations with Network Rail.
- 2.3 The development and operation of the Blue Eden energy projects will have significant energy demands but also have the potential to provide a heat source for a heat network (waste heat from the proposed data centre could be utilised).
 - 2.4 Given the short timescales involved, it was not practical to inform Cabinet of the bid being prepared to submit to the UK government prior to the bid submission date. This paper updates members on progress to date and seeks retrospective approval for the Council's applications.

3. Works to Date

- 3.1 In December 2022 the Council received a high level feasibility study (funded by the Community Renewal Fund (CRF)) which considered the possible introduction of a heat network in Swansea.
- 3.2 This study looked at current and future demand opportunities within an area which broadly covers the area between the University campus on Fabian Way and the Civic Centre on Oystermouth Road, encompassing HMP

Swansea, Swansea Museum, the Technium buildings and other developments in the docks/SA1 area.

This area outline can be seen below as Figure1.

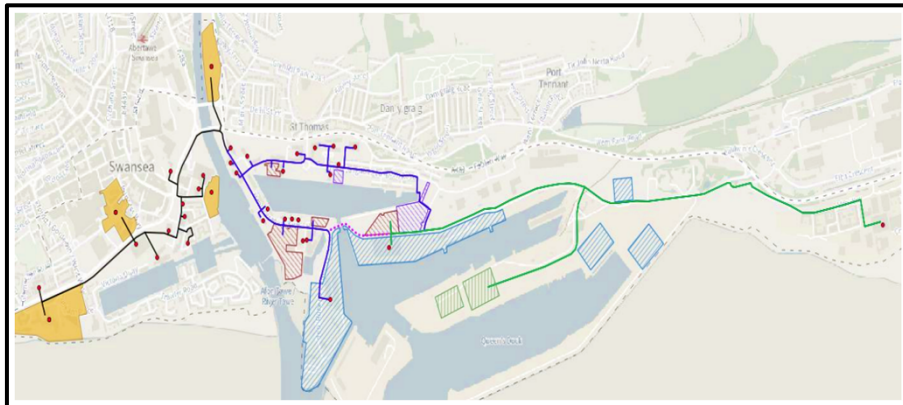


Figure 1: Potential coverage of a heat network

- 3.3. The report concluded favourably that there was significant opportunity for the development of a city-scale carbon heat network and whilst there was no certainty of financial viability, a detailed feasibility study should be considered.
- 3.4 It was also noted that the scheme has the benefit of numerous active stakeholders led by Swansea Council, and the scheme is seen as an important carbon reduction opportunity for the County.
- 3.5 In progressing that option, officers applied to the UK Government (Department of Energy Security and Net Zero) for financial assistance to develop a more advanced business case.

4. HNDU Round 13 Grant Funding

- 4.1 The Heat Networks Delivery Unit (HNDU) was set up by the government in 2013 with the remit of providing both advice and funding for the development of heat network projects.
- 4.2 With twelve previous rounds of funding having taken place, Swansea Council submitted a bid for Round 13 which has been successful.
- 4.3 The Council has been awarded a grant of up to £218,300 to further develop a Heat Network project. This will be used to undertake a Detailed Project Development (DPD) proposal as defined in guidance provided by the HNDU, along with additional works to support the proposal.
- 4.4 This will include:
 - updating and validating the earlier techno-economic analysis;
 - exploring key constraint issues;
 - exploring delivery models and their integration with other energy projects;
 - identifying the requirement and process for bidding for follow-on funding;
 - an extended stakeholder and consumer campaign.

4.5 The grant provided is based on estimated costs of:

Detailed Project Development works at £200k, of which 67% is funded (£133,300);

Project Management and Stakeholder Engagement at £85k which is 100% funded.

Match funding of £66,700 will be provided by DST Innovations who are heading the development of the 'Blue Eden' programme with private sector partners.

The Council will also be supported by a team of specialists within the HNDU.

5. Financial Implications

5.1 A breakdown of the grant funding for the bid is set out in the table below. Match funding has been agreed with DST Innovations.

Funding Required	Value of Work (£)	Bid %	Funding Secured (£)
Detailed Project Development	200,000	67%	133,300
Project management	45,000	100%	45,000
Stakeholder engagement	40,000	100%	40,000
Matched Funding (Private)		--	66,700
Total Value	£285,000		£285,000

6. Integrated Assessment Implications (IIA)

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 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'.
- 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.
- 6.2 An IIA Screening Form (Appendix A) has been completed with the agreed outcome that a full IIA report was not required:
- 6.3 The IIA process also provides evidence that the initiative complies with Welsh Language Standards: specifically, that we have considered how to maximise any benefits and minimise any adverse effects on:
- opportunities for people to use the Welsh language.
 - treating the Welsh language no less favourably than English.
- 6.4 Developing this project design has no adverse impact on the Council's obligations and is forerunner to a potential development scheme that aligns with the Well-being of Future Generations (Wales) Act 2015 and the Council's net zero carbon targets via the provision of a low carbon heat source, in addition to stimulating economic growth.

7. Legal Implications

- 7.1 The Council will need to ensure that any conditions attached to the funding are complied with and that the Council complies with its Contract Procedure Rules and any relevant procurement legislation when procuring any of the works and related contracts referred to above.

Background Papers: None

Appendix A: IIA Screening Form

Appendix A - Integrated Impact Assessment Screening Form

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

Which service area and directorate are you from?

Service Area: **Property Services**

Directorate: **Place**

Q1 (a) What are you screening for relevance?

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

(b) Please name and fully describe initiative here:

Swansea City Heat Futures- District Heat Network, Detailed Project Design (DPD)

Swansea Council is seeking to develop a Heat Network which can aid its ambitions on achieving net zero and a council by 2030 and as a city by 2050. This compliments the proposed 'Blue Eden' development and if successful will deliver heat from an onsite Data Centre via a new network supplemented as necessary. The Heat Network project is anticipated to deliver a significant long-term carbon benefit, estimated at a carbon reduction in the region of 460,000 Tonnes CO2e, over a 40 year period. The project ties in with key economic, environmental community benefits objectives for the city/county and will support emerging regeneration, skills, employment and fuel poverty objectives. This DPD builds on previous high level work carried out as part of a previous successful Community Renewal Fund (CRF) project and prior techno-economic investigation. The DPD is a means of presenting a full business case and design for a heat network, to assist the decision making process and future funding asks.

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

	High Impact		Medium Impact		Low Impact		Needs further Investigation	No Impact
	+	-	+	-	+	-		
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>

Appendix A - Integrated Impact Assessment Screening Form

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"/>

**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 design stage itself is still being scoped but stakeholder engagement will be required when determining demand, supply and technical design issues.

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?

Appendix A - Integrated Impact Assessment Screening Form

Yes No If yes, please provide details below

Q8 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?

Yes No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council's Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment <https://staffnet.swansea.gov.uk/dpiascreeing>
For more about the Information Asset Register, please see <https://staffnet.swansea.gov.uk/informationassetregister>

Q9 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.)

Outcome of Screening

Q9 Please describe the outcome of your screening using the headings below:

- **Summary of impacts identified and mitigation needed (Q2)**

At this design stage the immediate impact would be zero. Should the project progress to completion then there would be a small positive impact for all persons as it would have a positive impact on the drive to make Swansea a Net Zero City and County (by 2030 and 2050).

- **Summary of involvement (Q3)**

Stakeholder engagement will be undertaken in line with the demands of the proposal but at this stage will likely be focussed on demand, supply and resolving technical design issues.

- **WFG considerations (Q4)**

This initiative fully aligns to the Well-being of Future Generations (Wales) Act 2015 by seeking to deliver a significant long-term carbon benefit, estimated at a carbon reduction in the region of 460,000 Tonnes CO₂e, over a 40 year period.

In doing so it could also provide economic, environmental community benefits objectives for the city/county and will support emerging regeneration, skills, employment and fuel poverty objectives.

- **Any risks identified (Q5)**

As this piece of work is to design a project proposal, no risks have yet been considered.

- **Cumulative impact (Q9)**

The cumulative impact will be positive

Appendix A - Integrated Impact Assessment Screening Form

All persons will receive the benefit of a city/county that produces less carbon.
There are no anticipated detrimental impacts on any protected groups, or communities of interest or place.

(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: Phillip John
Job title: Project Manager
Date: 22/02/2024
Approval by Head of Service:
Name:
Position:
Date:

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

Agenda Item 14.



Report of the Cabinet Member for Investment, Regeneration, Events & Tourism

Cabinet – 18 April 2024

Leisure Partnership Annual Report 2022/2023

Purpose:	To advise Cabinet of the partnership operations of key facilities within the Cultural Services portfolio
Policy Framework:	Creating an Active and Healthy Swansea; City of Sport; Medium Term Financial Plan
Consultation:	Legal, Finance, Access to Services.
Report Author:	Jamie Rewbridge
Finance Officer:	Peter Keys
Legal Officer:	Jonathan Wills
Access to Services Officer:	Rhian Millar
FOR INFORMATION	

1. Introduction

- 1.1 A report on the performance of partner operators of key Council facilities within the Cultural Services portfolio is presented annually.
- 1.2 This report details some of the key partnership arrangements in providing leisure and cultural services, for the benefit of the residents and visitors to Swansea during 2022/23 and identifies some significant achievements during the year, along with some issues and challenges. Where available, performance outturns for the previous period have been retained in this report for comparative purposes.
- 1.3 The key arrangements outlined within this report include:
 - 1.3.1 Wales National Pool Swansea (WNPS)
 - 1.3.2 Leisure Centres – Freedom Leisure
 - 1.3.3 Plantasia Tropical Zoo – Parkwood Leisure

- 1.3.4 National Waterfront Museum Swansea (NWMS)
- 1.3.5 Other high- level information for Partnership facilities at:
Swansea Tennis Centre & Swansea Bowls Stadium

- 1.4 Each partnership has differing arrangements regarding reporting, monitoring and data collation. This report includes performance information for each partner and brings together the key financial and usage information to demonstrate the overall performance of each operation.
- 1.5 The data includes information on key income drivers, overall expenditure, including staffing costs and repairs, net cost / profit and resultant associated costs to the Council.
- 1.6 Due to the timings and financial years of all the partnerships, not all figures presented are the externally audited accounts, but represent the internal out-turns agreed with respective organisations.
- 1.7 The reporting period is 2022/23, but this report recognises that some partners' financial year ended later than 31st March 2023. Each partner's financial year is highlighted with an explanation of how it differs from the Council's financial years within each subsection.
- 1.8 2022/23 was a period of post pandemic recovery and all partners were affected by the cost-of-living crisis and increased energy costs. Separate reports outlining the implications on the partners, including requests for additional financial assistance, have previously been put forward and acted on by the Council.
- 1.9 Overall usage of the facilities is shown and in general is presented as total usage by all users, including repeat visits. Membership information generally represents the number of enrolled members through a subscription.
- 1.10 Key service outcomes, highlights and snap shots from each partner during 2022/23 have been included for context. The primary purpose of the report is to present partner performance from a financial and quantitative perspective.

2. Wales National Pool Swansea

- 2.1 The partnership arrangement at WNPS is via a tri-partite agreement between the Council, Swansea University and Wales National Pool Swansea Limited, underpinned by lease and management agreements.
- 2.2 WNPS operates within a financial year that is aligned to the University, therefore runs August 2022 to July 2023 as opposed to the Council's, which runs April to March. The out-turn reflects the WNPS financial year and the contributory Council costs in their operating period.

- 2.3 WNPS is a not-for-profit organisation governed by a board of directors, including three Council members and three University representatives, independently Chaired by Greg Garner, with advice given by the Head of Cultural Services, and the Swansea University Associate Commercial Services Director and Financial Accounting Manager. The current Council representatives are Councillors Robert Francis-Davies, Robert Smith and Nicola Matthews.
- 2.4 Day to day management is by the General Manager who reports to the Board. The General Manager is supported by a Management Group with representatives from the Council and Swansea University.
- 2.5 The funding of WNPS is on a 50% share of net cost after income received, funded by both the Council and Swansea University. As part of the agreement, Swansea Council also provides the schools' swimming programme under a Service Level Agreement (SLA) and devolved funding for the Free Swimming Initiative (FSI) under the Welsh Governments Free Swim grant.
- 2.6 WNPS have Service Level Agreements with the University and the Council for several support services. The Council provides support for delivering HR, Payroll, PR/Media and Water Safety.
- 2.7 Income levels have increased when compared with the previous year but are still some way below pre-pandemic levels of income that WNPS generated when inflation since 2019-20 is taken into account. Operating costs have significantly increased since last year, mainly due to rising insurance and utility costs, but also due to increases in staffing costs. These are all fixed costs that ensure that WNPS remains open and provides both customers and staff with a secure environment in which to operate.
- 2.8 The budgeted 2022/23 partner contribution for the Council was £302,800. However, an agreed maximum level of support of £200,000 through additional underwriting was agreed.
The additional support required was due to lost revenue largely linked to the legacy impact of the pandemic, plus the impact of the cost-of-living crisis, increased utility costs and increased staffing costs/shortages.
The Council's available funding for WNPS including base budget and additional support for the period was up to £502,800
- 2.9 Income continued to grow resulting in a 28.5% increase on the previous year. However, total visitor numbers have decreased slightly on the previous year by 5.89%.
A fees and charges review in addition to income generated through non participatory activities e.g. parking, shop sales etc will have contributed to this.
- 2.10 Due to the pandemic and significant increases in partner subsidy, it was agreed at WNPS Board that there would be no allocation to the sinking fund during 2022/23 in order to limit revenue liabilities.

- 2.11 Staffing remained challenging and whilst there was an increase in swimming teachers, WNPS continue to be affected by the ongoing national shortage of lifeguards.

Senior Sports Assistants recruitment remains problematic as does the recruitment and retaining of aquacise instructor.

Due to the increase in the national minimum wage, in April 2023 WNPS reviewed the pay scales to resolve compaction between staff grades and the issues that this created.

In addition to this, a pay award of 5% was implemented for all staff. This was the first pay award for WNPS employees since 2020.

There continues to be a vacant Maintenance Manager post. As a result the WNPS have been reviewing their current maintenance provision with a view to utilising Swansea University's estates department and their hard FM contractor.

- 2.12 With regard to maintenance in the period, the ongoing rolling replacement of internal lighting, upgrading original installations to LED, maintaining appropriate Lux levels continued and focused on the pool hall.

- 2.13 Three new car park machines were installed, along with Automatic Number Plate Recognition (ANPR) cameras that went live in January 2023 to monitor access. Both have contributed to an increase in income within this budget line.

- 2.14 WNPS hosted 27 event days in 2022/23. 15 of which were Swim Wales events, 3 Welsh Lifesaving Still Water Championships and the remainder being local swimming clubs. This was the first year post pandemic with full event numbers for participants and spectators.

2.15 Wales National Pool Swansea Performance

Table 1

WNPS	2021/2022	2022/2023
Recreational Swim	£321,234	£345,295
Aqua School	£182,163	£205,139
Other Income	£529,428	£777,025
Total Income	£1,032,825	£1,327,459
Staff Costs	£965,548**	£1,100,984
Furlough Grant (Coronavirus Job Retention Scheme)	(£1,306)	N/A
Repairs & Maintenance	£174,130	£194,667
Other Expenditure	£851,610*	£1,306,573*
Sinking Fund	£0	£0
Total Expenditure	£1,989,982	£2,602,225
Net Cost / (Surplus)	£957,157	£1,274,766
Council Contribution	£505,826	£540,049
Visitor numbers	202,884	190,894

*Includes equipment depreciation

**offset by 'Coronavirus Job retention Scheme' furlough recovery grant (80%)

3. Leisure Centres – Freedom Leisure Ltd

3.1 The operation of the LC and the Community Leisure Centres (Penlan Leisure Centre, Penyrheol Leisure Centre, Morryston Leisure Centre, Bishopston Sport Centre, Cefn Hengoed Leisure Centre and Elba Sports Complex) were transferred under a partnership arrangement to Freedom Leisure Ltd with a 19.5 year contract on the 1st of October 2018. Freedom Leisure operates within the same financial year as the Council.

3.2 Each facility has slightly different arrangements in relation to proposed legal occupancy; The LC, Penlan Leisure Centre, Penyrheol Swimming Pool and the Elba Sports Complex operate under fully repairing lease principles, as Freedom have exclusivity for their main use. The remaining dual use school facilities operate under licence, or partial lease, as it is not possible to provide exclusivity to Freedom Leisure for all areas, many of which are shared with Education/School.

3.3 In line with their bid submission and contractual terms, a Management Fee of £938,439 was paid by the Council to Freedom Leisure in 2022/23. This is broadly £1m less than the management fee paid in 2019/20, their first full year in operation of the Swansea contract, and in line with their bid submission which demonstrated how they would grow income to reduce the Council subsidy over the contractual term.

3.4 On top of the Management Fee, a level of underwriting support from the Council was agreed by Cabinet. The provision of this additional support was agreed on a monthly basis, through an open book process. The additional level of support provided in 2022/23 was £891,535.

The requirement of the support was primarily due to lost revenue alongside retained costs during and post the Covid pandemic. In addition, despite a relaxation of those restrictions, there has been a change of habit related to aging populations and 'working from home' blended approach continuing and become 'the norm'. As a result, income lines such as gym membership, car parking and indoor event/hires were taking longer to recover. This is compounded by the significant hikes in utilities and staffing costs/shortages.

3.5 Despite another challenging year, year-end accounts broke even, thanks to the tight controls by Freedom Leisure, increasing income lines, coupled with the various support packages received or applied for. Income (turnover) performance at the close of 2022/23 was 7.5% above budget and 35.8% higher than 2021/22

3.6 Across the Freedom sites in Swansea, visitor numbers in 2022/23 were 1,825,854. An increase of 28% in comparison to the previous year.

Due to the impact of the pandemic, ongoing recovery and other impacts previously mentioned, Freedom Leisure's visitor numbers across Swansea were 27% less than the contract expectation and proposed tender bid targets for 2022/23. The pandemic disruption and requirement to regrow the business lines was the critical factor in this.

- 3.7 Gym membership has been challenging to grow, with some sites doing better than others. The LC was the most heavily affected across the period. Both car parking and the new ways of working people have adapted to since the pandemic have been a contributing factor. However, although challenging, there has been continued growth with 8,286 members across the portfolio in 2022/23. A 9.4% increase on the previous year

The Learn to Swim programme continues to thrive with 3,521 students as of 31st March 2023. A 5.3% increase on the previous year.

Group exercise is still not performing at its pre pandemic levels. Income for the year was 44.6% less than target, however it has increase by 31.5% on 2021/22. In addition, there is also continued growth with participation/usage in group exercise at 106,810 which is an increase of 19.91% on the previous year.

Free Swimming Initiative (FSI) sessions at all sites remains high. Participation was at a 273% increase compared to last year. The scheme is funded by Sport Wales.

- 3.8 Asset improvements continued across the facilities. Some of these projects are listed below:
- Further high-Level perimeter LED lighting replacements completed at the LC.
 - A new make tank has been installed at Penlan Leisure Centre to further enhance the pool water quality.
 - Dilapidated fencing at the Elba was replaced with robust new fencing and new LED lighting was introduced on the five a side 3G pitch.
 - New heat exchanges were added at Penlan and Penyrheol Leisure Centres to make utility savings.
 - Pumps were replaced in Penyrheol Leisure Centre plant room to improve flow and save energy.
 - Car park lighting upgraded to LED at Penlan Leisure Centre.
- 3.9 Freedom Leisure continued to support the development and the refurbishment of the community leisure facility at Cefn Hengoed. This key strategic project and exciting facility for the city has attracted support from a number of key stakeholders and funding sources and is due to complete in 23/24 to include a new Sports Barn.
- 3.10 Energy costs have increased by C£50k per calendar month for 2022/23. This is a £600k annual increase on 2021/22.

At sites where Freedom directly procures utilities the partnership realised an electricity saving of 47% kwh against budget and a gas saving of 25% kwh against budget. The reduction of the LC pool hall air temperatures and fan speeds has been key here and continues to deliver savings month on month.

Freedom is continuing to explore, with the Council, Sport Wales and others, further energy savings across the sites with studies and proposed grant applications for new energy efficient pumps, more LED lighting schemes and consideration for solar PV.

- 3.11 Freedom continue to invest in their workforce. In 2022/23 C£15k was spent on qualifying and upskilling swimming teachers to support the growth in the swim school.

In addition 9 candidates successfully passed the water-based exercise instructing course. All are now qualified aquacise, aqua aerobics and aqua circuits instructors. All candidates are also currently undergoing their Level 3 qualification which includes post and pre-natal training. This project will conclude in quarter 1 2023/24

3.12 **Community Leisure Centre Performance - Per Facility Breakdown**
Table 2

	LC	Penlan	Penyrheol	Morrison	Bishopston	Cefnhengoed	Elba	Swansea Active Communities
	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23
Total Income (Excluding Management Fee)	£3,722,660	£1,560,263	£1,413,365	£827,543	£289,926	£49,253	£85,379	£113,231
Total Expenditure	£4,286,575	£1,964,749	£1,384,454	£1,230,008	£408,459	£245,576	£312,356	£59,417
Management Fee	(£131,895)	£347,411	£103,951	£366,764	£64,495	£112,469	£75,243	N/A
Total Usage	552,738	354,473	496,655	275,452	81,292	26,099	39,145	N/A

3.13 **Community Leisure Centre Performance – Overall Contract**
Table 3

	2019/2020 (Pre-Pandemic)	2020/2021	2021/2022	2022/2023
Total Income (Excluding Management Fee)	£6,111,251	£2,847,575	£6,227,961	£8,061,620
Total Expenditure	£8,080,645	£5,405,634	£8,481,463	£9,891,593
Management Fee	£1,923,370	£1,193,220	£963,488	£938,438
Contract Support (In relation to Covid-19 Pandemic & recovery)	N/A	£1,364,839*	£1,290,014	£891,535
Total Usage	1,995,013	230,633	1,426,258	1,825,854
Total Membership	10,965	6,991	10,717	11,807

*20/21 Contract Support figure includes: £946,571 Underwriting / £340,291 Furlough top up / £77,977 Pay Award

4.0 Plantasia Tropical Zoo – Parkwood Leisure Ltd.

- 4.1 Parkwood Leisure Ltd (PLL) were awarded a 15-year contract to operate Plantasia in 2018 and took over the operation, from the Council, on the 1st of February 2019.
- 4.2 PLL's financial year runs January to December. This report reflects two financial years in order to make future reports more streamline.
- Plantasia's financial year January 2022 to December 2022 and the Council's costs in that period.
- and**
- Plantasia's financial year January 2023 to December 2023 and the Council's costs in that period

January – December 2022

- 4.3 Plantasia welcomed 97,625 visitors in 2022. An exceptional 68% increase on the previous year.
- 4.4 In line with the contract and CPI provisions, a Management Fee of £129,445 was paid to Parkwood Leisure in 2022.
- 4.5 Plantasia saw an increase in income generation by 70% in 2022 compared to the previous year.
- 4.6 Plantasia's staffing structure increased with the addition of two new contracted front of house team members, due to increased footfall and sales.
In partnership with Swansea University, two full time Zoology Students were employed, as part of the 'year in industry scheme'.
- 4.7 During 2022 the following improvements were made at Plantasia:
- Invested in doubling the provision of toilets on site from 3 to 6 in total and converting all to unisex.
 - High level cleaning of the glass and paths
 - Roof repairs
- 4.8 In conjunction with Museum Wales the Alfred Russel Wallace Exhibition 'Wallace: The Forgotten Evolutionist' opened in Plantasia. Centred in and around the tree house the one-year exhibition was based on the life and work of Alfred Russel – the unsung hero of evolution.
- 4.9 2022 saw some further developments and improvements. Some key highlights for the year were:
- Introduction of new 'Magic Memories' photo kiosks that allow all visitors to receive free bespoke digital photos.
 - The launch of Plantasia's own gin range called 'Canopi Gin'. Distilled by The Gower Gin Company from the zesty Persian lime leaves of Plantasia
 - Plantasia become new members of the British and Irish Association of Zoos and Aquaria.

- Admiral renewed their annual agreement to sponsor the educational outreach programme.
- A third Egyptian Tortoise was born in Plantasia as a result of the conservation work with critically endangered species. The birth of critically endangered tortoise is a contributor towards the conservation of the species.

January to December 2023

- 4.10 Plantasia welcomed 117,212 visitors in 2023. A 20% increase on the previous year.
- 4.11 In line with the contract and CPI provisions, a Management Fee of £142,528 was paid to Parkwood Leisure in 2023.
- 4.12 Income was up by 28% compared to 2022 and the contract continued to make a surplus.

Operating surplus' can be shared with the Council or reinvested back into the services/assets as part of contractual arrangements, reviewed on a cumulative and average basis based upon a number of years performance.

- 4.13 Plantasia received a grant of £4,680 from COAST. This fund enabled Plantasia to provide free educational tours for the over 50's age group twice a week between July and September 2023.
- 4.14 As in 2022, in partnership with Swansea University, two full time Zoology Students were employed, as part of the 'year in industry scheme'.

Plantasia added to their staffing structure with a new 'Escape Game' team member employed to launch and lead a new activity.

The team of casual staff grew by three due to increased business demands, and two original team members received promotions into the positions of Operation Manager and Zoo and Education Manager.

- 4.15 During 2023 the following maintenance and improvement works were carried out:
- Renovation of the older toilets
 - New flooring and renovation of the education room
 - Repairs to high level vents
- 4.16 Plantasia's Zoo Licence was renewed. The licence covers a six year period with a mid-point review after 3 years.
- 4.17 February 2023 saw the launch of the World's biggest Escape Game - Jungle Escape. The activity has proven to be extremely popular and booked out for months in advance. The Escape Game was also nominated for the 'Most Innovative Business of the Year' award at the British Business Awards.

4.18 Some key highlights in regards to improvements and developments in 2023:

- The development of Axolotl Cove in the underground zone. This significant investment is aimed at providing the popular endangered species Axolotls with an expanded enclosure that will be accessible to the general public at all times.
This enhancement not only enriches the experience for visitors but also underscores Plantasia’s commitment to providing a more immersive and educational environment at the facility.
- Introduction of new VIP animal encounter experiences for visitors.
- Launch of bespoke Canopi Beer in conjunction with Hurns Brewery.
- The addition of a male Yemen Chameleon.

4.19 **Plantasia Performance**

Table 4

Plantasia	2021 (Jan – Dec)	2022 (Jan – Dec)	2023 (Jan – Dec)
Income (excluding management fee)	£434,441	£739,813	£946,284
Total Expenditure	£600,555	£705,484	£824,080
Management Fee	£124,720	£129,445	£142,528
Contract Support (In relation to Covid-19 Pandemic)	£80,241	N/A	N/A
Operating surplus*/Loss	£38,846	£163,774	£264,732
Total Visitors	57,783	97,625	117,212

*Operating surplus' to be shared with the Council as part of contractual arrangements, reviewed on a cumulative and average basis based upon a number of years performance.

5. National Waterfront Museum Swansea

5.1 The National Waterfront Museum, Swansea (NWMS), is a not-for-profit limited entity, facilitated by a public sector partnership between Welsh Government, via Museum Wales (Amgueddfa Cymru) and Swansea Council. The management is controlled by Museum Wales, within the terms of an Operational Agreement of the parties, signed in 2005.

- 5.2 Under the terms of this Agreement, Swansea Council contributes a proportion of the annual revenue costs. The company follows the same financial year as the Council.
- 5.3 The company is governed by a Board of representatives of the partners, and an independent Chair. This includes three elected members of Swansea Council (currently Cllrs Robert Francis-Davies, Dr Elliott King, and Hannah Lawson) and three trustees of Amgueddfa Cymru, with the late Mr Roy Phelps undertaking the role of Chair until 31st December 2023. The secretariat being provided by a remunerated post.
Day to day operational matters are monitored by a group of officers from both the Council and Amgueddfa Cymru (the Operational Review Team). Both the Board and Operational Review Team meet at least twice a year.
- 5.4 In-person usage/visits increased significantly in 2022/23. With a 91.5% increase on the previous year. Visits remain slightly lower than pre pandemic levels but are heading in the right direction.
- 5.5 Even with visitors returning in person, online activity continues. A wide range of activities and learning sessions were available online via the Amgueddfa Cymru website, which, together with enquiries and follow ups, resulted in the events, curatorial and learning staff engaging with 94,966 virtual visitors from the UK and beyond.
- 5.6 Earned Income increased by £51,856 in 2022/23
Overall income also showed an increase in comparison to the previous year and is up by 18.5%
- 5.7 Major repairs, renewals and maintenance are the responsibility of Amgueddfa Cymru/National Museum Wales, funded from the Museum's core budget and its ring-fenced Renewals & Refurbishment Fund, as required. During 2022/23 this fund financed repairs to the roof of the modern wing of the museum building, which had been damaged by storms in February 2022.
- 5.8 During 2022/23 the Museum created or hosted ten temporary exhibitions that have also been mounted in three areas of the Museum. Subjects have included food shopping in Welsh industrial communities, images and spoken testimonies of coal miners, and a contemporary art installation using images of the local tinsplate industry.

Furthermore, the ending of Covid restrictions allowed the Museum's extensive events programme to re-commence. During this year well over a hundred events were either organised or hosted by the Museum, most notably the Swansea Science Festival, organised in partnership with Swansea University, and the launch event of Swansea Council's Cultural Service's African heritage project, *The World Re-Imagined*.
- 5.9 The Museum's formal learning activities on-site have engaged 9,302 students on-site and an additional 1,034 virtually, while the GRAFT

community garden (occupying the open area between the two wings of the museum building) continued to develop with its produce used for both educational and charitable purposes.

5.10 National Waterfront Museum Swansea Performance

Table 5

National Waterfront Museum	2021/2022	2022/2023
National Museum Wales grant	£726,800	£867,700
Welsh Government grant	£550,00	£550,000
Council contribution	£508,439	£523,895
*Council Car Park Contribution	*£135,268	* £153,327
Earned income	(£8,109)	£43,737
Total income	£1,912,405	£2,138,659
Staff costs	£1,267,820	£1,356,563
Repairs & maintenance	£246,707	£368,347
Other expenditure	£294,525	£432,633
Total expenditure	£1,818,052	£2,157,543
Carry forward (to)/from Renewals & Refurbishment Fund	(£94,353)	£18,884

Total visits	In-person: 60,107	In-person: 181,989
	Online: 191,523	Online: 94,966

**Paid centrally through the Amgueddfa Cymru Enterprises Company*

6.0 Other Partnership Facilities

- 6.1 The Council has a number of other successful partnership arrangements with leisure facilities. The most significant of these are the Swansea Indoor Bowls Centre and Swansea Tennis Centre.
- 6.2 The performance of each of these sites individually, illustrates a productive set of partnerships, with benefits to Swansea Council, our partners and Swansea's residents and visitors.
- 6.3 Each partnership operates differently, in terms of monitoring, data collection and facility operation. The flexible approach allows each partnership to operate effectively and sustainably, taking into account their individual circumstances.

Swansea Indoor Bowls Stadium

- 6.4 Swansea Indoor Bowls Ltd was established as a limited company in 2014. It manages Swansea Bowls Stadium, within a fully repairing lease agreement. They receive no subsidy and follow the same financial year as the Council.
- 6.5 Both bowls income and bar and catering income streams have improved. The only reduction of income is showing in 'other income', but this is mainly down to the ending of Government Covid subsidies. Overall, total income has increased by 4% on the previous year. Whilst the stadium is still slightly short of its pre pandemic figures there are positive signs of recovery.
- 6.6 Memberships continue to rebuild following the pandemic. Membership and rink fees were frozen at 2021/22 prices, and as an incentive for current members to renew their membership fees promptly, they would receive a £10 'Early Bird' discount if they renewed before 31st August.
- 6.7 Usage overall has increased by 17% in comparison to the previous year. And whilst still slightly down on pre pandemic levels, the stadium is heading in the right direction.
- 6.8 The stadium appointed a new local company to redesign and update their website and to 'host' it on a day-to-day basis. The stadium also invested in purpose-built Booking and League Management software.

- 6.9 During 2022/23 the Stadiums catering contractor left with no notice leaving the stadium in a position to only offer a tea/coffee service from the bar and putting additional pressure on staff. Significant progress was made to secure a new catering contract at the earliest possible date.
- 6.10 Recruitment continued to be an issue. Similar to the wider sector the recruitment process proved extremely challenging, as a result of little interest in roles.
- 6.11 A number of maintenance repairs and upgrades were carried out in 2022/23. Many being unplanned works that contributed to the increased building and maintenance cost line.
- Replacement of sections of the green ditch top surround.
 - Replacement of the main Heating control Board.
 - Replacement of AHU Fan motor & circuit board on AHU 1 & 3 respectively.
 - Repairs to outside paving slabs and car park fencing posts.
 - Replacement of outer front door drive mechanism.
 - Installation of stud wall in the ladies changing room to create a secure storage area.
- 6.12 The Stadiums Over 60s Championship team won the Welsh National over 60s title beating Blaenau Gwent in the final played at Heatherton (Tenby).

6.13 Swansea Indoor Bowls Stadium Performance

Table 6

Swansea Indoor Bowls Stadium	<i>2019/2020 (Pre-Pandemic)</i>	2021/2022	2022/2023
Bowls Income	£89,479	£76,943	£85,968
Bar & Catering Income	£21,905	£16,347	£19,419
Other Income	£13,488	£21,828	£14,302
Total Income	£124,872	£115,118	£119,689
Staff Costs	£43,619	£48,275	£46,089
Building and Maintenance	£16,318	£18,115	£25,042
Other Expenditure	£79,706	£65,444	£72,703
Total Expenditure	£139,643	£131,834	£143,834
Total Use	59,528	37,735	44,258

Swansea Tennis Centre

6.14 Tennis Swansea 365 Ltd (TS365) are the operators of Swansea Tennis Centre. They operate under a fully repairing lease, with no Council subsidy.

6.15 TS365 deliver a sustainable business model, providing indoor, outdoor and outreach Tennis development for Swansea and neighbouring counties. The facility has a thriving and busy programme, catering for all ages and abilities and considered as a Regional Performance Centre, one of twelve in the UK and acts as Wales' performance hub linking to the Lawn Tennis

Association. The Tennis Centre is often used as a benchmark or case study for similar facilities across the UK.

6.16 TS365 operates on a financial year that runs June 2022 to May 2023.

6.17 Income has slightly decreased compared to the previous year.

Expenditure continues to be tightly controlled with TS365 ending the year, with including the long-term facility investment programme, in an annual deficit of £18,758. It must be noted that post pandemic recovery and the cost-of-living rise affected expenditure and the ability to attract and retain children on the development programme.

Whilst TS365 demonstrated an operating deficit, TS365 will continue investment in both marketing and outreach work, targeting schools and community parks.

6.18 Usage saw a slight increase in comparison to 2021/22, and a continued growth of Ace Fitness Memberships (gym memberships) of 67%.

6.19 In 2022/23 TS365 visited twenty schools delivering taster sessions to 2500 children aged 4-10 years. The tennis centre also hosted 4 free weekends throughout the year.

6.20 TS365 continued to experience problems recruiting staff and coaches and has on occasions engaged with agency staff to ease operating pressures. This has resulted in an increase in staffing expenditure. TS365 has been working with Tennis Wales and hosted a level 1 and Level 2 course at the venue providing upskilling opportunities within Swansea and to support the Tennis Development programme. This will become an annual event.

6.21 In 2022/23 TS365 invested £6k replacing lamps on the outdoor courts. They also purchased the leased fitness equipment at a cost of £7.2k allowing complete ownership and increased profitability for future years.

6.22 With an ageing building, there is a need to re-invest to meet customer expectations along with safety and compliance. Discussions are underway with Tennis Wales on the opportunities for the investment over the medium to longer term. To support this TS365 will strengthen its Board and it is planned to recruit four further Board members with portfolios including partnerships (public funding opportunities); Governance; Commercial funding and Sponsorship; plus, facilities (Quantity Surveyor / Architect) in 2023/24.

6.23 TS365's long term chairperson stepped down after 12 years' service in 2023 but will continue as a Board member with a portfolio of special projects.

6.24 Some other highlights from 2022/23:

- The Head of the under 10's programme/players at Swansea Tennis Centre was awarded the Tennis Wales performance coach of the year award.
- The Performance players continue to play at the highest level representing both Swansea and Wales across the UK and European tour gaining valuable ranking points.
- On occasions, male and female players of all ages from the Centre and programmes were ranked no1 in the UK for their age group.
- One of Centre's players who graduated to the LTA performance pathway played at Junior Wimbledon in 2023.
- TS365 are extremely proud of all their performance players progress and accomplishments.

6.25 Swansea Tennis Centre Performance

Table 7

Swansea Tennis Centre	2021/2022	2022/2023
Junior Course Income	£137,936	£135,211
Adult Course Income	£24,341	£22,011
Other Income	£195,848	£200,637
Total Income	£358,126	£357,859
Staff Costs	£78,866	£91,579
Repairs and Maintenance	£14,097	£8,734
Other Expenditure	£257,891	£276,304
Total Expenditure	£350,854	£376,617
Total Ace Fitness Members	75	125
Total Usage	58,222	63,197

7.0 Monitoring Arrangements

- 7.1 Officers will continue to monitor these facilities and partnerships to ensure that they are complying with the terms of the contracted agreements and leases, and that they continue to contribute towards the objectives of the Council's ambitions as identified in the agreed Policy Commitments. Of particular interest are the contributions made to:

- The City of Sport and Culture
- Well-being of Future Generations
- A Healthy City
- Inward investment and the support of the tourism economy
- Creating an Active and Healthy Swansea
- Swansea Wellbeing Plan

8.0 Summary

- 8.1 This report describes the various agreements that are in place with partners operating Leisure and Cultural Services for Swansea Council. The report highlights the rationale for the variations in the operational year, due to the differing circumstances and requirements of each partner in sustaining the operation post covid.
- 8.2 With the differing models it is also clear that a mixed economy exists, necessitating a flexible, yet transparent and robust performance management approach to monitoring compliance to each agreement. Measures are in place to adopt and share good practice based on this approach.
- 8.3 This report is also a mechanism of identifying the successes and challenges faced by our partners, with a transparent approach to reporting the delivery, costs and outcomes of the services delivered by third parties on our behalf and from Council buildings.
- 8.4 It also demonstrates that the Council is committed to maintaining quality and improving services as a shared objective with the partners concerned.

9.0 Integrated Assessment Implications

- 9.1 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.

- 9.2 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'.
- 9.3 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.
- 9.4 An IIA screening form has been completed, with an agreed outcome that a full IIA report is not required at this stage.
- 9.5 This report is for information purposes only, detailing the partners who operate leisure facilities and visitor attractions within the Cultural Services portfolio, who provide services to local people, wider communities and visitors to Swansea. The report is to evidence partner performance from a financial and quantitative perspective. The monitoring arrangements that support producing this report continue to ensure partners are contributing towards the objectives of the Council's ambitions as identified within the agreed Policy Commitments.

10.0 Legal Implications

- 10.1 There are no further legal implications over and above those outlined in the body of the report and any future implications would be subject to separate reports in line with the Councils constitution.

11.0 Financial implications

- 11.1 There are no further additional financial implications over and above those outlined in the body of the report and any future implications would be subject to separate reports in line with the Councils constitution.

Background Papers: None

Appendices: IIA Screening 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: Cultural Services

Directorate: Place

Q1 (a) What are you screening for relevance?

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

(b) Please name and fully describe initiative here:

Leisure Partnerships Annual Report 2022/2023

Report to advise Cabinet of the partner operations of key facilities within the Cultural Services portfolio. Report is for information purposes only.

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

	High Impact		Medium Impact		Low Impact		Needs further Investigation	No Impact
	+	-	+	-	+	-		
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Integrated Impact Assessment Screening Form – Appendix A

Human Rights

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

No engagement or consultation required.

The report is to evidence partner performance from a financial and quantitative perspective using KPI's agreed by the Council and partners who operate key facilities under management/operating agreements, a lease or licence.

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 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?

Yes

No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council's Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment <https://staffnet.southsea.gov.uk/dpiascreeing>

Integrated Impact Assessment Screening Form – Appendix A

For more about the Information Asset Register, please see <https://staffnet.swansea.gov.uk/informationassetregister>

Q9 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 report is for information purposes only and does not affect user groups, communities or services operated by the Council.

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 (Q9)**

This report is for information purposes only, detailing the partners who operate leisure facilities and visitor attractions within the Cultural Services portfolio, who provide services to local people, wider communities, and visitors to Swansea. The report is to evidence partner performance from a financial and quantitative perspective.

The monitoring arrangements that support producing this report continue to ensure partners are contributing towards the objectives of the Council's ambitions as identified within the agreed Policy Commitments.

(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: Jamie Rewbridge
Job title: Strategic Manager – Leisure, Partnerships, Health & Wellbeing
Date: 12.3.24
Approval by Head of Service:
Name: Tracey McNulty
Position: Head of Cultural Services
Date: 12.3.24

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

Agenda Item 15.



Report of the Chief Legal Officer

Cabinet – 18 April 2024

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
	16-17	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

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