


## COUNCIL SUMMONS

You are hereby summoned to attend a Meeting of the COUNCIL OF THE CITY AND COUNTY OF SWANSEA to be held in the Council Chamber, Civic Centre, Swansea, on Thursday, 26 July, 2012 at 5.00 pm

The following business is proposed to be transacted:

1. To receive any Apologies for Absence.
2. To receive Disclosures of Personal and Prejudicial Interests. 1
3. To approve and sign as a correct record the Minutes of the Ordinary Meeting held on 14 June 2012. 2 - 10
4. Announcements of the Chair of the Council.
5. Announcements of the Leader of the Council.
6. Public Questions - Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt within a 10 minute period.
7. Public Presentation - None.
8. Report of the Cabinet Member for Citizen, Community Engagement and Democracy.
  - a) Membership of Committees. 11 - 13
  - b) Dates of Equalities Committee 14 - 15
9. Report of the Cabinet Member for Place.
  - a) Municipal Waste Strategy 2011-16. 16 - 42
10. Report of the Leader.
  - a) City and County of Swansea – Policy Commitments Statement. 43 - 60
11. Joint Report of the Chair of Council, Constitution Working Group and Monitoring Officer.
  - a) Amendments to the Council Constitution. 61 - 66
12. Report of the Chair of Council
  - a) Scrutiny Arrangements 2012/13. 67 - 103
13. To receive for Information Written Responses to Questions asked at the Last Ordinary Meeting of Council. 104 - 105
14. Councillors' Questions under Council Procedure Rule 15. 106 - 108
15. To authorise the affixing of the Common Seal to any document necessary to carry into effect any resolution passed or confirmed at this meeting.



Patrick Arran  
Head of Legal, Democratic Services & Procurement  
Civic Centre  
Swansea  
**19 July 2012**

**To: All Members of the Council**

## Disclosures of Personal Interest from Members

To receive **Disclosures of Personal Interest from Members** in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

**NOTE:** You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
  - (i) disclose orally both the interest concerned and the existence of the dispensation; and (ii) before or immediately after the close of the meeting give written notification to the Authority containing -
    - details of the prejudicial interest;
    - details of the business to which the prejudicial interest relates;
    - details of, and the date on which, the dispensation was granted; and
    - your signature

# Agenda Item 3

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE MEETING OF COUNCIL OF THE CITY AND COUNTY OF SWANSEA

HELD AT CIVIC CENTRE, SWANSEA ON THURSDAY, 14 JUNE 2012 AT  
4.00 P.M.

**PRESENT:** Councillor D W W Thomas (Chair of Council) presided

<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
J C Bayliss	T J Hennegan	J A Raynor
P M Black	C A Holley	T H Rees
J E Burtonshaw	P R Hood-Williams	I M Richard
M C Child	B Hopkins	J C Richards
U C Clay	D H Hopkins	N M Ronconi-Woollard
A C S Colburn	D H James	P Sangha
D W Cole	L James	P B Smith
A M Cook	A J Jones	R V Smith
S E Crouch	J W Jones	R J Stanton
J P Curtice	M H Jones	R C Stewart
N J Davies	S M Jones	D G Sullivan
W J F Davies	E T Kirchner	G J Tanner
A M Day	D J Lewis	C Thomas
P Downing	R D Lewis	C M R W D Thomas
C R Doyle	P Lloyd	M Thomas
V M Evans	P M Matthews	L G Thomas
R Francis-Davies	P M Meara	L J Tyler-Lloyd
F M Gordon	H M Morris	G D Walker
J A Hale	J Newbury	L V Walton
A S Harrington	B G Owen	T M White
J E C Harris	D Phillips	

#### 27. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N S Bradley, W Evans, E W Fitzgerald, Y V Jardine, C E Lloyd, K E Marsh, C L Philpott, R J Stanton and M Theaker.

#### 28. DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST

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

- 1) Councillors C A Holley and J Newbury declared a personal interest in Minute 35 "Extension of Term of Office for Independent Member Of the Standards Committee".

29. **MINUTES OF COUNCIL**

**RESOLVED** that the Minutes of the First Annual Meeting of Council held on 24 May 2012 be approved and signed as a correct record.

30. **ANNOUNCEMENTS OF THE CHAIR OF COUNCIL**

1) **Amendments / Corrections to the Council Summons**

The Chair of Council stated that an "Amendments / Corrections to the Council Summons" sheet had been circulated at the meeting. The amendments / corrections being as follows:

a) **Minute 34 "Membership of Committees"**

- i) An addendum report had been circulated at the meeting.

b) **Minute 38 "Councillors Questions"**

- i) Page 54. Question 6. The first sentence of the question should actually form the first sentence of the response. Please move the sentence as appropriate:

"I congratulate the questioners for having read the manifesto and trust they were suitably impressed by the depth and breadth of the vision it lays out".

2) **Condolences – Former Councillor John Allison**

The Chair of Council referred with sadness to the recent death of former Councillor and Alderman John Allison. Councillor Allison served Morriston as a Councillor on Swansea Borough Council, Swansea City Council and West Glamorgan County Council. He was also a former Leader of West Glamorgan County Council.

All present stood for a minute's silence as a mark of sympathy and respect.

31. **ANNOUNCEMENTS OF THE LEADER OF THE COUNCIL**

The Leader of Council announced with regret the announcement by Unilever to shut its sites in Swansea, Bridgend and Flintshire cutting approximately 450 jobs.

He stated that he would be contacting the First Minister of the Welsh Government in order to discuss the issue and to seek ways of assisting the staff at those sites.

32. **PUBLIC QUESTIONS**

A number of questions were asked by members of the public. The relevant Cabinet Member responded accordingly. Those questions requiring a written response are listed below:

- 1) Lis Davies asked the following question(s) in relation to Minute 36 "Council and Council Bodies Diary 2012-2013"
  - "a) Will the Citizen, Community Engagement and Democracy Cabinet Member provide the list of names of those Councillors that did not respond to the "Timing of Meetings" Councillor Survey?

The Citizen, Community Engagement and Democracy Cabinet Member stated that she would seek advice whether or not she was permitted to release that information. If permitted, she would do so and provide a written response.

33. **PUBLIC PRESENTATION**

No Public Presentations were received.

34. **MEMBERSHIP OF COMMITTEES**

The Citizen, Community Engagement and Democracy Cabinet Member submitted a report which outlined for information the changes which the Leader had made to the Authority's nominations on Outside Bodies. The changes being as follows:

- a) Arts Council of Wales – Mid & West Wales Area Committee  
Remove Councillor J A Hale. Add N M Ronconi-Woollard.
- b) City Centre Partnership  
Add Leader of the Council and Councillors N S Bradley and F M Gordon.
- c) Gower College Swansea  
Remove Councillors J P Curtice and D J Lewis. Add Leader of the Council and M Theaker.

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- d) Mid and West Wales Fire Authority  
Remove Councillors R Francis-Davies, C L Philpott and G D Walker. Add Councillor J C Bayliss.
- e) National Waterfront Museum (Swansea) Ltd  
Remove J A Hale. Add N S Bradley.
- f) South Wales Police Authority  
Add Councillors P Sangha and D G Sullivan.
- g) Standing Advisory Council on Religious Education (SACRE)  
Remove Councillor J A Hale. Add Councillor B Hopkins.
- h) Swansea Children's Relief in Need  
Remove Councillors U C Clay, J A Hale and M H Jones. Add Councillors N J Davies, J C Richards and M P Meara.
- i) West Glamorgan Council for Alcohol and Drug Abuse  
Remove Councillor J A Hale. Add Councillor E T Kirchner.

She also reminded Councillors that an addendum report had been tabled at the meeting. Councillor M H Jones asked that a verbal amendment from the Liberal Democrat Political Group be included.

She concluded her report by proposing the following changes to the membership of the Council Bodies listed in the report.

**Note:** Councillor P M Meara asked the Monitoring Officer for a legal view on whether the Constitution of a Political Group Notice by various Political Groups meant that their substantive Political Group would not be recognised.

The Monitoring Officer stated that he would provide a written response.

**RESOLVED** that:

- 1) Appeals and Awards Committee  
Remove Councillor J C Bayliss. Add Councillor J A Hale.
- 2) Area 1 Development Control Committee

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Remove Councillors J E Burtonshaw, U C Clay, A M Cook, S E Crouch, F M Gordon, J A Raynor and M Thomas. Add Councillors P Downing, J A Hale, A S Harrington, J E C Harris, D H Hopkins, P M Matthews and H M Morris.

3) Area 2 Development Control Committee

Remove Councillors P Downing, J A Hale, A S Harrington, J E C Harris, D H Hopkins, H M Morris, N M Ronconi-Woollard, P Sangha and P B Smith. Add Councillors J E Burtonshaw, A M Cook, S E Crouch, F M Gordon, J A Raynor, R C Stewart, G J Tanner, D W W Thomas and M Theaker.

4) Audit Committee

Remove Councillors A M Day and R C Stewart. Add Councillors P M Meara and D W W Thomas.

5) Chief Officers Disciplinary Committee

Remove Councillor S E Crouch. Add Councillor D W W Thomas.

6) Chief Officers Disciplinary Appeals Committee

Remove Councillor D W W Thomas. Add Councillor S E Crouch.

7) Democratic Services Committee

Remove Councillor J C Richards. Add Councillor E T Kirchner.

8) Equalities Committee

Remove Councillor N S Bradley. Add Councillor D W Cole.

9) Licensing Committee and Licensing Sub Committee

Remove Councillor M Theaker. Add Councillor A S Harrington.

10) Performance and Delivery Committee

Remove Councillor M Theaker. Add Councillor E T Kirchner.

11) People Overview and Scrutiny Board

Remove Councillor M H Jones. Add Councillor P M Meara.



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- 12) Place Overview and Scrutiny Board  
Remove Councillor P M Meara. Add Councillor M H Jones.
- 13) Stronger and Safer Communities Overview and Scrutiny Board  
Remove Councillor N M Ronconi-Woollard. Add Councillor R Francis-Davies.
- 14) Challenge Panel  
Remove Councillors H M Morris, G Owens and T M White. Add Councillors R Francis-Davies, N M Ronconi-Woollard and P B Smith.
- 15) Standards Committee Vacancy Panel  
Remove Councillor R C Stewart. Add Councillor J A Raynor.
- 16) Corporate Parenting Forum  
Remove Councillor M H Jones. Add Councillor P M Meara.
- 17) Gypsy Traveller Liaison Forum  
Add Councillors Y V Jardine, J W Jones and P M Matthews.
- 18) Student Liaison Forum  
Remove Mayals Electoral Division Member. Add Oystermouth Electoral Division Member.
- 19) Local Development Plan (LDP) Advisory Group  
Remove Councillor D H Hopkins. Add Councillor J E Burtonshaw.

35. **EXTENSION OF TERM OF OFFICE FOR INDEPENDENT MEMBER OF THE STANDARDS COMMITTEE**

The Citizen, Community Engagement and Democracy Cabinet Member submitted a report which sought authority to reappoint Meirion Howells as an Independent Member of the Standards Committee for a further 4 year term.

**RESOLVED** that:

- 1) Meirion Howells be reappointed as an Independent Member of the Standards Committee for one further consecutive 4 year term;
- 2) His Term of Office expire on 31 July 2016.

36. **COUNCIL AND COUNCIL BODIES DIARY 2012-2013**

The Citizen, Community Engagement and Democracy Cabinet Member submitted a report which proposed a Council and Council Bodies Diary for the 2012-2013 Municipal Year.

She stated that in preparing the diary a "Timing of Meetings" Councillors Survey had been carried out in accordance with the Local Government (Wales) Measure 2011.

She also stated that as a general principle the majority of Committees where the Chair commands a Senior Salary were proposed to meet at 5.00 p.m. The rationale being that this time would assist those Councillors that work and those with caring responsibilities.

**RESOLVED** that:

- 1) The Council and Council Bodies Diary for 2012-2013 be adopted;
- 2) Any necessary amendments to the Council Constitution in light of the report be authorised.

37. **PERMANENT APPOINTMENT OF CHIEF EXECUTIVE**

The Leader of the Council submitted a report which sought to make a permanent appointment of a Chief Executive as a precursor to a restructure of the Corporate Management Team.

**RESOLVED** that Jack Straw be appointed as Chief Executive on a permanent basis.

38. **COUNCILLORS' QUESTIONS**

- 1) Part A "Supplementary Questions"

Four (4) Part A "Supplementary Questions" were submitted. The relevant Cabinet Member(s) responded by way of written answers contained within the Council Summons.

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(14.06.2012) Cont'd

Further supplementary questions were asked and the relevant Cabinet Member responded. Those questions requiring a written response are listed below.

- a) Question 1. Councillor A M Day asked the following question(s):
- i) Does the Learning and Skills Cabinet Member agree with the Estyn report?
  - ii) How much of a priority is tackling surplus places?

The Leader of the Council stated that the Learning and Skills Cabinet Member would provide a written response.

- b) Question 2. Councillor A M Day asked the following question(s):
- i) Can the Learning and Skills Cabinet Member tell Council what are the other "highest priorities"?
  - ii) Can he confirm that his answer to this question means that he welcomes the figures on "Not in Education, Employment or Training" (NEET) in question 5 and that NEETs will continue to be a priority?
  - iii) Will the Learning and Skills Cabinet Member confirm that the Labour Manifesto constitutes a promise of delivery to the people of Swansea?
  - iv) Can the Learning and Skills Cabinet Member confirm that the QEd 2020 programme will continue?

The Leader of the Council stated that the Learning and Skills Cabinet Member would provide a written response.

- c) Question 3. The Citizen, Community Engagement and Democracy Cabinet Member stated that she had withdrawn the first sentence of her written response.

2) Part B "Questions Not Requiring Supplementary" Questions

Four (4) Part B "Questions Not Requiring Supplementary" Questions were submitted.

39. **WRITTEN RESPONSES TO QUESTIONS ASKED AT THE LAST ORDINARY MEETING OF COUNCIL**

The Head of Legal, Democratic Services and Procurement submitted an information report setting out the written responses to questions asked at the last Ordinary Meeting of Council.

40. **COUNCIL PROCEDURE RULE 17 "DISORDERLY CONDUCT"**

The Chair of Council outlined his view on Councillors conduct at Council meetings. He stated that as Chair of Council he would not tolerate disorderly conduct. He also reminded all Councillors that when the Chair of Council was on his feet, all Councillors should immediately sit and be quiet. He asked that all Councillors carefully consider his message in readiness for future Council meetings.

41. **COMMON SEAL**

**RESOLVED** that the Common Seal be affixed to any document necessary to bring into effect any decisions passed or confirmed at the meeting.

The meeting ended at 5.03 p.m.

**CHAIR OF COUNCIL**

## Report of the Cabinet Member for Citizen, Community Engagement & Democracy

Council – 26 July 2012

### MEMBERSHIP OF COMMITTEES

<b>Purpose:</b>	Council approves the nominations/amendments to the Council Bodies.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To agree nominations for Committee Membership.
<b>Consultation:</b>	Political Groups.
<b>Recommendation(s)</b>	It is recommended that:  1) Council approves the amendments to the membership of the Council Bodies as listed in paragraph 2 of the report.
<b>Report Author:</b>	Huw G Evans
<b>Finance Officer:</b>	Paul Cridland
<b>Legal Officer:</b>	Rod Jones

#### 1. INTRODUCTION

- 1.1 The Annual Meeting of Council on 24 May 2012 agreed membership of the various Committees/Boards as reflected in the lists submitted by the Political Groups. Overview and Scrutiny Boards will now be known as Scrutiny Boards.

#### 2. CHANGES TO COUNCIL BODY MEMBERSHIP

- 2.1 The political groups have indicated that they have changes to Council Bodies as indicated below:

##### Labour Group

##### **Area 2 Development Control Committee**

Remove Councillor R C Stewart

Add Councillor L V Walton

##### **Chief Officer Disciplinary Appeals Committee**

Add Councillor R V Smith.

##### **Performance & Delivery Committee**

Remove Councillor J C Richards

Add Councillor R C Stewart

### **Corporate Parenting Forum**

Remove Councillor C R Doyle

Add Councillor E T Kirchner

### **Liberal Democrat Group**

#### **Appeals & Awards Committee**

Remove Councillor J W Jones

Add Councillor R D Lewis

### **3. OUTSIDE BODIES**

- 3.1 The Leader has also made the amendments to the following Outside Bodies:

#### **Adoption Panel**

Remove Councillor FM Gordon

Add Councillor J Curtice

#### **Foster Panel**

Remove Councillor F M Gordon

Add Councillor P M Meara

#### **Mid and West Wales Fire Authority**

Remove Councillor P Sangha

Add Councillor J Curtice

#### **Swansea Children's Relief In Need**

Remove Councillor N J Davies

Add Councillor E T Kirchner

Remove Councillor J C Richards

Add Councillor R V Smith

#### **Community Health Council Joint Consultative Committee**

Remove Councillor U Clay

Add Councillor P B Smith

#### **Joint Resilience Committee**

Remove Councillor M Theaker

Add Councillor D Cole

#### **Swansea Bay Port Health Authority**

Remove Councillor B G Owen

Add Councillor B Hopkins

#### **Swansea Environment Centre**

Remove Councillor S Crouch

Add Councillor E T Kirchner

### **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:**

Local Government & Housing Act 1989, the Local Government (Committees & Political Groups) Regulations 1990.

### **Appendices:**

None

# Agenda Item 8b

## Report of the Cabinet Member for Citizen, Community Engagement & Democracy

Council – 26 July 2012

### DATES OF EQUALITIES COMMITTEE

<b>Purpose:</b>	To vary the original scheduled dates of the Equalities Committee.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To vary the original dates in order to allow a longer time for the meeting should it be required.
<b>Consultation:</b>	Finance, Legal.
<b>Recommendation(s)</b>	It is recommended that:  1) Council cancel the scheduled dates for the Equalities Committee and replace them with those shown in paragraph 2 of the report.
<b>Report Author:</b>	Huw G Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Rod Jones

#### 1. INTRODUCTION

- 1.1 The Annual Meeting of Council on 24 May 2012 agreed the Council diary which included the dates of the Equalities Committee.
- 1.2 It has since come to light that due to meetings prior to and following the Equalities Committee that it would be restricted to meeting for no longer than 1 hour. In light of this, Council is asked to vary its original decision and allow the Equalities Committee to meet on a Wednesday. The meetings will be scheduled for 5.00pm.

#### 2. CHANGES TO COUNCIL BODY MEMBERSHIP

- 2.1 The following table shows 2 columns. Column one shows the dates that are proposed to be deleted and Column 2 shows the proposed new dates of the Equalities Committee:

<b>Current Meeting Date (Column 1)</b>	<b>Proposed Meeting Date (Wednesday) (Column 2)</b>
21 August 2012	22 August 2012
18 September 2012	19 September 2012
16 October 2012	17 October 2012
13 November 2012	7 November 2012
11 December 2012	12 December 2012



<b>Current Meeting Date (Column 1)</b>	<b>Proposed Meeting Date (Wednesday) (Column 2)</b>
8 January 2013	16 January 2013
5 February 2013	13 February 2013
5 March 2013	13 March 2013
2 April 2013	10 April 2013
30 April 2013	8 May 2013

### **3. FINANCIAL IMPLICATIONS**

3.1 There are no financial implications associated with this report.

### **4. LEGAL IMPLICATIONS**

4.1 There are no legal implications associated with this report.

#### **Background papers:**

None

#### **Appendices:**

None

# Agenda Item 9a

## Report of the Cabinet Member for Place

Council - 26 July 2012

### MUNICIPAL WASTE STRATEGY 2011-16

<b>Purpose:</b>	To adopt the Municipal Waste Management Strategy 2011-16.
<b>Policy Framework:</b>	Waste Management Strategy.
<b>Reason for Decision:</b>	To adopt a service strategy for waste management which aligns to the new Welsh Government National Strategy "Towards Zero Waste".
<b>Consultation:</b>	Legal and Finance.
<b>Recommendation(s)</b>	It is recommended that:  1) Council adopt the Municipal Waste Management Strategy 2011-16.
<b>Report Author:</b>	Ian Whettleton
<b>Finance Officer:</b>	Kim Lawrence
<b>Legal Officer:</b>	Nigel Havard

#### 1.0 Introduction

- 1.1 This strategy sets out how the Authority intends to work towards meeting the 70% recycling targets set for 2025 in the Welsh Government national strategy and deliver a five year service improvement plan to achieve recycling, composting and landfill targets up to the year 2016.
- 1.2 A full copy of the strategy is attached.
- 1.3 In August 2011 Cabinet agreed that a public consultation exercise would be undertaken and the results brought back to Cabinet to prior to taking the final document to Council for approval.

#### 2.0 The Consultation

- 2.1 The internal and external consultation on the Draft Waste Strategy took place between 9<sup>th</sup> November and 12<sup>th</sup> December 2011.

- 2.2 This consultation included consultation on the public web site, online consultation on Staffnet and emails to CMT, Heads of Service and all Members.

### **3.0 The Consultation Outcomes**

- 3.1 The consultation response to the draft Waste Management Plan was largely positive. The majority of respondents supported its content, objectives, principles and action plan.
- 3.2 The particular comments relevant to the Strategy will be considered and incorporated in the detailed service delivery plans where appropriate.
- 3.3 The consultation highlighted a contradiction in the document and consequently the Enforcement Strategy has been amended.
- 3.4 There have been no other changes to the remainder of the Strategy.
- 3.5 The amended version of the Strategy dated February 2012 was endorsed by Cabinet in March 2012.

### **4.0 Financial Implications**

- 4.1 The over-arching financial strategy is to increase the percentage of waste that is recycled and reduce the amount that is land-filled, in order to meet the statutory recycling targets and landfill allowances, and avoid the potential of fines. The aim is to achieve this at the lowest possible cost to the Council.
- 4.2 It is projected that the increases that can be achieved with the current arrangements and the recent changes will still fall short of these targets, and that further improvements and investment are required.
- 4.3 Whilst there are no immediate financial implications arising from this report, acceptance of this strategy could result in additional expenditure at a future time. Acceptance of the strategy does not mean that additional resources will be made available and it should be assumed that future spending needs will need to be contained within existing budget provision.
- 4.4 If the strategy is approved, a detailed three year financial plan will be produced showing what actions are required to meet the targets, how much these will cost and options for how they could be funded.

## **5.0 Legal Implications**

- 5.1 The purpose of the strategy is to align the Council's plans to meet the new Welsh Strategy "Towards Zero Waste" and associated targets and allowances, hence to meet all legal obligations.

**Background Papers:** None

**Appendices:** Strategy 2011-16

# City & County of Swansea

## MUNICIPAL WASTE MANAGEMENT STRATEGY 2011-16



February 2012

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## 1.0 PURPOSE

To update and review the Council's Waste Strategy to meet the Welsh Government overall Waste Strategy and to work towards meeting 70% recycling targets set for 2025.

To agree a 5 year Service Improvement Plan to achieve recycling targets up to the year 2016.

## 2.0 THE WASTE AGENDA

The Welsh Government published its first national waste strategy, *Wise About Waste*, in 2002. Subsequently, the revised **national waste strategy, *Towards Zero Waste*** (published June 2010) sets out additional and more sustainable waste management and waste reduction targets beyond 2010. Landfill diversion and recycling targets for Wales are now protected in law at both European and Wales levels under the Landfill Allowances Scheme (LAS) and the Waste (Wales) Measure 2010.

In the period up until 2025, the essential objectives must be as follows:

- To meet WG's statutory targets for increasing the amount of municipal waste that is **recycled or composted** from current levels of approximately 40% to 52% by 2012/13, 58% by 2015/16, 64% by 2019/20 and 70% by 2024/25
- To meet EU and associated WG targets for **reducing the amount of biodegradable waste that is sent to landfill**, from its 2009/10 level of 523,035 tonnes to 470,000 tonnes by 2013 and 330,000 tonnes by 2020
- To source (through procurement and/or use of merchant facilities) sufficient **food waste treatment** in the period up to 2014/15 to help deliver the step change needed to hit 52% recycling/composting by 2012/13
- To source (through procurement and/or use of merchant facilities) sufficient **residual waste treatment** in the period up to 2019/20 to help deal with the 30% of waste that cannot be composted or recycled by 2024/25, thereby eliminating the need for landfill
- To introduce **collection systems** needed to gather materials from households and transport them to the appropriate treatment facility.

## **National Challenge**

Taking all the steps needed to meet these targets and requirements will increase the costs of the waste service. However, the Council's costs would increase even if it continued as it is because of annual increases in landfill tax.

In addition, landfill capacity is running out and, in environmental terms, landfill is nearly always the least favoured form of disposal. UK landfill tax, set to increase by £8 per tonne until April 2014, is equalising the cost of landfill and alternatives. In several years' time, this will make landfill more expensive than alternative disposal methods.

The price of failure to meet the targets would be substantial with infraction fines from Brussels and/or fines from the Welsh Government. Both the recycling and the LAS targets carry substantial financial penalties for non-compliance (WG fines are £200 for every tonne of material outside targets; infraction fines from Europe associated with LAS can amount to £500million *per day* at Member State level). Proposals for potential fines and a fines protocol for non-compliance with the statutory recycling targets were published by WG for and are currently under consultation.

It has been clear over recent years that the Council were at high risk of not meeting EU landfill targets for the diversion of bio-wastes from landfill. Since then, in a concerted programme of action, it has worked to establish a collaborative procurement programme aimed at meeting EU targets whilst at the same time introducing a number of measures and initiatives to increase our recycling figures. The waste treatment procurement programme to treat bio-wastes and residual wastes diverted from landfill, and the introduction of source separated food waste collections set out a route to meet EU landfill diversion targets in 2013 and 2020.

The challenge now is to ensure that we can achieve the new statutory recycling targets set out in the Waste (Wales) Measure 2010.

## **Local Challenge**

Waste has been recognised locally by Swansea as a key priority within the Community Strategy 2010 – 14 'Shared Ambition is Critical'. It is highlighted as a key priority area within Swansea's "Environment Strategy". Further, it is one of the priority objectives identified in the Council's Corporate Improvement Plan for 2011/12. Given its importance, an Outcome Agreement has also been put in place for Waste with the Welsh Government. Outcome Agreements were created by the Welsh Government for Local Authorities to deliver projects in collaboration with other organisations to improve outcomes for local people. Waste is one of the 10 strategic themes chosen by the Authority to be delivered from 2010/11 to 2012/13. This agreement contains measures and actions to demonstrate success. Grant payment is determined on a sliding scale based



upon the success on achieving the outcome is therefore an integral driver for the Authority. Therefore this Strategy needs to be aligned to this Agreement.

### **3.0 DEVELOPING A LONGER TERM SERVICE STRATEGY**

The service development strategy has to span fifteen years to show how the higher rate of 70% recycling will be met in 2025. This would ensure that targets and service change could be aligned over the whole period.

This would take into account the Council's current collection and treatment practices together with any contractual commitments. Accordingly, any changes identified as necessary to move towards more sustainable waste collection and treatment practices will have to be designed to take place appropriately over time.

WG is willing to offer central support to help us and other Local Authorities develop such service development plans. This would build on and complement support already available to authorities via the WLGA, under its **Waste Improvement Programme** and from **Waste Awareness Wales**, both funded by WG. Swansea have agreed to work with the WLGA in the development of this plan.

#### **Costs funding and affordability**

The service development strategy outlined also needs to be developed in the context of an assessment of affordability of the overall package that is required to develop waste services. Over recent years, work has been commissioned jointly from Eunomia and from AEA/Grant Thornton to assess likely costs based on a range of assumptions.

The key considerations are the potential impact of these additional costs on other services and on our budgeting. Clearly, any efficiency savings that can be identified will help to cover the cost increases that have to be met (and any reduction in grants).

WG set out its funding mechanism as follows, subject to the approval of Full Service development plans:

**Food waste** – a contribution of approximately 25% of the lifetime cost of each project, as follows:

- Contribution of 20% of the net present value (NPV) of the initial capital costs of the facilities
- Contribution of 15% of the NPV of the facility gate fee, payable per annum

## **Residual waste**

- Contribution of 25% of the NPV of the facility gate fee, payable per annum.
- This commitment to financial support has been vital in enabling us to progress these procurements.

## **Cost Information**

Firmer figures for the **cost of food and residual waste treatment** are now becoming available as the procurement exercises have progressed. The information received to date suggests that the costs of the food waste procurement are well within original cost estimates. Further information is needed to establish accurate residual waste costs.

Further information on the **costs of collections** should be forthcoming as a result of a WG commissioned study on collection methods. This study, which made an initial report in December, will identify reference costs per household for collections in three types of authority – Rural, Valleys and City – based on achieving 70% recycling. Collection costs can then be estimated for each authority, by multiplying the number of households by the appropriate reference cost for the type of authority.

## **Grant Information**

The Comprehensive Spending Review has resulted in cuts in WG's budget that will have implications for the Sustainable Waste Management Grant (£73m in 2010/11 for the whole of Wales). Whilst £23m to support procurement of food waste facilities and other waste programme procurement activities has been protected, indications have been given that the remaining £50m may be subject to cuts. An updated profile of the anticipated **income stream from SWMG**, based on latest intelligence/expectations, therefore needs to be produced.

The draft budget settlement will enable projections of the allocations of **Revenue Support Grant** to individual councils, and waste's share of this allocation can be estimated and projected forwards.

WG has allocated the SWMG for the three years. However, consideration is being given to investigating the possibility of an indicative **ten-year funding projections** up to 2020 to facilitate long term planning against the service development plans proposed under the change programme.

#### **4.0 WELSH GOVERNMENT'S COLLECTION BLUEPRINT**

In March 2011 the Welsh Government published a 'Collection Blueprint' for affordable and sustainable local authority services for recyclable, compostable and residual waste following consultation undertaken as part of the Municipal Sector Plan.

This blueprint sets out their recommended service profile for the collection of waste from households that WG believe will result in high rates of high quality recycling, significant cost savings and improved sustainable development outcomes.

The Welsh Assembly Government's priorities for collection may be summarised as:

Provision of as many local bring sites, collecting as wide a range of materials, as possible so as to provide choice to householders on the way that they can access a recycling service.

Provision of well signed, equipped and staffed Household Waste Recycling Centres (HWRCs) that enable as many people as possible to access facilities for recycling as wide a range of materials as possible. The recycling rates of HWRCs should be high (in excess of 70%).

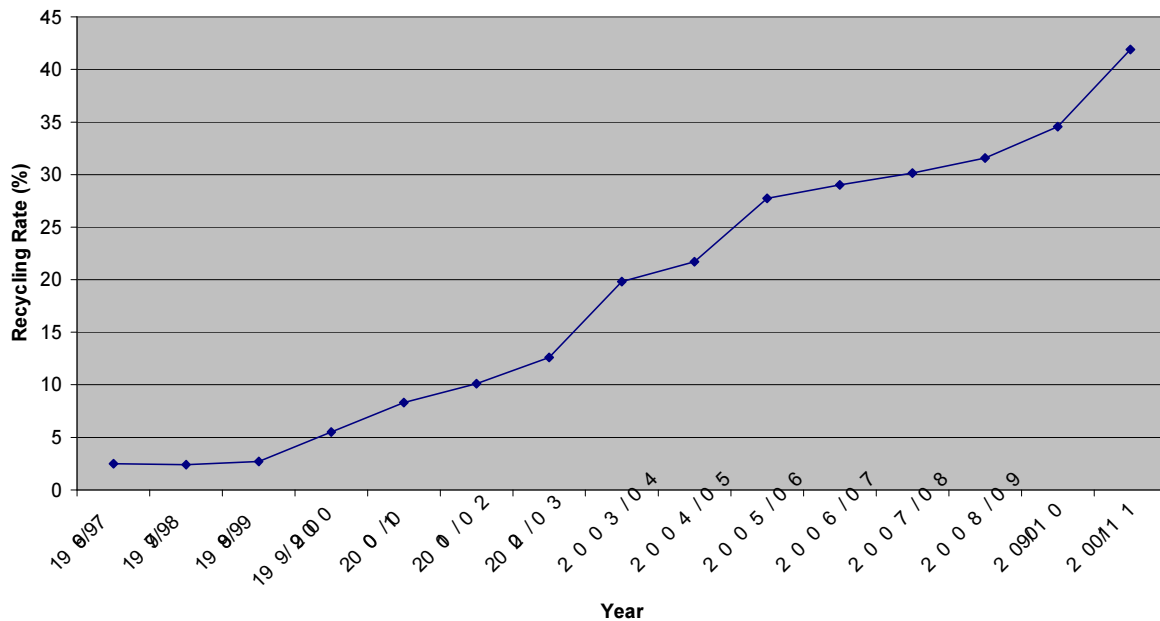
Provision of kerbside collection services that reduce residual waste arisings, collect high levels of clean recyclables in ways that can be recycled 'closed loop' and locally (preferably in Wales or elsewhere in the UK) and at lowest overall financial cost, and in ways that help elicit the desired behavioural changes amongst householders whilst at the same time providing convenience.

Provision of kerbside collection services that can provide source segregated food wastes to anaerobic digestion (AD) facilities that produce renewable energy and soil conditioner/fertiliser.

## 5.0 BACKGROUND / HISTORY OF WASTE MANAGEMENT IN SWANSEA

The following graph shows Swansea's recycling rates from 1996, prior to the first national waste strategy *Wise about Waste* published in 2002 up to 2011.

Recycling in Swansea 1996 - 2011



Recycling has a long history in Swansea and has gone through many changes. However, there was a clear, evident rapid increase in the recycling rate once the grant from the Welsh Government was made available in the early 2000's.

The following Timeline gives a summary of the various service and operational changes, undertaken over the last 20 years, and shows significant progress in moving forward waste minimisation recycling and composting.

April 1990	First started recycling in three areas (Llansamlet, Morriston and West Cross) of Swansea collecting six different items
1999	Green Waste first segregated at Civic Amenity Sites
2000	WOW educational pack introduced for Schools
24 <sup>th</sup> November 2001	Garden Waste Collection Trial started in Clydach from 1,500 properties
January 2002	Kerbside Recycling Collections expanded to 27,839 properties.
September 2002	Kerbside Recycling Collections expanded by a further 20,060 to total 47,899 properties.
July 2003	Kerbside sort box scheme trial for 12,028 properties.

July 2003	Kerbside Recycling Collections expanded by a further 26,077 to total 73,976 properties.
July 2004	Kerbside Recycling Collections expanded to cover whole County of 110,000 properties.
July 2005	Garden Waste Collections to 35,000 homes introduced.
November 2006	Kitchen Waste collections to existing Garden Waste Areas introduced.
September 2007	Secured funding to continue Garden/Kitchen Waste Collections.
September 2007	Schools Plastic "Moo Bins" collections introduced
November 2008	Inclusion of cardboard to Kerbside Collections
May 2009	Kitchen Waste and Garden Waste expanded to cover whole of County and Kitchen Waste changed to weekly collection. <ul style="list-style-type: none"> <li>• Existing 35,000 changed + 17,398 new households - 1<sup>st</sup> Feb 2009</li> <li>• 7,711 new households - 1<sup>st</sup> March 2009</li> <li>• 18,011 new households - 1<sup>st</sup> April 2009</li> <li>• 16,896 new households - 1<sup>st</sup> May 2009</li> <li>• Introduction of caddy liners</li> </ul>
November 2009	Delivery of home composting bins to areas not included on Garden Waste rounds completed.
May 2010	Plastic Collections introduced to whole of County on opposite week to green bags.
Sept 2010	Schools plastic collections moved to kerbside rounds and Moo Bins removed. Later replaced with pink drop back bins.
Oct 2010	Alternate Weekly Collections (AWC) of black bags introduced for Thursday and Friday Collections.
Oct 2010	Kitchen waste expanded to include all households
April 2011	AWC for black bags introduced for Monday to Wednesday rounds.

The Councils last Waste Strategy was adopted in 2001 by full Council but significant changes to National Policies set out in 'Wise about Waste' and more recently "Towards Zero Waste" have meant that this has now become outdated.

## **6.0 EXISTING WASTE MANAGEMENT PROGRAMME IN SWANSEA**

The Council has already embarked on a wide programme of measures to encourage municipal waste minimisation, re-use and recycling over the last decade. This programme, which includes the kerbside collection of recyclates and compostables, along the lines of the above blueprint, the provision of recycling facilities at Civic Amenity Sites, the promotion of home composting and the ongoing provision of 'bring sites' at various locations around the area has been successful in enabling City and County of Swansea to generally meet its targets.

More recently considerable progress has been made in the Regional Procurement of food waste treatment utilising anaerobic digestion technology which is being progressed through the Regional Sustainable Waste Management Project Board, and Regional Joint Committee. Similarly, an Outline Business Case is now being developed regionally for residual waste.

The future of the Landfill site at Tir John is also under active consideration and is being progressed through the Tir John Programme Group, but will ultimately play less of a role as the strategy moves from landfill into treatment.

Whilst these three elements are being progressed through different channels they are inextricably linked and each has an essential part to play in successfully enabling the Council to comply with future statutory targets.

### **Current Initiatives**

There are a range of initiatives currently in place for the minimisation, recycling and composting of waste within the City and County of Swansea. These include:-

### **Waste Minimisation and Reuse**

The Council is active in its pursuit of encouraging residents to reduce and reuse the waste it produces. A range of initiatives have been introduced to support this work. These include:-

- w The adoption of a waste minimisation programme for in-house wastes, reducing paper use and increasing recycling.
- w An annual Wise up to Waste Week which concentrates a large number of activities and events all aimed at raising awareness of waste minimisation.
- w The Swansea Schools Recycling Programme, which helps raise awareness of waste minimisation and recycling issues within schools. Currently 110 of the 120 schools in Swansea are signed up to the scheme. The schools also collect various items such as cardboard, paper, cans and kitchen waste for recycling. 'Swap shops' for uniforms, books, DVD's games etc have been run in some schools and have been very effective. Schools also receive a termly newsletter. There are web pages specifically for schools, both children and teachers. [www.swansea.gov.uk/recyclingschool](http://www.swansea.gov.uk/recyclingschool)
- w An online Swap Shop where residents can exchange unwanted goods free of charge is part of the council web pages for recycling.. Approximately 6700 items have been placed on the site and/or requested.
- w Working with communities which have been identified as having a low participation rate regarding recycling schemes. Door knocking takes place in

- targeted streets and areas and a survey taken after to assess the increase in participation.
- w Regular Press Releases informing the public of the issues relating to waste and prolific use of the Swansea Leader are utilised.
  - w Publication of the 'Little Green Book' detailing steps residents can take to reduce and minimise waste and how to use the services we provide. Also available is a Reduce, Reuse, Recycle book purchased through a partnership with Cardiff and Carmarthen.
  - w Support of the Real Nappy Campaign and issue of £50 vouchers for families wishing to change to real nappies instead of disposables.

### **Kerbside Collection Services**

#### **Kitchen Waste**

- § A weekly collection of kitchen waste using a 5litre caddy with supplied liners and a 23litre food waste bin.

#### **Dry Recycling**

- § An alternate weekly kerbside collection of glass, paper cardboard, cans and plastic to all properties within the City and County of Swansea using a bag system (one green bag for glass and cans, one green for paper/card and one pink for plastic.)

#### **Garden Waste**

- § A fortnightly kerbside collection of green waste using 90 litre reusable woven sacks.

#### **Nappy Waste**

- § A weekly nappy collection service is provided on request with registered parents being supplied with special stickers for a black bag containing nappies only on the week of no residual waste collection.

#### **Residual Waste**

- § Residual black bag waste is collected fortnightly.

#### **Bulky Waste**

- § Bulk items are sorted for reuse or dismantled.

### **Home Composting**

Residents are offered the opportunity to purchase reduced price compost bins to compost their green/food waste at home. To date over 5,000 units have been sold. Free compost bins and booklets on how to compost have been given away at a series of events. However, unfortunately none of the waste diverted from the waste stream by this means can be included in the calculation of the composting rate.

### **Bring Sites**

A network of 19 community based recycling centres (bring sites) exist at various locations throughout the City and County of Swansea. The sites offer a range of facilities for recycling including paper, glass, cans, textiles shoes and books.

### **Civic Amenity Sites**

The Council provides 5 Civic Amenity sites (HWRC) which are operated under contract by Swansea City Waste Disposal Company Limited and are located at:-

- w Llansamlet (Baling Plant)
- w Clyne
- w Garngoch
- w Penlan
- w Tir John

The sites offer a range of recycling facilities including:-

Mixed glass.	Fridges/freezers.
Paper.	Electrical goods.
Cardboard.	Batteries.
Green Waste.	Gas bottles.
Wood.	Paint.
Plastics.	Fluorescent tubes.
Textiles/footwear	Engine oil
Books.	Domestic cooking oil
Scrap metal.	

### **Commercial Recycling**

The Council operates a kerbside Commercial Waste Recycling operation which offers businesses the opportunity to recycle glass, cans, cardboard, paper and food waste. It also actively seeks to encourage the commercial recycling of other materials such as wood and scrap metal. The team also offer simple waste audits for businesses struggling to deal with their waste. The pricing structure has been set to encourage recycling over disposal.



## **Voluntary / Community sector recycling and reuse**

The voluntary/community sector via partnership agreements with the Council, collects various items directly from the public for reuse or recycling. Items collected include furniture, textiles, books and electrical items. The same group of organisations, all members of Swansea Community Recycling Alliance Partnership (SCRAP) of which the Council is a member, also benefit from items fit for reuse which are collected through the council's bulky waste collection service. Items not fit for reuse are dismantled and the various waste streams are recycled. E.g. wood, metals etc. This project is run in partnership with the Social Services department and employs their service users with support from waste management.

## **Participation**

Research has been undertaken to establish the barriers to recycling to increase participation. This will be repeated once the AWC's have settled in.

- w Planned door knocking has been carried out and will continue, resources permitting, particularly in areas with low participation.
- w Further projects will be undertaken with regard to the student population. Good links have been established with the University and college. An 'easy guide' specifically for students is in production. All university registered housing with the county has had calendars delivered for the new term.
- w There have been a considerable number of community events attended with a view to driving up participation. These will continue throughout the season and beyond.
- w A prize draw competition is arranged.
- w Further promotion within blocks of flats will be carried out to encourage use of systems in place.
- w The supply and type of black bag issued will be looked at with a view to encouraging the use of pink and green bags.
- w Use of the "Swansea Voices" consultation forum for regular feedback on waste issues.

## **Regional Procurement**

A consortium of six local authorities in South West Wales has been established to further WG's aims of securing partnership working, collaboration and efficiencies across the public sector in Wales.

A regional Joint Waste Committee oversees and provides the necessary governance for direction of the consortium.

Under the umbrella of the consortium, a procurement hub for food waste treatment has been formed comprising of five local authorities from the consortium. The hub has received approval from WAG to progress food waste treatment by Anaerobic Digestion (AD), and the procurement is well underway with a view to food waste treatment being available to the region in 2014. Swansea is the lead authority for the procurement and has included this work within its outcome agreement with WG. Further, an outline business case is now being prepared to secure residual waste treatment for the region by 2018.

### **Scrutiny Review**

During 2010/11 the Environment & Communities Overview & Scrutiny Board carried out an in-depth review into waste minimisation, recycling and composting in the City & County of Swansea. The Board selected this topic as a review because challenging targets have been set by the Welsh Government to reduce the amount of refuse that is sent to landfill and to increase levels of recycling. In response to this the City & County of Swansea has a key corporate priority to minimise waste and increase composting and recycling. The aim of the review was to answer the following questions:

Review question:

*Will the Council achieve the waste minimisation, recycling and composting targets set out by the Welsh Assembly Government in its National Waste Strategy 'Towards Zero Waste'?*

Sub-questions:

- a. How are households in Swansea being encouraged to send less waste to landfill and increase recycling and composting?*
- b. What are the barriers to recycling and what action can be taken to reduce these?*
- c. How effective are the waste minimisation, recycling and composting awareness raising and educational programmes?*

Following several months of evidence gathering the Board concluded that a substantial amount of work has been undertaken by the Recycling Team and the rest of the Environment Directorate to increase levels of recycling within the City & County of Swansea. For example, the Board were supportive of the introduction of alternate weekly collections, which has increased levels of recycling. However, the Board found that without increased participation from the residents of the City & County of Swansea there is a risk that the challenging targets set by the Welsh Government will not be met. The Board made 17 recommendations to Cabinet designed to support and enhance the work of the Environment Directorate.

These recommendations were accepted by Cabinet and the Board will monitor the subsequent action plan, which has been established to introduce the

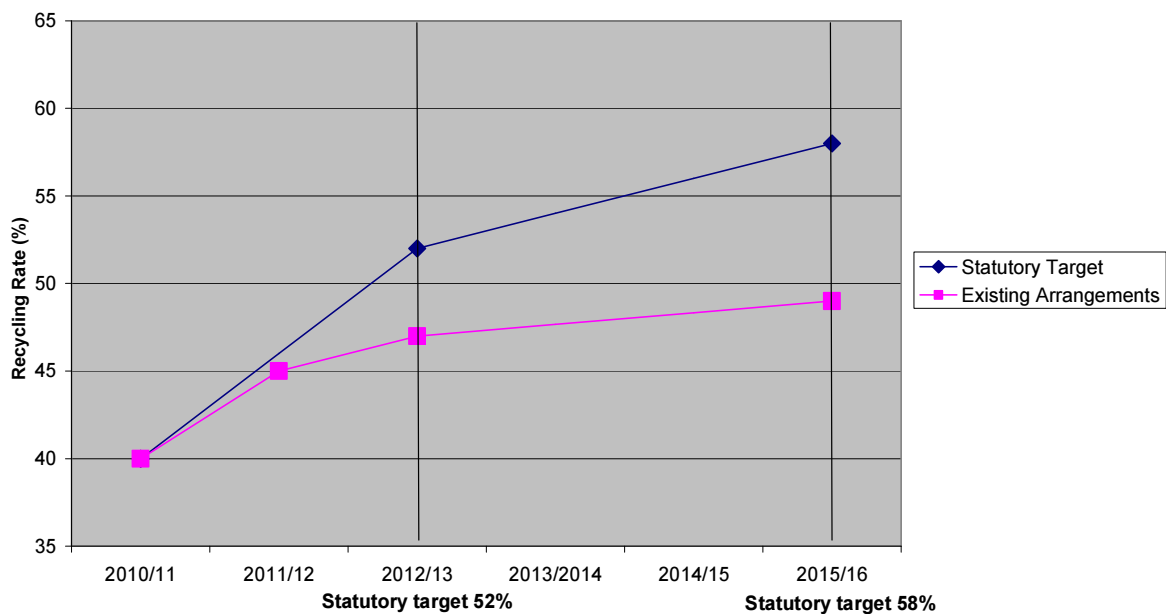
recommendations. The Board will also continue to monitor the Council's landfill and recycling performance.

The Board's final report which contains the full list of recommendations and conclusions can be found on the Overview and Scrutiny web pages. Also available, is the Board's detailed findings report, which contains information on all the evidence gathered by the Board during the course of the review.

## 7.0 THE NEED FOR A SERVICE IMPROVEMENT PLAN

### RECYCLING TARGETS

#### Recycling Performance



Assuming reasonable progress/participation in existing initiatives, it is still projected as indicated by the graph above, that our existing arrangements are likely to fall short of the targets set for 2012/13 and 2015/16 by 5% and 9% respectively.

Swansea face potential fines of £250k for every one percent that the statutory recycling targets are missed by year on year.

Hence the need for a Proactive Service Improvement Plan is a priority for the Council, and is identified as an Improvement Objective within the Council's Corporate Improvement Plan.

## CURRENT PERFORMANCE / TRENDS

This table illustrates each of the recycling areas and their contribution to the overall recycling figures illustrated in **Graph 1**. The figures are based on best practice available evidence and current trends in Swansea.

	Column One	Column Two	Column Three	Column Four	Column Five
<b>Recycling Service</b>	<b>*Best Practice</b>	<b>2010/11 April – December %</b>	<b>2011/12</b>	<b>2012/13 Statutory Target 52%</b>	<b>2015 /16 Statutory Target 58%</b>
Kerbside	32.0	20.4	25.0	26.8	28.0
Civic Amenity Sites	18.5	13.7	14.0	14.0	14.2
Commercial Waste	6.5	5.3	5.4	5.5	6.0
Bring Sites	1.0	0.5	0.5	0.5	0.5
Voluntary Sector	0.5	0.1	0.1	0.2	0.3
Sweeping	0.5	0	0	0	0
<b>Total</b>	<b>59%</b>	<b>40%</b>	<b>45%</b>	<b>47%</b>	<b>49%</b>

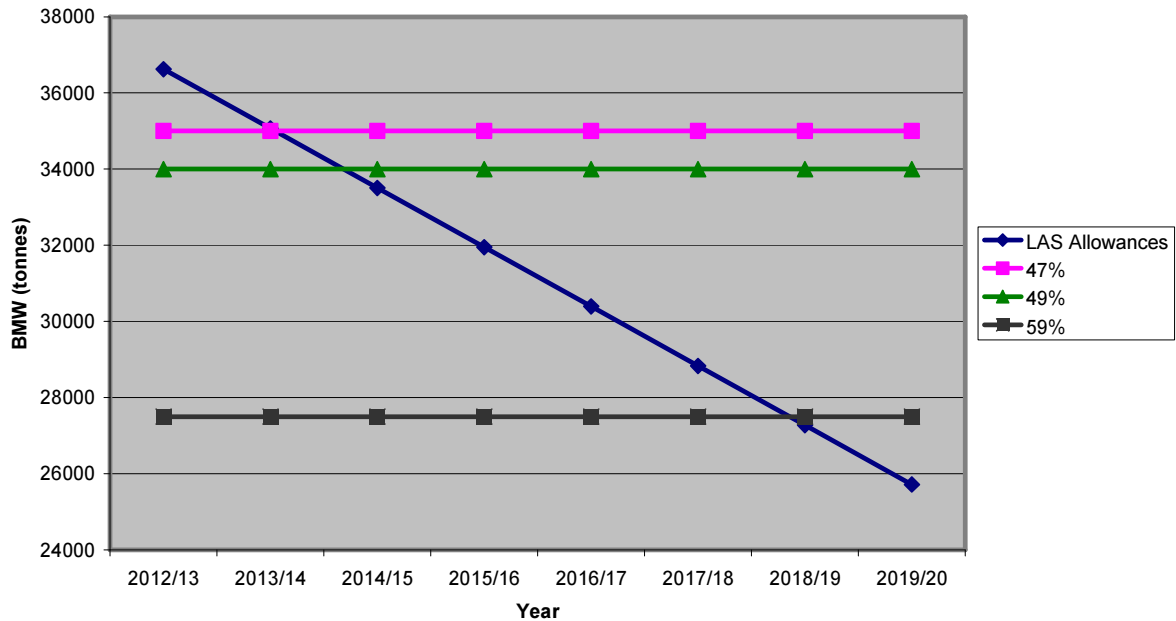
\* The best practice achievable %age is that which could be recycled if improvements are made to each of the existing recycling services based on best practice available evidence.

Utilising this as model, 59% recycling could be generated from our planned **Service Improvement Plan** and would exceed the statutory targets set for 2015/16 by 1%.

However columns two, three and four show what our likely performance would be if no further additional work and indicatives were redeveloped to improve each of the recycling areas significantly in future years based on current trends in Swansea.

## LANDFILL ALLOWANCE SCHEME (LAS)

### Landfill (LAS) Allowances



The above Graph shows that if recycling rates are increased to achieve the targets set for 2012/13 and 2015/16 then this will ensure that our LAS targets are also met, with the assumptions that:-

- total MSW will remain relatively constant at 118,216 tonnes
- biodegradability of residual waste will be relatively constant at 56%

Therefore the Council will need to adopt the **Service Improvement Plan** to improve each of the service areas in order to achieve the targets and avoid potential fines.

## **8.0 SERVICE IMPROVEMENT PLAN 2011/ 16**

### **OUTCOME AGREEMENT**

As referred to in Section 2.0 above, there is an “Outcome Agreement” for Waste which contains measures and targets which need to be achieved by 2012/13. It is important that the Improvement Plan as outlined here includes and ensures the Agreement Targets as detailed in Appendix A are met.

## **IMPROVEMENT AREAS**

### **KERBSIDE COLLECTION**

With the largest contribution to the recycling targets, this service has been and must remain the main focus for improvement.

The current system (April 2011) is in its infancy as a service with the phased introduction of alternative weekly collections having taken place in October 2010 and April 2011. Plastic collections and free kitchen liners were introduced in October 2010 which built on a system understood and used by residents for the last twenty years.

The introduction of these changes necessitated a complete reconfiguration of the existing services to ensure both efficient collection rounds and ease of understanding for residents.

Consequently a considerable publicity campaign was launched to assist residents understand and adjust to, and more importantly, participate in the use of this new service.

A new fleet of specialist vehicles has been put in place to cater for the revised collection system which will remain in service for the next three to seven years.

Participation is still increasing since the October 2010, phase one introduction of alternate weekly collections which indicates that residents are still adapting to the new service.

A move to weekly kerbside recycling of all currently collected materials could theoretically increase the overall kerbside recycling rate by a small amount but would it is felt, not warrant the substantial extra financial investment in terms of benefits at this stage. This would also necessitate a further significant change to the collection arrangements which would be confusing and counter productive so soon after such recent service changes during this 5 year period.

To enable the Authority to meet the next recycling targets within the tight timescales set down, consideration must be given to restricting the number extent of residual waste collections from each property. There would be exceptions such as for large families and some communal collection points.

However, these together with any other improvements should be subject to ongoing review that is in line with the principles set out by the Welsh Assembly Government 'Collection Blueprint'.

Additional material could be added to the existing kerbside collection system, such as textiles, with little operational changes required subject to available funding.

## **ENFORCEMENT STRATEGY**

Since the introduction of alternate weekly collections across the Authority enforcement officers are concentrating efforts on the three 'E's', Educating, Engaging and Enforcing. This consists of a set procedure to inform, instruct and where necessary enforce the new collection arrangements. Enforcement can lead to either a fixed penalty notice or prosecution. The Enforcement option will include consideration of excluding recyclates from the residual waste bags.

Education and enforcement work will be carried out with Student Unions, Universities, social housing groups and community groups for areas with a high concentration of rented accommodation, high turnover of occupancy or houses of multiple occupation where persistent problems exist.

## **PARTICIPATION**

The key to accelerating the percentage of recycling is to increase the participation of residents in the use of the new kerbside collection service.

With the expanded collection service in place Waste Management staff can concentrate on increasing participation.

This will be achieved by a continued advertising and promotion campaign including extensive door to door knocking and working with community groups. This will be progressed through the Waste Management yearly activity analysis and in detail in monthly Recycling Review meetings.

The extent of this acceleration in participation rates will depend on available funding.

The following outlines activities being planned:-

**Advertisement Campaign** – 'this is how we/l recycle'. We will recruit 'faces' from different groups. E.g. resident of a flat, young family, student, older person, Council office etc.

**Flats** – follow up survey and door knocking.

**Households** – targeted door knocking. Initial targets will be areas of middling participation.

**Internal waste minimisation and recycling** – continued support and development of Green champions to include more officer and Councillors. This project will also link with the Sustainable Development section to include energy and water etc.

**Incentive Schemes** – will investigate appropriate schemes but will exclude ones which encourage recycling to the detriment of waste reduction.

**Bag availability** – develop more community outlets to stock green and distribute and pink bags.

**Community Recycling Sites (CA Sites)** – encourage their use and run a campaign to promote particular waste streams.

**Video** – to make a video showing what happens to materials and particularly look to include a students in this.

**Surveys** – Further extensive survey to look at participation including the use of Swansea Voices where appropriate.

**Easy guides** – increase range of guides to recycling , e.g. tourists / visitors to area.

### **CIVIC AMENITY SITES**

The Civic Amenity sites achieved recycling figures of 50% to 60% of their waste in 2010, which contributed nearly 14% of our total waste, recycled.

These facilities will have to be improved significantly to achieve a rate of 80%, which will be required to achieve the targets for 2015/16 and possibly the targets of 2012/13, if other services do not fulfil their potential.

The facilities will have to provide a better range of recycling facilities, a different focus from staff who will promote and assist recycling. Updating of the overall sites together with re-branding will also have to take place.

Residual waste disposed of will also have to be reduced to achieve these high recycling rates. Consideration will have to be given to limiting the numbers of locations that will take residual waste. However, this needs to be balanced against the dangers of indiscriminate “fly tipping”.

These improvements will be progressed through the Waste Managements yearly activity analysis and in detail in month Recycling Review meetings and LAWDC Operational Group meetings.

The extent of this work will depend on future funding availability.



## **COMMERCIAL / NON HOUSEHOLD WASTE**

The Commercial and non household Waste and Recycling collection services recycled 37% of its waste in 2010, which contributed 5.3% of our total waste recycled.

In order to increase this to 45%, the emphasis must change from a residual waste collection service to a recycling service.

In 2009/10 the Trade Refuse collection service was re-branded as a Trade Recycling service and placed under the control of the Waste Minimisation and Recycling Team Leader to instil these values.

The pricing structure has been changed for 2010/11 to encourage recycling and will be reviewed annually to further encourage recycling. The web pages have been updated and promoted. [www.swansea.gov.uk/commercialwaste](http://www.swansea.gov.uk/commercialwaste) A basic waste audit service is offered to businesses needing assistance with their waste management.

Additionally the residual waste generated by this service could be sorted and additional materials recovered for recycling.

During these changes the balance between increasing recycling and maintaining income will have to be carefully monitored.

## **STREETSCENE**

Waste arising from street cleansing is not at present recycled. Operational changes will have to be developed to enable this service to recycle and assist in achieving targets for 2016 and beyond.

## **FOOD AND RESIDUAL WASTE TREATMENT**

The procurement of food and residual waste treatment is progressing through the South West Wales Waste Management Consortium, with projected operational start dates of 2014 for Anaerobic Digestion and 2018 for Residual Waste treatments. Clearly these facilities are an integral part of the plans and are increasingly important in enabling the Council to meet its landfill division targets.

## **WASTE MINIMISATION**

The existing Waste Minimisation work will continue and be expanded as set out in the Waste Management yearly activity analysis and in detail in the monthly Recycling Review meetings.

This work will tie in closely with the National 'Wise about Waste', Waste Awareness Strategy. It also takes into account recommendations from the internal Scrutiny Board.

A plan is being put together to concentrate the efforts of the recycling team in this endeavour now the Alternate Weekly Collections have commenced. The following outlines some of the activities being planned:-

**Nappies** - Promotion of real nappies and of the £50 voucher scheme.

**On line swap shop** – development and promotion. Continuation of swap shops at various venues.

**Competition** - Waste reduction competition in schools.

**Swansea Waste Action Team (SWAT)** – drive to get the basic scheme working efficiently in partnership with SCRAP members.

**WUTWW** – (Wise up to Waste Week) – All events during this annually run week focus on waste minimisation. Partners include SCRAP and Communities First.

**Love Food Hate Waste / Home composting** – Campaign to be developed.

**Waste aware street** –In partnership with local paper it aims to get one street to address their consumption and recycling habits.

**Waste Forum** – Future forums will be used to give a platform to reuse organisations.

**Education** – Classroom opening and development. Link to other environmental organisations (e.g. Community Farm) to arrange dual visits to maximise schools use of transport. Visit to other LA's for examples of good practice. Continuation of schools newsletter

## **PARTNERSHIPS WORKING**

Working in partnership provides a wide range of benefits in facilitating engagement and ensure the desired outcomes are achieved. It is important to ensure that agencies, charities, bodies and other local authorities are enabled to work together to provide services in the most effective and efficient way which is to the benefit of local people and businesses. We have forged links with many partnerships over the years and this improvement plan for 2011-16 aims to build upon these relationships to assist in going forward to achieve the priorities identified at both the National and Local levels.

## **LANDFILL**

The existing landfill facility situated at Tir John will continue to be utilised until alternative treatment solutions have been developed and procured.

This facility is run by our arms length 'LAWDC' Swansea Waste Disposal Company.

In its current state of development and use landfill is likely to be available until 2013. However, a permit application is being pursued to extend landfill operations and to enable the completion and remediation of Tir John, as required by the Environment Agency, the regulators.

### **MATERIAL RECYCLING FACILITY (MRF)**

Our MRF situated at Ferryboat Close in Llansamlet is run by our arms length LAWDC 'The Swansea City Waste Disposal Company'.

This facility will continue to function and process all recyclables generated in Swansea within the period of this plan.

## **9.0 FINANCIAL IMPLICATIONS**

It is clear that failing to achieve the statutory recycling and landfill diversion targets will have a considerable impact if fines are imposed, far in excess of investing in improving existing performance. Swansea face potential fines of £250k for every one percent that the statutory recycling targets are missed by year on year.

The over-arching financial strategy is to increase the percentage of waste that is recycled and reduce the amount that is land-filled, in order to meet the statutory recycling targets and landfill allowances, and avoid the potential of fines. The aim is to achieve this at the lowest possible cost to the Council.

It is projected that the increases that can be achieved with the current system and the recent changes will fall short of these targets, and that further improvements and investment are required.

Whilst there are no immediate financial implications arising from this report, acceptance of this strategy could result in additional expenditure at a future time. Acceptance of the strategy does not mean that additional resources will be made available and it should be assumed that future spending needs will need to be contained within existing budget provision.

If the strategy is approved a detailed three year plan will be produced showing what actions are required to meet the targets, how much these will cost and options for how they could be funded.

All of these plans will be embedded in the service unit work plans on an annual basis, and underpin the Council's Improvement Objective.

## **REFERENCES**

Wise About Waste 2002

Towards Zero Waste 2010

Landfill Allowance Scheme (LAS)

Waste (Wales) Measuring 2010

Waste Improvement Programme (Waste Awareness Wales)

Municipal Sector Plan Part 1 WAG 10 -11169

Municipal Sector Plan Part 1 Collections Blueprint WAG10-11236

## Report of the Leader of the Council

Council – 26 July 012

### CITY AND COUNTY OF SWANSEA – POLICY COMMITMENTS STATEMENT

#### Summary

<b>Purpose:</b>	To adopt an outline of Council Policy Commitments for the City and County of Swansea for the next 5 years.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To set Policy Commitments.
<b>Consultation:</b>	N / A
<b>Recommendation(s):</b>	It is recommended that: 1) The City and County of Swansea Policy Commitments be adopted.
<b>Report Author:</b>	Leader of the Council
<b>Finance Officer:</b>	N / A
<b>Legal Officer:</b>	N / A

#### 1. Introduction

- 1.1 The Authority wishes to establish a number of Policy Commitments. To that end it has developed a Policy Commitments Statement setting out its values. This is attached as **Appendix A**.

#### 2. Council's Priorities and Improvement Plan

- 2.1 Council are asked to adopt this Policy Commitments Statement which in turn will be used to devise the Council's Priorities and Improvement Plan for 2013-2018. Over time the themes identified in the Policy Commitments Statement will be built into the Authority's Local Plans.

#### 3. Financial Implications

- 3.1 Not Applicable.

#### 4. Legal Implications

- 4.1 Not Applicable.

**Background Papers:** None

**Appendices:** Appendix A – Policy Commitments Statement

## CITY & COUNTY OF SWANSEA POLICY COMMITMENTS STATEMENT

### **A safer, greener, smarter, fairer, healthier, richer Swansea**

#### **STANDING UP FOR SWANSEA**

##### **1. Foreword**

- 1.1 The new Council administration has a fresh vision for our City - an ambitious, but realistic vision. It will help to meet the challenging times that we all face and provide hope for local communities and businesses. The new Council administration believes that now is the time to provide fresh hope for our City.
- 1.2 The City & County of Swansea Council ('Swansea Council') now has a chance to put our city on the road to recovery & prosperity. It will adopt values that provide fairness for families and children, fresh hope for our city's communities, new opportunities for our people and businesses, support jobs for younger people and future generations and a 'greener', sustainable Swansea. It will create a 'can do' culture to help turn our city around.

##### **2. The Council's Vision for Swansea**

- 2.1 Swansea is a very special place. We are all very proud of our city with its beautiful location and its wonderful range of natural habitats and species, parks and open spaces. No other city can match Swansea with its miles of glorious beaches, the Gower Area of Outstanding Natural Beauty and Local and National nature reserves and European Protected Areas such as the Burry Inlet and Crymlyn Bog.
- 2.2 These are challenging times for our people but the new Council administration is ambitious for Swansea; it recognises the city & county's considerable potential. Swansea has significant wealth in its natural assets: which other city has such richness in its location and variety of natural habitats, the diversity of our communities, our history, arts, culture and sporting achievements? Our city has a quality of life second to none.
- 2.3 Swansea Council will now have a new vision; a vision of a 'Healthy City', a city where people can lead flourishing lives, in communities that have access to basic goods, that are socially cohesive, designed to promote good physical and psychological wellbeing and which are protective of our natural environment.
- 2.4 However Swansea has also been poor in too many things: Swansea is a divided city, with unacceptable divisions between the richest and poorest communities and families in our city. Swansea Council will put poverty and unemployment, especially amongst our young people, at the top of its agenda for the next five years.

- 2.5 Swansea Council now acknowledges the concerns about the state of our forgotten city centre and the poverty in many of our communities and the sense of hopelessness that that has created. There is a desperate need for a change of direction and the creation of a 'can-do' culture.
- 2.6 It will place an urgent emphasis on improvement in the quality of council services to achieve delivery of high quality services for all. It wants Swansea to be renowned for high quality public services not a by-word for failure. To this end, it will set up a Council Leader's Delivery Unit to ensure cross-departmental co-ordination and delivery of high quality services.
- 2.7 Swansea Council now believes in *effective* partnership - a 'Team Swansea' approach. It wants to break away from a 'can't do' mentality and an inability to work with others. Swansea Council believes strongly in team work and will work in collaboration with other key public bodies, the third or voluntary sector and the business community to create the best for our city and the wider region. It is only by working together that we can meet the challenges facing our city and communities.

### **3. Standing up for Strong Council finances**

- 3.1 In the face of a significant decline in public finances, Swansea Council has started an urgent review of the authority's finances and assets in order to put the management of these on a sensible, sound long-term basis.
- 3.2 However, the new Council administration considers that there is much that can be achieved within the assets and funds available to the Council which, working with its partners, will allow the Council to start delivering on its ambitions. It will adopt a 'Total Place' approach to all public expenditure and assets in our city. The Council will also seek the wider and imaginative community use of public assets, such as Council-owned buildings.
- 3.3 Swansea Council will rise to the challenge of halting the city's decline and getting it moving. It pledges itself to begin the improvement, and the efficient delivery, of the quality services that the local citizens, taxpayers and communities in Swansea have every right to expect.
- 3.4 It will work with the Welsh Government, other local authorities, the third sector, the NHS, Police and other social partners, to explore collaborative and innovative ways in which local services can be financed and delivered most efficiently; and how the value of council assets can be maximised, particularly for its priority policy areas. Swansea Council will also seek to maximise the considerable expenditure it and other local public bodies make on the procurement of goods and services, for the benefit of the local economy, jobs and training.

#### **4. Standing Up For Council Democracy**

- 4.1 Swansea Council is committed to greater accountability, transparency and scrutiny in the Council's decision making.
- 4.2 It will undertake an immediate 'root & branch' review of the Council's democratic procedures and processes with the intention of making them more 'user friendly' not only for elected councillors, but members of the public. It intends using electronic media to make the Leader and Cabinet and the Council's decision-making processes more accessible and open to direct scrutiny.

##### Standards of conduct of elected representatives:

- 4.3 The Administration is committed to the highest standards in public life and support the Nolan Principles of:
- Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership
- 4.4 The Local Government Code of Conduct for Councillors provides an outline of the standards of conduct expected of members. However, there have been a number of instances where the process for making complaints has been used inappropriately for political advantage. Swansea Council wants to ensure not only that robust standards are put in place but also that the process is clear and transparent and not open to abuse.
- 4.5 Swansea Council has already adopted as Council policy, an internal inter-councillor mediation procedure that is likely to be rolled out across Wales as an example of 'best practice'. The Council wants this higher standard of stewardship to be the basis of a new "Swansea Councillor Charter" beyond that anticipated in the Code of Conduct.
- 4.6 Swansea Council will seek to become a beacon of 'best practice' by linking this 'Charter' to a review of the complaints procedure under the Code of Conduct to ensure that the Code is used only for the purpose for which it was intended.
- 4.7 Swansea Council will introduce its own 'Pledge on Standards' and will work with the Standards Committee in developing its democratic structures, ensuring fairness, equality & efficiency.
- 4.8 It will consult with the Standards Committee and agree best practice with regard to new Committee structures and balance of representation with a view to promoting efficiency of resource and equality of representation.



## **5. Standing up for Council employees**

- 5.1 The new Council administration believes strongly that hard-working council employees are the council's most valuable asset. As a consequence, Swansea Council will establish a new, co-operative relationship with council staff. It believes local services are best delivered by local government, and it will actively engage with the workforce in identifying ways in which Council services can be designed and delivered most efficiently for Swansea citizens and communities. These discussions will also include resolving long-standing issues over equal pay and grading. Swansea Council will review the current processes for consultation and make them fit for purpose.

## **6. Standing Up for a City of Learning**

- 6.1 The new Council administration is part of an organisation that has a long and proud history of helping people achieve their potential, often against the odds. It understands how important education is to both personal fulfilment and to our national prosperity. Education does more than shape the life chances of individuals or achieve economic success, it is also fundamental in building a just, inclusive and fairer society.
- 6.2 Swansea Council acknowledges that the Authority's previous proud record in education has stalled in recent years and that too many of its schools under-perform. The relationship between the Council and education providers has to improve. The new Council believes in working in partnership, not in isolation.
- 6.3 Other Councils in Wales have shown what can be done in creating high performing schools with ambition and leadership. The new Council administration is ambitious and wants the best for our city's children and young people: Swansea Council will no longer settle for mediocre performance.
- 6.4 Swansea Council believes that our young people need to be given hope, that they need to be provided with positive alternatives to the opportunities for failure, so that another lost generation can be avoided.

### A City of Learning:

- 6.5 Swansea Council believes that everyone should be able to access learning throughout their lives. It will lead in creating an intelligent city, a knowledge city, with a new dynamic relationship with schools, the further education college, the two universities and the city's employers. Working closely with its partners and local communities, Swansea Council will develop & adopt a credible new 10-year 'City of Learning' strategic plan for the city's lifelong education and training system, a plan which will take into account the growing number of primary age children. It will regularly monitor progress in delivering the priorities of this strategy, and give the highest priority to developing the abilities of our people, enhancing their employability by providing them with the skills needed for the knowledge-based economy of the 21<sup>st</sup> Century.

Ambitious for Swansea:

- 6.6 Swansea Council now wants Swansea to be in the top five best performing Education Authorities in Wales. It will make the raising of educational standards and the performance of all our schools and pupils one of its highest priorities. Swansea Council will implement a programme for sharing best practice between teachers & schools, and supporting their continuous professional development; explore ways of improving pupil engagement and attendance and introduce an ambitious, rigorous and supportive school performance framework. It will learn from the best to help equip future generations.

High performing schools:

- 6.7 Swansea Council believes that its schools should be at the heart of their communities and at the heart of making a difference. It will promote community-focused schools and 'family learning', encourage greater collaboration between schools and make better use of school buildings as a resource for the whole community. Working with the Welsh Government, the Council will re-balance school funding to focus on need and work towards ensuring 85% of Government education funding is delegated directly to school's budgets, with the remainder for targeted specialist school and teacher support.

A flying healthy start for all our children:

- 6.8 Swansea Council will ensure every Swansea child, whatever their background, has a good, healthy start in life through providing high quality nursery education; encouraging our schools to provide free school breakfasts and milk for all eligible children, thereby helping families; continuing to implement, but strongly promoting, the 'Flying Start' initiative and 'Foundation Phase' for 3-7 year olds. The Council will seek to provide equal access for all and aim to meet the needs of every child in all our communities, whether through English or Welsh medium education.

A future for our young people:

- 6.9 Swansea Council is committed to avoiding another lost generation of young people. It welcomes the action of the Welsh Government in protecting students in Wales from higher tuition fees.
- 6.10 Swansea Council will work with the Welsh Government and other bodies such as the local colleges, Careers and Youth Services, Job Centre Plus and employers, and give top priority to an ambitious and focused programme of a Swansea Pledge to ensure all 18-24 year olds have access to quality employment, education, enterprise or training opportunities. It will explore the setting up of a Swansea Skills Campus and a Swansea-wide apprenticeship scheme and seek support for this from other employers in the city.

## **7. Standing Up for Jobs and Regeneration**

- 7.1 Swansea Council is ambitious for our city and its people. It believes in a dynamic can-do 'Team Swansea Bay' approach. It will work with our social partners and the business community to promote Swansea Bay City region positively; to attract investment and creating the right conditions for jobs, businesses and wealth, so that it can increase the wider economic and social well being of all. This will be one of the Council's top priorities.
- 7.2 The City has a declining city centre and increased poverty across the city & county area. There needs to be an improvement in the investment in effective anti-poverty measures, in creating jobs and wealth in our city and in improving and strengthening the relationships with our social partners.
- 7.3 The local construction industry is desperate for investment. Swansea Council will give it a boost by taking immediate steps to utilise an £11million housing reserve to improve council houses.
- 7.4 The successful, dynamic cities of the future will be those that exploit the creativity and knowledge of its people and which are also able to attract the brightest and the best. As the cultural capital of Wales, with a rich historical and artistic legacy, and with our city's two universities, Swansea is well placed to be a truly creative city. Swansea is no longer a major manufacturing area and a new and more balanced approach to economic development is urgently needed.
- 7.5 However, Swansea faces significant economic challenges. It was an earlier Swansea Council that led the remarkable transformation of the industrial dereliction of the Lower Swansea Valley to create the dramatically improved urban environment the city has now. Swansea Council will meet the challenges of regeneration that face Swansea today: it has done it before and it will do it again.

### A Creative, Science City:

- 7.6 Swansea Council will work closely with our city's two universities, local colleges, the Welsh Government and other partners to develop a 'Creative City Region' strategy and build Swansea as a science, technology and creative capital, developing a dynamic knowledge-based economy and increasing science-based employment, education and training in our city. It will seek a new strategic alliance with the city's two universities and support Swansea University in its creation of a Science and Innovation Campus and work with Swansea Metropolitan University to develop its expertise in the media and creative arts.

### A Healthy City Centre:

- 7.7 Swansea's recent development has been dominated by traffic-led planning and investment. The retail sector is a crucial part of our city's prosperity and attractiveness, but it is changing dramatically. Swansea Council, working with others, including business and BID partners, will develop a clear, coherent and balanced approach to the development of our city: a strategy based on the principles of good urban design, with a greater and imaginative mixed use of land and property, including publicly owned buildings. Together with its plans for a sustainable transport system for Swansea, it will improve perceptions of our city as a place to work, to visit and to live; it will aim to enhance our public spaces and adopt a coherent approach to our city's built heritage and empty properties; it will also seek to increase the number of people living in our city centre and improve the mix of housing type and tenure.

### Suburban centres:

- 7.8 Many of our important smaller suburban retail centres are struggling, either due to lack of investment or hindered by road schemes that have torn them in half or bypassed them. Swansea Council will work with businesses and local communities to support imaginative and sustainable development of these areas.

### Regeneration and anti-poverty:

- 7.9 Tackling poverty and unemployment is Swansea Council's top priority. It will draw up and implement an anti-poverty action plan for the city.
- 7.10 Working with the Welsh Government and other agencies, including the third sector, and using programmes such as Community First, Swansea Council will take a fresh and coherent approach to community regeneration and to tackling poverty in Swansea. It will seek to develop a 'Target Area' approach, bringing together council departments, the NHS and other agencies, pooling resources and finance, to work together, across boundaries, to tackle the trans-generational causes of poverty & deprivation.
- 7.11 Swansea Council will explore with Swansea's Credit Union, new ways in which it can use the extra powers provided by the last Government to make loans to micro businesses, to support expansion of local economic activity in our city.
- 7.12 Working together with the city's Development Trusts, Swansea Council will share resources and best practice in order to achieve more effective outcomes for local communities. With other employers it will explore the feasibility of implementing a 'Living Wage' for those employed on low incomes. It will work with Moneyline Cymru and the local credit union to help low-income citizens with affordable loans and personal finance.

- 7.13 Swansea Council will work with organisations such as Swansea Citizens' Advice Bureau and make targeted use of schemes such as Community First, to enhance the Council's existing Social Inclusion Unit to help low-income families, including working parents with children.

Key sectors:

- 7.14 Swansea is now a service-led economy. Given the city's natural and human resources, opportunities will exist to attract investment, grow businesses and create jobs in key sectors such as green energy, quality tourism, high value manufacturing, life sciences, ICT and the creative industries. Swansea Council will work with Welsh Government and other key partners in the city region such as industry, our universities, colleges and other local authorities to exploit those opportunities.
- 7.15 Given its wonderful location, the variety of natural environments and facilities, Swansea has huge potential for quality tourism. Swansea Council will develop and implement a quality sustainable tourism action plan to maximize the economic benefit for our city.

**8. Standing Up for Strong Transport links**

- 8.1 Swansea Council will put people first; it believes that it is time to give the city back to its people. It was an earlier City & County of Swansea Council that pioneered an integrated transport system through the introduction of 'park & ride' schemes. Swansea Council is on the side of the responsible car user, but the current transport system is too dependent on the car, at the expense of the environment, our city and suburban shopping centres; with damaging consequences for pedestrians, cyclists and public transport users. Our city centre's regeneration requires a change in direction with a more diverse, fairer transport, planning and environmental policy for the benefit of all, including 'car-less' consumers. Swansea Council is committed to achieving a 'greener', truly sustainable Swansea.

Sustainable Transport:

- 8.2 Swansea is the capital of south-west Wales and the transport needs of our city can only be planned and delivered on a regional basis. Swansea Council will work with the Welsh Government, neighbouring local authorities, transport users and providers to develop a sustainable transport plan for the city and region.
- 8.3 Together with Welsh Government, Swansea Council will seek to create a Joint Transport Authority for Swansea and the wider city region. In prioritising integrated transport, Swansea Council will explore the introduction of 'oyster'-style travel cards. It will work with the Welsh Government to lobby the Government in London to extend the electrification of the main line from London to Swansea.

#### A Healthy, Greener Swansea:

- 8.4 Swansea Council has ambitions to make Swansea the greenest city in Wales and transport has a crucial role to play. In developing the built and natural environment, in putting people first and in encouraging higher levels of physical activity, Swansea Council will seek to follow NICE (National Institute for Health & Clinical Excellence) Guidance on Physical Activity and the Environment. It will improve facilities in the city centre for pedestrians, cyclists and visitors, and develop and promote 'green corridors' - environmentally friendly links to the city centre from the suburbs.
- 8.5 Swansea Council will adopt the 'Wheelrights' Manifesto', and will seek to significantly increase access to safe, quicker and more cost effective cycle & walking routes through many areas of the city. It will encourage quality cycle training in schools and for adults. It will seek to complete Swansea's 'park & ride' system, with a scheme for the west of the city.
- 8.6 Swansea Council will encourage the emergence of the electric car and explore local authority controlled car parks being equipped with electric car recharging points.

#### Public Transport:

- 8.7 Swansea Council acknowledges that with the support of the Welsh Government there has been huge investment in bus services, including free bus travel for older people, and the building of the new Welsh Government-funded bus station in the City.
- 8.8 There is now an urgent need to upgrade all the city's main bus services. Swansea Council wants to invigorate the City's public transport services with simplified services, improved bus priorities and service frequencies, especially to our poorer communities, plus a simplified fares system. It will consider introducing a Quality Bus Partnership and Quality Bus Contract between the Council and bus operators.
- 8.9 Swansea Council will explore using existing licensing arrangements to ensure that taxi points are safe, well lit and stewarded
- 8.10 Swansea Council recognises that some subsidised local bus services are no longer effective in attracting passengers. Therefore, it will work with Welsh Government, transport users and operators to commission detailed studies into the feasibility of Demand Responsive Transport (DRT) services operating to neighbourhood shopping centres and major public services, such as our city's two main hospitals. Swansea Council also believes that a 'real time' passenger information system should be reintroduced.
- 8.11 As part of new bus service arrangements, Swansea Council will pay urgent attention to coordinating bus and train services and improving the main gateways to Swansea, especially for those arriving at the newly refurbished rail station, where it will examine creating a new bus-rail interchange.

- 8.12 Easy access to jobs and services is a big barrier for young people, so Swansea Council will encourage greater use of public transport and other community facilities by carrying out studies, with local bus companies, to explore the feasibility of introducing a discount entitlement card for teenagers up to 19 years old.

A Vibrant City Centre:

- 8.13 Swansea Council believes the current road layout in the city centre is too complex and the space now given over to road vehicles is excessive. The traffic scheme makes it very difficult for non-car users, especially pedestrians, to move around the city centre. In consultation with local businesses and others, Swansea Council will review the existing system with a view to a phased simplification and improved accessibility for pedestrians and cyclists.
- 8.14 To make Swansea more attractive, year round, for pedestrians and shoppers, Swansea Council will examine providing the city centre's main streets with continuous covered walkways to guarantee weather proof shopping.
- 8.15 Swansea's current car parking regime often penalises the responsible motorist. Accordingly, Swansea Council will examine the feasibility of introducing a comprehensive city centre parking system and adopting a more flexible charging regime in local authority controlled car parks.

Community safety:

- 8.16 Swansea Council believes that community safety must be a top priority. There is unchallengeable evidence that higher traffic speeds kill and injure many people, especially children, and that traffic calming and speed reduction programmes are effective in reducing the number killed or seriously injured. To enhance community safety and with the aim of balancing the needs of car users, pedestrians and other road users, it will introduce a comprehensive 20mph speed limit in residential areas across the city, examine introducing a 20mph speed limit on most roads in the city centre and appropriate speed limits in rural areas. This will be done in consultation with local communities with any traffic calming measures incorporating good design principles.

**9. Standing Up for High Quality Health and Social Services**

- 9.1 Swansea Council believes that providing high quality, reliable and consistent care for those who need it, in all our communities, is a matter of social justice as well as the mark of the compassionate city Swansea Council will seek to create and in which we would all like to live.

- 9.2 Demographic changes, such as the increase in the number of elderly people in our community, will mean that many more people will have direct contact with social care services in the future. The financial and economic challenges facing Swansea will also put additional strains on families who may need a helping hand or more skilled, longer-term professional support. Fairness and well-being will be at the heart of Swansea Council's message, with 'public interest' being above 'private profit'.
- 9.3 Swansea Council acknowledges that the previous Council had seriously failed the people of Swansea, especially many of its most vulnerable children. It wants our Social Services to be among the best in Wales, as it was prior to 2004. The consequences of the catastrophic failure in Children's Social Services in 2007, with the Welsh Government taking it out of council control in 2009, led to a demoralised staff and a long, expensive road to recovery Swansea Council will give the highest priority to maintaining a robust focus on reviewing the effectiveness of social service provision and redesigning services where necessary.

Prevention, not failure:

- 9.4 Swansea Council, with its partner agencies, will design and deliver services to ensure a new emphasis on prevention and early intervention - investing in the conditions which maintain independence and support families, rather than dealing with the consequences of family break down. It will take positive steps to investigate the creation of a Social Impact Bond to help reform Children's Social Services, investing in new preventive services to help families care for their own children, and to draw back to the city, children who are currently cared for 'out of county'.

Localise services:

- 9.5 Swansea Council will grasp opportunities to relocate social services to work directly in the communities they serve and co-locate them with other council services and partner agencies in these localities, such as education, housing and health.

Working together:

- 9.6 Swansea Council will better integrate systems, ensuring far more effective links between adult and children's services and between social services, education and local health services. It will work together with the local NHS and other partners to improve health services, especially for the most vulnerable and marginalised in our communities. It will put cooperative principles at the heart of the way our social services work closely with others. Swansea Council will also play its full part in the 'Healthy Cities' initiative, to address the health inequalities and differences in life expectancy across the city.



Public interest above private profit:

- 9.7 Swansea Council will intervene in the market in social and residential care to ensure, where provision is of last resort, that there is a diverse range of suppliers, including not-for-profit, cooperative and social enterprise providers.

Invest in our people:

- 9.8 Swansea Council will invest in our staff at all levels in social services. We will build stronger links with Swansea's universities and others, so that providers of these vital services keep abreast of best practice and new ideas in research and delivery.

**10. Standing Up for Better Housing**

- 10.1 Swansea Council believes that a warm and secure home is crucial and the starting point for so much in life. It recognises that housing needs change through the various stages of our lives and many people will need help at some point. For some, there will be times when they need other people and other services to help them have a home and a stake in our community.

- 10.2 Swansea Council recognises that the previous Council failed the people of Swansea. It failed to persuade tenants of its Stock Transfer proposal; it failed to reduce housing waiting lists; it failed to meet the Welsh Housing Quality Standard this year; it failed to effectively respond to the over concentration of Houses in Multiple Occupation (HMOs), which blights many parts of our city, and it failed to use all the powers at its disposal to tackle the abuse of HMOs by rogue landlords. Tackling these failures will be a priority for the new Swansea Council.

Affordable housing:

- 10.3 Swansea Council will work with Welsh Government, housing associations and the private sector to increase the supply of affordable housing. It will make public land available and using the planning system and, in partnership with others, develop innovative ways of raising the funds to deliver an increased supply of quality affordable housing.

Putting People First:

- 10.4 Swansea Council will put people at the heart of its housing services. It will support independent living; provide improved options for older people; increase funding for housing co-operatives and mutual housing; and prioritise those in housing need, especially the homeless.

Improving housing quality:

- 10.5 Swansea Council will work with the Welsh Government and tenants to explore innovative ways in which to improve the quality of social housing in our city and also target HMOs for improved standards of management and maintenance. The Council will use an £11million housing reserve to provide an immediate improvement in council housing stock and provide a boost to a local construction industry in desperate need of investment.

Empty properties:

- 10.6 Swansea Council will take action to address the blight of empty properties and increase the supply of housing. Working with the Welsh Government and its proposed Empty Property Loan Fund it will bring empty properties back into use.

Community regeneration:

- 10.7 Swansea Council will put housing at the centre of community regeneration and ensure that all community regeneration, including housing investment, is based on a 'Community Benefit' approach in delivering jobs and training opportunities.

**11. Standing Up for the Best in the Arts, Culture & Sport**

- 11.1 Swansea can fairly lay claim to being the cultural and sporting capital of Wales. The new Council administration has always recognised that the arts, culture and sport are as important to our individual and community sense of worth and well-being as policies on health and education.
- 11.2 However, the proud record of Swansea Council in supporting sport and the arts in Swansea has been tarnished in the past eight years. It was an earlier Swansea Council that built the Liberty Stadium and initiated and partnered the building of the National Waterfront Museum and the National Swimming Pool, a record unmatched by the previous Council administration. It was that administration that neglected the arts and cut funding especially for children and young people.
- 11.3 Swansea Council affirms its belief that the arts and sport showcase the best of Swansea and demonstrate that there is more to life than the bottom line. It believes in 'Arts and Sports for All' and has consistently championed greater provision and wider access to quality provision for everyone.
- 11.4 With the Swans and the Ospreys now in the top flight, Swansea has unparalleled access to sport at the highest level, which together with Swansea University's ambition to be in the top ten of UK universities for sports science, provides a once-in-a-lifetime opportunity to make Swansea a premier, healthy 'Sports City'.

#### Cultural Capital of Wales:

- 11.5 Alongside its plans for developing a dynamic, creative knowledge-based city, Swansea Council will draw up a refreshed 'Arts Strategy' for the city and review and refocus existing support for the arts and culture in our city.
- 11.6 Swansea Council will work with other arts providers and venues to co-ordinate and promote the whole range of artistic and cultural activities across the city.

#### City of Sport:

- 11.7 Swansea Council will work with the Swans, the Ospreys and Swansea University to create a premier 'Sports City' strategy, to develop top class sporting training, education and playing facilities for a wide range of sports, on land and water, that will benefit both elite athletes and the wider community. It will not waste the global opportunity created by the Swans being in the Premiership.
- 11.8 Sport has a crucial role to play in sustaining a healthy lifestyle, especially for younger people. Alongside its commitment to a more sustainable transport system, Swansea Council will explore the development of a young person's entitlement card to encourage a healthier and more varied lifestyle.

#### Creative city:

- 11.9 Swansea Council will work with the arts community, Swansea Metropolitan University, Swansea University and others to promote and develop the creative industries and facilities for local artists and creative businesses, to enhance their contribution to local economic growth.

#### Dylan Thomas centenary:

- 11.10 Swansea Council will provide strong leadership in preparing for the Dylan Thomas centenary celebrations in 2014. It will work with the Welsh Government and others to ensure that these celebrations are imaginative, inclusive and worthy of our city's most famous literary son.

#### Heritage:

- 11.11 Swansea has a very rich historical and cultural legacy, much of it deriving from the industrial revolution that laid the foundation for our city's prosperity. Swansea Council applauds those, such as Swansea University & Swansea Metropolitan, which work to celebrate and preserve our city's heritage, particularly the Welsh Copper project.
- 11.12 Swansea Council will ensure that this industrial legacy is central to plans for regenerating our city and local communities. With its partners, it will explore the feasibility of establishing 'Copperopolis' as a World Heritage Site, so contributing to making Swansea a major quality tourism destination. Swansea Council will also examine the feasibility of a 'Blue Plaque' scheme in Swansea to highlight those houses and buildings of historic interest.

## **12. Standing Up For Stronger and Safer Communities**

- 12.1 Swansea Council aspires to be 'of' the local community, sharing the values and hopes of its local communities. It believes that community engagement must be the basis of local democracy and (making imaginative use of digital technologies) it will put this at the heart of its policies.

### Community Action:

- 12.2 Swansea Council will follow the co-operative council model and ensure that the whole council - elected Members and Staff - works together to empower local communities, enabling their voices to be heard and allowing them to 'own' local issues.

### Young citizenship:

- 12.3 Swansea Council believes that young people should be celebrated and not demonised. It is committed to making the principles of the United Nation's Convention on the Rights of the Child a reality for all children and young people in Swansea. Where appropriate it will ensure implementation of the Rights of Children and Young Persons Wales Measure. Swansea Council will adopt economic policies that will make youth unemployment its highest priority and require any development or project to demonstrate how it will engage local young people, provide jobs or training places, as well as delivering its core purpose.
- 12.4 As part of a wider commitment to young citizenship, Swansea Council will promote citizenship in schools, seek to involve young people in a range of activities in its communities and initiate a county-wide youth leadership programme.

### Celebrate diversity:

- 12.5 Swansea has long been known as 'the city of refuge'. The richness of our city is based on the diversity of the communities that live here. Members of the current Council administration were instrumental in making Swansea a 'City of Sanctuary', only the second city in the UK to do so. Swansea Council will value Swansea's various communities by celebrating diversity and 'each other's festivals' to create a positive and cohesive sense of community and emphasising social justice and respect.

### Promote community safety:

- 12.6 Swansea Council will focus on cutting crime by promoting local ownership of community safety through building a strong partnership between the council and the police. It will work with voluntary organisations and others to give people the information and enable them to access the advice and the support they need.

Anti-social behaviour:

- 12.7 Swansea Council will tackle anti-social behaviour and neighbour nuisance and its causes, by working with local agencies and police to make Swansea a safe and attractive city. It will work with its partners to develop a carefully targeted use of ASBO's, an alley-gating policy and investigate "no cold-calling" zones and prosecute breaches. Swansea Council will work with other agencies in quickly responding to and tackling anti-social issues.

**13. Standing Up for a Better Environment and Better Planning**

- 13.1 Swansea Council is committed to sustainable development and a greener, more sustainable Swansea. It will seek to create a 'no waste' and low carbon environment and protect our natural habitats and biodiversity for both present and future generations. It will give political leadership through the Swansea Environment Forum, strengthen partnerships with a wide range of key environment organisations and provide sustainable development training for council officers and members.
- 13.2 Swansea Council will put a commitment to sustainable development at the heart of its planning policies. It will restore the integrity of the Council's planning system and ensure that it is open and transparent.

Valuing our environment:

- 13.3 Swansea Council will value and seek to protect Swansea's natural and built environment by ensuring that any development and major event within the city complies with sustainable development principles. It will aim for all such developments to have as low a Carbon Footprint as possible.

A 'greener' sustainable Swansea:

- 13.4 Swansea Council's ambition is for Swansea to be among the greenest cities in the UK. It will create a sustainable city by encouraging the highest standards of 'low carbon' design and quality in all types of developments and investment. Through the planning system and its sustainable transport policies, Swansea Council will create a network of 'green corridors' across the city encouraging more sustainable forms of travel, and ensure developments include sustainability in their overall design. It will introduce a county-wide programme of eco-street light replacement, reducing the council's carbon footprint and saving energy costs.

Value our parks and open spaces:

- 13.5 An important part of the legacy bequeathed by previous generations is the network of wonderful parks and open spaces across our city. Swansea Council will seek to protect and enhance these for the enjoyment of present and future generations, especially seeking the imaginative and sustainable use of open spaces in the city centre.

- 13.6 Swansea Council will encourage the greater provision of allotments and garden sharing, particularly where publicly owned land is available and appropriate for such use.

Greening our city:

- 13.7 Swansea Council believes that climate change is one of the biggest challenges facing the world and that urgent action is paramount. Working with the Welsh Government, the utility companies and other organisations, it will commence a programme of 'greening' council programmes and buildings, starting with the use of renewable energy and micro-generation measures and making buildings more energy efficient.

- 13.8 Swansea Council will seek to green the built environment by working with organisations such as housing associations and other public bodies and maximising the contribution from the Community Energy Saving Programme (CESP) and the Welsh Government's Arbed scheme. It will begin a programme of making council-run vehicles 'eco friendly'.

Citizen and community engagement:

- 13.9 Swansea Council will give a stronger voice to residents in the design of community-based facilities, such as the development of suburban shopping centres, transport and other neighbourhood schemes, by ensuring there is full citizen engagement, including young people. It will also work with 'Keep Wales Tidy', local communities and others to tackle the blight of litter, making Swansea a 'Tidy City'.

## Joint Report of the Chair of Council, Constitution Working Group and Monitoring Officer

Council – 26 July 2012

### AMENDMENTS TO THE COUNCIL CONSTITUTION

#### Summary

<b>Purpose:</b>	To make amendments in order to simplify, improve and / or add to the Council Constitution.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	1) To outline the appointment process for the Independent Lay Member of the Audit Committee; 2) To clarify exactly how petitions will be dealt with within the Authority.
<b>Consultation:</b>	Constitution Working Group, Legal and Finance.
<b>Recommendation(s):</b>	It is recommended that:  1) The Terms of Reference of the Appointments Committee be amended as follows:  “3. Independent Lay Person(s) of the Audit Committee.  a) To shortlist, interview and appoint, if appropriate, suitable Independent Lay Member(s) to the Audit Committee”.  2) The Petitions Procedure be adopted;  3) Responsibility for Functions, Licensing and Registration Functions be amended.  4) Any necessary amendments to the Council Constitution be carried out.
<b>Report Author:</b>	Huw G Evans
<b>Finance Officer:</b>	Paul Cridland
<b>Legal Officer:</b>	Rod Jones

#### 1. Introduction

- 1.1 In compliance with the Local Government Act 2000, the City & County of Swansea has adopted a Council Constitution. A number of issues

have been arisen since adoption and in order to maintain the aims, principles and procedures set out in Articles 1 and 15 of the Council Constitution, it is proposed that the amendments set out below should be made to the Constitution.

- 1.2 The Constitution Working Group at its meeting on 9 July 2012 considered a report on the suggested Petitions Procedure and also a verbal report on the Appointments Committee becoming the body that should be responsible for short listing, interviewing and appointing Independent Lay Member(s) to the Audit Committee.

## **2. Delegated Minor Corrections to the Council Constitution**

- 2.1 There are no minor corrections that have been made to the Council Constitution by the Head of Legal, Democratic Services and Procurement.

## **3. Part 3, Responsibility for Functions, Appointments Committee – Terms of Reference**

- 3.1 Section 82 of the Local Government (Wales) Measure 2011 states that each Authority must appoint an Independent Lay Member(s) to sit on its Audit Committee.
- 3.2 An advert was placed in the South Wales Evening Post on 20 June 2012 asking for interested persons to complete and return their applications forms by 4 July 2012.
- 3.3 The method of appointing Independent Lay Member(s) has not yet been established. It is proposed that the Appointments Committee should carry out the role of short listing, interviewing and if appropriate appointing such persons.
- 3.4 It is therefore proposed that the Terms of Reference of the Appointments Committee be amended in order to include this function. The Terms of Reference would need to be added to as follows:

### **“3. Independent Lay Person(s) of the Audit Committee.**

a) To shortlist, interview and appoint, if appropriate, suitable Independent Lay Member(s) to the Audit Committee”.

## **4. Petitions Procedure**

- 4.1 The First Annual Meeting of Council held on 24 May 2012 resolved not to create a Petitions Committee. Following this decision petitions automatically defaulted back to Officers under



their delegated powers with Councillors no longer being involved in the process.

4.2 The Democratic Services and Complaints Manager was tasked with creating a Petitions Procedure that would enable Councillors to be involved in the process. This led to a number of meetings between key Officers and the Citizen, Community Engagement and Democracy Cabinet Member. From those meetings, the attached Petitions Procedure was developed.

4.3 The Petitions Procedure is attached as **Appendix A**.

### **5. Part 3, Responsibility for Functions, Licensing and Registration Functions**

5.1 Items B3, B4, B5 and B32 be amended to add delegated authority status to the Head of Service to allow decisions to be made in respect of these matters for which the Head of Service has operational responsibility.

### **6. Financial Implications**

6.1 There are no specific financial implications and everything proposed is within current budget.

### **7. Legal Implications**

7.1 The Local Government (Wales) Measure 2011 requires that at least one Lay Member must be appointed to the Audit Committee.

7.2 The new Petitions Procedure will become part of the Council Constitution, under Part 5, Codes and Protocols.

**Background Papers:** None

**Appendices:** Appendix A – Petitions Procedure

## Appendix A

### Petitions Procedure

#### 1. Petitions

- 1.1 From time to time members of the public will wish to make representations to the Council about a matter which is of general interest to a particular community.

#### 2. Receipt of Petitions

- 2.1 Petitions received by the Authority shall be passed to the Democratic Services (DS) Team.
- 2.2 Should a Petitioner wish to formally present a Petition of normally over 30 signatures (see paragraph 3.2 below) to the Authority, s/he should give notice to the Democratic Services (DS) Team.

#### 3. Determining the Validity of Petitions

- 3.1 Petitions shall only be considered if they are in relation to something which falls under the remit of the Authority. They will **not** be considered if they are in relation to:
- a) The conduct or rights of an individual or individuals;
  - b) Staff / Trade Unions matter of employment;
  - c) The same or substantially the same matter as an earlier petition received within the preceding six months;
  - d) Matters that must be decided by a separate Council body such as the Cabinet, Licensing Committee or Licensing Sub Committee in which case these petitions will be reported to the appropriate body and the petitioners invited to attend.
- 3.2 Petitions should normally have at least 30 signatures in order to validate them. However, the Portfolio Holder for Petitions shall have power to waive this requirement, should s/he determine that the subject of the petition affects a lesser number of people.
- 3.3 The DS Team would normally take the responsibility for determining whether a petition is valid. However, if there is uncertainty and the petition is lower than the required 30 signatures, the Portfolio Holder for Petitions shall determine the validity of the petition.
- 3.4 If the petition is deemed invalid, then the DS Team shall inform the Lead Petitioner of this and the relevant Department shall deal with it as general correspondence.

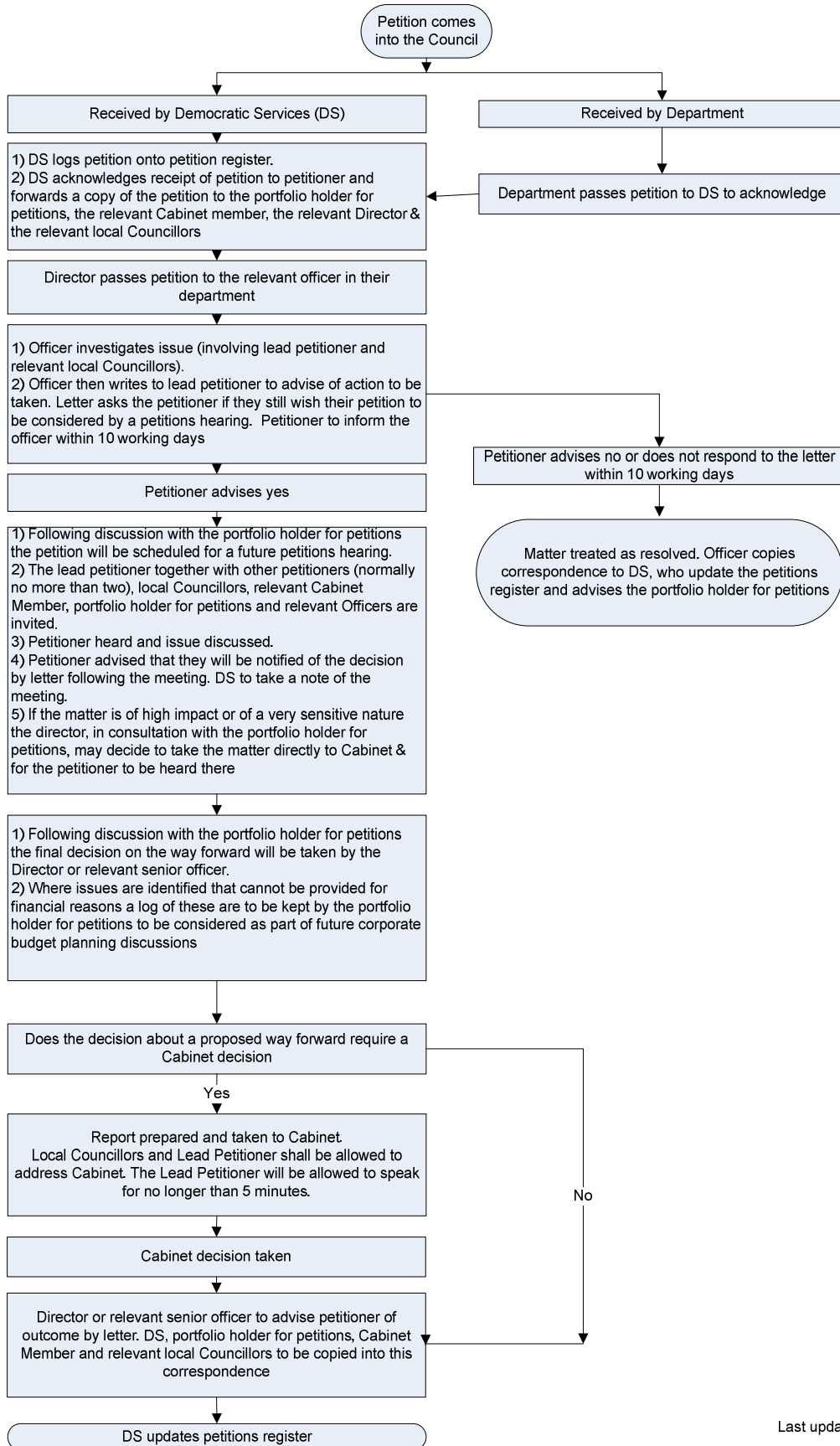
**4. Petitions on related matters**

- 4.1 The Authority often receives a number of petitions on related matters. Should 2 or more petitions be received on the same or substantially the same matters, then where possible, the Department will attempt to treat the matter as one issue.

**5. Procedure for Dealing with Petitions**

- 5.1 A flowchart showing the Petitions Procedure is shown below.

# Petitions Procedure



Last updated: 11.07.12

## Report of the Chair of Council

Council – 26 July 2012

### SCRUTINY ARRANGEMENTS 2012/13

<b>Purpose:</b>	To ensure that overview and scrutiny arrangements are effective by:  a) setting out the general approach for overview and scrutiny;  b) updating the Council Constitution in respect of overview and scrutiny
<b>Policy Framework:</b>	Council Constitution
<b>Reason for Decision:</b>	To ensure that the Council Constitution is consistent with new overview & scrutiny arrangements recently agreed by Council.
<b>Consultation:</b>	Constitution Working Group Legal and Finance
<b>Recommendation(s)</b>	It is recommended that:  1) The approach outlined in this report is endorsed 2) The proposed Scrutiny Protocol be adopted. 3) The word "Overview" is dropped from the titles of the Council bodies described in paragraph 1.1 of this report.
<b>Report Author:</b>	Dave Mckenna
<b>Finance Officer:</b>	Rod Jones
<b>Legal Officer:</b>	Carl Billingsley

## 1. Background

1.1 Council on 24<sup>th</sup> May agreed that the overview and scrutiny function would be delivered through the following bodies:

- Overview & Scrutiny Programme Board
- Stronger and Safer Communities Overview & Scrutiny Board
- People Overview & Scrutiny Board
- Place Overview & Scrutiny Board

1.2 The terms of reference for these bodies is attached at appendix 1 for information.

- 1.3 The purpose of this report is to support the introduction of these new bodies in order to ensure that they can operate as effectively as possible. It will do this firstly by setting out the general approach for overview and scrutiny work and secondly by providing an updated version of the overview and scrutiny protocol in the constitution.

## 2. General Approach

- 2.1 Overview and scrutiny in Swansea has improved significantly over recent years. Good practice, led by Child and Family Services Overview and Scrutiny, and developed across all the Boards, has received recognition from external inspectors and, in June 2011, a national award from the Centre for Public Scrutiny. The new structure presents an opportunity to build on this good practice to introduce further effective ways of working.
- 2.2 The work of overview and scrutiny will continue to be led by overview and scrutiny boards that will:
- Hold Cabinet Members to account through question and answer sessions
  - Produce reports, chairs letters and recommendations
  - Receive relevant reports
  - Deal with referrals from Council
  - Follow up on previous overview and scrutiny work
  - Undertake pre-decision scrutiny
  - Set up and monitor overview and scrutiny panels as required
  - Agree and manage work plans
- 2.3 Effective questioning strategies have been an important aspect of the recent work of overview and scrutiny. It is expected that the new Boards will continue to ensure that their work is robust and effective through the use of these strategies although it will be for each Board to determine the particular approach to be used.
- 2.4 While the number of Boards has reduced, the level of activity will remain at least the same. Instead of being done primarily at formal board meetings, detailed work will take place via task and finish groups called Panels. There will be two main types of Panel:
- **Inquiry Panels:** Set up to undertake in depth inquiries into areas of concern.
  - **Performance Panels:** Set up to provide in-depth monitoring and challenge for clearly defined service areas.
- 2.5 Boards will establish Panels with clear terms of reference and a clear time limit. Each Panel will have a chair who will be responsible for leading the work and reporting back.
- 2.6 Councillors will be appointed to a Panel depending on the subject, councillors' experience and interests. Normally councillors will be

members of the parent Board but other non executive councillors can also be added.

- 2.7 The use of Panels will ensure that overview and scrutiny is both flexible and responsive and can focus the issues of greatest priority.
- 2.8 The role of the Programme Board will be to coordinate the work programme as a whole and ensure that it is effective and that duplication is avoided. This Board will also be responsible for coordinating the following cross cutting issues as they relate to the work of the Boards including the community strategy / single integrated plan, Swansea's Local Service Board and the Council budget.
- 2.9 The Programme Board will also have an important role in promoting public engagement in the work of overview and scrutiny. This will include use of consultations mechanisms such as Swansea Voices, direct involvement in the work of the Boards and Panels and through online engagement such as through social media.

### **3. The Revised Overview & Scrutiny Protocol**

- 3.1 A full revised version of the protocol is attached at appendix 1 for agreement. Apart from some minor technical amendments, the most notable changes include:

- Reference to the new boards
- Inclusion of information about in-depth inquiries
- Details of the arrangements for pre-decision scrutiny previously agreed by Council

- 3.2 Constitution Working Group discussed the protocol in June and have proposed the following further changes that have also been incorporated into the revised version:

- Reference to 'Overview and scrutiny' replaced with 'Scrutiny' including in the names of the Boards
- Removal of the requirement for scrutiny reports to be presented to Council for information as a matter of course
- Requirement for Board chairs to chair all scrutiny panels
- Requirement for scrutiny panel meetings to be open to the public as a 'default'

### **4. Financial Implications**

- 4.1 None.

### **5. Legal and Constitutional Implications**

- 5.1 The Local Government Act 2000 requires that executive arrangements by a Local Authority must include provision for the appointment of one or more Overview and Scrutiny Committees. Guidance from the National Assembly (on executive arrangements) states that the precise

arrangements for overview and scrutiny (including the number, membership and remit of the committees) are a matter for local choice. The proposed revisions to the constitution are consistent with this guidance and the other relevant provisions of the Local Government Act 2000.

- 5.2 The Local Government (Wales) Measure 2011 contains a number of provisions relating to overview & scrutiny. Guidance from the Welsh Government has recently been received may necessitate further amendments to the Council Constitution / Overview & Scrutiny Protocol.

**Background papers:** 'Constitutional Matters' report to Council, 24<sup>th</sup> May 2012

**Appendices:** Scrutiny Protocol



# Scrutiny Protocol

The scrutiny protocol brings together all of the relevant sections of the Constitution of the Council of the City & County of Swansea. The protocol should act as a point of reference to guide the work of the Boards. The full constitution can be found at [www.swansea.gov.uk](http://www.swansea.gov.uk)

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### **Part 1**

Summary and Explanation

### **Part 2**

Article 6 – Scrutiny Boards

### **Part 3**

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### **Part 4**

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### **Part 5**

Protocol on Officer / Councillor Relations;  
Protocol for Councillors and Officers Attending and Participating in  
Scrutiny Boards

### **Part 6**

Councillors' Allowances Scheme.

(Please note - the paragraph numbering reflects the numbering in the constitution)

## **Part 1 - Summary & Explanation**

### **5 SCRUTINY ARRANGEMENTS**

- 5.1 Scrutiny will act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Working in a similar way to parliamentary select committees, scrutiny involves councillors who are not in the cabinet. They work together to ensure that the City and County of Swansea is an accountable, open and transparent organisation.
- 5.2 Scrutiny boards will allow citizens to have a greater say in Council matters by holding public sessions to inquire into matters of local concern. In compliance with S21 Local Government Act 2000 and Paragraphs 8 and 9 of Schedule 1 to the Act, these will lead to reports and recommendations that inform and advise the Cabinet and the Council as a whole on the revision of policies, budget and service delivery issues. These Boards can also scrutinise the decisions of the Cabinet.
- 5.3 These Scrutiny boards are listed in Article 6 of the Council Constitution. Each will have its own distinct terms of reference.

## **Part 2 - Articles of the Constitution**

### **6 ARTICLE 6 – OVERVIEW & SCRUTINY**

#### **6.1 Scrutiny**

6.1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Working in a similar way to parliamentary select committees, scrutiny involves councillors who are not in the cabinet.

6.1.2 The overview & scrutiny function was set up under Section 21 of the Local Government Act 2000. Every local council needs to have at least one overview & scrutiny committee.

6.1.3 In Swansea these are called scrutiny boards. There are 3 scrutiny boards:

- a. Stronger & Safer Communities Scrutiny Board
- b. People Scrutiny Board
- c. Place Scrutiny Board

Together they will hold the Council's executive to account, and examine the work of all Council departments as well as other public services.

6.1.4 There is also a Scrutiny Programme Board that will be responsible for coordinating the work of the Scrutiny Boards.

6.1.5 It is expected that the work of scrutiny should represent a significant and constructive programme of activities that will:

- a. Help improve services
- b. Provide an effective challenge to the executive
- c. Engage Members in the development of policies, strategies and plans
- d. Engage the public

6.1.6 In practical terms the work of scrutiny follows four stages:

- a. Work planning to identify issues and decide how to examine them
- b. Gathering evidence through consultation and research
- c. Making recommendations to the Cabinet, to Council and to other decision making bodies
- d. Following up to check that agreed actions have been taken and an impact made

#### **6.2 General Roles**

6.2.1 Within their terms of reference, scrutiny boards will:

- a. Review and / or scrutinise (a) decisions or actions taken, (b) policies or processes in connection with the discharge of any of the Council's functions;
- b. Make reports and / or recommendations to the Council meeting and / or the Cabinet on the discharge of any of the Council's functions;
- c. Consider any matter affecting the area or its inhabitants and make recommendations to any decision making body as appropriate

### **6.3 Specific Functions**

#### **6.3.1 Scrutiny boards may:**

- a. Assist the Council in reviewing service delivery and performance through in-depth analysis;
- b. Review and scrutinise the decisions made by and the performance of the Cabinet and / or Committees and / or other Constitutional Bodies and the Council and / or any Chief Officers both in relation to individual decisions and over time;
- c. Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and / or particular service areas;
- d. Conduct research, community and other consultation in the analysis of service or policy issues and possible options;
- e. Consider and implement mechanisms to encourage and enhance community participation in the development of policy or the improvement of services;
- f. Question Members of the Cabinet and / or Committees and / or other Constitutional bodies and appropriate Officers about their proposed policies, decisions and performance;
- g. Make recommendations to the Cabinet and / or appropriate Committee and / or other constitutional bodies and / or Council arising from the outcome of the scrutiny process;
- h. Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Board and local people about their activities and performance;
- i. Question and gather evidence from any person outside of the Authority (with their consent);
- j. Assist the Council and the Cabinet in the review of its budget and policies by in-depth analysis of policy issues;
- k. Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that collaborative working enhances the interests of local people.

### **6.4 Annual Report**

An annual report will be provided to Council detailing the work undertaken by scrutiny during the preceding municipal year.

## **6.5 Work Programme**

Scrutiny boards will exercise overall responsibility for their work programmes.

## **6.6 Proceedings of Scrutiny Boards**

Scrutiny boards will conduct their proceedings in accordance with the Scrutiny Procedure Rules set out in Part 4 of this Constitution.

## **Part 3 - Responsibility for Functions**

### **2. TERMS OF REFERENCE**

#### **2.3 Scrutiny Terms of Reference**

##### **2.3.1 General**

2.3.1.1 Scrutiny Boards will have the following responsibilities:

- a. Holding the relevant members of the Council's executive to account.
- b. Monitoring the performance of public services, policies and partnerships.
- c. Contributing to corporate and partnership policy and strategy development.
- d. Conducting in depth inquiries into service and policy areas.
- e. Involving the public in service improvement and policy development.
- f. Considering the opinions of external inspectors.
- g. Making reports and recommendations to Council or Cabinet on the discharge of any functions of the authority as appropriate.
- h. To undertake reviews as directed by Council.
- i. Preparing and publishing a regular work plan.
- j. Contribute to an overall strategic work programme for scrutiny that will be reported regularly to Council.
- k. Observing the principles of effective scrutiny as set out in the Protocol for Scrutiny.

2.3.1.2 As well as responsibility for specific functions (see below), there are also a number of shared functions where the boards may undertake joint scrutiny including:

- a. The community strategy / single integrated plan.
- b. Swansea's Local Service Board.
- c. The Council budget.
- d. Central / corporate functions of the local authority.
- e. Groups and organisations with which the Council has formed links through grant funding, compacts, subscription or service level agreements.
- f. External bodies which are able to levy a statutory precept upon the Authority.
- g. The Treasury Management Strategy Statement, Annual Report, Mid Term Report and Quarterly Progress Reports.

## **2.3.2 Scrutiny Panels**

2.3.2.1 Each Board may establish Panels for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.

2.3.2.2 Each Panel will be led by the chair of the Board.

2.3.2.3 The chair will be responsible for:

- a. Convening meetings of the relevant Panel
- b. Chairing meetings of the relevant Panel
- c. Ensuring that the Panel undertakes work to the specifications and timescales agreed by the parent board
- d. Reporting back to the parent Board with findings, conclusions and recommendations as appropriate

2.3.2.4 Councillors will be appointed to a Panel on the following basis:

- a. At least two political groups on the Council to be represented on the Panel.
- b. Councillors from the parent Board to be appointed to the Panel depending on the subject, councillors' experience and interests.
- c. If required, co-option of other Councillors to be agreed by the chair of the Board depending on the subject, councillors' experience and interests.

### **2.3.3 Scrutiny Programme Board**

2.3.3.1 The Council has appointed a Scrutiny Programme Board that will be responsible for coordinating the work of the Scrutiny Boards.

2.3.3.2 The Scrutiny Programme Board will be responsible for:

- a. Agreeing the scrutiny strategic work programme report for Council;
- b. Monitoring the delivery of the scrutiny strategic work programme;
- c. Preparing and agreeing the scrutiny annual report as required by Council;
- d. The Scrutiny Programme Board will be responsible for coordinating the following cross cutting issues as they relate to the work of the Scrutiny Boards:
  - The community strategy / single integrated plan
  - Swansea's Local Service Board
  - The Council budget
  - Promoting public participation
  - Swansea Voices and other relevant consultation mechanisms
- e. Dealing with business relating to regional / national scrutiny meetings (for example in relation to the Welsh Local Government Association or the Centre for Public Scrutiny);
- f. Considering reports relevant to the development and improvement of the Council's Scrutiny function;
- g. Dealing with consultation and implementation of national policy changes relevant to scrutiny;
- h. Preparing and publishing a regular work plan;
- i. Making reports and recommendations to Council, Cabinet or the Democratic Services Committee on the discharge of any functions of the authority as appropriate.



## **2.3.4 People Scrutiny Board**

### **2.3.4.1 Cabinet Portfolios**

The work of the Board will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.

### **2.3.4.2 Service and Policy Areas**

Areas of responsibility include, but are not limited to, the following functions of the Council:

- a. All the functions of the Council in so far as they relate to provision of services for children and young people;
- b. All of the functions of the Council as a Social Services Authority under all relevant legislation;
- c. Adult social care services;
- d. Child and Family Services;
- e. All functions of the Council under the Children Act (1989 and 2004)
- f. Services for children in respect of social care and wellbeing;
- g. All functions of the council in terms of relevant education legislation
- h. Education services for children and young people in particular pre-school education, education in schools and education other than at school;
- i. Lifelong Learning;
- j. All of the Council's functions in relation to health, healthy living and well being;
- k. All functions of the Council in so far as they relate to the provision of services designed to tackle social exclusion and anti-poverty;
- l. All of the Council's functions in relation to disabilities.

## **2.3.5 Place Scrutiny Board**

### **2.3.5.1 Cabinet Portfolios**

The work of the Board will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.

### **2.3.5.2 Service and Policy Areas**

Areas of responsibility include, but are not limited to, the following functions of the Council:

- a. All of the functions of the Environment department in so far as they are not covered by any other Board;
- b. Highways and the physical infrastructure of the Authority's area;
- c. Economic regeneration;
- d. Environmental Health and Trading Standards activities to enhance the quality of life for local people;
- e. The Authority's waste management strategy and services, including recycling;
- f. Streetscene and cleanliness;
- g. All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- h. Leisure, arts, sport and recreational activities to enhance the quality of life for local people;
- i. The provision and management of museums, art galleries, theatres, archives and local history activities, libraries, leisure centres, swimming pools, parks and open spaces, allotments and other like facilities;
- j. Culture and the arts;
- k. Tourism and inward investment;
- l. Management and development of the City Centre of Swansea.
- m. Transport and Transportation Services inc Parking, Road Safety and Traffic Management.

## **2.3.6 Stronger and Safer Communities Scrutiny Board**

### **2.3.6.1 Cabinet Portfolios**

The work of the Board will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.

### **2.3.6.2 Service and Policy Areas**

Areas of responsibility include, but are not limited to, the following functions of the Council:

- a. Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
- b. All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
- c. Community safety;
- d. Initiatives that empower local people and actively engage communities in the delivery of services;
- e. Implementation of the Rights of Children and Young People Measure (2011);
- f. Initiatives designed to support young people not in employment, education or training;
- g. The provision of services for young people in particular the Youth Service, youth information, out of school activities and play;
- h. Youth citizenship;
- i. Community cohesion and diversity;
- j. Anti social behaviour;
- k. Community regeneration and recreation (including the provision and management of community centres), the delivery of the Communities First programme and the development of social enterprises.

## **Part 4 - Rules of Procedure**

### **10 SCRUTINY BOARDS PROCEDURE RULES**

#### **10.1 Appointment**

10.1.1 The Council will establish the scrutiny boards set out in Article 6 and will appoint Members to them at the First Annual Meeting of Council.

10.1.2 Each board, at its first meeting following the First Annual Meeting of Council, will elect a Chair and Vice Chair from amongst its Members.

#### **10.2 Membership**

10.2.1 No Member of the Executive may be a Member of a board.

10.2.2 Each board shall be entitled to co-opt non-voting Members for either a topic or a term up to the next Annual Meeting of Council.

10.2.3 The board(s) which has included its Terms of Reference responsibility for education matters shall include in its membership voting co-optees appointed in accordance with the Parent Governors Representatives and Church Representatives (Wales) Regulations 2001 and National Assembly for Wales Circular 2/00. If that board deals with matters which do not relate wholly or in part to any education functions then the co-opted Members shall not vote on those other matters though they may stay in the meeting and speak.

#### **10.3 Frequency of Meetings**

10.3.1 There shall be at least one meeting of each board in each municipal year. Scrutiny boards are scheduled to formally meet 4 weekly and the Scrutiny Programme Board is scheduled to meet 8 weekly.

10.3.2 Council will approve meetings of Council Bodies for the year.

10.3.3 Scrutiny boards at their first meeting of the municipal year (other than any following directly after the First Annual Meeting of Council or Annual Meeting of Council) have the right to alter the time of their meetings but not the day for the ensuing Municipal Year. Should the need arise to alter the time or day for a specific meeting beyond this, then the agreement of all Councillors sitting on the scrutiny board in question shall be obtained.

## **10.4 Scrutiny Process**

10.4.1 In practical terms the work of scrutiny follows four stages:

- a. Work planning to identify issues and decide how to examine them
- b. Gathering evidence through consultation and research
- c. Making recommendations to the Cabinet, to Council and to other decision making bodies
- d. Following up to check that agreed actions have been taken and an impact made

### **10.5. i) Work Planning**

10.5.1 The aims of work planning are:

- a. To identify issues of concern or ways in which scrutiny can contribute to the overall aims of the Council
- b. To agree which scrutiny activity is best suited to dealing with each issue
- c. To plan how work can be carried out within available resources and within reasonable timescales

10.5.2 Each board will be responsible for setting its own work plan within the framework of the Annual Work Programme as overseen by the Scrutiny Programme Board. It will take into account the wishes of Members on that scrutiny board who are not Members of the largest political group on the Council and anything referred to that body from Council. The boards will also consider any referrals from Cabinet, and Council.

10.5.3 At the beginning of the year each scrutiny board will agree an outline workplan for the year in consultation with the relevant senior officers and taking into account the views of the public and of partner agencies. As part of this process every Member of the Council will be surveyed to identify topics of public concern. The aim should be to identify significant topics that meet a genuine need or address a significant concern and where scrutiny can make a real difference.

10.5.4 The most recent version of the work plan will be reported to each meeting of the board for the purpose of reviewing its content, considering the inclusion of new items and planning ahead to the next meeting. This will also ensure that the work plan is publicly available.

10.5.5 Where a matter for consideration falls within the Terms of Reference of more than one board or no board then the decision as to which board will consider it will be resolved by consultation between the respective Chairs or Programme Board.

- 10.5.6 The work of scrutiny boards should be of genuine benefit to the Council and offer value for money. There should be no duplication, therefore, between scrutiny work programmes and the work of service units. To avoid duplication:
- a. The relevant director will ensure that the relevant scrutiny board is aware of any internal or external inspection or review that may overlap with its own work
  - b. The relevant scrutiny board may not duplicate existing inspections or reviews but may ask for briefings to be provided and / or for action plans to be reported to the board on a regular basis
  - c. The relevant scrutiny board may also undertake work that complements any review or inspection having first sought the advice of the relevant director

### **ii) Agenda Setting**

10.5.7 Individual agenda items, other than standing items, are to be determined in the first instance by the work plan agreed by the relevant board. Additional items may be added or planned items deferred, at the discretion of the chair.

10.5.8 Other than the usual standing items agendas should be limited to 1 or 2 substantial items wherever possible.

10.5.9 The primary purpose of scrutiny is to add value to the work of the Council. For this reason any items 'to note', in other words that do not require a specific response from the board, will be placed at the end of the agenda as 'For Information'. If possible these items should be circulated by email separately instead of being included on the agenda.

10.5.10 At the last meeting of each scrutiny board an annual review of the work plan will be considered. This will provide an opportunity for the work of the year to be evaluated and for possible future work plan items to be suggested. Information from the individual annual reviews will be fed into the Scrutiny Annual Report which is required to be reported to Council.

### **iii) In-depth Inquiries**

10.5.11 Scrutiny Boards are expected to carry out in-depth inquiries of service and policy areas. In-depth inquiries (also referred to as reviews) would be major pieces of work for the Boards, where scrutiny can make a real difference in addressing significant areas of concern.

10.5.12 These inquiries will contribute to service improvement and the development of policy / strategy through a planned programme

of evidence gathering (including community engagement) leading to reports with conclusions and recommendations to Cabinet and Council (and other bodies) as appropriate.

- 10.5.13 Scrutiny Panels (working as Task & Finish Groups) would normally be established to carry out the detailed work of inquiries, alongside scheduled Board activities. Panels would provide more flexibility for evidence gathering (e.g. interviewing witnesses, engaging service providers/users, looking at detailed information), undertaking research activities (e.g. community consultation, surveys, focus groups, visits), and planning the final reports. Panels would normally be made up of a smaller number of Board Members but can involve others as considered appropriate.
- 10.5.14 An in-depth inquiry would be expected to take up a significant amount of the Board's time and commitment (up to 6 months). For the planning of an in-depth inquiry a full scoping report will be produced which sets out all the details of how the inquiry will be undertaken. Stakeholder mapping will be undertaken as part of the preparation of this report to ensure the most effective evidence gathering process.

## **10.6 Gathering Evidence**

- 10.6.1 Boards will gather evidence in connection with any inquiry they undertake as part of their agreed work plan. The boards shall adopt methods of gathering evidence which, in the opinion of the board, best inform their deliberations. These include, but are not limited to, convening informal Panels, going on site visits, conducting public surveys, holding public meetings, commissioning research, hearing from witnesses and appointing advisors and assessors. The knowledge of Councillors is also a valuable source of evidence and should be considered as part of each inquiry.
- 10.6.2 The boards shall be entitled to pay the reasonable fees and/or expenses of any individual or organisation assisting it, with the exception of Officers or Members of the Authority.
- 10.6.3 Evidence gathering activity should not duplicate any other similar activity being undertaken by the authority or by other local agencies where the results can be made available for the inquiry in question.
- 10.6.4 A large part of evidence gathered will be through witnesses invited to give evidence directly to the board. Boards are entitled under s21 of the Local Government Act 2000 boards to require any Member of the Executive or any Senior Officer to attend before it to give account for any matter within their responsibility

or remit. In that event the board will be required to state the item, or nature of it, on which the Member or Officer is required to attend to give account and whether any papers are required to be produced.

- 10.6.5 Council officers presenting evidence to boards will normally be expected to be either the relevant Director or the Head of Service.
- 10.6.6 Where individuals are required to attend before the board / a panel, as in the case of Officers or Members, or invited to attend, as in the case of others, then the board / panel, and in particular the Chair, shall ensure that those assisting the board / panel, by giving evidence, are treated with courtesy and respect. Those attending should be briefed about the purpose of the meeting (including the line of questioning) and given adequate time to prepare. A witness guide explaining what to expect will be made available for anyone attending a scrutiny board or associated meeting.
- 10.6.7 Witnesses contributing evidence to the work of the boards will be provided with feedback about the outcome of the inquiry and other information about scrutiny as appropriate
- 10.6.8 For in-depth inquiries the evidence collected will be published in the form of a findings report so that it can be made available for other researchers.

## **10.7 Making Recommendations**

- 10.7.1 Once evidence has been collected, boards will develop conclusions and recommendations based on what they have found. Conclusions and recommendations can be presented as part of in-depth inquiry reports, board reports or Chair's Letters.

### **i) In-depth Inquiry Reports**

- 10.7.2 An in-depth inquiry will normally take a number of months, will be conducted according to an agreed scoping report and will have its findings shared publicly in a findings report.
- 10.7.3 At the end point of an in-depth inquiry, the scrutiny board will consider and agree the draft recommendations arising from this work. Recommendations will follow logically from conclusions which will be clearly evidenced by reference to the findings of the inquiry. Recommendations should not reflect unsupported personal opinion or political views. At this stage advice will be sought from the relevant officers about the legal and financial implications of draft recommendations. The Legal Officer will



also assist in defining which recommendations are to be considered by Cabinet and which require Council consideration.

- 10.7.4 Once the final draft has been agreed by the scrutiny board, the report will be published on the Council's website and submitted to the relevant Cabinet Member and scheduled to be presented to Cabinet.
- 10.7.5 If a board cannot agree on one single final report to the Executive then up to one minority report may be prepared and submitted for consideration with the majority report.
- 10.7.6 Reports from the scrutiny boards to the Executive shall be placed on the agenda of the first available meeting after being submitted to the Proper Officer. The Chair of the relevant scrutiny board will present the Report and accompanying recommendations to Cabinet. At this meeting the role of the Cabinet is simply to receive the report and to task the relevant Cabinet Member to prepare a written response on behalf of Cabinet.
- 10.7.7 The Cabinet Member's response report will be scheduled for a future Cabinet meeting no later than three months following the Cabinet meeting where the original scrutiny report was presented.
- 10.7.8 In their response report the Cabinet Member will recommend approval or rejection of each of the scrutiny recommendations together with an explanation. At this stage the Cabinet Member will also provide a proposed action plan to show what steps are being or will be taken to implement accepted recommendations. Cabinet will then make a decision on the Cabinet Member's response report, except where there are recommendations on matters that require Council approval (e.g. proposing policy change).

## **ii) Board Reports**

- 10.7.9 Boards may also wish to make reports following short pieces of work or activities undertaken. Unlike in-depth inquiries they will not normally require a scoping report or a findings report. Board reports would also be expected following consideration of matters referred to scrutiny by Cabinet / Council (or other bodies).
- 10.7.10 Once evidence gathering has been completed, the scrutiny board will consider and agree their conclusions and draft recommendations. At this stage advice will be sought from the relevant officers about the legal and financial implications of draft recommendations. The Legal Officer will also assist in

defining which recommendations are to be considered by Cabinet and which require Council consideration.

10.7.11 Once the final draft has been agreed by the scrutiny board, the report will be published on the Council's website and submitted to the relevant Cabinet Member and scheduled to be presented to Cabinet. Reports from the scrutiny boards to the Executive shall be placed on the agenda of a relevant meeting within one month of it being submitted to the Proper Officer. The Chair of the relevant scrutiny board will present the report and accompanying recommendations to Cabinet.

10.7.12 The relevant Cabinet Member will receive the report on behalf of Cabinet and will respond to each of the recommendations individually at Cabinet either accepting or rejecting each one. The Cabinet Member will provide an explanation to the board of all recommendations that are rejected. The Cabinet Member will also inform the board what steps are being or will be taken to implement accepted recommendations. The Cabinet Member will take the whole report to Council where there are any recommendations proposing policy change.

### **iii) Chair's Letters**

10.7.13 Each board can also correspond directly with Cabinet Members in order to communicate their views. It is expected that a Chair's Letter will be produced detailing the conclusions and any recommendations arising from any board meeting that are not to be included in another report. This will enable boards to engage with Cabinet Members on a regular and structured basis.

10.7.14 Chair's letters provide an important benefit to the scrutiny process. They:

- a. Allow boards to formally raise concerns and make proposals to Cabinet Members
- b. Provide a mechanism for urgent concerns to be raised
- c. Clearly demonstrate what has been achieved by each board meeting

10.7.15 Chair's Letters are intended to be short summaries usually covering not more than one or two pages.

10.7.16 Chair's Letters are directed to the relevant Cabinet Member(s) in person. The Cabinet Member should respond in writing to the board within one month. This response should indicate whether the Cabinet Member has accepted the recommendation, whether the recommendation needs to be referred and what action (if any) they intend to take.

10.7.17 Chair's Letters may also be directed at other decision-makers as appropriate.

## **10.8 Following Up**

10.8.1 Once scrutiny boards have had recommendations accepted by Cabinet / Cabinet Members they are entitled to check progress and ensure that the desired impact has been achieved. This can happen in three ways:

### **i) In Depth Inquiries**

10.8.2 Once agreed by Cabinet, the Cabinet Member's response report and action plan will be provided the relevant scrutiny board for information at the earliest opportunity. The relevant board will then schedule to follow up on progress with the implementation of the action plan.

10.8.3 The Chair and the Scrutiny Officer of the relevant scrutiny board should ensure that a review of progress against accepted recommendations is scheduled into future Work Programmes and a progress report is brought to the board 6 months after the action plan has been agreed by Cabinet.

10.8.4 When presented with the first progress report the board may either:

- a. Agree that good progress has been made and that monitoring of the inquiry is closed or;
- b. Agree that adequate progress has been made and that the inquiry is closed whilst raising any specific issues of concern through a Chair's Letter or;
- c. Agree that insufficient progress has been made and require a second progress report in six months

10.8.5 The second progress report will be the final report and monitoring of the inquiry will be closed. However, the board may still:

- a. Agree that progress has been good
- b. Raise any concerns through a Chair's Letter
- c. Schedule further work through their usual work planning process

### **ii) Board Report**

10.8.6 For each board report the board can require either:

- a. A progress report be brought back to the board by the Cabinet Member within two months of the report being considered by Cabinet or;

- b. That the Cabinet Member reports back on progress as part of their scheduled reporting to the board

### **iii) Chair's Letter**

10.8.7 Each board will be responsible for monitoring progress in respect of agreed recommendations in Chair's Letters and raising further issues with the Cabinet Member as appropriate.

## **10.9 Board Meetings**

10.9.1 Robust scrutiny depends on effective questioning which in turn depends on effective preparation. The meetings of boards will therefore normally run as follows:

- a. Main agenda items will be confirmed at the previous meeting in line with the agreed work plan. At this point potential witnesses and broad themes should be considered, if not already discussed.
- b. Prior to each meeting all board members should be engaged in raising and discussing possible questions by email. The chair and vice chair of the board will facilitate this process.
- c. A pre meeting for all members of the board will be held e.g. 30 minutes immediately before the board meeting. The purpose is to ensure that Members are fully prepared for the board meeting and that the questioning strategy is clear.
- d. During the board meeting the chair will be responsible for ensuring that questioning is effective and that the board achieves its aims.
- e. Immediately following the meeting a post meeting will be held for the members of the board. The purpose is to confirm conclusions and any recommendations arising from the meeting. These conclusions and recommendations will be reported to the relevant cabinet member(s) in the form of a Chair's Letter. The post meeting should also be used to review the effectiveness of the meeting and identify ways that future meetings could be improved.

10.9.1.1 Reports on policy and service issues should normally be presented to the board in the name of the Cabinet Member.

10.9.2 To support liaison between the boards and the executive there will be a regular item on the agenda of each scrutiny board meeting for 'Cabinet Member Questions & Responses'. This will be in addition to Cabinet Members attending Board meetings for specific purposes.

For this item:

- a. The relevant Cabinet Member(s) will be expected to present a short report highlighting to the board any relevant developments in respect of their portfolio and relevant to the board's terms of reference
- b. The Cabinet Member(s) short report should normally be provided in time to be circulated with the agenda although, as this may not always be possible, the report can be provided verbally
- c. Time will then be made available for board members to ask questions of the Cabinet member. This exercise is intended to be primarily for general information sharing and not detailed scrutiny. It should therefore, at the discretion of the Chair, be conducted in that spirit. As a guide around 10 minutes should be enough time for questions.
- d. If the board wishes to conduct more detailed scrutiny of any of the issues raised during this item then this should be agreed through the normal work planning process and placed on the agenda of a future meeting. This will also allow proper time for preparation.

## **10.10 Pre-decision Scrutiny**

- 10.10.1 Pre-decision scrutiny gives scrutiny boards the opportunity to influence Cabinet decision-making, as a 'critical friend'.
- 10.10.2 During the course of each municipal year a quarterly schedule of Cabinet business is published within the Council's Forward Work Programme. Scrutiny boards can identify proposed decisions within the Forward Work Programme and ask for arrangements to be made for the scrutiny board to discuss the Cabinet report ahead of Cabinet decision. The views of the scrutiny board are formally presented (either in a written report or verbally by the scrutiny Chair) to the Cabinet meeting for the Cabinet to consider and inform its decision-making.
- 10.10.3 Pre-decision scrutiny is only one of a variety of activities that scrutiny boards may be involved in and will need to be managed within an overall programme of work. Additional Board meetings may need to be arranged in order to fit in to the proposed decision-making timetable.
- 10.10.4 The Council's Scrutiny Unit should be contacted for advice about the process that should be followed for requests for pre-decision scrutiny.

## **10.11 Cross Party Working**

- 10.11.1 Scrutiny is a cross party activity and should not be used for party political purposes or be subject to party whipping arrangements. At the beginning of every Board meeting each Member must

declare any party whip which the member has been given in relation to the meeting.

**10.12 Joint Meetings**

10.12.1 Boards may also convene joint meetings with other scrutiny boards.

**10.13 Scrutiny Protocol / Scrutiny Handbook**

10.13.1 The City and County of Swansea Scrutiny Protocol is made up of a number of elements contained within the Council Constitution. These should be read as the Scrutiny Protocol along with supporting documents as the Scrutiny Handbook.

10.13.2 The individual elements of this Council Constitution are within:

- a. **Part 1**  
Summary and Explanation
- b. **Part 2**  
Article 6 – Scrutiny Boards
- c. **Part 3**  
Terms of Reference
- d. **Part 4**  
Scrutiny Board Procedure Rules
- e. **Part 5**  
Protocol on Officer / Councillor Relations;  
Protocol for Councillors and Officers Attending and Participating in Scrutiny Boards
- f. **Part 6**  
Councillors' Allowances Scheme.

## Part 5 – Codes & Protocols

### 8. OFFICER/COUNCILLOR RELATIONS PROTOCOL

#### 8.6 The Relationship: Officer Support: Scrutiny

8.6.1 It is not scrutiny's role to act as a disciplinary tribunal in relation to the actions of Members or Officers. Neither is it the role of Officers to become involved in what would amount to disciplinary investigations on a Panel's behalf. This is the Chief Executive's function alone in relation to staff, the Monitoring Officer's and the Standards and Governance Committee as regards the conduct of Members. This means:

- a. Scrutiny's questioning should *not* be directed to the conduct of individuals, not in the sense of establishing the facts about what occurred in the making of decisions or implementing of Council policies, but with the *implication* of allocating criticism or blame;
- b. In these circumstances, it is for the Chief Executive to institute a formal enquiry, and scrutiny may ask (but not require) him to do so.

8.6.2 Scrutiny should not act as a 'court of appeal' against decisions or to pursue complaints by individuals (Councillors, Officers or members of the public) as other Procedures exist for this. These are internal, e.g. the Corporate Complaints Procedure and external/statutory, e.g. Public Services Ombudsman for Wales or appeal to the Courts. That said,

- a. Scrutiny may investigate the manner in which decisions are made but should not pass judgements on the merits of a decision in individual cases;
- b. they can comment, however, on the merits of a particular policy affecting individuals

8.6.3 It would be unfair to invite someone to appear before scrutiny without telling them in general terms what they will be asked, or not giving them adequate time to prepare. Scrutiny ought to provide written questions (or indicative topics) beforehand. In addition, speakers ought to be told the general line that further questioning is likely to take. Questioning should not stray outside the subject area that the Board / Panel had previously indicated.

8.6.4 The Scrutiny Handbook contains guidelines as to the Procedure at Evidence Meetings, and guidance for Members and Officers.

#### 8.7 Protocol for Councillors and Officers Attending and Participating in Scrutiny Boards

8.7.1 The purpose of scrutiny is to review Council policy and service delivery while taking into account the performance of the authority. In doing so,

it is expected that scrutiny members will make constructive recommendations to Council that are based on factual findings.

8.7.2 Scrutiny is not about fostering a blame culture or assigning unfair criticism. To be effective, it must have the ability to work in an environment that supports the principles of service improvement. To assist this approach, it is considered necessary that scrutiny members should:

- a. undertake their roles with due diligence and satisfy themselves that all pertinent issues are covered;
- b. be able to consider themselves unfettered by party political discipline;
- c. use the powers of scrutiny properly and behave in a manner that reflects the trust placed in them by electors;
- d. not permit personal agendas or differences in political complexion to obscure an effective scrutiny process;
- e. refrain from public and personal criticism of other members or officers.
- f. Cabinet Members and Officers should:
- g. Ensure their availability to attend scrutiny boards as requested;
- h. Co-operate with scrutiny boards in arriving at conclusions to their investigations;
- i. Provide all necessary information that will assist in the effectiveness of the scrutiny process.



## **Part 6 - Councillors' Allowances Scheme**

### **8. SCRUTINY CHAIR ROLE DESCRIPTION**

#### **8.1 Accountabilities**

8.1.1 Full Council.

8.1.2 The Public.

8.1.3 External Regulatory Bodies

#### **8.2 Role purpose & activity**

##### **8.2.1 Providing leadership and direction**

8.2.1.1 To provide confident and effective management of the member team.

8.2.1.2 To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.

8.2.1.3 To develop a balanced work programme of the board/committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring.

8.2.1.4 To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues.

8.2.1.5 To demonstrate an objective and evidence based approach to scrutiny and lead the board to identify conclusions and recommendations accordingly.

8.2.1.6 To evaluate the impact and added value of scrutiny activity and identify areas for improvement.

8.2.1.7 To promote cross party working.

8.2.1.8 To keep in the vice chair fully involved and informed to ensure they are able to cover the chair's role as required

##### **8.2.2 Managing the work programme**

8.2.2.1 To ensure that the work programme is delivered.

8.2.2.2 To report on progress against the work programme to Council, and others as appropriate.

8.2.2.3 To liaise with officers, other members and community representatives to resource and deliver the work programme.

### **8.2.3 Effective meeting management**

8.2.3.1 To set agendas containing clear objectives and outcomes for the meeting.

8.2.3.2 To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to.

8.2.3.3 To ensure that the necessary preparation is done beforehand.

8.2.3.4 To ensure that all participants have an opportunity to make an appropriate contribution

### **8.2.4 Community leadership**

8.2.4.1 To act as a focus for liaison between the council, community and external bodies in relation to the overview & scrutiny function.

8.2.4.2 To build understanding and ownership of the overview & scrutiny function within the community.

8.2.4.3 To identify relevant community based issues for scrutiny.

8.2.4.4 To involve fully external stakeholders for example, service users expert witnesses and partners in scrutiny activity.

### **8.2.5 Involvement and development of board/committee members**

8.2.5.1 To encourage high performance from all board/committee members in both board/committee and task and finish groups.

8.2.5.2 To assess individual and collective performance within the board/committee and facilitate appropriate development.

## **8.3 Values**

### **8.3.1 To be committed to the values of the Council and the following values in public office:**

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability

## **9. SCRUTINY VICE CHAIR ROLE DESCRIPTION**

### **9.1 Accountabilities**

9.1.1 Full Council.

9.1.2 The Public.

9.1.3 External Regulatory Bodies.

### **9.2 Role purpose & activity**

#### **9.2.1 To support the leadership role of the scrutiny chair**

9.2.1.1 To support the chair to provide confident and effective management of the member team.

9.2.1.2 To directly support the chair to plan and manage agendas, pre meetings, main meetings and post meetings/

9.2.1.3 To work alongside the chair to promote the role of scrutiny within and outside the Council, liaising effectively both internally within the council and externally with the Council's partners.

9.2.1.4 To advise the chair on the development of a balanced work programme that takes account of all relevant factors.

9.2.1.5 To demonstrate an objective and evidence based approach to scrutiny and contribute to the identification of conclusions and recommendations accordingly.

9.2.1.6 To support the evaluation of the impact and added value of scrutiny activity and the identification of areas for improvement.

9.2.1.7 To promote cross party working.

9.2.1.8 To maintain a high level of awareness of all issues relevant to the board to be able to cover for the chair.

#### **9.2.2 To cover the role of the chair in the chair's absence**

This includes:

9.2.2.1 Managing the work programme, reporting to Cabinet and Council and liaising with relevant stakeholders.

9.2.2.2 Managing meetings including agenda setting, preparation and managing business during meetings.

9.2.2.3 Community leadership such as liaising with community and external bodies, identifying relevant community based issues and involving external stakeholders.

9.2.2.4 Supporting the involvement and development of board/committee members

### **9.2.3 Leading specific activities as required by the board**

This can include, but is not limited to:

9.2.3.1 Leading a specific review or inquiry.

9.2.3.2 Chairing task and finish groups.

9.2.3.3 Reporting to the board on the outcomes of activities.

## **9.3 Values**

### **9.3.1 To be committed to the values of the Council and the following values in public office:**

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability

## **10 SCRUTINY MEMBER ROLE DESCRIPTION**

### **10.1 Accountabilities**

10.1.1 Chair of the appropriate Scrutiny Board.

10.1.2 Full Council.

10.1.3 The public.

10.1.4 External Regulatory Bodies.

### **10.2 Role purpose & activity**

10.2.1 To participate fully in the activities of scrutiny, delivery of work programmes and any associated task and finish groups.

### **10.3 Reviewing and developing policy**

10.3.1 To assist in the creation, development, improvement and refinement of council policy.

10.3.2 To challenge policies on a sound basis of evidence for example against legislation or local political priority.

10.3.3 To assess impact of existing policy

### **10.4 Monitoring performance and service delivery**

10.4.1 To monitor the performance of internal and external providers against standards and targets.

10.4.2 To contribute to the identification and mitigation of risk.

10.4.3 To investigate and address the causes of poor performance

### **10.5 Promoting the work of scrutiny**

10.5.1 To promote the role of scrutiny within and outside the council, developing effective internal and external relationships.

10.5.2 To demonstrate an objective and evidence based approach to scrutiny.

10.5.3 To add value to the decision making and service provision of the authority through effective scrutiny

## **10.6 Community leadership**

- 10.6.1 To use scrutiny as a means to address community issues and engage the public.
- 10.6.2 To encourage stakeholders to participate in the work of the authority.
- 10.6.3 To develop locally viable and acceptable policy solutions.
- 10.6.4 To build a dialogue around priorities, objectives and performance, among communities and stakeholders.

## **10.7 Meeting participation**

- 10.7.1 To make adequate and appropriate preparation for meetings through research and briefings.
- 10.7.2 To participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements.

## **10.8 Values**

### **10.8.1 To be committed to the values of the Council and the following values in public office:**

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability

## **19 SCRUTINY CHAIR & VICE CHAIR PERSON SPECIFICATION**

### **19.1 To fulfil his or her role laid out in the role description an effective Scrutiny Chair requires:**

#### **19.1.1 Providing leadership and direction**

- a. Understanding of council role and functions.
- b. Understanding of role of scrutiny, terms of reference for the board, role of chair, and other aspects of the democratic arrangements.
- c. Understanding of member support functions.
- d. Understanding of council priorities and risks.
- e. Ability to develop work programmes.
- f. Understanding of community issues.
- g. Objectivity.
- h. Negotiation and consensus building.
- i. Ability to build constructive and 'critical friend' relationships with the Executive.

#### **19.1.2 Managing the work programme**

- a. Ability to manage projects and resources
- b. Ability to manage people
- c. Ability to prioritise
- d. Ability to report progress to different groups in different styles

#### **19.1.3 Effective meeting management**

- a. Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements.
- b. Ability to chair meetings effectively, managing the agenda and progressing business.
- c. Ability to facilitate effective discussions.
- d. Ability to listen and question effectively.

#### **19.1.4 Community leadership**

- a. An understanding of the community leadership role.
- b. Knowledge of local issues and expectations.
- c. Ability to work effectively with all members of the community and build understanding and ownership of scrutiny.
- d. Knowledge of the individuals and organisations in the community especially those traditionally excluded.

### **19.1.5 Involving and developing of committee members**

- a. Understanding of role and skills of the scrutiny committee and its individuals.
- b. Ability to support members and the committee in assessing their performance.
- c. Ability to identify any training and development needs and procuring appropriate learning and development.



## **20 SCRUTINY MEMBER PERSON SPECIFICATION**

**20.1 To fulfil his or her role as laid out in the role description, an effective scrutiny member requires:**

### **20.1.1 Participating fully in the activities of the overview & scrutiny function**

- a. Full understanding of the overview & scrutiny remit and role, and terms of reference for their own committee and others.
- b. Understanding of member support functions.
- c. To work within the guidance of the chair.

### **20.1.2 Reviewing and developing policy**

- a. Knowledge of and ability to evaluate existing policy.
- b. Understanding of best practice.
- c. Understanding of national and local legislative and policy context.

### **20.1.3 Monitoring performance and service delivery**

- a. Understanding of the Local Government (Wales) Measure 2009 and associated risk assessment arrangements.
- b. Understanding of the principles and practice of performance management.
- c. Understanding of council's performance management arrangements.
- d. Ability to analyse data and challenge performance.

### **20.1.4 Promoting the work of scrutiny**

- a. Ability to negotiate and build consensus.
- b. Ability to act objectively and on the basis of evidence.

### **20.1.5 Community leadership**

- a. An understanding of the community leadership role.
- b. Knowledge of local issues and expectations.
- c. Ability to work effectively with all members of the community and build understanding and ownership of scrutiny.
- d. Knowledge of the individuals and organisations in the community especially those traditionally excluded.

### **20.1.6 Meeting participation**

- a. Ability to interpret information and data from a range of sources.
- b. Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements.
- c. Ability to participate in meetings including effective listening, questioning and speaking.

# Agenda Item 13

## Report of the Head of Legal, Democratic Services & Procurement

Council – 26 July 2012

### WRITTEN RESPONSES TO QUESTIONS ASKED AT THE LAST ORDINARY MEETING OF COUNCIL

The report provides an update on the responses to Questions asked during the last ordinary meeting of Council on 14 July 2012.

#### FOR INFORMATION

#### 1. INTRODUCTION

- 1.1 It was agreed at Council on 8 April 2010 that a standing item be added to the Council Summons entitled “Written Responses to Questions Asked at the Last Ordinary Meeting of Council”.
- 1.2 A “For Information” report will be compiled by the Democratic Services Team collating all written responses from the last Ordinary Meeting of Council and placed in the Agenda Pack;
- 1.3 Any consequential amendments be made to the Council Constitution.

#### 2. RESPONSES

- 2.1 Responses to questions asked during the last ordinary meeting of Council are included as Appendix A.

**Background Papers:** None

**Appendices:** Appendix A (Questions & Responses)

**Providing Council with Written Responses to  
Questions at Council – 14 June 2012**

**1. Councillor AM Day to Cabinet Member for Learning & Skills  
Questions**

- (a) Does the Cabinet Member agree with the Estyn Report?
- (b) How much of a priority is tackling surplus places?

**Responses**

- (a) Yes, and the Council will continue to take any opportunity to remove surplus places, consistent with our strategic vision, to make the best possible use of the available resources for the education of our pupils.
- (b) This will be apparent by the actions of the Council which will seek to ensure that the figures are reduced over the next few years.

**2. Councillor AM Day to Cabinet Member for Learning & Skills  
Questions**

- (a) Can the Cabinet Member tell Council what are the other “highest priorities”?
- (b) Can he confirm that his answer to this question means that he welcomes the figures on NEETs in Question 5 and that NEETs will continue to be a priority?
- (c) Will the Cabinet Member confirm that the Labour Manifesto constitutes a promise of delivery to the people of Swansea?
- (d) Can the Cabinet Member confirm that the QEd 2020 programme will continue?

**Responses**

- (a) The Labour Administration priorities and commitments are clearly illustrated in our Manifesto “Standing up for Swansea”.
- (b) Yes I can confirm that NEETs at age 16 will continue to be a priority together with tackling the significant increase in NEETs aged 18 to 24.
- (c) The Labour Manifesto is a pledge to the people of Swansea of our aims and objectives which we intend to deliver over the next 5 years.
- (d) I have already provided a clear statement in response to this question and also Question 8. The strong case made under the 21<sup>st</sup> Century Schools Programme has been supported in principle by the Welsh Government and the Council will continue to press the case for the earliest possible release of the capital investment required.

# Agenda Item 14

Council – 26 July 2012

## COUNCILLORS' QUESTIONS

### PART A - SUPPLEMENTARIES

**1. Councillors ACS Colburn, PR Hood-Williams, CMWRD Thomas and LJ Tyler-Lloyd**

The infestation of Japanese Knotweed is a major concern across the City, however we understand that due to lack of funding the "Knotweed Officer" has been assigned to other duties. Please advise us what action is currently being taken by the Council to eradicate this pernicious weed.

**Response of the Cabinet Members for Place**

The City and County has the biggest Japanese knotweed problem in the UK, with latest surveys indicating approximately 250 acres of knotweed infested land. A knotweed officer was appointed on a 3 year secondment basis within the Council's Nature Conservation Team between 1998 and 2001. There has been no specific knotweed officer in post since 2001; however the problem has continued to be dealt with alongside treatment of other invasive non native plants such as Himalayan balsam and water primrose.

Between 2001 and 2009, around £220,000 of mainly grant aid was spent on treating 260,000m<sup>2</sup> of knotweed infected land as part of Council managed control programmes. Since 2009, individual departments have been responsible for arranging treatment of their own land. Regular training and Continuing Professional Practice courses are provided by the Nature Conservation Team for Council Departments, other local authorities and various partner and professional organisations. Information sheets have also been produced for members of the public to raise awareness of the problem and explain how to control and dispose of knotweed. A knotweed website is in the process of being designed.

It is not illegal to have knotweed growing on land despite the problems it can cause. The issues of waste disposal and causing the plant to spread in the wild (i.e. not in the city or in gardens) are dealt with by the Environment Agency and the Countryside Council for Wales, not by the Council. The Council has no statutory duties in relation to knotweed and does not undertake treatment on behalf of members of the public or on private land.

However a number of companies have trialled various chemicals and techniques for knotweed control in Swansea in recent years, whilst more natural control measures through the trial releases of the Psyllid bug are currently ongoing. A treatment condition is also placed on all planning permissions where knotweed is present.

**2. Councillors ACS Colburn, PR Hood-Williams, CMWRD Thomas and LJ Tyler-Lloyd**

Will the Housing Department of the City & County of Swansea withdraw from the Local Development Plan proposed candidate sites, the section of land at West Cross, Swansea fronting Heathwood Road, in relation to which an application has been made to the City & County of Swansea for the said land to be designated a "Village Green"? If it were to be requested for community use, this would probably save the public purse by way of legal costs alone, some £40,000.00.

### **Response of the Cabinet Member for Place**

The submission of the land fronting Heathwood Road in West Cross as a candidate site for residential purposes was made as part of the consultative process to help inform the Local Development Plan. A similar approach was taken for all parcels of housing owned land across the authority area which met the size criteria.

Any consideration of an application for any land to be designated as a Village Green would be based on the legislative regime relevant to that process. The candidate site process is not relevant to the Village Green regime and any withdrawal or change in the submission would not have any bearing on whether any area of land should be given Village Green status.

### **3. Councillors CA Holley, AM Day and MH Jones**

The current Leader of Council and members of his Administration were very quick to condemn the past Administration for trying to sell surplus land from the council land stock. Can the Cabinet Member for Finance and Resources inform Council what new initiatives are being considered in order to raise the necessary revenue to fund the school building programme.

### **Response of the Cabinet Member for Finance and Resources**

It is true that the Labour administration were critical of the narrow approach taken by the previous Lib Dem led administration to this matter when in opposition - and rightly so. We were specifically critical of the previous administrations failure to raise any significant sums for the school building programme via the scheme. By April 2012 the scheme had only raised £330,000 of the £12m required. This failure could have placed the programme at risk or left a huge financial burden on the Authority or both.

Therefore a revised scheme is being prepared which includes initiatives to avoid these scenarios and assist the authority in raising the necessary sums to support the school building programme.

### **4. Councillors PB Black, LG Thomas and J Newbury**

Will the Cabinet Member for Place provide on a ward by ward basis, the number of empty (void) council properties in June 2004, and will she also provide the same figures for April 2012.

### **Response of the Cabinet Member for Place**

The number of empty (void) council properties in June 2004 was 450, and in April 2012 totalled 252. The following table shows a breakdown of the voids by Ward for each period.

<b>Ward</b>	<b>As at 27/06/04</b>	<b>As at 01/04/12</b>
Bonymaen	14	9
Castle	28	14
Clydach	14	8
Cockett	38	12
Cwmbwrla	1	3
Fairwood	0	1
Gorseinon East	0	4
Gorseinon West	0	0
Gower	1	1
Gowerton	1	2

Kingsbridge	0	0
Landore	1	2
Llansamlet	7	6
Loughor Lower	16	7
Mawr	1	1
Morrison	18	13
Mynyddbach	19	23
Penclawdd	0	1
Penderry	119	46
Penllergaer	2	0
Penyrheol	15	1
Pontardulais	3	6
Sketty	11	12
St.Thomas	5	6
Townhill	134	56
Uplands	0	1
West Cross	2	17
Total	450	252

**PART B – NO SUPPLEMENTARIES**

None