

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 on Tuesday, 15 April 2014 at 5.00 pm


The following business is proposed to be transacted:

1. **Disclosures of Personal and Prejudicial Interests.** 1 - 2
2. **Apologies for Absence.**
3. **Minutes.** 3 - 12
To approve and sign as a correct record the minutes of the Ordinary meeting of Council held on 18 March 2014.
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. 13 - 14
9. **Report of the Cabinet Member for Learning & Skills.**
 - a Welsh in Education Strategic Plan 2014-2017. 15 - 94
10. **Report of the Cabinet Member for Regeneration.**
 - a Leisure Partnerships Annual Report. 95 - 106
11. **Report of the Head of Legal, Democratic Services & Procurement.**
 - a Members Indemnity for Code of Conduct Complaint Hearings. 107 - 114
12. **Joint Report of the Chair of Council, Monitoring Officer and Head of Democratic Services.**
 - a Amendments to the Constitution. 115 - 143
13. **Councillors' Questions.** 144 - 149
14. **For Information Reports. (Not For Discussion)**
 - a Scrutiny Dispatches. 150 - 151
 - b Written Responses to Questions asked at the Last Ordinary Meeting of Council. 152 - 155
 - c Council Diary 2014/2015. (To Be Confirmed at the Annual Meeting of 156 - 169

Council on 8 May 2014)

15. Common Seal.

To Authorise the Affixing of the Common Seal to any Document Necessary to Carry into Effect any Resolution Passed or Confirmed at this Meeting.

A handwritten signature in black ink, appearing to read 'P. Arran', written in a cursive style.

Patrick Arran
Head of Legal, Democratic Services & Procurement
Civic Centre
Swansea
Friday, 4 April 2014
To: All Members of the Council

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made 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:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

CITY AND COUNTY OF SWANSEA

MINUTES OF THE MEETING OF COUNCIL

HELD AT THE COUNCIL CHAMBER, GUILDHALL, SWANSEA ON
TUESDAY, 18 MARCH 2014 AT 5.00 PM

PRESENT: D W W Thomas (Chair) presided

Councillor(s)	Councillor(s)	Councillor(s)
J C Bayliss	T J Hennegan	B G Owen
N S Bradley	C A Holley	G Owens
J E Burtonshaw	P R Hood-Williams	D Phillips
M C Child	B Hopkins	J A Raynor
A C S Colburn	D H Hopkins	T H Rees
D W Cole	L James	I M Richard
A M Cook	A J Jones	J C Richards
S E Crouch	S M Jones	P B Smith
J P Curtice	J W Jones	R V Smith
N J Davies	R D Lewis	R J Stanton
P Downing	D J Lewis	G J Tanner
C R Doyle	A S Lewis	M Theaker
V A Evans	C E Lloyd	C Thomas
W Evans	P Lloyd	L G Thomas
E W Fitzgerald	P M Matthews	M Thomas
R Francis-Davies	P M Meara	L J Tyler-Lloyd
F M Gordon	H M Morris	T M White
J A Hale	J Newbury	

196. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors P M Black, R A Clay, U C Clay, W J F Davies, A M Day, J E C Harris, Y V Jardine, M H Jones, E T Kirchner, K E March, C L Philpott, N M Ronconi-Woollard, P Sangha, R C Stewart, D G Sullivan, C M R W D Thomas, G D Walker and L V Walton.

197. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

The Head of Legal, Democratic Services and Procurement gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

The Head of Democratic Services reminded Councillors and Officers that the "Disclosures of Personal and Prejudicial Interests" sheet should only be completed if the Councillor / Officer actually had an interest to declare. Nil returns were not required. Councillors and Officers were also informed that any declarable interest must be made orally and in writing on the sheet.

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

Councillors:

- 1) Councillors J C Bayliss, N S Bradley, J E Burtonshaw, M C Child, A C S Colburn, D W Cole, A M Cook, S E Crouch, J P Curtice, N J Davies, P Downing, C R Doyle, V M Evans, W Evans, R Francis-Davies, F M Gordon, J A Hale, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, L James, A J Jones, J W Jones, S M Jones, A S Lewis, D J Lewis, R D Lewis, C E Lloyd, P M Matthews, P M Meara, H M Morris, J Newbury, B G Owen, G Owens, J A Raynor, J C Richards, P B Smith, R V Smith, G J Tanner, M Theaker, C Thomas, D W W Thomas, M Thomas, L G Thomas, L J Tyler-Lloyd and T M White declared a personal interest in Minute 205 "Admissions Arrangements 2015-2016.
- 2) Councillor J A Hale declared a personal interest in Minute 206 "Application for Designation of Swansea within the World Health Organisation (WHO) European Healthy Cities, Network Phase VI.
- 3) Councillors J P Curtice, J A Hale and C A Holley declared a personal interest in Minute 207 "Pay Policy 2014-2015".
- 4) Councillor P Downing declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that he had dispensation from the Standards Committee to stay, speak and vote on any item relating to general staff employment, on budget matters and any other matters affecting Corporate Building Services other than matters that directly affect his brother by specific reference to his post.
- 5) Councillor F M Gordon declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that she had dispensation from the Standards Committee to stay and speak on any item relating to general staff employment, on budget matters and any other matters that directly affect Education other than matters that directly affect her son by specific reference to his post.
- 6) Councillor A J Jones declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that he had dispensation from the Standards Committee to stay and speak on any item relating to general staff employment, on budget matters and any other matters affecting IT Training in Social Services and Adult Education other than matters that directly affect his wife by specific reference to his post.
- 7) Councillor S M Jones declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that she had dispensation from the Standards Committee to stay, speak on any item relating to general staff employment, on budget matters and any other matters affecting Education, Teachers and

Schools other than matters that directly affect her son by specific reference to his post.

- 8) Councillor B G Owen declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that he had dispensation from the Standards Committee to stay, speak but not vote on any item relating to general staff employment, on budget matters and any other matters other than matters that directly affect his son and daughter by specific reference to their posts.
- 9) Councillor J C Richards declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that she had dispensation from the Standards Committee to stay, speak and vote on any item relating to general staff employment, on budget matters and any other matters affecting other than matters that directly affect her sister-in-law and husband's cousin by specific reference to their posts.
- 10) Councillor C Thomas declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that she had dispensation from the Standards Committee to stay and speak on any item relating to general staff employment, on budget matters and any other matters affecting Education, Teachers and Corporate Building Services other than matters that directly affect her daughter-in-law and grandson by specific reference to their posts.
- 11) Councillor G Tanner declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated she had dispensation from the Standards Committee to stay, speak but not vote on any item relating to general staff employment, on budget matters and any other matters other than matters that directly affect her son by specific reference to her post.
- 12) Councillor M Thomas declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that he had dispensation from the Standards Committee to stay, speak but not vote on any item relating to general staff employment, on budget matters other than matters that directly affect his wife by specific reference to her post.
- 13) Councillor T M White declared a personal interest in Minute 207 "Pay Policy 2014-2015" and stated that he had dispensation from the Standards Committee to stay and speak on any item relating to general staff employment, on budget matters other than matters that directly affect his daughter by specific reference to her post.
- 14) Councillors J Newbury and C Thomas declared a personal and prejudicial interest in Minute 209 "Nomination of Lord Mayor Elect and Deputy Lord Mayor Elect 2014-2015" and left the meeting prior to its discussion.

Officers:

- 1) J Straw declared a personal interest in Minute 207 "Pay Policy 2014-2015" and left the meeting prior to its discussion.

- 2) P Arran, G Borsden, H Evans, M Hawes, R Owen, S Rees, P Roberts, C Sivers, D Taylor and D Yeates declared a personal interest in Minute 207 "Pay Policy 2014-2015".

198. **MINUTES.**

RESOLVED that the following Minutes be approved and signed as a correct record:

- 1) Ordinary Meeting of Council held on 18 February 2014.

199. **ANNOUNCEMENTS OF THE CHAIR OF THE COUNCIL.**

1) Condolences

a) Honorary Alderman and Former Councillor Derek H Cox

The Chair of Council referred with sadness to the recent death of Honorary Alderman and former Councillor Derek H Cox. Honorary Alderman Cox was first elected in 1965 to represent Landore on the former Swansea Borough Council.

He then served on the West Glamorgan County Council, where he was elected Chair of Council in 1987-1988, before becoming a City and County of Swansea Councillor following Local Government Reorganisation in 1996. He stood down in 2004 having spent 39 years as a Councillor.

In 2005, former Councillor Cox had the title Honorary Alderman bestowed on him.

All present stood in silence as a mark of sympathy and respect.

2) Parc Williams, Loughor – UK Fields in Trust Awards

The Chair of Council was pleased to announce that Parc Williams in Lower Loughor cleaned-up at the UK Fields in Trust Awards, thanks to a community which goes the extra mile to keep their local park spic and span.

Parc Williams beat off opposition from over 100 entries in England and Scotland to collect the 'Getting Active on a Fields in Trust Site' award following a range of activities and campaigns to spruce up the park in partnership with Swansea Council's Parks service who own and manage the site.

Fields in Trust is a UK organisation which safeguards, protects and promotes more than 2,000 green spaces across the country. It was established in 1925 and aims to ensure that everyone has access to free, local outdoor space for sport, play and recreation.

Fields in Trust protects outdoor recreational spaces by Deeds of Dedication. This ensures that before any field protected by the trust can be disposed for development by the landowner, the owner will require the permission of Fields in Trust.

Parc Williams was successful in the 'Getting Active' category because it offers all ages in the local community the opportunity to take part in active recreation.

Eileen Bartlett, Vernon Bartlett, Marilyn Brayley, Jen Sanger, Jane Adkin and Dewi Bowen were present to receive the award.

3) Eileen Bartlett – UK Fields in Trust Awards

The Chair of Council was also pleased to congratulate Eileen Bartlett, secretary of Friends of Parc Williams for receiving an 'Honourable Mention' in the Community Champion category of the UK Fields in Trust Awards for her leadership, enthusiasm and commitment.

Eileen received her commendation for her commitment to the cause which attracted the attention of Fields in Trust patron Prince William, who said she was a worthy contender in the UK Community Champion category.

Since 2009, the Friends of Parc Williams volunteer group has worked closely with Swansea Council staff to make improvements to the park and organise events and activities for the local community. The park became a QE2 protected field in celebration of the 2012 Diamond Jubilee.

Cllr Christine Richards, Swansea Council's Cabinet Member for Citizen, Community Engagement and Democracy, is a founder member and Chair of Friends of Parc Williams.

4) Reena Owen – Corporate Director of Environment

The Chair of Council stated that Reena Owen, Corporate Director of Environment would be retiring from the Authority on 4 April 2014. He thanked Reena Owen for her hard work and dedicated service to the City and County of Swansea.

He stated that she commenced employment with the City and County of Swansea on 18 March 1996 which was 18 years ago to the day. He wished her a happy and healthy retirement.

The Leader of the Council echoed the sentiments of the Chair of Council by also wishing Reena Owen a happy and healthy retirement. The Leader of the Council stated that Reena Owen had served the Council diligently over the past 18 years and outlined her as a model Officer for all Officers to follow and aspire towards.

The Leader of the Largest Opposition Political Group and the other Opposition Political Group Leaders also paid tribute to Reena Owen

Reena Owen thanked all for their kind words.

200. **ANNOUNCEMENTS OF THE LEADER OF THE COUNCIL.**

1) **Council Summons and Cabinet Agenda to be Circulated 7 Clear Working Days in advance of the Meetings**

The Leader of the Council stated that current legislation required a minimum period for agendas to be circulated prior to the meetings being held. That period was 3 clear working days prior to the date of the meeting.

He stated that as of the Annual Meeting in May 2014, he would be ensuring that all Council Summonses and Cabinet Agendas would be published 7 clear working days prior to the date of the meeting.

This action was being taken as a further commitment to the Authority's desire to be more open and transparent.

2) **Mark James (son of the late, former Councillor Dennis H James) - London Marathon**

The Leader of the Council stated that Mark James, son of the late, former Councillor Dennis H James) was in training to run the London Marathon 2014 in memory of his dad. All monies raised will be given to Pancreatic Cancer UK, a charity dedicated to carrying out research into and raising awareness of pancreatic cancer which took the life of his father.

The Leader of the Council urged all Councillors to contribute by using the following link www.justgiving.com/mark-james30

201. **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 Head of Democratic Services questions in relation to Minute 208 "Councillor Learning and Development Strategy".
 - a) "Page 152, Paragraph 9.15 states that 'Councillor Development events will be placed in individual Councillors electronic calendars' and Paragraph 9.16 states that "At each session the attendance will be recorded and circulated to the Member Support Unit for recording purposes'.

- 1) How many such development events have taken place to date?

- 2) What is the attendance record at each event?

The Head of Democratic Services stated that a written response would be provided.

202. **PUBLIC PRESENTATION - GOWER POWER COMMUNITY CO-OPERATIVE.**

Ant Flanagan and Alex Bird gave a presentation to Council on the work of the Gower Power Community Co-operative. The Gower Power Community Co-operative is a democratically run social enterprise that supports community members to take ownership of their local resources. Further information may be found at www.GowerPower.coop

The Sustainability Cabinet Member (Councillor S E Crouch) thanked them for their presentation.

203. **MEMBERSHIP OF COMMITTEES.**

The Citizen, Community Engagement and Democracy Cabinet Member stated that she had one verbal amendment to the report which had been circulated.

She referred to the report stating that the Leader of the Council had not made any changes to the Authority's Outside Bodies.

RESOLVED that the membership of the Council Bodies listed below be amended as follows:

- 1) **Scrutiny Programme Committee**
Remove Councillor C E Lloyd.
Add Councillor R V Smith.

204. **CORPORATE HEALTH & SAFETY POLICY.**

The Citizen, Community Engagement and Democracy Cabinet Member submitted a report which outlined the Authority's revised Corporate Health and Safety Policy.

RESOLVED that:

- 1) The revised Corporate Health and Safety Policy be approved and adopted;
2) The Leader of the Council and the Chief Executive sign the Policy.

205. **ADMISSION ARRANGEMENTS 2015/2016.**

The Learning and Skills Cabinet Member submitted a report which sought to determine the Admission Arrangements for maintained schools for the academic year 2015-2016.

RESOLVED that:

- 1) The proposed Admission Arrangements for 2015-2016 for Nursery Classes as set out in Appendix A of the report be approved;
- 2) The proposed Admission Arrangements for 2015-2016 for Infant, Junior, and Primary Schools as set out in Appendix B of the report be approved;
- 3) The proposed Admission Arrangements for 2015-2016 for Secondary Schools as set out in Appendix B of the report be approved;
- 4) The proposed Admission Arrangements / Criteria for Entry for 2015-2016 for Sixth Forms set in Appendix B of the report be approved;
- 5) The Schedule of Events set out in Appendix C of the report be approved;
- 6) The Admission Numbers for Primary and Secondary Schools as set out in Appendix D of the report be noted.

206. **APPLICATION FOR DESIGNATION OF SWANSEA WITHIN THE WORLD HEALTH ORGANISATION (WHO) EUROPEAN HEALTHY CITIES NETWORK PHASE VI.**

The Wellbeing Cabinet Member submitted a report which sought to inform the Council about the opportunity to apply for designation within Phase VI of the WHO European Healthy Cities Network, the goals and benefits of the programme and the application requirements.

RESOLVED that Council supports the application of Swansea to be designated as a member of the WHO European Healthy Cities Network under Phase VI.

Note: Councillor E W Fitzgerald asked the Wellbeing Cabinet Member the following question:

- 1) "Page 78, Paragraph E states 'City Statement. Cities will make a statement on how they will benefit from being a member of the WHO European Healthy Cities network'.

Can that statement please be shared with all Councillors?

The Wellbeing Cabinet Member stated that he would ensure that the City Statement was shared with all Councillors.

207. **PAY POLICY 2014/2015.**

The Head of Human Resources submitted a report which sought approval of the Pay Policy 2014-2015.

RESOLVED that the Pay Policy 2014-2015 be adopted.

Note: The Chief Executive withdrew from the meeting prior to consideration of this item.

208. **AMENDMENTS TO THE COUNCIL CONSTITUTION.**

The Chair of Council, Monitoring Officer and Head of Democratic Services jointly submitted a report which sought to make amendments in order to simplify, improve and / or add to the Council Constitution in relation to the following areas:

- 1) Parts 3 and 4 – Relating to Licensing Committee and Licensing Sub Committee;
- 2) Part 4 – Contract Procedure Rules;
- 3) Part 4 – Scrutiny Procedure Rules;
- 4) Part 4 – Joint Negotiating Committee (JNC) Officer Appointment Procedure Rules.

RESOLVED that the changes to the Council Constitution as outlined in Paragraph 3 of the report be adopted.

209. **NOMINATION OF LORD MAYOR ELECT AND DEPUTY LORD MAYOR ELECT 2014-2015.**

The Chair of Council, Monitoring Officer and Head of Democratic Services jointly submitted a report which sought to nominate the Lord Mayor Elect and Deputy Lord Mayor Elect for 2014-2015.

RESOLVED that:

- 1) Councillor Ceinwen Thomas be nominated as Lord Mayor Elect 2014-2015;
- 2) Councillor John Newbury be nominated as Deputy Lord Mayor Elect 2014-2015;
- 3) The proposed amendments to the Election of Lord Mayor and Deputy Lord Mayor Protocol as outlined in paragraph 3 of the report be adopted.

210. **COUNCILLOR LEARNING AND DEVELOPMENT STRATEGY.**

The Head of Democratic Services submitted a report which set out the Councillors Learning and Development Strategy. The Strategy sought to provide a framework for the development of key skills and knowledge for all Councillors and assist in the achievement of the Corporate Priorities.

RESOLVED that the Councillors Learning and Development Strategy be adopted.

211. **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 in the Council Summons.

No supplementary questions required a written response:

2) **Part B 'Questions not requiring Supplementary Questions'**

No Part B 'Questions not requiring Supplementary Questions' were submitted.

212. **SCRUTINY DISPATCHES.**

The Chair of the Scrutiny Programme Committee submitted an information report which provided Council with a progress report on various scrutiny activities.

213. **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.

214. **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 6.12 pm

CHAIR

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

Council – 15 April 2014

MEMBERSHIP OF COMMITTEES

Purpose:	Council approves the nominations / amendments to the Council Bodies.
Policy Framework:	None.
Reason for Decision:	To agree nominations for Committee Membership.
Consultation:	Political Groups.
Recommendation:	It is recommended that: - 1) Council approves the amendments to the Council Bodies listed in paragraph 2 of the report.
Report Author:	Gareth Borsden
Legal Officer:	Tracey Meredith
Finance Officer:	Ben Smith

1. Introduction

- 1.1 The Annual Meeting of Council on 9 May 2013, agreed membership of the various Committees/Boards as reflected in the lists submitted by the Political Groups.

2. Changes to Council Body Membership

- 2.1 The Political Groups have indicated that they have changes to Council Bodies as indicated below.

Scrutiny Programme Committee

Remove Councillor R Francis-Davies and add Councillor TJ Hennegan

Appointments Committee

Remove Councillor ET Kirchner and add Councillor R Francis-Davies

3. Outside Bodies

- 3.1 No Amendments.

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

Report of the Cabinet Member for Learning & Skills

Council – 14 April 2014

WELSH IN EDUCATION STRATEGIC PLAN 2014-17

Purpose:	<ol style="list-style-type: none">1. Council adopts the final Welsh in Education Strategic Plan (WESP) 2014-172. Council gives permission to submit the final statutory Welsh in Education Strategic Plan (WESP) 2014-17 to Welsh Government for its approval
Policy Framework:	The draft Welsh in Education Strategic Plans (Wales) Regulations 2013 as part of the School Standards and Organisation (Wales) Act 2013. The Welsh Medium Education Strategy.
Reason for Decision:	New statutory requirement from Welsh Government.
Consultation:	Legal, Finance
Recommendation(s):	It is recommended that: - <ol style="list-style-type: none">1) Council adopts the final Welsh in Education Strategic Plan 2014-172) Council permits the submission of the final Welsh in Education Strategic Plan 2014-17 to Welsh Government for its approval
Report Author:	Arwyn Thomas
Finance Officer:	Susan Rees
Legal Officer:	Janet Hooper
Access to Services Officer:	Sherill Hopkins

1. Background

The requirement to produce a voluntary WESP began in 2011 when the national Welsh Medium Education Strategy was published. This is the Welsh Government's vision for an education and training system that will respond in a planned way to the growing demand for Welsh-medium education.

The City and County of Swansea consulted on and published its first WESP for the period 2012-15 in autumn 2011 and updated it in autumn 2012. The two documents have been well received by Welsh Government. These documents can be found at

www.swansea.gov.uk/wesp .Page 15

Publication of a WESP has now become statutory. The School Standards and Organisation (Wales) Act 2013 became law in March 2013. It requires local authorities to prepare and submit a Welsh in Education Strategic Plan for approval by Welsh Ministers and then to publish a final version.

2 Requirements

A WESP must detail how the local authority will aim to achieve the Welsh Government's outcomes and targets outlined in the national Welsh Medium Education Strategy (WMES). The aim of the WMES is to facilitate an increase in the number of people of all ages able to use the Welsh language with their families, in their communities and in the workplace. The WESPs is the key strategic document for creating an improved planning system for Welsh-medium education.

A WESP must show how the authority will carry out its education functions and set targets for improving the planning of provision of education through the medium of Welsh, the standards in Welsh-medium education and the teaching of Welsh

Statutory guidance is provided and this is prescriptive in terms of content. The WESPs must focus on how the authority contributes to the targets in the WMES. These are:

- more seven-year-old children being taught through the medium of Welsh as a percentage of the Year 2 cohort;
- more learners continuing to improve their language skills on transfer from primary school to secondary school;
- more learners studying for qualifications through the medium of Welsh;
- more learners aged 16-19 studying Welsh and subjects through the medium of Welsh; and
- more learners with improved skills in Welsh.

The following areas also need to be included, in both quantitative and qualitative terms

- Standards of attainment in Welsh and Welsh Second Language;
- Welsh-medium provision for learners with additional learning needs (ALN); and
- Workforce planning and continuing professional development (CPD).

Consultation Requirements

An authority is expected to consult key stakeholders on its draft WESP. In the draft regulations, Welsh Government specifies a list of consultees and has subsequently agreed an amended consultation period of 8 weeks. City & County of Swansea held a consultation from December 9th 2013 – February 14th 2014. The consultation met the requirements of Welsh Government. The responses are listed below in Section 3.

Approval Process and Annual Monitoring

The WESPs will provide the means for the Welsh Government to monitor the way in which local authorities respond and contribute to the implementation of the WMES objectives by:

- ensuring that every step of local authority education processes includes full consideration of Welsh-medium education;
- extending provision where a need is identified on the basis of improved planning;
- moving Welsh-language support services gradually away from the traditional roles of *athrawon bro* towards a new training and mentoring service;
- ensuring the delivery of Welsh-medium support services on the basis of consortia in the near future;
- improving standards and extending the use of Welsh by children and young people, and
- demonstrating progress against the specific targets in the WMES.

The WESP, or its annual monitoring report, are due for submission to Welsh Government by around December 20th each year. The WESP or report will then be considered and approved by the Welsh Ministers. If Welsh Government determines that the WESP requires further consideration, discussion between Welsh Government officials and the local authority will take place during the period January-March.

The final draft WESP 2014-17 will need to be adopted by Council in April 2014 in order that it can become policy.

The WESP will become operational from 1 April 2014 and must be published by each authority by June 1st 2014. Subsequent annual progress reports will be published alongside the original WESP at www.swansea.gov.uk/wesp.

3. City and County of Swansea Welsh in Education Strategic Plan 2014-17

Preparation of the final WESP for adoption by Council and submission to Welsh Government

Swansea has benefitted from a partnership approach to support and challenge for Welsh language issues in education, bar those which form part of the Qed 2020 programme. *Partneriaeth Addysg Cymraeg Abertawe* (Swansea Welsh in Education Partnership) has been guiding Welsh in Education since 2008. It is a sub-group of the School Improvement Partnership. PACA consists of headteacher representatives from primary and secondary phases from both Welsh-medium and English-medium schools, authority and school senior officers and central staff who support schools. Operating such a partnership has become a requirement for all local authorities within the new WESP. PACA and other key stakeholders contributed to the draft and have agreed the changes in the final version.

The final WESP 2014-17 for adoption by Council and submission to Welsh Government is at Appendix A.

Consultation responses

The consultation which ran from December 9th 2013 to February 14th 2014 produced seven responses. Respondents are listed below. The full list and a summary of comments appears in Appendix B.

The main points raised are listed below. All points raised will be discussed with the appropriate services, providers and colleagues.

The Final version of the WESP has been amended and updated from the draft version. This does not constitute a major revision.

Respondent	Main Points	WESP amended
Welsh Government (informal comments)	Additional information and targets sought throughout WESP	YES
Welsh Language Commissioner	Clarification of several points sought	SOME
Rhieni dros Addysg Gymraeg (RhAG)	The need for increased provision of school places	NO
Mudiad Meithrin	Pre-school	SOME
Cllr P Meara	Special educational needs	NO
Robin Campbell	The need for increased provision of school places	NO
School Councils	Responses to a questionnaire about all aspects of learning and using Welsh	NO

4. Finance

Funding for activities in the WESP is provided through the Welsh in Education Grant. This grant is now allocated to the four regions in Wales, not directly to authorities. The grant must be directed to need.

The match funding requirement for the Welsh in Education Grant remains with each authority and is 33%.

The exact quantum for 2014-15 will not be known until a grant offer is made to the region and apportioned to each authority. The match funding requirement going forward is within the current budgetary provision and, following the budget principle of considering funding only at a level necessary to match fund and fully access grant funding, a substantial contribution is to be made to the Sustainable Swansea Fit for the Future budget strategy.

The approval and decision to proceed with the spending plan and acceptance or otherwise of funding offered will be subject to agreement annually. Ongoing service level provision will be dependent on the level of funding available and in line with regional and local strategic priorities.

5. Equality and Engagement Implications

An EIA Screening Form was completed with the agreed outcome that a full EIA report was required as this is a new policy. The full EIA report is attached as a background paper (Appendix 3). It was finalised after the consultation responses had been considered and does not identify any adverse equality impacts.

6. Legal

The statutory requirements are set out in the report. There are no additional legal implications associated with this report.

Background papers:

Previous years' WESPs can be found at www.swansea.gov.uk/wesp

Welsh Medium Education Strategy and its first monitoring report

<http://wales.gov.uk/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en>

Welsh in Education Strategic Plans guidance 2011-12 - new Guidance for 2014-15 is not yet published online

<http://wales.gov.uk/docs/dcells/publications/110805strategicplansen.doc>

School Standards and Organisation (Wales) Act 2013

<http://www.legislation.gov.uk/anaw/2013/1/contents/enacted>

EIA Report

Appendices:

Appendix A: the Final Welsh in Education Strategic Plan 2014-17

Appendix B: Responses from the consultation



**City and County of Swansea
Welsh in Education Strategic Plan
2014-2017**

Final 06March14

Inc changes from WG comments, PACA, consultation respondents

The Action Plan – Tackling National Targets at a LA Level

Section 1: Your vision and aim for Welsh-medium education

Swansea is a diverse, modern and forward-looking European city. It has a key role in promoting the culture and heritage of the area and its significance in a Welsh and wider context. As a result it also has a key role in facilitating the growth in, and addressing the demand for, the access to the Welsh language and Welsh-medium education.

In the City and County of Swansea we want to provide high quality education in the national language of choice, according to demand, and to a high standard. In order to meet the increasing demand for places in Welsh-medium education, the existing *Policy on the Welsh Language in Education* will be reviewed regularly. This will allow flexibility to meet the demand within the resources available whilst maintaining the existing high standards.

The authority will work to:

- Promote the use of Welsh in all schools schools.
- Promote the use of Welsh outside of schools.
- Make provision for pupils who are new to, or latecomers to, Welsh-medium education.
- Continue to help schools to improve the already good standards in Welsh First Language.
- Maintain the focus on developing literacy and improving the performance of boys in Welsh First Language.
- Progress the recommendations in Welsh Government's 'Review of Welsh Second Language at KS3 and KS4' by supporting schools to improve transition from KS2 to KS3 to minimise any loss of language.
- Reduce the number of pupils who do not sit any exam at KS4.
- Improve performance in GCSE Short Course.
- Increase the percentage of pupils entering and attaining good grades in GCSE Full Course.
- Meet the needs of pupils with additional learning needs by developing capacity within schools.
- Continue to train teachers and support staff to deliver the Welsh language.
- Move to a more targeted approach to support and development by encouraging schools to work together to support each other, by developing a local/regional team able to deliver support in any setting.
- Continue to work in partnership with the region, Further Education, Higher Education, and other organisations such as Mudiad Meithrin, Menter IaitH, the Urdd and Rhieni dros Addysg Gymraeg.

Section 2: The Action Plan

Outcome 1: More seven-year-old children being taught through the medium of Welsh			
A. Objective	B. Current performance	C. Targets	D. Progress report
1.1 Increase the number of seven-year-old children taught through the medium of Welsh	The number of pupils in Welsh-medium education continues to increase as more places are provided through the QED 2020 Programme in response to demand.	Aim to increase places in line with the lower value in the Welsh Medium Education Strategy bandwidth, as stated in the original WESP 2011-12 and in the tables below, but aspire to exceed this if funding becomes available.	
	There will be a review of the Welsh Language Policy in Education (approved by Council in February 2010) to ensure it is fit for purpose in meeting need in Swansea and aligned with the WESP. This Policy was originally developed as an additional Target within the Welsh Education Scheme 2006-11. It can be found at www.swansea.gov.uk/wesp	Cabinet will review the Welsh Language Policy in Education in the 2013-14 Academic year to ensure it is fit for purpose in meeting need in Swansea.	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>City and County of Swansea is committed to periodic analysis of demand and take-up to meet local and national priorities and targets for increasing Welsh-medium education.</p> <p>Parents of new born babies are surveyed to ask what their preference will be for their child's education - English-medium, Welsh-medium or Faith education. Reports on past surveys can be found at http://www.swansea.gov.uk/index.cfm?articleid=29525. So far, this survey has confirmed the authority's own assessment of demand.</p>	<p>Maintain the dialogue with parents, RhAG, Welsh Heads and continue to survey parents of new born babies to confirm demand for English or Welsh-medium education.</p>	
	<p>Demand for primary places in the greater Morriston area in the east Swansea has been successfully addressed by two new Welsh-medium primary schools, opened in 2011 and 2012. In 2013 YGG Tirdeunaw is expanding into recently vacated adjacent accommodation. For YGG Lon Las there is a proposal to rebuild the school on the current site, subject to planning approval, and to increase capacity at the school to meet demand to 525 (2.5 form entry of 75 from 2.0/60) to meet demand. The rebuild is a QEd Programme priority Band A project with a suggested opening in September 2016.</p> <p>Monitoring of demand will continue and short, medium and long term solutions will be sought.</p>	<p>Continue to assess demand in the east of Swansea and provide places accordingly, capital funding permitting.</p>	
	<p>Increased demand for primary places in the west of Swansea is being met through temporary accommodation in YGG Pontybrenin in the first instance.</p> <p>There are short term solutions and longer term plans to provide additional places to meet need in the North Gower</p>	<p>Continue the current engagement with stakeholders in the west.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>These plans are dependent on other considerations within the overall QEd 2020 Programme.</p>		
	<p>Assessment of capacity in the secondary phase for the medium and longer terms will be undertaken with stakeholders.</p>	<p>Continue assessment.</p>	
	<p>The Local Authority fully complies with the guidelines within the Learner Travel Measure (Wales) 2008 in relation to both the distance of travel and the assessment of available routes. Free transport to both English and Welsh-medium Schools is provided according to agreed distance criteria – 2 miles for Primary Schools, 3 miles for Secondary Schools – from the nearest available school.</p> <p>There is no requirement to provide school or college transport free of charge to any learner who is more than compulsory school age. Currently all post-16 pupils attending a Swansea school sixth form who live more than 3 miles from the school are provided with free home-to-school transport. However, all provision of discretionary transport is under review.</p>		

Year	All pupils in Y6 (age 11)	Y6 pupils in Welsh-medium (EDU/006a)		Target	
		No.	%	No.	%
2007	2617	209	8.00		
2008	2700	246	9.11		
2009	2599	242	9.24		
2010	2479	227	9.16		
2011	2481	266	10.72		
2012	2436	245	9.98		
2013	2418	253	10.46	259/2425	10.7
2014				305/2511	12.1
2015				293/2493	11.8
2016				329/2448	13.4
2017				366/2546	14.4
2018				433/2775	15.6
2019				425/2583	16.4

Source: Teacher assessment returns to WG; PLASC & Pupil Projections, January

Welsh-Medium Education Strategy Target

Swansea Baseline 2009 in Y6 is 242 pupils = 9.31%

Original Target: Increase by 32-40% to meet WMES target by 2015
= 319-339 pupils in Y6 (=32-40% increase)

Increase as funding allows towards **WMES October 2012 Target for 2015 - 345 pupils in Y2** (to meet regional increase)

Note: the 2015 target of 319-339 in the WMES will not be met but the next table below shows that increased places are planned over a longer period.

Pupils age 7 in Welsh-medium primary schools (Year 2)							Pupil Places Projections (local)	
Year	All pupils in Y2	Y2 pupils in Welsh-medium		Projection				
		No.	%	No.	%	%		
2007	2497	279	11.17					
2008	2446	267	10.92					
2009	2369	275	11.61					
2010	2460	320	13.01					
2011	2472	297	12.01					
2012	2441	332	13.6					
2013	2546	366	14.4	377/2539	14.8			
2014				433/2775	15.6			
2015				425/2583	16.4			
2016				415/2708	15.3			
2017				426/2710	15.7			
2018				426/2672	15.9			
2019				422/2967	14.2			

Source: PLASC & Pupil Projections, January

Swansea Baseline in 2009 in Y2 is 275 pupils / 11.61%
Original Target : increase by 27-32% to meet national 2015 target
= 349-363 pupils in Y2 (27/32% increase)

Increase as funding allows towards **WMES October 2012 Target for 2015 - 345 pupils in Y2** (to meet regional increase)

Note: the increase is subject to approval and finance, the numbers and percentages should be regarded as annual Projections (as stated), not targets.

A. Objective	B. Current performance	C. Targets	D. Progress report
<p>1.2 Adopt systematic processes for measuring the demand for Welsh-medium childcare and Welsh-medium statutory educational provision. Act promptly on the findings of parental surveys.</p>	<p>Mudiad Meithrin and Menter Iaith Abertawe are commissioned to support and further develop quality Welsh medium childcare opportunities in Swansea via agreed targets that mirror Childcare Sufficiency Assessment findings which are monitored on a quarterly basis.</p> <p>Mudiad Meithrin predominantly support new and existing settings offer a quality service with the ultimate aim that all providers achieve CSSIW registration.</p> <p>Within this plan the City & County of Swansea would recommend the maintenance of the 3 currently registered settings (Parc Y Werin, Abacus, Treboeth/Tirdeunaw, Clydach), together with the realisation and achievement of registered status with regard to a further 8 Cylchoedd Meithrin between 2013-17.</p> <p>Menter Iaith Abertawe is tasked to develop and deliver a Welsh immersion package within a set number of registered settings engaging both children and staff, ultimately aiming at improving the quality and usage of Welsh on a daily basis, together with contributing towards the Childcare Workforce Development Strategy with regard to sample destination tracking of Welsh Medium students.</p> <p>Quarterly targets and Results Based Accountability methodology are used to monitor the Service Level Agreements. Full details are available.</p>	<p>Budget permitting, dependence on the continuation of identified need and achievement of set targets via robust performance monitoring, the Authority would aim to maintain partnership working with both Mudiad Meithrin and Menter Iaith Abertawe.</p> <p>Performance monitoring of Menter Iaith's work through target monitoring of the RBA scorecard.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>Surveys of the parents of new born babies have been held since 2007, described in 1.1 above. The findings have been analysed and published on the Swansea website at http://www.swansea.gov.uk/index.cfm?articleid=29525 and shared with RhAG, parents, schools, Mudiad Meithrin and Welsh Government.</p> <p>In September 2012 an additional section on the language preference for pre-school childcare was added to the Survey to supplement information from the Childcare Sufficiency Audit. To date only one survey has been analysed, the evidence of which was inconclusive. However it is hoped that the continued inclusion of this question in future surveys will evidence geographical demand.</p>	<p>Maintain the survey of parents of new born babies preferences for medium of education and childcare.</p>	
<p>1.3 Ensure that proposals for 21st Century Schools include full consideration of Welsh-medium education.</p>	<p>The Authority's plans are fully reflected in, and consistent with, Swansea's Strategic Outline Programme for 21st Century Schools submitted to the Welsh Government. The priority capital investment needs identified would enable further rationalisation of English medium provision as well as the further delivery of additional Welsh medium provision to match the continuing growth in demand. Stakeholders are always involved from early planning stages.</p>	<p>Deliver the identified capital investment priorities within the Strategic Outline Programme as funding is made available.</p>	
<p>1.4 Ensure cross-border working through consortia.</p>	<p>Elements of Welsh-medium secondary provision 14-19 are being developed in cross-authority partnerships, eg. with YG Ystalyfera and Neath College (NPT) and Coleg Sir Gar (Carms). (see 3.4 below).</p>	<p>Monitor the outcomes and effectiveness of this provision with a view to enhancing and developing it, subject to sufficient learner demand and funding.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>The Authority's Strategic Outline Programme reflects a wide ranging stakeholder engagement process which has included meetings with neighbouring authorities. It includes an statement on regional collaborative working in which each Authority commits to developing collaborative working re 21st Century Schools programmes by building on the existing collaboration taking place between the south west and mid-Wales authorities.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Developing a consensus on Strategic Outline Programme applications and priorities and learning lessons from previous projects • Critically examining ongoing plans to avoid duplication of provision especially close to borders and in respect of specialist, Welsh medium and Faith provision • Committing to exploring sharing of resources and potential for joint commissioning of services <p>There are no current plans for joint provision of places with neighbouring authorities.</p>	<p>Continue to build on the work undertaken within the region to ensure the coherence of identified capital investment priorities and maximise the benefits to be realised through shared procurement and expertise.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report																																	
<p>1.5 Increase the ability to take advantage of Welsh-medium provision through immersion education schemes and centres for latecomers.</p>	<p>Joint working with Neath Port Talbot to provide the Latecomers' Centre at Ysgol Y Wern in NPT ceased in August 2012.</p> <table border="1" data-bbox="341 860 533 1736"> <thead> <tr> <th colspan="3">Historical data</th> </tr> <tr> <th colspan="3">Pupils attending the Latecomers' Centre to July 2012</th> </tr> <tr> <th>Date</th> <th>Swansea</th> <th>NPT</th> </tr> </thead> <tbody> <tr> <td>Sept 2011 – Feb 2012</td> <td>4</td> <td>8</td> </tr> <tr> <td>Feb 2012 – July 2012 (end)</td> <td>6</td> <td>6</td> </tr> </tbody> </table> <p>Swansea Welsh-medium heads requested a Swansea-only provision from September 2012, funded mainly by WEG. This provision has been established and also includes the provision of extra support for pupils whose language skills need a boost. The Latecomers/Boost provision is based at YGG Tan-y-lan until July 2014 after which it will move to Ysgol y Cwm. It has capacity for 12 pupils per session and is staffed by one full time Welsh in Education Officer and a 0.8% teaching assistant.</p> <table border="1" data-bbox="940 860 1171 1736"> <thead> <tr> <th colspan="3">Pupils receiving Latecomer & Boost Provision</th> </tr> <tr> <th>Date</th> <th>Latecomers</th> <th>Boost</th> </tr> </thead> <tbody> <tr> <td>Sept 2012 – Feb 2013</td> <td>3</td> <td>11</td> </tr> <tr> <td>Feb 2013 – July 2013</td> <td>1</td> <td>12</td> </tr> <tr> <td>Sept 2013 – Feb 2014</td> <td>8</td> <td>7</td> </tr> <tr> <td>Feb 2014 – July 2014</td> <td></td> <td></td> </tr> </tbody> </table>	Historical data			Pupils attending the Latecomers' Centre to July 2012			Date	Swansea	NPT	Sept 2011 – Feb 2012	4	8	Feb 2012 – July 2012 (end)	6	6	Pupils receiving Latecomer & Boost Provision			Date	Latecomers	Boost	Sept 2012 – Feb 2013	3	11	Feb 2013 – July 2013	1	12	Sept 2013 – Feb 2014	8	7	Feb 2014 – July 2014			<p>Maintain provision for Latecomers and pupils who need a boost.</p> <p>Monitor pupils' progress through PACA.</p>	
Historical data																																				
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A. Objective	B. Current performance	C. Targets	D. Progress report
<p>1.6 Establish a Welsh-medium Education Forum and establish links with the Children and Young People's Plan. Ensure considerations for resources and finance for Welsh-medium provision within early years.</p>	<p>Welsh-medium Primary Heads are very pleased with the progress pupils make as a result of the Latecomer/Boost provision. Pupils are able to access the curriculum in Welsh within a relatively short period of time, go on to achieve well and contribute to raising standards.</p> <p>The Latercomer/ Boost Officer and the WEG-funded Officer who provides in-class support for teachers work together under the direction of the Welsh-medium Primary Heads.</p> <p>PACA (Partneriaeth Addysg Cymraeg Abertawe) was established in 2008 to guide Welsh in Education. It comprises headteacher representatives from Welsh-medium and English-medium primary and secondary schools and officers of the authority. PACA sits underneath Swansea's overarching partnership for raising standards in schools, the School Improvement Partnership (SIP). Welsh-medium Headteachers on PACA also sit on SIP. PACA meets half-termly.</p> <p>PACA has responsibility for the Welsh language in statutory education, bar the school organisation element which has its own processes under the QEd 2020 Programme. It was the group which agreed and monitored the targets in the Welsh Education Scheme (to 2012). Its work has been praised in the past by Estyn (2009) and Welsh Government/Welsh Language Board (July 2011). PACA is responsible for almost all the actions in this Plan, bar those concerning school places (1.1 – 1.4 above), which come under the QEd Programme, and pre-school provision which is guided by the Early Years Board and Operational Group, responsible to the Children & Young People Board.</p>	<p>Maintain regular minuted meetings of PACA and monitor its main achievements through the WESP.</p> <p>Maintain annual self-evaluation of PACA activity in support of Welsh language and Welsh-medium education and agree any actions for improvement in the Annual WESP Progress Report .</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>In 2011 the CYP Partnership agreed 11 priorities for the CYP Plan 2011-14 (www.cypswansea.co.uk/plan) to impact on Swansea's 3 'big issues' of safeguarding, substance misuse and family poverty. Raising standards in schools, especially in literacy, is one of the main actions to help families out of poverty. Support is targeted to need which includes Welsh-medium primary schools serving areas of greatest disadvantage.</p> <p>The new Single Integrated Plan for 2013 'One Swansea', and its Needs Assessment, include Challenges that 'Children have a good start in life' and that 'People Learn Successfully'. Welsh provision will be treated on an equal footing with English provision under the priorities of the plan. http://www.swansea.gov.uk/oneswansea</p>		
	<p>Consultation on the draft WESP 2014-17</p> <p>Key stakeholders were invited to comment on the initial draft of this document in September/October 2013. Two responses were received and considered for inclusion in this version. They were from RhAG and Gower College Swansea.</p> <p>Formal consultation took place December 2013 – February 2014. The details are included in Appendix 6. Changes to the WESP were made as a result of comments raised by respondents, including the addition of more targets as suggested by Welsh Government in their informal response. This did not amount to a major revision of the Plan.</p> <p>The school organisation element of the Plan is subject to the</p>	<p>Maintain stakeholder involvement through:</p> <ul style="list-style-type: none"> • RhAG • Welsh Heads Group • Swansea City & County Association of Secondary Heads (SCCASH) • The Council of Ysgolion Cynradd Abertawe (primary heads) and others 	

A. Objective	B. Current performance	C. Targets	D. Progress report
<p>1.7 Provide information for parents/carers</p>	<p>governance and stakeholder processes of the QEd 2020 Programme which are dealt with separately.</p> <p>A leaflet explaining the provision of education in Swansea is available to parents of new born babies as part of the Survey each year. Links to information about Mudiad Meithrin/Twf is also available.</p> <p>The Children's Information Service in Social Services provides information about all pre-school childcare provision. There is still little registered childcare available in Welsh currently (see 1.2 above).</p> <p>Every year the authority provides a bilingual booklet entitled 'Information for Parents' for parents of primary and secondary school-age pupils. The booklets can be found at http://www.swansea.gov.uk/index.cfm?articleid=5738.</p> <p>As part of the targets in the Welsh Education Scheme 2006-11, a simple bilingual statement about the nature of education in Swansea was produced – <i>A Policy on the Welsh Language in Education</i>. (www.swansea.gov.uk/wesp). This will be reviewed in 2013-14 to ensure it meets local needs (see 1.1. above). The WESP and its progress reports are also published at the same web address.</p>	<p>Maintain information services for parents</p>	

Outcome 2: More learners continuing to improve their language skills on transfer from primary school to secondary school (see also Appendices3/4)

A. Objective	B. Current position	C. Targets	D. Progress report
2.1 Increase the percentage of Year 9 learners who are assessed in Welsh (First Language)	<p>The numbers attending the Welsh-medium secondary schools are steadily increasing as the number of places available in primary schools expands.</p> <p>All pupils in Swansea's two Welsh-medium secondary schools are assessed in Welsh in Year 9.</p> <p>In 2012 Swansea was the top performing local authority in Wales at Key Stage 3. In 2013 performance fell by 1.00%.</p>	Maintain 100% teacher assessment through the medium of Welsh in Year 9 at both Welsh-medium secondary schools.	

Pupils in Year 9 assessed in Welsh First Language (Published as PI EDU/006b)

Year	All pupils in Y9	Y9 pupils in Welsh-medium (EDU/006b)		Target		Actions Increase places following consultation and as funding allows. Source: PLASC
		No.	%	No.	%	
2007	2631	189	7.18			
2008	2600	229	8.81			
2009	2563	208	8.12			
2010	2561	233	9.09			
2011	2653	239	9.00			
2012	2535	245	9.66			
2013	2404	227	9.45	233/2426	9.6	
2014				266/2481	10.7	
2015				245/2436	9.98	
2016				253/2418	10.4	
2017				305/2511	12.1	
2018				293/2493	11.8	
2019				329/2448	13.4	

A. Objective	B. Current performance	C. Targets	D. Progress report

<p>2.2 Develop more effective transfer between the funded non-maintained provision to maintained school provision, between Key Stage 2 and 3 and Key Stage 3 and 4. (See also Appendix 2)</p>	<p>Pre-school to School Transfer</p> <p>Whilst development support has been commissioned via Mudiad Meithrin and Menter Iaitth, Swansea still has very little pre-school provision or childcare through the medium of Welsh, either in the maintained or non-maintained sectors.</p> <p>Mudiad Meithrin has provided information for 2011-12 and 2012-13 on destinations of young children who left childcare in Swansea as a whole. In 2011-12 89.4% (152/170) children moved into Welsh-medium nursery provision. In 2012-13 this was 81.7% (156/191). The transfer rates fluctuate year on year. Low transfer rates are investigated by the Family Information Service and any concerns are followed up. There are no concerns currently.</p> <p>Young children attending the Flying Start settings, including the two Welsh-medium settings, will be tracked though their time at school to monitor the impact of the provision. (Flying Start is targeted to areas of greatest social deprivation)</p> <p>Systems are being developed to do this but outcomes will take several years to become evident.</p> <p>All Swansea Welsh-medium primary schools are maintained and have nursery provision. There are no non-maintained settings providing the Foundation Phase in Swansea. (see 1.2 above)</p>	<p>Use the MIM destination data to monitor any transfer concerns.</p>	
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A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>Key Stage 2 to Key Stage 3 Transfer</p> <p>The transfer rate between Swansea Welsh-medium primary schools (KS2) and Welsh-medium secondary schools (KS3) is usually almost 100%. In 2012 the transfer rate was 99.2% and in 2013 it was 98.81% with only 3 pupils being lost to English-medium education. (See Appendix 3 below)</p> <p>There is overall inward migration into Year 7 in Swansea Welsh-medium secondary schools from other authorities. For example, in September 2013 4 pupils from Neath Port Talbot were admitted to Year 7 in YGG Bryn Tawe. YG Gwyr admitted 8 pupils from the Llanelli and Pontarddulais areas of Carmarthenshire.</p> <p>There is increased pressure on admissions.</p>	<p>Maintain the KS2-3 transfer rate between Welsh-medium primary and secondary schools at almost 100%</p>	
	<p>Key Stage 3 to Key Stage 4 Transfer</p> <p>98% of pupils continue in Welsh-medium education on transfer from KS3 to KS4. This is very positive.</p> <p>The post-16 stay-on rate has been very high at both secondary schools, typically over 70%. In September 2013 YGG Bryn Tawe experienced a drop in this rate because pupils chose to continue their studies at a further education college. Learners exercise their right to continue studies at other post-16 providers where pathways and curriculum choice is different. Future funding pressures post-16 are likely to exacerbate this trend as the curriculum narrows.</p>	<p>Maintain the minimal drop-out rate KS3 to KS4.</p>	
A. Objective	B. Current performance	C. Targets	D. Progress report

	<p>Few pupils are lost overall. A study of pupil movement in secondary schools for PACA in 2012 showed that while pupils move around within Welsh-medium education, only a very small number are lost to Welsh-medium education by KS4. The reason for leaving the two secondary schools is more likely to be because of a family move to an area where an English-medium secondary school is far more convenient than because a pupil is struggling with their Welsh.</p>		
<p>2.3 Promote a higher proportion of Welsh-medium provision within bilingual schools.</p>	<p>Swansea has no defined bilingual schools.</p>		

Outcome 3: More learners aged 14-16 studying for qualifications through the medium of Welsh			
Outcome 4: More learners aged 16-19 studying subjects through the medium of Welsh in schools, colleges and work-based learning			
A. Objective	B. Current position	C. Targets	D. Progress report
3.1 Increase the percentage of learners aged 14-16 studying for qualifications through the medium of Welsh	100% of Year 11 learners in both Welsh-medium secondary schools study for 5 or more recognised qualifications through the medium of Welsh. Maintenance is dependent upon suitable breadth of option choices and for Exam Boards and DfES to provide Welsh-medium support for new qualifications.	Maintain 100% level	
3.2 Ensuring that provision for 14-16 year old learners complies with the Learning and Skills Measure (Wales) 2009	Welsh-medium post-14 options will be sustained through the continued development of the Gwyr – Bryn Tawe 14-16 partnership which currently offers the following courses jointly, in addition to those offered at each school: <ul style="list-style-type: none"> • In 2012-13 YGG Bryn Tawe commenced a new partnership with Neath College at its Llansamlet site to deliver L2 BTEC Construction. Year 10 students from Gwyr have joined this course in 2013. • BTEC L2 Child Care is offered at both schools in conjunction with Gower College Swansea. The college also provides Level 2 Hairdressing to YGG Bryn Tawe through the medium of Welsh. • There is a partnership to deliver Level 2 Politics and Music with YG Ystalyfera. • There are partnership pilots of Cambridge National ICT (first results due 2014) and also BTEC L2 Science at the Bryn Tawe campus. The BTEC L2 Science has proved very successful with almost all candidates achieving L2 in 2013. 	Continue the 14-16 Partnership development	
A. Objective	B. Current performance	C. Targets	D. Progress report

	<ul style="list-style-type: none"> • Sports BTEC L2 is delivered at both schools. <p>The Welsh Bac Intermediate at YG Gwyr and YGG Bryn Tawe is now fully established with the second cohorts going through to achieve the qualification in Summer 2013 and achieving to a high standard at Foundation and Intermediate levels. WJEC praised the provision</p>		
<p>3.3 Increase the percentage of learners aged 16-19 who study subjects through the medium of Welsh in schools</p>	<p>Sixth Form A Joint 6th Form is operated by the two secondary schools and numbers of learners are good at around 70+% of the Y11 cohort in YG Gwyr and around 50% in YGG Bryn Tawe in 2013. 100% of learners can choose to study 2 or more subjects through the medium of Welsh while studying in a Welsh environment. Performance is high. Estyn has recognised the joint 6th form as good practice.</p> <p>The Joint 6th Form receives support from the regional 14-19 Network and the Swansea 6th Form consortium.</p> <p>The Swansea 14-19 Coordinator and headteacher representatives attend the Regional Welsh-Medium Forum meetings and receive funding for partnership work.</p> <p>Further Education Gower College Swansea has approximately 200 fluent Welsh learners enrolled full-time for 2013/14. Similar numbers are received from a variety of schools - Gŵyr, Bryn Tawe, Strade, Ystalyfera and Cwmtawe, and a much lower number from other out of area schools.</p>	<p>Maintain the successful Joint 6th Form</p> <p>Explore ways to increase 6th form retention at YGG Bryn Tawe</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>The college has recently appointed a Bilingual Champion, funded by Welsh Government. The college now has a strategic plan to deliver Welsh Government targets for Welsh-medium and bilingual delivery. For example, an increase of 30 learners in each academic year pursuing Welsh-medium or bilingual modules/courses, and 50% of these learners being assessed through the medium of Welsh. Ensuring an annual increase of at least 10 module options through the medium of Welsh/bilingually, and 5 learning activities reaching LA26 50% threshold.</p> <p>Working Together The principle of complimentary development, rather than competition, is being developed. Gower College Swansea will target vocational courses eg. Care, Health and Beauty, and also develop opportunities for Welsh speaking students to maintain their language skills through tutorial groups and Welsh Bac activities.</p>		
<p>3.4 Work through 14-19 Networks and 14-19 Regional Forums to sustain and improve Welsh-medium provision</p>	<p>The two secondary schools co-operate closely to plan for 14-19 learning with the support of the local and regional forums. For example there are collaborations with YG Ystalyfera (NPT) for Engineering Level 3, Music Practitioners L3 and Politics; and Construction L1 with Coleg Sir Gar and L2 with Neath College; Hairdressing at L2 with Gower College Swansea. A Partnership pilot of L3 BTEC National Certificate/Diploma in Hospitality commenced in September 2013.</p> <p>Both secondary schools are part of the Swansea 6th Form Consortium which allows students access to post-16 courses on Wednesday afternoons.</p>	<p>Maintain collaborative development of Welsh-medium secondary education</p>	
A. Objective	B. Current performance	C. Targets	D. Progress report

	<p>Welsh-medium secondary schools also work with heads of the English-medium secondary schools through their association, Swansea City & County Association of Secondary Heads (SCCASH).</p>		
<p>3.5 Gather, analyse and use data for 14-19 Welsh-medium provision. Plan for post-16 Welsh-medium provision within partnerships</p>	<p>Effective local and regional partnership working is well-established although the formal partnerships no longer exist.</p> <p>There has been a School Improvement Partnership in Swansea since 1996 which includes representation from the regional teacher training establishment in Higher Education, now part of University of Wales Trinity St David. The Welsh-medium partnership – PACA – is a sub-group of SIP and the Welsh-medium headteachers from PACA sit on SIP. There are regular PACA meetings to discuss the level of provision in secondary schools. Any recommendations or actions are fed into SIP meetings for agreement. Actions regarding 14-19 have also been reported to Swansea Learning Partnership, the broad strategic body which discusses learning across the City and County.</p> <p>The region provides support through a dedicated link adviser for each secondary school. Regional working, with Swansea's hub partner Neath Port Talbot, is developing. There will be a System Leader with responsibility for Welsh in Education within the hub.</p> <p>Gower College Swansea is planning to develop its Welsh provision through mainly bilingual teaching methods over the next few years in a small number of vocational learning areas as identified by a provision audit. Students are currently offered the opportunity of competing assignments in Welsh in any subject where there are fluent Welsh speaking members of teaching staff in that learning area. Bilingual teaching will be developed where there are viable numbers of Welsh</p>	<p>Maintain development of Welsh-medium secondary education through partnership working</p>	
<p>A. Objective</p>	<p>B. Current performance</p>	<p>C. Targets</p>	<p>D. Progress report</p>

	speaking learners and teaching staff. There are currently three Welsh-medium A level tutorial groups, and plans to expand on this.		
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Outcome 5: More learners with higher skills in Welsh

A. Objective	B. Current position	C. Targets	D. Progress report
<p>5.1 Improve provision to address literacy in Welsh</p>	<p>Pupil and school performance, including improving literacy, is discussed at PACA. Where necessary, recommendations and actions are agreed by PACA.</p>	<p>Maintain discussion of performance issues at PACA each year.</p>	
	<p>Swansea has developed a School-age Literacy Strategy which is being adapted for use with the Welsh language in Welsh-medium schools. It is based on ensuring that pupils develop early oracy, the skills that are essential be a fluent reader through the '8 Reading Behaviours', and good writing skills. Pupils are targeted for support and their progress is measured. The Literacy Strategy has been adapted for use in Welsh-medium schools.</p> <p>An assessment of progress of a sample of pupils participating in the 8 Reading Behaviours in English-medium schools, undertaken in 2011-12, was very positive.</p> <p>Progress in improving literacy has continued to be key to increased performance at KS2 & 3 in Welsh-medium primary and secondary schools in over the last few years. Swansea performance in Welsh in 2013 was 5th in Wales at KS2 and 11th in Wales at KS3.</p> <p>Swansea is complying with the requirements of the National Literacy Strategy.</p> <p>A joint Cluster Literacy PLC has been established to ensure a clear strategy for literacy development across all Welsh-medium schools.</p>	<p>Continue to adapt the Swansea Literacy Strategy for use in Welsh-medium schools.</p> <p>Continue support for the National and Swansea Literacy Strategies in all schools, including Welsh-medium primary and secondary schools</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>A WEG-funded Officer has been employed since September 2010 to provide in-class support for literacy in Welsh-medium primary schools. Welsh Heads direct her support. A report from the Officer is provided to PACA at the end of each year. Heads have stated that her work helped to raise standards at KS2 to top in Wales in 2012 (5th in 2013).</p> <p>From September 2012 there has been additional support for Welsh-medium primary pupils' whose Welsh needs a boost, provided in conjunction with that for Latecomers. Headteachers are pleased with the progress these pupils have made. (see 1.5 above)</p> <p>Despite good overall improvement in standards, a gender gap remains. Boys performance will continue to be a focus for the WEG-funded officer. Boys in Years 3,4,5 will be targeted (and also some girls whose performance is low). If a pupils does not make sufficient progress, they will be able to access the 'boost' support.</p>	<p>Maintain additional support for Welsh-medium primary pupils' literacy as directed by Welsh Heads.</p>	
A. Objective	<p>Welsh-medium secondary schools also identified Boys' Achievement as a priority and have been working to improve this. The two schools are very different in terms of context but boys have shown good improvement in both.</p> <p>At YGG Bryn Tawe the focus on boys' achievement continues to be a priority. An internal PLC on boys' underachievement set up in 2012-13 at Bryn Tawe comprising Heads of Faculty and Heads of Year has been successful. Whole school mentoring programmes are in place with a Year 10 boys target group for behaviour and a Year 11 target group for Key Skills. The effectiveness of this targeted approach is evident in the improved results with 91% of the target group achieving the L2 Threshold and 73% achieving the Level 2 Inclusive.</p>	<p>Welsh-medium secondary schools to maintain additional support for literacy and the targeting of boys underachievement.</p>	
	B. Current performance	C. Targets	D. Progress report

<p>5.2 Improve provision and standards of Welsh First Language</p>	<p>At YG Gwyr boys' achievement has been a whole school focus with long term-monitoring and tracking annually. There have been target groups in each year group. Learning Coaches have supported pupils and there has been close work with parents of boys in target groups. After school sessions have been arranged. The trend is a positive for boys at KS4 over a sustained period. The gap has narrowed but never closes completely as the girls continue to perform better. The 2013 results for L2 inclusive and Level 2 Threshold show positive upward trends for the boys and girls.</p>		
<p>Foundation Phase Assessment of the percentage of learners at the end of the Foundation Phase who reach at least Foundation Phase Outcome 5 in Language, Literacy and Communication Skills began in Summer 2012. In the second year of assessment in 2013, Welsh again outperformed English and exceeded all-Wales. The performance of Welsh-medium primary schools is typical of the range of performance across the authority, with three schools under the authority average of 80.1% and six above it. Each school has a target to improve its own performance. Overall, Foundation Phase results across Swansea were too low. Swansea has a focus on improving Foundation Phase assessment to impact on outcomes.</p>	<p>Improve Foundation Phase Assessment and overall performance across the authority.</p>		

A. Objective	B. Current performance	C. Targets	D. Progress report																					
	<p>Foundation Phase Assessment Pupils achieving Outcome 5 in Language, Literacy and Communication Skills</p> <table border="1"> <thead> <tr> <th data-bbox="268 1626 379 1738">Year</th> <th data-bbox="379 1350 491 1626">Welsh-medium Schools (Welsh)</th> <th data-bbox="379 1059 491 1350">English-medium Schools (English)</th> </tr> </thead> <tbody> <tr> <td data-bbox="491 1626 571 1738">2012</td> <td data-bbox="491 1350 571 1626">85.8% (Wales 85.9%)</td> <td data-bbox="491 1059 571 1350">81.3% (Wales 83.4%)</td> </tr> <tr> <td data-bbox="571 1626 651 1738">2013</td> <td data-bbox="571 1350 651 1626">89.4% (Wales 86.7%)</td> <td data-bbox="571 1059 651 1350">81.6% (Wales 85.2%)</td> </tr> <tr> <td data-bbox="651 1626 683 1738">2014</td> <td data-bbox="651 1350 683 1626">89.6%</td> <td data-bbox="651 1059 683 1350">82.0%</td> </tr> <tr> <td data-bbox="683 1626 715 1738">2015</td> <td data-bbox="683 1350 715 1626">89.8%</td> <td data-bbox="683 1059 715 1350">82.4%</td> </tr> <tr> <td data-bbox="715 1626 746 1738">2016</td> <td data-bbox="715 1350 746 1626">90.0%</td> <td data-bbox="715 1059 746 1350">82.8%</td> </tr> <tr> <td data-bbox="746 1626 778 1738">2017</td> <td data-bbox="746 1350 778 1626">90.2%</td> <td data-bbox="746 1059 778 1350">83.2%</td> </tr> </tbody> </table>	Year	Welsh-medium Schools (Welsh)	English-medium Schools (English)	2012	85.8% (Wales 85.9%)	81.3% (Wales 83.4%)	2013	89.4% (Wales 86.7%)	81.6% (Wales 85.2%)	2014	89.6%	82.0%	2015	89.8%	82.4%	2016	90.0%	82.8%	2017	90.2%	83.2%		
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	<p data-bbox="233 1223 268 1733">Key Stage 2 Teacher Assessment</p> <table border="1" data-bbox="304 1061 954 1733"> <thead> <tr> <th data-bbox="304 1626 336 1733">Year</th> <th data-bbox="304 1352 459 1626">Pupils achieving at least L4 Welsh 1st language in Y6</th> <th data-bbox="304 1061 336 1352">Targets</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1626 368 1733">2007</td> <td data-bbox="336 1352 368 1626">76.6</td> <td data-bbox="336 1061 368 1352"></td> </tr> <tr> <td data-bbox="368 1626 400 1733">2008</td> <td data-bbox="368 1352 400 1626">74.4</td> <td data-bbox="368 1061 400 1352"></td> </tr> <tr> <td data-bbox="400 1626 432 1733">2009</td> <td data-bbox="400 1352 432 1626">84.3</td> <td data-bbox="400 1061 432 1352"></td> </tr> <tr> <td data-bbox="432 1626 464 1733">2010</td> <td data-bbox="432 1352 464 1626">84.1</td> <td data-bbox="432 1061 464 1352"></td> </tr> <tr> <td data-bbox="464 1626 496 1733">2011</td> <td data-bbox="464 1352 496 1626">84.2*</td> <td data-bbox="464 1061 496 1352"></td> </tr> <tr> <td data-bbox="496 1626 528 1733">2012</td> <td data-bbox="496 1352 528 1626">90.6*</td> <td data-bbox="496 1061 528 1352"></td> </tr> <tr> <td data-bbox="528 1626 560 1733">2013</td> <td data-bbox="528 1352 560 1626">91.2</td> <td data-bbox="528 1061 560 1352"></td> </tr> <tr> <td data-bbox="560 1626 592 1733">2014</td> <td data-bbox="560 1352 592 1626"></td> <td data-bbox="560 1061 592 1352">91.7%</td> </tr> <tr> <td data-bbox="592 1626 624 1733">2015</td> <td data-bbox="592 1352 624 1626"></td> <td data-bbox="592 1061 624 1352">91.7%</td> </tr> <tr> <td data-bbox="624 1626 655 1733">2016</td> <td data-bbox="624 1352 655 1626"></td> <td data-bbox="624 1061 655 1352">91.7%</td> </tr> <tr> <td data-bbox="655 1626 687 1733">2017</td> <td data-bbox="655 1352 687 1626"></td> <td data-bbox="655 1061 687 1352">91.7%</td> </tr> </tbody> </table> <p data-bbox="954 1559 975 1733">* WG stats bulletin</p> <p data-bbox="1018 860 1198 1733">These targets recognise that performance is at a high level and will be challenging to sustain. They also take into account the future performance of the pupils from the two new schools, Tan-y-lan and Y Cwm, who come from areas with higher deprivation.</p> <p data-bbox="1241 882 1310 1733">Improving performance at Level 5 (Expected Level plus one) will be discussed by PACA in 2014.</p>	Year	Pupils achieving at least L4 Welsh 1 st language in Y6	Targets	2007	76.6		2008	74.4		2009	84.3		2010	84.1		2011	84.2*		2012	90.6*		2013	91.2		2014		91.7%	2015		91.7%	2016		91.7%	2017		91.7%		
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	<p>There was good improvement in 2011-12 after a period of flat performance which was as a result of challenge by the local authority and improved in-class support, especially for literacy (described above). In 2013 performance improved slightly but ranking fell to 5th from 1st in 2012.</p> <p>As part of regional working, Floor and Aspirational Targets have been set for all primary schools based on Fischer Family Trust estimates.</p>	Maintain improvement.																																																																											
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	<p>Performance remains good, with a rising trend, although in 2012-13 there was a 1.0% decrease at authority level and a drop in ranking to 11th from 1st in 2012.</p> <p>The performance in the past has fluctuated year on year but maintained a rising trend. Targets from 2013 reflect the differences in cohorts' context and previous performance. This means that successive years do not necessarily show an increase in performance. This is illustrated by the targets for YGG Bryn Tawe where the proportion of pupils from disadvantaged backgrounds is increasing and so continuing the previous very high performance is not expected.</p> <p>Improving performance at Level 6 at KS3 will be discussed at PACA during 2014.</p>		
	<p>The drive to raise standards in Welsh-medium secondary schools is mainly focused on improving literacy levels. Both schools will continue to participate in the roll out of the National and local Swansea Literacy Strategies and to target boys' underachievement.</p>	<p>Continue to improve the percentage of pupils achieving L5 at KS3.</p>	
	<p>Key Stage 4/GCSE</p> <p>Pupils in both secondary schools achieve excellent results in all indicators. The schools are amongst the best in Wales and were both in band 1 in 2012-13. The schools are usually in the top quartile of their respective benchmark groups.</p>	<p>Maintain high performance.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report																																										
	<p>Level 2 Inclusive of English/Welsh and Maths - %</p> <table border="1" data-bbox="231 855 625 1738"> <thead> <tr> <th>Year</th> <th>Gwyr (FSM Benchmark quartile)</th> <th>Gwyr Target</th> <th>Bryn Tawe (FSM Benchmark quartile)</th> <th>Bryn Tawe Target</th> <th>LA</th> <th>Wales</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>76.32 (1)</td> <td>-</td> <td>68.9 (1)</td> <td>-</td> <td>55.31</td> <td>52.37</td> </tr> <tr> <td>2014</td> <td></td> <td>83.0</td> <td></td> <td>69.0</td> <td></td> <td></td> </tr> <tr> <td>2015</td> <td></td> <td>80.0</td> <td></td> <td>74.0</td> <td></td> <td></td> </tr> <tr> <td>2016</td> <td></td> <td>78.0</td> <td></td> <td>76.0</td> <td></td> <td></td> </tr> <tr> <td>2017</td> <td></td> <td>82.0</td> <td></td> <td>74.0</td> <td></td> <td></td> </tr> </tbody> </table> <p>These targets are based on FFT and represent well above top quartile value added.</p>	Year	Gwyr (FSM Benchmark quartile)	Gwyr Target	Bryn Tawe (FSM Benchmark quartile)	Bryn Tawe Target	LA	Wales	2013	76.32 (1)	-	68.9 (1)	-	55.31	52.37	2014		83.0		69.0			2015		80.0		74.0			2016		78.0		76.0			2017		82.0		74.0				
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<p>5.3 Increase opportunities for learners of all ages to practise their Welsh outside the classroom</p>	<p>All Welsh-medium primary schools offer residential experiences in Welsh speaking settings – Urdd camps at Llangrannog and Cardiff Bay, Plas Tan y Bwlch. A diverse range of after school activities is provided in each school including various sports clubs, music, computer, gardening and yoga. These are mostly geared towards KS2 pupils. They are all conducted through the medium of Welsh and are run mainly by school staff with the assistance of external agencies in some cases.</p> <p>In addition to breakfast clubs most schools also have after school clubs, all of which run through the medium of Welsh.</p>	<p>Continue to develop opportunities for learners to develop their Welsh outside the classroom.</p> <p>Continue to work closely with external organisations and providers and monitor effectiveness and outcomes of extracurricular activities.</p>																																											

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>There is an extensive range of extracurricular and residential experiences available to secondary learners through the medium of Welsh, including the GYTS and BYDI schemes in secondary schools, supported by Menter Iaith. Menter Iaith is also commissioned by the Youth Service to provide Welsh-medium extra-curricular support. A project facilitated by <i>Trywydd</i> at YGG Bryn Tawe was set up 2011-12 and continues in 2013-14 with more in-depth research. It focuses on the psychology of language and the mindset of pupils. 'Welshness' sessions have been included in the PSE programme and pupils map their personal language journey.</p> <p>Gower College Swansea is expanding its opportunities for informal use of Welsh and has set targets for additional activities, including establishing a Welsh Society to organise small scale events. Students on some courses participate in an additional language unit designed to maintain and develop their language skills.</p>		
<p>5.4 Improve provision and standards of Welsh Second Language</p>	<p>Welsh Second Language at KS2</p> <p>Percentage of learners at the end of Key Stage 2 who reach at least Level 4 in the teacher assessment of Welsh Second Language</p>		

A. Objective	B. Current performance			C. Targets	D. Progress report																											
	<table border="1"> <thead> <tr> <th data-bbox="231 1626 453 1733">Year</th> <th data-bbox="453 1626 762 1733">Pupils achieving at least L4 Welsh 2nd language in Y6 %</th> <th data-bbox="231 1061 453 1626">Floor and Aspirational Targets % to achieve L4 have been set per school</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 1626 491 1733">2010</td> <td data-bbox="491 1626 529 1733">36.4</td> <td data-bbox="231 1061 453 1626"></td> </tr> <tr> <td data-bbox="529 1626 568 1733">2011</td> <td data-bbox="568 1626 606 1733">47.8</td> <td data-bbox="231 1061 453 1626"></td> </tr> <tr> <td data-bbox="606 1626 644 1733">2012</td> <td data-bbox="644 1626 683 1733">59.1</td> <td data-bbox="231 1061 453 1626"></td> </tr> <tr> <td data-bbox="683 1626 721 1733">2013</td> <td data-bbox="721 1626 759 1733">67.1</td> <td data-bbox="231 1061 453 1626"></td> </tr> <tr> <td data-bbox="721 1626 759 1733">2014</td> <td data-bbox="759 1626 798 1733"></td> <td data-bbox="453 1061 491 1626">69%</td> </tr> <tr> <td data-bbox="798 1626 836 1733">2015</td> <td data-bbox="836 1626 874 1733"></td> <td data-bbox="491 1061 529 1626">71%</td> </tr> <tr> <td data-bbox="874 1626 912 1733">2016</td> <td data-bbox="912 1626 951 1733"></td> <td data-bbox="529 1061 568 1626">72%</td> </tr> <tr> <td data-bbox="951 1626 989 1733">2017</td> <td data-bbox="989 1626 1027 1733"></td> <td data-bbox="568 1061 606 1626">73%</td> </tr> </tbody> </table>	Year	Pupils achieving at least L4 Welsh 2 nd language in Y6 %	Floor and Aspirational Targets % to achieve L4 have been set per school	2010	36.4		2011	47.8		2012	59.1		2013	67.1		2014		69%	2015		71%	2016		72%	2017		73%		<p>* It remains difficult to set meaningful targets as it is not part of schools' statutory duties and while the process of assessment is still not robust enough.</p> <p>There has been a good improvement in the fourth year of assessment. In 2013 Swansea was close to the national average of 67.7%.</p>		
Year	Pupils achieving at least L4 Welsh 2 nd language in Y6 %	Floor and Aspirational Targets % to achieve L4 have been set per school																														
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A. Objective	<p>The aim of the Welsh Service to support schools to deliver the statutory function. In response to criticism in the Estyn report in 2013, the Welsh Service will work with schools</p> <ul style="list-style-type: none"> to reduce variability at KS2 to improve low assessment and to check high assessment to make assessment more realistic and robust. <p>Schools where assessment is below 40% or above 90% are being targeted for extra challenge by the Welsh in Education Officers.</p>	<p>Improve standards year on year and reduce variability of performance</p>		D. Progress report																												
A. Objective	B. Current performance	C. Targets	D. Progress report	D. Progress report																												

		<p>The Welsh in Education Officers are encouraging clusters to improve their planning and structures. Courses are being provided for teachers in Years 5 and 6 on levelling, and these will be extended to Y7 teachers. These courses are open to all English-medium schools as every cluster needs to become more secure in their practice. Each cluster has to show their portfolio of Level 4 and Level 5 work to the Welsh in Education Officers prior to submission.</p> <p>There is improved regional working and sharing of good practice to increase accuracy and consistency.</p>	
	<p>Embed assessment, standardisation and moderation</p> <ul style="list-style-type: none"> - in schools, especially at KS2 - in clusters - across the authority 	<p>Improving KS2/3 Moderation</p> <p>Support has been provided for improved moderation of assessment and there was verification of clusters' processes by authority staff. The robustness of teacher assessment is improving and support will continue to focus on embedding assessment across Key Stage 2 (for all teachers) and making assessment more accurate.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report																														
	<p>Key Stage 3</p> <p>Percentage of learners at the end of Key Stage 3 who reached at least Level 4 in the teacher assessment of Welsh Second Language:</p> <table border="1" data-bbox="488 1061 1059 1736"> <thead> <tr> <th data-bbox="488 1626 711 1736">Year</th> <th data-bbox="488 1350 676 1626">Pupils achieving at least L4 Welsh 2nd language in Y9 %</th> <th data-bbox="488 1061 711 1350">Floor and Aspirational Targets % to achieve L4 have been set per school</th> </tr> </thead> <tbody> <tr><td>2009</td><td>47.3</td><td></td></tr> <tr><td>2010</td><td>55.3</td><td></td></tr> <tr><td>2011</td><td>67.4</td><td></td></tr> <tr><td>2012</td><td>70.5</td><td></td></tr> <tr><td>2013</td><td>73.1</td><td>73%</td></tr> <tr><td>2014</td><td></td><td>75%</td></tr> <tr><td>2015</td><td></td><td>76%</td></tr> <tr><td>2016</td><td></td><td>77%</td></tr> <tr><td>2017</td><td></td><td>78%</td></tr> </tbody> </table>	Year	Pupils achieving at least L4 Welsh 2 nd language in Y9 %	Floor and Aspirational Targets % to achieve L4 have been set per school	2009	47.3		2010	55.3		2011	67.4		2012	70.5		2013	73.1	73%	2014		75%	2015		76%	2016		77%	2017		78%	<p>Maintain improvement in standards and reduce variability in performance.</p> <p>Develop more resources for KS3 to assist assessment and achieve consistency in the levelling process.</p>	
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	<p>Teacher assessment is well-established and there is a strong improving trend. Swansea is close to the national average of 73.3%. Performance is on target.</p> <p>The 12 English-medium secondary schools collaborate well through Heads of Department supported by the WEG-funded Officer (Welsh Second Language, Secondary).</p> <p>Time allocation for Welsh at KS3 remains a concern in some schools, while other schools begin the GCSE course in Year 9.</p>	Encourage schools to give Welsh sufficient time allocation at KS3.																																											
A. Objective	<p>Key Stage 4 – Full Course : Performance</p> <p>Percentage of learners at the end of Key Stage 4 who achieve grades A*-C in GCSE Welsh Second Language – Full Course as a percentage of entries:</p> <table border="1" data-bbox="911 1037 1409 1736"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="2">Welsh Second Language at KS4 Full Course A*-C passes</th> </tr> <tr> <th>Swansea Numbers</th> <th>Swansea %</th> <th>Wales %</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>259/314</td> <td>82.5</td> <td></td> </tr> <tr> <td>2010</td> <td>244/294</td> <td>82.7</td> <td></td> </tr> <tr> <td>2011</td> <td>217/253</td> <td>85.6</td> <td></td> </tr> <tr> <td>2012</td> <td>217/244</td> <td>89.8</td> <td>73.6</td> </tr> <tr> <td>2013</td> <td>226/239</td> <td>94.6</td> <td>76.8</td> </tr> <tr> <td>2014</td> <td></td> <td>94.8</td> <td></td> </tr> <tr> <td>2015</td> <td></td> <td>95.0</td> <td></td> </tr> <tr> <td>2016</td> <td></td> <td>95.0</td> <td></td> </tr> <tr> <td>2017</td> <td></td> <td>95.0</td> <td></td> </tr> </tbody> </table> <p>B. Current performance</p>	Year	Welsh Second Language at KS4 Full Course A*-C passes		Swansea Numbers	Swansea %	Wales %	2009	259/314	82.5		2010	244/294	82.7		2011	217/253	85.6		2012	217/244	89.8	73.6	2013	226/239	94.6	76.8	2014		94.8		2015		95.0		2016		95.0		2017		95.0		C. Targets	D. Progress report
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	<p>Targets will probably need to be revised over time as more pupils sit full course.</p> <p>The 12 English-medium secondary schools collaborate well through Heads of Department supported by the WEG funded Officer (Welsh Second Language, Secondary).</p> <p>Standards at GCSE for A*-C are very high but the cohort remains too small. Improving the number of pupils sitting the Full Course is a priority for Swansea. In their inspection of Swansea in 2013, Estyn judged there was a need to increase Full Course take-up.</p> <p>PACA and the Officer (W2L, Secondary) have been encouraging schools to promote the Full Course rather than the Short Course and this has had an impact as described below. In 2013, the effect of this is yet to show up in numbers and percentages in the results.</p> <p>All 12 English-medium secondary schools offer the Full Course but in several schools take up remains generally low, in 2013 (5% - 30% of cohort), as most pupils opted for the Short Course. Following pressure from PACA and as a result of Estyn inspection outcomes, secondary schools are increasing their encouragement to pupils to study Welsh Second Language. Three schools, Pontarddulais, Olchfa and Pentrehaafod have made W2L a core subject at KS4 and the full impact of this will be seen in the 2014 results and onwards.</p>		<p>Continue to increase the number of pupils who sit the Full Course.</p>		
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A. Objective	B. Current performance	C. Targets	D. Progress report																																	
	<p>The new Applied Course has been introduced in some schools and its popularity and pupils' success rate are being monitored. Analysis of the results showed that the new course compares favourably with the old course.</p>	<p>Continue to monitor the impact of the new Applied Course (full time option)</p>																																		
	<p>Key Stage 4 - Full Course: take-up</p> <table border="1" data-bbox="491 1061 991 1733"> <thead> <tr> <th>Year</th> <th colspan="2">Welsh Second Language at KS4 Pupils sitting Full Course as % of English-medium cohort</th> </tr> <tr> <th></th> <th>Numbers</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>314/2467</td> <td>12.7</td> </tr> <tr> <td>2010</td> <td>294/2397</td> <td>12.3</td> </tr> <tr> <td>2011</td> <td>253/2366</td> <td>10.7</td> </tr> <tr> <td>2012</td> <td>244/2294</td> <td>10.6</td> </tr> <tr> <td>2013</td> <td>239/2391</td> <td>10.0</td> </tr> <tr> <td>2014</td> <td></td> <td>Target 12%</td> </tr> <tr> <td>2015</td> <td></td> <td>Target 14%</td> </tr> <tr> <td>2016</td> <td></td> <td>Target 16%</td> </tr> <tr> <td>2017</td> <td></td> <td>Target 17%</td> </tr> </tbody> </table> <p>Targets have been set to reflect increased commitment to Full Course amongst Swansea secondary heads, as described in the text.</p>	Year	Welsh Second Language at KS4 Pupils sitting Full Course as % of English-medium cohort			Numbers	%	2009	314/2467	12.7	2010	294/2397	12.3	2011	253/2366	10.7	2012	244/2294	10.6	2013	239/2391	10.0	2014		Target 12%	2015		Target 14%	2016		Target 16%	2017		Target 17%		
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	<p>Key Stage 4 – Short Course: Performance</p> <table border="1" data-bbox="303 1008 837 1736"> <thead> <tr> <th data-bbox="303 1624 414 1736">Year</th> <th colspan="3" data-bbox="303 1008 414 1624">Welsh Second Language at KS4 Short Course A*-C passes as % of entries</th> </tr> <tr> <th data-bbox="414 1624 486 1736"></th> <th data-bbox="414 1422 486 1624">Swansea Numbers</th> <th data-bbox="414 1198 486 1422">Swansea %</th> <th data-bbox="414 1008 486 1198">Wales %</th> </tr> </thead> <tbody> <tr> <td data-bbox="486 1624 526 1736">2009</td> <td data-bbox="486 1422 526 1624">630/1412</td> <td data-bbox="486 1198 526 1422">44.6</td> <td data-bbox="486 1008 526 1198"></td> </tr> <tr> <td data-bbox="526 1624 566 1736">2010</td> <td data-bbox="526 1422 566 1624">480/1064</td> <td data-bbox="526 1198 566 1422">45.11</td> <td data-bbox="526 1008 566 1198"></td> </tr> <tr> <td data-bbox="566 1624 606 1736">2011</td> <td data-bbox="566 1422 606 1624">506/1150</td> <td data-bbox="566 1198 606 1422">44.0</td> <td data-bbox="566 1008 606 1198"></td> </tr> <tr> <td data-bbox="606 1624 646 1736">2012</td> <td data-bbox="606 1422 646 1624">598/1268</td> <td data-bbox="606 1198 646 1422">47.2</td> <td data-bbox="606 1008 646 1198">49.6</td> </tr> <tr> <td data-bbox="646 1624 686 1736">2013</td> <td data-bbox="646 1422 686 1624">670/1422</td> <td data-bbox="646 1198 686 1422">47.12</td> <td data-bbox="646 1008 686 1198">50.5</td> </tr> <tr> <td data-bbox="686 1624 726 1736">2014</td> <td data-bbox="686 1422 726 1624"></td> <td data-bbox="686 1198 726 1422">Target 50.5</td> <td data-bbox="686 1008 726 1198"></td> </tr> <tr> <td data-bbox="726 1624 766 1736">2015</td> <td data-bbox="726 1422 766 1624"></td> <td data-bbox="726 1198 766 1422">Target 52.0</td> <td data-bbox="726 1008 766 1198"></td> </tr> <tr> <td data-bbox="766 1624 805 1736">2016</td> <td data-bbox="766 1422 805 1624"></td> <td data-bbox="766 1198 805 1422">Target 52.5</td> <td data-bbox="766 1008 805 1198"></td> </tr> <tr> <td data-bbox="805 1624 837 1736">2017</td> <td data-bbox="805 1422 837 1624"></td> <td data-bbox="805 1198 837 1422">Target 53.0</td> <td data-bbox="805 1008 837 1198"></td> </tr> </tbody> </table> <p data-bbox="877 873 1093 1736">Targets have been set to keep in mind the decrease to entry for Short Course as the Full Course increases. The abilities of pupils sitting Full Course will become more varied and the ability range of the pupils sitting Short Course may also alter. In light of this, a modest increase in performance is predicted currently.</p>	Year	Welsh Second Language at KS4 Short Course A*-C passes as % of entries				Swansea Numbers	Swansea %	Wales %	2009	630/1412	44.6		2010	480/1064	45.11		2011	506/1150	44.0		2012	598/1268	47.2	49.6	2013	670/1422	47.12	50.5	2014		Target 50.5		2015		Target 52.0		2016		Target 52.5		2017		Target 53.0		<p>Improve standards at A*-C in Short Course</p>	
Year	Welsh Second Language at KS4 Short Course A*-C passes as % of entries																																														
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	<p>Standards at A*-C in Short Course remain slightly below all Wales and need to be improved.</p>	<p>Ensure sufficient time is allocated at KS4 by schools to the Short Courses</p>																																													

A. Objective	B. Current performance	C. Targets	D. Progress report																					
	<p>The results from the new modular Applied Course, which may be accredited as a short (Foundation) course are being monitored.</p> <p>Key Stage 4 – Short Course: take-up</p> <table border="1" data-bbox="414 1052 758 1736"> <thead> <tr> <th>Year</th> <th colspan="2">Welsh Second Language at KS4 Pupils sitting Short Course as % of English-medium cohort</th> </tr> <tr> <th></th> <th>Numbers</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>1412/2467</td> <td>57.23</td> </tr> <tr> <td>2010</td> <td>1064/2397</td> <td>44.4</td> </tr> <tr> <td>2011</td> <td>1150/2366</td> <td>48.6</td> </tr> <tr> <td>2012</td> <td>1266/2294</td> <td>55.1</td> </tr> <tr> <td>2013</td> <td>1422/2391</td> <td>59.47</td> </tr> </tbody> </table> <p>All 12 English-medium secondary schools offer the Short Course. However, not all schools insist that pupils sit the exam.</p> <p>Increasing the uptake of the Short Course will need to be balanced against promoting the Full Course. For this reason no target has been set.</p>	Year	Welsh Second Language at KS4 Pupils sitting Short Course as % of English-medium cohort			Numbers	%	2009	1412/2467	57.23	2010	1064/2397	44.4	2011	1150/2366	48.6	2012	1266/2294	55.1	2013	1422/2391	59.47	<p>Monitor the impact of the Applied Course (short option)</p> <p>Increase the number of pupils who sit the Short Course exam where it is currently optional to do so.</p>	
Year	Welsh Second Language at KS4 Pupils sitting Short Course as % of English-medium cohort																							
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2009	1412/2467	57.23																						
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	<p>Continue to increase the number and percentage of learners who sit an exam in Welsh Second Language at KS4.</p>																															
<p>Key Stage 4 – No course</p> <p>Percentage of learners sitting no exam in Welsh Second Language at KS4/GCSE</p> <table border="1" data-bbox="375 1059 798 1736"> <thead> <tr> <th>Year</th> <th>Number no exam</th> <th>Percentage no exam</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>1522/2467</td> <td>61.7</td> </tr> <tr> <td>2010</td> <td>1312/2397</td> <td>54.7</td> </tr> <tr> <td>2011</td> <td>926/2366</td> <td>39.1</td> </tr> <tr> <td>2012</td> <td>817/2336</td> <td>35.0</td> </tr> <tr> <td>2013</td> <td>730/2391</td> <td>30.5</td> </tr> <tr> <td>2014</td> <td></td> <td>Target 25%</td> </tr> <tr> <td>2015</td> <td></td> <td>Target 20%</td> </tr> <tr> <td>2016</td> <td></td> <td>Target 18%</td> </tr> <tr> <td>2017</td> <td></td> <td>Target 16%</td> </tr> </tbody> </table> <p><i>NB English medium cohort used</i></p> <p>There has been a good improvement in pupils engaging with Welsh Second Language and going on to sit an exam at KS4. Further improvement is anticipated.</p>	Year	Number no exam	Percentage no exam	2009	1522/2467	61.7	2010	1312/2397	54.7	2011	926/2366	39.1	2012	817/2336	35.0	2013	730/2391	30.5	2014		Target 25%	2015		Target 20%	2016		Target 18%	2017		Target 16%	<p>Increase and promote the opportunities for the incidental use of Welsh outside the classroom</p>	<p>5.5</p> <p>Increase opportunities for learners of all ages to practise their Welsh outside the classroom</p>
Year	Number no exam	Percentage no exam																														
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2017		Target 16%																														
<p>A. Objective</p>	<p>B. Current performance</p> <p>A regional audit of the opportunities for incidental Welsh</p>	<p>The development of the incidental use of Welsh with pupils in English-medium schools is through:</p> <ul style="list-style-type: none"> • Welsh clubs • Urdd • Llangrannog & Glan Llyn • Menter Iaith • Youth provision 																														
<p>D. Progress report</p>	<p>C. Targets</p>																															

<p>5.6 Increase the total A Level Welsh and Welsh Second Language entries as a percentage of GCSE Welsh and Welsh Second Language entries.</p>	<p>outside the classroom has taken place in 2012-13. The aim is to develop working relationships with partners in other authorities.</p> <p>School staff in primary and secondary schools have been offered the opportunity of Welsh lessons, including accredited courses.</p>																			
<p>Key Stage 5 – A Level - Welsh [First] Language</p> <p>There is good uptake for A level Welsh in both Welsh-medium schools and outcomes are positive. In summer 2013 both schools had 100% pass rate and almost all pupils achieved Grade A-C.</p> <table border="1" data-bbox="751 1061 1091 1733"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="2">Welsh First Language at KS5 Pupils sitting exams in Welsh Language /Literature Numbers/Cohort</th> </tr> <tr> <th>Gwyr</th> <th>Bryn Tawe</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>10</td> <td>17</td> </tr> <tr> <td>2011</td> <td>8</td> <td>14</td> </tr> <tr> <td>2012</td> <td>6</td> <td>11</td> </tr> <tr> <td>2013</td> <td>14 / 72</td> <td>9 / 49</td> </tr> </tbody> </table> <p>Gower College Swansea introduced a Welsh First Language AS course in 2012-13, with 6 students enrolled. Three students completed the course with a 100% pass rate but none went on to complete the full A Level. The AS course continues in 2013-14 with 7 students enrolled.</p>	Year	Welsh First Language at KS5 Pupils sitting exams in Welsh Language /Literature Numbers/Cohort		Gwyr	Bryn Tawe	2010	10	17	2011	8	14	2012	6	11	2013	14 / 72	9 / 49	<p>Key Stage 5 – A Level - Welsh [First] Language</p> <p>There is good uptake for A level Welsh in both Welsh-medium schools and outcomes are positive. In summer 2013 both schools had 100% pass rate and almost all pupils achieved Grade A-C.</p>	<p>Maintain the successful Joint 6th Form provision and outcomes</p>	
Year		Welsh First Language at KS5 Pupils sitting exams in Welsh Language /Literature Numbers/Cohort																		
	Gwyr	Bryn Tawe																		
2010	10	17																		
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2013	14 / 72	9 / 49																		

A. Objective	B. Current performance	C. Targets	D. Progress report																																
<p>A. Objective</p>	<p>Key Stage 5 – A Level - Welsh Second Language</p> <p>Until recently, as part of Swansea’s 14-19 provision - the Swansea Guarantee - only one secondary school offered Welsh at A Level. In 2013, an additional secondary school has begun to offer A Level Welsh Second Language. It is also available at the local FE providers. Uptake is dependent on the number of pupils sitting Full Course GCSE.</p> <table border="1" data-bbox="571 869 1086 1738"> <thead> <tr> <th>Year</th> <th colspan="3">Welsh Second Language at KS5 Number of Pupils achieving A2 Welsh Language /Literature</th> </tr> <tr> <th></th> <th>Olchfa</th> <th>Bishop Vaughan</th> <th>Gower College Swansea</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>0</td> <td></td> <td>-</td> </tr> <tr> <td>2011</td> <td>0</td> <td></td> <td>-</td> </tr> <tr> <td>2012</td> <td>6</td> <td></td> <td>14</td> </tr> <tr> <td>2013</td> <td>6 <small>(11 enrolled Oct 2012)</small></td> <td>1</td> <td>9</td> </tr> <tr> <td>2014</td> <td>10 enrolled Sept 2013</td> <td>-</td> <td>13 enrolled Sept 2012</td> </tr> <tr> <td>2015</td> <td>8 Enrolled Sept 2013</td> <td>6 Enrolled Sept 2013</td> <td>17 enrolled Sept 2013</td> </tr> </tbody> </table> <p>In summer 2013 6 pupils passed the Welsh Second Language A Level course at Olchfa and one at Bishop Vaughan.</p> <p>Olchfa continues to offer after-school booster lessons for pupils who sat GCSE Short Course so they can access the A Level course.</p> <p>B. Current performance</p>	Year	Welsh Second Language at KS5 Number of Pupils achieving A2 Welsh Language /Literature				Olchfa	Bishop Vaughan	Gower College Swansea	2010	0		-	2011	0		-	2012	6		14	2013	6 <small>(11 enrolled Oct 2012)</small>	1	9	2014	10 enrolled Sept 2013	-	13 enrolled Sept 2012	2015	8 Enrolled Sept 2013	6 Enrolled Sept 2013	17 enrolled Sept 2013	<p>Improve uptake of Full Course GCSE to encourage progression to A Level.</p> <p>Support schools to encourage students to take up A Level Welsh Second Language</p> <p>C. Targets</p>	<p>D. Progress report</p>
Year	Welsh Second Language at KS5 Number of Pupils achieving A2 Welsh Language /Literature																																		
	Olchfa	Bishop Vaughan	Gower College Swansea																																
2010	0		-																																
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<p>A. Objective</p>	<p>B. Current performance</p>	<p>C. Targets</p>	<p>D. Progress report</p>																																

	<p>Bishop Vaughan RC Comprehensive Schools will also be providing an 'A' Level Welsh Second Language course from September 2013.</p> <p>Gower College Swansea will be working with English-medium schools to encourage uptake of Full Course W2L GCSE in order to be able to access AS W2L at the college.</p>		
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Outcome 6: Improving Welsh-medium Additional Learning Needs Provision

A. Objective	B. Current position	C. Targets	D. Progress report
<p>6.1 Improve Welsh-medium additional learning needs provision (ALN)</p>	<p>The SEN development is reviewed twice yearly. As a result of these reviews, it has been established that there is no need for an additional STF for Welsh-medium pupils.</p> <p>Demand for STF places in Welsh-medium is established from Annual reviews and analysis of referrals from Health for those in early years. This information influences the review of the SEN Development Plan which is carried out twice yearly</p> <p>Provision in Welsh-medium education, as for English-medium, is reviewed through the STF Development Plan. Increases in places in existing STF or new STFs are planned as need becomes evident.</p> <p>There is an STF in YG Gwyr which has 9 places, 8 of which are occupied (January 2014) and which will be full in September 2014. There is no waiting list and the authority is not aware of any unmet demand.</p> <p>YGG Bryn Tawe has a Speech and Language Resource which covers pupils in both primary and secondary schools across the whole authority. It is planned to increase the capacity of this Resource to support 11 pupils (currently 9) from September 2014, subject to approval by the authority. Again the authority is not aware of any unmet demand.</p>	<p>To continue to review the SEN / STF development plan twice yearly</p> <p>Continue to analyse annual reviews and referrals from Health and to review the SEN Development Plan twice yearly.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>Swansea also monitors and appraises demand for ALN provision in Welsh Medium schools via the annual SEN survey which provides funding for pupils with, primarily, literacy difficulties.</p> <p>The team also appraises demand via the SENCo/Support termly meetings when the SENCos can highlight concerns. Attendance of Welsh-medium SENCos is excellent at SENCo Network meetings.</p> <p>The SLA is another mechanism which provides the Authority with information and data from Welsh-medium schools.</p> <p>Education Effectiveness Inclusion team, working with colleagues from the Access to Learning service, is able to target support and train teachers and TAs as needed. Welsh-medium heads are pleased with this effective training.</p>	<p>Maintain regular meetings with Welsh-medium SENCos to appraise demand.</p> <p>Swansea and NPT will organise a joint meeting for Welsh medium schools to share concerns and good practice.</p>	
	<p>The Inclusion Team from Education Effectiveness worked with the group of SENCos to develop Welsh-medium Dyslexia resources, in particular assessments. The group also invited colleagues from Neath Port Talbot. Termly meetings are held to check on assessments.</p> <p>A Pack on Dyslexia assessments and materials for Welsh Medium schools, developed jointly with NPT, has been distributed to Swansea schools.</p>	<p>Discuss future joint work with Neath Port Talbot</p> <p>Make the Dyslexia pack available across Wales</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>Parents of Children undergoing statutory assessment of SEN are afforded the opportunity to express their preference for their child's education which includes the matter of the medium in which they are educated</p>	<p>Continue taking account of parental expressions of preference in keeping with the guidance in the SEN Code of Practice and ensuring that this data informs the planning of SEN provision in the SEN Development plan</p>	
	<p>The new Welsh-medium Dyslexia pack has a section specifically for parents outlining strategies they can use with their child. Parents are also offered opportunities to attend workshops through the medium of Welsh.</p> <p>The SENCo from a Welsh-medium school is trained to deliver a Pre-school Readiness course. This course supports parents in behaviour strategies during Nursery and Reception.</p>	<p>Provide workshops for parents on dyslexia.</p>	
	<p>There is scope to share the expertise in the YGG Bryntawe resource across neighbouring Authorities and to work to establish need across the region. Discussions with NPT on this are ongoing.</p> <p>A Self Evaluation document for STFs and PRUs has been drafted by a working party including the two Welsh-medium secondary schools. It will help to ensure the needs of the Welsh-medium schools and STF are met. The self-evaluation is bilingual and will be made available to the region</p>	<p>Share resources and expertise and develop new provision regionally</p> <p>Complete and roll out the STF & PRU self-evaluation documents locally and regionally</p>	
A. Objective	B. Current performance	C. Targets	D. Progress report

	<p>Feedback to secondary schools on the research in Autumn 2013 SENCo meetings.</p> <p>Distribute the research to all schools in Spring Term 2014.</p>	<p>Research into 'Effective use of TAs in the Secondary School Sector' is complete and will be available bilingually. It was led by YGG Bryn Tawe, working in close collaboration with other secondary schools and the Welsh Government co-ordinator for HLTAs in Wales.</p>
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Outcome 7: Workforce planning and Continuous Professional Development			
A. Objective	B. Current position	C. Targets	D. Progress report
7.1 Ensure that there are sufficient numbers of practitioners to deliver Welsh-medium education	<p>There were no unfilled teaching vacancies in Welsh-medium primary schools in September 2013.</p> <p>Recruitment of teachers is not an issue in the Welsh-medium primary sector with the posts advertised attracting a good response rate.</p>	Maintain successful recruitment	
	<p>There were no unfilled teaching vacancies in Welsh-medium secondary schools in September 2013. There are no or minimal numbers of posts filled by subject non-specialists. The low response rate to recruitment in certain subjects continues, as does difficulty in appointing short-term cover, eg for maternity leave.</p> <p>There continue to be few applicants in some subject areas and a low response rate in others, however schools are managing this.</p> <p>The reduced access to the Graduate Teacher Programme continues to limit the capacity of schools to fill vacancies in shortage areas by this route.</p>	<p>Ensure there are good teachers in all subjects</p> <p>Monitor the effects of lack of access to the Graduate Teacher programme</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>There were no unfilled teaching vacancies to teach Welsh Second Language in English-medium secondary schools in September 2013.</p>	<p>Maintain successful recruitment</p>	
	<p>There were no vacancies for permanent full time teaching assistants in the Welsh medium primary schools at the start of September 2013. Each post advertised attracts a choice of candidates. Part time posts and posts with temporary contracts remain harder to fill.</p>	<p>Ensure there are good teaching assistants in all posts</p>	
	<p>There are no significant recruitment issues for Welsh-medium schools in Swansea. The local authority, through schools' link advisers, supports all headteacher appointments and can advise on other recruitment issues through Human Resources personnel.</p>	<p>Maintain support for recruitment.</p>	
	<p>Schools experience no difficulty in recruiting Learning Support Assistants. The authority provides effective training for ALN which is available in the medium of Welsh through a trained member of staff from a Welsh-medium primary school.</p> <p>Research into 'Effective use of Learning Support Assistants in the Secondary School Sector' was led by a mainstream Teacher and SENCo from YGG Bryn Tawe, working in close collaboration with other secondary schools and the Welsh Government co-ordinator for HLTAs in Wales. Swansea Metropolitan was also involved in the research. Findings will be reported to Headteachers in Autumn 2013 and shared more widely in Spring 2014.</p>		

A. Objective	B. Current performance	C. Targets	D. Progress report
<p>7.2 Improve practitioners' linguistic skills. Improve practitioners' methodological skills</p>	<p>Linguistic Audit in English-medium schools</p> <p>A linguistic skills audit of the current teaching workforce in the authority has been undertaken with Welsh co-ordinators in English-medium primary schools in the autumn term of every second year. The audit identifies each member of staff as Fluent / Confident Learner / Learner / Beginner. The audit notes any previous training attended and what is required to develop skills.</p> <p>The information gathered gives an overview of each school's capacity to deliver the requirement for the Welsh language. It informs the nature of provision (courses) offered by the authority. These WEG-funded courses have been provided through Academi Hywel Teifi and Swansea University from November 2012.</p> <p>In English-medium secondary schools Headteachers and Heads of Welsh Departments assess need. The WEG funded Officer (Welsh Second Language, Secondary) monitors this and helps to co-ordinate support, including the network of Heads of Department.</p> <p>All requirements are taken to PACA for discussion and agreement to proceed</p>	<p>Continue to audit capacity using Welsh Government guidelines.</p> <p>Provide support according to need in schools.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>Linguistic Audit in Welsh-medium schools</p> <p>The WEG funded Officer (Welsh-medium, Primary) works alongside the headteachers to identify professional development needs in each school and collectively.</p> <p>The two Welsh-medium secondary schools work together to identify professional development needs and organise support, sometimes through external provision.</p>	<p>Continue to monitor need in Welsh-medium schools and ensure needs are met.</p>	
	<p>Changes to Swansea support for Welsh, September 2013</p> <p>The authority's capacity to deliver support is dependent on the level of funding available, both internal and external.</p> <p>In 2011-12 PACA and Headteachers agreed that support for the Welsh language would need to change. This was to meet local requirements and also to move towards the national requirements to become cross-medium, cross-phase, have a more targeted approach, and to work regionally.</p> <p>In August 2012 the joint working with Neath Post Talbot ceased as the needs of the two authorities were different. The service offered by Swansea's Welsh Service is focused on Swansea. The service base was relocated during 2012-13.</p> <p>In September 2013 Welsh language support is offered through WEG-funded Officers with areas of responsibility for Welsh-medium Primary, Welsh-medium Latecomers/ Boost, a team for Welsh Second Language Primary (the former Athrawon Bro) and Welsh Second Language Secondary.</p>	<p>Continue to develop the Welsh language service to meet local, regional and national need.</p>	
A. Objective	B. Current performance	C. Targets	D. Progress report

	<p>There is a Team Leader in place.</p> <p>All requirements and proposals are taken to PACA for discussion and agreement to proceed.</p>		
	<p>Welsh Courses</p> <p>A CPD programme for teachers and classroom assistants is organised through the Welsh Service, funded through WEG. From November 2012 this programme has been provided by Academi Hywel Teifi at Swansea University. Course evaluations have been positive.</p> <p>Regional and collaborative provision is being considered. Swansea will be working with colleagues from Neath Port Talbot to develop Welsh Language Courses to be held during 2013 -2014 academic year.</p> <p>One of the main aims of the CPD programme is to drive up standards in literacy.</p>	<p>Maintain co-ordination of support through Swansea's Welsh Centre.</p> <p>Explore options to increase collaborative provision</p>	
	<p>The number of teachers attending courses at Academi Hywel Teifi as part of Induction/Early Professional Development is monitored by the Welsh Service.</p>	<p>Monitor the number of teachers attending courses as part of Induction/Early Professional Development</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>Sabbatical Schemes</p> <p>Swansea school-based and central staff have accessed the Welsh Government's Sabbatical Schemes as they have become available. Swansea's Welsh Centre has been involved in supporting the Sabbaticals. Academi Hywel Teifi at Swansea University attended PACA in May 2012 to explain about the development of the Foundation Sabbatical Scheme they provide.</p> <p>Swansea's Welsh Centre works with Academi Hywel Teifi to identify primary school-based staff to attend the Foundation Course. The course is run in the Spring term. In 2012 there were 9 Swansea attendees and in 2013 there were 5. Sabbatical courses for classroom teachers have been popular.</p> <p>Feedback from the course has been positive. The WEG-funded Officers report that class teaching has improved and there is more Welsh spoken.</p> <p>Review sessions are arranged after each cohort to share experiences of application of skills in the classroom. Monitoring sessions by Officers in schools provide further support.</p> <p>The Sabbatical Course for Teaching Assistants will be held in Academi Hywel Teifi from May to June 2014.</p> <p>There is also a Higher Sabbatical Scheme for primary and secondary teachers available as a 3 month block (at Trinity St David), as distance learning or as short courses (in Cardiff). The WEG-funded Officers make schools aware of these options.</p>	<p>Promote and support Sabbatical Schemes through the Welsh Service and local and regional providers.</p> <p>Monitor uptake by Swansea staff.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
<p>Integrate Welsh-medium considerations into each aspect of the School Effectiveness Framework</p>	<p>Attendance by teaching assistants of the authority's Welsh-language courses is voluntary. The Officers (Welsh Second Language, Primary and Latecomer/Boost) are available for in-school support.</p> <p>As of October 2013, Level 3 TAs have been accepted to attend language courses.</p> <p>The Sabbatical Course for Teaching Assistants will be held in AHT from May to June 2014.</p> <p>ERW has produced resources for teaching assistants in Welsh Second Language.</p> <p>Currently there two Professional Learning Communities giving consideration to the improvement in Welsh language through raising boys' achievement. YGG Bryn Tawe has an internal PLC and a joint Cluster Literacy PLC has been established to ensure a clear strategy for literacy development across all Welsh-medium schools.</p> <p>(see 5.1 above)</p>	<p>Maintain support for teaching assistants in and out of school.</p> <p>Promote plcs in primary and secondary phases in English and Welsh-medium schools.</p>	

A. Objective	B. Current performance	C. Targets	D. Progress report
	<p>Opportunities to increase collaborative work in support of the Welsh language in education are increasing. Both Swansea University and the South West Wales Centre for Teacher Education at Trinity St David have been keen to increase collaborative working with the authority.</p> <p>Links to Swansea University's Academi Hywel Teifi and Canolfan Peniarth at the South West Wales Centre for Teacher Education have been made through PACA. Stronger links to Gower College Swansea, through their new Bilingual Champion, will be developed in 2013-14.</p>	<p>Develop collaborative work with Academi Hywel Teifi and Canolfan Peniarth.</p> <p>Continue to seek opportunities as collaborative/ regional working develops.</p>	<p>Continue to seek opportunities as collaborative/ regional working develops.</p>

Section 3: Commentary and further notes

The good relationship with RhAG over time continues to be useful in identifying issues and trends within the Welsh sector.

APPENDIX 2: Number and percentage of pupils attending non-maintained Welsh-medium settings which provide the Foundation Phase and who transfer to Welsh-medium/bilingual schools (please note if information is unobtainable).

Name of Cylch meithrin/Cylch Ti a Fi / non-maintained Welsh-medium childcare setting	Name of funded non-maintained Welsh-medium setting (Cylch Meithrin)	Number of places available provided by the setting	Number of children attending Jan 2014	Percentage of pupils transferring to Welsh-medium or bilingual schools 2011-12	Percentage of pupils transferring to Welsh-medium or bilingual schools 2012-13
Cylch Meithrin					
Abacus (R)		16	12	No data available	No data available
Clydach (R)		20	20	90% (37/41)	73% (32/44)
Lon Las		20	16	94% 29/31)	90% (36/40)
Penllergaer		8	8	82% (9/11)	64% (14/22)
Pontarddulais		12	12	100% 12/12)	64% (9/14)
Mwmbwls		12	8	92% (12/13)	100% (8/8)
Parc Y Werin (R)		12	8	67% (2/3)	92% (11/12)
Plantos Bach (Flying Start)		12	6	100% (13/13)	100% (6/6)
Waunarlwydd*		8	7	No data available	No data available
Sketty		16	7	89% (8/9)	92% (12/13)
Treboeth/Tirdeunaw (R)		20	13	73% (16/22)	84% (16/19)
Tan y Lan (additional to Flying Start)		8	8	93% (14/15)	85% (11/13)

* Abacus incorporates the Cylch Meithrin in its Full Day Care setting. Waunarlwydd is local provision. No transfer data is available from MM for either setting.

Name	Number of children attending	Number of children attending
Cylch Ti a Fi Clydach	25	25
Cylch Ti a Fi Capel y Nant	15	15
Cylch Ti a Fi Felindre	5	18
Cylch Ti a Fi Llangyfelach	25	12
Cylch Ti a Fi Penllergaer	25	20
Cylch Ti a Fi Sketty	38	20
Cylch Ti a Fi St Thomas	12	1
Cylch Ti a Fi Landore	8	

Key

R = Registered

Notes

- Cylch Meithrin Tan-y-lan to re-open after October half term 2013
- Ti a Fi in St Thomas has closed (cannot compete with Flying Start which is to open).
- Ti a Fi Pontarddulais has closed due to low numbers
- Ti a Fi Morriston and Ti a Fi Lôn-las opening in March 2014

APPENDIX 3: Number and percentage of pupils in Welsh-medium primary schools transferring to Welsh-medium secondary schools

YEAR	Total number of pupils in Welsh-medium primary schools	Total number of pupils transferring to Welsh-medium secondary schools	Percentage of pupils transferring to Welsh-medium secondary schools
2009	242	240	99.2%
2010	227	225	99.1%
2011	267	255 in Swansea schools plus 3 out of county*	96.6%
2012	242	239 in Swansea schools , plus one out of county.	99.17%
2013	253	249 in Swansea schools, plus one out of county*	98.8%

Source: One pupil database

*Note: Between July – September 2013 only 3 pupils did not transfer from Welsh-medium primary to secondary. Two moved to a local English-medium secondary schools and one emigrated.

APPENDIX 4: Attainment and performance in Welsh Second Language

Year: 2013

Key Stage 2

Teacher assessment in Welsh Second Language at the end of Key Stage 2	Number of pupils assessed	Percentage of all pupils in Y6	Percentage achieving Level 4
2010	2193/2479	88.46%	36.4%
2011	2254/2507	89.91%	47.8%
2012	2209/2436	90.68%	59.1%
2013	2147/2413	88.98%	67.1%

Key Stage 3

Teacher assessment in Welsh Second Language at the end of Key Stage 3	Number of pupils assessed	Percentage of all pupils in Y9	Percentage achieving Level 5
2009	2355/2562	91.92%	47.3%
2010	2329/2561	90.94%	55.3%
2011	2422/2653	91.29%	67.4%
2012	2301/2535	90.77%	70.5%
2013	2200/2420	90.91%	73.1%

(no Appendix 5 – all information requested is included in the body of the WESP)

APPENDIX 6

Consultation on the Draft WESP 2014-14, December 2013 – February 2014

A public consultation took place, in accordance with the statutory requirements, from December 9th 2013 – February 14th 2014. The document was made available bilingually at www.swansea.gov.uk/wesp.

Responses were received from:

1. Welsh Government (informal comments)
2. Welsh Language Commissioner
3. RhAG
4. Mudiad Meithrin
5. An Elected Member from City and County of Swansea
6. One member of the public
7. School Councils/pupil representatives from 3 English-medium Secondary Schools, 15 English-medium Primary Schools, one Welsh-medium Primary Schools and one Special School.

The authority provided a response to Welsh Government's comments on February 18th 2014.

The remaining comments were summarised into a single document for corporate purposes. The summary and the individual responses are available for inspection from the authority on request (contact: sianelizabeth.lewis@swansea.gov.uk).

The WESP was amended in light of some of the comments made. These changes did not amount to a major revision. All comments will be considered in the course of future planning for Welsh in Education.

APPENDIX B

Welsh in Education Strategic Plan 2014-2107 Consultation Responses December 9th 2013 – February 14th 2014.

There were 7 respondents to the consultation. They were:

8. Welsh Government (separate document)
9. Welsh Language Commissioner (letter)
10. RhAG (letter)
11. Mudiad Meithrin (comments made throughout WESP, summarised below)
12. Cllr Paul Meara (email)
13. Robyn Campbell (letter)
14. School Councils (summarised here, also separate document)

	Issues raised by Respondent to the Consultation	Swansea's response to the Respondent
1	Welsh Government Informal Comments	Comments addressed in a separate document which has been sent to Welsh Government. Additions and changes have been made through the WESP.
2	<p>Welsh Language Commissioner</p> <p>The Welsh Language Commissioner welcomes the opportunity to comment on the consultation on the proposals to create a new qualifications body for Wales.</p> <p>The principal aim of the Commissioner is to promote and facilitate the use of Welsh. This entails raising awareness of the official status of the Welsh language in Wales and imposing standards on organizations. This, in turn, will lead to the establishment of rights for Welsh speakers.</p> <p>Two principles underpin the Commissioner's work:</p> <ul style="list-style-type: none"> • The Welsh language should be treated no less favourably than the English language in Wales; • Persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so. <p>One of the Commissioner's priorities is to scrutinise policy developments with regard to the Welsh language. Thus, the Commissioner's main role is to provide observations in accordance with this remit, acting as an independent advocate on behalf of Welsh speakers in Wales who might be affected by the proposed changes. This approach is advocated to avoid any potential compromise of the Commissioner's regulatory functions and should the Commissioner wish to conduct a formal review of the organization's performance in</p>	Noted.

	accordance with the provisions contained in the Measure. The Commissioner will pay attention to key legislation and strategies in considering the interests of Welsh speakers in Wales.	
1.1	We welcome the Council's commitment to increasing the number of Welsh medium places in this educational phase and it appears that the Council has considered the targets of the Welsh-medium Education Strategy in planning for an increase in pupil numbers. We believe that a brief analysis of demand, by geographic area, that outlines the number of available places in Welsh-medium schools in those areas would provide to the public information on those areas where provision meets demand and those areas where the Council should increase the number of available places. We accept that the Council already keeps this information and uses it for the purposes of planning provision. The Council has a consistent system measuring demand for Welsh-medium education among parents of newborn children.	Noted.
1.2	We welcome the Council's aim to establish 12 additional Cychoedd Meithrin with registered status between 2013 and 2017. We believe the WESP should specify in more detail that targets that have been identified to achieve this aim. We welcome the Council's decision to extend the Childcare Sufficiency Assessment to include questions on the language choice for pre-school children.	Targets will be set for Mudiad Meithrin to support this achievement. The need for additional Cychoedd Meithrin must also be considered against the findings of the Childcare Sufficiency Assessment and therefore if identified as a significant gap settings will be actively encouraged to submit funding applications. It is the Survey of parents of of newborn that has been extended to include the question on the language preference for pre-school provision.
1.5	We believe that the WESP should identify the Latecomers centre's capacity and its ability to meet the demand for its services.	The centre employs 1 full time Welsh in Education Officer and 0.8 teaching assistant to meet with demand. (information added to the WESP)
1.6	The effect of policy decisions on Welsh-medium and English-medium education can be very different due to the differences in the nature of the respective provision. In providing services, those factors that are unique to Welsh-medium education provision must therefore be assessed and considered fully. [PACA]	Noted.
2.2	What are the Council's plans to expand the Welsh-medium provision of Flying Start? We believe that the scheme should state Flying Start's current Welsh-medium capacity, and how it compares to the number that receives Welsh-medium education in Flying Start areas. We welcome the Council's commitment to developing mechanisms that track the progress of those that receive Welsh-medium Flying Start provision into education and their language choice.	Flying Start has recently opened its second Welsh medium setting. The original plan was to provide 1 daily session however should demand be identified then a second session will also be provided. Consideration is to be given to options for providing more childcare through the medium of Welsh should the demand be identified in the future. Currently

	<p>The transfer rate between key stages 2 and 3, and 3 and 4 is very high.</p>	<p>however all families are asked to choose, and to date no unmet demand has been identified at any of the fully operational settings.</p>
<p>3.2</p>	<p>The WESP lists the vocational courses provided in collaboration between the two Welsh-medium secondary schools. We believe that the plan should outline the Council's targets for increasing the provision during the WESP's period. The WESP should clarify the relationship between the council's Welsh-medium schools and the further education college, and collaborative arrangements with schools in neighbouring local authorities.</p> <p>We believe that the WESP should outline how the Council complies with clause 10 of the Learner Travel (Wales) Measure 2008 that requires local authorities to promote access to Welsh medium education, including post-16 education.</p>	<p>The information in point 3.2 has been strengthened to clarify the relationship between the council's Welsh-medium schools and the further education college.</p> <p>The City & County of Swansea provides free transport to the nearest suitable school which provides education through the medium of either Welsh or English, provided that the pupil meets the distance criteria or there is no available walking route. Currently all post-16 pupils attending a Swansea school sixth form who live more than 3 miles from the school are provided with free home-to-school transport. However, all the provision of discretionary transport is under review. (This additional information on post-16 added to WESP.)</p>
<p>3.5</p>	<p>The WESP notes that the county's further education college will develop its Welsh-medium provision in a small number of vocational subjects. The WESP should state how the college will identify those subject areas, and the rationale behind their selection. The WESP should explain the steps taken to ensure that a sufficient number of Welsh speakers receive training to become lecturers and tutors in those subject areas in which an increase in the number that wish to study through the medium of Welsh can be foreseen. The WESP should also outline the steps taken to develop the skills of existing staff members that are Welsh speakers that do not currently teach through the medium of Welsh in order to take advantage of their skills and increase Welsh-medium provision.</p>	<p>The College Bilingual Champion has created a Background Information paper that outlines how courses were prioritised for expansion. In summary, all fluent Welsh delivery staff were identified, and the trends in each Learning Area were analysed in terms of the number of fluent Welsh speaking students enrolled in each area. We have concentrated our efforts on developing provision in three main areas - Health and Social Care, Hairdressing and Hospitality and Catering, as there are a significant number of fluent Welsh speaking students in these areas, and willing and able staff to teach bilingually. These areas are also in line with Welsh Government priority areas for the development of Welsh medium provision. As we have concentrated our efforts on areas that already have Welsh speakers trained as lecturers we foresee an increase in the number of students studying through the medium of Welsh in these areas. Existing non-Welsh speaking staff members are also given the opportunity to develop their Welsh language skills as part of their CPD through our Welsh for Adults provision, which they can attend free of charge and during their working hours. The college</p>

sees this as an important part of our bilingual curriculum development, and we are dedicated to ensuring that we have as many fluent Welsh speakers in the institution as possible to cater for the needs of our learners.

Existing Welsh speaking staff members are free to attend the Sabbatical Scheme, of which 2 members have already followed. Sgiliaith provide further training in terms of their 'Bilingual Toolkit' and 'Embedding Welsh Ethos' sessions that supports Welsh and non-Welsh speaking staff members to deliver bilingually, to embed Welsh ethos and utilising any Welsh speaking students in the classroom. A timetable of these sessions has been created for the year, with specific Learning Areas targeted.

Welsh Improvement (Gloywi Iait) sessions are organised every term for Welsh speakers identified to deliver in Welsh, and the appropriate cover is provided for these members of staff to attend, as part of their Continuing Professional Development (CPD).

We also implement a mentoring scheme, facilitated by the Bilingual Champion. It is a formal process whereby identified delivery staff meet with the Bilingual Champion every half term, those dates are then publicised in each Learning Area, so that staff or students who have an issues to do with the Welsh provision and services can contact the area's mentor, for a discussion with the Bilingual Champion. At the start of each academic year, targets are set for each term; the achievements are noted with the relevant evidence. Staff receive support to develop resources, advice on effective teaching techniques, lesson observations, and a discussion on training requirements takes place.

Existing non-Welsh speaking staff members are also given the opportunity to develop their Welsh language skills as part of their CPD through our Welsh for Adults provision. The college sees this as an important part of our bilingual curriculum development, and we are dedicated to ensuring that we have as many fluent Welsh speakers in the institution as possible to cater for the needs of our learners.

	<p>The WESP states that increasing the number of pupils that study towards the full Welsh Second Language course is priority. The WESP should identify the Council's targets in that regard and outline the steps to be taken by the Council to achieve those targets. The Welsh-medium school improvement partnership (PACA) is currently taking steps to promote the full course, and three schools have now made Welsh Second Language a core subject, with the Applied course now being introduced in some schools.</p>	<p>Targets for Welsh Second Language have been added.</p>
<p>5.6</p> <p>With one exception in 2013, there has been a reduction in the number of students studying Welsh A-level in recent years. The WESP should detail the steps the Council is taking to encourage more pupils to study towards Welsh A-level.</p> <p>Welsh Second language A-level is provided in two secondary schools and the further education college. The English-medium schools are working closely with the college to increase the number of pupils that study Welsh Second Language at GCSE to increase the number of eligible candidates for Welsh Second Language A-level</p>	<p>The WESP states that the uptake for Welsh as a language in Welsh-medium 6th Forms is good – 18% of students at YGG Bryn Tawe and 19% of students at YG Gwyr. In both schools Welsh was in the top three most popular subjects with 100% pass rate at both schools.</p> <p>A comprehensive marketing program is implemented in both Welsh Medium secondary schools to promote the benefits of studying Welsh at 'A' level. It includes:</p> <ul style="list-style-type: none"> • parents' evenings for post 16 options • detailed advice to students in the sixth form prospectus, one to one and via social media • taster A level lessons in Yr 11 • use of past students to give their opinion of the A level course via a DVD which is distributed to Yr 11 students • transparent information provided to Yr 11 about the levels of success achieved by students at A level • close links with higher education institutions to provide information about the pathway available to continue studying Welsh after A level • advice given by the Careers Adviser 	<p>The WESP states that the uptake for Welsh as a language in Welsh-medium 6th Forms is good – 18% of students at YGG Bryn Tawe and 19% of students at YG Gwyr. In both schools Welsh was in the top three most popular subjects with 100% pass rate at both schools.</p> <p>A comprehensive marketing program is implemented in both Welsh Medium secondary schools to promote the benefits of studying Welsh at 'A' level. It includes:</p> <ul style="list-style-type: none"> • parents' evenings for post 16 options • detailed advice to students in the sixth form prospectus, one to one and via social media • taster A level lessons in Yr 11 • use of past students to give their opinion of the A level course via a DVD which is distributed to Yr 11 students • transparent information provided to Yr 11 about the levels of success achieved by students at A level • close links with higher education institutions to provide information about the pathway available to continue studying Welsh after A level • advice given by the Careers Adviser
	<p>We believe that the WESP should provide a summary of the Council's SEN provision and an assessment of the strengths and weaknesses of the provision. The WESP should also set targets to further develop the provision, in accordance with those areas identified in the annual review of the SEN plan</p>	<p>Information on SEN provision in Welsh-medium schools has been added.</p>
	<p>RhAG</p> <p>RhAG appreciates that the City and County of Swansea is aware of the important role it has in promoting the use of the Welsh language in Swansea, in the context of the objectives and targets set by the Welsh Language Education Strategy of the Welsh Government. RhAG also congratulates the County on identifying specific targets for growth, although, as noted below, we have serious concerns about some of these targets.</p>	<p>Noted.</p>
	<p>Section 2, Point 1.1</p> <p>We appreciate the desire expressed in the Plan to increase the number of places for seven year olds to be educated through the medium of Welsh in Swansea and the fact that demand</p>	<p>The Authority has a clear and effective strategy to meet the growing need for Welsh medium provision and the delivery of</p>

<p>will be assessed on an ongoing basis. Despite this, we are concerned that there is no sense in the plan of the crisis currently experienced by a number of Welsh medium schools in Swansea as a result of overcrowding. Ysgol Pontybreinin has been over-full for years, and although there has been additional building work there, this is unlikely to be able to provide for growth in the area.</p> <p>We are aware of potential plans to increase the provision of Welsh medium education in the north-west of the county. This has been discussed between RhAG and the County for some years and urgent action is now called for. As the County is aware, Ysgol Tan-y-lan has opened in Morrison with half a stream, with the intention of establishing the school on a larger site. The County will also be aware that RhAG, in several meetings with education officers, warned from the outset that a Welsh medium school is needed in Morrison to provide a whole stream and more than one stream, as the school is very likely to grow quickly. Morrison is one of Swansea's traditional Welsh speaking areas and, although the language has been in decline there to some extent, Morrison retains its Welsh character and the culture associated with the language is very much alive. All the forecasts indicated rapid growth in Welsh language education there and this has proved to be the case. Nursery classes in Ysgol Tan-y-lan suggest that a school with at least one and a half streams will be required in the area. Swift action is needed to resolve the crisis which will be facing Welsh medium education in Morrison. Schools which could be described as close – Tirdeunaw and Lôn-las – are full and urgent action is needed to ensure sufficient places are available for pupils who wish to be educated through the medium of Welsh in Morrison.</p> <p>The Plan states that capacity in the secondary sector will also be assessed. There is now evidence that Ysgol Gyfun Gŵyr is insufficiently resourced, with 750 pupils and numbers likely to increase in the next few years. Ysgol Gyfun Gymraeg Bryn Tawe has also almost reached that number and, with the development of Ysgol Tan-y-lan and Ysgol y Cwm together with high numbers in the other schools which feed Bryn Tawe, it is a matter of urgency that plans are put in place for a third Welsh medium secondary school in Swansea. In presentations to the County over the years, RhAG has highlighted the need for a third Welsh medium school by the middle of the decade and that time has now come. We look forward to urgent assessment and action in this regard.</p> <p>With regard to the tables, (page 6), it has to be asked why the Plan includes four years (2016-2019) with no growth of any statistical significance in terms of numbers or percentages. Whereas the County has a target of 15% of pupils aged seven attending Welsh medium schools, it appears that this target has already been met to all intents and purposes. It is understandable how the percentage receiving Welsh medium education could stay the same while the numbers increase if there were an increase in the number of seven year olds in the county. On the other hand, the county's targets do not foresee any increase in numbers between 2014 and 2019. All the evidence suggests that the new Welsh medium schools in the county are growing and, as far as we can see, it will not be possible to maintain the</p>	<p>any further additional Welsh medium schools needs to be consistent with this strategy to make a sufficient robust business case. Delay in the delivery of the WG's 21st Century Schools Programme has inevitably impacted on access to the necessary capital investment to implement future developments.</p> <p>Noted</p>
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	<p>numbers without growth, unless the County's education policy intentionally limits the numbers who can receive Welsh medium education. We ask the County to review the numbers and percentages for children aged 7 between 2014 and 2019.</p> <p>Points 1.2 and 2.2</p> <p>It is pleasing to note the County's wish to work with Menter Iaith Abertawe and Mudiad Meithrin. We know that the County intends to cut the funding for Menter Iaith by £23,000, which will restrict their work with pre-school children. Another thing to be borne in mind is the fact that only two play groups operate through the medium of Welsh in the County's Flying Start scheme (see 2.2). This suggests that Welsh language provision for pre-school age children will be cut in the next few years.</p> <p>To implement the Plan, the County needs to provide adequate funding for Menter Iaith and pay serious attention to providing appropriate Welsh medium opportunities in the Flying Start scheme.</p>	<p>Menter Iaith provide a different function in relation to Welsh medium which is not a direct link to the increase of provision.</p>
	<p>The Plan makes no reference to areas in Swansea where there is no Welsh medium provision. RhAG is very aware of the need for a Welsh medium school in the extensive area between Forestfach and Plasmarl. This area includes Waun Wen, Landore, Manselton, Brynhyfryd and Cwmbwria. A generation ago, Cwmbwria had a successful Welsh medium school. It was so successful that it had to be moved to Ysgol Bryn-y-môr in Swansea west, thus depriving a large area of Swansea of Welsh medium education. Mudiad Meithrin has recently opened a group for pre-school age children in Brynhyfryd. We look forward to the County giving serious consideration to establishing a Welsh medium school in this area, and it would be good if this aim were included in the Plan.</p> <p>Point 3.3</p> <p>It is pleasing that transition rates from the primary sector to Welsh medium education in the secondary sector are very high. Transition to the Welsh medium sixth form is very successful at Ysgol Gŵyr, and it is hoped that transition rates will improve at Ysgol Bryn Tawe as both schools develop their partnership and their 16+ provision.</p> <p>We believe that the County needs to prioritise the development of 16+ education in these two schools. We appreciate the aim of exploring ways to retain more 6th form students at Ysgol Bryn Tawe.</p>	<p>The Authority has a clear and effective strategy to meet the growing need for Welsh medium provision and the delivery of any further additional Welsh medium schools needs to be consistent with this strategy to make a sufficient robust business case.</p>
	<p>Point 5.4 The teaching of Welsh in English medium schools</p> <p>We are aware that the teaching of Welsh in English medium schools needs to be improved. Retaining the athrawon bro system is key to maintaining standards. Language is a medium to be used, and all efforts to learn a language will fail in general – with a few exceptions – if that language is not used as a medium. We recommend that the County's Plan considers how to begin teaching some subjects through the medium of Welsh in English medium schools. It is our opinion that this would do more for the successful teaching of the Welsh language than any attempt to teach the language as a subject on its own. This applies to the primary and secondary sectors.</p>	<p>Noted – the Authority continues to support 16+ education</p>
	<p>Mudiad Meithrin (comments made throughout the draft WESP, summarised here)</p>	<p>At present schools teaching Welsh as a second language are on different places on the Welsh language continuum. While we would not disagree in essence with what is being suggested, school's general capacity to deliver Welsh as a second language across other subjects of the curriculum is pretty limited at this point in time. We will be endeavouring to build school's capacity to use Welsh more as a wider medium rather than focussing on subject only during the lifespan of this plan.</p>

	Strengthen the first Target under 1.1. by deleting the word 'Attempt to'.	Not agreed.
	Discuss provision with Mudiad Meithrin because parents make decisions about Welsh/English education in the Cylchoedd Ti a Fi and Cylchoedd Meithrin.	Noted
	With regard to transfer from pre-school to Nursery, work with the Cylchoedd Meithrin and the Cylchoedd Ti a Fi to increase the number of progressions to statutory Welsh medium Early Years Education. Please use latest figures 2012-13.	Agreed.
	Amendments to paras in 12 Within this plan the City & County of Swansea would recommend the maintenance of the 3 currently registered settings (Parc Y Werin, Abacus, Treboeth/Tirdeunaw, Clydach), together with the realisation and achievement of registered status with regard to a further 8 Cylch Meithrin between 2013-17.	Accepted and WESP amended.
	The findings have been analysed and published on the Swansea website at http://www.swansea.gov.uk/index.cfm?articleid=29525 and shared with RhAG, Mudiad Meithrin, parents, schools and Welsh Government. Information regarding PACA is requested.	Agree to provide.
	3.4 A Level 3 Cache Diploma in Childcare, Learning and Development is offered by Cam wrth Gam (a Mudiad Meithrin sub-company). The course is also suitable to be taught as a post-16 course at secondary schools.	Noted.
	6.1 We need to appoint Welsh speaking members of staff to visit Welsh medium settings. A Welsh SEN service is expected from Mudiad Meithrin. Without Welsh speaking members of staff, parents have no choice to receive advice/support in Welsh.	Noted.
	Make the Dyslexia pack which is available across Wales includes services not supported. Offer the training to parents of children who attend Cylchoedd Meithrin/Ti a Fi.	Noted.
	Section 7 A Mudiad Meithrin Nursery Language course is available for cylchoedd leaders and nursery assistants but not held in the county.	Noted.
	APPENDIX 1 – amendments to numbers in Cylchoedd.	WESP amended.
	Cllr Paul Meara I am broadly in support of the Welsh in Education Plan, but there are a number of issues which I would like to flag up for further discussion.	
	a) The Plan in general is strong on aspiration and plans, but it actually proposes few specific measures which will enhance Welsh. The Plan does not appear to be well integrated with other Council Plans. For instance, the <i>One Swansea</i> plan makes no mention of Welsh, and the current Budget plans specifically target for cuts some of the initiatives listed in this Plan.	Noted.
	The proposed cuts in funding for Menter Iaith Abertawe will make it very difficult to take	Noted.

	forward some of the ideas in this Plan.	
	b) The plan rightly focuses on the good outcomes for children in Welsh schools. However, I am concerned that there doesn't appear to be much consideration of what happens to pupils who struggle in Welsh Language Education. There is a very real danger that the schools produce significant numbers of "semi-speakers" - i.e. children who are not really fluent in Welsh. I would like to see the authority doing some serious work on this issue.	Pupils in Welsh-medium schools are fluent in Welsh and English by age 11. Pupils in English-medium schools learn in the Welsh as a second language to age 16. The aim of Welsh as a Second Language is to continuously develop their skills in the language but it is acknowledged that this does not lead to fluency.
	c) Dyslexia in Welsh is not the same as dyslexia in English, and translating the English documentation into Welsh does not properly address the issues that arise because of these differences.	Section 6 of the draft WESP states that the <i>specific</i> resources for Welsh-medium dyslexia have been developed. The authority's Inclusion Team worked with the Welsh Medium Primary schools to develop a Welsh language Dyslexia screening pack which includes Welsh language assessments. This pack has been distributed to all Welsh Medium schools in Swansea. A similar pack will be developed for the Secondary Welsh Medium schools.
	d) I would be VERY worried about the authority making decisions based on the Fischer Family Trust data for Welsh speakers. FFT's own documentation states that its predictions are only 70% accurate. My guess is that this figure would fall significantly for Welsh schools because the demographics of these schools are very different from the English schools which provide the bulk of FFT's data.	FFT is only used as a starting point and is considered along with other information when making decisions.
	e) The Plan implies that a Welsh speaking System Leader is in post. As far as I am aware, this is not the case.	There are currently two Welsh-speaking System Leaders in post, one for the primary phase and one in the secondary phase.
	f) SEN provision is a serious problem. Estyn inspectors seem to be applying Welsh Government policy on Welsh to Special Schools in a particularly insensitive way. It seems perverse to impose Welsh on children who struggle to speak English, and mainly function using Sign Language. Swansea needs to make appropriate representations to Welsh Government about this.	Noted.
	g) The training program for teachers is generally welcome, but there needs to be a monitoring program to ensure that it is effective.	The measure of the effectiveness of teacher training is raised standards.
	Robin Campbell Contradictions On page 2, 'Vision and Aims' the Council expresses its wish to 'facilitate the growth and increased use of Welsh, taking pride in the diversity which makes Swansea a unique, modern and forward looking city'. On page 14, 2.2 the draft states that Swansea still has very little pre-school provision through the medium of Welsh. Budget cutbacks will reduce that even further (e.g. cuts to Menter Iaith in the field of providing child care).	Whilst there are several Welsh medium pre-school provisions currently only 3 of which are registered the Local Authority is keen to improve the overall quality by supporting development hours via Mudiad Meithrin to work alongside settings to support them in obtaining the CSSIW National Minimum Standards, which will allow qualifying parents the option of claiming relevant tax credits which should in turn ensure the future sustainability of settings.
	<u>Fliving Start</u>	

	<p>It appears that the English-medium Flying Start schemes are going to have a negative effect on Welsh-medium education. On page 49 the draft states that the St Thomas Cylch Ti a Fi with 12 children attending has had to close because it cannot compete with the Flying Start.</p> <p>According to the site 'Children's and Young People's Partnerships' Swansea, which explains the Flying Start scheme:- <i>"Where families within Flying Start catchment areas wish their children to attend a Welsh-medium childcare setting, arrangements will be made to 'buy-in' that place at an existing Welsh-medium nursery, although this may not be located within the catchment area."</i></p> <p>It appears to me that the Council is merely paying lip-service to the Welsh language in this instance:</p> <ol style="list-style-type: none"> 1. When the FS scheme opened in St Thomas, was there an assessment on the part of the Council to see how many of those 12 children could be accommodated through the medium of Welsh in the area? 2. Was the Council even aware that a Welsh-medium Cylch existed in the area? 3. How many parents would want their 2 year old children shipped out to a different catchment area when their friends are walking up the street to the local school? 4. Once young children have familiarised themselves with the local school and made friends in the FS scheme, how likely is it that parents would want to unsettle them by sending them to a Welsh-medium school miles away? <p>H ow many children from English-medium FS schemes have gone on to Welsh-medium schools? How many parents have opted to 'buy-in' a place? It appears to me that the Flying Start schemes will slow down (even kill stone-dead) the demand for Welsh-medium education in the areas in which they operate. Yet the Council claims that it wishes to increase the number of children speaking the language</p>	<p>A detailed options appraisal is undertaken prior to any development in respect of the WG prescriptive Flying Start programme. The Family Information Service are aware of all registered and the majority of unregistered childcare settings in Swansea and whilst providing a valuable family support mechanism, as a Cylch Ti a Fi, the Welsh medium setting at St Thomas was not registered by the CSSIW and therefore would have insufficient infrastructure to support a registered sessional care setting.</p>
	<p><u>Working in Partnership</u> Page 2 – working in partnership with Mudiad Meithrin and Menter Iaitn. Page 7, 1.2 – Meithrin and Menter Iaitn are commissioned to support and further develop quality Welsh-medium child-care opportunities. The situation in St Thomas clearly shows that there was no working together with Mudiad Meithrin. Proposed cuts of £23,000 to Menter Iaitn's budget in the field of 'Developing Welsh in the Field of Child Care', includes</p> <ul style="list-style-type: none"> • Working with 10 partner groups providing services and activities • Immersion sessions for 170 children, staff and parents in 12 locations • Preparing Welsh-language resources to assist in these locations • Supporting the Authority's strategy of caring for children of the workforce. • Meetings with Disability Officers to note strategies and develop comprehensive practice in each location <p><u>Increased places in existing Welsh-medium schools</u> Page 4 – the draft talks about increased capacity in Ysgol Tirdeunaw and Lon Las, temporary accommodation in Pontybreinin and plans for meeting demand for children in the Gower. seems that the Council are Intent on increasing capacity at existing schools (east and</p>	<p>Menter Iaitn provide a different function in relation to Welsh medium which is not a direct link to the increase of provision.</p> <p>The work in respect of the childcare workforce will continue via the Local Authority's Childcare Development Officer therefore dovetailing both English and Welsh Workforce data which will strengthen the Workforce agenda and training opportunities via the Family Information Training programme will be available in respect of language promotion and development.</p>
	<p>All options for Welsh-medium provision in the short, medium and long term will be considered. All future provision is funding-dependent.</p>	<p>All options for Welsh-medium provision in the short, medium and long term will be considered. All future provision is funding-dependent.</p>

	<p>west) rather than providing another school.</p> <ul style="list-style-type: none"> • The pre-school surveys of 2007, 08 and 10 show that 168 and 82 respondents chosen Welsh-medium education if the school was nearer to their home. Surely more than enough for a new school • Where Welsh-medium schools have been provided, they have proved popular. • Present provision of Welsh medium schools is unbalanced. If you look at a map of Swansea it is almost as if the schools are in a circle around the city, on the outskirts, but not in the central, heavily populated area. There is NO Welsh-medium school in a huge central area comprising Fforestfach, Cadle, Blaen-y-Maes, Gendros, Manselton, Cwmbwrla, Brynhyfryd, Landore, Hafod, Waun Wen. 	
	<p>Increasing Welsh-medium places in the central area of Swansea</p> <p>It seems that there has been little planning with regard to Welsh-medium education in Swansea.</p> <ul style="list-style-type: none"> • The council talks about possible 'long term solutions; but doesn't have any clear ideas. • The obvious place to expand Welsh-medium education is where the bulk of the population lives. • Historically there has been Welsh school in Cwmbwrla. By 1964 – in spite of all sorts of obstacles – there were 104 children attending. By 1968 there were 122, but the Education Committee was completely unresponsive to the issue of overcrowding. Instead of opening another Welsh school, Ysgol Cwmbwrla was moved to a site in Brynmill, resulting in a drop in the number of pupils attending from the Cwmbwrla area. • Historically there have been Welsh playgroups in both Manselton and Gendros area, lasting for several years. However, they have been difficult to sustain because of <ul style="list-style-type: none"> a) Lack of Manpower b) Distance to Welsh school • My daughter attended the Welsh playgroup in Manselton for a number of years. When she went to Bryn-y-Mor, 4 miles away, her friend in the same playgroup and only living around the corner, had to go to Lonlas, 5 miles in the other direction. Then when our son was about to start school, we were told that the catchment area had changed again, so that he would have to go to Pontybreinin in Gorseinon. In order to ensure that he went to the same school as his sister, we had to pay transport costs. In other words, we were penalised. Welsh-medium education was not exactly made an attractive proposition by the Council. 	Noted.
	<p><u>Surveys</u></p> <ul style="list-style-type: none"> • The council itself states that great care is needed in interpreting results. The surveys found a substantial number of respondents saying they would have chosen Welsh-medium education for their children if the school was nearer home. • Parents are aware that in most cases, if they choose Welsh-medium education for their children, they will have to travel to school. I would imagine that there is a correlation between the number of children attending a Welsh school vis a vis 	<p>Future provision for Welsh-medium education will be dependent on both parental demand and the availability of funding. All options for Welsh-medium provision in the short, medium and long term will be considered</p> <p>The other points are noted.</p>

	<p>distance to Welsh school.</p> <ul style="list-style-type: none"> • I understand that the Welsh government will be informing new parents about the advantages of Welsh-medium education but what is the point of this if the nearest school is 4 or 5 miles away? • Carwyn Jones has stated that he wants to see every child in Wales fluent in Welsh and English. 'Iaith Pawb' is the stated policy of the Welsh Government • Several studies from around the world have shown that children benefit intellectually from the ability to speak 2 or more languages. 	

SCHOOL COUNCILS/PUPIL REPRESENTATIVES RESPONSES BELOW

<p>Separate Questionnaire for Schools Councils/Pupils - Summary</p>	<p>Responses from: 3 English medium Secondary schools 15 English-medium Primary Schools 1 Welsh-medium Primary school 1 Special School</p>
<p>1. Do you think that being able to speak Welsh fluently would improve your career prospects?</p>	
<p>Secondary : 70% YES Primary : YES</p>	
<p>2. What would make you want to learn Welsh?</p>	
<p>Secondary: Good to speak another language, improved job prospects, can talk to more people, more fun activities Primary: Good to speak the language of our country, might get more jobs, can talk to more people, make new friends, to be polite, like to hear role models, want more fun activities</p>	
<p>3. Do you feel that it's important to learn Welsh in school?</p>	
<p>Secondary : 80% YES Primary : YES</p>	
<p>4. Do your Welsh lessons in school inspire you to want to speak Welsh?</p>	
<p>If No please give reason(s) why Secondary – mostly NO: Lessons are not interesting, too much grammar, difficult to learn not helpful for jobs, majority of people speak English Primary: NO – not enough games, not enough interactive/use of ICT, too much repetition, too embarrassed to talk to Welsh speakers as not fluent YES – lessons are fun, want teach my family</p>	
<p>5. Do you think that you need more Welsh lessons in school?</p>	
<p>NO (mostly)</p>	
<p>6. Do you think that you should have the option to opt out of Welsh lessons in school?</p>	
<p>Secondary mostly YES, Primary : Mixed response</p>	

7. What would make learning Welsh more enjoyable?

Secondary:

Role play, games, conversation, interactive/ICT/ work, independent learning, trips, more interesting topics, less written work, visitors

Primary:

As above plus – visitors, a Welsh teacher to work in school, use Welsh in other subjects, use apps/ipads

8. Anything you enjoyed or found fun when learning Welsh?

Secondary:

Games, conversations, Eisteddfods, songs, books, rapping, group activities

Primary:

a 'Welsh-corner (cwtch) in class, ddrillo sessions because they are short, games, patterns, books and resources, songs, role play, puppets, trips

9. Anything you didn't like or found boring when learning Welsh?

Secondary:

Writing, spelling, pronunciation of hard words, needs a lot of concentration, grammar, doing past papers

Primary:

Repetition, don't understand what we are saying sometimes, writing, boring tasks, old fashioned resources, the expectation of achieving L4 at KS2

10. What would help you to learn Welsh?

Flash cards, learn alphabet, music, clubs, not having to work in exercise books, more lessons, a booklet to use at home with parents

Primary:

Games, flash cards, ICT, websites, apps, modern resources, translation sheets, harder questions, smaller group sessions or 1-2-1s, Welsh after-school club, more help from teacher, circle time, more writing, challenges & competitions, outdoor activities

11. Would you like more opportunity to practise Welsh when not in the classroom? (More chance & more varied opportunities)

If Yes, what kind of activities would you want to practise Welsh in?

Secondary:

Welsh clubs lunchtime/afterschool/homework, drama, songs, games, residential

Primary:

Residential, Tocynnau Cymraeg, clubs, conversations, trips and visits, going places where you have to speak Welsh, challenges and competitions, use Welsh in other subjects and activities, meet Welsh speaking celebrities

12. Would you like the opportunity to go to a Welsh language school?

Mixed response from English-medium schools – 50/50

Report of the Cabinet Member for Regeneration

Council – 14 April 2014

LEISURE PARTNERSHIPS ANNUAL REPORT

Purpose:	To advise Council of the partnership operations of key facilities within the Culture, Tourism, Sport & Leisure portfolio
Policy Framework:	Climbing Higher (Sport & Physical Activity) Strategy; City of Sport; Medium Term Financial Plan
Reason for Decision:	For performance review and challenge
Consultation:	Legal, Finance, Corporate Property, Access to Services.
Recommendations :	It is recommended that: - 1) Council notes the report.
Report Author:	Wayne Evans
Finance Officer:	Kim Lawrence
Legal Officer:	Nigel Havard
Access to Services Officer:	Catherine Window

1. Introduction

- 1.1 A report on the performance of partner operators of key Council facilities within the Culture, Tourism, Sport & Leisure portfolio is reported annually.
- 1.2 This report details some of the key partnership arrangements in providing leisure and cultural services for the benefit of the residents and visitors to Swansea during 2012/13 and identifies some significant achievements during the year along with some issues and challenges.

- 1.3 The key arrangements outlined within this report include::
- 1.3.1 Wales National Pool Swansea (WNPS).
 - 1.3.2 National Waterfront Museum Swansea (NWMS)
 - 1.3.3 Liberty Stadium
 - 1.3.4 The LC
- 1.4 Each partnership has differing arrangements regarding reporting, monitoring and data collation. This report includes performance information for each partner and is an attempt to bring together the key financial and usage information to demonstrate the overall performance of each operation..
- 1.5 The data includes information on key income drivers, overall expenditure including staffing costs and repairs, net cost / profit and costs to the Council.
- 1.6 Overall usage of the facilities is shown with key areas of specific use where appropriate:

2. Wales National Pool Swansea

- 2.1 WNPS celebrated it's 10th anniversary in 2013 and held a successful royal visit as part of a Swansea visit by the Princess Royal in September 2013..
- 2.2 The partnership arrangement at WNPS is based on a tripartite agreement between the Council, Swansea University and Wales National Pool Swansea Limited, underpinned by lease and management agreements.
- 2.3 WNPS is a not for profit organisation and is managed by a board of directors including three Council members and three University representatives, chaired by Anne Ellis MBE, with advice given by the Head of Culture, Tourism, Sport & Leisure, and the University Finance officer. The current Council representatives are Councillors Erika Kirchner, Rob Smith and Mitch Theaker.
- 2.4 Day to day management is through the General Manager who reports to the Board. The General Manager is supported by a Management Group with representation by CCS and Swansea University Officers.
- 2.5 The funding of WNPS is on a 50% share of net cost after income received, by both CCS and SU. As part of the agreement, CCS also covers the costs for free use by schools, a contribution towards Swim Swansea as part of a long standing arrangement, and a portion of the Welsh Government's over 60's Free Swim Grant to Swansea. There is a sinking fund of £60k per annum towards future major repairs.

- 2.6 As part of the terms of the Sportlot funding, Swim Wales, the National Governing Body for swimming in Wales also have offices at the venue and pay a contribution for lane use.
- 2.7 The terms of funding also included the requirement for a hierarchy of bookings policy where elite sport gained precedence. The policy allows for public swimming, club swimming, schools swimming, university use, galas and events and organised sessions. The pool also follows CCS pricing policy including Standard price, Concession price and Passport to Leisure. WNPS purchase Service Level Agreements from both the University and the Council for many support services. Through the SLA arrangements, the Council provides support for delivering HR, Payroll, Media and Water Safety.
- 2.8 Whilst Wales National Pool contributed considerably to the British Swimming squad at the London Olympic and Paralympic Games in 2012, with particular success in the Paralympic medal haul, due to the overall lower performance by the Olympic Swimming Squad, British Swimming, the UK's Governing Body, received a substantial cut in it's financial support from UK Sport. This led to a review of British Swimming with one of the outcomes being the reduction in the number of International Training Camps (ITC) across the UK. In late 2013, British Swimming announced that Swansea would lose it's ITC status, and also, the British Disability training would move to Manchester. This will prove a challenge to WNPS in 2014 due to lost income from the elite squad training. Swim Wales will ensure Welsh Squad training continues at Swansea, WNPS is in the process of reviewing it's whole programme to maximise opportunities from the National Squads through to local clubs, learn to swim and public swimming.
- 2.19 The 2012/13 Financial year saw WNPS increase income once again,, through a very successful Aqua School programme, Public and Member swimming, Galas and events and tight control on expenditure, particularly staff costs, and a new planned maintenance regime, saw an end result within budget. Pool chemicals, contract cleaning and utility costs were the most challenging areas of expenditure to control which increased compared to the previous year. There was a computer failure for a short period which affected the September usage records and therefore it appears that usage looks down on the previous year.
- 2.10 WNPS have now entered into an agreement with Bay Leisure to assist with the maintenance at the facility.
- 2.11 As noted in previous reports, there were concerns over issues with the roof. The original contractor has now agreed to carry out the necessary remedial works which are currently under way.

2.12 **Wales National Pool Swansea Performance (Headline Indicators)**

WNPS	2009/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Actual
Recreational Swims	£279,184	£310,957	£319,000	£349,908
Aqua School	£191,345	£221,732	£230,000	£254,083
Other Income	£449,790	£460,226	£491,000	£473,171
Total Income	£920,319	£992,915	£1,040,000	£1,077,162
Staff Costs	£763,809	£717,380	£752,000	£736,174
Repairs & Maintenance	£211,102	£218,893	£179,000	£184,275
Other Expenditure	£626,444	£584,819	£575,400	£692,620
Sinking Fund	£59,600	£60,602	£60,600	£62,420
Total Expenditure	£1,660,955	£1,581,694	£1,567,000	£1,675,489
Net Cost / (Surplus)	£740,636	£588,780	£527,000	£598,327
CCS Contribution	£370,318	£294,390	£263,500	£299,164
Total Use	247,236	*196,347	208,522	202,914

3. National Waterfront Museum Swansea

- 3.1 The National Waterfront Museum, Swansea (NWMS) operated by Amgueddfa Cymru-National Museum Wales is now in its eighth year of operation.
- 3.2 The level of visitor support remained steady during 2012/13, thanks largely to its extensive programme of events and temporary exhibitions. External factors as the timing of Easter and the weather added a boost to these statistics. Another factor in this success is that the museum continued to expand its links and informal partnerships with organisations, educational institutions and communities throughout the Swansea Bay region and beyond, resulting in a range of joint events that help showcase the area's vibrant cultural and intellectual life as well as its industrial heritage.
- 3.3 The Museum continues to be funded through an innovative public sector partnership between Amgueddfa Cymru and the City and County of Swansea (CCS) set up in 1999 to develop the museum and is fully defined in the Operational Agreement signed by both parties on the 6th October 2005 prior to the opening of the Museum.
- 3.4 Under the terms of this agreement CCS contributes a proportion of the museum's annual revenue costs. This was £400k in year 1 and then indexed linked to account for inflation and actual salary increases, being over £550k in 2012/13. The partnership is overseen at a strategic level by a not-for-profit company, NWMS Ltd, the Board of which is made up of three elected members of CCS currently Cllr Nick Bradley, Cllr Sybil Crouch, and Cllr Nick Davies and three trustees of Amgueddfa Cymru, together with an independent chair (currently Mr Roy Phelps). Operational issues are monitored by a group of officers from both CCS and Amgueddfa Cymru (the Operational Review Team). Currently both the Board and Operational Review Team meet twice a year.
- 3.5 During 2012/13, the museum's external signage has been greatly improved and considerable planning has been undertaken to improve the display facilities in the Main Hall and garden. During 2013/14 one of the commercial units was converted into a medium-size conference facility, now called the Ocean Room.
- 3.6 Between 1 April 2012 and 31 March 2013 there were 271,438 visits made to the museum. This was the highest number of visits recorded in one year by the museum, 11.5% above target and a 6% increase on the previous year. This was partly due to there being two Easters falling within this financial year, but the numbers were still 2.8% above the visits recorded in 2007-08, the last time two Easters occurred in the same fiscal year. Overall, by the end of March 2013 the museum had received a total of 1,878,466 visits since it opened in October 2005.

3.7 Major repairs, renewals and maintenance are the responsibility of Amgueddfa Cymru/National Museum, funded from the Museum's core budget as required.

3.8 **National Waterfront Museum Swansea Performance**

NWMS	2009/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Actual
National Museum of Wales Grant	£611,830	£635,447	£657,242	£669,930
WAG Grant	£566,200	£588,055	£608,226	£620,000
CCS Contribution	£489,450	£508,343	£526,000	£553,889
Other Income	£267,091	£121,915	£164,940	£139,527
Total Income	£1,934,571	£1,853,760	£1,956,408	£1,983,346
Staff Costs	£1,071,177	£1,105,111	£1,147,594	£1,166,800
Repairs & Maintenance	£195,253	£222,212	£245,557	£252,332
Other Expenditure	£423,803	£367,540	£483,189	£546,648
Total Expenditure	£1,690,233	£1,694,863	£1,876,340	£1,965,780
(Carry forward to Renewals & Refurbishment Fund)	(£244,518)	(£158,897)	(£80,066)	(£17,566)

Total visits	258,626	268,636	256,072	271,438
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4. Liberty Stadium

- 4.1 As reported in previous Partnership Reports, in April 2005, a Joint Venture Agreement (“JVA”) between the Council, the Swans, the Ospreys and the Swansea Stadium Management Company (SSMC) was signed as the basis for the management of the Stadium. In accordance with the JVA the shares in SSMC were divided equally between the Council, the Swans and the Ospreys with each holding 50,000, £1 ordinary shares.
- 4.3 SSMC operates under the day to day control of its Board of Directors. The Council is represented on the Board by two of its Members, the remainder of the Board being made up of two representatives each from the Swans and the Ospreys. The current Council representatives are Councillor Christine Richards (Chair) and Councillor Nick Bradley. The nominated alternate member is Councillor John Bayliss.
- 4.4 The Stadium is leased to SSMC under a 50 year lease. The rent payable is effectively 30% of any distribution of profits from SSMC. The lease can be terminated for non payment of rent, breach of covenant by SSMC, or the insolvency of SSMC.
- 4.5 As reported in the previous Annual Partnership Report, Officers from the Council had undertaken the annual inspection in the last three years and whilst there were initial concerns regarding the lack of an adequate planned maintenance programme this now appears to have been largely addressed and the agreement to move the annual inspection to the end of the closed season in the summer of 2013 has assisted in allowing SSMC to carry out their “annual” planned programme of works prior to the review being conducted. The council continue to work with SSMC to ensure their obligations continue to be met.
- 4.6 SSMC have also undertaken some adjustments to the asset in line with the requirements of the lease regarding seeking landlords consent and as of writing this report there is one outstanding issue that councils officers are working with SSMC to conclude prior to formal sign off of this work
- 4.7 The Final accounts for 2011/12 have now been submitted. The position being that the Company made a profit of approximately £160k for that year which was not reported in the last Annual Partnership Report as the accounts were subject to audit.

- 4.8 Before any distribution of profit could be considered the Company would have to be in a position of net profitability taking account of past accumulated losses. There is therefore considerable progress to be made in terms of profitability before any distribution could be made.
- 4.9 In terms of past losses, under the terms of the SJVA such losses are effectively guaranteed by the Clubs who have indemnified the Council in that respect.
- 4.10 The contribution towards dealing with accumulated losses of £160k was a start. The Council has indicated to SSMC that the business plans should aim to resolve the accumulated losses within three years. The Council directors were asked to ensure that the business plans going forward are only agreed when this has been appropriately addressed.
- 4.11 The 2012/13 saw a further improvement showing a profit of almost £270k. It is the intention of SSMC to have fully dealt with the accumulated losses during their current financial year June 2013 to May 2014.
- 4.12 The Liberty Stadium has again contributed hugely in the on-field success of both partner clubs, the Swans in particular, and Swansea as a destination. Through the development and success of both clubs the profile of Swansea as a city and destination has increased. SSMC has also been successful in making the stadium a key conference facility in South Wales.
- 4.13 Usage of both non sporting, sporting and concerts has again been high with an increase in 2012/13 over the previous year.
- 4.14 A full Economic Impact Report on the benefits to Swansea from year one of Premier League football has been conducted by the Welsh Economic Research Unit, Cardiff University. The main areas reported were that the benefits to Swansea have been around £55m of additional revenue and has supported and sustained 340 jobs.

4.18 Swansea Stadium Management Company Performance

SSMC	2009/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Actual
Income from Swans	£798,318	£802,055	£929,745	£1,306,544
Income from Ospreys	£266,120	£246,736	£184,841	£207,450

Premier Club Income	£293,062	£304,224	£347,706	£341,987
Other Turnover	£1,030,593	£927,800	£1,230,012	£1,247,955
Total Income	£2,388,093	£2,280,815	£2,692,304	£3,103,936
Total Expenditure	£2,397,422	£2,421,511	£2,532,413	£2,834,274
Profit (loss for year)	£-9,329	£-140,696	£159,891	£269,662
Stadium Visits (Sporting & Concerts)	517,416	557,183	560,385	569,658
Stadium Visits (Non-sports)	48,365	54,218	48,536	51,401

5. The LC

- 5.1 Bay Leisure Limited (BLL) once again performed above target during 2012/13, showing another year on year increase in usage, contributing a further £100k saving to the Council and providing a surplus for further investment of over £50k.
- 5.2 The Board is made up of local citizens with the essential skills to bring a new commercial edge to the organisation and as a not for profit company, it benefits from financial advantages not available to the Council. There are 11 Directors, 2 of which are Council members. The current Council Board members are Councillor Mandy Jones and Councillor Andrea Lewis.
- 5.3 The Council's Corporate Building & Property Service conduct an annual review of the maintenance at the LC and the BLL maintenance team again proved that they have delivered a high quality maintenance regime. The report for 2014 will concentrate on the Lifecycle replacement plan.

- 5.4 The Culture, Tourism, Sport & Leisure Business & Partnership Unit (BPU) conducted two monitoring reports during 2012/13. One area reviewed was the impact of BLL's investment into the facility during 2011/12 which was aimed at countering the impact of new discount Fitness Clubs in the City Centre. The new Spin Studio saw an increased attendance from just under 6,000 users in 2010 to over 13,000 users in 2012. The impact of the new City Centre Gym started to have an impact in early 2013 and is having a affect on income during the current year and challenging the year end performance for 2013/14. A new discount Gym is due to open in Parc Tawe which will pose further challenges in 2014/15.
- 5.5 The BPU also considered the performance of the LC on the Council's priority for working with Target Areas compared to the Council run Leisure Centres. An analysis of Gym members postcodes showed that 27.4% of Council Gym members are from target areas, the majority from the Penderry area, whilst the LC also recorded 27.4% with the majority from Castle / Townhill areas. BPU monitoring will focus on the impact of the Passport to Leisure Scheme and the new Disability Plus 1 scheme introduced in late 2013 at it's next review.
- 5.6 BLL have continued operating to a Service Level Agreement with Culture & Tourism's Water Safety Team to train and monitor lifeguard operation to ensure the high quality of water safety training across the Swansea facilities, and have now trained up some of their own staff as Trainer Assessors to assist the Water Safety programme.
- 5.7 BLL's Not for Profit constitution has enabled it to continue to re-invest into the Company. The latest development has been the introduction of a new Simply Gym and Simply Play at Kingsbridge to compliment the Simply Gym at Llansamlet. These new ventures are intended to offset the impact of the recent influx of large Discount Gyms sweeping across the country, and surpluses are being used to continue to reduce the Council's funding support at the LC.

5.8 **LC Performance**

LC	2009/10 Actual	2010/11 Actual	2011/12 Actual	2012/13 Actual
Edge (Water park)	£820,174	£828,295	£859,000	£978,139
Peak (Fitness Suite)	£1,269,242	£1,456,455	£1,530,000	£1,295,910

Core (Dry Sports)	£198,769	£209,828	£254,000	£301,992
Other Income	£507,358	£537,714	£613,000	£598,790
Total Income (Excl Mgt Fee)	£2,795,543	£3,032,292	£3,256,000	£3,174,831
Management Fee	£820,174	£828,295	£793,000	£693,584
Total Expenditure	£3,488,720	£3,765,399	£3,940,000	£3,814,058
Surplus / re- investment	£401,453	£14,644	£109,000	£54,357
Sinking Fund (CCS)	£150,000	£150,000	£150,000	£150,000
Other CCS Contribution	£115,000	£115,000	£115,000	£115,000
Total Use	614,707	674,248	693,000	750,077
Gym Membership	3,764	4,428	4,029	3,664

Other CCS contributions include £45k Buildings Insurance and £70k per annum for the first 5 years for the purchase of the Fitness equipment.

6. Monitoring Arrangements

- 6.1 Officers will continue to monitor these facilities vigorously to ensure that they are complying with the terms of the various agreements and leases that are in place, as well as to ensure that they are contributing towards the achievement of the Council's ambitions as identified in the agreed Policy Commitments. Of particular interest are the contributions made to

- The City of Sport and Culture
- The Healthy City
- Target Areas
- The support of the tourism economy.

7. Summary

7.1 This report identifies the varying agreements that are in place with each of the key partners operating Leisure and Cultural Services. The report also highlights the rationale for the variations due to the differing circumstances and requirements of other bodies involved in each partnership.

7.2 With the differing models it is also clear that standardising monitoring and reporting is not straight forward, but measures are taking place to use the accepted good practice of Compliance and Performance.

7.3 This report is also a mechanism of identifying the successes and challenges and a transparent approach to displaying the delivery of services by the various partnerships, the outcomes and the cost of supplying those services.

7.4 It also demonstrates that the Council is challenging the partners to maintain quality and improved services to which all partners reported are achieving those improvements.

8 Equality and Engagement Implications

8.1 There are no specific Equality or Engagement implications associated with this report.

9. Legal Implications

9.1 There are no specific legal implications at this stage

10. Financial implications

10.1 There are no specific financial implications

Background Papers: None.

Appendices: None

Report of the Head of Legal, Democratic Services & Procurement

Council – 14 March 2014

MEMBERS' INDEMNITY FOR CODE OF CONDUCT COMPLAINT HEARINGS

Purpose:	To consider recommendations by the Standards Committee that the indemnity for professional representation available to Members involved in defending breach of Code of Conduct matters be capped at a maximum figure of £20,000 per member per case.
Policy Framework:	The Ethical Framework in Place in Wales as set out in the Local Government Act 2000 and The Local Authorities (Indemnities for Members and Officers) (Wales) Order 2006.
Reason for Decision:	To provide a consistent approach to the issue of indemnities throughout Wales; and to ensure that there is a limit on costs paid under an indemnity.
Consultation:	Legal and Finance, Access to Services, Standards Committee.
Recommendation(s):	It is recommended that: 1) Council impose a cap of £20,000 per member per case for Members involved in breach of Code of Conduct matters; 2) That the Form of Indemnity attached at Appendix A and previously approved by Council is amended as highlighted to reflect the maximum indemnity.
Report Author:	Tracey Meredith
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith
Access to Services Officer:	Phil Couch

1.0 Introduction

- 1.1 Following the Local Authorities (Indemnities for Members and Officers) (Wales) Order 2006 coming into force, Council, on 25 January 2007, adopted the Form of Indemnity attached at Appendix 1 and Standards Committee agreed a Protocol on dealing with requests for an indemnity, which is attached at Appendix B. The indemnity provides that the Council will indemnify Members and Officers against any claim, liability, loss and/or damage in relation to any action or failure to act by any Member where the Member is

acting in the course of their Council duty or they reasonably believe that to be the case. This will include provision of an indemnity where a Member is facing an allegation of breach of the Code of Conduct.

- 1.2 Where there is an allegation of breach of the Code of Conduct and a Member requires professional representation to defend the allegation under the terms of the indemnity the Member must obtain the prior approval of the Standards Committee as to the nature and extent of that representation. There is at present no limit specified by Council as to the level of indemnity.
- 1.3 Concern has been expressed across Wales about the scale of indemnities provided by Local Authorities to Members when defending themselves against alleged breaches of the Code of Conduct. The current approach allows Members in some Welsh Local Authorities to access disproportionate and, occasionally, unlimited legal costs. There has been a recently reported breach of Code of Conduct case in Flintshire where the tribunal sat for 58 days and where the member was allowed to claim up to £225 per hour towards legal costs with the limit uncapped.
- 1.4 This has been a matter of concern which has been raised by the Welsh Local Government Association (the WLGA), the Public Services Ombudsman for Wales (the Ombudsman) and other groups representing public organisations. They have all recommended that a cap be introduced by Local Authorities and after some consultation it has been agreed that should Local Authorities introduce such a cap, it should be at a maximum sum of £20,000.
- 1.5 The following is an extract from the recent Ombudsman Annual Report 2012/2013:

“Standards Committee and Adjudication Panel for Wales Hearings - Indemnity Cap

I have previously made clear that I believe the situation in relation to the levels of indemnity enjoyed by Members who are accused of a breach needed to be addressed. This is particularly current in the context of the very difficult financial climate in which we are all working. By having unlimited indemnity, it is possible for cases before Tribunals to last four months or even longer, with Counsel being engaged at very considerable cost. I strongly believe that Members should be able to defend themselves, but the public expenditure on this must be proportionate. I proposed a maximum ceiling of £10,000 to reflect the costs ceiling in Employment Tribunals. In discussions with Monitoring Officers and the Welsh Local Government Association (WLGA), this ceiling was raised to £20,000, which I was prepared to support. However, while some Councils already have such a ceiling in place, and some Councils were prepared to introduce one, others have said that they do not intend to do so. In some instances, this is because the indemnity is backed by insurance. The former Local Government Minister indicated that he would address the matter through legislation if voluntary agreement could not be secured. I note that the WLGA have reported that Council Leaders support the introduction of an indemnity cap and I hope that voluntary agreement will be forthcoming. However, I would support the use of legislation if it is not”.

2.0 Current Position

- 2.1 Since the Ombudsman's Annual Report many Welsh Local Authorities are moving to a standardised procedure for considering indemnity requests and with consistent maximum financial limits of up to £20,000.
- 2.2 Standards Committee on 15 November 2013 resolved to recommend to Council that the Standards Committee continue to consider each application for a costs indemnity individually to decide whether an indemnity should be given at all, and that if an indemnity is to be given, the Standards Committee should decide on the amount of that indemnity up to a maximum of £20,000 per member per case. Standards Committee also recommended that the Form of Indemnity be amended to reflect those decisions.
- 2.3 Subsequent to the Standards Committee Resolution, the Ombudsman has confirmed in writing that the Ombudsman's own costs will not be allowed to exceed the level imposed by the proposed cap. Thus achieving equality of arms.

3.0 Financial Implications

- 3.1 The basis for adopting the cap on indemnities is to reduce potential unlimited financial exposure to cost. If the recommendation is approved, the Council will still have to find the money to pay up to the indemnity cap. There is currently no specific budget set aside for such occurrences.

4.0 Legal Implications

- 4.1 If Council did resolve to cap the indemnity at £20,000 it will still be necessary for Standards Committee to consider and approve any request for an indemnity (up to a maximum of the cap) on a case by case basis. The level of indemnity would depend on the nature of the case and level of representation sought.
- 4.2 It remains the case that where an indemnity is provided and the Member is not successful in the matter, the indemnity must be repaid as per the Form of Indemnity.

5.0 Equality and Engagement Implications

- 5.1 An Equality Impact Assessment screening has been undertaken and there are no equality and engagement implications identified.

Appendices:

Appendix A - Form of Indemnity

Appendix B - Protocol Agreed by Standards Committee for Requesting Indemnity.

Background Papers:

None

APPENDIX A

FORM OF INDEMNITY TO MEMBERS AND OFFICERS

1. This Indemnity is made under S.101 of the Local Government Act 2000 and the Local Authorities (Indemnities of Members and Officers) (Wales) Order 2006, and is supplementary to the provisions of S.265 of the Public Health Act 1875 as extended by S.39 and S.44(1) of the Local Government (Miscellaneous Provisions) Act 1976.
2. The Council of the City and County of Swansea indemnifies each Member and Officer of the Authority against any claim liability, loss and/or damage in relation to any action or failure to act by any Member or Officer which:-
 - (a) is authorised by the Authority; or
 - (b) forms part of or arises from any powers conferred, or duties placed upon that Member or Officer as a consequence of any function being exercised by that Member or Officer (whether or not in exercising that function the Member or Officer does so in the capacity of Member or Officer of the Authority);
 - (i) at the request of or with the express approval of the Authority; or
 - (ii) for the purposes of the Authority.

Without prejudice to the generality of this Indemnity (above) the Indemnity extends to action:-

- (a) taken under delegated powers;
- (b) taken personally under any specific statutory provision such as Head of Paid Service, Chief Finance Officer, Monitoring Officer, Local Government (Contracts) Act 1997;
- (c) taken at Partnerships, informal joint working arrangements, charitable organisations, companies (however constituted) when the Member or Officer is serving as the Council's representative on these bodies.

(For the purpose of this Indemnity "Member" includes independent and co-opted persons who sit on the Council's Standards Committee.)

3. Conditions and Limitations applying to the Indemnity

A. Good Faith

A Member or Officer relying on the Indemnity:-

- (i) must believe that the action, or failure to act, in question was within the powers of the Authority;

or

- (ii) where that action or failure to act comprises the issuing or authorising of any document containing any statements to the powers of the relevant Authority, or any statement that certain steps had been taken or requirements fulfilled, believed that the contents of the statement were true;

and

in either case that it was reasonable for that Member or Officer to hold that belief at the time when that Member or Officer acted or failed to act;

the Council will provide the Indemnity in relation to an act or failure to act which is subsequently found to be beyond the power of that Member or Officer in question, but only to the extent that the Member or Officer reasonably believed that the act or failure to act in question was within that Member or Officer's powers at the time at which that Member or Officer failed to act.

B. Repayment of Cost

Where any indemnity is given to a Member or Officer in relation to the defence of criminal proceedings or proceedings alleging a breach of the Code of Conduct, then:-

- (i) in relation to criminal proceedings if the Member or Officer is convicted of a criminal offence then the sums expended by the Authority or its Insurers in relation to those proceedings must be reimbursed to the Authority or the Insurers;
- (ii) where the proceedings relate to an allegation against a Member of a breach of the Code of Conduct:-
 - (a) if a finding is made that finds that the Member has failed to comply with the Code of Conduct (or the Member has admitted that failure) and as a consequence the Member is suspended, partially suspended or disqualified, then the sums expended by the Authority or its Insurer must be reimbursed to the Authority or its Insurers;
 - (b) in the case of an allegation of a breach of the Code of Conduct and there is a finding that the Member has failed to comply with the Code of Conduct (or the Member has admitted that failure) and as a result the Member is censured or has some penalty imposed other than suspension, partial suspension or disqualification then if the Council's Standards Committee, in consultation with the Council's Insurers, deems it appropriate the sums expended by the Authority or its Insurers must be reimbursed to the Authority or its Insurers.

C. Level of representation

In the case of professional representation of a Member or Officer under the terms of this Indemnity the Member or Officer must obtain the prior approval of the Authority through its Standards Committee, in consultation with the Council's Insurers, of the nature and extent of that representation, provided always that the decision on the level or extent of representation will not unreasonably restrict the right of the individual Member or Officer to properly defend those proceedings. **The level of indemnity for defending an allegation of breach of the Member Code of Conduct shall not exceed £20,000 per member per case.**

D. Defamation

This Indemnity does not extend to the making by a Member or Officer of any claim in relation to an alleged defamation of that Member or Officer.

E. Returning Officer

The work and functions of the Returning Officer are not covered by this Indemnity.

F. General Principles

- (i) The Authority will provide the Member or Officer with reasonable and proportionate access to Authority employees and Authority resources and facilities to enable the individual Officer to properly respond to allegations of personal liability being advanced.
- (ii) The Authority will allow legal representation for a Member or Officer separately from the Authority's own legal advisers (and/or the Authority's Insurers' legal advisers) where the interests of the Authority and the individual Officer may conflict or in such other circumstances where it is agreed between the Authority and the individual Officer that separate legal representation is appropriate.
- (iii) The Authority will not seek to recover from an individual Member or Officer any losses incurred by the Authority as a result of an action or failure to act by the Member or Officer concerned except:-
 - (a) where the Member or Officer involved did not reasonably believe that the act or omission in question was within his powers at the time when that act or omission took place; or
 - (b) where the action or failure to act constituted a criminal offence.

G. The Indemnity is limited to the amount of the Council's insurance cover for liabilities.

APPENDIX B

STANDARDS COMMITTEE - INDEMNITIES PROTOCOL

1. Introduction

- 1.1 The Indemnity adopted by Council provides that the Council will indemnify Members and Officers against any claim, liability, loss and/or damage in relation to any action or failure to act by any Member which:
- a) is authorised by the Council; or
 - b) forms part of or arises from any powers conferred, or duties placed upon that Member or Officer as a consequence of any function being exercised by that Member or Officer at the request of or with the express approval of the Council or for the purposes of the Council.
- 1.2 The Indemnity covers any action by Members or Officers where the Member or Officer is acting in the course of their Council duty or they reasonably believe that to be the case. The Indemnity does not extend to liabilities arising from any action, or failure to act by a Member or Officer which constitutes a criminal offence but does extend to defending any criminal proceedings brought against an Officer or Member.
- 1.3 The Indemnity does not extend to Members or Officers acting in a personal capacity, or where their personal activity has brought the Council into disrepute.

2. Level of Representation

In the case of professional representation of a Member or Officer under the terms of the indemnity the Member or Officer must obtain prior approval of the Council through its Standards Committee, in consultation with the Council's Insurers, of the nature and extent of that representation, provided always that the decision on the level or extent of representation will not unreasonably restrict the right of the individual Member or Officer to properly defend those proceedings. Only Authority and/or Insurer approved representation will be acceptable.

- (i) A request must be made in writing to the Chair of the Standards Committee setting out the nature and extent of the representation. **The level of indemnity is capped up to a maximum of £20,000 per member per case for defending Breach of Code of Conduct allegations.** The choice of representation will be that of the Authority and/or its Insurers. The request must also set out that the Member or Officer understands the position in relation to repayment as set out in paragraph 2 below.
- (ii) The Clerk to the Standards Committee will inform the Council's Insurers of the request and obtain their view to put before the Standards Committee before any decision is made.
- (iii) The Standards Committee will consider the reasonableness of the level and extent of representation requested. This will be on the basis of the

written information before them, including the representations of the Council's Insurers.

- (iv) Requests must be made and agreed prior to incurring any costs and unless there are exceptional circumstances the Standards Committee will not give retrospective consent.

3. Repayment of Cost

- (i) In relation to criminal proceedings, Indemnities can be given to Members or Officers, to defend criminal proceedings but the sums paid must be reimbursed in the event of conviction for that offence. Members and Officers must confirm in writing that they accept and understand this prior to incurring any costs.
- (ii) If any money is paid under an Indemnity allowing a Member to answer allegations of a breach of the Code of Conduct, that sum is repayable if there is a finding against the Member and the Member is suspended/disqualified. The Member must confirm that he/she accepts this prior to incurring any costs.
- (iii) If any money is paid under an Indemnity allowing a Member to answer allegations of a breach of the Code of Conduct and there is a finding against the Member but the penalty falls short of suspension/disqualification, that sum is repayable unless the Standards Committee in consultation with the Council's Insurers decide it is not appropriate to seek reimbursement.
- (iv) Any request not to seek reimbursement in the circumstances set out in (iii) above, must be made in writing to the Chair of the Standards Committee, setting out the reasons why the Member considers that repayment should not be made. The views of the Council's Insurers will be sought before any decision is made by the Standards Committee.

Joint Report of the Chair of Council, Monitoring Officer and Head of Democratic Services

Council – 15 April 2014

AMENDMENTS TO THE COUNCIL CONSTITUTION

Purpose:	To make amendments in order to simplify, improve and/or add to the Council Constitution.
Policy Framework:	None.
Reason for Decision:	A decision of Council is required to change the Council Constitution.
Consultation:	Finance, Legal
Recommendation(s):	It is recommended that: 1) The changes to the Council Constitution as outlined in Paragraph 3 be adopted; 2) The amendments relating to the 7 clear working day rule take effect following the Annual Meeting of Council in May 2014.
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley
Legal Officer:	Patrick Arran

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 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.

2. Delegated Minor Corrections to the Council Constitution

2.1 There are no delegated minor corrections to the Council Constitution.

3. Amendments to the Council Constitution

3.1 This report outlines a number of suggested amendments to the Council Constitution. The amendments are within the following areas of the Council Constitution:

- a) Part 4 – Council Procedure Rules;
- b) Part 4 – Access to Information Procedure Rules;
- c) Part 4 – Cabinet Procedure Rules;
- d) Part 4 – Contract Procedure Rules;
- e) Part 4 – JNC Officer Appointment Procedure Rules.

3.2 Access to Council Summons and Cabinet Agendas – 7 Clear Working Days

3.2.1 The Local Government Act 1972 stipulates that Local Authorities must give a minimum 3 clear day notice period between the publication of its agendas and the date of the meeting. This period is in place to allow Councillors and the public sufficient time and opportunity to view reports etc. prior to the meeting itself.

3.2.2 The Leader of the Council announced at Council on 18 March 2014 that during the Municipal Year 2014-2015, the Council Summons and the Cabinet Agendas would be published 7 clear working days prior to the meeting. This decision was aimed at allowed greater transparency and openness to the decision making of Council and Cabinet.

3.2.3 This commitment to 7 clear working days will only apply to Council and Cabinet. All other Committees shall remain on the 3 clear working day rule.

3.2.4 In order to facilitate this requirement, amendments are required to the Council Procedure Rules, Access to Information Procedure Rules and to the Cabinet Procedure Rules. The suggested changes are outlined below.

a) Part 4 – Council Procedure Rules. Paragraph 1

Paragraph 1 “Meetings” states

‘The Proper Officer or, in her/his absence the Head of Democratic Services, shall summon all meetings of the Council’.

It is proposed to amend Paragraph 1 as follows:

‘The Proper Officer or, in her/his absence the Head of Democratic Services, shall summon all meetings of the Council. A notice period of 7 clear working days shall be given to Council meetings and to Cabinet Meetings. A notice period of 3 Clear working days will apply to all other Committee meetings’.

b) Part 4 – Access to Information Procedure Rules

i) Paragraph 5 “Notices of Meetings” states

‘The Council will give at least three clear working days notice of any meeting by posting details of the meeting at Civic Centre, Oystermouth Road, Swansea’.

Paragraph 5 refers to the notice of the meeting. For absolute clarity, this is not the same as the Summons or the Agenda; this is simply a diary marker or something like the Fortnightly List of Meetings. In order to clarify this, it is proposed to amend Paragraph 5 as follows:

‘The Council will give at least 3 clear working days’ notice of any meeting by posting details of the meeting at the Civic Centre, Oystermouth Road, Swansea and by utilising the Council website. With regard to meeting of Council and Cabinet, at least 7 clear working days’ notice shall be given’.

ii) Paragraph 6 “Access to Agenda and Reports before the Meeting” states

‘The Council will make copies of the agenda and reports open to the public available for inspection on the internet and at the designated office at least 3 clear working days before the meeting. If an item is added to the agenda later, the revised agenda will be open to inspection for the time the item was added to the agenda. Where reports are prepared after the Summons has been sent out, the designated Officer shall make each such report available to the public as soon as the report is completed and sent to Councillors’.

It is proposed to amend Paragraph 6 as follows:

'6.1 The Council will make copies of the Council Summons and Cabinet Agenda open to the public and available for inspection on the internet and at the designated office at least 7 clear working days before the meeting. If an item is added to the Council Summons or Cabinet Agenda later, the revised Council Summons / Cabinet Agenda will be open to inspection for the time the item was added to the Council Summons / Cabinet Agenda. Where reports are prepared after the Council Summons / Cabinet Agenda has been sent out, the designated Officer shall make each such report available to the public as soon as the report is completed and sent to Councillors.

6.2 The Council will make copies of the all other Committee Agendas open to the public and available for inspection on the internet and at the designated office at least 3 clear working days before the meeting. If an item is added to the Agenda later, the revised Agenda will be open to inspection for the time the item was added to the Agenda. Where reports are prepared after the Agenda has been sent out, the designated Officer shall make each such report available to the public as soon as the report is completed and sent to Councillors'.

c) Part 4 – Cabinet Procedure Rules

There is no relevant paragraph relating to Access to Information within the Cabinet Procedure Rules. In order to avoid any future confusion, I propose to add an additional new paragraph 1 and for each remaining paragraph to be re-numbered accordingly:

'The Proper Officer or, in her/his absence the Head of Democratic Services, shall summon all meetings of the Cabinet. A notice period of 7 clear working days shall be given to Council meetings and to Cabinet Meetings. A notice period of 3 Clear working days will apply to all other Committee meetings'.

3.3 Other Amendments to Part 4 – Council Procedure Rules

- 3.3.1 The decision to provide access to the Council Summons and Cabinet Agenda 7 clear working days before the meeting means that some other deadline dates will need to be amended in order to ensure everything ties together. As such the following Council Procedure Rules will also need to be amended:

a) Council Procedure Rule 4 “Timing of Ordinary, Extraordinary and Ceremonial Meetings of Council”

The final sentence of Paragraph 4 (2) be amended as follows:

‘...The cancellation shall be notified to all Councillors at least 7 clear working days before the original date of the meeting’.

b) Council Procedure Rule 18 “Notice of Motion”

The current requirement states that every Notice of Motion shall be submitted at least 8 clear working days prior to the meeting.

It is proposed that Paragraph 18.1 be amended as follows:

‘Every Notice of Motion (except as provided in Council Procedure Rule 18.6) for inclusion with the Council Summons shall be submitted to the Proper Officer (Monitoring Officer and / or Head of Democratic Services) by NOON at least 12 clear working days prior to the meeting in order for it to be considered. On receipt of the Motion, the Head of Democratic Services shall date the Motion, number it to show the order in which it was received and enter it in a register which shall be open to inspection by Councillors. The Motion may be submitted either:

- a) By e-mail listing the Councillor(s) submitting the Motion. The e-mailer MUST ensure that permission has been obtained from those named as submitting the Motion; or*
- b) In writing signed by the Councillor(s) submitting the Motion’.*

c) Council Procedure Rule 22 “Councillors Questions”

The current requirement states that Councillors Questions must be submitted at least 13 clear working days prior to the meeting.

It is proposed that this requirement be amended to ‘17 clear working days’.

d) **Council Procedure Rule 26 “Public Presentations and Question Time”**

The current requirement states that Public Presentations must be submitted at least 7 clear working days prior to the meeting.

It is proposed that this requirement be amended to ‘11 clear working days’.

3.4 **Part 4 – ‘Contract Procedure Rules’**

3.4.1 The Contract Procedure Rules have been reviewed and completely rewritten. Delete the existing Contract Procedure Rules and Replace with those outlined in **Appendix A**.

3.5 **Part 4 – ‘JNC Officer Appointment Procedure Rules’**

3.4.1 Paragraph 6.3 states:

‘Members of the Appointments Committee must be present throughout all of the meetings that take place to shortlist, interview and appoint any candidates, in order to vote on the appointment. This does not apply to any selection centres or assessment processes that the candidate may be required to undertake. Neither does it apply to any informal meetings organised with the candidates which take place outside of the formal process. Members shall consider at the commencement of the process whether they are able to commit to attending all the relevant formal meetings and if they are unable to do so, should absent themselves at the start of the process’.

3.4.2 It is proposed that Paragraph 6.3 be amended as follows:

6.3.1 Short Listing. *Members of the Appointments Committee MUST be present throughout all of the meetings that take place to shortlist, any candidates.*

6.3.2 Interviewing and Appointing Candidate(s)

Members of the Appointments Committee must be present throughout all of the meetings that take place to interview and appoint (excluding short listing) any candidates, in order to vote on the appointment. This does not apply to any selection centres or assessment processes that the candidate may be required to undertake. Neither does it apply to any informal meetings organised with the candidates which take place outside of the formal process. Members shall consider at the commencement of the process whether they are able to commit to attending all the relevant formal meetings and if they are unable to do so, should absent themselves at the start of the process’.

4. Equality and Engagement Implications

- 4.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

5. Financial Implications

- 5.1 There are no specific financial implications associated with this report.

6. Legal Implications

- 6.1 There are no specific legal implications associated with this report. The amended version of the Council Constitution will be available at www.swansea.gov.uk/constitution

Background Papers: None.

Appendices:

Appendix A	Proposed Contract Procedure Rules.
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Contract Procedure Rules

Contents (to be completed)

- 1. Scope of Contract Procedure Rules**
 - A. Officer Responsibilities**
 - 1.1 Officers responsible for purchasing or disposal must comply with these Contract Procedure Rules, Financial Procedure Rules and all UK and European Union legal requirements. Officers must ensure that any agents, Consultants and contractual partners acting on their behalf also comply.
 - 1.2 No contract shall be let unless the expenditure involved has been included in approved capital or revenue budgets, and any relevant policies e.g. current spending restrictions, have been complied with, or has been otherwise approved by or on behalf of the Council.
 - 1.3 Officers must:
 - Check whether a suitable Corporate Contract exists before seeking to let another contract;
 - Where a suitable Corporate Contract exists, this must be used with exceptions allowed by agreement of the Strategic Procurement Manager;
 - Keep the records required by Contract Procedure Rule 2;
 - Take all necessary legal, financial and professional advice.
 - 1.4 When any employee either of the authority or of a service provider may be affected by any transfer arrangement, Officers must ensure that the Transfer of Undertaking (Protection of Employment) (TUPE) issues are considered and obtain legal advice before proceeding with inviting Tenders or Quotations.

B. Relevant Contracts

1.5 All Relevant Contracts must comply with these Contract Procedure Rules. A Relevant Contract is any arrangement made by, or on behalf of, the authority (including schools) for the carrying out of works or for the supply of goods, materials or services. These include arrangements for:

- The supply or disposal of goods;
- The hire, rental or lease of goods or equipment;
- The delivery of services, including (but not limited to) those related to:
 - The recruitment of agency staff;
 - Commissioning of social care services;
 - Financial and consultancy services.

1.6 Relevant Contracts do not include:

- Contracts of employment which make an individual a direct employee of the authority, or
- Agreements regarding the acquisition, disposal, or transfer of land (for which Land Procedure Rules shall apply);
- Advice or instruction of Counsel but no instructions will be permitted without prior approval from the Head of Legal, Democratic Services & Procurement;
- The engagement of costs draughtsmen or expert witnesses within or in the contemplation of legal proceedings;
- The engagement of designated artists, performers, productions for public entertainment purposes or items of art for public display;
- Transactions made in relation to investments and borrowings made by the Chief Financial Officer including those related to the Pension Fund.

2. Common Requirements

A. Records

2.1 Quotation and tender exercises must be kept for six years, after the end of the contract period.

2.2 Written documents which relate to unsuccessful quotes or tenders may be scanned or microfilmed or stored by some suitable method after 12 months from award of contract, provided that there is no dispute regarding the award.

B. Advertising

2.3 Identifying and Assessing Potential Tenderers

Officers shall ensure that, where proposed contracts, irrespective of their total value, might be of interest to potential contractors located in other member states of the EU, a sufficiently accessible advertisement is published. Generally, the greater the interest of the contract to potential bidders from other member states, the wider the coverage of the advertisement should be.

Examples of where such advertisements may be placed include:

- The council's website;
- Sell2Wales advertising portal;
- National official journals, or
- The Official Journal of the European Union (OJEU) (even if there is no requirement within the EU Procedure).

C. Assessing Tenderers

2.6 Officers are responsible for ensuring that all tenderers for a Relevant Contract are suitably assessed. The assessment process shall ensure that the potential tenderers fulfil the following criteria as relevant:

- Competitive commercial offerings;
- Sound economic and financial standing;
- Technical ability and capacity to fulfil the requirements of the authority;
- Insurances;
- Health and safety policies and record;
- DBS certification, equality and diversity record and service delivery through the medium of Welsh. (If applicable);
- Commitment to sustainability.

D. Framework Agreements

2.7 The term of a Framework Agreement must not exceed four years and, while an agreement may be entered into with one provider, where an agreement is concluded with several organisations, there must be at least three in number.

- 2.8 Contracts based on Framework Agreements may be awarded by either:
- Applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off) without reopening competition, or;
 - Where the terms laid down in the Framework Agreement are not precise enough or complete for the particular call-off, by holding a mini competition in accordance with the following procedure:
 - § Inviting the organisations within the Framework Agreement that are capable of executing the subject of the contract to submit written Tenders;
 - § Fixing a time limit which is sufficiently long to allow Tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract;
 - § Awarding each contract to the tenderer who has submitted the best Tender on the basis of the Award Criteria set out in the specifications of the Framework Agreement.

E. Duration of Contracts

- 2.9 No contract shall be let for a term exceeding five years unless permitted by EU Procurement Directive or with exceptions allowed by agreement of the Strategic Procurement Manager.

3. Contract Authority Value Bands

- 3.1 The value bands determine the procurement process and level of competition required for each procurement exercise. The contract value bands are:

BAND A:	Below £5,000
BAND B:	£5,001 - £75,000
BAND C:	£75,001-£1,000,000
BAND D:	Over £1,000,000

- 3.2 The value of a contract means the total estimated value of the contract over the full contract period including possible extensions and cumulative costs. The Officer must calculate the total value. A framework agreement shall be valued as a single contract under these CPR.
- 3.3 Officers are not permitted to divide or separate contracts if the purpose or effect is to reduce the total value and / or to amend or prevent the application of these CPR.

3.4 All procurement including Band A shall be open to scrutiny by Internal and External Auditors.

4. Competition Requirements

4.1 The following procedures apply where there are no other procedures which take precedence. If in doubt, Officers must seek the advice of the Strategic Procurement Manager.

4.2 The Strategic Procurement Manager shall be notified on form CP1 in advance of inviting tenders or quotations of all proposed contracts whose estimated value is over £5,000.00.

4.3 It is recognised within the UK Contract Regulations 2006 that the requirements to advertise tenders for works is different to the requirement to advertise tenders for goods and services, and this will be reflected in these procedures.

4.4 Contracts within BAND A (Below £5,000) Obtain best value

4.4.1 When buying works, goods or services below £5,000.00 there will be no formal quotation process, the Officer shall demonstrate that best value has been obtained by maintaining appropriate records in accordance with CPR2. If an existing contract exists, officers must use these contracts, with exceptions allowed by agreement of the Strategic Procurement Manager.

4.4.2 The Officer should make enquiries of Procurement to check if there is a regular requirement for the goods / services, including other Council departments. If the goods / services are a regular requirement consideration must be given to setting up a formal contract or framework agreement. This should be done in conjunction with the relevant Category Manager.

4.5 Contracts within BAND B (£5,001 - £75,000)

4.5.1 For contracts with a total value estimated not to exceed BAND B (£75,000) there is no formal need to request tenders and the following requirements apply:

4.5.2 **Goods and Services - £5,001 - £25,000** – at least four written quotations shall be sought from appropriate suppliers registered on the National Procurement Website (also known as Sell2Wales) with exceptions allowed by agreement of the Strategic Procurement Manager. Officers will need to justify their supplier selection process within their records.

4.5.3 **Goods and Services only - £25,001 - £75,000** – requirements shall be openly advertised on the National Procurement Website (also known as Sell2Wales) with exceptions allowed by agreement of the Strategic Procurement Manager.

4.5.4 **Requirements for Works only – £5,001 - £75,000** - The use of an approved portal e.g. Constructionline may be permitted subject to prior formal consultation with the Strategic Procurement Manager, Requirements can also be openly advertised on the National Procurement Website (also known as Sell2Wales).

4.6 Contracts within BAND C and D (£75,001 and over)

4.6.1 **Goods and Services only** - Requirements shall be openly advertised on the National Procurement Website (also known as Sell2Wales).

4.6.2 **Works – £75,001 – £150, 000.00** - the use of an approved portal e.g. Constructionline may be permitted subject to prior formal consultation with the Strategic Procurement Manager Requirements can also be openly advertised on the National Procurement Website (also known as Sell2Wales).

4.6.3 **Works £150,000.00** – Requirements shall be openly advertised on the National Procurement Website (also known as Sell2Wales).

4.6.4 If there are no suitable organisations on the National Procurement Website (also known as Sell2Wales) the Officer, will consult with the Strategic Procurement Manager to agree a method of identifying alternative organisations.

4.7 **EU Thresholds (Currently £172,514 for the supply of goods and services and £4,322,012 for works contracts. These thresholds do fluctuate and officers are to seek assurance from the Procurement Department for confirmation).**

4.7.1 When requirements exceed the prescribed thresholds of the UK Contract Regulations for Works, Goods and Services, including establishing framework agreements, tendering must be undertaken in consultation with the Head of Legal Service and the Strategic Procurement Manager.

5. Disposal of Assets

5.1 Assets for disposal must be sent to public auction except where better Value for Money is likely to be obtained by inviting Quotations and Tenders. (These may be invited by advertising on the council's internet site.) In the latter event, the method of disposal of surplus or obsolete stocks/stores or assets other than land must be formally agreed with the Chief Financial Officer.

6. Providing Services to External Purchasers

- 6.1 The Strategic Procurement Manager must be consulted where contracts to work for organisations other than the authority are contemplated.
- 6.2 Collaborative and partnership arrangements are subject to all UK and EU procurement legislation and must follow these contract procedure rules. If in doubt, Officers must seek the advice of the Strategic Procurement Manager.

7. Consultants

- 7.1 The engagement of a Consultant shall follow the agreement of a brief that adequately describes the scope of the services to be provided and shall be subject to completion of a formal letter or contract of appointment. Records of consultancy appointments shall be maintained in accordance with Contract Procedure Rule 2.
- 7.2 Consultants shall be required to provide evidence of and maintain professional indemnity insurance policies to the satisfaction of the relevant Officer for the periods specified in the respective agreement.

8. Standards and Award Criteria

- 8.1 The Officer must ascertain the relevant British, European or international standards which apply to the subject matter of the contract. The Officer must include those standards which are necessary properly to describe the required quality. The Head of Legal Services must be consulted if it is proposed to use standards other than European standards.
- 8.2 The Officer must define Award Criteria that are appropriate to the purchase and designed to secure an outcome giving Value for Money for the authority. The basic criteria shall be:
 - 'Lowest price' where payment is to be made by the authority or;
 - 'Whole life cost' of the product or service where payment is to be made by the authority;
 - 'Highest price' if payment is to be received, or;
 - 'Most Economically Advantageous Tender', where considerations of quality and price apply.

8.3 If the last criterion is adopted, it must be further defined by reference to sub-criteria which may refer only to relevant considerations. These may include:

- Price;
- Service;
- Quality of goods;
- Running costs;
- Technical merit;
- Delivery date;
- Cost effectiveness;
- Quality;
- Relevant environmental considerations;
- Aesthetic and functional characteristics (including security and control features);
- Safety;
- After-sales services;
- Technical assistance and;
- Any other relevant matters.

8.4 Award Criteria must not include:

- Non-commercial Considerations;
- Matters which discriminate against suppliers from the European Economic Area.

9. Invitations to Tender / Quotations

9.1 The use of standard approved documentation must be used at all times. Wherever possible all quotations and tenders are to be undertaken through the Council's e-tendering portal. It shall be clearly stated in any quotation and tender documentation, and any related advertisement, that the Council does not bind itself to accept any quotation or tender.

9.2 All quotations shall be sought using the Council's standard 'Request for Quotation' form.

9.3 All tenders shall be sought using the Council's standard Invitation to Tender. In order to comply with CPR and be valid all Invitation to Tender documents shall include the following:

- a) The Council's standard Instructions to Tenderers which should include the following information:
 - Notification that Tenders are submitted to the Council on the basis that they are compiled at the tenderer's expense;

- Notification that no Tender will be considered unless it is enclosed in a sealed envelope or container which bears the word 'Tender' followed by the subject to which it relates, but no other name or mark indicating the sender;
 - A stipulation that any Tenders submitted by fax electronic means (other than eTender) shall not be considered;
 - The title of the proposed contract;
 - The name of the relevant Officer;
 - For paper tenders only, a return envelope or pre-printed label;
 - The Council contact address for queries during the tender period;
 - A statement about the council's policies.
- b) A description of the award procedure.
- c) A clear specification describing the Council's requirements in sufficient detail to enable the submission of competitive offers, including drawings as required.
- d) A Method Statement prompting the bidder to respond to specific questions as to how goods, works and services would be delivered in accordance with the specification and conditions of contract.
- e) A requirement for tenderers to declare that the Tender content, price or any other figure or particulars concerning the Tender have not been disclosed by the tenderer to any other party (except where such a disclosure is made in confidence for a necessary purpose).
- f) A requirement for tenderers to complete fully and sign all Tender documents including a form of Tender and certificates relating to canvassing and non-collusion.
- g) Pricing Schedule(s).
- h) A description of the selection and award criteria complete with the evaluation methodology to be adopted.
- i) A statement indicating whether TUPE may apply, where appropriate.
- j) A description of how arithmetical errors discovered in submitted tenders are to be dealt with.
- k) A description of how abnormally low tenders are to be dealt with.

- l) Details of the tender return date, time (not later than noon) and postal address or website as appropriate.
 - m) Details of the Terms and Conditions of Contract that shall apply including details of any performance guarantee bond and / or parent company guarantee.
- 9.4 The Invitation to Tender shall state that any Tender received after the date and time stipulated in the Invitation to Tender may be disqualified.
- 9.5 Documentation for a particular procurement shall be made available to all tenderers at the same time. This will be the case whether electronic or paper based. Any later supplementary documentation shall be issued simultaneously to all tenderers.
- 9.6 Tender documentation for contracts where the value may exceed £75,000 shall be prepared in formal consultation with the Strategic Procurement Manager.
- 9.7 All e-Tenders shall be submitted via the Council's approved secure e-tendering portal
- 9.8 Any paper/hard copy format tenders shall be addressed to the:
- Head of Legal, Democratic Services and Procurement,
Council of the City and County of Swansea,
Civic Centre,
Swansea,
SA1 3SN.**
- 9.9 The normal period for return of tenders below EU thresholds shall not be less than 28 days from the issue date of the Invitation to Tender, with exceptions allowed by agreement of the Strategic Procurement Manager.
- 9.10 For EU procurement timescales prescribed by the EU Regulations shall apply at all times.
- 9.11 Letters of intent shall only be used with the approval of the Head of Legal Services and shall be drafted by the Head of Legal Services where an organisation is required to provide services, supplies or works prior to entering into a formal written contract with the Council
- 9.12 Pre-invitation enquiries are encouraged and may assist the [Council](#) in a procurement process. Pre-invitation enquiries may be authorised by the Strategic Procurement Manager and will be undertaken in conjunction with a dedicated Category Manager.

- 9.13 No information about the Council's intentions shall be disclosed to any party which is not subsequently disclosed to all others.
- 9.14 Potential suppliers shall not be led to believe that any information they provide will lead to them being invited to bid for this contract, or be awarded this or any contract.
- 9.15 A record of all pre-invitation enquiries, including notes of any meetings held, persons present, and / or notes of any telephone conversations is to be kept by Officers.
- 9.16 Any requests for third parties to assist in the preparation of tender documents shall be made following formal consultation with the Head of Legal, Democratic Services and Procurement.

10. Opening and Shortlisting of Tenders

- 10.1 All hard copy tenders and related documentation for a contract shall be held in a safe place and opened at the same time in accordance with the method agreed by the Head of Legal, Democratic Services and Procurement. Under no circumstances should any tenders be opened before the closing date for their receipt. An accurate and contemporaneous record shall be made of the tenders received including names, overall tender sum (if available) and the date and time of opening.
- 10.2 Electronic tenders should be password released after the closing date by an officer nominated by the Strategic Procurement Manager. This instruction applies to all values of electronic tenders. Tenders received by fax or other electronic means (e.g. email) must be rejected, unless they have been sought in accordance with an approved electronic tendering system.
- 10.3 The above procedure will apply to the submission and opening of Supplier Suitability Questionnaires and Pre-Qualification Questionnaires.
- 10.4 Any Shortlisting must have regard to the financial and technical standards relevant to the contract and the Award Criteria. Special rules apply in respect of the EU Procedure.
- 10.5 The Officer must not disclose the names of tenderers to any staff involved in the receipt, custody or opening of Tenders.

11. Clarification Procedures

11.1 Clarifications

The Officer may contact a tenderer via the secure messaging system for electronic tenders or via email/written correspondence for paper/hard copy format tenders in order to:

- a) Clarify any discrepancies;
- b) Clarify conflicting or confusing statements;
- c) Seek a better understanding of the terms used.

11.2 Under no circumstances shall clarification procedures be used in lieu of the negotiation processes as a means of improving offers being considered. Tenders will retained by the Council at all times.

11.3 When seeking clarification no reference shall be made to any other tender under any circumstances.

11.4 Verbal clarifications are strictly prohibited.

11.5 For hard copy tenders, a copy of all of the correspondence relating to the clarification shall be placed on the tender file.

11.6 Where e-Tenders are undertaken via the approved e-tendering system, all correspondence is automatically retained within the electronic tender folder.

11.7 Discrepancies

If during a tender evaluation an error or discrepancy is discovered which may affect the tender price, then the tenderer shall be given details of the error or discrepancy and be given the opportunity to either:

- a) Amend the tender to correct the error / discrepancy; or
- b) Withdraw the tender.

11.8 No opportunity shall be given to amend a rate other than where due to an arithmetical or interpretive error. Issues arising from arithmetical or interpretive errors shall be addressed and resolved by the Officer before tenders are considered by an [Evaluation Panel](#).

11.9 When considering any potential discrepancy no tenderer shall receive any detail or information of tenders submitted by other tenderers under any circumstances.

11.10 Full detail of any clarifications and alterations shall be included in the report prepared for the Evaluation Panel.

12. Post-Tender Negotiation

12.1 Discussions with tenderers after submission of a Tender and before the award of a contract with a view to obtaining adjustments in price, delivery or content (i.e. post-tender negotiations) must be the exception rather than the rule. In particular, they must not be conducted in an EU Procedure where this might distort competition, especially with regard to price.

12.2 If post-tender negotiations are necessary after a single-stage Tender or after the second stage of a two-stage Tender, then such negotiations shall be undertaken as follows:

12.2.1 Where there is an adjustment in the scope or quantity included in the tender documents, negotiations shall be undertaken with all tenderers who submitted bids.

12.2.2 Where the intention is to secure a better commercial deal for the Council, then negotiations shall only be undertaken with the winning tenderer and after all unsuccessful tenderers have been informed.

Officers appointed to carry out post-tender negotiations should ensure that there are recorded minutes of all negotiation meetings and that both parties agree actions in writing.

12.3 Post-tender negotiation must only be conducted in accordance with the guidance issued by the Head of Legal, Democratic Services and Procurement who, together with the Strategic Procurement Manager, must be consulted wherever it is proposed to enter into post-tender negotiation. Negotiations must be conducted by a team of at least two Officers, one of whom must be from the procurement team, leading the negotiations.

12.4 Where post-tender negotiation results in a fundamental change to the specification (or contract terms) the contract must not be awarded but re-tendered.

13. Evaluation and Award of Contracts and Framework Agreements

13.1 Apart from the debriefing required or permitted by these contract procedure rules, the confidentiality of Quotations, Tenders and the identity of tenderers must be preserved at all times and information about one tenderer's response must not be given to another tenderer.

13.2 Contracts must be evaluated and awarded in accordance with the Award Criteria. During this process, Officers shall ensure that submitted Tender prices are compared with any pre-tender estimates and that any discrepancies are examined and resolved satisfactorily.

Evaluation Procedure

13.3 **Evaluation and Award of Quotations and Tenders in BAND A (Below £5,000)** - The Officer shall maintain a record of all quotations received in order to justify that best value has been obtained in accordance with Contract Procedure Rule 2.

13.4 **Evaluation and Award of Quotations and Tenders in BAND B (>£5,000 - <£75,000)** - The evaluation procedures for quotations shall be approved by the Officer with the objective of obtaining the best, overall, long-term value to the [Council](#) and records are to be maintained in accordance with Contract Procedure Rule 2. If appropriate an Evaluation Panel shall be convened.

13.5 A [Contract Award Report](#) in a standard form shall be produced to be considered by the Responsible Officer and the Strategic Procurement Manager.

13.6 **Evaluation of Tenders valued above BAND C (>£75,001 to £1,000,000)**

Tenders within BAND C shall be considered by an [Evaluation Panel](#).

- a) An Evaluation Panel shall be convened and managed by the client department who shall inform the Strategic Procurement Manager of the proposed arrangements.
- b) Tenders shall be evaluated in accordance with the award criteria specified in the [Invitation to Tender](#) documentation.

13.7 Evaluation Panels shall be composed of:

- A procurement officer who will chair the panel;
- A Legal officer;
- A Finance officer, or schools' delegated finance officer / chair of governors;
- The Officer.

13.8 In addition to those persons specified above the Tender Evaluation Panel may include for example:

- Other officers acting as observers;
- Officers to provide technical advice e.g. on Health and Safety;
- External advisers / [consultants](#);
- A member of the audit team can also attend the Evaluation Panel at their election or by invitation.

13.9 The following requirements shall apply to [Evaluation Panels](#):

Panels shall be formally convened by the client department and recorded by the client department representative;

- All information, documentation and deliberations shall be regarded as strictly confidential;
- The decision reached shall be recorded in writing, agreed by the delegates of the Evaluation Panel and a copy placed on the client department's tender file;
- A [Contract Award Report](#) shall be prepared by the client department representative and agreed by the delegates of the tender Evaluation Panel;
- The Contract Award Report must be approved by the following officers or their nominees prior to any contract being entered into:
 - § The client department Head of Service;
 - § The Head of Legal Democratic Services and Procurement;
 - § Strategic Procurement Manager;
 - § Head of Finance.

13.10 Evaluation of Tenders valued above Band D (over £1,000,000)

13.11 All tenders shall be evaluated in accordance with the procedures applicable to Band C tenders.

13.12 Acceptance of tenders shall be decided as Contract Procedure Rule 13.9, with additional sign-off obtained from the relevant Cabinet member. The Cabinet member may decide that the award decision should be considered by Cabinet if:

- The contract to be awarded is deemed controversial;
- The Value exceeds £5m;
- The Cabinet member recommends that the award decision should be subjected to further scrutiny.

13.13 Evaluation and Award of Framework Agreements and Contracts

13.13.1 The evaluation and award of a Framework Agreement established by the Council shall be in compliance with the procedures applicable to Band C. If the value of the framework exceeds £1,000,000 then contract award will be decided in accordance with 13.12.

13.13.2 The award of call-off contracts from a Framework Agreement established by the Council or from a Framework Agreement established by another public body shall be in compliance with this Contract Procedure Rule 13.

14. Briefing of Unsuccessful Bidders

- 14.1 An Officer, on receipt of a written request, shall provide a briefing to an unsuccessful bidder.
- 14.2 The briefing may be in the form of a letter or a minuted meeting.
- 14.3 For EU tender processes the Officer shall draft a standstill letter to comply with the requirements of EU legislation. A template standstill letter will be provided by the Procurement Section.

15. Terms and Conditions, Signing and Sealing of Contracts

- 15.1 No work shall commence until the contract is signed, and sealed if necessary, by all parties. Failure to comply with this requirement may result in disciplinary proceedings.
- 15.2 All contracts shall be entered into using the Council's Standard Terms and Conditions for the Supply of Goods or Services or form of contract for works, which shall be noted on each Purchase Order and included in all Invitation to Tender documentation.
 - 15.2.1 Any exceptions to this must be approved by the Monitoring Officer prior to invitation to Tender documents being prepared.
- 15.3 Contracts up to (£140,000) shall be signed by a Responsible Officer.
- 15.4 Contracts (£140,001 and above) shall be made under the Common Seal of the Council.
- 15.5 Contracts awarded from a Framework Agreement established by the Council or another public body shall be signed or sealed in accordance with this Contract Procedure Rule.

16. Suspension and Termination of Contracts and Changes to Contracts

- 16.1 No contract shall be suspended or terminated without formal consultation with the Strategic Procurement Manager.

A. Changes to Contract Scope, Terms or Conditions

- 16.2 Any variation to the terms and conditions of an existing contract shall be referred to the Head of Legal, Democratic Services and Procurement and the Strategic Procurement Manager for approval. This does not apply to price fluctuation clauses in contracts.
- 16.3 The duration of a contract may be extended by the Responsible Officer after consultation with the Strategic Procurement Manager.

17. Contracts Register

- 17.1 The Head of Legal, Democratic Services and Procurement shall maintain a register of all contracts entered into by the Council above Band B (above £5,000).
- 17.2 For contracts below Band B (below £5,000) a register shall be maintained by the Responsible Officer of each client department.

18. Financial Monitoring

- 18.1 The Officer is responsible for monitoring the expenditure on contracts let. If the value is expected to exceed the original cost by more than the lower of 15% or £100,000 a report shall be made to the Head of Finance and the Head of Legal, Democratic Services and Procurement setting out the reasons as to why this has occurred.

19. Managing Contracts

- 19.1 Heads of Service are to name contract managers for all new contracts. All contracts must be managed in conjunction with the procurement department to ensure that the risk, and value is managed within the terms of the original agreement. Heads of Service must name an officer to work with the procurement department to manage the contract through its life.
- 19.2 All Contract managers including officers nominated by the Strategic Procurement Manager must follow the best practice advice available on the Procurement Intranet.
- 19.3 As a minimum, contract managers must:
- Maintain a risk register during the contract period;
 - Undertake appropriate risk assessments and for identified risks;
 - Ensure contingency measures are in place;
 - Ensure that value is obtained throughout the life of the contract;
 - Ensure performance;
 - Ensure compliance with specification and contract;
 - Ensure any value for money requirements are met;
 - Maintain user satisfaction, and manage risk.

A. Risk Assessment and Contingency Planning

- 19.4 The standard business case template must be prepared for all procurements with a potential value over the EU Threshold. Provision for resources for the management of the contract, for its entirety, must be identified in the business case and undertaken in accordance with Contract Procedure Rule 19.1, 19.2, and 19.3.

B. Contract Monitoring, Evaluation and Review

19.5 All contracts which have a value higher than the EU Threshold limits, or which are high risk, are to be subject to formal periodic review with the contractor, as defined in the standard business case template and undertaken with a Category Manager delegated by the Strategic Procurement Manager.

19.6 For all contracts with a value higher than the EU Threshold limits, or which are High Risk, an annual report must be submitted to the relevant Category Hub, who may consider escalation to the Commercial Board if deemed necessary.

20. Dispensations, Single Tender Procedures and Waivers

20.1 In circumstances defined in paragraph 20.1.2 it may be possible to dispense with the tendering and [quotation](#) processes required by these Contract Procedure Rules.

Where the nature and estimated value of a contract bring it below the current threshold of an EU Procurement process the requirements for tendering may only be dispensed with as set out below.

20.1.2 A dispensation may be available where:

- a) A Contract for emergency work or services or urgent supplies is necessary:
 - For the protection of life or property;
 - For the protection of the interest of the [Council](#);
 - To comply with any statutory obligations of the Council for which there is no provision in an existing contract.

20.1.3 Dispensations will be considered by the Monitoring Officer, if approved, the dispensation will be recorded in a register kept for audit purposes.

20.1.4 In exceptional circumstances it may be necessary to grant a retrospective dispensation. Any application for a dispensation shall be submitted for approval within five (5) working days of having commissioned the required goods, works or services and Procurement shall be informed accordingly.

20.2 Single Tender Procedure

Single tender procedures will apply where:

- a) Contracts for goods, services and works where effective competition is prevented under current legislation;

- b) Contracts for goods, services and works where only a single supplier can reasonably be identified;
- c) Contracts where the work to be executed or the goods or services to be supplied consist of maintenance of or repairs to or the supply of parts or attachments for existing proprietary equipment where the supplier in question is the sole supplier.

20.2.1 Where it is proposed to use a single tender procedure for contracts in excess of £5000 the Responsible Officer shall submit the application to the Strategic Procurement Manager who will seek approval from the Monitoring Officer. Contract award will not be permitted until formal approval has been granted. The Monitoring Officer may insist that a competitive process is conducted.

20.2.3 Single tender procedures may not be used to facilitate urgent or time critical contracts.

20.2.4 The Monitoring Officer shall keep a register of all approved applications and all retrospective single tender applications and contracts in contravention of Contract Procedure Rule 20.2.

20.3 **Waivers from Contract Procedure Rules**

20.3.1 In exceptional circumstances the Monitoring Officer may waive a requirement of these rules in respect of an individual contract after considering a written report which will set out the factual background and justification for the request.

20.3.2 The Monitoring Officer shall keep a register of all approved applications.

Glossary

- Within the performance;
- Compliance with specification and contract;
- Cost;
- Any value for money requirements;
- User satisfaction and risk management.

See Contract Procedure Rules (CPR) the terms listed below shall have the following meanings:

Award Criteria - The criteria used to evaluate tenders and defined in CPR 8.

Cabinet - The Cabinet of the City and County of Swansea as set out in the Constitution under Executive Arrangements.

Category Hub – Hubs developed to manage all procurement activities for defined works, goods and services.

Chief Financial Officer - Section 151 of the Local Government Act 1972 requires each council to make one of its officers responsible for the proper administration of its financial affairs. Later legislation requires this person to be a qualified accountant.

Commercial Board – Officers empowered by the Director of Corporate Services to scrutinise and challenge procurement decision making and custodians of the Commercial Strategy.

Commercial Strategy - A formal corporate strategy which sets out the approach the Council will take to strategic procurement and which must be adhered to at all times.

Consultant - A person engaged to advise the Council.

Contract - A legally binding agreement between the Council and another party.

Contract Award Report - A report produced in a standard form by an Evaluation Panel, detailing the procurement process adopted and the recommendation for award relating to a particular contract.

Corporate Contract - A contract made by the Council which serves, or is capable of serving, the purposes of more than one department of the Council and for which approval to enter into and be contractually bound has first been obtained. This includes Framework Agreements established by the Council and other public bodies.

Council - The Council of the City and County of Swansea.

Council Constitution - The Constitution of the City and County of Swansea sets out the basic rules governing the Council's business, including Terms of Reference, Contract Procedure Rules and Financial Procedure Rules.

Contract Procedure Rules (CPR)

Contract Procedure Rules Document - For the purpose of these CPR, the term document refers to either paper or electronic versions, both of which are acceptable.

e-Auction - As part of a tendering process, following supplier qualification, an e-Auction is a procedure by which suppliers are able to place financial bids in secure, controlled conditions within the Council's contracted e-tendering system.

e-Tendering - The carrying out of a tendering process using the Council's contracted e-tendering system. It includes advertising the requirements for works, goods and services, registering suppliers, and issuing and receiving tender documents via the Council's contracted e-tendering system, as well as automating the evaluation of responses to a tender.

EU (European Union) Procurement Legislation - The EU Regulations and Directives provide the procedure framework that must be followed for public sector procurement processes above set financial thresholds. Their objective is to ensure public purchases achieve value for money following open competition and compliance with good procurement practice.

Evaluation Panel - A group of officers designated by the relevant Responsible Officers to examine and evaluate tenders.

Framework Agreement - Any agreement for a fixed period against which one or more orders can be placed at any given time during the term of that agreement. Framework Agreements can be established by the Council or another public body.

Invitation to Tender (ITT) - A set of documents constituting a formal request from the Council to an organisation to submit a legally binding offer. There are standard documents that must be used at all times, which can be requested from the procurement team.

Most Economically Advantageous Tender (MEAT) - A basis for the evaluation of quotations or tenders where both price and quality are taken into account in assessing quotations or tenders.

Monitoring Officer - The person designated by the Council to act in this role.

Officer - A duly appointed employee of the Council or a person employed by a school.

OJEU - The Official Journal of the European Union is the location where all contracts that exceed the EU Procurement Threshold must be published.

Partner - An external person or organisation with which the Council works under a formal arrangement.

Purchase Order - Any electronic or written statement including description, price and other essential terms relating to particular works, goods or services which under the terms of a contract one party has agreed to carry out or provide for another.

Quotation (also known as Request for Quotation – RFQ) - A written offer to enter into a contractual relationship for the supply / disposal of goods, the provision of services or the carrying out of works as specified including such information about price and performance and other terms and conditions as may be required or appropriate for the particular proposed contract. Quotations may be returned to the originating officer.

A verbal quotation is not acceptable in any circumstances.

Relevant Contract - A contract which must comply with these CPR and is defined in CPR 1.5.

Responsible Officer - Any officer with budgetary, statutory or operational responsibility (usually Head of Service) and any officer duly authorised by this person. In the case of school based employees, it means the Head Teacher and anyone authorised by that person.

Standard Form of Contract - A contract in writing for the carrying out of works or the performance of services or the provision of goods or materials which is recognised and accepted for general use in respect of a particular trade or particular type of works e.g. industry standard documentation. No variations to these contracts are permitted unless agreed by the Head of Legal, Democratic Services & Procurement or his nominated officer.

Statutory Undertakers - Persons or bodies authorised by statute to provide public utilities, services or supplies.

Tender - A written offer to enter into a contractual relationship for the supply / disposal of goods, the provision of services or the carrying out of works as specified including such information about price and performance and other terms and conditions as may be required or appropriate for the particular proposed contract.

Value Band - Contract value ranges as defined in CPR 3.

Value for Money – there are many definitions of Value for Money but for the purpose of these procedures it will be defined as; The optimum balance of Price, Quality, and Risk.

Written - Throughout these Contract Procedure Rules, the term “written” means documents on paper (hard copy) or electronically transmitted documents.

Agenda Item 13.

COUNCILLORS' QUESTIONS

PART A - SUPPLEMENTARIES

1.	<p>Councillors PB Black, MH Jones & CA Holley Will the Cabinet Member set out the timetable for bringing the Council's ICT provision in house as announced at the February Budget Council meeting.</p> <p>Response of the Cabinet Member for Finance & Resources Cabinet approved the in house managed services option on 11 March 2014. Further reports will be brought to Cabinet during the year setting out further details for the project.</p> <p>The timetable for this project is being developed. The key milestones at this stage are:</p> <ul style="list-style-type: none">• April 2014: Develop Project Plan• May 2014: Produce first draft Exit Plan• June 2014: New ICT Strategy• November 2014: Establish new ICT operating model and costings• January-December 2015: procure specialist ICT support (eg: ORACLE); implement service migration plan incrementally• January 2016: new Service commences <p>The detail within this timetable will depend on the future model agreed, our procurement options and the transition plan we agree with Cap Gemini.</p>
2.	<p>Councillors PB Black, MH Jones & CA Holley Will the Chair of the Scrutiny Programme Committee outline what process will be put in place to scrutinise the bringing of ICT in-house.</p> <p>Response of the Chair of the Scrutiny Programme Committee</p> <p>The Scrutiny Programme Committee determines its work programme at the beginning of each municipal year. This is informed by a range of sources including proposals from Members. I will therefore take up this issue and ensure that it is given proper consideration as part of that process which is due to commence shortly.</p> <p>Members should note that the scrutiny work programme remains flexible to enable consideration of any urgent issues that council wishes the Scrutiny Programme Committee to look at. The committee will also take account of any ideas for future work suggested by any councillor at any time during the year. I would also remind councillors that they can also make requests for pre-decision scrutiny on any future cabinet business.</p> <p>In addition there is also provision for 'councillor calls for action' (CCfA) although this is a more formal route enabling councillors to refer issues of local importance to the scrutiny committee, however as a means of 'last resort' in a broad sense, with issues being raised at a scrutiny committee only after other avenues have been explored. Though, it is likely that the types of issues that would make for a CCfA would be cross cutting and multi-agency in nature.</p>

3. **Councillors PM Meara, AM Day & J Newbury**
 Will the Cabinet Member tell Council how many people might be expected to reply to the Consultation on the Council's Gambling Policy? Could s/he also tell us what s/he would consider to be a minimum number of respondents for a consultation of this sort to be considered valid.

Response of the Cabinet Member for Place

It is difficult to predict how many people might be expected to reply to the consultation on the Council's Gambling Policy. Previous consultations on the Gambling Policy resulted in 7 responses when the policy was initially adopted in 2007, 3 responses when it was reviewed early 2010, 3 responses when it was amended in October 2010 and 1 response when it was reviewed in 2013.

The legal requirement is that the Authority carries out a consultation when preparing or revising the policy. The legislation also prescribes a list of consultees and provided the consultation is carried out in accordance with the legislation, the consultation will be considered to be valid.

The validity of the consultation does not depend on the number of responses received.

4. **Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard & G D Walker**
 Much concern has been raised in regard to empty properties and the blight that these can cause within a community. Under new legislation, some councils in England are now withdrawing council tax discounts and are charging a premium council tax rate on long term unoccupied properties. This has helped reduce the number of empty homes. Does the Cabinet Member consider that this kind of pecuniary penalty should be used in Wales and in Swansea as an additional tool to help to reduce the number of empty properties.

Response of the Cabinet Member for Finance & Resources

The ability to reduce or remove the amount of discount which can be allowed on empty and substantially unfurnished dwellings (Class C) was provided by the Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004, section 12(c).

If the Council resolved to adopt section 12 (c), at present it can vary the discount and charge up to 100% on properties which are unoccupied and unfurnished for periods over 6 months.

When these particular regulations were amended in 2004 the Council was keen to use any powers to encourage the owners of empty properties to bring them back into occupation. However there was concern that the regulation did not just target long term empty properties but specified a period to reduce or remove discount at the end of the statutory period of 6 months, for all properties. This would have for example affected all taxpayers who were in the process of refurbishing or trying to sell their property, as well as long term empty properties. At this time approximately 2000 properties would have been affected with only a third of this total being long term empty properties.

	<p>Representations from the former Chief Executive Bob Carter were made to Welsh Government seeking an amendment to the regulation to allow Billing Authorities in Wales the power to reduce or remove discount after a longer period and suggested a two year period after the statutory period of six months ended. A response was received from the Minister for Finance, Local Government and Public Services suggesting that the Council should obtain independent legal advice on whether it would be appropriate to remove or reduce discount two years after the statutory period ended but also confirmed Welsh Government had no plans to amend the legislation.</p> <p>A report to Cabinet 20 January 2005 therefore recommended that the provisions contained in the amended regulation relating to empty and unfurnished properties (Class C) be not adopted and that the discount remain at 50%. This recommendation was accepted.</p> <p>Counsel opinion was obtained on this issue in September 2005 which confirmed that reducing or eliminating discount two years after the statutory period was not permissible.</p>
5.	<p>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard & G D Walker</p> <p>A recent Schools Performance Scrutiny Panel suggested that there were indications of wide variations in the 'curriculum' of different Flying Start projects and that outcomes were 'not quite as intended'. Concern was expressed that in some areas a few children starting school had no language skills and limited walking ability. Could the Cabinet Member therefore advise Council what monitoring the Authority is carrying out in order to ensure that children are adequately prepared for school and confirm that clarity is given as to what outcomes are expected from the Flying Start investment.</p> <p>Response of the Cabinet Member for Learning & Skills</p> <p>Flying Start is a programme for 0-3 year olds of pre-school childcare which does not follow a curriculum as it is based on the child's needs and stage of development. The experiences that the children receive are planned on an individual basis depending on the age and stage of development. Flying Start is therefore preparation for the Foundation Phase Curriculum which starts in school.</p> <p>Whilst I am unaware of the specific references to children with "no language skills" and "limited walking ability" it is imperative to emphasise that Flying Start is an inclusive programme and therefore where there are diagnosed or emerging disabilities the individual children are supported appropriately depending on their levels of need. For children with profound disabilities, including global delay and mobility difficulties, access to the Stepping Stones Centre is also provided as part of the Flying Start Programme's offer.</p> <p>Outcomes</p> <p>The Flying Start Programme's outcomes are to improve children's outcomes across the following domains as well as to identify needs at an early stage:</p> <ul style="list-style-type: none"> • Language development • Cognitive development

- Social and emotional development
- Physical health

Programme wide Monitoring

- Monitoring of the Programme is undertaken across all elements via a termly quality assurance process to ensure consistencies across the Programme, to monitor and challenge performance, to ensure effective partnership working is in place across the Programme including early identification of need and co-ordinated packages of support.
- Via our quality assurance panels in each area it is very evident that the levels of need and challenges are extremely high with generational cycles being very hard to break. We would advocate starting at -9 months to get the parents and the family ready for parenthood and supporting their child's development, although we do not have the resources to do this with everyone. A greater consideration of our work with young people is also required so that they are better equipped for parenthood.
- Flying Start is one part of a far wider system and the whole system needs to be effective to bring about sustainable change

Childcare Monitoring framework:

- Children coming into Flying Start (FS) childcare settings are assessed using the developmental tracker and it is evident at this stage that high proportions of children are delayed in their development across the domains when they start. The 7 domains are Personal, Social, Emotional, Language and Communication, Cognitive, Gross Motor Development and Fine Motor Development.
- The trackers are used by the settings to tailor individual developmental support and learning for each child depending on their needs, and used as a distance travelled tool linked to the Foundation Phase, which evidences progress made by each child. Settings can evidence therefore the impact and distance travelled.
- Generally children in Flying Start areas have a much further distance to travel however the progress they do make needs to be acknowledged and Heads have also reported that there is significant difference between a FS and non FS child when they assess on entry.
- There is a named Flying Start Link Teacher for each childcare setting within the Flying Start Programme.
- Flying Start Link Teachers visit settings regularly to ensure that the Childcare settings are maintaining high standards of care and provision and that there is consistency across all settings.
- Regular monthly Childcare Manager Meetings are led by the Link Teachers to share information, including opportunities to share good practice

The Healthy Cities objective of giving every child the best start in life, and measuring this by readiness for school is using 3 criteria, as advised by UCL, Social, Language and Communication, Sort and Order (very start of mathematics), which are 3 of the original 7 measures advised by the Welsh Government of initial assessment of child's ability to be carried out at start of school, and which many schools in Swansea still use. (Every school should do some form of initial assessment, to establish the baseline for that child). At start of school there is currently over 1 year's difference in development between children from the top 10% and bottom 10% of areas of Swansea. The aim of

	Healthy Cities is to narrow that gap in 3 years by 0.5. This will require building on those elements in Flying Start areas that are addressing this, and trying to ensure all initiatives are effective in addressing inequalities.
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PART B

1.	<p>Councillors PB Black, MH Jones & CA Holley</p> <p>Will the Cabinet Member detail the budget that has been set aside to bring the Council's ICT provision in-house, what additional posts will be created to manage that process and the subsequent ICT service, what aspects of the new ICT service will be subject to contracts with external providers, and how the process of bringing it in-house will be project managed so as to ensure a seamless service.</p> <p>Response of the Cabinet Member for Finance & Resources</p> <p>A budget for this process has not yet been set. This can only be done when we have received an estimate of exit costs from Capgemini and developed the proposals for the in house model. Provision will be made in the 2015/16 budget at that stage.</p> <p>Similarly, it is too early to say which posts will be in the new service as this will depend on the agreed operating model, decisions about which services we procure (rather than provide in house) and TUPE requirements for existing Cap Gemini staff.</p> <p>No decision has been taken yet about which services will be provided by external contractors; this will be addressed as part of the proposed operating model later in the year.</p> <p>Project management arrangements are already in place and include a Project Board of senior Officers and a Project Team. The project will be managed in accordance with the Council's corporate project management methodology.</p>
2.	<p>Councillors PB Black, MH Jones & CA Holley</p> <p>Will the Cabinet Member outline what external assurance process will be utilised to ensure that the process of bringing ICT in-house provides value for money.</p> <p>Response of the Cabinet Member for Finance & Resources</p> <p>The Cabinet report made clear that due diligence will be a crucial part of the project. We will shortly be engaging an appropriately qualified and reputable partner to give us advice, insight and assurance. This will sit alongside other arrangements for assurance on particular aspects as the project progresses.</p>

3.

Councillors JW Jones, LG Thomas & J Newbury.

From a £150k grant for District shopping regeneration which was given by the Welsh Government, the Council allocated 75k to the Palace Theatre “to make the building safe”. Will the Cabinet Member give a breakdown of the works done to the Palace Theatre to date and also give a breakdown of how and to whom the remaining £75k was allocated.

Response of the Cabinet Member for Regeneration

The figure of £150,000 was made available from the Council’s revenue budget for a grant scheme entitled ‘Regeneration Area Grant’. The purpose of the grant was to wide ranging – to support jobs and regeneration, tackle poverty, support suburban centres and the City Centre, and addressing problem buildings.

The allocation of £75,000 as a potential grant for urgent works at the Palace Theatre was approved by Cabinet on 3rd December 2013, since then the focus has been on helping the applicant to apply for the grant. The grant application was received, assessed and approved at the end of March 2014 and an ‘offer in principle’ has now been issued. Officers are now working with the applicant and their advisors to agree the detail of the urgent works to safeguard the Palace Theatre. The applicant has indicated that they would like to have the urgent work underway in the summer of 2014. The long term sustainable reuse of the building will require further permissions such as listed building consent and potentially will require grant assistance from other areas.

The other half of the District Regeneration Area Grant’ (£75,000) was allocated to providing small grants to businesses in Swansea seeking a contribution to enable improvements to be made to their operations either through the purchase of new equipment and technology or tools with which they could promote themselves better. Applications were invited via established local business networks and originated from businesses and entrepreneurs who were mainly, already receiving business advice from Welsh Government’s ‘Business Wales’ support providers. There were two categories, one for new business starts and the other for those that have been trading for over two years. Applicants provided information on their new business idea or operations to date along with a proposal on what they would need in terms of support and how it would enable their business to grow.

In business support terms this was small scale funding and for those successful applicants already trading the grant funded 50% of the agreed project cost retrospectively and on receipt of evidence that the applicant’s half had already been paid. New business start approved applications received a grant of upto £500 towards their start-up costs. In total, forty one new businesses were supported to a total of £19,270 and seventeen existing businesses received an average of £2500 in funding for a total of £38,975. Not all of the applications received were successful, but £58,245 of the available funding was awarded.

Scrutiny Dispatches

City & County of Swansea - April 2014

'Scrutiny enables councillors who are not in the cabinet to examine the quality and effectiveness of services and policies, hold decision makers to account, and make recommendations for improvement'

Calling for evidence

(Lead: Councillor Mike Day)

One of the new approaches adopted this year has been to issue a 'call for evidence' for in-depth scrutiny inquiries. These inquiries, which are expected to take up to six months, result in a final report being published with conclusions and recommendations, informed by the evidence gathered, that is presented to cabinet for decision.

Calls for evidence provide an opportunity for councillors not directly involved in the Inquiry Panel to either contribute evidence themselves or make sure that other interested people are aware of the opportunity to contribute. It is also a way of making sure that cabinet members can bring issues to the Panel's attention that may have a bearing on the conclusions that are ultimately drawn and recommendations made. Although Inquiry Panels will have a good idea about the people that they may want to speak to and invite to panel meetings, 'calls for evidence' are designed to ensure that the evidence base can be as wide ranging as possible and any individual or organisation interested in the topic can contribute views. It is also an important part of developing public engagement in the work of scrutiny. A 'call for evidence' will be issued at the start of inquiry once its terms of reference have been agreed by the Panel. This will outline the key question and lines of enquiry so that relevant persons can consider submission of evidence that could assist the scrutiny inquiry.

A new 'call for evidence' has just been issued by the Education Inclusion Scrutiny Inquiry Panel, led by Councillor Cheryl Philpott. The inquiry is asking why some children require education other than at school, and what can be done to improve their outcomes. Interested groups or individuals are encouraged to submit written evidence to the inquiry. The Panel will be pursuing a number of lines of inquiry including:

- *How well does the EOTAS (education other than at school) service meet the needs and interests of its learners?*
- *Is the current configuration of the service the correct one?*
- *What are the barriers to further improvements in this service?*
- *How can we improve the 'revolving door' ensuring children's reintegration back into school especially up to Key Stage 3*
- *How can the Council and schools work better with partners in order to improve the outcomes for children on EOTAS pathways?*

Look out for future calls for evidence!

The waiting list for social housing

(Lead: Councillor Terry Hennegan)

Scrutiny councillors met with officers in February to explore the idea of introducing a single waiting list for social housing in Swansea that covers the Council and all Registered Social Landlords (RSLs). The meeting enabled discussion on the feasibility of this change and the relationship with the housing associations. The key issue for the councillors was to ensure the focus is on the outcome desired by housing applicants, which is a swift process of obtaining housing that meets their needs. The Scrutiny Working Group has now written to the Cabinet Member for Wellbeing and his response to a number of recommendations is awaited. More on this in the next edition!

Parks service in the spotlight

(Lead: Councillor John Newbury)

A Scrutiny Working Group looking at the Parks Service met recently to ask questions about service provision across Swansea including the upkeep of parks in local communities.

The Group praised the excellent work carried out by the service and agreed that the overall standard of the local parks and amenities in Swansea was good. Despite this there were some concerns about the impact of budget cuts to the service. The Group discussed some ideas to mitigate the effects of this including: the development and promotion of 'friends organisations'; opportunities to delegate responsibility for parks to such groups; and exploring alternative models of management.

The following further issues were also raised for consideration by the Cabinet Member for Place:

- *Finance and funding is a key issue for the upkeep of parks*
- *Dog fouling is still an issue in parks*
- *A solution for sand shifting still needs to be found*
- *Applications should be encouraged for Field in Trust Designation recognition, as well as Green Flag Success;*
- *City Centre business owners are unlikely to continue to contribute towards hanging baskets.*

The Cabinet Member for Place has responded positively to the Group's recommendations and taken the issues raised on board.

Scrutiny and school improvement

(Lead: Councillor Jennifer Raynor)

The Schools Performance Panel is continuing its work in providing ongoing challenge to school improvement. Since the last update in January the Panel have had a session with the Headteacher and Governors at Dunvant Primary School and met with the new Chief Education Officer, Arwyn Thomas, to discuss education strategy in relation to improving school standards and pupil attainment.

This is a new Panel which has only been in existence for one year and it is still developing its role. Panel Members intend to hold a session in April to evaluate the year to ensure the Panel is effective, and give thought to a plan for next year's work.

Who's looking at crime & disorder?

(Lead: Councillor Mike Day)

The Scrutiny Programme Committee also acts as the Council's Crime & Disorder Committee, which is a requirement under the Police & Justice Act 2006. The scrutiny of the local Community Safety Partnership, the Safer Swansea Partnership, forms a significant part of this role. The Committee has over the course of the year met with the Chief Superintendent (South Wales Police) and lead officer from the City and County of Swansea who act as co-chairs of the Partnership. It has questioned them on the work and performance of the Partnership, exploring what has been done, how well it has been done and what impact that has made, as well as discussing plans / challenges ahead. One of the issues discussed in detail this year has been the operation of PACT meetings and opportunities to improve community engagement.

Connect with Scrutiny:

Room 3.3.7, Civic Centre, Swansea. SA1 3SN (Tel. 01792 637732)

Web: www.swansea.gov.uk/scrutiny

Twitter: @swanseascrutiny

Email: scrutiny@swansea.gov.uk

Blog: www.swanseascrutiny.co.uk

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Agenda Item 14.b

Report of the Head of Legal, Democratic Services & Procurement

Council – 15 April 2014

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 18 March 2014.

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 –
18 March 2014**

1. Mrs L Davies asked the Head of Democratic Services

Questions

- 1) Lis Davies asked the Head of Democratic Services questions in relation to Minute 208 “Councillor Learning and Development Strategy”.
 - a) “Page 152, Paragraph 9.15 states that ‘Councillor Development events will be placed in individual Councillors electronic calendars’ and Paragraph 9.16 states that “At each session the attendance will be recorded and circulated to the Member Support Unit for recording purposes’.
 - 1) How many such development events have taken place to date?
 - 2) What is the attendance record at each event?
 - b) Page 153, Paragraph 9.19 states that ‘Councillor learning and development will be resourced from the allocated Councillor Development budget(s)’.
 - 1) What was the total amount set aside for the 2013-2014 Councillor Development budget?
 - 2) What is the total amount allocated for the 2014-2015 Councillor Development budget?
 - c) Page 153, Paragraph 9.27 states ‘These records can also be used to provide information for evaluation purposes and for the completion of Councillors Annual Reports which have been introduced as part of the Local Government (Wales) Measure 2011’.
 - 1) Will the Councillor Annual Reports be in the public domain?

Response of the Head of Democratic Services

The sessions arranged via the Councillor Training Programme for 2013-2014 are outlined below. The date, title of the training session and number of Councillors who attended is as follows:

Date	Training Session	Number of Councillors attended	Number of Co-Opted Members attended
27 November 2013	Understanding the Council Budget and Departmental budgets	16	2
17 December 2013	Introduction to Media Training	10	1

22 January 2014	Rules of Debate	12	3
19 February 2014	Chairing Skills	8 (+ 1 from Neath Port Talbot CBC)	2
5 March 2014	Making Social Media work for Councillors	6	3

The following additional training events were also provided:

Date	Training Session	Number of Councillors attended	Number of Co-Opted Members attended
8 July 2013	Personal Development Review (for Reviewers)	8	0
14 October 2013	Pre Decision Making	35	0
17 October 2013	Emotional Intelligence	8	0
25 October 2013	How to be a good Corporate Parent	24	0
28 October 2013	Personal Development Review (for Reviewers)	2	0
6 November 2013	Chairing Skills (@ Neath Port Talbot CBC)	3	0
21 February 2014	Active Listening Skills (@ Neath Port Talbot CBC)	7	0
7 March 2014	WLGA Development Programme for Equality Champions (Induction session)	6	0
27-28 April 2013 1-2 June 2013 22-23 June 2013	Leadership Academy	19 or 22? We don't have a definitive list of which Cllrs attended which session	0

The training outlined below took place as a result of committee membership changes:

Date	Training Session	Number of Councillors attended	Number of Co-Opted Members attended
17 June 2013	Appointments Committee	2	0
30 January 2014	Licensing Committee	1	

12 February 2014	Standards Committee	1	0
18 February 2014	HMO & Street Trading (Licensing Committee)	1	0

- B1. The total amount set aside for the 2013-2014 Councillor Development budget was £6,000.
- B2. The total amount allocated for the 2014-2015 Councillor Development budget is £4,000 (proposed).
- C1. Yes they will be published on the Council website (in June/July for the previous municipal year). Completion of the forms will be on a voluntary basis.

Agenda Item 14.c

May 2014

May 2014							June 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28 Apr	29	30	1 May	2	3	4
5	6 17:00 Cabinet	7	8 17:00 Annual Meeting of Council	9 14:00 Ceremonial Council	10	11
12	13	14	15	16	17	18
19	20	21	22 EUROPEAN ELECTIONS	23	24	25
26	27 14:00 Area 1	28	29	30 10:00 General Licensing	31	1 Jun

28 Apr - 4 May

5 - 11 May

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19 - 25 May

26 May - 1 Jun

June 2014

June 2014							July 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26 May	27	28	29	30	31	1 Jun
2	3	4	5	6	7	8
	14:00 Area 2 17:00 Cabinet	17:00 Equalities		09:30 Appeals & Awards 09:30 Standards		
9	10	11	12	13	14	15
09:30 Corporate Parenting 17:00 Scrutiny Programme			14:00 LA Governor 16:00 Audit	11:00 Archives		
16	17	18	19	20	21	22
	17:00 Council	14:00 Rights of Way	10:00 Pension Fund 17:00 Dev Mgt & Ctrl			
23	24	25	26	27	28	29
17:00 Student Liaison 19:00 Gower AONB Annual Meeting	14:00 Area 1		10:30 JCC	10:00 General Licensing		
30	1 Jul	2	3	4	5	6

26 - 31/5

2 - 7/6

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16 - 21/6

23 - 28/6

30/6 - 5/7

July 2014

July 2014							August 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31										

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 Jun	1 Jul 14:00 Area 2 17:00 Cabinet	2 17:00 Equalities	3	4 09:30 Appeals & Awards	5	6
7 17:00 Scrutiny Programme	8	9 17:00 Democratic Services	10 14:00 LA Governor 16:00 Audit	11	12	13
14	15 17:00 Council	16	17	18 09:30 Standards	19	20
21	22 14:00 Area 1	23	24	25 10:00 General Licensing	26	27
28	29 14:00 Area 2 17:00 Cabinet	30 17:00 Equalities	31	1 Aug	2	3

August 2014

August 2014							September 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28 Jul	29	30	31	1 Aug	2	3
				09:30 Appeals & Awards		
4	5	6	7	8	9	10
09:30 Corporate Parenting 17:00 Scrutiny Programme			14:00 LA Governor 16:00 Audit			
11	12	13	14	15	16	17
	17:00 Council	14:00 Rights of Way	17:00 Dev Mgt & Ctrl			
18	19	20	21	22	23	24
	14:00 Area 1		10:30 JCC	10:00 General Licensing		
25	26	27	28	29	30	31
	BANK HOLIDAY 14:00 Area 2 17:00 Cabinet	17:00 Equalities		09:30 Appeals & Awards 09:30 Standards		

28 Jul - 3 Aug

4 - 10 Aug

Page 159 11 - 17 Aug

18 - 24 Aug

25 - 31 Aug

September 2014

September 2014							October 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30						31						

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Sep 17:00 Scrutiny Programme	2	3 17:00 Democratic Services	4 14:00 LA Governor 16:00 Audit	5	6	7
8 17:00 Student Liaison	9 17:00 Council	10	11 10:00 Pension Fund	12 11:00 Archives	13	14
15 17:00 Community Town Council Forum	16 14:00 Area 1	17	18	19 10:00 General Licensing	20	21
22 19:00 Gower AONB	23 14:00 Area 2 17:00 Cabinet	24 17:00 Equalities	25	26 09:30 Appeals & Awards	27	28
29 09:30 Corporate Parenting 17:00 Scrutiny Programme	30	1 Oct	2	3	4	5

October 2014

October 2014

November 2014

Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Sep	30	1 Oct	2	3	4	5
			14:00 LA Governor 16:00 Audit			
6	7	8	9	10	11	12
	17:00 Council	14:00 Rights of Way	17:00 Dev Mgt & Ctrl	09:30 Standards		
13	14	15	16	17	18	19
	14:00 Area 1		10:30 JCC	10:00 General Licensing		
20	21	22	23	24	25	26
	14:00 Area 2 17:00 Cabinet	17:00 Equalities		09:30 Appeals & Awards		
27	28	29	30	31	1 Nov	2
17:00 Scrutiny Programme		17:00 Democratic Services	14:00 LA Governor 16:00 Audit			

29 Sep - 5 Oct

6 - 12 Oct

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20 - 26 Oct

27 Oct - 2 Nov

November 2014

November 2014							December 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Oct	28	29	30	31	1 Nov	2
3	4 17:00 Council	5	6	7	8	9
10	11 14:00 Area 1	12	13	14 10:00 General Licensing	15	16
17	18 14:00 Area 2 17:00 Cabinet	19 17:00 Equalities	20	21 09:30 Appeals & Awards 09:30 Standards	22	23
24 09:30 Corporate Parenting 17:00 Scrutiny Programme	25	26	27 14:00 LA Governor 16:00 Audit	28	29	30

December 2014

December 2014							January 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Dec	2 17:00 Council	3 14:00 Rights of Way	4 10:00 Pension Fund 17:00 Dev Mgt & Ctrl	5	6	7
8 17:00 Student Liaison 19:00 Gower AONB	9 14:00 Area 1	10	11 10:30 JCC	12 10:00 General Licensing 11:00 Archives	13	14
15	16 14:00 Area 2 17:00 Cabinet	17 17:00 Equalities	18	19 09:30 Appeals & Awards	20	21
22 17:00 Scrutiny Programme	23	24	25 CHRISTMAS DAY	26 BOXING DAY	27	28
29	30	31	1 Jan 15	2	3	4

1 - 7 Dec

8 - 14 Dec

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15 - 21 Dec

22 - 28 Dec

29 Dec - 4 Jan

January 2015

January 2015							February 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Dec	30	31	1 Jan 15 NEW YEARS DAY	2	3	4
5	6 17:00 Council	7	8	9 09:30 Standards 10:00 General Licensing	10	11
12	13 14:00 Area 1	14 17:00 18:00 Democratic Services	15 16:00 Audit	16 09:30 Appeals & Awards	17	18
19 09:30 Corporate Parenting 17:00 Scrutiny Programme	20 14:00 Area 2 17:00 Cabinet	21 17:00 Equalities	22	23	24	25
26	27	28 14:00 Rights of Way	29 14:00 LA Governor	30	31	1 Feb

29 Dec - 4 Jan

5 - 11 Jan

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19 - 25 Jan

26 Jan - 1 Feb

February 2015

February 2015							March 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26 Jan	27	28	29	30	31	1 Feb
2	3 17:00 Council	4	5 10:30 JCC 17:00 Dev Mgt & Ctrl	6 10:00 General Licensing	7	8
9	10 14:00 Area 1	11	12 16:00 Audit	13 09:30 Appeals & Awards 09:30 Standards	14	15
16	17 17:00 Scrutiny Programme 14:00 Area 2 17:00 Cabinet	18 17:00 Equalities	19	20	21	22
23	24 17:00 Community Town Council Forum	25	26 14:00 LA Governor	27	28	1 Mar

26 Jan - 1 Feb

2 - 8 Feb

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16 - 22 Feb

23 Feb - 1 Mar

Borsden, Gareth

March 2015

March 2015

April 2015

Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
23 Feb	24	25	26	27	28	1 Mar
2	3 17:00 Student Liaison	4	5	6 10:00 General Licensing	7	8
9	10 14:00 Area 1	11 17:00 18:00 Democratic Services	12 10:00 11:00 Pension Fund 16:00 Audit	13 09:30 Appeals & Awards 11:00 Archives	14	15
16	17 09:30 Corporate Parenting 17:00 Scrutiny Programme	18 17:00 Equalities	19	20	21	22
23	24	25 14:00 Rights of Way	26 14:00 LA Governor	27 09:30 Standards	28	29
30	31 17:00 Council	1 Apr	2	3	4	5

23 - 28/2

2 - 7/3

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16 - 21/3

23 - 28/3

30/3 - 4/4

April 2015

April 2015							May 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	1	2	3	4	5	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 Mar	31	1 Apr	2	3	4	5
6	7	8	9	10	11	12
EASTER MONDAY	14:00 Area 1		16:00 Audit	09:30 Appeals & Awards 10:00 General Licensing		
13	14	15	16	17	18	19
17:00 Scrutiny Programme	14:00 Area 2 17:00 Cabinet	17:00 Equalities				
20	21	22	23	24	25	26
		17:00 Democratic Services	14:00 LA Governor			
27	28	29	30	1 May	2	3
	14:00 Area 1 17:00 Council					

30 Mar - 5 Apr

6 - 12 Apr

13 - 19 Apr

20 - 26 Apr

27 Apr - 3 May

May 2015

May 2015							June 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Apr	28	29	30	1 May	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

27 Apr - 3 May
 4 - 10 May
 11 - 17 May
 18 - 24 May
 25 - 31 May

11 MAY DAY BANK HOLIDAY
 14:00 Area 2
 17:00 Cabinet
 PARLIAMENTARY ELECT
 10:00 General Licensing
 14:00 Ceremonial Meeting

11 - 17 May
 18 - 24 May
 25 - 31 May

27 Apr - 3 May
 4 - 10 May
 11 - 17 May
 18 - 24 May
 25 - 31 May

11 - 17 May
 18 - 24 May
 25 - 31 May

11 - 17 May
 18 - 24 May
 25 - 31 May

11 - 17 May
 18 - 24 May
 25 - 31 May

