

COUNCIL SUMMONS

You are hereby summoned to attend a Meeting of the COUNCIL OF THE CITY AND COUNTY OF SWANSEA to be held in the Council Chamber, Civic Centre, Swansea. on Tuesday, 2 December 2014 at 5.00 pm

The following business is proposed to be transacted:

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.** 1 - 2
3. **Minutes.** 3 - 15
To approve and sign as correct record's the minutes of the:
1) Extraordinary meeting of Council held on 4 November 2014.
2) Ordinary meeting of Council held on 4 November 2014.
4. **Announcements of the Presiding Member.**
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 - The Swansea Canal Society.**
8. **Care and Social Services Inspectorate Wales (CSSIW) - Performance Evaluation Report 2013-2014.** 16 - 31
9. **Report of the Cabinet Member for Communities & Housing.**
9.a National Home Improvement Loan Scheme - Policy Addendum. 32 - 36
10. **Report of the Cabinet Member for Enterprise, Development & Regeneration:**
10.a Swansea Local Development Plan Proposed Deposit Plan Allocations and Settlement Boundary Review. 37 - 47
11. **Report of the Cabinet Member for Finance & Strategy.**
11.a Council Tax Base Calculation - 2015-2016. 48 - 52
12. **Joint Report of the Cabinet Members for Finance & Strategy and Communities & Housing.**
12.a Reform of the Housing Revenue Account Subsidy System. 53 - 57
13. **Report of the Cabinet Member for Transformation & Performance.**
13.a Membership of Committees. 58 - 59

- 14. Joint Report of the Presiding Member, Monitoring Officer and Head of Democratic Services.**
- 14.a Amendments to the Council Constitution & Constitutional Matters. **60 - 86**
- 15. Report of the Returning Officer.**
- 15.a Review of Polling Districts, Polling Places and Polling Stations. **87 - 104**
- 16. Councillors' Questions.** **105 - 109**
- 17. For Information Reports. (Not For Discussion)**
- 17.a Written Responses to Questions asked at the Last Ordinary Meeting of Council. **110 - 115**
- 17.b Scrutiny Dispatches. **116 - 117**
- 18. Notice of Motion from Councillors D Phillips, M Theaker, R C Stewart, C Richards, M C Child, W Evans, R Francis-Davies, J E C Harris, D H Hopkins, C E Lloyd, J A Raynor & M Thomas.**
- Council notes that some multinational companies are avoiding billions of pounds of tax from a tax system that fails to make them pay their fair share, whilst many ordinary people face falling household income, rising costs of living and exclusion from benefit or other state support. Council further notes that local governments in developing countries and the UK alike would benefit from a fairer tax system where multinational companies pay their fair share, assisting public authorities around the world to provide quality public services wanted to local people at the point of need.

Council calls upon the UK government to listen to the strength of public feeling and act now to end the injustice of tax avoidance by large multinational companies, both in developing countries and the UK.



Patrick Arran
 Head of Legal, Democratic Services & Procurement
 Civic Centre
 Swansea

Wednesday, 19 November 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 EXTRAORDINARY MEETING OF COUNCIL

HELD AT COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA ON
TUESDAY, 4 NOVEMBER 2014 AT 3.30 PM

PRESENT: Councillor D W W Thomas (Presiding Member) Presided

Councillor(s)	Councillor(s)	Councillor(s)
J C Bayliss	J E C Harris	C L Philpott
J E Burtonshaw	T J Hennegan	J A Raynor
M C Child	C A Holley	I M Richard
R A Clay	P R Hood-Williams	C Richards
U C Clay	B Hopkins	R V Smith
A C S Colburn	D H Hopkins	R J Stanton
D W Cole	L James	R C Stewart
A M Cook	S M Jones	D G Sullivan
J P Curtice	E T Kirchner	G J Tanner
A M Day	A S Lewis	C M R W D Thomas
P Downing	D J Lewis	M Thomas
C R Doyle	C E Lloyd	L G Thomas
V M Evans	P Lloyd	L J Tyler-Lloyd
W Evans	P M Meara	G D Walker
E W Fitzgerald	H M Morris	L V Walton
R Francis-Davies	D Phillips	T M White
F M Gordon		

109. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors P M Black, N S Bradley, S E Crouch, N J Davies, W J F Davies, J A Hale, Y V Jardine, J W Jones, M H Jones, P B Smith, M Theaker, C Thomas and T M White.

110. **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:

- 1) Councillors J P Curtice, V M Evans, J E C Harris, E T Kirchner, S M Jones, P M Meara, H M Morris, S M Jones, H M Morris, J A Raynor & L J Tyler-Lloyd declared a Personal Interest in Minute 112 "Presentation by Looked After Children".

111. **EXCLUSION OF THE PUBLIC.**

Council were requested to exclude the public from the meeting during consideration of the following item(s) on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the items of business set out in the report.

Council considered the Public Interest Test in deciding whether to exclude the public from the meeting for the item(s) of business where the Public Interest Test was relevant as set out in the report.

RESOLVED that the public be excluded for the following items of business.

(CLOSED SESSION)

112. **PRESENTATION BY LOOKED AFTER CHILDREN.**

The Presiding Member welcomed the group of young people to the meeting together with their supporting Officers. The young people gave a presentation to the Council by way of two video shows and answering a number of questions put forward.

During the question and answer session, the young people stated that they disliked the label of "Looked after Children" and asked that they be referred to as young people.

The Head of Child and Family Services, the Services for Adults and Vulnerable People Cabinet Member and the Services for Children and Young People Cabinet Member thanked the young people for their presentation.

The meeting ended at 4.18 pm

CHAIR

CITY AND COUNTY OF SWANSEA

MINUTES OF THE MEETING OF COUNCIL

**HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA ON
TUESDAY, 4 NOVEMBER 2014 AT 5.00 PM**

PRESENT: Councillor D W W Thomas (Presiding Member) Presided

Councillor(s)	Councillor(s)	Councillor(s)
J C Bayliss	T J Hennegan	G Owens
N S Bradley	C A Holley	D Phillips
J E Burtonshaw	P R Hood-Williams	C L Philpott
M C Child	B Hopkins	J A Raynor
R A Clay	D H Hopkins	T H Rees
U C Clay	L James	I M Richard
A C S Colburn	A J Jones	C Richards
D W Cole	J W Jones	R V Smith
A M Cook	M H Jones	R J Stanton
J P Curtice	S M Jones	R C Stewart
N J Davies	E T Kirchner	D G Sullivan
A M Day	A S Lewis	G J Tanner
P Downing	D J Lewis	M Theaker
C R Doyle	R D Lewis	C M R W D Thomas
V M Evans	C E Lloyd	M Thomas
W Evans	P Lloyd	L G Thomas
E W Fitzgerald	K E Marsh	L J Tyler-Lloyd
R Francis-Davies	P M Matthews	G D Walker
F M Gordon	P M Meara	L V Walton
J E C Harris	H M Morris	N M Woollard

113. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors P M Black, S E Crouch, W J F Davies, J A Hale, Y V Jardine, J Newbury, B G Owen, P B Smith, C Thomas and T M White.

114. **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:

- 1) Councillors M C Child, A M Day, R Francis-Davies, T J Hennegan, A S Lewis, J A Raynor and C Richards declared a personal interest in Minute 119 "Public Presentation - Gower College Swansea - Swansea, Enterprising Britain Award Winners";
- 2) Councillors J P Curtice, V M Evans, J E C Harris, T J Hennegan, E T Kirchner, S M Jones, P Lloyd, P M Meara, H M Morris, G Owens, J A Raynor and L J Tyler-Lloyd declared a Personal Interest in Minute 120 "Corporate Parenting Forum Annual Report 2013-2014";
- 3) Councillors J C Bayliss, P Downing, C E Lloyd, J A Raynor and L G Thomas declared a Personal Interest in Minute 121 "Standards Committee Annual Report 2013-2014";
- 4) Councillors T J Hennegan, J W Jones, M H Jones, D S Lewis, C L Philpott and L V Walton declared a Personal Interest in Minute 124 "Proposal to Pass a Resolution Not to Issue Casino Licences and Proposed Amendments to the Council's Gambling Policy".

115. **MINUTES.**

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

- 1) Ordinary Meeting of Council held on 30 September 2014.

116. **ANNOUNCEMENTS OF THE PRESIDING MEMBER.**

1) Condolences

- a) Mother of Councillor T Mike White

The Presiding Member referred with sadness to the recent death of Marjorie Joyce White, mother of Councillor T Mike White.

He stated that the funeral would be taking place at 11.00am on Wednesday, 5 November 2014 at Swansea Crematorium.

All present were asked to stand as a mark of respect and sympathy.

2) Chartered Institute of Personnel and Development (CIPD)

The Presiding Member stated that on 16 October 2014 the Chartered Institute of Personnel and Development South West Wales Branch held its inaugural People Management Awards in order to celebrate outstanding achievements and contributions to people management made by individuals and teams in Human Resources, Organisational Development and Learning and Development across South West Wales.

The Human Resources and Organisational Development Service was invited by the Vice Chair to make a submission in respect of the Innovation Programme's work, i.e. the Purple Room, its purpose and the various events

run within it, for the 'Excellence in Learning and Development' Award. The Innovation Programme is focus for the Councils work on cultural change.

The Innovation team were successful and won the award.

The Sponsor for this award was Hugh James Solicitors who presented the award to Khan Prince, on behalf of the Authority.

Steve Rees, Deb Yeates and Khan Prince from the Human Resources and Organisational Development Service were present to receive the Award.

3) Chartered Institute of Public Relations Cymru - Silver Award

The Presiding Member congratulated the Authority's Recycling and Communications Teams who have won the Chartered Institute of Public Relations Cymru silver award for the "Keep it To 3 campaign". The campaign has also been shortlisted for an award at the UK Sustainability and Resource Industry Awards.

4) Rob Morgan, Poundffald Farm, Three Crosses

The Presiding Member congratulated Rob Morgan of Gower Fresh Christmas Trees at Poundffald Farm in Three Crosses for winning the runner-up prize in a competition run by the British Christmas Tree Growers' Association. He won his class but was second overall and as a result, one of his trees will be displayed at 10 Downing Street over the Christmas period.

5) Claire Warlow – Teacher at Tre Uchaf Primary School

The Presiding Member congratulated Claire Warlow, a Teacher at Tre Uchaf Primary School for winning "Teacher of the Year" at the recent Pearson Teaching Awards in London. Claire Warlow works with young children with learning difficulties at the School. She was described by the judges of the Pearson Teaching Awards as "one very special teacher" whose care and dedication to her pupils and team is "simply exceptional".

6) Swansea 2014 IPC Athletics European

The Presiding Member stated that the Chartered Institute of Public Relations had awarded the Gold Award to Swansea 2014 in the Best Sporting Campaign Category. Swansea 2014 took place at the Swansea University International Sports Village in August 2014 and saw around 600 of Europe's best athletes compete for honours.

Swansea 2014 won the Gold Award in the Best Sporting Campaign Category at the Chartered Institute of Public Relations (CIPR) Cymru Wales PRide Awards. This means that the public relations campaign for Swansea 2014 was the best for sport in Wales, Great Britain, during 2014. The CIPR PRide Awards represent the best, most creative and most effective public relations work across Great Britain.

117. **ANNOUNCEMENTS OF THE LEADER OF THE COUNCIL.**

1) Development Advisory Group (DAG)

The Leader of the Council stated that he had established a Development Advisory Group (DAG) tasked with reviewing the strategy for the City Centre and then to embark on a 7 year programme of regeneration for the City Centre.

He stated that the Development Advisory Group would be chaired by the Leader of the Council and shall have the following membership:

City and County of Swansea Representatives

Cllr Rob C Stewart	Leader of the Council & Chair of the Development Advisory Group
Cllr Robert Francis-Davies	Enterprise, Development and Regeneration Cabinet Member
Jack Straw	Chief Executive
Phil Roberts	Director of Place
Phil Holmes	Head of Economic Regeneration and Planning
Huw Mowbray	Property Development Manager

External Stakeholders

David Goldstone	Welsh Government Advisor
Ken Maher	Chair of Hassell Architects
Alan Francis	Gaunt Francis Architects
Carole-Anne Davies	Design Commission for Wales
Chris Sutton	Jones Lang LaSalle Property Consultants
Paul Ellis	DTZ Property Consultants and CCS Advisor
Helen Powell	Strategic Insight Company, Branding and Retail / Leisure Specialist
Ben Francis	Residential Developer & Swansea Bay Branch Secretary for Federation of Small Businesses
Juliet Loporini	Chair of Swansea Business Improvement District (BID)

He stated that he would circulate the Group's Terms of Reference following this meeting.

2) United Nations Convention on the Rights of the Child (UNCRC) Member Champion

The Leader of the Council stated that he had appointed Councillor Mitch Theaker as the Authority's United Nations Convention on the Rights of the Child (UNCRC) Member Champion.

3) Scrutiny Dispatches

The Leader of the Council stated that following requests by the Chair of the Scrutiny Programme Committee and the Political Group Leaders, discussions had taken place regarding the monthly Scrutiny Dispatches Report.

It has been agreed to remove the monthly Scrutiny Dispatches report from Council Meetings and to replace it with a new trial system whereby the Scrutiny Dispatches report will be presented to Council on a quarterly basis. Full discussion will be allowed on the report during the trial basis.

118. **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) Peter East asked the Section 151 Officer questions in relation to Minute 125 "Mid Term Budget Statement 2014-2015":
 - "a) What percentage of salary currently representing Employers contributing to Employee and Councillor Pension Scheme?
 - b) What percentage of salary currently representing Chief Financial Officer Pension contribution made by Employer (current annual)?"

The Section 151 Officer stated that a written response would be provided.

119. **PUBLIC PRESENTATION - GOWER COLLEGE SWANSEA - SWANSEA, ENTERPRISING BRITAIN AWARD WINNERS.**

Sue Poole of Gower College Swansea gave a presentation to Council on Swansea winning the Enterprising Britain Awards.

She stated that the Enterprising Britain Awards were part of the Government's drive to increase entrepreneurial activity in the UK. They are managed by Young Chamber Ltd (YCUK) on behalf of the Department for Business Innovation and Skills (BIS). This competition is also used to identify the UK entries to the European Enterprise Promotion Awards for 2014.

Gower College Swansea won the Building Enterprise Skills category with its "From Primary to Professional" project. It was an education project that provides bespoke courses for all budding entrepreneurs from primary school children through to 18 to 30 year olds. "Primary to Professional" is developing entrepreneurial spirit and skills across the city and county of Swansea.

Gower College Swansea's 'From Primary to Professional' project received a Special Mention in the category - Investing in Entrepreneurial Skills, during the European Enterprise Promotion Awards Ceremony at the SME Assembly in Naples, Italy.

The awards formally recognise innovation and reward the success of public bodies and public-private partnerships in promoting enterprise across the EU were open to all local, regional and national initiatives looking to encourage small businesses and promote entrepreneurship.

Primary to Professional (P2P) engages primary and secondary school pupils introducing them to important entrepreneurial skills including creativity, innovation and risk taking and leads to a specialist enterprise academy for start-up businesses.

This has developed into supporting business start-ups with the first Start up Weekend in Wales and the new Tech Hub for new Tech Entrepreneurs. More than 4,000 secondary school pupils have taken part in Young Business Dragons and enterprise is now embedded in a number of educational institutions across Swansea.

The Enterprise, Development and Regeneration Cabinet Member, Councillor R Francis-Davies gave thanks for the presentation.

120. **CORPORATE PARENTING FORUM ANNUAL REPORT 2013-2014.**

The Chair of the Corporate Parenting Forum submitted the Corporate Parenting Forum Annual Report 2013-2014 which updated Councillors on the activities of the Forum during the financial year 2013-2014.

RESOLVED that the report be accepted.

121. **STANDARDS COMMITTEE ANNUAL REPORT 2013-2014.**

The Chair of the Standards Committee, Adrian Novis presented the Standards Committee Annual Report 2013-2014 for information. The report set out the work of the Standards Committee and Community / Town Councils Standards Sub Committee from June 2013 to May 2014.

122. **TACKLING POVERTY STRATEGY.**

The Director of People and Anti Poverty Cabinet Member jointly submitted a report which sought to provide Council with the final Tackling Poverty Strategy which has taken into account feedback from the consultation.

RESOLVED that:

- 1) The final Tackling Poverty Strategy be approved;
- 2) The consultation responses be noted.

(Notes:

- a) The Anti Poverty Cabinet Member stated that he would circulate the Domestic Abuse Action Plan to all Councillors.
- b) Councillor M H Jones referred to a Welsh Government initiative whereby each Primary School child is provided with toothpaste and a toothbrush and encouraged to clean their teeth. She queried why this was not referred to in the report.

The Anti Poverty Cabinet Member stated that a written response would be provided).

123. **MEMBERSHIP OF COMMITTEES.**

The Transformation and Performance Cabinet Member submitted a report which outlined the changes that the Leader of the Council had made to the Authority's Outside Bodies. He also added one change in relation to the Swansea Stadium Management Company. Those changes are outlined below:

Outside Bodies

- 1) **Welsh Local Government Association (WLGA)**
Remove Councillors J E Burtonshaw and M Theaker.
Add Councillors R C Stewart and C E Lloyd.
- 2) **WLGA Co-ordinating Committee**
Remove Councillor D Phillips.
Add Councillor R C Stewart.
- 3) **West Wales Region of the Valuation Tribunal for Wales**
Remove Councillor M Thomas.
Add Councillor V M Evans.
- 4) **Visually Impaired West Glamorgan**
Remove from the list of Outside Bodies.
- 5) **Swansea Stadium Management Company**
Remove Councillor N S Bradley as Voting Member.
Remove Councillor R Francis-Davies as Substitute Member.
Add Councillor N S Bradley as Substitute Member.
Add Councillor R Francis-Davies as Voting Member.

Additionally, the report sought approval to amend the membership of Council Bodies.

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

- 1) **Licensing Committee**
Remove Councillor C E Lloyd.
Add Councillor V M Evans.
- 2) **LA Governor Panel**
Remove Councillor W J F Davies.
Add Councillor A M Cook.

124. **PROPOSAL TO PASS A RESOLUTION NOT TO ISSUE CASINO LICENCES AND PROPOSED AMENDMENTS TO THE COUNCIL'S GAMBLING POLICY.**

The Wellbeing and Healthy City Cabinet Member submitted a report which considered the outcome of the consultation on proposed amendments to the City and County of Swansea's Statement of Principles (Gambling Policy) in respect of a proposal to pass a resolution not to issue casino premises licences and to make a decision regarding passing a resolution not to issue casino premises licences.

RESOLVED that:

- 1) Council considers the outcome of the consultation on proposed amendments to the City and County of Swansea's Statement of Principles (Gambling Policy) regarding the proposal to pass a resolution not to issue casino premises licences;
- 2) Council takes into account the matters identified in paragraph 4 of the report and agrees to pass a resolution not to issue casino premises licences;
- 3) The Council agrees the amendments to the Gambling Policy and cease to issue casino premises licences from 5 December 2014;
- 4) The Wellbeing and Healthy City Cabinet Member write to the Welsh Local Government Association (WLGA) and the Local Government Association (LGA) asking them to lobby for the need of greater control in relation to online betting.

125. **ADJOURNMENT OF MEETING**

The meeting stood adjourned for a 10 minute comfort break.

126. **MID TERM BUDGET STATEMENT 2014-2015.**

The Section 151 Officer submitted a report which set out the latest position with regard to the 2014-2015 Revenue and Capital Budgets together with an initial assessment of the 2015-2016 Revenue and Capital Funding positions and updates the Medium Term Financial Plan (MTFP).

RESOLVED that:

- 1) The position in Section 2 of this report in respect of the 2014-2015 Revenue Budget and actions being taken to achieve a balanced outcome for the year be noted;
- 2) The forecast Revenue position for 2015-2016 and the MTFP period as shown in Section 7 of the report be noted;
- 3) The indicative funding position regarding Delegated Schools' budgets as set out in Section 8 of this report be noted.

127. **TREASURY MANAGEMENT - MID YEAR REVIEW REPORT 2014-2015. (FOR INFORMATION)**

The Section 151 Officer submitted an information report which was in line with the recommendations contained within the Chartered Institute of Public Finances and Accountancy's (CIPFA) Code of Practice on Treasury Management which requires a six month review of Treasury Management operations to be presented to Council.

The Treasury Management - Mid Term Review Report 2014-2105 was received and noted.

128. **AMENDMENTS TO THE COUNCIL CONSTITUTION.**

The Presiding Member, 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) Part 4 – Council Procedure Rules;
- 2) Part 4 – Access to Information Procedure Rules;
- 3) Part 4 – Cabinet Procedure Rules;
- 4) Part 4 – Contract Procedure Rules;
- 5) Part 4 – Land Transaction Procedure Rules.

RESOLVED that the changes to the Council Constitution as outlined in Paragraph 3 of the report be adopted subject to the Land Transaction Procedure Rules element being withdrawn and passed to the Constitution Working Group for consideration.

129. **URGENT ITEM**

The Presiding Member stated that pursuant to paragraph 100B(4)(b) of the Local Government Act 1972, he considered that the report of the Leader of the Council “The Council’s Response to the Proposed Re-Organisation of Local Authorities in Wales” should be considered at this meeting as a matter of urgency.

130. **THE COUNCIL'S RESPONSE TO THE PROPOSED RE-ORGANISATION OF LOCAL AUTHORITIES IN WALES.**

Reason for Urgency - In order to allow the Council to submit its response to the Welsh Government before the end of November 2014 deadline.

The Leader of the Council submitted a report which sought to determine a response to the Minister for Public Services in relation to Local Government reorganisation.

RESOLVED that the Leader of the Council be authorised to respond to the Minister for Public Services as indicated within the report.

131. **COUNCILLORS' QUESTIONS.**

1) **Part A ‘Supplementary Questions’**

Five (5) Part A ‘Supplementary Questions’ were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

The following question(s) required a written response:

- a) Question 2. Councillor A M Day asked the following supplementary question:

"What are the key milestones in order to meet the set targets?"

The Education Cabinet Member stated that a written response would be provided.

- b) Question 4. Councillor P M Meara asked the following supplementary question:

"Can you please provide specific examples of your outcomes in relation to Sustainable Development?"

The Transformation and Performance Cabinet Member stated that a written response would be provided.

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

One (1) Part B 'Questions not requiring Supplementary Questions' were submitted.

132. **SCRUTINY DISPATCHES.**

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

133. **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.

134. **NOTICE OF MOTION FROM COUNCILLORS A S LEWIS, R C STEWART, C RICHARDS, R FRANCIS-DAVIES, D H HOPKINS, M THOMAS, M C CHILD, J A RAYNOR, J E C HARRIS, C E LLOYD, W EVANS, V M EVANS, E T KIRCHNER, N S BRADLEY, D W W THOMAS, P LLOYD & P M MATTHEWS.**

Councillor A S Lewis proposed an amendment to the motion prior to any discussion taking place. The amendment being to add the word 'new' prior to each reference to 'Psychoactive Substances'.

The following amended motion was proposed by Councillor A S Lewis and seconded by Councillor M C Child.

This Council calls on Central Government to introduce legislation to ban the sale of all "New Psychoactive Substances", thereby making them illegal. This will enable Local Authorities, in collaboration with the Police, to prosecute High Street Traders, Businesses and Online Companies that provide or sell all products known as "Legal Highs".

'Legal highs' contain one or more chemical substances which produces similar effects to illegal drugs (like cocaine and ecstasy).

'Legal highs' cannot be sold for human consumption. They are often sold as incense, salts or plant food to get around the law. The packaging may describe a list of ingredients but there is no regulation to ensure that this is what the product will contain.

This Council recognises the destructive impact these substances can have on the families of impressionable children and adolescents who are targeted by these companies to consume these highly addictive, psychoactive products. This can in turn cause extreme cases of anti-social behaviour which has a detrimental impact in our communities and on our High Streets with trade being curtailed as shoppers feel intimidated by the unpredictable behaviour of youths under the influence of these toxic products.

We call upon other Welsh Local Authorities, the WLGA and LGA to join us in supporting the introduction of this legislation to empower Councils and the Police to prosecute Traders selling "New Psychoactive Substances" and ultimately eliminate these toxic products.

RESOLVED that the motion as outlined above be approved.

The meeting ended at 8.21 pm

CHAIR

Performance Evaluation Report 2013–14

City and County of Swansea
Social Services

This report sets out the key areas of progress and areas for improvement in City and County of Swansea Social Services for the year 2013–14

Annual Review and Evaluation of Performance 2013 - 2014

Local Authority: City and County of Swansea

This report sets out the key areas of progress and areas for improvement in City and County of Swansea Social Services for the year 2013- 14

Summary

The council is making significant progress with its plans for transformational change within adult and children's services and has gained strong political and corporate support for the changes being undertaken. This is evident from the effective scrutiny arrangements that are in place for adult and children's social services. The strategy for transforming social services has been presented to full council and there has been engagement with elected members with specific responsibilities.

In terms of delivery, the transformation of adult social services has realised positive results in that the balance of care has moved from the longer stay residential care model to one that is community based and focussed on reablement. The council has invested its resources in a model of social care which is outcome focussed and promotes prevention and early intervention in order to support and optimise independence for people. Services work to identify and support strengths rather than focusing solely on need, building individual resilience and that of the local community. This is a refreshing and positive approach which empowers people to maintain their independence, their voice and control.

There are strategic business plans in place for both adult and children's services which align to the council's single integrated plan. These focus on the development of the best solutions for delivering support and services that meet the needs of people in a flexible and person centred way which is cost effective and of best value. Children's services are the first in Wales to adopt the signs of safety approach for all teams. This strengths based safety model, has empowered social work practitioners to be solution focused in their practice not just within child protection but broadly across all teams. Due to the efficacy of this approach there are plans to adopt it universally within social care. This year children's services report the best performance results in recent years.

There is a clear understanding of the challenges ahead which include the target of saving £45 million across the whole council in the next three years. There is also the challenge of managing increasing demand whilst ensuring existing services are provided in a way that ensures better outcomes for people.

The role of the chief social services officer has become established, and whilst not structurally conforming to the Welsh Government's guidance, is able to meet the responsibilities of the statutory director for social services this describes. There is strong leadership in place and the council is confident about making the changes necessary in order to meet the challenge laid down by the Social Services and Wellbeing (Wales) Act 2014. The chief officer's report identifies the areas where progress has been made but also highlights future challenges against a picture of changing demographics, deprivation and poverty and an ageing and frail population.

The council has prepared an action plan to support the underlying principles of the Welsh Government's strategic framework for the Welsh language within the social care workforce, entitled "*Mwy na Geiriau*", "*More Than Just Words*".

Visits and inspections undertaken during the year:

CSSIW undertook a number of site visits to adult services this year. These included the community mental health team base at central clinic, Swansea carer's centre, to a children's team session on signs of safety case mapping exercise and wellbeing panel scrutiny sessions for both adults and children. These visits were in addition to the annual programme of inspections carried out on the council's regulated care settings and on the independent services for both adults and children in the Swansea area. For this inspection year, regulatory inspectors undertaking the inspections reported that no non-compliance notices were issued.

The council participated in a thematic review across all councils in Wales for commissioning arrangements; a national inspection of safeguarding and care planning for looked after children and care leavers who exhibit vulnerable or risky behaviours ('looked after children inspection'); and a review of the deprivation of liberty safeguards (DoLS) under the Mental Capacity Act 2005.

Meetings with both heads of service and quarterly meetings with the strategic director and the senior management team have been held throughout the year.

Response to last year's areas of improvement

The Council continues to demonstrate positive improvements across all service areas for adults and children. It is clear about its priorities and about how services should be shaped for the future. The council has responded well to last year's areas for improvement. Effective systems are in place to monitor performance against the key objectives set out in the adult and children's services business plans.

Area for improvement identified last year	Progress in 2013 - 14
To continue to monitor the balance between supporting older people in their own homes and admission to residential care beds.	The council reports a change in the balance from long term residential care to a service which is more community based and focused on reablement. Fewer people have been admitted to traditional residential care. The use and availability of assessment beds has been extended. There are plans to increase the availability of home care to assist people to remain at home for longer.
To continue to make progress in outcome/recovery based care planning in mental health services.	The community mental health service is continuing to work to a rehabilitation and recovery model with assessment and care planning undertaken in accordance with the requirements of the Mental Health (Wales) Measure 2010.
Improvement in the uptake of carer's assessments as part of the preventative agenda.	There is improved performance with carers' assessments. Swansea works closely with and core funds the Carer's Centre which is involved directly in undertaking carer's assessments.
To reduce the number of children becoming looked after through preventative and supportive strategies	The number of looked after children has reduced. There is a safe looked after children reduction strategy in place.
<p>To increase performance in statutory visits and reviews to looked after children, children on the child protection register and children in need.</p> <p>Improve the timeliness of core group meetings.</p>	<p>The council reports its best headline performance figures to date:</p> <ul style="list-style-type: none"> • fall in numbers of looked after children; • reduced rate of referrals and re-referrals; • stability of placements; • timeliness of initial assessments and core assessments; and • reviews and timescales held to statutory timescales.
Reduce staff sickness rates across children's services.	This is a well recognised issue being addressed across the council. Recording processes have been

	improved to give greater accuracy. All sickness and absence issues are managed corporately.
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Areas for follow up by CSSIW next year

A number of specific areas for improvement have been identified in the body of this report. The council’s progress in relation to these will be the discussed during regular engagement meetings, and site visits in the coming year. Other areas for follow up are listed below.

- Progress on the modernisation and integration of adult social care.
- Early intervention and prevention services.
- Overview and scrutiny arrangements.
- Outcomes and recommendations of the looked after children inspection and the review of deprivation of liberty safeguards.
- Western Bay Health and Social Care Programme progress.
- CSSIW will contribute to a WAO led review to examine whether councils are effectively supporting older people to live independently, including through joined up working across health and social care.

Performance

Shaping services

Adults

In order to develop coordinated and responsive services which meet the needs of the changing population the transformation programme aims to deliver corporate sustainability of services. There is a focus on community support and preventative care, reablement and reclaiming of social work practice. The council is now moving to the implementation stage of the transformation programme. Relationships with partners in health and third sector are good. At a strategic level, there is a joint statement of intent with health which details plans for the integration of health and social services at the intermediate tier of care. A joint integration board has been developed with health, which will link to the Western Bay programme board. Beneath this there will be an integration steering group, which will ensure any work streams already in existence co-ordinate activity to agreed timescales.

The council has a strong commissioning framework for adult services. People in receipt of services continue to benefit from robust contract monitoring and commissioning arrangements which focus on quality and better outcomes. Recently there has been a re-structuring of these arrangements, with officers aligned to geographical community teams. There are individual commissioning

plans for all adult service areas including mental health, disability, and older people. The strategies have been developed with stakeholder groups to capture the views of the community and to direct service development towards services that people really want and value.

The authority was included in CSSIW's national review of the effectiveness of the commissioning for adult social care. The focus of the review was on the commissioning of care and support for people with dementia and their carers. Significant strengths and positive outcomes were noted in a number of areas for the council. CSSIW visited the Swansea Carers Centre and engaged with staff and carers who received support. There was excellent feedback from people regarding the value of the support they received and how it had shaped and affected their lives. The council consults and engages in meaningful ways with users and carers of services in order to shape future services and models of care and support. An independent review of older people services has been initiated following recent consultation feedback.

The council continues to make progress on an ambitious programme of change whilst also being the host authority and a strong partner of the Western Bay Health and Social Care Programme. This programme was established in 2012 and aims to bring together the City and County of Swansea, the county borough councils of Neath Port Talbot and Bridgend and Abertawe Bro Morgannwg University Health Board to deliver joint integrated services models with innovative and cost effective services. It is underpinned by the principles of shared best practice and the pooling of resources and expertise to deliver on savings. The focus last year was to review and test the case for collaborative working and make progress with joint business cases. The work programme has numerous separate projects including adult learning disability, adult mental health, community services for older people and a cross cutting project focussed on contracting and procurement. The programme is complex and very ambitious and will require full commitment from all partners in order to deliver the anticipated outcomes.

Children

The council also has a strong commissioning framework for children's services. It continues to make good progress with its early intervention and preventative strategies to reduce escalating need. There is strong operational and strategic leadership in place and a five year safe looked after children reduction strategy which works to ensure better outcomes for looked after children. There is a focus on strengthening care management practice, using the signs of safety approach, together with a commitment to delivering financially sustainable services.

The council recognises that permanence planning within a stable and supportive family environment at an early stage is critical to achieving best outcomes for children. It works well with its partners to make sure that children and young

people receive the support they need at the earliest opportunity. There are plans to work effectively with high quality local services in order to develop a range of specialist placements and adoption opportunities to achieve permanence for children, especially those with vulnerabilities and more complex or high risk needs.

Child and family services reports improved performance results compared to last year. Swansea is using its performance information and quality assurance processes to inform practice and develop services. This is evident in the progress made against performance indicators such as timeliness of initial and core assessments and the reducing rate of referrals and re-referrals. Statutory reviews and conferences have also been held on time. The council's emphasis on early intervention and prevention has ensured that children and families are able to gain access to timely help and support and has reduced the need to use more complex statutory services.

Areas of progress

- Safe looked after children reduction strategy.
- Strong user engagement and consultation.

Areas for improvement

- Make progress with the commissioning and contract monitoring re-structuring in adult services.
- Evaluate the independent review of older people's services.
- Make further progress with the transformation of adult social care.
- Make further progress within the Western Bay Programme.

Getting help

Adults

People are able to get advice and information regarding adult social care services through a single point of contact. In order to improve and simplify access the council has reviewed its assessment formats. The website has also been developed and is easy to navigate. There is a wealth of accessible and easy to read information about all services provided, supported by leaflets and information sheets that can be downloaded. The recent changes to the unified assessment process have simplified care management and promotes a focus on the individual. This provides a person centred plan of care which is flexible, responsive and proportionate. The signs of safety approach used within children's services are to be rolled out within adult services.

Carers receive good support and advice through the carer's centre. This year saw an increase in the number of carer's assessments being offered and undertaken.

The centre was identified as an example of good practice during the national review of commissioning. It provides benefits advice, advocacy, respite opportunities, carers support groups, newsletters, events, volunteering, life skills, training and development, and support for former carers.

There has been a significant increase in demand for mental health services reported by the community mental health team members. The mental health measure arrangements have been implemented well in Swansea, but this has affected the referrals being received directly to the teams for assessment. The relationships with primary care services are generally good although more work needs to be done with some GPs to ensure that people can get the right level of care they need at an earlier stage. The Western Bay mental health work stream aims to respond to the increase in demand across the three local authorities and the health board, which will also have to consider the associated staffing and resource issues.

Swansea has developed an action plan to support a phased implementation of the measures needed to comply with the Welsh Government Strategic framework for Welsh Language in Health, Social Services and Social Care."Mwy Na Geiriau"/ "More Than Just Words". Social Services have a Welsh language champion in post to help plan the implementation. They have updated their directory of Welsh and other language speakers.

Children

The arrangements for managing referrals and initial assessments are strong. The central advice, referral and assessment team is the initial contact and referral point for families. The team provides a comprehensive range of information and signposting to children, young people and their families on the services provided, how to get help and what to expect from any support or intervention. Information on advocacy and the complaints procedure is also available. All concerns are referred on to the assessment teams.

This year there has been a marked improvement in performance across the board. In relation to completion of core assessments within statutory timescales these increased from 70% in 2012-13 to 82% in 2013-14. Initial assessments also improved from 84% to 91% and are now well above the Wales average. The quality of assessments is focused more on outcomes for children. Children and families can be assured that the council have a strong focus on children who are looked after by them. The safe looked after children strategy has achieved a further reduction in the number of children looked after from 588 in 2012-13 to 538 in 2013-14. This is further evidence of a strong emphasis on permanency. The use of signs of safety and a solution focussed approach have facilitated a greater understanding of the unique and complex issues that contribute to children needing to be looked after. The council has reviewed its looked after children

reviewing service which has resulted in an improvement in the number of reviews held on time: from 83% in 2012-13 rising to 98% in 2013-14.

Areas of progress

- Performance improvements in the carrying out of initial and core assessments, and statutory reviews of looked after children.

The services provided

Adults

Peoples' independence, choice, voice and control are supported by a broad range of services. Community resilience has been identified as a key factor by the council in ensuring community networks are able to give support from local resources as opposed to formal social care arrangements. The community connectors project puts people in touch with community resources and helps people stay independent and reduce social isolation. This project is a vital component of the transformation of services.

People are able to benefit from the use of integrated services via the community hubs. These have improved care pathways and joint liaison with health, GP and primary care services. An intermediate care tier has been developed with close working arrangements between the health board and domiciliary care providers to ensure that home care support is provided in a timely way in order to facilitate safe discharge from hospital. A joint statement of intent with health has been agreed to develop intermediate care services which will be funded through the Western Bay intermediate care fund. The integrated Gower domiciliary care team have successfully raised capacity in difficult to reach areas. Residential reablement services are utilising assessment beds together with beds in community hospitals to meet more complex needs.

Performance in delayed transfers of care for social care reasons has slightly dipped this year; however, it is well below the Wales average and therefore represents relatively good performance.

Together with its partners in Western Bay, the council is embarking on a programme of modernisation in its learning disability services. An opportunities appraisal, the 'Alder' review, has been undertaken to collate evidence and information to inform future planning.

The numbers of direct payments have increased in line with the reablement approach in order to increase the range of support on offer to people. A tendering exercise is underway to identify a brokerage service to help citizens self manage their own care arrangements.

CSSIW inspections of the council's own regulated services did not identify any non-compliance issues. Inspectors report that registered managers work well with the inspectorate and are responsive to any issues raised during an inspection.

Children

Children, young people and families benefit from a wide range of services. There are strong partnerships with health, the police, as well as third sector organisations. There is clear evidence of good joint working arrangements that lead to positive outcomes for children and young people living with their families and for children who cannot remain with their family for the short or longer term. A range of services are available to provide care in a fostering environment, or in residential care when it is appropriate.

CSSIW observed a team mapping exercise using the signs of safety approach which underpins practice in children's services. All staff have received training and the benefits of this approach have been recognised. This is a whole service approach which will also be eventually rolled out across adult services. Practice leaders have been trained and there is strong corporate and management support to move from a risk averse culture. The session observed illustrated an open and mutually challenging approach to decisions and conclusions. There was a refreshing focus on positives and safety factors rather than just based on risk and the negatives of complex cases.

Foster Swansea has had significant success in recruitment which ensures a wider choice of placement for children aged 0 – 14 years. The service is now going to focus on the more difficult to place teenagers and young mothers with their babies. There is clinical psychologist support to the fostering team for three days per week, and the council has protected staffing numbers during the restructuring.

The recent inspection of the adoption service by CSSIW highlighted a number of areas for improvement. The regionalisation of the adoption service will commence in October 2014. This service will be led by Swansea and overseen by the Western Bay programme board.

The council commission placements within the independent sector locally which has enabled a number of young people to return from out of county. This year there has been a fall of 15 percentage points in the cost of out of county placements. The council's stable lives and brighter futures panel monitor all out of county placements.

Areas of progress

- Development of the reablement service.
- Continued good performance in delayed transfers of care.
- Wider range of placement choice for children and sibling placements.
- The bringing in –house of out of county placements for children and young people.

Areas for improvement

- Continue to work closely with health to develop community networks and to implement an integrated assessment framework.

Effect on people's lives

Adults

The arrangements for safeguarding vulnerable adults was revised and restructured in 2012-13. Within adult safeguarding there has been a move to a “safeguarding is everyone’s business” approach. This has resulted in better understanding and awareness of safeguarding across adult services. The responsibility for managing safeguarding referrals has now been delegated to care management teams and workload is more manageable as a result. The council ensures that vulnerable people using commissioned services are safeguarded through close scrutiny and governance of referral information. A specific group of senior officers has been put in place to review referrals that do not meet the threshold for formal adult safeguarding investigation.

All adult safeguarding referrals are taken by the intake team. The referrals are logged and sent to the appropriate officer to consider the risks to the vulnerable person are assessed, and decisions are taken to instigate appropriate action. The designated team for adults has been disbanded with adult protection officers being placed within community teams. The care home quality team still manages the overview for care homes. The team works very closely with the commissioning officers to ensure quality in the care being delivered to vulnerable adults. Provider performance and poor practice is addressed effectively within escalating concerns protocol arrangements led by the local authority.

The adult safeguarding arrangements are currently under review. Statutory partners and stakeholders have been asked to contribute their views. CSSIW have been able to discuss specific issues regarding continuity of designated lead manager with the head of service during quarterly engagement meetings together with timeliness of managing the adult safeguarding process. The council is a member of the developing Western Bay Safeguarding Adults Board. The Chief Officer of social services for the council is the chair.

Overall, the council is achieving a balance of care for older people in favour of shorter term community based support rather than longer term more institutional types of care and support. For younger adults the supported living model continues to provide independence within the community for people holding their own tenancy agreements and receiving appropriate and proportionate levels of care. These measures are creating positive outcomes for people in receipt of care and support.

The council reports an increase in carers being identified and offered an assessment, and is committed to ensuring that carers services remains a high priority. Strategies are in place for both carers and young carers. This is supported by a designated post within the council.

CSSIW undertook a thematic review of deprivation of liberty safeguards across Wales. The council submitted a questionnaire which explained the arrangements it has in place to discharge its statutory responsibilities under the Mental Capacity Act 2005. The potential impact of the recent Supreme Court judgement regarding the Cheshire West case is significantly increasing the applications of deprivation of liberty safeguards to the council acting as the supervisory body. The response to this increased level of demand (and the affect on the workforce) will be an area for follow up in the coming year.

Children

The council continues to invest in the signs of safety work, which underpins the model of social work practice. This emphasises the importance of direct work with children and their families at an early stage. This approach is used to build a partnership with the family around the safety of the child who remains central to the work. As highlighted elsewhere in this report, performance in child protection work and with looked after children has shown continued improvement.

The percentage of initial case conferences which were held to timescale improved from 82.5% in 2012-13 to 90.5% in 2013-14. The percentage of child protection review conferences to timescale improved from over 92% in 2012-13 to just above 98% in 2013-14. The percentage of looked after children reviews to timescale also improved from over 83% last year to 98% in 2013-14. The council undertook a pilot looking at extending the use of the signs of safety within child protection conferences. Positive results show engagement with children and families, where risk is more easily identified to inform effective child protection plans. Children's services has identified that they need to engage with children more to use their views and feedback in order to improve quality and develop the service further. The children's safeguarding board arrangements are coordinated regionally through the Western Bay.

The number of children on the child protection register at the end of March 2014 has improved from 236 last year to 229 in 2013-14. This has been attributed to the looked after children reduction strategy, but the council is frank about the fact that this performance may not be sustained in 2014-15. There is a recognition that there will always be children needing to be looked after for many reasons and despite strategies in place to reduce the looked after child population, demand may fluctuate. Permanency planning is a priority for the council, as is early intervention with proportionate and professional assessment and support. The council participated in the looked after children inspection. Advocacy, the voice of the child and improved outcomes were also a focus.

Areas of Progress

- The looked after children reduction strategy and reduced numbers of looked after children.
- The signs of safety approach being used in conferences.

Areas for improvement

- To evaluate adult safeguarding review findings and to maintain standards which ensure best practice, quality and governance arrangements.
- Progress on further establishing Western Bay adult and children safeguarding boards.

Capacity

Delivering Social Services

The council is committed to improving the skills and knowledge of the social care workforce to achieve the professional standards required. There is an emphasis on staff being able to gain the right qualifications. The social care workforce development plan has been reviewed to meet the requirements of the Social Services and Wellbeing (Wales) Act 2014. Training priorities are set out in the plan and how the council intends to take continued professional development forward from management and leadership to the next implementation phase. There have also been developments in a new operating model which intends to “reclaim social work.”

Social work staff have been given a toolkit in the form of a reviewed unified assessment and a coaching skills programme, together with a person centred thinking approach. This method of practice encourages workers to emphasise positives and people’s strengths as opposed to deficits and needs. Supporting strengths and focussing on what is in place to support independence promotes best outcomes and people being fully involved in their care and support plans. A recent staff event for child and family services focused on sharing best practice

approaches. Improving the quality of social work practice is being seen by the council as central to achieving the targets set by the strategic plans. The use of the signs of safety approach has been rolled out across all children's service areas with great success. A significant number of staff have been trained in this methodology and plans are in place for this approach to be adopted across adult services as well.

The council is focussed on the impact that staff sickness is having on the capacity to deliver services. Specifically within children's services there has been success in being able to recruit, retain and train and develop a stable workforce.

Areas of progress

- Child and family service staff events and focus on sharing best practice.
- Staff recruitment and retention in children's services.
- Comprehensive training plan at all levels.

Providing Direction

The council is improving performance whilst taking steps to improve culture and self-evaluation. There is a clear direction supported by corporate plans and a strategic framework. It has worked through changes in senior management and scrutiny arrangements. The chief officer of social services is now well established in her role and reports directly to the chief executive on operational matters. Although not a member of the top tier CSSIW are assured that social services receive the continued support at a corporate level.

Swansea is a council which has fully acknowledged that the services in place are unsustainable in their current form and that the citizens of Swansea want and need very different services for their future. The agenda for ambitious transformation has been gathering momentum over the past three years and it is being driven corporately and strategically as well as at an operational level. The commitment of members, officers and staff is evident from the level of consultation and engagement in place.

The pace of change is rapid and occurring in a context of demographic and budgetary pressures which will continue to be a risk factor for the foreseeable future. There is a strong focus on integration with health and the council continues to work closely with its partners within the Western Bay health and social care programme. The aim is to develop joined up care provision which is strengths based, focusing on people's independence, and early prevention to ensure best outcomes through the provision of proportionate support and care.

The chief officer of social services is confident that Swansea will be able to rise to the challenge laid down in the Social Services and Wellbeing (Wales) Act 2014.

There is continued political and corporate sign-up and support in place and there are designated members with specific areas of responsibility which is seen as a very positive strategy, to ensure continued improvement on service development. The council continues to implement detailed and comprehensive business plans for adult and children's social services which are closely aligned to 'The One Swansea Plan' and the corporate improvement plan.

There are robust scrutiny arrangements which are supported by performance information reported by the heads of service in line with the council's quality assurance reporting framework. The wellbeing performance panel is chaired by a designated member of the council and oversees separately convened meetings to table adults and children's service issues, developments and performance information. This is a positive commitment by members who now meet fortnightly in order to allow enough time for a full and detailed scrutiny of business. The council has made good progress and has reported improvement in performance within adult and children's service areas.

Areas of progress

- The support and commitment of members, senior officers and operational staff in progressing the work of the transformation and integration agendas.
- The continued stability of the strong leadership and direction given to realise the programme of change needed to meet the challenge of the Social Services and Wellbeing (Wales) Act 2014.
- Continues improvement in children's services evidenced by performance indicators.

Areas for improvement

- Continued progress with the Western Bay programme.

Agenda Item 9.a

Report of the Cabinet Member for Communities & Housing

Council – 2 December 2014

NATIONAL HOME IMPROVEMENT LOAN SCHEME – POLICY ADDENDUM

Purpose:	To consider the Welsh Government National Home Improvement Loan scheme and to adopt the scheme as an addendum to the Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017.
Policy Framework:	Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017.
Reason for Decision:	To seek approval to adopt the National Home Improvement Loan scheme as an addendum to current Council policy in order that the Council is able to issue loans.
Consultation:	Legal, Finance and Access to Services.
Recommendation(s):	It is recommended that: 1) Council approves the National Home Improvement Loan Scheme as an addendum to current Council policy.
Report Author:	Mark Wade
Finance Officer:	Jeff Dong/Jayne James
Legal Officer:	Sandie Richards
Access to Services Officer:	Phil Couch

1.0 Introduction

- 1.1 The National Home Improvement Loans Scheme is a Welsh Government (WG) initiative to offer interest free loans to help improve the quality and supply of housing. This report sets out the proposed policy to provide loans via the scheme in Swansea.

- 1.2 The loan fund is interest free and will be available to the Council to lend to loan applicants for a maximum of 15 years. The loan fund must be repaid by the Council to WG by 31st March 2030. Money repaid to the Council before this date can be recycled to new applicants. The fund will be managed to ensure loans are recovered from applicants in time to return it to WG by 2030.
- 1.3 Loans are available for the repair or conversion of properties to make them safe, warm and/or secure. Individuals and companies can apply for a loan. Priority will be given to owner occupiers over landlords/developers. Where landlords do apply, priority will be given to those proposing to let properties at affordable rent levels. The scheme will also consider applications for loans to convert commercial properties into residential accommodation.
- 1.4 WG rules state the maximum loan amount will be £25,000 per property or unit, up to a total maximum of £150,000, per applicant. The loans are interest free, providing there is no default on the loan. WG rules also state loans for landlords/developers must be repaid within 5 years but can be extended up to 10 years where the loan is provided for an owner occupier.

2.0 Delivery

- 2.1 WG have stipulated that they wish to see consistency of approach in policy terms across regions. The City and County of Swansea is part of the Western Bay Region and will develop a consistent range of loan products for applicants in Swansea, Neath Port Talbot and Bridgend.

3.0 Equality and Engagement Implications

- 3.1 The Access to Services Team has advised that an equality impact assessment (EIA) is not required.

4.0 Financial Implications

- 4.1 The City and County of Swansea will receive £379,764 from WG for 2014/15 and the same amount in 2015/16 for use as National Home Improvement loans. Loan funding is interest free and must be repaid to WG by 31st March 2030.
- 4.2 A fee to cover the Councils costs of administering National Home Improvement loans is payable by the applicant. This fee can be included in the loan amount. Fees are detailed in appendix A. The scheme will be fully administered using existing Housing revenue resources.
- 4.3 The City and County of Swansea are not required to invest any capital or additional revenue resources into this scheme.

- 4.4 There are financial risks associated with this scheme arising from applicants defaulting on a loan. Risk will be mitigated by proper checks and diligence at the application stage including credit worthiness. All loans will be secured on the property to register the Councils interest as a legal charge and allow robust debt recovery should the need arise.
- 4.5 The default rate is estimated at 5% of the loan fund, based on the experience of similar schemes administered in England. WG have undertaken to share the risk equally with Local Authorities in relation to applicants defaulting on loans up to a maximum of 5% of the loan fund. An amount of £18,988, equivalent to 2.5% of the loan fund, will be set aside from Housing General Fund capital budgets to account for the City and County of Swansea's share of the anticipated default rate.

5.0 Legal Implications

- 5.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("the RRO") empowers local housing authorities to provide assistance to improve living conditions in their area, and requires them to adopt and publish a policy in accordance with which the power is to be exercised.
- 5.2 Under the RRO discretionary assistance may be provided in any form, and may be unconditional or subject to conditions, including conditions as to the repayment of the assistance or of its value (in whole or in part), or the making of a contribution towards the assisted work, and may require security, including a charge on the property.
- 5.3 The Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017 will need to be amended to ensure that the Council is able to issue loans under the National Home Improvement Loan scheme locally. The addendum to the policy is attached as appendix A.

Background Papers: None.

Appendices: Appendix A – addendum to S.5 of the Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017.

Appendix A

National Home Improvement Loan Scheme

Addendum to section 5 of the Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-17 approved by Council on 20th September 2012.

5.18 The National Home Improvement Loan scheme is a Welsh Government initiative to offer interest free loans to help improve housing conditions in the private sector. Loans are available to enable the renovation and improvement of single properties or the conversion of properties into a number of units, so that they are suitable for use as residential accommodation.

5.19 Criteria for National Home Improvement Loans are outlined below.

Who is eligible	<ul style="list-style-type: none">• Owners of sub-standard properties, landlords and owner occupiers, who pass an affordability check. Individuals, companies, charities and voluntary sector organisations can apply.• Persons applying for loans may either be existing or prospective owners. The property must be registered in the applicants name before the loan can be approved.• Tenants on repairing leases may be considered if the relevant interest offers adequate security.• All loans are secured by placing a financial charge on the property itself or any other property the applicant is able to offer as security against the loan. Note: any loans registered as local land charges in accordance with the Local Land Charges Act 1975 are binding on successive owners.
Eligible Works.	<ul style="list-style-type: none">• Improvements to the standard and overall quality of the accommodation to make it warm, safe or secure. Works should bring it up to a reasonable standard for occupation referred to in operational guidance; and for private rented properties it must be free from Category 1 hazards as defined by the Housing Act 2004 Housing Health and Safety Rating System on completion.• Works to convert a property or commercial building into one or more units to a reasonable standard so that it is suitable for immediate occupation.

<p>Loan amounts, term and fees</p>	<ul style="list-style-type: none"> • The maximum loan amount will be £25,000 per property or unit, up to a total maximum of £150,000, per applicant. • Loans can be used to improve a property for continued ownership, for sale or for rent on completion of works. • The maximum loan term is 5 years if the property is to be rented, or 10 years for owner occupation. • Loans can be repaid in stages (monthly, quarterly or yearly) or full repayment at the end of the loan term. Owner occupiers will, subject to an affordability check, make staged repayments. • Loans will be interest free. • A one off administration fee of 15% of the loan amount is payable by applicants to cover the costs of processing applications. Fees can include costs such as application processing, affordability checks, credit checks, valuation, where required, legal fees, Land Registry, Companies House, survey, supervision and contract management. These can be paid in advance or included in the loan.
<p>General Conditions</p>	<ul style="list-style-type: none"> • In the case of competing applications, priority will be given to owner occupiers over landlords and, where a loan is provided to a landlord, to those landlords offering affordable rents and / or nomination rights over market rents. Properties in areas identified as being in the most housing need will also be a consideration when prioritising competing applications. • Loan to value ratio will not exceed 80%. • A schedule of works will be agreed with the applicant prior to the offer of any loan and will form part of the loan conditions. Where appropriate, Planning and Building Regulation consent will be required for proposed works. • Applicants must not owe any outstanding debt to the Council at the time of making an application or have adverse credit history which may include County Court Judgements, Individual Voluntary agreements (IVAs), Debt Relief Orders, Bankruptcy (within last 6 years), Company Insolvency/ Liquidation. <p>Loan assistance will not be available for the following: -</p> <ul style="list-style-type: none"> • Properties that are not of a permanent nature such as houseboats and caravans. • Structures that do not have Building Regulations approval. • Buildings not suitable for conversion to habitable dwellings.

Report of the Cabinet Member for Enterprise, Development & Regeneration

Council - 2 December 2014

SWANSEA LOCAL DEVELOPMENT PLAN PROPOSED DEPOSIT PLAN ALLOCATIONS AND SETTLEMENT BOUNDARY REVIEW

Purpose: The report seeks approval to consult on the Local Development Plan (LDP) Draft Proposals Map which identifies revised settlement/village boundaries and sites proposed for allocation in the Deposit Plan.

Policy Framework: Planning and Compulsory Purchase Act 2004; The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004; Local Development Plans Wales Guidance 2005; Local Development Plan Manual 2006; The Habitats Regulations (the Conservation (Natural Habitats & Conservation) (Amendment) (England & Wales) Regulations 2007; Wales Spatial Plan 2008; Planning Policy Wales, 2010 (as amended), and related Ministerial Interim Planning Policy Statements and Technical Advice Notes.

Reason for Decision: To progress the LDP in accordance with the Welsh Government approved Delivery Agreement and to guide the preparation of the Deposit Plan

Consultation: Legal, Finance and Access to Services

Recommendation(s): It is recommended that:

- 1) The Draft Proposals Map is agreed for the purposes of public consultation and the responses arising used to inform the preparation of the draft Deposit LDP.
- 2) Details of all new and amended Candidate Sites and proposed masterplans of Preferred Strategy Strategic Sites be publicised as part of the consultation process.
- 3) Officers negotiate the preparation and submission, as appropriate, of applications for residential development on land within settlement boundaries and on Strategic Sites agreed in the LDP Preferred Strategy to seek to address the current housing land supply shortfall.

Report Author: Paul Meller

Finance Officer: Sarah Willis

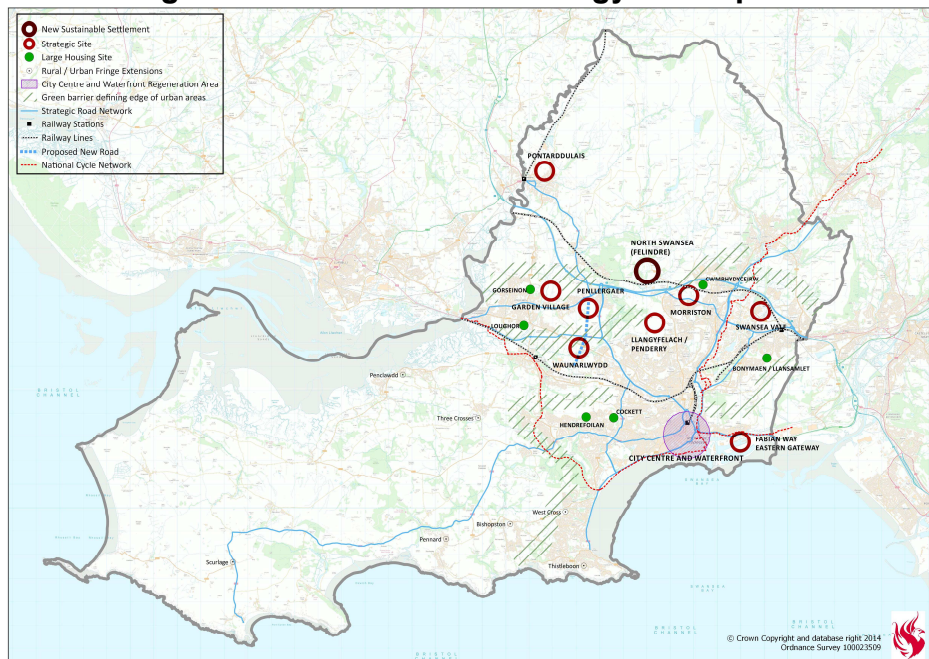
Legal Officer: Sandie Richards

Access to Services Officer: Kirsty Roderick

1.0 Background

- 1.1 Members will recall that the Local Development Plan (LDP) Preferred Strategy was approved by Council on 12th August 2014, when it was agreed that: 'A skeleton version of the Deposit Plan be prepared for public consultation as an additional stage to the LDP preparation process, to include publicity of new and amended Candidate Sites'. A document has now been prepared for this purpose, which comprises a Draft Proposals Map showing potential development allocations and proposed revised settlement/village boundaries.
- 1.2 The Draft Proposals Map is to be published in A3 format with a series of maps covering each ward. These are too detailed to be meaningfully reproduced in this report format, but are available to view at www.swansea.gov.uk/ldp.
- 1.3 In accordance with the approved Preferred Strategy sufficient land needs to be made available for 17,100 additional homes over the period 2010-2025 in order to support anticipated levels of future growth, encourage the regeneration of areas and the development of more sustainable, balanced communities. The Preferred Strategy Concept Plan showing the general distribution of these releases is set out below:

Figure 1: LDP Preferred Strategy Concept Plan

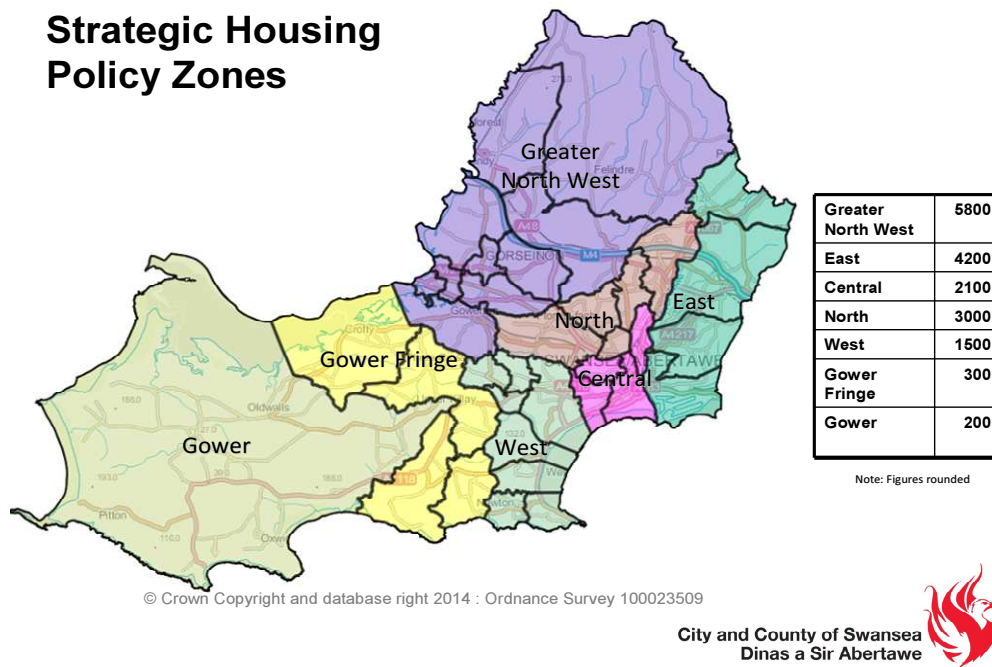


2.0 Proposed Development Sites

2.1 Following extensive consultation and detailed assessment, the most suitable Candidate Sites have been selected for inclusion in the Deposit LDP. This process has identified sufficient land for 17,100 dwellings on sites of varying scale, but which are each capable of accommodating more than 10 units. This total includes existing commitments, i.e. sites built since 2010 or subject of extant planning permission, which all contribute towards meeting the housing target. The Appendix to this report contains a schedule of the proposed housing allocations and indicative site capacities.

2.2 The Local Housing Market Assessment target for each of the County's Strategic Housing Policy Zones is shown in Figure 2 below:

Figure 2: LDP Preferred Strategy: Housing Distribution



2.3 Currently one hundred sites have been identified as being potentially suitable for development. However a significant proportion of these (around a third) are sites that have been put forward for inclusion and/or identified by Council officers since the original Candidate Site public consultation exercise in 2011, or are amendments to originally publicised sites. It would be inappropriate to produce/publish a Deposit LDP without prior consultation on these additional/amended sites, which will need to be publicised by means of specific site notices.

2.4 At the heart of the sustainable settlement strategy for the LDP are a number of large Strategic Sites as described in the Preferred Strategy and identified on the Concept Plan. These vary in character (some are residential-led and others commercial-led proposals), and require a comprehensive 'master-planned' approach to guide the mix of uses and scale of development to be brought forward. Draft Masterplans have been produced for a number of the Strategic Sites and will be made available for comment at the same time as the Draft Proposals Map. These masterplans will eventually need to be

agreed as development briefs/supplementary planning guidance following adoption of the LDP. The Strategic Sites collectively provide almost 60% of the proposed housing land allocations. The balance will be met by non-strategic sites at sustainable locations across the County as set out in Appendix 1.

2.5 The Council has commissioned an assessment of the combined transport effect of the proposed Strategic Sites and other major development areas to appraise their relative sustainability and impact on the wider highway network. The outputs of this assessment (due March 2015) will confirm the nature of any mitigation measures required to minimise traffic impact.

2.6 Although a site may have been identified as potentially suitable for inclusion at this stage, through ongoing technical assessments and without prejudice discussions with developers and landowners in relation to deliverability, viability, etc, as well as planned future public consultation, issues will inevitably arise that require further amendment or even exclusion in the final version of the Plan. However, wherever there is any loss of proposed allocated site(s), then compensatory alternative provision to make up the shortfall will need to be brought forward within the same Strategic Housing Policy Zone.

2.7 Also included on the Draft Proposals Map will be land proposed to be allocated for employment use based on the conclusions of the Peter Brett Employment Land Study http://www.swansea.gov.uk/media/1521/Economic-Growth-and-Employment-Land-Assessment-October-2012---Part-1-Report/pdf/Economic_Growth_and_Employment_Land_Assessment_October_2012_-_Part_1_Report.pdf, Retail Centres to be protected arising from the findings of the DTZ Strategic Review of Retail Planning Policy http://www.swansea.gov.uk/media/1518/Strategic-Review-of-Retail-Planning-Policy/pdf/Strategic_Review_of_Retail_Planning_Policy.pdf and details of open countryside proposed for Special Landscape Area status following an independent review of landscape designations within the County <http://www.swansea.gov.uk/ldpbackgroundpapers>

2.8 Details of built and natural heritage protection designations, such as conservation areas, national nature reserves, common land, etc are no longer required to be shown on the Proposals Maps accompanying the LDP. These will be shown instead for information purposes on a separate Constraints Map along with details of existing housing commitments.

3.0 Settlement Boundaries

3.1 Alongside the identification of sites for development there has been a review of existing settlement and village boundaries. Improved mapping techniques and advanced aerial photography has enabled settlements to be far more precisely defined in the LDP. The review has corrected past errors and realigned boundaries to more clearly defined/logical features. This process has also involved looking at edge of settlement Candidate Sites previously rejected as being too small (less than 10 units) but potentially capable of being included within a revised boundary.

3.2 As a consequence opportunities have been identified for small scale rounding off at a number of locations throughout the County. However these sites will not be specifically allocated and will appear as 'White Land' on the

Proposals Map, i.e. land not designated for a specific purpose, where future development proposals would be considered on their individual merits. It is anticipated that around 2300 dwellings could be delivered over the plan period through development of such infill sites together with 'Windfall' redevelopment schemes.

- 3.3 It is also proposed to reintroduce boundaries around certain small villages within the Gower AONB and Mawr which are over a certain size in order to sustain/improve community facilities and provide local needs affordable housing. These boundaries may take the form of new Supplementary Planning Guidance or as 'Inset Areas' on the Deposit Plan Proposals Map. Village boundaries have not been included in recent development plans on the basis that the acceptability of developing a particular site should depend on its relationship to the existing form of a village and the impact on local character, rather than whether it lies inside or outside a development line drawn on a map. However this has given rise to some confusion in decision making with schemes being allowed for market housing instead of local needs/affordable housing as was the policy intention.
- 3.4 The LDP written statement will make clear that there is no identified need for additional open market housing within the Gower AONB or Gower Fringe areas. The purpose of defining settlement boundaries at these locations is not to identify a line up to which development may expand, but to indicate a line beyond which only local needs/affordable housing will be permitted. Potential sites for affordable housing have been identified for certain villages beyond the proposed boundaries. These are more indicative than definitive proposals and alternative/additional sites may be brought forward as appropriate.

4.0 Housing Land Shortage

- 4.1 As the 2016 end date of the current Unitary Development Plan (UDP) approaches the supply of available housing land is diminishing. The Council as local planning authority has a statutory requirement to maintain a minimum 5 year housing land supply. Current supply stands at just under 3 years and the Council is consequently faced with a situation of potentially having to deal with hostile planning applications on sensitive Greenfield sites that would conflict with UDP policies, but with prospective developers anticipating that these will be allowed on appeal.
- 4.2 Adoption of the LDP in 2016 will address the shortage – provided development sites are 'shovel ready' at this time. However, in the interim, measures need to be taken to try to increase the available housing land supply. Disposal of surplus Council owned land within settlements is one method and such land is of greater interest to private developers now than when the plan is adopted and there is a greater range and choice of sites available. An alternative approach, as adopted by other authorities, such as Cardiff, is to bring forward sites the Council is seeking to release through the LDP in advance of adoption of the Plan. In particular brownfield sites, sites within settlement boundaries, and also agreed Preferred Strategy Strategic Sites.
- 4.3 Discussions with landowners/prospective developers to try to deter hostile applications are proving difficult without a mandate to be more proactive in bringing forward land for development. Authorisation is therefore sought to

negotiate the preparation, and encourage submission as appropriate, of applications for residential development in accordance with the LDP Preferred Strategy or which could be justified as a departure to the UDP without prejudicing the Council's future growth strategy.

5.0 Next Stages

5.1 Table 1 sets out the anticipated timescale for LDP preparation over the course of the next 12 months:

Table 1: LDP Timetable: Next Stages

Stage in LDP preparation	Timescale
Consult on Draft Proposals Map	4 th Dec 2014 – 16 th Jan 2015
Consider responses, including hearing petitioners	Jan 2015 – Feb 2015
Finalise Draft Deposit Plan including Sustainability Report	March – May 2015
Agree Deposit Plan and Place on Deposit (public consultation)	May – July 2015
Alternative Sites Consultation	July – August 2015
Prepare LDP for submission to Welsh Government	July – Oct 2015
Independent Examination	Oct 2015- Oct 2016

6.0 Financial Implications

6.1 The additional cost of producing this 'skeleton' Deposit Plan is estimated at up to £5,000 including document production, consultation and publication costs. These costs can be accounted for within the LDP budget.

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

7.0 Legal Implications

7.1 The LDP is to be prepared under the legislative framework of the Planning and Compulsory Purchase Act 2004. Part 6 of this Act requires each authority in Wales to prepare a LDP for its area. The preparation of the LDP is regulated by complex requirements and guidance and subject to a tight timetable which is subject of a binding agreement with the WG.

7.2 Public consultation on the Draft LDP Proposals Map will enable due consideration of all development proposals received and representations made prior to finalising the Deposit Plan. There is also a legal duty on the local authority to promote sustainable development.

8.0 Equality and Engagement Implications

8.1 The Council has carried out an Equality Impact Assessment scoping exercise in which it was highlighted that a full Assessment will have to be completed once LDP preparation reaches Deposit stage. Following discussions with the Access to Services Team, it is proposed that the Assessment will be produced as a background document to the Deposit LDP where it will be subject to a consultation period and any comments received will be taken into consideration. In the meantime the Access to Services Team are directly involved in the initial Plan preparation process (e.g. in the undertaking of the Strategic Environmental Assessment/Sustainability Appraisal) and the range of baseline information gained/monitored will help inform the production of the final Assessment.

Background Papers: LDP Preferred Strategy (Aug 2014)

Appendices: Schedule of Proposed Housing Allocation

Appendix 1: Schedule of Proposed Housing Allocations

No.	Ref	Location	Capacity
1	BI002	Land r/o 51b Bishopston Rd, Bishopston	30
2	BM002	Land between Bog Rd and Cefn Hengoed Rd, Winch Wen	40
3	BM006	Land adj Hengoed Court Nursing Home, Winch Wen	30
4	BM007	Remainder of Upper Bank, Pentrechwyth	180
5	BM012	Land north of Cefn Hengoed School, Winch Wen	110
6	BM013	Land opposite 16-38 Jersey Rd, Bonymaen	30
7	BM017	Land r/o 17 - 93 Carmel Road, Winch Wen	80
8	BM025	Land at Ty Draw Rd & Llanerch Rd, Bonymaen	55
9	BM032*	Land at Ty Draw Rd, Bonymaen	110
10	CA011	Mariner St Car Park (opposite train station), City Centre	0+
11	CA012	Sailbridge Site, Maritime Quarter	50
12	CA013	Site 9 Trawler Rd, Maritime Quarter	30
13	CA014	Vetch Field, Glamorgan Street, City Centre	40+
14	CA016	City Centre and Waterfront	200+
15	CA017	Land at rear of 46 & 47 Waun Rd, Waun Wen	10
16	CA022 (& CA021)	City Centre Fringe	800
17	CA024	231-232 High St, City Centre	50
18	CL006 (& CL007)	Land at Graigola Rd and Ynysymond Rd Glais	25
19	CL008	Land at Tanycoed Rd, Clydach	70
20	CL009	Ffynon Wen, Hillrise Park, Clydach	10
21	CL011*	Land at Ramsey Rd, Clydach	60
22	CL015*	Former Teachers Centre, Clydach	10
23	CL017*	Former Canteen, Heol Eithrim, Clydach	15
24	CO003	Former Walkers Factory, Pontardulais Road, Cadle	100
25	CO004*	Land adj 114 Brithwen Rd, Waunarlywydd	15
26	CO010* (CO012, CO031, KB001, KB009 & KB013)	Land north and south of Carmarthen Rd/Swansea Road Fforestfach/Kingsbridge	800+
27	CO013	Land adjacent to Cockett Pond, Cockett	70
28	CO021* (linked to CO010)	Land, south of Titanium Rd; west of Ystrad Rd, Waunarlywydd	200
29	CO018	Land off Penrhos Place, Gendros	60
30	CO027	BT Depot, Gors Avenue, Townhill	70+
31	CO037	Land at Cockett House, Cockett	30
32	CW004*	Manselton Primary School, Manor Rd, Manselton	30
33	CW005*	Cwmbwrla Primary School, Stepney St, Cwmbwrla	20
34	DU003	Land to the rear 104 Killan Rd, Dunvant	15
35	FA008	Fairwood Hospital, Gower Rd, Upper Killay	25
36	FA010	Land to the east of Gowerton Rd, Three Crosses	15
37	FA011 (& FA014)	Land adjoining Timynydd Rd, Three Crosses	20

38	GO001 (& GO023)	Land east of Pontardulais Rd, Gorseinon	90
39	GO007	Parc Melyn Mynach, Gorseinon	250
40	GO008	Land at Parc Melyn Mynach & Heol Eifion, Gorseinon	25
41	GT005	Former Cefn Gorwydd Colliery, Gorwydd Rd, Gowerton	90
42	GT006*	Land at Fairwood Terrace, Gowerton	35
43	GW002	<i>Land at Boarlands, Overton, Gower</i>	10
44	GW010	<i>Land at Burry Green, Gower</i>	10
45	GW023	<i>Land at Monksland Road, Scurlage, Gower</i>	40
46	GW026*	<i>Land at Llanrhidian, Gower</i>	10
47	KB012* (& KB007)	Land at Garden Village, Kingsbridge	750
48	KB014*	Land at West St, Gorseinon	20
49	KB015*	Land south of Loughor Rd, Kingsbridge	60
50	KN004	Hendrefoilan Student Village, Killay	300
51	KS001*	Land off Rowan Close, Killay	10
52	LA001	Land at 66-70 Morfa Rd, Landore	50+
53	LA002	Land at former Unigate Dairy, Morfa Rd, Landore	60+
54	LA005 (& LA006)	Land at Former Hafod Copperworks, Landore	0+
55	LA007	Pipehouse Wharf Council Depot, Landore	50+
56	LF001	Walters Yard, off Swansea Rd, Pontlliw	65
57	LF002*	Land to west of Bryn Tirion Rd, Pontlliw	100
58	LF009	Land to west of former Felindre Tinplate Works, Llangyfelach	850+
59	LF011	The Poplars, Pontlliw	15
60	LL003	Beili Glas, Glebe Road, Loughor	50
61	LS008	Talycoppa Farm, Llansamlet	150
62	LS009	Land adj Heol Las, Birchgrove	50
63	LS015	Land at Midland Place, Llansamlet	30
64	LS022	Gwernllwynchwyth House, Llansamlet	50
65	LS023	Fredrick Place, Llansamlet	20+
66	LS031*	Former Four Seasons Club, Trallwn	30
67	MB004 (part of PD039)	Land off Llangyfelach Rd, Llangyfelach	80
68	MB005	Land off Clasemont Road, Morriston	650
69	MB009	Land at Mynydd Garnllwyd Rd, Morriston	80
70	MR015	Land at rear of Glyncollen Primary School, Morriston	35
71	MR017	Land at Brayley Rd, Morriston	15
72	MR019* (MR009 & MR010)	Land at Enfield and Cwmrhydyceirw Quarry, Morriston	300
73	OY016	<i>Land at Higher Lane, Langland</i>	30
74	OY020*	Former British Legion, Newton Rd, Mumbles	20
75	PC013*	Former Colliery and Swn Y Mor Public House, Penclawdd	40
76	PD001	Land at Cadle, Pentregethin Rd, Fforestfach	0+
77	PD002* (& PD029)	Land between Eppynt Rd and Bettws Rd, Penlan	10
78	PD039* (&	Land North of Mynydd Newydd Rd, Penlan	750+

	PD024)		
79	PG002*	Land at Parc Mawr Farm, Penllergaer	850+
80	PG004	Land at Civic Offices, Penllergaer	80
81	PG006*	Land at Llewellyn Rd, Penllergaer	250
82	<i>PN001</i>	<i>Land adjoining Pennard Drive, Southgate</i>	60
83	PT002* (PT007, PT008 & PT011)	Land North of Pontarddulais	720+
84	PT017*	Land at Bolgoed Road, Pontarddulais	50
85	PT023*	Land East of Carreg Teilo	30
86	PY012*	Land at Tyrisha Farm, Grovesend	45+
87	PY013 (PY014, PY017 & (PY020)	Land at Brynafon Rd, Gower View Rd & Clos Cwrt Y Carne, Penyrheol	270
88	SK011*	Land to north of Llwyn Mawr Rd, Tycoch	25
89	SK017*	Cefn Coed Hospital, Waunarlwydd Rd, Cockett	575
90	ST006* (ST002, ST007 ST014 & ST015)	Land at Fabian Way, St Thomas	250+
91	ST010	Former St. Thomas Station, Pentreguinea Rd,	200
92	ST012	Land at David Williams Terrace, St Thomas	15
93	ST013	Remainder SA1	275
94	TH003	Land at Long Ridge, Townhill	20
95	UL002	Land at Heol Pentre Bach, Gorseinon	40+
96	UL015	Land at Tyfry Farm, Glebe Rd, Loughor	130
97	UP004*	Llwyn Y Bryn Campus, Uplands	150
98	UP005*	Townhill Campus, Townhill	150
99	<i>WC004*</i>	<i>Land at Clyne Common off Chestnut Ave, West Cross</i>	50
100	<i>WC009*</i>	<i>Former Eastmoor Nursery, Chestnut Ave, West Cross</i>	20
	Total		13040

Sites in italics primarily local needs/affordable housing exception site

** = New or amended Candidate Sites*

Shaded = Strategic Site or part thereof

Totals by Area

Area	Allocations	Commitments	Total	Target**
Central	1,660	601	2,261	2,100
East	1,895	1,784	3,679	4,200
North	3,070	235	3,305	2,900
Greater North West	4,865	1,054	5,919	5,800
West	1,260	347	1,607	1,500
Gower AONB/Gower Fringe	290	41	331*	500
TOTAL	13,040	4,062	17,102	17,100

** Balance of 500 target to be met by strategic sites*

*** Figures rounded.*

Agenda Item 11.a

Report of the Cabinet Member for Finance and Strategy

Council – 2 December 2014

COUNCIL TAX BASE CALCULATION 2015-2016

Purpose: This report details the calculation of the Council Tax Base for the City and County of Swansea, its Community Councils and the Swansea Bay Port Health Authority for 2015/16. The Council is required to determine the Council Tax Bases for 2015/16 by 31 December 2014.

Policy Framework: None

Reason for Decision: To comply with statutory requirements.

Consultation: Legal and Finance.

Recommendation: That the calculation of the Council Tax Base for 2015/16 be approved.

In accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the calculation by the City and County of Swansea Council for the year 2015/16 shall be:

For the whole area 89,066

For the area of Community Councils:

Bishopston	1,947
Clydach	2,566
Gorseinon	3,097
Gowerton	1,962
Grovesend & Waungron	398
Ilston	315
Killay	2,075
Llangennith, Llanmadoc & Cheriton	492
Llangyfelach	952
Llanrhidian Higher	1,594
Llanrhidian Lower	326
LLwchwr	3,294
Mawr	739
Mumbles	9,596
Penllergaer	1,358
Pennard	1,442
Penrice	432
Pontardulais	2,268
Pontlliw & Tircoed	1,043
Port Eynon	418
Reynoldston	281
Rhossili	195
Three Crosses	718
Upper Killay	570

For the area of the Swansea Bay Port
Health Authority 62,000

Report Author: Rose McCreesh

Finance Officer: Mike Hawes

Legal Officer: Tracey Meredith

**Access to Services
Officer:** Sherill Hopkins

1. Council Tax Base Calculation.

- 1.1 The City and County of Swansea Council is required to determine the Council Tax Base for 2015/16 based on its estimated position.
- 1.2 The Tax Base is used by the Council to calculate its Council Tax for 2015/16.
- 1.3 The Police and Crime Commissioner for South Wales will be informed of the Council's Tax Base in relation to their precepts and levies.
- 1.4 The Tax Base must be calculated as follows:
 - take the number of dwellings for each valuation band as at 31 October 2014
 - adjust for the estimated changes during the year, i.e. additions, reductions (including those for disabled adaptations), deletions and exemptions
 - reduce by the number of discounts allowed
 - convert each Band to a Band D equivalent by applying the relevant multiplier, e.g. for Band A multiply by 6 and divide by 9
 - sum the Band D equivalent for each band
 - multiply this by the estimated collection rate
 - add the Band D equivalent of exempt class O properties, i.e. dwellings owned by the Ministry of Defence

The following assumption has been made –

- the collection rate will be 97.5%
- 1.5 The estimated 2015/16 Council Tax Base for the whole of the City and County of Swansea has been calculated as 89,066. The comparable figure for 2014/15 was 88,367.
 - 1.6 The calculation of the Council's Tax Base is set out in Appendix A. Percentage changes are shown in Appendix B.

2. Financial Implications.

- 2.1 The gross tax base, before applying the collection rate, has slightly increased and will be reflected in the Revenue Support Grant which the Council receives from Welsh Government, so that there will in total only be a marginal net impact of increased income to the Council.

3. Legal Implications

3.1 There are no additional legal implications to those set out in the report.

4. Equality and Engagement Implications

4.1 There are no equality implications. The calculation is a statutory requirement using formulae set out in regulations for Council Tax setting purposes.

Background Papers: None

Appendices:

Appendix A – Council Tax Base 2015/16 – Calculation Appendix B – Council Tax Base 2015/16 – Percentage changes

Council Tax Base 2015/16 - Calculation

Appendix A

Band	*A	A	B	C	D	E	F	G	H	I	Total
Estimated no of chargeable dwellings		15,936	26,709	22,546	15,287	11,813	7,626	3,664	1,087	498	105,166
Disabled Dwelling Adjustment	24	134	2	-20	-13	-28	-48	-33	21	-39	
Sub Total (1)	24	16,070	26,711	22,526	15,274	11,785	7,578	3,631	1,108	459	105,166
Discounts Adjustment	-3	-2,590	-3,306	-2,300	-1,426	-906	-505	-198	-72	-23	-11,329
Sub Total (2)	21	13,480	23,405	20,226	13,848	10,879	7,073	3,433	1,036	436	93,837
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	12	8,987	18,203	17,979	13,848	13,296	10,216	5,721	2,071	1017	91,350

Estimated Collection Rate%	97.5%
Sub Total	89,066
Class O - Band D Equivalent	0
Council Tax Base 2015/16	89,066

Appendix B

Council Tax Base 2015/16 – Percentage Changes

	2015/16	2014/15	No.	%
For the whole area	89066	88,367	699	0.79
Bishopston	1947	1,920	27	1.41
Clydach	2566	2,554	12	0.47
Gorseinon	3097	3,080	17	0.55
Gowerton	1962	1,940	22	1.13
Grovesend & Waungron	398	398	0	0.00
Ilston	315	313	2	0.64
Killay	2075	2,086	-11	-0.53
Llangennith, Llanmadoc and Cheriton	492	488	4	0.82
Llangyfelach	952	946	6	0.63
Llanrhidian Higher	1594	1,567	27	1.72
Llanrhidian Lower	326	316	10	3.16
Llwchwr	3294	3,178	116	3.65
Mawr	739	737	2	0.27
Mumbles	9596	9,546	50	0.52
Penllergaer	1358	1,291	67	5.19
Pennard	1442	1,437	5	0.35
Penrice	432	431	1	0.23
Pontarddulais	2268	2,279	-11	-0.48
Pontlliw & Tircoed	1043	1,035	8	0.77
Port Eynon	418	402	16	3.98
Reynoldston	281	282	-1	-0.35
Rhossili	195	195	0	0
Three Crosses	718	711	7	0.98
Upper Killay	570	573	-3	-0.52
Swansea Bay Port Health Authority	62000	61,623	377	0.61

Joint Report of the Cabinet Members for Finance and Strategy and Communities and Housing

Council – 2 December 2014

REFORM OF THE HOUSING REVENUE ACCOUNT SUBSIDY SYSTEM

Purpose: To set out the planned reform of the Housing Revenue Account Subsidy system (HRAS) in Wales, the implications for the Council and the key actions required by the Council to implement the changes.

Policy Framework: None

Reason for Decision: To ensure all necessary preparations and key decisions have been made to implement the changes.

Consultation: Legal, Finance & Access to Services

Recommendation(s): It is recommended that:

- 1) The Council enters into the Voluntary Agreement to exit the Housing Revenue Account Subsidy system along the lines set out in this report and to undertake sufficient borrowing to meet its share of the settlement.
- 2) Authority is delegated to the Director of Place and the Head of Finance to enter into the Voluntary Agreement and to determine the accounting and debt management policy of legacy and additional borrowing.

Report Author: David Evans

Finance Officer: Jeff Dong

Legal Officer: Sandie Richards

Access to Services Officer Phil Couch

1.0 Introduction

1.1 The Welsh Government (WG) have set out their planned reform of the Housing Revenue Account Subsidy system (HRAS) in Wales which will take effect from the 1st April 2015.

1.2 This will have a significant and lasting impact for Council housing and will provide opportunities for increasing investment. The purpose of this report is to

set out the planned reforms, their implications for the Council, the opportunities and risks, the key stages and the decisions and actions the Council will need to take in the period leading up to implementation.

2.0 The Planned Reforms and their Impact

2.1 The HRAS is an extremely complex and bureaucratic system which currently results in the 11 Welsh Councils with a housing stock paying a combined total of around £73m in negative subsidy payments each year to the Government. The reforms aim to replace this with a system of 'self – financing' which would allow each individual Local Housing Authority (LHA) the freedom to retain the rent income in full and use it to fund their priorities for the existing Council housing stock and the provision of new housing.

2.2 In July 2013, the WG and HM Treasury (HMT) reached agreement on a 'buy out' figure that will allow LA's to exit the HRAS by March 2015. The key elements of the agreement for the 11 Welsh Councils as a whole are that:

- LHA's will need to buy themselves out of the HRAS.
- The £73m of annual negative subsidy payments will be replaced by interest payments of approximately £40m. Councils will also have to provide for repayment of the extra debt, which at the current rate of 2% per year will equate to £18.4m per annum.
- The £40m annual interest payments will be converted to a lump sum settlement value shortly before the agreed implementation date. The precise amount will depend on the interest rate prevailing at the time of the transaction although the current estimate is £919m
- HMT will require LHA's to borrow from the Public Works Loan Board (PWLB).
- The Treasury requires a housing related borrowing cap to be imposed on each LHA in order to control public sector borrowing.

2.3 HMT also agreed that as the timescales were unclear for the necessary UK legislation to provide the WG with the necessary powers to enable the reforms directly, they could be implemented by way of a Voluntary Agreement with each LHA.

2.4 It is essential that all eleven stock owning LHA's agree and sign the Voluntary Agreement as failure to do so will result in the HRAS remaining in place until the appropriate UK legislation is passed. This means that the £73m paid to the Treasury will continue.

2.5 For Wales as a whole, the cost of the agreed buy out between the WG and HMT is based on £40m of annual interest payments which will be converted to a lump sum (settlement value) a short period before the 1st April 2015. The estimated settlement value is considered to be in the region of £919.5m. The £40m of interest payments will be shared between all stock owning Welsh Councils and distributed according to the payment made by each Council as negative subsidy under the HRAS. Under this arrangement, each LHA would pay 45.12% less than they currently pay in negative subsidy payments.

- 2.6 For Swansea, this would mean interest payments of £3.29m each year instead of the current negative subsidy amount of £5.79m (i.e. a difference of £2.5m each year). However, after taking into account potential debt repayments of around £1.5m per year, the net benefit would reduce to £1m per year.
- 2.7 In terms of the cap on overall borrowing by Welsh LHA's, this is estimated to be £1.85bn based on the following:
- Borrowing to fund the estimated settlement figure of £919.5m.
 - Existing borrowing by Welsh LHA's which is estimated to be £459.4m
 - Borrowing needed by some Welsh LHA's to fund the improvement of the existing stock up to the Welsh Housing Quality Standard (WHQS) by 2020 which is estimated to be £358.1m.
- 2.8 This adds up to a total borrowing of £1.737bn leaving 'headroom' below the overall cap limit of £113m for further distribution. The WG have adopted a method for distribution which allows those Welsh LHA's with firm plans for new build to receive 50% of their requested share and the remainder will be allocated to all LHA's on an indicative basis using a formula.
- 2.9 Although precise figures will not be known until closer to the settlement date, Swansea's share of the additional headroom is likely to be £6.8m which if added to the indicative borrowing needed to achieve WHQS of £74m, provides an initial cap for new borrowing of £80.8m.
- 2.10 The HRA Business Plan demonstrates that this level of additional borrowing is affordable over the longer term and headroom will continue to be available as repayment of the debt is made. Whether borrowing in the future will be affordable will depend on other factors in the HRA Business Plan such as rental income, interest payments and other expenditure. However, the available headroom below the cap coupled with revenue contributions could lead to significant sums being available for future spending and for the first time in a generation, allow the Council to consider building new housing.
- 2.11 This introduces a new dimension for the Council in terms of reducing the shortage of affordable accommodation in Swansea. Preliminary work has already started on a feasibility study for new build which will address in detail the funding issues together with measures that would need to be introduced to support an initial and continuing programme of new build.
- 2.12 This will take time to finalise but in order to secure the full distribution, it will be necessary to reflect a level of anticipated borrowing in an interim HRA Business Plan which will be used by the WG as the basis of the legally binding Voluntary Agreement.

3.0 The Voluntary Agreement

- 3.1 As stated, due to the legislative timetable, the reforms are planned to go ahead by way of a Voluntary Agreement between each of the 11 stock owning Welsh authorities and Welsh Ministers.
- 3.2 The Voluntary Agreement will set out the precise terms of the settlement and will need to be signed and returned by mid-January 2015 to enable the exit from the HRAS to go ahead at the end of this current financial year. The signing of the Voluntary Agreement will be in advance of the Council formally approving the HRA budget for 2015/16 and the Treasury Management implications of the settlement.

4.0 Equality and Engagement Implications

- 4.1 An EIA screening form has been completed and concluded that a full EIA report will not be required at this time. Any specific matters / opportunities that arise in the future as a result of the reforms (directly or indirectly) will be considered at the time and will be subject to a separate screening.

5.0 Financial Implications

- 5.1 Where applicable, the anticipated financial implications of the proposed reforms are set out in the report but will result in a significant increase in the liabilities of the Authority in respect of the HRA. However, in summary, the ending of the subsidy system will mean an increase in the surplus in the Housing Revenue Account and greater freedom and flexibility for the Council in determining future housing provision.
- 5.2 Failure to enter into the Voluntary Agreement will result in the HRAS remaining in place and the continuation of negative subsidy payments by the Council which are significantly more than the anticipated share of the interest and debt payments of the settlement.
- 5.3 The proposals as recommended will result in significant additional borrowing (and hence debt) for the Council as follows:-

	£m
Swansea's estimated share of the settlement value	73.0
Additional debt re Headroom	6.8
Additional debt to achieve WHQS	74.0
<hr/>	
Total additional debt	153.8

- 5.4 As stated within the report the cost of financing and repayment of this additional borrowing falls entirely to the HRA and will not impact on Council Tax Payers as part of the General Fund of the Council.
- 5.5 Repayment of debt in line with normal practice together with interest financing costs can be met from within the projected HRA Business Plan.

- 5.6 However, this additional debt will appear as such on the annual Balance sheet of the Council and, as such, it is important that Members are aware of the reasoning behind the increase.
- 5.7 In terms of the additional headroom borrowing, commitment has to be given at an early stage in respect of the use if these funds for additional provision of Social Housing. However, the precise use of that borrowing will have to be the subject of further reports in terms of options to deliver best outcomes.

6.0 Legal Implications

- 6.1 The Housing (Wales) Bill will allow the Welsh Government to repeal the relevant sections of the primary legislation that sets the framework for the HRAS system in Wales. However, the Bill has not yet received Royal Assent.
- 6.2 As an interim measure the provisions of Section 80B of the Local Government and Housing Act 1989 will be used for a Voluntary Agreement to be made between the Welsh Ministers and the Local Housing Authorities.
- 6.3 At the appropriate time, the Voluntary Agreement which will set out the financial implications for the authority in terms of exiting the HRAS will need to be signed and delegated authority is sought for this to occur. Separate legal advice will be necessary on the terms of the Voluntary Agreement.
- 6.4 Failure to enter into the Voluntary Agreement means that for all 11 Welsh Council's with a housing stock, there will be a delay in benefiting from the considerable opportunities that leaving the HRAS will bring and put at risk the reputation of the Council as a partner to the other authorities.

Background Papers: Equality Impact Assessment Screening Form

Appendices: None

Agenda Item 13.a

Report of the Transformation & Performance Cabinet Member

Council – 2 December 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) The amendments to the Council Bodies listed in paragraph 3 be approved.
Report Author:	Gareth Borsden
Legal Officer:	Pat Arran
Finance Officer:	Carl Billingsley
Access to Services Officer:	N/A

1. Introduction

- 1.1 The Annual Meeting of Council on 8 May 2014, agreed membership of the various Committees / Boards as reflected in the lists submitted by the Political Groups.

2. Outside Bodies

- 2.1 The Leader has made amendments to the membership of the following organisations:

National Waterfront Museum

Remove Councillor NJ Davies and add Councillor JC Bayliss

Swansea Economic Regeneration Partnership

Remove Councillor SE Crouch and add Councillor R Francis-Davies

3. Changes to Council Body Membership

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

Business & Administration Cabinet Advisory Committee

Remove Councillors B Hopkins & PB Smith

Add Councillors TJ Hennegan & BG Owen

People Cabinet Advisory Committee

Remove Councillors UC Clay, AM Cook & JP Curtice
Add Councillors DW Cole, FM Gordon & B Hopkins

Place Cabinet Advisory Committee

Remove Councillors DW Cole & G Owens
Add Councillors UC Clay & JP Curtice

West Glamorgan Archives Committee

Remove Councillor NJ Davies
Add Councillor TM White

4. Financial Implications

4.1 There are no financial implications associated with this report.

5. Legal Implications

5.1 There are no legal implications associated with this report.

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

Appendices: None

Agenda Item 14.a

Joint Report of the Presiding Member, Monitoring Officer and Head of Democratic Services

Council – 2 December 2014

AMENDMENTS TO THE COUNCIL CONSTITUTION & CONSTITUTIONAL MATTERS

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 terms of reference of the Equalities Committee be added to the terms of reference of the Engagement and Inclusion Cabinet Advisory Committee; 2) The Equalities Committee be abolished; 3) The terms of reference of the Standards Committee Vacancy Panel be amended as outlined in the report; 4) The changes to the Council Constitution as outlined below in relation to Contract Procedure Rules and Scrutiny Procedure Rules be adopted.
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley / Mike Hawes
Legal Officer:	Tracey Meredith / Patrick Arran

1. Introduction

1.1 In compliance with the Local Government Act 2000, the City and 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 area of the Council Constitution:

- a) Part 3 - Terms of Reference;
- b) Part 4 - Contract Procedure Rules;
- c) Part 4 - Scrutiny Procedure Rules.

4. Part 3 – Equalities Committee - Terms of Reference

4.1 It is proposed to abolish the Equalities Committee and for its work to be carried out by the Engagement and Inclusion Cabinet Advisory Committee.

4.2 It is further proposed that the terms of reference of the Equalities Committee as set out below be added to the terms of reference of the Engagement and Inclusion Cabinet Advisory Committee.

- 1) To support the Council in complying with Equality and Welsh Language legislation and regulations in relation to staff, elected members, members of the public, visitors and others closely associated with the City & County of Swansea.
- 2) To promote an inclusive, supportive, healthy and equitable working environment that is consistent with the Corporate Objectives, Strategic Equality Plan, Welsh Language Scheme and Social Inclusion Strategy.
- 3) To ensure that the Council implements all actions and plans emanating from policy including undertaking Equality Impact Assessments (EIAs) in relation to all services and budgets.
- 4) To ensure appropriate equality and diversity training and developments is provided and accessible to all staff, elected members and others associated with the Council.
- 5) Monitor data, trends and the assessment of impact of policies, procedures, criteria and practices in relation to compliance with Equality and Welsh Language legislation and regulations.

5. Part 3 - Standards Committee Vacancy Panel - Terms of Reference

5.1 In preparation for the need to appoint two Independent Members to the Standards Committee in the New Year, a review of the Standards Committee Vacancy Panel has been undertaken. It was found that they were confusing as such it is proposed that they be amended.

5.2 The current terms of reference are outlined below:

“To appoint the Independent Persons to the Standards Committee when vacancies occur”.

5.3 It is proposed that the current terms of reference be deleted and replaced as outlined below:

- “1. *To shortlist (if necessary) applicants seeking to be appointed as the Independent Co-opted Members to Standards Committee.*
2. *To interview applicants seeking to be appointed as the Independent Co-opted Members to Standards Committee.*
3. *To make recommendation(s) for appointment if appropriate to Council.*

Note: *The Standards Committee Vacancy Panel:*

- a) *Shall consist of 5 Members, one of which must be a Lay Member and one of which must be a Community / Town Councillor serving within the boundaries of the City and County of Swansea;*
- b) *Shall be Chaired by a Lay Member appointed by the Monitoring Officer.”*

6. Part 4 - Contract Procedure Rules

6.1 A review of the Contract Procedure Rules has recently been completed. This review has led to a number of suggested amendments. The Contract Procedure Rules together with the proposed amendments are shown as **Appendix A** using tracked changes.

7. Part 4 Scrutiny Procedure Rules

7.1 The Scrutiny Programme Committee at its meetings on 29 September and 27 October 2014 agreed to seek a Council decision in order to amend the Scrutiny Procedure Rules, specifically, Paragraph 11 “Chair’s Letters” (Minute 72 and 87 refers).

7.2 The Scrutiny Programme Committee proposed a number of amendments to Paragraph 11 “Chair’s Letters” including a reduction in the timescale allowed for a Cabinet Member to respond to the Scrutiny Programme Committee from 1 month to 21 calendar days.

7.3 The current wording together with the proposed amendments are shown as **Appendix B** by way of tracked changes.

8. Equality and Engagement Implications

- 8.1 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.

9. Financial Implications

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

10. Legal Implications

- 10.1 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	Contract Procedure Rules - Tracked Changes
Appendix B	Extract from Scrutiny Procedure Rules - Paragraph 11 "Chair's Letters - Tracked Changes

Contract Procedure Rules - Tracked Changes

CONTRACT PROCEDURE RULES

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:
 - a. Check whether a suitable Corporate Contract exists before seeking to let another contract;
 - b. Where a suitable Corporate Contract exists, this must be used with exceptions allowed by agreement of the Strategic Procurement Manager;
 - c. Keep the records required by Contract Procedure Rule 2;
 - d. 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:
 - a. The supply or disposal of goods;
 - b. The hire, rental or lease of goods or equipment;
 - c. 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:

- a. Contracts of employment which make an individual a direct employee of the authority, or
- b. Agreements regarding the acquisition, disposal, or transfer of land (for which Land Procedure Rules shall apply);
- c. Advice or instruction of Counsel but no instructions will be permitted without prior approval from the Head of Legal, Democratic Services & Procurement;
- d. The engagement of costs draughtsmen or expert witnesses within or in the contemplation of legal proceedings;
- e. The engagement of designated artists, performers, productions for public entertainment purposes or items of art for public display;
- f. Transactions made in relation to investments and borrowings made by the Chief Financial Officer including those related to the Pension Fund;
- g. Works or services provided by internal departments to other internal services except to the extent that the contract relates to grant funded expenditure where compliance with grant funding rules is precedent.

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:

- a. The council's website;
- b. Sell2Wales advertising portal;
- c. National official journals, or
- d. 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:

- a. Competitive commercial offerings;
- b. Sound economic and financial standing;
- c. Technical ability and capacity to fulfil the requirements of the authority;
- d. Insurances;
- e. Health and safety policies and record;
- f. DBS certification;
- g. Equality and diversity record and service delivery through the medium of Welsh. (If applicable);
- h. Commitment to sustainability, employment, training and targeted recruitment in line with the Council's Beyond Bricks and Mortar strategy (where applicable).

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:

- a. 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;
- b. 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 £25,000.00.
- 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, Services and Works - £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 £150,001~~0.00~~ and above** – 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 (excluding land and buildings which are dealt with in the land disposals section) 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:

- a. 'Lowest price' where payment is to be made by the authority or;
- b. 'Whole life cost' of the product or service where payment is to be made by the authority;
- c. 'Highest price' if payment is to be received, or;
- d. '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:

- a. Price;
- b. Service;
- c. Quality of goods;
- d. Running costs;
- e. Technical merit;
- f. Delivery date;
- g. Cost effectiveness;
- h. **Employment and training opportunities;**
- g-i.
- h-j. Quality;
- i-k. Relevant environmental considerations;
- j-l. Aesthetic and functional characteristics (including security and control features);
- k-m. Safety;
- l-n. After-sales services;
- m-o. Technical assistance and;
- n-p. Any other relevant matters.

8.4 Award Criteria must not include:

- a. Non-commercial Considerations;
- b. 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~~1~~ - <£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. A procurement officer who will chair the panel;
 - b. A Legal officer;
 - c. A Finance officer, or schools' delegated finance officer / chair of governors;
 - d. The Officer.

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

- a. Other officers acting as observers;
- b. Officers to provide technical advice e.g. on Health and Safety;
- c. External advisers / [consultants](#);
- d. 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;

- a. All information, documentation and deliberations shall be regarded as strictly confidential;
- ~~b.~~ 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;
- ~~b.c.~~ Virtual panels will be permissible by agreement of the Strategic Procurement Manager but all other requirements will still need to be complied with;
- ~~e.d.~~ A [Contract Award Report](#) shall be prepared by the client department representative and agreed by the delegates of the tender Evaluation Panel;
- ~~d.e.~~ 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:

- a. The contract to be awarded is deemed controversial;
- b. The Value exceeds £5m;
- c. 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 valued above ~~Band B (above £25,000)~~.

~~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:

- a. Maintain a risk register during the contract period;
- b. Undertake appropriate risk assessments and for identified risks;
- c. Ensure contingency measures are in place;

- d. Ensure that value is obtained throughout the life of the contract;
- e. Ensure performance;
- f. Ensure compliance with specification and contract;
- g. Ensure any value for money requirements are met;
- h. 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:
 - o For the protection of life or property;
 - o For the protection of the interest of the [Council](#);
 - o 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 relevant Head of Service and 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.

Appendix B

Extract from Scrutiny Procedure Rules - Paragraph 11 “Chair’s Letters” Current Version and Proposed Amendments - Tracked Changes

11 Chair’s Scrutiny Letters

- 11.1 The Committee, Scrutiny / Panels and Working Groups can also correspond directly with Cabinet Members in order to communicate their views. It is expected that ~~a Chair’s Scrutiny Letters~~ will be produced by Chairs / Convenors detailing the conclusions and any recommendations arising from any meeting that ~~would be~~ would be otherwise not to be included in another report. This will enable Scrutiny~~the committee/panels~~ to engage with Cabinet Members on a regular and structured basis.
- 11.2 Chair’s Scrutiny Letters provide an important benefit to the overview & scrutiny process. They:
- a) Allow Committee / Panels / Working Groups to formally raise concerns and make proposals to Cabinet Members;
 - b) Provide a mechanism for raising urgent concerns to be raised;
 - c) Clearly demonstrate what has been achieved by each meeting.
- 11.3 Chair’s Scrutiny Letters are intended to be short summaries usually covering not more than one or two pages.
- 11.4 Chair’s Scrutiny Letters are directed to the relevant Cabinet Member(s) in person. The Cabinet Member should respond in writing ~~to the board~~ within 21 calendar days~~one month~~. This response should indicate whether the Cabinet Member has accepted the recommendation(s), whether the recommendation(s) needs to be referred and what action (if any) they intend to take.
- 11.5 Chair’s Scrutiny Letters may also be directed at other decision-makers as appropriate.

Report of the Returning Officer

Council – 2 December 2014

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Purpose:	To seek approval for the proposed changes and to agree to further investigation into the possible movement of a number of polling station venues. This report has been brought to Council in connection with the review of Polling Districts, Polling Places and Polling Stations.
Policy Framework:	None.
Reason for Decision:	To agree to the proposed changes and agree to further investigation into the movement of a number of polling station venues.
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	It is recommended that: 1) The responses received in relation to the Polling Districts and Polling Places Review which are summarised at Appendix 2 to the report be noted; 2) The final proposals to the Polling Districts and Polling Places as outlined in Appendix 3 of the report be approved; 3) The Returning Officer continue to monitor Polling Districts, Polling Places and Polling Stations.
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith

1. Introduction

- 1.1 This report sets out the outcomes of two individual Reviews recently conducted by the Returning Officer. The Returning Officer decided to conduct both Reviews together so as to make it easier for people to respond to the process.
- 1.2 One was a Review of Polling Districts and Polling Places and the other a Review of Polling Stations.

- 1.3 The responsibility for dividing the parliamentary constituencies into Polling Districts and for designating Polling Places rests with the Council. Council must consider and if appropriate approve the recommendations of the Returning Officer with regard to the Review of Polling Districts and Polling Places.
- 1.4 Decisions relating to the Review of Polling Stations fall under Election Rules to the Returning Officer. The Returning Officer has a personal responsibility for deciding on the number and location of Polling Stations.

2. Definition of Terms

- 2.1 A **Polling District** is a geographical sub-division of an electoral area, i.e. a UK Parliamentary Constituency, a European Parliamentary Electoral Region or a local Electoral Division, commonly referred to as a Ward.
- 2.2 A **Polling Place** is a geographical area in which a Polling Station is located. It can be defined as tightly as a particular building or as widely as the entire Polling District.
- 2.3 The Polling Place shall be an area in the Polling District, except where special circumstances make it desirable to designate an area wholly or partly outside the Polling District.
- 2.4 A **Polling Station** is the actual area or specific room where the process of voting takes place i.e. where voters cast their votes. It must be located within the Polling Place designated for the particular Polling Station.

3. Legal Framework for the Review of Polling Districts and Polling Places

- 3.1 The Representation of the People Act 1983 places a duty on each Local Authority to divide their area into Polling Districts; to designate Polling Places and to keep Polling Districts and Polling Places under review.
- 3.2 Section 17 of the Electoral Registration and Administration Act 2013 places a duty on each Local Authority to carry out and complete a review of all Polling Districts and Polling Places in its area within the period of 16 months beginning with 1 October 2013, and the period of 16 months beginning with 1 October of every fifth year after that. This is so as to bring the reviews into line with the new cycles of Parliamentary terms and UK Parliamentary boundary reviews.
- 3.3 This Section does not prevent a Local Authority carrying out a review of some or all of the polling districts or polling places in its area at other times.

3.4 This Review of Polling Districts and Polling Places must be completed by 1 February 2015. Council must approve the recommendations of the Returning Officer prior to them taking effect.

4. Legal Framework for the Review of Polling Stations

4.1 The Returning Officer has personal responsibility for deciding on the number and location of Polling Stations. This is set out in each set of Election Rules e.g. Rule 25 of the Parliamentary Election Rules.

5. Aim of the Polling Districts and Polling Places Review

5.1 Local Authorities must seek to ensure that:

- a) All of the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- b) So far as is reasonable and practicable, all Polling Places are accessible to all their electors, including those with disabilities;
- c) Each Community shall, in the absence of special circumstances, be a separate Polling District.

5.2 The Polling Districts and Polling Places Review does not cover the following areas:

- a) The boundaries of UK Parliamentary Constituencies;
- b) The borders, names and electoral areas of Local Authorities.

6. Aim of the Polling Station Review

6.1 To consider the number and locations of Polling Stations within the City and County of Swansea.

7. The Polling Districts and Polling Places Review Procedure

7.1 The Review Procedure to be followed by a Local Authority is summarised below:

- a) Stage 1 - The Authority gives public notice of its intention to undertake a review and invites comments and submissions from any interested parties;
- b) Stage 2 - The Authority considers all submissions received and formulates draft recommendation for the new Polling Districts and Polling Places structure. However, there is no requirement to change any existing arrangements.

- c) Stage 3 - The Authority produces final proposals for the new Polling Districts and Polling Places.
- d) Stage 4 - The Council must agree on the final proposals, and then publish the outcome of the review.

8. The Polling Station Review Procedure

- 8.1 The Polling Station Review Procedure is to be carried out based on the Initial Recommendations set out by the Returning Officer. Feedback submissions shall be considered by the Returning Officer and decisions taken accordingly.

9. The Joint Review

- 9.1 Stage 1 commenced on 11 August 2014 with the publication of the Notice of Review of Polling Districts and Polling Place on the Council Website and on a public noticeboard. The notice invited comments and submissions in writing on the existing arrangements and the Returning Officers Initial Recommendations (**Appendix 1**) by Friday, 26 September 2014.
- 9.2 Concurrently, letters inviting feedback on the current arrangements and on the Returning Officers Initial Recommendations were sent to:
 - a) All Councillors, MEPs, MPs, AMs and Community / Town Councils representing the area of the City and County of Swansea; and
 - b) Groups who represent protected characteristics, such as Black and Minority Ethnic (BME) Communities, Lesbian, Gay, Bisexual and Transgender (LGBT), and Disability via the Access to Services Team
- 9.3 The submissions received during this stage are summarised in **Appendix 2** "Summary of Consultation Responses Received".

10. Proposals following the Joint Review

- 10.1 The Returning Officer considered those responses as set out in **Appendix 2**. These assisted in the formulation of the final proposals relating to Polling Districts and Polling Places which are set out in **Appendix 3** of the report. **Appendix 3** also shows the determinations of the Returning Officer in relation to Polling Stations.
- 10.2 Once Council agrees Polling Districts and Polling Places, all relevant stakeholders will be informed.

11. Equality and Engagement Implications

11.1 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.

12. Financial Implications

12.1 There are no specific financial implications associated with this report.

13. Legal Implications

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

Background Papers: None.

Appendices:

Appendix 1	Returning Officer's Initial Recommendations
Appendix 2	Summary of Consultation Responses Received
Appendix 3	Polling Districts, Polling Places Final Proposals and Polling Station Changes

Appendix 1

Register Code	Electoral Division	Community	Polling Station	Electorate	Returning Officer's Recommendation
GW	Bishopston	Bishopston (Bishopston Ward)	Murton Community Centre	1546	No Change
GX		Bishopston (Murton Ward)	Murton Community Centre	1152	No Change
FH	Bonymaen	No Community	Cwmglas Primary School	1534	Alternative Venue Sought
FI			Mobile Station r/o Halfway Inn	1221	Alternative Venue Sought
FJ			Bonymaen Community Centre	1231	No Change
FK			Bonymaen Community Centre	1206	No Change
XA	Castle	No Community	Swansea Museum	2032	No Change
XB			St.Helen's Primary School	2113	Alternative Venue Sought
XC			Swansea Council for Voluntary Services	1352	No Change
XD			St Jude's Church (Basement)	969	No Change
XE1			Dyfatty Community Centre	647	No Change
XE2			Elim Chapel Schoolroom	911	No Change
XF			Hill Chapel Schoolroom, North Hill Rd	769	Alternative Venue Sought
XG			Mobile at Baptist Well St/Waun Wen Rd	612	Proposed change to Brynmelyn Community Centre
XH1			Waun Wen Primary School	722	Merge with XH2 and change to Brynmelyn Community Centre
XH2			Mobile at Griffith John Street	435	Merge with XH1 and change to Brynmelyn Community Centre
DR	Clydach	Clydach (Vardre Ward)	Clydach Education Centre	2101	No Change
DS1		Clydach (Graigfelen Ward)	Graigfelen Hall, Tyle Teg	1062	Merge with DS2
DS2		Clydach (Graigfelen Ward)	Forge Fach Community Resource Centre	250	Merge with DS1 and change to Graigfelen Hall
DS3		Clydach (Graigfelen Ward)	Forge Fach Community Resource Centre	106	Proposed change to Graigfelen Hall*
DT		Clydach (Clydach Ward)	Community Hall, Vardre Road	2176	No Change
DU		Clydach (Glais Ward)	Glais Senior Citizens Hall	267	No Change

Register Code	Electoral Division	Community	Polling Station	Electorate	Returning Officer's Recommendation
WO	Cockett	No Community	Gors Community School	1578	Alternative Venue Sought
WP1			Wauarlwydd Community Centre	2572	No Change
WP2			St Illtyd's Church, Ystrad Road	220	Merge with WQ2
WQ1			Cadle Primary School	1193	Alternative Venue Sought
WQ2			St. Illtyd's Church, Ystrad Road	674	Merge with WP2
WQ3			St. Illtyd's Church, Ystrad Road	428	No Change*
WR			Fforestfach Library, Kings Head Road	1684	No Change
WS			Gendros Community Centre	1024	No Change
WT			St Peter's Community Centre	1686	No Change
EA			Cwmbwrla	No Community	Cwmbwrla & Manselton Community Centre
EB	Cwmbwrla & Manselton Community Centre	1407			No Change
EC	Mary Cave Day Centre	1340			No Change
ED	Methodist Church Schoolroom, Eaton Rd	1295			No Change
WE	Dunvant	No Community	Dunvant Gospel Hall	2228	No Change
WF1			The Dunvant Centre off Dunvant Square	1330	No Change
WF2			The Dunvant Centre off Dunvant Square	3	No Change*
GB	Fairwood	Llanrhidian Higher (Three Crosses Ward)	Community Centre, Three Crosses	1277	No Change
GY		Upper Killay	Upper Killay Recreational Hall	1080	No Change
CK	Gorseinon	Gorseinon (Gorseinon Central Ward)	St Catherine's Church Hall	1205	No Change
CL		Gorseinon (Gorseinon East Ward)	Canolfan Gorseinon Centre	2233	No Change
GA	Gower	Llangennith, Llanmadoc and Cheriton (Llangennith Ward)	Parish Hall Llangennith	424	No Change
GB		Llangennith, Llanmadoc and Cheriton (Llanmadoc Ward)	Village Hall Llanmadoc	176	No Change
GC		Llangennith, Llanmadoc and Cheriton (Cheriton Ward)	Village Hall Llanmadoc	106	No Change
GD		Llanrhidian Lower	Llanrhidian Community Hall	454	No Change
GJ		Rhossili	Village Hall, Middleton	234	No Change
GK		Port Eynon (Llanddewi Ward)	Knelston Primary School	31	Alternative Venue Sought
GL		Port Eynon (Knelston Ward)	Knelston Primary School	221	Alternative Venue Sought
GM		Port Eynon (Port Eynon)	Village Hall, Port Eynon	229	No Change
GN		Reynoldston	Village Hall, Reynoldston	326	No Change
GO		Penrice (Penrice Ward)	Village Hall, Horton	57	No Change
GP		Penrice (Oxwich Ward)	Oxwich and Penrice Youth Hall	173	No Change
GQ		Penrice (Horton Ward)	Village Hall, Horton	144	No Change
GR		Ilston (Ilston Ward)	West Glamorgan Guide Activity Centre	194	No Change
GS		Ilston (Penmaen Ward)	Penmaen and Nicholaston Village Hall	138	No Change
GT		Ilston (Nicholaston Ward)	Penmaen and Nicholaston Village Hall	79	No Change

Register Code	Electoral Division	Community	Polling Station	Electorate	Returning Officer's Recommendation
CS	Gowerton	Gowerton(Gowerton West Ward)	Gowerton Scouts Hall	2238	No Change
CT		Gowerton (Gowerton East Ward)	Temple Vestry, United Reformed Church	1839	Alternative Venue Sought
WA	Killay North	Killay (North Ward)	Hendrefoilan Primary School	1816	Merge with WB
WB			Hendrefoilan Primary School	1566	Merge with WA
WC	Killay South	Killay (South Ward)	St Hilary's Church Hall	647	No Change
WD			Killay Scout Hall, off Ridgeway	1343	No Change
CQ	Kingsbridge	Llwchwr (Kingsbridge Ward)	Pontybrenin Primary School	2161	No Change
CR		Llwchwr (Garden Village Ward)	Mobile Station at Myrtle Road	1117	No Change
EE	Landore	No Community	St Johns Ambulance Centre	1114	Merge with EF
EF			Day Centre, Parc Llewellyn	433	Merge with EE and change to St Johns Ambulance Centre
EG			Montana Park Community Centre	1521	No Change
EH1			Hafod Community Centre	1568	No Change
EH2			Hafod Community Centre	117	No Change*
CG1			Llangyfelach	Pontlliw and Tircoed	Village Hall, Carmel Road
CG2	Tircoed Village Hall, Pontlliw	824			No Change
CH1	Llangyfelach	Llangyfelach Church Hall		1896	No Change
CH2	Llangyfelach	Llangyfelach Church Hall		41	No Change*
FB	Llansamlet	No Community	Trallwn Community Centre	2618	No Change
FC			Talycopa Primary School	1520	Alternative Venue Sought
FD			Llansamlet Community Centre	1273	No Change
FE			Glais Senior Citizens Hall	659	No Change
FF			Birchgrove Community Centre	3082	No Change
FG			Community Lounge, Gelli Gardens	1909	No Change
CO	Lower Loughor	Llwchwr (Lower Loughor Ward)	Jireh Evangelical Hall	1847	No Change
DV	Mawr	Mawr (Garnswllt Ward)	Welfare Hall, Lon Y Felin	267	No Change
DW		Mawr (Craigcefnparc Ward)	Welfare Hall, Lon Heddwch	878	No Change
DX		Mawr (Felindre Ward)	Village Hall, Felindre	301	No Change
WG	Mayals	Mumbles (Mayals Ward)	Llwynderw Hall, Fairwood Road	1334	No Change
WH			Vivian Hall, Mumbles	854	No Change

Register Code	Electoral Division	Community	Polling Station	Electorate	Returning Officer's Recommendation
ETA	Morriston	No Community	Mobile Station at Swan Inn, Neath Road	1542	Merge with ETB and change to Morriston Tabernacle
ETB			Morriston Tabernacle	663	Merge with ETA
EU			Morriston Community Centre	1082	Merge with EV
EV			Morriston Community Centre	1098	Merge with EU
EW1			YGG Tan-y-lan	900	Merge with EW2
EW2			YGG Tan-y-lan	513	Merge with EW1
EX			Morriston War Memorial Hall	1366	No Change
EY			Cwmrhydyceirw Primary School	2295	No Change
EZ			Glyncollen Primary School	1758	Alternative Venue Sought
FA			Ynystawe Primary School	1621	Alternative Venue Sought
EOA	Mynyddbach	No Community	Pen y Bryn Special School	930	Alternative Venue Sought
EOB			Mobile Station at Windermere Road	389	No Change
EPA			Treboeth Public Hall	1567	Merge with EPB
EPB			Mobile Station at Hollett Road	685	Merge with EPA and change to Treboeth Public Hall
EQ			Caersalem Baptist Chapel Vestry	840	No Change
ER			Mobile Station at Long View Road	1491	No Change
ES			Clase and District Community Centre	1004	No Change
HE	Newton	Mumbles (Newton Ward)	Paraclete Congregational Hall	1444	Proposed change to Newton Village Hall
HF			Newton Village Hall	1376	No Change
HG	Oystermouth	Mumbles (Oystermouth Ward)	Ostreme Centre	1737	No Change
HH			Victoria Hall, Dunns Lane	1652	Proposed change to Ostreme Centre
GE	Penclawdd	Llanrhidian Higher (Penclawdd Ward)	Penclawdd Community Centre	1533	No Change
GF			Mobile Station Opp. St Gwynours Church	449	No Change
GH		Llanrhidian Higher (Llanmorlais Ward)	Llanmorlais Community Hall	1025	No Change
EI	Penderry	No Community	Community Lounge Mountbatten Court	1088	No Change
EJ			Blaenymaes and Portmead Community Centre	1244	No Change
EK			Portmead Primary School	1762	Alternative Venue Sought
EL			St Clear's Lounge, St Clear's Place	1016	No Change
EMA			Penlan Community Centre	744	Merge with EMB
EMB			Mobile Station opp Penderry Sherries	666	Merge with EMA and change to Penlan Community Centre
EN			Community Lounge, Conway Court	1482	No Change

Register Code	Electoral Division	Community	Polling Station	Electorate	Returning Officer's Recommendation
CM	Penllergaer	Penllergaer (Penllergaer West Ward)	Community of Christ, 144 Gorseinon Rd	840	No Change
CN		Penllergaer (Penllergaer East Ward)	Penllergaer Old School Village Hall	1672	Proposed change to Llewellyn Hall
GU	Pennard	Pennard (Southgate Road)	Pennard Community Centre	1704	No Change
GV		Pennard (Kittle Ward)	Parish Hall, Vennaway Lane	523	No Change
CF	Penyrheol	Grovesend and Waungron	Miner's Welfare Scheme	864	No Change
C11		Gorseinon (Penyrheol Ward)	Penyrheol Boxing Club	1179	Merge with C12
C12			Penyrheol Boxing Club	911	Merge with C11
CJ		Gorseinon (Gorseinon West Ward)	The Pavilion, Parc Y Werin	1467	No Change
CA	Pontardulais	Pontardulais (Pentrebach Ward)	Ebenezer Chapel Vestry	389	Alternative Venue Sought
CB		Pontardulais (Dulais West Ward)	St John's Ambulance Training Centre	1548	No Change
CC		Pontardulais (Tal-y-Bont Ward)	Bont Elim Church	1811	No Change
CD		Pontardulais (Dulais East Ward)	Pontarddulais Comprehensive School	744	No Change
CE		Pontardulais (Goppa Ward)	Goppa Chapel Vestry	517	No Change
WI	Sketty	No Community	Mobile Station at Derwen Fawr Road	503	No Change
WJ			Bethel United Reformed Church	1277	Merge with WL1
WK			Sketty Park Community Centre	2553	No Change
WL1			Bethel United Reformed Church	1641	Merge with WJ1
VM			Sketty Library	1509	No Change
VN			Sketty Baptist Church Schoolroom	3541	No Change
FL	St Thomas	No Community	St Thomas Community Primary School	1007	Alternative Venue Sought
FM			St Thomas Church Hall	931	No Change
FN			St Thomas Church Hall	1104	Alternative Venue Sought
FO			Port Tennant Community Centre	1099	Merge with FP
FP			St Stephen's Church Hall	1432	Merge with FO
XJ	Townhill	No Community	Our Lady of Lourdes, Upper Parish Hall	1057	No Change
XK			The Phoenix Centre	931	No Change
XL			The Phoenix Centre	1263	No Change
XM			New Gors Avenue Community Centre	1211	No Change
XN			Mayhill Community Centre	736	No Change
XO			The Pod, Seaview Primary School	861	Alternative Venue Sought

Register Code	Electoral Division	Community	Polling Station	Electorate	Returning Officer's Recommendation
WU	Uplands	No Community	Trinity Chapel Vestry, Glanmor Park Rd	1383	No Change
WV1			Mobile at Jct of Lon Cadog/Lon Cynfor	1335	Merge with WV2
WV2			Mobile at Jct of Lon Cadog/Lon Cynfor	503	Merge with WV1
WW			The Lifepoint Centre, Ffynone Road	2392	No Change
WX			Victoria & St Helen's Senior Citizens Pavilion	1465	No Change
WY			Brynmill Community Centre	1802	No Change
WZ			Pantygwydr Baptist Church Centre	1091	No Change
CP	Upper Loughor	Llwchwr (Upper Loughor Ward)	Welfare Hall, Woodlands Road	2198	No Change
HB	West Cross	Mumbles (West Cross Ward)	West Cross Community Centre	1619	No Change
HC			Norton Church and Village Hall	1680	No Change
HD			Whitestone Primary School	2003	Alternative Venue Sought

Key to Returning Officer's Recommendations:

No Change – The Returning Officer is not looking to change this Polling Station, but is happy to accept suggestions for alternative venues.

Alternative Venue Sought – The Returning Officer is actively seeking alternative venues for these Polling Stations.

Merge with.... – The Register will be merged with another to make one new register.

Change to.... – A potential alternative Polling Station has been identified for future use.

* - The electors within this register may be required to attend a different Polling Station for any elections using Parliamentary boundaries following the enactment of The Swansea (Communities) Order 2011.

Appendix 2

Submission from:	Summary of Consultation Responses Received
Councillor Paul Lloyd Bonymaen	Agreement to seek alternative venue for Mobile at Halfway Inn
Phil Couch Bonymaen	Suggestion to create a new Polling Station for Copper Quarter due to the large amount of homes being built
Councillor Sybil Crouch (on behalf of Castle Councillors) Caste	Queries as to why alternative venues are being sought for XB & XF. Suggestion of Terrace Road School for XD Rejection of suggested recommendations for XG and XH2 due to requirement to cross very busy road XH1 – preference that Polling Station remains in the school
Councillor Peter Black Cwmbwrla	Suggestion of using the new changing rooms in Maesglas Road when completed for elections from 2016
Councillor Susan Jones Gowerton	Alternative suggestion for St John's Church Hall instead of Temple URC
Gowerton Community Council Gowerton	Alternative suggestion for Rechabite Community Hall instead of Temple URC
Councillor Mary Jones Killay North	Request to consider St Hilary's Church as an alternative to Hendrefoilan School
Councillor Uta Clay (on behalf of Llansamlet Councillors) Llansamlet	Suggestion to seek alternative to Trallwn Community Centre and query as to why an alternative to Talycoppa School was being sought.
Councillor Ioan Richard Mawr	Agreement with the recommendations made by the Returning Officer and that Mawr should have a minimum of 3 Polling Stations
Mike Hedges A.M. Morrison	Agreement with the recommendations made by the Returning Officer. To retain the Polling Stations at Glynollen Primary School and Ynystawe Primary School. To use Morrison Tabernacle for new ET polling district and to cease using the Mobile at Swan Inn.
Pontarddulais Community Council Pontarddulais	Request to reconsider using an alternative venue for Ebenezer Chapel Vestry and if an alternative is needed a mobile Polling Station be used.
Councillor Paul Meara Sketty	Agreement with the recommendations made by the Returning Officer
David Lloyd, Secretary of St Thomas Branch of Labour Party St Thomas	Various detailed suggestions. Also suggestion to create an additional Polling Station to serve electors of SA1 and surrounding area.

Appendix 3

Polling Districts, Polling Places Final Proposals and Polling Station Changes

- 1.1 The responsibility for dividing the parliamentary constituencies into Polling Districts and for designating Polling Places rests with the Council. Council must consider and if appropriate approve the recommendations of the Returning Officer with regard to the Review of Polling Districts and Polling Places.
- 1.2 Decisions relating to the Review of Polling Stations fall under Election Rules to the Returning Officer. The Returning Officer has a personal responsibility for deciding on the number and location of Polling Stations.
2. **Responses Received, Polling District / Polling Place Final Proposals and the determinations of the Returning Officer in relation to Polling Stations.**
 - 2.1. The following list outlines any responses received, Polling District / Polling Place final proposals and the determinations of the Returning Officer in relation to Polling Stations.

Bishopston Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Bonymaen Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: No change.

Polling Station:

- i) To use a Mobile Station at the Eastside District Housing Office instead of the station at Halfway Inn.
- ii) Request for a Polling Station to be provided for the residents of the Copper Quarter. A suitable venue is to be investigated.
- iii) No other change.

Castle Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: None

Polling Station(s):

- i) To use Brynmelyn Community Centre instead of Waun Wen Primary School.
- ii) No other change.

Clydach Electoral Division

Representation Received: None.

Polling District / Polling Place: To merge DS1 with DS2 creating a single DS Register.

Polling Station(s):

- i) To cease using Forge Fach and for all DS electors to use Graigfelen Hall.
- ii) No other change.

Cockett Electoral Division

Representation Received: None.

Polling District / Polling Place: To merge WP2 with WQ2 creating a single WP2 register.

Polling Station(s): No change.

Cwmbwrla Electoral Division

Representation Received: See Appendix 2

Polling District / Polling Place: No change.

Polling Station(s):

- i) Christwell Centre to be used instead of Mary Cave Day Centre as they can no longer accommodate us on polling day.
- ii) To continue to use Cwmbwrla & Manselton Community Centre for both EA and EB, but will review an alternative if a section of Burlais Comprehensive School is deemed suitable in the future.

Dunvant Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Fairwood Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Gorseinon Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Gower Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Gowerton Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: No change.

Polling Station(s): Agreement to use St John's Church Hall as an alternative venue to the Temple Vestry, United Reformed Church

Killay North Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Killay South Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Kingsbridge Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Landore Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Llangyfelach Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

Llansamlet Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: No change.

Polling Station(s): No change. Electoral Services to write to the two identified housing estates within Llansamlet in order to offer postal votes.

Lower Loughor Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

Mawr Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: No change.

Polling Station(s): No change

Mayals Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

Morrison Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place:

- i) To merge ETA with ETB to create a single ET register.
- ii) To merge EU with EV to create a EU register.
- iii) To merge EW1 with EW2 to create a single EW register.

Polling Station(s): To use Morrison Tabernacle for new ET polling district and to cease using the Mobile at Swan Inn.

Mynyddbach Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change.

Newton Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): To cease using Paraclete Congregational Church and direct electors to Newton Village Hall.

Oystermouth Electoral Division

Representation Received: None

Polling District / Polling Place: No change.

Polling Station(s): To cease using Victoria Hall, Dunns Lane and direct electors to the Ostreme Centre

Penclawdd Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

Penderry Electoral Division

Representation Received: None.

Polling District / Polling Place: To merge EMA with EMB to make new EM register.

Polling Station(s): To cease using Mobile Station opposite Penderry Sherries and to direct new EM electors to Penlan Community Centre.

Penllergaer Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): To cease using Penllergaer Old School Village Hall and to use Llewellyn Hall pending approval from venue.

Pennard Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

Penyrheol Electoral Division

Representation Received: None.

Polling District / Polling Place: To merge CI1 and CI2 to make new CI register.

Polling Station(s): No change

Pontarddulais Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: No change.

Polling Station(s): No change, other than to retain Ebenezer Chapel Vestry as a Polling Station and to monitor its future suitability.

Sketty Electoral Division

Representation Received: None.

Polling District / Polling Place: To merge WL1 and WJ to make new WL register

Polling Station(s): No change

St Thomas Electoral Division

Representation Received: See Appendix 2.

Polling District / Polling Place: No change but ongoing review.

Polling Station(s): To create an additional Polling Station to serve SA1 and surrounding area by using the Waterfront Community Church, SA1.

Townhill Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

Uplands Electoral Division

Representation Received: None.

Polling District / Polling Place: To merge WV1 and WV2 to make new WV register.

Polling Station(s): No change

Upper Loughor Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

West Cross Electoral Division

Representation Received: None.

Polling District / Polling Place: No change.

Polling Station(s): No change

Council – 2 December 2014

COUNCILLORS' QUESTIONS

PART A - SUPPLEMENTARIES

<p>1.</p>	<p>Councillors CA Holley, PB Black & LG Thomas</p> <p>Will the Leader publish the cost benefit analysis for his possible selling off of the Civic Centre and replacing it with a new build or conversion of a current building in the City Centre? Will the Leader tell Council what plans he has for the future of the Central Library, West Glamorgan Archives, Contact Centre and the Café.</p> <p>Response of the Leader</p> <p>The Council has the responsibility to manage its assets to secure best value for the people of Swansea. The concept of the relocation from the Civic Centre to a city centre location is currently under consideration as part of the city centre framework review process. At a strategic level the relocation would offer significant regeneration benefits for the city centre, however, the concept is currently at preliminary feasibility stage, and will need to be informed by a number of detailed technical and financial assessments in due course before a full cost-benefit assessment could be undertaken. The Library, Archives, Contact Centre and Café would all be part of the analysis.</p>
<p>2.</p>	<p>Councillors MH Jones, JW Jones & CA Holley</p> <p>Will the new Cabinet Member for Transformation and Performance tell Council what his priorities are, how he will ensure they are achieved and how will he measure progress made in achieving those objectives.</p> <p>Response of the Cabinet Member for Transformation and Performance</p> <p>The Council has in place an ambitious programme of performance improvement and transformation, Sustainable Swansea – Fit for the future, based on the Council 5 key priorities.</p> <p>There are many elements which make up this strategic framework which include:</p> <p>4 work streams – Efficiency, New Delivery Models, Prevention, Stopping Services</p> <p>14 Delivery Strands</p> <p>And many Change/Transformation Projects impacting all aspects of Council Business, all underpinned by our Innovation Programme.</p> <p>While the purpose of Sustainable Swansea is to drive a culture of change and performance improvement over the short, medium and long term, my immediate priorities are based around ensuring good governance is in place at an early stage to achieve the delivery of this framework. In particular I will be focussing on:</p> <ol style="list-style-type: none"> 1. Ensuring the completion of the current Budget Review Strategy to enable delivery of the Council Budget 2014/15 whilst also reviewing the governance process for future years. 2. Implementing an effective stewardship process for the delivery of Sustainable Swansea – Fit for the Future to enable the delivery of the many work streams in a timely, cost effective and efficient manner. 3. Reviewing and reducing the current measurement set/KPI's to ensure they

	<p>align with delivering the Council priorities and values.</p> <p>I look forward to updating Council at regular intervals over the coming months on progress in achieving these priorities and the delivery of the work streams, delivery strands and projects that make up Sustainable Swansea.</p>
3.	<p>Councillors AM Day, MH Jones & CL Philpott</p> <p>Will the Deputy Leader tell Council what are her priorities for Children and Young People, how will she ensure they are achieved and how will she measure progress made in achieving those objectives.</p> <p>Response of the Cabinet Member for Services for Children & Young People</p> <p>I believe that my priorities for Children and Young People in Swansea reflect what we would all want for our own children.</p> <p>We must ensure that that the voice of children is at the heart of all that we do.</p> <p>This Council is the first in the UK to embed the United Nations Convention on the Rights of the Child into its decision-making processes. Members and officers of the City & County of Swansea will ensure that they give due regard to the UNCRC when exercising their functions as laid out in Council's Children's & Young People's Rights Scheme, agreed by Cabinet on 21st October this year and officially launched on 20th November, Universal Children's Day.</p> <p>'Due regard' to the UNCRC is rooted alongside the wider arrangements of all impact assessments within the City and County of Swansea and has been embedded within the existing Equality Impact Assessment (EIA) process. This will include monitoring of the scheme.</p> <p>We will also continue promoting & encouraging Rights-Respecting schools.</p> <p>We must support our children to grow up safe, happy & healthy; We must give children the best start in life. Wherever possible, children should live within their own families, communities & to attend local schools. For the small number of children unable to live safely within their own families, we must support them to be able to live in or as close to Swansea as possible; and within a family rather than an institutional setting.</p> <p>We must support all children to grow up into being adults best able to live independent, productive lives that meet their aspirations, whilst enjoying meaningful & satisfying social relationships.</p> <p>Through Child & Family Services, we are monitoring progress against these priorities through a suite of indicators within the Safe LAC reduction strategy. We will further enhance that suite of indicators through the development of new measures that will allow us to better report on the impact of the prevention workstream that forms part of Sustainable Swansea.</p> <p>Flying Start monitors developmental progress, take-up and attendance for eligible children. I hope that scrutiny will continue to support Council and play its part as critical friend in monitoring performance in these areas.</p>

4.	<p>Councillors PM Meara, MH Jones, JW Jones</p> <p>Only 28 people responded to the Consultation on the Council’s Anti – Poverty Strategy. Is the Cabinet Member confident that the people the strategy is intended to benefit really engage with the Council’s strategic approach to poverty issues.</p> <p>Response of Cabinet Member for Anti Poverty</p> <p>Although the number of responses was disappointing, it will in no way deter our absolute commitment in tackling and reducing the scourge of Poverty on our most vulnerable and underprivileged in the deprived areas and communities across the City. We will continue to work closely with Welsh Government and other strategic partners, in engaging with those citizens, where there is greatest need.</p> <p>Individuals and communities often engage in the tackling poverty agenda when they are in need themselves. In which case they will be accessing operational services which are part of our wider approach to tackling poverty. A whole strand of the poverty strategy is based on the involvement and empowerment of people experiencing poverty – called Empowering Local People. You will see in the action plan there are a number of proposed activities to begin to address the importance of engaging people in its delivery.</p>
5.	<p>Councillors CA Holley, PM Meara & CL Philpott</p> <p>What lessons does the Cabinet Member draw from the fact that <u>NO</u> member of the public responded to the Council’s consultation on a Casino Policy.</p> <p>Response of Cabinet Member for Wellbeing & Health City</p> <p>We have learnt that none of those consulted on the changes to the Gambling Policy in respect of casinos raised any issue with the proposed change. The council had a statutory duty to carry out the consultation and there were clearly no objections to the proposals.</p> <p>The legislation prescribes a list of persons to be consulted. The list is very wide and this enables licensing authorities to carry out a comprehensive consultation exercise with anyone who may be affected by or have an interest in the Gambling Policy. In this case a range of persons were written to directly, including South Wales Police, solicitors and organisations representing the gambling industry, all local authority Members, Community Councils, residents groups and various Council Departments. The consultation was also published on the Council’s website.</p> <p>Despite the extensive consultation exercise carried out no responses were received</p>

6.	<p>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard & G D Walker.</p> <p>Could the Cabinet Member clarify why the Council intends to close Pennard library on 31 March 2015 when a review is underway of the Library Service? Isn't this a premature decision.</p> <p>Response of Cabinet Member for Enterprise, Development & Regeneration</p> <p>As Councillors state a full library review is now underway. As such its position will be assessed in line with the outcomes of the review, as will the future of all libraries in Swansea.</p>
7.	<p>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard & G D Walker.</p> <p>Will the Cabinet Member advise Council if the review of the Library Service incorporates all libraries in Swansea.</p> <p>Response of Cabinet Member for Enterprise, Development & Regeneration</p> <p>Yes. The review has been tasked to look at all libraries currently operating within the City and County of Swansea.</p>
8.	<p>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard & G D Walker.</p> <p>Could the Leader explain why, when his weekly column in the Evening Post asked communities for their support in taking over and running Council assets, he and his Cabinet appear unwilling to co-operate with the communities of Gower to keep open Pennard Library.</p> <p>Response of Cabinet Member for Enterprise, Development & Regeneration</p> <p>Officers are continuing to work with the community to look at alternative models of service provision in Pennard. The original proposal was not able to be supported as it entailed CCoS administering a significant grant, new build and committing ongoing revenue costs.</p>
9.	<p>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard & G D Walker.</p> <p>Could the Cabinet Member inform Council of the annual maintenance costs of each individual children's playground in Swansea for the year 2012-12 and 2013-2014? What is covered by these costs.</p> <p>Response of Cabinet Member for Environment & Transportation</p> <p>With regards to the financial years requested we had not introduced a system of recording all costs per individual play area, however we can give an approximate cost on expenditure for replacement, repair or new items for each financial year.</p>

Equipment Replacement, Repair or New, inclusive of surface material

During Financial year 12/13 approximate cost of £63,000

During Financial year 13/14 approximate cost of £103,000

The above figures are purely on material purchases only

We are unable to break this down between sites, However, this financial year all costs are being broken down for each playground, which includes labour.

A further £300,000 (allocated by the current administration) has been spent as part of the Council's capital programme during 2013/14 and 2014/15, for the redevelopment of 5 play sites across the City, Brynydon, Gors Avenue, Maesteg Park, Bleanymeas and Kings Head Road.

We have also been successful via HLF schemes to finance the upgrade and installation of new play equipment at Brynmill and Cwmdonkin Park.

Parks Internal Inspection Process

We have to ensure inspection of each site for safety reasons, our inspection process is based on 3 per year by a trained and qualified internal officer and one inspection has to be undertaken by an independent company.

In addition to this our Litter Operatives are expected to undertake a visual inspection of each site on at least 3 occasions per week, this is to check for any obvious damage, remove weeds and level loose fill bark periodically.

Cost for such inspections is £990 per year per site.

PART B - None

Agenda Item 17.a

Report of the Head of Legal, Democratic Services & Procurement

Council – 2 December 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 4 November 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 –
4 November 2014**

1. Mr P East asked the Section 151 Officer

Questions

1. What percentage of salary currently representing Employers contributing to Employee and Councillor Pension Scheme.
2. What was the value of employer contributions made in respect of the Chief Financial Officer.

Response of the Section 151 Officer

1. The percentage rate for employers contributions for 2013/14 was 22.4% which remains the same in the current year.
2. The value in 2013/14 was £10,946 based on a part year term of Office based on the above percentages. This figure was reported as part of the Councils Statement of Accounts for 2013/14. Salary figures for senior officers including employer pension contributions are reported on annually within the published Statement of Accounts.

2. Councillor MH Jones asked the Cabinet Member for Anti Poverty

Question

Councillor MH Jones referred to a Welsh Government initiative whereby each Primary School child is provided with toothpaste and a toothbrush and encouraged to clean their teeth. She queried why this was not referred to in the report.

Response of the Cabinet Member for Anti Poverty

The initiative Councillor MH Jones is referring to is called Designed to Smile. Designed to Smile is a national Oral Health Improvement programme to improve the dental health of children in Wales run by the NHS funded by the Welsh Government.

The Action plan as part of the poverty strategy refers to new actions the Council will be undertaking. The performance management framework refers to existing actions the Council is undertaking to deliver against the outcomes and targets. As this is a national Health programme not run by the Council this has not been referred to in the strategy.

3. Councillor AM Day asked the Cabinet Member for Education

Question

In relation to Councillor Question 2 - What are the key milestones in order to meet the set targets.

Response of the Cabinet Member for Education

What are the key milestones in order to meet the set targets?"

Education's challenges and priorities are those of our single integrated plan, One Swansea, and the Corporate Improvement Plan 2013-17, namely to:

- 1. Raise attainment and achievement for all learners 3-19*
- 2. Improve Attendance levels*
- 3. Improve Literacy in English and Welsh to enable all pupils to take full advantage of the curriculum and to reduce the gap between boys and girls.*

Section 1 of the **Education Business Plan 2014-15 / Post-Inspection Action Plan** contains targets for 2014 for a range of indicators which were set at 6th/10th/14th ranking in national performance, based on Swansea performance in 2013 and trends plus challenge. The Business Plan/PIAP is at: <http://www.swansea.gov.uk/estyninspections>

Ref	Business Area	Expected Outcomes
	Raise Standards	
S1	Foundation Phase, age 7	<p>Improve our national local authority position to 14th</p> <p>Reduce the number of schools in the bottom quartile and below the median</p> <p>To achieve 14th position performance outcome 5 targeted to improve to:</p> <p>Foundation Phase Indicator 82.3%</p> <p>PSD 93.3%</p> <p>LCE 85.1%</p> <p>MDT 86.8%</p>
S2	Key Stage 2, age 11	<p>Improve our national local authority position to 10th</p> <p>Reduce the number of schools in the bottom quartile and below the median</p> <p>To achieve 10th position performance in Level 4 targeted to improve to:</p> <p>Core Subject Indicator 85.4%</p> <p>English 88.0%</p> <p>Maths 88.2%</p>
S3	Key Stage 3, age 14	<p>Improve our national local authority position to 10th</p> <p>Reduce the number of schools in the bottom quartile and below the median</p>

		<p>To achieve 10th position performance in Level 5 targeted to improve to:</p> <p>Core Subject Indicator 78.5%</p> <p>English 84.2%</p> <p>Welsh 89.4%</p> <p>Maths 85.9%</p>
S4	Key Stage 4, age 16	<p>Improve our national local authority position to 6th</p> <p>Level 1 Threshold 94.9%</p> <p>Level 2 Threshold Inclusive 56.0%</p> <p>No qualifications 0.00%</p>
S5	Post-16 performance	<p>Improve Key Stage 5 performance</p> <p>At Level 1</p> <p>At Level 2</p> <p>At Level 3</p>
S6	Performance of disadvantaged pupils	<p>All measures in S1,2,3,4 to the following groups of pupils:</p> <ul style="list-style-type: none"> • Free school meals • Boys <p>Maintain reduction in NEETS at 16 <i>[performance not expected to reduce much below c 3.0 as the remaining young people are the hardest to find provision for]</i></p> <p>Reduce NEETS 16-18</p>
S7	Attendance	
	(a) Primary	<p>Improve our national local authority position to 14th</p> <p>Reduce the number of schools in the bottom quartile and below the median</p> <p>To achieve 6th position (2013 value) performance targeted to improve to:</p> <p>- Primary 94.1%</p>
	(b) Secondary	<p>Improve our national local authority position to 10th</p>

		Reduce the number of schools in the bottom quartile and below the median To achieve 6 th position (2013 Value) performance targeted to improve to: - Secondary 93.3%
S8	Reduce Exclusions	
	(a) Permanent	0
	(b) Fixed Term more than 6 days (rate/1000)	Improve ranking to 14 th - 4.0 No permanent exclusions in the Primary Sector Reduction of permanent and managed moves out of mainstream education in the Secondary sector by xxxx? Fixed term exclusions not to rise (number of days lost/ average number of days?)

4. Councillor PM Meara asked the Cabinet Member for Transformation and Performance

Question

In relation to Councillor Question 4 - Can you please provide specific examples of your outcomes in relation to Sustainable Development.

Response of the Cabinet Member for Transformation and Performance

Specific examples of outcomes in relation to sustainable development as a result of the Council's work with the WLGA on their Sustainable Development Framework include:

- The co-design and implementation of a leadership training course for Cabinet and Executive Board members which is now available for all local authorities to use from the WLGA. Training has also been developed and delivered for Scrutiny on sustainable development and futures resulting in the incorporation of Sustainable Development principles into Scrutiny processes.
- A methodology for Sustainable Development Reporting piloted by City and County of Swansea and which now forms part of our annual reporting process.
- Work with the Cabinet, Top Managers and the Local Service Board on foresighting has resulted in the collection of evidence and building of understanding around the interdependencies and contradictions across future trends and the impact of these trends on the planning and delivery of Council Services.

- The development of future ward scenarios for six wards and a future trends paper identifying the key long term trends that will impact on the Local Authority over the next 20-30 years.
- The work on foresighting has guided the development of Sustainable Swansea -Fit for the future resulting in the commitment to developing a Swansea 2040 plan.
- Innovation workshops examined the barriers to aspiration of faced by children facing poverty, resulting in a pilot Tackling Poverty training programme for Council employees and issues around home to school transport for pupils with SEN resulting in an independent travel training pilot.
- A Review of carbon implications regarding the office accommodation strategy.
- The Inclusion of sustainability criteria within Council service business plans.
- The development of a diagnostic tool to benchmark council performance which has been used to inform the WLGA's Early Adopter's programme for the Well-being of Future Generations Bill.

Scrutiny Dispatches

City & County of Swansea – November 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

How can we improve public engagement?

(Lead: Councillor Joe Hale)

The Public Engagement Scrutiny Inquiry Panel completed its look at ways in which the Council could improve its engagement practices with the public, staff and external stakeholders, and presented its final report to Cabinet on 21 October.

The inquiry took place over a seven month period and took evidence from internal and external sources. The inquiry also benefitted from the co-option of Amanda Williams from Participation Cymru particularly in highlighting good practice examples elsewhere. The inquiry explored issues relating to current engagement strategies, the effectiveness of the Swansea Voices citizens' panel, engagement with staff, and the impact of financial pressures on engagement activities.

The Council has less money to spend and the Inquiry Panel's assumption was that this would diminish levels of consultation and engagement with the public, staff and interested groups. In the end, it found that capitalising on, and making improvements to existing mechanisms would improve engagement without the need to spend more money. The Scrutiny Inquiry believed that good public engagement was fundamental to the success of any large organisation especially when there are severe economic pressures to contend with. The Panel recognised the good public engagement that has taken place but also recognised where lessons have needed to be learnt. The Panel believed that all engagement needs to be citizen centered, genuine and not tokenistic, with clearer thinking behind the who, why and how when planning activities.

The Panel has made a number of recommendations to Cabinet including:

- adopting the National Principles for Public Engagement in Wales
- demonstrating how Swansea Voices influences policy development
- opening up public access to the work of the Local Service Board
- retaining and improving opportunities for engagement through a variety of media
- regularly engaging staff and councillors
- changes to the Consultation and Engagement Strategy.

A response from Cabinet is expected within the next 3 months. The Panel hopes that its work will have impact by leading to a more inclusive approach to engagement.

You can find a copy of this report in the scrutiny reports library on our website:

<http://swansea.gov.uk/scrutinylibrary>

Social care at home

(Lead: Councillor Uta Clay)

The Social Care at Home Scrutiny Inquiry Panel is about to conclude its work. Its final report is expected to come before the Scrutiny Programme Committee at the end of November. The inquiry has been looking at how the council and partners supports people to enable them to remain in their own homes, and what improvements could be made. The report will detail key findings from evidence gathered and conclusions from this work, and recommendations for Cabinet. Cllr Uta Clay is now leading the conclusion of this inquiry, taking the place of Cllr Jane Harris. Following a presentation of the final report by Cllr Uta Clay, the Scrutiny Programme Committee will be asked to agree its submission to Cabinet for decision. More on this to follow!

Schools Scrutiny Performance Panel progress update

(Lead: Councillor Fiona Gordon)

Performance Panel conveners attend the Scrutiny Programme Committee on a regular basis to provide an update on progress. This is to ensure awareness / understanding of the work of the Panel, consider its effectiveness and impact, and consider any issues arising and action required. On 29 September it was the turn of Councillor Fiona Gordon who leads the work of the Schools Scrutiny Performance Panel. This Panel has an overarching remit to provide ongoing challenge to schools performance to ensure that pupils are receiving high quality education, and monitor the authority's objectives in relation to improving school standards and pupil attainment.

Recent work has included exploration of issues relating to:

- education other than at school;
- the role of the authority tackling the performance of teachers and dealing with competence issues and recruitment of senior staff in schools
- elective home education
- the support for schools from challenge leaders in order to ensure consistency of advice and guidance to schools;
- Estyn Inspections and advisory/practice documents

The Panel meets every month and future meetings will include engaging with a number of schools to discuss their improvement plans. Amongst other issues the Panel will also be looking at behaviour and restorative practice, and looks forward to the annual education performance data that will be available in December.

Transforming adult social services

(Lead: Councillor Uta Clay)

A Working Group met on 13 October to consider an overview from the cabinet member and officers and consideration is being given to how scrutiny can be involved in the Transformation of Adult Social Services programme. It was agreed that scrutiny should align its work to Cabinet decisions and the timetable for the transformation programme to ensure scrutiny has impact. A further meeting will take place to:

- receive a report on the rationale and the drivers for the transformation programme
- consider findings from the independent review into older people's services
- decide on a number of priorities to scrutinise

Improving communication and public engagement with scrutiny

(Lead: Councillor Mike Day)

An action plan for improving communication and public engagement has been agreed by the Scrutiny Programme Committee. The action plan has an emphasis on:

- building communications planning into the work of the Committee, Panels and Working Groups to raise awareness of the work and impact of scrutiny
- facilitating the ability of the public to contribute to the work of scrutiny and influence decision-making
- focusing on and promoting a small number of 'significant stories, through a number of channels
- Councillors acting as communication champions

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