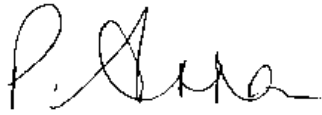


## COUNCIL SUMMONS

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, Guildhall, Swansea on Tuesday, 31 March 2015 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 - 27  
To approve and sign as a correct record the Minutes of the Extraordinary meeting of Council held on 24 February 2015 and Ordinary meeting of Council held on 3 March 2015.
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 - Bay Campus - Swansea University Campus Development Strategy.**
8. **Report of the Independent Advisor.**
- 8.a Pay Policy 2015/2016. 28 - 51
9. **Report of the Cabinet Member for Transformation & Performance.**
- 9.a Membership of Committees. 52 - 53
10. **Report of the Cabinet Member for Education.**
- 10.a Admission Arrangements 2016/2017. 54 - 101
11. **Joint Report of the Presiding Member, Monitoring Officer and Head of Democratic Services.**
- 11.a Amendments to the Council Constitution & Council Diary 2015-2016. 102 - 117
12. **Report of the Constitution Working Group.**
- 12.a Local Development Plan Petitions. 118 - 144
13. **Councillors' Questions.** 145 - 152
14. **For Information Reports. (Not For Discussion)**
- 14.a Written Responses to Questions asked at the Last Ordinary Meeting of Council. 153 - 154



Patrick Arran  
Head of Legal, Democratic Services & Procurement  
Civic Centre  
Swansea  
**Wednesday, 20 March 2015**  
**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 COUNCIL

HELD AT COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA ON TUESDAY,  
24 FEBRUARY 2015 AT 5.00 PM

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

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

171. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors N S Bradley, S E Crouch, W J F Davies, G Owens, D Phillips, C Richards, M Theaker and C Thomas.

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

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

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

**Councillors**

- 1) Councillors J C Bayliss, P M Black, M C Child, R A Clay, U C Clay, A C S Colburn, D W Cole, A M Cook, J P Curtice, N J Davies, A M Day, P Downing, C R Doyle, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, F M Gordon, J A Hale, J E C Harris, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, L James, Y V Jardine, A J Jones, J W Jones, M H Jones, S M Jones, E T Kirchner, A S Lewis, D J Lewis, R D Lewis, C E Lloyd, P Lloyd, K E Marsh, P M Matthews, P N May, P M Meara, H M Morris, J Newbury, B G Owen, C L Philpott, J A Raynor, T H Rees, I M Richard, P B Smith, R V Smith, R C Stewart, D G Sullivan, G J Tanner, C M R W D Thomas, D W W Thomas, L G Thomas, L J Tyler-Lloyd, G D Walker, L V Walton, T M White & N M Woollard declared a Personal interest in Minute 178 "Medium Term Financial Planning 2016/2017-2018/2019", Minute 179 "Revenue Budget 2015/2016", Minute 180 "Capital Budget & Programme 2015/2016-2018/2019", Minute 181 "Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2015/2016" and Minute 182 "Statement of Accounts 2012/2013 and 2013/2014";
- 2) Councillor J E Burtonshaw declared a Personal interest in Minute 178 "Medium Term Financial Planning 2016/2017-2018/2019", Minute 179 "Revenue Budget 2015/2016", Minute 180 "Capital Budget & Programme 2015/2016-2018/2019", Minute 181 "Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2015/2016" and Minute 182 "Statement of Accounts 2012/2013 and 2013/2014" and stated that she had dispensation from Standards Committee to stay, to stay and speak and vote on any item relating to Cap Gemini, on Budget matters and any other matters that affect Cap Gemini;
- 3) Councillor M Thomas declared a Personal interest in Minute 178 "Medium Term Financial Planning 2016/2017-2018/2019", Minute 179 "Revenue Budget 2015/2016", Minute 180 "Capital Budget & Programme 2015/2016-2018/2019", Minute 181 "Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2015/2016" and Minute 182 "Statement of Accounts 2012/2013 and 2013/2014" and stated that he had dispensation from Standards Committee to stay and speak but not vote on any item relating to general staff employment, on budget matters other than matters that directly affect his wife by specific reference to her post;

- 4) Councillor T M White declared a Personal interest in Minute 178 "Medium Term Financial Planning 2016/2017-2018/2019", Minute 179 "Revenue Budget 2015/2016", Minute 180 "Capital Budget & Programme 2015/2016-2018/2019", Minute 181 "Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2015/2016" and Minute 182 "Statement of Accounts 2012/2013 and 2013/2014" and stated that he had dispensation from Standards Committee stay and speak on any item relating to general staff employment, on budget matters other than matters that directly affect his daughter by specific reference to her post;
- 5) Councillors T J Hennegan and G J Tanner declared a Personal and Prejudicial interest in Minute 183 "Housing Revenue Account (HRA) Revenue Budget 2015/2016" and Minute 184 "Housing Revenue Account - Capital Budget and Programme 2016/2017-2018/2019" and withdrew from the meeting prior to its discussion;
- 6) Councillors A C S Colburn, J P Curtice, D W Cole, P Downing, W Evans, E W Fitzgerald, J E C Harris, P R Hood-Williams, L James, M H Jones, S M Jones, D J Lewis, K E Marsh, R V Smith, D G Sullivan, G D Walker and T M White declared a Personal interest in Minute 185 "Statutory Resolution - Resolutions to be made in accordance with the Regulations in the Setting of Council Tax 2015/2016";
- 7) Councillors V M Evans, C R Doyle and L V Walton declared a Personal in Minute 186 "Local Transport Plan 2015-2020".

### **Officers**

- 1) J Straw and M Hawes declared a Personal interest in Minute 178 "Medium Term Financial Planning 2016/17-2018/2019", Minute 179 "Revenue Budget 2015/2016", Minute 180 "Capital Budget & Programme 2015/2016-2018/2019", Minute 181 "Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2015/2016" and Minute 182 "Statement of Accounts 2012/2013 and 2013/2014".

### 173. **SUSPENSION OF COUNCIL PROCEDURE RULES**

The Presiding Member stated that he had received requests from the Leader of the Council and the Leader of the Largest Opposition Political Group seeking the suspension of Council Procedure Rule 10 "Extraordinary Meeting of Council" and Council Procedure Rule 20 "Debates on the Budget and Accounts".

**RESOLVED** that:

- 1) Council Procedure Rule 10 "Extraordinary Meeting of Council" be suspended in order to allow Public Questions to be asked at the meeting;

- 2) Council Procedure Rule 20 "Debates on the Budget and Accounts" be suspended in order to allow the amendment proposed by the Opposition Political Groups to be considered by Council as the amendments were submitted after the deadline of 10.00am on 23 February 2015.

174. **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) Nortridge Perrott asked the relevant Cabinet Member a question in relation to Minute 186 "Local Transport Plan 2015-2020".

*"What work by Officers in the City and County of Swansea has been done in respect of maximising rail investment for the area covered by the Regional Transport Plan and what is the budget provision set aside for this endeavour within the City and County of Swansea's budget?"*

The Environment and Transportation Cabinet Member stated that a written response would be provided.

175. **CORPORATE PLAN 2015-2017.**

The Finance and Strategy Cabinet Member submitted a report which sought agreement to the Corporate Plan 'Delivering for Swansea' for 2015-2017.

He outlined the 5 key priorities as being:

- i) Safeguarding vulnerable people;
- ii) Improving pupil attainment;
- iii) Creating a vibrant and viable City and economy;
- iv) Tackling poverty;
- v) Building sustainable communities.

**RESOLVED** that:

- 1) The Corporate Plan 'Delivering for Swansea' for 2015-2017 be agreed.

176. **TECHNICAL AND BUDGET PRESENTATION**

The Section 151 Officer gave a technical presentation of the following 4 budget reports:

- i) Medium Term Financial Plan 2016-2017 to 2018-2019;
- ii) Revenue Budget 2015-2016;
- iii) Capital Budget & Programme 2015-2016 to 2018-2019;
- iv) Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2015-2016.



Councillors asked technical questions of the Section 151 Officer. The Section 151 Officer answered these questions fully and frankly.

Following the technical questions, the Leader of the Council gave a general political overview of the budget situation followed by a political presentation of the 4 budget reports referred to above. The relevant Cabinet Members also gave presentations relating to their portfolios.

Councillors asked political questions of the Leader of the Council. The Leader of the Council and relevant Cabinet Members answered these questions fully and frankly.

177. **ADJOURNMENT OF MEETING**

The meeting stood adjourned for a 10 minute comfort break.

178. **MEDIUM TERM FINANCIAL PLANNING 2016/17 - 2018/19.**

The Section 151 Officer submitted a report which proposed a Medium Term Financial Plan 2016-2017 to 2018-2019. The report set out the rationale and purpose of the Medium Term Financial Plan and detailed the major funding assumptions for the period and proposed a strategy to maintain a balanced budget.

**RESOLVED** that:

- 1) The Medium Term Financial Plan 2016-2017 to 2018-2019 be approved as the basis for future service and financial planning.

179. **REVENUE BUDGET 2015/16.**

The Section 151 Officer submitted a report which proposed a Revenue Budget and Council Tax levy for 2015-2016. The report detailed:

- i) Financial Monitoring in 2014-2015;
- ii) The Local Government Finance Settlement 2015-2016;
- iii) Budget Forecast 2015-2016;
- iv) Specific Savings Proposals;
- v) Outcome of Budget Consultation;
- vi) Staffing Implications;
- vii) Reserves and Contingency Fund requirements;
- viii) The Budget Requirement and Council Tax 2015-2016.
- ix) Summary of Funding Proposals;
- x) Risks and Uncertainties.

**Amendment 1**

Councillor C A Holley proposed an amendment. The amendment was seconded by Councillor E W Fitzgerald. The amendment being:

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Cont'd

- i) Increase the amount of money saved from 3rd Party spend from £3,000,000 to £8,000,000. This addition means less than a 5% cut in budget of over £130 million.
- ii) Cut Council Tax to 3.5% at a cost of £1.3 million.
- iii) As you see from above we could then put a net £3.7 million back into school delegated budgets negating almost all of the proposed reductions (about 75% of the reduction)."

The Leader of the Council asked the Section 151 Officer whether the proposed budget amendment by the Leader of the Largest Opposition Political Group Leader was valid. The Section 151 Officer stated that whilst he supported that the amendment be debated at Council, he was not in a position to recommend its adoption to Council on the basis that it would produce a significant element of risk to the Revenue Budget 2015-2016. The risk being that the savings suggested, when added to the proposals recommended by Cabinet, would result in an overall unallocated savings target of £8m within the Revenue Budget 2015-2016.

In accordance with Council Procedure Rule 30 "Voting" a recorded vote was requested. The voting on the amendment was recorded as follows:

<b>For (16 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
P M Black	L James	I M Richard
A C S Colburn	S M Jones	R J Stanton
A M Day	P M Meara	D G Sullivan
E W Fitzgerald	J Newbury	C M R W D Thomas
C A Holley	C L Philpott	L G Thomas
P R Hood-Williams		

<b>Against (36 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
J C Bayliss	W Evans	P M Matthews
J E Burtonshaw	R Francis-Davies	H M Morris
M C Child	J A Hale	J A Raynor
R A Clay	J E C Harris	P B Smith
U C Clay	T J Hennegan	R V Smith
D W Cole	B Hopkins	R C Stewart
A M Cook	D H Hopkins	G J Tanner
J P Curtice	E T Kirchner	D W W Thomas
N J Davies	A S Lewis	M Thomas
P Downing	D J Lewis	L V Walton
C R Doyle	C E Lloyd	T M White
V M Evans	P Lloyd	N M Woollard

<b>Abstention (1 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
P N May	-	-

<b>Withdrawn from meeting due to declarable interest (0 Councillors):</b>		
<b>Councillor(s):</b>	<b>Councillor(s):</b>	<b>Councillor(s):</b>
-	-	-

In light of the result of the Recorded Vote the amendment did not become part of the substantive motion.

**RESOLVED** that:

- 1) A Revenue Budget for 2015-2016 as detailed in Appendix A of the report be approved;
- 2) A Budget Requirement and Council Tax levy for 2015-2016 as detailed in Section 9 of the report be approved.

180. **CAPITAL BUDGET & PROGRAMME 2015/16 - 2018/19.**

The Section 151 Officer submitted a report which proposed a revised Capital Budget for 2014-2015 and a Capital Budget for 2015-2016 to 2018-2019.

He stated that the spending in the current year would be £89.202M, an increase of £34.359M compared to the original estimate of £54.843M. The increase is due to the following:

- i) The addition of grant funded schemes after Council approved the capital budget in February 2014;
- ii) Revised forecast for Equal Pay claims resulting in an additional cost of £9m to be funded by borrowing allowed by a capitalisation directive of £6.7 million and the balance of £2.3 million to be funded by capital receipts;
- iii) The net balance of schemes carried over from 2013-2014 into 2014-2015 and schemes carried over from 2014-2015 into 2015-2016.

The report outlined the following budget proposals within its appendices:

- i) Appendix A "Summary of General Fund Capital Expenditure and Financing 2014-2015 to 2018-2019";
- ii) Appendix B "Schools Programme Capital Expenditure and Financing 2014-2015 to 2018-2019";
- iii) Appendix C "Material changes to the original 2014-2015 budget";
- iv) Appendix D "Material changes to the Capital Programme agreed in February 2014";
- v) Appendix E "General Fund Capital Budget 2014-2015 to 2018-2019";
- vi) Appendix F "Education Surplus Land Sites for sale".

**RESOLVED** that the revised capital budget for 2014-2015 and a capital budget for 2015-2016 to 2018-2019 as detailed in Appendices A, B, C, D, E and F be approved.

181. **TREASURY MANAGEMENT STRATEGY, PRUDENTIAL INDICATORS, INVESTMENT STRATEGY AND MINIMUM REVENUE PROVISION POLICY STATEMENT 2015/16.**

The Section 151 Officer submitted a report which recommended the Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement for 2015-2016.

**RESOLVED** that:

- 1) The Treasury Management Strategy and Prudential Indicators (Sections 2-7 of the report) be approved;
- 2) The Investment Strategy (Section 8 of the report) be approved;
- 3) The Minimum Revenue Provision (MRP) Statement (Section 9 of the report) be approved.

182. **STATEMENT OF ACCOUNTS 2012/13 AND 2013/14.**

The Section 151 Officer submitted a report which detailed the final outcome of the Audit of Accounts for the two financial years as stated. He stated that the report is before Council as there is a requirement to reapprove the Accounts for those years.

**RESOLVED** that:

- 1) The Statement of Accounts for 2012-2013 and 2013-2014 be reapproved.

183. **HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGET 2015/16.**

The Section 151 Officer and Director of Place submitted a joint report which proposed a Revenue Budget for 2015-2016 and a rent increase for properties within the Housing Revenue Account (HRA).

**RESOLVED** that:

- 1) Rents be increased in line with the Welsh Government new rent setting policy as detailed in Section 4 of the report;
- 2) Fees, charges and allowances as outlined in Section 4 of the report be approved;
- 3) The revenue budget proposals as detailed in Section 4 of the report be approved.

184. **HOUSING REVENUE ACCOUNT - CAPITAL BUDGET AND PROGRAMME  
2016/17 - 2018/19.**

The Section 151 Officer and Director of Place submitted a joint report which proposed a Capital Budget 2015-2016 to 2018-2019.

**RESOLVED** that:

- 1) The transfers between schemes and the revised budget for schemes in 2014-2015 be approved;
- 2) The budget proposals for 2015-2016 to 2018-2019 be approved;
- 3) Where individual schemes in Appendix B of the report are programmed over 2, 3 or 4 years, then these be committed and approved and that their financial implications for funding over subsequent years be approved;
- 4) Authorisation be granted to Officers to submit planning applications in relation to Capital Repair Schemes on Council owned land where planning permission is considered necessary.

185. **STATUTORY RESOLUTION - RESOLUTIONS TO BE MADE IN ACCORDANCE  
WITH THE REGULATIONS IN THE SETTING OF COUNCIL TAX 2015/16.**

The Section 151 Officer submitted a report which outlined a number of statutory resolutions to be made in accordance with the Regulations in the setting of the Council Tax 2015-2016.

**RESOLVED** that:

- 1) Council notes and adopts the statutory resolutions set out below;
- 2) It be noted that at its meeting on 2 December 2014, the Council calculated the following amounts for the year 2015-2016 in accordance with Regulations made under Section 33(5) of the Local Government Finance Act 1992 as amended):
  - a) 89,066 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended, as its Council Tax Base for the year;
  - b) Parts of the Council's Area:

Bishopston	1,947
Clydach	2,566
Gorseinon	3,097
Gowerton	1,962
Grovesend	398
Ilston	315
Killay	2,075

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Llangennith, Llanmadoc and 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
Pontarddulais	2,268
Pontlliw and Tircoed	1,043
Port Eynon	418
Reynoldston	281
Rhossili	195
Three Crosses	718
Upper Killay	570

being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for dwellings in those parts of its area to which special items relate;

- 3) The following amounts be now calculated by the Council for the year 2015-2016 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
  - a) £679,591,321 being the aggregate of the amounts which the Council estimates for the items set out in Sections 32(2)(a) to (d) of the Act;
  - b) £270,614,763 being the aggregate of the amounts which the Council estimates for the items set out in Sections 32(3)(a), 32(3)(c) and 32(3a) of the Act;
  - c) £408,976,558 being the amount by which the aggregate at (3)(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year;
  - d) £307,259,450 being the aggregate of the sums which the Council estimates will be payable for the year into its Council Fund in respect of redistributed non domestic rates, and revenue support grant less discretionary Non Domestic Rate relief;
  - e) £1,142.04 being the amount at (3)(c) above less the amount at (3)(d) above, all divided by the amount at (2)(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year;

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- f) £910,458 being the aggregate amount of all special items referred to in Section 34(1) of the Act;
- g) £1,131.82 being the amount at (3)(e) above less the result given by dividing the amount at (3)(f) above by the amount at (2)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relate;
- h) Parts of the Council's area:

Bishopston	1,150.31
Clydach	1,168.68
Gorseinon	1,158.52
Gowerton	1,149.18
Grovesend and Waungron	1,144.38
Ilston	1,141.27
Killay	1,140.98
Llangennith, Llanmadoc and Cheriton	1,146.56
Llangyfelach	1,151.78
Llanrhidian Higher	1,178.35
Llanrhidian Lower	1,144.09
Llwchwr	1,156.32
Mawr	1,195.42
Mumbles	1,146.75
Penllergaer	1,146.55
Pennard	1,163.72
Penrice	1,154.97
Pontarddulais	1,168.42
Pontlliw	1,165.08
Port Eynon	1,144.98
Reynoldston	1,167.41
Rhossili	1,148.74
Three Crosses	1,174.06
Upper Killay	1,163.40

being the amounts given by adding to the amount at (3)(g) above the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (2)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate;

Minutes of the Council (24.02.2015)  
Cont'd

i) Parts of the Council's Area:

	Band	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Bishopston	766.88	894.68	1,022.50	1,150.31	1,405.94	1,661.56	1,917.19	2,300.62	2,684.05
Clydach	779.12	908.97	1,038.82	1,168.68	1,428.39	1,688.09	1,947.80	2,337.36	2,726.92
Gorseinon	772.35	901.07	1,029.79	1,158.52	1,415.97	1,673.42	1,930.87	2,317.04	2,703.21
Gowerton	766.12	893.80	1,021.49	1,149.18	1,404.56	1,659.93	1,915.30	2,298.36	2,681.42
Grovesend & Waungron	762.92	890.07	1,017.22	1,144.38	1,398.69	1,652.99	1,907.30	2,288.76	2,670.22
Ilston	760.85	887.65	1,014.46	1,141.27	1,394.89	1,648.50	1,902.12	2,282.54	2,662.96
Killay	760.66	887.42	1,014.20	1,140.98	1,394.54	1,648.08	1,901.64	2,281.96	2,662.28

	Band	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Llangennith, Llanmadoc & Cheriton	764.38	891.76	1,019.16	1,146.56	1,401.36	1,656.14	1,910.94	2,293.12	2,675.30
Llangyfelach	767.86	895.82	1,023.80	1,151.78	1,407.74	1,663.68	1,919.64	2,303.56	2,687.48
Llanrhidian Higher	785.57	916.49	1,047.42	1,178.35	1,440.21	1,702.06	1,963.92	2,356.70	2,749.48
Llanrhidian Lower	762.73	889.84	1,016.97	1,144.09	1,398.34	1,652.57	1,906.82	2,288.18	2,669.54
Llwchwr	770.88	899.36	1,027.84	1,156.32	1,413.28	1,670.24	1,927.20	2,312.64	2,698.08
Mawr	796.95	929.77	1,062.59	1,195.42	1,461.07	1,726.72	1,992.37	2,390.84	2,789.31
Mumbles	764.50	891.91	1,019.33	1,146.75	1,401.59	1,656.42	1,911.25	2,293.50	2,675.75
Penllergaer	764.37	891.76	1,019.15	1,146.55	1,401.34	1,656.13	1,910.92	2,293.10	2,675.28
Pennard	775.82	905.11	1,034.42	1,163.72	1,422.33	1,680.93	1,939.54	2,327.44	2,715.34
Penrice	769.98	898.31	1,026.64	1,154.97	1,411.63	1,668.29	1,924.95	2,309.94	2,694.93
Pontarddulais	778.95	908.77	1,038.59	1,168.42	1,428.07	1,687.72	1,947.37	2,336.84	2,726.31
Pontlliw and Tircoed	776.72	906.17	1,035.62	1,165.08	1,423.99	1,682.89	1,941.80	2,330.16	2,718.52
Port Eynon	763.32	890.54	1,017.76	1,144.98	1,399.42	1,653.86	1,908.30	2,289.96	2,671.62
Reynoldston	778.28	907.98	1,037.70	1,167.41	1,426.84	1,686.26	1,945.69	2,334.82	2,723.95
Rhossili	765.83	893.46	1,021.10	1,148.74	1,404.02	1,659.29	1,914.57	2,297.48	2,680.39
Three Crosses	782.71	913.15	1,043.61	1,174.06	1,434.97	1,695.86	1,956.77	2,348.12	2,739.47
Upper Killay	775.60	904.86	1,034.13	1,163.40	1,421.94	1,680.47	1,939.00	2,326.80	2,714.60
All other parts of the Council area	754.55	880.30	1,006.06	1,131.82	1,383.34	1,634.85	1,886.37	2,263.64	2,640.91

being the amounts given by multiplying the amounts at (3)(g) and (3)(h) above by the number which, in the population set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1)



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of the Act, as the amounts to be taken into account for the year in respect of the categories of dwellings listed in the different valuation bands;

- 4) It be noted that for the year 2015-2016 the Police and Crime Commissioner for South Wales had stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

	Band	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
The Police and Crime Commissioner for South Wales	133.24	155.44	177.65	199.86	244.27	288.68	333.10	399.71	466.33

- 5) Having calculated the aggregate in each case of the amounts at (3)(i) and (4) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2015-2016 for each of the categories of dwelling shown below:

	Band	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Bishopston	900.12	1,050.12	1,200.15	1,350.17	1,650.21	1,950.24	2,250.29	2,700.33	3,150.38
Clydach	912.36	1,064.41	1,216.47	1,368.54	1,672.66	1,976.77	2,280.90	2,737.07	3,193.25
Gorseinon	905.59	1,056.51	1,207.44	1,358.38	1,660.24	1,962.10	2,263.97	2,716.75	3,169.54
Gowerton	899.36	1,049.24	1,199.14	1,349.04	1,648.83	1,948.61	2,248.40	2,698.07	3,147.75
Grovesend & Waungron	896.16	1,045.51	1,194.87	1,344.24	1,642.96	1,941.67	2,240.40	2,688.47	3,136.55
Ilston	894.09	1,043.09	1,192.11	1,341.13	1,639.16	1,937.18	2,235.22	2,682.25	3,129.29
Killay	893.90	1,042.86	1,191.85	1,340.84	1,638.81	1,936.76	2,234.74	2,681.67	3,128.61
Llangennith, Llanmadoc & Cheriton	897.62	1,047.20	1,196.81	1,346.42	1,645.63	1,944.82	2,244.04	2,692.83	3,141.63
Llangyfelach	901.10	1,051.26	1,201.45	1,351.64	1,652.01	1,952.36	2,252.74	2,703.27	3,153.81
Llanrhidian Higher	918.81	1,071.93	1,225.07	1,378.21	1,684.48	1,990.74	2,297.02	2,756.41	3,215.81
Llanrhidian Lower	895.97	1,045.28	1,194.62	1,343.95	1,642.61	1,941.25	2,239.92	2,687.89	3,135.87
Llwchwr	904.12	1,054.80	1,205.49	1,356.18	1,657.55	1,958.92	2,260.30	2,712.35	3,164.41
Mawr	930.19	1,085.21	1,240.24	1,395.28	1,705.34	2,015.40	2,325.47	2,790.55	3,255.64
Mumbles	897.74	1,047.35	1,196.98	1,346.61	1,645.86	1,945.10	2,244.35	2,693.21	3,142.08
Penllergaer	897.61	1,047.20	1,196.80	1,346.41	1,645.61	1,944.81	2,244.02	2,692.81	3,141.61
Pennard	909.06	1,060.55	1,212.07	1,363.58	1,666.60	1,969.61	2,272.64	2,727.15	3,181.67
Penrice	903.22	1,053.75	1,204.29	1,354.83	1,655.90	1,956.97	2,258.05	2,709.65	3,161.26
Pontarddulais	912.19	1,064.21	1,216.24	1,368.28	1,672.34	1,976.40	2,280.47	2,736.55	3,192.64
Pontlliw	909.96	1,061.61	1,213.27	1,364.94	1,668.26	1,971.57	2,274.90	2,729.87	3,184.85
Port Eynon	896.56	1,045.98	1,195.41	1,344.84	1,643.69	1,942.54	2,241.40	2,689.67	3,137.95
Reynoldston	911.52	1,063.42	1,215.35	1,367.27	1,671.11	1,974.94	2,278.79	2,734.53	3,190.28

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Rhossili	899.07	1,048.90	1,198.75	1,348.60	1,648.29	1,947.97	2,247.67	2,697.19	3,146.72
Three Crosses	915.95	1,068.59	1,221.26	1,373.92	1,679.24	1,984.54	2,289.87	2,747.83	3,205.80
Upper Killay	908.84	1,060.30	1,211.78	1,363.26	1,666.21	1,969.15	2,272.10	2,726.51	3,180.93
All other parts of the Council area	887.79	1,035.74	1,183.71	1,331.68	1,627.61	1,923.53	2,219.47	2,663.35	3,107.24

186. **LOCAL TRANSPORT PLAN 2015 - 2020.**

The Environment and Transportation Cabinet Member submitted a report which sought to adopt the Local Transport Plan.

**RESOLVED** that:

- 1) The Local Transport Plan (2015-2020) be adopted in place of the Regional Transport Plan (2010-2015).

The meeting ended at 9.15 pm

**CHAIR**

# CITY AND COUNTY OF SWANSEA

## MINUTES OF THE COUNCIL

HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA  
ON TUESDAY, 3 MARCH 2015 AT 5.00 PM

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

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J C Bayliss	T J Hennegan	P M Meara
J E Burtonshaw	C A Holley	J Newbury
M C Child	P R Hood-Williams	B G Owen
R A Clay	B Hopkins	C L Philpott
U C Clay	D H Hopkins	J A Raynor
A C S Colburn	Y V Jardine	T H Rees
D W Cole	A J Jones	I M Richard
A M Cook	J W Jones	R V Smith
J P Curtice	M H Jones	R C Stewart
N J Davies	S M Jones	D G Sullivan
A M Day	E T Kirchner	G J Tanner
P Downing	A S Lewis	C M R W D Thomas
C R Doyle	D J Lewis	M Thomas
V M Evans	R D Lewis	L G Thomas
W Evans	C E Lloyd	L J Tyler-Lloyd
E W Fitzgerald	P Lloyd	G D Walker
R Francis-Davies	K E Marsh	L V Walton
F M Gordon	P M Matthews	T M White
J A Hale	P N May	N M Woollard

### 187. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors P M Black, N S Bradley, S E Crouch, W J F Davies, J E C Harris, L James, H M Morris, G Owens, D Phillips, C Richards, P B Smith, R J Stanton, M Theaker, C Thomas and the Chief Executive, Jack Straw.

### 188. DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

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

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

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

### **Councillors**

- 1) Councillor A M Day declared a Personal Interest in Minute 193 "Public Presentation - Linden Church Trust and Swansea Hope";
- 2) Councillors M C Child, U C Clay, J P Curtice, N J Davies, R Francis-Davies, A M Day, P Downing, C R Doyle, V M Evans, W Evans, C A Holley, B Hopkins, Y V Jardine, A J Jones, S M Jones, E T Kirchner, A S Lewis, C E Lloyd, P Lloyd, P M Matthews, P N May, P M Meara, J Newbury, R C Stewart, D G Sullivan, C M R W D Thomas, D W W Thomas, M Thomas, L V Walton and T M White declared a Personal Interest in Minute 197 "To Establish a Local Pension Board as Administering Authority";
- 3) Councillors B Hopkins and D H Hopkins declared a Personal and Prejudicial Interest in Minute 199 "Nomination of Lord Mayor Elect and Deputy Lord Mayor Elect 2015-2016" and withdrew from the meeting prior to its discussion;
- 4) Councillors J C Bayliss, P Downing, T J Hennegan, A S Lewis and L G Thomas, declared a Personal Interest in Minute 201 "Appointment of Independent Members of Standards Committee";
- 5) Councillors J C Bayliss, P Downing, C E Lloyd and D G Sullivan, declared a Personal Interest in Minute 202 "Community / Town Councils Standards Sub Committee Merger with Standards Committee";
- 6) Councillor R Francis-Davies declared a Personal Interest in Minute 203 "Councillors Questions - Question 2";
- 7) Councillor P N May declared a Personal Interest in Minute 203 "Councillors Questions - Question 7".

### **Officers**

- 1) Patrick Arran, Huw Evans, Dean Taylor and Samantha Woon declared a Personal Interest in Minute 197 "To Establish a Local Pension Board as Administering Authority".

### 189. **MINUTES.**

**RESOLVED** that the following Minutes be approved and signed as a correct record subject to Councillor P N May being added to the list of those Councillors present:

- 1) Ordinary Meeting of Council held on 6 January 2015.

190. **ANNOUNCEMENTS OF THE PRESIDING MEMBER.**

**1) Condolences**

**a) Former Councillor John Fredrick Kingdom (CBE / JP)**

The Presiding Member referred with sadness to the recent death of former Councillor Fred Kingdom. Fred Kingdom was a former Leader of the West Glamorgan County Council.

**b) Former Councillor John Martin**

The Presiding Member referred with sadness to the recent death of former Councillor John Martin. John Martin was a former Mayor of the Lliw Valley Borough Council.

**c) Brian Burford aka 'Tea Cosy Pete'**

The Presiding Member referred with sadness to the recent death of Brian Burford. Brian Burford was a homeless man in Swansea affectionately known as 'Tea Cosy Pete'. Brian Burford, died of a stroke in January, and was a familiar face to many of us having lived on our city centre streets.

Brian Burford, once a school friend of former Archbishop of Canterbury Dr Rowan Williams, became well-known in Swansea after walking 12 miles to Kittle, Gower in the rain to return a lost wallet containing hundreds of pounds. Not a single penny was missing and the "gentleman of the road" refused any reward from its stunned owner. That act of kindness was never forgotten; prompting saddened locals to dig deep and ensure the popular tramp did not have a pauper's funeral.

**d) Tragedy at Lansdown Lane, Bath**

The Presiding Member referred with sadness to the recent tragic deaths at Lansdown Lane, Bath last month. Four people Phil Allen (Loughor), Stephen Vaughan (Penyrheol), Robert Parker (Cwmbran) and four year old Mitzi Rosanna Steady (Bath) died following a tragic accident.

**e) Angela Carruthers, Wife of Former Councillor Gordon Carruthers**

The Presiding Member referred with sadness to the recent death of Angela Carruthers, wife of former Councillor Gordon Carruthers.

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

**2) Purple Flag**

The Presiding Member stated that Swansea had been awarded the prestigious Purple Flag. The Purple Flag represents accreditation by the Association of Town Centre Managers to a nationally recognised standard of

excellence in the management of city centres at night. It is similar to the Blue Flag for Beaches and Green Flag for parks, and is backed by UK Government, police and businesses.

Swansea is the only city in Wales to hold the Purple Flag, and one of very few places in the UK to hold all three flags. The flag will be flown proudly by this Authority.

The award comes as a result of a long period of effective collaboration between agencies and individuals, and is clear evidence of the high standards achieved. It is clear confirmation of Swansea's status as vibrant, safe and well managed place to visit at night, with a diversity of cultural and leisure attractions, good transport links and customer care.

Councillor Mark Child, Sarah Crawley, Head of Poverty and Prevention (Chair of the Purple Flag Group), Lisa Wells (City Centre Manager), Bruno Nunez (Night Time Economy Licensee) and Jeff Davison, Strategic Manager, Community Safety (Purple Flag Co-ordinator) were present to receive the award.

### **3) Retirements**

The Presiding Member stated that five well-known members of staff were retiring from the Authority in the coming weeks. Jane Tinker (Democratic Services), Nigel Havard, Janet Hooper and Mike Workman (Legal) along with Gerald Morris (Grand Theatre). Between them they've given over 150 years of service to the City. He thanked them for their commitment and wished them well for the years ahead.

## **191. ANNOUNCEMENTS OF THE LEADER OF THE COUNCIL.**

### **1) Relocation to the Guildhall**

The Leader of the Council thanked all involved in the arrangements for the successful relocation to the Guildhall.

### **2) Signing of Pledge with University of Wales Trinity Saint David**

The Leader of the Council stated that the Authority had recently signed a pledge with the University of Wales Trinity Saint David in order to demonstrate a commitment to a future vision of the Swansea Bay City Region as a centre of enterprise and innovation.

It is hoped that the pledge will strengthen the partnership for the benefit of the city and the region as a whole. The agreement to work together in key areas aims to boost the prosperity of the region by attracting jobs to the county, by encouraging economic growth, and by developing skills and ideas among the area's workforce as well as its future generations.

Swansea is an academic hub with two exceptional higher education institutions, which are key to fuelling the development of a vision we all share of Swansea and the Swansea Bay City Region as a science, technology and creative capital. This kind of knowledge-based economy will both bring in investment and talent, as well as nurturing home-grown talent and kick-starting the careers of future generations.

**3) Clocks across the City**

The Leader of the Council stated that the Authority was nearing agreement for a new contract relating to the winding and maintenance of the City's clocks.

**4) Leader of the Largest Opposition Political Groups Letter to Head Teachers**

The Leader of the Council referred to a letter which the Leader of the Largest Opposition Political Group had sent to all Head Teachers in Swansea. The letter referred to the amendment proposed at the Extraordinary Council held on 24 February 2015 by the Opposition Leader in relation to the Revenue Budget 2015-2016. He stated that the letter omitted the fact that the Section 151 Officer had stated that he could not recommend the amendment for adoption due to the significant element of risk associated with it; which would result in an overall unallocated savings target of £8m within the Revenue Budget 2015-2016.

He stated that he would be writing out to all Head Teachers correcting this omission.

192. **PUBLIC QUESTIONS.**

A number of questions were asked by members of the public. The relevant Cabinet Member responded accordingly. No questions required a written response.

193. **PUBLIC PRESENTATION - LINDEN CHURCH TRUST AND SWANSEA HOPE.**

Chris Matthews and Helen Hunter gave a presentation on the Linden Church Trust and Swansea Hope. They stated that the Linden Church Trust was based in West Cross and Mumbles although has a reach significantly reach beyond that locality. They provided a snapshot of some of the work that they were involved with:

- i) Red Café Community Project;
- ii) Drop in Youth Nights;
- iii) Music, Radio, Cooking and Photography;
- iv) Play Schemes;
- v) 'Remember Me' - A specialist day provision for people living with dementia;
- vi) Street Pastors;
- vii) Swansea Hope;
- viii) The Food bank.

Further information relating to the Linden Church and its work may be viewed at <http://www.lindenchurch.com/>

The Wellbeing and Healthy City Cabinet Member (Councillor M C Child) gave thanks for the presentation.

194. **PLANNING APPLICATION NO. 2014/1067 - CONSTRUCTION OF 4 NO. RETAIL UNITS, CROSS MARBLE AND STONE LTD, GORSEINON ROAD, GORSEINON, SWANSEA.**

The Head of Economic Regeneration and Planning submitted a report which sought to determine Planning Application 2014/1067, Construction of 4 Retail Units at Cross Marble and Stone Ltd., Gorseinon Road, Gorseinon.

He stated that the Planning Application was initially reported to Planning Committee on 20 January 2015 with a recommendation for refusal; however the Committee voted against the Officers recommendations and that the application be referred to Council with the recommendation that it be approved on grounds that it would result in the redevelopment of an unsightly brown field site and that it would not have a detrimental impact upon the Gorseinon District Shopping Centre.

**RESOLVED** that:

- 1) The word "unsightly" be removed from paragraph 1.3 of the report;
- 2) Planning permission be approved contrary to Officers recommendation and subject to the Conditions at Appendix B of the report on grounds that the proposal would result in the redevelopment of a brown field site and would not have a detrimental impact upon the Gorseinon District Shopping Centre.

195. **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. The changes are outlined below:

- i) **Mid & West Wales Fire Authority**  
Remove Councillor D W Cole.  
Add Councillor J A Hale.
- ii) **Swansea Business Improvement Ltd (BID)**  
Remove Councillor N S Bradley.  
Add Councillor R C Stewart.
- iii) **Swansea Stadium Management Company**  
Remove Councillor N S Bradley.  
Add Councillor R C Stewart.

He stated that the change referred to in the report relating to Engagement and Inclusion Cabinet Advisory Committee be withdrawn.



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

- 1) **Admissions Forum**  
Remove Councillor A M Cook.  
Add Councillor N M Woollard.
- 2) **Challenge Panel**  
Remove Councillor A M Cook.
- 3) **Chief Officers Disciplinary Committee**  
Remove Councillor N J Davies.
- 4) **Communities Cabinet Advisory Committee**  
Remove Councillor R V Smith.  
Add Councillor J P Curtice.
- 5) **Democratic Services Committee**  
Remove Councillors A M Cook and M H Jones.  
Add Councillors J W Jones and G Owens.
- 6) **Economy and Investment Cabinet Advisory Committee**  
Remove Councillors N S Bradley and C R Doyle.  
Add Councillors S E Crouch and P B Smith.
- 7) **Services Cabinet Advisory Committee**  
Remove Councillor J P Curtice.  
Add Councillor R V Smith.
- 8) **Social Services Rota Visits**  
Remove Councillor J P Curtice.
- 11) **Trustees Panel**  
Remove Councillor U C Clay.  
Add Councillor D J Lewis.

196. **WLGA PEER REVIEW AND ACTION PLAN.**

The Finance and Strategy Cabinet Member submitted a report which sought to advice Councillors of the Welsh Local Government Association (WLGA) Peer Review report and to outline the action being taken in response to the report's recommendations.

**RESOLVED** that:

- 1) The WLGA Peer Review report contained in Appendix A of the report be noted;

- 2) The action being taken in response to the WLGA Peer Review report be noted.

197. **TO ESTABLISH A LOCAL PENSION BOARD AS ADMINISTERING AUTHORITY.**

The Section 151 Officer submitted a report which sought to establish a Local Pension Board in line with the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015.

**RESOLVED** that:

- 1) The proposals for the establishment, membership and initial terms of reference for the City and County of Swansea Pension Fund Local Pension Board as referred to in Appendix 1 of the report be approved and adopted;
- 2) The Head of Legal and Democratic Services has delegated authority to make any amendments to the Constitution as required in relation to the establishment and operation of the Local Pension Board.

198. **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 2 - Article 8 "Regulatory and Other Committee";
- 2) Part 3 - Scheme of Delegation and Terms of Reference".

**RESOLVED** that:

- 1) The changes to the Council Constitution as outlined in the report in relation to Part 2 - Article 8 "Regulatory and Other Committee" and Part 3 - Scheme of Delegation and Terms of Reference" be adopted;
- 2) All other references to 'Area Development Control Committee(s)' and 'Development Management and Control Committee' be amended to read 'Planning Committee';
- 3) The Rights of Way and Commons Sub Committee be abolished and its work revert to the Planning Committee.

199. **NOMINATION OF LORD MAYOR ELECT AND DEPUTY LORD MAYOR ELECT 2015-2016.**

The Presiding Member, Monitoring Officer and Head of Democratic Services jointly submitted a report which sought to nominate the Lord Mayor elect and Deputy Lord Mayor elect for 2015-2016.

**RESOLVED** that:

- 1) Councillor John Newbury be nominated as Lord Mayor elect 2015-2016;
- 2) Councillor David H Hopkins be nominated as Deputy Lord Mayor elect 2015-2016.

**Note:** Councillors J Newbury was not present during consideration of this item.

200. **APPOINTMENT OF CHIEF EDUCATION OFFICER.**

The Chief Executive submitted a report which sought to confirm the appointment of Lindsay Harvey as Chief Education Officer. He stated that Mr Harvey was due to commence his duties on 16 March 2015.

**RESOLVED** that:

- 1) Lindsay Harvey be confirmed in post and designated as Chief Education Officer on commencement in post.

201. **APPOINTMENT OF INDEPENDENT MEMBERS OF STANDARDS COMMITTEE.**

The Head of Democratic Services submitted a report which outlined the recommendation of the Standards Committee Vacancy Panel held on 12 January 2015. The recommendation being that Gareth Evans and Margaret Williams be appointed as Independent Members of the Standards Committee as of 1 April 2015.

**RESOLVED** that:

- 1) Adrian Novis (Chair of the Standards Committee) and Clive Walton be thanked for serving the Standards Committee for a period of 10 years;
- 2) Council notes the recommendation of the Standards Committee Vacancy Panel of 12 January 2015;
- 3) Gareth Evans and Margaret Williams be appointed as Independent Members of the Standards Committee as of 1 April 2015;
- 4) Their 6 year term of office end on 31 March 2021.

202. **COMMUNITY / TOWN COUNCILS STANDARDS SUB COMMITTEE MERGER WITH STANDARDS COMMITTEE.**

The Head of Democratic Services and Monitoring Officer submitted a joint report which outlined the recommendation of the Standards Committee held on 13 February 2015. The recommendation being the Community / Town Councils Standards Sub Committee be merged with the Standards Committee subject to consultation with Community / Town Councils.

**RESOLVED** that:

- 1) The recommendation of the Standards Committee of 13 February 2015 that the Community / Town Councils Standards Sub Committee be merged with the Standards Committee be noted and that the merger be agreed in principle subject to consultation with the Community / Town Councils prior to a final decision being made;
- 2) The Monitoring Officer / Head of Democratic Services consult with the Community / Town Councils in relation to the merger for a period of time ending at noon on Monday, 15 May 2015;
- 3) Following the close of the consultation period, a further report be presented to Council outlining the consultation responses and a question be put as to whether the merger should proceed.

203. **COUNCILLORS' QUESTIONS.**

1) **Part A 'Supplementary Questions'**

Eight (8) Part A 'Supplementary Questions' were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

Those supplementary questions requiring a written response are listed below:

i) Question 3. Councillor M H Jones asked:

"The written response refers to an annual servicing programme for mechanical and electrical installations. What is in place for general maintenance i.e. wear and tear such as painting?"

The Leader of the Council stated that a written response would be provided.

ii) Question 6. Councillor E W Fitzgerald asked:

"I have been informed that it is unlawful to cycle on a pavement; why then is the Council spending money to drop the kerbs for the use of cyclists?"

The Environment and Transportation Cabinet Member stated that a written response would be provided.

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

No (0) Part B 'Questions not requiring Supplementary Questions' were submitted.

204. **SCRUTINY DISPATCHES.**

The Chair of the Scrutiny Programme Committee submitted a quarterly report which provided Council detail regarding the impact of Scrutiny.

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

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

The meeting ended at 7.12 pm

**CHAIR**

# Agenda Item 8.a

## Report of the Independent Advisor

Council – 31 March 2015

### PAY POLICY 2015/2016

#### 1. INTRODUCTION

- 1.1 The Localism Act 2011 required the Authority to prepare a Pay Policy Statement which articulates its Policy towards a range of issues relating to the pay of its workforce, particularly senior staff and the lowest paid employees.
- 1.2 The statement must be;
  - a) Prepared each year
  - b) Approved by full Council
  - c) Published on the Authority's website
- 1.3 The Pay Policy 2015/16 is attached as Appendix 1. The content is broadly in line with previous years with the addition of the issues outlined in paragraphs 2 and 3 of this report.

#### 2. NJC PAY AWARD

- 2.1 The National Joint Council agreed a pay award with the National Trade Unions for the period 1<sup>st</sup> January 2015 to 31<sup>st</sup> March 2016 which consisted of the following:

2.2% increase payable from 1<sup>st</sup> January 2015 which covers the pay years 2014/15 and 2015/2016

Non-consolidated payments to be paid in December 2014 (SCPs 5 to 49 only) and in April 2015 (SCPs 26 to 49 only). Both of these payments were paid in December 2014 and on a pro rata basis for part time staff.

that Spinal Column Point 5 (SCP5) be deleted with effect from 1st October 2015. Therefore, employees on SCP5 would progress to SCP6 on 1 October 2015. (This did not affect Swansea employees as we pay above SCP 5.)
- 2.2 The majority of Council employees are employed under NJC terms and conditions with the exception of Chief Officers, Teachers and Soulbury employees.
- 2.3 Cabinet at their meeting on 16<sup>th</sup> December 2014 approved the pay award for NJC staff which has now been implemented.

### 3. JNC FOR CHIEF OFFICERS

- 3.1 Recent Welsh Government amendments to the Local Authorities (Standing Orders) (Wales) Regulations 2006 effective from 1<sup>st</sup> July 2014 introduced a new requirement that:

*“The relevant Authority must determine the level, and any change in the level, of the remuneration to be paid to a chief officer”*

- 3.2 The impact of this amendment is that *all* changes to Chief Officers' pay must be voted on by Full Council, not just those which are determined locally. This includes any pay rises which have been nationally negotiated by the JNC for Chief Officers and these now cannot be paid, unless and until, they have been agreed by Full Council.
- 3.3 As the Chief Officers of this authority are employed under JNC terms and conditions which are incorporated into their contracts of employment, they will be contractually entitled to any JNC pay rises and a decision to withhold payment (unless preceded by action to effect appropriate changes to contracts) could result in claims against the authority of 'unlawful deduction from wages' or 'breach of contract'.
- 3.4 Clearly seeking Full Council's determination to pay JNC nationally agreed pay rises at the time they agreed is likely to cause delay in their payment. The WLGA has therefore pursued this matter with Welsh Government on behalf of Councils in order to seek a pragmatic solution. As a result it has been agreed that the requirement that Full Council must determine nationally agreed contractually entitled pay rises for Chief Officers can be met by Full Council voting to on an appropriate resolution to insert a suitable clause in their Pay Policy Statements to cover this issue.
- 3.5 This report is therefore presented to enable this Authority to meet this new requirement as outlined.
- 3.6 Should the Council at any time decide that it does not wish to implement nationally negotiated JNC pay increases then that would need to be a decision of Full Council, and the Pay Policy Statement would need to be amended again to reflect that decision.
- 3.7 In light of the issues outlined in above, the recommendation is that Council resolves to amend the Authority's Pay Policy Statement to include the following paragraph:

*'The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this council will therefore pay these as and when determined in accordance with current contractual requirements.'*

- 3.8 Whilst the above is advice from the WLGA in respect of the pay award for JNC officers, it is also recommended that Council take the same position in respect of NJC employees and those employed under Soulbury terms and similar paragraphs have been included in the Pay Policy.
- 3.9 Agreement has been reached on rates of pay for Chief Officers, i.e. two per cent on guaranteed FTE basic salary of £99,999 or less [as at 31st December 2014] with effect from 1st January 2015. The offer covers the period to 31st March 2016.
- 3.10 The guaranteed FTE basic salary should exclude other separately identified payments such as Returning Officer fees etc.
- 3.11 The offer applies only to those employees whose guaranteed FTE basic salary is £99,999 or less at 31<sup>st</sup> December 2014. The offer does not apply to the first £99,999 of salaries of £100,000 or more.

#### **4. SOULBURY**

- 4.1 The Soulbury Union's Pay Claim has been agreed and is 2.2% increase payable from 1<sup>st</sup> March 2015 until 31<sup>st</sup> August 2016.

#### **5. PROCESS**

- 5.1 The Policy has been placed on the agenda for Council on 31<sup>st</sup> March 2015.
- 5.2 In previous years, the Head of HR & OD of the City & County of Swansea has presented the Pay Policy at Council. However, in view of the proposed changes outlined in Paragraph 3 above, it could be perceived that there is a conflict of interest. Therefore, I have been asked to present the Policy on behalf of the City & County of Swansea. It should be noted that other Authorities in Wales are also doing this.



## **6. INDEPENDENT ADVICE**

- 6.1 I have reviewed the contents of the enclosed Pay Policy Statement 2015 /2016 and I am satisfied that the contents of this statement comply with the requirements of the Localism Act 2011.
- 6.2 I am satisfied that the proposal to amend the Pay Policy Statement to enable the implementation of nationally negotiated JNC, NJC for Chief Officers and Soulbury pay awards as and when determined is appropriate, taking into account contractual entitlements.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The costs arising from the Council's Pay Policy Statement are reflected in the 2015/2016 Budget.

## **8. LEGAL IMPLICATIONS**

- 8.1 All of the Legal implications have been set out in the Policy.

## **9. EQUALITIES AND ENGAGEMENT IMPLICATIONS**

- 9.1 Equalities and engagement considerations have been made in accordance with the Authority's Equality Impact Assessment process (and the undertakings of Northgate in respect of the proposed pay model).
- 9.2 There are no adverse equality implications arising from the changes outlined.

## **10. RECOMMENDATION**

- 10.1 That Council approve
- a) the Pay Policy 2015/2016
  - b) the pay offer for Chief Officers as outlined in paragraph 3.9 above.
  - c) that any future pay increases for JNC, NJC and Soulbury Staff be implemented as and when they arise.

## **APPENDICES - Draft Pay Policy Statement 2015/12016**

Sheenagh Rees, Head of HR & OD, Neath Port Talbot County Borough Council  
12<sup>th</sup> February 2015



# PAY POLICY 2015-2016

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## **1. INTRODUCTION AND PURPOSE**

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit’. This Pay Policy statement sets out the Council’s approach to Pay Policy in accordance with the requirements of 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for each financial year, detailing:
- a) The Authority’s Policies towards all aspects and elements of the remuneration of Chief Officers
  - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers
  - c) The Authority’s Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
  - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.
- 1.3 The global economic crisis and the reduction in budgets during the current Comprehensive Spending Review (CSR) period has necessitated councils going through unprecedented and painful cuts in jobs and services in response. This process has avoided some of the potential financial difficulties for councils but has been essentially reactive, and will require ongoing strategic review going forward.
- 1.4 As required by legislation, full Council approved the Pay Policy in 2012 and this policy statement came into immediate effect. The Policy is subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time and this was last undertaken in March 2014.

## **2. LEGISLATIVE FRAMEWORK**

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the
- a) Equality Act 2010
  - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
  - c) Agency Workers Regulations 2010 and where relevant, the
  - d) Transfer of Undertakings (Protection of Earnings) Regulations

### **3. SCOPE OF THE PAY POLICY**

- 3.1 The Localism Act 2011 required Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a Policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in Local Authority control).
- 3.2 Nothing within the provisions of the Localism Act 2011 detract from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, this Policy will be complied with in setting remuneration levels for all groups within its scope.

### **4. BROAD PRINCIPLES OF OUR PAY STRATEGY**

#### **4.1 Transparency, accountability and value for money**

- 4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:-
- i) City & County of Swansea Employee Pay Scales, Local Government Services Employees (Annex A)
  - ii) City & County of Swansea Chief Officer Pay Scales (Annex B)
  - iii) National Pay Grades - Soulbury (Annex C)
  - iv) JNC Chief Officer Terms and Conditions (available upon request from Human Resources)
  - v) JNC Chief Officer Employment Rules (as per Council Constitution) (<http://www.swansea.gov.uk/index.cfm?articleid=1758?Lang=eng> )
  - iii) Policy on Redundancy and Severance Payments (including additional pension payments) <http://staffnet/index.cfm?articleid=36477>

## 4.2 Development of Pay and Reward Strategy

- 4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Authority can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Authority's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.
- 4.2.2 In this context it does need to be recognised that at the more senior grades in particular remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.
- 4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the City & County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark example on pay and conditions to other employers in the area for the same reasons.
- 4.2.4 In designing, developing and reviewing its Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

## 4.3 NJC Pay Structure

- 4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.
- 4.3.2 The National Joint Council agreed a pay award with the National Trade Unions for the period 1<sup>st</sup> January 2015 to 31<sup>st</sup> March 2016 which consisted of the following:

2.2% increase payable from 1<sup>st</sup> January 2015 which covers the pay years 2014/15 and 2015/2016 (See **Annex A**).

Non-consolidated payments to be paid in December 2014 (SCPs 5 to 49 only) and in April 2015 (SCPs 26 to 49 only) (See **Annex B**). These payments were paid on a pro rata basis for part time staff.

that Spinal Column Point 5 (SCP5) be deleted with effect from 1st October 2015. Therefore, employees on SCP5 would progress to SCP6 on 1 October 2015. (This did not affect Swansea employees as we pay above SCP 5.)

- 4.3.3 Cabinet at its meeting held on 16<sup>th</sup> December 2014 considered and accepted the pay award.
- 4.3.5 Cabinet also in agreed to apply the pay increase to the living wage increasing it from £7.45 per hour to £7.61 per year.
- 4.3.6 Since the introduction of the Living Wage, see Paragraph 4.5, spinal column points 6 to 10 are only utilised to calculate pay for hours worked over 37 per week.
- 4.3.7 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 4.3.8 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.
- 4.3.9 All future pay nationally negotiated pay increases for NJC staff will follow the same process as for Chief Officers; see Paragraph 5.5.1 below. The Authority will therefore pay future pay rises as and when determined in accordance with contractual requirements.

#### **4.4 National Pay Grades - Soulbury Committee**

- 4.4.1 The Soulbury Committee has its own pay scales and includes the following groups of staff:-
- Educational Inspectors and Advisers
  - Educational Psychologists
  - Youth and Community Service Officers
- 4.4.2 In addition to the annual pay increase, the Soulbury Committee determines the national salary framework. On other conditions of service issues, the Soulbury agreement ensures that Soulbury officers have conditions which are not less favourable than other local government staff employed in the authority they work in.
- 4.4.3 All future pay nationally negotiated pay increases for Soulbury staff will follow the same process as for Chief Officers; see Paragraph 5.5.1 below. The Authority will therefore pay future pay rises as and when determined in accordance with contractual requirements.
- 4.4.4 The recent pay award for this group of staff has been confirmed as a 2.2% increase payable from 1<sup>st</sup> March 2015 and until 31<sup>st</sup> August 2016, attached at **Annex C.**

## 4.5 Job Evaluation

- 4.5.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs.
- 4.5.2 The Council implemented Single Status for all staff in terms of Pay & Grading and Terms & Conditions on 1<sup>st</sup> April 2014. The concept of equality was central to this work and our Equality Impact Assessment (EIA) process has been utilised throughout. It has already informed the Council's negotiating position in relation to a number of Terms and Conditions. The Council engaged Northgate to assist us to carry out an EIA in respect of our new pay model.

## 4.6 Living Wage

- 4.6.1 The concept of a Living Wage is used to describe an acceptable hourly rate deemed 'fair' for the work done which is enough to allow the individual or household to live an acceptable life.
- 4.6.2 The Council implemented the Living Wage for employees in April 2013 at £7.45 per hour. This resulted in us amending our Pay Model so that Spinal Column Point 10 was increased to £14,374 p.a. (£7.45 per hour) from the nationally agreed rate of £14,013 p.a.
- 4.6.3 Whilst the Council is not an 'Accredited Living Wage Employer' a commitment was made to review this on an annual basis.
- 4.6.4 The Living Wage rate increased nationally in November 2013 to £7.65 and in November 2014 to £7.85; however there was no subsequent increase within the Council.
- 4.6.5 Cabinet at its meeting approved the recommendation that the award of 2.2% should also be applied to Swansea's Living Wage rate taking the annual salary to £14,689 (£7.61 per hour).
- 4.6.6 Living Wage enhancements only apply to normal working hours (up to 37 hours) and are not applied to premium payments, such as overtime, weekend working. An example would be where an employee is on Grade 1 (Living Wage), they would receive £7.61 for all basic hours up to 37 hours per week. However, if they work overtime, they will be paid at the appropriate enhanced rate on spinal column point 6. An employee on Grade 2 would be paid at the appropriate enhanced rate on spinal column point 10.
- 4.6.7 Whilst Swansea is not formally a Living Wage Employer, its minimum hourly rate of £7.61 per hour is significantly above the minimum local government hourly rate of £7.06.

## **4.7 Market Supplements**

- 4.7.1 Job evaluation has enabled the Council to set appropriate remuneration levels based on internal job size relativities within the council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity.
- 4.7.2 The Council has a Market Supplement Policy to ensure that the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

## **4.8 Honoraria**

- 4.8.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on Payment of Honoraria.

## **4.9 Pay and Performance**

- 4.9.1 The Council expects high levels of performance from all employees and has an Annual Appraisal Scheme in place to monitor, evaluate and manage performance on an ongoing basis.
- 4.9.2 For Chief Officers, the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been deemed as satisfactory.

# **5. CHIEF OFFICER REMUNERATION**

## **5.1 Definitions of Chief Officer & Pay Levels**

- 5.1.1 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below: (details of the salary of each are included at Appendix C).
- a) Chief Executive
  - b) Corporate Directors
  - c) Chief Officers
  - d) Heads of Service
- 5.1.2 No bonus or performance related pay mechanism is applicable to Chief Officers' pay; although the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been deemed as satisfactory. The Chief Executive is on a spot salary, with no incremental progression.



- 5.1.3 In respect of the nationally agreed JNC Pay Award for the Chief Executive's salary, half is afforded automatically with the other half subject to the performance rating at the Annual Performance Appraisal. It should be noted that there has been no JNC national Pay Award since 2008 and that the current Chief Executive has been appointed on a spot salary of £140,000 p.a. with no incremental progression.

## **5.2 Chief Officer Job Evaluation**

- 5.2.1 Director and Head of Service level posts were job evaluated in 2009 using the GLEA Job Evaluation Scheme for Chief Officers in Local Government (1993).

## **5.3 Recruitment of Chief Officers**

- 5.3.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

- 5.3.2 There is a requirement under the Welsh Government Regulations that all vacant posts with a salary of over £100,000 are publicly advertised. The only exception to this new rule is where the appointment is for 12 months or less. It is also possible to divide up the duties from one deleted Chief Officer posts between other existing postholders.

- 5.3.3 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

## **5.4 Additions to Salary of Chief Officers**

- 5.4.1. The Council does not apply any bonuses or performance related pay to its Chief Officers. However, the annual increment (if not already at top of scale) is only awarded once the annual appraisal has been deemed as satisfactory.

- 5.4.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.

- 5.4.3. The cost of membership of one professional body is met by the Authority if it is deemed an essential requirement of the post.

- 5.4.4. The Chief Executive's salary and Job Description include his role as Returning Officer for Local Government Elections. All other Elections and referenda are not included and are covered by the JNC Terms and Conditions of Employment.

## 5.5 Pay Increases - Chief Officers

- 5.5.1 The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.
- 5.5.2 The Chief Officers' Pay Award was agreed on the basis of 2% per cent on guaranteed FTE basic salary of £99,000 or less as at 31<sup>st</sup> December 2014 with effect from 1<sup>st</sup> January 2015. The offer covers the period to 31<sup>st</sup> March 2016.
- 5.5.3 The offer applies only to those employees whose guaranteed FTE basic salary is £99,999 or less at 31<sup>st</sup> December 2014. The offer does not apply to the first £99,999 of salaries of £100,000 or more.
- 5.5.4 The guaranteed FTE basic salary excludes other separately identified payments such as Returning Officer fees etc.
- 5.5.5 The current Pay Scale for this group of staff is attached at **Annex D**.
- 5.5.6 Cabinet at its meeting on 17<sup>th</sup> March 2015 were asked to consider and accept the pay proposed pay award.

## 5.5 Payments on Termination

- 5.5.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Retirement & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 5.5.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Chief Executive and Leader of the Council or relevant Elected Members, Committee or Panel of Elected Members with delegated authority to approve such payments.
- 5.5.3 The Authority will comply with the Welsh Government's guidance that full Council should be given the opportunity to vote before large severance packages beyond a particular threshold are approved for staff leaving the

organisation. The guidance states that “as with salaries on appointment, the Welsh Ministers consider £100,000 is the right level for that threshold to be set. Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non-approval by Council, in which failure to fulfill the statutory or contractual obligations may enable the employee to claim damages for breach of contract”.

5.5.4. When calculating the value of a severance package, the following payments should include the following items:-

- a) salary paid in lieu of notice
- b) lump sum redundancy/severance payment
- c) cost to the Authority of any pension enhancements (i.e. additional years or receives an unabated pension on early retirement)

## **6. TEACHERS' PAY POLICY**

6.1.1 The Teachers Pay Policy provides a framework for making decisions on Teachers' pay. It has been developed to comply with the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been the subject of consultation with ASCL, ATL, NAHT, NASUWT, NUT AND UCAC.

6.1.2 A revised Policy will be provided to all schools within the Authority with a recommendation that the Governing Body adopt it.

## **7. PUBLICATION**

7.1 Upon approval by the full Council, this statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Councils Annual Statement of Accounts will include a note setting out the total amount of:

- a) salary, fees or allowances paid to or receivable by the person in the current and previous year;
- b) any bonuses so paid or receivable by the person in the current and previous year;
- c) any sums payable by way of expenses allowance that are chargeable to UK income tax;
- d) any compensation for loss of employment and any other payments connected with termination;
- e) any benefits received that do not fall within the above

## **8. PAY RELATIVITIES WITHIN THE AUTHORITY**

- 8.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1<sup>st</sup> January 2015, this is £14,689 per annum, i.e. Swansea's Living Wage rate. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.
- 8.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 8.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 8.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1.10 and between the lowest paid employee and average Chief Officer as 1:5.
- 8.5 The multiple between the median (average) full time equivalent earnings and the Chief Executive is 1:5 and between the median (average) full time equivalent earnings and average Chief Officer is 1:3.
- 8.6 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

## **9. ACCOUNTABILITY AND DECISION MAKING**

- 9.1 In accordance with the Constitution of the Council, the Cabinet is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

## **10. RE-EMPLOYMENT**

- 10.1 No Chief Officer who was previously made redundant or granted early retirement from the Council will be later re-employed or re-engaged either as an employee (Contract of Service), as a Consultant (Contract for Service) or through an external contractor commissioned to work on behalf of the Council.
- 10.2 The Authority will inform Chief Officers on appointment who are in receipt of a pension under the LGPS from a previous employer that they must inform their Pension Fund Provider of their re-employment in Local Government. The appropriate abatement rules can then be applied.

## **11. REVIEWING THE POLICY**

- 11.1 This Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed over the next year to ensure that it meets the principles of fairness, equality, accountability and value for money for citizens of Swansea. The Policy will be reviewed annually and reported to Council.

## ANNEX A

NATIONAL JOINT COUNCIL PAY AWARD							
PAY SCALES : 1ST JANUARY 2015							
GRADE	SCP	SALARY	HOURLY RATE	GRADE	SCP	SALARY	HOURLY RATE
	6	£13,614	£7.06	8	32	£27,924	£14.47
	10	£14,338	£7.43	8	33	£28,746	£14.90
1	LW	£14,689	£7.61	8	34	£29,558	£15.32
2	11	£15,207	£7.88	8	35	£30,178	£15.64
3	12	£15,523	£8.05	9	36	£30,978	£16.06
3	13	£15,941	£8.26	9	37	£31,846	£16.51
4	13	£15,941	£8.26	9	38	£32,778	£16.99
4	14	£16,231	£8.41	9	39	£33,857	£17.55
4	15	£16,572	£8.59	9	40	£34,746	£18.01
4	16	£16,969	£8.80	10	41	£35,662	£18.48
5	17	£17,372	£9.00	10	42	£36,571	£18.96
5	18	£17,714	£9.18	10	43	£37,483	£19.43
5	19	£18,376	£9.52	10	44	£38,405	£19.91
5	20	£19,048	£9.87	10	45	£39,267	£20.35
6	21	£19,742	£10.23	11	46	£40,217	£20.85
6	22	£20,253	£10.50	11	47	£41,140	£21.32
6	23	£20,849	£10.81	11	48	£42,053	£21.80
6	24	£21,530	£11.16	11	49	£42,957	£22.27
6	25	£22,212	£11.51	11	50	£43,892	£22.75
7	26	£22,937	£11.89	12	51	£44,812	£23.23
7	27	£23,698	£12.28	12	52	£45,741	£23.71
7	28	£24,472	£12.68	12	53	£46,694	£24.20
7	29	£25,440	£13.19	12	54	£47,667	£24.71
7	30	£26,293	£13.63	12	55	£48,660	£25.22
8	31	£27,123	£14.06				

These spinal column points are used to calculate overtime payments for staff who are on Grade 1 (Living Wage) or Grade 2, i.e.

Grade 1 (Living Wage)	premium payments to be paid on scp 6
Grade 2	premium payments to be paid on scp 10

**NON-CONSOLIDATED PAYMENTS PAID IN DECEMBER 2014**

<b>SCP</b>	<b>Dec-14</b>	<b>Apr-15</b>	<b>TOTAL PAYMENT MADE IN DECEMBER 2014</b>
11	£100	0	£100
12	£100	0	£100
13	£100	0	£100
14	£100	0	£100
15	£100	0	£100
16	£100	0	£100
17	£100	0	£100
18	£100	0	£100
19	£100	0	£100
20	£100	0	£100
21	£100	0	£100
22	£100	0	£100
23	£100	0	£100
24	£100	0	£100
25	£100	0	£100
26	£100	£3	£103
27	£100	£7	£107
28	£100	£10	£110
29	£100	£14	£114
30	£100	£18	£118
31	£100	£22	£122
32	£100	£26	£126
33	£100	£29	£129
34	£100	£33	£133
35	£100	£36	£136
36	£100	£39	£139
37	£100	£43	£143
38	£100	£47	£147
39	£100	£52	£152
40	£100	£56	£156
41	£100	£60	£160
42	£100	£65	£165
43	£100	£69	£169
44	£100	£73	£173
45	£100	£77	£177
46	£100	£81	£181
47	£100	£85	£185
48	£100	£89	£189
49	£100	£93	£193

**NATIONAL PAY GRADES – SOULBURY****PAY AWARD PENDING**

<b>EDUCATIONAL PSYCHOLOGISTS - SCALE A</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.03.2015</b>
1.	£35,027
2.	£36,805
3.	£38,583
4.	£40,360
5.	£42,137
6.	£43,914
7.	£45,588
8.	£47,261
9.	£48,829
10.	£50,398
11.	£51,861

**Notes:**

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. Extension to scale to accommodate structured professional assessment points.



<b>SENIOR &amp; PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.03.2015</b>
1.	£43,914
2.	£45,588
3.	£47,261*
4.	£48,829
5.	£50,398
6.	£51,861
7.	£52,462
8.	£53,584
9.	£54,696
10.	£55,828
11.	£56,937
12.	£58,068
13.	£59,219
14.	£60,330**
15.	£61,495**
16.	£62,649**
17.	£63,810**
18.	£64,970**

**Notes:**

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \* Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. \*\* Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

<b>TRAINEE EDUCATIONAL PSYCHOLOGISTS</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.03.2015</b>
1	£22,503
2	£24,151
3	£25,796
4	£27,444
5	£29,090
6	£30,737

<b>ASSISTANT EDUCATIONAL PSYCHOLOGISTS</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.03.2015</b>
1	£27,662
2	£28,792
3	£29,922
4	£31,045

<b>YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.03.2015</b>
1	£34,637
2	£35,770
3	£36,903
4	£38,059*
5	£39,234
6	£40,380
7	£41,553**
8	£42,885
9	£43,620
10	£44,754
11	£45,883
12	£47,013
13	£48,135
14	£49,269
15	£50,404
16	£51,542
17	£52,686
18	£53,822
19	£54,952
20	£56,107***
21	£57,284***
22	£58,487****
23	£59,715****
24	£60,969***

**Notes:**

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

\* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

\*\* normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

\*\*\* extension to range to accommodate discretionary scale points and structured professional assessments.

<b>EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.2009</b>
1	£33,396
2	£34,592
3	£35,721
4	£36,865
5	£38,003
6	£39,142
7	£40,338
8	£41,487*
9	£42,828
10	£44,023
11	£45,203
12	£46,346
13	£47,640**
14	£48,792
15	£50,066
16	£51,219
17	£52,373
18	£53,507
19	£54,676
20	£55,280***
21	£56,441
22	£57,452
23	£58,566
24	£59,564
25	£60,633
26	£61,674
27	£62,740
28	£63,819
29	£64,902
30	£65,983
31	£67,054
32	£68,143
33	£69,232
34	£70,347
35	£71,458
36	£72,603
37	£73,728
38	£74,866
39	£75,988
40	£77,109
41	£78,237
42	£79,362
43	£80,488
44	£81,619
45	£82,747
46	£83,876
47	£85,010
48	£86,134****
49	£87,262****
50	£88,391

**Notes:**

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

\* normal minimum point for EIP undertaking the full range of duties at this level

\*\* normal minimum point for senior EIP undertaking the full range of duties at this level

\*\*\* normal minimum point for leading EIP undertaking the full range of duties at this level

\*\*\*\* extension to range to accommodate structured professional assessments.

**EXECUTIVE MANAGEMENT TEAM****PAY SCALES - 1<sup>ST</sup> JANUARY 2015****CHIEF EXECUTIVE'S PAY SCALE**

£140,000 fixed point

**DIRECTORS' PAY SCALES****£96,900 to £110,000**

<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>	<b>Point 6</b>	<b>Point 7</b>
£96,900	£99,450	£100,000	£102,500	£105,000	£107,500	£110,000

**CHIEF OFFICERS****Chief Social Services Officer & Chief Education Officer- £91,800 to £100,000****Chief Operating Officer - £81,600 to £91,800**

<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>	<b>Point 6</b>	<b>Point 7</b>	<b>Point 8</b>	<b>Point 9</b>
£81,600	£84,150	£86,700	£89,250	£91,800	£94,350	£96,900	£99,450	£100,000

**HEADS OF SERVICE****BAND 1 - £66,300 to £81,600**

<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>	<b>Point 6</b>	<b>Point 7</b>
£66,300	£68,850	£71,400	£73,950	£76,500	£79,050	£81,600

**HEADS OF SERVICE****BAND 2 - £56,100 to £71,400**

<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>	<b>Point 6</b>	<b>Point 7</b>
£56,100	£58,650	£61,200	£63,750	£66,300	£68,850	£71,400

**HEADS OF SERVICE****BAND 3 - £51,00 to £61,200**

<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>	<b>Point 4</b>	<b>Point 5</b>
£51,000	£53,550	£56,100	£58,650	£61,200

# Agenda Item 9.a

## Report of the Cabinet Member for Transformation & Performance

Council – 31 March 2015

### MEMBERSHIP OF COMMITTEES

<b>Purpose:</b>	Council approves the nominations / amendments to the Council Bodies.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To agree nominations for Committee Membership.
<b>Consultation:</b>	Political Groups.
<b>Recommendation:</b>	It is recommended that: -  1) the amendments to the Council Bodies in paragraph 4 be approved.
<b>Report Author:</b>	S Woon
<b>Legal Officer:</b>	T Meredith
<b>Finance Officer:</b>	C Billingsley
<b>Access to Services Officer:</b>	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. Changes to Council Body Membership

- 2.1 The Political Groups have indicated that they will have changes to various Council Bodies listed in 3.1 of the report.

#### 3. Changes to Council Body Membership

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

#### Scrutiny Programme Committee

Remove Councillor A J Jones

Add Councillor (name awaited from Chief Whip)

#### **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 10.a

## Report of the Cabinet Member for Education

Council – 31 March 2015

### ADMISSION ARRANGEMENTS 2016/2017

<b>Purpose:</b>	To determine the Admission Arrangements for maintained schools for the academic year 2016/2017.
<b>Policy Framework:</b>	The Admission Arrangements to Schools Policy.
<b>Reason for Decision:</b>	There is a duty on the Local Authority (LA) to determine its admission arrangements annually.
<b>Consultation:</b>	Education; Legal, Finance; all Headteachers and Governing Bodies including Voluntary Aided schools; neighbouring admission authorities; the Admissions Forum.
<b>Recommendation(s):</b>	It is recommended that; <ol style="list-style-type: none"><li>1) The proposed Admission Arrangements for 2016/2017 for Nursery Classes as set out in Appendix A are approved.</li><li>2) The proposed Admission Arrangements for 2016/2017 for Primary Schools as set out in Appendix B are approved.</li><li>3) The proposed Admission Arrangements for 2016/2017 for Secondary Schools as set out in Appendix B are approved.</li><li>4) The proposed Admission Arrangements/Criteria for Entry for 2016/2017 for Sixth Forms set in Appendix B are approved.</li><li>5) The Schedule of Events at Appendix C is approved.</li><li>6) The Admission Numbers for primary and secondary schools are noted, as set out in Appendix D.</li></ol>
<b>Report Author:</b>	Melissa Taylor
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Stephanie Williams
<b>Access to Services Officer:</b>	Sherill Hopkins



## **1.0 Introduction**

- 1.1 By virtue of Section 89 of the School Standards & Framework Act (1998) the Authority is responsible for determining the admission arrangements for County maintained schools. In accordance with the Education (Determinations of Admission Arrangements) (Wales) Regulations 2006 the Council has a duty to review the Admissions to Schools Policy and to consult Governing Bodies of voluntary aided schools on their admission arrangements.
- 1.2 The Welsh Government in July 2013 issued the School Admissions Code and the School Admission Appeals Code in December 2013. The School Admissions Code applies to arrangements made for the 2016/2017 academic year and covers admissions to primary and secondary schools.
- 1.3 Copies of the proposed Admission Arrangements for Nursery Classes are attached at Appendix A.
- 1.4 Copies of the proposed Admission Arrangements for Primary and Secondary Schools are attached at Appendix B.
- 1.5 Copies of the proposed Admission Arrangements for Secondary Schools are attached at Appendix B
- 1.6 Copies of the proposed Admission Arrangements and criteria for entry for Sixth Forms are attached at Appendix B.
- 1.7 The proposed Schedule of Events for the admission process is shown at Appendix C.
- 1.8 The Admission Numbers (ANs) for Primary and Secondary schools are shown at Appendix D.

## **2.0 Admission Limits**

### **Primary**

- 2.1 The capacity of each Primary school including its nursery classes has been calculated using the Welsh Government formula and from this an Admission Number (AN) has been set. The Admission Numbers for primary schools are shown in Appendix D.

All schools must admit up to their AN in the year of entry i.e. Reception in Primary schools. In the year of entry, and in all other year groups, a child will be refused a place by the LA once the AN is reached.

- 2.2 The School Standards and Framework Act 1998, Education (Infant Class Size) (Wales) Regulations 1998 and Education (Infant Class

Size) (Wales) (Amendment) Regulations 2009, restricts infant class sizes to a maximum of 30 ie, Reception, Year 1 and Year 2. Welsh Government has also introduced a recommended limit of 30 for KS2 class sizes.

### **Secondary**

- 2.3 The Admission Numbers (ANs) shown at Appendix D are the limits for each year group.
- 2.4 Schools must not exceed their AN in the year of entry i.e. Year 7 for secondary admissions or in any other year group.

### **Nursery, Primary and Secondary**

- 2.5 Even if parents living within the catchment area of a school apply for a place before the parental deadline, there is no guarantee of a catchment place if the AN has been reached.

### **Sixth Forms**

- 2.6 Criteria for entry and admission arrangements for Sixth Forms, including admission limits, are outlined in Appendix B.

For schools with a Sixth Form, Admission Numbers will be the same for Years 12 and 13 as they are for Years 7 to 11.

## **3.0 Admissions Criteria**

- 3.1 The Education (Admission of Looked After Children) (Wales) Regulations 2009 places a duty on admission authorities in Wales to admit children looked after by a local authority in Wales where an application for admission is made even if the AN has been reached. Should an admission authority wish to refuse an admission application then they must refer the matter to the Welsh Ministers within 7 days of receiving the application for decision. The decision of the Welsh Ministers is binding. Previously looked after children (looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after), are also included in this criteria under the Welsh Government's School Admissions Code.
- 3.2 Pupils with a statement of Special Educational Needs do need to be included and accounted for when places are allocated and schools are informed of this.

### 3.3 Oversubscription

Where more applications are received for a particular school than places available, places will be awarded using the admissions criteria set out in the Admission Arrangements (see Appendix B).

### 3.4 Results of the Consultation

#### Response 1

- The Headteacher wished to highlight that if schools are to have severe budget reductions then there is a possibility that ANs may need to be revised.

LA Response:

The Admission Number is determined by a Welsh Government formula and is based on the available class/teaching areas at each individual school. Therefore, there will not be opportunity to revise these numbers as a response to the financial projections and anticipated knock on effect of increased class sizes.

The School and Governor Unit is aware of the plight facing schools in relation to financial projections and we will do all we can to work with schools regarding admissions etc. However, we are governed by the Welsh Government Admissions Code and have to adhere to the criteria within the Guidance document. The Local Authority will be raising these concerns with colleagues at the Welsh Government at every opportunity as we anticipate that class sizes will increase as numbers of staff are anticipated to reduce overall given the funding constraints.

#### Response 2

- The Chair of Governors believed it was a fair way to proceed with admissions.

#### Response 3

- The Head Teacher confirmed the Governors had been consulted and had no further comments to make.

#### Response 4

- In the current version (Appendix A) no mention is made to Flying Start children who already attend sessions within the school. Flying Start staff work extremely closely with school staff to ensure smooth transition into nursery and I feel that this needs to be addressed. The admission criteria should take into account children who access Flying Start, and I feel these children should be given priority for a nursery place. It would not make sense for a child to attend Flying Start to attend weekly transition visits into Nursery, and then be refused a place at that Nursery. This has been discussed with the head teacher and the Governing Body

who all agree that this could impact on children moving from Flying Start into Nursery provision. With the ongoing expansion of Flying Start, this will become an issue for more primary schools over the next few years and an addition now would prevent gaps in services that could affect our most vulnerable families.

LA Response:

The Local Authority is the Admissions Authority for all Swansea schools. The Admissions Criteria are drawn up in accordance with Guidance from Welsh Government. The Welsh Government Admissions Code requires Admission Authorities to draw up Admissions Criteria in accordance with the Code. The Code does not permit the Admission Authority to prioritise children who have attended a Flying Start setting for admission to the school at the time each individual pupil will apply for a place at a Nursery or Reception class.

Whilst the points are considered valid, it will not be possible to prioritise pupils who have attended a Flying Start setting to be admitted to a nursery or reception class at the appropriate time of application. Children are prioritised on the basis of catchment location and pupils who live within a specified catchment area for a school are prioritised for admission to that school. The admission criteria outlining the priorities for admissions are included in the published consultation.

Where a pupil attends a Flying Start setting who does not live within the specified catchment area, if the admission number has not been reached for the year group it is possible to admit the pupil to the school. However, where an admission number has been reached pupils will be offered an alternative place at another Swansea school which will usually be relative to the catchment area for their home address.

The Welsh Government Guidance on Admissions does not permit Local Authorities as the Admission Authority to prioritise admissions to a school on the basis of the pre-school setting the child has attended.

Response 5

- The Chair of Governors raised that Welsh-medium schools are full to capacity and there are more pupils than the official admission numbers. When a pupil requests a place in a Welsh-medium school, the Welsh-medium school often has to admit more pupils than the admission number.
- In the case of nursery classes, curtailing the numbers a Welsh-medium school can admit means that a parent cannot give his/her child an education in the language of his/her choice. Children are then refused a Welsh-medium education, or parents choose not to give their child a Welsh-medium education as they become aware that Welsh-medium schools are full.

- With reception classes, it has become a common experience that some schools have to admit more pupils than the admission number because neighbouring Welsh-medium schools are full. As a result of this, specific and different consideration needs to be given to Welsh-medium schools. It needs to be made clear that no child will be refused a Welsh-medium nursery, primary or secondary education, and that the county should have appropriate arrangements in place to ensure this. This would free schools and parents from experiencing the painful process of being refused/having to refuse a place and then having to admit on appeal, a process that can have a negative effect on a parent's wish to give their child a Welsh-medium education.

#### LA Response:

The Local Authority is aware of the current situation regarding demand for Welsh medium places at Swansea Welsh medium schools and is working towards increasing school places accordingly. As you are aware, the current financial situation is having serious impact upon the level and timeframe of support the Local Authority is able to devote to address these concerns.

You have indicated that nursery classes have to curtail the numbers of pupils they admit and this has impact upon parental choice in relation to Welsh medium education options. Nursery places are for part time provision only and on this basis many schools – both English and Welsh medium, offer morning and afternoon sessions. The Authority is not aware that any Swansea school is therefore in a position of having to refuse a nursery class place for a child.

You have also stated that schools have to admit more pupils in reception classes above their Admission Number due to the fact that neighbouring Welsh medium schools are also full. The Local Authority is aware of this difficulty and is working to ensure that the longer term planning for Welsh medium places is increased in line with demand. As indicated above, current financial constraints are having an impact and have delayed the planned approach of the Local Authority to secure additional provision.

The Local Authority policy is to offer an alternative place at a Welsh medium school if a place is unavailable at the school of choice. The only exception to this policy is where parents/carers have indicated on the application form that the second choice school is an English medium school. There are occasions when a pupil cannot be admitted to the school of choice, however, an alternative Welsh medium place is offered along with an opportunity to meet with an Independent Appeal Panel to hear the case. (This situation also applies to applications for English medium school places.) Where any child is refused a place at a Welsh medium school of choice they are always offered an

alternative place at another Swansea Welsh medium school. No pupil is refused a Welsh medium place at a Swansea school.

#### Response 6

- The Governor raised that the Admission to Nursery section is confusing – ‘All schools must admit up to their Admission Number in the year of entry. In the year of entry a child will normally be refused a place once the Admission Number has been reached. There is no right of appeal following the refusal of an application for a place in a nursery class.’ Then it goes on to say, “The number of nursery places available may differ to the Admission Number for the rest of the year groups within a school (Reception – Year 6).” There is no separate Admission Number in the document. Should the Admission Number for Reception be used?

#### LA Response:

The Local Authority will recommend that schools use the Admission Number as a guide for admissions to nursery classes.

#### Response 7

- The Clerk to Governors confirmed that the Governing body found the arrangements acceptable.

#### Response 8

The Chair of Governors wished to highlight:

- ‘The LA will not provide transport or make any contribution towards transport costs for children admitted from outside the school’s defined catchment area. However, if the catchment area is full in the year group, transport will be provided to the next nearest school with room if that school is more than 3 miles walking distance from home’ - Whilst we recognise that this point appears to be incontestable we feel the need to point out that we draw children in from some of the most disadvantaged areas of Swansea for whom the cost of transport is yet another disincentive for parents, for whom, maybe, education is not top of their list of priorities. Every pound to them is precious, a recent case from such an area highlighted that it was costing £22 a week to get the children to school. If we, as a school are to meet the increasing attendance levels demanded by the Welsh Assembly and also to "close the gap" between FSM and non FSM results then we need to clear the barriers to attending school. Foremost amongst these, for the affected pupils, is the prohibitive cost of transport. Without the children in school we cannot educate them.

#### LA Response:

The Local Authority Home to School Transport Policy advises that free transport will only be provided for secondary aged pupils if they live more than 3 miles from their catchment school or as you have pointed

out 'if the catchment area is full in the year group, transport will be provided to the next nearest school with room if that school is more than 3 miles walking distance from home'. This Policy is based on Welsh Government guidelines.

The Transport Policy does not make provision for pupils who live in deprived and disadvantaged areas to be allocated free transport if they live under the 3 mile stipulated distance. The Local Authority is aware of the difficulties that schools face in trying to improve educational outcomes for pupils – particularly pupils who are on free school meals and live in the more deprived and disadvantaged areas. In light of the current financial situation and proposed cuts and restrictions, a review of the Transport Policy to reduce the stipulated distance for eligibility for free transport, is not something the Local Authority anticipates being in a position to pursue at any time in the future

#### Response 9

- The Head Teacher confirmed the Governing body had accepted the arrangements. It also noted that any proposed changes to catchment areas would be strongly opposed.

#### Response 10

- The Chair of Governors confirmed that the Governing body found the arrangements acceptable.

#### Response 11

The Clerk to Governors confirmed the Governing body had made the following observations:

- The deadline of 27<sup>th</sup> November 2015 would leave a lengthy period of time until 1<sup>st</sup> March 2016, when parents were informed of whether they had a place or not, at the school of their choice. This timescale was thought to be too long and unnecessary.
- There appears to be confusion regarding parents having to provide proof of address. It was thought the LEA could refer to its own Council Tax records held electronically to ascertain or verify proof of address with parents who have been raising queries or providing evidence direct to the school.

#### LA Response:

The dates outlined comply with Welsh Government requirements. Welsh Government have recently changed this and previously Local Authorities were able to set their own dates but 2016-17 will be the first time that we will all have to comply with Welsh Government notification date of 1<sup>st</sup> March. The reason for the delay is that we will have to run two separate admissions – one for Year 7 and one for Reception both having the same notification day which will apply across Wales.

Council Tax – the Local Authority is now utilising the Electoral Role for these checking purposes but where there is a discrepancy with

information on the ER we will be asking parents to provide alternative proof. These could be perfectly valid reasons – eg moved house after the electoral role form submitted or could lead to further investigation because a false address e.g. family, has been used.

### **Admission Forum**

Following due consideration the Forum agreed that their recommendation would be that the Admission Arrangements 2016/17 be approved in their current format. The decision was made for the following reasons:

- The number of responses are low in relation to the number of pupils being educated in Swansea, and there is no common theme, therefore any change would not be wholly representative of the majority of parents who could respond.
- In accordance with the School Admissions Code the LA is responsible for deciding admissions to nursery classes in community schools and as a result will continue to implement the arrangements which relate to nursery admissions.

Correspondence will be sent to all governing bodies and headteachers who responded to the consultation advising them of the recommendations made by the Admissions Forum.

#### **4.0 Equality and Engagement Implications**

A full EIA Report was completed for Admission Arrangements in 2014, with no adverse impacts identified. The EIA has been reviewed for the 2016/2017 Arrangements, with no further changes required.

#### **5.0 Financial Implications**

Whilst there are no immediate financial implications arising from this report, acceptance of this policy could result in additional expenditure at a future time. Acceptance of the policy 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 and have full and due regard to the budget principles set out in 'Sustainable Swansea – Fit for the Future' and the likely levels of future budgets having due regard to the budget and medium term financial plan.

#### **6.0 Legal Implications**

Section 89 of the School Standards and Framework Act 1998 and Regulation 4 of the Education (Determination of Admission Arrangements) (Wales) Regulations 2006 require Admission Authorities to consult and determine school admission arrangements annually. The Regulations set requirements for consultation and



determinations of admission arrangements. The Welsh Government has issued a guidance circular 'Measuring the Capacity of Schools in Wales', which sets out methodology for Local Authorities to follow when determining their admission arrangements. There is also a requirement to consider the guidelines contained in the Welsh Government School Admissions Code.

### **Background Papers:**

- Education (Determination of Admission Arrangements) (Wales) Regulations 2006
- Welsh Government (WG) guidance document 'Measuring the Capacity of Schools in Wales'.
- School Admissions Code, School Admission Appeals Code. WG July 2013 & December 2013.
- EIA Screening Form
- EIA Report

### **Appendices:**

Appendix A - Admission Arrangements 2016/2017 Nursery Classes

Appendix B – Admission Arrangements 2016/2017 Primary Schools

Appendix B – Admission Arrangements 2016/2017 Secondary Schools

Appendix B – Admission Arrangements/Criteria for Entry 2016/2017 Sixth Forms

Appendix C - Schedule of Events

Appendix D – Admission Numbers for Primary and Secondary Schools

### **Admission Arrangements 2016/2017 (Nursery classes based at Local Authority schools)**

#### Initial Placement, Parental Preference and Transfer Requests

The Local Authority, the LA, is the admitting authority for all community schools in the area.

#### **Admission to Nursery classes**

Each child about to commence part time education at a nursery class based at a LA school will be invited to apply for a place at the catchment school maintained by the LA.

Parents can either apply in writing for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a preferred placement will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

Those parents who express a preference in writing by 4<sup>th</sup> March 2016 for a place at any school will be given priority over those who have not.

#### **(a) Admission Limits – Community Schools**

All schools must admit up to their Admission Number in the year of entry. In the year of entry a child will normally be refused a place once the Admission Number has been reached. There is **no right of appeal** following the refusal of an application for a place in a nursery class.

The number of nursery places available may differ to the Admission Number for the rest of the year groups within a school (Reception – Year 6)

#### **(b) Admission Criteria – Community Schools**

If more applications have been received for any school than there are places available, the following order of priority will apply:

- 1.** Children who are in the care of the Local Authority (LA) i.e. Looked After Children (LAC), or previously looked after\*.
- 2.** Children who live within the school's defined catchment area. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
- 3.** Children who have a brother or sister of statutory school age attending the school at the date of their admission\*\*\*. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
- 4.** Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\* The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. A computer programme is used when undertaking the measurement.

\*\*\* A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

**Note** that schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the Admission Number unless they are placed in a Special Teaching Facility with planned places.

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. The governing bodies of voluntary aided schools are responsible for determining their own admission arrangements.

Requests for children to transfer between schools at periods other than the normal transfer age will be determined by applying the above admission criteria.

### **(c) Admission Procedures – Nursery places in Community Schools**

Parents will be asked to apply in writing, for a place for their child at the catchment school or to state a preference for an alternative placement using the admissions form.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, places will be allocated in accordance with the LA's admission criteria.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents will need to apply for a place along with other applicants at the appropriate time.

Requests for admission to the relevant age group i.e. the age group at which children are normally admitted to the school submitted on or before the administrative closing date 4<sup>th</sup> March 2016 will be processed collectively and places allocated according to the above admission criteria. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed upon receipt.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents for the purpose of assessing ability or aptitude.

Parents who have applied by the 4<sup>th</sup> March 2016 will be advised where they have been allocated a place by the 23<sup>rd</sup> April 2016.

### **Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list. Pupils names will remain on the waiting list for the whole academic year and will only be removed if a parent confirms in writing that they no longer wish their child/rens' name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the admissions criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**NB:** The admissions criteria do not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with parents and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

**Note:** During this period the Local Authority (LA) may undertake a consultation to propose changes to a number of catchment areas.

## ADMISSION ARRANGEMENTS 2016/2017 (Primary)

### Initial Placement, Parental Preference and Transfer Requests

The Local Authority, the LA, is the admitting authority for all community schools in the area.

### Admission to Primary Community Schools

Each child about to commence full time education will be invited to apply for a place at the catchment school maintained by the LA.

Parents can either apply on line or in writing for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a preferred placement will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the Governing Body and the LA.

Those parents who express a preference on line or in writing for a place at any school will be given priority over those who have not.

#### (a) Admission Limits – Community Schools

All schools must admit up to their Admission Number in the year of entry (ie. Reception in Primary schools). In the year of entry a child will be refused a place once the Admission Number has been reached. Parents who are refused a place at the school must be given right of appeal.

The Admission Number applies to all year groups.

#### (b) Admission Criteria – Community Schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of the Local Authority i.e. Looked After Children (LAC), or are previously looked after\*.
2. Children who live within the school's defined catchment area. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission.\*\*\* If there are more applications than places, the places will be allocated in

distance order with those living nearest (shortest available walking route) receiving priority\*\*.

4. Other children for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\*The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. A computer programme is used when undertaking the measurement.

\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

Requests for children to transfer between schools at periods other than the normal transfer age will be determined by applying the above admission criteria.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the next nearest school with room if that school is more than 2 miles from home.

### **Children who have a statement of Special Educational**

#### **Needs**

The admissions criteria do not apply to pupils for whom the LA holds a statement of special educational needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with parents and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the Admission Number unless they are placed in a Special Teaching Facility with planned places.

#### **Voluntary Aided Schools**

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the Governing Body. (The Governing

Bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

**(c) Admission Procedures – Community Schools**

Parents will be asked to apply on line or in writing, for a place for their child at the catchment school or to state a preference for an alternative placement using the Admissions form.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as determined by the published Admission Number, applications will be allocated by applying the LA's admission criteria.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents will need to apply for a place along with other applicants.

Although the LA permits pupils to start Reception full time at the start of the year in which they become five, the law does not require a child to start school until the start of term following the child's fifth birthday. Therefore, if the parent of a Reception child wishes to defer entry until later in the school year a place must be allocated to this child and this place is not available to be offered to another child. Entry cannot however be deferred beyond the beginning of the term after the child's fifth birthday nor beyond the academic year for which the original application was accepted.

Requests for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, Friday 4<sup>th</sup> March, 2016 will be processed collectively and places allocated according to the above admission criteria. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed upon receipt.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents for the purpose of assessing ability or aptitude. Parents who have applied by the 4<sup>th</sup> March 2016 will be advised where they have been allocated a place by the 23<sup>rd</sup> April 2016.

**Right of Appeal**

Parents will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents will be informed in writing that they have right of appeal to an Independent Appeal Panel. If they exercise that right, the appeal must be forwarded to the School and Governor Unit at the Civic Centre by Friday 20<sup>th</sup> May 2016. The appeal will be considered by an Independent Appeal Panel of 3 or 5 people comprising lay members, and persons with experience in education.

**Please note:**

Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an Infant class (Reception, Year 1 and Year 2) can be successful.

**Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an Independent Appeal Panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/rens's name to remain on the waiting list. If a place becomes available it will be allocated in by the LA in accordance with the admissions criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**Note:** During this period the Local Authority (LA) may undertake a consultation to propose changes to a number of catchment areas.



## **ADMISSION ARRANGEMENTS 2016/2017 (Secondary Years 7-11)**

### **Initial Placement, Parental Preference and Transfer Requests**

The Local Authority, the LA, is the admitting authority for all community schools in the area.

Each child about to transfer from primary to secondary education will be invited to apply for a place at the catchment school maintained by the LA.

Parents can either apply on line or in writing for the catchment place or express a preference for a placement at an alternative school. Requests for a preferred placement will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the Governing Body and the LA.

Those parents who express a preference on line or in writing for a place at any school will be given priority over those who have not.

#### **(a) Admission Limits – Community Schools**

Availability of places is determined by reference to the school's Admission Number. Schools must admit up to the Admission Number in the year of entry and must not exceed this number.

The Admission Number applies to all year groups.

#### **(b) Admission Criteria – Community Schools**

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of the Local Authority i.e. Looked After Children (LAC) or previously looked after.
2. Children who live within the school's defined catchment area. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission\*\*\*. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. If there are more applications than

places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

5. Other children for whom criteria 1 to 4 above do not apply. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\*The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. A computer programme is used when undertaking the measurement.

\*\*\* A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children.

Requests for children to transfer between schools at periods other than the normal transfer age will be determined by applying the above admission criteria.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area is full in the year group, transport will be provided to the next nearest school with room if that school is more than 3 miles walking distance from home.

### **Children who have a statement of Special Educational Needs**

The admissions criteria do not apply to pupils for whom the LA holds a statement of special educational needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with parents and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the Admission Number unless they are placed in a Special Teaching Facility with planned places.

### **Voluntary Aided Schools**

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the Governing Body.

(c) **Admission Procedures – Community Schools**

Parents will be asked to apply on line or in writing, for a place for their child at the catchment school or to state a preference for an alternative placement using the Admissions form.

For transfers at other times during the school year an admissions application form must be completed and returned either electronically or by post to the School and Governor Unit in the Civic Centre.

Requests for admission will be granted provided there are places available as determined by the published Admission Number.

Where admission requests exceed the number of places available, places will be allocated by applying the LA's admission criteria.

Applications for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, Friday 27<sup>th</sup> November 2015 will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed upon receipt.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents for the purpose of assessing ability or aptitude.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents who have applied by the 27<sup>th</sup> November 2015 will be advised where they have been allocated a place on the 1<sup>st</sup> March 2016.

**Right of Appeal**

Parents will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents will be informed in writing that they have right of appeal to an Independent Appeal Panel. If they exercise that right, the appeal must be forwarded to the School and Governor Unit at Civic Centre by Monday 4<sup>th</sup> April 2016. The appeal will be considered by an Independent Appeal Panel of 3 or 5 people comprising lay members, and persons with experience in education.

**Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an Independent Appeal Panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the admissions criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**Note:** During this period the Local Authority (LA) may undertake a consultation to propose changes to a number of catchment areas.

## **Admissions to Sixth Form Criteria for Entry**

### **Application Closing Date**

Candidates can apply for a place at a Sixth Form at a Swansea school in the Spring Term prior to them seeking a place for the following September. Closing dates for applications will be **DATE TO BE INSERTED HERE BY SCHOOLS.**

### **Provisional Offer**

Candidates will be offered a provisional place. This provisional place will be subject to achieving certain specified entry qualifications as published by each individual school. The schools should be contacted regarding their specific entry qualifications.

### **GCSE/Equivalent Results**

When GCSE grades are published ie the third Thursday in August ordinarily, it will be necessary for individual pupils to contact the School of choice to confirm grades at GCSE or equivalent examination results.

### **Choice of Subjects**

Candidates who have achieved satisfactory grades at GCSE or equivalent will be given a firm offer of a place in the Sixth Form at the school of choice where places are available. It must be noted, however, that it may not be possible to study all the chosen subjects at the school of choice. It may be necessary for students to link with a Sixth Form at another school to pursue some subject choices.

Students who have achieved satisfactory grades at GCSE or equivalent but are unable to study all subject choices at the school of choice can be offered an alternative choice of subjects being taught at the particular premises. Alternatively, these students can seek a place at an alternative venue ie another Swansea school sixth form or Gower College.

**Candidates will not be required to sit an entrance interview.**

### **Admission Limits – Sixth Forms**

All school sixth forms can admit up to their Admission Number subject to students achieving a schools entry requirements (which are available from individual schools), in the year of entry ie Year 12 in Sixth Form. It would be acceptable to exceed the Admission Number if demand for available courses can be met. Parents and pupils who are refused a place at the school sixth form must be given the right of appeal.

### **Admission Arrangements**

The arrangements for admission into Year 12 and 13 for maintained community schools are delegated to the establishments directly. Details on admission arrangements for Voluntary Aided schools may be obtained directly

from the establishments concerned and will form part of their admissions policies.

### **Waiting List**

If a school sixth form is over-subscribed and the school cannot meet the demand for courses a waiting list will be maintained. Applicants who have met the entry criteria (see above) but who have been refused a place due to the limit on places available will be offered an opportunity to put their name on a waiting list. In the event that a place/s become/s available, candidates whose name are on the waiting list will be offered a place in accordance with the admission criteria (see below).

### **Admission Criteria**

For pupils who achieve the specified entry qualifications, where more applications have been received for any school sixth form than there are places available, the following order of priority will apply:

1. Pupils who are looked after by the Local Authority (LAC) or are previously looked after\*.
2. Pupils who live within the school's defined catchment area. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*
3. Pupils who have a brother or sister of statutory school age \*\*\* attending the school at the date of their admission \*\*\*\*. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority \*\*
4. Pupils who attended the school in year 11 but who live outside the catchment area of that school. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*
5. Other pupils for whom a place has been requested for whom criteria 1 to 4 above do not apply. . If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\*All distances are measured electronically taking the distance from home to school by the shortest available walking route. The measurements will be taken from outside the entrance of the property (house or flat) to the nearest official school entrance.

\*\*\*Statutory school age is defined as pupils who are between age 5 and 16 ie pupils in any year group between and including Reception to Year 11.

\*\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible pupils are twins/triplets then the LA will admit both/all pupils.

**NOTE:** A small number of pupils with statements of SEN may transfer to sixth forms in Swansea schools. The decision to transfer is made by the Local Authority in consultation with the relevant school.

**Note:** *During this period the Local Authority (LA) may undertake a consultation to propose changes to a number of catchment areas.*



## Education Department / Adran Addysg

**SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2016/2017  
PRIMARY SCHOOLS**

5 January 2015	Issue of admission arrangements to schools for consultation.
4 February 2015	Return of responses to LA
5 February – 6 February 2015	Period to resolve queries
24 February 2015	Report of consultation to Corporate Briefing.
17 March 2015	Report of consultation to Cabinet
31 March 2015	Determination of Admission arrangements by Council
14 September – 25 September 2015	Distribution to schools of “Information for Parents”
25 September 2015	Schools issue to parents “Information for Parents” booklets
11 January 2016	Parents are invited to apply for a school place
11 January 2016 – 4 March 2016	A period of 8 weeks for parents to make their admission applications
<b>4 March 2016</b>	<b>Parental deadline for parents to return forms to the School and Governor Unit, Civic Centre</b>
7 March 2016 – 21 April 2016	LA process requests
23 April 2016	LA notifies applicants
<b>EASTER HOLIDAY 25 March – 8 April 2016</b>	
20 May 2016	Date by which parents lodge appeal





**Education Department / Adran Addysg**

**SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2016/2017  
SECONDARY SCHOOLS (Years 7 – 11)**

5 January 2015	Issue of admission arrangements to schools for consultation.
4 February 2015	Return of responses to LA
5 February – 6 February 2015	Period to resolve queries
24 February 2015	Report of consultation to Corporate Briefing.
17 March 2015	Report of consultation to Cabinet.
31 March 2015	Determination of Admission arrangements by Council.
14 September – 25 September 2015	Distribution to schools of “Information for Parents”.
25 September 2015	Schools issue to parents “Information for Parents” booklets.
28 September 2015	Parents are invited to apply for a school place.
28 September – 27 November 2015	A period of 8 weeks for parents to make their admission applications.
<b>27 November 2015</b>	<b>Parental deadline for parents to return forms to the School &amp; Governor Unit.</b>
1 March 2016	Applicants notified.
<b>HALF TERM HOLIDAY 15 – 19 February 2016</b>	
4 April 2016	Date by which parents lodge an appeal.

**CITY AND COUNTY OF SWANSEA  
PRIMARY SCHOOLS**

**ADMISSION NUMBERS  
2016/2017**

Birchgrove Primary	60
Bishopston Primary	38
Blaenymaes Primary	36
Brynhyfryd Primary	60
Brynmill Primary	45
Burlais Primary	75
Cadle Primary	51
Casllwchwr Primary	30
Christchurch Ch. in Wales	13
Cila Primary	16
Clase Primary	36
Clwyd Primary	37
Clydach Primary	39
Craigcefnparc Primary	15
Craigfelen Primary	24
Crwys Primary	26
Cwm Glas Primary	40
Cwmrhydyceirw Primary	60
Danygraig Primary	40
Dunvant Primary	46
Gendros Primary	43
Glais Primary	15
Glyncollen Primary	30
Gors Community	44
Gorseinon Primary	49
Gowerton Primary	45
Grange Primary	30
Gwrosydd Primary	58
Hafod Primary	30
Hendrefoilan Primary	30
Knelston Primary	19
Llangyfelach Primary	30
Llanrhidian Primary	19
Mayals Primary	30
Morrison Primary	26
Newton Primary	30
Oystermouth Primary	30
Parkland Primary	60
Pen y Fro Primary	27

Penclawdd Primary	29
Pengelli Primary	11
Penllergaer Primary	45
Pennard Primary	30
Pentrechwyth Primary	19
Pentre'r Graig Primary	53
Penyrheol Primary	35
Plasmarl Primary	26
Pontarddulais Primary	60
Pontlliw Primary	26
Pontybrenin Primary	45
Portmead Primary	34
Sea View Community Primary	29
Sketty Primary	60
St. David's Primary	30
St. Helen's Primary	29
St. Illtyd's Primary	30
St. Joseph's Cathedral Primary	60
St. Joseph's Primary (Clydach)	30
St. Thomas' Primary	51
Talycopa Primary	28
Terrace Road Primary	44
Townhill Primary	60
Trallwn Primary	35
Tre Uchaf Primary	29
Waun Wen Primary	28
Waunarlwydd Primary	41
Whitestone Primary	27
Ynystawe Primary	24
YGG Bryniago	31
YGG Bryn-y-Mor	37
YGG y Cwm	27
YGG Felindre	11
YGG Gellionnen	43
YGG Llwynderw	45
YGG Lon Las	71
YGG Pontybrenin	67
YGG Tan-y-Lan	14
YGG Tirdeunaw	59
YGG Y Login Fach	30

**CITY AND COUNTY OF SWANSEA  
SECONDARY SCHOOLS**

**ADMISSION NUMBERS  
2016/2017**

Birchgrove	163
Bishop Gore	232
Bishop Vaughan	203
Bishopston	218
Cefn Hengoed	134
Dylan Thomas	127
Gowerton	217
Morrison	216
Olchfa	275
Pentrehafod	200
Penyrheol	195
Pontarddulais	160
Y G Bryn Tawe	182
Y G Gwyr	144

## **Trefniadau Derbyn 2016/2017 (Dosbarthiadau meithrin yn ysgolion yr awdurdod lleol)**

Ceisiadau Lleoli Cychwynnol, Dewis Rhieni a Throsglwyddo  
Yr awdurdod lleol, yr AALI, yw'r awdurdod derbyn ar gyfer holl ysgolion cymunedol yr ardal.

Derbyn i Ddosbarthiadau Meithrin  
Gwahoddir pob plentyn sydd ar fin dechrau addysg rhan-amser mewn dosbarth meithrin yn un o ysgolion yr ALI i wneud cais am le yn ysgol y dalgylch a gynhelir gan yr ALI.

Gall rhieni naill ai wneud cais am le yn ysgol y dalgylch drwy lythyr neu fynegi dewis am le mewn ysgol arall. Caniateir ceisiadau am le dewisol os na fydd gwneud hynny yn peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau.

Rhoddir y flaenoriaeth i'r rhieni hynny sy'n mynegi eu dewis am le mewn unrhyw ysgol ar-lein neu drwy lythyr erbyn 4 Mawrth 2016 dros y rhai nad ydynt.

### **(a) Cyfyngiadau Derbyn – Ysgolion Cymunedol**

Mae'n rhaid i bob ysgol dderbyn hyd at y Nifer Derbyn ym mlwyddyn y derbyn. Fel arfer, ym mlwyddyn y derbyn, gwrthodir lle i blentyn ar ôl cyrraedd y Nifer Derbyn. Nid oes gan rieni'r **hawl i apelio** yn erbyn gwrthod lle i blentyn yn y dosbarth meithrin.

Mae'n bosib y bydd nifer y lleoedd meithrin sydd ar gael yn wahanol i'r Rhif Derbyn ar gyfer gweddi y grwpiau blwyddyn mewn ysgol (Derbyn-Blwyddyn 6).

### **(b) Meini Prawf Derbyn – Ysgolion Cymunedol**

Os cafwyd mwy o geisiadau mewn ysgol na'r lleoedd sydd ar gael, bydd y drefn flaenoriaeth ganlynol yn berthnasol:

1. Plant sydd yng ngofal yr Awdurdod Lleol (ALI), h.y. Plant sy'n Derbyn Gofal (PSDG) neu'r rhai a oedd yn derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae eu brawd neu eu chwaer o oedran ysgol statudol yn mynd i'r ysgol ar adeg eu derbyn\*\*\*.
4. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
5. Plant eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 3 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff

y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn derbyn gofal: plant a oedd yn derbyn gofal ond mae'r gofal wedi dod i ben oherwydd eu bod wedi cael eu mabwysiadu neu y gwnaed gorchymyn preswyl, neu orchymyn gwarcheidwaeth arbennig yn eu cylch yn syth ar ôl iddynt dderbyn gofal.

\*\* Defnyddir y mesuriadau a gymerir o'r tu allan i fynedfa'r eiddo (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol. Defnyddir rhaglen gyfrifiadur i fesur y pellter.

\*\*\* Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr AALI yn derbyn y ddau/tri phlentyn.

**Sylwer** bod gan ysgolion ddyletswydd i dderbyn plant â Datganiad o Anghenion Addysgol Arbennig sydd wedi'u gosod yn yr ysgol gan yr ALI a chaiff y disgyblion hyn eu cyfrif tuag at y nifer a dderbynnir hyd at y Nifer Derbyn, oni bai eu bod yn cael eu gosod mewn Cyfleuster Addysgu Arbenigol â lleoedd cynlluniedig.

Penderfynir ar geisiadau i ysgolion a gynorthwyr yn wirfoddol trwy gyfeirio at y meini prawf derbyn a osodwyd gan y corff llywodraethu. Cyrff llywodraethu ysgolion a gynorthwyr yn wirfoddol sy'n gyfrifol am bennu eu trefniadau derbyn eu hunain.

Penderfynir ar geisiadau i drosglwyddo plant o un ysgol i'r llall ar adegau ar wahân i'r oed trosglwyddo arferol trwy ddefnyddio'r meini prawf derbyn uchod

### **(c) Gweithdrefnau Derbyn - Ysgolion Cymunedol**

Gofynnir i rieni wneud cais drwy lythyr am le i'w plentyn yn ysgol y dalgylch neu ar gyfer lleoliad drwy ddewis ar ffurflen cais am dderbyn.

Bodlonir ceisiadau am le ar yr amod bod lleoedd ar gael. Os yw nifer y ceisiadau yn fwy na'r nifer o leoedd sydd ar gael, caiff lleoedd eu dyrannu'n unol â meini prawf derbyn yr ALI.

Ni fydd hawl awtomatig gan blant sy'n mynd i ddsbarth meithrin mewn ysgol ac sy'n byw y tu allan i'r dalgylch dderbyn addysg amser llawn yn yr un ysgol. Bydd rhaid i rieni wneud cais am le gyda'r ymgeiswyr eraill.

Bydd ceisiadau am gael eu derbyn i'r grŵp oedran perthnasol (h.y. grŵp oedran y caniateir derbyn y plant i'r ysgol fel arfer) a gyflwynir ar y dyddiad cau, sef dydd Gwener 4 Mawrth 2016, neu cyn hynny, yn cael eu prosesu ar y cyd, a dyrennir lleoedd yn unol â'r meini prawf derbyn uchod. Yn hyn o beth, nid oes unrhyw fantais i gyflwyno'r cais derbyn yn gynnar. Caiff ceisiadau a gyflwynir wedi'r dyddiad cau eu prosesu wrth gael eu derbyn.

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol, neu gyfweid â disgyblion gyda neu heb eu rhieni at ddibenion asesu gallu neu dueddfryd.

Bydd rhieni sydd wedi cyflwyno cais erbyn 4 Mawrth 2016 yn cael gwybod ble y dynodwyd lle iddynt erbyn 23 Ebrill 2016.

### **Rhestrau Aros**

Yn achos pob cais, os gwrthodir lle i blentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig. Caiff enwau disgyblion eu cadw ar y rhestr aros am y flwyddyn academaidd gyfan ac ni chaiff eu dileu oni bai bod rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i enw ei blentyn/blant gael ei gadw ar y rhestr aros mwyach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf derbyn.

Os gwrthodir lle i blentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros a

Ni fydd rhaid i'r ALI gydymffurfio ag unrhyw ddewis a fynegwyd fel arall ond yn unol â'i drefniadau'n unig.

**DS:** Nid yw'r meini prawf derbyn yn berthnasol i ddisgyblion y mae gan yr ALI Ddatganiad o Anghenion Addysgol Arbennig ar eu cyfer, ond mae hawliau'r rhieni i fod yn rhan wrth leoli eu plant wedi'u hamddiffyn gan y gyfraith. Bydd yr ALI, mewn ymgynghoriad â rhieni ac ysgolion, yn penderfynu ym mha ysgol y bydd yr addysg yn cael ei darparu. Mae'r ALI yn cadw'r hawl i enwi ysgol nad yw'n ysgol y dalgylch.

**Sylwer** *Yn ystod y cyfnod hwn, mae'n bosib y bydd yr Awdurdod Lleol (ALI) yn cynnal ymgynghoriad er mwyn cynnig newidiadau i nifer o ddalgylchoedd.*

**TREFNIADAU DERBYN 2016/2017 (Cynradd)**

**Lleoli Cychwynnol, Dewis Rhieni a Ceisiadau Throsglwyddo**

Yr Awdurdod Addysg Lleol, yr AALI, yw'r awdurdod derbyn ar gyfer holl ysgolion cymunedol yr ardal.

**Derbyn i Ysgolion Cynradd Cymunedol**

Bydd pob plentyn sydd ar fin dechrau addysg amser llawn yn cael ei wahodd i wneud cais am le yn ysgol y dalgylch a gynhelir gan yr ALL.

Gall rhieni naill ai gwneud cais ar-lein neu drwy lythyr am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Caniateir lleoliad drwy ddewis os na fydd gwneud hynny yn:

- peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion gwirfoddol a gynorthwyir, yn anghyson â'r trefniadau derbyn a gytunwyd rhwng y Corff Llywodraethu a'r ALL.

Rhoddir y flaenoriaeth i'r rhieni hynny sy'n mynegi eu dewis ar-lein neu drwy lythyr am le mewn unrhyw ysgol.

**(d) Cyfyngiadau Derbyn – Ysgolion Cymunedol**

Mae'n rhaid i bob ysgol dderbyn hyd at ei Nifer Derbyn ym mlwyddyn y derbyn (h.y. Derbyn mewn ysgolion cynradd). Ym mlwyddyn y derbyn, gwrthodir lle i blentyn ar ôl cyrraedd y Nifer Derbyn. Os gwrthodir lle yn yr ysgol, mae'n rhaid rhoi hawl apelio i'r rhieni hynny.

Mae'r Nifer Derbyn yn berthnasol i bob grŵp blwyddyn.

**(e) Meini Prawf Derbyn - Ysgolion Cymunedol**

Os cafwyd mwy o geisiadau mewn ysgol na'r lleoedd sydd ar gael, bydd y drefn flaenoriaeth ganlynol yn berthnasol:

1. Plant sydd yng ngofal yr Awdurdod Lleol, h.y. Plant sy'n Derbyn Gofal (PSDG) neu'r rhai a oedd yn derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae eu brawd neu eu chwaer o oedran ysgol statudol yn mynd i'r ysgol ar adeg eu derbyn.\*\*\* .Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n



byw agosaf at yr ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.

4. Plant eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 4 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*

\*Plant a oedd yn derbyn gofal: plant a oedd yn derbyn gofal ond mae'r gofal wedi dod i ben oherwydd eu bod wedi cael eu mabwysiadu neu y gwnaed gorchymyn preswyl, neu orchymyn gwarcheidwaeth arbennig yn eu cylch yn syth ar ôl iddynt dderbyn gofal.

\*\*Defnyddir y mesuriadau a gymerir o'r tu allan i fynedfa'r eiddo (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol. Defnyddir rhaglen gyfrifiadur i fesur y pellter.

\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw amgylchiadau pan fydd un lle ar gael, ac mae'r plant cymwys nesaf yn efeilliaid/tripledi, yna bydd yr AALI yn derbyn y ddau/pob plentyn.

Penderfynir ar geisiadau i drosglwyddo plant o un ysgol i'r llall ar adegau ar wahân i'r oed trosglwyddo arferol drwy ddefnyddio'r meini prawf derbyn uchod.

Ni fydd yr ALI yn darparu cludiant nac yn cyfrannu at gostau cludiant ar gyfer y plant sy'n cael eu derbyn o'r tu allan i ddalgylch penodol yr ysgol. Serch hynny, os yw grŵp blwyddyn ysgol y dalgylch yn llawn, darperir cludiant i'r ysgol agosaf y mae lle ynddi, os yw'r ysgol honno'n fwy na 2 filltir o'r cartref.

### **Plant â datganiad o Anghenion Addysgol Arbennig**

Nid yw'r meini prawf derbyn yn berthnasol i ddisgyblion y mae gan yr ALI ddatganiad o anghenion addysgol arbennig ar eu cyfer, ond mae hawliau'r rhieni i fod yn rhan o leoli eu plant wedi'u hamddiffyn gan y gyfraith. Bydd yr ALI, mewn ymgynghoriad â rhieni ac ysgolion, yn penderfynu ym mha ysgol y bydd yr addysg yn cael ei darparu. Mae'r ALI yn cadw'r hawl i enwi ysgol nad yw'n ysgol y dalgylch.

Sylwer bod gan ysgolion ddyletswydd i dderbyn plant â Datganiad o Anghenion Addysgol Arbennig sydd wedi'u gosod yn yr ysgol gan yr AALI a chaiff y disgyblion hyn eu cyfrif tuag at y nifer a dderbynnir hyd at y Rhif Derbyn, oni bai eu bod yn cael eu gosod mewn Cyfleuster Addysgu Arbenigol â lleoedd cynlluniedig.

### **Ysgolion a Gynorthwyr yn Wirfoddol**

Penderfynir ar geisiadau i ysgolion gwirfoddol a gynorthwyr drwy gyfeirio at y meini prawf derbyn a osodwyd gan y Corff Llywodraethu. (Cyrrff Llywodraethu Ysgolion Gwirfoddol a Gynorthwyr sy'n gyfrifol am bennu eu trefniadau derbyn hwy).

(f) **Gweithdrefnau Derbyn – Ysgolion Cymunedol**

Gofynnir i rieni wneud cais ar-lein neu drwy lythyr am le i'w plentyn yn ysgol y dalgylch neu ar gyfer lleoliad drwy ddewis ar ffurflen cais am dderbyn.

Rhoddir lle mewn ysgol os oes lle ar gael. Os ceir mwy o geisiadau na'r lleoedd sydd ar gael yn ôl y Rhif Derbyn cyhoeddedig, dyrennir y geisiadau yn ôl meini prawf derbyn yr AALI.

Ni fydd gan blant sy'n mynd i ddosbarth meithrin mewn ysgol hawl awtomatig i addysg amser llawn yn yr un ysgol. Bydd yn rhaid i rieni wneud cais am le gyda'r ymgeiswyr eraill.

Er bod yr ALI yn caniatáu i ddisgyblion ddechrau yn y Derbyn amser llawn ar ddechrau'r flwyddyn y byddant yn cyrraedd eu pen-blwydd yn bump oed, nid yw'n ofynnol yn ôl y gyfraith i blentyn ddechrau yn yr ysgol tan ddechrau'r tymor wedi iddo gyrraedd pum mlwydd oed. Felly, os yw rhiant y plentyn am ohirio mynediad i'r dosbarth Derbyn tan yn ddiweddarach yn y flwyddyn ysgol, mae'n rhaid dyrannu lle i'r plentyn hwnnw, ac ni chynigir y lle hwn i unrhyw blentyn arall. Sut bynnag, ni ellir gohirio mynediad ar ôl dechrau'r tymor wedi pen-blwydd y plentyn yn bum mlwydd oed, neu y tu hwnt i'r flwyddyn academaidd y derbyniwyd y cais gwreidiol ynddi.

Prosesir geisiadau derbyn i'r grŵp oedran perthnasol (h.y. y grŵp oedran y caiff plant eu derbyn i'r ysgol fel arfer) a gyflwynir ar, neu cyn y dyddiad cau gweinyddol, sef dydd Gwener 4 Mawrth, 2016 gyda'i gilydd, a dyrennir y lleoedd yn unol â'r meini prawf derbyn uchod. Yn hyn o beth, nid oes unrhyw fantais i gyflwyno'r cais derbyn yn gynnar. Caiff geisiadau a gyflwynir wedi'r dyddiad cau eu prosesu wrth gael eu derbyn.

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol, neu gyfweld â disgyblion gyda neu heb eu rhieni at ddibenion asesu gallu neu dueddfryd. Bydd rhieni sydd wedi cyflwyno cais erbyn 4 Mawrth 2016 yn cael gwybod ble y dynodwyd lle iddynt erbyn 23 Ebrill 2016.

**Yr Hawl i Apelio**

Caiff rhieni eu hysbysu drwy lythyr ynglŷn ag a fu eu cais yn llwyddiannus ai peidio. Os gwrthodwyd eu cais, hysbysir rhieni bod ganddynt hawl i apelio i Banel Apêl Annibynnol. Os byddant yn dewis defnyddio'r hawl honno, rhaid cyflwyno'r apêl i'r Uned Ysgolion a Llywodraethwyr yn Neuadd y Ddinas erbyn dydd Gwener 20 Mai 2016. Caiff yr apêl ei ystyried gan Banel Apêl Annibynnol sy'n cynnwys 3 i 5 person, sef pobl lleyg a phobl â phrofiad o faes addysg.

**Sylwer:**

Oherwydd uchafswm statudol maint dosbarthiadau, sef 30, mae'r amgylchiadau lle gall apêl am le mewn dosbarth Babanod (Derbyn, Blwyddyn 1 a Blwyddyn 2) lwyddo yn gyfyngedig iawn.

**Rhestrau Aros**

Os gwrthodir lle i blentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros a chynigir cyfle i gwrdd â Phanel Apêl Annibynnol. Bydd enw disgybl yn parhau ar y rhestr aros am y flwyddyn academaidd gyfan a bydd yn cael ei ddileu os bydd apêl yn llwyddiannus neu os bydd rhiant yn cadarnhau'n ysgrifenedig nad yw bellach am i'w blentyn barhau ar y rhestr aros. Os bydd lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf derbyn.

Ni fydd dyletswydd ar yr ALI i gydymffurfio â'r dewis a fynegir oni bai ei fod yn unol â'i drefniadau.

**Sylwer** *Yn ystod y cyfnod hwn, mae'n bosib y bydd yr Awdurdod Lleol (ALI) yn cynnal ymgynghoriad er mwyn cynnig newidiadau i nifer o ddalgylchoedd.*

## TREFNIADAU DERBYN 2016/2017 (Blynyddoedd Uwchradd 7-11)

### Lleoli Cychwynnol, Dewis Rhieni a Cheisiadau Trosglwyddo

Yr Awdurdod Lleol, yr ALL, yw'r awdurdod derbyn ar gyfer holl ysgolion cymunedol yr ardal.

Gwahoddir pob plentyn sydd ar fin trosglwyddo o addysg gynradd i uwchradd i wneud cais am le yn ysgol y dalgylch a gynhelir gan yr ALL.

Gall rhieni wneud cais am le yn ysgol y dalgylch ar-lein neu'n ysgrifenedig neu fynegi dewis am le mewn ysgol arall. Caniateir lleoliad trwy ddewis os na fydd:

- yn peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion a gynorthwyir yn wirfoddol, yn anghyson â'r trefniadau derbyn a gytunwyd rhwng y Corff Llywodraethu a'r ALL.

Rhoddir blaenoriaeth i'r rhieni sy'n mynegi dewis ar-lein neu'n ysgrifenedig am le mewn unrhyw ysgol dros y rhai sydd heb fynegi dewis.

#### (a) Terfynau Derbyn – Ysgolion Cymunedol

Pennir argaeledd lleoedd trwy gyfeirio at Nifer Derbyn yr ysgol. Mae'n rhaid i ysgolion dderbyn hyd at y Nifer Derbyn ym mlwyddyn y derbyn ac mae'n rhaid peidio â mynd dros y nifer hwn.

Mae'r Nifer Derbyn yn berthnasol i bob grŵp blwyddyn.

#### (b) Meini Prawf Derbyn – Ysgolion Cymunedol

Os cafwyd mwy o geisiadau ar gyfer ysgol na'r lleoedd sydd ar gael, bydd y drefn flaenoriaeth ganlynol yn berthnasol:

1. Plant sydd yng ngofal yr Awdurdod Lleol, h.y. Plant sy'n Derbyn Gofal (PDG) neu'r rhai a oedd yn derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
3. Plant y mae eu brawd neu eu chwaer o oedran ysgol statudol yn mynd i'r ysgol ar adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
4. Plant sy'n mynychu ysgol gynradd bartner ddynodedig ond sy'n byw y tu allan i ddalgylch yr ysgol honno. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol yn cael blaenoriaeth\*\*.

5. Plant eraill nad yw meini prawf 1 i 4 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn nhrefn pellter, gyda'r rhai sy'n byw agosaf at yr ysgol yn cael blaenoriaeth\*\*.

\*Plant a oedd yn derbyn gofal: plant a oedd yn derbyn gofal ond mae'r gofal wedi dod i ben oherwydd eu bod wedi cael eu mabwysiadu neu y gwnaed gorchymyn preswyl, neu orchymyn gwarcheidwaeth arbennig yn eu cylch yn syth ar ôl iddynt dderbyn gofal.

\*\*Mesurir y pellter o'r tu allan i fynedfa'r eiddo (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol. Defnyddir rhaglen gyfrifiadur i fesur y pellter.

\*\*\* Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn sefyllfa pan fo un lle ar gael, ac mae'r plant cymwys nesaf yn efeilliaid/dripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn.

Penderfynir ar geisiadau i drosglwyddo plant o un ysgol i'r llall ar adegau heblaw am yr oedran trosglwyddo arferol trwy ddefnyddio'r meini prawf derbyn uchod.

Ni fydd yr ALI yn darparu cludiant nac yn cyfrannu at gostau cludiant ar gyfer plant sy'n cael eu derbyn o'r tu allan i ddalgyrch penodol yr ysgol. Serch hynny, os yw grŵp blwyddyn ysgol y dalgyrch yn llawn, darperir cludiant i'r ysgol agosaf y mae lle ynddi, os yw'r ysgol yn fwy na 3 milltir o bellter cerdded o'r cartref.

### **Plant â datganiad o Anghenion Addysgol Arbennig**

Nid yw'r meini prawf derbyn yn berthnasol i ddisgyblion y mae gan yr ALI ddatganiad o anghenion addysgol arbennig ar eu cyfer, ond mae hawliau'r rhieni i fod yn rhan o leoli eu plant wedi'u hamddiffyn gan y gyfraith. Bydd yr ALI, mewn ymgynghoriad â rhieni ac ysgolion, yn penderfynu ym mha ysgol y bydd yr addysg yn cael ei darparu. Mae'r ALI yn cadw'r hawl i enwi ysgol nad yw'n ysgol y dalgyrch.

Mae gan ysgolion ddyletswydd i dderbyn plant â Datganiad o Anghenion Addysgol Arbennig sydd wedi'u rhoi mewn ysgol gan yr ALI a chaiff y disgyblion hyn eu cyfrif tuag at y nifer a dderbynnir hyd at y Nifer Derbyn, oni bai eu bod yn cael eu rhoi mewn Cyfleuster Addysgu Arbenigol â lleoedd cynlluniedig.

### **Ysgolion a Gynorthwyir yn Wirfoddol**

Penderfynir ar geisiadau i ysgolion a gynorthwyir yn wirfoddol trwy gyfeirio at y meini prawf derbyn a bennwyd gan y Corff Llywodraethu.

### **(c) Trefniadau Derbyn – Ysgolion Cymunedol**

Gofynnir i rieni wneud cais ar-lein neu'n ysgrifenedig am le i'w plentyn yn ysgol y dalgylch neu ar gyfer lleoliad arall trwy ddewis ar ffurflen cais am dderbyn.

Ar gyfer trosglwyddo ar adegau eraill yn ystod y flwyddyn ysgol, mae'n rhaid llenwi ffurflen gais a'i dychwelyd i'r Uned Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig.

Rhoddir lle mewn ysgol os oes lle ar gael fel a bennir gan y Nifer Derbyn cyhoeddedig.

Lle mae'r ceisiadau am leoedd yn fwy na nifer y lleoedd sydd ar gael, dyrennir y lleoedd yn ôl meini prawf derbyn yr ALI.

Bydd ceisiadau am leoedd yn y grŵp oedran perthnasol (h.y. y grŵp oedran y caiff plant eu rhoi ynddo yn yr ysgol fel arfer) a gyflwynir ar neu cyn y dyddiad cau gweinyddol, sef dydd Gwener 27 Tachwedd 2015, yn cael eu prosesu gyda'i gilydd. Yn hyn o beth, nid oes unrhyw fantais i gyflwyno'r cais yn gynnar. Bydd ceisiadau a gyflwynir wedi'r dyddiad cau'n cael eu prosesu ar ôl eu derbyn.

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol, neu gyfweld â disgyblion gyda neu heb eu rhieni at ddibenion asesu gallu neu dueddfryd.

Ni fydd dyletswydd ar yr ALI i gydymffurfio â'r dewis a fynegir oni bai ei fod yn unol â'i drefniadau. Bydd rhieni sydd wedi cyflwyno cais erbyn 27 Tachwedd 2015 yn cael gwybod ble y dynodwyd lle iddynt erbyn 1 Mawrth 2016.

### **Yr Hawl i Apelio**

Caiff rhieni eu hysbysu trwy lythyr a fu eu cais yn llwyddiannus. Os gwrthodwyd eu cais, hysbysir rhieni bod ganddynt hawl i apelio i Banel Apêl Annibynnol. Os byddant yn dewis arfer yr hawl honno, mae'n rhaid cyflwyno'r apêl i'r Uned Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig erbyn dydd Llun 1 Ebrill 2016. Caiff yr apêl ei ystyried gan Banel Apêl Annibynnol â rhwng 3 a 5 person, sef pobl leyg a phobl â phrofiad o faes addysg.

### **Rhestrau Aros**

Os gwrthodir lle i blentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros a chynigir cyfle i gwrdd â Phanel Apêl Annibynnol. Bydd enw disgybl yn parhau ar y rhestr aros am y flwyddyn academaidd gyfan a bydd yn cael ei ddileu os bydd apêl yn llwyddiannus neu os bydd rhiant yn cadarnhau'n ysgrifenedig nad yw bellach am i'w blentyn barhau ar y rhestr aros. Os bydd lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf derbyn.

Ni fydd dyletswydd ar yr ALI i gydymffurfio â'r dewis a fynegir oni bai ei fod yn unol â'i drefniadau.

**Sylwer** *Yn ystod y cyfnod hwn, mae'n bosib y bydd yr Awdurdod Lleol (ALI) yn cynnal ymgynghoriad er mwyn cynnig newidiadau i nifer o ddalgylchoedd.*

## **Derbyniadau i'r Chweched Dosbarth Meini Prawf Mynediad**

### **Dyddiad Cau ar gyfer Derbyn Ceisiadau**

Gall ymgeiswyr wneud cais am le mewn chweched dosbarth yn un o ysgolion Abertawe yn nhymor y gwanwyn ar gyfer y mis Medi canlynol. Y dyddiadau cau ar gyfer derbyn ceisiadau fydd **DYDDIAD I'W ROI YMA GAN YR YSGOLION.**

### **Cynnig Dros Dro**

Cynigir lle dros dro i ymgeiswyr. Bydd y lle dros dro hwn yn amodol ar gyflawni cymwysterau mynediad penodol fel a gyhoeddir gan bob ysgol unigol. Dylid cysylltu â'r ysgolion ynglŷn â'u cymwysterau mynediad penodol.

### **Canlyniadau TGAU/Cyferwerth**

Pan gyhoeddir graddau TGAU, sef y trydydd dydd lau ym mis Awst fel arfer, bydd angen i ddisgyblion unigol gysylltu â'r ysgol o'i ddewis i gadarnhau graddau TGAU neu ganlyniadau arholiad cyferwerth.

### **Dewis o Bynciau**

Bydd ymgeiswyr sydd wedi cyflawni graddau boddhaol mewn arholiadau TGAU neu gyferwerth yn cael cynnig pendant o le yn y chweched dosbarth yn yr ysgol o'u dewis os bydd lleoedd ar gael. Fodd bynnag, dylid nodi y gallai fod yn amhosib astudio pob un o'r pynciau a ddewiswyd yn yr ysgol a ddewiswyd. Gallai fod angen i fyfyrwyr gysylltu â chweched dosbarth mewn ysgol arall i astudio rhai pynciau o'u dewis.

Mae'n bosib y bydd myfyrwyr sydd wedi cyflawni graddau boddhaol mewn arholiadau TGAU neu gyferwerth ond nad ydynt yn gallu astudio'r holl bynciau o'u dewis yn yr ysgol o'u dewis yn cael cynnig dewis arall o'r pynciau sy'n cael eu haddysgu yn y lleoliad hwnnw. Neu gall y myfyrwyr hyn geisio lle mewn lleoliad arall, h.y. chweched dosbarth mewn ysgol arall yn Abertawe neu yng Ngholeg Gŵyr.

**Ni fydd gofyn i ymgeiswyr gael cyfweiliad mynediad.**

### **Terfynau Mynediad – Chweched Dosbarth**

Gall pob chweched dosbarth mewn ysgol dderbyn hyd at eu Nifer Derbyn ar yr amod bod y myfyrwyr yn cyflawni gofynion mynediad yr ysgol (sydd ar gael gan bob ysgol unigol) yn y flwyddyn fynediad h.y. Blwyddyn 12 yn y chweched dosbarth. Byddai'n dderbyniol mynd y tu hwnt i'r Nifer Derbyn os nad oedd modd bodloni'r galw am y cyrsiau sydd ar gael. Mae'n rhaid rhoi hawl apelio i rieni a disgyblion y mae eu cais am le yn chweched dosbarth yr ysgol yn cael ei wrthod.



## **Trefniadau Derbyn**

Rhoddir y cyfrifoldeb am y trefniadau derbyn ar gyfer blynyddoedd 12 a 13 mewn ysgolion cymunedol a gynhelir i'r sefydliadau'n uniongyrchol. Gellir gofyn am fanylion trefniadau derbyn ysgolion a gynorthwyir yn wirfoddol yn uniongyrchol gan y sefydliadau perthnasol a bydd y rhain yn rhan o'u polisiau derbyn.

## **Rhestr Aros**

Os bydd gorysgrifio am leoedd mewn chweched dosbarth ac ni all yr ysgol fodloni'r galw am gyrsiau, caiff rhestr aros ei chynnal. Bydd ymgeiswyr sydd wedi bodloni'r meini prawf mynediad (gweler uchod) ond y mae eu cais am le wedi cael ei wrthod oherwydd prinder lle yn cael cyfle i roi eu henwau ar restr aros. Os daw lle/oedd ar gael, bydd ymgeiswyr y mae eu henwau ar y rhestr aros yn cael cynnig lle yn unol â'r meini prawf mynediad (gweler isod).

## **Meini Prawf Mynediad**

I ddisgyblion sy'n cyflawni'r cymwysterau mynediad penodol pan fo mwy o geisiadau wedi cael eu derbyn ar gyfer unrhyw chweched dosbarth na'r lleoedd sydd ar gael, caiff y drefn flaenoriaeth ganlynol ei dilyn:

1. Disgyblion sy'n derbyn gofal gan yr awdurdod lleol (PDG) neu'r rhai a oedd yn derbyn gofal\*.
2. Disgyblion sy'n byw o fewn dalgylch diffiniedig yr ysgol. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth.\*\*
3. Disgyblion y mae ganddynt frawd neu chwaer o oedran ysgol statudol \*\*\* sy'n mynd i'r ysgol adeg eu derbyn\*\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth \*\*
4. Disgyblion a aeth i'r ysgol ym Mlwyddyn 11 ond sy'n byw y tu allan i ddalgylch yr ysgol honno. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth.\*\*
5. Disgyblion eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 4 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth.\*\*

\*Plant a oedd yn derbyn gofal: plant a oedd yn derbyn gofal ond mae'r gofal wedi dod i ben oherwydd eu bod wedi cael eu mabwysiadu neu y gwnaed gorchymyn preswyl, neu orchymyn gwarcheidwaeth arbennig yn eu cylch yn syth ar ôl iddynt dderbyn gofal.

\*\*Mesurir pob llwybr gan gyfrifiadur gan ystyried y pellter o'r cartref i'r ysgol ar hyd y llwybr cerdded byrraf sydd ar gael. Cymerir y mesuriadau o'r tu allan i fynedfa'r cartref (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol.

\*\*\*Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

\*\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r disgyblion cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr AALI yn derbyn y ddau/tri phlentyn.

**SYLWER:** Gall nifer bach o ddisgyblion â datganiadau AAA drosglwyddo i chweched dosbarthiadau mewn ysgolion yn Abertawe. Gwneir y penderfyniad ar drosglwyddo gan yr awdurdod lleol mewn ymgynghoriad â'r ysgol berthnasol.



## Education Department / Adran Addysg

**AMSERLEN DIGWYDDIADAU AR GYFER TREFNIADAU DERBYN  
2016/2017  
YSGOLION CYNRADD**

5 Ionawr 2015	Rhoi'r trefniadau derbyn i ysgolion ar gyfer ymgynghori
4 Chwefror 2015	Dychwelyd ymatebion i'r ALI
5 Chwefror – 6 Chwefror 2015	Cyfnod i ddatrys ymholiadau
24 Chwefror 2015	Adroddiad ar yr ymgynghori i Briffio Corfforaethol
17 Mawrth 2015	Adroddiad am yr ymgynghori i'r Cabinet
31 Mawrth 2015	Y Cyngor yn pennu'r Trefniadau Derbyn
14 Medi – 25 Medi 2015	Dosbarthu "Gwybodaeth i Rieni" i'r ysgolion"
25 Medi 2015	Ysgolion yn dosbarthu llyfrynnau "Gwybodaeth i Rieni" i rieni
11 Ionawr 2016	Gwahoddir rhieni i gyflwyno cais am le yn yr Ysgol
11 Ionawr 2016 – 4 Mawrth 2016	Cyfnod o 8 wythnos i rieni gyflwyno eu ceisiadau derbyn
<b>4 Mawrth 2016</b>	<b>Y dyddiad olaf i rieni ddychwelyd ffurflenni at yr Uned Ysgolion a Llywodraethwyr</b>
7 Mawrth 2016 – 21 Ebrill 2016	ALI yn prosesu'r ceisiadau
23 Ebrill 2016	Yr ALI yn hysbysu'r ymgeiswyr
<b>GWYLIAU'R PASG 25 Mawrth – 8 Ebrill 2016</b>	
20 Mai 2016	Dyddiad olaf i rieni gyflwyno apêl



Education Department / Adran Addysg

**AMSERLEN DIGWYDDIADAU AR GYFER TREFNIADAU DERBYN  
2016/2017  
YSGOLION UWCHRADD (Blynyddoedd 7-11)**

5 Ionawr 2015	Rhoi'r trefniadau derbyn i ysgolion ar gyfer ymgynghori
4 Chwefror 2015	Dychwelyd ymatebion i'r ALI
5 Chwefror – 6 Chwefror 2015	Cyfnod i ddatrys ymholiadau
24 Chwefror 2015	Adroddiad ar yr ymgynghori i Briffio Corfforaethol
17 Mawrth 2015	Adroddiad ar yr Ymgynghori i'r Cabinet.
31 Mawrth 2015	Y Cyngor yn pennu Trefniadau Derbyn
14 Medi – 25 Medi 2015	Dosbarthu "Gwybodaeth i Rieni" i'r ysgolion
25 Medi 2015	Ysgolion yn dosbarthu llyfrynnau "Gwybodaeth i Rieni" i rieni.
28 Medi 2015	Gwahoddir rhieni i gyflwyno cais am le yn yr ysgol.
28 Medi – 27 Tachwedd 2015	Cyfnod 8 wythnos i rieni gyflwyno eu ceisiadau derbyn.
<b>27 Tachwedd 2015</b>	<b>Y dyddiad olaf i rieni ddychwelyd ffurflenni at yr Uned Ysgolion a Llywodraethwyr</b>
1 Mawrth 2016	Hysbysu ymgeiswyr.
<b>GWYLIAU HANNER TYMOR 15 – 19 Chwefror 2016</b>	
4 Ebrill 2016	Dyddiad olaf i rieni gyflwyno apêl.

**DINAS A SIR ABERTAWE  
YSGOLION GYNRADD**

**NIFER DERBYN  
2016/2017**

Birchgrove Primary	60
Bishopston Primary	38
Blaenymaes Primary	36
Brynhyfryd Primary	60
Brynmill Primary	45
Burlais Primary	75
Cadle Primary	51
Casllwchwr Primary	30
Christchurch Ch. in Wales	13
Cila Primary	16
Clase Primary	36
Clwyd Primary	37
Clydach Primary	39
Craigcefnparc Primary	15
Craigfelen Primary	24
Crwys Primary	26
Cwm Glas Primary	40
Cwmrhydyceirw Primary	60
Danygraig Primary	40
Dunvant Primary	46
Gendros Primary	43
Glais Primary	15
Glyncollen Primary	30
Gors Community	44
Gorseinon Primary	49
Gowerton Primary	45
Grange Primary	30
Gwyrosydd Primary	58
Hafod Primary	30
Hendrefoilan Primary	30
Knelston Primary	19
Llangyfelach Primary	30
Llanrhidian Primary	19
Mayals Primary	30
Morrison Primary	26
Newton Primary	30
Oystermouth Primary	30
Parkland Primary	60
Pen y Fro Primary	27

Penclawdd Primary	29
Pengelli Primary	11
Penllergaer Primary	45
Pennard Primary	30
Pentrechwyth Primary	19
Pentre'r Graig Primary	53
Penyrheol Primary	35
Plasmarl Primary	26
Pontarddulais Primary	60
Pontlliw Primary	26
Pontybrenin Primary	45
Portmead Primary	34
Sea View Community Primary	29
Sketty Primary	60
St. David's Primary	30
St. Helen's Primary	29
St. Illtyd's Primary	30
St. Joseph's Cathedral Primary	60
St. Joseph's Primary (Clydach)	30
St. Thomas' Primary	51
Talycopa Primary	28
Terrace Road Primary	44
Townhill Primary	60
Trallwn Primary	35
Tre Uchaf Primary	29
Waun Wen Primary	28
Waunarlwydd Primary	41
Whitestone Primary	27
Ynystawe Primary	24
YGG Bryniago	31
YGG Bryn-y-Mor	37
YGG y Cwm	27
YGG Felindre	11
YGG Gellionnen	43
YGG Llwynderw	45
YGG Lon Las	71
YGG Pontybrenin	67
YGG Tan-y-Lan	14
YGG Tirdeunaw	59
YGG Y Login Fach	30

**DINAS A SIR ABERTAWE  
YSGOLION GYFUN**

**NIFER DERBYN  
2016/2017**

Birchgrove	163
Bishop Gore	232
Bishop Vaughan	203
Bishopston	218
Cefn Hengoed	134
Dylan Thomas	127
Gowerton	217
Morrison	216
Olchfa	275
Pentrehafod	200
Penyrheol	195
Pontarddulais	160
Y G Bryn Tawe	182
Y G Gwyr	144

# Agenda Item 11.a

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

Council – 31 March 2015

### AMENDMENTS TO THE COUNCIL CONSTITUTION & COUNCIL DIARY 2015-2016

<b>Purpose:</b>	To make amendments in order to simplify, improve and / or add to the Council Constitution and to outline the draft Council Diary 2015-2016.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	A decision of Council is required to change the Council Constitution.
<b>Consultation:</b>	Finance, Legal
<b>Recommendation(s):</b>	It is recommended that:  1) The changes to the Council Constitution as outlined in Paragraph 3 together with any further consequential changes be adopted;  2) The Council Diary 2015-2016 be noted and be resubmitted to the Annual Meeting of Council on 19 May 2015 for formal adoption.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Tracey Meredith / Patrick Arran
<b>Access to Services Officer:</b>	Euros Owen

#### 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 4 - Council Procedure Rules;
- b) Part 4 - Access to Information Procedure Rules;
- c) Part 4 - Cabinet Procedure Rules.

#### **3.2 Access to Council Summons and Cabinet Agendas - 5 Clear Working Days**

3.2.1 Council at its meeting on 15 April 2014, resolved to amend the Council Constitution in order to allow a period of 7 clear working days to be given between the publication of its Council Summons and Cabinet agendas and the date of the meeting. This decision took effect during the 2014-2015 Municipal Year.

3.2.2 Council at its meeting on 9 September 2014 amended this requirement so as to allow that the 7 clear working day rule be waived in exceptional circumstances provided written agreement (Via e-mail) is received from the Presiding Member, Monitoring Officer and / or Head of Democratic Services

3.2.3 The review of the 7 clear working day rule has continued and a number of issues have arisen because of the rule. The main recurring issue being that reports are having to be finalised so far ahead of the meeting, that Officers and Cabinet Members are having to sign them off in the full knowledge that a multitude of issues may arise prior to the meeting and that the report would need to be verbally updated at Council and Cabinet. Clearly, this could be perceived as not good governance as may not allow due careful consideration of the items which require a decision.

3.2.4 In light of this, it is suggested that the 7 clear working day rule be reduced. The legislative minimum is 3 clear working days. The Authority remains mindful that 3 clear working days is not always sufficient and it is therefore proposed that a 5 clear working day rule be established for the Council Summons and for Cabinet Agendas.

3.2.5 This proposal will require changes to be made to the Council Procedure Rules, Access to Information Procedure Rules and to the Cabinet Procedure Rules. The proposal will also require consequential amendments to areas such as the submission date for Notices of Motion, Councillor Questions and Public Presentations and Question Time.

#### 4. Council Diary 2015-2016

- 4.1 The draft Council Diary 2015-2016 is attached as **Appendix A**. The Head of Democratic Services has attempted to make the sequence of meetings more user and public friendly for this period by attempting to put a pattern of meetings in place.
- 4.2 With the occasional exception due to Bank Holidays and Christmas, meetings will now fall on a regular pattern of cycles. An example of some of the meeting patterns are outlined below:

<b>Council Body</b>	<b>Frequency</b>
Corporate Parenting Forum	1 <sup>st</sup> Monday every 2 <sup>nd</sup> Month
Communities CAC	1 <sup>st</sup> Tuesday each Month
Business & Administration CAC	1 <sup>st</sup> Wednesday each Month
Standards Committee	1 <sup>st</sup> Friday every 3 <sup>rd</sup> Month
Scrutiny Programme Committee	2 <sup>nd</sup> Monday each Month
Planning Committee	2 <sup>nd</sup> Tuesday each Month
Democratic Services Committee	2 <sup>nd</sup> Tuesday every 3 <sup>rd</sup> Month
Engagement & inclusion CAC	2 <sup>nd</sup> Wednesday each Month
General Licensing	2 <sup>nd</sup> Friday each Month
Audit Committee	3 <sup>rd</sup> Tuesday every 2 <sup>nd</sup> Month
Economy & Investment CAC	3 <sup>rd</sup> Wednesday each Month
<b>Cabinet</b>	<b>3<sup>rd</sup> Thursday each Month</b>
West Glamorgan Archives Committee	3 <sup>rd</sup> Friday every 3 <sup>rd</sup> Month
Services CAC	4 <sup>th</sup> Monday each Month
<b>Council</b>	<b>4<sup>th</sup> Thursday each Month</b>

#### 5. Equality and Engagement Implications

- 5.1 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.

#### 6. Financial Implications

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

#### 7. Legal Implications

- 7.1 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](http://www.swansea.gov.uk/constitution)

**Background Papers:** None.

**Appendices:** Appendix A - Council Diary 2015-2016.

# May 2015

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Apr - 3 May	27 Apr	28	29	30	1 May	2	3
4 - 10 May	4 May Day Bank Holiday	5	6	7 Parliamentary Election	8	9	10
11 - 17 May	11	12	13	14 16:00 17:00 Cabinet	15 10:00 11:00 General Licensing 14:00 14:30 Ceremonial Meeting of Council	16	17
18 - 24 May	18	19 17:00 17:30 Annual Meeting of Council	20	21	22	23	24
25 - 31 May	25 Spring Bank Holiday	26	27	28	29	30	31
		School Half Term					

# June 2015

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<b>1 Jun</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1 - 7 Jun	09:30 10:30 Corporate Parenting Forum	10:30 12:30 JCC 14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC	14:00 17:30 Corporate Briefing	09:30 10:30 Standards Committee		
	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
8 - 14 Jun	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee 17:00 18:00 Democratic Services Committee	16:30 17:30 Engagement & Inclusion CAC		10:00 11:00 General Licensing		
	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
15 - 21 Jun	15:30 17:00 External Funding Panel	14:00 16:00 Audit Committee	17:00 17:30 Economy & Investment CAC	16:00 17:30 Cabinet	11:00 12:00 West Glamorgan Archives Committee		
	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
22 - 28 Jun	14:00 15:00 Services CAC		14:00 15:00 Armed Forces Covenant	14:00 15:00 LA Governor Panel 17:00 19:00 Council			
	<b>29</b>	<b>30</b>	<b>1 Jul</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
29 Jun - 5 Jul	19:00 20:00 Gower AONB Partnership Group (Annual Meeting)						

# July 2015

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<b>29 Jun</b>	<b>30</b>	<b>1 Jul</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
29 Jun - 5 Jul			11:00 12:00 Business & Administration CAC	10:00 10:30 Pension Fund 14:00 17:30 Corporate Briefing			
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
6 - 12 Jul		14:00 15:00 Communities CAC	16:30 17:30 Engagement & Inclusion CAC		10:00 11:00 General Licensing		
	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
13 - 19 Jul	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee	17:00 17:30 Economy & Investment CAC	16:00 17:30 Cabinet			
	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
20 - 26 Jul	15:30 17:00 External Funding Panel 17:00 19:00 Community / Town Council Forum			14:00 15:00 LA Governor Panel 17:00 19:00 Council			
	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Aug</b>	<b>2</b>
27 Jul - 2 Aug	14:00 15:00 Services CAC						

# August 2015

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<b>27 Jul</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Aug</b>	<b>2</b>
27/7 - 1/8							
	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
3 - 8/8	09:30 10:30 Corporate Parenting Forum	10:30 12:30 JCC 14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC	14:00 17:30 Corporate Briefing			
	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
8/8 - 10/8	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee	16:30 17:30 Engagement & Inclusion CAC		10:00 11:00 General Licensing		
	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
17 - 22/8	15:30 17:00 External Funding Panel	14:00 16:00 Audit Committee		16:00 17:30 Cabinet			
	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
24 - 29/8	14:00 15:00 Services CAC			14:00 15:00 LA Governor Panel 17:00 19:00 Council			
	<b>31</b>	<b>1 Sep</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
31/8 - 5/9	Bank Holiday						

# September 2015

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>31 Aug</b>		<b>1 Sep</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC	14:00 17:30 Corporate Briefing	09:30 10:30 Standards Committee		
<b>7</b>		<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
		14:00 16:00 Planning Committee 17:00 18:00 Democratic Services Committee	16:30 17:30 Engagement & Inclusion CAC 17:00 17:30 Economy & Investment CAC		10:00 11:00 General Licensing		
<b>14</b>		<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
16:30 17:30 Scrutiny Programme Committee				16:00 17:30 Cabinet	11:00 12:00 West Glamorgan Archives Committee		
<b>21</b>		<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
15:30 17:00 External Funding Panel			14:00 15:00 Armed Forces Covenant	10:00 10:30 Pension Fund 14:00 15:00 LA Governor Panel 17:00 19:00 Council			
<b>28</b>		<b>29</b>	<b>30</b>	<b>1 Oct</b>	<b>2</b>	<b>3</b>	<b>4</b>
14:00 15:00 Services CAC 19:00 20:00 Gower AONB Partnership Group							

31 Aug - 6 Sep

7 - 13 Sep

14 - 20 Sep

21 - 27 Sep

28 Sep - 4 Oct

# October 2015

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<b>28 Sep</b>	<b>29</b>	<b>30</b>	<b>1 Oct</b>	<b>2</b>	<b>3</b>	<b>4</b>
28 Sep - 4 Oct				14:00 17:30 Corporate Briefing			
	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
5 - 11 Oct	09:30 10:30 Corporate Parenting Forum	10:30 12:30 JCC 14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC 17:00 17:30 Economy & Investment CAC		10:00 11:00 General Licensing		
	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
12 - 18 Oct	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee	16:30 17:30 Engagement & Inclusion CAC	16:00 17:30 Cabinet			
	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
19 - 25 Oct	15:30 17:00 External Funding Panel	14:00 16:00 Audit Committee		14:00 15:00 LA Governor Panel 17:00 19:00 Council			
	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Nov</b>
26 Oct - 1 Nov	14:00 15:00 Services CAC	School Half Term					



# November 2015

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	26 Oct	27	28	29	30	31	1 Nov
26 - 31/10							
	2	3	4	5	6	7	8
2 - 7/11		14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC 17:00 17:30 Economy & Investment CAC	14:00 17:30 Corporate Briefing			
	9	10	11	12	13	14	15
9 - 14/11	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee	16:30 17:30 Engagement & Inclusion CAC		10:00 11:00 General Licensing		
	16	17	18	19	20	21	22
16 - 21/11	15:30 17:00 External Funding Panel			16:00 17:30 Cabinet			
	23	24	25	26	27	28	29
23 - 28/11	14:00 15:00 Services CAC			14:00 15:00 LA Governor Panel 17:00 19:00 Council			
	30	1 Dec	2	3	4	5	6
30/11 - 5/12							

# December 2015

December 2015							January 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>30 Nov</b>		<b>1 Dec</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		10:30 12:30 JCC 14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC 17:00 17:30 Economy & Investment CAC	14:00 17:30 Corporate Briefing	09:30 10:30 Standards Committee		
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	
09:30 10:30 Corporate Parenting Forum	14:00 16:00 Planning Committee 17:00 18:00 Democratic Services Committee	16:30 17:30 Engagement & Inclusion CAC	16:00 17:30 Cabinet	10:00 11:00 General Licensing			
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	
16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Audit Committee		10:00 10:30 Pension Fund 14:00 15:00 LA Governor Panel 17:00 19:00 Council	11:00 12:00 West Glamorgan Archives Committee			
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	
14:00 15:00 Services CAC 15:30 17:00 External Funding Panel 19:00 20:00 Gower AONB Partnership Gro	School Holidays - Christmas			14:00 15:00 Armed Forces Covenant	Christmas Day		
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Jan 16</b>	<b>2</b>	<b>3</b>	
Bank Holiday	Extra Statutory Holiday	School Holidays - Christmas					

30 Nov - 6 Dec

7 - 13 Dec

Page 11  
14 - 20 Dec

21 - 27 Dec

28 Dec - 3 Jan

# January 2016

January 2016							February 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29						

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<b>28 Dec</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Jan 16</b>	<b>2</b>	<b>3</b>
28 Dec - 3 Jan					Bank Holiday		
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
4 - 10 Jan		14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC	14:00 17:30 Corporate Briefing	10:00 11:00 General Licensing		
	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
11 - 17 Jan	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee	16:30 17:30 Engagement & Inclusion CAC				
	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
18 - 24 Jan	15:30 17:00 External Funding Panel 17:00 19:00 Community / Town Council Forum			16:00 17:30 Cabinet			
	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
25 - 31 Jan	14:00 15:00 Services CAC		17:00 17:30 Economy & Investment CAC	14:00 15:00 LA Governor Panel 17:00 19:00 Council			

# February 2016

February 2016							March 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	7	8	9	10	11	12	13
8	9	10	11	12	13	14	14	15	16	17	18	19	20
15	16	17	18	19	20	21	21	22	23	24	25	26	27
22	23	24	25	26	27	28	28	29	30	31			
29													

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1 - 7 Feb</b>	<b>1 Feb</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	09:30 10:30 Corporate Parenting Forum	10:30 12:30 JCC 14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC	14:00 17:30 Corporate Briefing			
<b>8 - 14 Feb</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee	16:30 17:30 Engagement & Inclusion CAC		10:00 11:00 General Licensing		
<b>15 - 21 Feb</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	15:30 17:00 External Funding Panel	14:00 16:00 Audit Committee		16:00 17:30 Cabinet			
<b>22 - 28 Feb</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	14:00 15:00 Services CAC		17:00 17:30 Economy & Investment CAC	14:00 15:00 LA Governor Panel 17:00 19:00 Council			
<b>29 Feb - 6 Mar</b>	<b>29</b>	<b>1 Mar</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

# March 2016

March 2016							April 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Feb - 6 Mar	<b>29 Feb</b>	<b>1 Mar</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC	14:00 17:30 Corporate Briefing	09:30 10:30 Standards Committee		
7 - 13 Mar	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
		14:00 16:00 Planning Committee 17:00 18:00 Democratic Services Committee	16:30 17:30 Engagement & Inclusion CAC	10:00 10:30 Pension Fund	10:00 11:00 General Licensing		
14 - 20 Mar	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	16:30 17:30 Scrutiny Programme Committee			16:00 17:30 Cabinet	11:00 12:00 West Glamorgan Archives Committee		
21 - 27 Mar	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	14:00 15:00 Services CAC 15:30 17:00 External Funding Panel 19:00 20:00 Gower AONB Partnership Group		14:00 15:00 Armed Forces Covenant 17:00 17:30 Economy & Investment CAC	14:00 15:00 LA Governor Panel 17:00 19:00 Council	Good Friday		
28 Mar - 3 Apr	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Apr</b>	<b>2</b>	<b>3</b>
	Easter Monday	School Holidays - Easter					

# April 2016

April 2016							May 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	28 Mar	29	30	31	1 Apr	2	3
28 Mar - 3 Apr					School Holidays - Easter		
	4	5	6	7	8	9	10
4 - 10 Apr	School Holidays - Easter						
	09:30 10:30 Corporate Parenting Forum	10:30 12:30 JCC 14:00 15:00 Communities CAC	11:00 12:00 Business & Administration CAC	14:00 17:30 Corporate Briefing	10:00 11:00 General Licensing		
	11	12	13	14	15	16	17
11 - 17 Apr	16:30 17:30 Scrutiny Programme Committee	14:00 16:00 Planning Committee	16:30 17:30 Engagement & Inclusion CAC				
	18	19	20	21	22	23	24
18 - 24 Apr	15:30 17:00 External Funding Panel	14:00 16:00 Audit Committee	17:00 17:30 Economy & Investment CAC	16:00 17:30 Cabinet			
	25	26	27	28	29	30	1 May
25 Apr - 1 May	14:00 15:00 Services CAC			14:00 15:00 LA Governor Panel 17:00 19:00 Council			

# May 2016

May 2016							June 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	25 Apr	26	27	28	29	30	1 May
25 - 30/4							
2 - 7/5	2 May Day	3 14:00 15:00 Communities CAC	4 11:00 12:00 Business & Administration CAC	5 National Assembly Wales 14:00 17:30 Corporate Briefing	6	7	8
4/11/17	9 16:30 17:30 Scrutiny Programme Committee	10 14:00 16:00 Planning Committee	11 16:30 17:30 Engagement & Inclusion CAC	12	13 10:00 11:00 General Licensing	14	15
16 - 21/5	16	17	18	19 16:00 18:00 Annual Meeting of Council	20 14:00 16:00 Ceremonial Meeting of Council	21	22
23 - 28/5	23	24	25	26	27	28	29
30/5 - 4/6	30 Bank Holiday	31 School Half Term	1 Jun	2	3	4	5

# Agenda Item 12.a

## Report of the Constitution Working Group

Council – 31 March 2015

### LOCAL DEVELOPMENT PLAN PETITIONS

<b>Purpose:</b>	To agree a mechanism for all petitioners to proposed Local Development Plan (LDP) allocations to be heard.
<b>Policy Framework:</b>	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.
<b>Reason for Decision:</b>	To progress the LDP in accordance with the Welsh Government approved Delivery Agreement and to guide the preparation of the Deposit Plan.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation(s):</b>	It is recommended that: <ol style="list-style-type: none"><li>1) the opportunity to present valid petitions be afforded to all petitioners objecting to proposed A and potential B-List LDP sites (including those sites subject of multiple letters of objection) and that site promoters be afforded the right to reply;</li><li>2) the threshold for hearing petitioners remains 30 names as specified in the Constitution unless a lower number of signatures is agreed by the Portfolio Holder for Petitions; and</li><li>3) all petitions be heard at a series of extraordinary meetings of full Council and considered in context with other proposed or potential LDP sites; or</li><li>4) the Constitution be amended to enable valid petitions to be reported to Council for final decision following consideration at:<ol style="list-style-type: none"><li>(i) Planning Committee;</li><li>(ii) the LDP Advisory Group; or</li><li>(iii) a Special Petitions Committee created for that purpose</li></ol></li></ol>
<b>Report Author:</b>	Paul Meller
<b>Finance Officer:</b>	Aimee Dyer
<b>Legal Officer:</b>	Christopher Allingham
<b>Access to Services Officer:</b>	Sherill Hopkins



## 1. Background

- 1.1 In response to the LDP Candidate Site consultation process and more recent consultation on the Draft Proposals Map 35 petitions (of over 30 signatories) were received relating to 55 of the more than 550 Candidate Sites with collectively over 16,000 signatures.
- 1.2 A further 31 Candidate Sites have been subject of multiple (i.e. more than twenty) identical letters of objection. These are also classified as petition sites. Thus in total there are 86 sites which are effectively subject of 'petition'.
- 1.3 Lead petitioners have been kept informed of LDP preparation progress and advised that they would be given the opportunity to speak at the appropriate time should the site subject of their objection be put forward for inclusion in the Deposit Plan – earliest anticipated date June 2015. No such commitment has been given in relation to sites subject of multiple letters of objection where there is no obvious lead petitioner.
- 1.4 Sites considered suitable for inclusion in the LDP are categorised as A-list sites. B-list sites are also potentially suitable for inclusion, but due to availability of sequentially preferable sites in policy terms, development constraints, or for locational (market) reasons, they have not been included in the plan at the present time. C-list sites are sites subject of fundamental constraint, or are not of sufficient scale to be allocated in the LDP (less than 10 units), or have been withdrawn for various reasons. The C-list sites were reported to Council in August 2014 when it was agreed that they would not feature as allocations in the LDP.
- 1.5 Details of the petition sites are set out in the ***Schedule of Proposed LDP Allocations Subject of Petition*** accompanying this report and summarised in Table 1 below:

**Table 1: Categorisation of LDP Candidate Sites subject of petition**

<b>Categorisation</b>	<b>Number of sites</b>
A-list	19
B-list	8
C-list*	50
Commitments	5
No change proposed	3
Boundary amendment	1
<b>Total</b>	<b>86</b>

\* Total includes those sites which failed Stages 1 & 2 of the assessment process or have been withdrawn

- 1.6 Almost 60% of the petitions (50) can immediately be discounted from further consideration as the C-list sites to which they refer are not being considered for inclusion in the LDP. In addition, those sites categorised as 'commitments' are sites which have the benefit of planning permission and in some cases development has already commenced on

site. The LDP is not a further opportunity to object to these proposals and the five petitions in relation to these sites can be discounted as invalid. Three petitions relate to protection of land which is not being proposed for development in the LDP, again these are not valid as there are no proposals to petition against.

- 1.7 A further site (OY003) is subject of a boundary amendment to include the land within the urban settlement boundary. However no allocation is proposed for the site which will be shown as White Land in the LDP (i.e. land where existing use is expected to continue, but future development proposals may be brought forward for consideration on their individual merits). Further consultation will be carried out if an application is submitted in future, but there are no proposals to be considered at this time.
- 1.8 This leaves 19 A-list sites (out of a total 100 proposed allocations) subject of petition which collectively provide land for 2600 dwellings, i.e. around 15% of the total LDP housing requirement. There are also 8 B-list sites subject of petition which could become A-list sites if current A-list sites are rejected. The petitioners against any replacement sites should also be heard as appropriate before a decision is reached

## **2. Process for considering petitions**

- 2.1 The Council's Constitution, which is in the process of being amended, currently states under Part 5: Petitions Procedure:

*3.2 From time to time the Council will engage in consultation with the public in relation to matters which have a high impact, of major public interest or of a sensitive nature. In these circumstances petitions may be referred directly to full Council as part of the consultation process. Petitioners will therefore have the ability to address all Councillors even if Council is not the decision making body. This will enable Council to consider all matters prior to making its views known to the ultimate decision making body*

*3.3 In the situation envisaged by Paragraph 3.2, any petitions will be considered by the ultimate decision making body as part of a report and the petitioners will not address that decision making body directly*

- 2.2 The formulation of Development Plan Strategy is a policy matter which must be agreed by Council and paragraph 3.2 of the Constitution makes clear that petitioners have the right to speak to Council. However it would be very difficult for Council to consider and make decisions on petition sites in isolation from and in advance of consideration of the LDP Deposit Plan.

- 2.3 Furthermore, should Council be minded to recommend exclusion of any proposed allocations after hearing petitioners, it could not do so until hearing the views of any petitioners against the alternative compensatory site(s) that would need to be brought into the Plan within the same strategic housing policy zone to make up for any housing lost through exclusion.
- 2.4 A decision on which petition sites are to be included in the Deposit Plan must be made in advance of consideration of that document by Council. Therefore under current arrangements a series of extraordinary meetings of Council will need to be called to hear petitioners and decide which sites to include. A decision on these sites is urgently required as it is delaying the finalisation of the Deposit LDP and a new Delivery Agreement will need to be entered into with the Welsh Government.
- 2.5 The agreed protocol (further details set out in Appendix 1) provides for a total time of ten minutes for hearing each petition (a maximum of 5 minutes each for the objectors and the site proposers). In practice, allowing for changeovers and any overrun at the discretion of the chair this would mean that no more than 5 petitions could be heard per hour. However discussion of the merits of each site by Members will mean in practice that no more than 2 to 3 could be heard per hour
- 2.6 For multiple objection sites, there may be more than one person wishing to speak. However, the time limit remains 5 minutes and such 'petitioners' will need to be advised in advance in order to organise themselves and nominate a spokesperson.
- 2.7 When considering sites for inclusion in the LDP only matters of principle are considered in the context of the agreed Preferred Strategy. Matters of detail typically relevant to planning applications, such as loss of light or privacy, highway safety, traffic and parking, noise, amenity, design and appearance, etc. do not apply. Furthermore if a site is to be recommended for exclusion from the plan a replacement alternative needs to be identified at the same time to weigh up the merits and hear the objectors to that site before reaching a decision.
- 2.8 Details of all petitions were reported to the LDP Advisory Group in February 2015 and subsequently to the Constitution Working Group in March 2015 for further consideration. It was agreed that all valid petitions should be heard and that multiple identical letters of objection should be classified as petitions. It was confirmed that the selection of development sites for inclusion in the LDP is a policy matter and as such the final decision on site selection should be made by Council.
- 2.9 Petitioners will therefore need to be heard in a series of carefully managed whole-day meetings, suggested to be based on strategic housing policy zones. These meetings may either be extraordinary meetings of Council or, subject to Council agreement, delegated to another forum (such as the Planning Committee, LDP Advisory Group or

a specifically established Special Petitions Committee) that will report its findings to Council for final decision. A decision therefore needs to be made on which of the following options is the preferred mechanism for hearing petitions:

- i) Extraordinary Council;
- ii) Planning Committee;
- iii) LDP Advisory Group; or
- iv) Special Petitions Committee (which could be a meeting of (ii) or (iii) above).

2.10 Decisions on which sites to include/exclude has implications for the Deposit Plan - which is the next stage of plan preparation. Any meetings to hear petitioners should therefore also consider which non-petition sites should be included in the LDP and this should form part of the final recommendation to Council. Any objections to sites included in the Deposit Plan following consultation will not be considered by Council, but are reported instead to the Planning Inspectorate for consideration at examination.

### **3. Equality and Engagement Implications**

3.1 For the LDP itself, an Equality Impact Assessment scoping exercise has been undertaken 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.

3.2 For the purposes of this report, establishing a forum to enable petitioners to exercise their speaking rights will ensure that their concerns are heard and responded to appropriately. Once agreed, any process must take account of the relevant equality considerations, such as access and language needs.

### **4. Financial Implications**

4.1 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.

### **5. Legal Implications**

5.1 The legal implications associated with this report are that any alternative approach to referring multiple petitioners to Council would require an amendment to the Council Constitution.

## 6.0 Conclusion

6.1 A proposed amendment to the Petitions Procedure in the Council Constitution Matters is highlighted in bold below which would enable Council to delegate the hearing of petitions as appropriate.

3.2 *From time to time the Council will engage in consultation with the public in relation to matters which have a high impact, **are** of major public interest **and/or** of a sensitive nature. In these circumstances petitions may be referred directly to full Council as part of the consultation process. **Alternatively, where a significant number of different petitions arise, for example during the preparation of a development plan or other corporate strategy, petitioners will be given an opportunity to express their views directly to a Special Petitions Committee. Petitioners will therefore have the opportunity to address all Councillors even if Council is not the decision making body, or in the event that a Special Petitions Committee is established petitioners will have the opportunity to address the Committee who shall consider all matters prior to making its views known to Council as the ultimate decision making body.***

6.2 It should be noted that current petitions and objections are not carried forward to the LDP Examination - only those made in response to the Deposit Plan. Any further such representations would be heard and considered by the Planning Inspectorate rather than the Council.

**Background Papers:** None.

**Appendices:** Appendix 1: Council Constitution Petitions Procedure.  
Appendix 2: Schedule of Proposed Local Development Plan Allocations Subject of Petition.

## **Appendix 1: Council Constitution Petitions Procedure**

### **5 PETITIONS PROCEDURE**

#### **1 Petitions**

- 1.1 From time to time members of the public will wish to make representations to the Council about a matter which is of general interest to a particular community.
- 1.2 In addition, where the Council is engaged in public consultation, petitions may be submitted as part of this process.

#### **2 Receipt of Petitions**

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

#### **3 Determining the Validity of Petitions**

- 3.1 Petitions shall only be considered valid if they are in relation to something which falls under the remit of Council. Subject to paragraph 3.2, they will not be considered if they are in relation to:
  - a. The conduct or rights of an individual or individuals;
  - b. Staff/Trade Union matters of employment;
  - c. The same or substantially the same matter as an earlier petition received within the preceding six months;
  - d. Matters that must be decided by a separate Council body such as the Cabinet, Licensing Committee, Licensing Sub Committee, Development Management & Control Committee, or Area 1 and Area 2 Development Control Committee, in which case these petitions will be reported to the appropriate body and the petitioners invited to attend.
- 3.2 From time to time the Council will engage in consultation with the public in relation to matters which have a high impact, of major public interest or of a sensitive nature. In these circumstances petitions may be referred directly to full Council as part of the consultation process. Petitioners will therefore have the ability to address all Councillors even if Council is not the decision making body. This will enable Council to consider all matters prior to making its views known to the ultimate decision making body.
- 3.3 In the situation envisaged by Paragraph 3.2, any petitions will be considered by the ultimate decision making body as part of a report and the petitioners will not address that decision making body directly.

- 3.4 Petitions should normally have at least 30 signatures in order to validate them. However, the Portfolio Holder for Petitions shall have power to waive this requirement, should s/he determine that the subject of the petition affects a lesser number of people.
- 3.5 The DS Team would normally take the responsibility for determining whether a petition is valid. However, if there is uncertainty and the petition is lower than the required 30 signatures, the Portfolio Holder for Petitions shall determine the validity of the petition.
- 3.6 If the petition is deemed invalid, then the DS Team shall inform the Lead Petitioner of this and the relevant Department shall deal with it as general correspondence.

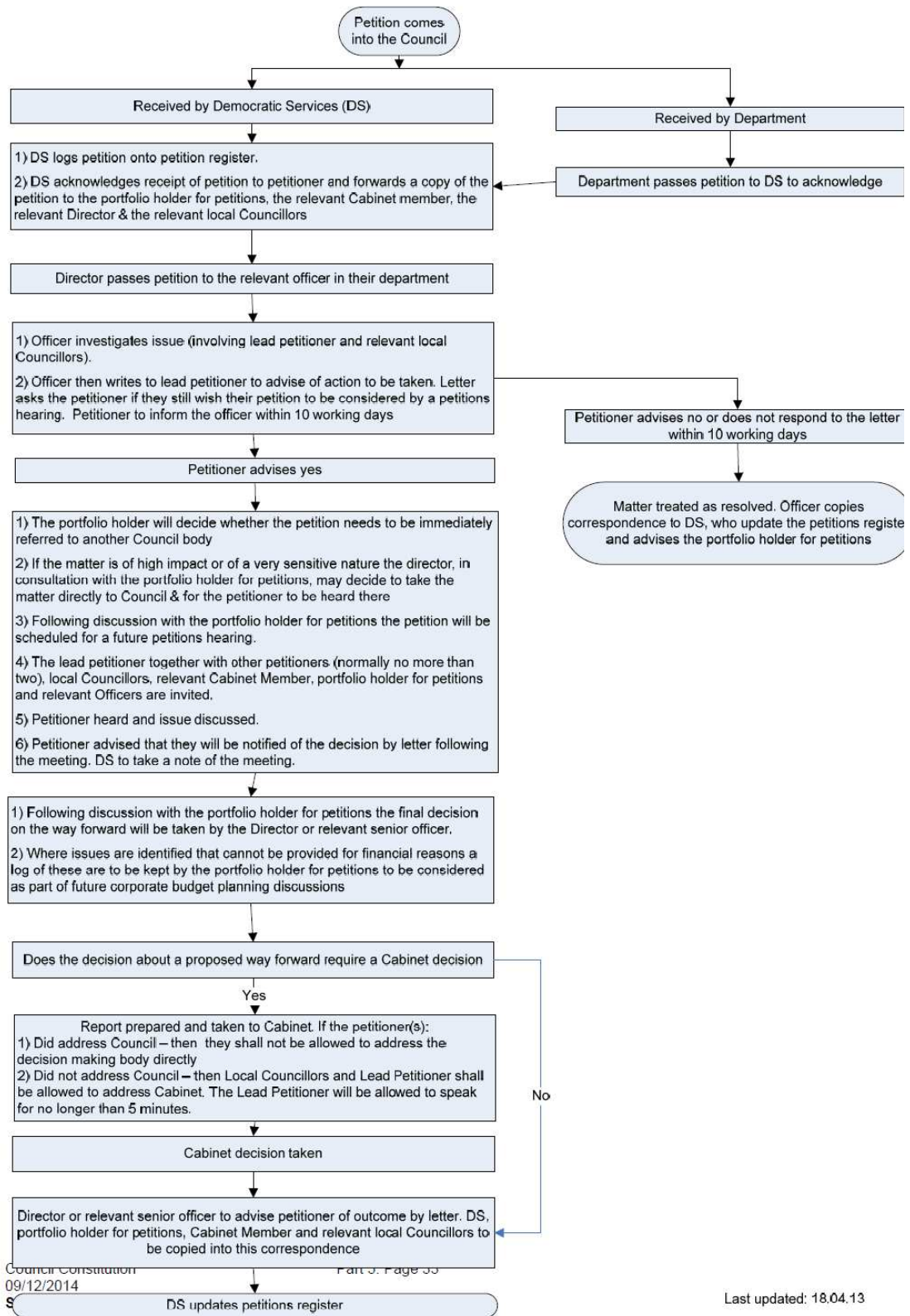
#### **4 Petitions on related matters**

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

#### **5 Procedure for Dealing with Petitions**

- 5.1 A flowchart showing the Petitions Procedure is attached.

# Petitions Procedure





**Schedule of Proposed Local Development Plan Allocations Subject of Petition**

**March 2015**

**Schedule of Proposed LDP sites subject of petitions and/or 20+ multiple letters objection**

No	Ward	SHPZ	Site Ref	Site Name	Residential Development Capacity	Petition	Multiple Letters of Objection	Council Owned	A, B or C list
1	Bishopston	Gower/Gower Fringe	BI001 & BI010 (part)	Land between Kilfield Road and Caswell Bay Road, Bishopston	34	No	Yes		Planning permission granted = Commitment
2	Bonymaen	East	BM021	Land at Brokesby Rd West	44	No	Yes	Yes	B White land within settlement
3	Bonymaen	East	BM024	Land at Mansel Rd, Winch Wen	30 Village Green application being considered	No	Yes	Yes	Withdrawn
4	Castle	Central	CA013	Site 9 Trawler Road	30 UDP site Village Green application dismissed	1 x 265 signatures	No	Yes	A

5	Cockett	North	CO008	Mynydd - Bach - y -Glo, Land off Ystrad Road, Fforestfach	250	1 x 673 signatures	No		C
6	Cockett	North	CO009	Mynydd - Bach - y -Glo, Ystrad Road, Fforestfach	100	1 x 673 signatures	No		C
7	<b>Cockett</b>	<b>North</b>	<b>CO013</b>	<b>Land adjacent to Cockett Pond</b>	<b>70</b>	<b>1 x 144 signatures</b>	<b>No</b>	<b>Yes</b>	<b>A</b>
8	Cockett	West	CO016	Land at CaerGynydd Road, Waunarlyydd	25	1 x 51 signatures and 1 x 202 signatures	No	Yes Village green application being considered	Withdrawn
9	Cockett	West	CO017	Land Adjacent to Hillcrest, Cockett	<10	No	Yes	Yes	Withdrawn
10	Cockett	West	CO028	Land at Brithwen Rd,	30	1 x 673 signatures	No		Planning





23	Fairwood	Gower/Gower Fringe	FA013	Land off Tirmynydd Rd, Three Crosses	300	No	Yes		C
24	Fairwood	Gower/Gower Fringe	FA015	Land adj Tirmynydd Road, Three Crosses (split site)	10	No	Yes		C
25	Fairwood	Gower/Gower Fringe	FA016	Land adj Joiners Road, Three Crosses	30	No	Yes		C
26	Fairwood	Gower/Gower Fringe	FA019	Northern end of Gowerton Road, Three Crosses	1-5	No	Yes		B
27	Fairwood	Gower/Gower Fringe	FA020	Land adj Duvant Road, Three Crosses	70	No	Yes		C
28	<b>Gowerton</b>	<b>GNW</b>	<b>GT005</b>	<b>Former Cefn Gorwydd Colliery, Gorwydd Road</b>	<b>90</b>	<b>1 x 224 signatures &amp; 1x 45 signatures</b>	<b>Yes</b>		<b>A (Part C)</b>
29	Gowerton	GNW	GT007	Land at Elba Playing Fields	10-15	1 x 131 signatures	No	Yes	B

30	Gower	Gower/ Gower Fringe	GW002	Land at Boarlands	10	1 x 115 & 1 x 314 signatures	No		A  100% Affordable Housing Site
31	Killay North	West	KN001	Land off Hendrefoilan Rd	150	1x 542 signatures	Yes		B
32	Killay North	West	KN002	Land at Cwm Llwyd, north of Hendrefoilan Rd	300	1 x 542 signatures	Yes		C
33	Killay North	West	KN007	Craig Y Bwllddfan Farm	500	1x 542 signatures	Yes		C
34	Killay South	West	KS001	Land off Gower Road, Killay	10	1 x 460 signatures & 1 x 975 signatures	Yes	Yes	Part A (Amended site)  Majority C
35	Llangy- felach	North	LF013	Land at Y Llwyni,	10	1 x 228 signatures	No	Yes Village	Withdrawn

				Llangyfelach				green application being considered	
36	Llansamlet	North	LS016	Land at Parc Y Helig Rd Birchgrove	90	1 x 97 signatures	No	Yes	B
37	Llansamlet	North	LS023	Land at Frederick Place	20	1 x 19 signatures	No	Yes	A
38	Mayals	West	MY008	Clyne Valley Country Park	NA Proposed Open Space/ Recreational use	1 x 331 signatures	No	Yes	LDP to support retention of existing use (with exception of KS001 area)
39	Newton	West	NE007	Land South and West of Whiteshell Drive, Langland	NA Proposed greenspace	No	Yes		Failed Stage 2  Planning permission for residential permitted on part of site.



									Remainder open countryside not greenspace To be added to C list
40	Oyster-mouth	West	OY003	Thistleboon Caravan Park	30	No	Yes	Yes	Not allocated but incorporated as White Land within settlement
41	Oyster-mouth	West	OY011	Land at Higher Lane, Thistleboon	200	No	Yes		C
42	Oyster-mouth	West	OY013	Land at Mumbles Pier and Headland Mumbles	58	No	Yes (for and against)		Planning permission granted = Commitment
43	Oyster-mouth	West	OY014	Land at Mumbles Head	NA proposed extension of greenspace system	No	Yes		Failed Stage 2 Greenspace system only applies within settlement boundary limits. Area lies outside

									C
44	Oyster-mouth	West	OY016	Land at Higher Lane, Thistleboon	30	No	Yes		A Affordable/Older Persons Housing Site
45	Oyster-mouth	West	OY017	Land at Higher Lane, Thistleboon	200	No	Yes		C
46	Oyster-mouth	West	OY018	Land at Higher Lane, Thistleboon	200	No	Yes		C
47	Oyster-mouth	West	OY019	Land at Thistleboon	N/A Greenspace	No	Yes		C
48	Penclawdd	Gower/Gower Fringe	PC007	Land off New Rd Crofty	250	1 x 55 signatures	No		C
49	Penderry	North	PD022	Land at Caeconna Rd,	10	1 x 73	No	Yes	Withdrawn

				Fforesthall		signatures			
50	Penllergaer	GNW	PG002	Land at Parc Mawr Farm Strategic Site C	850+	1 x 513 signatures	No		A
51	Pontar-ddulais	GNW	PT001	Land Off Highland Terrace	<10	1 x 1172 signatures	No		C
52	Pontar-ddulais	GNW	PT002 (incl. PT007, PT008 and PT011)	Land North of Pontarddulais Strategic Site A	720+	1 x 1172 signatures	No		A
53	Pontar-ddulais	GNW	PT003	Land off Glynhir Road	40	1 x 1172 signatures	No		C
54	Pontar-ddulais	GNW	PT004	Land off Glynhir Road / Dantwyn	200	1 x 1172 signatures	No		C

				Road					
55	Pontarddulais	GNW	PT005	Land off Dantwyn Road, Pontarddulais	35	1 x 1172 signatures	No		C
56	Pontarddulais	GNW	PT006	Dantwyn Farm, Dantwyn Road	30	1 x 1172 signatures and 1 x 117 signatures	Yes		Failed Stage 1 (Flood risk)
<b>57</b>	<b>Pontarddulais</b>	<b>GNW</b>	<b>PT007</b>	<b>Land off Ty'n Y Bonau Road</b>	<b>Part of PT002</b>	<b>1 x 1172 signatures</b>	<b>No</b>		<b>A</b>
<b>58</b>	<b>Pontarddulais</b>	<b>GNW</b>	<b>PT008</b>	<b>Land off Ty'n Y Bonau Road</b>	<b>Part of PT002</b>	<b>1 x 1172 signatures</b>	<b>No</b>		<b>A</b>
59	Pontarddulais	GNW	PT009	Land west of Glynhir road	250	1 x 1172 signatures and 1 x 85 signatures	Yes		C
60	<i>Pontarddulais</i>	GNW	<i>PT010</i>	<i>Danygraig, Graig Fawr, Pontarddulais</i>	<i>1 and 10 holiday cabins</i>	<i>1 x 1172 signatures</i>	No		<i>Failed Stage 2 (site specific tourism proposals not allocated in LDP) To be added to C list</i>
<b>61</b>	<b>Pontarddulais</b>	<b>GNW</b>	<b>PT011</b>	<b>Land off Glanffrwd</b>	<b>Part of PT002</b>	<b>1 x 1172 signatures</b>	<b>No</b>		<b>A</b>

				Road					
62	Pontar-ddulais	GNW	PT012	Land at Glynhir Road	120	1 x 1172 signatures	No		Failed Stage 1 (Flood risk)
63	Pontar-ddulais	GNW	PT013	Goppa Hill, Land off Highland Terrace	100	1 x 1172 signatures	No		Failed Stage 2 (common land) To be added to C- list
64	Pontar-ddulais	GNW	PT014	'Gwaun Camffrwydd' Cefn Drum	<10	1 x 1172 signatures	No		Failed Stage 1 (Flood risk)
65	<i>Pontar-ddulais</i>	GNW	<i>PT015</i>	<i>The Show Park, Pentre Road, Pontar-ddulais</i>	<i>NA Proposed recreation use</i>	<i>1 x 1172 signatures</i>	<i>No</i>		<i>LDP to support retention of existing use</i>
66	Pontar-ddulais	GNW	PT016	Land off Bolgoed Road	150	1 x 1172 signatures	No		Failed Stage 2 (site constraints) To be added to C- list
<b>67</b>	<b>Pontar-ddulais</b>	<b>GNW</b>	<b>PT017</b>	<b>Land at Bolgoed Road</b>	<b>50</b>	<b>1 x 1172 signatures</b>	<b>No</b>		<b>A</b>
68	Pontar-ddulais	GNW	PT018	Land at Bolgoed Road	50	1 x 1172 signatures	No		C

69	Pontar-ddulais	GNW	PT019	Land at Bolgoed Road	50 UDP site	1 x 1172 signatures	No		Planning permission granted = Commitment
70	Pontar-ddulais	GNW	PT020	Trinity St, Phase II	70 UDP site	1 x 1172 signatures	No		Planning permission granted = Commitment
71	Pontar-ddulais	GNW	PT021	Erw Las, Myrtle Hill, Tynybonau Road	80 UDP site	1 x 1172 signatures	No		B White Land within settlement
72	Penyrheol	GNW	PY003	Pentrebach, Loughor	35	1x102 signatures	No		C
73	Sketty	West	SK001	Land at Bible College, Site A	24	1 x 50 signatures	Yes		Withdrawn

74	Sketty	West	SK002	Land at Bible College Site B	40	1 x50 signatures	Yes		Withdrawn
75	Sketty	West	SK003	Land West of Huntingdon Way, Sketty, Swansea	50	1x 609 signatures	No		B
76	Sketty	West	SK012	Parkland Primary School	30 <i>Retention of existing use</i>	1 x 161 signatures of objection & 1 x 39 signatures of support	No	Yes	<i>Failed Stage 2 Existing school sites not allocated - only agreed surplus education land disposal reflected in LDP To be added to C-list</i>
77	Sketty	West	SK015	Field on Cwm Farm Lane	10	1 x 185 signatures	No	Yes	<i>Failed stage 2 (less than 10 units) To be added to C-list</i>

78	Sketty	West	SK017	Cefn Coed Hospital, Cockett	575 UDP site	No	Yes		A
79	Sketty	West	SK019	Oak wood on New Mill Rd, Sketty Park	NA Proposed recreation use	1 x 60 signatures of objection  &  1 x 39 signatures of support	No	Yes	No change proposed in LDP
80	Sketty	West	SK030	Land near Ty Nant, Cwm Farm Lane, Sketty	5	1 x 185 signatures	No	Yes	C
81	Townhill	Central	TH002	Pentyla Playing Fields	20	No	Yes	Yes	B
82	Upper Loughor	GNW	UL002	Land at Heol Pentre Bach	40	1 x 556 signatures	No		



						(also relate to proposal on adjoining site UL008)			A
83	West Cross	West	WC001	Castle Acre	10	1 x 919 signatures	No	Yes  Village Green application being considered	Withdrawn
84	West Cross	West	WC002	Land at Cedar Crescent, West Cross	13	1 x 22 signatures	No	Yes	Withdrawn
85	West Cross	West	WC003	Land at Heathwood Rd	25	1 x 22 signatures	No	Yes Village green status confirmed	Withdrawn

								d	
86	West Cross	West	WC004	Clyne Common off Chestnut Avenue	50	1 x 72 signatures	No		A Affordable/Older Persons Housing Site (amended part of site)  Majority C

*NB Italics =non-residential development proposal*

Council – 31 March 2015

## COUNCILLORS' QUESTIONS

### PART A – SUPPLEMENTARIES

1.	<p><b>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard &amp; G D Walker.</b></p> <p>Could the Leader state the cost of producing the Budget agenda, including all the additional papers that were sent to each Councillor?</p> <p><b>Response by The Leader</b></p> <p>The Extraordinary Meeting of Council held on 24 February 2015 contained all of the reports and supplementary papers required for Councillors to make an informed decision relating to the Council's budget. This information ran to approximately 669 sides of A4 paper.</p> <p>The Council Summons relating to the budget included:</p> <p>Agenda Items 4, 5 and 6 (224 sides of A4 paper)  Statement of Accounts 2012-2013 (222 sides of A4 paper);  Statement of Accounts 2013-2014 (223 sides of A4 paper).</p> <p>The DesignPrint printing charge is 3p per click. A click is the cost of printing per side of paper. This cost includes all overheads (machine rental, staff, building etc) related to the printing and binding of the document.</p> <p>The cost of printing the budget element of the Council Summons was:</p> <p><b>Per Councillor</b> (669 sides x 3p) = <b>£20.07.</b></p> <p><b>For all 72 Councillors</b> (£20.07 x 72) = <b>£1,445.04.</b></p> <p>Councillors will also be aware of the ongoing channel shift within this Authority whereby Councillors are encouraged to modernise the way in which they work. To this end the Councillors ICT Allowance allows flexibility for a Councillor to manage their ICT needs directly. Training is freely available to Councillors to assist them in this modernisation process. Costs are being reduced due to the greater use of web links within reports and the associated reduction in the needs for paper copies.</p>
2.	<p><b>Councillors A M Day, C A Holley &amp; L G Thomas</b></p> <p>In the Council Budget meeting on 24 February, the Cabinet Member for education said that she was making a change to the policy on disposal of surplus school land. She said that priority will be given to disposing of 'easily accessible, high value assets'. Can the Cabinet Member tell Council what she means by this with reference to some examples of what she means by 'easily accessible, high value assets'?</p>

**Response by Cabinet Member for Education**

In November 2011, the former Lib Dem led Administration informed the WG that the match funding for the 21st Century Schools Programme of £25m was anticipated from the capital receipts realised through the disposal of surplus educational assets. In addition, WG was informed that the process of marketing the sites to realise the capital receipts was underway.

To date, about 1.8% of the target receipts have been obtained. The estimated receipts from the present land sale list represents, at best 15% of what is required. One question which therefore arises is to what extent this represents a realistic method of match funding the contribution from the Welsh Government.

To enable the Council to deliver its priorities across all services, it has to take a strategic approach to asset management which reflects 'joined up thinking' rather than piecemeal sales that may prevent it from delivering the Schools Programme.

The review of the policy will consider all assets across the County, in addition to the limited land identified in the former Administration's desk top exercise. This Labour led Council is bringing to market high value sites with existing access arrangements.

3. **Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard & G D Walker.**

In view of the revelations in Rochdale, Rotherham and Oxford is the Leader able to assure Council and the public that there is no evidence that grooming of young girls is taking place in Swansea?

**Response of The Leader**

At the moment, there is no evidence that there is widespread grooming of young girls or boys in Swansea but we probably need to acknowledge that sometimes, young people in Swansea are sexually exploited, sometimes they are sexually abused and that sometimes this may involve the grooming of children and young people.

The Western Bay Safeguarding Board and the City and County of Swansea have recognised tackling child sexual exploitation as a strategic priority in children's safeguarding since 2013. Swansea Children Services has had policies and procedures in place as part of compliance with the all Wales child protection procedures for a number of years prior to this. As part of our multi agency safeguarding practice we have identified a number of young people either at risk of or who have been sexually exploited and have worked with the police, other professionals and families to put in place safety plans for those children and taken steps to disrupt criminal activity and prosecute perpetrators.

	<p>Sadly, sexual exploitation does happen in Swansea as elsewhere, however to date there has been no evidence of organised sexual exploitation via criminal gangs or groups of individuals.</p> <p>There is no room for complacency in this regard and the Council continues to play a full part in the multi-agency safeguarding arrangements that are in place to ensure that children and young people are protected from all forms of abuse.</p> <p>We held a conference on Child Sexual Exploitation in the Liberty stadium last October. It was attended by nearly 300 people from a wide-range of organisations across Swansea. The public sector, third sector &amp; private sector group were all represented.</p> <p>Work in schools is also invaluable. Children and Young People need to feel that they are taken seriously, listened to &amp; that something will be done if they tell a trusted adult about an abuser.</p> <p>Councillors have an important role as 'eyes and ears' in communities. Our social workers have been keenly aware of this issue for some time in Swansea but we <b>all</b> must be ever-vigilant and work with partners to ensure that our children and young people are kept safe.</p>
4.	<p><b>Councillors M H Jones, J W Jones &amp; J Newbury</b></p> <p>In the Report on the Budget to Council on 24 February, reference was made in the section on Staffing Implications to numbers of ER/VR, Posts at Risk, etc. However, the report stated that the figures excluded school based staff. Can the Cabinet Member for Education tell Council how many teaching and non-teaching posts are likely to be made redundant, and can she indicate how many of these will be voluntary and how many will be compulsory?</p> <p><b>Response by the Cabinet Member for Education</b></p> <p>It is difficult to give exact numbers of posts at risk at this point in time as schools are still awaiting their indicative budget. However, based on a 5% proposed cut and initial information from Head Teachers predictions equate to potentially 1 or 2 staff redundancies from each school.</p> <p>The predictions above would give total staff redundancies between 92 and 184. It should be noted, however, to date, we have received a number of applications for ER, 38 in total which would potentially reduce the estimated number of potential redundancies between 54 and 146.</p> <p>Recent conversations with Governing Bodies indicate that these figures may be reduced further depending on school reserves and the ability to release funds towards setting a balanced budget.</p> <p>It again is difficult at this early stage to indicate how many would be voluntary or compulsory basis.</p>

5.	<p><b>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard &amp; G D Walker.</b></p> <p>The Leader has indicated that some of the Council's budget will be devolved to Councillors for them to determine best use within their wards. Will there also be an option for Members to employ local contractors to deliver a chosen project rather than Council staff?</p> <p><b>Response of The Leader</b></p> <p>The Council has an existing scheme entitled "Ward Members Environmental Improvement Budgets" whereby a total of £13,000 has been allocated to each Ward Member for the current 5 year term.</p> <p>Consideration is being given to extend this scheme in terms of increasing the amounts delegated and potentially the range of things that the money can be spent on. A new proposed scheme is currently being developed and the options will be progressed via Cabinet and following the appropriate consultation.</p>
6.	<p><b>Councillors M H Jones, C A Holley, P M Meara</b></p> <p>Will the Leader tell Council the total cost of moving the Councillors and support staff from the Civic centre to the Guildhall?</p> <p><b>Response by The Leader</b></p> <p>Final costs for the relocation including works to the Guildhall Chamber are still being established but when compared with the costs for reconfiguring the Council Chamber at the Civic Centre, there is an overall estimated saving of circa £200,000.</p> <p>The moves are also aligned to the future proposed disposal of the Civic Centre with further significant savings expected in line with the Council Accommodation Strategy.</p>
7.	<p><b>Councillors J W Jones, P M Black, L G Thomas</b></p> <p>As the focus is on regenerating the City Centre will the Cabinet Member inform Council what he is intending to do to protect the viability of the City Centre considering the fact that there are a number of retail outlets closing at Parc Fforestfach?</p> <p><b>Response by the Cabinet Member for Enterprise, Development and Regeneration</b></p> <p>We are working on a new Local Development Plan which will reinforce the established clear policy framework set out in the Unitary Development Plan and Supplementary Planning Guidance which sets out the priority afforded to the City Centre Retail Core area and to resist any further development that would be prejudicial to the retail core.</p>

	<p>We are also reviewing the City Centre Strategic Framework which is currently out for consultation and this will provide further policy supporting the City Centre.</p> <p>In addition we have marketed the St Davids city centre regeneration opportunity, held launches in London and Swansea which attracted over 200 people which will end in the selection of a preferred developer to take forward the regeneration of the city centre.</p>
8.	<p><b>Councillors E W Fitzgerald, D G Sullivan, L James, S M Jones, K M Marsh, I M Richard &amp; G D Walker.</b></p> <p>Could the Leader or Cabinet Member explain why the number of residential units allocated for the Vetch site fell from 120 in the Original Masterplan to only 50 in the Revised Masterplan?</p> <p><b>Response of The Leader/ Cabinet Member for Enterprise, Development and Regeneration</b></p> <p>The rationale for reviewing the Original Masterplan was set out in a report approved by Cabinet on 11<sup>th</sup> February 2014. In summary the aspirations of the original Masterplan were deemed by Officers to be undeliverable as evidenced by a previous marketing process that did not produce any acceptable bids. In addition the temporary green space created since the demolition including the 'Vetch Veg' has been welcomed by the local community in an area where it is acknowledged through an Open Space Assessment carried out to inform the LDP process that provision of Open Space in the Castle Ward is deficient. A community consultation process has since been carried out in respect of the reviewed Masterplan and the revised Masterplan proposals were broadly supported by respondents although there was an element of respondents who wanted no development at the site. Cabinet is to consider a report on 17<sup>th</sup> March 2015 recommending the endorsement of the Vetch Field Masterplan Review and in order that it can be referred to the Planning Committee for adoption as Supplementary Planning Guidance.</p>
9.	<p><b>Councillors J W Jones, C A Holley &amp; M H Jones</b></p> <p>Considering the fact that Swansea has been one of the poorest areas of the UK what progress has the Cabinet Member made in attracting jobs to the area which in turn will increase the spending power of its residents?</p> <p><b>Response by the Cabinet Member for Transformation and Performance</b></p> <p>The economic downturn suppressed inward investment activity for a long while during which time we concentrated on creating employment through maximising the value of our procurement and regeneration activity and the capacity of our own business community. As the economic climate is now recovering we are reinvigorating our approach across all activity.</p>

Before the closure of the Workways project in December 2014 nearly 3300 Swansea residents, many of whom were categorised as economically inactive had participated in the scheme that was designed to increase the employability and skills of those farthest away from the job market. Of those participants, over 1000 left the project to move into employment.

This year with Beyond Bricks & Mortar we are currently working with 15 regeneration projects with some 29 trainees (13 of who are apprentices) currently on placement, receiving training and work experience as a direct result of our intervention. The training that people are receiving has been in brickwork, plumbing, electrical, administration and even supervisory and technical roles. Beyond Bricks & Mortar is also working with other public sector organisations including our higher and further education establishments to ensure that community benefits are achieved in their projects including employment opportunities for the long term unemployed and the economically inactive.

We are working with the Swansea Bay City Region and have produced and adopted a regional strategy that will guide future investments. In particular, we will be seeking investment in knowledge and innovation sectors through close collaboration with our universities and Welsh Government. We will also be working closely with UKT&I to develop sector propositions that they can present to future foreign investors demonstrating the strengths of Swansea and the wider region.

10. **Councillors P M Meara, J Newbury & L G Thomas**

In the light of the recent report stating that Council Tax is the most common source of debt problems, could the relevant Cabinet Member inform Council:

How many people in Swansea are in Council Tax arrears?

How many new debtors would the Council expect as a result of the 4.8% rise in Council tax announced in the Budget?

What steps does the Council take to resolve problems over Council Tax arrears?

What counselling services are available to people in arrears?

**Response by The Leader**

**1. How many people in Swansea are in Council Tax arrears?**

9578 people currently owe council tax and are subject to a liability order for non-payment. This figure includes outstanding council tax for all financial years.



**2. How many new debtors would the Council expect as a result of the 4.8% rise in Council tax announced in the Budget?**

It is impossible to predict whether or not the increase will affect the numbers of people having difficulties with their payments. The Council offers a variety of payment methods and dates to suit all needs and takes recovery action in a timely manner to try and prevent payment problems arising in the first place. The number of liability orders issued during the past three financial years has fallen whereas the collection rate has improved year on year. This reflects improved collection procedures implemented over the past four years.

Financial Year	Number of Liability Orders	In Year Collection Rate
2012/13	9696	96.7%
2013/14	9075	96.8%
2014/15	8436	On target (96.8%)

It must also be borne in mind that the Welsh Government has maintained a level of 100% Council Tax Support for those deemed most in need in Wales.

**3. What steps does the Council take to resolve problems over Council Tax arrears?**

The Council is obliged to follow the statutory recovery process when council tax is not paid in accordance with the demand notice. However, if a council tax payer contacts the council tax section a mutually acceptable payment arrangement is always sought. If this cannot be achieved advice is given as outlined in 4 below.

**4. What counselling services are available to people in arrears?**

People are referred to the free debt advice organisations such as National Debtline, Citizens Advice Bureau, Step Change Debt Charity or the Money Advice Service. This information is also available on our website and is included with information sent with all liability orders.

**11. Councillors L G Thomas P M Black, P M Meara**

How many new homes does the Council expect to be built in Swansea during 2015, and what proportion of these will be affordable?

**Response by the Cabinet Member for Housing and Communities.**

The Swansea Joint Housing Land Availability Study Group chaired by the Council as local planning authority monitors housing build rates and forecasts future completions. Welsh Government guidance requires that this data is collated by financial year. For the period 2015-16 it is forecasted that around 560 dwelling units will be built. Of these it is estimated that around 230 (41%) will be affordable housing units, due to a significant number of schemes being brought forward by Registered Social Landlords.

12. **PART B – NO SUPPLEMENTRIES**

**Councillors A M Day, J Newbury, T H Rees**

The approved budget agreed that £22,000 will be removed from the Council's contribution to the WJEC. Can the Cabinet Member for Education tell Council:

- how many other Welsh local authorities are reducing their contributions and by how much, and ,
- what will be the impact of this reduction on services offered by the WJEC to schools and pupils in Swansea?

**Response of the Cabinet Member for Education**

"The WJEC is funded nationally by Local Authorities. There has been national agreement via the WLGA and ADEW to reduce the contribution funding in 2015/16 to around 43%. Each Local Authority has reduced their contribution by the same percentage and will be affected in the same way for 2015/16. The WJEC contribution covers 3 areas - Team Cefnogi (funding contribution to be removed completely in 2015/16), Youth Arts (30% of funding to be removed) and Education Resources (30% of funding to be removed). Discussion will take place with the Welsh Government with a view to reduce and remove the remaining contributions over the next few years.

The £22k of saving includes the WJEC reduced contribution and also the removal of small voluntary group funding (Tan Dance, CEWC Cymru)".

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

Council – 31 March 2015

### 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 3 March 2015.

#### 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 –  
3 March 2015**

**1. Councillor M H Jones**

**Question**

The written response refers to an annual servicing programme for mechanical and electrical installations. What is in place for general maintenance i.e. wear and tear such as painting?

**Response of the Leader**

Further to the response provided at Council on the 3 March, I can confirm that for non-school assets, general building maintenance is undertaken on a prioritised basis in relation to statutory compliance, Health & Safety requirements and business continuity. There is no programme of non essential planned maintenance such as painting & decoration given the limited budgets available. In relation to schools, all maintenance monies are devolved, in line with legislation and therefore schools and their governing bodies make the decisions as to any works carried out.

**2. Councillor E W Fitzgerald**

I have been informed that it is unlawful to cycle on a pavement; why then is the Council spending money to drop the kerbs for the use of cyclists?

**Response of the Cabinet Member for Environment & Transportation**

The dropped kerbs Councillor Fitzgerald is referring are located adjacent to M4 Jn47. The Councillor is quite correct that these footways are not currently designated as shared use paths (which is what would be required to permit cycling on them). The route from Penllergaer to Morryston along the A48 is regularly used by a number of cyclists during the peak hours and it is therefore considered desirable for the route to be formalised with the necessary infrastructure in the long term as funding opportunities allow.

The recent installation of drop kerbs around Jn47 were funded from Council funds for cycle improvements, and complemented a signage scheme installed across the City & County of Swansea to improve wayfinding for cyclists.

The dropped kerbs are intended only to offer a means for cyclists to cross Jn47 by walking their bicycles, which was not previously possible.

The benefit of dropped kerbs are universal to both pedestrians and cyclists, and it was considered that due to the proximity of these junctions to Penllergaer Primary, this would be a worthwhile investment for the benefit of those using these footways, including mothers with pushchairs and those with mobility aids.