

# CITY AND COUNTY OF SWANSEA

## NOTICE OF MEETING

You are invited to attend a Meeting of the

## CABINET

**At:** Council Chamber, Guildhall, Swansea

**On:** Thursday, 21 July 2016

**Time:** 4.00 pm

**Chair:** Councillor Rob Stewart

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### Membership:

Councillors: M C Child, W Evans, R Francis-Davies, J E C Harris, D H Hopkins, A S Lewis, C E Lloyd, J A Raynor and C Richards

The use of Welsh is welcomed. If you wish to use Welsh please inform us by noon on the working day before the meeting.

## AGENDA

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<b>1. Apologies for Absence.</b>	
<b>2. Disclosures of Personal and Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
<b>3. Minutes.</b> To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 5
<b>4. Leader of the Council's Report(s).</b>	
<b>5. Public Questions.</b>	
<b>6. Councillors' Question Time.</b>	
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**Next Meeting:** Thursday, 18 August 2016 at 4.00 pm



**Huw Evans**  
**Head of Democratic Services**  
**Tuesday, 12 July 2016**

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**Contact: Democratic Services - Tel: (01792) 636923**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE MEETING OF CABINET

HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON  
THURSDAY, 16 JUNE 2016 AT 11.00 AM

**PRESENT:** Councillor Rob Stewart (Leader of the Council) presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
C Richards W Evans	J E C Harris D H Hopkins	A S Lewis J A Raynor

1. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors M C Child, R Francis-Davies and C E Lloyd.

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

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

- 1) Councillor J A Raynor declared a Personal Interest in Minute 11 "Disposal of Surplus Land on School Sites – Olchfa Comprehensive School";
- 2) Councillor D W Cole declared a Personal Interest in Minute 15 "Potential Disposal of Land – The Old Library, 17 West Street, Gorseinon";
- 3) Councillor J A Raynor declared a Personal Interest in Minute 16 "Disposal of Surplus Land on School Sites – Site Valuations and Financial Details".

3. **MINUTES.**

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

- 1) Cabinet held on 21 April 2016.

4. **LEADER OF THE COUNCIL'S REPORT(S).**

The Leader of the Council made no announcements.

5. **PUBLIC QUESTION TIME.**

No questions were asked by member(s) of the public.

6. **COUNCILLORS' QUESTION TIME.**

Councillor L James asked questions relating to Minute 7 "School Governance Scrutiny Inquiry (Response of the Cabinet Member)".

The Leader of the Council and the Education Cabinet Member responded.

7. **SCHOOL GOVERNANCE SCRUTINY INQUIRY (RESPONSE OF CABINET MEMBER).**

The Cabinet Member for Education presented a report which outlined a response to the scrutiny recommendations and to present an action plan for agreement.

**RESOLVED** that:

- 1) The response as outlined in the report and related action plan be agreed.

8. **PRE-DECISION SCRUTINY - FEEDBACK ON THE COMMISSIONING REVIEW: WASTE MANAGEMENT.**

Councillor C A Holley, Convenor of the Service Improvement and Finance Scrutiny Performance Panel presented the feedback from the pre decision scrutiny.

9. **COMMISSIONING REVIEW: WASTE MANAGEMENT.**

The Cabinet Member for Environment and Transportation presented a report which outlined the background to the Waste Management Commissioning Review and set out the findings and recommendations from the Review.

**RESOLVED** that:

- 1) The high level Integrated Approach to Prevention Strategy detailed in Section 4.3 of the report be agreed in principle;
- 2) Recommendations 1 to 8 detailed in Section 8 of the report as measures to improve performance, make the service more robust, and make savings be deemed appropriate to take forward to implementation pending relevant consultation.

10. **WESTERN BAY HEALTH AND SOCIAL CARE PROGRAMME - REGIONAL ADOPTION SERVICE INTER AUTHORITY AGREEMENT.**

The Chief Social Services Officer presented a report which provided an update on the progress of the formulation of the Western Bay Regional Adoption Service Inter Authority Agreement.

**RESOLVED** that:

- 1) The content of the draft final Inter Authority Agreement be agreed in principle;
- 2) The Chief Social Services Officer be authorised to make any further amendments to the Agreement (in conjunction with the Head of Legal and



Democratic Services and relevant Cabinet Member) necessary to finalise the draft prior to signature;

- 3) The Chief Social Services Officer be authorised to sign the Inter Authority Agreement on behalf of the Council.

11. **DISPOSAL OF SURPLUS LAND ON SCHOOL SITES - OLCHFA COMPREHENSIVE SCHOOL.**

The Cabinet Member for Education presented a report which considered the response to the consultation carried out with Olchfa Governing Body on the proposed land sale.

**RESOLVED** that:

- 1) The site as indicated on plans attached being approximately 7.8 acres be declared as surplus to requirements, subject to the provision of an artificial games surface being funded from the proceeds of the sale;
- 2) Notice is served and the required consultation of communities and other interested parties, about the proposed disposal of land consisting, or forming part, of a playing field, be undertaken in accordance with The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015;
- 3) If responses / objections to the proposed disposal are received, that a report is brought back to Cabinet to consider those responses / objections;
- 4) If no responses / objections are received that the Interim Director of Place be authorised to proceed to market the land identified for disposal and report back to Cabinet in due course upon completion of that exercise.

12. **21ST CENTURY SCHOOLS PROGRAMME - PURCHASE ORDER VARIATION TO INCLUDE SUMMER PROGRAMME OF WORKS – REFURBISHMENT AND REMODELLING OF PENTREHAFOD SCHOOL'S EXISTING BUILDINGS.**

The Cabinet Member for Education presented a report sought approval for pre-construction works of car park to the front of Pentrehafod School prior to Welsh Government approval of the full business case and contract and subject to planning approval. The report also sought approval pre-construction works of boundary fencing prior to Welsh Government approval of the full business case and contract and subject to planning approval.

**RESOLVED** that:

- 1) The summer programme of capital works as detailed in the report together with the financial implications set out in Appendix A be approved, subject to planning approval and prior to the confirmation of the grant and entering into a contract with Welsh Government;

- 2) The first-stage purchase order for the design of refurbishment, remodelling and extension works for Pentrehafod School be varied to include the summer programme works (subject to planning approval);
- 3) The Head of Legal and Democratic Services be authorised to enter into any necessary documentation required to vary the purchase order and achieve the summer programme;
- 4) A detailed contract award report detailing the total costs for the project and an equality impact assessment will be submitted to Cabinet in September 2016 prior to the major construction works being carried out.

13. **EXCLUSION OF THE PUBLIC**

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

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

**RESOLVED** that the public be excluded for the following item(s) of business.

**(CLOSED SESSION)**

14. **COUNCILLORS' QUESTION TIME**

Councillor D W Cole asked questions relating to Minute 15 "Potential Disposal of Land – The Old Library, 17 West Street, Gorseinon".

The Leader of the Council responded.

15. **POTENTIAL DISPOSAL OF LAND THE OLD LIBRARY 17, WEST STREET, GORSEINON.**

The Cabinet Member for Transformation and Performance submitted a report which considered options for the disposal of the Old Library, 17 West Street, Gorseinon.

**RESOLVED** that the recommendation(s) as set out in the report be approved.

16. **DISPOSAL OF SURPLUS LAND ON SCHOOL SITES - SITE VALUATIONS AND FINANCIAL DETAILS.**

The Cabinet Member for Education submitted an information report which presented the site valuation and financial information redacted from the report presented in the open part of the agenda.

17. **CONTRACT AWARD REPORT - TENDER FOR THE PROVISION OF HOME TO SCHOOL TRANSPORT SERVICES - TENDER REFERENCE NUMBER: CCS/15/048 (SH 16-21).**

The Cabinet Members for Education and Environment and Transportation jointly submitted a report which detailed the outcome of recent tenders for Mainstream Home to School Transport Services and sought approval to award contracts.

**RESOLVED** that the recommendation(s) as set out in the report be approved.

18. **CASTLE SQUARE – DEVELOPMENT AND PUBLIC REALM OPPORTUNITY.**

The Cabinet Member for Enterprise, Development and Regeneration submitted a report which sought authority to consider options for the partial redevelopment opportunities at Castle Square in order to enable Officers to serve a Public Open Space notice and prepare a draft Development Brief.

**RESOLVED** that the recommendation(s) as set out in the report be approved.

19. **THE ENVIRONMENT CENTRE, PIER STREET, SWANSEA - NEW LEASE PROPOSALS.**

The Cabinet Members for Wellbeing and Healthy City & Enterprise, Development and Regeneration jointly submitted a report which sought a decision on the renewal of an existing lease.

**RESOLVED** that the recommendation(s) as set out in the report be amended as outlined by the Leader of the Council and approved.

20. **DISPOSAL OF DAN Y COED TRAINING CENTRE, WEST CROSS, SWANSEA.**

The Cabinet Member for Transformation and Performance submitted a report which considered options for the disposal of Dan y Coed Training Centre, West Cross.

**RESOLVED** that the recommendation(s) as set out in the report be approved.

The meeting ended at 12.05 pm

Published on: 17 June 2016

**CHAIR**

# Agenda Item 7.

## Report of the Cabinet Member for Next Generation Services

Cabinet – 21 July 2016

### CABINET MEMBERS RESPONSE TO THE SCRUTINY OF GYPSY TRAVELLER SITE SEARCH PROCESS – FINAL REPORT

<b>Purpose:</b>	To outline a response to the scrutiny recommendations and to present an action plan for agreement.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To comply with the requirements of the Council Constitution.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation(s):</b>	It is recommended that:  1. The response as outlined in the report and related action plan be agreed.
<b>Report Author:</b>	Martin Nicholls.
<b>Finance Officer:</b>	Paul Roach.
<b>Legal Officer:</b>	Debbie Smith.
<b>Access to Services Officer:</b>	Phil Couch.

#### 1.0 Introduction

- 1.1 The scrutiny report into the Gypsy Traveller Site Search Process was submitted to Cabinet on the 18<sup>th</sup> February 2016. The report presented a number of learning points/recommendations in relation to future work to identify appropriate site provision. The scrutiny report is attached at Appendix A.
- 1.2 An interim report was presented by the Cabinet Member for Next Generation Services to Cabinet on the 21<sup>st</sup> April confirming that the recommendations were being considered and a full response would be presented to the next available meeting of Cabinet.
- 1.3 Having now fully considered the contents of the scrutiny report, and specific learning points/recommendations made, advice to Cabinet on whether it should agree, or not agree, with each recommendation is detailed in this report.
- 1.4 Cabinet is also asked to consider, for each of the responses, any relevant policy commitments and any other relevant activity.

## 2.0 Response to Scrutiny Recommendations

<b>Recommendation 1</b>
<b>The process must be clear about the implications of previous policies/decisions and relevant policy framework.</b>
<b>Relevant Policy Commitments:</b> <i>none</i>
<b>Action already being undertaken:</b> All decisions by Cabinet should give due regard to existing policies, decisions and applicable policy frameworks.
<b>New actions following from the recommendation:</b> No further action required over and above existing procedures.
<b>Cabinet Member comments:</b> Contained within above response.
Recommendation is <b>AGREED</b> .

<b>Recommendation 2</b>
<b>There must be clarity about leadership, and the respective roles and responsibilities of those involved in any future search process and relationship, whether Member or officer led. This is vital for future accountability, and it is very important that there is transparency about who does what and clear terms of reference so that the purpose of any work is understood.</b>
<b>Relevant Policy Commitments:</b>
<b>Action already being undertaken:</b> Whilst there would be no immediate actions arising out of the recommendation, as Cabinet had previously taken the decision on the 19 <sup>th</sup> November 2015 to provide appropriate Gypsy and Traveller provision through the current LDP process, the recommendation will be noted and taken into account for future site search.
<b>New actions following from the recommendation:</b> To be considered as part of initial terms of reference if or when any future groups are constituted.
<b>Cabinet Member comments:</b> Contained within above response.
Recommendation is Agreed

<b>Recommendation 3</b>
<b>There must be clarity about the establishment and status of future Member Task &amp; Finish Groups, and their appropriateness to assist executive decision-making. The terms of reference of any Member (or indeed officer-led group) need to be clear, conveyed without ambiguity, and understood by all parties from the outset. It should be clear from the outset whether such method of working is confidential or otherwise, and implications for participating Councillors in relation to interests and conduct.</b>

<b>Relevant Policy Commitments:</b> <i>none</i>
<b>Action already being undertaken:</b> No specific actions
<b>New actions following from the recommendation:</b> To be considered as part of initial terms of reference if or when any future groups are constituted.
<b>Cabinet Member comments:</b> Contained within above response.
Recommendation is <b>AGREED</b> .

<b>Recommendation 4</b>
<b>Gypsy Traveller families should be involved, and views considered more significantly, at the earliest stage rather than at the end of shortlisting. In addition, the status of any meeting with the Gypsy Traveller community must be clear within the overall process.</b>
<b>Relevant Policy Commitments:</b> <i>(list briefly)</i> <i>none</i>
<b>Action already being undertaken:</b> Consultation has taken place with Gypsy Traveller families as a requirement of the housing needs assessment process
<b>New actions following from the recommendation:</b> The views of the Gypsy Traveller families to be sought at the earliest stage, as part of the delivery of the Council's LDP and any future subsequent site search.
<b>Cabinet Member comments:</b> Contained within above response.
Recommendation is <b>AGREED</b> .

<b>Recommendation 5</b>
<b>It is important that the Authority does everything in its power to maintain positive relationships and ensure community cohesion as it moves forward. More work needed to be done to ensure awareness and understanding to counter any discrimination.</b>
<b>Relevant Policy Commitments:</b> <i>(list briefly)</i> <i>Policy commitment 83 "Value Swansea's various communities by celebrating diversity and 'each other's festivals' to create a positive and cohesive sense of community and emphasising social justice and respect."</i>
Previous action arising out of the commitment include "The Leadership Group has been re-established to ensure the 7 key outcomes of the Community Cohesion National Delivery Plan is mainstreamed, these include; Hate Crime, Modern Slavery, engagement of Gypsy and Traveller Communities, increased awareness of immigration, embedding within Communities First Programme, embedding in key policies and ensuring we are responsive to changes in communities
<b>Action already being undertaken:</b> The Council already has clear policies in relation to Community cohesion and building sustainable communities in line with its corporate priorities.

<p><b>New actions following from the recommendation:</b> Nothing specific at this stage although further actions may emerge out of the LDP process as referred to above.</p>
<p><b>Cabinet Member comments:</b> Contained within above response.</p>
<p><b>Recommendation is AGREED.</b></p>

2.1 An action plan for the agreed recommendations is attached at Appendix B.

**3.0 Equality and Engagement Implications**

3.1 An EIA screening form has been completed which, when analysing this report, has identified that a full impact assessment is not required. However, it is clear that if the Council needs to embark on a further process, then a more detailed assessment of the actual circumstances will be required at that time. These will therefore be involved in any subsequent Cabinet reports, prior to any decisions being made.

**4.0 Legal Implications**

4.1 No legal implications.

**5.0 Financial Implications**

5.1 No financial implications.

**Background Papers:** None.

**Appendices:**

**Appendix A:** Scrutiny Review – Final Report 17<sup>th</sup> February 2016

**Appendix B:** Action Plan





**Report of the Scrutiny Programme Committee**

**Cabinet – 18 February 2016**

**SCRUTINY OF GYPSY TRAVELLER SITE SEARCH PROCESS –  
FINAL REPORT**

<b>Purpose:</b>	This report presents the key findings and learning points/recommendations resulting from the Committee's Review into the Gypsy Traveller Site Search Process.
<b>Policy Framework:</b>	Council Constitution.
<b>Reason for Decision:</b>	To consider the learning points/recommendations made by the Scrutiny Programme Committee and agree action.
<b>Consultation:</b>	Legal, Finance, Access to Services
<b>Recommendation(s):</b>	It is recommended that:  1) Cabinet receives the report and tasks the relevant Cabinet Member to report back to the Cabinet meeting on 21 April 2016 with a written response to the scrutiny recommendations and proposed action(s) for Cabinet decision.
<b>Report Author:</b>	Councillor Robert Smith (Vice-Chair of the Scrutiny Programme Committee) Brij Madahar (Scrutiny Coordinator)
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Sherill Hopkins

**1.0 Introduction**

- 1.1 This report presents the key findings and learning points/recommendations resulting from the Committee's Review into the Gypsy Traveller Site Search Process. The Scrutiny Committee's final report, appended, requires a Cabinet decision.
- 1.2 In accordance with the Council Constitution reports from scrutiny to the Executive are presented to the first available Cabinet meeting. The Vice-Chair of the Scrutiny Programme Committee, who led this review, will present the report and accompanying learning points/recommendations.

## **2.0 Scrutiny Programme Committee**

- 2.1 On 4 February 2016 a special meeting of the Scrutiny Programme Committee was held to conclude the review. The Committee discussed and agreed the final report for submission to Cabinet.

## **3.0 Cabinet Decision**

- 3.1 At this meeting the role of the Cabinet is to receive the report and task the relevant Cabinet Member to prepare a written response on behalf of Cabinet. The Cabinet Member's response report should be scheduled for a future Cabinet meeting **no later than two months** following formal receipt of the scrutiny report (in this case this will be Cabinet on **21 April 2016**).
- 3.2 In their response report the Cabinet Member should recommend approval or rejection of each of the scrutiny recommendations together with an explanation. Within their report the Cabinet Member should also provide a proposed action plan to show what steps are being or will be taken to implement recommendations. Cabinet will then make a decision on the Cabinet Member's response report.

## **4.0 Follow Up**

- 4.1 The Committee will be entitled to schedule a follow up on progress with the implementation of the action plan agreed by Cabinet and impact of the scrutiny review. Usually a progress report will be requested from the relevant Cabinet Member within 6-12 months after the action plan has been agreed by Cabinet.

## **5.0 Equality and Engagement Implications**

- 5.1 The Cabinet Member will need to ensure that implications are considered via application of the corporate Equality Impact Assessment process when considering the response to the recommendations.

## **6.0 Legal Implications**

- 6.1 There are no specific legal implications at this stage. Any potential implications will need to be outlined in the Cabinet response.

## **7.0 Financial Implications**

- 7.1 There are no financial implications to this report. Any potential implications will need to be outlined in the Cabinet response.

- 7.2 It should be assumed that any 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', the likely levels of future budgets and the medium term financial plan.

**Background Papers:** Scrutiny Programme Committee Evidence Pack - Scrutiny Review of Gypsy Traveller Site Search Process.

<http://swansea.gov.uk/article/23464/Review-of-Gypsy-Traveller-Site-Search-Process-Evidence-Pack>

**Appendices:** Appendix A – Final Scrutiny Review Report.

# **SCRUTINY REVIEW: GYPSY TRAVELLER SITE SEARCH PROCESS**

## **FINAL REPORT**

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**SCRUTINY PROGRAMME COMMITTEE**  
**City and County of Swansea - Dinas a Sir Abertawe**

**FEBRUARY 2016**



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## **SCRUTINY REVIEW: GYPSY TRAVELLER SITE SEARCH PROCESS**

### **1. Why We Produced This Report**

#### **1.1 Overview**

1.1.1 This report focuses on the Gypsy Traveller site search process between 2009 and 2013. This process culminated in a meeting of Council on 21 October 2013 which requested that, although the process led to the identification of 2 possible sites, a whole Swansea approach be adopted and all land options within the City & County of Swansea be considered rather than restrict the process to land in the Authority's ownership. On 5 November 2013 Cabinet accepted this approach.

1.1.2 Following a lengthy debate on the site search the view was expressed at Council on 21 October 2013 that a scrutiny review of the process that was followed should be carried out.

#### **1.2 Aim of the Scrutiny Review**

1.2.1 The purpose of the scrutiny review was to:

- review the process adopted to date and seek assurance on quality
- identify any learning points as appropriate and recommend any changes for the future

1.2.2 The scrutiny review aimed to address the following question:

**Was the process, leading up to the report to Council on 21 October 2013, robust?**

1.2.3 The work was carried out via special meetings of the Scrutiny Programme Committee, and commenced in February 2014.

#### **1.3 Intended Contribution**

1.3.1 The Committee recognised that this whole matter has been the subject of enormous debate both within and outside of the Council. It is fair to say that it has been a difficult issue to deal with, with emotions running high in some communities. The committee wanted to ensure that everyone who wanted to have a say on this matter had the opportunity to do so.

1.3.2 The review intended to shed light on the process that was followed, identify the main issues arising, and offer a constructive view about learning points that could help future work.

## **2 The Evidence Collected**

2.1 In summary the evidence gathering activities undertaken by the Committee included:

- Officer Evidence:
  - Overview of Gypsy Traveller Site Search - Chronology of Process, Legal Framework/Guidance, Assurance and Outcomes
  - Criteria for Site Selection / Explanation of Site Sieve Process
  - Consultation Process and Outcomes
  - Impact of Economic Regeneration / Development Plans on Site Selection
  - Role of Housing Needs Assessment
  - Q & A with Chief Executive
- Evidence from former Leaders of the Council:
  - Councillor Chris Holley
  - Councillor David Phillips
- Evidence from former Cabinet Member:
  - Councillor June Burtonshaw
- Evidence from Councillors:
  - Councillor Uta Clay
  - Councillor Penny Matthews
  - Councillor Jennifer Raynor
- Evidence from Public:
  - Tony Beddow
  - Keith Jones
  - Hilary Jenkins
  - Tom Jenkins
  - Phillip Robins
  - Lawrence Bailey

NOTE: A number of key officers who gave evidence at the start of the scrutiny process subsequently left the authority during the course of the scrutiny review which had an impact on evidence gathering. This included Reena Owen (former Corporate Director) and Martin Saville (former Head of Service).

2.2 The Committee also had sight of the numerous documents, including:

- Relevant Welsh Government Guidance
- 31 March 2009 Court Judgement in case between CCS and Christine Joyce (and others)
- Welsh Government Circular 30/2007: Planning for Gypsy and Traveller Caravan Sites
- City & County of Swansea Gypsy Traveller Policy – June 2009
- Relevant Cabinet and Council reports and minutes
- Relevant Gypsy Traveller Site Task & Finish Group reports and minutes

- Minutes of a Gypsy Traveller meeting (chaired by Cllr Nick Bradley) – 7 September 2012
- Internal Review: Report of Head of Housing & Community Regeneration – 29 October 2012 – Independent Management Review of the Processes Used to Identify a Shortlist of Potential Locations for a New Gypsy and Traveller Site
- External Review Report: Geoff White, Head of Planning, Neath Port Talbot CBC - Review of the Site Selection Process for Potential Sites for a Gypsy and Traveller Site within the City and County of Swansea
- Accommodation Needs Assessment 2013

2.3 A lengthy evidence pack is available separately which includes all of the information gathered by the Committee through its meetings. (<http://swansea.gov.uk/article/23464/Review-of-Gypsy-Traveller-Site-Search-Process-Evidence-Pack>)

### **3. Background to the Process**

#### **3.1 Specific demands for additional appropriate accommodation**

3.1.1 During the evidence sessions the Committee gathered a great deal of detailed information about the background to the Council's search for additional Gypsy Traveller sites. It was therefore able to trace the events from early 2007 when issues arose that led to the discussions between the former Cabinet Member, John Hague and a senior officer of the authority, and the Gypsy Traveller family occupying the Park and Ride facility at Llansamlet that led to the agreement of 2 May 2007: that in return for two families 'moving to the north east corner of the car park situate in the north west of the park, they would be there for six to nine more months, that toilet and washing facilities, electricity, fencing and hardcore would be provided within that time scale' and that Cllr Hague would see what he could do about obtaining permission for a longer period (*paragraph 4 of the Judgement*).

3.1.2 The Council subsequently sought an eviction order from the High Court to remove the family occupying the Park and Ride site. On 31 March 2009, the High Court granted a possession order for the whole of the Enterprise Park, save for the areas occupied by the two families in May 2007.



3.1.3 The judgement was critical of the fact that information about the May Agreement had not been passed to the Cabinet and therefore 'failure to give due weight to the full terms of the May agreement'. This failure made it inappropriate to grant a possession order in respect of the parts of the Park & Ride site that were occupied by the families. The judgement found that the then Cabinet Member had the apparent authority to make certain commitments to the families.

3.1.4 The judgement also made reference to overcrowding at the official site and lack of adequate site provision elsewhere, which was acknowledged by the authority at the time (*paragraphs 44 & 48 of the Judgement*). In the Committee's view this was not a central issue to this court judgement. There was some debate during the Committee's review about the extent to which the judgement became a trigger for subsequent plans and the process to identify additional provision, rather than to specifically deal with the Park & Ride issue and families. Some committee members felt that there was a failure to make any clear distinction between the way to approach the needs of one specific family and a range of wider issues relating to Gypsy Traveller in Swansea. There was also concern at the potential for reputational damage to the authority if a controversial and complex policy was being pursued on account of considerations that were groundless or at least secondary.

## **3.2 Policy Drivers for Additional Appropriate Accommodation**

3.2.1 To understand the process, the issues around the Park and Ride site have to be placed in the context, and took place against a much broader backdrop of discussions about the provision for Gypsy Traveller families in Swansea. Successive local authorities in the Swansea area have sought to address the need to make appropriate provision for Gypsy Traveller families since the duty to do so was enshrined in the Caravan Sites 1968 Act. This led to protracted discussions during the 1970s and subsequently in the 1980s. Swansea's only civic Gypsy Traveller site was established at Pant-y-blawd, Llansamlet, in 1986. The Committee heard references to the 'West Glamorgan agreement' which committed the local authority to ensure that any additional sites were located in wards other than

Llansamlet, as in the community in question there was a widespread view that such an agreement existed and was binding in 2009-2012. This was compounded by the fact that the 'agreement' was referred to in party political election leaflets in 2012. The Committee would suggest that it would be helpful for any process to be clear about the implications of previous policies / decisions and relevant policy framework.

3.2.2 The Authority also had to respond to longstanding issues arising from illegal encampments, particularly in the Llansamlet ward, and policy drivers such as the requirement on the council to make appropriate provision under the Housing Act, 2004, an imperative that was reinforced by subsequent Welsh Government guidance including Welsh Government Guidance on Managing Unauthorised Camping, 2005, Welsh Government Report: Accommodation Needs of Gypsy and Travellers in Wales, 2006, and Circular 30/2007 Planning for Gypsy and Traveller Caravan Sites. The authority was aware of these requirements when it began to address the issues in 2007-10, and later further impetus was given by the provisions of the Equality Act, 2010. Welsh Government Circular 30/2007 reinforced the message that local authorities in Wales should be making appropriate provision. Gypsy Travellers are a recognised ethnic group. In making provision to meet their needs all public authorities are required to take their views into consideration.

3.2.3 In addition, member and officers of the City and County of Swansea have been consistent about the need to maintain and strengthen positive community relationships with the Gypsy Traveller families.

3.2.4 In June 2009 the City and County of Swansea adopted its Gypsy Traveller policy by which it committed itself to making appropriate provision taking account of determinants that included:

- A needs assessment, carried out in accordance with national guidelines, to establish the number of pitches required and type of accommodation, for example the balance between permanent and transient sites
- The physical appropriateness of any proposed accommodation

- The requirements to engage with the Gypsy Traveller community to ensure that their views were taken into account.

3.2.5 It also committed the council to a 'humane and compassionate response to unauthorised encampments' and that 'there will not be an automatic presumption of immediate eviction in every case'. The sense of urgency that was conveyed in this process was apparent: 'the process has to be rapid given the ongoing issues with unauthorised encampments' (*from Minutes of Special Scrutiny Programme Committee – 3 April 2014*).

3.2.6 Paragraph 3.2.5 of the Gypsy Traveller Policy 2009 describes the need for further permanent Gypsy Traveller site provision and need for research and a project plan to help determine location of any new site. It adds that the Gypsy Traveller Liaison Forum would be consulted on the project plan.

3.2.7 These background issues, including the situation in the Swansea Vale and both the Welsh Government and the Council's commitment to ensuring adequate provision for Gypsy Traveller families, resulted in the process to identify additional Gypsy Traveller accommodation.

#### **4. The Process**

In response to these drivers, the authority initiated a process working to a set methodology, which is described in the reports to Cabinet on 11 March and 26 August 2010. This would involve the creation of a Member Task & Finish Group by Cabinet to examine potential sites. The Gypsy Traveller Liaison Forum which was formed in 2007 ceased to meet after November 2010.

##### **4.1 Assessing Need**

4.1.1 The Accommodation Needs Assessment (2013) concluded that there was a need for an additional 11 pitches rising to 20 over the following five years (*from Council report – 21 October 2013*). This led officers to conclude that there was a pressing need for a permanent site and that a transient site might also be required (*from Minutes of Special*

*Scrutiny Programme Committee – 6 March 2014*). However, there does not seem to be any consideration of how best to meet the demand for additional pitches, balancing the arguments for one site of 11 pitches or two sites of 5-6 pitches, or other suitable combination. It was not clear whether there was any consideration given as to whether it would be better for additional provision to be concentrated or dispersed (with a number of small sites) around the City and County of Swansea.

4.1.2 When gathering evidence, the Committee was made aware that the Accommodation Needs Assessment is a 'snapshot' of the situation at a particular time and that although it was undertaken in accordance to Welsh Government guidelines, it was not an exact science. The Committee heard evidence which questioned the basis on which the Needs Assessment was conducted, specifically was it undertaken on the basis of a strategic, formula-led basis, or on the reality of the number of families and their distinct needs (a more operational approach). In addition, there was a view on the part of some witnesses that issues at the existing site and at the Park and Ride had created a demand for an additional site and that this had impacted on the Accommodation Needs Assessment. This was not accepted by the officers responsible who maintained that the methodology used in the Accommodation Needs Assessment was robust.

## **4.2 Role of Cabinet and the Task and Finish Group**

4.2.1 By March 2010 the authority was in a position to begin the work of identifying alternative Gypsy Traveller site provision, relevant to this review. The process was to be overseen by a member-led Task and Finish Group that was to work to set criteria. These criteria were based on those of the Welsh Government and differed slightly from those in the Gypsy Traveller Policy (HC9), though they did not contradict each other.

4.2.2 The summary to the Cabinet report of 11<sup>th</sup> March 2010 referred to the purpose as '*To investigate the provision of an alternative site to accommodate the Gypsy and Traveller families presently occupying the unauthorised site at Swansea Vale*' but by 26<sup>th</sup> August 2010 this had been amended significantly to read '*To consider the formation of a*

*Member led Task & Finish Group to look at Gypsy Traveller site provision', i.e., much broader terms of reference.*

- 4.2.3 What was not clear, however, was the extent to which the considerations of one of these drivers (the need to address the situation in Swansea Vale) influenced people's thinking when addressing the broader policy issues, consciously or otherwise.
- 4.2.4 Even so, it is clear that there was a strong feeling among several witnesses outside the council, that officers had been working to obtain a solution to the issue of the Park and Ride site and that this formed an essential backdrop to the search for additional provision Gypsy Traveller site, consciously or otherwise, although officers insisted that they had acted strictly within the criteria set for them, an issue which is discussed below
- 4.2.5 In setting the terms of reference for the Task and Finish Group in August 2010, Cabinet considered two options:

*Option 1*

- a) Review and update (if necessary) the original criteria based National Guidance and current planning policy*
- b) Review a list of all council-owned and including council-owned land allocated for housing*
- c) Assess the sites against the criteria and rank those sites in order of those best meeting the criteria*
- d) Produce a working list of no more than 10 sites for more detailed assessment*
- e) Complete the detailed assessment and produce an options report*
- f) Task and Finish group to complete this work within 6 months*

*Option 2*

- a) Complete a review of all council owned land and council land allocated for housing*
- b) Produce a report setting out options.*

The Committee noted that the search was restricted to council owned land as such sites were thought to be more easily deliverable within a relatively short timeframe. The Committee also heard that no interest from other land owners was forthcoming as part of the UDP process (which referred to a need for a Gypsy Traveller site).

4.2.6 It resolved to undertake the less prescriptive of the two options (Option 2), to consult the Gypsy Traveller community on the outcomes and to produce a report setting out the options for moving forward.

4.2.7 It is not clear why Cabinet felt it was necessary to make that change, but it did remove the responsibility for choosing a preferred site from the Task and Finish Group, and in doing so Cabinet increased the opportunity for the Gypsy Traveller community to be consulted.

4.2.8 However, work that became a priority because of a specific issue at the Park and Ride site turned into a much wider undertaking to address the council's responsibility to make appropriate provision for Gypsy Traveller families.

4.2.9 A number of those who gave evidence to the Committee doubted whether the terms of reference given to the Task and Finish Group contained sufficient detail. In addition, some questioned the legality of the use of Task and Finish Groups, maintaining that there was no provision for these structures. It is clear that Cabinet wished to delegate the work to a body of elected members, on the basis that it could do so (as it was the ultimate decision-making body in the matter), and that there was a need for the process to be led by members rather than officers. The Task and Finish Group met on a monthly basis from November 2010 to August 2011 and thereafter met on four occasions in 2012.

4.2.10 The Committee heard evidence from a number of Cabinet Members, including those who had held posts in 2012-14 and during the tenure of the previous administration (2004-12). These included the Leader of the Council (2004-12), the Leader of the Council 2012-14, and the Cabinet Member for Place (2012-14).

4.2.11 Key questions that were put focused on the extent to which the process had been overseen by elected members with executive responsibility and whether their involvement was appropriate. The issues raised included:

- To what extent should elected members with executive responsibility be involved in the process and to what extent should it be left to officers working to agreed criteria and protocols?
- Who had overall responsibility for overseeing the process when a Cabinet Member was unable to take responsibility because one of the sites was in her ward?

4.2.12 It became clear that a combination of factors affected the extent to which Cabinet Members were involved in the work, including a) the fact that the Cabinet Member for Place in 2012-14 had quite rightly declared her interest in the matter because one of the sites under consideration was in her ward and was therefore not in a position to oversee the process and b) the view of both previous Leaders that they were determined to avoid undue political influence on the process. As a consequence, notably since 2012, there has been no identifiable political responsibility in this process. The Committee was made aware of confusion and different perceptions about the role of certain Cabinet Members and leadership. Members recalled that Councillor David Phillips had described the process as 'deeply flawed' but this was not an aspect of the issue that he highlighted in evidence to the committee. It is also unfortunate that former Councillor Nick Bradley (who served on the Cabinet and acted as Chair of the 2<sup>nd</sup> Task & Finish Group) did not contribute evidence to this review, despite a number of requests.

4.2.13 The Committee felt that there must be clarity about leadership, and the respective roles and responsibilities of those involved in any future search process and relationship, whether member or officer led. This is vital for future accountability, and it is very important that there is transparency about who does what and clear terms of reference so that the purpose of any work is understood.

4.2.14 Furthermore the Committee heard concerns from members involved in the Task & Finish Group about their role in the process and their

inability to discuss their work with others. The Committee's view is that there must be clarity about the establishment and status of future Member Task & Finish Groups, and their appropriateness to assist executive decision-making. It should be clear from the outset whether such method of working is confidential or otherwise, and implications for participating councillors in relation to interests and conduct. Failure to do this puts the authority at risk of reputational damage due to a lack of public trust in policy making and the political process.

### **4.3 The Site Selection Process**

4.3.1 An extensive sifting process was undertaken by officers that reduced the potential sites from over 1006 to 19. The evidence offers clear criteria to explain how a list of 19 sites was arrived at. It was less clear how these were reduced to five sites and how the eventual two sites were recommended. The evidence of Emyr Jones (*from Minutes of Gypsy Traveller Site Task and Finish Group – 8 March 2012*) stated 'these sites had been further refined utilising a stringent filtering mechanism based on relevant Welsh Government guidance which resulted in five realistic options being presented'.

4.3.2 The Committee heard evidence which questioned the way the sites had been selected, including specific statements questioning whether the expansion of the existing site could not be considered and there was some concern about the application of the site selection criteria. The Committee also heard detailed criticism of the criteria and arguments why certain sites, notably the Llansamlet option, were unsound. It was also noted that there was ambiguity over the exact location of the site being considered at Llansamlet and some witnesses maintained that there were two distinct areas of land included in that option. The committee noted a strong opinion in the Llansamlet area that the process was geared towards locating a second site in the Llansamlet area, and some committee members felt unable to refute such a view in light of their experience and some of the views heard.

4.3.3 The officer responsible reiterated that they had worked to the same criteria when judging all sites and had applied them consistently throughout.



- 4.3.4 The Committee was provided with evidence of the discussion between members of the Task and Finish Group and Council officers over members' decision to reject two options, an issue which was linked to the discussion over whether site visits should be undertaken to five sites and evidence was given that suggested that the Task and Finish Group had recommended additional sites but that these did not proceed.
- 4.3.5 According to what was reported to the Committee, the advice of the relevant Director at the time was that the criteria for including the five sites were sound but that the reasons for rejecting two of the options were not sound. Consequently, all five sites were proceeded with, reiterating the need for clarity about how much authority a Task and Finish Group had.
- 4.3.6 The Committee also heard that the members of the Task and Finish Group appointed after the May 2012 election were not informed that the previous Group had wanted to reject two of the five sites. The Committee also could not understand why the Task & Finish Group did not produce a specific report on its work and conclusions of its review of land and setting out options, in accordance with their Terms of Reference as agreed by Cabinet in August 2010. Some committee members had reservations about whether the Task & Finish Group was 'member-led'.
- 4.3.7 It is not clear whether the Task and Finish Group had the authority to reject, restore or add sites for consideration nor was it clear who should be the arbiter of what constituted a sound decision. This reinforces the message that the terms of reference of any member or indeed officer-led group need to be clear, conveyed without ambiguity, and understood by all parties from the outset.

#### **4.4 Consultation with Gypsy Traveller Community**

- 4.4.1 As was noted previously, there was a commitment to ensure that the Gypsy Traveller community would be consulted. This was an essential requirement of the Welsh Government's guidance and was enshrined

in the authority's own policy. The City and County of Swansea has an established Gypsy Traveller Liaison Forum which is responsible for discussing council-related issues with representatives of the Gypsy Traveller community. In addition, ad-hoc officer-led discussion also takes place as and when required to ensure that the authority responds appropriately to specific issues (education needs, public health, etc).

4.4.2 Documents headed 'City and County of Swansea Gypsy Traveller Meeting' indicated that a meeting was held with representatives of three main Gypsy Traveller families on the morning of Friday 7<sup>th</sup> September. Councillor Nick Bradley (chair of the Task & Finish Group) and Councillor Jennifer Raynor (a member of the Task & Finish Group) were present at this meeting along with a number of officers. At this meeting there was discussion with the families on the five sites which had been presented to the Task and Finish Group the previous April and their views. During those discussions it became clear:

- That certain sites were preferred to others
- That the nature of the use of one of the sites (at Gorseinon) meant it was not acceptable to the Gypsy Traveller community
- That certain families were prepared to share a site with other families but not with other families or occupants of a Transient Site
- That the needs assessment may have underestimated the total demand for Gypsy Traveller accommodation.

The status of this meeting is unclear to the Committee (it was not a meeting of the Task & Finish Group), nor was it clear to what extent feedback from this 'consultation' was shared with / discussed by the Task & Finish Group or considered in the assessment process at that time.

4.4.3 While the authority stated that it endeavoured to gather the views of the Gypsy Traveller community as a whole, using surveys and convening meetings with families, it was only able to obtain the views of those who took part in the process, essentially three main families, all of whom occupied pitches within the boundaries of the Llansamlet ward, either at the official site or at the 'tolerated' site. The views of Gypsy Travellers occupying sites elsewhere in Swansea do not appear to

have been obtained. It might also be worth noting that the views of Travelling Showmen on potential new sites were not gathered.

- 4.4.4 There are limits to which it is reasonable for any organisation to take a stakeholder consultation (and officers sought to make the process as inclusive and extensive as possible). Therefore it is clear that it is extremely difficult to ensure that the views of all members of the Gypsy Traveller and other Traveller groups are heard.
- 4.4.5 Although the Committee heard that views would only be weighed up at the point of decision by Cabinet, having reviewed the process the Committee felt that the appropriateness of sites for Gypsy Traveller families should have been considered more significantly, particularly given the time and resources the whole process has taken. In particular it was seen as unfortunate that two of the five sites eventually were regarded as inappropriate and unacceptable by the Gypsy Traveller families. With hindsight such a difficulty could have been anticipated at the start of the process had the views of the consultees been obtained. The effective reduction of a shortlist of five to one of three at the end of the process was felt by the committee to have impacted on public confidence in the process.
- 4.4.6 The Committee suggests that Gypsy Traveller families should be involved at the earliest stage rather than at the end of shortlisting. In addition, the status of any meeting with the Gypsy Traveller community must be clear within the overall process. The Committee heard that the authority would not necessarily be considered to have fulfilled its obligations in respect of additional provision if it chose a site which the Gypsy Traveller community found unacceptable. Therefore this is a fundamental issue. Some members felt strongly about the need for clarity about the weighting that should be given to their views, given the legal advice.
- 4.4.7 The Committee also heard evidence about the wider public consultation process and noted criticism of the purpose of consulting on a general basis when a shortlist of 5 sites was known. Although the Committee acknowledged the public consultation process elicited over 3000 comments there was also concern about the way these were

responded to e.g. points dismissed or not answered at all. The Committee was also disappointed that those submitting a response did not receive an acknowledgement.

## **5. The Importance of Community Cohesion**

- 5.1 As was noted, both members and officers of the City and County of Swansea have emphasised the importance of positive community relationships with the Gypsy Traveller families. This was referred to in the evidence gathering sessions and also when full Council considered the matter in October 2013. It is important that the authority does everything in its power to maintain positive relationships and ensure community cohesion as it moves forward. The Committee felt that more work needed to be done to ensure community awareness and understanding to counter any discrimination.

## **6. Independent Scrutiny and Assurance**

- 6.1 The Committee heard that in order to provide assurance with regard to the process an internal independent management review, and an external professional review was undertaken, prior to the consultation exercise. These reviews examined the criteria set, their links to regulations / policy, and the application of the criteria at each stage.
- 6.2 These reviews concluded that the process followed had been robust and completed in accordance with the criteria agreed by Cabinet. It was stated that 'professional judgement' had been used in narrowing the list to five options, although the exact meaning of this statement was not elaborated.
- 6.3 The Committee also noted that in order to ensure transparency and offer further assurance all of the information available was considered by a Senior Officer Panel in September 2013 who examined the pros and cons for each of the shortlisted sites in depth. The Panel was made up of officers across all major service areas including officers with no prior involvement in the issue.

- 6.4 The committee also heard that during the course of the process Counsel's advice was taken on a number of occasions, most notably prior to the Council meeting in October 2013. It was reported to the committee that this advice confirmed that the Council had acted rationally and lawfully throughout, and that the process was not flawed.
- 6.5 Some committee members questioned the assurance and advice sought and received given the various concerns which have emerged during evidence gathering.

## **7. Was this a Robust Process?**

- 7.1 It is clear that set technical criteria were used against which the merits of individual sites were considered. These related primarily to physical attributes (proximity to other settlements, infrastructure, potential land use etc). However, the authority is committed to ensuring that the view of the Gypsy Traveller community is heard and recognised when making provision. This is both as a matter of principle (recognising the need to be inclusive) and a matter of practice (the authority cannot be put in a position where it provides accommodation that is not going to be used). Put simply, a site that had clear benefits from a physical standpoint might well be rejected because it was not acceptable to the Gypsy Traveller community.
- 7.2 There was, however, no evident formula or weighting that had been applied to balance the physical considerations with those of the views of the Gypsy Traveller community. The Chief Executive, in his evidence, insisted that a final analysis of where to locate additional accommodation was not an exact science, and his views were echoed by other officers, at senior strategic and operational level. This was challenged, notably in Professor Tony Beddow's evidence.
- 7.3 The Committee is not in a position to make a judgement about whether a formula or algorithm could be used and does not propose to take further expert opinion on their use in the formulation of public policy, but notes that they were not used in the consultation used as part of this process.

- 7.4 A similar issue regarding the inexactitudes of the process was heard in relation to the Accommodation Needs Assessment where again a certain amount of judgement was exercised and senior officers reiterated that this again was not an exact science.
- 7.5 Consequently, the exercise became a matter which can be described in terms of taking a balance of the evidence, attempting to marry place (the physical aspect) with people (future demand and the views of the Gypsy Traveller community about where provision should be located). This balance was an aspect of the process that could not be measured objectively. Officers, particularly those at the operational level, sought to make the process as robust and unbiased as possible in the interests of fairness, but this was undermined by the fact that a great deal of judgment had to be exercised in relation to the 'people' aspect.
- 7.6 Until there is a clear understanding of the balance of the issue of 'place' with that of 'people' it is unlikely that the process can be said to be completely scientific and robust. Furthermore, there are serious questions about whether it is realistic for any process to be able to meet both requirements. Ultimately the resolution of this whole matter comes down to a judgement by Cabinet, balancing all the information and potentially conflicting views, and decision, and adherence to the established planning process. Of course the site search process that we reviewed never reached this point.
- 7.7 The Committee acknowledges that the authority has found this a difficult, and emotive, issue to deal with and the process has drawn criticism from councillors and members of the public. The issue has caused a lot of tension and ill-feeling and has likely damaged the reputation of the authority. The Committee found that the authority followed through on the process agreed in 2010 but opinions about whether that process was the best process have been expressed. An illegal but tolerated site still exists in Llansamlet and that will continue to be the case until there is a plan to deal with this whole issue.

## **8. Summary of Learning Points / Recommendations**

The Committee hopes that those determining future work consider the learning points which follow, to help bring about a positive resolution to this long standing issue.

It is recommended to Cabinet that:

- 8.1 The process must be clear about the implications of previous policies / decisions and relevant policy framework.
- 8.2 There must be clarity about leadership, and the respective roles and responsibilities of those involved in any future search process and relationship, whether member or officer led. This is vital for future accountability, and it is very important that there is transparency about who does what and clear terms of reference so that the purpose of any work is understood.
- 8.3 There must be clarity about the establishment and status of future Member Task & Finish Groups, and their appropriateness to assist executive decision-making. The terms of reference of any member (or indeed officer-led group) need to be clear, conveyed without ambiguity, and understood by all parties from the outset. It should be clear from the outset whether such method of working is confidential or otherwise, and implications for participating councillors in relation to interests and conduct.
- 8.4 Gypsy Traveller families should be involved, and views considered more significantly, at the earliest stage rather than at the end of shortlisting. In addition, the status of any meeting with the Gypsy Traveller community must be clear within the overall process.
- 8.5 It is important that the authority does everything in its power to maintain positive relationships and ensure community cohesion as it moves forward. More work needed to be done to ensure awareness and understanding to counter any discrimination.

## **Acknowledgements**

The Committee is very grateful to everyone who contributed to the review, and would like to thank:

- Jack Straw (Chief Executive)
- Phil Roberts (Director – Place)
- Reena Owen (Corporate Director)
- Patrick Arran (Head of Legal, Democratic Services & Procurement)
- Phil Holmes (Head of Economic Regeneration & Planning)
- Lee Morgan (Head of Housing)
- Emyr Jones (Planning Services)
- Simon Malough (Traveller Liaison Officer)
- Peter Williams (Strategic Planning & Enabling Manager)
- David Evans (Housing Business Manager)
- Dave Turner (Estates)
- Cllr Uta Clay
- Cllr Penny Matthews
- Cllr Jennifer Raynor
- Cllr Chris Holley
- Cllr June Burtonshaw
- Cllr David Phillips
- Tony Beddow
- Keith Jones
- Hilary Jenkins
- Tom Jenkins
- Phillip Robins
- Lawrence Bailey



## **About the Committee**

The following members of the Scrutiny Programme Committee participated in this review:

CLlr Robert Smith (chair)  
CLlr Bob Clay  
CLlr Anthony Colburn  
CLlr David Cole  
CLlr Ann Cook  
CLlr Jan Curtice  
CLlr Nick Davies  
CLlr Wendy Fitzgerald  
CLlr Terry Hennegan  
CLlr Paul Meara  
CLlr Gloria Tanner  
Sarah Joiner (cooptee)  
Dave Anderson-Thomas (cooptee)

The review was supported by Brij Madahar from the Council's Scrutiny Unit.

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## Scrutiny Review of the Gypsy Traveller Site Search Process – Cabinet Action Plan

(NB Only include the recommendations agreed, in the action plan)

	<b>Recommendation</b>	<b>Action already being undertaken</b>	<b>New Action Proposed</b>	<b>Timescale</b>	<b>Responsible Officer</b>
1.	The process must be clear about the implications of previous policies/decisions and relevant policy framework.	All decisions by Cabinet should give due regard to existing policies, decisions and applicable policy frameworks.	N/A	N/A	N/A
2.	There must be clarity about leadership, and the respective roles and responsibilities of those involved in any future search process and relationship, whether member or officer led. This is vital for future accountability, and it is very important that there is transparency about who does what and clear terms of reference so that the purpose of any work is understood.	Currently there would be no immediate actions arising out of this recommendation as Cabinet had previously taken the decision on the 19th November 2015 to provide appropriate Gypsy Traveller provision through the current LDP process.	N/A	N/A	N/A
3.	There must be clarity about the establishment and status of future Member Task & Finish Groups, and their appropriateness to assist executive decision-making. The terms of reference of any member (or indeed officer-led group) need to be clear, conveyed without ambiguity, and understood by all parties from the outset. It should be clear from the outset whether such method of working is confidential or otherwise, and implications for participating councillors in relation to interests and conduct.	No specific actions	N/A	N/A	N/A
4.	Gypsy Traveller families should be involved, and views considered more significantly, at the earliest stage rather than at the end of shortlisting. In addition, the status of any meeting with the Gypsy Traveller community must be clear within the overall process.	Consultation has taken place with Gypsy Traveller families as a requirement of the housing needs assessment process.	The views of Gypsy Traveller families to be sought at the earliest stage, as part of the delivery of the Council's LDP and any future subsequent site search.	Dependant on LDP process but anticipated during 2016	Director of Place

5.	It is important that the authority does everything in its power to maintain positive relationships and ensure community cohesion as it moves forward. More work needed to be done to ensure awareness and understanding to counter any discrimination.	The Council already has clear policies in relation to Community cohesion and building sustainable communities in line with its corporate priority and further actions will emerge out of the LDP process.	N/A	N/A	N/A
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# Agenda Item 8.

## Report of the Cabinet Member for Finance & Strategy

Cabinet - 21 July 2016

### CAPITAL OUTTURN AND FINANCING 2015/16

<b>Purpose:</b>	This report details capital outturn and financing for the year ended 31 March 2016.
<b>Policy Framework:</b>	Capital Budget 2015/16.
<b>Reason for Decision:</b>	This report is presented to Cabinet in accordance with Financial Procedure Rules
<b>Consultation:</b>	Cabinet Members, Executive Board, Legal and Access to Services
<b>Recommendation:</b>	It is recommended that Cabinet note the overall outturn position and that the net under spending of the approved budget of £30.555m be carried forward to 2016/17.
<b>Report Author:</b>	Ben Smith
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer</b>	Sherill Hopkins

#### 1. Background

- 1.1 The original capital budget approved by Council in February 2015 for 2015/16 totalled £93.195m. During 2015/16 this figure was increased by £26.456m to make a revised budget of £119.651m.

The net increase was the result of:

- a) The addition of grant funded schemes after Council approved the original programme,
- b) Delayed spending from 2014/15.

## 2. **Outturn 2015/2016**

- 2.1 Capital outturn in 2015/16 on the approved budget was £89.096m, an in-year under spend (slippage) of £30.555m which is detailed in Appendix A. Apart from a small number of exceptions, the under spends in the capital budget represent delayed spending on approved schemes, which are anticipated to be spent in future years. As such, the unspent budget will need to be carried forward to 2016/17. The main underspends are set out in Appendix C.
- 2.2 Appendix A shows the breakdown of Capital Expenditure and variances in respect of individual Directorates and highlights the sum of £41.417m spent on Housing Revenue Account properties during the year.
- 2.3 Notwithstanding the under spending mentioned above, the capital outturn represents a significant expenditure on a number of major projects. Appendix B lists projects with expenditure in excess of £0.5m.
- 2.4 In addition to the normal Capital programme, during the year 2015/16 the Authority paid a settlement of £73.58m to Welsh Government for the Housing Revenue Account Subsidy System buyout, in line with all other Welsh local authorities who still directly have their own housing stock, and therefore maintain a Housing Revenue Account. This capital spending was funded by access to special rate borrowing facilities from the Public Works Loan Board for this express purpose.

## 3. **Financial Implications**

- 3.1 2015/2016 expenditure will be financed as follows:-

<b>Financing Requirement</b>	£'000
Unfinanced sundry creditors 2014/15	3,114
<b>2015/16 Spend per ledger</b>	<b>89,096</b>
Sundry creditors to be financed in 2016/17	-4,042
<b>Spend to be funded in 2015/16</b>	<b>88,168</b>

<b>Financing 2015/16</b>	£'000
Supported Borrowing	6,356
Unsupported Borrowing 2015-16	2,813
Grants and Contributions	39,761
Revenue contributions	26,787
Capital receipts	12,451
<b>Total financing 2015/16</b>	<b>88,168</b>

## 4. **Legal Implications**

- 4.1 There are no legal implications contained within this report

## **5. Equality and Engagement Implications**

5.1 There are no equalities implications arising from this report. A full analysis of equalities implications is carried out as part of the annual budget process and any expenditure detailed in this report is on approved schemes.

**Background Papers:** None.

**Appendix:** Appendix A - 2015/16 Capital Programme Outturn Summary  
Appendix B - Capital Projects with spending in excess of £0.5m  
Appendix C - Capital Projects Underspent in excess of £0.25m

## 2015/16 Capital Programme Outturn Summary

## Appendix A

Directorate Comparison	Original Budget 2015/16 £'000	Revised Budget 2015/16 £'000	Outturn 2015/16 £'000	Net Over / (Under) spending £'000
Resources	2,388	2,321	209	(2,112)
People	15,453	12,951	10,351	(2,600)
Place	75,354	104,379	78,536	(25,843)
<b>Total</b>	<b>93,195</b>	<b>119,651</b>	<b>89,096</b>	<b>(30,555)</b>

Budget Book Comparison	Original Budget 2015/16 £'000	Revised Budget 2015/16 £'000	Outturn 2015/16 £'000	Net Over / (Under) spending £'000
21st Century Schools	15,173	11,014	9,509	(1,505)
General Fund Services	28,729	60,989	38,170	(22,819)
Housing Revenue Account	49,293	47,648	41,417	(6,231)
<b>Total</b>	<b>93,195</b>	<b>119,651</b>	<b>89,096</b>	<b>(30,555)</b>

**Capital Projects with spending in excess of £0.5m**

**Appendix B**

<b>Project</b>	<b>£'000</b>
Morfa Road	1,777
Fabian Way / National Cycle Route schemes	989
Carriageway resurfacing and footways	3,119
Street Lighting	998
Waterfront schemes	1,371
Waterfront Building Enhancement Grants	1,877
Vibrant & Viable Places schemes (including Oceana, land assembly, High Street Regeneration, grant schemes, Westway gyratory)	5,570
Refurbishment of Swansea Market Roof	1,552
Felindre infrastructure	807
Glynn Vivian Art Gallery improvement works	3,828
Gowerton Primary new build	3,833
Burlais Primary new school build	1,265
Lonlas Primary new school build	2,672
Pentre Graig remodelling	1,117
Schools building capital maintenance	2,994
Housing Disabled Facilities Grants	3,933
Sandfields Renewal Area	2,323
Housing other grants and loans	1,004
Buildings capital maintenance (non-schools)	1,598
HRA Improvements to British Iron & Steel Houses	1,055
HRA Window & Door renewals	1,850
HRA Wind & Weatherproofing (including Hi-rise flats)	22,690
HRA Kitchens & Bathrooms	7,078
HRA Security Measures	868
HRA Energy Efficiency (including Boiler Replacements)	2,584
HRA Tenant Adaptations Programme	3,026
<b>Total of schemes in excess of £0.5m</b>	<b>81,778</b>



## Capital Projects Underspent in excess of £0.25m

Project	£'000	Comments
<b>Education</b>		
Burlais Primary New Build	515	School complete, underspend relates in part to retentions and any savings in overall scheme costs would remain within the uncommitted C21st Schools Band A funding envelope for other schemes
Gorseinon Prim New	1,139	Scheme delayed due to Village Green Application, in large measure offset by bringing forward spending against the YGG Lon Las scheme with WG support
Morrison Comp Refurbishment	225	Balance relates to retentions
<b>Poverty &amp; Prevention</b>		
Mayhill Family/Medical Centre	593	Contractor went into liquidation and scheme delayed
<b>HRA</b>		
Wind & Weatherproofing - Jeffreys Ct Penlan	1,476	Delay in starting scheme
Pitched Roof Blaenymaes	291	Delay in start of work budget slipped to 2016/17
Elec Rewire Communal Blocks	260	Additional budget allocated as part of revised budget in December 2015 but not all additional funds required.
Kitchen & Bathrooms	3,134	Budget slipped into 2016/17
Kitchen & Bathroom Electrical Rewiring	441	Expenditure charged to HRA Kitchen and Bathrooms
<b>Housing (GF)</b>		
Disability Facility Grants	1,513	Remaining budget committed for expenditure in 2016/17
Sandfields Renewal Area	1,284	Budget to be reduced by £600k for ECO grant, together with delay in commencing
Emergency Repair Fund	255	Budget to be transferred to Property Appreciation Loans (with carry forward exercise)
Property Appreciation Loans	408	Underspend will be committed this financial year. Large pipeline confirmed
Houses into Homes Loans	629	Budget will be committed in 2016/17.
National Home Imp Scheme (new scheme)	885	Budget included in 2015-16, work has been undertaken with the loans due to be paid out in 2016/17
Houses into Homes Loans (New scheme)	885	Budget included in 2015-16, work has been undertaken with the loans due to be paid out in 2016/17
<b>C&amp;T</b>		
Glynn Vivian Art Gallery Refurbishment Works	269	Main build complete, budget remaining is to cover retentions and fit out

Glynn Vivian Art Gallery HLF Equipment	478	GVAG construction achieved practical completion Feb 2016 the fit out costs will be spent in 2016-17 with the Gallery due to open in Autumn 2016
<b>REGENERATION</b>		
Waterfront BEP Grants	2,156	The balance of spend relates to CCS funded schemes - Market Roof £2.15m. Waterfront scheme complete June 2015, scheme requires completion FPR7 to reflect reprofiling
Waterfront - Boulevard LC to Strand Design	1,617	Waterfront scheme complete June 2015, scheme requires completion FPR7 to reflect reprofiling
Waterfront - Gloucester Place Public Realm Wrk	300	Waterfront scheme complete June 2015, scheme requires completion FPR7 to reflect reprofiling
Vibrant & Viable Places - Property Enhancement Development Grant	289	Grants not fully committed in 2015/16
Vibrant & Viable Places - Llys Dewi Sant Site	1,184	Scheme delayed as a result of further flood consequence investigations to support the planning application. Deposit paid and will be delivered in 2016/17
<b>CBPS</b>		
Guildhall Relocations	256	Ongoing budgets, not profiled across years
Guildhall Accom Strategy	299	Ongoing budgets, not profiled across years
LC2 Roof Repairs	468	Scheme not commencing until 2016/17
<b>IT</b>		
School Network Upgrade Ph 3	401	IT budgets ongoing budget for delivery in 2016/17
Telephony System Replacement	500	IT budgets ongoing budget for delivery in 2016/17
Digital Business Strategy Phase 1	760	IT budgets ongoing budget for delivery in 2016/17
<b>Finance</b>		
Finance Contingency Fund	319	Unallocated Finance contingency to be allocated in 2016/17
Other	7,326	Various schemes
<b>Total underspend 2015/16</b>	<b>30,555</b>	

## Report of the Cabinet Member for Finance & Strategy

Cabinet - 21 July 2016

### REVENUE FINANCIAL OUTTURN 2015/16

<b>Purpose:</b>	To report on the detailed Revenue financial outturn for 2015/16
<b>Policy Framework:</b>	Sustainable Swansea Budget Plan 2015/16
<b>Reason for Decision:</b>	This report is presented to Cabinet in accordance with Financial Procedure Rules.
<b>Consultation:</b>	Cabinet Members, Corporate Management Team, Legal and Access to Services.
<b>Recommendation:</b>	It is recommended that the comments and variations in this report be noted, and that the proposed reserve transfers detailed in Section 7.3 are approved
<b>Report Author:</b>	Ben Smith
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction and Context

- 1.1 This report details net expenditure for 2015/16 and highlights variances from the revised budget.
- 1.2 The Revenue Budget for 2015/16 was approved at Council on 24th February 2015. The budget as approved included the following proposals to address a budget deficit of £26.774m

<b><u>Budget Proposals 2015/16</u></b>	<b>£'000</b>	<b>£'000</b>
Planned Service Savings	-6,670	
Cabinet decision 10 <sup>th</sup> February 2015	466	
Sustainable Swansea Additional Proposals	-7,497	
Sustainable Swansea Delivery Programme	-3,000	
Schools Delegated Budget	-4,152	-20,853
Net effect of Council tax base increase and proposed charges		-5,372
Reduction in inflation provision		-1,049
Transfer to Transformation Reserve		1,700
Use of General Reserves		-1,200
<b>Overall resourcing</b>		<b>-26,774</b>

- 1.3 The specific savings proposals detailed above were incorporated into Directorate budgets at service level and have been the subject of specific monitoring via the budget savings tracker, reported to Cabinet on a quarterly basis during the year. Achievement of Sustainable Swansea savings has equally been monitored.
- 1.4 2015/16 marked the second year following the introduction, from 1<sup>st</sup> April 2014, of the Council's single status pay and grading scheme relating to all staff on NJC grades. The scheme specifically excludes Teaching staff, those on the Soulbury Scheme and Senior Officers at Head of Service/Director level.
- 1.5 Staff who were adversely affected by the introduction of the scheme have been subject to a period of pay protection ranging from 12 to 24 months depending on the scale of pay reduction implicit in their allocated grade. That pay protection has therefore now been substantively exhausted at the end of the year.
- 1.6 The introduction of the scheme has been accompanied by an extensive appeals process for those staff adversely affected by pay and grading allocations made during the original allocation process. Despite significant inroads made to the numbers of appeals, the appeals process does remain ongoing.
- 1.7 The Council has made substantial continued progress during 2015/16 in settling a significant number of equal pay claims which date back over a significant period of time.
- 1.8 The extent to which appeals are successful in terms of job allocation will inevitably affect financial performance on an annual basis and impact on future budget planning.

- 1.9 The modelled costs of single status as at the implementation date have been incorporated in 2016/17 revenue budgets going forward. However, costs in respect of successful appeals – currently running at approximately 60% - have not, and any costs arising from appeals will have to be met from within existing Directorate Budgets.
- 1.10 The report that follows details the Revenue outturn position for 2015/16, makes commentary on comparison with in year budget monitoring and, where appropriate, details action already taken in setting the 2016/17 Revenue Budget based on anticipated outcome at quarter 3 of the year. It remains critical that the progress on savings adopted under *Sustainable Swansea* is subject to constant review and update during each financial year and that future budgets are constantly informed by outcomes from the monitoring process.

## 2. Detailed Outturn Position

- 2.1 Overall expenditure for 2015/16 was £2,291,000 less than the approved budget as follows:

	<b>£000's</b>
Net Expenditure on Services per appendix 'A' (including 2015/16 ER/VR costs)	-1,111
Capital charges	-821
One off corporate costs	-126
Other net underspends including Council Tax collection	-233
<b>Overall net underspend</b>	<b>-2,291</b>

- 2.2 Details of Service net expenditure variations is given in Section 2.4 and onwards below. The service net expenditure variations include details of non-employee service variations relating to specific activities, together with an assessment of the impact of single status implementation where appropriate
- 2.3 The outturn position is based on the assumption that the budgeted contribution of £1.2m from general reserves for 2015/16 **will not actually be made**. Recommendations in terms of Reserve Movements and Review are made in Section 7 of this report.
- 2.4 Members will see from the table at 2.1 above that the net underspend at year end is largely the result of underspends arising on **Services and Capital Charges**. Details of the Service underspends are set out in section 2.6 . The underspend in capital finance charges reflects the ongoing low interest environment where it is disadvantageous to the Authority to materially externalise its borrowing requirement when it can utilise internal capital cheaper (by forgoing interest on cash balances) .

The capital programme slippage has also contributed to the capital charge underspend. There is a strategy to monitor interest rates and

average in the borrowing requirement over a period of time but inevitably as the need to fund the capital financing requirement increases so will the capital charges in line with budget. In line with Treasury Management strategy, £20m of the Council's borrowing requirement was externalised during March 2016, taking advantage of preferential rates for project borrowing and, as stated above, an exceptionally low interest scenario. Further borrowing will be externalised where rates, which are monitored on a constant basis, are favourable.

2.5 However, the Directorate outturn position itself is made up of a mix of over and under spends and it is clear that elements of the overspends in particular will continue into 2016/17 and, consequently, management action and, in some case, Member decisions, will be required to address the underlying issues.

2.6 The following set out the major service specific variances in 2015-16.

### Corporate Services Directorate

	£
Overprovision for CTRS	-906,000
Increased cost of Rent Allowances	100,000
Audit fees	-100,000
Net Employee variance	-1,010,000
Other net variances	194,000
	-1,722,000

### Director Comments:-

1. The outturn position is largely consistent with the escalating overall savings position highlighted in the budget monitoring reports for Quarters 1-3 2015/16 and represent some early achievement of known savings requirements for 2016/17.
2. The underspend has increased throughout the year because of the over provision for Council Tax Reduction Scheme which, although within the Directorate's budget, is a corporate provision. A significant element of this underspend was forecast during the year and, in setting budget levels for 2016/17 a large element of ongoing saving in this area has been anticipated.
3. The underspend on audit fees is an in year "windfall" due to a revised assessment of costs from our external auditor based on an increase in the quality of information provided to support performance and financial data.

Ongoing discussions are being held with the Council's new external auditors (Wales Audit Office) with a view to establishing whether these savings will re-occur in 2016/17.

## People Directorate – Poverty & Prevention

	£
CCTV Service	-104,000
Head of Poverty & Prevention	-101,000
Child Poverty Projects	-100,000
Youth Clubs	-68,000
Youth General	-63,000
Evolve Level 3	-60,000
Healthy Directions	-49,000
Childcare Act Duties	-39,000
Other net variances	-4,000
	<hr/>
	-588,000

### Directors Comments:-

#### Poverty and Prevention

The Poverty and Prevention Service identified a potential overspend at the first quarter due to the Residential and Outdoor Centres, this was addressed in year as managers took swift action to contain this and as a result, a far more positive final figure was achieved due to increased income and vacancy savings across the Service.

The Service relies on 75% Welsh Government Grant funding, managers were able to maximise spending of grants thus creating a greater saving to core budgets.

The CCTV and Community Safety Service had a planned underspend and identified early in the year additional savings in 2017/18 within the MTFP. These areas are now undergoing a commissioning review.

A small amount of budget has been identified as a carry forward for the agreed pilot of the Food Enterprise Project.

There has been no call on the Chief Executives Child Poverty Projects budget in year with additional funds from sponsorship of the High 5 Awards. Overall greater savings has been achieved which have brought the budget to a positive position.

## People Directorate – Social Services

	£
<b>Child &amp; Family</b>	
Looked after children	-1,919,000
Legal costs in relation to children	-189,000
Delays in recruitment	-354,000
Therapeutic Savings	-240,000
Wellbeing Services	-355,000
Youth Offending Services	-128,000

Other CFS	-234,000
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**Adult Services**

Savings not achieved	2,385,000
LD & MH Supported Care Planning	2,172,000
External Residential Care	-1,343,000
Domiciliary Care	227,000
Older Persons Residential and Day Care	194,000
Safeguarding & Wellbeing	-420,000
Disability Services and Transport	-358,000
Supporting People	-478,000
Other net variances throughout Adult Services	-88,000
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	-1,128,000

**Directors Comments:-**

**Social Services**

The overall Social Services financial position is characterised by Child and Family Services underspends and unachieved savings targets within Adult Services.

The Child and Family Services position reflects the continued success of the Safe LAC reduction scheme which supports families through solutions that require less local authority support and intervention. 2015/16 also saw the introduction of regional adoption arrangements which have resulted in increased efficiency.

Whilst the Child and Family Services underspend grew throughout 2015/16, it is important to note that even one family with significant support needs can have a substantial adverse effect on financial performance.

Within Adult Services, it became apparent early in the financial year that the majority of substantial savings targets were not achievable. To remedy this; significant efforts were made to control expenditure within the service which resulted in the final overspend being more than £1m less than the first quarter prediction.

Demand remains high in a number of pressure areas, primarily Learning Disability and Mental Health placements and this is reflected in the outturn. A programme of right sizing is underway although this is a substantial piece of work that will take some time to complete.

Many of the unachieved savings relate to Domiciliary Care, which remains an area of pressure whilst improved income and reduced expenditure within External Residential Care partially offset this.



## People Directorate – Education

	£
Employment Training	811,000
Out of County/Recoupment/Pupils educated at home	1,150,000
Unachievable savings targets	502,000
Home to School Transport costs	182,000
Targeted support and challenge to schools	175,000
Other SEN pressures	109,000
Reviews/ Savings brought forward	-525,000
Earlier delivery of senior management review/action to recover / reduce staffing costs	-300,000
One off managed savings	-173,000
Other net variances	+16,000
	<hr/> 1,947,000

### Directors Comments:-

#### Education

Significant service and financial pressures have been consistently identified and reporting during the year, amounting to £3 million.

There has been continuing work, prior to the transfer of Employment Training, to maximise contract income and as far as possible contain spending. However, there remained unavoidable one off costs.

Mitigation of costs in relation to Independent Special School places has created further significant pressure on costs of placements with other Local Authorities and costs of pupils educated at home. Significant pressures have also been faced on SEN transport in relation to statemented pupils but these have been offset in part by savings in other areas of home to school transport.

Whilst challenging savings targets have been achieved, delays, uncertainty and legal challenge has prevented the delivery of some significant and complex proposals, specifically in the areas of home-to-school transport, behaviour review, and free breakfast provision. There have also been increasing demands on the limited funding available for targeted support and challenge of schools and wider SEN cost pressures.

Robust management action has been taken during the year to as far as possible manage and mitigate these pressures through earlier delivery of service and other reviews to recover and reduce costs.

## Place Directorate

	£
Planning Applications, Policy & Environment	252,000
Street Cleansing	181,000
Corporate Building and Property Services	-729,000
Grand Theatre	-108,000
Arts	-90,000
City of Culture	-270,000
Housing	-261,000
Pollution & Public Health	-158,000
Registrars	-63,000
Licensing	-61,000
Environmental Health Admin	-52,000
Trading Standards	-89,000
City Centre	-113,000
Improvements Team	-119,000
Car Park Enforcement	-89,000
Car Parks	-276,000
Road Safety	-75,000
School Crossing Patrols	-87,000
Concessionary Fares	-185,000
Bus Station	-82,000
Transport Group	-89,000
Highways	-179,000
Other net variances	-4,000
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	-2,746,000

### Director Comments:-

Notwithstanding the ongoing financial challenges, significant progress is being made against the current future savings targets with a number of savings being accrued earlier than planned resulting in an underspend in the 2015/16 budget. In addition a number of areas have generate increased income and proactive budget management have reduced overall spend levels across the directorate.

Some of the key variances are outlined in more detail below:

1. The overspend in planning policy, resulting from appeal costs relating to Park Tawe and LDP production costs, has been partly offset by increased income and reduced costs in the City Centre management.
2. In relation to Corporate Building and property services the overall underspend of £729k is largely as a result of the one off "windfall" rates rebates derived through a proactive invest to save initiative, ,increased rental income from the commercial estate increased fee income due to increased workload and turnover within construction. There is

also an underspend on staffing budgets due to early release of senior staff savings.

- 3 The total underspend for Housing and public protection of £705k is made up of an additional income of £473k mainly due to fee income for Urban renewals, pollution control and public health and saving on staffing of £144k and other small underspends from budget management of £88k.
4. In relation to Culture and Leisure the main variance were resulting from Increased sponsorship income, at a range of facilities including rebates from Brangwyn catering contract, underspends on staffing resulting from vacancy management and early release of staffing savings and underspend on the city of culture. Some of these savings have been offset by spending pressures elsewhere within the service.
5. The overall improved out-turn for Highways and transportation includes a number of increased income lines for fees and charges, including increased parking penalty notices through enforcement and camera car. In addition there are a range of amounts resulting from the early release of savings which will contribute to the 16/17 commissioning target, including staff budgets and process mapping savings. There is a saving of £87k against the budget for school crossing patrols due to the inability to recruit to certain locations and a downturn in concessionary fares budget due to reduced passenger numbers. Forward reductions are being considered for this budget but this will be offset by a £120k reduction in the WG payment for administering the concessionary passes, and there is no budget for replacing concessionary pass cards as they fail.

The other notable variances in Highways and transportation are improved income from departure charges at the quadrant, early release of staffing savings resulting from vacant posts and whilst the highway maintenance budget was overspent this was offset by an over-achievement of income of £152k from the construction activities.

Finally the transfer of cleansing function from Highways to Waste Management has resulted in an imbalance in that area showing an overspend of £181,000.

In moving forward the directorate will be looking align any budget variances and also amend the base budgets to reflect any recurring underspends as part of its overall budget strategy and savings programme.

### **3. Items met from the Contingency Fund**

- 3.1 The Cabinet Report on 24th February 2015 highlighted a number of risks that may need to be met from the Contingency Fund in 2015/16.
- 3.2 The £5,471m shown at Appendix 'A' represents the cost of the ER/VR exercise for 2015/16 which has been charged to the Contingency Fund

on an 'Invest to Save' basis. This sum – considerably greater than previous years – reflects the inevitable workforce reductions implicit within the budget proposals for 2015/16 and 2016/17 contained within the 'Sustainable Swansea- Fit for the Future' Budget strategy adopted by the Council. These costs are expected to increase in 2016/17 and beyond. As in prior years access to ER/VR requires a maximum payback period of three years for any employee who leaves under the scheme.

- 3.3 In addition to the above, other costs including the cost of increases in care home fees for 2015/16 (£370,000), additional costs of the Carbon Reduction Scheme (£133,000), potential costs as a result of a judicial review regarding School Transport (£172,000) and transfer of elements of Employment Training to Gower College (£150,000) over and above that budgeted have been met from the fund, but have effectively been met through an increase in service budgets and expenditure.
- 3.4 The total met from the fund for 2015/16 is therefore some £6,332,000. Compared to the original budget of £5,400,000 this results in an overspend for the year of £932,000 as shown in the outturn summary at appendix 'A'.
- 3.5 Items charged to the fund represent annual costs which, apart from ER/VR costs, will not re-occur during 2016/17.

#### 4 Schools Expenditure and Reserves Position

- 4.1 The Schools delegated budget for 2015/16 was £135,179,085.
- 4.2 This delegated budget in reality reflects in actual expenditure as shown in the education directorate line of the outturn summary given at appendix 'A', and any variation in expenditure incurred by Schools at a level greater/less than overall delegated budgets will result in a movement in ring-fenced delegated schools reserves.
- 4.3 During 2015/16 Schools expenditure overall was £205,469 more than the delegated budget, equating to an overspend of 0.15%.
- 4.4 The effect of this is to remove the overspend from Schools reserves.

The following is a summary of overall Schools Reserves since 1<sup>st</sup> April 2013:

	Balance 31/3/2013	Balance 31/3/2014	Balance 31/3/2015	Balance 31/3/2016	Overall increase over last 3 year period (%)
Primary	4,386,436	5,054,274	6,719,958	7,026,483	<b>60.1</b>
Secondary	2,070,208	2,156,573	2,799,369	2,188,589	<b>5.7</b>
Special	43,287	64,983	232,849	331,635	<b>766.1</b>
<b>Total</b>	<b>6,499,931</b>	<b>7,275,830</b>	<b>9,752,176</b>	<b>9,546,707</b>	<b>46.9</b>

4.5 Of course the above table is presented to reflect the quantum of schools reserves against each stream and the position within individual schools may vary quite considerably from the trend shown.

4.6 The above overall movement in Schools Reserves – a net reduction of £207,773 or 2.13% has to be viewed in the context of an overall reduction in Schools funding of £4.152m in 2015/16.

4.6 It has to be acknowledged however that the funding settlement for Schools in respect of 2016/17 is again a challenging one, notwithstanding the additional funding provided under the ministerial funding guarantee because of greater pressures around teachers pay and pensions, and all schools based staff increased employers NI contributions. It is expected that the outturn position for 2016/17 will evidence further calls on existing reserves.

## **5 Ongoing implications for the 2016-17 budget**

5.1 There are ongoing risks from planned savings not achieved from 2015-16 budget which cumulatively impact future years.

5.2 There are ongoing overspend risks arising from the outturn position in the following areas

- Learning Disability and Mental Health Services
- Domiciliary Care
- Older Persons Residential and Day Care
- Out of County/Recoupment/Pupils Educated at Home
- Home to Schools Transport costs
- Targeted support and challenge to schools

5.3 There are ongoing underspend opportunities arising from the outturn position in the following areas

- Additional income achieved, especially in Place based services
- Net Corporate Building and Property Services income
- Possibly in relation to External Audit fees

5.4 There are inherent risks in the current 2016-17 budget around:

- Use of Contingency Fund especially re overall funding of staff ER/VR departures
- Delivery of Review of Terms and Conditions £1m
- Agreeing Stopping Services £2m
- Delivering the Commercialism agenda £2.65m
- Partly offset by likely lower than necessary calls on inflation re the “national living wage” implementation costs on third party contractors

5.5 There are emerging and continuing risks going forward in future years arising from national developments around:

- Redistribution of block government grant for sparsity factors to more rural areas (expected cost to the Council of approximately £1m p.a. from 2017/18)
  - Continued loss of specific grants
  - Triennial revaluation of the pension fund
  - Impact of the apprenticeship levy
- 5.6 We can anticipate therefore that the authority's overall budget position will remain under significant pressure for the foreseeable future.

## **6. Use of the savings tracker and outturn position**

- 6.1 During 2015/16 the Council continued with use of a tracking mechanism in order to monitor progress against the specific savings proposals contained within service and overall budgets proposals.
- 6.2 The detailed final position as shown by the savings tracker for 2015/16 showed an overall achievement of 84% against original plan, and specific details on the outturn position are given at Appendix B
- 6.3 Given the overall outturn position it is clear that additional compensating savings have been made where specific savings have been delayed or have not been achieved. The overall outturn position is consistent with monitoring and projections during the year.

## **7 Summary of Outturn Position and Recommendations**

- 7.1 The outturn position for 2015/16 reflects an improvement on the forecast position at quarter 3 (Reported to Cabinet in February 2016) i.e. an overall underspend.
- 7.2 This is the minimum that should be expected in terms of Service Revenue Budgets and, indeed, experience from a number of English Local Authorities suggests that, where the Council is on a known long term budget reduction strategy, then a modest underspend should become the norm in the light of advance action being taken to achieve subsequent year savings. However, as stated above, this will only provide some in year flexibility to manage the risks around the timing of the delivery of savings and must not be allowed to delay decisions about savings and the implementation of these as planned.
- 7.3 The Revenue Budget as set by Council on 24<sup>th</sup> February 2015 approved the use of General Reserves totalling £1.2m to support the 2015/16 budget. Based on the net Revenue underspend position arising out of the outturn statement, which includes the balance arising from contingency fund activities, it is recommended that:-
- 7.3.1 The following transfers are made TO earmarked Revenue Reserves as follows:-
- Sums required to support Sustainable Swansea delivery transformation and facilitate the development of Council wide initiatives £1,975,000

- Commuted Sums Received £117,000
- Specific Social Services Reserves for Supporting People £141,000 and Integrated working with Health £933,000.
- Members Environmental Allowance Schemes slippage of £6,000 together with additional funding identified in year £500,000
- Funding set aside to meet costs of Local Government Elections in 2017 £120,000
- Crematorium Mercury abatement reserve £70,000
- Healthy Directions £40,000, Childrens centre £15,000 , Early Language Development £27,000 and Education ICS £124,000

**7.3.2 No actual transfer from General reserves to support the 2015/16 Revenue Outturn position.**

- 7.4 Notwithstanding these proposed transfers, it is a duty of the Section 151 Officer to consider levels of General and earmarked reserves in order to continually monitor their adequacy and projected use. This has to be done in terms of both current known and projected future liabilities.
- 7.5 To this extent the Section 151 Officer is undertaking a further formal review of all current earmarked reserves to be reported to Council in October 2016.
- 7.6 It is the opinion of the Section 151 Officer at this point that there is no scope within General reserves to fund any additional expenditure of the Council beyond that currently approved given the current risks facing the Council in terms of continuing single status issues, ongoing spending pressures and the uncertainty of future Welsh Government funding streams. The position for future years is further exacerbated by uncertainty arising from the recent decision for the UK to withdraw from the European Union and the current political uncertainty at Westminster. It is likely given the current position that there will again be a delay in this Council receiving the detailed 2017/18 revenue and capital settlement figures.
- 7.7 The position with regard to earmarked reserves will be considered in light of the formal review of all earmarked reserves in due course in October 2016.

**8. Legal Implications**

- 8.1 There are no legal implications relating to matters contained within this report.

**9. Equality and Engagement Implications**

- 9.1. There are no equalities implications arising from this report. Equalities implications are identified and addressed by departments via the

Equality Impact Assessment process at the time that budgets are approved.

**Background papers:** None.

**Appendices:** Appendix 'A' Revenue Outturn Summary 2015/16  
Appendix 'B' Summary of initial budget proposals delivered



**Revenue Outturn Summary 2015/16**

**Appendix 'A'**

<b>Directorate</b>	<b>Revised Budget £'000</b>	<b>Revenue Outturn £'000</b>	<b>Variance £'000</b>	<b>Variance %</b>
Corporate Services	45,894	44,172	-1,722	-3.8
People - Poverty and Prevention	5,391	4,803	-588	-10.9
People - Social Services	104,754	103,626	-1,128	-1.1
People - Education	156,649	158,596	1,947	1.2
Place	52,249	49,503	-2,746	-5.3
<b>Net Directorate expenditure</b>	<b>364,937</b>	<b>360,700</b>	<b>-4,237</b>	<b>-1.2</b>
Additional Savings	-2,560	-366	2,194	
Financed from Contingency Fund	4,539	5,471	932	
<b>Total Service costs</b>	<b>366,916</b>	<b>365,805</b>	<b>-1,111</b>	
Corporate provision for inflation	0	0	0	
Corporate items		-126	-126	
<i>Levies:</i>				
Swansea Bay Port Health	94	93	-1	
<i>Contributions:</i>				
Combined Fire Authority	11,773	11,773	0	
	<b>378,783</b>	<b>377,546</b>	<b>-1,237</b>	
<i>Capital financing charges</i>				
Principal repayments	14,541	14,393	-148	-1.0
Net interest charges	14,357	13,684	-673	-4.7
<b>Net Revenue Expenditure</b>	<b>407,681</b>	<b>405,623</b>	<b>-2,058</b>	<b>-0.5</b>
<b>Movement in balances</b>				
General Balances	-1,200	0	1,200	
Earmarked reserves	1,585	2,921	1,336	
<b>Total Budget Requirement</b>	<b>408,066</b>	<b>408,544</b>	<b>478</b>	
Discretionary NNDR relief	375	391	16	4.3
<b>Total CCS requirement</b>	<b>408,441</b>	<b>408,935</b>	<b>494</b>	
Community Council precepts	910	910	0	
<b>Total spending requirement</b>	<b>409,351</b>	<b>409,845</b>	<b>494</b>	0.1
Revenue Support Grant	237,542	237,542	0	
NNDR	70,092	70,092	0	
Council Tax	101,717	102,211	494	0.5
<b>Total financing</b>	<b>409,351</b>	<b>409,845</b>	<b>494</b>	0.1

**Summary of savings delivered**

**Appendix 'B'**

See attached

### Overall Target

The overall target was set at £26.774m by Council on 24/02/15 and remained needed to balance the budget on its own.. Cabinet received update (Feb 16) flagging a still substantial, but lower, variation from target of around £6.9m in originally planned savings at end 3rd quarter. There will be significant shortfalls in some delivery strands which have been fully addressed in year mostly by one off actions, which will be clear at

### Firm/To date

A strict interpretation of "firm" has been used and now matches forecast as we are past the year end. This assessment was done during May and approx. £10.6m of service and staffing savings are considered firm. **NON DELIVERY OFFSET BY COMPENSATING SAVINGS ELSEWHERE**

### Forecast

The overall weighted forecast is 84%, so significantly short of where we should be. There has been no material improvement since March so the position remains RED (short by more than 5%) This outcome is heavily influenced by the significant gaps in delivery strands and to a lesser extent in some service savings, offset by over performance and compensating savings elsewhere. **SOME LARGE GAPS**

### Service Savings

There are significant and continuing gaps in Social Services and Education savings and these have already been escalated up to and reported to Cabinet. These are significant enough to indicate that the overall budget will remain overspent, in Education. Social Services shortfalls have been made good by compensating savings elsewhere. **SUBSTANTIALLY BELOW TARGET IN SOCIAL SERVICES AND EDUCATION**

### Staffing

Progress has been made firming up on all staff savings and the position has been confirmed. Place shortfall predominantly Leisure and Culture related and this should be addressed as part of the much wider Commissioning Review in 2016-17. **PREDOMINANTLY ON TARGET**

### Delivery Strands

Insufficient progress has been made on agreeing additional tangible cash releasing savings in two of the delivery strands. There is about £1.3m of additional one off savings across Assets and Third Party spend. Shortfall of at least £1.5m expected. The other two, Schools and the Transformation fund (negative so actually additional spend) are considered fully firm. **SIGNIFICANT NON DELIVERY** We have changed the budget methodology for 2016-17 for these strands and allocated, albeit on a place holding basis targets for each directorate, to try and increase visibility of the savings

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## Other Savings

The nature of these savings is that they are mostly fully assured right at the start of the year. The exception is Council Tax which ultimately depends upon collection performance. As expected and previously forecast we achieved all savings. We have declared a Council Tax surplus for the year of £0.494m (versus forecast £0.5m) ,  
**TARGET EXCEEDED**

## Risks and Issues to Address This Time

Overall rate of progress is progressed slightly but the overall position has been broadly consistent since December and is entirely consistent with the budget monitoring reports to Cabinet.

Cabinet has been advised of the overall third quarter budget monitoring position, and as expected there prove to be additional savings elsewhere to offset the shortfalls in delivery reported here.

Spending restrictions remained in place all year and continue to be so into the start of the new financial year.

## Comments and feedback from PFMs

### People PFM

The broad value of shortfalls are agreed and the Directorate accepts and understands as a first call it has to seek to develop compensating savings. Some work has now been progressed on developing an action plan to address some of those gaps by compensating savings elsewhere, especially in Social Services, but an overall gap will persist and this is why those areas remain marked RED.

Progress with budget savings 2015-16

at 31 March 2016 interim

	£'000
Target	26,774

	£'000
To date	22,458

	£'000
Forecast	22,458

	To date	Forecast
Delivery	84%	84%



2015-16 budget saving tracker

at 31 March 2016 interim

Service Savings	Target £'000	Firm £'000	Forecast £'000	Target Met	Assessment
Corporate Services	1,828	1,832	1,832	100%	GREEN
Education	1,364	814	814	60%	RED
Social Services	4,524	2,139	2,139	47%	RED
Poverty and Prevention	237	262	262	111%	GREEN
Place	3,915	3,755	3,755	96%	AMBER
<b>11,868</b>	<b>8,802</b>	<b>8,802</b>	<b>74%</b>		RED

Staffing	Target £'000	Firm £'000	Forecast £'000	Target Met	Assessment
Corporate Services	564	564	564	100%	GREEN
Education	200	201	201	101%	GREEN
Social Services	355	347	347	98%	AMBER
Poverty and Prevention	48	48	48	100%	GREEN
Place	666	593	593	89%	RED
<b>1,833</b>	<b>1,753</b>	<b>1,753</b>	<b>96%</b>		AMBER

Delivery Strands	Target £'000	Firm £'000	Forecast £'000	Target Met	Assessment
Assets	1,250	806	806	64%	RED
Third Party spend	1,750	530	530	30%	RED
Schools	4,152	4,152	4,152	100%	GREEN
Transformation Fund	-1,700	-1,700	-1,700	100%	GREEN
<b>5,452</b>	<b>3,788</b>	<b>3,788</b>	<b>69%</b>		RED

Other savings	Target £'000	Firm £'000	Forecast £'000	Target Met	Assessment
Council Tax (net)	5,372	5,866	5,866	109%	GREEN
Net levy savings	0	0	0	100%	GREEN
Reduced inflation provision	1,049	1,049	1,049	100%	GREEN
Reduced contingency fund	0	0	0	100%	GREEN
Use of General Reserves	1,200	1,200	1,200	100%	GREEN
<b>7,621</b>	<b>8,115</b>	<b>8,115</b>	<b>106%</b>		GREEN

<b>GRAND TOTAL</b>	<b>26,774</b>	<b>22,458</b>	<b>22,458</b>	<b>84%</b>	RED
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Classification		Jun	Sept	Dec	Mar
RED	Forecast below target by	30%+	20%+	15%+	5%+
AMBER	Forecast below target by	15-30%	10-20%	5-15%	0-5%
GREEN	Forecast below target by	15%	10%	5%	0%

## Report of the Cabinet Member for Finance & Strategy

Cabinet - 21 July 2016

### REVENUE OUTTURN 2015/16 – HOUSING REVENUE ACCOUNT [HRA]

<b>Purpose:</b>	This report details the City and County of Swansea's HRA outturn compared with the approved revenue budget for 2015/16.
<b>Policy Framework:</b>	Budget plan 2015/16
<b>Reason for Decision:</b>	This report is presented to Cabinet in accordance with Financial Procedure Rules.
<b>Consultation:</b>	Cabinet Members, Executive Board, Legal and Access to Services.
<b>Recommendations:</b>	It is recommended that the variations detailed in the report are noted;
<b>Report Author:</b>	Sarah Willis
<b>Finance Officer:</b>	Sarah Willis
<b>Legal Officer</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Summary of HRA outturn for 2015/16.

- 1.1 The HRA showed a deficit of £1.902m compared with the original budgeted deficit as outlined in the report to members on 24<sup>th</sup> February 2015 of £4.190m. The summarised HRA is set out in Table A in the Appendix.
- 1.2 The main reason for this underspend and movement against original deficit of some £2.288m is set out below :-

Item	£m
Capital Charges	1.192
Reduction in Bad Debt provision	0.585
Reduced Premises Costs	0.395
Employees	0.100
Reduced Equipment costs	0.100
Other	-0.084
<b>Net underspend</b>	<b>2.288</b>

- 1.3 The reduced capital charges reflect the ongoing low interest environment where it is disadvantageous to the Authority to materially externalise its borrowing requirement

when it can better utilise internal capital. There is a strategy to monitor interest rates and average in the borrowing requirement over a period of time but inevitably as the need to fund the capital financing requirement increases so will the capital charges.

- 1.4 The reduction in the expected contribution to the bad debt provision arose because the impact of Welfare Reform has been slower than prudently expected, so the levels of outstanding debt are not as high as anticipated yet. Proactive rents arrears prevention and recovery also contributed to this.
- 1.5 The reduced premises costs arose mainly from being able to classify some repairs work as capital rather than revenue in nature, resulting in a saving to the revenue budget.

## **2. Reserves**

- 2.1 The opening balance for the year was £17.135m. With the final 2015/16 use of reserves of £1.902m the closing balance is £15.233m. The summary reserves position including budgeted usage for 2016/17 is set out in Table B in the Appendix.

## **3. Legal Implications**

- 3.1 There are no legal implications.

## **4. Equalities Implications**

- 4.1 There are no equalities implications arising from this report. Equality impact assessments are carried out in respect of HRA budgets at the time that budgets are approved.

**Background Papers:** None

**Appendix:** Summarised HRA 2015/16



**Table A: Summarised HRA 2015/16**

<b>Classification</b>	<b>Original Budget 2015/16</b>	<b>Actual 2015/16</b>
	£'000	£'000
<u>Expenditure</u>		
Management and Maintenance	28,163	27,099
Capital Charges	8,277	7,085
Revenue Funding for capital schemes	24,093	24,093
<b>Total Expenditure</b>	<b>60,533</b>	<b>58,277</b>
<u>Income</u>		
Rents and other income	56,343	56,375
Use of balances	4,190	1,902
<b>Total Income</b>	<b>60,533</b>	<b>58,277</b>

**Table B: Movement in Balances 2015/16 to 2016/17**

<b>Description</b>	<b>£000's</b>
Actual balance at 1 <sup>st</sup> April 2015	17,135
Actual transfer from Reserves 2015/16	-1,902
<b>Actual balance 31<sup>st</sup> March 2016</b>	<b>15,233</b>
Budgeted use 2016/17	-5,781
<b>Forecast balance 31<sup>st</sup> March 2017</b>	<b>9,452</b>

N.B. Actual usage in 2016/17 will be dependent upon final Capital requirements including slippage of schemes from 2015/16.

# Agenda Item 11.

## Report of the Cabinet Member for Transformation & Performance

Cabinet – 21 July 2016

### END OF YEAR 2015/16 PERFORMANCE MONITORING REPORT

<b>Purpose:</b>	To report Corporate and Service Performance for 2015/16
<b>Policy Framework:</b>	<i>Delivering for Swansea Corporate Plan 2015/17</i>
<b>Reason for Decision:</b>	To receive and review the performance results for 2015/16
<b>Consultation:</b>	Legal, Finance, Access to Services.
<b>Recommendation(s):</b>	It is recommended that: 1) Performance is reviewed to help inform executive decisions on resource allocation and, where relevant, corrective actions to manage and improve performance and efficiency in delivering local and national priorities.
<b>Report Author:</b>	Richard Rowlands
<b>Finance Officer:</b>	Paul Cridland
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1.0 Introduction

- 1.1 This report presents the performance results for the financial year 2015/16 delivering the Council's key priorities described in the Corporate Plan.
- 1.2 The outturn presented in the performance tables (Appendix A) incorporates an overview of performance including Policy Commitments and needs to be considered alongside the current financial situation of the Council.
- 1.3 The financial resources required to achieve the specified performance levels in 2015/16 have been provided in the approved budget. As part of the work on *Sustainable Swansea – Fit for the future* there will be an increased focus on understanding the level of activity and outcomes that are achieved for the budget allocated so that choices can be made about relative priorities.

## **2.0 Context**

- 2.1 When making comparisons between previous years and 2015/16, the following should be considered:
- 2.1.1 The nature and number of some performance indicators (PIs) has changed between these two periods and therefore direct comparisons may not always be appropriate.
  - 2.1.2 The results do not always account for changes in resources and workload during that period (although details can be seen in the numerator and denominator information and in the comments column of the data tables attached to this report).
  - 2.1.3 There may be changes to the numerator and denominator information which may affect the trends by showing a decline while the volume of work has increased.
  - 2.1.4 A proper comparison with national performance data will not be possible until the 2015/16 national performance results are published later in 2016.

## **3.0 National and local performance indicators**

- 3.1 The Council is subject to the National Performance Improvement Framework and as such has to collect, monitor and report on a number of performance indicators that are set by the Welsh Government or Welsh Local Government to measure their shared priorities with Welsh Council's. The Council also reports locally defined performance indicators to measure corporate priorities.

## **4.0 Performance Targets**

- 4.1 Targets 2015/16 were discussed and agreed between Heads of Service and Cabinet Members. Further discussion and consideration will be required during 2016/17 as part of *Sustainable Swansea* debate around which areas are priorities for performance improvement.

## **5.0 Outturn**

- 5.1 In 2014/15, the Council adopted a new Corporate Plan. The Corporate Plan 2015/17 *Delivering for Swansea* identified the Council's 5 key priorities. The 5 key priorities are:

- a) Safeguarding Vulnerable People
- b) Improving Pupil Attainment
- c) A Vibrant and Viable City and Economy
- d) Tackling Poverty
- e) Building Sustainable Communities

5.2 In summary:

- a) 51 (59%) indicators that had targets set met their targets.
- b) 41 (68.3%) comparable indicators also showed improvement compared to 2014/15.

5.3 The performance tables in Appendix A also set out an overview of performance, including the prioritised policy commitments, for each corporate priority provided by Directors and Heads of Service who are the responsible leads.

## **6.0 Equality & Engagement Implications**

6.1 This report has no direct equality and engagement implications itself although the data reported may form part of the information that leads to a service screening for and undertaking an Equality Impact Assessment as required.

## **7.0 Financial Implications**

7.1 In the current and anticipated financial environment further discussion and consideration will be required around priorities and target setting for performance improvement as part of *Sustainable Swansea – fit for the future*.

## **8.0 Legal Implications**

8.1 There are no legal implications associated with this report.

**Background Papers:** None.

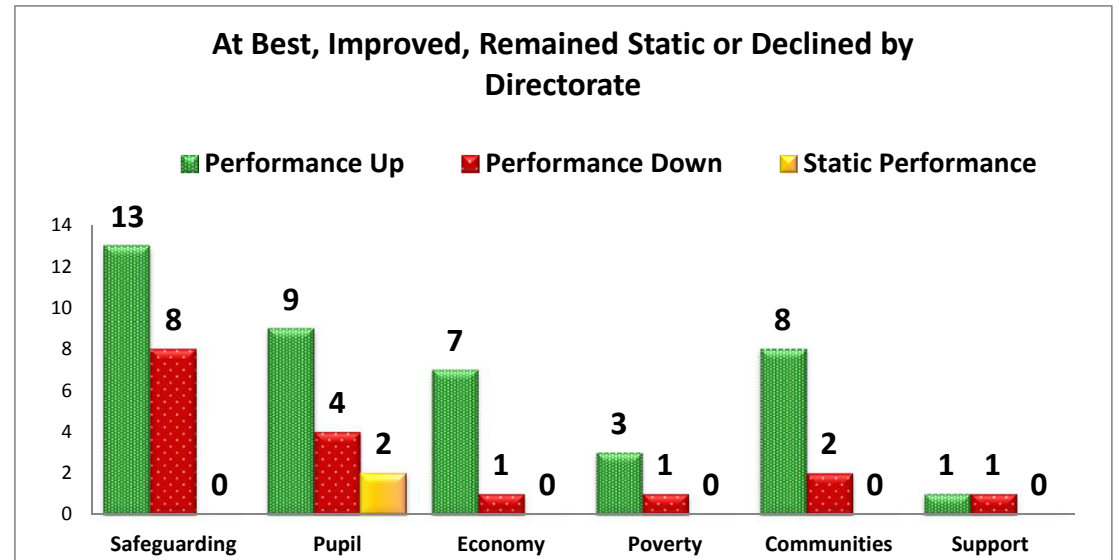
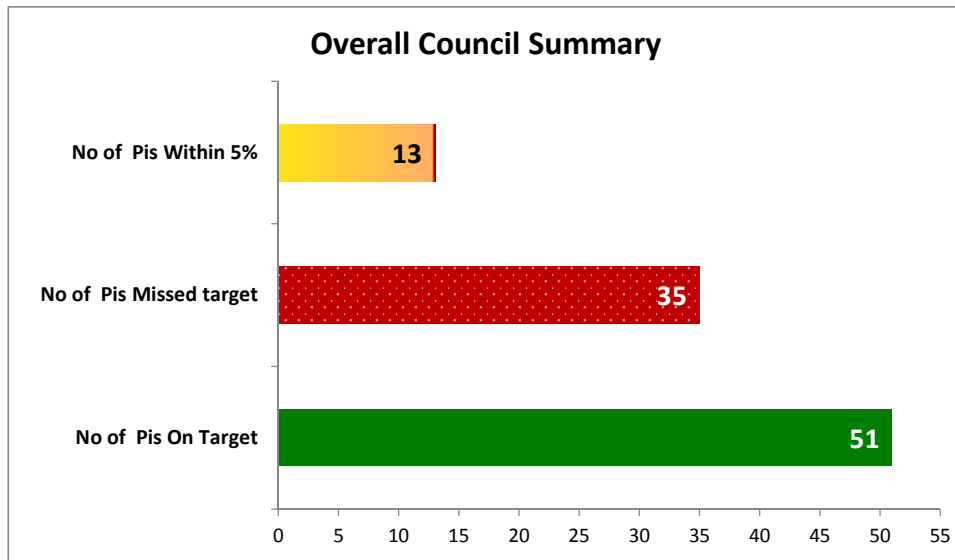
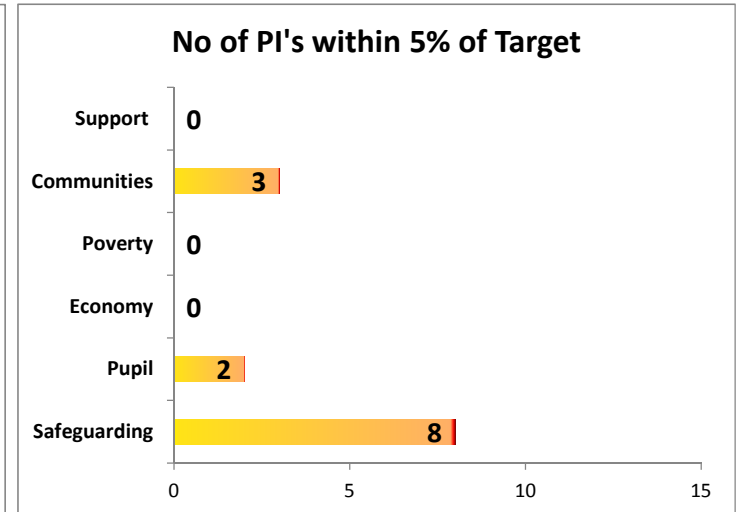
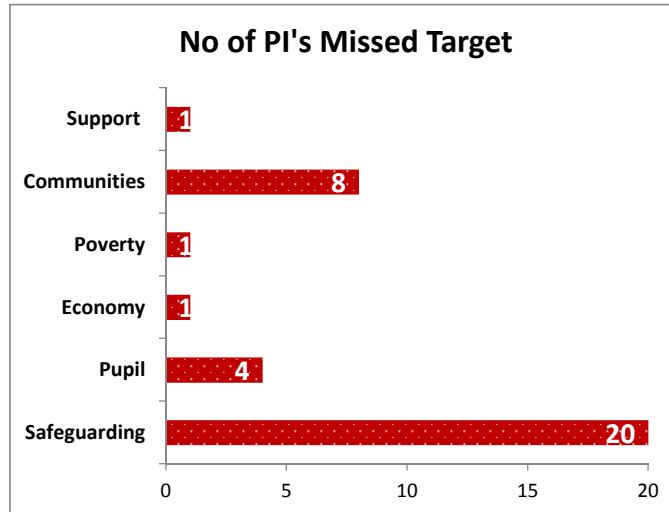
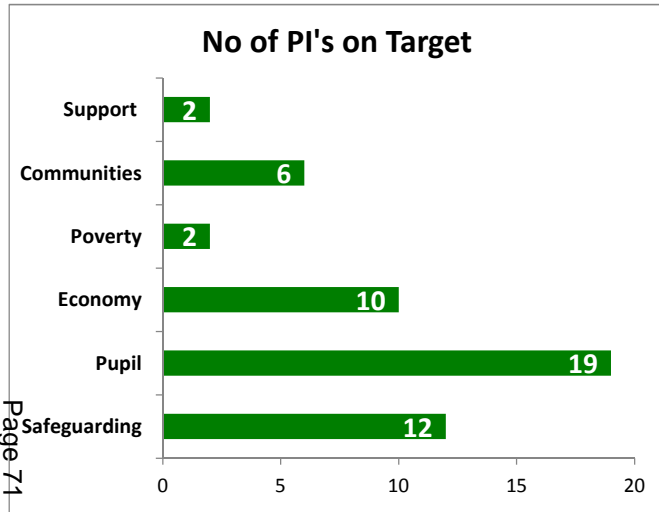
**Appendices:** Appendix A – End of Year 2015/16 Performance Monitoring Tables.

# Performance Report - Year End 2015-16

## Year End



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# Performance Report - Year End 2015-16

Year End



Met Target  
**Green**

Within 5% of Target  
**Amber**

Missed Target  
**Red**

Related Outcome	PI & desired direction of Travel	Result	Target	Perform	Trend since	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
		15-16	15-16	14-15	14-15	15-16	14-15			
<b>Priority 1 : Safeguarding Vulnerable People</b>										
Page 72 Effective arrangements are in place for safeguarding and protecting those at risk from significant harm and exploitation	CFS1 ↓ Number of children becoming looked after	<b>RED</b> 202	180	213	↗	CFS1NM - Looked after children are those children who are becoming looked after by the local authority i.e. they are placed either in the care of the local authority or within accommodation commissioned by the local authority, as per the Children Act 1989 202   213 D 1   1		The service experienced a high number of emergency placements, particularly in the second half of the year. A new model to manage emergency placements has been put in place in line with the Signs of Safety methodology.	Julie Thomas	Owen Davies
	CFS6 ↓ Total Number of children in need (open cases) in year	<b>AMBER</b> 4865	4852	5125	↗	CFS6NM - Total number of Children who are receiving a service, excluding children looked after and children on the Child Protection Register 4,865   5,125 D 1   1		Indicator is close to target. A higher number of cases are now managed on alternate orders (Special Guardianship Orders, Child Arrangement Order, etc.) than before. These cases would have previously been closed but are now managed at arm's length by the service. In addition we are developing exit strategies for stepping down to preventative services as well as progressing early intervention services such as the Family Support Continuum.		

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Effective arrangements are in place for safeguarding and protecting those at risk from significant harm and exploitation	<b>CFS7 ↓</b>  Percentage of children on the Child Protection Register who have been de-registered and then re-registered	<b>GREEN</b>  18.98%	19%	17.90%	↘	CFS7NM - The number of children who had previously been on the CPR in Swansea regardless of how long ago that was 41   41 CFS7DM - The no. of children registered to the CPR at any time during the year and counts any re-registrations that may have occurred during the year 216   229	Re-registration is an inevitable part of managing the child protection process. 2015/16 data is within target range and the decrease in the overall number of children with a child protection plan from last year has exacerbated the result. The vast majority of children re-registered are registered 12 months or more after the previous registration.	Julie Thomas	Owen Davies	
	<b>CFS8 ↓</b>  Percentage of children who remain on the Child Protection Register for more than one year	<b>GREEN</b>  8.33%	11%	11.35%	↗	CFS8NM - Number of Children who have been on the Register for more than one year at end of period 18   26 CFS8DM - Number of Children on Child Protection Register at end of period 216   229				
	<b>CFS10 ↓</b>  Number of children in residential care	<b>GREEN</b>  38	50	44	↗	CFS10NM - Total number of children supported in residential forms of care, including mother and baby and specialist residential/educational services 38   44 D 1   1				
	<b>SCC004 ↓</b>  SCC004 - The percentage of children looked after on 31 March who have had three or more placements during the year	<b>RED</b>  10.61%	7%	10.18%	↘	SCC004NM - The number of looked after children who had three or more separate placements during the financial year. 54   52 SCC004DM - The total number of children who were looked after at 31 March 509   511	As our LAC population decreases it inflates the percentage of those with three or more placements. Placement changes are reviewed each week in Siarad meetings and those with three or more audited at the end of each quarter.			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Effective arrangements are in place for safeguarding and protecting those at risk from significant harm and exploitation	<b>SCC010 ↓</b>  The percentage of referrals that are re-referrals within 12 months	<b>GREEN</b>  14.21%	15%	16.69%	↗	SCC010NM - Number of referrals during the year that were re-referrals. 213   301	SCC010DM - Total number of referrals during the year 1,499   1,804		Julie Thomas	Owen Davies
	<b>SCC011a ↑</b>  The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen by a Social Worker	<b>GREEN</b>  88.03%	88%	80.09%	↗	SCC011aNm - The number of initial assessments that took place during the year where the child has been seen by the Social Worker 1,169   1,207	SCC011aDM - The number of initial assessments that took place during the year 1,328   1,507			
	<b>SCC011b ↑</b>  The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen alone by a Social Worker	<b>GREEN</b>  50.00%	45%	38.02%	↗	SCC011bNm - The number of initial assessments that took place during the year where the child has been seen alone by the Social Worker 664   573	SCC011bDM - The number of initial assessments that took place during the year 1,328   1,507			
	<b>SCC021↑</b>  The percentage of looked after children reviews carried out within statutory timescales	<b>AMBER</b>  95.06%	99%	98.19%	↘	SCC021NM - The number of looked after children reviews that were due in the year and were carried out within the statutory timescales 1,232   1,304	SCC021DM - The number of reviews of looked after children that were due in the year 1,296   1,328	The Service Quality Unit has experienced significant staff shortages over the year and has done well to maintain high performance. Staffing is now returning to normal.		



Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Effective arrangements are in place for safeguarding and protecting those at risk from significant harm and exploitation	<b>SCC030a ↑</b>  The percentage of young carers known to Social Services who were assessed	<b>GREEN</b>					SCC030aNM - The number of young carers known to Social Services who were assessed during the year 29   57 SCC030aDM - The number of young carers known to Social Services during the year 29   80		Julie Thomas	Owen Davies
	<b>SCC033d ↑</b>  The percentage of young people formerly looked after with whom the authority is in contact at the age of 19	<b>RED</b>	95%	89.74%	↘	SCC033dNM - Number of young people whose 19th birthday falls within the year ending 31 March, who were looked after by the local authority on their 16th birthday with whom the authority is in contact at the age of 19 34   35 SCC033dDM - Number of young people whose 19th birthday falls within the year ending 31 March, who were looked after by the local authority on their 16th birthday. 42   39	Some young people choose not to engage with leaving care services, particularly if they had a reasonably short period in care. The new 16+ service will monitor engagement on a quarterly basis.			
	<b>SCC033e ↑</b>  The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19	<b>AMBER</b>	100%	100%	↘	SCC033eNM - Number of young people whose 19th birthday falls within the year ending 31 March, who were looked after by the local authority on their 16th birthday with whom the authority is in contact at the age of 19 and who are known to be in suitable, non-emergency accommodation 33   35 SCC033eDM - Number of young people whose 19th birthday falls within the year ending 31 March, who were looked after by the local authority on their 16th birthday 34   35	Only one individual was marked as being in unsuitable accommodation. The new 16+ service will monitor the appropriateness of accommodation on a quarterly basis.			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Effective arrangements are in place for safeguarding and protecting those at risk from significant harm and exploitation	<b>SCC033f ↑</b>  The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19	<b>RED</b>	70%	65.71%	↓	SCC033fNM - Number of young people whose 19th birthday falls within the year ending 31 March, who were looked after by the local authority on their 16th birthday with whom the authority is in contact at the age of 19 and who are known to be engaged 15   23	SCC033fDM - Number of young people whose 19th birthday falls within the year ending 31 March, who were looked after by the local authority on their 16th birthday 34   35	The ability to engage young people in education, employment or training is largely dictated by the cohort of individuals. In future we will track NEET status of all LAC post 16.	<b>Julie Thomas</b>	<b>Owen Davies</b>
	<b>SCC034 ↑</b>  The percentage of child protection reviews carried out within statutory timescales during the year	<b>AMBER</b>	98%	96.20%	↓	SCC034NM - The number of reviews of children on the Child Protection Register due in the year that were carried out within the statutory timescales. 569   684	SCC034DM - The number of reviews of children on the Child Protection Register that were due in the year. 603   711	CP Reviews are monitored closely and can only be delayed or cancelled with senior management approval. Sometimes we cannot hold conferences due to illness or other need. It only takes two or three large families to have an adverse effect on the result.		
	<b>SCC039 ↑</b>  The percentage of health assessments for looked after children due in the year that have been undertaken	<b>AMBER</b>	98%	95.99%	↓	SCC039NM - The number of health assessments for looked after children due in the year that have been undertaken 618   647	SCC039DM - The number of health assessments for looked after children due to be undertaken in the year 652   674	Difficulties in getting health assessments completed on time in neighbouring Health Authorities has affected the result. Our LAC health team is monitoring the effectiveness of Out of Area Health Assessments on an on-going basis.		
	<b>SCC042a ↑</b>  The percentage of initial assessments completed within 7 working days	<b>GREEN</b>	93%	89.18%	↑	SCC042aNM - The number of initial assessments completed within 7 working days. 1,264   1,344	SCC042aDM - The number of initial assessments completed during the year 1,328   1,507			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Effective arrangements are in place for safeguarding and protecting those at risk from significant harm and exploitation	<b>SCC042b↓</b> SCC042b- The average time taken to complete initial assessments that took longer than 7 working days to complete	<b>AMBER</b>  <b>10.22</b>	10	12.02	↗	SCC042bNM - The total number of working days taken to complete all initial assessments where the number of working days taken was 8 or more <b>654</b>   <b>1,959</b>	SCC042bDM - The total number of initial assessments that took 8 days or more to complete. <b>64</b>   <b>163</b>	Almost on target. The Initial and Core Assessments have now been replaced by the Single Assessment.	Julie Thomas	Owen Davies
	<b>SCC043a↑</b> The percentage of required core assessments completed within 35 working days	<b>RED</b>  <b>79.10%</b>	84%	70.13%	↗	SCC043aNM - The number of required core assessments completed within 35 working days during the year <b>912</b>   <b>1,033</b>	SCC043aDM - The number of core assessments that were completed during the year <b>1,153</b>   <b>1,473</b>	Staffing difficulties in our Townhill and East Teams has had a small influence on the overall result of Core Assessments Completed on time. The Initial and Core Assessments have now been replaced by the Single Assessment.		
	<b>SCC043b↓</b> The average time taken to complete those required core assessments that took longer than 35 days	<b>AMBER</b>  <b>52.45</b>	50	58.79	↗	SCC043bNM - The total number of working days taken to complete all required core assessments where the number of working days taken was more than 35 <b>12,641</b>   <b>25,867</b>	SCC043bDM - The total number of required core assessments that took longer than 35 working days to complete <b>241</b>   <b>440</b>			
	<b>SCA019↑</b> Percentage of cases where the risk (safeguarding vulnerable adults) has been managed	<b>AMBER</b>  <b>93.48%</b>	94%	92.63%	↗	SCA019NM - The number of adult protection referrals completed in the year where the risk has been managed <b>258</b>   <b>352</b>	SCA019DM - The total number of adult protection referrals completed in the year (excluding those referrals where the outcome was "no action" or "not applicable") <b>276</b>   <b>380</b>	There has been a small improvement in performance during 2015/16. In most cases where risk remains, the service user is aware that there have been concerns about the potential for them to be abused but prefer not to have any response to those concerns. Where a person has capacity to make this decision, we may have to accept that this is the case. We will be improving monitoring of safeguarding cases during 2016/17		

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Improved awareness of corporate safeguarding policy and arrangement amongst council employees	<b>SAFE1↑</b>  % of staff who know who the lead Councillor is for safeguarding	<b>RED</b>				SAFE1NM - Number of staff who responded to the survey who stated that they knew who their lead Councillor is for safeguarding  491   N/A		Safeguarding Vulnerable People is a key corporate priority. A Corporate Safeguarding Group is established to oversee the implementation of a Corporate Safeguarding Action Plan. Every service is represented on the Corporate Safeguarding Group by a departmental safeguarding lead whose responsibility it is to raise awareness of safeguarding amongst their staff. Following the staff survey in 2015/16, all safeguarding leads developed actions to improve awareness and specified what arrangements had been put in place to ensure that all staff are trained in safeguarding to the appropriate level. It is anticipated that these actions should see an improvement in safeguarding awareness amongst staff in 2016/17.	Steve Rees	Khan Prince
		27.49%	44%	-		SAFE1DM - Total number of staff respondents to the question  1,786   N/A				
	<b>SAFE2↑</b>  % of staff who know who their departmental designated lead for safeguarding is	<b>RED</b>				SAFE2NM - Number of staff who responded to the survey who stated that they knew who their lead departmental designated lead for safeguarding is  832   N/A				
		46.69%	67%	-		SAFE2DM - Total number of staff respondents to the question  1,782   N/A				
	<b>SAFE3↑</b>  % of staff who have had their responsibilities for safeguarding and child protection explained to them	<b>RED</b>				SAFE3NM - Number of staff who responded to the survey who stated that they have had their responsibilities for safeguarding and child protection explained to them  1,137   N/A				
		63.70%	75%	-		SAFE3DM - Total number of staff respondents to the question  1,785   N/A				

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer	
						15-16	14-15				
Improved awareness of corporate safeguarding policy and arrangement amongst council employees	<b>SAFE5a†</b> Number of training elements completed by new or existing staff in safeguarding vulnerable people (in both Child & Family and Adult Safeguarding) • E-learning	<b>GREEN</b>	4800	-		SAFE5aNM - Number of training elements completed by new or existing staff in safeguarding vulnerable people (in both Child & Family and Adult Safeguarding) • E-learning 4,840	N/A		Steve Rees	Khan Prince	
		4840				D 1	N/A				
	<b>SAFE5b†</b> Percentage of training elements completed by new or existing staff in safeguarding vulnerable people (in both Child & Family and Adult Safeguarding) • E-learning	<b>GREEN</b>	86.43%	83%	-		SAFE5bNM - Number of training elements completed by new or existing staff in safeguarding vulnerable people (in both Child & Family and Adult Safeguarding) • E-learning 4,840	N/A			
		86.43%					SAFE5bDM - Number of training elements to be completed by new or existing staff in safeguarding vulnerable people via E-learning 5,600	N/A			
<b>SAFE6a†</b> Number of new or existing staff who have received training in safeguarding vulnerable people • Face 2 face	<b>GREEN</b>	1411	1299	-		SAFE6aNM - Number of new or existing staff who have received training in safeguarding vulnerable people • Face 2 face 1,411	N/A		Steve Rees	Khan Prince	
	1411					D 1	N/A				
<b>SAFE6b†</b> Percentage of new or existing staff who have received training in safeguarding vulnerable people • Face 2 face	<b>GREEN</b>	54.27%	50%	-		SAFE6bNM - Number of new or existing staff who have received training in safeguarding vulnerable people • Face 2 face 1,411	N/A		Steve Rees	Khan Prince	
	54.27%					SAFE6bDM - Total number of people identified as new or existing staff who will be receiving training in safeguarding vulnerable people (face 2 face) 2,600	N/A				

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer				
						15-16	14-15							
Improved awareness of corporate safeguarding policy and arrangement amongst council employees	<b>SAFE7a†</b> Number of Designated Safeguarding Leads who have received training in safeguarding vulnerable people	<b>RED</b>	17	-		SAFE7aNM - Number of Designated Safeguarding Leads who have received training in safeguarding vulnerable people		Designated leads have requested additional (more advanced) training in order to feel confident to carry out their role. The decision has been made to delay rolling out further face to face training, for those who haven't had it yet, until appropriately pitched training has been externally sourced and procured, this is in the process of being done.	<b>Steve Rees</b>	<b>Khan Prince</b>				
		5				5	N/A							
	<b>SAFE7b†</b> Percentage of Designated Safeguarding Leads who have received training in safeguarding vulnerable people	<b>RED</b>	100%	-		SAFE7bNM - Number of Designated Safeguarding Leads who have received training in safeguarding vulnerable people								
		29.41%				5	N/A							
	<b>SAFE8a†</b> Number of Elected Members who have received training in safeguarding vulnerable people	<b>RED</b>	72	-		SAFE8aNM - Number of Elected Members who have received training in safeguarding vulnerable people								
		43				43	N/A							
	<b>SAFE8b†</b> Percentage of Elected Members who have received training in safeguarding vulnerable people	<b>RED</b>	100%	-		SAFE8bNM - Number of Elected Members who have received training in safeguarding vulnerable people								
		59.72%				43	N/A							
							SAFE8bDM - Number of Elected Members							
							72							
							N/A							



Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			

### Policy Commitments relating to Safeguarding

- 62. Ensure a new emphasis in Social Services on prevention and early intervention
- 63. Investigate the creation of a Social Impact Bond to help reform Children's Social Services
- 64. Relocate social services to work directly in the communities they serve and co-locate them with other services
- 65. Better integrate systems, ensuring fare more effective links between adult and children's services
- 68. Invest in our staff at all levels in Social Services

### Lead Head of Service's Overview

Another good year of sustained performance in key areas, with a further reduction in children placed in residential settings. Despite the increase in the number of children *becoming* looked after the overall population has declined, indicating that children are achieving permanence quickly, with drift in the system reducing. Performance in assessment activity is high, and improving, with a significant upward trend in children being seen alone. This level of performance, which exceeded target, is a good indicator of how the sign of safety practice framework is becoming embedded within the service.

Where performance has not reached target, generally this is by a very small percentage and due to pressures within that area of the service, for example the service, performance and quality unit, which have been resolved. Performance around formerly looked after children will be addressed via the newly commissioned 16+ service which will be co-located in Infonation, with NEET young people (not in education, employment or training) being a priority.

As identified within the service plan the focus will be on demand and volume of work held within the service, reducing demand at the front door and the CINCS (children in need of care and support) population, through close collaboration with early intervention and prevention services, supporting early identification of complex needs, and reducing emergency placements which also impacts on placement stability.



Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
<b>Priority 2 : Improving Pupil Attainment</b>										
Improved pupil educational attainment	<b>EDU004↑</b> Percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject indicator, as determined by Teacher Assessment	<b>AMBER</b>				EDU004NM - The number of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment		The performance has improved on the previous year (80.9% ) but falls 0.01% below its target for this year when calculated to 2 decimal places.	<b>Lindsay Harvey</b>	<b>Siân Lewis</b>
		<b>83.19%</b>	83.20%	80.92%	<b>↗</b>	<b>2,004</b>	<b>2,002</b>			
	<b>EDCP12a↓</b> Pupils receiving fixed term exclusions - primary schools	<b>RED</b>	16	17	<b>↔</b>	EDCP12aNM - Pupils receiving fixed term exclusions - primary schools				
		<b>17</b>				<b>17</b>				
	<b>EDCP12b↓</b> Pupils receiving fixed term exclusions - secondary schools	<b>GREEN</b>	390	404	<b>↗</b>	EDCP12bNM - Pupils receiving fixed term exclusions - secondary schools				
		<b>316</b>				<b>404</b>				
					<b>D</b>	<b>1</b>	<b>1</b>			
					<b>D</b>	<b>1</b>	<b>1</b>			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Improved pupil educational attainment	EDCP14↑  Percentage of learners leaving Employment Training with a positive outcome (at basic level)	AMBER  79.40%	83%	82.70%	↓	EDCP14NM - Learners leaving Employment Training with a positive outcome 528	784	The loss of the Traineeship programme during the academic year resulted in a significant reduction in clients affecting the proportion who would have achieved a positive outcome. The council's provision at Employment Training has been transferred to Gower College from April 2016 so this indicator has ceased.	Lindsay Harvey	Siân Lewis
	EDU008a↓  The number of permanent exclusions during the academic year per 1,000 pupils from primary schools	GREEN  0	0.05	0.00	↔	EDU008aDM - Total number of pupils on roll in local authority maintained primary schools in years 1 or above at the time of the annual schools census in January 18,304	18,006			
	EDU008b↓  The number of permanent exclusions during the academic year per 1,000 pupils from secondary schools	RED  0.42	0.40	0.41	↓	EDU008bDM - Total number of pupils on roll in local authority maintained secondary schools in years 11 or below at the time of the annual schools census in January 11,900	12,083	Same number of pupils permanently excluded as last year but, because the cohort had fewer pupils, the calculated result has declined.		

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer	
						15-16	14-15				
Improved pupil educational attendance	<b>EDU009a↓</b> The average number of school days that permanently excluded pupils did not receive an offer of full time appropriate education provision during the academic year	<b>GREEN</b>				EDU009aN - The sum of the number of school days beyond the 16th school day that each permanently excluded pupil has not received an offer of appropriate full time education provision 91   77		The 5 pupils excluded in 2014-15 were harder to place in alternative provision than the previous year. The performance was still within target.	Lindsay Harvey	Siân Lewis	
		18.20	21	15.40	↓	EDU009aDM - Total number of pupils permanently excluded by schools during the academic year 5   5					
	<b>EDU009b↓</b> The average number of school days that permanently excluded pupils did not receive an offer of part time appropriate education provision during the academic year	<b>GREEN</b>					EDU009bN - The sum of the number of school days beyond the 16th school day that each permanently excluded pupil has not received an offer of appropriate part time education provision 91   77				Swansea's offer of part-time provision is below the minimum required to comply with this part of the PI. This means that this part-time PI outturn is always the same as for the full-time part of the PI. The aim is always to place pupils in full-time provision as soon as possible.
		18.20	21	15.40	↓	EDU009bDM - Total number of pupils permanently excluded by schools during the academic year 5   5					
	<b>EDU016a↑</b> Percentage of pupil attendance in primary schools	<b>GREEN</b>					EDU016aN - The total number of sessions missed by all pupils in primary schools 5,630,868   5,481,380				
		94.87%	94.80%	94.43%	↑	EDU016aDM - The total number of sessions possible for all pupils 5,935,354   5,804,434					
	<b>EDU016b↑</b> Percentage of pupil attendance in secondary schools	<b>GREEN</b>					EDU016bN - The total number of sessions missed by all pupils in secondary schools 3,504,870   3,493,242				
		93.97%	93.80%	93.35%	↑	EDU016bDM - The total number of sessions possible for all pupils 3,729,807   3,742,283					

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Improved pupil educational attainment	<b>EDU017↑</b> The percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics	GREEN				EDU017NM - The number of pupils aged 15 on roll in any local authority maintained school at the time of the annual School's Census who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics <b>1,526</b>   <b>1,501</b>			Lindsay Harvey	Siân Lewis
		64.01%	62%	59.12%	↗	EDU017DM - The total number of pupils aged 15 on 31 August and on roll in any local authority maintained school at the time of the annual School's Census in January <b>2,384</b>   <b>2,539</b>				
	<b>EDCP27↑</b> Foundation Phase Indicator: the percentage of children in year 2 (age 7) who are assessed to have achieved Outcome 5 or higher in each of the Language & Communication in English/Welsh, Mathematical Development and Personal & Social Development	GREEN				EDCP27NM - Number of pupils in Year 2 age 7 who are assessed to have achieved Outcome 5 or higher in each of Language & Communication in English/Welsh, Mathematical Development and Personal & Social Development. <b>2,400</b>   <b>2,172</b>				
		86.18%	85.2%	83.93%	↗	EDCP27DM - All pupils on roll in Year 2 on the second Tuesday in May but excluding pupils who are new to the English and Welsh based education system (NEWBEs) and those who are dual subsidiary registered <b>2,785</b>   <b>2,588</b>				
	<b>EDCP18c ↓</b> The percentage of young people (at 16 years) not known to be in Education, Employment or Training (NEET).	GREEN				EDCP18cNM - Pupils known to be NOT in Education, Employment or Training at 16 (not including those who have moved away) <b>64</b>   <b>95</b>				
		2.69%	3.5%	3.71%	↗	EDCP18cDM - All Pupils in Year 11 cohort <b>2,375</b>   <b>2,560</b>				

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Improved pupil educational attainment	EDCP261  Capped points score at GCSE	GREEN  358	355	350	↗	EDCP26NM - For every pupil on roll at January PLASC in Year 11, take the total points scored for their best 8 recognised qualifications and sum the points  854,426   887,888			Lindsay Harvey	Siân Lewis
						EDCP26DM - The number of pupils on roll at January PLASC in Year 11  2,384   2,539				
	EDU0031  Percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject indicator, as determined by Teacher Assessment	GREEN  89.19%	88.3%	87.29%	↗	EDU003NM - The number of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment  2,228   2,178				
						EDU003DM - Total number of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority  2,498   2,495				
	EDCP281  At Foundation Phase (age 7): Percentage of pupils achieving at least outcome 5 (the expected level) in teacher assessment of Language, Literacy and Communication skills in ENGLISH	GREEN  87.00%	84.4%	-		EDCP28NM - ENGLISH: At Foundation Phase (age 7), the number of pupils achieving at least outcome 5 (the expected level) in teacher assessment of Language, Literacy and Communication skills in English in Swansea  2,068   N/A				
						EDCP28DM - All pupils in the end of Foundation Phase Year 2 cohort (age 7), excluding children who are new to British education and pupils who are dual sub registered, who were assessed in English in Swansea  2,377   N/A				

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Improved pupil educational attainment	<b>EDCP29†</b>  At Foundation Phase (age 7): Percentage of pupils achieving at least outcome 5 (the expected level) in teacher assessment of Language, Literacy and Communication skills in WELSH	<b>GREEN</b>				EDCP29NM - WELSH: At Foundation Phase (age 7), the number of pupils achieving at least outcome 5 (the expected level) in teacher assessment of Language, Literacy and Communication skills in Welsh in Swansea <b>376</b>   <b>N/A</b>			<b>Lindsay Harvey</b>	<b>Siân Lewis</b>
		<b>92.16%</b>	89.8%	-		EDCP29DM - All pupils in the end of Foundation Phase Year 2 cohort (age 7), excluding children who are new to British education and pupils who are dual sub registered, who were assessed in Welsh in Swansea <b>408</b>   <b>N/A</b>				
	<b>EDCP30†</b>  At the end of Key Stage 2 (age 11): Percentage of pupils achieving at least level 4 (the expected level) in teacher assessment of ENGLISH	<b>GREEN</b>				EDCP30NM - ENGLISH At the end of Key Stage 2 (age 11): Number of pupils achieving at least level 4 (the expected level) in teacher assessment of ENGLISH in Swansea <b>2,270</b>   <b>N/A</b>				
		<b>90.87%</b>	90.4%	-		EDCP30DM - All pupils in the end of Key Stage 2 cohort (age 11), excluding children who are new to British education and pupils who are dual sub registered, who were assessed in English in Swansea <b>2,498</b>   <b>N/A</b>				
	<b>EDCP31†</b>  At the end of Key Stage 2 (age 11): Percentage of pupils achieving at least level 4 (the expected level) in teacher assessment of WELSH	<b>GREEN</b>				EDCP31NM - WELSH At the end of Key Stage 2 (age 11): Number of pupils achieving at least level 4 (the expected level) in teacher assessment of WELSH in Swansea <b>260</b>   <b>N/A</b>				
		<b>92.86%</b>	91.7%	-		EDCP31DM - All pupils in the end of Key Stage 2 cohort (age 11), excluding children who are new to British education and pupils who are dual sub registered, who were assessed in Welsh in Swansea <b>280</b>   <b>N/A</b>				

Related Outcome	PI & desired direction of Travel	Result	Target	Perform	Trend since	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
		15-16	15-16	14-15	14-15	15-16	14-15			
Improved pupil educational attainment	<b>EDCP321</b>  National Reading Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85 (which is one standard deviation below the mean of 100 and signifies the level below which pupils have additional learning needs) in ENGLISH Reading	<b>GREEN</b>				EDCP32NM - ENGLISH National Reading Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85 in ENGLISH Reading			Lindsay Harvey	Siân Lewis
						16,508	N/A			
		<b>85.50%</b>	84.90%	-		19,308	N/A			
	<b>EDCP331</b>  National Reading Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85 (which is one standard deviation below the mean of 100 and signifies the level below which pupils have additional learning needs) in WELSH Reading	<b>GREEN</b>				EDCP33NM - WELSH National Reading Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85 in WELSH Reading				
						2,101	N/A			
		<b>84.82%</b>	84.5%	-		2,477	N/A			
	<b>EDCP341</b>  National Numeracy - Procedural - Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85 (which is one standard deviation below the mean of 100 and signifies the level below which pupils have additional learning needs)	<b>GREEN</b>				EDCP34NM - Numeracy - Procedural - Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85				
						17,402	N/A			
		<b>86.70%</b>	84.7%	-		20,072	N/A			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Improved pupil educational attainment	<b>EDCP351</b>  National Numeracy - Reasoning - Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85 (which is one standard deviation below the mean of 100 and signifies the level below which pupils have additional learning needs)	<b>GREEN</b>	84.5%	-		EDCP35NM - Numeracy - Reasoning - Test for Years 2 - 9 (ages 7-14) combined: pupils achieving standardised score of at least 85			<b>Lindsay Harvey</b>	<b>Siân Lewis</b>
						17,724	N/A			
						EDCP35DM - All pupils in Years 2- 9 (ages 7-14), excluding children who are new to British education and pupils who are dual sub registered, who were assessed in the National Numeracy - Reasoning - Test in Swansea				
						20,072	N/A			



Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			

## Policy Commitments relating to Attainment

### Comment from Lead Head of Service

**12. Adopt a new dynamic relationship with the schools, further education colleges, Swansea's two universities and employers (see 13).**

**13. Develop a ten-year City of Learning strategic plan (also covers 12 and 23).**

- The Education Strategy Group, chaired by the Leader of the Council, continues to explore new ways to work with schools and to deliver essential and statutory services within reducing funding.
- Gower College Swansea has now taken the lead on work-based learning. External partners also deliver post-16 learning and training. The council's preventative services for NEETs continue to be discussed by elected members.
- Swansea received a UNESCO Learning City Award at the Mexico conference - the only one in the UK and one of only 12 worldwide. Swansea has bid to host the 2017 UNESCO Learning City conference.

**14. Raise educational standards and the performance of all schools and pupils in Swansea.**

- Performance in Swansea schools continued to improve in 2015-16. Two secondary schools have had overall judgements of Excellent and Excellent in their Estyn inspections since the start of the 2015-16 academic year.

• Schools where performance had been identified as a concern continued to be targeted by Challenge Advisers. The two original Schools Challenge Cymru secondary schools, Morriston and Pentrehafod, maintained their activities to improve. Dylan Thomas Comprehensive has also benefitted from Schools Challenge Cymru support in 2015-16

**15. Implement a programme of sharing best practice between teachers and schools (see 19).**

**16. Explore ways of improving pupil engagement and attendance.**

Attendance continued to improve in primary and secondary schools and annual performance targets 2014-15 were met. Secondary attendance improved so well that Swansea's national ranking for 2014-15 has risen to 10th from 16th. Primary attendance also rose to be ranked 11th from 18th. Permanent exclusions remained low and fixed-term exclusions from secondary schools continued to reduce.

**17. Introduce an ambitious, rigorous and supportive school performance framework (see 19).**

**18. Promote community focused school and family learning.**

- Following the removal of grant funding, a reduced central service for Family Learning has been operating from September 2015. Some schools have funded provision themselves.

**19. Encourage greater collaboration between schools (also covers 15 and 17).**

• Challenge advisers in Swansea completed the annual programme of visits to assess schools in the autumn term. Resulting from this work, in January 2016 Welsh Government published the colour categories of all primary and secondary schools, in accordance with the national system. Swansea schools' categories were strong this year, as they were last year. There were 37 green schools (in 2015 there were 21 and there is a target to achieve 40 in 2017) and fewer amber (15) and red schools (only 2). Actions plans are operating to improve the red schools.

- The national drive for schools to support each other continues to be developed, involving schools of all categorisations collaborating on improvement. A regional system for identifying and sharing good practice has been established.

**20. Re-balance school funding to focus on need (see 21).**

**21. Ensure 85% of funding is delegated directly to schools (also covers 20).**

- Delegation for 2015-16 was 83.6% and should rise to 84.6% in 2016-17 when more funding is delegated. The Joint Finance sub-group of the Schools Budget Forum continues to examine the implications and mitigation of the effect of future reductions to funding in the context of meeting need. The Forum is working with the Education Strategy Group on a model of education for the future.

**23. Explore setting up a skills campus and apprentice scheme (see 13).**

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
<b>Priority 3 : Creating a vibrant and viable city and economy</b>										
Better Quality commercial floorspace enabling the provision of increased employment	<b>EC3 ↑</b>  Amount of commercial floorspace (m <sup>2</sup> ) created within the city centre to accommodate job creation	<b>GREEN</b>  3730	1500	-		EC3NM - Creation of commercial floorspace created through Vibrant and Viable Places - Realising the Potential funding				
						3,730	N/A			
Improved city living opportunities	<b>EC4 ↑</b>  Number of new housing units created in Swansea City Centre as a result of Vibrant & Viable Places funding	<b>GREEN</b>  33	30	-		EC4NM - Creation of new housing units within Swansea City Centre created through Vibrant and Viable Places - Realising the Potential funding				Huw Jones
						33	N/A			
Employment & Training opportunities created	<b>BBMA1 ↑</b>  Increase in the number of projects with social benefit clauses & Beyond Bricks and Mortar in their contracts	<b>GREEN</b>  20	19	19	↗	BBMA1NM - No. of BB&M projects containing SBCs from this current reporting year minus no. of BB&M projects containing SBCs from the previous year providing the increased number of projects worked on in the reporting year				Phil Holmes
						20	19			
	<b>BBMA3 ↑</b>  The number of training and employment weeks created by Beyond Bricks & Mortar for unemployed and economically inactive	<b>GREEN</b>  343	200	-		BBMA3NM - The number of training and employment weeks created by BBM for unemployed and economically inactive				Sue Woodward
						343	N/A			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer	
						15-16	14-15				
Creating a vibrant and viable city and economy Page 93	<b>EP28 ↑</b>  The percentage of all planning applications determined within 8 weeks	<b>GREEN</b>  84.03%	80%	70.05%	↗	EP28NM - The number of all planning applications determined during the year within 8 weeks	1,558	1,221	Phil Holmes	Andrew Pitson	
						EP28DM - The total number of all planning applications determined during the year	1,854	1,743			
	<b>PLA004a ↑</b>  The percentage of major planning applications determined during the year within 13 weeks	<b>GREEN</b>  42.00%	41%	29.73%	↗	PLA004NM - The number of major planning applications determined during the year within 13 weeks	21	11			
						PLA004aDM - The total number of major planning applications determined during the year	50	37			
	<b>EC1 ↑</b>  The percentage of all applicants satisfied or very satisfied with the Planning application service	<b>RED</b>  85.00%	90%	79.39%	↗	EC1NM - Total number of applicants satisfied or very satisfied with the Planning application service	85	208			Out of the 100 respondents only 15 were dissatisfied or very dissatisfied. Of these 15 only 12 provided a written response. Of these the majority were related to officer contact, the planning process and requirements, and speed of determination. 13 of the 15 applications were determined within the statutory time period.
						EC1DM - Total number of Planning questionnaires received in the year	100	262			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
Creating a vibrant and viable city and economy	<b>EC2 ↑</b>  The percentage of all major and minor applications with an economic imperative that are approved	<b>GREEN</b>  85.2%	85%	83.54%	↗	EC2NM - Total number of major and minor applications with an economic imperative that are approved <b>802</b>	<b>528</b>	The year end figures differ from the quarterly totals, as the Welsh Government changed the definition for minor applications during last year with regards to discharge of condition applications, which are now counted as minor applications, where previously they were not.	Phil Holmes	Andrew Pitson
	<b>ESD1 ↑</b>  Value of inward investment (£m's) related to property-based projects where the authority owns some of all the land (or adjoining land which facilitates the development)	<b>GREEN</b>  £22.250	£16.500	£12.000	↗	ESD1NM - Value of inward investment (£m's) related to property-based projects where the authority owns some or all of the land (or adjoining land which facilitates the development) <b>22.250</b>	<b>12.000</b>			D <b>1</b>
	<b>ETE5 ↑</b>  Damage to roads and pavements made safe within 24 hours	<b>GREEN</b>  99.37%	99%	97.77%	↗	ETE5NM - Total number of reports completed within 24 hours within the period <b>2,210</b>	<b>1,316</b>	Stuart Davies	Jason Parker	
						ETE5DM - Total number of Reports received in Period <b>2,224</b>	<b>1,346</b>			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
	<p><b>THS012 ↓</b></p> <p>Percentage of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition</p>	<p><b>GREEN</b></p> <p><b>5.12%</b></p>	6%	4.9%	<p>↘</p>	<p>THS012NM - The total length of principal (A) roads and non-principal/classified (B) roads greater than or equal to the RED threshold (Kms)</p> <p style="text-align: center;"><b>30</b>      <b>28</b></p> <p>THS012DM - The total length of principal (A) roads and non-principal/classified (B) roads surveyed (Kms).</p> <p style="text-align: center;"><b>584</b>      <b>575</b></p>	<p>This result when compared to 2014/15 figures would remain 2nd of 22 across Wales. Variation is due to different sample areas but also reflects the difficulty in maintaining the condition of the assets with budgets across Wales and the UK at a level well below calculated funding requirements for a steady state road condition to be maintained.</p>	<p><b>Stuart Davies</b></p>	<p><b>Tony Oates</b></p>	

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			

### Policy Commitments relating to creating a vibrant and viable economy

- 34. Seek to increase the number of people living in the city centre
- 24. Work with partners and the business community to promote Swansea Bay City region
- 25. Utilise £11m in the House Revenue Account to improve Council houses and boost local economy.
- 28. Create a clear, coherent and balanced approach to the city centre
- 36. Work closely with partners to develop a Creative City Region; create a Science and Innovation campus build Swansea as a science, technology and creative capital.
- 31. Plan for a sustainable transport system
- 32. Improve perceptions of our city as a place to work, visit and live
- 33. Enhance our public spaces and city's built heritage and empty properties

#### Comment from Lead Head of Service

The percentage of applications determined within 8 weeks continues to improve again this quarter and is now top quartile nationally. The percentage of all major and minor applications with an economic imperative that are approved has also improved and hit target.

Targets for the Increase in the number of projects with social benefit clauses & Beyond Bricks and Mortar in their contracts, and the number of training and employment weeks created by BBM for unemployed and economically inactive have both achieved their target. The target for the amount of commercial floorspace created within the city centre to accommodate job creation has also been met. The annual target result for the number of new housing units created in Swansea City Centre as a result of V&VP Realising the Potential funding has also been achieved.

Targets ESD1, ETE5, and THS012 have all been achieved. The only PI that has narrowly failed to reach target is the percentage of all applicants satisfied or very satisfied with the Planning application service, despite an improving picture on previous quarters.

Turning to policy commitments, good progress continues to be made.... The City Centre Framework was reported to Cabinet in February and sets the strategic direction and the implementation of the Realising the Potential programme and has a direct positive bearing on policy commitments 34, 24, 25, 28, 32 and 33. Development Mangers for the Civic Centre and St David's sites have been procured and technical reviews and occupier discussions are well underway. The demolition of the former Oceana building is on site and other strategic acquisitions nearby have been completed utilising VVP funds.

The Swansea Bay City Region working with partners as described in PC 24 has taken a step forward in relation to inward investment. A regional marketing suite and virtual inward investment team has been established to ensure joined-up working. A stage 1 City Deal proposition has been submitted to Government and further detailed work is underway. Looking specifically at PC 25, around £250 million will be spent over the next 5 years to improve Council houses which includes the £11 million identified within the policy commitment. This year's capital programme of £48m is focussed on the improvement of the housing stock up to the WHQS (Welsh Housing Quality Standard). PC36 is being delivered through collaborations with the universities, where MoU's (Memorandum of Understanding) identify joint working, and via close collaboration with the City Region Board and demonstrated via the City Deal submission to Government.

PC 31 - options have been identified to amend the infrastructure and traffic movements at Kingsway in accordance with the draft Kingsway masterplan and works are on site at Westway to facilitate future highway investments subject to funding. The draft deposit LDP will be reported to Council in June.



Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer	
						15-16	14-15				
People live in resilient communities	<b>FSSOGb1</b>  % Flying Start children assessed as performing at or above the developmental norm for 3 year data	na				FSSOGbNM - Total children assessed within timescale (35-37 mths) as at or above dev norms 279   258				Lisa Williams	
		60.7%		57.46%	↗	FSSOGbDM - Total children assessed within timescale (35-37 mths) 460   449					
	<b>EDFM1a1</b>  Number of pupils identified in the Pupil Level Annual School Census who take up free school lunch – primary schools	na					EDFM1aNm - Actual number of children eating free school meals 2,791   2,990		There is a decrease of 7% this year to last year. This is an unexplained change as school meals overall has not decreased by 7%. The denominator has been established from the PLASC figures from the 12 <sup>th</sup> of January whilst the numerator has been determined from an average daily served for the year, this may therefore explain some fluctuation.	Sarah Crawley	Alison Cosker
		71.4%		78.23%	↘	EDFM1aDM - Actual number of children known to be entitled to free school meals. 3,909   3,822					
	<b>EDFM1b1</b>  Percentage of pupils identified in the Pupil Level Annual School Census who take up free school lunch – secondary schools	na					EDFM1bNm - Actual number of children eating free school meals 1,517   1,766		It should be noted that Bishop Vaughan and Olchfa are not included in these figures as they have private catering contractors so figures are not easily accessible. The uptake figures have been lifted from the biometric tilling system which logs partial and full uptake of a free school meal i.e. partial will not have used the full allowance given daily.		
		80.3%		75.96%	↗	EDFM1bDM - Actual number of children known to be entitled to free school meals. 1,888   2,325					



Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
People live in resilient communities	POV1↓  Percentage of 17 and 18 Year olds Not in Employment Education or Training (NEET)	GREEN  5.23%	6%	-	-	POV01NM - Young people aged 17 and 18 known to be Not in Employment, Education or Training (NEET) 266	N/A	16-18 yr olds in Swansea and NEET as at 31 October 2015 (5.2%). This compares favourably to 16-18yr olds in Swansea as at 31 October 2014 when the figure was 307 out of 5317 (5.8%). N.B. Data reported on cadres of last two Year 11 leavers.		Sarah Crawley
						POV01DM - Young people aged 17 and 18 on the Careers Wales database, living in Swansea. 5,090	N/A			

### Policy Commitments relating to tackling poverty

- 38. Tackle poverty and unemployment, especially amongst young people and within the most deprived communities
- 22. Implement a pledge to ensure that all 18-24 yr olds have access to quality information, education and enterprise
- 24. Work with CAB and other partners to enhance the Council's existing Welfare Rights service
- 37. Explore with Credit Unions how to make loans to micro businesses
- 39. Work with Moneyline Cymru and other partners to help people on low incomes access affordable loans
- 66. Play a full part in the Healthy Cities initiative to address health inequalities and life expectancy

#### Comment from Lead Head of Service

The Council is continuing to work on mitigating the impacts of Welfare reform, part of which is our role in training staff and partners on Welfare rights and benefits advice. This still remains a priority and is a continuing programme of work with training being updated. The council is continuing to deliver the tackling poverty strategy with some of the actions occurring over 2 to 3 years.

The Communities First, LIFT and Communities for Work programmes have been remodelled to improve our ability to support people with their employability and into employment.

The Young People's service continues to support young people from 11-25 years of age with information, advice and guidance, along with direct support through lead workers.

The Council is continuing to fund the Enterprise officers within Gower College who are actively working with Primary and Secondary schools to promote innovation in business.

The Credit Union (LASA) are continuing to assist people in accessing low cost, affordable loans.

The Early years strategy and action plan are owned and run by the Healthy Cities board, assisting children with a best start in life, and readiness for school. Part of this is the role of Flying Start childcare and health visiting, with improvements in the development of children aged 2 & 3 years of age. Our Early years work is promoting Healthy lifestyles through Flying Start with children and their families.

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer						
						15-16	14-15									
<b>Priority 5 : Building sustainable communities</b>																
People live in resilient communities	<b>STS006 ↑</b>  The percentage of reported fly tipping incidents cleared within 5 working days	<b>GREEN</b>				STS006NM - The number of reported fly tipping incidents in the quarter cleared within 5 working days <b>5,718</b>   <b>4,143</b>				Dave Condon						
		<b>95.1%</b>	92%	92.77%	↗	STS006DM - The total number of fly tipping incidents recorded by the authority during the quarter <b>6,012</b>   <b>4,466</b>										
	<b>WMT004b ↓</b>  The percentage of municipal waste collected by local authorities sent to landfill	<b>GREEN</b>				WMT004bNM - The tonnage of local authority collected municipal waste sent to landfill by the local authority <b>44,633</b>   <b>47,625</b>					Chris Howell		Keith Coxon			
		<b>37.75%</b>	42%	43.24%	↗	WMT004bDM - The total tonnage of municipal waste collected by the local authority <b>118,219</b>   <b>110,131</b>										
	<b>WMT009b ↑</b>  The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated bio wastes that are composted or treated biologically in another way	<b>GREEN</b>				WMT009bNM - The tonnage of local authority collected municipal waste prepared for reuse, recycled and/or collected as source segregated bio wastes and composted or treated biologically in another way by the local authority <b>69,986</b>   <b>62,432</b>										
		<b>59.20%</b>	58%	56.69%	↗	WMT009bDM - The tonnage of municipal waste collected by the local authority <b>118,219</b>   <b>110,131</b>										

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
People live in resilient communities	<b>SUSC1 ↑</b>  % of people across Swansea who believe they live in a good place	<b>AMBER</b>  86.56%	89%	-		SUSC1NM - Number of residents surveyed who are 'very' or 'fairly' satisfied with their local area as a place to live. 934	N/A	We aim to work with partners to help build sustainable communities. We are working with the voluntary, community, public and private sector in Swansea and the wider region to promote community action, build capacity and develop projects for communities to run services, manage assets and build cohesion. This work will continue and develop over the coming months and years as we seek with partners to build upon this work and further develop community capacity, resilience and cohesion.	Chris Sivers	Rhian Millar
	SUSC1DM - Total number of residents surveyed 1,079	N/A								
	<b>SUSC3 ↑</b>  % of people who believe that their neighbourhood is a place where people from different backgrounds can live together well	<b>RED</b>  71.37%	76%	-		SUSC3NM - Number of respondents who 'strongly agree' or 'tend to agree' that their local area is a place where people from different ethnic backgrounds get on well together 748	N/A			
	SUSC3DM - Total number of respondents 1,048	N/A								
More people living at home or in the community	<b>SCA001 ↓</b>  The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	<b>GREEN</b>  5.74	6.00	5.33	↓	SCA001NM - Total number of local authority residents experiencing a delayed transfer of care during the year for social care reasons 122	112	Target was set for between 4 and 6 for 2015/16. Performance has declined this year due to the NHS' annual winter pressures which saw very large increases in delayed transfers regarded as being due to social care reasons. Everything possible is being done to facilitate early discharge.	Alex Williams	John Grenfell
						SCA001DM - Total population aged 75+ 21,254	21,024			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
More people living at home or in the community	AS4 ↑  Percentage of clients returning home following reablement	RED  52.91%	62%	51.16%	↗	AS4NM - Number of clients returning home after a period of reablement 109	66	The Q4 figure shows that performance improved during the latter half of the year as the decision was taken to restrict use of the assessment beds to those with genuine potential for reablement. The poorer performance in the earlier part of the year is thus reflected in the full-year position. Improvement will be maintained by continuing the appropriate selection of admissions.	Alex Williams	John Grenfell
	SCA002a ↑  The rate of older people (aged 65 or over) supported in the community per 1000 population aged 65 or over at 31 March	RED  67.11	72	70.28	↘	SCA002aNm - Number of people aged 65 or over supported in the community 3,105	3,188	Performance has fallen back slightly this year but remains in line with Wales average performance for previous year. The results for this year seem to be the result of lower numbers attending day services and the decommissioning of the meals service. The drop in numbers is also commensurate with the direction of travel implied by intermediate care i.e. fewer supported at a point in time.		
	SCA002b ↓  The rate of older people (aged 65 or over) whom the authority supports in care homes per 1000 population aged 65 or over at 31 March	GREEN  19.26	19.5	20.35	↗	SCA002bNm - Number of people aged 65 or over supported in care homes 891	923	Target has been achieved but will require continuing focus on avoiding unnecessary admissions to residential / nursing care to maintain activity at this improved level.		

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
More people living at home or in the community	<b>SCA007 ↑</b>  The percentage of clients with a care plan at 31st March whose care plans should have been reviewed that were reviewed during the year	<b>AMBER</b>  <b>76.91%</b>	80%	71.62%	↗	SCA007NM - The number of clients with a care plan at 31 March who should have had their care plan reviewed who have had their care plan reviewed during the year <b>4,073</b>	<b>4,398</b>	A good improvement on last year's performance but falling short of target for this year. A range of recommendations were made by the internal audit service and a programme of activity to improve care management processes has been drawn up and will be implemented during 2016/17.	Alex Williams	John Grenfell
					SCA007DM - The number of clients with a care plan at 31 March that should have been reviewed during the year <b>5,296</b>	<b>6,141</b>				
	<b>SCA018a ↑</b>  The percentage of carers of adults who were offered an assessment or review of their needs in their own right during the year	<b>AMBER</b>  <b>95.01%</b>	98%	94.95%	↗	SCA018NM - The number of carers of adults who were offered an assessment or review of their needs in their own right during the year <b>1,561</b>	<b>1,541</b>	This indicator has proved difficult to improve upon due to its relationship to care management recording practices. The improvement in performance is extremely small - was 94.95% last year. Efforts will be made to ensure social workers complete the appropriate documentation to the appropriate standard.		
				SCC018DM - The number of new carers of adults <b>1,643</b>	<b>1,623</b>					
	<b>CUST7a ↑</b>  More people living at home or in the community - Number of projects in the Prevention Budget achieving their objective	<b>RED</b>  <b>2</b>	6	-		CUST7aNM - Actual number of projects achieving at least 70% of set objectives under the Prevention Budget <b>2</b>	<b>N/A</b>	Six projects in total. Out of these 2 are embedded, 2 are successful but not embedded at this stage and 2 are at too early a stage to determine the success. Creating new innovative projects took time with staff changes, resources being moved which resulted in some delay to these projects starting. The outcomes they are aiming to achieve cannot always be measured in the short term. A final report has been produced and 4 projects are being carried forward into 2016/17.	Sarah Crawley	Hilary Davies
					<b>1</b>	<b>N/A</b>				

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
More people running local services	CUST8a ↑  More people running local services - Number of successful bids from the Community Transformation Fund	RED  5	10	-		CUST8aNM - Actual Number of applications made to the Community Action Transformation Fund (CATF) approved by the External Funding Panel (EFP)		10 applications were received in 15/16 however only 5 were approved by the External Funding Panel. Each application is assessed against a set of criteria which they need to meet to be successful. The CATF will continue in 2016/17. The Community Action strand of sustainable Swansea is working with partners to advertise the role of the funding and people's route to apply.	Sarah Crawley	Spencer Martin
						5	N/A			
More people living at home or in the community	SCA020 ↑  The percentage of adult clients who are supported in the community during the year	GREEN  86.94%	85%	84.77%	↗	SCA020NM - Number of adult clients supported in the community		Target met.	Alex Williams	John Grenfell
						6,031	5,866			
						SCA020DM - Total number of adult clients supported either in the community or in care homes				
						6,937	6,920			

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			

### Policy Commitments relating to building sustainable communities

2. Seek wider and imaginative community use of public assets such as Council owned buildings
72. Support independent living, improved options for older people. Increase funding for housing co-operative
3. Explore collaborative and innovative ways in which local services can be financed and delivered
64. Relocate social services to work directly in the communities they serve and co-locate them with other services

#### Comment from Lead Head of Service

- The Waste Targets have all been met.
- Overall, the performance for Adult Services is improving.
- Although SCA001 has met the target in relation to delayed transfers of care, this is an area of performance we wish to improve. We continue to work with colleagues in the hospital to try and expedite discharges where possible and minimise those individuals delayed in hospital once medically fit due to social care reasons.
- In relation to AS4 and the percentage of clients returning home following reablement, although overall performance for the year is below target, performance in the latter part of the year has considerably improved. New management arrangements have led to a keener focus on reablement and ensuring the focus is on people returning home rather than entering long term care.
- Whilst performance against the rate of older people supported in the community has dropped, our performance is still in line with the Welsh average. The rate of older people in care homes per 1,000 population is decreasing and consequently going in the right direction.
- Significant progress has been made in relation to the completion of annual reviews, which gives us confidence that the people we support are receiving the appropriate level of care and their support needs are being met.

Related Outcome	PI & desired direction of Travel	Result 15-16	Target 15-16	Perform 14-15	Trend since 14-15	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer
						15-16	14-15			
<b>Corporate Services</b>										
	<b>CFH007 ↑</b>  The percentage of council tax due for the financial year which was received by the authority	<b>GREEN</b>  <b>97.30%</b>	96.8%	97.17%	↗	CFH007NM - The amount of council tax received in the year. <b>£98,215,133</b> <b>£92,748,734</b>			<b>Martin Webborn</b>	<b>Martin Webborn</b>
						CFH007DM - The total amount of council tax due for the financial year. <b>£100,939,957</b> <b>£95,452,747</b>				
	<b>CUST6 ↑</b>  Percentage of citizens satisfied with the overall standards of services provided by the Authority	<b>GREEN</b>  <b>69.00%</b>	60%	-		CUST6NM - Number of respondents who were 'very' or 'fairly satisfied' with the different types of services provided by Swansea Council. <b>8,434</b> <b>N/A</b>			-	<b>Rhian Millar</b>
						CUST6DM - Total number of customers surveyed <b>12,223</b> <b>N/A</b>				



Related Outcome	PI & desired direction of Travel	Result	Target	Perform	Trend since	N – Numerator * D – Denominator		Comments (Explanation and Actions)	Responsible Head of Service	Responsible Performance Officer	
		15-16	15-16	14-15	14-15	15-16	14-15				
<b>Sickness Absence</b>											
Page 107	CHR002I  The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence	RED	8	9.56	↓	CHR002NM - Total number of working days/shifts lost to sickness absence, for the relevant period	95,744	91,865	As part of the ongoing proactive health & wellbeing work, a number of new initiatives were launched during 15/16 including additional health fairs, increasing staff communication on wellbeing, mandatory wellbeing training for managers, increased training and workshops dedicated to stress, an ongoing wellbeing survey and monthly newsletters. Numerous wellbeing groups were also launched via helping hands. These were in conjunction with 28 additional Occupational Health Advisor and 13 Occupational Health Physician surgeries aimed at embedding longer term coping strategies and build resilience to change within the organisation. Proactive work will continue to increase during 16/17 as part of our long term wellbeing investment, including the appointment of an additional Stress management counsellor and advisor so that we can work more closely with managers and services to help prevent stress and sickness absence. In addition, the Management of Absence Policy has been reviewed with the Trade Unions.	Steve Rees	Emma Johnson
		10.2				CHR002DM - Average Number of FTE employees.	9,367	9,606			

# Agenda Item 12.

## Report of the Cabinet Member for Adults and Vulnerable People

Cabinet – 21 July 2016

### ESTABLISHMENT OF WESTERN BAY REGIONAL PARTNERSHIP BOARD AND UPDATE OF PROGRAMME OF WORK

<b>Purpose:</b>	To establish the Western Bay Regional Partnership Board
<b>Policy Framework:</b>	Social Services and Well-being (Wales) Act 2014
<b>Consultation:</b>	Legal, Finance and Access to Services
<b>Recommendation(s):</b>	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"><li>1) Consider and adopt the Terms of Reference and support the establishment of the Western Bay Regional Partnership Board</li><li>2) Delegate authority to the Chief Social Services Officer in consultation with the Head of Legal and Democratic Services and the S.151 Officer, to make such further amendments to the Terms of Reference as are deemed necessary and are agreed between the Partnership Bodies</li><li>3) Note the position statement that provides a summary of the Western Bay programme of work</li><li>4) Agree the nomination of the three Members to represent the City &amp; County of Swansea on the Western Bay Regional Partnership Board.</li><li>5) Delegate the appointment of remaining non local authority and non LHB members of the Regional Partnership Board to the Members nominated in accordance with recommendation 3, in conjunction with representatives of the other Local Authorities and the Local Health Board, such appointment to be reported back to Cabinet</li></ol>
<b>Report Author:</b>	Sara Harvey
<b>Finance Officer:</b>	Chris Davies
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Sherrill Hopkins

## **1. Introduction**

- 1.1 The Western Bay Regional Partnership Forum was established on a non statutory footing in 2014 to progress and oversee the Western Bay Health and Social Care Programme. It has also worked on the arrangements for implementing the Social Services and Wellbeing (Wales) Act 2014 (the Act).
- 1.2 The Act came into effect on 6<sup>th</sup> April 2016 and this introduced a statutory role for a Regional Partnership Board and specific responsibilities.
- 1.3 In light of the new statutory requirements the Western Bay Regional Partnership Forum held two development workshops facilitated by the Institute of Public Care (Oxford Brooks University) in January and April this year to clarify, review and update the role of Regional Partnership Board going forward.
- 1.4 The Shadow Partnership Board met in April and considered objectives, priorities and terms of reference. The outcome of the workshops includes the Terms of Reference attached in Appendix A and a Position Statement summarising the work of the Shadow Partnership Board in Appendix B.

## **2. Requirements**

- 2.1 The Act introduces new requirements on local authorities and the Local Health Board (LHB) with regard to partnership and collaboration. This includes the need to establish Regional Partnership Boards (RPBs) on LHB footprints to secure strategic planning and partnership working between local authorities and the LHB to ensure effective services, care and support are in place to best meet the needs of their population.
- 2.2 The objectives of the Regional Partnership Boards are to ensure the partnership bodies work effectively together with the following responsibilities to:
  - Respond to the population assessment carried out in accordance with section 14 of the Act;
  - Implement the plans for each of the local authority areas covered by the Regional Partnership Board which local authorities and local health boards are each required to prepare and publish;
  - Ensure the partnership bodies provide sufficient resources for the partnership arrangements;
  - Promote the establishment of pooled funds where appropriate;
  - Ensure that services and resources are used in the most effective and efficient way to improve outcomes for people in their region;
  - Prepare an annual report for Welsh Ministers on the extent to which the board's objectives have been achieved;

- Provide strategic leadership to ensure that information is shared and used effectively to improve the delivery of services, care and support, using technology and common systems to underpin this.
- 2.3 More specifically RPBs will be responsible for prioritising the integration of services in relation to:
- Older people with complex needs and long term conditions, including dementia;
  - People with learning disabilities;
  - Carers, including young carers;
  - Integrated Family Support Services;
  - Children with complex needs due to disability or illness.
  - Delivering a pooled budget arrangement for care homes by April 2018.
- 2.4 The statutory guidance requires the creation of 7 RPBs across Wales, including Western Bay.
- 2.5 Membership of the Regional Partnership Board is specified in the statutory guidance. The Regional Partnership Board may co-opt other persons to be members of the Board as appropriate. The regulations refer to the minimum membership of the boards but the number of representatives and range of people involved is a matter for local determination.
- 2.6 A Western Bay Regional Citizens Panel has been established drawing on existing local and regional engagement mechanisms which will inform the development and delivery of integrated services from an individual and service user perspective.
- 3. The Role and Function of the Western Bay Regional Partnership Board**
- 3.1 In Western Bay, partners wish to continue the good progress that has been made in the development of collaborative regional activity and design arrangements which build on this success, as well as meet the national requirements.
- 3.2 The main roles of the Western Bay Regional Partnership Board will be to:
- Ensure that there is an agreed shared vision and a clear direction of travel for service development and integration of health, care and wellbeing.
  - Ensure that there are shared plans in place (supported by appropriate business cases) for delivering on the vision
  - Ensure that the strategic plans are evaluated and reviewed against agreed and understood outcomes and performance indicators

- Lead a strategic approach to communicating and publicising the direction of travel and progress made
  - Maintain an effective overview of the resources allocated by the Regional Partnership Board
  - Ensure that an annual report on progress is prepared and delivered as required by Welsh Government.
- 3.3 Each Member of the Regional Partnership Board will be responsible for ensuring any strategic decisions and plans made by the Regional Partnership Board have Partner body support and are considered through their respective governance arrangements.
- 3.4 The Regional Partnership Board will be responsible for reporting on its statutory requirements and progress against strategic plans to the Welsh Government as required.
- 3.5 The functions of the Regional Partnership Board are set out in the Terms of Reference at **Appendix A**.

#### 4. **Membership**

- 4.1 The proposed membership of the Regional Partnership Board is included in the Terms of Reference at **Appendix A**.

#### 5. **Position Statement**

- 5.1 The implementation of the Act builds on considerable progress across Western Bay through projects and activities that have been prioritised by the partners such as safeguarding and the establishment of Regional Safeguarding Boards and a regional Adoption Service, to the prioritisation of integrated services for older people through the Community Services Programme. The implementation of the Act can be seen essentially in two stages:

- **Immediate** – ensuring partners’ compliance with key requirements of the Act by April 2016, and
- **Medium term** – working across the partnership to develop and enhance arrangements and ensure that the spirit as well as the letter of the Act are reflected in how services are planned and delivered in the longer term from April 2016 onwards.

- 5.2 The second stage is seen as forming a logical basis for the forward Partnership Plan, which will also need to reflect the discrete duties identified for RPBs noted above and it needs to include the transformation priorities already underway across Western Bay.

- 5.3 The Position Statement at **Appendix B** identifies the Stage 1 and Stage 2 activities which will inform the Partnership Plan.

## 6. Equality and Engagement Implications

- 6.1 An initial EIA screening (see **Appendix C**) has been undertaken and has concluded that a full EIA report is not required in relation to the setting up of the Regional Partnership Board.
- 6.2 With relation to the requirement that the Regional Partnership Board arrangements comply with Welsh Language Standards and specifically, consideration of how to maximise any benefits and minimise any adverse effects on:
- opportunities for people to use the Welsh language
  - treating the Welsh language no less favourably than English

It must be appreciated that each of the partnership bodies will be subject to their own specifically defined standards and so decisions made by the partnership must be in line with their individual needs.

Any decisions made by the partnership which affect service users will need to be subject to EIA procedures.

## 7. Financial Implications

- 7.1 There are no financial implications associated with this report.

## 8. Legal Implications

- 8.1 The Social Services and Well-being (Wales) Act 2014 imposes an obligation on the Local Authorities of Swansea, Neath Port Talbot and Bridgend together with the Local Health Board to establish a Regional Partnership Board. The Terms of Reference at Appendix A comply with the statutory obligations and guidance issued by the Welsh Government.

**Background Papers:** Previous Cabinet Papers in relation to Western Bay Health and Social Care Programme: Western Bay Overview, January 2013; Youth Offending Service, January 2013 and March 2013; Joint Commitments for Learning Disability Services, Community Services and Mental Health Services, September 2013; Delivering Improved Community Services, April 2014; Managing Youth Offending Services, April 2014; Regional Adoption Service, April 2014; Establishment of Substance Misuse Area Planning Board, April 2014 and Western Bay and Intermediate Care Fund, June 2014.

**Background Papers:** None.

### Appendices:

- Appendix A** Western Bay Regional Partnership Board Terms of Reference  
**Appendix B** Western Bay Position Statement  
**Appendix C** EIA Screening Form



## Western Bay Regional Partnership Board Draft Terms of Reference

Prepared with reference to the Welsh Government Statutory Guidance Social Services and Well-being (Wales) Act 2014 Part 9 Statutory Guidance (Partnership Arrangements)

Agreed by Western Bay Regional Partnership Board on \_\_\_\_\_

### Status

1. Abertawe Bro Morgannwg University Health Board,  
  
Swansea City and County Council,  
  
Bridgend County Borough Council, and  
  
Neath Port Talbot County Borough Council  
  
are Partnership Bodies for the purposes of the Partnership Arrangements (Wales) Regulations 2015<sup>1</sup>
2. The Partnership Bodies are required to establish a Partnership Board pursuant to the Regulations to be known as the Western Bay Regional Partnership Board<sup>2</sup>
3. Western Bay Regional Partnership Board (The Board) does not have separate legal personality and references to the Board are references to members of the Board acting jointly.

### Objectives of the Board

4. The statutory objectives of the Board are summarised in paragraphs 5, 6 and 7 below.<sup>3</sup>

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<sup>1</sup> Regulation 1 (4) Partnership Arrangements (Wales) Regulations 2015

<sup>2</sup> Regulation 5 (2)

<sup>3</sup> Regulation 10







## Main Functions

10. The Board has the following functions:
- (a) To provide a senior forum to
    - (i) oversee the discharge of duties under Part 9 of the Act,
    - (ii) agree regional priorities,
    - (iii) identify and respond to opportunities for collaboration and integration in the delivery of health, social care and well-being in Western Bay programme area,
    - (iv) oversee delivery of the regional programme and
    - (v) unblock obstacles to successful collaborative working
  - (b) To ensure that information is shared and used effectively to improve the delivery of services, care and support, using technology and common systems to underpin this
  - (c) To sign off an annual Partnership Plan and produce an Annual Report on delivery against the Plan
  - (d) To agree a recommended budget for consideration by the Partnership Bodies to support delivery of the Partnership Plan and agree to any reallocation of resources within the course of the year to support revised priorities
  - (e) To ensure the Partnership Plan reflects specific duties within the Act and facilitates service transformation across the region through effective collaborative working, sharing of practice and comparative analysis
  - (f) To meet accountability arrangements to the Welsh Government regarding delivery of the Partnership Plan and deployment of grant funding
  - (g) To mandate regional programme and project boards to oversee activities to support delivery of the Regional Plan, deploy resources appropriately, monitor delivery and provide reports when required to the Regional Partnership Board.
  - (h) To assess each year whether the regional governance arrangements are effective in promoting collaboration and facilitating delivery of the Partnership Plan



- (i) To assist the Partnership Bodies in preparing a Population Assessment each electoral cycle, as required under section 14 of the Act and implement plans at local authority and regional level as required under section 14A of the Act
- (j) To make recommendations to the Partnership Bodies for establishment of pooled funding arrangements for functions exercised jointly in response to the Population Assessment, family support functions and, from April 2018, for care home accommodation for adults
- (k) To approve and oversee the implementation of the plans under the Intermediate Care Fund
- (l) To make appropriate arrangements for service user and carer engagement in the development and delivery of the regional programme and Partnership Plan
- (m) The Board is not a formal decision-making body and has no executive powers. Courses of action will be agreed by consensus among the full members. Partners will need to take issues agreed by the Board through their own local policy and decision-making for ratification as required

## Board Membership

11. The membership of the Board is set out below<sup>6</sup>:

- (a) Three elected Members of each local authority
- (b) One Member of the Local Health Board
- (c) The Director of Social Services appointed under Section 144 of the Act of each local authority (or his or her nominated representative)
- (d) Three representatives of the Local Health Board
- (e) Three persons who represent the interests of third sector organisations
- (f) One person who represents the interests of care providers in the area covered by the Board
- (g) One person to represent people with needs for care and support in the area covered by the Board

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<sup>6</sup> Regulation 11

- (h) One person to represent carers in the area covered by the Board
12. The person referred to in (e) to (h) above shall be selected by the Partnership Bodies.
  13. The Partnership Bodies may substitute at any time another person for any of the persons appointed under paragraphs (a), (b) and (d).
  14. The persons appointed under paragraph (a) above shall cease to be members of the Board if they cease to hold the office of elected Member.
  15. The term of office of members of the Board shall run until the next general election of local authority members of the local authorities represented on the Board following the elections which occur in May 2017 or the dissolution of those local authorities by effect of statute.
  16. If any person appointed to the Board tenders written resignation, becomes incapable of acting or fails to attend Board meetings for a period of six months that person shall cease to become a member of the Board.
  17. Any occasional vacancy amongst the persons named in paragraphs (e) to (h) above shall be filled by decision of the Partnership Bodies.
  18. The Board may co-opt such other persons to be members of the Board as it thinks appropriate.<sup>7</sup>
  19. The Board shall determine the method by which a Chair and Vice Chair are appointed together with the period of office which applies to those roles.

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<sup>7</sup> Regulation 11 (2)





## **Sub-Groups of the Board**

26. The Board may establish sub-groups to support it in undertaking its functions.
27. Any sub-group of the Board must include at least one representative of a Partnership Body who will chair the sub-group.

## **Administrative Support**

28. Administrative support for the Board is provided by the City and County of Swansea.

## **Scrutiny**

29. The Board shall submit to scrutiny by overview and scrutiny committees of the local authorities which are Partnership Bodies or a joint Overview and Scrutiny Committee established by those local authorities.
30. The Overview and Scrutiny Committees can require any member of the Board to give evidence but only in respect of the exercise of functions conferred on the Board.



**APPENDIX B**

**Western Bay Health and Social Care Programme  
Position Statement 16/17**

The following position statement is an initial assessment of Western Bay work streams and activities in the context of the Regional Implementation Plan and aims to capture what the 'gaps' might be in relation to the Social Services and Wellbeing Act implementation.

Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
Information, Advice and Assistance	<p>Published 'library' of mental health self-help information</p> <p>The 3 CVCs mapped the wellbeing and prevention resources and migrated to the InfoEngine platform which is now 'live'</p>	<p>Establish strategic view of how the following 4 systems link across Western Bay: DEWIS Cymru, Info-Engine, 111 service and FIS and the links into local arrangements for 'front door'</p> <p>Bridgend set up T&amp;F group with Health to progress IAA and implementation of DEWIS Cymru</p> <p>Swansea progressing IAA on a corporate basis through Corporate Project and implementation of DEWIS Cymru</p> <p>NPT Family Information Service to become the partnership system for collecting information about community services, with potential link to DEWIS Cymru. Establishment of a multi-agency group</p>	<p>National DEWIS Cymru Board</p> <p>Programme Team</p>	<p>Part 2 – IAA services</p>	<p>Development of processes and practice in assessment, eligibility, care planning and the IAA service</p> <p>Consistency in the performance management framework and the introduction of underpinning systems WCCIS and Dewis Cymru</p>



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
		to implement the proposal  ABMU are piloting the national 111 service			
Preventative services	Draft Principles of Prevention Framework developed  Local Area Co-ordination / Local Community Co-ordination (LAC/LCC) Approach piloted and established in areas in BCBC, NPT & CCS  'Disabled Go!' access guide launched providing info for visitors/ users across WB on public buildings	Principles of Prevention Framework to be considered by Regional Partnership Board and taken through LA Cabinets and Health Board  Consider adoption of principles of prevention framework in partner organisations  Address need for current provision of preventative services in Population Assessment  Local Area Co-ordination / Local Community Co-ordination (LAC/LCC) Complete evaluation Expansion of roll-out of LAC/LCC to other local areas	Programme Team	Part 2 – preventative services; social enterprise/ cooperatives, Population Assessment	Develop new models of service for preventative services, commissioning and social enterprises, responding to population assessments
Social Enterprise	Funding for CVS to recruit SE posts in each locality to support development of social enterprises	Continuation of service provided in each locality through the three CVS' Social Enterprise part time		Social Enterprise	Develop new models of service for preventative services, commissioning and social enterprises,



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
		posts to support development of social enterprises, including development of delivery plan.  LA requirement to promote social enterprises/ alternative models – progress locally			responding to population assessments
Adult Safeguarding	Establishment of regional board  Reviewed existing arrangements for Adult Safeguarding Boards to ensure compliant with the Act	Review Business Action Plan	Regional Adult Safeguarding Board  Reporting through WB governance on a mgmt. by exception basis	Part 7 - Safeguarding	
Children's Safeguarding	Establishment of regional board  Further review of performance framework  Regional response to Operation Jasmine Report	Review Business Action Plan	Regional Children Safeguarding Board  Reporting through WB governance on a mgmt. by exception basis	Part 7 - Safeguarding	
Integrated Assessment	Regional work progressed through workstream led by ABMU Officer and including LA colleagues to review current documentation and assess the gaps across the region	Chris Williams (Asst Director of Nursing) to lead and continue this work with Local Authorities officers  Review Bridgend's template and consider regional approach and/or examine differences	Local Delivery	Part 3 – Assessment  Part 4 – Meeting need	Development of processes and practice in assessment, eligibility, care planning and the IAA service
Advocacy	Regional work	Continue regional		Part 10 -	Children's





Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
	<p>undertaken for children's advocacy linking into the national group. DH, CO for CCS, leads the regional group.</p>	<p>work linking into national group for children's advocacy.</p> <p>Bridgend reviewing existing advocacy services and identifying what future services need to be commissioned. Funding confirmed to appoint an officer to lead on this work.</p> <p>CCS in contact with NPT to review their SLA</p> <p>NPT are maintaining SLA with 3<sup>rd</sup> sector external advocacy provider in 16/17</p> <p>ABMU – Community Health Council provides advocacy service for adults</p> <p>Agreed to establish regional group to consider scope for regional workstream to review advocacy for adults</p>		<p>Advocacy</p>	<p>advocacy being progressed through national group</p> <p>Wider advocacy</p>
<p>Complex Needs (LD and children with complex needs)</p>	<p>No regional work progressed, though links to right sizing, right pricing work in Contracting and Procurement Project</p>	<p>Regional project, outcome focused commissioning in Contracting and Procurement Project, expanded to now include children services (ICF proposal)</p>	<p>ABMU LD/ MH Commissioning Board</p>	<p>Part 9 – prioritising the integration of services for children with complex needs due to disability or illness</p>	



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
Adoption	<p>Implementation of regional service</p> <p>Regional Management Board established</p> <p>Service operating as business as usual.</p>	<p>Cabinet approval of the final partnership agreement. (June 2016)</p> <p>Reporting on a mgmt. by exception basis through WB governance</p>	Regional Management Board	Part 6 - LAC	
Emotional Health of children	<i>To be completed</i>	<p>Establish whether the development of an effective regional model based on a continuum of needs that promotes emotional and psychological wellbeing of children can be progressed</p> <p>CAMHS will become regional priority across WB. Regional Group established with workstreams. Action plan currently being reviewed, to be established.</p> <p>CBs have commissioned work for intervention work – tiers 1 &amp; 2 in CAMHS</p> <p>2 WG funded services being set up by ABMU:</p> <ul style="list-style-type: none"> <li>- Crisis Team</li> <li>- Neuro-Development</li> </ul>	CYP Commissioning Board	Parts 2, 3, 4 – early intervention, assessment, meeting needs	



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
		<p>Team</p> <p>Specification and monitoring arrangements for service to be drawn up</p>			
IFSS	<p>Implementation of regional IFSS</p> <p>IFSS Board established</p>	<p>Requirement to oversee the IFSS might be delegated by Regional Partnership Board to Regional IFSS Board</p>	<p>Regional IFSS Board/ Steering Group</p>	<p>Part 9 – prioritise the integration of services in relation to IFSS</p>	
Engagement and citizen voice	<p>Development of regional citizen panel</p>	<p>Establishment of regional citizen panel, with 3 meetings/ workshops and agreed TOR</p> <p>Engagement events:</p> <ul style="list-style-type: none"> <li>• Practise development</li> <li>• Providers</li> </ul> <p>Population Assessment engagement</p> <p>Scoped and Completion of co-productive approach to development of IAA service in Swansea, with objective of producing a model template/tools to be shared / used across region</p>	<p>Programme Team</p>	<p>Part 2 – co-production</p>	<p>Ensure proper arrangement in place for citizen engagement</p>
Communication	<p>Development of Communications</p>	<p>Further</p>	<p>Programme Team</p>	<p>Whole Act Part 2</p>	



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
	<p>Plan for the WB Programme</p> <p>Development of case studies for Community Services and C&amp;P</p> <p>Community Services Communication Plan</p>	<p>development/ review of Communication Plan for WB Programme</p> <p>Further development of case studies for Community Services and C&amp;P</p>			
Older people remodelling	<p><b>Intermediate Care Services</b></p> <p>Optimal intermediate care model of delivery identified and mandated by CEXs. Levelling up of optimal model (Common Access Point, Acute Clinical Response, Reablement) in process across the region</p> <p><b>Anticipatory Care Planning (ACP):</b></p> <p>Anticipatory Care Planning progressed with 3 early adopter community networks (1 in each LA area)</p> <p>Primary and Community Fund of £660k to fund 'Care Navigator' coordination role and admin support</p> <p>Anticipatory Care process developed, standardised anticipatory care plan, specific Information Sharing</p>	<p><b>Intermediate Care Services</b></p> <p>Position statement for each locality including any gaps, issues</p> <p>Prioritisation of opportunities/ gaps</p> <p>Review optimum model in context of whole system</p> <p>Evaluation of ICS</p> <p><b>Anticipatory Care Planning (ACP):</b></p> <p>Refine and review ACP approach/process</p> <p>Roll out plans for 8 other cluster networks</p> <p>Establish performance framework</p>	Community Services Planning & Delivery Board	Part 9 – prioritisation of the integration of services in relation to older people with complex needs; delivery of pooled budget for care homes by April 2018	



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
	<p>Protocol for Anticipatory Care</p> <p>Western Bay <b>Care Home Commissioning Strategy</b> for Older People completed.</p> <p><b>Regional Quality Framework for Care Homes</b> (over 65s) Approved and implemented framework NPT, BCBC approved through Cabinet</p> <p>Response to OPC Report: Place to Call Home</p>	<p>Public Consultation for <b>Commissioning Care Homes Strategy</b></p> <p>Implementation plans for each locality</p> <p>Develop strategic plan for pooling of pooled budget for care homes (to be effective from April 2018)</p> <p><b>Regional Quality Framework for Care Homes</b> (over 65s) Review governance and framework CCS to approve through cabinet</p> <p>Response to OPC Report - Dementia: More than just Memory</p>			
Pooled funds	<p>Developed and approved S33 agreement for Intermediate Care Services</p> <p>Establishment of Joint Partnership Boards in each Locality</p> <p>IFSS Board/ Steering Group</p>	<p>Revise S33 agreement for Intermediate Care Services for 16/17</p> <p>IFSS Pooled Fund</p>	<p>Community Services Planning &amp; Delivery Board/ Local Joint Partnership Boards x3</p> <p>IFSS Steering Group Community</p>	<p>Part 9 – promote the establishment of pooled budgets where appropriate; prioritisation of the integration of services in relation to older people with complex needs; delivery of pooled budget for care homes by April</p>	



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
	Joint Equipment Store (NPT, CCS & ABMU)	Develop strategic plan for pooled funds for care homes (to be effective from April 2018)	Services Planning & Delivery Board /National Commissioning Board	2018	
Population Assessment	Development of regional PID  Established T&F Group	Implement project plan  Making links to future generations Act  Consultation / Engagement events  Produce local and regional PA by April 2017	Pop Ass T&F Group & Programme Team	Part 2 – Population Assessment	Develop new models of service for preventative services, commissioning and social enterprises, responding to population assessments
Regional SCWDP	Delivery of 2015-16 Plan	Develop Plan for 2016-17  Align with Regional Implementation Plan  Monitor delivery	Workforce Development Steering Group	Whole Act	Ensure that the regional learning and development strategy and Plan is embedded in the regional implementation plan
SCiP	Delivery of 2015-16 business plan	Develop Plan for 2016-17  Align with SCWDP/ Regional Implementation Plan  Monitor delivery	Workforce Development Steering Group	Whole Act	Ensure that the regional learning and development strategy and Plan is embedded in the regional implementation plan
Workforce Strategy / Development	Established Workforce Development Steering Group	Target HR/culture issues  Engagement of staff to embed	Workforce Development Steering Group	Whole Act	Ensure that the regional learning and development strategy and Plan is embedded in the [regional



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
		assessment processes (C&P project)  Options appraisal for training across the region to consider regional arrangements which could provide improved links with Health			partnership] plan
Training on the Act	Deliver and evaluate initial programme	Deliver next phase	Workforce Development Steering Group	Whole Act	Ensure that the regional learning and development strategy and Plan is embedded in the [regional partnership] plan
Outcomes Focussed Commissioning (C&P Project)	Achieved outcomes for service users (see case studies)  Savings of £1.3m	Further outcomes for service users Further savings to be realised	C&P Project Board / Programme Team		
C&P Regional Brokerage Services	MH regional brokerage service established	Review MH regional brokerage service to ensure fit for purpose Implement LD brokerage service Savings to be realised Outcomes for service users	C&P Project Board/ Programme Team		
Systems	Bridgend implemented WCCIS – April 2016  Established WB WCCIS work-streams	Develop regional business cases  Develop local and regional implementation plan  Develop	WCCIS Regional Project Board / Programme Team	Whole Act	Consistency in the performance management framework and the introduction of underpinning systems WCCIS



Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
	Draft readiness plan	communications plan			
Performance	Progressed locally	<p>National performance measurement framework to be progressed and applied in each local area</p> <p>Consider reviewing ACRF template across region once WG template for next year is confirmed</p> <p>Links to Regional WCCIS Project which will support consistency of performance measures</p>	WB Programme Team	Whole Act	Consistency in the performance management framework and the introduction of underpinning systems WCCIS and Dewis
Area Planning Board (Substance Misuse)	<p>Substance Misuse Commissioning Strategy developed and approved.</p> <p>Formal consultation commenced in March 2016</p>	<p>Capital Estates Strategy drafted and to be taken to the next APB Board Meeting (6<sup>th</sup> July 2016) for approval.</p> <p>Proposals for re-commissioning being developed currently.</p> <p>Bids for SMAF Capital Funding submitted to Welsh Government by set deadline (10<sup>th</sup> June 2016).</p> <p>S.33 Agreement drafted, will be circulated for</p>	Regional Area Planning Board		





Activity	Stage 1 (Existing)	Stage 2 (proposed post April 2016)	Current programme board	Relevance to SSWBWA	DTG 'national priority'
		<p>consultation amongst signatories shortly (June/July 2016)</p> <p>Governance Framework drafted and Approved.</p>			
Youth Offending Service	<p>Regional Shared Service Manager in post</p> <p>Annual Youth Justice Plan for 2015/16 agreed by Management Board</p> <p>Short Quality Screening Inspection conducted by Her Majesty's Inspectorate of Probation (HMIP) – Oct 15</p>	<p>Legal Agreement being finalised</p> <p>Further review of management arrangements</p> <p>New model of operation to be introduced to improve sentence choice and opportunities for children and young people</p>	Western Bay Youth Justice and Early Intervention Service (WBYJ&EIS) Management Board		
Supporting People	<p>Development of a Regional Commissioning Plan for Western Bay submitted to Welsh Government</p> <p>Reviewed and revised Terms of Reference for SP Regional Collaborative Committee</p> <p>Development of Roles and Responsibilities for members</p>	Supporting People Commissioning Plan	Supporting People Regional Collaborative Committee		

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).

**Section 1**

Which service area and directorate are you from?

Service Area: Social Services - Western Bay

Directorate: People

**Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?**

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(b) Please name and describe below**

The establishment of a statutory regional board to oversee integrated services for health and social care (replacing informal Board previously established)

**Q2(a) WHAT DOES Q1a RELATE TO?**

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	<input checked="" type="checkbox"/> (M)	<input type="checkbox"/> (L)

**(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?**

Because they need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (M)	<input type="checkbox"/> (L)

**Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...**

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Q4 HAVE YOU / WILL YOU UNDERTAKE ANY PUBLIC CONSULTATION AND ENGAGEMENT RELATING TO THE INITIATIVE?**

YES       NO (If NO, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

## Equality Impact Assessment Screening Form

The Western Bay Regional Citizen’s Panel will be the means of engagement relating to Western Bay activities/ developments going forward. A representative of the Panel will be sought through an ‘expression of interest’ selection process to be a member of the Regional Partnership Board

**Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?**

High visibility <input type="checkbox"/> (H)	Medium visibility <input type="checkbox"/> (M)	Low visibility <input checked="" type="checkbox"/> (L)
---	---	---

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL’S REPUTATION?**  
*(Consider the following impacts – legal, financial, political, media, public perception etc...)*

High risk <input type="checkbox"/> (H)	Medium risk <input checked="" type="checkbox"/> (M)	Low risk <input type="checkbox"/> (L)
---	--	--

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

Yes       No      **If yes, please provide details below**  
 Setting up the Board will not directly affect other Council services, although decisions taken by the Board in the future may impact on many areas of operation.

**Q7 HOW DID YOU SCORE?**

*Please tick the relevant box*

**MOSTLY H and/or M → HIGH PRIORITY →  EIA to be completed  
 Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT →  Do not complete EIA  
 Please go to Q8 followed by Section 2**

**Q8 If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council’s commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.**

Although the work of the Board will impact on many areas of operation, setting it up in line with statutory requirements will have little direct effect – consequently there is no need for a full EIA report at this stage. Initiatives emanating from the Board will need to be considered individually and each will be subject to the EIA process. Consideration must be given to the fact that different equality (and Welsh language) standards and procedures will exist across the partnership bodies and implementations will reflect this.

## Equality Impact Assessment Screening Form

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

<b>Screening completed by:</b>
<b>Name:</b> Nicola Trotman
<b>Job title:</b> Western Bay Programme Co-ordinator
<b>Date:</b> 21 <sup>st</sup> June, 2016
<b>Approval by Head of Service:</b>
<b>Name:</b> Sara Harvey
<b>Position:</b> Western Bay Programme Director
<b>Date:</b> 21 <sup>st</sup> June, 2016

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)

## Report of the Cabinet Member for Next Generation Services

Cabinet - 21 July 2016

### CORPORATE APPRENTICE AND TRAINEE STRATEGY

<b>Purpose:</b>	To outline the proposed Corporate Apprentice and Trainee strategy, along with the timeline for the project implementation.
<b>Policy Framework:</b>	New Policy
<b>Reason for Decision:</b>	To set Policy Framework
<b>Consultation:</b>	Legal, Finance, Planning, Access to Services.
<b>Recommendation(s):</b>	It is recommended that:  1) The key principles of the strategy are accepted and embedded across the Authority via the proposed action plan.
<b>Report Author:</b>	Martin Nicholls
<b>Finance Officer:</b>	Paul Roach
<b>Legal Officer:</b>	Wendy Parkin
<b>Access to Services Officer:</b>	Phil Couch

#### 1. BACKGROUND

Discussions have taken place over some time about developing a clear Council wide policy and strategy for a “Corporate Apprentice Scheme”.

A working group drawing representatives from across the Council was established, chaired by the Chief Operating Officer and this report outlines initial findings, suggested principles for inclusion in the strategy, proposed timeline for the project and any issues and decisions required to finalise the strategy and action plan.

#### 2. BASELINE AND DATA GATHERING

The first process carried out was to focus on understanding what the Council already does, either directly or indirectly with partners. This identified that the amount of work in this area is significant with many positive examples being undertaken across the Council. The following list is not intended to be exhaustive but it does give an insight into how proactive the council is currently being in this area:-

- Employment training wide ranging apprentice programme across many different sectors and industries.
- A range of apprentices including in CB&PS which focusses on trade apprentices with 150 recruited to date.
- The Council's Beyond Bricks and Mortar which has made significant progress in its targeted recruitment and training programme in construction in areas such as QEd, WHQS and regeneration opportunities.
- The Council's approach to dealing with NEETS which has been identified as best practice.
- Waste management and baling plant working in partnership with Social Services.
- LIFT programme.
- Numerous examples of work experience ranging for 1 week placements to longer more formalised schemes.
- Foreign student placements.
- Internships, master placements and working with Universities.
- Various working with "outside bodies" where the Council is placing trainees/work experience.
- Job Growth Wales.
- Council delivery on it corporate parenting role.
- Previous schemes such as the Work Related Education Programme and 14 - 19 network.
- The ultimate successful "whole council" approach in delivering on the previous COASTAL project.

However, whilst these are very positive initiatives, it has also become clear that there is a lack of awareness and cross-authority working and as such, some of these excellent examples could achieve improved outcomes with better visibility and sharing of best practice.

### **3. SCOPE OF STRATEGY**

The examples referred to above and further discussions to date have highlighted that the term "Apprentice Strategy" can somewhat restrict the opportunities and as a result, may be too narrow an approach. It is understood that the desire for such a scheme is to capture and maximise the wider opportunities for young people, "long term unemployed" or other disadvantaged groups and as such it is recommended that the following activities should be included in the proposed strategy:-

- Formal traditional apprentices
- Pre-apprentice initiatives
- Short term work experience
- Longer term work experience
- Internships, master's placements etc.

It is felt this wider remit would have greater positive outcomes and also a closer synergy to the overall council priorities and certainly make the scheme more sustainable.

What is critical is this is not an academic policy but an attempt to deliver a person centred approach to proactively develop improved outcomes for the young people of Swansea and surrounding region. As such it will have a focus with specific target groups but should also allow “equal opportunity for all” to gain experience and get a step up into the world of work.

#### **4. PARTNERS**

Initially it is proposed the scheme starts with the Authority but then if practical it is rolled out with other public sector partners. It is possible to widen this to the Private Sector within the City region but these opportunities can be subsequently explored once “we have got our own house in order”.

However one example where progress can be made quickly is the link between this scheme and the current Beyond Bricks and Mortar policy operated by the council. That has historically made significant progress in the construction and regeneration areas but it is also proposed that this is widened across all relevant procurement activity. A separate report will be presented to Cabinet on these principles in due course.

#### **5. PRIORITY AREAS FOR DISCUSSION/DECISION**

Initial discussions have identified that there is a danger that the scheme could be broadened and become overly onerous and therefore it is necessary to confirm the core purpose of such an Authority wide initiative. As such the “indicative” priorities are captured below with further details presented in the subsequent paragraphs:

- To maximise the work experience opportunities thus developing the “bridge” from formal education into work based opportunities through work experience.
- To agree some key principles for a corporate wide apprentice strategy including key principles and targets.
- To have a single agreed process to access opportunities across the Council and its designated partners managed by a single team within the council with appropriate coordination across all service areas.
- To agree the principles of and specific “target areas” in terms of age, locality, ethnicity and other barriers to long term employment.
- To agree a way of “target setting” opportunities inked to available funding.
- Any initial links with external partners/contracting opportunities.
- To explore the potential implications of the UK governments “apprentice levy” which if implemented in Wales would have an effect on any proposals.
- To consider the above in terms of existing or new budgets in support of these objectives.

## **5.1. Work Experience Opportunities**

One of the key recommendations is the desire to try and provide the skills and experience to those young people in our society which would otherwise find it difficult to secure meaningful long term employment. This is also as much about “work ready skills” as opposed to actually work experience and decisions have already been made by cabinet as to how the council will build on the excellent work carried out to date. This includes the Council’s approach to NEET’s and previously by employment training and this proposal would also include the council’s commitments and corporate parenting role in relation to the LAC population.

A decision has already been made on the future of the employment training service with residual funding being earmarked towards “disadvantaged” learners. As such the proposals in this scheme are intended to complement and enhance it by committing the Council to also utilise within council “work experience opportunities to maximise the potential employability of candidates.

Targets will be set on an annual basis once the new service is constituted with wider opportunities being identified via other Public and Private sector employers, wherever possible.

In “prioritising” this area it is not intended to exclude other students who are progressing well within formal education or “school leavers”, from also accessing work experience opportunities, but adds an additional “obligation” on the Council in an area where it can make a greater difference to the desired outcomes.

There will be a need for all parts of the Council to facilitate such opportunities and this will need a network of workplace mentors, although experience shows that many employees readily embrace such opportunities.

Work experience placements needs to be meaningful and well supported and as such, there will be a need to develop “structured” work experience, possibly backed up with vocational qualifications or units relevant to each area but this will take some time to put in place so that it doesn’t become an over-burdensome task.

It is also necessary to make a direct link from work experience opportunities into further development opportunities available for those successfully completing a work experience e.g. a number of ring-fenced ‘traineeship’ opportunities, which our young people can apply for.

## **5.2 Apprentices**

As indicated, there are some existing, positive apprentice opportunities across the Council but it is also certain that these could be expanded across a much wider areas of the council. Consideration could also be given to utilise a “shared apprentice” approach for some generic activities whereby the



apprentice is employed “corporately” and then loaned out to various services thus sharing the “cost”, giving employees a much wider pool of work experience and also assisting in avoiding “peaks and troughs” within small service areas. It is certainly a viable proposal when considering the future model for Council wide business support but could also be a model that could be extended to other parts of the Council and possibly also with external stakeholder and partners.

It is suggested that the Council sets an aspirational target for apprentice opportunities, the level of which would depend on any additional funding that could be made available.

Initially it is suggested that a percentage of vacancies that currently are advertised externally are “re-designated” as apprentice opportunities. To give an indication of numbers, the Council will advertise circa 250 posts in the last financial year so a 10% target would equate to 25 posts and a 20% target would equate to 50 jobs and so on. Caution needs to be expressed that a one size won’t fit all and a simplistic gateway will assess the opportunities as and when they arise.

The benefit of this approach is that the Council will have already discharged its legal duty in terms of redundancy and redeployment and as such this is likely to also be more acceptable to staff and trade unions.

### **5.3 Identify a Single Point of Access and Co-Ordination role**

The Council has already committed itself to developing a single “electronic” point of access to training and job opportunities via the website developed by the regional learning partnership. This includes job vacancies, details about training opportunities, advice and guidance on issues such as overcoming barriers to employments and how people can access advice and support. It currently signposts candidates and employers to opportunities and it is certainly felt that this would be a valuable tool to align with this proposed initiative.

The link can be accessed as follows:- [www.informswansea.co.uk](http://www.informswansea.co.uk)

It was developed and hosted by CCS (BB&M team) and it appears that this may no longer be a core requirement of the RLP. However, it is proposed to continue to run and develop the web portal in conjunction with the Councils IT service as it also has the functionality to extend into an apprentice module which can very quickly be switched on.

This single point of entry would be aligned to the Councils “digital by default” and one way of doing things but it is understood that some prospective learners may require assistance in accessing these, or other services, depending on personal circumstances.

One potential “hurdle” that will need to be overcome is that links with other agencies such as Job Centre Plus means that opportunities are accessible to

all, regardless of personal circumstances or where prospective candidates live. As such, there may be a desire to set up a “member’s area” which is password protected if there is an intention for some of the opportunities to be “ring-fenced” in any way and this is explored further below.

As such, consideration has been given to where the Council wide “coordination role” should sit with logical options being either as part of the Education, Poverty and Prevention, Beyond Bricks and Mortar or HR/Corporate services.

After consideration of the optional and current issues across each of these areas it is proposed that the coordination role sits within the council’s current Beyond Bricks and Mortar team.

This is fully aligned to the widening of the scheme to all “procured goods and services” the council commissions and as such seems a logical place to merge these two complementary activities. There will be a direct link via service “champions” allowing the sharing of best practice. This would be an extension of the initial working group and be on a voluntary basis

In addition, services will be asked to have a member of staff to act as apprentice and workplace “coordinators”. There will no doubt be some concerns over capacity but given the positive engagement taking place across the Council as part of the working group there would seem to be enough “willing volunteers” to embrace such an initiative.

#### **5.4 Targeting opportunities**

The “work experience” section above has identified some of the proposed priorities but there is also the need to consider the specific point of “positive discrimination”. This area has received a great deal of attention from the working group as there is a clear dichotomy between the desire to maximise opportunities for all young people, whilst also understanding that the Council needs to run its services as an efficient business and with growing financial pressures needs to also look to employ the best candidates. There is also a requirement to comply with employment legislation and ensure “equal opportunity for all”.

The opportunities referred to above should allow people to compete for jobs and apprenticeships on a level playing field by hopefully given additional skills and experience. However, in some cases, it may be desirable to ring-fence or reserve a certain number of placements for candidates from a particular “target group” in terms of age, locality, ethnicity and other barriers to long term employment. The general view is that this is fully signed up to the need to maximise work experience opportunities but there are greater issues and HR implications of extending this “prior consideration” to apprentice or full time employment opportunities. However, it is believed a reasonable balance can be struck and an open debate is welcome with executive board and Cabinet on the subject.

## 5.5 Support Care Leavers into Education, Employment and Training

In drafting this strategy, significant discussion has taken place to try and align its objectives with the future life-chances of care leavers. Evidence demonstrates that these are dramatically improved if they can be supported to move into Education, Employment or Training and we recognise that young people within the care system are often at the disadvantage of a poor start and require assistance to catch up.

More specifically the council's Corporate Parenting Strategy has a specific action as follows:-

**Develop a 'from care to work' initiative for all looked after children which ensures clear access routes to impartial advice, information and guidance and targeted youth support to enable young people leaving care to remain in education, training or employment and to engage in positive activities.**

It is believed that this strategy is completely aligned with this objective and will add significant value in supporting care leavers.

## 5.6 Target setting

Whilst it is hoped the above principles will be fully supported, there will be a need to set some measureable targets so that key success factors can be set and outputs can be monitored. Existing services will already have some in-built targets such as educational attainment, outcomes in relation to the NEET and LAC population etc. but it is intended to extend these further.

Some initial targets are listed below and these should be read in conjunction with the action plan contained in **Appendix A**.

- Aspirational target to create "100 apprentice and trainee positions over the next 12 months.
- Proposed to set an indicative target that an average of at least 10% of all jobs being externally advertised across the Council will be converted into apprentice opportunities. This will not be mandatory but services will be expected to justify where such adoption is not possible.
- Maintain existing schemes in place in services like CB&PS and Social care should mean this target can be achieved without any additional investment.
- Set aspirational targets for work experience opportunities. This could be based on budget, FTEs or an arbitrary figure. For indicative purposes in this report, a target of 500 person weeks in the first year is not unreasonable and it is likely that actual opportunities will very much depend on the demand, as opposed to the other way round.
- It is also intended to also set someone specific targets for ring-fenced opportunities as referred to in the report for example with NEETS and LAC groups such as guaranteed work experience opportunities.

Further work is required as part of the forward action plan to formulate and test the principles further.

It is suggested that an initial 12 month period is used to pilot the principles with targets being firmed up once this period has been completed and evaluated.

A range of services across the Council have initially indicated that the proposed way forward is sensible and a number of services including Corporate services, Social services and a range services within the Place directorate are already planning to recruit apprentices or trainees under the umbrella of the new strategy. This is very encouraging and bodes very well for the future.

### **5.7 Wider Stakeholders/Contractors**

As indicated above, there is a need to not overly-extend the limited resources of the Council by extending the scheme too far prior to it really being embedded “in-house” first. However, there is no reason why the Council can’t continue to progress its current agenda including:

- Extend the existing Beyond Bricks and Mortar scheme to procurement activities over and above the traditional construction related project to other major procurement such as Social care. (The current scheme sets targets of 52 person weeks per £1m on “contract value” so significant impacts can be made in this regard). A separate report is being presented to cabinet on this proposal.
- Seek expressions of interest from other agencies and employers in the area who may sign up to an employer “charter” and can get involved in the early stage development of the scheme.
- Promote the scheme via other forums including PSB, city region board etc.

### **5.8 Apprentice Levy**

Progress is being made via national policy in regards to the imposition of an apprentice levy by UK government which will come into effect in April 2017, at a rate of 0.5% of an employer’s pay bill. This would include local authorities although it is unclear if this is a matter that would be “devolved” to Welsh Government and as such would be applicable in Wales.

Therefore, the reason this is referred to is to make Cabinet aware that if such a scheme is nationally created the council approach would need to be flexible enough to become aligned and also to make sure it benefited from any funding that is made available.

## **6. EQUALITY AND ENGAGEMENT IMPLICATIONS**

A full EIA report was completed for the Corporate Apprentice and Trainee Strategy, which is aimed at developing a Council wide approach to apprentices, traineeships and work experience. A copy of this can be found in **Appendix B**.

Specifically, the comments from the UNRCR have identified significant positive opportunities and as such it is crucial that meaningful and ongoing consultation takes place throughout the life of the strategy.

## **7. FINANCIAL IMPLICATIONS**

### **7.1 Funding/Costs**

Whilst undertaking this review due consideration has been given to the financial implications of any proposals and it is fully appreciated that during these austere times, opportunities for additional monies will be limited. It is therefore critical that all opportunities will be explored including grant funding and external sources such as Private Sector and better reallocation of existing monies.

As such these initial priority proposals are based on an assumption of very limited additional funding of circa £50k to implement the coordination and facilitation role across the Council. In addition, it is assumed that any “new” apprentice positions will be converted from substantive roles and budgets any “work experience” opportunities will generally be assumed as unpaid and therefore at no cost since most opportunities are currently linked with existing education/training schemes and also linked to allowances or benefits entitlements.

Any proposal to develop long term “paid” work experience would have to be dealt at some point in the future via the work plan to ensure it is operated consistently across the Council.

Clearly if Cabinet wished to identify additional sources of funding, then it is likely that a greater number of opportunities could be created but it is felt that the scheme should firstly become embedded and then only extended if the outcome proves to be successful and “value for money” is demonstrated and thus a review after the first year of operation would seem prudent.

If in the future there is a desire to add increased funding into creating new apprentice positions the consideration has to be given to the councils existing policies and not replace “redundant” employees with apprentices and it would be preferable to link these with areas of demand or “hard to fill” posts. Each “new” post would carry a typical cost of £25k to the end of 2 years. I.e. average £12.5k per annum per apprentice.

## **8. LEGAL IMPLICATIONS**

There are no legal implications at this point. Legal advice may be required as the strategy is implemented.

## **9. TIMESCALES**

**Appendix A** outlines the indicative timeline assuming Cabinet approval is obtained in July 2017 with a formal launch taking place shortly after.

This would be good opportunity for the Council to highlight its aspirations, carry out consultation as necessary with partners who wish to work with the Council and also give the initiative some visibility and which should assist in driving through the subsequent action plan for implementation.

However the council will continue to develop and implement any quick wins and maintain ongoing activity but will better coordinate across the Council.

**Background Papers:** None

**Appendix A** - Key Actions to Initiate the Scheme

**Appendix B** – EIA Report

## APPENDIX A

### City & County of Swansea Apprenticeship and Work Opportunity Scheme

#### Key Actions to Initiate the Scheme based on Scheme Launch July 2017 after Cabinet decision

Awareness raising and promotion of the intended scheme throughout the Authority	<ul style="list-style-type: none"> <li>• Audit of existing schemes within service areas.</li> <li>• Engage with service areas and gather information on their likely requirements</li> <li>• Gathering information from HR on policies and procedures.</li> <li>• Establish a network of contacts within service areas</li> <li>• Develop specific principle via corporate parenting and poverty fora</li> </ul>	<ul style="list-style-type: none"> <li>• From July to September 2016</li> </ul>
Resourcing	<ul style="list-style-type: none"> <li>• Researching the range of funding opportunities available to support placements.</li> </ul>	<ul style="list-style-type: none"> <li>• October 2016</li> </ul>
Develop policy	<ul style="list-style-type: none"> <li>• Agree the scope of beneficiaries</li> <li>• Name for the initiative</li> <li>• Engage with HR and legal regarding recruitment policies and candidate progression</li> <li>• Consult on draft policy, once developed</li> </ul>	<ul style="list-style-type: none"> <li>• From October 2016 to January / February 2017</li> </ul>
Develop processes for placing people	<ul style="list-style-type: none"> <li>• Procedure for contacting service areas</li> <li>• Process for advertising opportunities (Inform Swansea)</li> <li>• Recruitment Procedure (in conjunction with HR)</li> <li>• Suite of documents for monitoring placements</li> </ul>	<ul style="list-style-type: none"> <li>• From October 2016 to January / February 2017</li> </ul>
Developing a Supply of Candidates	<ul style="list-style-type: none"> <li>• Engage with college and other apprentice providers</li> <li>• Create links with Careers Wales</li> <li>• Introduce new initiative to BBM existing provider network</li> <li>• Create links with the Universities for internships and higher work placements.</li> </ul>	<ul style="list-style-type: none"> <li>• From February 2017 onwards</li> </ul>
Target Setting	<ul style="list-style-type: none"> <li>• Agree a range of targets relevant to the scheme</li> </ul>	<ul style="list-style-type: none"> <li>• After initial pilot year</li> </ul>

## Equality Impact Assessment (EIA) Report

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to equality.

**Please refer to the 'EIA Report Form Guidance' while completing this form. If you need further support please contact [acesstoservices@swansea.gov.uk](mailto:acesstoservices@swansea.gov.uk).**

<b>Where do you work?</b>
Service Area:CB&PS
Directorate:Place

**(a) This EIA is being completed for a...**

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input checked="" type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
--	--	-------------------------------------	---	----------------------------------	--------------------------------------

**(b) Please name and describe below...**  
Corporate Apprentice & Trainee Strategy

**(c) It was initially screened for relevance to Equality and Diversity on 13/06/16**

**(d) It was found to be relevant to...**

Children/young people (0-18) ..... <input checked="" type="checkbox"/>	Religion or (non-)belief..... <input type="checkbox"/>
Any other age group (18+)..... <input checked="" type="checkbox"/>	Sex..... <input type="checkbox"/>
Disability ..... <input checked="" type="checkbox"/>	Sexual orientation ..... <input type="checkbox"/>
Gender reassignment ..... <input type="checkbox"/>	Welsh language ..... <input checked="" type="checkbox"/>
Marriage & civil partnership ..... <input type="checkbox"/>	Poverty/social exclusion..... <input checked="" type="checkbox"/>
Pregnancy and maternity ..... <input type="checkbox"/>	Carers (inc. young carers) ..... <input checked="" type="checkbox"/>
Race ..... <input type="checkbox"/>	Community cohesion ..... <input checked="" type="checkbox"/>

**(e) Lead Officer**

**Name:** Martin Nicholls

**Job title:** Director of Place

**Date (dd/mm/yyyy):**20/06/16

**(f) Approved by Head of Service**

**Name:** Martin Nicholls

**Date (dd/mm/yyyy):** 20/06/16



## Section 1 – Aims (See guidance):

Briefly describe the aims of the initiative:

<p><b>What are the aims?</b> To outline the proposed corporate apprentice and trainee strategy, along with the timeline for the project implementation.</p>
<p><b>Who has responsibility?</b> Heads of Service, Directors, Stakeholders, Authority wide departmental representatives</p>
<p><b>Who are the stakeholders?</b> Public/Young People/Schools/Local Authority</p>

## Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details/ evidence of how this information is collected.

Children/young people (0-18) .....	<input checked="" type="checkbox"/>	Carers (inc. young carers) .....	<input checked="" type="checkbox"/>
Any other age group (18+).....	<input checked="" type="checkbox"/>	Race.....	<input type="checkbox"/>
Disability .....	<input checked="" type="checkbox"/>	Religion or (non-)belief.....	<input type="checkbox"/>
Gender reassignment .....	<input type="checkbox"/>	Sex.....	<input type="checkbox"/>
Marriage & civil partnership .....	<input type="checkbox"/>	Sexual orientation .....	<input type="checkbox"/>
Pregnancy and maternity.....	<input type="checkbox"/>	Welsh language .....	<input checked="" type="checkbox"/>

### What information do you know about your service users and how is this information collected?

Service users are those who will apply for traineeships/apprenticeships. Departments within the Authority will hold specific information on the requirements of their service users and information will be made available as and when required.

### Any Actions Required?

- As listed in Action Plan (Appendix A of Strategy)

## Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Children/young people (0-18)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thinking about your answers above, please explain in detail why this is the case.**  
 The strategy is aimed at the age ranges specified. The strategy also aims to address the lack of awareness and cross authority working to achieve and improve outcomes.

**What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view? Please provide details below.**  
 Consultation & engagement to be rolled out in line with the strategy.

**Any actions required (to mitigate adverse impact or to address identified gaps in knowledge).**

- See Appendix A
- Any further actions which may arise from consultation – actions identified will be added to the action plan.

## Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

<b>Foster good relations between different groups</b>	<b>Advance equality of opportunity between different groups</b>
<b>Elimination of discrimination, harassment and victimisation</b>	<b>Reduction of social exclusion and poverty</b>

(Please see the specific Section 4 Guidance for definitions on the above)

**Please explain any possible impact on each of the above.**

Positive impacts on all four groups

**What work have you already done to improve any of the above?**

Authority wide working group developed to share good/best practice and address weak areas.

**Is the initiative likely to impact on Community Cohesion? Please provide details.**

Any impact on community cohesion would be of a positive nature as the development of a working group can only be of benefit.

**How will the initiative meet the needs of Welsh speakers and learners?**

Strategy will be open to all areas of the Council including the Welsh Translation service which provides employment opportunities in an area where skills are short and in an area which will be able to offer an improved internal service.

**Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

- Action Plan - Appendix A
- Anything identified through working group
- Regular Review of Strategy

## Section 5 - United Nations Convention on the Rights of the Child (UNCRC):

In this section, we need to consider whether the initiative has any direct or indirect impact on children. Many initiatives have an indirect impact on children and you will need to consider whether the impact is positive or negative in relation to both

## children's rights and their best interests

Please visit <http://staffnet/eia> to read the UNCRC guidance before completing this section.

**Will the initiative have any impact (direct or indirect) on children and young people? If not, please briefly explain your answer and proceed to Section 6.**

Yes, a direct impact of a positive nature

**Is the initiative designed / planned in the best interests of children and young people? Please explain your answer.**

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

**Yes – Work experience/apprenticeships/traineeships. School attendees as well as leavers.**

**Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

- Appendix A
- Review of Strategy
- Continuation of Working Group

### Section 6 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor this initiative:

**Monitoring arrangements: Continuation of Working Group**

**Actions: Review of Strategy**

**Action Plan to be amended if additional actions arise from working group or from future reviews.**

### Section 7 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to the guidance for further information on this section).

Outcome 1: Continue the initiative – no concern

Outcome 2: Adjust the initiative – low level of concern

Outcome 3: Justify the initiative – moderate level of concern

Outcome 4: Stop and refer the initiative – high level of concern.

**For outcome 3**, please provide the justification below:

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

### Section 8 - Publication arrangements:

On completion, please follow this 3-step procedure:

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

## Action Plan: Please also see Appendix A

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress
Develop and authority wide apprentice and trainee strategy to maximise opportunities for young people	Director of Place	In line with action plan, included in Appendix A of the main report, initial strategy to be completed by February 2017	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Awareness raising and promotion of the intended scheme throughout the Authority	Director of Place	From July to September 2016	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Resourcing	Director of Place	October 2016	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Develop policy	Director of Place	From October 2016 to January / February 2017	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Develop processes for placing people	Director of Place	From October 2016 to January / February 2017	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Developing a Supply of Candidates	Director of Place	From February 2017 onwards	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Target Setting	Director of Place	After initial pilot year	Performance indicators to be reviewed	Due to commence following initial pilot year

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

# Agenda Item 14.

## Report of the Cabinet Member for Next Generation Services

Cabinet - 21 July 2016

### CORPORATE ENERGY STRATEGY

<b>Purpose:</b>	To agree scope and content of the Corporate Energy Strategy and to agree the action plan, recommendations and timescales for implementation.
<b>Policy Framework:</b>	New Policy
<b>Reason for Decision:</b>	<i>To set Policy Framework</i>
<b>Consultation:</b>	Legal, Finance, Access to Services.
<b>Recommendation(s):</b>	It is recommended that:  1) The key principles of the strategy are accepted and embedded across the Authority via the proposed action plan.
<b>Report Author:</b>	Martin Nicholls
<b>Finance Officer:</b>	Paul Roach
<b>Legal Officer:</b>	Wendy Parkin
<b>Access to Services Officer:</b>	Phil Couch

#### 1. INTRODUCTION

In 2011, the City & County of Swansea developed a Carbon Reduction Strategy and Action Plan with short, medium and long term actions to tackle the risks of Climate Change. One of the key targets within the CRC Action Plan was to develop a range of initiatives including a Micro-generation strategy

However following review it was felt that it was possible to adopt a much more radical solution for a number of reasons including the unprecedented budget cuts, the need for the Authority to explore other ways of generating income and the alignment that such opportunities have with its corporate priorities, a decision was made to develop an Corporate Energy Strategy instead.

The Energy Strategy will align with the Council's Corporate Priorities and will provide a framework that delivers real benefits to society, the

economy and the environment. It will set out the Council's wider and longer term aims for energy across Swansea the place, as well as the Council within the context of national and international developments. A full copy of the Corporate Energy Strategy is shown in **Appendix A**.

## **2. KEY OBJECTIVES**

The key objectives of the plan include:

- To reduce energy consumption and improve the energy efficiency of City & County of Swansea's public building and housing stock portfolio.
- To invest in renewable technologies that will benefit the council and the wider community.
- To secure or facilitate community access to affordable low carbon/renewable energy.
- Explore and maximise commercial opportunities to benefit community wellbeing and/or financial gain.
- Ensure Energy Strategy and action plan are delivered in line with current legislation.

## **3. ACTION PLAN**

The action plan as shown in **Appendix B** outlines the key actions and timescales going forward.

## **4. EQUALITY AND ENGAGEMENT IMPLICATIONS**

An initial screen has been carried out and as such there is no requirement for a full EIA. Individual projects and initiatives will assess any specific implications on a case by case basis.

## **5. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the Corporate Energy Strategy and the Work Programme will be carried out within existing staff resources and any subsequent financial matters dealt with as and when required in line with financial procedure rules.

## **6. LEGAL IMPLICATIONS**

There are no direct legal implications arising from the Corporate Energy Strategy.

**Background Papers:** None

**Appendices:**

Appendix A – Corporate Energy Strategy

Appendix B – Action Plan

# **City & County of Swansea's Energy Strategy**



**Date:08/04/2016**



## EXECUTIVE SUMMARY

In order to achieve Swansea's vision '**to create a safer, greener, smarter, fairer, healthier and richer Swansea**', we must act to

- invest in renewable energy (solar, hydro, wind, tidal, biomass etc.);
- reduce our own rising electricity and gas costs and those of our communities;
- invest in energy saving and storage initiatives (LED; insulation; smart controls; batteries etc.)
- deliver targets on CO2 emissions (£% per annum savings) and reduce our Carbon Reduction Commitment Energy Efficiency Scheme (CRC) charges;
- meet energy efficiency standards e.g. BREEAM; and
- look at innovative energy generation and saving initiatives, which can create economic benefit, including employment and inward investment in Swansea, building on world class projects like the Tidal Lagoon.
- look to increase local energy security, becoming less reliant on imported fossil fuels and less exposed to higher energy prices in the future.

### **Energy Strategy Aim:**

City & County of Swansea will contribute towards a sustainable low carbon economy by delivering an Energy Strategy that delivers real benefits to society, the economy and the environment and sets out our wider and long term aims for energy across Swansea the place, as well as the council within the context of national and international developments.

### **Energy Strategy Objectives:**

**Objective 1:** To reduce energy consumption and improve the energy efficiency of City & County of Swansea's public building and housing stock portfolio

**Objective 2:** To invest in renewable technologies that will benefit the council and the wider community

**Objective 3:** To secure or facilitate community access to affordable low carbon/renewable energy

**Objective 4:** Explore and maximise commercial opportunities to benefit community wellbeing and/or financial gain

**Objective 5:** Ensure Energy Strategy and action plan are delivered in line with current legislation

Through implementation of the Energy Strategy action plan the City & County of Swansea will mitigate the:

- Effects of Climate change by reducing their carbon emissions
  - Risks associated with Energy security by sourcing low carbon/renewable energy sources and eradicating fuel poverty
  - Risks associated with increased energy costs
- and define what an 'Energy Self-sufficient city means Swansea'

The Council's current activities include:

- on-going HRA investment in our housing stock (new boilers, insulation, cladding, replacement windows etc.) making our tenants homes warm and energy efficient
- the refit of street lamps with lower energy use LED
- a small sample of PV (solar) on schools
- a small number of biomass and CHP projects (schools and Leisure centre)
- mechanical and electrical works across buildings delivering greater energy efficiency
- the establishment of a community group (Swansea Community Energy & Enterprise Scheme, SCEES) to own and run renewable installations in the City & County of Swansea.
- Development of a district heat network for the city centre

All of these projects contribute to reducing the council's carbon footprint and energy costs as well as contributing towards the Corporate Priorities of;

1. Safeguarding vulnerable people
2. Improving pupil attainment
3. Creating a vibrant and viable city and economy
4. Tackling poverty
5. Building sustainable communities

What we propose and what more can we do:

- Support the roll out of Smart Meters in all domestic properties by 2020
- Set up the corporate governance and management structures to deliver our centralised energy strategy across departments. An internal team should take ownership of the energy strategy and meet regularly to drive forward the strategy
- Assess our entire schools' estate for biomass and solar feasibility to generate and provide cheaper energy
- Map our land based assets and assess feasibility for wind, solar and hydro potential
- Assess our buildings for energy saving initiatives and possible PV, biomass boilers, ground source heating etc.
- Explore options to develop heat networks across existing building stock and new developments in the City Centre and across the county
- Identify budgets for investment and access appropriate grants and subsidies
- Set out and timetable a list of potential projects that can be assessed through a small business cases for Council approval
- Look at energy technology capital investments as a driver to:
  - reduce fuel poverty
  - reduce our own energy costs and CO2 emissions across our estate
  - provide economic stimulus and significant jobs
  - build new industries, research and innovation in partnership with the public, private and third sector

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## 1.0 Introduction

Welsh Government's priority is to bring public sector buildings up to the energy efficiency standards of today. Wales' draft Energy Efficiency Strategy (2015) aims to *'contribute strongly to the well-being of future generations goals'* by

- Reducing greenhouse gases
- Reducing fuel poverty
- Creating jobs through investment in Green Growth
- Improving energy performance of buildings in Wales
- Regenerating communities in Wales
- Working towards a circular economy
- Enabling natural resource management

In 2011, the City & County of Swansea developed a Carbon Reduction Strategy and Action Plan with short, medium and long term actions to tackle the risks of Climate Change. One of the key targets within the CRC Action Plan was to develop a Micro-generation strategy but due to the unprecedented budget cuts and the need for the authority to explore other ways of generating income, a decision was made to develop an Energy Strategy instead which will align with Corporate Priorities and provide a framework that delivers real benefits to society, the economy and the environment and sets out our wider and long term aims for energy across Swansea the place, as well as the Council within the context of national and international developments.

It will enable Swansea to be an energy self-sufficient city exceeding our carbon targets, providing cheaper electricity to residents and achieving sustainable savings. It will identify the technologies and programmes available to enable the authority to prepare for future risks associated with securing an energy supply that is affordable and mitigates the risks associated with climate change, fuel poverty and energy security. The strategy will act as an overarching framework in relation to sustainable energy supply and use with the aim of working towards the eradication of fuel poverty, cutting emissions, maximising commercial opportunities and maintaining energy security to protect the most vulnerable members of society.

## 2.0 Background

The Welsh Government (WG) has long recognised that sustainability issues are key to the successful economic development of Wales, as encapsulated in their document “*One Wales – A Progressive Agenda for the Government of Wales*” (June 2007). In May 2009, WG published “*One Wales: One Planet – The Sustainable Development Scheme of the Welsh Assembly Government*”, which reconfirmed a commitment to establish a 3% year on year reduction in greenhouse gas emissions from 2011, in areas of devolved competence. More recently, ‘The Wellbeing of Future Generations Act (2015) has superseded the Welsh Government Sustainable Development Scheme, which commits the Welsh Public Sector to use resources efficiently and proportionately. Welsh Government has a statutory obligation to eradicate fuel poverty as far as is reasonably practicable, in all households in Wales by 2018. In addition, the 2008 Climate Change Act sets a legally binding target aim to reduce greenhouse gas emissions in the UK by at least 80% (from the 1990 baseline) by 2050.

The Council’s non domestic buildings make up 74% of the local Authority’s total emissions. Rising energy and fuel costs and the implications of the CRC mean that the financial incentives for reducing energy use are increasingly significant. The council has experienced an 80% increase in overall energy expenditure since 2003. With further increases being predicted and future tightening of fiscal measures related to carbon there is likely to be an increase in financial opportunities for projects associated with reducing energy consumption. Even with government (DECC) this year announcing and proposing significant renewable energy subsidy cuts in Feed in Tariffs (FiT’s), renewable technologies such as solar, hydro, biomass and wind will remain an area that the authority can explore to assist the authority to achieve these wider targets going forward.

This Strategy will have particular relevance to BREEAM driven projects, 21st century schools and will reflect the asset disposal programme. It will support the Authority’s ‘*Outcome Agreements*’ with a particular effect on the Sustainable theme of ‘*Growth & Sustainable Jobs*’, the outcome of which is creating a sustainable low carbon economy with a commitment to ‘*reduce Swansea’s impact on climate change*

*through reducing carbon emissions*'. Implementation of the Strategy will assist the Authority to reduce its energy usage, associated costs and carbon emissions, improving the built environment and ensuring a consistent and standard method for considering implementation of renewable energy systems across the authority's assets. As part of this strategy the Authority will also explore any commercial opportunities available as well as the roll out of community initiatives such as the Swansea Community Energy Enterprise Scheme (SCEES) and large infrastructure projects such as the Swansea City Centre District Heating Scheme.

### **3.0 Corporate Vision and Priorities**

Energy efficiency is a very important element in achieving the well-being of future generations in Wales. In order to achieve Swansea's vision '**to create a safer, greener, smarter, fairer, healthier and richer Swansea**', we must act now to mitigate risks associated with the supply, affordability and carbon impact of energy consumption. This will not happen by having a '*make do*' attitude but rather by being a pro-active organisation and identifying what action is needed now ensure continued investment in energy efficiency to achieve our vision.

The Strategy reflects the Corporate Priorities of;

- 6. Safeguarding vulnerable people**
- 7. Improving pupil attainment**
- 8. Creating a vibrant and viable city and economy**
- 9. Tackling poverty**
- 10. Building sustainable communities**

By;

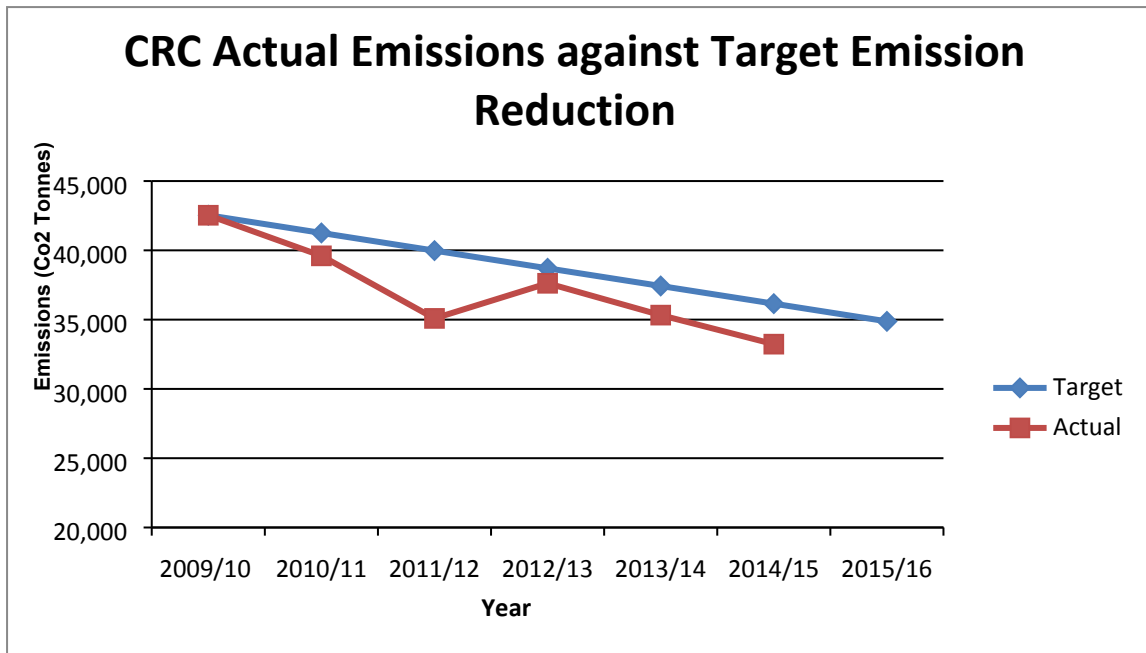
- Providing low cost energy options
- Having an innovative approach to energy management
- Thinking and working differently to improve our ability to deliver and to meet the energy demands of the residents of Swansea
- Exploring commercial opportunities to generate income



- Identifying and investigating funding opportunities available and prioritise those which will bring about the greatest benefits and develop the most cost effective route to achieving the authority's targets
- Working collaboratively both internally and externally to maximise resources and knowledge to ensure we prioritise our resources and get the best for our communities.
- Raising energy awareness amongst employees, Swansea residents and the wider community
- Improving the lives of the people who live and work in Swansea by empowering local communities to meet their own energy needs in a sustainable way.

The City & County of Swansea is committed to implementing energy saving projects and achieving significant carbon savings across their building estate to enable it to meet its CO2 reduction target of 3% per annum by 2020 compared to baseline year 09/10. In addition to the ongoing energy conservation work currently being undertaken such as those initiatives in the Carbon reduction action plan, 21<sup>st</sup> Century Schools, BREEAM, Arbed and initiatives such as SCEES and District Heating Scheme, the council are keen to not only maintain current standards but to explore energy saving opportunities including renewable and low carbon energy technologies as well as financial opportunities such as the formation of its own energy company.

The Council will identify opportunities across all service areas to reduce reliance on natural resources and become self-sufficient leaders in energy management.



**Graph 1 – Co2 emissions since CRC baseline year (09/10)**

The strategy aims to inform all stakeholders how the Authority intends to mitigate the risks posed from energy supply, costs and carbon emissions. It will also provide links to best practice guidance for incorporating micro-generation technologies into the City & County of Swansea's Asset portfolio.

### **3.1 Vision of an energy self-sufficient Swansea**

Energy is a fundamental to keeping Swansea running on a daily basis. The benefits of Swansea being 100% self-sufficient in energy are significant and include:

- Generating income,
- Tackling fuel poverty,
- Energy security – if 'off grid' resilient against impacts from the national energy market.
- Contribute to the Welsh target of an 80% reduction in greenhouse gas emissions by 2050;
- High performing homes;
- Developing a strong local green economy
- Building economic resilience

There are therefore a number of definitions the Council could adopt; depending on the boundaries it wants to adopt (Council or County):

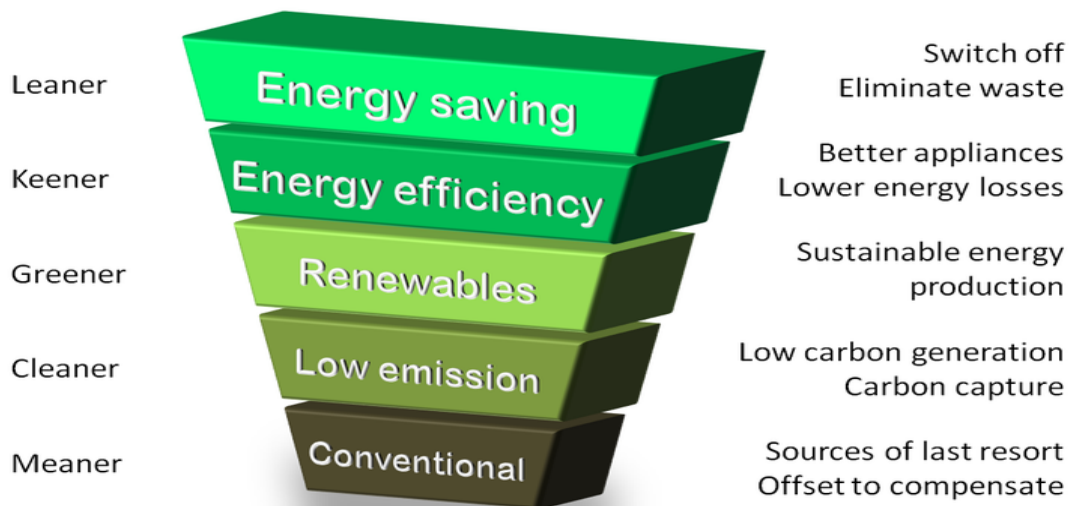
1. 'off grid' energy self-sufficient Council or County – activities are designed to save energy and are highly energy efficient. The Council /County produce enough energy from renewable sources to directly run its services and activities. Any surplus energy is stored or is sold to the grid.
2. An 'on grid energy self-sufficient Council/County – activities are designed to save energy and are highly energy efficient. The Council/Council exports at least as much energy to the grid as it imports, off-setting its usage.
3. A near carbon zero County – This model looks at carbon production rather than energy use and requires the County to be near zero carbon (zero net carbon emissions) i.e.:
  - a. All the Counties residents and industries are operating at zero carbon emissions either through energy savings and efficiencies and / or renewable energy generation and use / offset or a mixture of the three.
  - b. There are zero carbon travel emissions within the County – focusing on sustainable transport modes, green travel plans, low carbon vehicles,
  - c. There is zero waste – using the waste hierarchy, smart city living and better use of our environment for leisure, food growing and carbon storage.
  - d. The County has high levels of green and growing space and supports a low carbon local food industry to keep food miles down and support food security.

The City and County of Swansea already have a number of projects underway which would contribute to energy self-sufficiency including; SCEES (Swansea Community Energy and Enterprise Scheme), AREBED Sandfields Renewal Area, AREBED 2 Waun Wen, in addition we also have a wide range of projects which contribute to reducing carbon emissions including; reviewing greenhouse gas emissions, the Corporate Carbon Reduction Strategy, investigating opportunities to support electric vehicles both internally within the Council and externally for the public, making the Councils fleet eco-friendly, the development of a Green Infrastructure Strategy, improving facilities for walking and cycling in the city centre to name a few.

However moving forward the Council would need to set out a strategic approach, outlining how Swansea can hope to achieve its ambitions. A series of case studies are provided in Appendix 5, demonstrating how other areas in the UK have met this challenge.

#### 4.0 Energy Hierarchy

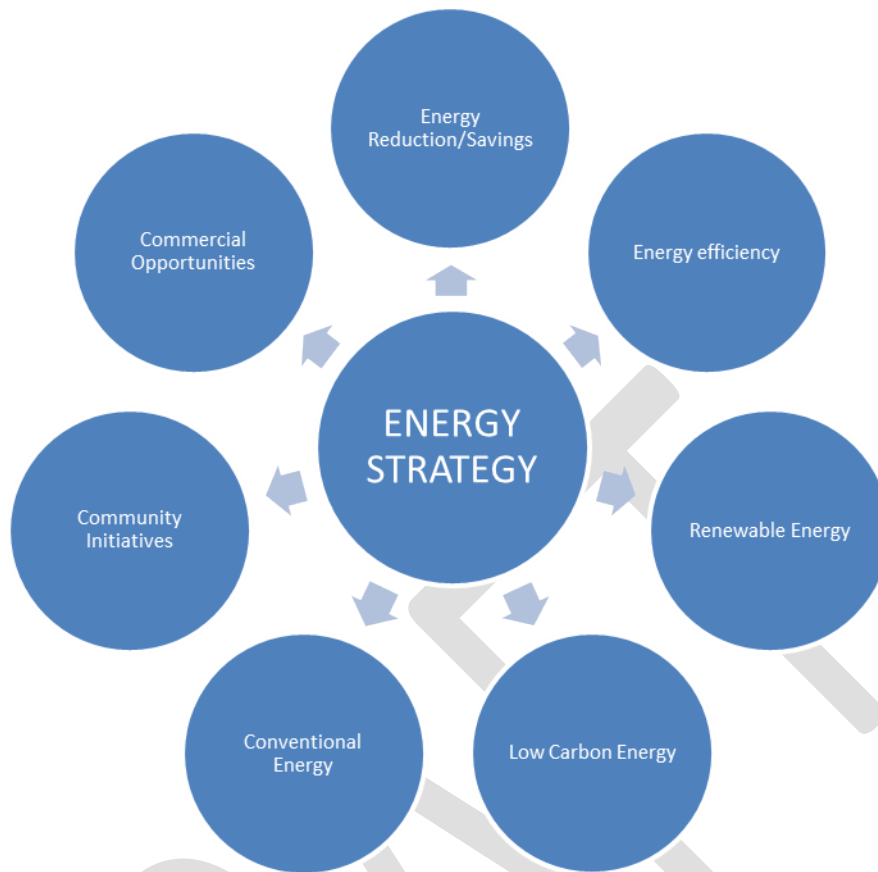
City & County of Swansea’s Energy Strategy is written in line with the Energy Hierarchy. It is structured in this way to inform the reader of measures already implemented by the Authority, measures currently being considered and those measures the Authority intend to explore going forward. There are typically five stages to the Energy Hierarchy which are demonstrated in the diagram below;



**Figure 1 – Energy Hierarchy**

Each stage of the Hierarchy will be discussed in turn in the section’s that follow with examples specific to the initiatives currently being implemented or considered by the City & County of Swansea.

The key elements that the Strategy will therefore focus on are illustrated below:



**Figure 2 – Strategy Elements**

#### **4.1 Energy Reduction/Savings**

The cost of energy for the Council in 2014/15 was £6.6M which included street lighting, non-domestic buildings and facilities but excluded transport related activities. In addition to the above direct energy costs, the Council is required to report on carbon emission and pay a price for every tonne of carbon emitted (relating to electricity and gas consumption) under the Carbon Reduction Commitment (CRC) scheme. Rising energy and fuel costs and the implications of CRC mean that the financial incentives for reducing energy use are increasingly significant.

Further to this, the UK's energy infrastructure is ageing and requires major investment over the next decade, the cost of which is likely to be reflected in energy prices. Energy management performance has also become increasingly visible to all interested parties by the introduction of Display Energy Certificates (DEC's) for

public buildings, the Carbon Reduction Commitment Energy Efficiency Scheme (CRC) and “low carbon” building design for BREEAM accreditation.

City & County of Swansea developed a Carbon Reduction Strategy report and Action plan in 2011 with short, medium and long term actions. Two years in, and the Authority has all but completed the short and medium actions. Long term actions and any outstanding medium term actions will be addressed going forward within this Strategy Action Plan. Links to the Carbon Reduction Strategy report and Action Plan are given below should more detail be required. See Appendix 3 for the original Carbon Reduction Action Plan, including current status of actions.

[http://staffnet.internal.swansea.gov.uk/media/pdf/r/4/Carbon\\_Reduction\\_Strategy\\_CRC\\_Scheme\\_Report\\_-\\_Nov\\_2011.pdf](http://staffnet.internal.swansea.gov.uk/media/pdf/r/4/Carbon_Reduction_Strategy_CRC_Scheme_Report_-_Nov_2011.pdf)

[http://staffnet.internal.swansea.gov.uk/media/pdf/j/0/Carbon\\_Reduction\\_Strategy\\_Action\\_Plan\\_-\\_Aug\\_2013.pdf](http://staffnet.internal.swansea.gov.uk/media/pdf/j/0/Carbon_Reduction_Strategy_Action_Plan_-_Aug_2013.pdf)

Some of the key actions addressed to date include carrying out energy audits, implementing e-billing, collating energy and carbon baseline data from TEAM software per service area and installation of AMR devices in non-domestic buildings. The Authority has successfully met its carbon reduction targets year on year since its baseline year 2009/10, achieving 21% reduction on the baseline year in 14/15 exceeding our annual 3% target.

## **4.2 Energy Efficiency**

There are a number of initiatives that the City & County of Swansea are currently involved in to maximise the energy efficiency of their building stock, these include;

### **4.2.1 PAS2030**

PAS 2030 (Publicly Available Specification) is published by the British Standards Institute (BSi) and is aimed at installers of Energy Efficiency Measures (EEM) for Green Deal and ECO projects – this could be anything from installing draught-

proofing to doors, windows and access hatches, to internal and external wall and loft insulation systems.

PAS 2030 certification sets out the minimum technical competencies you need to have to be able to install EEM for Green Deal and ECO customers. It also explains the requirements for companies or organisations who want to become installers of Green Deal and ECO measures.

Lead Contractors (those Green Deal installers who work directly with a Green Deal Provider) will need to operate a Quality Management System (QMS) in line with PAS2030.

The Authority's Corporate Building & Property Services department has PAS2030 accreditation for the following energy efficiency measures;

- Boiler installation
- Enveloping

The aforementioned efficiency measures will help support a number of key priorities, specifically Corporate Priorities 1, 4 and 5. The installation of boilers, enveloping and installation of loft insulation will help tackle fuel poverty and support a reduction in our overall carbon footprint. The properties will be more thermally efficient and comfortable to the individual tenant.

The pictures below show a typical enveloping scheme before, during and after completion of works. A typical enveloping scheme is expected to achieve carbon and cost savings as detailed in Table 1 below.

**Table 1 - External Wall Insulation Savings**

<b>Measure.</b>	<b>Saving per year.</b>	<b>Total cost including installation.</b>	<b>Carbon Dioxide (CO2) saved per year.</b>
<b>External Wall Insulation</b>	<b>Around £490</b>	<b>£9,400 to £13,000</b>	<b>1.9 tonnes</b>



**Figure 3 – Typical Enveloping Scheme<sup>1</sup>**

#### **4.2.2 BREEAM Standards**

BREEAM is the world's foremost environmental assessment method and rating system for buildings. BREEAM sets the standard for best practice in sustainable building design, construction and operation and has become one of the most comprehensive and widely recognised measures of a building's environmental performance. It encourages designers, clients and others to think about low carbon and low impact design, minimising the energy demands created by a building before considering energy efficiency and low carbon technologies.

A BREEAM assessment uses recognised measures of performance, which are set against established benchmarks, to evaluate a building's specification, design, construction and use. The measures used represent a broad range of categories and criteria from energy to ecology. They include aspects related to energy and water use, the internal environment (health and well-being), pollution, transport, materials, waste, ecology and management processes. The City & County of Swansea have to achieve BREEAM Excellent/Very Good on any scheme where a Welsh Government Capital grant scheme is applied for. This links specifically to Corporate priorities 2, 3 and 5. The authority has achieved BREEAM Excellent on a number of schemes including;

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<sup>1</sup> Accreditation to the PAS2030 standard has been successfully achieved by CB&PS for Boiler Installation and Enveloping.



- Morriston Comprehensive
- Penyrheol Comprehensive
- Cefn Hengoed Comprehensive
- St Thomas Primary
- Burlais Primary



**Figure 4 – Morriston Comprehensive (BREEAM Excellent) <sup>2</sup>**

### **4.2.3 21<sup>st</sup> Century schools and QEd programme**

The 21st Century Schools Programme is a One Wales commitment and a unique collaboration between the Welsh Government (WG), the Welsh Local Government Association (WLGA) and local authorities. It is a major, long-term and strategic capital investment programme with the aim of creating a generation of 21st century schools in Wales. The programme focuses on establishing appropriate resources on the right schools in the right places, for early years through to post-16. Quality in Education 2020 (QEd 2020) is a Swansea specific priority programme within the Council's strategic portfolio aimed at achieving the 21<sup>st</sup> Century School Priorities. It builds on the considerable work that has been undertaken over a number of years and the achievements that have been delivered through, for example, the previous School Organisation Programme. The QEd 2020 programme is far broader than

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<sup>2</sup> BREEAM Standard is followed for all Welsh Government funded Schemes as prescribed within the grant criteria

simply having "the right schools in the right places".

QEd 2020 aims to deliver a step change in the condition of school buildings and facilities and support wider educational strategies. This will allow us to continue to raise educational standards for all learners. It encompasses the progressive review and, where necessary, the rationalisation of schools, as part of a far wider and coherent strategy for education within Swansea. There is a clear link to Corporate Priority 2, Improving Pupil Attainment and Priority 5, Building Sustainable Communities.

Swansea has a QEd priority programme. They match fund capital investment from Welsh Government (50/50) and are currently in Band A of the programme which dependant on funding is due to be completed by 2020. Improvements that have been part of the QEd programme to date include Morrision Comprehensive Phase 1 & 2, Burlais Primary, Pentregraig Primary School and Gowerton Primary School. Future developments in the programme include two new primary schools in Lon Las and Gorseinon, with significant new construction/remodelling in Pentrehafod Comprehensive.<sup>3</sup>

#### **4.2.4 Welsh Housing Quality Standard Programme**

The **One Wales** commitment states that good quality affordable homes are the foundation of thriving communities. The Welsh Housing Quality Standard (WHQS) is a standard the Assembly Government expects all social housing to meet.

WHQS aims to ensure tenants live in dwellings that are:

- In a good state of repair;
- Safe and secure;
- Adequately heated, fuel efficient and well insulated;
- Equipped with up-to-date kitchens and bathrooms;
- Well managed (for rented housing);
- Located in attractive and safe environments;
- As far as possible suited to the specific requirements of the household.

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<sup>3</sup> 21st Century schools and QEd programme currently progressing schemes within Band A

Local authorities are required to improve their housing stock to WHQS levels and to devise realistic programmes to achieve this. As this will require a significant financial investment, and because of the borrowing restrictions local authorities face under Treasury rules regulating public sector borrowing, some authorities have chosen to transfer their stock to new Registered Social Landlords (RSLs) to enable them to reach the WHQS. RSLs are in a position to secure additional investment funding without many of the restrictions faced by local authorities.

The Council has the key aim to improve the Council housing stock and estates up to the Welsh Housing Quality Standard by 2020. The programme will require investment of over £270m between now and 2020 to deliver the improvements. The work needed will vary as some properties may need more work than others to bring them up to the standard. Tenants will be notified individually in advance on what work is proposed for their home, including likely start dates and who the contractor will be.

Each year in February the Council sets the budget for the next financial year and determines what works will be undertaken as part of the annual Housing Capital Programme. A significant amount of money has already been invested in the properties. As part of the programme of improving properties up to the Welsh Housing Quality Standard, new kitchens and bathrooms are being installed in properties that need them. In the last 2 years, 377 properties have had new kitchens and bathrooms. A further 972 are scheduled for 2015 with increasing numbers in the years following.

Since April 2010, 2827 properties have received external improvements such as wall insulation, new roofs, new doors and new guttering. Works including recladding, roofing, replacement windows, improvements to communal areas, new kitchens and bathrooms has also been carried out to improve high rise blocks at Matthew Street, Clyne Court and Jeffrey's Court.

Gas boilers are renewed as part of a planned programme with the oldest systems treated as a priority. It is intended that all properties will have efficient combi boilers

with 8,629 installed so far. Another 855 are scheduled for replacement this year with around 800 per year after that.

Tenants are offered the option to switch heating fuels to either gas or oil if they have coal or electric. 20 properties have been converted to date.

Upgrades to heating systems are also offered. Tenants can request timer clocks, room thermostats or a radiator for a room if it doesn't already have one. 94 properties are on this year's scheme for an upgrade.

The Authority completed its window replacement contract in 2011 with all properties benefiting from double glazed units. The door renewal programme is also complete with 8497 properties having had new uPVC or fire safety doors installed since April 2010. A further 548 properties had new doors fitted in 2015. There was also a programme of loft insulation renewal that was carried out by British Gas on some of City & County of Swansea's housing stock which will be taken over by CB&PS with around 300 properties having their loft insulation replaced annually.<sup>4</sup> There is a clear link with Corporate Priorities 1, 3, 4 and 5 from implementing these initiatives.

#### **4.2.5 New Social Housing**

A new European Directive (NZeb) is being introduced which requires all member states to ensure all new builds are zero energy/Passivhaus standard by 2020. In response Swansea council has launched the 'More Homes project', the purpose of which is to pilot a small scheme of new build Solcer/Passivhaus homes. There is an overwhelming need for more affordable homes to meet current and future needs. In a relatively short timescale and in doing so provide valuable information to help inform the longer term strategy. In addition to providing more homes, the objectives of the pilot is to test a number of issues which in turn will help inform the longer term strategy. These include:

- Overall financial viability of directly developing new Council housing:
- The practical, organisational and capability issues that will need to be addressed as part of the ongoing More Homes programme:

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<sup>4</sup> Welsh Housing Quality Standard Programme ongoing

- Specification options to balance the viability of the scheme with the affordability for the occupants and overall sustainability of the design

Possible pilot sites have been identified. The next stage will be to carry out detailed site investigations and surveys, and outline designs that will meet the specific needs in the chosen areas. The intention is for much of this work to be completed using in-house resources.<sup>5</sup> There is a clear link with Priorities 1, 3, 4 and 5 from implementing these initiatives.

#### **4.2.6 Home Energy Efficiency**

The City & County of Swansea has been successful in using various sources of information to target area based Energy Efficiency works to both Social Housing and Private Sector properties. Such sources of information include the Welsh Index of Multiple Deprivation (WIMD), Energy Performance Certificate Data (EPC), Standard Assessment Performance Data (SAP) and House Condition Survey Data. As a result of this targeting we have been successful in obtaining funding from number of funding streams as detailed below resulting approximately £2.2m being brought into Swansea in 2015. This not only improved the thermal efficiency of properties in Swansea but also helping to secure many much needed jobs in the area via social benefits clauses in construction contracts.

##### **Funding Streams utilised**

- **Arbed** - the Welsh Government's energy efficiency funding programme designed to bring environmental, social and economic benefits to Wales and coordinated investment into the energy performance of Welsh homes. It is targeted at low income communities.
- **ECO** – Energy Company Obligation is a government scheme to help improve the energy efficiency of domestic premises in Britain funded via energy suppliers who liaise with occupiers and landlords in order to identify and implement suitable energy efficiency measures.
- **GDHIF** – Green Deal Home Improvement Fund is an incentive launched by the UK Government. Open to all households in England and Wales

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<sup>5</sup> New Social Housing – “More Homes” pilot project currently progressing

including landlords, it is a cash back scheme aimed to make homes more energy efficient.

- **CESP** – Community Energy Saving Programme was an obligation on UK energy companies to deliver energy saving measures to low income households, which was area based. The obligation came into force on 1 September 2009 and ran until 31 December 2012.
- CERT – The **Carbon Emission Reduction Target** (CERT) (formerly the Energy Efficiency Commitment) which ran in 3 phases required all electricity and gas suppliers to assist their customers to take energy-efficiency measures in their homes. Suppliers had to achieve at least half of their energy savings in households on income-related benefits and tax credits, superseded by ECO in 2013.

## **Schemes**

### **Private Sector**

- The Hafod Renewal Area - a private sector initiative in partnership with Scottish & Southern Electric and Scottish Power was able to obtain £580,000 via CESP to help install solid wall insulation and boilers to private sector homes and a further £714k from Arbed phase 1.
- Sandfields Renewal Area – Swansea’s new Renewal Area aiming to upgrade 1,000 properties from 2014-19, £1.8 million has been secured from Arbed 2 to help fund energy related measures.
- Gas Main and central heating installs in Glynteg & Brynymor - In areas both public and private sector properties benefited from subsidies from CERT and fuel switching vouchers amounting to approximately £30k. These projects facilitated bringing gas pipe lines into areas where they do not have gas pockets “off gas” areas that were deemed to be in fuel poverty. This work was done in partnership with Warm Wales.

### **Council Stock**

- The Authority in partnership with Scottish Power and ‘Regen and Renew’ was able to replace approximately 1136 ‘G’ rated boilers with new efficient ‘A’ rated boilers in council stock via CESP amounting to 1.4 million.
- The Authority was also successful in obtaining a further 1 million of CESP funding for solid wall insulation and thermally efficient doors. ECO has now

replaced CESP and this subsidy is continued to be utilised to fund similar measures.

- Loft Programme - the Council recently came to the end of a very successful loft insulation programme in partnership with British Gas who jointly funded the project through CERT and ECO. The scheme insulated 2,500 homes significantly improving energy efficiency and giving the potential to save households around £100 a year on their fuel bills.

Arbed is a Welsh Government programme aimed at saving carbon and reducing fuel poverty for residents across all housing tenures.

It is focused on using Welsh businesses to manufacture, supply and install as many of the measures as possible to help boost the local economy.

Phase 1 of the Arbed programme saw over 500 households in Clydach, Pontardulais and the Hafod Renewal Area receive energy efficiency improvements.

Phase 2 of the Arbed programme started in May 2011 which included the installation of loft and external wall insulation and PV Panels. In 2011 City and County of Swansea secured funding for Phase 2 of the scheme for 229 properties in the Morrision area.<sup>6</sup> The implementation of this programme clearly links with Corporate Priorities 1, 3, 4 and 5.

#### **4.2.7 Capital Maintenance Programme**

##### **Energy/Sustainability Investment/Carbon Reduction Commitment**

The allocated budget allows good practice measures to reduce the Councils energy use and carbon emissions. The planned programme of works helps deliver on the Councils Carbon Reduction Strategy approved by Cabinet on the 17<sup>th</sup> November 2011 and help mitigate the Authority's financial obligation within the Carbon Reduction Commitment Energy Efficiency Scheme (CRC). It will also explore the opportunities linked to micro generation and in particular PV installations where it is cost effective to do so.

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<sup>6</sup> Arbed scheme funding has finished

## **Replacement of redundant Mechanical and Electrical systems**

All projects within this area of the budget would have been selected as a result of nearing the end of their life expectancy and deemed at a Category D rating or below. They would need to be replaced as a result of issues of statutory compliance and business continuity concerns. In replacing such systems i.e. Electrical – replacement of inefficient lighting systems, Mechanical – redundant boilers and heat emitters etc., we will create more efficient buildings with less energy usage and an overall reduction in carbon which will in turn assist in maintaining a sustainable asset portfolio in line with the overarching asset management plan.<sup>7</sup> The implementation of these programmes links with Corporate Priorities 1, 2, 3, 4 and 5.

### **4.3 Renewable Energy**

Micro-generation is generally defined as any technology with a capacity to generate heat or electricity below about 50 kW.

There are references in Appendix 2 to the following renewable technologies

- Biomass heating
- Solar Thermal
- Solar Photovoltaic (PV)
- Wind turbines
- Hydro Energy

directing the reader to more information about the different technologies, including a review of their benefits/limitations, site suitability, general planning issues, likely budget costs, saving calculations and carbon savings. This will provide information to all Council stakeholders so informed decisions can be made on which renewable technology will be most beneficial for the proposed use. All council owned properties and land will be appraised to identify opportunities for utilising renewable and low carbon energy sources within the Council's corporate properties and the wider community of Swansea.

A number of micro-generation projects have already been progressed via the Councils 21st Century /QED programme which include:

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<sup>7</sup> Capital Maintenance Programme progressing, demand based on compliance



- Solar Photovoltaic Systems at YGG Llwynderw, St Thomas, Burlais & Gowerton Primary Schools and Penyrheol, Cefn Hengoed and Morryston Comprehensive Schools
- Solar Thermal Systems at Penyrheol Comprehensive School, Sketty & St Thomas Primary schools.
- A 45KW Solar PV array has also been installed on the recently refurbished Guildhall.



Storage vessels or calorifiers allow storage of domestic hot water from a solar source without the need of fossil fuel boilers.



Control and pumping arrangements take the solar heated hot water from the collectors and pass through the primary coils of the calorifiers. The pumps are temperature controlled and can call on the boilers to provide an extra boost if climatic conditions are not favourable



Solar Collectors, allowing direct transfer of solar energy to heat or preheat primary coils of water calorifiers.

**Figure 5 – St Thomas Primary Solar Scheme**

To date the Authority has not pursued Wind Energy due to the long planning lead in times and biomass has not been fully explored. The feasibility of both these

technologies will be explored as part of this strategy’s action plan. Opportunities for solar farms on council owned land that will benefit local communities and be financially beneficial to the local authority will also be explored.<sup>8</sup>

#### 4.4 Low Carbon Energy

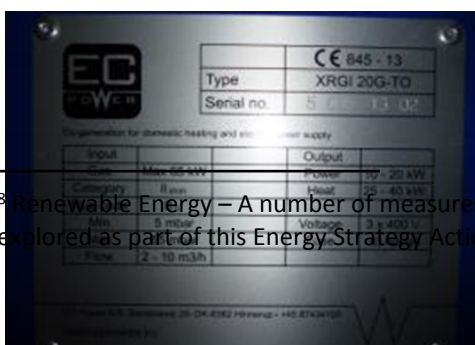
We promote the practical use of combined heat & power systems and other appropriate “low carbon” energy generating systems where feasible and cost beneficial.

There are links provided in Appendix 2 directing the reader to more information about the different low carbon technologies currently on the market such as;

- Absorption cooling
- Ground Source Heat Pumps (GSHP)
- Air Source Heat Pumps (ASHP)
- Water Source Heat Pumps (WSHP)
- Combined Heat & Power (CHP)

These links provide information on the benefits/limitations, site suitability, general planning issues, likely budget costs, saving calculations and carbon savings. This will provide information to all Council stakeholders so informed decisions can be made on which renewable technology will be most beneficial for the proposed use.

A number of low carbon technologies have already been implemented on a number of projects throughout the City & County of Swansea. These include; gas CHP in Swansea Leisure centre and Morryston Comprehensive school.



Data Badge off unit one showing outputs and efficiency.

Reduction of co2 emissions and efficiency levels of 96% are achievable.

<sup>8</sup>Renewable Energy – A number of measures have been implemented to date, but all options will be fully explored as part of this Energy Strategy Action Plan



2 x SAV-Load tracker XRG1 20G combined heat and power units as installed in the new Morriston Comprehensive Energy centre.

Outputs of up to 20kw of electrical power and 40kw of thermal heating power per unit



Buffer storage unit for storage of excess thermal power to enhance efficiency

**Figure 6 - Morriston Comprehensive CHP Installation**

#### **4.4.1 District Energy**

The City and County of Swansea have commissioned feasibility studies to explore the viability of introducing heat networks (district heating and district cooling) to existing and new development across the City. Heat networks supply heat to a number of buildings or dwellings from heat generated at a central source and supplied through a system of insulated pipes. Feasibility studies have concluded that a district heating network providing low carbon heat in Swansea is a viable option which would deliver key environmental, social and economic benefits. A number of heat clusters were identified based on the mapping of heat density across the authority. Further feasibility work, partly funded from UK Government's Heat Network Delivery Unit (HNDU) will look at the phased development of a heat network with a start-up solution in the Maritime Quarter forming phase 1 of the network potentially connecting with two further clusters across the City Centre in phase 2. The authority is also exploring further opportunities outside of the City Centre and working in partnership with Neath Port Talbot County Borough Council to explore opportunities to utilise industrial heat as a source for the network in the long-term.





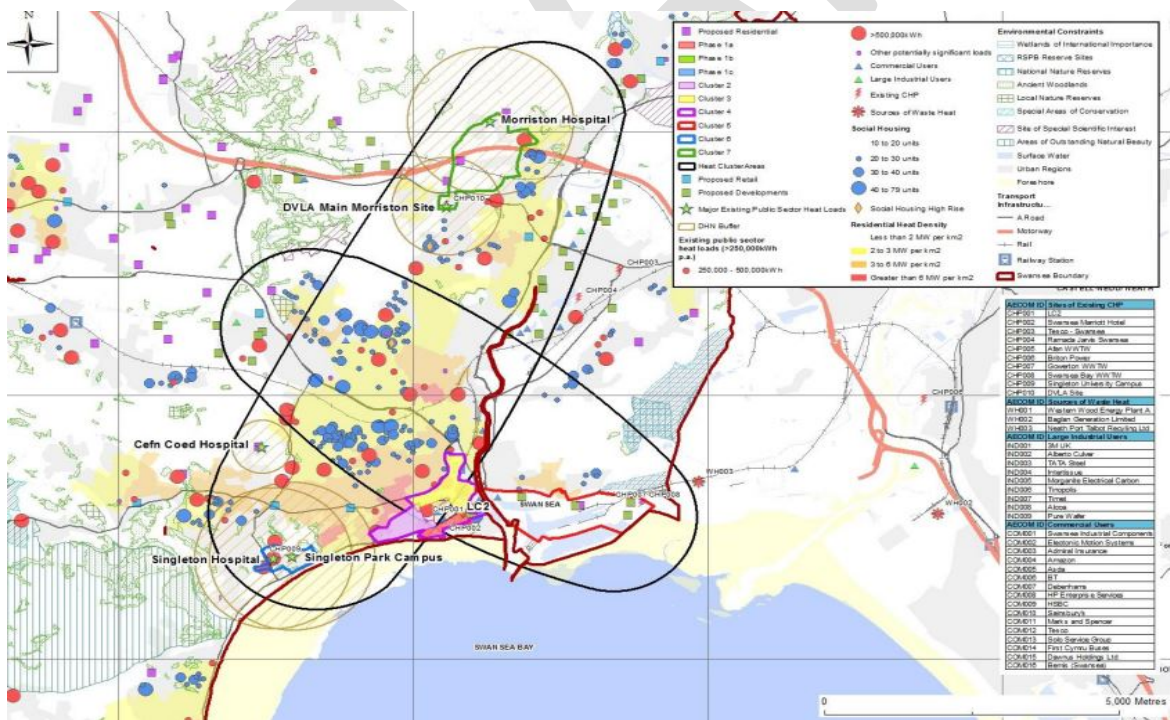
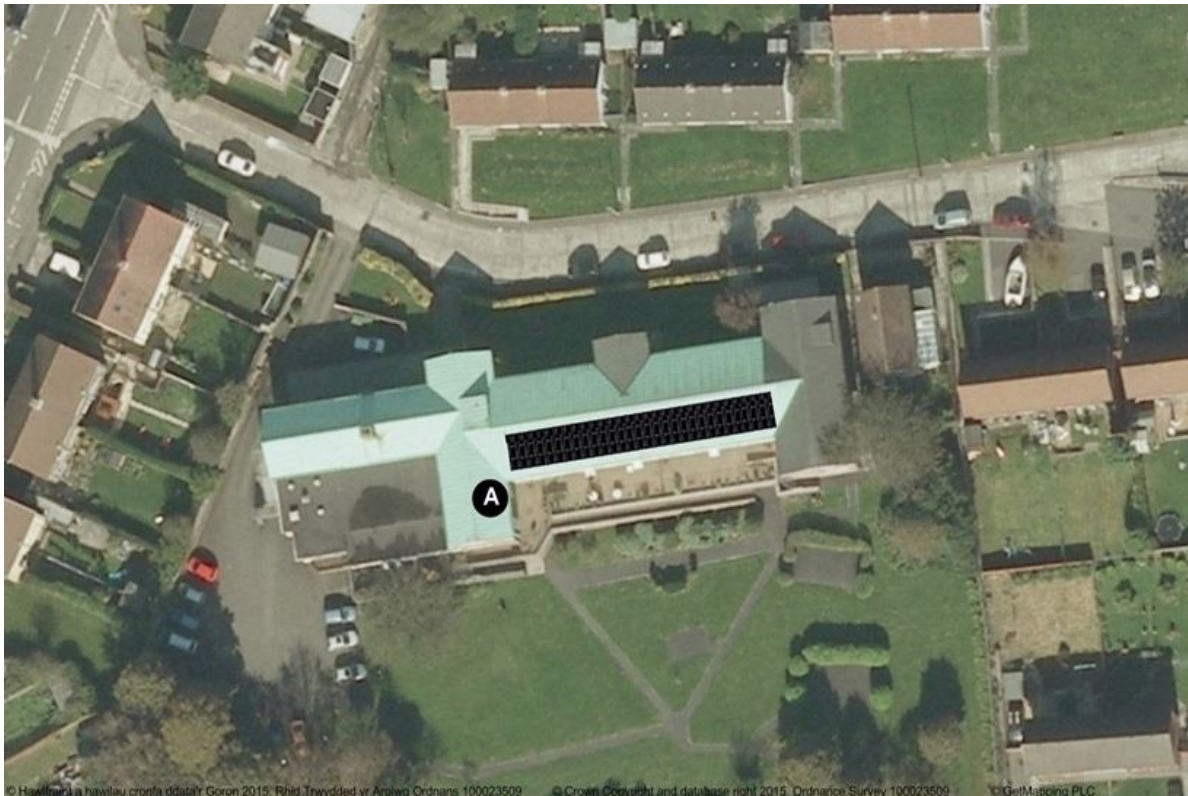


Figure 7 - District Heating Network short-medium term proposal

## 4.5 Conventional Energy

The conventional sources of energy are generally non-renewable sources of energy. Conventional energy sources include oil, gas and coal. These conventional sources are usually fossil fuels. Their use leads to increased greenhouse gas emissions and other environmental damage. These sources of energy have been used extensively over the years in such a way that their known reserves have been depleted to a great extent. At the same time it is becoming increasingly difficult to discover and exploit their new deposits. It is envisaged that known deposits of petroleum in our country will get exhausted in a few decades and coal reserves are expected to last for another hundred years. City & County of Swansea still uses conventional sources of energy for electricity and heating purposes but is pro-actively reducing their reliance on non-renewable sources of energy by rolling out their Carbon Reduction Action Plan and this Energy Strategy.

## 5.0 City Deal

The aim of the City Deal is to provide clarity of purpose, consistency of approach and focus on collective action over the next two decades. This approach will aim to tackle the structural challenges holding back our economy and reduce the gap between our performance and the rest of the UK in terms of wealth creation to the benefit of both.

The areas that the City Deal would like to develop are;

### The **Internet of Energy:**

To create a smart and efficient “Future Energy System” that will integrate the region’s multi-billion asset base in renewable and conventional energy production and the testing and commercialising of integrated Future Energy Systems.

### The **Internet of Health and Wellbeing:**

To advance health and wellbeing by delivering a network of health science “Media-parks”, Wellness Centres and other assets. Building on a new digital architecture we will transform the delivery of health and social care in the region and contribute to the advancement of genomic medicine in analytics and diagnostics in the UK via network based solutions; and

### **The Internet of Economic Acceleration:**

To provide UK plc with the resilience of a new Swansea Bay international internet gateway between London and North America by developing infrastructure in partnership with the private sector that will simultaneously establish Swansea and its hinterland as a 'City of Innovation'.

In doing so, the aim is to create high technology jobs both through start-ups and by attracting inward investment in high growth areas.

Whilst the energy strategy is effectively a council strategy it is intended to encompass the wider City region and is fully aligned to its city region bid

## **6.0 Community Initiatives**

Community-led action around issues relating to energy and climate change has grown in recent years, increasing levels of local ownership of energy generation; schemes which help neighbours reduce their energy use together and group buying of energy. This is typically financed by community investment and operated for the benefit of the local community. Over 5,000 community energy groups have been set up in the UK since 2008, with 150-300 actively developing renewable energy projects. This approach is supported by UK Government who launched a Community Energy Strategy in 2014 (updated March 2015).

The City and County of Swansea have been exploring options to promote community energy schemes which not only reduce carbon emissions but create a platform for local social and economic benefit. The Swansea Community Energy and Enterprise Scheme (SCEES) is a scheme exploring how local people in some of Swansea's most economically deprived areas can benefit from community renewable energy projects. In the first phase, the scheme aims to install solar PV on a number of schools which will lead to a reduction in carbon emissions. Surplus profits will be allocated to a community benefit fund to support the local community to develop skills, enterprise, economic growth and job creation. Whilst the scheme is still in development changes to legislation (the removal of preliminary accreditation, the

proposed reduction in Feed-in Tariff subsidies and the removal of tax reliefs on social investment) has affected the most suitable delivery option and led to uncertainty in the sector over how many schemes will be to be delivered. The scheme is aligned to the corporate plan objectives, notably tackling poverty, building sustainable communities and safeguarding vulnerable people.

## **7.0 Commercial Opportunities**

### **7.1 Income generation**

In spite of unprecedented budget cuts to date the local authority has taken advantage of government cash incentives for renewable energy projects (solar, and biomass) such as the Feed in Tariff (FiT) and the Renewable Heat Incentive (RHI). The Renewables Obligation (RO) is the main support mechanism for renewable electricity projects in the UK, and is available to any generator 50kWp and over in size. Smaller scale generation (Feed in Tariffs are available for anything from 0kWp to 5MWp) is mainly supported through the Feed-In Tariff scheme (FITs). Contracts for Difference (CfDs) support very large >5MW new investment in low-carbon generation (renewables, nuclear, CCS) and have been designed to provide efficient and cost-effective price stabilisation for new generation, by reducing exposure to the volatile wholesale electricity price. CfDs are contracts between the energy generator and a government-owned company (LCCC) which guarantees a set price for energy generation to stabilise revenues and reduce exposure to volatile energy prices. CFDs provide a variable top-up from the market price to a pre-agreed 'strike price'. At times where the market price exceeds the strike price the generator is required to pay back the difference thus protecting consumers from over-payment. Recently in 2015 significant changes have been made/proposed to government grants for renewable energy outlined above;

- ROC will end for all onshore wind and PV (solar) on 1 April 2016
- Pre-accreditation of projects will end on 01 October 2015 (that had allowed grants to be guaranteed for up to 12mths)
- Significant reductions are proposed for FITs for solar, hydro and wind from 01 April 2016 leading to potentially up to 87% cuts in grants in some areas or the potential cap on FIT grants to £75m /£100m pa and even a worse-case scenario of closure of the whole scheme



A number of Councils across the United Kingdom have either established their own energy companies (for example Nottingham and Bristol) or work with other partners to share risk (Sussex and Plymouth); both economic and social drivers have been key for Councils. Swansea council aim to explore the viability of developing Swansea's own energy company including the commercial and social benefits that may be derived from this activity. In addition, Swansea Council has been offered the possibility of hosting an electric charging point by one of the major manufacturers of electric vehicles – Tesla. This work seeks to understand the commercial model behind this offer and whether this adds value to Swansea's economic and environmental priorities and existing electric car charging infrastructure.

## **8.0 Other Carbon Reduction Initiatives**

### **8.1 Fleet vehicles (Electric/hybrid vehicles)**

CCoS has 11 electric cars in its corporate fleet, with 1 electric van on order. All are predominantly used as pool vehicles at key premises equipped with charge point infrastructure to support maximum use. Options appraisals of electric vehicles are currently being undertaken for consideration on other vehicle renewals scheduled for 2016, as well as the potential introduction of hybrid vehicles into main hub car pools to broaden the potential range of their use beyond county boundaries.

### **8.2 Waste to Energy/Anaerobic digestion**

The Toward Zero Waste strategy document, published by Welsh Government, recommends that treating food waste by Anaerobic Digestion (AD) has significant potential to reduce greenhouse gas emissions. WG has funded a procurement programme which has aided local authorities to form regional Hubs and jointly procure contracts for the treatment of food waste at AD facilities. Swansea Council is a member of the South West Wales Hub. The Hub has procured an interim treatment contract and will procure a long-term contract to secure treatment of food waste by Anaerobic Digestion.

Swansea Council are participating in discussions with an expanded South West Wales Hub regarding the procurement of a regional Energy from Waste (EfW) treatment contract. Swansea will continue to pursue a regional treatment contract,

though should this not prove viable Swansea may have to procure a stand-alone EfW treatment contract.

### 8.3 Street Lighting

At the present time Swansea Council are replacing/upgrading our existing street lighting lanterns to LED'S on which is saving the Authority approximately £400K per year in energy whilst also providing CO2 savings. We will continue to upgrade our asset with energy saving street lights and continue to switch lighting back on which has previously been switched off. We are also planning to look at our illuminated signs/bollards and provide energy efficient lamps into our existing equipment and also remove illuminated street furniture which is no longer required.

### 9.0 External Funding Opportunities

There are a number of grant funding opportunities available to local government including;

- **Salix**, a not-for-profit organisation funded by the Department for Energy and Climate Change, the Department for Education, the Welsh Government, the Scottish Government and Higher Education Funding Council for England, removes this barrier by making this capital accessible to the public sector. Upfront capital is a common barrier for public sector organisations seeking solutions that cut their energy consumption. Salix enables public sector organisations across England, Scotland, Wales and Northern Ireland to take a lead in tackling climate change by increasing their energy efficiency. Salix provides 100% interest-free capital for the public sector to reduce their energy costs by enabling the installation of modern, energy efficient technologies and replacing dated, inefficient technologies. They have strict compliance tests of 5 year technical payback and lifetime cost of CO2 not less than £100/tonne. Therefore Solar thermal will not be an applicable technology. For further details visit [www.salixfinance.co.uk](http://www.salixfinance.co.uk).
- The **Invest to Save (I2S)** fund is a short-term pool of resources available to help public service organisations transform the way that they work. The fund supports the introduction of new or proven ways of working so that public services become more efficient and effective. The latest invest to save bidding

round for 2015-16 began 02 June 2015. Approximately £8m is available for distribution. Grants are made available interest free and offer payment holidays and flexible repayments terms up to 8 years. The fund will provide 75% of the capital required for a project, with the remaining 25% to be provided by the borrower.

- **European Investment Bank** - The European Investment Bank (EIB) is the European Union's bank. Its mission is to promote EU's objectives by providing long-term financing on favourable terms for projects that support EU objectives. EIB funds tend to be focused on large innovative projects linked to regeneration and jobs e.g. tidal lagoon
- **Green Investment Bank** - The UK Green Investment Bank was created by the UK Government, their sole Shareholder, who have committed to provide them with capital invest. They use this to back green projects, on commercial terms, across the UK and mobilise other private sector capital into the UK's green economy. Their investments help fund the creation of new, modern, green infrastructure across the UK and with that, new jobs in construction and operations. The loans are made on commercial terms and are focused on large projects.

## 10.0 Partnerships

### APSE

APSE (Association for Public Service Excellence) is a not for profit local government body working with over 300 councils throughout the UK. Promoting excellence in public services, APSE is the foremost specialist in local authority front line services, hosting a network for front line service providers in areas such as energy, waste and refuse collection, parks and environmental services, leisure, school meals, cleaning, housing and building maintenance.

### CLAW

CLAW is the Consortium of Local Authorities in Wales that supports the professional and technical interests of property management in local government in Wales.

CLAW was formed in 1962 and now works with representatives from the elected

members and officials of all Welsh local authorities together with a number of associate member organisations for the promotion of excellence in the management of property assets.

## **GREEN GROWTH WALES**

Green Growth Wales is a suite of interventions to increase and accelerate green investment in Wales that will reduce carbon emissions, cover its own costs, create public sector saving/income over the longer term and create economic benefit including employment. It is a financial offering from Welsh Government to the public sector for investment for energy efficiency and renewable energy projects for businesses in Wales. Their vision is to see all communities and businesses using locally generated electricity and heat, from a range of renewable installations, to supply local demand and to minimise Wales' dependence on central generation.

### **11.0 Related Strategies and Policies**

Health, Social Care & Wellbeing Strategy

Asset Management Strategy

Carbon Reduction Strategy

Commercialism Strategy

Planning Policy

Sustainable Development Policy

Local Housing Strategy

ICT Strategy

### **12.0 Communication, Monitoring & Review**

This Energy Strategy sets out the Aims & Objectives of the City & County of Swansea. Leading on from this, an action plan will be developed, detailing the actions that the Authority will need to take to deliver their Energy Strategy. The Strategy will be reviewed annually to account for operational changes, new legislation and technology, amongst other things that may influence the roll out of this action plan. The action plan will be monitored on a monthly basis via

performance management meetings to ensure the evolving Energy strategy is driven forward and any risks/issues are mitigated as they occur.

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## Appendix 1 – Aims & Objectives

### Energy Strategy Aim:

City & County of Swansea will contribute towards a sustainable low carbon economy by delivering an Energy Strategy that delivers real benefits to society, the economy and the environment and sets out our wider and long term aims for energy across Swansea the place, as well as the council within the context of national and international developments.

### Energy Strategy Objectives:

**Objective 1:** To reduce energy consumption and improve the energy efficiency of City & County of Swansea’s public building and housing stock portfolio

**Objective 2:** To invest in renewable technologies that will benefit the council and the wider community

**Objective 3:** To secure or facilitate community access to affordable low carbon/renewable energy

**Objective 4:** Explore and maximise commercial opportunities to benefit community wellbeing and/or financial gain

**Objective 5:** Ensure Energy Strategy and action plan are delivered in line with current legislation

Through implementation of this action plan the City & County of Swansea will mitigate the:

- Effects of Climate change by reducing their carbon emissions
- Risks associated with Energy security by sourcing low carbon/renewable energy sources and eradicating fuel poverty
- Risks associated with increased energy costs

### Benefits

- Economic Gain
- Climate Change Mitigation
- Eradication of Fuel Poverty
- Carbon reduction
- Community Engagement
- Reduced Energy Costs
- Secure & Sustainable Energy Supply

## Quick Wins

- Feasibility of Wind, Hydro, Solar , Biomass on Council owned assets/land
- Feasibility of buying options (use of Frameworks)
- Feasibility of low carbon technologies on Council owned Assets such as LED lighting
- Partnerships/ Collaborative working with public sector organisations i.e. joint ventures, ESCOs, community ownership, private ownership, public sector ownership.

## Risk Register

- Changes to subsidies (FITs, RHI, ROCs etc.)
- Payback term
- Timescales
- Legislation changes
- Planning constraints
- Budgetary cuts (Swansea Council and Welsh Government)
- Lack of private sector interest
- Public Opposition
- Conflicting council priorities
- Access to capital
- Knowledge
- Ability to adapt to changes in legislation
- Energy security
- Energy prices
- Fines for missing targets
- Compliance with state-aid for seeking subsidies

## Appendix 2 – Microgeneration Technologies

**DECC** - the department's policies on renewable energy.

<https://www.gov.uk/government/organisations/department-of-energy-climate-change>

**The Carbon Trust** - guidance on renewable energy FIT, ROC, RHI and CfD.

<https://www.ofgem.gov.uk/environmental-programmes>

**Public funders** - for energy saving initiatives (Salix, I2S, PWLB, Green Investment Bank etc.)

<http://salixfinance.co.uk/>

<http://www.greeninvestmentbank.com/>

<http://gov.wales/topics/improvingservices/invest-to-save/>

<http://www.dmo.gov.uk/index.aspx?page=PWLB/Introduction>

**Ofgem** - monitors FIT funding, deployment and caps, it also monitors RHI funding and deployment, Climate Change Levy etc.

<https://www.ofgem.gov.uk/environmental-programmes/feed-tariff-fit-scheme/feed-tariff-reports-and-statistics/feed-tariff-deployment-caps-reports>

**Refit** - the Welsh Governments subsidised energy saving refit programme.

<http://gov.wales/newsroom/environmentandcountryside/2016/160310-re-fit/?lang=en>

**Resource Efficient Wales** - provides support on energy, water and waste saving programmes.

<http://resourceefficient.gov.wales/?lang=en>

**Welsh Government** – energy policies are posted daily on the website

<http://gov.wales/topics/environmentcountryside/?lang=en>

**Energy Companies** – for connections, capacity constraints etc.

<https://www.westernpower.co.uk/>

[http://www.spenergynetworks.co.uk/pages/getting\\_connected.asp](http://www.spenergynetworks.co.uk/pages/getting_connected.asp)



## Appendix 3 – Original Carbon Reduction Action Plan

No.	Project	Responsibility	What is currently in place	Action required	By whom	By When	Progress to date	Cost / Anticipated savings	Status
	Short Term – 1 to 2 years (2013/14 & 2014/15)								
CP3.1	Record and document energy & carbon baseline data	JRL	100% data recording process now established since 2009/10 (baseline year)	Continuous data recording process via the TEAM Sigma Energy Management system	Energy Management Unit.	Continuous process	Data recorded monthly	Not applicable	On going
CP3.2	Energy / Carbon Management recording and reporting in relation to Performance Measurement and Legislative requirements	JRL	Energy and Carbon data collation for PI EEF/002a and Carbon Reduction Commitment Energy Efficiency (CRC) Scheme	Energy data management and reporting via TEAM Sigma Energy Management system	Energy Management Unit	PI EEF/002a & CRC reports issued each July for previous financial year	PI & CRC Reports issued within predetermined timescales	2012/13 CRC charge of £392,424 to be paid in Sept 2013. Allowances to be surrendered in Sept 2013.	Ongoing
CP3.3	Include Carbon reporting within the Councils Statement of Accounts for 2012/13	MH / JRL / TN	Carbon data currently being recorded for Energy use, Fleet / Waste transport, Business Mileage	Report carbon emissions within the 2012/13 Statement of Accounts	Sustainable Development Unit / Energy Management Unit / Finance	Carbon data issued to SD Unit in August 2013	Carbon performance to be published within the Councils Annual Statement of Accounts for 2012/13	Not applicable	Ongoing
CP3.4	Implementation of Ebilling for electronically processing "centrally paid" energy bills	JR/NP	Testing of energy suppliers ebills now complete. Electronic payment of EDF accounts now implemented with payment reports also developed for finance managers. Testing of Corona ebill 95% complete	Continue the recording of BGB ebills within TEAM Sigma Test system.	Energy Management Unit / Finance Accounts Payable / IT	Corona testing to be completed by September 2013	All EDF accounts being centrally paid via ebilling process. Electronic payment of Corona bills planned to commence in Autumn 2013.	Efficiency savings in the automatic checking & payment of circa 900 centrally paid energy bills	Ongoing

							BGB accounts on hold until electricity AMR implemented.		
CP3.5	Invest to Save Heating Control Systems	JRL / DM	Phase 1 completed by CB&PS. Phase 2 Framework contract set up with 3 specialist controls contractors.	Installation of 40 new TREND IQ3 heating control systems commenced in August 2011.	Energy Management Unit	The installation & commissioning of all new control systems was completed in March 2012	Full handover / system sign off completed in December 2012 which includes all school systems being linked to a web browser for remote access.	Project cost £90K Average of 8% saving in fossil fuel costs predicted for each premises.	Complete
CP3.6	Energy related IT proposals: Automatic PC Shutdown & Virtual Server implementation within the Civic Centre. Potential introduction of thin client technology in 2013/14	PL / TW	Council policy to automatically shut down desktop PC's completed in May 2010. 80% of server virtualisation completed in December 2012. Further system development due in 2013/14.	Phased implementation of virtual servers during 2012/13 with associated reduction in IT server room cooling capacity. Commenced the provisional analysis of achieved energy savings. Final analysis proposed on project completion.	IT client team / CapGemini / CB&PS Mechanical services team / Energy Management Unit	2013/14	80% of server virtualisation completed in December 2012	Project cost £531K. Estimated energy cost savings £87K per annum	Complete
CP3.7	Implementation of Automatic energy metering (AMR) to Corporate Premises	JRL / DM / AD	AMR framework contracts established by the Government Procurement Service. Legal approval of energy supplier model contracts completed in May 2012.	Final Inventory of NHH electricity meter points issued to BGB in July 2012.	Energy Management Unit	Target achieved to install 250 Electricity SMART meters by March 2013. Further target of 400 SMART meters to be	Exchange programme for Electricity SMART meters commenced on 21/8/2012. 320 Electricity SMART meters installed up to week ending	Gas AMR leasing cost to be charged within monthly energy bill. Scheme linked to ebilling & energy awareness / staff engagement programme	

						installed by March 2014	16/8/13.		
CP3.8	Creating an Energy Awareness Programme for Council staff.	JRL	Good energy housekeeping guide available via staff Intranet service	Develop communications strategy for Council staff engagement. Further develop the Councils Green Champions network Produce an intranet linked staff awareness / training service Integrate with Sustainable schools programme	Carbon Reduction Strategy team	Detailed programme to be advised Scheme to be further supported with additional resource by SD Unit	Draft Communications Plan developed. Pilot staff awareness programme commence within C&T Service in December 2012. Assessing potential options & costs for developing the Carbon Trust staff awareness internet training service	5-10% energy cost saving could be anticipated from this & related programmes.	98% Completed
CP3.9	Heads of Service to include energy costs / use & carbon reduction reporting with their P&FM meetings	JRL / Performance Management Team / C&T HoS	Collation of energy data now available from TEAM Sigma system for all individual buildings or services.	Develop report with TEAM Sigma software support staff. Agree service groups for pilot via AMG. Agree with HoS the method of reporting to be implemented.	JRL / MN / C&T HoS	Design & development of report completed in August 2013. Pilot launch planned via Place P&FM in October 2013	Initial draft report presented at Regeneration P&FM meeting Pilot reporting to be implemented with C&T Services including Sports Centres & Library premises	Linked to energy awareness / staff engagement programme	P&FM reports delivered in line with reporting cycle
CP3.10	Develop TEAM Sigma "Web module" for all Council premises and budget managers to remotely access energy cost and	DM / IT Client teams	Web module purchased and technical development work completed with TEAM Sigma support staff.	Complete web module development and set up independent password access	Energy Management Unit / IT client teams / TEAM EAA Ltd	July 2013 but dependant on system development work	Development ongoing with IT client teams & pilot sites now being tested for access to TEAM	Linked to energy awareness / staff engagement programme	Awaiting release of version 8 of Team Sigma

	consumption reports			for premises and budget managers			Sigma web module.		
CP3.11	Implementation of Capital Maintenance energy efficiency schemes	JRL / DM	£80K Capital Maintenance budget approved to fund schemes during April 2013 to March 2014	Identification of cost effective schemes via the programme of building energy surveys.	Energy Management Unit / Design & Maintenance teams.	March 2014	All new schemes on target to be installed by March 2014	Assessed for each individual scheme	Ongoing Budget now £60K
CP3.12	Publishing Display Energy Certificates for the Councils public buildings over 1,000 square meters	JRL / DM	Annual programme for lodging 27 DEC's with CIBSE	Energy Management team to maintain Low Carbon Energy Assessor Accreditation with CIBSE	Energy Management Unit	Annually in line with each DEC renewal date	All current DEC's published and displayed for public viewing	Linked to energy awareness / staff engagement programme	Ongoing
CP3.13	Implementation of Capital Maintenance programme for projects that affect the Councils energy performance	GB / CH / JL / NG / DM	Annual Capital Maintenance programme	Design and installation of Capital maintenance schemes including the upgrade of mechanical & electrical services and building fabric improvements.	Corporate Building & Property Services	Continuous programme	Progress recorded within CB&PS project management status reports	As per Capital Maintenance programme	Ongoing
CP3.14	Street Lighting - Implementation of new initiatives and funding being led by WG	CV / JH	3 Year investment programme	Replacement of existing lighting stock to energy efficient lighting using LED technology.	Street scene – Street Lighting team	To be completed by April 2015.	£2 Million spent to date.	Project cost 6million funded via prudential borrowing by WG.	Schools now being targeted
CP3.15	Acquisition of 35 hybrid fleet vehicles	MB	Fleet replacement programme	Business case approved for the procurement of hybrid vehicles	Fleet Management team	June 2013	35 vehicles now delivered	CO2 saving of 220 tonnes over the 7 year life.	Hybrids not as efficient as originally thought and returned to supplier
CP3.16	Acquisition of electric pool car vehicles &	CH / KR / PB / JL	Purchase of up to 11 electric pool cars with	Electric pool car to be operated	CB&PS technical staff	June 2013	8 electric vehicles	£35K funding allocation	Complete

	installation of charging points		charging points at 3 Council premises	from CB&PS Heol y Gors Depot, Guildhall & Street scene Depot Clydach	/ Facilities Management team		purchased & operating from the CB&PS Heol y Gors Depot		
CP3.17	Installation of 35KW Photovoltaic System at the Civic Centre	CB&PS	Initial feasibility undertaken Planning application approved.	Awaiting funding approval to develop Project specification.	CB&PS technical staff	2014 following the establishment of WPC PV contract	Initial feasibility study undertaken Planning application approved December 2012. Roof structure assessed in August 2013	£70K budget cost with 9 years simple payback	Complete but funding reallocated to Guildhall
CP3.18	Further develop the "Scope" of future carbon emissions reporting within the Annual Statement of Accounts	JRL / TN / SR / MH	Corporate building emissions reported with fleet use, business mileage data. Waste emissions recorded from Civic Centre only. Water use recorded for Civic Centre & Guildhall.	Phased inclusion of Renewables, Refrigerant, Waste / Recycling & Water data in future carbon emissions measurement and reporting	Energy Management Unit / SD Unit / CTU / Transportation & Waste Management teams.	Phased inclusion within Annual Statement of Accounts from 2012/13	Investigating Refrigerant measurement with specialist contractor	Not applicable	Have included construction waste but has not been feasible to report on refrigerant gases as it would charge CCS extra.
CP3.19	Imbedding Sustainability within the Councils Procurement Process	TN / PG / Procurement / JL	Sustainable Procurement Assessment Framework (SPAF) annual assessment / plan of continuous improvement now include a clause on Energy Management / Carbon Reduction.	Include clause(s) on carbon reduction in the SPAF.	Sustainable Development Unit / Procurement / Energy Management Unit	Clause initially included for Jan 2012 SPAF review	Self-Assessment SPAF score of 4.3 recorded for 2012/13. (Second highest recorded by Value Wales)		The SPAF is no longer used and has been replaced by the 'Procurement Fitness Check Reports'
	Medium Term 2 3								

	years								
CP3.20	Develop carbon communications plan	JRL / TN	Sustainable Development Communications forum established within the Council	Pilot service specific energy efficiency behaviour change programme	Energy Management Unit / Sustainable Development Unit	2013/14	New proposal	Linked to energy awareness / staff engagement programme	Budget proposal to support the development of a pilot was not agreed
CP3.21	Publish Success stories of best practice energy conservation measures as part of the staff Energy Awareness Campaign communications plan.	JRL	New proposal	Monitor energy consumption for individual premises and report energy / carbon savings achieved. Publish success stories via staff intranet and other media sources.	Energy Management Unit / Carbon reduction team / Communications officer		Success story on Display Energy Certificate Results at the Grand Theatre has previously been published on the intranet	Linked to energy awareness / staff engagement programme	Ongoing
CP3.22	Sustainable changes & development		Medium/long term strategies in accordance with Sustainable Development team	Develop regular liaison to ensure cross fertilisation of ideas.	Carbon Reduction team				Ongoing Working closely between two team to develop next generation pilots in the energy sector
CP3.23	Budget savings reporting		Limited information at CMT level that doesn't provide enough service level detail	Begin collating service specific information, improving accountability with Heads of Service.				Linked to Head of Service Reporting (CP 3.9)	
CP3.24	Develop Renewable Energy / Micro Generation strategy	JL / TN	Renewable & Micro generation Investment within major capital	Approval of Strategy to present the	Carbon Reduction team	To be advised	Framework contract for the installation of		Ongoing. Energy Strategy

			construction projects.	Councils future proposals for renewable energy & micro-generation systems			PV systems being developed by the Welsh Purchasing Consortium		being developed instead of a micro-generation strategy
	Long term 3 - 5 years								
CP3.25	Carbon Trust / Green Dragon Standard (full or part accreditation)		Not necessarily aiming for full accreditation but aiming to put standard values and principles in place.						
CP3.26	Publish a Carbon Emissions reduction plan for the CCoS.		New proposal						
CP3.27	Strategic links to Accommodation Strategy		Accommodation Strategy already up and running as part of Asset Management programme						

## Appendix 4 (Proposed 27 August 2015 DECC subsidies, Wind, Solar and Hydro changes)

Proposed Generation Tariffs for Jan 2016 (p/kWh, Nominal prices)		Ofgem Tariffs for installations with an eligibility date on or after 1 October 2015 (p/kWh, 2015/16 values)	
<b>Solar PV</b>			
0 -10kW	1.63	<4kW	12.47
10 - 50kW	3.69	4-50kW	11.30
50 - 250kW	2.64	50-150kW	9.63
250-1000kW	2.28	150-250kW	9.21
> 1000kW	1.03	250-5000kW	5.94
Stand alone	1.03	Stand alone	4.28
<b>Wind</b>			
<50kW	8.61	0-100kW	13.73
50–1500kW	4.52	100–500kW	10.85
		500–1,500kW	5.89
>1500kW	0.00	>1500kW	2.49
<b>Hydro</b>			
<100kW	10.66	<15kW	15.45
		15-100kW	14.43
100-500 kW	9.78	100-500kW	11.40
500-2000kW	6.56	500-2000kW	8.91
>2000kW	2.18	>2000kW	2.43

DECC proposed move from RPI-linked tariffs to a CPI-link for new installations.

The removal of the generation tariff for new FIT applications from January 2016 if proposed cost control deployment caps are deemed unable to place the costs of the scheme on an affordable and sustainable trajectory or, alternatively, further reducing the size of the scheme's remaining budget available for the cap.

DECC do not propose to change policy around **micro CHP**, because there has been insufficient deployment to justify a review of this area and there is not therefore a sufficiently broad set of data on which to base tariff changes. We propose that the existing cap on installations remains in place, along with the trigger of 12,000 installations for a review of tariff and deployment levels.

[Consultation on the above proposed changes closed 23 October NO decision is yet announced.]



## Appendix 5 – Energy Self Sufficiency case studies

### Case Studies: Milton Keynes – Imagine MK 2050 Strategy

Vision - *'Milton Keynes will be a near zero carbon city with a high quality of life for all by 2050'*. The definition of 'near zero carbon' city is for near zero net carbon emissions.

Aim of the project – to gather ideas for low carbon cities and share the knowledge with project partner. The Council already had in place a Local Carbon Programme which included the Low Carbon Living Strategy and Action Plan developed in 2010 and 2012 respectively. The Imagine project used European funding to build on existing work and to share best practise across Europe.

Themes – The strategy has five themes:

1. Buildings and energy generation – zero carbon building standard for new builds, near zero carbon upgrade standard for existing buildings, energy efficiently and renewable energy use.
2. Travel – zero carbon emissions, encourage sustainable modes of transport, low carbon vehicles, technology to reduce travel need.
3. Waste and water – high recycling targets, energy from waste, zero carbon water treatment, reduce water usage per person.
4. Smart City and community – smart grid network data collection, encourage and support new technologies and partnerships, integration of services, encourage community led initiatives.
5. Greenspace and food – use of urban and rural green space for leisure, food, biomass fuel and carbon storage. Encourage local food production and low carbon diets.

The themes were chosen based on:

- Whether or not the activities directly affected carbon emissions and whether or not changes would influence a low carbon future,
- Whether or not the activities was currently being measured and if not was it measureable,
- Whether or not the activity directly affected quality of life,
- If the theme was raised by the stakeholder.

Success to date - Target to reduce carbon emission per person (i.e. across the borough) by 40% by 2020 for a 2005 baseline and to near zero carbon by 2050 or sooner. 2012 figures show that compared to the 2005 baseline per person emission has fallen by 23% (dropping from 7.8 total emission tonnes to 6.0) and that Milton Keynes is on track to meet the 2020 target. This success was achieved during the development of the 2050 Strategy and as a result of Low Carbon Living Strategy developed in 2010.

How will this be achieved –

- Develop and regularly update the Action Plan;
- Embedding carbon reduction and sustainability into all Council Plans and Strategies;
- Monitoring and auditing success;
- Promoting low carbon solutions;
- Cross Council and external partnership working and collaboration;
- Improved management and monitoring of data;
- Encouraging innovation with stakeholders;
- Linking to Economic Development Strategy;
- Focus on energy efficiency;
- Working with communities to support local projects and businesses.

Next Steps – Produce an Action Plan to deliver the strategy.

### **Case Studies: Haringey 40:20**

Aim of Project – Target of reducing carbon emission in Haringey by 40% by 2020, improving well-being in the borough and encouraging prosperity through the development of a sustainable green economy.

Themes – The Carbon Management Plan includes the following activities all of which contribute to achieving the project aim:

- More efficient homes;
- Growing the local green economy;
- Renewables (solar);
- Research with Durham University;
- Community Energy Networks;
- Sustainable modes of transport;
- Waste minimisation (recycling).

Success to date– Since 2005 (baseline year) Haringey’s total estimated emission have fallen by 11%. This includes an over 13% reduction since 2005 in domestic emissions (i.e. energy consumption around the home), a nearly 18% reduction in transport emissions (i.e. freight and passenger transport for both private and business purposes) and a nearly 4% reduction in Business emissions (industrial and commercial electricity consumption).

### **Case Study: Nottingham City Council Energy Strategy 2010 – 2020**

Vision – To make sure Nottingham is a future-proof city, including:

- A city insulated against high energy prices,
- Secure, low carbon energy supply and service available for business , public and domestic sector,
- A city prepared for climate change and peak oil,
- A city leading on growth in low carbon jobs, industries, services and training,
- A city exemplar of integrated low carbon neat, power and transport,
- An explore of neighbourhood community energy solutions,

- A smart city where energy flows are planned, mapped and monitored.

#### Aims –

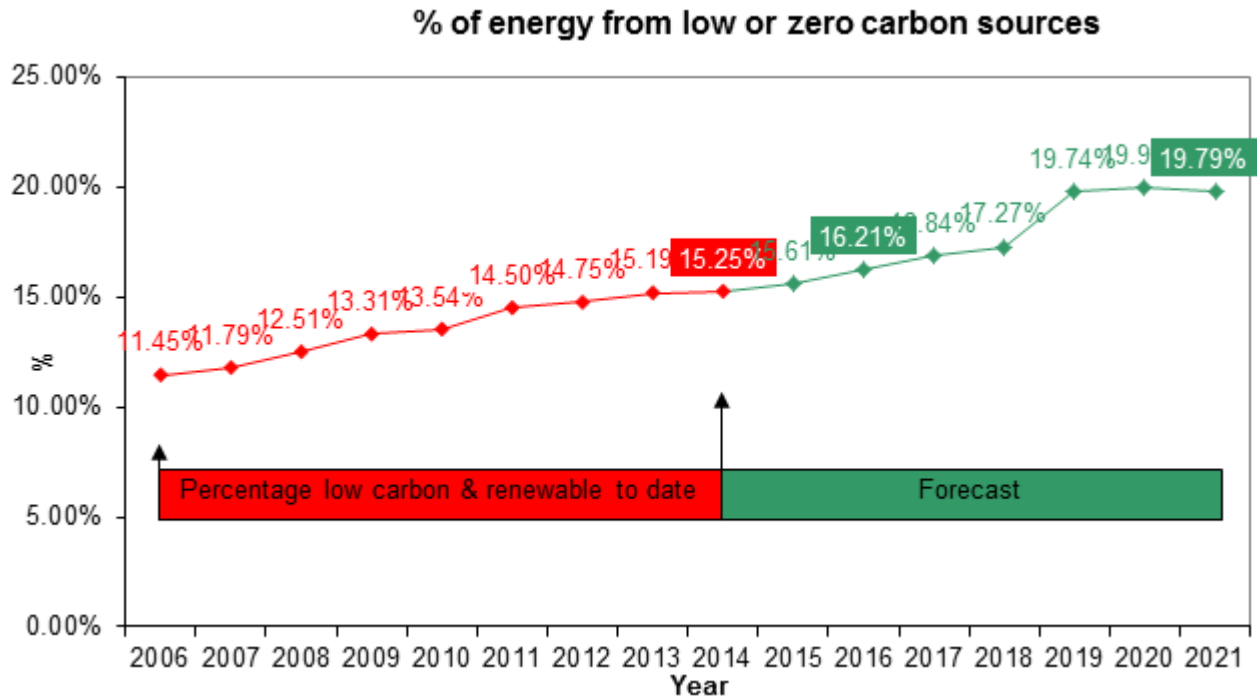
1. Reduce energy use in public sector infrastructure;
2. Reduce energy use in domestic properties and tackle fuel poverty;
3. Support increased energy efficiency in city businesses;
4. Develop alternative energy sources, supply chains and services;
5. Support low carbon transport infrastructure;
6. Create local jobs and opportunities in energy sector businesses;
7. Develop strong external and community partnerships;
8. Support local community energy initiatives.

There are SMART energy efficiently targets attached top these aims they are summarised in Table 1 on page 25 of the Energy Strategy which can be found here: <http://www.nottinghamcity.gov.uk/CHttpHandler.ashx?id=19119&p=0> The strategies principal aims by 2020 are:

- 26% reduction of carbon dioxide emissions against 2005 levels
- 20% of the City's own energy generated from low or zero carbon sources

Success to date – In the 2011 Energy Strategy Update Position Review published in 2013 shows a 21% reduction in carbon emission against 2005 levels. The report states that the Council is confident that the 2020 target of a 26% reduction will be met, predominantly through continued energy efficiency measures being installed to domestic properties.

On the 20% own energy generation target the report states that Nottingham started in a position of advantage by already generating 11.45% of our own energy from low or zero carbon. In 2011 the Nottingham was producing 14.55% of its own energy for low or zero carbon. More recent data shows that this figure rose to 15.25% in 2013. The Council states in the 2013 report that based on analysis, at present the forecasts show they will nearly meet this target (see figure below), but that the increases in the percentage of energy demand met through low and zero carbon energy will be achieved mainly through falling energy demand as opposed to a significant rise in low or zero carbon generation.



Source: Nottingham city Council, Energy Services Directorate.

### Case Study – Anglesey Energy Island

The Energy Island Programme (EIP) is a partnership between public and private sector organisation which aims to use the energy to take a different approach to economic, social and environmental development which will put Anglesey at the forefront of energy research and development, production and servicing, bringing with it potentially huge economic rewards. The program focuses on:

1. Production – Investing in new low carbon energy production to help secure a stable energy future for Wales;
2. Demonstration – Establishing world-class facilities to place Anglesey as a leading location for low carbon energy innovation and demonstration;
3. Servicing – Ensuring that local companies and people benefit and take advantage of opportunities for new energy investments.

In delivering the vision it is the EIP's role to:

- Support low carbon energy developments
- Enhance employment growth
- Prepare local businesses
- Sustain communities

This will be achieved via Energy Island Framework:

Short term – Large and small scale biomass installations and supporting energy groups, energy efficiency measures, micro generation. Initial discussion and negotiation to maximise opportunities from Offshore wind Irish Sea round 3 Zone.

Medium to Long term – New build at Wylfa up to 3.2 GW, implementation of the tidal project at Skerris offshore wind base at Holyhead Port and the replanting of onshore wind farms.

Long term – Tidal power expansion and development of the hydrogen economy.

The employment benefits of the programme are estimated to have the potential to create up to 4500 construction jobs in Anglesey and North West Wales (including in the supply chain). These employment opportunities are supported by an apprenticeship programme run via Cwmni Prentis Menai and set up with the specific aim of equipping young local people with the engineering and construction skills they will need to maximise the transformational opportunities of Energy Island. The apprenticeship programme is supported by the Welsh Government.

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## Energy Strategy Action Plan (Draft 2)

### Aims & Objectives

This Energy Strategy sets out the Aims & Objectives of the City & County of Swansea. Leading on from this, an action plan will be developed, detailing the actions that the Authority will need to take to deliver their Energy Strategy.

#### Energy Strategy Aim:

City & County of Swansea will contribute towards a sustainable low carbon economy by delivering an Energy Strategy that delivers real benefits to society, the economy and the environment and sets out our wider and long term aims for energy across Swansea the place, as well as the council within the context of national and international developments.

#### Energy Strategy Objectives:

**Objective 1:** To reduce energy consumption and improve the energy efficiency of City & County of Swansea's public building and housing stock portfolio

**Objective 2:** To invest in renewable technologies that will benefit the council and the wider community

**Objective 3:** To secure or facilitate community access to affordable low carbon/renewable energy

**Objective 4:** Explore and maximise commercial opportunities to benefit community wellbeing and/or financial gain

**Objective 5:** Ensure Energy Strategy and action plan are delivered in line with current legislation

Through implementation of this action plan the City & County of Swansea will mitigate the:

- Effects of Climate change by reducing their carbon emissions
- Risks associated with Energy security by sourcing low carbon/renewable energy sources and eradicating fuel poverty
- Risks associated with increased energy costs

The actions that follow are listed under each of the four objectives listed above. Each is given a priority status of High, Medium or Low based on the contribution the project makes towards the delivery of the Energy Strategy Aspirations. If the individual objective is a legal or grant requirement it will be deemed as a high priority.

<b>High</b>	<p><b>High Priority</b></p> <ul style="list-style-type: none"> <li>• Contributing significantly towards meeting the City &amp; County of Swansea's zero/low carbon aspirations.</li> <li>• Contributing towards Corporate Priorities</li> <li>• Sound invest to save proposal with significant carbon savings</li> <li>• Legal/Grant Requirement</li> </ul>
<b>Medium</b>	<p><b>Medium Priority</b></p> <ul style="list-style-type: none"> <li>• Contributing greatly towards meeting the City &amp; County of Swansea's zero/low carbon aspirations.</li> <li>• Contributing towards Corporate Priorities</li> <li>• Sound invest to save proposal with sizable carbon savings</li> </ul>
<b>Low</b>	<p><b>Low Priority</b></p> <ul style="list-style-type: none"> <li>• Contributing towards meeting the City &amp; County of Swansea's zero/low carbon aspirations.</li> <li>• Contributing towards Corporate Priorities</li> <li>• Sound invest to save proposal with some carbon savings.</li> </ul>

Objective	No	Project	Action required	Funding available?	By whom	By When	Priority H/M/L
<b>Objective 1:</b> To reduce energy consumption and improve the energy efficiency of City & County of Swansea's asset portfolio	<b>ES1.1</b>	Meet Breeam Excellent in all Government funded schemes	Delivery of already identified QED projects	50/50 match funding WG 21 <sup>st</sup> Century School Program	Andrew Shaw	Annually	<b>High</b>
	<b>ES1.2a</b>	Smart metering in public building assets	Complete implementation of smart metering in prioritised public building assets including communal and sheltered accommodation excluding	Funded from Invest to Save	Terri Shaw	December 2016	<b>High</b>

			domestic stock. Approximately 91% complete				
	<b>ES1.2b</b>	Smart metering in domestic building stock	Explore AMR metering in council domestic stock	Separate Business case to be completed	Terri Shaw	September 2016	<b>High</b>
	<b>ES1.3</b>	Energy Awareness campaign for tenants	Determine the extent of Energy Awareness campaign to tenants for Energy saving and link to fuel poverty	Housing Revenue Budget	Mark Wade	December 2016	<b>Medium</b>
	<b>ES1.4</b>	Procure energy to ensure security of supply and value for money.	Ensure regular dialogue with framework lead i.e. NPS	N/A	Terri Shaw	Ongoing	<b>Medium</b>
	<b>ES1.5</b>	Delivery of identified priority M&E investment projects in non- domestic properties	Via Annual Capital Maintenance Report	Capital Maintenance Budget	Andrew Shaw	Annually 2016	<b>Medium</b>
	<b>ES1.6</b>	Delivery of Welsh Housing Quality Standard Capital investment program for domestic properties	Delivery of Welsh Housing Quality Standard	Housing Revenue Account (HRA)	Andrew Shaw	Annually Programme overall completion 2020	<b>High</b>
	<b>ES1.7</b>	Allocation of Capital Maintenance Energy budget	Consider appropriate projects to be funded under the Capital Maintenance Energy budget e.g. CHP	Capital Maintenance Energy Budget	Terri Shaw	Annually April 2016	<b>Medium</b>
	<b>ES1.8</b>	Maintain an ongoing Energy Awareness Programme for Council employees	To develop on an ongoing basis	Within existing resources	Terri Shaw	Annually	<b>Low</b>
	<b>ES1.9</b>	Maintain drive to 3% CRC reduction until 2020 in line with policy commitments and outcome agreement	To maintain all actions originally identified in CRC action plan	Within existing resources and allocated budgets	Terri Shaw	Annually	<b>High</b>
	<b>ES1.10a</b>	Street Lighting Programme	Complete LED programme installation for Street lighting	Existing Capital Budget	Jonathan Hurley	Ongoing	<b>High</b>
	<b>ES1.10b</b>	Other street lighting energy efficiency measures	Explore other opportunities for energy saving measures in relation to street signs/bollards	To be determined by Invest to save	Jonathan Hurley	Ongoing to be determined on a case by case	<b>Medium</b>

			and illuminated street furniture			basis	
	<b>ES1.11</b>	Maximise energy efficiency of fleet vehicles	Explore options available for replacement of fleet vehicles with energy efficient alternatives such as electric and hybrid vehicles	Within existing resources	Mark Barrow	March 2017	High
	<b>ES1.12</b>	Publishing Display Energy Certificates for the Councils public buildings over 250 square meters	All current DEC's published and displayed for public viewing in line with requirements of legislation.	Existing Capital/Revenue Budget	Terri Shaw	As required by legislation	High
C/F from CRC Action Plan	<b>C.P3.10</b>	Develop TEAM Sigma "Web module" for all Council premises and budget managers to remotely access energy cost and consumption reports	Complete web module development and set up independent password access for premises and budget managers	Capital Maintenance Energy Budget	Terri Shaw	December 2016	Medium
<b>Objective 2:</b> To invest in renewable technologies that will benefit the council and the wider community	<b>ES2.1</b>	Explore suitability of council owned land for renewable energy generation such as solar and wind Energy	Link in with local partnership with regard to carrying out feasibility study	Green Growth Wales	Terri Shaw	March 2017	High
	<b>ES2.1a</b>		Explore and trial the use of battery storage on buildings already fitted with PV	Invest to save on a case by case basis	Terri Shaw	March 2017	High
	<b>ES2.2</b>	Opportunities for Biomass installation in Council owned Building assets	Feasibility Study to be carried out by CB&PS Technical Services on a case by case basis as and when heating plant is being renewed	Capital Maintenance Energy Budget	Barry Morgan	Annually	High
	<b>ES2.3a</b>	Explore interaction between energy and waste work streams to develop opportunities and project delivery	Methane from Tir John landfill site utilised to generate electricity until either gas yields are no longer viable or a more advantageous treatment process is developed.	Waste Budget	Chris Howell/Mathew Perkins	2020	High
	<b>ES2.3b</b>		Swansea council currently has	Waste Budget	Chris	2017	High

			a regional Anaerobic Digestion contract in place on an interim basis for treatment of food waste. A new long-term regional contract will be in place by 2017.		Howell/Mathew Perkins		
	<b>ES2.3c</b>		Swansea will continue to pursue a regional EfW treatment contract but should this not prove viable will look to procure a stand-alone contract. An EfW contract is expected to start in 2020 when the Tir John Landfill site closes	Waste Budget	Chris Howell/Mathew Perkins	2020	<b>High</b>
	<b>ES2.4a</b>	Explore suitability of all school buildings for installation of solar photovoltaic infrastructure	Complete current programme of PV systems within School assets (14 identified as suitable)	CCoS Capital Budget	Andrew Shaw	Annually	<b>Medium</b>
	<b>ES2.4b</b>		Explore future opportunities on a case by case basis depending upon infrastructure and government subsidies	Invest to save on a case by case basis	Andrew Shaw	Case by Case basis	<b>Medium</b>
<b>Objective 3:</b> To secure or facilitate community access to affordable low carbon/renewable energy	<b>ES3.1</b>	SCEES	Support, develop and deliver SCEES project in Swansea	Approximately £88k is required to take the project forward, but this will be the responsibility of the CBS to raise. Grants, loans and support have been identified via a WG scheme called Local Energy.	Tanya Nash Terri Shaw Chris Small	September 2016	<b>High</b>
	<b>ES3.2</b>	District Heating Schemes	Support feasibility study to develop and deliver District Heating Schemes	£75k has been raised from HNDU to complete feasibility work. However additional resource	Tanya Nash Terri Shaw Chris Small Huw Mowbray	March 2017	<b>High</b>

				will need to be identified for professional fees for legal and commercial advice in setting up the business if the feasibility study is positive. Funding may be available from HNDU or WG.			
	<b>ES3.3</b>	Zero Carbon Zones (ZCZ)	The City will support and participate in the development of Zero Carbon Zones (ZCZ) to support WG'S demonstrator projects for SMART living under their Green Growth Programme	Funding for Phase one has been provided and coordinated by WG. As yet WG have not identified resource for Phase 2	Tanya Nash Terri Shaw	May 2016	Medium
	<b>ES3.4a</b>	More Homes	Develop Pilot scheme which will explore cost benefit analysis of alternative build technology i.e. pasivhaus and solcer technology (Initially 32 units being delivered)	Housing Revenue Account	Andrew Shaw	First pilot properties to be delivered in 2017	Medium
	<b>ES3.4b</b>		Determine long term extent of energy efficiency of Housing properties	Housing Revenue Account	Dave Evans	March 2017	Medium
	<b>ES3.5</b>	Exploring alternative energy sources	Barrage Capacity, Hydrogen Economy and Fuel cells, Floating power stations	Invest to save on a case by case basis	Task & Finish Group	March 2017	Medium
<b>Objective 4:</b> Explore and maximise commercial opportunities to benefit community wellbeing and/or financial gain	<b>ES4.1</b>	Feasibility of setting up our own energy company (either independently or in collaboration with another provider)	Develop options appraisals	Existing Resources	Chris Williams	1st July	High
	<b>ES4.2</b>	Feasibility of buying options	Ensuring council is an integral partners in all major developments that could	No budget	Director of Place	Case by case basis	

			impact on this strategy e.g. involvement in Tidal Lagoon, Community initiatives etc.				<b>Medium</b>
	<b>ES4.3</b>	Explore option for installation of Electric Car charging infrastructure for vehicles	Develop options paper	Existing Resources	Chris Williams / Terri Shaw	1 <sup>st</sup> July	<b>High</b>
<b>Objective 5:</b> Ensure Energy Strategy & Action plan are delivered in line with current legislation	<b>ES5.1</b>	Review of Energy Action plan	Monitor/Review of Energy Action Plan at directorate level via P&FM process and feedback progress to Energy Manager to ensure the evolving Energy strategy is driven forward and any risks/issues are mitigated as they occur.	N/A	HoS	Quarterly	<b>High</b>
	<b>ES5.2</b>	Update Action plan	Action plan update following progress reports from relevant HoS	N/A	Terri Shaw	Quarterly	<b>High</b>
	<b>ES5.3</b>	Energy Strategy	The Strategy will be reviewed annually to account for operational changes, new legislation and technology, amongst other things that may influence the roll out of this action plan	N/A	MN/TS/Cllr Lewis	Annually	<b>High</b>
	<b>ES5.4</b>	Explore the links between the energy strategy and the council responsibility to comply with the requirements of the Future Generations Act 2015 in their decision making process	Relevant tasks to be allocated by Cabinet Advisory Committee	N/A	Cabinet Advisory Committee Members	June/August 2016	<b>High</b>
	<b>ES5.5</b>	Define what 'An Energy Self-sufficient City' means for Swansea.	To be determined by Executive Board and Members prior to the Strategy being agreed by cabinet	N/A	Cabinet Advisory Committee Members	June/August 2016	<b>High</b>

	<b>ES5.6</b>	Energy Standards	Explore what accreditation standards are available to enable the council to obtain independent verification of the good work being carried out by the council and the high quality of service being delivered	N/A	Terri Shaw	September 2016	<b>Low</b>
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## Report of the Cabinet Member for Wellbeing and Healthy City

Cabinet – 21 July 2016

### 2016 PLAY SUFFICIENCY ASSESSMENT

<b>Purpose:</b>	To approve the 2016 Play Sufficiency Assessment including its key findings and associated Action Plan
<b>Policy Framework:</b>	Healthy City Strategy. Welsh Government Tackling Poverty Action plan Marmot – Fair society, healthy lives
<b>Consultation:</b>	Finance, Legal, Access to Services, Third Sector, Parent/Carers, General Public, Children & Young People
<b>Recommendation:</b>	It is recommended that:  1) The 2016 Play Sufficiency Assessment for Swansea and its associated Action Plan for implementation be approved.
<b>Report Author:</b>	Stephen Cable
<b>Finance Officer:</b>	Pini Patel
<b>Legal Officer:</b>	Stephanie Williams
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1.0 Introduction

1.1 The 2010 Children & Families (Wales) Measure recognised play's contribution to addressing poverty. Welsh Government recognises that opportunities to play within their local area can support the wellbeing of children in areas of deprivation. This placed a duty on each local authority to;

*'secure sufficient play opportunities as far as is reasonably practicable'*

1.2 In its Statutory guidance 'Wales – A Play Friendly Country', a clear recognition of the importance of play is made, stating 'The Welsh Government places great value on play and its importance in the lives of children in our society. As articulated in the articles of the UNCRC Rights of the Child we believe that children have a fundamental right to be able

to play, and that play is central to their enjoyment of life and contributes to their wellbeing.

- 1.3 We also believe that play is essential for the growth in children's cognitive; physical; social and emotional development. There is much evidence to support this belief and an increasing understanding of play's contribution not only to children's lives, but also to the well-being of their families and the wider community'.
- 1.4 Compliance with the Duty is demonstrated through completion of a Play Sufficiency Assessment (PSA) every three years. The first was submitted in March 2013, with this being the second. A Welsh Government assessment of the PSA is provided in response to the LA submission. Annual progress reports are required by Welsh Government as a means to monitor progress.

## **2.0 Methodology**

- 2.1 The Children's Play Officer within Poverty & Prevention led on completion. In 2013, Swansea University had been commissioned to undertake the Assessment.
- 2.2 From mid-2015, relevant officers were sent details of the matters that impacted upon them. Each was asked to comment and, where appropriate, identify shortfalls and potential actions.
- 2.3 Stakeholder consultation events were held and children & young people, parent/carers, professionals and the general public were able to complete questionnaires.
- 2.4 A comprehensive Action Plan (attached) was completed which is intended to show how the Authority plans to reach full compliance. Each authority is therefore not required to achieve all actions, although clearly this would be desirable.
- 2.5 Each authority receives feedback on their Assessment from Welsh Government. Whilst it is likely that the response will be favourable, if it is felt that an area is not sufficiently meeting its requirements, there is potential for Welsh Government to insist that corrective measures are put in place.

## **3.0 Analysis of the data**

- 3.1 Overall, the Assessment shows Swansea to be an area that can demonstrate its commitment to supporting every child's right to play. It reflects how, despite a reduced capacity, play is increasing its links with other services for mutual gain.
- 3.2 Of the 116 matters, Swansea Fully Met 60, Partially Met 54 and 2 were unmet. This is a significant improvement on the 2013 Assessment (48 Fully, 55 Partially, 13 Unmet).

- 3.3 As a comparison to other areas, 7 LA's were asked for their findings (Cardiff, Ceredigion, Vale, Carm. Pembs, NPT, Torfaen) with only two providing a response;

	2016	2013
Ceredigion	41 Full, 51 Partial, 20 Unmet	33 Full, 59 Partial, 20 Unmet
Torfaen	85 Full, 29 Partial, 2 Unmet	67 Full, 29 Partial, 11 Unmet

- 3.4 It reflects how effectively play in Swansea is impacting on a range of policy and agenda areas and is testament to extensive partnership and collaborative working.
- 3.5 The major successes for Play within the local authority over the past three years showed the benefits to this joint working across services, with clear evidence of contributions to policy and practice within planning, highways, schools and Culture & Tourism.
- 3.6 It was recognised that the workforce capacity has significantly reduced over the past three years, as funding for play has been cut back. Perhaps more noteworthy, the third sector is due to reduce considerably with Play Right due to close and Interplay scaling back its staffing.
- 3.7 The third sector has played a vital role in the development of play across Swansea over the past 40 years for example in relation to inclusive play opportunities such as for children with disabilities and from BME groups.
- 3.8 Generally children & young people would like to see more play opportunities in their local area. Parks came out as their favourite place to play.
- 3.9 They listed 'drug users' as the primary reason for not accessing play opportunities. While there were no reported incidents, they felt uncomfortable sharing space or passing them on the way to play.
- 3.10 It is evident that Swansea's status as embedding the United Nations Convention on the Rights of the Child (UNCRC) into its practice has helped spread awareness of play's importance.

#### 4.0 Findings

- 4.1 The work with parent/carers and other family members was seen as a real success.
- 4.2 The work on inclusion for disabled and other marginalised has seen considerable results.
- 4.3 Overall, it appears that play has been effectively responding to the reduction in budget faced by all services through utilising existing services and policies. By advocating for the benefits of providing for play, it has placed it on the agenda of many other council services.

- 4.4 Rather than operating to the belief that children cannot get out and play in their local areas and therefore need compensatory play opportunities, officers in Swansea have looked to challenge this by addressing barriers such as preserving green space, making access safer and ensuring parent/carers, school staff and others can help children to play.

## **5.0 Responding to the Assessment**

- 5.1 Following the completion of the Assessment, contributors were forwarded a copy of the findings to be given an opportunity to identify gaps, issues and potential actions to address them.
- 5.2 After this process, a comprehensive Action Plan was put together and submitted alongside the Assessment on 31<sup>st</sup> March 2016.
- 5.3 The Action Plan is intended to include requirements to ensure full compliance. As a result, it is likely that some actions will come with a resource requirement outside of that which is currently available whereby alternative funding opportunities would be explored.
- 5.4 Therefore, it is as much about recognising the shortfall and seeking either compensatory opportunities or additional funding to rectify any gaps.
- 5.5 The Assessment is used to advise future delivery of services and allocation of grant funding. Where a gap is identified either geographically or with a need group, e.g. Travellers or Young Carers, the work of the Children's Play Team will be planned to reflect the need to address this.

## **6.0 Our 2016-19 Action Plan**

- 6.1 A summary of the main recommendations is as follows;
- 6.2 Support the ongoing capacity of third sector play
- 6.3 Provide additional access to play for children requiring medication, siblings and young carers, as well as home schooled children
- 6.4 Continue the successful work on making play areas inclusive for disabled children & young people
- 6.5 Pilot a project looking at reclamation of brownfield space for play
- 6.6 Improve accessibility of information on play opportunities
- 6.7 Work with Road Safety on identifying where 'play footfall' is compromised by traffic / road layouts

- 6.8 Further embed the benefits of shared space / Home Zone principles in planning policy and design
- 6.9 Identify how best to respond to the revised National Minimum Standards for Open Access Play including support for community projects
- 6.10 Further develop 'Playful Schools' and work with schools on making their grounds available for play.

## **7.0 Oversight**

- 7.1 Responsibility for implementing the recommended actions from the 2016 PSA will remain with the Children's Play Team within the Poverty & Prevention Service.
- 7.2 The Healthy Cities Board and Children & Young People's Board will receive regular progress reports with Swansea's cross-sector Play Network ensuring that the local authority and third sector work in partnership to continue the successes to date.
- 7.3 The 2016 PSA will form the basis of Swansea's 2016-19 Play Strategy and work plans for the Children's Play Team.

## **8.0 Stakeholders**

- 8.1 Stakeholders within the Assessment stage are largely based in the Local Authority given that the Duty relates to the City & County of Swansea specifically. The Children's Play Officer liaised with relevant lead officers on each of the PSA's 116 matters.
- 8.2 However, given Swansea's strong cross-sector partnership working across play, third sector organisations were well represented. Swansea's Play Network was involved in the completion and will have a key role in implementation of the Action Plan.
- 8.3 Consultation Events were held throughout the assessment period which allowed for contribution by parent/carers, professionals and, most importantly, children & young people themselves.
- 8.4 Two formal consultation events and 7 focus group events were held, as well as 2 young people specific consultation events, while several existing workgroups and forums included consultation on the PSA within their agenda.
- 8.5 Questionnaires were completed by 324 children & young people, 45 parent/carers and 16 members of the general public.
- 8.6 There is a requirement to produce a Public Summary, which needs to be produced bilingually.

## **9.0 Risks and challenges**

- 9.1 A significant message taken from the 2016 PSA is that play in Swansea is effectively accessing existing resources and policy to spread the message of its importance, i.e. is operating in a sustainable way.
- 9.2 It is however highly likely that any reduction in the capacity of core Play development / co-ordination will impact on the authority's ability to implement this Action Plan.
- 9.3 Additionally, whilst the Duty is placed on the authority, the significant reduction in third sector play capacity will have an impact.
- 9.4 Furthermore, whilst the Assessment appears to reflect Swansea very favourably in terms of its level and inclusivity of practice, any significant reduction in capacity may well result in an increase in unmet outcomes, which could result in Welsh Govt. insisting that corrective measures are introduced.

## **10.0 Equality and Engagement Implications**

- 10.1 The PSA itself has been subject to an Equalities Impact Assessment (EIA). This Assessment identified that the PSA, as well as the general work of the Children's Play Team, ensures due regard to all relevant equality areas on an ongoing basis.
- 10.2 A full EIA report has been completed and is attached as an appendix.
- 10.3 The PSA highlighted major progress and outcomes in relation to addressing gender stereotyping, access for disabled CYP, BME inclusion, among others. Where opportunities for development existed, a plan for addressing these had been set, e.g. access to play for home educated children or young carers.
- 10.4 It is recognised that Swansea's Play Network and practice within the Local Authority is at the forefront of inclusion. Specific Play Access (Disability) and BME Family & Play workstream groups have been pivotal in completion of the assessment.
- 10.5 The Assessment makes reference to the many consultation and engagement events that took place, as well as the use of parent/carer, professional and general public questionnaires.
- 10.6 Our EIA process takes into account the United Nations Convention on the Rights of the Child (UNCRC) which the Council has embedded into the Authority's Policy Framework. As part of the EIA process, the Authority's Children's Rights Officer noted that 'children's rights are embedded throughout the work of the Children's Play Team'.

- 10.7 Play within Swansea has been delivered in direct partnership with the authority's Children's Rights and Participation section and the need to ensure that the assessment and its findings reflects the views of children & young people was paramount.
- 10.8 Children & young people had the opportunity to feed into questionnaire responses, as well as contributing to a range of CYP specific engagement events.
- 10.9 All public information in relation to the strategy will be bilingual.
- 10.10 As specific operational developments are planned they will need to take into account the active promotion of the Welsh language and access to Welsh medium services. This is also part of our corporate EIA process.

## **11.0 Financial Implications**

- 11.1 Implementation of the PSA Action Plan involves some resource implications. Where these are deemed manageable within existing budgets, this is stated, as is the case where it will be necessary to obtain additional external funding.
- 11.2 However, there are no actions requiring additional funding for which non-completion will lead to a failure to comply with a statutory Duty.

## **12. Legal Implications**

- 12.1 Section 11 of the Children & Families (Wales) Measure 2010 places a statutory duty on local authorities to assess and secure sufficient play opportunities for children in the area.
- 12.2 There are no legal implications associated with this report at this stage.. However specific legal advice should be obtained as necessary as the Action Plan is implemented.

### **Background Papers:**

2016 City & County of Swansea Play Sufficiency Assessment

### **Appendices:**

- Appendix 1** 2016 PSA Action Plan
- Appendix 2** Equality Impact Assessment

**Swansea Play Sufficiency Assessment 2016  
Implementation Plan 2016-17**

<b>Statutory Guidance / Policy Framework</b>							
Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
SG1 Address CYP concerns over presence of undesirable adults / drug users in play areas	SG1a Work with Community Safety / Police / City Centre Partnership respond appropriately to areas of concern that are identified, with a view to fewer CYP reporting this as a deterrent during the 2019 PSA	<ul style="list-style-type: none"> <li>- Issue raised within PARG (Parks Action Review Group)</li> <li>- Potential to increase observations or include play spaces on patrol routes</li> </ul>	<ul style="list-style-type: none"> <li>- Officer time, CCS and external</li> <li>- Potential to increase partner's operational costs</li> </ul>	<ul style="list-style-type: none"> <li>- CCS / partner existing</li> <li>- TBC</li> </ul>			



SG2 Respond to loss of third sector play representation due to reduced capacity	SG2a To ensure that the Third Sector Play organisations have a voice and can contribute to the development of Play in Swansea.	<ul style="list-style-type: none"> <li>- Review current arrangements and identify a preferred future model.</li> </ul>	<ul style="list-style-type: none"> <li>- Officer / partner time</li> <li>- Potential for administrative/ managerial costs</li> </ul>	<ul style="list-style-type: none"> <li>- CCS / partner existing</li> <li>- Likely grant funding TBC</li> </ul>			
SG3 Increased co-ordination with pre-school providers	SG3a Increase links between Play sector and pre-school providers	<ul style="list-style-type: none"> <li>- Evidence of pre-school representation and contribution within Network and Strategy</li> </ul>	Officer / partner time	<ul style="list-style-type: none"> <li>- CCS / partner existing</li> </ul>			

**Matter A – Population**

Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
No Actions							

**Matter B – Providing for Diverse Needs**

Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
B1 Provide play through Welsh medium	B1a Increased welsh medium sessions	Number of sessions of Welsh medium provision has increased	- Existing grant funding - Secure additional funding - approx. £2.5k	- CCS - TBC (new)			
	B1b Increased bi-lingual LA deliver	% of LA sessions with welsh speaking staff has increased	- New or existing staff. No additional costs	- CCS existing			

B2 Meet play needs of home schooled children	<p>B2a Engage home schooled children</p> <p>B2b Run sessions / support to meet need</p>	<ul style="list-style-type: none"> <li>- Evidence of engagement</li> <li>- Delivery of sessions to support home schooled children</li> </ul>	<ul style="list-style-type: none"> <li>- Existing staff / small venue cost</li> <li>- Existing delivery staff &amp; resources</li> </ul>	<ul style="list-style-type: none"> <li>- CCS existing</li> <li>- CCS existing</li> </ul>			
B3 Ensure children requiring medication can attend play settings	B3a Address issue of medicine administration	<ul style="list-style-type: none"> <li>- Most efficient method identified</li> <li>- Implemented as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>- Partner engagement</li> <li>- Potential costs for medical staff</li> </ul>	<ul style="list-style-type: none"> <li>- CCS &amp; external existing</li> <li>- TBC (additional)</li> </ul>			

B4 Ensure access to play for children with profound needs	B4a Implement recommendations of Sense enquiry as good practice	<ul style="list-style-type: none"> <li>- Mapping of Swansea provision &amp; policy against Sense recommendations</li> <li>- Scoping of identified remedial action</li> </ul>	<ul style="list-style-type: none"> <li>- Dependent upon findings</li> </ul>	<ul style="list-style-type: none"> <li>- CCS Existing</li> <li>- Potential grant funding</li> </ul>			
B5 Address play for siblings and other young carers	B5a Look to develop additional play opportunities to meet needs of siblings and young carers	<ul style="list-style-type: none"> <li>- Identification of need</li> <li>- Response as appropriate, e.g. session delivery</li> </ul>	<ul style="list-style-type: none"> <li>- Officer time CCS &amp; external partner</li> <li>- Within existing delivery</li> </ul>	<ul style="list-style-type: none"> <li>- CCS / partner existing</li> <li>- CCS / partner existing</li> </ul>			

<p>B6 Ensure provision for disabled CYP provides appropriate age separation</p>	<p>B6a Support projects to differentiate ages where deemed beneficial</p>	<ul style="list-style-type: none"> <li>- Projects identify potential for age separation</li> <li>- Pilot delivery of sessions with age separation</li> </ul>	<ul style="list-style-type: none"> <li>- Partners existing budget.</li> <li>- Partner session delivery costs. Likely to increase</li> </ul>	<ul style="list-style-type: none"> <li>- Partner existing</li> <li>- Likely requirement for additional grant funding new / existing</li> </ul>			
<p>B7 Better educate providers and others about benefits of inclusive play</p>	<p>B7a Provide information on inclusion and benefits of play to providers &amp; others</p>	<ul style="list-style-type: none"> <li>- Information produced and distributed</li> </ul>	<ul style="list-style-type: none"> <li>- Officer time, potential for leaflet printing costs</li> </ul>	<ul style="list-style-type: none"> <li>- CCS Existing</li> </ul>			

<p>B8 Ensure play areas are inclusive</p>	<p>B8a Increase amount of inclusive equipment in play spaces</p> <p>B8b Re-visit key considerations document</p> <p>- B8c Trial the introduction of high-backed swings with strap loan scheme</p> <p>B8d - Trial artificial grass in play areas</p>	<p>- Reduction in CCS play areas deemed deficient on inclusivity</p> <p>- Key considerations document updated as appropriate</p> <p>- Identification of appropriate site</p> <p>- Supply and installation of equipment</p>	<p>- Cost of supply and installation of inclusive equipment. £3k-£10k per piece</p> <p>- Officer / partner time</p> <p>- Officer / partner time</p> <p>- Approx. £2,000. Likely CCS internal budget</p>	<p>- External funding TBC</p> <p>- CCS / Partner existing</p> <p>- CCS / Partner existing</p> <p>- CCS existing</p>			
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<p>B9 Ensure play needs of siblings &amp; young carers are met</p>	<ul style="list-style-type: none"> <li>- B9a Engage young carers to identify needs</li> <li>- B9b Respond to identified need</li> </ul>	<ul style="list-style-type: none"> <li>- Consultation and engagement session held</li> <li>- Provision of identified play sessions/opportunity</li> </ul>	<ul style="list-style-type: none"> <li>- Officer / partner time</li> <li>- Officer / partner time. Likely staff delivery &amp; equipment costs</li> </ul>	<ul style="list-style-type: none"> <li>- CCS / partner existing</li> <li>- CCS / partner existing</li> </ul>			
<p>B10 Ensure those requiring taxi's are able to access after school clubs</p>	<p>B10a Engage relevant officers in Access Group</p> <p>B10b Seek funding to trial extension to current arrangements</p>	<ul style="list-style-type: none"> <li>- Representation on Play Access Group</li> <li>- Disabled CYP requiring taxi's are able to access after school play</li> </ul>	<ul style="list-style-type: none"> <li>- Officer time</li> <li>- Officer time / use of contracted taxi's</li> </ul>	<ul style="list-style-type: none"> <li>- CCS Existing</li> <li>- Likely requirement for external grant funding</li> </ul>			

**Matter C – Space Available for Children to Play**

Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
C1 Obtain clarity on appropriate measure for play spaces	- C1a LA to identify measure that will allow all play areas to be assessed in terms of play value	- Play Space measure that is fit for purpose identified	- Officer Time	- CCS existing			
C2 Further reduce dog fouling in parks & play areas	C2a Additional roll-out of the park anti-dog foul campaign	- Additional signage in parks  - Further publicity drive	- Officer time / cost of signage incl. installation  - Officer / partner time	- CCS Existing  - CCS Existing			
C3 Identify appropriate brownfield sites for play use	C3a Seek a site for a pilot reclamation project	- Site and potential partners identified  - Agreement for use in place	- Officer / partner time  - Officer / partner time	- CCS / Partner Existing  - CCS / Partner Existing			



C4 All LA play areas to have received a Play Value assessment	C4a All to have an assessment and rating	- Assessment and rating of all play spaces	Officer time / cost of PSS inspection aid	- CCS Existing			
C5 Increase on-site awareness of accessible entrances	C5a Investigate appropriate means for highlighting accessible entrances	Identification of most effective method	- Officer / partner time	- Officer / Partner Existing			
C6 No Ball Games Signs only introduced where necessary	- C6a Increased engagement between Play and Housing as good practice	- Formalise arrangements for consultation prior to introduction of signage	- Officer Time	- CCS Existing			

**Matter D – Supervised Provision**

Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
D1 Ensure information on all play opportunities is in one place	D1a Introduce a comprehensive database and place on LA website	- Produce list, including links, and on site	- Officer Time	- CCS existing			
D2 Play provision from the authority meets registration requirements	D2a Play on Wheels to achieve registration	- Play on Wheels registered with CSSIW	- Officer Time / likelihood of costs associated with any remedial action	- CCS Existing			

Matter E – Charges for Play Provision							
Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
E1 Ensure no child is unable to access play due to additional costs for 1:1 support	E1a Authority to withhold an element of grant funding for projects to access in support of 1:1	Proportion of grant funding withheld and accessible for projects that evidence need	- Officer / partner time. Cost of additional staff hours	- CCS existing (note for 16/17 will need to be sought from other sources as funding is pre-allocated)			
E2 Support CYP to access play through subsidised public transport	E2a Complete cost/benefit analysis of subsidised transport in priority areas for play	- Analysis completed with recommendations	- Officer / partner existing	- CCS / partner existing			

**Matter F – Access to Space / Provision**

Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
F1 Traffic / safety issues affecting access to play are reduced	<p>F1a Play and Road Safety scope conflict between road traffic and 'play traffic'</p> <p>F1b Seek funding to introduce measures to increase safety</p>	<p>- Scoping undertaken in pilot area plotting play traffic and identifying issues</p> <p>- Identify funding source to fund corrective work</p>	<p>- Officer / partner time</p> <p>- Dependent upon measure - approx. £10,000- £20,000 per area.</p>	<p>- CCS existing</p> <p>- CCS existing / external grant funding / Safe Routes Funding</p>			

<p>F2 Design communities to support children's play</p>	<p>F2a New housing developments and other relevant urban residential design work to give due consideration to Home Zone principles</p> <p>F2b Support communities with Play Streets to ensure their continuation</p>	<p>- Map developments and updates to evidence consideration to Home Zone principles</p> <p>- Established Play Streets continue to operate</p>	<p>- Dependent upon measures used</p> <p>Officer / partner time. Potential for staff &amp; equipment costs</p>	<p>- CCS Existing / potential external grant funding</p> <p>- CCS existing. External grant funding.</p>			
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<p>F3 Ensure accessibility of information on play for all service users</p>	<p>- F3a Scope potential for a site that has all information on play in one place</p>	<p>- Assess existing and proposed pages, i.e. Family Information Service and the new Early Years sites</p> <p>- Identification of appropriate site location</p>	<p>- Officer / partner time</p>	<p>- CCS / partner existing</p>			
<p>F4 Encourage fathers of disabled CYP to engage in play with their children</p>	<p>F4a Promotional campaign / drive to encourage this.</p>	<p>- Campaign delivered</p> <p>- Evidence of increased engagement</p>	<p>- Officer / partner time</p> <p>- Officer / partner time</p>	<p>- CCS / partner existing</p> <p>- CCS / partner existing</p>			

F5 Encourage recognition of play in parks through positive signage	F5a Develop the St Thomas pilot with a view to replicating elsewhere	- Signage in place on site following collaboration with school	- Officer / partner time - Costs of signage. £250-£300.	- CCS existing			
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**Matter G – Securing & Developing the Workforce**

Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
G1 Ensure a thorough and current picture of workforce is obtained	G1a Undertake comprehensive workforce survey	- Survey undertaken - Evaluation of findings	- Officer / Partner time - Officer / partner time	- CCS / partner existing - CCS / partner existing			

<p>G2 Recognise the role of parents / grandparents and provide support</p>	<p>G2a Develop pilot play training for grandparents</p>	<ul style="list-style-type: none"> <li>- Training produced</li> <li>- Pilot delivered</li> </ul>	<ul style="list-style-type: none"> <li>- Officer time</li> <li>- Officer time / some venue &amp; delivery costs. £200 approx.</li> </ul>	<ul style="list-style-type: none"> <li>- CCS Existing</li> <li>- CCS Existing</li> </ul>			
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G3 Ensure workers & projects comply with registration requirements	G3a Advise projects on most appropriate delivery and associated requirements	- LA staff fully aware of requirements	- Officer time	- CCS existing			
	G3b Support projects to achieve registration where appropriate	- All projects advised to make decision on whether to register	- Officer / Partner time. Likely costs for remedial action.	- CCS existing. Potential for projects to access external grant funding.			
	G3c Identify need for Managing Play provision qualification	- Need identified with play workforce - Plan delivery as appropriate	- Officer / partner time  - Costs for delivery and accreditation approx. £3,000	- CCS / partner existing  - TBC. Likely need for external grant funding			

G4 Ensure the importance of play is understood by key decision makers	- G4a Produce an overview of the importance of play for key officers / members	- Overview produced  - Disseminated to identified officers & members	- Officer time / some small printing costs £100  - Officer time	- CCS existing  - CCS existing			
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<b>Matter H – Community Engagement &amp; Participation</b>							
Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment

H1 Give due regard to the UNCRC in all developments	H1a Ensure that all policies and developments relating to play allow for CYP contribution	<ul style="list-style-type: none"> <li>- Evidence of opportunity for comment on play developments by CYP</li> <li>- CYP friendly version of the PSA Public Summary produced and sent to all schools</li> </ul>	<ul style="list-style-type: none"> <li>- Officer / partner time</li> <li>- Officer Time / Printing cost. £200 approx.</li> </ul>	<ul style="list-style-type: none"> <li>- CCS existing</li> <li>- CCS existing</li> </ul>			
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**Matter I – Play Within all Relevant Policy & Implementation Agenda**

Priority	Target	Milestones	Resources	Funding	Progress	Status	Comment
I1 Ensure play reporting structure is clear	I1a - Map the reporting structure for play related decisions	- Mapping produced and disseminated	- Officer time	- CCS existing			

I2 Support children's opportunity to play in school and within school grounds	I2a Pilot 'Play Time Is a Right' campaign in schools	- Work with Education to agree content	- Officer Time	- CCS Existing			
		- Disseminate to schools	- Officer Time	- CCS Existing			
	I2b Further roll-out of Groundwork schools project	- Groundwork supporting additional schools	- Partner time. Delivery & equipment costs	- External			
		- Identification of appropriate school/s	- Officer / school time	- CCS Existing			
	I2c Support a pilot project to allow school grounds to be used for play	- Support schools to plan for use	- Officer / school time	- CCS existing			



<p>I4 Support play settings to recognise and provide for challenge and risk-taking in play</p>	<p>I4a Play and H&amp;S section to produce joint statement on benefit of risk in play for schools and play projects</p> <p>I4b Scope potential to provide community projects umbrella cover under the authority's insurance policy</p>	<ul style="list-style-type: none"> <li>- Joint statement produced</li> <li>- Disseminated to schools</li> <li>- Further exploration with CCS insurance section</li> </ul>	<ul style="list-style-type: none"> <li>- Officer time</li> <li>- Officer time</li> <li>- Officer time</li> </ul>	<ul style="list-style-type: none"> <li>- CCS existing</li> <li>- CCS existing</li> <li>- CCS existing</li> </ul>			
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## Equality Impact Assessment (EIA) Report

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to equality.

**Please refer to the 'EIA Report Form Guidance' while completing this form. If you need further support please contact [acesstoservices@swansea.gov.uk](mailto:acesstoservices@swansea.gov.uk).**

<b>Where do you work?</b>
Service Area:Poverty & Prevention
Directorate:People

**(a) This EIA is being completed for a...**

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <b>X</b>	Proposal <input type="checkbox"/>
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**(b) Please name and describe below...**

2016 Play Sufficiency Assessment

The local authority has a duty to undertake a Play Sufficiency Assessment every 3 years. The current assessment was undertaken between November 2015 and March 2016 to demonstrate whether the LA is giving due regard to children’s play. By its nature, the Assessment is intended to provide a picture of whether Swansea is sufficiently providing play opportunities with specific measures around key groups such as welsh speakers, disabled, ethnic minority groups, young carers, etc.

**(c) It was initially screened for relevance to Equality and Diversity on...(dd/mm/yyyy)  
27/04/2016**

**(d) It was found to be relevant to...**

Children/young people (0-18) ..... X	Religion or (non-)belief..... X
Any other age group (18+)..... <input type="checkbox"/>	Sex..... X
Disability ..... X	Sexual orientation ..... X
Gender reassignment ..... X	Welsh language ..... X
Marriage & civil partnership ..... <input type="checkbox"/>	Poverty/social exclusion..... X
Pregnancy and maternity ..... <input type="checkbox"/>	Carers (inc. young carers) ..... X
Race ..... X	Community cohesion ..... X

**(e) Lead Officer**

**Name:** Stephen Cable  
**Job title:** Children’s Play Officer  
**Date (dd/mm/yyyy):** 27/4/16

**(f) Approved by Director**

**Name:** Chris Sivers  
**Date (dd/mm/yyyy):** 1/6/2016

## Section 1 – Aims (See guidance):

Briefly describe the aims of the initiative:

### What are the aims?

The aims of the Play Sufficiency are;

- To comply with a statutory duty on each Local Authority to assess play sufficiency
- To assess play opportunities, planning and advocacy across a set of identified matters
- To identify any gaps or areas for development
- To produce an action plan towards ensuring sufficiency
- To ensure ongoing implementation of the action plan over a 3 year period

### Who has responsibility?

The Duty is placed on the local authority as a whole, so responsibility for compliance lies with a range of services.

The Poverty & Prevention Service take the lead on undertaking the assessment and ongoing implementation, via the Children's Play Officer as lead.

### Who are the stakeholders?

- Children & young people as service recipients
- Parent/carers
- Partner organisations and community projects
- Contributing officers and organisations
- Representative groups

## Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details/evidence of how this information is collected.

Children/young people (0-18) .....	<input checked="" type="checkbox"/>	Carers (inc. young carers) .....	<input checked="" type="checkbox"/>
Any other age group (18+).....	<input checked="" type="checkbox"/>	Race.....	<input checked="" type="checkbox"/>
Disability .....	<input checked="" type="checkbox"/>	Religion or (non-)belief.....	<input type="checkbox"/>
Gender reassignment .....	<input type="checkbox"/>	Sex.....	<input type="checkbox"/>
Marriage & civil partnership .....	<input type="checkbox"/>	Sexual orientation .....	<input checked="" type="checkbox"/>
Pregnancy and maternity.....	<input type="checkbox"/>	Welsh language .....	<input checked="" type="checkbox"/>

### What information do you know about your service users and how is this information collected?

We have up to date information broken down by each identified area as obtained through the following;

- Access to census information through engagement with the Research & Information Team.
- The latest PLASC information obtained through engagement with the Education Research & Information Officer.
- Through a network of professionals and representative groups who are able to provide us with up to date information on specific groups
- Though consultation and engagement as part of the Assessment process

This has told us a great deal about our service users, including;

- Their views on levels, quality and accessibility of play
- Where they are, how many, ages, etc. so we can map demand against supply
- What gaps exist



**Any Actions Required?**

*Relevant actions will have been identified within the Assessment. Specific to this EIA are the following;*

- Increase sessions delivered through Welsh medium
- Develop play to meet needs of young carers
- Investigate potential opportunities for administering medication on play settings to allow those requiring it to attend
- Look to increase accessibility of CCS play areas

**Section 3 - Impact on Protected Characteristics (See guidance):**

**Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).**

	Positive	Negative	Neutral	Needs further investigation
Children/young people (0-18)	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+)	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Disability	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sex	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh language	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	➔ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thinking about your answers above, please explain in detail why this is the case.**

YP – We undertook an extensive consultation with children and young people as part of the Assessment to identify their needs, views and perceptions. Additionally, on an ongoing basis Play works hand in hand with the UNCRC and ensures participation by, and involvement with, children and young people

Parent/carers and the general public – had an opportunity to contribute to consultation. Additionally, we engage with parent/carer forums and representative groups, including on the Assessment.

Disability – The Play Access Group is comprised of LA and third sector officers, parent/carers and representative groups to ensure equity of access to play. This group were influential in undertaking the assessment, from identifying issues to proposing corrective actions.

Carers – Parent/carers and young carers were specifically engaged in the Assessment which includes a matter on young carers. The assessment includes actions in support of young carers.

Race – As with the Play Access Group, the Assessment was undertaken in partnership with the BME Family & Play Workstream to ensure views of ethnic minorities, including traveller communities, were represented.

Sexual Orientation – The assessment includes a matter looking at meeting play needs of LGBT children & young people and this has brought some very positive results. A specific engagement of LGBT young people took place.

It has initiated some positive discussion around gender stereotyping of toys with a range of partners.

Welsh Language – There were specific matters looking at meeting play needs of Welsh speaking CYP and Menter Iaith Abertawe were involved throughout.

*The Assessment reflected very well on the Local Authority's approach to ensuring play is accessible to all and ensuring specific need groups are actively engaged.*

**What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view? Please provide details below.**

The Assessment was subject to consultation via questionnaires for CYP (in two age targeted formats), parent/carers, professionals and the general public.

A range of focus group events took place, including with the Disability Play Access Group, the BME Family & Play Workstream, Parent/Carer Forum, Traveller Education, Interplay's Young People's Consultation Group.

A separate Consultation Event open to the public took place in January 2016. Access to Services attended the session.

The consultation and engagement identified a wealth of views, issues, concerns and opportunities which are incorporated into the assessment. Examples include;

- Recognition of the need to ensure home schooled children can access play opportunities
- A perceived reluctance among some fathers of disabled cyp to engage in play with their children
- The many needs of young carers, including limited access to play
- CYP's favourite place to play being the park
- CYP's number 1 concern was 'drug users' in areas they like to play.
- General views on opportunities and barriers

As every need identified is reflective of a gap in terms of play sufficiency, each has an action attached to it with a view to alleviating it before the next assessment in 2019.

**Any actions required (to mitigate adverse impact or to address identified gaps in knowledge).**

- Engagement with home schooled children and their parent/carers to better understand their play needs
- 

**Section 4 - Other Impacts:**

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

<b>Foster good relations between different groups</b>	<b>Advance equality of opportunity between different groups</b>
<b>Elimination of discrimination, harassment and victimisation</b>	<b>Reduction of social exclusion and poverty</b>

**(Please see the specific Section 4 Guidance for definitions on the above)**

**Please explain any possible impact on each of the above.**

Swansea's Play Sector operates on a highly co-ordinated basis, allowing for strong relations between groups. As an example, the Disability Access Group feeds into the Play Spaces Group to ensure that those responsible for planning and delivery of play spaces give due regard to the needs of disabled CYP.

Following the previous Assessment, a Play Impact Assessment was produced which includes each of these 4 points. It asks lead officers to identify whether any policy or procedure conflicts with the 5 objectives of Swansea's Play Strategy.

**What work have you already done to improve any of the above?**

As stated above, the completion of a Play Impact Assessment addressed these for relevant plans and policies.

The establishment of the Disability Play Access and BME Family & Play groups ensures issues affecting key groups are responded to. These have included producing guidance on accessibility of play spaces, a range of additional training on issues such as human trafficking and engagement in all relevant policies and procedures.

**Is the initiative likely to impact on Community Cohesion? Please provide details.**

By its nature, and with the strong cultural considerations, play has a vital role in community cohesion by bringing children and their families together. The Assessment includes measures to recognise this and Swansea's community-led approach to play ensures it is a fully met target.

**How will the initiative meet the needs of Welsh speakers and learners?**

As explained above, the Assessment involves consideration of the needs of Welsh speakers. A specific action will be to look to increase the number of sessions with staff able to promote play through Welsh medium.

**Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

- N/A
-

## Section 5 - United Nations Convention on the Rights of the Child (UNCRC):

In this section, we need to consider whether the initiative has any direct or indirect impact on children. Many initiatives have an indirect impact on children and you will need to consider whether the impact is positive or negative in relation to both children's rights and their best interests

Please visit <http://staffnet/eia> to read the UNCRC guidance before completing this section.

**Will the initiative have any impact (direct or indirect) on children and young people? If not, please briefly explain your answer and proceed to Section 6.**  
The Assessment and its action plan will have a significant impact on children and young people. Most significantly, but not exclusively, this supports Article 31, the Right to Engage in Play, Rest & Leisure (paraphrased).

**Is the initiative designed / planned in the best interests of children and young people? Please explain your answer.**

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

For the reasons identified, and additionally with the Children's Play Team having a key role in the Authority's Children's Rights Group, this assessment is fundamentally founded on ensuring the best interests of the child and as part of its ongoing development, CYP will be continually engaged.

**Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

- N/A
- 

## Section 6 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor this initiative:

**Monitoring arrangements:** The Assessment has an associated Action Plan which will be the responsibility of the Poverty & Prevention Service to ensure compliance. This Plan will be monitored by the Children & Young People's Board and Healthy Cities Board, via the Play Network and Early Years Opportunities Group respectively.

**Actions:** The Action Plan and Public summary will be made available on the Authority's website, as is a requirement.

## Section 7 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to the guidance for further information on this section).

Outcome 1: Continue the initiative – no concern

X

Outcome 2: Adjust the initiative – low level of concern

Outcome 3: Justify the initiative – moderate level of concern

Outcome 4: Stop and refer the initiative – high level of concern.

**For outcome 3**, please provide the justification below:

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

## **Section 8 - Publication arrangements:**

On completion, please follow this 3-step procedure:

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



## Cabinet Member for Enterprise, Development and Regeneration

Cabinet - 21 July 2016

### FPR7 AMENDMENT – WESTWAY ENHANCEMENT PROJECT, SWANSEA CITY CENTRE

<b>Purpose:</b>	To approve the scheme and include the budget within the Capital Programme
<b>Policy Framework:</b>	City Centre Strategic Framework.
<b>Reason for Decision:</b>	To comply with Financial Procedure Rule No.7 (Capital Programming and Appraisals) - to commit and authorise schemes as per the Capital Programme or to include new schemes in the Capital Programme.
<b>Consultation:</b>	Legal, Finance, Access to Services
<b>Recommendation(s):</b>	It is recommended that Cabinet agree to:  1. increase the budget for the Westway Enhancement Project from £1m to £1.592m;
<b>Report Author:</b>	Gareth Hughes
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officers:</b>	Debbie Smith
<b>Procurement Officer:</b>	Chris Williams
<b>Access to Services Officer:</b>	Phil Couch

#### 1.0 Background

- 1.1 On 19<sup>th</sup> November, 2015 Cabinet approved a scheme to improve the Westway subject to consultation. Consultation gave rise to minor scheme changes which are within the original budget agreed at the same Cabinet meeting (Minute 111 refers), that is the sum of £1m. £1m funding was allocated from Welsh Government's (WG) Vibrant and Viable Places (VVP) programme (Essential Enabling Infrastructure).
- 1.2 This sits within a wider VVP programme value of £8.394m which was awarded to support a schedule of projects submitted to WG on behalf of the Swansea Economic Regeneration Partnership in March 2014

- 1.3 Works commenced on site in March 2016 following the appointment of the Council's Framework Contractor 'Swansea Highway Partnership' (SHP) for the value of £975k to deliver the agreed scheme, which falls within the £1m threshold for contract award. For the purposes of clarity in this report, the agreed scheme will be referred as Contract 1 from herein.
- 1.4 Subsequent to Cabinet approval to add the £1m to the capital programme, Highways & Transportation identified a further £292k to contribute towards fees and supervision enabling the entire £1m to be committed to capital works, thereby adding value to the project. This report seeks to add that sum to the £1m approval, together with an additional £300k also secured from Council's contingency funds to widen the scope of the project (explained in section 2 of this report) and increase the budget value to £1.592m.
- 1.5 The additional funding enables an opportunity to deliver additional improvements on the Westway out of scope of Contract 1 as outlined in this report. Within that context, this report seeks approval to:
  - increase the budget for the Westway Enhancement Project from £1m to £1.592m.
- 1.5 The remainder of the additional £300k (circa £35k) is required to contribute towards design and supervision fees, and other in-house works costs.

## **2.0 Essential Enabling Infrastructure – Highways Improvement**

- 2.1 The Westway Enhancement Project is an enabling project to accommodate any planned changes on The Kingsway as reported to Cabinet in November, 2015. The original scope for Contract 1 sought to remove the dedicated bus lane and to enable buses to join general traffic lanes north of Clarence Terrace through the introduction of a landscaped gyratory island adjacent the bus station, simplifying the general layout and improving pedestrian crossing facilities.
- 2.2 Contract 1 included permanent changes within this immediate area, however the budget only enabled essential enabling temporary or 'interim' works to the upper section of Westway and Dillwyn Street, in preparation for any final scheme of works emerging as part of The Kingsway regeneration proposals.
- 2.3 Since Contract 1 was approved, CCS has received specialist consultancy advice on The Kingsway street-design by notable urban designers/movement specialists who are renowned in their field for progressive thinking on accessible environments. Both Ben Hamilton-Baillie Consultancy and The Urbanists advocate the creation of 'low-speed environments' which favours pedestrians and cyclists with wide footways.



- 2.4 In light of aspirations for The Kingsway, there is an opportunity to implement more permanent works north of the bus station along into Dillwyn Street which will link in with potential improvements to The Kingsway at a later date, through the creation of a low-speed environment with wider footways and road treatments to visually narrow the road (which has been shown to slow down vehicles). A proposals plan is contained within Appendix A of this report.
- 2.5 As referenced above, it was not possible to extend Contract 1 as works on this Framework are restricted to £1m. Therefore a new and separate contract (Contract 2) was awarded to SHP under delegated powers to the Director for Place for projects under £1m in consultation with the Head of Legal, Finance and Procurement for the area north of Singleton Street as highlighted in the plan in Appendix A of this report. Contract 1 & 2 are direct awards to SHP via a single supplier framework. Framework contractors were appointed in 2012 after a fully competitive tender procedure under OJEU Procurement Regulations was carried out by the Authority for an initial 2 year period with a 2 year extension. Whilst this extension period comes to an end at the end of August 2016, it is still compliant to award the works as the expiry date has not been met. A highly successful partnership exists with Alun Griffiths Contractors Limited, City & County of Swansea Construction Unit and Hanson that is capable of delivering the works.
- 2.6 The Swansea Highways Partnership contract contains a schedule of agreed rates and prices including those items that will form the Westway Reconfiguration works. A fixed tender price has been agreed with the framework contractor within the time frame for delivery of the scheme, in consultation with the client. The SHP has the necessary experience to deliver the works having completed similar schemes for the CCS Highways & Transportation.
- 2.7 This second contract will include works items north of Singleton Street originally included as temporary works within the first contract. The difference being that Contract 2 will now deliver a new permanent solution not envisaged prior to consultancy advice, and prior to the Contract 1 being presented to Cabinet for approval in November, 2015. The additional funding had also not been identified at that time. The permanent solution means that the 'temporary' or 'interim' works originally planned will not need to be revisited at a future date and this will tie-in with changes envisaged on The Kingsway at its junction with Dillwyn Street.

### **3.0 Financial Implications**

- 3.1 Appendix B details the financial implications. For Contract 1, the VVP budget under the Essential Enabling Infrastructure element totals £1m, with £150k already expended in 2015/6 and £850k allocated for 2016/17 with CCS match-funding this with its own resources of £292k. Contract 2 value of £265,410 (£300k including fees) will be entirely CCS funded and expended in 2016/17.
- 3.2 The VVP funding must be defrayed in the respective years allocated or the funding will be lost – this is well within the project completion programme of Autumn, 2016. There is no provision for carry forward of the grant. There are no additional revenue implications - the project has been designed in consultation with respective operational sections, including Parks and Streetscene.

### **4.0 Legal Implications**

- 4.1 The Council will need to comply with the terms and conditions attached to any grant funding. All contracts for works, goods and services necessary to deliver the projects must be procured in accordance with the Council's Contract Procedure Rules and the relevant EU Regulations as appropriate. The contractual liabilities/obligations of the Council and any appointed contractors will be covered by the individual contracts entered into.
- 4.2 All statutory consents will be the responsibility of the Economic Regeneration and Planning Department as project client, working closely with Highways and Transportation to deliver the project.

### **5.0 Equality and Engagement Implications.**

- 5.1 An initial Equalities Impact Assessment Screening has been undertaken and this indicates an Equalities Impact Assessment will be required to inform the development of scheme guidance. Consultation with access representatives took place during the design stage and prior to construction starting on Contract 1, and regular stakeholder updates continue through the life of the project with regular project e-mails at critical milestones.

**Background Papers:** None.

**Appendices:** Appendix A - Proposals Plan  
Appendix B - Financial Implications Summary

# Appendix A – Proposals Plan

Contract 2

Contract 1



**Appendix B**

FPR 7					Appendix B
<b><u>FINANCIAL IMPLICATIONS : SUMMARY</u></b>					
Portfolio:	REGENERATION				
Service :	CITY CENTRE				
Scheme :	ESSENTIAL ENABLING INFRASTRUCTURE				
<b><u>1. CAPITAL COSTS</u></b>			<b>2015/16</b>	<b>2016/17</b>	<b>TOTAL</b>
			<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					
Capital works:			150	1,442	1,592
Westway phase 2 highway works			150	1,442	1,592
<b>EXPENDITURE</b>			<b>150</b>	<b>1,442</b>	<b>1,592</b>
<u>Financing</u>					
WG V&VP grant			150	850	1,000
CCS funding – contract 1				292	292
CCS funding – contract 2				300	300
<b>FINANCING</b>			<b>150</b>	<b>1,442</b>	<b>1,592</b>
<b><u>2. REVENUE COSTS</u></b>			<b>2015/16</b>	<b>2016/17</b>	<b>FULL YEAR</b>
			<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
					0
Employees )					0
Maintenance )					0
Equipment )					0
Administration )					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

## Report of the Cabinet Member for Education

Cabinet – 21 July 2016

### LOCAL AUTHORITY GOVERNOR APPOINTMENTS

<b>Purpose of Report:</b>	To approve the nominations submitted to fill L. A. Governor vacancies in School Governing Bodies.
<b>Policy Framework:</b>	Policy and Procedure for Appointment of L. A. Governors as amended by Council on 23 October 2008.
<b>Reason for Decision:</b>	To ensure vacancies are to be filled expeditiously.
<b>Consultation:</b>	Education, Legal, Finance.
<b>Recommendation:</b>	It is recommended that: -  1. The nominations be approved, as recommended by the LA Governor Appointment Panel.
<b>Report Author:</b>	Allison Gough
<b>Finance Officer:</b>	Pini Patel
<b>Legal Officer:</b>	Stephen Holland
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1.0 The nominations referred for approval

1.1 At the meeting of the L.A. Governor Appointment Panel held on 16<sup>th</sup> June 2016, nominations were recommended for approval as follows:

1. Craigcefnparc Primary School	Mrs Cathy Vince
2. Grange Primary School	Mr Stuart Lynch

3. Pentre`r Graig Primary School	Mr Michael John Fuge
4. Plasmarl Primary School	Mr Colin Goulding
5. YGG Bryniago	Mr Lee Richards
6. YGG Tirdeunaw	Mr Steffan Evans
7. Birchgrove Comprehensive School	Mr Jordan Hill

## **2.0 Financial Implications**

2.1 There are no financial implications for the appointments; all costs will be met from existing budgets.

## **3.0 Legal Implications**

3.1 There are no legal implications associated with this report.

## **4.0 Equality and Engagement implications**

4.1 There are no equality and engagement implications associated with this report.

**Background papers:** None

**Appendices:** None

## Report of the Cabinet Member for Education

Cabinet - 21 July 2016

### DISPOSAL OF SURPLUS LAND ON SCHOOL SITES – CLASE PRIMARY SCHOOL

<b>Purpose:</b>	To consider the response to the consultation carried out with Clase Governing Body on the proposed land sale.
<b>Policy Framework:</b>	Capital Budget and Programme 2015/2016 - 2019/2020
<b>Reason for Decision:</b>	To report back on the consultation with Clase Primary School Governing Body on the proposed land sale with a view to declaring the land surplus to requirements and progressing to serve notice served in accordance with The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015. If it is determined that the land sale proceeds subject to further consideration of any response to the notice as set out above, the receipt will be used to support not only the 21 <sup>st</sup> Century Schools programme but the General Fund Capital Programme as a whole as set out in the Capital Budget and Programme 2015/2016 - 2019/2020
<b>Consultation:</b>	Clase Primary School, Corporate Property, Cultural Services, Finance, Legal.
<b>Recommendation(s):</b>	<ol style="list-style-type: none"><li>1) That Cabinet declares the site as indicated on plans attached being approximately 3.54 acres as surplus to requirements,</li><li>2) That notice is served and the required consultation of communities and other interested parties, about the proposed disposal of land consisting, or forming part, of a playing field, is undertaken in accordance with The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015,</li><li>3) That if responses/objections to the proposed disposal are received, that a report is brought back to Cabinet to consider those responses/objections,</li><li>4) That if no responses/objections are received that the Interim Director of Place is authorised to proceed to market the land identified for</li></ol>

disposal and report back to Cabinet in due course upon completion of that exercise.

- 5) That the incentive scheme is applied in accordance with the policy.

**Report Author:** Louise Herbert-Evans

**Finance Officer:** Ben Smith

**Legal Officer:** Wendy Parkin

**Access to Services Officer:** Sherill Hopkins

## 1.0 Background

The report to Council on the 25 February 2016, Capital Budget and Programme 2015/2016 - 2019/2020 explained there is an ambitious programme of Council asset disposals which shall be used to support not only the 21st Century Schools programme but the General Fund capital programme as a whole.

- 1.1 In the case of land which forms part of school premises, a disposal will only proceed on the basis of agreement with the governing body and then the support of Cabinet on a case by case basis.

- 1.2 The criteria to be applied is as follows;

### *Primary School Sites*

- more than 4.5 acres based on a generous interpretation of Building Bulletin (BB)99 guidance for a two form entry school;
- the parcel of land is physically capable of being separated and developed;
- advice from Planning and Highways indicating that the land has development potential, so identifying the sites which offer the greatest potential capital receipts;
- confirmation of any legal constraints on the title;
- other constraints/issues eg current educational and school organisation strategies.



#### *Primary School Sites*

- evaluated on an individual basis rather than a generic filter based on site acreage; there are fewer sites to consider and each case is very different;
- the parcel of land is physically capable of being separated and developed.

#### 1.3 The process is as follows:

- 1.3.1 a formal approach to the governing body to obtain written consent to proceed;
- 1.3.2 where consent is obtained, proceed to formal evaluation;
- 1.3.3 the criteria will then be applied fully with the benefit where necessary of more intrusive site surveys. If any shortfall is identified in educational facilities then there would be no further consideration unless the school were supportive of the disposal for security or other practical educational reasons. If no shortfall is identified then the review would proceed to Cabinet;
- 1.3.4 the review would then be reported to Cabinet for a decision as to whether to accept the officer recommendations and declare the parcel of land surplus to educational requirements, and whether to proceed with the disposal of the site or agree an alternative use (subject to a clear business case which demonstrates sustainability).

#### 1.4 Incentive Scheme

- 1.5 The Council has previously agreed that a proportion of any net receipt generated from a school site/building disposal is passed to the Education Directorate to hold on behalf of the school.
- 1.6 This receipt will be capped at the level of 5%, up to a maximum total receipt amount of £50,000 per individual sale. There would be nothing where the sum was less than £5,000.
- 1.7 This is not however a blanket arrangement as there may be particular circumstances when it would be inappropriate that the capital receipt available to Education should be allocated in this way. Consequently, there may be some occasions, due to exceptional circumstances, when this scheme would be varied, for example:
  - a) where investment in facilities on the remaining site would enable a greater or more valuable disposal and this is demonstrated through a robust business case;
  - b) where a school has already, or will, directly benefit from significant capital investment through the QEd Programme, or

- c) where a school is considered to hold excessive surplus reserves, as set out in the Scheme for Financing Schools.

1.8 To benefit under the incentive scheme, the governing body of the school affected will need to agree to the disposal within a period of 12 months following the initial notification by the local authority.

1.9 In Clase's case it is considered that the incentive scheme applies.

## **2.0 Clase Primary School - Consultation**

2.1 Key Facts;

Capacity – 280 plus 44 nursery places as at January 2016.

Pupil numbers – Total numbers on roll including Nursery and STF pupils (as at January 2016 PLASC) was 282.

Pupil numbers within catchment – last analysed in May 2016; for pupils in Reception to year 6, 166 of 220 lived within the schools catchment area (75%). Of the pupils from outside the catchment area, most were from either Pentre'rGraig (10.9%), Gwyrosydd (1.4%) or Terrace Road (1.8%) catchments.

Total School Acreage - 9.95

2.2 In 2013, the governing body were consulted on the possible sale of 4.74 acres which would have left 5.21 acres.

2.3 The governing body responded advising that they were agreeable to the disposal of one of the three areas consulted on being approximately 3.54 acres.

2.4 As summary of their response is as follows;

2.5 *'Agreed that the largest piece of land to the side of the school and outside the palisade fencing, with the exception of Coed Clase was surplus to the school's current requirements and agreed in principle for it to be considered for sale. However the Governing body were not agreeable to the disposal of the two smaller areas.'*

## **3.0 Consultation 2016**

3.1 In consideration of Clase's response the governing body were again consulted in May 2016. The basis of that consultation is outlined below.

## 4.0 External areas

- 4.1 BB99 sets out simple, realistic, non-statutory area guidelines for primary school buildings and grounds that we would use for example if we were building a new primary school.
- 4.2 Calculating the requirements for the worst case scenario has been factored, based on the 2021 pupil projections, and the maximum existing and potential development plan impact.
- 4.3 If the hatched area were released for sale, the overall external areas at Clase would satisfy the requirements of BB99, with an excess area of almost two acres. This is illustrated on the plan attached at Appendix A.
- 4.4 Clase does and would still have a shortfall of pitch area as defined by BB99, but it would still satisfy the pitch allowance as defined in The Education (School Premises) Regulations 1999.
- 4.5 Potential benefits to the school of the proposed land sale include:
- loss of liability for an area of land that is not currently used by the school, including
  - reduced grounds maintenance liability; and
  - a possible opportunity to enhance the security of the whole site
- 4.6 Proposal
- 4.7 Clase Primary School has 9.95 acres and it was proposed that with the potential land release shown (hatched) on the plan attached at Appendix B of 3.54 acres, a remaining area would be left at around 6.41 acres.
- 4.8 The governing body were previously asked to consider
1. Whether it agrees that the land indicated is surplus to requirements and can be sold, subject to;
    - Fencing to be realigned as appropriate.
    - Flexibility around the exact boundary positions which would not be confirmed until a developer is on board.
  2. Whether it considers the disposal of the land would have an effect on any disabled children at the school, or any disabled adults visiting the school or working at the school or any person who comes within the protected characteristics under the Equality Act 2010.”
- 4.9 The governing body’s response to the consultation in 2013, which relates to the hatched area on the plan at Appendix B is below. The governing body was asked if its response in 2013 was still relevant.

#### *'Area 1*

- *Agreed that the largest piece of land to the side of the school and outside the palisade fencing, with the exception of Coed Clase was surplus to the school's current requirements and agreed in principle for it to be considered for sale.'*

4.10 In 2013, we also consulted on two additional areas referred to as areas 2 and 3 below in the governing body's response in 2013.

4.11 Those areas were excluded from the consultation 2016 in view of the governing body's response in 2013 below.

#### *'Area 2*

- *Coed Clase was created within the fencing as a woodland garden; it has been created and is supported from the school, community grants from national organisations.*

#### *Area 3*

- *This area of land is the main point of access and parents attending Flying Start and the Foundation Phase.*
- *Main access area for taxis and parents transporting children to the STF area.*
- *It allows the community to view the school from the road and places it at the heart of the community*
- *Any development which would obscure the school may have consequences in relation to security and vandalism.'*

4.12 *'Any change would mean considering significant changes to the building to ensure disabled parents are not treated less fairly than those who are not.'*

## **5.0 Impact of new developments**

5.1 The governing body were advised as part of the consultation that if the school is extended or developed in future years, it is not expected that this would impact on the available pitch area.

## **6.0 Response**

6.1 The Chair of Governors advised in a letter of the 27 May 2016 that the governing body's response to the consultation in 2016 was; *'I am writing to advise you that the Finance Committee of the governing body at Clase Primary School met on May 20 2016. The committee reviewed your proposal again, which we originally agreed in 2013, and I confirm that we are as a governing body in agreement of the original proposal'.*

## **7.0 Incentive policy**

7.1 It is considered that the incentive policy applies in this instance.

## 8.0 Equality and engagement implications

8.1 A full Equality Impact Assessment (EIA) has been drafted and shows this project will have a positive impact on;

8.2 Age – the sale of potentially surplus land will allow the City and County of Swansea to invest in the facilities of a number of schools across the City, benefiting our children and young people.

8.3 Disability – the money being invested in schools will improve access for disabled children and young people, as well as school staff, parents and carers. So, for example in the case of Burlais Primary School which has recently benefited from such investment in a new school build on a single site, its former buildings had significant access issues. The new school building is now 100% accessible and specialist teaching facilities are located appropriately within the school so that the needs of all pupils are met effectively.

8.4 The full EIA will be available on line when the Cabinet papers are published on the website at <http://www.swansea.gov.uk/eia>.

8.5 In accordance with the requirements of The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015 a further impact assessment has also considered the how the proposed disposal would impact on any relevant strategies, plans or assessments.

8.6 Local Development Plan (LDP) – The scale of the LDP for the Clase catchment is mainly centred around candidate site reference MB0009. This proposal is for 95 units. If it is agreed to proceed with the land sale outlined in this report, it has been estimated this land could be developed with approximately 50 units.

8.7 The number of pupils that could be generated from these developments in accordance with the Supplementary Planning Guidance is tabled below.

Site	Primary Catchment	No. of units (approx.)	Primary (SPG)	Secondary (SPG)
MB009	Clase primary	95	29.45	20.9
MB014 (Clase primary proposed land sale)	Clase primary	50	15.5	11
Total (approx.)		145	44.95	<b>31.9</b>

- 8.8 The above figures are of course subject to change all the time, and even if and when planning approval is secured there is no guarantee that the developments will go ahead.
- 8.9 The proposed land sale would not impact on any extension or remodelling required to accommodate additional pupils. A modest extension (one to two classes) or internal remodelling could be undertaken to accommodate the additional pupils that could be generated from the sites as indicated above. The remaining area/acreage of the school would be well within recommendations quoted above.
- 8.10 Play sufficiency assessment – the proposed land sale is for an area of natural green space, which the school has confirmed it is not using. Opportunities for play for the wider community could potentially be affected, however, the Mynyddbach Ward meets all of the required targets (see 8.16 below) for children’s playing space – 1.2ha, although it does not meet its target for equipped playgrounds (0.06 ha). Clase Primary School could also consider signing up as a ‘Playful School’, and benefit from the support of the authority’s Play Team to look to maximise its usage for play.
- 8.11 The local authority’s statutory responsibility arises from the Child and Families (Wales) Measure 2010 this statutory guidance to the Play Sufficiency Duty on all local authority’s states;

Schools ensure that children are provided with a rich play environment for breaks during the school day
Schools provide play opportunities during out of teaching hours
Schools provide access to school grounds for playing out of school times
The local authority offers guidance to ensure schools understand and ensure that regular outdoor play is not curtailed

- 8.12 Community, health, social care and well-being strategies – this proposal could have a positive impact by the use of the incentive scheme providing the opportunity for the school to use for improvements at the school that could also be made available for community use. This will be explored further.
- 8.13 Open space assessment – is undertaken by the local authority’s Planning Policy Team who identify specific surpluses or deficiencies within communities, to encourage in areas of limited open space the creation of new spaces and that existing spaces are retained and improved where possible. So that valuable existing facilities should be protected whilst the provision of new and improved open spaces should be facilitated.

- 8.14 The open space assessment undertaken by the Planning Policy Team of the authority shows that Clase Primary which lies in the Mynyddbach Ward, has three hectares per 1000 head of population of Fields in Trust (FIT) which is 0.6ha over the recommended target. FIT recommends breaking down the standard to identify outdoor sport, children's playing space and then further breaking down the children's playing space to identify equipped playgrounds. Mynyddbach Ward meets all of the required targets (outdoor sport – 1.8 ha and children's playing space – 1.2ha) but does not meet its target for equipped playgrounds (0.06 ha). The Mynyddbach Ward has 7.6ha per 1000 head of population of accessible, natural green spaces (ANGS) 5.6ha above the recommended target.
- 8.15 Based on this information the proposed disposal of land forming part of Clase Primary School would not have a detrimental impact on the open space assessment for the area.
- 8.16 All key stakeholders will be consulted and communicated with throughout the projects delivery.

## **9.0 Financial implications**

- 9.1 In accordance with current policy, the relevant capital receipt will contribute towards the achievement of the Council's overall capital receipt target to part fund the 21<sup>st</sup> Century Programme for school improvements as set out in the approved capital programme. As such the capital receipt will not be allocated for any other specific purpose.
- 9.2 The valuations and costs detailed below are estimates only and the figures will be refined once further investigations have been concluded and the sites have been exposed to the open market.

## **10.0 Capital**

- 10.1 The figures below represent the site valuation and financial information which will be redacted from a future Cabinet Report as they are not for publication by virtue of Paragraph 14 of Part A of Schedule 12a of the Local Government 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, and will be contained in a separate part 2 report.
- 10.2 The estimated gross capital value for the site is in the region of [REDACTED]. Any final net receipt will be dependent upon the responses from a full marketing campaign, subject to site investigations, site specific costs such as realignment of boundary fences and any conditions that would be enforced following submission of any detailed planning application.
- 10.3 The estimated incentive payment is [REDACTED].

10.4 This would result in a final net capital receipt of approximately [REDACTED] less any further reductions as a result of any issues as identified in 10.2 above

## **11.0 Revenue**

11.0 The school may benefit from some savings in their delegated budget for the grounds maintenance and security.

## **12.0 Legal implications**

12.1 Whilst all land held by the local authority is held corporately, the Governors of the School have day to day control over the premises under the School Standards and Framework Act 1998. Therefore the local authority must seek the views of the governing body and take those views into account prior to making any final decision on disposal.

### **12.2 Playing Fields**

12.2.1 In order to dispose of the land the local authority must also comply with The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015 (“the Regulations”).

12.2.2 Section 1 of the Playing Fields (Community Involvement in Disposal Decisions) (Wales) Measure 2010 provides power for the Welsh Ministers, under the Regulations, to require the involvement of communities and other interested parties in decisions by local authorities about the proposed disposal of land consisting, or forming part, of a playing field.

12.2.3 The Regulations require a local authority to serve notices and publish information on the impact of the proposed disposal of a playing field on the health and well-being of the community, by reference to a number of key strategies, plans and assessments for the area in which the playing field is located; and strengthen arrangements for consulting the community, playing field users and relevant national bodies before a local authority takes a final decision to proceed with a proposed disposal.

12.2.4 In addition to these national bodies, the local authority must consult such other persons or bodies which appear to it to represent the interests of persons or bodies who are in the local authority’s area, or in the area of a local authority which shares a boundary with any part of the playing field, and who make use of the playing field. This means, for example, that a local authority would need to consult representatives of local sports teams which play sport.



## 12.3 Best Value

12.3.1 The Council has a legal obligation under Section 123 of the Local Government Act 1972 that it shall not dispose of land for a consideration less than the best that can be reasonably obtained. Under the Council's constitution, compliance with this responsibility must be certified by the Council's Interim Director of Place or his nominee.

12.3.2 It is for the Interim Director of Place or his nominee to determine a marketing strategy where appropriate, either in-house or through an appropriate agent in the disposal of any land. Under the Council's constitution, the Interim Director of Place or his nominee will determine whether disposals will be made by way of a sealed offer, private treaty or auction and such determination will be made so as to achieve the best price reasonably obtainable.

12.3.3 In any disposal of Council land which does not fall within the delegated authority of responsible officers as defined in the constitution have to be reported to Cabinet.

### **Background papers:**

Report of Cabinet Member for Learning and Skills and Cabinet Member for Finance and Resources to Cabinet April 2013; 21<sup>st</sup> Century Schools Programme.

Report of Cabinet Member for Learning and Skills to Cabinet 28 May 2013; Capital receipts from sale of land / property on school sites proposed incentive scheme.

Capital Budget & Programme 2015/16 - 2019/20, Council 25 February 2016.

Equality impact assessment which can be found at <http://www.swansea.gov.uk/eia>.

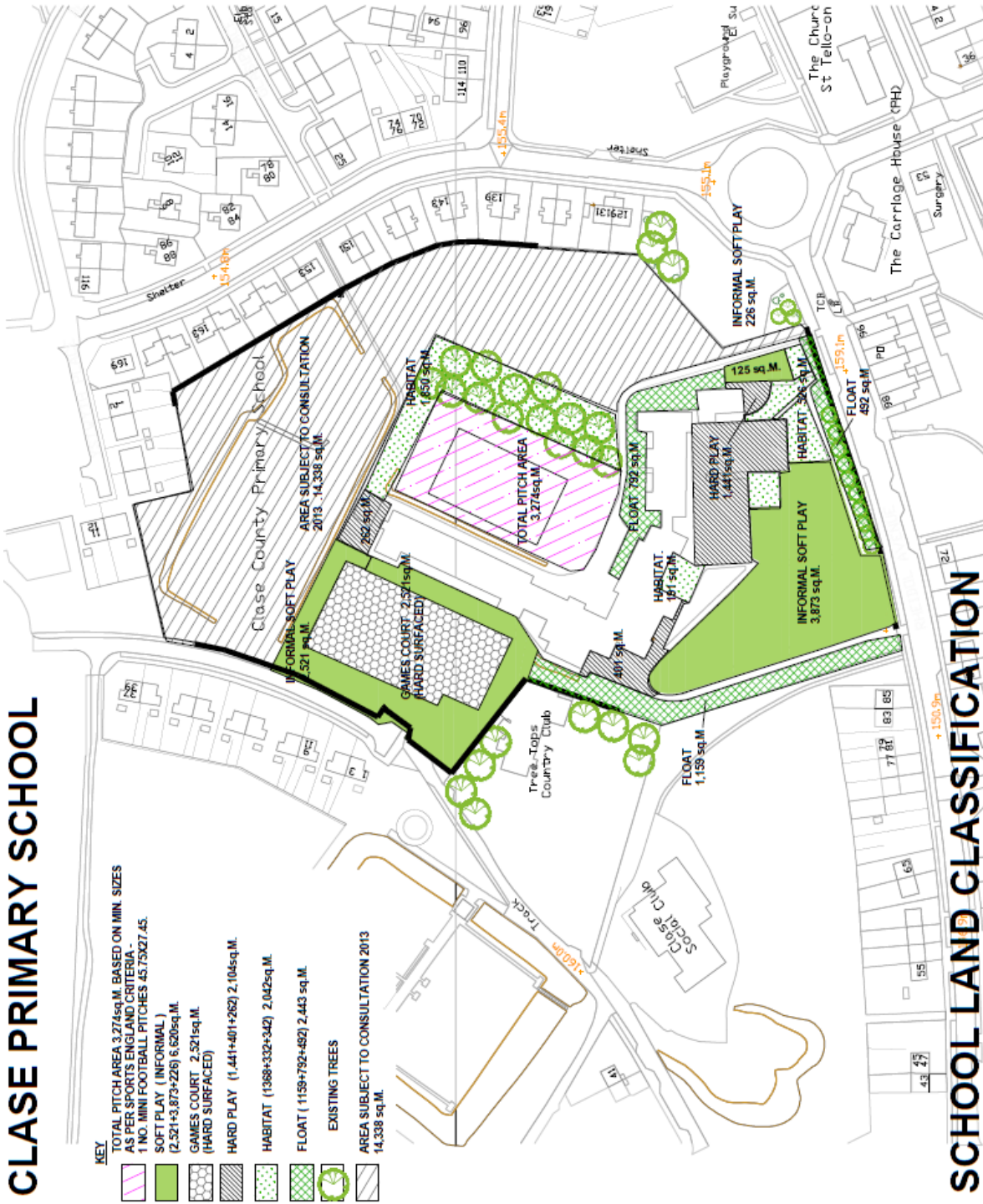
### **Appendices:**

Appendix A Building Bulletin 99 (BB99) analysis

Appendix B Proposed land sale area

# Appendix A Building Bulletin 99 (BB99) analysis

## CLASE PRIMARY SCHOOL





# Agenda Item 19.

## Report of the Deputy Head of Legal & Democratic Services

Cabinet – 21 July 2016

### EXCLUSION OF THE PUBLIC

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.	
<b>Policy Framework:</b>	None.	
<b>Reason for Decision:</b>	To comply with legislation.	
<b>Consultation:</b>	Legal.	
<b>Recommendation(s):</b>	It is recommended that:	
<b>1)</b>	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	<b>Item No.</b>	<b>Relevant Paragraphs in Schedule 12A</b>
	20 & 21	14
<b>Report Author:</b>	Democratic Services	
<b>Finance Officer:</b>	Not Applicable	
<b>Legal Officer:</b>	Tracey Meredith – Deputy Head of Legal & Democratic Services (Monitoring Officer)	

#### 1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

#### 2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government

Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

### **3. Financial Implications**

- 3.1 There are no financial implications associated with this report.

### **4. Legal Implications**

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
  - 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
  - 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
  - 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

**Background Papers:** None.

**Appendices:** Appendix A – Public Interest Test.

## Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
<b>12</b>	<b>Information relating to a particular individual.</b>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. His view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
<b>13</b>	<b>Information which is likely to reveal the identity of an individual.</b>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. His view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
<b>14</b>	<b>Information relating to the financial or business affairs of any particular person (including the authority holding that information).</b>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. His view on the public interest test was that:</p> <p><b>a)</b> Whilst he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or</p> <p><b>b)</b> Disclosure of the information would give an unfair advantage to tenderers for commercial contracts.</p> <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	<p><b>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</b></p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. His view on the public interest test was that whilst he is mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them he was satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
16	<p><b>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</b></p>
	<p>No public interest test.</p>
17	<p><b>Information which reveals that the authority proposes:</b>  <b>(a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</b>  <b>(b) To make an order or direction under any enactment.</b></p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. His view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
18	<p><b>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</b></p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. His view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>



# Agenda Item 20.

By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

Document is Restricted



# Agenda Item 21.

By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

Document is Restricted

By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
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