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, 19 January 2017**
Time:	**4.00 pm**
Chair:	**Councillor Rob Stewart**

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

Page No.

1.   **Apologies for Absence.**

2.   **Disclosures of Personal and Prejudicial Interests.**
     www.swansea.gov.uk/disclosuresofinterests

3.   **Minutes.**   1 - 8
     To approve & sign the Minutes of the previous meeting(s) as a correct record.

4.   **Leader of the Council's Report(s).**

5.   **Public Question Time.**
     Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt within a 10 minute period.

6.   **Councillors' Question Time.**

7.   **City & County of Swansea - Supporting People Programme Grant**   9 - 61
     (SPPG) - Local Commissioning Plan (LCP) for 2017/18.

8.   **Ageing Well Action Plan 2016-17.**   62 - 91

9.   **Response to the Report on Building Sustainable Communities**   92 - 129
     Inquiry Panel.

Next Meeting: Thursday, 9 February 2017 at 4.00 pm

Huw Evans
Head of Democratic Services
Tuesday, 10 January 2017

Contact: Democratic Services - Tel: (01792) 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE CABINET

HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON MONDAY, 12 DECEMBER 2016 AT 3.00 PM

PRESENT: Councillor R C Stewart (Chair) Presided

Councillor(s)	**Councillor(s)**	**Councillor(s)**
R Francis-Davies	J E C Harris	D H Hopkins
A S Lewis	C E Lloyd	J A Raynor
C Richards		

Apologies for Absence
Councillor(s): M C Child and W Evans

92.   DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.

In accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

93.   LEADER OF THE COUNCIL'S REPORT(S).

1)   Sonia Hansford, Retirement

The Leader of the Council stated that Sonia Hansford, Personal Assistant to the Leader and Deputy Leader of the Council would be retiring at the end of December 2016. On behalf of the Council he thanked Sonia Hansford for her 42 years' excellent service with the Authority.

2)   Mike Hawes, Retirement

The Leader of the Council stated that Mike Hawes, Director of Corporate Services would be retiring in May 2017. He thanked Mike Hawes for his excellent service with the Authority.

94.   PUBLIC QUESTION TIME.

A number of questions in relation to Minute 96 "Sustainable Swansea - Fit for the Future: Budget Proposals 2016-2017 to 2017-2018" were asked.

All questions were responded to by the Leader of the Council.

95.   COUNCILLORS' QUESTION TIME.

Councillor M H Jones asked a question in relation to Minute 96 "Sustainable Swansea - Fit for the Future: Budget Proposals 2016-2017 to 2017-2018".

The Leader of the Council responded.

96. **SUSTAINABLE SWANSEA - FIT FOR THE FUTURE: BUDGET PROPOSALS 2017/18 – 2019/20.**

The Cabinet Member for Finance and Strategy presented a report which considered budget proposals for 2017-2018 to 2019-2020 as part of the Council's Budget Strategy *Sustainable Swansea - Fit for the Future*.

RESOLVED that:

1) The Budget proposals summarised in the report and detailed in Appendix A and Appendix C of the report be approved as the basis of consultation including an increase totalling £1.8 m in the Schools Delegated Budget;

2) The approach to consult and engage with staff, trade unions, residents, partners and other interested parties set out in Section 7 of the report be agreed;

3) A report on the outcome of the consultation and final budget proposals be presented to Cabinet on 9 February 2017;

4) The final budget proposals will include a commitment to remove child burial fees.

The meeting ended at 4.00 pm

CHAIR

Published on: 13 December 2016

CITY AND COUNTY OF SWANSEA

MINUTES OF THE CABINET

HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON THURSDAY, 15 DECEMBER 2016 AT 2.00 PM

PRESENT: Councillor R C Stewart (Chair) Presided

Councillor(s)	**Councillor(s)**	**Councillor(s)**
M C Child	R Francis-Davies	J E C Harris
A S Lewis	C E Lloyd	J A Raynor
C Richards		

Apologies for Absence
Councillor(s): W Evans and D H Hopkins

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

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

98. **MINUTES.**

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

1)   Cabinet held on 17 November 2016.

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

The Leader made no announcements.

100. **PUBLIC QUESTION TIME.**

No questions were asked.

101. **COUNCILLORS' QUESTION TIME.**

No questions were asked.

102. **PRE-DECISION SCRUTINY - FEEDBACK ON THE COMMISSIONING REVIEW - PARKS & CLEANSING.**

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

103. **COMMISSIONING REVIEW REPORT PARKS & CLEANSING.**

The Cabinet Members for Environment and Transportation & Wellbeing and Healthy City jointly submitted a report which outlined the background to the Parks and Cleansing Management Commissioning Review and set out the findings and recommendations from the Review.

RESOLVED that:

1)   Recommendations 1 to 5 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 subject to the following amendments:

    a)   Page 26 of the Report:

    i)   Recommendation 8.1 a) being deleted;
    ii)   Recommendation 8 b) Bullet Points 3 and 4 being deleted.

    b)   Page 28 of the Report:

    i)   Paragraph 9.1. Delete Recommendation 1a;
    ii)   Paragraph 9.2. Amend the Potential Target referred to in Recommendation 1f to £140K

104. **QUARTER 2 2016/17 PERFORMANCE MONITORING REPORT.**

The Cabinet Members for Finance and Strategy & Transformation and Performance jointly submitted a report which outlined the Corporate and Service Performance for Quarter 2 of 2016-2017.

RESOLVED that:

1)   Performance be reviewed to help inform executive decisions on resource allocation and, where relevant, corrective actions to manage and improve performance and efficiency in delivering national and local priorities.

105. **LOCAL AUTHORITY GOVERNOR APPOINTMENTS.**

The Cabinet Member for Education presented a report which sought approval of the nominations submitted to fill Local Authority (LA) Governor vacancies on School Governing Bodies.

RESOLVED that:

1)   The following nominations be approved as recommended by the LA Governor Appointments Panel:

1)	Cila Primary School	Mrs Helen Richards
2)	Clwyd Primary School	Cllr Terry Hennegan

3)	Glais Primary School	Mrs Claire Abraham
4)	YGG Tan y Lan	Mr Gari Lewis
5)	Gowerton School	Mr Gerald Frances Keating

106. SOCIAL SERVICES CHARGING POLICY – IN-YEAR REVIEW OF CHARGES.

The Cabinet Members for Adults and Vulnerable People & Next Generation Services jointly submitted a report which provided an update on the findings and progress of the in-year charging review task and finish group. The report also outlined the business case for the pre deputyship support charge.

RESOLVED that:

1)   The findings and progress of the in-year group be acknowledged;

2)   The Pre Deputyship support charge be approved.

107. CONTRACT AWARD REPORT - TENDER FOR THE PROVISION OF HOME TO SCHOOL TRANSPORT SERVICES.

The Cabinet Member for Education submitted a report which detailed the outcome of recent tenders for Home to School Transport services for mainstream pupils and sought approval to award contracts.

RESOLVED that:

1)   The tender prices recommended by the Tender Evaluation Panel and set out in Schedule B of the report be accepted as representing the most economically advantageous tenders;

2)   Contracts be awarded to the companies as set out in Schedule B of the report.

108. CHILDREN & YOUNG PEOPLE PARTNERSHIP PLAN.

The Cabinet Member for Services for Children and Young People submitted a report which presented a strategic partnership response for delivering priorities for Children and Young People in Swansea.

RESOLVED that:

1)   The Children and Young People's Strategic Partnership Plan be approved.

109. ESTABLISHMENT OF SPECIALIST TEACHING FACILITIES FOR PUPILS WITH AUTISTIC SPECTRUM DISORDER (ASD).

The Cabinet Member for Education submitted a report which sought approval to consult on a proposal to establish three new specialist teaching facilities (STF's) in schools from January 2018.

RESOLVED that:

1) Approval be given to consult on the establishment of specialist teaching facilities (STFs) at three schools (Birchgrove Comprehensive School, Portmead Primary School and Dunvant Primary School) in January 2018 for learners with Autistic Spectrum Disorder (ASD);

2) Agreement be given to seek additional corporate funding to support the establishment of these STFs (both capital and revenue);

3) Cabinet considers responses following the consultation period.

110. **PAPER TO EXTENSIVELY OVERHAUL THE ENTIRE EDUCATION OTHER THAN AT SCHOOL (EOTAS) SERVICE IN SWANSEA TO ENSURE FUTURE PROVISION BEST MEETS THE NEEDS OF VULNERABLE YOUNG PEOPLE.**

The Cabinet Member for Education submitted a report which considered the proposed future of Swansea's Education Other Than At School (EOTAS) provision.

RESOLVED that:

1) The City and County of Swansea extensively overhauls its entire EOTAS service to provide sector-leading practice as recommended by Officers;

2) Swansea Pupil Referral Unit (PRU) significantly reduces capacity in recognition of increased devolution of funding and responsibility to schools. The needs of the majority of learners with Social, Emotional and Behavioural Difficulties (SEBD) are met through mainstream education, with central provision only being made for those learners with the most severe SEBD needs;

3) A multi-agency support team be developed to provide support for young people, their schools and their families;

4) Swansea's Behaviour and Wellbeing Strategy be overhauled to support the needs of the majority learners with SEBD through mainstream education;

5) Swansea PRU is restructured into three strands (including a 'halfway house') educated in fit-for-purpose learning environments;

6) Permanent senior leadership positions are secured for the Head of Swansea PRU, Deputy Head of PRU and managers for two of the centres and for the support team;

7) A new 'early move' protocol be included in an overhaul of the existing 'managed move' protocol;

8) Additional funding be approved of approximately £100k to carry out a full feasibility study on the Cockett site;

9)   Additional corporate capital funding be approved (subject to a full feasibility study) in relation to the possible accommodation;

10)   Additional corporate revenue funding be approved (at least for the next ten years) to support additional staff, devolved funding to schools and "managed move" transport costs.

111.   **ESTYN INSPECTION OF LOCAL AUTHORITY EDUCATION SERVICES FOR CHILDREN AND YOUNG PEOPLE 2013 – UPDATE ON PROGRESS IN ADDRESSING THE FIVE RECOMMENDATIONS.**

The Cabinet Member for Education submitted a report which provided an update on the progress in meeting the five recommendations in the Estyn Inspection Report.

RESOLVED that:

1)   The progress in meeting the five recommendations in the Estyn Inspection Report be noted.

112.   **COUNCILLORS' BROADBAND AND TELEPHONE, ICT AND MOBILE PHONE ALLOWANCES - MAY 2017 & BEYOND.**

The Head of Democratic Services and Chief Transformation Officer jointly submitted a report which reviewed the "Councillors ICT – May 2012 and Beyond" Policy thereby ensuring that Councillors are provided with an ICT provision suited to their need and complaint with the determinations of the Independent Remuneration Panel for Wales.

The Head of Democratic Services stated that the words "be noted" in recommendations 3), 4) and 5) be amended to read "be adopted".

RESOLVED that:

1)   The current arrangements for Councillors to purchase their own ICT equipment be continued;

2)   Access to Office 365 to enable cloud technology for more resilient, secure information sharing system, subject to successful pilot be noted;

3)   The Councillors' ICT Allowance as outlined within the report be adopted;

4)   The Councillors' Broadband and Telephone Allowance as outlined within the report be adopted;

5)   The Councillors' Mobile Phone Allowance as outlined within the report be adopted;

6)   The section relating to Councillors' Self Service be noted;

7)   The Co-opted Member ICT Allowance and the Co-opted Member Broadband
        and Telephone Allowance be adopted;

8)   Council's decision to ensure that all Scrutiny agendas, reports etc. utilise the
        Modern.gov Software by May 2017 be noted.

The meeting ended at 2.54 pm

CHAIR

Published on: 16 December 2016

Report of the Cabinet Member for Adults & Vulnerable People

Cabinet - 19 January 2017

**CITY & COUNTY OF SWANSEA - SUPPORTING PEOPLE
PROGRAMME GRANT (SPPG) - LOCAL COMMISSIONING
PLAN (LCP) FOR 2017/18**

Purpose:	This report seeks approval of the Supporting People Programme Grant (SPPG) Local Strategic Plan Priorities summary for 2017/18 contained in the Local Strategic Plan (Appendix 1).
	The report also seeks approval of a set of Draft Regional Strategic Priorities for the Western Bay Regional Collaborative Committee.
	Welsh Government grant conditions indicate that Local SPPG strategic priorities must receive Authority member approval prior to forwarding to the Western Bay Regional Collaborative Committee (RCC). The RCC will give regard to these in developing a Regional Strategic Plan for the Supporting People Programme. Welsh Government guidance indicates LA must agree the adoption of the Regional Strategic Priorities contained in the Regional Strategic Plan. This is then sent to Welsh Government by January 6th 2017 to enable release of local allocations.
	This report also summarises the key strategic issues and challenges for commissioning with SPPG locally.
	This report gives a local financial overview.
Policy Framework:	National Policy Framework Implementation of The Housing (Wales) Act 2014. Social Services and Well-being (Wales) Act 2014 Well-being of Future Generations (Wales) Act 2015 Tackling Poverty and Welsh Government alignment with other Anti-Poverty Grants.
	Local Policy Framework The One Swansea Single Integrated Plan Homelessness Strategic Business Plan 2015-18 The Social Services Strategic Commissioning Plans for Adults & Child & Family.

Reason for Decision:	To comply with the requirements of the Welsh Government Grant Conditions July 2013 and supplementary guidance. http://gov.wales/topics/housing-and-regeneration/services-and-support/supporting-people/?lang=en
Consultation:	Finance, Legal, Access to Services and Partner Organisations.
Recommendation(s):	It is recommended that:

1. That the Local Supporting People Strategic Commissioning Priorities included in the annual plan are noted and approved.
2. That the Western Bay Regional Collaborative Committee Strategic priorities are noted and agreed for inclusion in the 3 year Regional Strategic Plan.

Report Author:	Anita Evans
Finance Officer:	Chris Davies
Legal Officer:	Debbie Smith
Access to Services Officer:	Phil Couch

1. Introduction

1.1 The Supporting People Programme Grant (SPPG) is a Welsh Government (WG) grant and sits within the WG Tackling Poverty portfolio currently. The 2016/17 SPPG allocation to Swansea was £13.8 million. The allocation is paid to commission or provide housing related support services to help prevent people   becoming homeless or requiring residential/ institutional services, through the provision of 'housing related support'.

1.2 The majority of the housing related support services are provided via City & County contracts externally. At year end 31.3.2016:

56%	£7.6 m	Voluntary Sector,
22%	£3.1 m	Registered Social Landlords (RSL's)
12%	£1.7 m	Private Sector Providers.
10%	£1.4 m	City & County of Swansea Internal *(Housing & Adult Mental Health)*

The programme guidance aims to ensure that a minimum of 80% of SPPG is focused on front line delivering support staff.

1.3 The principal local commissioning partners are the LA (Social Services, Housing, Anti-Poverty, Corporate Finance and Procurement) Probation and Health. The local governance structure is the Supporting People Commissioning Group (SPCG) which meets quarterly to oversee the local commissioning activity and approve specific funding decisions and agree the annual SPPG projected spend plan.

1.4 WG guidance requires that these services are reviewed taking account of strategic relevance, cost effectiveness, quality assurance, grant administration and servicing the SPPG Commissioning Group. The Supporting People Team (SPT) within Social Services undertakes this responsibility on behalf of the LA.

1.5 There is also a regional governance structure; the Western Bay Regional Collaborative Committee (RCC) is in place as prescribed by Welsh Government. It includes the same representative stakeholders within the Local Commissioning Group plus elected service provider & landlord representatives, co-opted members as agreed and Welsh Government Officials. The City & County of Swansea is currently the coordinating LA for the RCC. There is a specific grant funded post to do this.

1.6 The grant conditions and WG guidance requires the LA to forward local commissioning priorities annually to the Western Bay RCC. The RCC will give regard to these priorities when developing it's 3 year Strategic Plan. These priorities must be formally adopted by each LA and be submitted to WG by Monday 16th January 2017 along with each LA's spend plan for the   SPPG.

1.7 Each LA must also produce an annual projected spend plan for the grant for each year. Quarterly out turn reports must also be submitted to WG to monitor actual spend against the projected spend. Variance from the projection of more than 10% in each client group category must be agreed by the RCC. If not approved, it will be referred by the RCC to WG and the Supporting People National Advisory Board (SPNAB). Any under spend will be clawed back by Welsh Government.

1.8 For the first time in 2016/17 each local Authority has been given the flexibility to vire up to 5% of Anti-Poverty Grants between the other grants. They are Supporting People Programme, Communities First, Families First and Flying Start. The amount vired will take on the characteristic of the grant programme it has been given to. For year one the governance of this process will be undertaken by the Supporting People Commissioning Group. Welsh Government has agreed a virement of 5% of the 2016/17 Communities Frist programme into SPPG programme.

1.9 This report summarises the local strategic priorities and seeks member approval of the Supporting People commissioning priority areas and the Local Strategic Commissioning Plan for 2017/18.

1.10   The regional priorities were developed using the equivalent data from the three areas by consensus by the members of the RCC. They reflect issues which each area has also identified locally.

2.0   What the Supporting People Programme Grant funds

2.1   The grant funds services to help prevent people becoming homeless or requiring residential/ institutional services, through the provision of 'housing related support'. Housing related support enables people to develop or maintain the skills and confidence necessary to maximise their ability to live independently, by enabling them to perform tasks which, if not performed adequately, would lead to a breakdown in the individual's right or ability to continue living in that home.

2.2   The SPPG programme has housing, and preventing homelessness or people living in inappropriate institutional settings, at its core. Support can be offered to anyone eligible, regardless of the tenure.   The emphasis of the programme is "doing with" as opposed to doing for and building their personal resilience.

2.3   There are limitations on grant use. The programme cannot fund hands on personal care or undertake domestic services. Individuals must be over 16 years and must be legally responsible for their accommodation.

2.4   There are a range of service models currently funded by the programme which can be broadly grouped by the following services models:

•   Direct Access Homeless Hostels & Domestic Abuse Refuges
•   Temporary Supported Housing
•   Permanent Supported Housing
•   Floating Support
•   Sheltered Housing
•   Other

2.5   There is a National Supporting People Outcomes Framework for the programme. Mandatory returns are made to Welsh Government every 6 months. The returns are made by collating individual support plan reviews using a distance travelled tool.

3.0   **Financial context for commissioning services using SPPG**

3.1   The Welsh Government announced its draft budget on the 20th October. To date, there has been no national cut to the programme. The protection of the grant has been linked to an effective lobby by the provider sector and the findings of the data linking feasibility study report. http://gov.wales/statistics-and-research/supporting-people-data-linking-feasibility-study/?skip=1&lang=en showing a strong positive association of utilisation patterns of health services and outcomes for individuals who used SPPG funded services. It is unclear as yet whether there will be any top slicing and the draft has yet to receive ministerial approval.

3.1.2 The Supporting People National Advisory Board (SPNAB) circulated a paper at the end of September 2016 which suggested that any funding reduction for LA's should be made by a flat rate cut to each LA without any adjustment for distribution. The following shows percentages and equivalent possible cash reductions for 2017/18. Confirmation on local allocations awaited.

20%	£2.763 million	5%	£691,000
15%	£2.073 million	2.5%	£345,500
10%	£1.382 million	1%	£138,000
7.5%	£1.036 million		

3.1.3 The paper also recommends that a new distribution formula is developed for implementation in 2018/19. The background to this call by some Local Authorities relates to the relative success of the initial capture exercise which established the Supporting People grant levels across Wales in 2003. Swansea was relatively effective at undertaking the initial capture exercise but this was not consistent across all LA's in Wales. Welsh Government have been engaged since that time with WLGA and the Provider sector on developing a new distribution formula.

3.1.4 An interim formula was used for 3 years in which Swansea received a modest gain. Previous formula options put forward by London Economics Wales did not favour Swansea and estimated impacts were at worst a 25% reduction for Swansea. However, some of the elements of the interim formula are no longer relevant in light of Welfare Reform e.g. phasing out of DLA and changes in performance indicators in response to legislation changes e.g. Homelessness PI's. There is a cross sector national working group charged with developing a new formula for implementation in 2018/19.

3.1.5 Cymorth Cymru a lobbying organisation are again leading a campaign "Keep on Supporting People" targeted at Welsh Government to protect the budget nationally. Providers are also lobbying by writing to Local Authority Elected Members.

3.1.6 To date previous SPPG allocation reductions have been implemented without any individuals losing their service through cost reduction exercises. It is evident as a result of implementing the previous reductions for 2015/16 that this approach would be unlikely going forward.

3.2   Strategic Context for Commissioning with SPPG

3.2.1 Welsh Government guidance is strengthening and emphasising the role of the SPPG programme as a resource for delivering on key LA homeless prevention duties within the new Housing Wales Act introduced in 2015. This is specifically in relation to new homelessness

prevention duties and the requirement to assess housing related support needs.

3.2.3   The Supporting People Grant programme sits within the Welsh Government Minister Carl Sargeants portfolio with the other tackling poverty grants such as Communities First, Families First and Flying Start. Until recently Welsh Government was advocating Supporting People have closer links with these grants however it is now unclear what the position is, following the recent announcement by the Minister to discontinue the Community First Programme.

3.2.4   There have been significant welfare reform announcements by the Department of Work and Pension in relation to accommodation costs and specifically supported housing. Further information on elements devolved to Welsh Government in relation to fixed supported housing are awaited. There is a national consultation underway by the DWP on the future funding of Supported Housing. Whilst the majority is in relation to England an element in relation to temporary accommodation has national context. https://www.gov.uk/government/publications/supported-accommodation-review

3.2.5   The Local Service Board (LSB) has identified the following priorities for the City and County of Swansea as an area:

- Children have a good start in life
- People learn successfully
- Young people and adults have good jobs
- People have a decent standard of living
- People are healthy, safe and independent
- People have good places to live and work.

As can be seen the SPPG national outcomes framework is compatible with most of these priorities with service working one to one on their specific needs and identified outcomes.

3.2.6   The City & County of Swansea Local Authority has agreed the following priorities in the 2015/17 Corporate Plan.
http://www.swansea.gov.uk/corporateimprovementplan
"*This plan does not include everything that we do but focuses on what is most important for Swansea:*

•Safeguarding vulnerable people
•Improving pupil attainment
•Creating a vibrant and viable city and economy
•Tackling poverty
•Building sustainable communities"

The SPPG programme outcome areas link closely to the above.
However, the most relevant may be considered as:
- Safeguarding vulnerable people

- Tackling Poverty
- Building Sustainable Communities

3.2.7   The Adult Social Care Strategy Promoting Safer Independence for Older People and Vulnerable adults aims to reduce the number of adults receiving institutional forms of care, and supported care planning within 3 – 5 years.
   1.   To safely reduce or prevent the need for citizens to require formal adult services intervention or "supported care" planning
   2.   Safely reduce the period of time citizens may expect to spend in receiving "supported care planning"
   3.   Ensure that services for Swansea citizens are sustainable and continue to safeguard and promote independence of the most vulnerable

3.2.8   The LA Homeless strategy priorities based on the annual review of homelessness and the Homelessness Strategic Business Plan 2015-18 are priorities are:

- Reducing and preventing all homelessness by tackling the causes as well as solution focused working for households who are homeless.
- Increasing the capacity of the private rented sector ensuring that accommodation is well managed, affordable and of a high quality Dealing with the ongoing and future impact of welfare reform
- Continuing responses to rough sleeping (including the Housing First Model and individual budgets work as well as meeting the day to day needs of those without a roof)
- Reducing and eliminating the use of Bed and Breakfast accommodation ('B and B')
- Improving outcomes for Looked After Children
- Developing short and long term support options for people with complex needs including older people with substance and alcohol misuse
- Develop creative support packages for people within shared housing
- Explore options to support homeless prison leavers in finding and maintaining somewhere to live
Continue to develop and improve customer focused referral pathways into supported housing across the city

3.2.9   The LA's Tackling Poverty Forum has identified the following three areas as a priority for action for tackling poverty.

- Early years – child development
- Apprenticeships and employment support
- Identifying people at risk/already vulnerable and support them intensively to address their issues and needs) particularly mental health issues, debt and finance)

4.0. Establishing new SPPG commissioning priorities

4.1 Reviewing the above drivers the recommended new City & County of Swansea priorities for commissioning housing related support services using Supporting People Programme Grant are:

4.2 Tackling Poverty for those at risk of Homelessness

All the supporting people programme services are a key element in delivering the Anti-poverty agenda. It provides a skilled workforce delivering advice and practical housing related support around welfare benefits, debt reduction and developing budgeting skills. They also give advice and practical assistance and signposting around getting work ready. This support is specifically focused on those who are vulnerable and vulnerably housed and most at risk of, or who are, homeless and supporting them to access and sustain accommodation.

- Delivering crisis and responsive services earlier to prevent homelessness and fulfil LA duties under the new Housing Act.
- Supporting key pilots from the Transitional Homeless Grant
- Supporting the delivery of a Private Rented Sector Access Service and the offer to private landlords and their tenants of good quality affordable accommodation with support which assists in enabling the LA to discharge its duties.
- Prevention of Domestic Abuse as a cause of homelessness
- Developing new ways of meeting the housing and support needs of the most vulnerable ex-offenders in light of the new legislation.
- Meeting the challenges of the more complex nature of homeless and rough sleeping individuals.
- Eliminate the use of B & B as temporary accommodation and supporting alternative temporary accommodation models.
- Meeting the challenge to commission sustainable supported accommodation due to the impacts of the welfare reform for those under 35 e.g. development of support in shared housing and affordable supported housing

4.3 Families with Children and Young People

This reflects the aim that children have a good start in life. The delivery of housing related support to parents to assist in creating a stable home and preventing homelessness is key to delivering that start. The Homeless Prevention, Anti-Poverty and Safeguarding vulnerable people priorities complement and combine to achieve this aim:

- Respond to findings of the family Support Commissioning Review
- Continue to support a range of service models which prevent Domestic Abuse as a cause of homelessness for families.
- Eliminate the use of B & B as temporary accommodation for young people prioritising 16 & 17 year olds.

- Implement an integrated assessment/referral for accommodation and support through a Gateway within the 16 plus service.
- Continue the B & B Prevention Pilot
- Explore new local models to support young parents.

4.4   Vulnerable People with Support Needs

This links homeless priorities around ensuring the most vulnerable have access to limited temporary, supported accommodation and housing related floating support resources and the remodelling for the Adult Social Care advice, information, assessment and to reduce safely the time people can expect adult social care supported care planning.

- Housing related support services will complement and integrate with the Swansea Adult Social Care service remodelling around prevention, early intervention, intake and wellbeing services.
- To respond to the recommendations of the Adult Services Commissioning Reviews for Mental Health ('MH'), Learning Disability & Physical Disability.
- To respond to the findings of the Outcomes Commissioning Project for Learning Disabilities.
- Develop a sustainable supported living model for those in need of longer term support.
- Explore a range of alternative models of delivery e.g. Local Area Co-ordination, support on demand, group work and direct payment approaches.

4.5   There are general cross cutting priorities for all the above areas which are:
- Early identification and prioritisation of the most vulnerable people at risk/already vulnerable to homelessness or requiring a more institutionalised form of accommodation and/or support.
- To make available support in the most appropriate and sustainable manner to address service users' urgent housing issues and needs and to build and maintain their resilience and level of independent living.
- To ensure that the most vulnerable have access to the supply of temporary supported, supported & housing related floating support resources though an appropriate gateway.
- To ensure that the approach to delivering housing related support should not deskill but promote an asset based approach to progression and building personal and family resilience.
- To develop integrated approaches for those with multiple and complex needs e.g. Mental Health & Substance Misuse

2017-18 Strategic Commissioning Priorities for Supporting People Programme

Priority Area	Issue	Activity	Outcome/Review
Prevention of Homelessness from within the Private Sector	The most prevalent cause of homelessness is loss of private rented accommodation	Providing focused support to tenants in the private rented sector by provision of support in : • The Local Authority Social Lettings Service • The LA Tenancy support Unit • Support the exploration and piloting of private sector shared supported housing within the Welfare reform restrictions for under those under 35 years of age. •	• Levels of homelessness are reduced from the private sector tenancies •
Preventing Homelessness of victims of Domestic Abuse	Domestic Abuse as a cause of Homelessness is still one of the main reasons	• Respond to the findings of the Family Support review. • Continue to support a range of service models to support victims of Domestic Violence	• Homelessness as a result of Domestic Abuse is reduced. • Victims of domestic abuse are supported to flee and supported to access and maintain sustainable accommodation.
Preventing Homelessness of Families with children	Adverse childhood experience such as homeless for any reason can have long term impacts on health and wellbeing as an adult.	• Explore the development of supported living options for single young parents with babies • Continue to prioritise support for families with dependent children	• Homeless of families with dependent children is prevented. • Vulnerable Young Families are supported to establish sustainable homes.
Eliminating	Use of Bed & Breakfast	• Continuation of the B & B Prevention Pilot for Young	The City & County of Swansea

establishments the use of bed & breakfast as temporary accommodation	accommodation is not desirable and has been only used as a last resort.	People • Explore increasing the range of "supported lodging" model including shared supported lodgings for young people. • Review existing alternative for ongoing suitability.	has a range of suitable alternatives to the use of B & B for temporary accommodation.
Provision of support for complex and multiple support needs	A smaller number of individuals that the LA have duties towards have need which are challenging and complex and require alternative approaches to support. (This can be one or a combination of Mental Health and Substance Misuse)	• Consider adopt the elements of effective prevention pilots from Transitional funding. • Improve coordination and collaborative working with specialist statutory and non-statutory service • Develop bespoke packages for these groups.	Packages of support are available to prevent homelessness for more challenging and complex individuals.
Prison Leavers	Under the new legislation there is no automatic duty to accommodate. However prison leavers are still one of the main group presenting as homeless	• Continue to provide the Ex-offenders support integrated within Housing Options Service. • Support the implementation and operation of the National Prison Pathway	• Planning for prison discharge is improved and as a result fewer prisoners present as homeless. • There is a positive impact on levels of re-offending as a result of homeless
Develop further the early intervention, prevention services	Legislative changes focus on early intervention and prevention in Homelessness and the Social Service & wellbeing Act to reduce crisis and dependence.	Explore and identify further opportunities for early intervention and prevention. • Consider pre-tenancy support and training options • Continue to support the rapid response service	• Earlier opportunities for prevention work are identified and undertaken. • Homeless is reduced. • The level and intensity of support required is reduced. • Less people present in

			crisis requiring support.
Prioritising support to those most in need.	• Supported Accommodation /Living needs to be allocated to those most in need • Floating Support services should be prioritised to those most in need. • Welsh Government directive to move to tenure neutral services	• Implement an Accommodation & Support Gateway into the 16 + Service. • Development of a single portable assessment • Review the arrangements for the Mental Health OASIS Gateway • Opportunities for building efficiency and resilience in the single access point gateway process are explored • Continue to implement the Aylward recommendation on tenure neutral allocation of support to those most in need affecting Sheltered and other remaining floating support services.	• The 16 plus service has clear method and process for prioritising referrals for supported accommodation and floating support capacity for Young People. • A person does not experience multiple assessment and referrals for supported accommodation.
Progression and building resilience in the supported living models	• Many legacy service models in place. • Required to comply with EU and Corporate procurement directives	Develop and implement a procurement strategy to address the service requirements outcomes for individuals identified in the following: • Explore the impact of welfare reform policy intensions i.e. LHA on social rented sector and supported housing to inform future commissioning. • New Homeless prevention service models. • Respond to the findings of the Outcomes Commissioning Review (Right Sizing Right Pricing) for Learning Disabilities • Action the relevant coproduced recommendations from the Learning Disability/Mental Health Commissioning reviews. • Actions relevant recommendations from the Family Support continuum Review • Action the recommendation from the review of Young person s supported housing review by the 16 Plus Gateway Group	• People are supported to recognise and build on their assets • People are supported towards living a life free from services. • Effective and efficient service are procured.

Supporting People Programme Grant Administration and Compliance	Ensure ongoing LA compliance with associated grant conditions and operating guidance.	• Mandatory Financial Spend Plan returns • Mandatory Outcomes returns • Mandatory audit returns • Mandatory cyclical Service Evaluation and Monitoring. • Undertaking collaborative and inclusive commissioning processes • Compliance with RCC • Coordination of SPPG Regional Collaborative Committee	• People achieve their personal outcomes • Effective efficient services are delivered • The LA is compliant • There is effective regional working

	Western Bay Regional Collaborative Committee (RCC)
Priority	**Issues**
Adverse Childhood Experience (ACE)	Domestic Abuse linking in to regional work Positive Pathway to Adulthood Prison Leavers: Overview of the implementation of the National Prison Pathway Eliminating B&B, Strategies and good practice for 16-17 year olds Complex Needs i.e. Co-occurring mental health and substance misuse Challenging behaviour, Improving collaboration with specialist MH and Substance misuse services
Homelessness Prevention Innovation	Local Housing Allowance Impact 18-21 – Policy intention that 18-21 year olds will not qualify for housing benefit costs. - Under 35's – LHA applied to social rented housing. LHA is below current rent levels - Older Persons – sheltered housing is affected by the LHA. - Supported Housing – LHA rates will apply but an amount equivalent to the difference will be devolved to WG to determine how it is to be used. This gives the RCC the opportunity to inform and influence Temporary Accommodation Transitional Funding - Implications and impact of reductions and ending Pilots and innovation evaluation Prison Leavers -Overview of the implementation of the National Prison Pathway Eliminating B&B, Strategies and good practice for: 18-25 year olds - Families Complex Needs i.e. Co-occurring mental health and substance misuse Challenging behaviour

	Improving collaboration with specialist MH and Substance Misuse services. Good practice in engaging and improving outcomes
Making Links to Health, Well Being and Social Care Partnership Board	Address recommendation of the Mental Health and Learning Disability Commissioning Board Overview, good practice and innovation of 24hr services Management costs – overview and good practice in central management costs. Improving Population Needs Assessment Review and identify gaps in information and make recommendations

5.0   Broadly what will the services we procure be like?

5.1   At present there is an options appraisal exercise underway to address compliance with relevant procurement legislation and local rules and grant conditions, improve the sustainability of service provision and deliver new service models where necessary.

5.2   The LA has begun engagement with the Joint Homelessness and Supporting People Collaborative forum on a blank page approach to procuring services within the SPPG allocation addressing the LA agreed priorities.

5.3   Where the client group expertise overlaps there will be a joint approach with the Adult Services and Child & Family Service Commissioning reviews linking in with client group specific approaches to commissioning and procurement. This will also involve linkages to the ABMU Learning Disability and Mental Health Commissioning Board and wider Western Bay work.

5.4   **Some of the emerging commissioning themes are:**
- The Authority will commission services within the envelope of SPPG projected grant allocations and with a focus on efficiency and effectiveness support more people.
- The concept of permanent support at the same intensity will be replaced by one of being able to demonstrate support which is "enabling maximum possible control, involvement and understanding" for the individual as set out in the national SP Outcomes Framework. Services will be expected to evidence how individuals are progressing at any point in time.
- Support will be person centred and use an asset based approach to build the individual's and/or the family's resilience and ability to live as independently as possible and move to their maximum level control, involvement and understanding.
- There will be support to develop a less risk averse culture for those perceived as needing long term services progressing towards a life without or reduced service support.
- There will be an Authority wide approach to funding decisions assessing the impact on services.
- The Authority will commission services which can be flexible to respond to changes in commissioning priorities, the external context and changes to the SPPG grant allocations and conditions.
- The Authority will implement a co-productive approach to commissioning with people who need services.
- When commissioning, the Authority will be mindful of further welfare reforms which may affect the affordability to individuals in need of fixed supported housing provision and the sustainability of the model in general.
- All services will link to a central referral and access point which identifies the most vulnerable individuals in need of housing related support.

6.0   **Equality and Engagement Implications**

6.1   Supporting People Programme Grant services are designed to support individuals who have 'protected characteristics' and the services seek to address many of the challenges experienced by groups referred to in the equality legislation.

6.2   An Equality Impact Assessment screening exercise has been undertaken and a full Equality Impact Assessment will be necessary and opened once the financial settlement is known. On the announcement of the SPPG allocation for Swansea Individual and full screening will be undertaken on the detailed procurement plan. The resulting commissioning/decommissioning recommendations will be presented to the Supporting People Commissioning Group for decision.

6.3   The Supporting People Programme Commissioning Group will make final commissioning/decommissioning decisions on whether a reduction is appropriate to go ahead or not based on the Equality Impact Assessment and public consultation process.

6.4   Monitoring of presenting needs information, service utilisation and outcomes as well as regular contract liaison meetings with individual providers will monitor any impact relating to the above.

6.5   The Strategic Priorities identified have been reached following review of a range of data identifying need. It includes engagement with individuals who use services via the Service User Involvement Framework for Supporting People Programme and Homelessness Services in Swansea. Other Stakeholders such as service providers are engaged via the Supporting People Programme Grant Collaborative Forum and the wider Homelessness and Social Care planning forums. These priorities will be given regard to in the development of the Supporting People Regional Strategic Plan.

7.0   Financial Implications

7.1   The report advises on the Welsh Government Draft budget announcement of a national stand still budget for Supporting People Grant funding level. The local allocations are unlikely to be confirmed until January 2017.

6.0   Legal Implications

6.1   The report advises on possible future legal implications of implementing the medium term procurement plan and budget reductions in the shorter term which may involve decommissioning of services and the consequent termination of current contracts. The Council must comply with WG grant conditions and the procurement plan must comply with the Councils Contract Procedure Rules and EU procurement law. All

future contracts will need to be fit for purpose with the flexibility to respond to changes in the levels of WG funding. There will be a further report setting out detail proposals at the appropriate time.

Background Papers: None

Appendices: Appendix A   Supporting People Programme Grant Strategic Commissioning Plan.

City & County of Swansea
Supporting People Programme Grant
Strategic Commissioning Priorities for 2017-18

Introduction

The Supporting People Programme Grant (**SPPG**) is an annually allocated, ring fenced grant from Welsh Government to each Local Authority. The purposes of the grant as stated by Welsh Government is to prevent homelessness, enable the support of vulnerable people and those at risk for homelessness to live as independently as possible through the provision of housing related support services.

It has housing, and preventing homelessness or people living in inappropriate institutional settings, at its core. Support can be offered to anyone eligible, regardless of the tenure or geographical area within Swansea.

The emphasis of the programme is "doing with" as opposed to "doing for" and building personal skills and resilience for the future to live independently without the need for services where possible.

It is not the only source of funding within Swansea which supports these aims delivering housing related support preventing homelessness and requiring a more institutional accommodation setting. However the 2016/17 allocation of £13.8 million makes a significant contribution.

Other funding comes from the Homeless & Anti-Poverty Grants as well as the City & County of Swansea from Housing and Social Services budgets. ABMU also makes contribution to delivering SPPG funded supported living targeting the health aspects of preventing homelessness.

The Welsh Government Draft budget announcement on the 20th October 2016 indicates a proposed standstill budget nationally for the 2017/18 Supporting People Programme in Wales. At the time of writing it is unclear whether individual Local Authority allocations will be affected. Local allocations are likely to be confirmed as usual in January 2017.

The purpose of this document is to outline the City & County of Swansea strategic priorities for commissioning activity in relation to the programme and the areas of investment of SPPG for the next 12 months.

Whilst this document is no longer mandatory it is used to formally communicate the local priorities for the use of the SPPG to the Western Bay Regional Collaborative Committee which then produces a 3 year Regional Strategic Plan. The Draft RCC strategic priorities are developed at the same time using the same data from the three Western Bay Local Authorities.

Summary of the City & County of Swansea Supporting People Programme Strategic Priorities

2017-18 Strategic Commissioning Priorities for Supporting People Programme			
Priority Area	**Issue**	**Activity**	**Outcome/Review**
Prevention of Homelessness from within the Private Sector	The majority of homelessness is loss of private rented accommodation. Under the new housing Act LA's are able to discharge the statutory homeless duty into private sector accommodation	Providing focused preventative support to tenants in the private rented sector by provision of support in : • The LA Tenancy support Unit • The Local Authority Social Lettings Service • Support the exploration and piloting of private sector shared supported housing within the Welfare reform restrictions for under 35's.	• Levels of homelessness are reduced from the private sector. • There are good quality affordable private rented opportunities available for individuals with and without support needs to access.
Preventing Homelessness of victims of Domestic Abuse	One of the main reasons of Homelessness is still Domestic Abuse. Adverse childhood experience such Domestic abuse & can have long term impacts on health and wellbeing as an adult.	• Respond to the findings of the Family Support Continuum review. • Continue to support a range of service models to support victims of Domestic Violence	• Homelessness as a result of Domestic Abuse is reduced. • Victims of domestic abuse are supported to flee and supported to access and maintain sustainable accommodation.

Preventing Homelessness of Families with children	Adverse childhood experience such as homeless for any reason can have long term impacts on health and wellbeing as an adult.	• Explore the development of supported living options for single young parents with babies • Continue to prioritises support for families with dependent children	• Homeless of families with dependent children is prevented. • Vulnerable Young Families are supported to establish sustainable homes.
Eliminating establishments the use of bed & breakfast as temporary accommodation	Use of Bed & Breakfast accommodation is not desirable. The aim is when temporary accommodation is necessary to eliminate use of B & B and provide suitable alternative options	• Continuation of the B & B Prevention Pilot for Young People • Explore increasing the range of "supported lodging" model including shared supported lodgings for young people & care leavers. • Review existing alternatives for ongoing suitability.	• The City & County of Swansea has a range of suitable alternatives to the use of B & B for temporary accommodation.
Provision of support for complex and multiple support needs	A smaller number of individuals that the LA have duties towards have needs which are multiple, challenging and complex and require alternative approaches to support.	• Evaluate and adopt the effective elements of prevention pilots from Transitional funding. • Improve coordination and collaborative working with specialist statutory and non-statutory service e.g. substance misuse & mental health • Develop bespoke packages these individuals considering different method of provision such as spot purchasing or direct payments where appropriate..	Packages of support are available to prevent homelessness for more challenging and complex individuals.

Prison Leavers	Under the new legislation there is no automatic duty to accommodate. However prison leavers are still one of the main group presenting to the LA as homeless	• Continue to provide the Ex-offenders support integrated within Housing Options Service. • Support the implementation and operation of the National Prison Pathway • Link with the implementation of Part 11 of the SSWB Act.	• Planning for prison discharge is improved and as a result fewer prisoners present as homeless. • There is a positive impact on levels of re-offending as a result of homeless
Develop further the early intervention, prevention services	Legislative changes focus on early intervention and prevention in Homelessness and the Social Service & Wellbeing Act to reduce crisis and dependence.	Explore and identify further opportunities for early intervention and prevention. • Consider pre-tenancy support • Group work around pre-tenancy training options for key groups • Continue to support the rapid response service within the LA Tenancy Support Unit	• Earlier opportunities for prevention work are identified and undertaken. • Homeless is reduced. • The level and intensity of support required is reduced. • Less people present in crisis requiring support.
Prioritising support to those most in need.	• Supported Accommodation /Living needs to be allocated to those most in need • Floating Support services should be prioritised to those most in need. • Welsh Government directive to move to tenure neutral services	• Implement an Accommodation & Support Gateway into the 16 + Service. Development of a single portable assessment/referral. • Review the arrangements for the Mental Health OASIS Gateway. • Implement that all referrals for floating are received via the LA Tenancy Support gateway. • Opportunities for building efficiency and resilience in the single access point gateway process are explored • Continue to implement the Aylward recommendation on tenure neutral allocation of support to those most in need affecting Sheltered and other remaining floating support	• The 16 plus service has clear method and process for prioritising referrals for supported accommodation and floating support capacity for Young People. • A person does not experience multiple assessment and referrals for supported accommodation. • There is one place or a coordinated point where all information on need and

		services.	utilisation of support capacity reported from.
Progression and building resilience in the supported living models	• Many legacy service models in place. • Required to comply with EU and Corporate procurement directives	Develop and implement a procurement strategy to deliver new models of service identified to improve the outcomes for individuals identified by: • Following review of homelessness floating and fixed services and identification of new Homeless prevention housing related support service models. • Action of the findings of the Outcomes Commissioning Review (Right Sizing Right Pricing) for Learning Disabilities • Action of the relevant coproduced recommendations from the Learning Disability/Mental Health Commissioning reviews. • Action of the relevant recommendations from the Family Support Continuum Review • Action of the recommendations from the review of Young Person supported housing review by the 16 Plus Gateway Group	• People are supported to recognise and build on their assets • People are supported towards living a life free from services. • Effective and efficient services are procured with improved sustainability.
Supporting People Programme Grant Administration and Compliance	Ensure ongoing LA compliance with associated grant conditions and operating guidance.	• Mandatory Financial Spend Plan returns • Mandatory Outcomes returns • Mandatory audit returns • Mandatory cyclical Service Evaluation and Monitoring. • Undertaking collaborative and inclusive	• The LA uses the SPPG programme to deliver effective services to individuals which support them to achieve the outcomes necessary to sustain accommodation in

		commissioning processes • Compliance with RCC • Coordination of SPPG Regional Collaborative Committee	the community and prevent their homelessness. • The LA is compliant • Opportunities for regional working are identified and supported.

Local Governance Arrangements

Supporting People Programme Grant
Planning Process

WELSH GOVERNMENT

⇧

REGIONAL COLLABORATIVE COMMITTEE
(Neath Port Talbot, Swansea & Bridgend LA'S Health Probation, Service Users
Support Providers, CHC Accommodation Providers & co-opted members)

⇧

CABINET MEMBERS

⇧

SPPG COMMISIONING GROUP
Adult & Child & Family Social Services
Housing Services &Poverty & Prevention
ABMU Health Authority & Probation Service

LA COMMISSIONING
GROUPS

- Physical Disability
- Mental Health
- Learning Disability
- Older Persons
- Family Support
- Domestic Abuse
- Substance Misuse
  Locality

⇧

People who
use services
Use of existing
client specific
groups
Join In

⇧

Homeless & Supporting
People Collaborative
Planning Group

Forum subgroups

group
- Rough Sleepers
- Move On
- Private Sector
-

Service Evaluations
Contract Monitoring
Needs Mapping information e.g.
homeless data, waiting list data,

The Planning diagram outlines the structures for co-producing priorities and putting forward procurement & funding recommendation to the SPPG Commissioning Group.

The Supporting People Commissioning Group
This is the decision making group in relation to the investment of the City & County of Swansea allocation. The Supporting People Commissioning Group has an operational role on receiving detailed information on services and service providers which is commercially sensitive & confidential. It allows for the separation of the providers from the final funding decision making processes to avoid possible conflicts of interest. This group consists of ABMU, Probation and LA Health, LA Housing (LA Landlord Services and Homelessness), Social Care, Poverty & Prevention and Procurement.

The Joint Homeless &Supporting People Collaborative Planning Forum
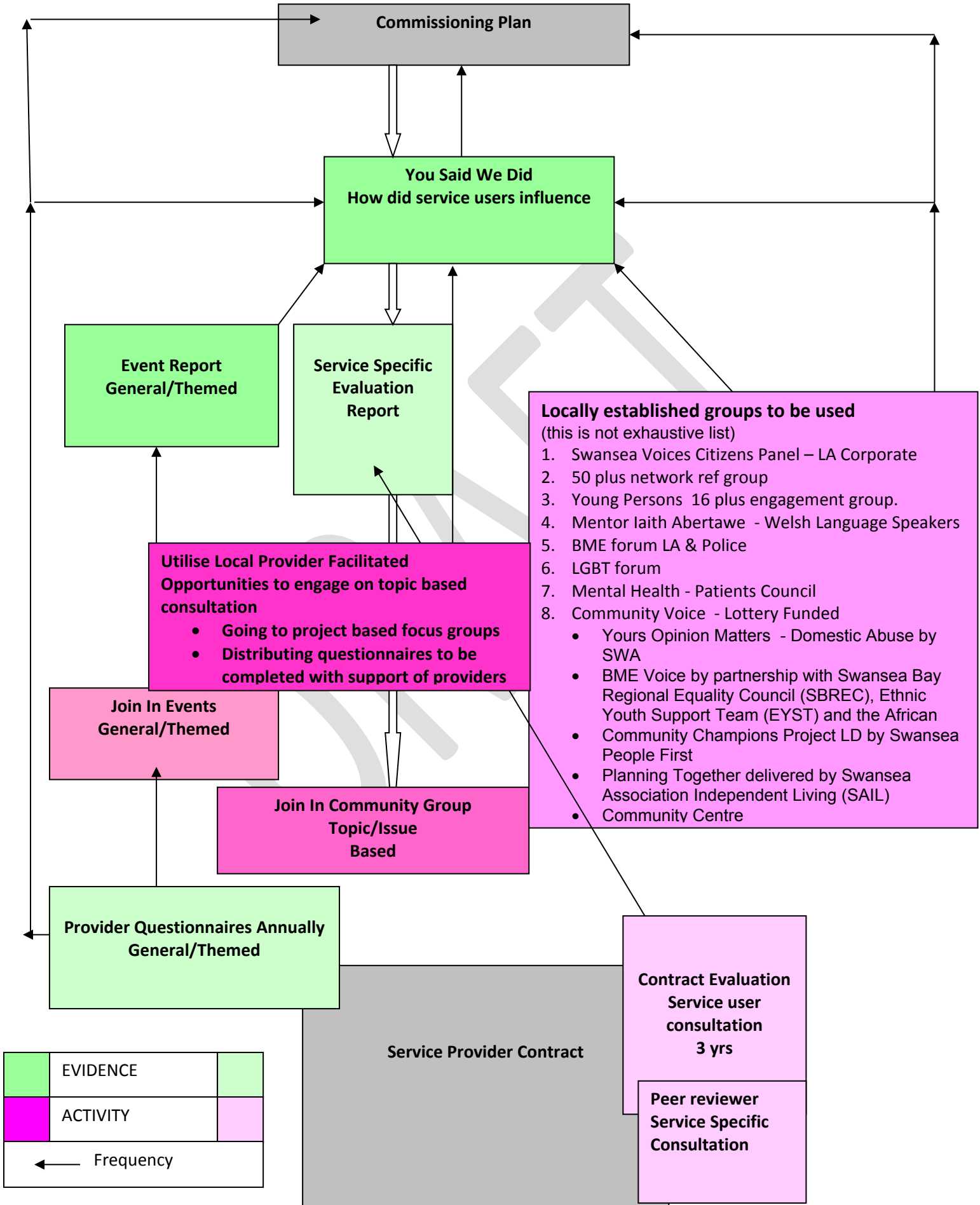This group was formed to combine and replace the former Homelessness and Supporting People separate planning groups. Housing related support providers, Registered Social Landlords, statutory stakeholders such as Health, Probation and other organisations who provide or have an interest in providing any services for homelessness Supporting People are invited and attend these meetings. The RCC elected provider reps are also invited. This revised format was developed in response to issues raised from the stakeholder group:
- Ensuring all stakeholders/provider receive equity of access to information and opportunity to influence the commissioning process
- Stakeholders can take more active roles
- Rationalising meetings/ avoid repetition
- Resourcing is shared
- Improved format

Involving people who need services.
The Authority is reshaping its process to adopt a co-productive approach and also making use of numerous specific interest groups where they exist.

Involving people who need support

Commissioning Plan

You Said We Did
How did service users influence

Event Report
General/Themed

Service Specific
Evaluation
Report

Locally established groups to be used
(this is not exhaustive list)
1. Swansea Voices Citizens Panel – LA Corporate
2. 50 plus network ref group
3. Young Persons 16 plus engagement group.
4. Mentor Iaith Abertawe - Welsh Language Speakers
5. BME forum LA & Police
6. LGBT forum
7. Mental Health - Patients Council
8. Community Voice - Lottery Funded
   - Yours Opinion Matters - Domestic Abuse by SWA
   - BME Voice by partnership with Swansea Bay Regional Equality Council (SBREC), Ethnic Youth Support Team (EYST) and the African
   - Community Champions Project LD by Swansea People First
   - Planning Together delivered by Swansea Association Independent Living (SAIL)
   - Community Centre

Utilise Local Provider Facilitated
Opportunities to engage on topic based
consultation
- **Going to project based focus groups**
- **Distributing questionnaires to be**
  completed with support of providers

Join In Events
General/Themed

Join In Community Group
Topic/Issue
Based

Provider Questionnaires Annually
General/Themed

Service Provider Contract

Contract Evaluation
Service user
consultation
3 yrs

Peer reviewer
Service Specific
Consultation

	EVIDENCE	
	ACTIVITY	
←	Frequency	

Western Bay Regional Collaborative Committee (RCC)

The Welsh Government proscribed regional governance structure; the Western Bay Regional Collaborative Committee (RCC) is required to set a strategic 3 year plan informed by its members. It's members include the same representative stakeholders as within the Local Commissioning Group plus elected service provider & landlord representatives, co-opted members as agreed and Welsh Government Officials.

The grant conditions and WG guidance requires the LA to forward local commissioning priorities to the Western Bay RCC. The RCC will give regard to these priorities when developing a 3 year Strategic Plan. They are developed at the same time as local priorities using the same data but identifying the most appropriate to focus regional working on.

These priorities must be formally adopted by each LA and be submitted to WG by Monday 16th January 2017 along with each LA's spend plan for the SPPG.

The City & County of Swansea is currently the coordinating LA for the RCC. There is a specific grant funded post to do this.

Each year Welsh Government sets out the purpose and details on the limitations on the use of the SPPG in Schedule within its grant offer letter. It also sets out expectations on audit and administration to ensure value for money. The schedule also gives guidance in relation to the planning, engagement and compliance with the regional governance structure of the Western Bay Regional Collaborative Committee (RCC).

At the start of each financial year the Authority has to submit a proposed spend plan and submit its Local Strategic Commissioning Plan Priorities to the Western Bay Regional collaborative Committee (RCC). This is done each year in January for the next financial year. The proposed spend plan will reflect the most accurate projected spend at that point based on contractual commitments and any agreed funding adjustments at that point. Due to the late notification of local allocations there may be changes to that proposed spend plan by the 1st April and a the beginning of the financial year.

However these changes are reflected in the outturn monitoring at each quarter of the money actually spent by each LA is reviewed and also at the end of the year. In 2015/16 the Council spent all its SPPG allocation. In addition the City & County of Swansea Social Services Department also funds supported living and housing related support service from its own resources.

The Table below set out the draft priorities proposed by the RCC for the Regional Strategic Plan.

Summary of the Draft Western Bay Regional Collaborative Committee Strategic Priorities

Priority	Issue
Local Housing Allowance Impact	• 18-21 – Policy intention that 18-21 year olds will not qualify for housing benefit costs. • Under 35's – LHA applied to social rented housing. LHA is below current rent levels • Older Persons – sheltered housing is affected by the LHA. • Supported Housing – LHA one bed rate will apply to social rented but an amount equivalent to the difference will be devolved to WG to determine how it's to be used. This will give the RCC's the opportunity to inform and influence.
Homelessness Prevention Innovation	Transitional Funding is tapering and will cease at the end of 2017/18. • Implications and impact of reductions and ending of funding. • Regional analysis evaluation of pilots and innovation as a result of additional funding received through the Transition fund.
Prison Leavers	Overview of the implementing the National Prison Pathway
Eliminating B&B	Strategies and good practice for use of SPPG: • 16-17 • 18-25 • Families
Homeless with Complex Needs	Co-occurring Mental Health and Substance misuse & Challenging behaviour Improving collaboration with specialist MH and Substance misuse services. Good practice in engaging and improving outcomes
Improving Population Needs Assessment	Review and identify gaps in information and make recommendations
Mental Health	Address Mental Health and Learning Disability Commissioning Board recommendations Overview, good practice and innovation of 24hr services
Learning Disabilities	Address Mental Health and Learning Disability Commissioning Board Overview, good practice and innovation of 24hr services Management costs – overview and good practice in central management costs.

Overview of the support that is funded by the Supporting People Grant .
Housing related support enables people to develop or maintain the skills and confidence necessary to maximise their ability to live independently. Tasks which, if not performed adequately, would lead to a breakdown in the individual's rights or ability to continue living in that home. Examples of these tasks are;

- The ability to organise paying housing costs, (rent, mortgage etc.) in order to avoid losing possession,
- The ability to organise paying utility bills and arrange for the proper provision of services which keep the home fit for habitation,
- The ability to maintain the security of the home, such as maintaining technical devices or controlling visitor access,
- The ability to organise maintaining health and safety in the home, including the safe condition of the building, the safe use of appliances, and hygiene,
- The ability to undertake the practical living skills necessary to live independently, such as cooking, and knowledge of nutrition or domestic chores such as laundry,
- The ability to establish a stable place within the community, for example, the use of community facilities or the resolution of disputes with neighbours.

A unifying principle of housing-related support has been that it is provided a housing context such as a tenancy or home ownership. Individuals must be assessed as having a housing related support need and be at risk of losing their accommodation e.g. through eviction or would otherwise without support need to be accommodated in an institutional setting e.g. residential care or hospital.

The emphasis of the programme is "doing with" as opposed to "doing for" and building their personal skills and resilience for the future.

Limitations
- Individuals must be over 16 years and have the legal responsibility for the accommodation.
- The programme cannot fund hands on personal care or domestic tasks.
- It cannot cover rent.

Service Models funded by SPPG.
The services that the programme currently funds are currently grouped by Welsh Government into Fixed or Floating services models.

Examples of fixed support are:

- Direct Access Homeless Hostels are a form of temporary accommodation which may involve sharing facilities where there are staff on hand to manage the building and support the individuals who need to live there move on to a form of more sustainable accommodation. This can also include Refuge provision for those fleeing domestic abuse.
- Temporary Supported Housing provides a more settled type of temporary accommodation which may have shared facilities for up to two years. Individuals have access to support staff who work with them in a more

planned way to help individuals move on to a form of secure accommodation either without the need for further support or with some floating support.

- Permanent Supported Living/Housing which may have shared facilities but will have staff based at the property some or all of the time who work with individuals to maximise their independence but where there is no requirement to move on unless it is appropriate for the individual.
- Sheltered Housing a proportion of the costs of living in certain types of this provision where there may be an onsite staff presence who give support e.g. a warden or scheme manager and/or community alarm facilities is met by Supporting People Grant.

Examples of Floating are:
- Floating Support is a service where support workers visit the person in their own home whatever the tenure. Staff may be working to resettle them after a period of homelessness or living in temporary accommodation or are working with an individual who may be threatened with homelessness to prevent loss of that accommodation or to sustain a satisfactory level of independence ongoing to allow them to remain.
- Others

Any of the above models may be provided in a range of intensities which directly link to the level of staffing and period of staff cover. For example, for a service aimed at individuals with high level needs staff may be on site in supported housing 24 hours a day, or at the other end, for someone with low level but ongoing support needs a visit fortnightly to their home by a support worker may be sufficient. Telephone support or group session may also be possible.

The time that individuals are supported for can also vary in relation to the outcome goals set and time taken to achieve. Service are also classified as 0 to 6 months, 6 to 12 months, 24 months plus.

Service models can be specialised to provide support for the following groups and Welsh Government monitors spend again the below. However, not each LA has a specific services commissioned for each category and in some cases services cover a number of groups:

- Women at Risk of Domestic Abuse
- Men at risk of Domestic Abuse
- People with Learning Disabilities
- People with Mental Health Issues
- People with Alcohol issues
- People with Substance Misuse
- Refugees
- People with Physical and or Sensory disabilities
- Young People who are Care Leavers
- Young People at Risk
- People at risk of Offending
- Single People with support needs
- Generic people with support needs
- People with HIV/AIDs

- Families with support needs
- Complex needs (>2 of the needs identified)
- Alarms services (including alarms in sheltered and extra care schemes)
- Older People with support needs

The unit capacity quoted refers to the number of people who should be supported at that point in time based on the contract capacities in place.

- In accommodation based services such as 24 hour schemes where staff are based on site, units of support relates to the total amount of bed spaces with support attached .
- In floating support where support is provided to an individual in their own home, the number of units of support relates to the total number of people that the service can support at any given time.

At any one time in Swansea over 4000 people are supported.

Since the beginning of the programme in 2003, over 18,500 people have received a supporting people service.

Strategic Context for Local Commissioning with SPPG

New Homelessness Prevention Legislation
Welsh Government grant guidance and programme audit activity is strengthening and emphasising the role of the SPPG programme as a resource for delivering on key LA homeless prevention duties within the new Housing Wales Act introduced in 2015. This is specifically in relation to new homelessness prevention and the requirement to assess housing related support needs.

Alignment with the other of the Anti – Poverty Grants
The Supporting People grant programme has sat within the Welsh Government Tackling Poverty Portfolio. Ministerial guidance has been advocating closer links with other tackling poverty grants both at Welsh Government level and locally with programmes such as Communities First, Families First, Lift and Flying Start. For example in the 2016/17 financial year it has introduced a process to allow grant to be transferred from one anti-poverty programme to another.

Introduction of the Social Services and Wellbeing Act April 2016
Key changes are that the principle of social services is now based on the well-being of people who need care and support and carers who need support. This focus on well-being, and greater voice and control for service users and carers, sets the foundations for improvement across the sector. The cultural shift towards minimum appropriate intervention: 'only do what only you can do'
- Less emphasis on prescribed ways of doing things
- Intervening earlier in the lives of people and promoting preventative strategies
- Helping people to achieve desired outcomes, rather than assessing suitability for services
- Professionals will ask 'what sort of life I would like and what needs to change
- to make this happen'
- Preventative services are available to help me avoid managed services
- I will be able to watch over my own decisions, I will take responsibility and share the risk
- Success would be achievement of what matters most to me and is measured over time

Public Service Board & Wellbeing of Future Generations Act 2015.
The Local Service Board (LSB) in 2015 identified as set of priorities for the City & County of Swansea in the One Swansea Plan. These outcomes below have been adopted as a starting point for the Local Public Service Board which it has been replaced in line with the Wellbeing of Future Generations Act 2015.

• Children have a Good Start in Life
• People Learn Successfully
• Young People and Adults Have Good Jobs
• People Have a Decent Standard of Living
• People are Healthy, Safe and Independent
• People Have Good Places to Live and Work and Visit

http://www.swansea.gov.uk/psb

The local wellbeing assessment is underway and will be followed by a Wellbeing Plan which will focus on a small number of wellbeing objectives and identify how they can be delivered by the working in partnership.

City & County of Swansea Strategic Priorities
The City & County of Swansea Local Authority has agreed the following priorities in the 2015/17 Corporate Plan.
http://www.swansea.gov.uk/corporateimprovementplan
"This plan does not include everything that we do but focuses on what is most important for Swansea:

•Safeguarding vulnerable people
•Improving pupil attainment
•Creating a vibrant and viable city and economy
•Tackling poverty
•Building sustainable communities"

The SPPG programme outcome areas link closely to the above. However, the most relevant may be considered as:
- Safeguarding vulnerable people
- Tackling Poverty
- Building Sustainable Communities

Adult Service Commissioning Framework
The Adult Social Care Strategy Promoting Safer Independence for Older People and Vulnerable adults aims to reduce the number of adults receiving institutional forms of care, and supported care planning within 3 – 5 years.
1. To safely reduce or prevent the need for citizens to require formal adult services intervention or "supported care" planning
2. Safely reduce the period of time citizens may expect to spend in receiving "supported care planning"
3. Ensure that services for Swansea citizens are sustainable and continue to safeguard and promote independence of the most vulnerable

A detailed Adults Service Model for Social Care is currently in development.

Homelessness Strategic Business Plan 2015-18
The LA Homeless strategy priorities based on the annual review of homelessness and the Homelessness Strategic Business Plan 2015-18 priorities are:

- Reducing and preventing all homelessness by tackling the causes as well as solution focused working for households who are homeless.
- Increasing the capacity of the private rented sector ensuring that accommodation is well managed, affordable and of a high quality
Dealing with the ongoing and future impact of welfare reform
- Continuing responses to rough sleeping (including the Housing First Model and individual budgets work as well as meeting the day to day needs of those without a roof)
- Reducing and eliminating the use of B&B
- Improving outcomes for Looked after Children

- Developing short and long term support options for people with complex needs including older people with substance and alcohol misuse
- Develop creative support packages for people within shared housing
- Explore options to support homeless prison leavers in finding and maintaining somewhere to live
  Continue to develop and improve customer focused referral pathways into supported housing across the city

Tackling Poverty

The LA's Tackling Poverty Forum has identified the following three areas as a priority for action for tackling poverty.

- Early years – child development
- Apprenticeships and employment support
- Identifying people at risk/already vulnerable and support them intensively to address their issues and needs) particularly mental health issues, debt and finance).

At the time of writing there was a local public consultation underway to look at tackling poverty.

Establishing new SPPG commissioning priorities

Reviewing the above drivers and the LSB, PSB and Corporate City & County of Swansea Strategic Priorities and Adults for commissioning housing related support Services from the Supporting People Programme Grant are:

Tackling Poverty for those at risk of Homelessness

All the supporting people programme services are a key elements in delivering the Anti-poverty agenda. The programme delivers a skilled workforce delivering housing related support around welfare benefits, debt reduction and developing budgeting skills so that individuals become more resilient. They also give advice, practical assistance and signposting around getting work ready. This support is specifically focused on those who are vulnerable and vulnerably housed and most at risk of or who are homeless and supporting them to access and sustain accommodation.

- Delivering crisis & responsive support services earlier to prevent homelessness and fulfil LA duties under the new Housing Act.
- Supporting evaluated pilots from the Transitional Homeless Grant
- Supporting the delivery of a Private Rented Sector Access Service and the offer to private landlords and their tenants of good quality affordable accommodation with support which assists in enabling the LA to discharge its duties.
- Support to prevention of Domestic Abuse as a reason for homelessness
- Developing new ways of meeting the housing and support needs of the most vulnerable ex-offenders in light if the new legislation.
- Meeting the support needs of those with more complex support needs of homeless and rough sleeping individuals.
- Eliminate the use of B & B as temporary accommodation and supporting alternative temporary accommodation models.
- Meeting the challenge to commissioning sustainable accommodation with supported due to the impacts of the welfare reform for those under 35.

Families with Children and Young People

This reflects the aim that children have a good start in life. The delivery of housing related support to parents to assist in creating a stable home and preventing homelessness is key to delivering that start. The report on the Adverse Childhood Experiences draws attention to the impact of homelessness and parents who's support need not met on the next generation. The Homeless Prevention, Anti-Poverty and Safeguarding Vulnerable People priorities compliment and combine to achieve this aim:

- Address relevant recommendations of the Family Support Continuum Commissioning Review
- Continue to support a range of service models which prevent Domestic Abuse as a cause of homelessness for families.
- Eliminating the uses of B & B as temporary accommodation prioritising Families and 16 & 17 year olds.
- Implementing an integrated assessment/referral for accommodation and support through a Gateway within the 16 plus service.
- Continue the B & B Prevention Pilot

- Exploring new local models to support young parents.

Vulnerable People with Support Needs

This links homeless priorities around ensuring the most vulnerable have access to limited temporary, supported accommodation & housing related floating support resources and the remodelling for the Adult Social Care advice, information, assessment and reducing safely the time people can expect adult social care supported care planning.

- Housing related support services will complement and integrate with the Swansea Adult Social Care Service remodelling around prevention, early intervention, intake and wellbeing services.
- To address the relevant recommendations of the Adult Services Commissioning Reviews for Mental Health, Learning Disability & Physical Disability.
- To address the findings of the Outcomes Commissioning Project for Learning Disabilities.
- Develop a sustainable supported living model for those in need of longer term support.
- Explore a range of alternative models of delivery e.g. Local Area Co-ordination, support on demand, group work and direct payment approaches.

There are general cross cutting priorities for all the above areas which are:

- Early identification and prioritisation of the most vulnerable people at risk/already vulnerable to homelessness or requiring a more institutionalised form of accommodation and/or support.
- Ensuring the approach to delivering housing related support should not deskill but promotes an asset based approach to progression and building personal and family resilience towards a life without services.
- To make available support in the most appropriate and sustainable manner to address their urgent housing related support needs.
- Ensuring the most vulnerable have access to the supply of temporary supported, supported & housing related floating support resources though an appropriate gateway.
- To develop integrated approaches for those with multiple and complex needs e.g. Mental Health & Substance Misuse

Broadly what will the services we procure be like?

At present there is an options appraisal exercise underway to inform the City & County of Swansea's procurement plan for Supporting People Services. As part of this process the LA has undertaken a range of engagement with the Joint Homelessness & Supporting People Collaborative forum taking a blank page approach to inform the specification of sustainable services which are fit for the future.

Business Wales have been invited to the forum to raise awareness of procurement practice including the support it has available to providers.

A Formal Provider Engagement Events have taken place advertised on Sell To Wales:
1. Prevention of Homelessness
2. Supported Living

Where the client group expertise overlaps there will be a joint approach with the Adult Services and Child & Family Service Commissioning reviews linking in with client group specific approaches to commissioning and procurement.

Client group specific mixed engagement events for Learning Disability, Physical Disability and Mental Health have taken place including people who use services and their carer's with most services in scope including supported living and floating support.

Each of these client group areas have established mixed coproduction groups including people who use service and their carers to coproduce each commissioning strategy. They have developed the strategic priority area and client groups specific outcomes set based on the HSCWB Act outcomes.

A new strategic commissioning structure is establishing linking to the Western Bay Learning Disability and Mental Health Commissioning Board and wider Western Bay work. Draft Strategic Commissioning Plans are in development at the time of writing.

Some of the emerging commissioning themes for SPPG are:

- There will be an Authority wide approach to funding decisions assessing the impact on other funding and service areas.
- The Authority will commission services within the envelope of SPPG projected grant allocations.
- The Authority will commission services which can be flexible to respond to changes in commissioning priorities, the external context and changes to the SPPG grant allocations and conditions.
- The Authority will be mindful when commissioning of further welfare reforms affecting the affordability to individuals in need of fixed supported housing provision. This will impact on the sustainability of the model in general and the development of the devolved model for Wales for Supported Housing costs above the Local Housing Allowance.
- All services will link to a central referral and access point which identify the most vulnerable individuals most in need of housing related support.
- There is likely to be less emphasis on support being fixed or linked to specific accommodation for certain groups.
- There is likely to be multi-skilled/multiple specialist services delivering support in the priority areas we have identified and therefore less individual specialisms.
- There will be further piloting of alternative models of provision e.g. support on demand, locality working, for pre tenancy support, responsive, including crisis and early intervention support which includes the concept of after-care as a form of early intervention to minimise the chances of "relapse".
- There will be further research to explore new and different models of service delivery.

- There will be research and piloting of alternate ways of commissioning housing related support using SPPG such as spot purchasing and use of direct payments.
- The expectation will be that support will be delivered by shorter term services in the main.
- The concept of permanent support at the same intensity will be replaced buy one of being able to demonstrate support which is "enabling maximum possible control, involvement and understanding" for the individual as set out in the national SP outcomes framework. Services will be expected to evidence how individuals are progressing to this point.
- Support will be person centred and use an asset based approach to build the individual's and/or the family's resilience and ability to live as independent as possible and move to their maximum level control involvement & understanding.
- There will be a stronger emphasis on services demonstrating the outcomes or the impact support has had in an individual's resilience and progress on improving their ability to live as independent as possible.
- There will be a stronger emphasis on services assisting to demonstrate the financial impact the programme has on achieving the local and national priorities.
- There will be a stronger emphasis on demonstrating the cost benefits to other statutory areas e.g. Health & Social Care.

Equality and Engagement Implications
Supporting People Programme Grant services are designed to support individuals who have one or more the protected characteristics outlined in the equality legislation. SPPG services seek to support individuals to address many of the challenges experienced by groups referred to in the equality legislation.

The development of a procurement plan will identify the specific changes which may be needed to ensure services are focused on delivering better outcomes and which are sustainable. There will be an equality impact assessment open alongside this process.

An Equality Impact Assessment screening exercise has been undertaken and a full Equality Impact Assessment will be necessary and opened once the financial settlement is known regarding any reduction in funding for 2017/18.

Should there be a reduction of SPPG allocation for Swansea individual and full screening will be undertaken on the detailed procurement plan. The resulting commissioning/decommissioning recommendations will be presented to the Supporting People Commissioning Group for decision.

The Strategic Priorities are signed off by Cabinet. The Supporting People Programme Commissioning Group will make the detail decisions on whether a funding reduction, decommissioning or procurement of new alternative services is appropriate to go ahead or not based on the Equality Impact Assessment outcome.

Monitoring of presenting needs information, service utilisation and outcomes as well as regular contract liaison meetings with individual providers will monitor any impact relating to the above.

The Strategic Priorities identified have been reached following review of a range data identifying need. It includes engagement with individuals who use services via the Service User Involvement Framework for Supporting People Programme and Homelessness Services in Swansea. Other client group specific service user groups are also involved. Other Stakeholders such as service providers are engaged via the Supporting People Programme Grant Collaborative Forum and the wider Homelessness and Social Care planning forums. These priorities will be given regard to in the development of the Supporting People Regional Strategic Plan.
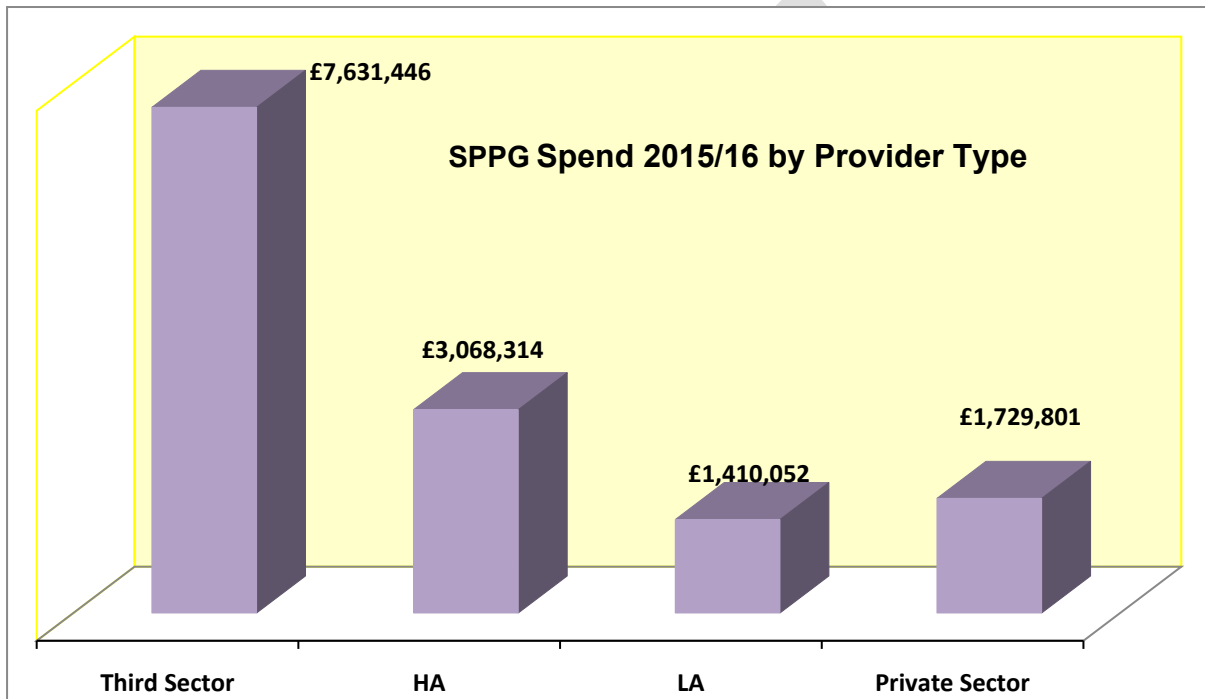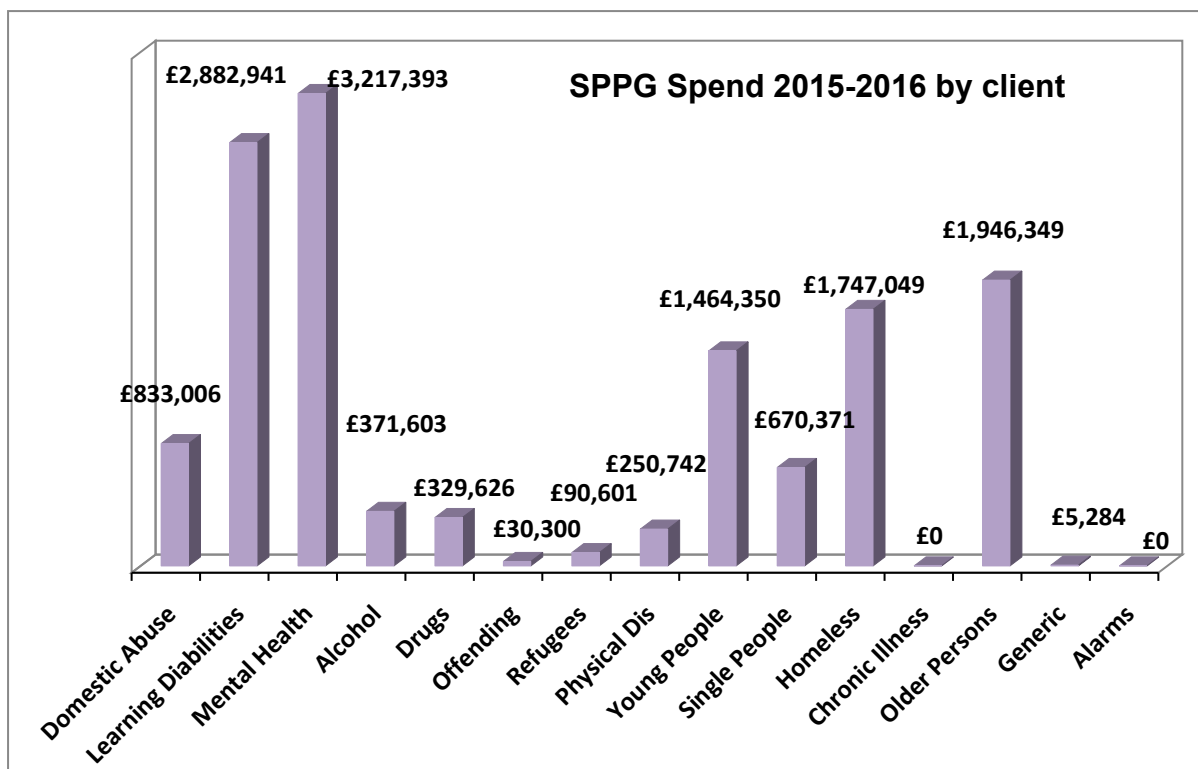
Finance

Funding 2015/16

The amount of money the Council received from Welsh Government for 2015/16 was £13.8 million pounds to Swansea. Most of the money was invested via a contract for services with third sector providers including housing associations and the reminder was spent on internal services. The graph below outlines the relative amounts.

SPPG Spend 2015/16 by Provider Type

£7,631,446 — Third Sector
£3,068,314 — HA
£1,410,052 — LA
£1,729,801 — Private Sector

The amount of spend is analysed by the prescribed Welsh Government client groups below.

SPPG Spend 2015-2016 by client

Client	Spend
Domestic Abuse	£833,006
Learning Diablities	£2,882,941
Mental Health	£3,217,393
Alcohol	£371,603
Drugs	£329,626
Offending	£30,300
Refugees	£90,601
Physical Dis	£250,742
Young People	£1,464,350
Single People	£670,371
Homeless	£1,747,049
Chronic Illness	£0
Older Persons	£1,946,349
Generic	£5,284
Alarms	£0

The Welsh Government announced its draft budget on the 20th October.
Again there has been no national cut to the programme. The protection of the grant has been linked to an effective lobby by the provider sector and the findings of the data linking feasibility study report showing a strong positive association of utilisation patterns of health services and outcomes for individuals who used SPPG funded services. It is unclear as yet whether there will be any top slicing and the draft has yet to receive ministerial approval.

http://gov.wales/statistics-and-research/supporting-people-data-linking-feasibility-study/?skip=1&lang=en

Future funding allocations.

The Supporting People National Advisory Board (SPNAB) circulated a paper at the end of September 2016 which suggested that any funding reduction for LA's should be made by a flat rate cut to each LA without any adjustment for distribution. The following shows percentages and equivalent possible cash reductions for 2017/18.

20%	£2.763 million	5%	£691,000
15%	£2.073 million	2.5%	£345,500
10%	£1.382 million	1%	£138,000
7.5%	£1.036 million		

The paper also recommends that a new distribution formula is developed for implemented in 2018/19. The background to this is a call by some Local Authorities relates to the relative success of the initial capture exercise which established the Supporting People grant levels across Wales in 2003. Swansea was relatively

effective at undertaking the initial capture exercise but this was not consistent across all LA's in Wales. Welsh Government have been engaged since that time with WLGA & the Provider sector on developing a new distribution formula.

An interim formula was used for 3 years in which Swansea received a modest gain. Previous formula options put forward by London Economics Wales have did not favoured Swansea an estimated impacts were at worst a 25% reduction for Swansea. However, some to the elements of the interim formula are no longer relevant in light of Welfare Reform and the phasing out of DLA and changes in performance indicators in response to legislation changes.

Evidence of need.

This section looks at the evidence of ned used to inform the development of the priorities for 2017/18. It primarily looked at data published relating to 2015/16.

For 15/16 the main reasons for homelessness locally based on the national returns was:

- Loss of private rented accommodation;
- Parental Breakdown
- Domestic Violence
- Relationship Breakdown
- Leaving Prison

This is a similar pattern across all Western Bay Local Authorities and this pattern has remained year on year.

Since the implementation of the Act and the Temporary Transitional Funding prevention of homeless rates have been positive. Though this is the first year data has been collected in this way.

The Temporary Transition funding has allowed the Council to pilot new and differing approaches to prevention. The Transition funding in temporary and tapers to 0 over three years. 2017/18 is the final year of funding. Some of these approaches will be eligible for SPPG funding. The Council is evaluating approaches used and will consider prioritising these as new service models to be funded via SPPG as the transition funding reduces and stops.

This table below shows where in Swansea homeless people were accommodated in 2015/16.

Tenure of Accommodation	Bridgend	NPT	Swansea	Totals
Private Rented Sector	155	92	**287**	**534**
Local Authority	0	0	**376**	**376**
RSL's	105	102	**40**	**247**
Supported Housing	65	20	**78**	**163**

With the main cause of homelessness also being loss of Private rented accommodation you can see why it is a key area of focus for the Council.

Early indication from recent survey showing that people coming to Swansea to which we hold a responsibility to accommodate but without a local connection is not an issue in Swansea or the region at present.

Annual Rough Sleeping
The 2015 exercise was carried out in two phases. Phase 1 involved a two week intelligence gathering exercise carried out between 2nd and 15th November 2015. Local authorities were required to work with all relevant local agencies and services to conduct a questionnaire based survey among rough sleepers. The results of this survey were then used to provide an estimate of the number of people likely to be sleeping rough within each local authority area over the two week period.

The data gathered was also used in order to inform and target Phase 2 of the exercise which was the one night count. The one night snap shot count was carried out between the hours of 11pm on 25th November and 3 pm on 26th November 2015. http://gov.wales/docs/statistics/2016/160321-national-rough-sleeping-count-2015-revised-en.pdf

Rough Sleeping

	Bridgend	NPT	Swansea	Total
Actual Count (Nov 15)	6	0	5	11
Estimated Rough Sleepers	6	3	19	28

How do we compare:

	Newport	Wrexham	Cardiff	Total
Actual Count (Nov 15)	8	17	30	55
Estimated Rough Sleepers	8	31	64	103

Use of Bed & Breakfast Accommodation
Below are the returns on the use of Bed & Breakfast as temporary Accommodation

	Bridgend	NPT	Swansea	Total
Quarter 1	11	1	15	**27**
Quarter 2	10	4	10	**24**
Quarter 3	7	3	10	**20**
Quarter 4	5	5	5	**15**

The aim of reducing B&B and eradicating for young people has been a priority. Regional figures suggest that the trend is going in the right direction. Alternative way of working such and the Young Person B & B Prevention Pilot and been using the transition funding to work differently on bespoke packages with similarities to the Housing First models. However, all 3 LA's have complex needs cases where finding a solution is very difficult.

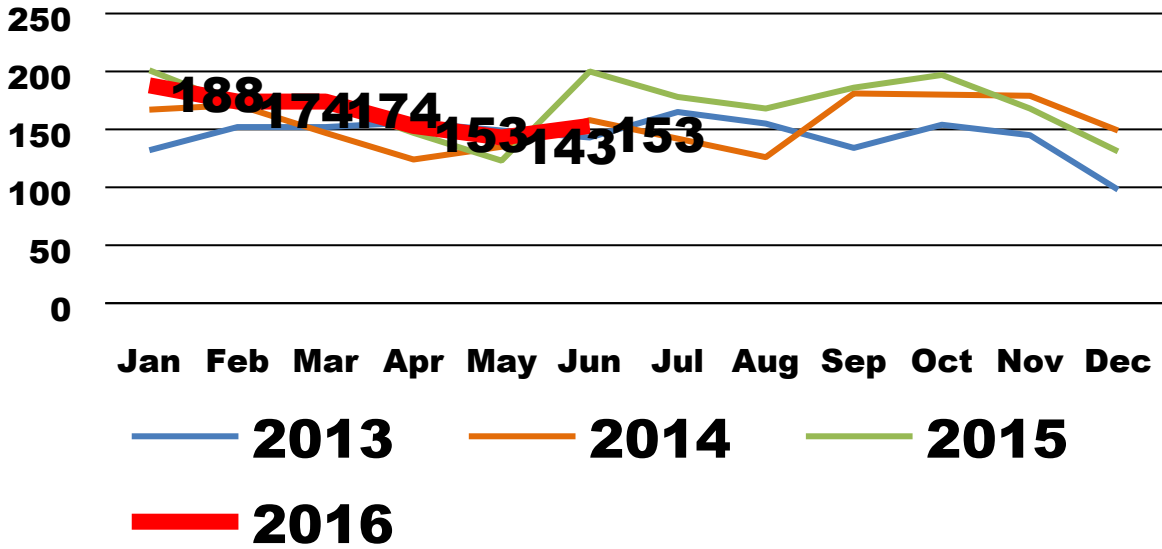**Demand for Housing Related Support Services**

Gateway to Floating Support Tenancy Support Unit (TSU)

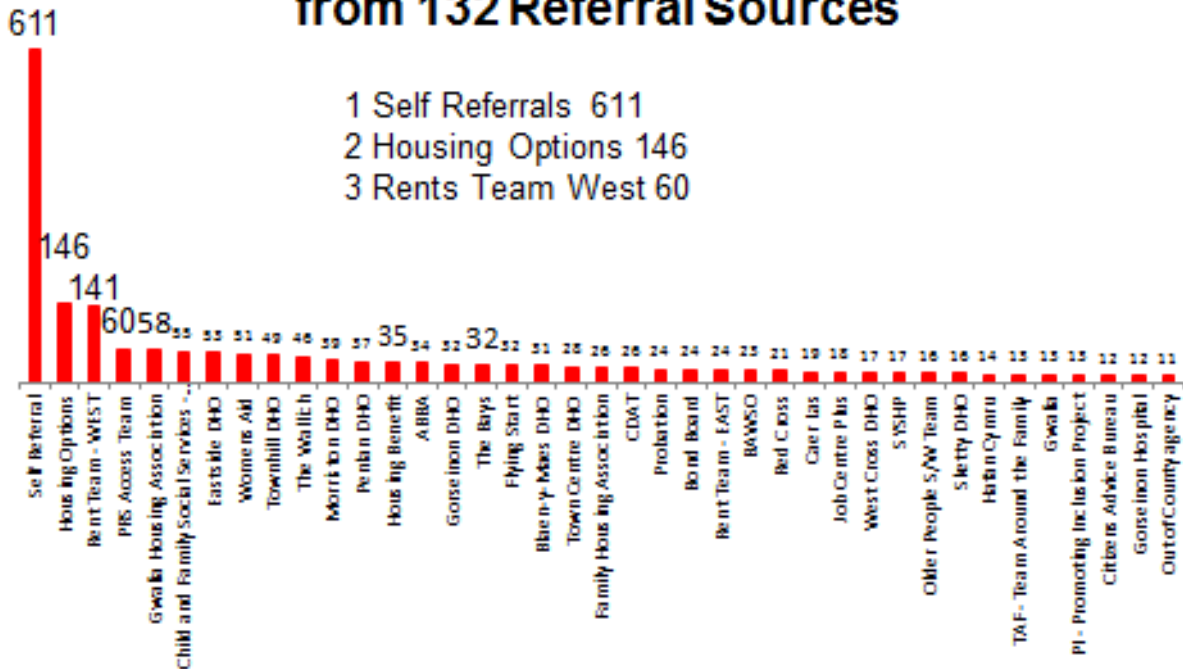http://www.swansea.gov.uk/article/9304/The-Tenancy-Support-Unit-TSU

City & County of Swansea Central Referral Point for Housing Related Support
Early Intervention and Prevention Service
Preventing of Homelessness & escalating of need for Adult Social Care
Partnership with the 3rd Sector - 12 Agencies

Baseline Capacity 447 people
Actual delivered 659 people supported at 4th June

Referrals to Gateway by Month & Year

Line chart showing referrals by month (Jan–Dec) with values 188, 174, 174, 153, 143, 153 labelled on the 2016 series. Legend: 2013, 2014, 2015, 2016.

In 2015/16 there were 2198 referrals from 132 Referral Sources

1 Self Referrals 611
2 Housing Options 146
3 Rents Team West 60

Bar chart of referral sources. Values: 611, 146, 141, 60, 58, 55, 53, 51, 49, 46, 39, 37, 35, 34, 32, 32, 32, 31, 28, 26, 26, 24, 24, 24, 23, 21, 19, 18, 17, 17, 16, 16, 14, 15, 15, 15, 12, 12, 11.

Categories: Self Referral, Housing Options, Rent Team - WEST, PRS Access Team, Gwalia Housing Association, Child and Family Social Services, Eastside DHO, Womens Aid, Townhill DHO, The Wallich, Morriston DHO, Penlan DHO, Housing Benefit, ABBA, Gorseinon DHO, The Bays, Flying Start, Blaenymaes DHO, Town Centre DHO, Family Housing Association, CDAT, Probation, Bond Board, Rent Team - EAST, BAWSO, Red Cross, Caer Las, Job Centre Plus, West Cross DHO, SYSHP, Older People S/W Team, Sketty DHO, Hafan Cymru, TAF- Team Around the Family, Gwalia, PI - Promoting Inclusion Project, Citizens Advice Bureau, Gorseinon Hospital, Out of County agency

CITY AND COUNTY OF SWANSEA · DINAS A SIR ABERTAWE

2015/16 TSU Referrals By Tenure

Local Authority	1057	52%
Private Rented	**459**	**23%**
Housing Association (RSL)	311	15%
Other (Abba, hostel etc)	82	4%
Home owner	60	3%
Living with friends and relatives	65	3%

Swansea Stock Tenure Profile   WG 14/15

Owner occupied	Private Rented	LA	RSL
70,351	19,389	13,512	7,187
64%	18%	12%	6%

Marital status

- Single   1654
- Married 176
- Living with partner 76
- Civil partnership   3
- Divorced   1
- Prefer not to say   124

2015/16 Referrals by Ethnic Origin

Bar chart of 2015/16 Referrals by Ethnic Origin:
- White British: 1581
- White Welsh: 218
- Asian or Asian British: 82
- Black or Black British: 51
- White European: 40
- Other: 35
- Arab: 18
- White Irish: 5
- White Other: 4
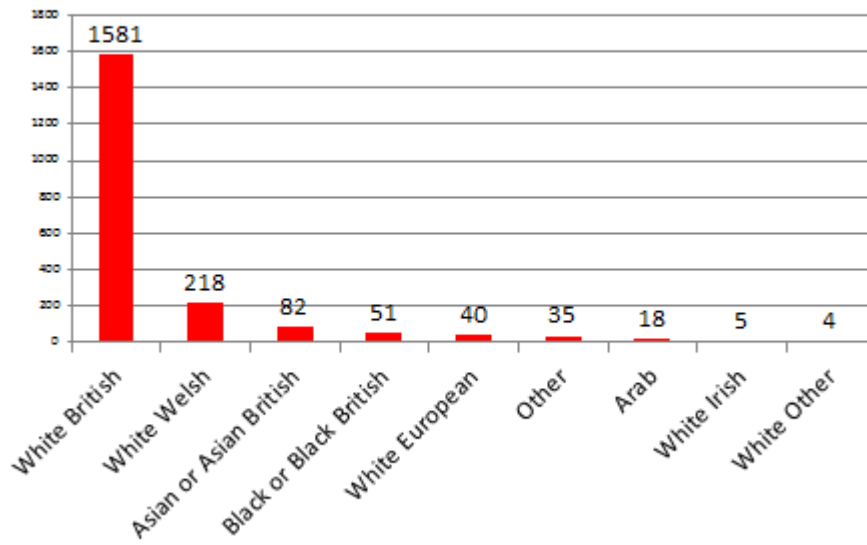
January to June 2016   Waiting List
Assessed and allocated By Category/Specialism

Stacked bar chart with categories: Family, Young Fam, H/Less, Sub Misuse

Month	Family	Young Fam	H/Less	Sub Misuse					
Jun	39	10	65	30	13	35	14	15	5
May	48	18	93	34	15	38	24	6	5
Apr	70	12	100	38	30	37	28	26	11
Mar	78	19	99	39	26	31	26	9	5
Feb	68	16	94	33	28	27	21	10	4
Jan	80	16	84	37	27	28	20	19	9
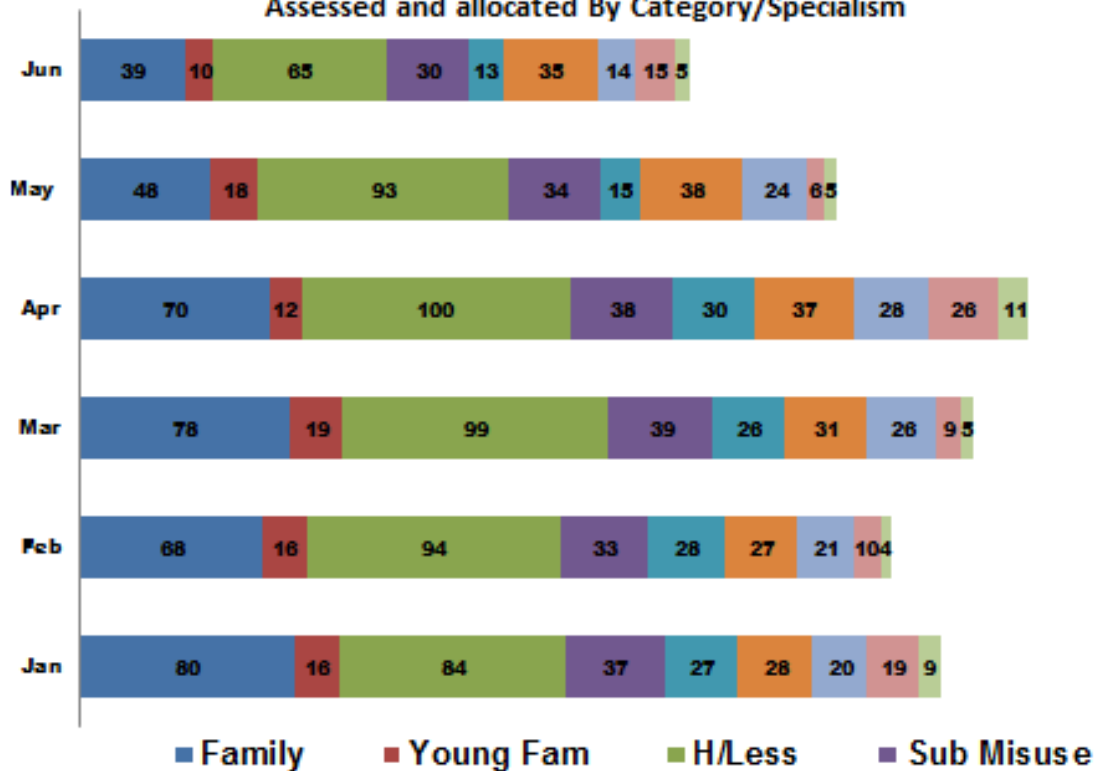
15/16 Referrals by Language
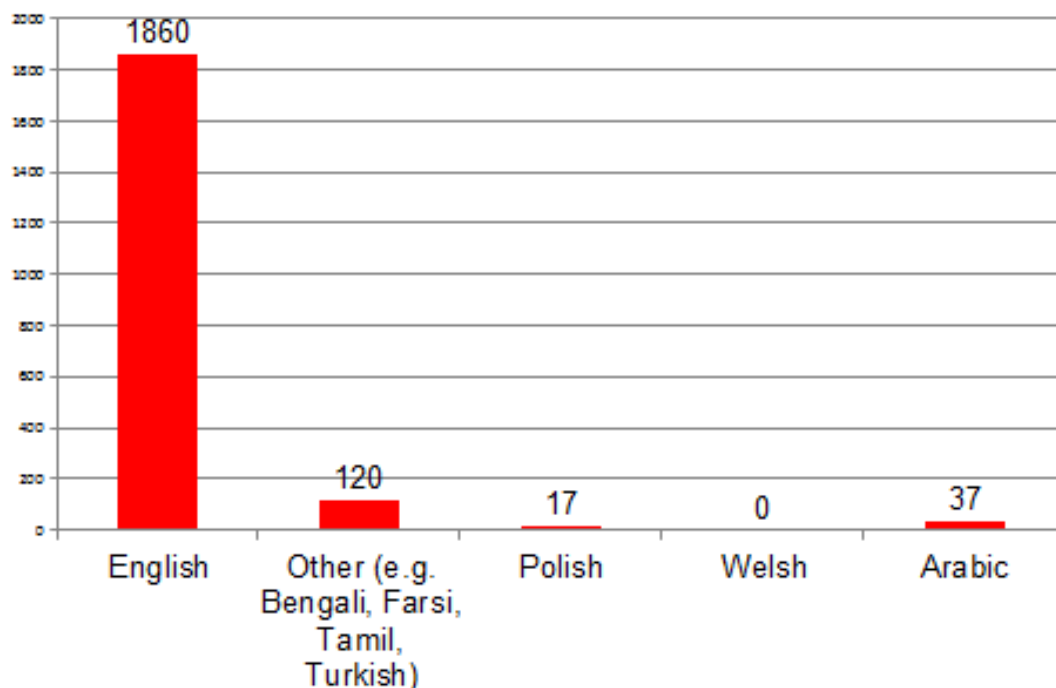
Analysis of the SU Data have identified the following priorities around Early Intervention & Prevention Indicators:

- Rapid Response
- Managerial Priority
  - ➢ Private rented
  - ➢ New tenants
  - ➢ Move On

Analysis of the TSU outcome returns below identifies shows the relative area where individuals who are having a service draw on the support available. Ad can be seen to the two main areas as are managing accommodation and managing money.

There is relatively low level of draw on support on education training and employment support from the SPPG service. However, it should be noted that this could also be affected by signposting to other specialist services which may be available.

Swansea - The Support that people draw on

Legend:
- Feeling Safe
- Contributing to the safety and well-being of themselves and others
- Managing Accommodation
- Managing Relationships
- Feeling Part of the Community
- Managing Money
- Engaging in Education/Learning
- Engagement in Employment/Voluntary Work
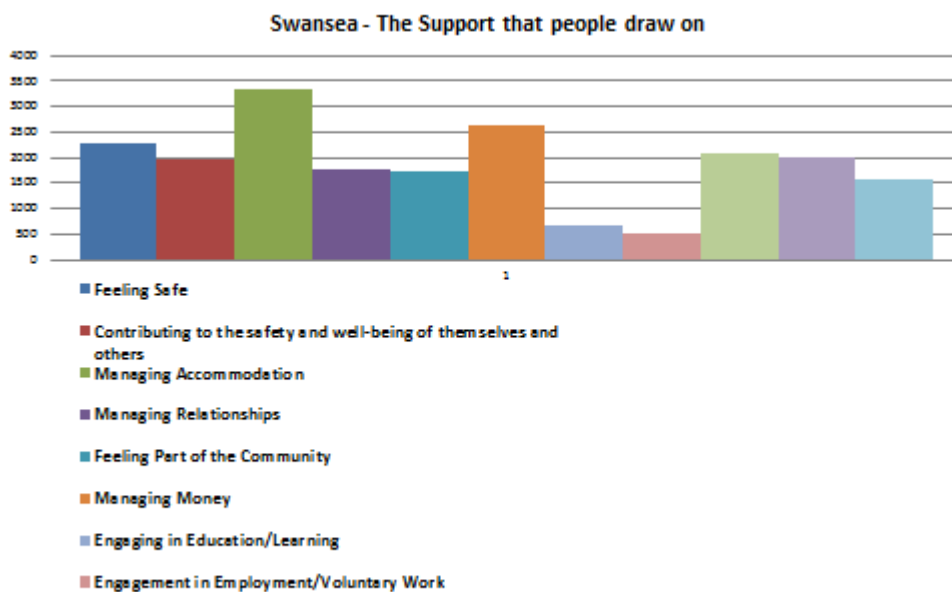
Impact of the Supporting People programme

At any one time in Swansea over 4000 people are supported. Since the beginning of the programme in 2003, over 18,500 people have received a supporting people service.

Welsh Government have continuously been seeking evidence of the programme effectiveness since its beginning. There are no longer any specific PI in place but the following are used by Welsh Government.

National Supporting People Outcomes Framework

There is a National Supporting People Outcomes Framework for the programme. People have the right to aspire to safe, independent lives within their community and the financial security and health to enjoy that community. People differ in the barriers they face in achieving these aspirations. Housing related supported seeks outcomes for people that are steps on the way towards these ultimate aspirations.

Outcomes should be person centred, purposeful, negotiated and agreed with the individual and, if appropriate, with their advocates, supporters or carers. Outcomes will be achieved through enabling maximum possible control, involvement and understanding across the following areas where appropriate:

The project is: Promoting Personal and Community Safety

People are:
1.   feeling safe
2.   contributing to the safety and well-being of themselves and of others

The project is: Promoting Independence and Control

People are:
1.   managing accommodation

2.   managing relationships
3.   feeling part of the community

The project is: Promoting Economic Progress and Financial Control

People are:
1.   managing money
2.   engaging in education/learning
3.   engaged in employment / voluntary work

The project is: Promoting Health and Wellbeing

People are:
1.   physically healthy
2.   mentally healthy
3.   leading a healthy and active lifestyle"

Mandatory Outcome Returns & Analysis

Mandatory outcomes reporting is required of all SPPG funded services to Welsh Government. Good progress has been made towards all providers making the required returns. However for some services it has been more difficult to adopt the mandatory return format as the usual formal support planning process is not used. This is particularly applicable to low level service and very short term rapid response services.

The outcomes returns made by providers to the LA can give some limited needs mapping and information. However, it is not considered robust enough to make commissioning decisions on its own and must be considered with a range of other information.

I provides some needs mapping analysis of people currently in services as it show us a picture of what service users and their support worker agree are the priority outcomes areas for that person to receive support in. This gives us a picture of what front line support work is focused on.

There is also and distance travelled measure of progression included. Many services use an outcomes star to capture this information and populate the spreadsheet. This is a very subjective assessment between the support worker and the individual.

There is some additional qualitative information collected locally on the barriers to achieving success.

Secure Anonymised Information Linking (SAIL)

Swansea and Gwent LA's took part in a data linkage feasibility study funded by Welsh Government using Secure Anonymised Information Linking (SAIL). Data Linking is a technique for creating links between data sources so that anonymised information that is thought to relate to the same person, family, place or event can be connected for research purposes. Welsh Government has now committed to fund a more detailed study.

"As a result of the exploratory analysis of the routine administrative data for Supporting People provided by Blaenau Gwent and Swansea Local Authorities, we are able to conclude that:

- ➢ Although for the Feasibility Study it was not possible to develop the complex analysis methods necessary in order to reliably separate the period during which support was being provided from the period after support ended, more complex kinds of analysis could be undertaken as part of a full quantitative evaluation.
- ➢ The question of how any improvement can be attributed to Supporting People can only fully be addressed with the use of a suitable control group, since we can only attribute the impact of Supporting People by comparing patterns for people who have experienced a crisis that puts them at risk of homelessness-related and who have had support from Supporting People with individuals who have had a similar crisis but who have not received."

Nevertheless, the we are able to report that:

- Sufficient numbers of health events were identified relating to Supporting People recipients to reassure the Research and Evaluation Steering Group that using routine administrative records for Supporting People linked to routine health records was likely to give a realistic picture of the health events of Supporting People recipients and allow a robust analysis of change over time.
- As we might expect, Supporting People recipients were estimated to use GP services around twice as frequently as the general population in the 12 month period before support began.
- Floating support ranged in duration from a single day to over two years, with 80% of spells lasting 12 months or less.
- An estimated 27% of Supporting People recipients in Swansea Local Authority had more than one spell of support from the Supporting People Programme between 2011 and 2015, and an estimated 22% of floating support recipients in Blaenau Gwent had more than one spell of support between 2003 and 2015.
- Although there are limitations to analysing 'out of area' cases in SAIL, it is estimated that around 8% of Blaenau Gwent Local Authority Supporting People recipients were not registered with a GP at an address within the Blaenau Gwent Local Authority area; the proportion was lower at 3% for Swansea Local Authority.'
- Substance misuse (drugs)' was the 'service group' for which the greatest proportion of Swansea Local Authority Supporting People recipients was registered with a GP outside the Swansea Local Authority area.

Report of the Cabinet Member for Wellbeing and Healthy City

Cabinet – 19 January 2017

AGEING WELL ACTION PLAN 2016 - 2017

Purpose:	This report presents the Ageing Well Action Plan 2016 – 2017.
Policy Framework:	The Ageing Well and Strategy for Older People Action Plan 2015 – 2020.
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	It is recommended that:
1) The action plan attached at Appendix 'A' is approved	
Report Author:	Polly Gordon
Finance Officer:	Carol Griffiths
Legal Officer:	Carolyn Isaac
Access to Services Officer:	Sherill Hopkins

1. Background

1.1 In Swansea today nearly 20% (46,800) of our total population is over the age of 65. This number is set to increase by approximately 28% over the next 25 years, compared to an overall estimated population increase of just 8% over the same time period. This is the greatest increase across all the age bands. This is mostly due to improved mortality rates and the ageing forward of some population cohorts, including those born in the post-war 'baby boom' (*Local Authority Population Projections (2014-based) – October 2016. Information Research and GIS, City and County of Swansea.*). In the context of these increasing pressures there is a need to develop sustainable services and solutions.

1.2 The Ageing Well Plan is a Council responsibility that we are working with partners to deliver collaboratively. A key outcome of the Ageing Well work programme is to support older people to live safe, well and independently within their community for as long as possible, this is a responsibility which sits across all public services in Swansea therefore requires a partnership approach.

2. Ageing Well in Swansea

2.1 The Ageing Well work programme sets out a partnership approach to how we can support older people to improve their wellbeing and live safe,

well and independent lives and contribute as citizens. Furthermore it also sets a plan on how we will increase awareness and understanding of age friendly and dementia friendly practices across our workforces and partner agencies.

2.2 Swansea's five year Ageing Well and Strategy for Older People Action Plan was launched in January 2016, shortly after this Swansea's newly formed Public Service Board (PSB) agreed Ageing Well as one of four priorities for 2016-2017. A stakeholder workshop was held in July 2016 to agree what actions from the full five year Ageing Well and Strategy for Older People Action Plan would be prioritised for 2016 – 2017.

2.3 This Ageing Well Action Plan being presented today sets out the prioritised actions for 2016 – 2017 and how these will be delivered. The Ageing Well Action Plan is attached at Appendix 'A'

3 Equality and Engagement Implications

3.1 A full Equalities Impact Assessment was carried out at the time the full five year Ageing Well and Strategy for Older People Action Plan was approved; this covers all of the actions in the shorter term Action Plan. A diverse range of older people's views were sought throughout the development of both plans. The original EIA report highlights statistics in relation to protected characteristics and examples of considerations that need to be made to ensure we are including and supporting the interests of those with protected characteristics.

Examples include:

- Gender - More women than men are over 75yrs so there is a risk that services may be geared more towards women than men. Need to consider gender balance and ensure that the specific needs of each group are met. Need to engage specifically with men and with women.

- Welsh Language - A high percentage of the over 85s are Welsh Speakers and services should be sensitive to their needs and offer face to face services in Welsh.

3.2 The Network 50+ exists to represent the views of older people; the Network continues to attend and be actively involved in the Ageing Well Steering Group and delivery groups. Work is ongoing to ensure the Network is as diverse as the people it represents, in particular those with protected characteristics.

3.3 Engagement work is due to commence in January to determine what public services can do to be more 'Dementia Friendly', stakeholders will include people living with dementia and their carers. Particular care will be taken to ensure we are reaching out to people with protected characteristics by making links through existing forums, groups and organisations.

4.   Financial Implications

4.1   There are no financial implications associated with this report.

5.   Legal Implications

5.1   The Ageing Well in Wales programme was formally launched in October 2014 by the Older People's Commissioner for Wales and is a partnership approach in collaboration with the Welsh Government's Strategy for Older People. To support the Ageing Well programme, the Older People's Commissioner for Wales required all local authorities in Wales to produce a local ageing well plan.

Background Papers: None.

Appendices:
Appendix A   Ageing Well Action Plan 2016 -2017
Appendix B   EIA Report.

Swansea's Ageing Well Action Plan

2016 - 2017

Ageing Well Action Plan
September 2016 – March 2017

1.0 Introduction

In Swansea today nearly 20% (46,800) of our total population is over the age of 65. This number is set to increase by approximately 28% over the next 25 years, compared to an overall estimated population increase of just 8% over the same time period. This is the greatest increase across all the age bands. This is mostly due to improved mortality rates and the ageing forward of some population cohorts, including those born in the post-war 'baby boom' (*Local Authority Population Projections (2014-based) – October 2016. Information Research and GIS, City and County of Swansea.*). The steadily growing ageing population is putting ever increasing pressure on already stretched public sector services.

This Ageing Well action plan sets out a partnership approach to how we can support older people to improve their wellbeing and live safe, well and independent lives and contribute as a citizens. Furthermore it also sets a plan on how we will increase awareness and understanding of age friendly and dementia friendly practices across our workforces and partner agencies.

Most importantly, all the work we do will be underpinned by citizen involvement and participation, we need to ensure older people, people living with dementia and carers can voice their opinions, ideas and contributions and guide how we actually deliver these priorities so they truly contribute to the wellbeing of older people.

This action plan sets out short term priorities that can be achieved or significantly progressed by March 2017 to fit with PSB commitment to this work stream until that point. The plan and work to date will be reviewed in March and adjusted accordingly.

Through consultation with citizens and professionals the following priorities have been identified for the Public Services Board for 2016/2017

- Working towards becoming a Dementia-Friendly Community
- Developing and Age Friendly City Centre
- Developing and implementing a 'Making Every Contact Count' initiative across key partners
- Increasing support for vulnerable people through the expansion of Local Area Coordination
- Increasing awareness of existing Falls Prevention work.

2.0 Context of the Ageing Well Programme in Swansea

2.1 *Wellbeing of Future Generations Act (Wales)* – to think about the long-term, work better with people, communities and each other. Look to prevent problems and take a more joined up approach. The Ageing Well work contributes to 4 of the wellbeing goals:

- A healthier Wales
- A more equal Wales
- Wales of cohesive communities
- A Wales of vibrant Culture and thriving Welsh language.

2.2 *Social Services and Wellbeing Act (Wales)* – The Ageing Well work supports 3 of the 4 principles of this act:

- Wellbeing

- Partnership and Integration

- Prevention

2.3 The Older People's Commissioner for Wales' office, supported by the Welsh Government, WLGA, NHS Wales, etc. has led the development of the Ageing Well in Wales Programme.

- http://www.ageingwellinwales.com/en/about-us
- Ageing Well in Wales is a national Programme hosted by the Older People's Commissioner for Wales. It brings together individuals and communities with public, private and voluntary sectors to develop and promote innovative and practical ways to make Wales a good place to grow older for everyone. The overall aim of the programme is to ensure that there is an improvement in the wellbeing of people aged 50+ in Wales and it has the following priority areas:
  - Age Friendly Communities
  - Dementia Supportive
  - Communities
  - Falls prevention
  - Opportunities for Learning and Employment
  - Loneliness and Isolation

2.4 *Swansea's Ageing Well Plan and Independence of Older People Strategy 2015 – 2020* - Supporting older people to live more safe, well and independent lives. The Ageing Well Steering group was established to ensure a successful partnership approach to delivery of the strategy.

2.5 'Ageing Well' was agreed as a priority work stream by the Public Service Board in May 2016

2.6 The content of the *Dublin Declaration on Age Friendly Cities and Communities in Europe* signed by The City & County of Swansea in February 2014 pledging commitment to creating an Age-Friendly City.

2.7 A motion agreed by Council in September and 2014 to become a '*Dementia Supportive City*' in partnership with the Dementia Supportive Community Forum

2.8 *Dementia Friends and Dementia Awareness training sessions*

- A significant number of front line staff in South Wales Police and Mid and West Wales Fire & Rescue Service have attended Dementia Friends sessions

- Over 14,600 ABMU staff have undertaken Dementia Awareness training.

- Front facing staff from the Ambulance Service and First Cymru have also received training

- The Dementia Friendly Communities Forum are working with the Federation of Small Businesses too increase dementia awareness.

2.9 *Swansea's Network 50+ Group*, a key mechanism for engaging with older people. 0.

2.10 Local Area Coordination is a community based approach which works in a holistic way with individuals, families, and carers of any age to enable them to stay strong, safe and connected as contributing citizens.

The Local Area Coordinators act as a single point of contact in communities of 10-15,000 people. They provide 'light touch' information and advice to anyone (Level 1 support), and more in depth, one-to-one input (Level 2 support) to older and disabled people, people with mental health issues, and people who may be vulnerable or excluded in some way to enable them to achieve their vision of a good life.

2.11 Swansea City Centre Development plans – an opportunity to create an 'Age Friendly City'

3.0 Implications for Swansea Council

3.1 Dementia Friendly City

We are working towards being a Dementia Friendly Local Authority. https://www.alzheimers.org.uk/dementiafriendlycommunities . There is no local authority in Wales with 'Dementia Friendly' status at this moment in time however many are working towards achieving it.

We will engage with people living with dementia and those who care for and support them, we will find out what we can do to improve their quality of life. Citizen engagement is essential. The results of our engagement work will inform the detail of the pledges we make to becoming 'Dementia Friendly'

As part of this process we will increase dementia awareness across all service areas. A 'Dementia Champion's' group has been established made up of representatives from across most services. They will help raise awareness in their service areas by delivering Dementia Friends sessions and promoting dementia friendly ways of working. We have committed to training 100% of front facing staff in dementia awareness in the next 12 months. Representatives have been nominated by Heads of Service.

Adult Social Service will undertake a full dementia training strategy beginning in January 2017; this will determine the level of training required for each role as in most cases staff will need a higher level of training.

3.2 An Age-Friendly City-Centre

We will ensure that older people have a voice in the proposed city centre developments. We will link older people to existing consultations and also carry out more generic engagement activities to find out what matters most to older people and reduce barriers to involvement and participation.

We require a commitment from our Economic Regeneration Department to consider and address the needs of older people to ensure that we are futureproofing our city for a steadily increasing older population.

3.3 Making Every Contact Count (MECC)

The intention of a MECC initiative is to make best use of contact our staff have with Swansea's older, vulnerable residents. We intend to develop a model that will equip appropriate staff with the knowledge and skills to identify risks e.g. fall hazards in the home, raise awareness of key services and initiatives and share vital information to ensure the best outcome for the individual. The model is yet to be developed but there will

be a requirement for front facing staff, particularly those entering residents' homes to consider identifying risks or opportunities that are broader than normally expected within their role.

3.4 The Expansion of Local Area Coordination

For every resident in Swansea to have access to the Local Area Coordination programme we would need approximately 18 Local Area Coordinators, we currently have 6 in post. We aim to increase this number and work towards a full complement with the support of our local partners.

An 18 month evaluation of the Local Area Coordination programme in Swansea is due to be published shortly which clearly highlights the health social and economic benefits.

3.5 Promotion of falls prevention work.

We must ensure we are promoting falls prevention awareness and activities through our front-line contact points (e.g. the contact centre and libraries), social services and through our sports and leisure services. We will develop our services to meet the need of older people and people living with dementia to ensure we are promoting the prevention of falls and reducing falls related admissions.

This has clear links with the proposed 'Making Every Contact Count' initiative.

3.0 Action Plan

3.1 Working towards becoming a Dementia Friendly City

Lead Organisation – City & County of Swansea (CCS) Polly Gordon, Community and Voluntary Sector Partnership Officer

Outline Actions and milestones	PSB Requirements and Resources	Additional Partners	Timescale
1. Identify and agree local criteria for becoming a Dementia Friendly Community • Engagement activities based on	• CCS Lead Officer • Appropriate PSB representatives identified to support this work stream through Ageing Well sub groups. • PSB approval	• Swansea Dementia Supportive Community Forum • Alzheimer's Society • Carers Centre	Criteria agreed by PSB November 2016

national indicators • Criteria developed based on results of engagement activities and agreed by key partners. • Criteria agreed by PSB			
2. Develop and implement a 12 month action plan to meet criteria for achieving Dementia Supportive Community status. • Agree priority areas to include in the action plan • PSB approval of the action plan	• PSB to approve and commit to the implementation of the action plan.	• As above	Action Plan approved by PSB January 2017
3. Promote understanding and awareness of dementia across third, statutory and private sector. • Undertake audit of dementia awareness training within PSB core and invited organisations • 100% of PSB front line staff to be trained in dementia awareness within 12 months. • Work with BID/City Centre Partnership and SCVS to undertake audit of dementia awareness in city centre organisations and promote Dementia Friends. • Support the Dementia Friendly Communities Forum to increase awareness across the	• PSB to contribute to the training audit • PSB commitment for 100% of front line staff to be trained in dementia awareness or attend a Dementia Friends session between January 2017 and January 2018.	• Swansea Dementia Supportive Community Forum • Alzheimer's Society • Social Care Institute for Excellence	Nov 2016 – March 2017 Training ongoing over 12 months

Federation of Small Businesses.			
4. *Develop a publicity plan to promote the partnership work in this area.*	• Lead Officer to coordinate • PR officers across all PSB partners to contribute		Plan agreed November 2016

3.2 Creating an Age – Friendly City Centre

Lead – City & County of Swansea (CCS) Polly Gordon, Community and Voluntary Sector Partnership Officer

Outline Actions	PSB Requirements and Resources	Additional Partners	Timescale

1. *Identify and agree criteria for an 'Age Friendly City Centre'*
 	
• Engagement and research activities
  - Age Friendly consultation events
  - Intergenerational engagement event and activities
  - Review national evidence and indicators
 	
• Agree criteria and vision for an Age Friendly City Centre
	• CCS Lead Officer
	• Appropriate PSB representatives identified to contribute to this work through Ageing Well sub groups
	• Engagement event costs £500. Cost to be pooled by partners.
	• Make links across other city centre work streams
		• 50+ Network
		• Swansea Dementia Supportive Community Forum
		• Age Cymru
			Criteria Approved at January PSB meeting

2. *Produce an 'Age Friendly' checklist and 12 month action plan to support the development of an Age Friendly City Centre based on the agreed criteria.*	• Checklist and action plan agreed by PSB. • Commitment to delivery of the action plan		Draft plan and checklist agreed at PSB meeting – January 2017

• Produce and agree checklist at Age Friendly Steering Group • Agree priority areas and a set of actions that can be achieved over 12 month period. • Checklist and action plan agreed with PSB			
3. Implement the checklist and action plan to influence agreed priority developments in the City Centre. • Work with economic regeneration, developers and other key partners to implement the checklist and influence city centre design.	• PSB to promote use of the checklist across other priority work streams and in other city centre developments.		January 2017 onwards
4. *Develop a publicity plan to promote the partnership work and developments in this area.*	• Lead Officer to coordinate • PR officers across all PSB partners to contribute		Publicity plan drafted December 2016

3.3 Launch a 'Making Every Contact Count 'Initiative across PSB Partners (MECC)

Lead – Mid Wales Fire and Rescue Service, Mydrian Harries, Corporate Head of Prevention & Protection.

Outline Actions	PSB Requirements and Resources	Additional Partners	Timescale
1. Develop a working group that can link into Safe, Well and Independent Living (SWIL) sub- group • Identify lead officer and agree key partners for a MECC pilot	• Appropriate PSB representatives identified to support this work through Ageing Well sub groups and scoping workshop.		Group established October 2016 Scoping workshop –

			December 2016
• Scoping workshop – content, priorities, delivery method etc.			
2. Establish mechanisms and priority areas to focus on for the MECC • Review existing models, best practise • Agree key partners and priority areas for example – falls prevention, loneliness and isolation, DV etc.	• As above • PSB Commitment to take part in the initiative • PSB Agreement to share key data.		January 2016
3. Develop a MECC model • Draft model and mechanisms agreed by SWIL sub-group • Necessary structure for delivery established. • Draft model and mechanisms agreed by PSB • Training for staff developed.	• As detailed in action point 1 above • Training support • PSB agreement • Structure agreed by PSB		March/April 2017
4. Launch a pilot MECC in limited area for a two month period. • Identify either specific geographic or service area for pilot. • Undertake staff training • Launch pilot • Press release	• Lead Officer to coordinate • Representatives nominated from each PSB partner. • Buy in from relevant service staff and practitioners		May 2017
5. Review and evaluate MECC pilot.	• Lead Officer to coordinate		Evaluation

Outline Actions	PSB Requirements and Resources	Additional Partners	Timescale
• Assess the effectiveness of the model. • Evaluation drafted and presented to PSB • Review model and plan wider rollout.	• Working group members to support • PSB approval		drafted August 2017 Wider roll out – September 2017

3.4 Increase support for vulnerable older people through the expansion of Local Area Coordination (LAC)

Lead - City & County of Swansea (CCS) Polly Gordon, Community and Voluntary Sector Partnership Officer

Outline Actions	PSB Requirements and Resources	Additional Partners	Timescale
Promote the benefits of Local Area Coordination amongst key partners and make links with key service areas. • Develop a business case for the expansion of LAC • Presentations at key meetings, groups and events. • Presentation to PSB • Target key beneficiaries highlighted in evaluation. • Event to promote the findings of LAC evaluation.	• CCS Lead Officer • To facilitate opportunities to promote the benefits of LAC across relevant service areas. • To explore growth and recruitment models.	• Housing Associations – 2 have already committed funding towards LAC • Citizens Advice Bureau • Communities First	September 2016 onwards
Explore funding opportunities for an additional 2 Local Area Coordinator posts. • Review potential 'invest to save' funding streams	• Approximate cost for 2 additional LAC's £72,000 per annum • To consider funding options and opportunities to enable the expansion of LAC.		September 2016 onwards

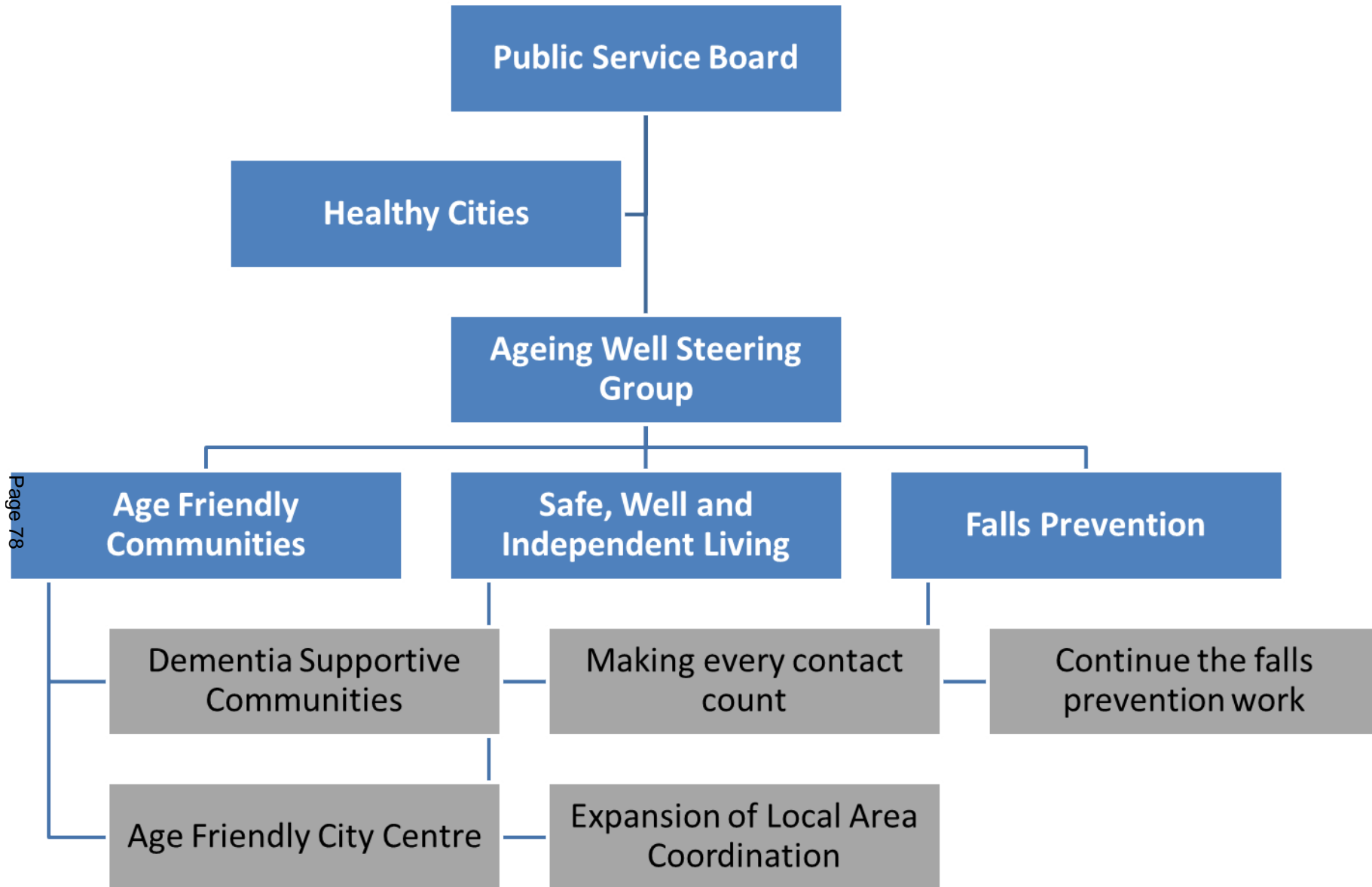|			
	• To inform and influence senior management and financial decision makers.		
Funding committed for 17/18 financial year	• PSB commitment		March 2017

3.5 Continue Falls Prevention Work

Lead – ABMU Health Board, Sharon Miller.

Outline Actions	PSB Requirements and Resources	Additional Partners	Timescale
Further promote and distribute the Falls Prevention Guide • Link in with Older People's day October 4th and other key events. • Produce articles for local and national magazines	• Promote the Falls Prevention Guide across key services • Highlight opportunities to promote the Guide to general public**.**	All members of the Falls prevention group 50+ Network	March 2017
Align falls prevention work with the 'Making Every Contact Count campaign. • Community Staff to identify the risks of falls.	• Align with Making Every Contact Count work stream		March 2017
Expand Falls Prevention Training • Arrange Falls training for Care Home staff			March 2017
Hold a falls prevention day/week	• Partnership involvement • £2000 to operate the campaign.	All members of the Falls prevention group	
Evaluate the Community based exercise classes	• PSB partners to contribute to the evaluation		March 2017
Research good practice examples in relation to falls prevention work	• PSB partners to contribute good practise examples		March 2017

Appendix 1 – Proposed governance arrangements

Appendix 1 - Proposed Governance Arrangements

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                        │ Public Service Board │
                        └──────────┬──────────┘
                                   │
┌──────────────────┐               │
│  Healthy Cities  │───────────────┤
└──────────────────┘               │
                        ┌──────────┴──────────┐
                        │ Ageing Well Steering │
                        │        Group         │
                        └──────────┬──────────┘
        ┌──────────────────────────┼──────────────────────────┐
┌───────┴────────┐       ┌─────────┴─────────┐        ┌────────┴────────┐
│  Age Friendly  │       │  Safe, Well and   │        │                 │
│  Communities   │       │ Independent Living│        │ Falls Prevention│
└───────┬────────┘       └─────────┬─────────┘        └────────┬────────┘
        │                          │                           │
┌───────┴──────────┐     ┌─────────┴─────────┐        ┌────────┴────────┐
│ Dementia Supportive│   │ Making every contact│      │ Continue the falls│
│   Communities      │   │       count         │      │ prevention work   │
└──────────────────┘     └─────────┬─────────┘        └─────────────────┘
        │                          │
┌───────┴──────────┐     ┌─────────┴─────────┐
│ Age Friendly City│     │ Expansion of Local Area│
│     Centre       │─────│   Coordination     │
└──────────────────┘     └───────────────────┘
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13

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 accesstoservices@swansea.gov.uk.

Where do you work?
Service Area: Communication and Customer Engagement / Access to Services Team
Directorate: Corporate Services

(a)   This EIA is being completed for a…

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
☐	☐	☐	☐	☒	☐

(b)   Please name and describe below…
Draft Swansea LSB Healthy City Ageing Well and Strategy for Older People Action Plan 2015-19. Provides a framework for implementing the Welsh Government Strategy for Older People and the Ageing Well in Wales Programme. To be delivered in partnership with the Local Service Board.

(c)   It was initially screened for relevance to Equality and Diversity on…(dd/mm/yyyy)

(d)   It was found to be relevant to…

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

(e)   Lead Officer
Name: Euros Owen

Job title: Coordinator, Strategy for Older People

Date (dd/mm/yyyy): 8th October 2015

(f)   Approved by Head of Service
Name:

Date (dd/mm/yyyy):

1

Section 1 – Aims (See guidance):

Briefly describe the aims of the initiative:

What are the aims?
Each local authority has been asked to develop an ageing well plan that responds to the Ageing Well in Wales programme. The overall aim of the programme is to ensure that there is an improvement in the wellbeing of people aged 50+ in Wales and it has the following priority areas:
• Age Friendly Communities
• Dementia Supportive Communities
• Falls Prevention
• Opportunities for Learning and Employment
• Loneliness and Isolation
These areas support the local achievement of the outcomes of the third phase of the Strategy for Older People which has the vision that:
• *people in Wales feel valued and supported, whatever their age.*
• *all older people in Wales have the social, environmental and financial resources they need to deal with the opportunities and challenges they face.*
To create coherence across organisations with older people at the centre of decision making and build on existing strategic developments.
To maximise the quality and quantity of life for older people in Swansea
Who has responsibility?
The City and County of Swansea has lead responsibility with implementation through the Local Service Boardand the Older People's Strategy Partnership Group, chaired by the Director of People.
Who are the stakeholders?
The population of the City and County of Swansea who are aged 50 and over.
Carers of those who are aged 50+ who may or may not be over 50 themselves.
Children and people under the age of 50 who receive care from people aged 50 and over.

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) .... ☒   Carers (inc. young carers) .... ☒

Any other age group (18+)....................... ☒   Race.. ☒

Disability .... ☒   Religion or (non-)belief.................................

....☒ Gender reassignment .... ☒ Sex

.... ☒

Marriage & civil partnership .... ☐   Sexual orientation .... ☒

Pregnancy and maternity......................... ☒   Welsh language .... ☒

What information do you know about your service users and how is this information collected?
Between 2003 and 2013 in the City & County of Swansea:
- the total population (all ages) has increased by 14,000
- in the 45-54 age group there has been an increase of 2,800 (+9.7%)
- those aged 60-69 have increased by 4,400 (+19.1%)
- those aged over 85 estimated to have increased by 1,200 (25%) to around 6,100 people in 2013.
In addition compared with figures for 2011, in the City & County of Swansea, by 2030 it is predicted that there will be an increase of:
• 34% in people aged 65+ (from 43,140 to 57,870)

- 78% in people aged 85+ (from 6,200 to 11,030)
- 33% in people aged 65+ living alone (from 19,642 to 26,197)
- 34% in unpaid carers aged 65 + (from 7,765 to 10,418) with the same percentage increase for those caring for more than 50 hours per week (from 1,726 to 2,315)
- 47% in people aged 75+ with Limiting Long Term Illness (from 13,560 to 19,941)
- 43% in people aged 85+ living with dementia (from 1,427 to 2,504)
- 74% in people aged 85+ unable to carry out at least one self-care activity on their own (from 4,075 to 7,102)
- 77% in people aged 85+ receiving community based services and residential/nursing care
- 50% in people aged 65+ (77% increase for those over 85) admitted to hospital because of a fall from 1,112 to 1,673) [the same increase is predicted for attendance at A&E because of a fall].

Protected Characteristics and Welsh Language:
19% of the total population has some Welsh Language Skills
11.4% of the population can speak Welsh
9,017 people (4%) aged 50+ are able to speak Welsh
17% of those aged 85+ are able to speak Welsh (Stats Wales)

BME
16,138 people in Swansea aged 3yrs do not have English or Welsh as their main language including 2,114 residents who are aged 50 and over and 347 people aged 75+

Religion
74% of over 50s in Swansea state that their religion is Christian
1.5% of over 50s state that they have a religion other than Christianity
16% of over 50s state that they have no religion
There are 512 Muslims aged 50+ making it by far the most common religion after Christianity.

Gender:
20% of the over 50s population is female and 17% male
12,790 women are aged 75+ as opposed to 8829men
At aged 85+ women outnumber men by almost 2:1 (4104 female :2106 male) (ONS Mid 2014)

LGBT
In 20011, 326 people aged 16+ were in a registered same-sex civil partnership

Any Actions Required?

Analysis of available census and other information on older people by protected characteristic

Certain actions within the plan may need their own profiling information, e.g., age friendly community pilot.

For example. As far more women than men are over 75yrs there is a risk that services may be geared more towards women than men. Need to consider gender balance in the workforce and aim to ensure that the specific needs of each group is met. Need to engage specifically with men and with women.

37% of women aged 55-64yrs have no private pension compared to 19% of men (UK)
One in 3 women will enter a care home at some time in their life as opposed to 1 in 5 men
International Longevity Centre UK, Ready for Ageing Alliance,The Myth of the Baby Boomers 2015

Gender pay gaps widen with age. For those aged 50 and over the gaps have changed little since 2005, wheras in younger age groups the gaps are narrowing (Dept for culture media & sport 2014 cited in "Is Britain Fairer? EHRC 2015

A high percentage of the over 85s are Welsh Speakers and services should be sensitive to their needs and offer face to face services in Welsh.

In Wales the overall suicide rate increased from 10.7 to 15.6 per 100,000. Middle aged men are particularly at risk of suicide "Is Britain Fairer? EHRC 2015 pages 5 and 53

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) ➡	☒	☐	☐	☐
Any other age group (18+) ➡	☒	☐	☐	☐
Disability ➡	☒	☐	☐	☐
Gender reassignment ➡	☒	☐	☐	☐
Marriage & civil partnership ➡	☒	☐	☐	☐
Pregnancy and maternity ➡	☐	☐	☒	☐
Race ➡	☒	☐	☐	☐
Religion or (non-)belief ➡	☒	☐	☐	☐
Sex ➡	☒	☐	☐	☐
Sexual orientation ➡	☒	☐	☐	☐
Welsh language ➡	☒	☐	☐	☐
Carers (inc. young carers) ➡	☒	☐	☐	☐

Thinking about your answers above, please explain in detail why this is the case?

The intention of the plan is to have positive impact on older people (as part of age as a protected characteristic). However, as the plan is implemented through the individual actions and projects regard will need to be given to ensure the inclusion of older people with different protected characteristics. To monitor this the EIA will remain open to:

- be updated as the plan is implemented and reviewed taking account of the outcomes of the involvement of older people.
- and to consider whether any of the actions within the plan need their own EIAs as the plan is implemented.

Pilot an age friendly audit in partnership with the Older People's Commissioner's Office within 2 contrasting communities to determine what the strengths and weaknesses are for older people. The pilot will identify, define the role of and support Ageing Well Champions within the community and organisations.

First point of contact initiative:

If a staff member from any LSB partner organisations visits an older person at home they should complete a checklist covering the 5 priority areas to find out if the person has particular needs and/or leave the individual with concise information on support services within the themes.

Develop a dementia forum to meet quarterly. 50% of members to be people living with dementia and/or their carers and 50% from organisations that offer support or services.

LSB to support the provision of Dementia Awareness Training for and with :

Key people/services and groups within the communities

Schools and colleges (e.g as part of the Baccalaureate / citizenship and community element).

Through Falls prevention group create a fallsa wareness day programme of activities including promoting national initiatives –Steady On and Timed Up and Go test.

Maintain detailed mapping of learning provision available publically on the Regional Learning Partnership portal

Promote and raise awareness of volunteering (e.g at key life transition points with older people as a basis of community participation).

Commit to co-ordinating information that partners across the LSB hold on older people who live alone and, where appropriate, provide information that could help reduce loneliness and isolation.

Inclusion of older people in the consultation on the Active Travel Act.

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.

Older people's views and issues have been represented and considered during the work in the following ways:

- Three members of the Network 50+ Reference Group represent the interests of older people on the LSB Older People's Strategy Partnership Group
- Members of the Network 50+ Reference Group represent the interests of older people on each of the four planning groups and are informed by engagement work undertaken:
  - At a city centre drop in event on ageing well held on 27th March attended by 60 older people and a number of partners
  - In an online survey covering each of the five ageing well priorities (with 73 respondents)
  - Past work with Swansea Voices (Citizen's Panel) on the priorities for ageing well.
- Two forums on ageing well to discuss the draft plans and outcome statements were held

at the end of July (35 participants).
- A forum for BME communities was held in August (20 participants).

The outcomes of the engagement have been used to inform the development of the ageing well plan (key outcomes included in Appendix 1 of the plan) and will continue to be used as the plan is implemented as well as the end of year evaluation. Continued involvement of older people through the Network 50+ Reference Group will continue to inform the plan.

An Annual forum will be organised in June/July where members of Swansea Network 50+ and over 50s in the community and a questionnaire to be available on line where people can be invited to share their views on:

- What makes an age-friendly community?
- What makes a Dementia Supportive community?
- How can we help someone with dementia continue to live in, and contribute to, their community?
- How can public awareness of dementia and understanding of living with dementia be increased?
- What barriers are there to older people learning and developing new skills?
- What learning opportunities can you currently access?
- What barriers are there to older people volunteering?
- What increases our risk of falling as we grow older?
- What could help reduce the risk of falling amongst older people/
- What are the main causes of loneliness and isolation amongst older people?
- What could help reduce loneliness and isolation amongst older people?

The plan includes an action to undertake engagement with Children and Young People and include outcomes in the work on ageing well.

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

- Ongoing consultation with groups with protected characteristics – are there any gaps that we have identified / need to explore?

- Continued involvement of older people in the implementation and evaluation of the plan. How will this be done?

- Members of Swansea Network 50+ Reference Group contribute through being on the Ageing Well theme working groups and are represented on the Older People's Strategy Partnership Group.

- Consultation with Older People at the annual forum/online questionnaire /Network web pages and social media.

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).

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

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

Please explain any possible impact on each of the above.

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

1. Foster good relations between different groups
And
2. Advance equality of opportunity between different groups

A number of actions within the plan should positively impact on this area including:
- Work on age friendly communities (includes areas on shared public spaces, inclusion of all generations and identification of community assets)
- Develop information packs and training and development resources on the Ageing Process /ageing well and age-friendly communities.
-

3. Elimination of discrimination, harassment and victimisation
A number of actions within the plan should positively impact on this area including:
- Work on developing dementia supportive communities
- Provide Dementia Awareness Training

4. Reduction of social exclusion and poverty
There are actions in relation to:
- Increasing the numbers of people aged 50+ in Wales who are economically active.
- Raising awareness amongst older people of current governmental and other advice and information schemes to assist in building their financial resilience.
- Developing and improving older people's financial inclusion schemes
- Ensuring that older people have access to housing schemes that promote social interaction and inclusion.
- Raising the profile of loneliness and isolation as public health issues and empowering older people to be aware of the risks of loneliness and Isolation.
- Ensure older people are properly and meaningfully consulted regarding public transport provision.

The priorities in the Third phase of the Welsh Government's Strategy for Older People have been mapped to the ageing well action plan and as part of the engagement work on the strategy in CCS through Network 50+ the following key priorities were highlighted Health and Support, Finance and Getting out and about and social activity.

Is the initiative likely to impact on Community Cohesion? Please provide details.
A potential advantage of implementing the plan via the Local Service Board is to ensure that Ageing Well becomes embedded in the work plans of key public service providers. This will ensure that the needs of older people and ageing are seen in a wider context and included, in particular, in initiatives that aim to strengthen communities.
It would be good to link this to the priority areas of the Ageing Well Programme

Age Friendly Communities

Using national guidance and indicators being developed LSB partners sign up to, and implement, the key provisions and principles of an age friendly City & County of Swansea in the following domains:
- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment

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- Communication and information
- Community support and health services

LSB to promote the initiative through joint publicity, press releases and sharing good practice.

Undertake engagement with children and Young People through the Big conversation amd include outcomes in the work on ageing well. Thsio would include dialogue between younger and older people on the key components of age friendly communities.

Pilot an age friendly audit using national guidance & indicators and in partnership with the Older People's Commissioner's Office within two contrasting communities to determine what the strengths and weaknesses are for older people. This will be to establish baseline evidence and outcomes for co-ordinated service delivery, community volunteering and involvement of older people in ageing well. The pilot will include identifying, defining the role and supporting Ageing Well Champions within the community and organisations.

First Point of Contact initiative - if a staff member from any of the LSB partner organisations visits an older person at home (or is in touch/visited by an older person) they:
- complete a checklist/questionnaire with the individual covering the five priorities to find out if the older person has any particular needs
- or if the individual does not wish to fill in the questionnaire to provide the individual with concise information on available support services for the five priorities.

Responses to the checklist/questionnaire fed back to an agreed coordinated central point of contact where appropriate referrals made to partner organisations.
Participating LSB organisations to undertake joint promotion and awareness raising of the service.

Dementia Supportive Communities
Develop and distribute concise information on available support services and referral points for use by front line staff and the public across LSB partners.
Engage with Swansea Bay Regional Equality Council to address the needs of people living with dementia from BAME communities.
Engage with the Lesbian, Gay, bisexual and transgender forum to address the needs of people living with dementia from LGBT communities.

Each LSB partner to commit to providing Dementia Training *(awareness; front line; specialist)* for staff within their organisation (different levels of training according to need) including City Centre businesses (through Business Improvement District, Swansea Economic Regeneration Partnership and Swansea Dementia Supportive Community Forum). Promote the use of "This Is Me" document as part of the training and awareness.

LSB to support the provision of Dementia Awareness Training for, and with:
- key people/services and groups within communities
- schools & colleges (e.g., as part of input to citizenship and community element within the Welsh Baccalaureate).

Promote the use of "This Is Me" document as part of the training and awareness.

Falls Prevention
Through the Falls Prevention Group explore possibilities of wider distribution, and developing a short summary, of the Falls Prevention Guide as basis for disseminating the key messages to staff and for raising public awareness. This would include, for example, with family and carers, cyclists and the public (e.g., if witness older person

falling in the street). Test messages and outcomes through Network 50+.

Opportunities for Learning and Employment
As part of detailed plan implementation group to link to work covered by the Council's Poverty Strategy and locally support any national work on this area.

Continue to support student led groups. Encourage a sustainable approach as part of an exit strategy for classes using learners to create a cooperative so they can buy in tutors and /or materials as required.

Loneliness and Isolation
LSB partners to develop and train front line staff on loneliness and isolation (how to recognise it) and where to signpost for support (as part of Age Friendly Community Outcome 3.3 to raise awareness of social isolation*).* Include information on local service provision that can help combat loneliness and isolation and how to access this, e.g. , Third Sector broker, community connectors, Local Area Coordination (as determined in outcome 1.2 below)

How will the initiative meet the needs of Welsh speakers and learners?
TheWelsh language should be treated as favourably as English.

Actions (to mitigate adverse impact or to address identified gaps in knowledge). Continue to use and develop EIA to inform the Plan's implementation?
Ongoing engagement with the Welsh Language population through the Network, Social media and Menter Iaith Abertawe is essential.
Expected outcomes of the initiative include:
"I can engage and participates including using new technologies, leisure, cultural, sporting/exercise activities if I wish and in the Welsh Language"
"My linguistic needs are met".
"I receive services through the medium of Welsh"

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.
Some of the actions in the plan will impact on children and young people including:
Creating age friendly communities:
Work to promote the inclusion of all generations in discussions about their community. This would include dialogue between younger and older people.

Creating Dementia supportive communities:
Developing a dementia forum for people living with dementia and their carers (children

and young people may be amongst the carers and also children, teenagers and young people can develop dementia due to certain rare diseases).

Opportunities for Learning and Employment:
Raising awareness amongst older people of current governmental and other advice and information schemes to assist in building their financial resilience. (children and young people are, in some cases, supported financially by grandparents).

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.
Gaps & challenges include work with schools and involvement of younger people including more intergenerational work,
The needs of children and young people will be sought through engagement with them via the Big Conversation and by including outcomes in the work on ageing well. This would include dialogue between younger and older people on the key components of age friendly communities.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).
Undertake ongoing engagement with Children and Young People and include outcomes in the work on ageing well. Need to talk about this in your answer to the best interests question above.

Section 6 - Monitoring arrangements:
Please explain the arrangements in place (or those which will be put in place) to monitor this initiative:

Monitoring arrangements: : Each action will have a process for evaluation and during 2015-2016 the LSB will review progress on the plan at every meeting and consider any barriers to implementation.
As this is a 3-4yr plan actions will be reviewed on an annual basis and revised or changed as required and reported to the LSB. The review will include work with members of Swansea Network 50+ every June/July with outcomes included in the annual review report to the LSB.
Actions specific to the Council will be reviewed in the annual review of the Council's Strategic Equality Plan.

Actions: As above arrangements

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**
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.**

1

Action Plan:

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
Engagement with wider public	50+ coordinator in conjunction with Swansea Network 50+	July 31st 2016 and annually thereafter	Outcomes included in the annual review report to the LSB	
Each action will have a process for evaluation	LSB will review progress on the plan.	Every 2 months during 2015 -2016 And annually thereafter.		
Evaluate Strategic Equality Plan	Sherill Hopkins	Annually		
Analysis of available census and other information on older people by protected characteristic.	Research and Information	Just need to finish completing the action plan		
Certain actions within the plan may need their own profiling information, e.g., age friendly community pilot.	50+ coordinator Access to Services Team			
Ongoing consultation with groups with protected characteristics	50+ coordinator in conjunction with Swansea Network 50+			
Continued involvement of older people in the implementation and evaluation of the plan.	50+ coordinator in conjunction with Swansea Network 50+			

Consider whether any of the actions within the plan need their own EIAs as the plan is implemented.	50+ coordinator Access to Services Team			
Undertake ongoing engagement with Children and Young People and include outcomes in the work on ageing well.	CYP Planning Officer and 50+ coordinator			

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

Agenda Item 9.

Report of the Cabinet Member for Wellbeing and Healthy City

Cabinet – 19 January 2016

**RESPONSE TO THE REPORT OF THE BUILDING
SUSTAINBLE COMMUNITIES INQUIRY PANEL**

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

1.0 Introduction

1.1 The Building Sustainable Communities Inquiry report was submitted to Cabinet in June 2016 after the August Scrutiny Inquiry Panel completed a detailed inquiry into Community Action as a part of delivering this Corporate Priority. Although Community Action is actually a workstream of Sustainable Swansea, rather than a Service in its own right, it relies on a number of inter-dependencies with services across the Council to yield successful outcomes. The Inquiry focused on Community Action and how the Council can best support residents to run services in their own communities. The scrutiny report is attached as *Appendix A*.

1.2 Having considered the contents of the scrutiny report, and specific recommendations made, advice to Cabinet on whether it should agree, or not agree, with each recommendation is detailed in this report.

1.3 Cabinet is also asked to consider, for each of the responses, any relevant policy commitments and any other relevant activity and resource needs.

2.0 Response to Scrutiny Recommendations

Recommendation 1
Develop a communication plan which should include a) Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering. b) Publicity and promotion of successful Community Action projects more widely, using for example individual success stories. c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors. d) Holding an annual open day or community fayre for community facilities and community groups designed to improve communication, networking and to share information, good practice and training opportunities. This should include information and opportunities for Community Action.
Action already being undertaken: a) There are a number of volunteer recruitment and promotion campaigns underway in specific service areas, in particular: Friends of Parks; Museums; Galleries; Libraries; Archives; Community Centres; Sports Development have very successful programmes including training and development for volunteers and young Ambassadors. Annual awards are also held for some areas eg. Swansea Sports Awards; Green Flag Awards; Fields in Trust. b) press releases and good news stories are issued and published on the Council website's dedicated Community Action pages, as and when they come to fruition; c) The Asset register/audit has been completed and this identifies the status of Council assets in terms of whether they are surplus to need. All others are key to providing continued services or facilities for the community. We respond quickly to enquiries and expressions of interest but we don't promote services or facilities as being 'available' to be taken on unless we have acknowledged they are at risk of closure/ cessation of service provision. d) We hold regular events and community days for a wide network of groups including presentations on Community Action to Community Forums and Councils.
New actions following from the recommendation: Volunteering campaign: we support 'volunteer week' provided by SCVS and display flags to indicate our support of volunteering in early summer; we will continue this. The Community Centres have regular open days and celebration days for volunteers and community participation to find out more. This will include Parks Friends going forward.
Cabinet Member Comments: Volunteers are key to many organisations across Swansea, and where relevant to the Authority we take action to encourage, assist and praise volunteers.

Recommendation is **AGREED – as already underway. We will ensure greater visibility.**
Recommendation 2
Investigate the viability of having an annual Lord Mayor's Award for Community Work.
Action already being undertaken: There are already several Awards for community work, hosted by CCS as well as others including the Wave/Swansea Sound. We've recently seen the success of the Lord Mayor's Awards for outstanding contributions to Swansea for ambassadors/individuals of note. The Council and partners are developing a proposal for a 'Celebrating Swansea Together' series of events, culminating in a parade or similar, to show the Council's commitment to the community cohesion agenda, working with key partners from public and third sectors. One of the events includes the proposal for a Swansea Stars/Good Neighbour award. Further information will be available in January.
New actions following from the recommendation: Investigate the inclusion of an overall award for Community Work with the Lord Mayor's office.
Cabinet Member Comments: Covered above
Recommendation is **AGREED**
Recommendation 3
Ensure that the Third Sector Strategy includes an updated Compact Agreement.
Action already being undertaken: Part of the Councils agreement with SCVS through the Change Fund is to work in partnership to develop a Third Sector Strategy which will include an up dated Compact arrangement. Consultation and engagement has taken place with the third sector in relation to what should be included in this document to ensure the sector is developed and fit for the future.
New actions following from the recommendation: Maintain the current direction of travel to ensure this is in place by March 2017
Cabinet Member Comments:
Recommendation is **AGREED – already underway**
Recommendation 4
Undertake a mapping exercise to understand what advice, guidance and support is out there for community groups and volunteers across Swansea.
Action already being undertaken: This has been undertaken as part of bringing advice on Community Action together in one place with signposting, information, advice and guidance provided by SCVS; Cultural Services; Estates; Corporate Property and Poverty & Prevention colleagues.   Discussions have taken place with the Welsh Football Trust in relation

to advice, guidance and support for football clubs in Swansea.
New actions following from the recommendation: Ensure we keep this up to date.
Cabinet Member Comments: With our partners in SCVS we try and understand the needs of community groups and enable them to address the need.
Recommendation is **AGREED as already in place.**

Recommendation 5
Conduct a piece of work that considers the information needs of Community Action applicants from the user perspective.
Action already being undertaken: This has been undertaken and information is now all available in one place, including guidance on the process, timelines, criteria, requirements and sample documents and contacts. Officers also hold regular face to face meetings to talk users through the information and guide them during the process.
New actions following from the recommendation: Maintain the current resource and processes in place.
Cabinet Member Comments: This included the simplification of the Asset Transfer process.
Recommendation is **AGREED as already in place.**

Recommendation 6
All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.
Action already being undertaken: This is already in place on the Council website – with access and signposting from SCVS and from face to face meetings with groups and volunteers. Advice, guidance and support is provided throughout the process.
New actions following from the recommendation: Maintain the current resource and processes in place.
Cabinet Member Comments: Covered above.
Recommendation is **AGREED as already in place.**

Recommendation 7
Involve SCVS in the option appraisal stage of future Commissioning Reviews, when appropriate.
Action already being undertaken: SCVS engaged in developing options for Community Action within various Commissioning Reviews but perhaps not universally.
New actions following from the recommendation: Engage SCVS alongside the Community Action officers input when

engaging in the options appraisals, when appropriate.
Cabinet Member Comments: SCVS are often an invaluable partner in service provision.
Recommendation is **AGREED**
Recommendation 8
Proactively link community groups, community councils and volunteers with the possibilities that are available for Community Action.
Action already being undertaken: Officers regularly present on Community Action to community groups; councils and Friends groups or other smaller groups of volunteers; signpost them to the Community Action information and other relevant officers and support them through the process for expressing interest in facilities/ services that could be sustained through Community Action. Possibilities of Community Action are known once a group has already expressed an interest and it has been assessed, or if a facility/ service has been appraised as being appropriate for volunteers /community groups to maintain during a commissioning review, or through budget setting, if the facility or service is under threat of cessation/closure or reductions.
New actions following from the recommendation: Continue to ensure that Community Action is a consideration, with appropriate steps in place, during Commissioning Reviews and annual budget setting so that new opportunities can be captured and shared.
Cabinet Member Comments: Covered above
Recommendation is **AGREED as already in place.**
Recommendation 9
Encourage and support mixed economy applications (more than one organisations working together to make application for asset or service viable and accessible to smaller groups)
Relevant Policy Commitments:
Action already being undertaken: This is key factor of a successful Community Action project and groups/volunteers and organisations are introduced or encouraged to work together; open up facilities to other organisations or develop new ways of working together.
New actions following from the recommendation: A register of interest can be made available within parameters of the Community Action guidance; Current information to be monitored and enhanced where appropriate.
Cabinet Member Comments: As long as a sustainable plan of operation is drawn up then it doesn't matter what organisations are included, and sometimes that can give added strength.
Recommendation is **AGREED as already in place.**
Recommendation 10
Develop peer to peer networks and mentoring programmes to help

share expertise and support across community groups particularly around assisting new groups and with their longer term sustainability.
Action already being undertaken: Groups and organisations are introduced to each other and meetings and forums are facilitated with examples of good practice shared. We also supply templates and 'dummy' copies of key documents such as leases; constitutions; terms of reference; agm's etc. and advise groups on governance. We request larger groups and organisations that received funding support from us previously to do the same for smaller groups.
New actions following from the recommendation: Link this in with our promotional activity and open days; Enhanced what's already in place in partnership with third sector.
Cabinet Member Comments: I think the way the Friends of Parks group is developing reflects this approach.
Recommendation is **AGREED – as already in place.**

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

3.0 Equality and Engagement Implications

3.1 No specific implications. Delivering the Community Action workstream enables communities to be more actively involved in sustaining services, which supports equality and engagement. Any actions arising from implementing the recommendations will individually be screened for EEI implications.

4.0 Legal Implications

4.1 No specific legal implications. SLA's, leases and other licenses may be required for service delivery or any asset transfer agreements.

5.0 Financial Implications

5.1 No specific implications but a resource will need to be maintained to ensure the communications, engagements, support and development functions can be sustained.

Background Papers: None

Appendices:
Appendix A – Original Scrutiny Report
Appendix B – Proposed Cabinet Action Plan

Community Action

How can the Council best support residents to run services in their own communities?

The Building Sustainable Communities Scrutiny Inquiry Panel
City and County of Swansea - Dinas a Sir Abertawe

August 2016

Why This Matters

Foreword by **Councillor Terry Hennegan** (Convener)

The Council is facing significant budget cuts which mean that we need to take a radical look at the way things are done. This includes what services and assets we continue to manage and which we are unable to support. The Council's Sustainable Swansea – Fit for the Future Strategy is about transforming Council services, ensuring the financial viability of the Council, and improving outcomes for residents. This means finding new models of service delivery which are sustainable. Within this aim, Community Action and the relationship between residents and public services has been the focus of our scrutiny inquiry.

I firmly believe that a community can only be sustainable if all its members have an equal opportunity to participate fully in the life of that community.

Community Action is about placing more say and control in the hands of local communities to meet their needs, wants and expectations so they are more self-sufficient. To this end the Council has embarked on a journey to work 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 or manage assets.

We understand that the Council is at the beginning of that Community Action journey and we have welcomed the opportunity to be involved in developing the way forward through this report. We are pleased to see the progress made particularly around sports and leisure services. Our report draws and number of conclusions and makes recommendations focused on how the Council can best support residents to run services in their own communities. Many of these have a particular emphasis on communicating and working closely with residents, community groups and our third sector partners.

We need to be better at communicating and working with communities as well as at collaborating with our partners in the third sector to ensure that services continue and are of good quality. We recognise that Swansea Council for Voluntary Service is one of our key strategic partners and has an important role in preparing and supporting community groups and volunteers to take on more responsible roles within our communities.

We would like to thank all those people who have contributed to this inquiry including Councillors, Officers and those from community centres who attended a focus group along with all the survey respondents who took the time to complete our questionnaire.

Summary of Conclusions and Recommendations

How can the Council best support residents to run services in their own communities?

The panel believe this can be done by

1. Raising the profile of volunteers and community groups so that they feel more valued.

2. Ensuring that information and advice for potential applicants is readily available and easy to access.

3. Improving communication around Community Action projects and the Transformation Fund.

4. Supporting groups and volunteers to access learning and development opportunities.

5. Addressing barriers for groups who apply for Community Action projects.

6. Generating interest, commitment and involvement in volunteering.

7. Improving the sustainability of community groups by developing opportunities for networking and sharing of skills.

Recommendations for Cabinet

We recommend to Cabinet that the following recommendations are considered as part of the development of the third sector strategy and that these should be developed in conjunction with the Councils partners in the third sector in particular Swansea Council for Voluntary Service (SCVS):

1. Develop a communication plan which should include

   a) Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering.

   b) Publicity and promotion of successful Community Action projects more widely, using for example individual success stories.

   c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors.

   d) Holding an annual open day or community fayre for community facilities and community groups designed to improve communication, networking and to share information, good practice and training opportunities. This should include information and opportunities for Community Action.

2. Investigate the viability of having an annual Lord Mayor's Award for Community Work.

3. Ensure that the Third Sector Strategy includes an updated Compact agreement.

4. Undertake a mapping exercise to understand what advice, guidance and support is out there for community groups and volunteers across Swansea.

5. Conduct a piece of work that considers the information needs of Community Action applicants from the user perspective.

6. All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.

7. Involving SCVS in the option appraisal stage of future Commissioning Reviews, when appropriate.

8. Proactively link community groups, community councils and volunteers with the possibilities that are available for Community Action.

9. Encourage and support mixed economy applications (more than one organisations working together to make application for asset or service viable and accessible to smaller groups)

10. Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups with their longer term sustainability.

Contents

1 WHY WE PRODUCED THIS REPORT

Overview

1.1.1 This report focusses on the following question:

How can the Council best support residents to run services in their own communities?

Selecting the topic

1.1.2 The Inquiry into Building Sustainable Communities was proposed by the Annual Scrutiny Work Planning Conference in May 2015 and was subsequently included in the scrutiny work programme by the Scrutiny Programme Committee.

1.1.3 This topic was chosen because:

- We need to build and support sustainable communities because this will result in better outcomes for people and reduce the cost of services
- Current models of service delivery are unsustainable and do not always provide the best outcomes for people
- Transformation of services is vital to meet the challenges of the future and this is made more urgent by the significant budget cuts we are facing.

The panel agreed to investigate the following aspects:

What does the Community Action strand mean in practice? What is the Community Action Strand and how does it help to Build Sustainable Communities?
What is the level of support? What level of support is provided?
How will transition work? How will the transition of services from the Council to communities actually work in practice and are the processes effective?
What finances are available? How will the transition and support be financed?
How are we working across the Council and other organisations? How do we/will we work across the Council and with others to deliver the Community Action schemes?
What are the views of Communities? How are we working with local communities to develop this strand?
Impact so far? What has been the impact of Community Action schemes to date?
What does Good Practice look like? Look at successful and unsuccessful Community Action schemes and good practice here and elsewhere
How can Sustainability be ensured? How do we/will we ensure continuity of the service provision?

The context of the inquiry

1.1.4 Community Action is about recognising that the Council needs let go of some of their responsibilities and devolve them to those local communities who want to take ownership of certain services.

1.1.5 The Council needs to build and support sustainable communities because it will result in better outcomes for people and reduce the cost of services. Current models of service delivery are unsustainable and are not always providing the best outcomes for people. Community Action is specific to delivering the Sustainable Swansea work for new models of delivery, as a means of sustaining present services despite financial reductions. Community Action relates specifically to current services the Council may no longer be able to provide.

Intended contribution

1.1.6 As a panel we believe that we can make a valuable contribution to this topic. We recognise that, while there are no easy answers, success will only come from a conversation that everyone is able to contribute to. It is in this spirit that our conclusions and recommendations are offered.

1.1.7 Specifically this report aims to contribute to this vital debate by:

- Drawing together some general principles for the development of Community Action and in building sustainable communities
- Offering proposals for improvement
- Providing a councillor perspective
- Pointing to good practice examples
- Sharing the views of different people involved

1.1.8 We are also happy to recognise the limitations of the inquiry. Given the complexity of the topic and the time that we had this report provides a broad view.

1.1.9 Finally, many of our conclusions are in line with the Council's current direction of travel and these are offered in order to provide reassurance. Others may be either additional or contrary to what has already been agreed. These are intended to offer challenge and to stimulate debate. Where we have made recommendations these are intended to help improve the service.

Use of key terms

1.1.10 There have been a number technical terms and acronyms used when looking at this subject. In the report we have tried to write for the layperson and have avoided acronyms whenever possible. There are, however, a few terms that we use throughout the report that should be clarified from the outset.

- *Community Action*: Council letting go of some of their responsibilities and offering them to those local communities who want to take on ownership of certain services.
- *Community Transformation Fund*: a fund available to community groups to help develop proposals to run Council services locally and/or to transfer community assets.
- *Commissioning Review:* reviewing the options for future service delivery
- *Community Asset Transfer:* when a public sector body, usually a Local Authority, passes on the management and/or ownership of a facility to a community group.

2   EVIDENCE

Evidence collected

2.1.1 Evidence was collected between January and June 2016. The evidence gathering activities undertaken included:

  a. Overview of Community Action

  b. Survey of public, councillors, community councillors and other organisations

  c. Overview of Transformation Fund

  d. Discussion with Head of Legal and Democratic Services

  e. Session with representatives of Community Centres in Swansea

  f. Two sessions with different people working within communities including SCVS, Communities First, Housing Tenancy, Community Connectors

  g. Session with Cabinet Member and Head of Service/lead for the Building Sustainable Communities Corporate Objective.

  h. The revised structure and delivery model for Communities First

  i. How Community Action fits with the reducing poverty agenda

  j. Meeting with Swansea Council for Voluntary Service

  k. Desk based research giving good practice examples

2.1.2 For full details of the evidence gathered including details of all of the findings from each session please see the evidence pack for this inquiry. This can be downloaded at www.swansea.gov.uk/scrutinypublications

3   CONCLUSIONS

This report considers how the Council can best support residents to run services in their own communities. Each of these conclusions, therefore, is a suggestion about how the Council's Cabinet might approach this problem. Specific proposals are identified throughout and listed separately in the recommendations section that follows.

We recognise that the many organisations that run groups and assets across Swansea are independent from Council control. There are, however, a number of ways that Cabinet can influence the work of these voluntary bodies such as through information, advice and training.

We believe that the Council can best support resident to run services in their own communities by:

3.1   *Raising the profile of volunteers and community groups so that they feel more valued*

3.1.1   There was a consistent message from our evidence gathering that many community volunteers and community groups do not feel valued either by their communities or by the Council.

3.1.2   The inquiry consultation included a survey of community groups, charities, councillors and community councils, along with a focus group with Community Centre representatives. It told us that some feel it is difficult for volunteers to cope with all of the things that they are being asked to do and that new responsibilities are being placed on them all of the time. Some of those consulted did say, particularly in the context of increased responsibilities in recent years, *why would anyone want to do it?*

3.1.3   Community Centre representatives, at a focus group with panel members, were asked about how we can improve the numbers of people volunteering. They said some of the ways to do this is by:

- Annual showcasing of good work
- Media stories and raising profile of work of volunteers
- Improving appreciation of what volunteers do, make those volunteering feel valued by the Council and local communities
- Recognition is important and goes a long way to motivating people

3.1.4   The Chief Executive for Swansea Council for Voluntary Service said that *the Council must show a strategic lead and that it values its third sector*.

3.1.5   We believe that recognition for the work of volunteers is important not just because this is the right thing to do but also because it provides encouragement and it lets them know that they have the support and backing of the Council and the wider community.

3.1.6   For this reason alone we felt that we should be publicly praising the work of volunteers and the vital difference they make to their communities. As a panel

we certainly want to record our thanks and admiration to community groups and volunteers who are working hard in our communities.

3.1.7 We will propose that Cabinet considers what extra steps might be taken to recognise the good work being done by volunteers and community groups. This might be through a media campaign or an award scheme of some kind. We recognise that this does not necessarily have to be done by the Council but rather by SCVS who are working with volunteers and community groups on a daily basis.

We therefore recommend to Cabinet that:

R1 A communication plan is developed that will include:
   a. Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting the benefits of volunteering;
   b. Publicising and promotion of successful Community Action projects more widely using individual success stories

R2 We will also ask Cabinet to look at the viability of recognising the work of volunteers by having an annual Lord Mayors Award for community work.

3.2 Ensuring that information and advice for potential applicants is readily available and easy to access

3.2.1 Communities and applicants are not always clear at the outset of an application what they want and what they can offer in relation to Community Action. It is essential that they are fully advised at this point, that clear information is available and easily accessed.

3.2.2 We identified that potential and current volunteers and community groups find information on community action and volunteering from a number of places, including from the Councils website and SCVS. We felt that it would be beneficial to have all the information available in one place even if the services provided are across different organisations.

3.2.3 We consider it essential to have a clear picture of what training, advice and guidance is out there for volunteers and community groups, including who provides what, recognising that a large number of groups exist that may not have contact with the Council or our partners but provide vital support in communities. We believe that the better the information we have the better the reach into communities will be. We would therefore like to see a mapping exercise carried out across the whole sector in Swansea to identify what community groups and services exist (we recognise that this can only be a snapshot but feel it would be beneficial when communicating and developing Community Action projects moving forward).

3.2.4 We are pleased that a protocol for Community Asset Transfer has been written and believe it will be extremely useful for both councillors and their communities. We found the Community Action and Transformation Fund

process to be complex and agree they should be simplified wherever possible especially in relation to smaller applications.

3.2.5 We would like to see a piece of work conducted that properly considers the information needs of Community Action applicants from a 'user perspective'. This would help the Council and our partners to understand the issues from the applicant's viewpoint and enable processes to be put in place that reflect their needs rather than imposing what the Council thinks they might need when using the Community Action process.

3.2.6 Finance, management, organisational skills and communication are seen as key by survey respondents when asked *what would help run and sustain community groups*. We therefore feel that information, advice and training on these areas need to be easily understood and readily available.

We therefore recommend that:

R3   Ensure that the Third Sector Strategy includes an up dated Compact agreement.

R4   A mapping exercise is undertaken to help us understand what guidance and support is out there for community groups and volunteers across Swansea.

R5   A piece of work is conducted that considers the information needs of Community Action applicants from the user perspective.

R6   All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.

3.3   Improving communication around Community Action projects and the Transformation Fund

3.3.1 A popular response in the survey when respondents were asked about *how people can be helped to get involved in running a service or asset* was overwhelming 'publicity' letting people know what is going on and how they can get involved.

3.3.2 Survey respondents said the following when asked how the Council could help them to promote, increase and sustain services in their community work

- With the ward councillors and any current residents groups, work closely with the media. Listen to residents and take their concerns seriously.
- Direct mailing, discussion forum, ongoing training and mentoring facilities
- Hold open days, highlight where good things are happening
- Education, information, training support.
- Financial management guidance
- Have a community hub
- Marketing on the Council's website and community new letters
- Advertise widely and use the Council's experience and contacts
- Be clear and consistent about what the Council 'can' and 'cannot do'. Be much better at listening to communities and ward councillors
- Partnership, events and social media

3.3.3 SCVS said that they are aware of asset transfer and the Transformation fund but have not been involved in it. We recognise that they do not need to be involved in the actual asset transfer process but it is important that they are kept informed and are linked to what is happening in order to help identify possible applicants, train and develop those making applications as well as helping to support and advise on issues like funding and longer term sustainability.

3.3.4 An equally important aspect is the involvement and inclusion of local ward Councillors in the process of Community Action especially when looking to communicate and reach out to communities. Councillors are in a good position to assist both community groups and the Council having a key role in signposting potential applicants.

> *'Important to be on the ground and developing what is needed inside communities, huge benefits to groups developing in the community and keeping it local. People in the community know what they want and what they need day to day.'*
> **Local Area Co-ordinator**

3.3.5 Front line staff working in communities (for example Communities First, Local Area Co-ordinators, Tenant Support Officers) should be informed of and understand Community Action so that they can signpost people as well as being able to inform individuals of what might be happening in their communities if they are asked.

3.3.6 We also highlighted the role of community councils in Community Action. They are already involved in many Community Action projects and may be in a good position to take forward further possibilities.

> *'Following the asset transfer of Graig Y Coed, the Community Council will run all the services in the ward. This including recreation grounds, tennis courts, bowls pavilion, football field and playgrounds. All these facilities are provided for individual and clubs within the area and the Community Council works in partnership in order to ensure as many people can enjoy sport and participate in activities.'*
>
> *'Our services at Ty Croeso have won an award for service to the community from the Community Council. Although none of our activities are large, they receive strong praise from those who come: Swansea Foodbank, Welsh Learners Group, book club, bereavement support group.'*
>
> *'De La Beche Association who have raised funding to refurbish Uplands market'.*
>
> *'COBRA Bonymaen, Community House run by the community for the community: Credit Union, breakfast club, teenage club, over 50's and advice service.'*
>
> *'If the Council wishes to transfer assets to groups within communities it must ensure that there are sufficient funds available to encourage interested parties and furthermore it should ensure that the transfer is done effectively and efficiently at no cost to the recipients.'*
> **Survey respondents**

3.3.7 Evidence suggests that communication is central to improving the understanding and reach of Community Action. We would like to see a

communication plan for all aspects of Community Action to include not only how we communicate with community groups and our partners like SCVS, but also internally across the Council.

3.3.8   There must be a co-ordinated approach to developing Community Action and its projects and this includes connecting more closely across Council departments especially those who are currently working with potential assets or services that may be considered for Community Action. One important way of doing this will be through the Council's Commissioning Reviews (each part of the Council will carry out a Commissioning Review over coming years and will identify potential areas for Community Action). Communicating these potential opportunities for Community Action out to communities and groups will be the vital next step. It will be important at this point to work with our partners, Councillors and existing networks to reach out to local people and groups. Whether this is SCVS, Council services or initiatives like Communities First; using all the avenues open to us to get the message out.

3.3.9   The next important step must then be how we support and assist applicants to make an application. This should include assessing their capacity to apply; given that they are often lay people who may not have detailed knowledge of what is involved in and the responsibilities of managing an asset or service. We need to help them assess their own capacity to take on an asset or service; identifying what knowledge or training gaps they may have and help then to address these.

3.3.10 We recognise the important role that SCVS has in developing and building capacity in communities and in communities groups through their different roles including training and development, advice on funding and guidance around setting up and sustaining a group. They also have a key role in developing the volunteering strategies in Swansea. SCVS said that they find some things that are done by community organisations are duplicated by the Council, particularly when organisations are funded to do things on its behalf, for example, the Council developing volunteering activities whilst funding SCVS to do the same.

3.3.11 The Council must work more closely with SCVS to ensure that both organisations are using all the resources available and to ensure effort is not being duplicated unnecessarily. The Council must use SCVS and their expertise and communication networks to get the message out to communities around Community Action projects and the Transformation Fund.

3.3.12 Community Action possibilities will be an important outcome of many of the Councils Commissioning Reviews where areas will be identified for potential asset and service transfer. We felt that it would be useful for SCVS to be involved in the Commissioning Reviews at the 'options appraisal stage'. Where they can give their experience on the potential for those asset transfer possibilities and help reach out and prepare community groups for these potential Community Action projects.

3.3.13 Representatives from Community Centres expressed their concerns about some aspects of Community Action and volunteering to us at a focus group. Particularly communities understanding that services are not all run by the

Council but some by volunteers. They felt that many people have an expectation that the Council run most services and that this will be a barrier which needs to be overcome before communities can understand they may need to take on some services or assets or lose them.

> *'Fear factor puts people off especially new volunteers. Taking the fear away so people feel confident and able to take on services, this includes providing back-up and support, will be vital to encouraging people to take on services and community assets.'*
> **Community Centre representative**

3.3.15 Community Centre representatives also felt that in some cases asset transfer has been seen as a threat rather that an opportunity. Some worry that their services will be taken over by someone else and then others are concerned about the level of service and the commitment provided if the Council are not involved. We would like to see better communication about what Community Action is and how it will affect those communities.

> *'Community centre volunteers give up their time for the benefit of the community but they also need support, they said they do not want to go it alone but wish to continue to be part of a bigger network with back up and support from the Council. They felt other Community Action applicants may feel this way.'*
> **Community Centre volunteer**

3.3.16 We would like to see successful applications publicised and celebrated and one way to do this is by using individual case stories. This will help to make it 'real' in communities who can then connect and understand what is involved in the process of Community Action and what a positive outcome can mean.

> *'Communities are beginning to realise that opportunities are there but we need to build on this with stronger communication.'* **Cllr Mark Child, Cabinet Member**

3.3.17 We were keen to see the 'Compact Agreement' updated as part of the process of developing the new Third Sector Strategy. We recognise the importance of an agreement being in place for co-operation between our third sector partner SCVS, Abertawe Bro Morgannwg University Heath Board and the Council but also feel that this could potentially be extended further now that other organisations like community councils are running many of our services. This is only likely to increase given the current emphasis on Community Action and Asset Transfer.

3.3.18 Interestingly, results of the our survey told us that 85% of the respondents understood the term Community Action and 42% had heard of the Transformation Fund, with 17% making an application to the fund. This indicates to us that the message is starting to get out for Community Action but there is less of an understanding of the role of the Transformation Fund.

We will therefore recommend that
R4   A communication plan is developed that will include:
      c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors;

d) Hold and annual open day or fayre designed to improve networking and sharing of information. This should include information and opportunities for Community Action.

R7 SCVS is involved in the options appraisal stage of the Councils commissioning reviews when possible assets/services are identified for Community Action.

3.4 Supporting groups and volunteers to access learning and development opportunities

3.4.1 It is important to raise capacity in communities, to enable and encourage the development of skills and confidence to volunteer and therefore increasing our communities' potential to be involved in projects like Community Action.

3.4.2 We believe that, in order to be effective, volunteers involved in taking on an asset or service need to be trained, especially those who are responsible for managing it.

There are number of essential skills that were identified by the survey respondents, some of these include:

- financial management and applying for funding
- advertising and promoting service
- business management skills
- how to establish a community group
- organisational and people skills
- There were also a number of practical training needs highlighted including for example: health and safety, building management, digital skills and child safety.

3.4.3 It was also highlighted as part of the survey that it is not only the practical skills but certain personal attributes that are needed when being involved in the running of a service or asset. These include for example: listening and negotiation skills, empathy and compassion, patience and enthusiasm.

3.4.4 It is important that community groups have a business plan and that that their income and expenditure is realistic. They must demonstrate they are a sound organisation that is able to take on and sustain a service and or asset in the longer term. Training and support in the aspects needed to manage an asset and run the service need to be available and easy to access.

3.4.5 The idea of mixed economy applications was raised (different organisations working together to make one application) and we were interested in the possibility of working with third sector partners to enable a more proactive approach to encourage this. The Director of SCVS said that there may need to for more mixed economy applications as smaller groups may not be able to take on an asset or service themselves fully but if they do it in combination with others is becomes more feasible

3.4.6 We discussed whether we need to be more proactive in relation to Community Action more generally and felt that the Council could be more proactive in

targeting or approaching organisations who might be interested (with assistance from our third sector partner). Approaches could be made by asking questions like: Have you thought of this? Your organisation may be in a good position to consider this? Have you thought about doing this in conjunction with another organisation?

We will therefore recommend that
R8   We proactively link community groups, community councils and volunteers with those possibilities that are available for Community Action;
R9   Encourage and support mixed economy applications (more than one organisation working together to make application for viable)

3.5   Addressing barriers for groups who apply for Community Action projects

3.5.1   Some of the barriers and challenges experienced by communities when considering developing Community Action projects were identified in the our survey including:

- Lack of willingness to engage in active volunteering
- Belief that the Council are solely responsible
- General apathy and lack of local commitment
- Many community centres are run by aging volunteers and are struggling to survive due to the lack of younger people coming forward
- Residents often have little spare time to develop Community Action projects
- Transient student population in some areas so little commitment to community activity
- A parent child relationship between community and the Council
- Getting people who have the time, knowledge, capacity and commitment to run a service
- Finance is always going to be one of the major concerns, continually looking for funding, grants and sponsorship
- Finding people willing to take on the responsibility and who have the capability to develop the service
- Tackling the anxieties of local communities when taking on extra responsibilities
- Lack of will, community spirit, money, facilities and volunteers to take on what the Council wants to offload.
- Engagement and confidence of communities to get involved.

3.5.2   When asked in the survey *how the Council could help tackle the barriers faced*. Survey respondents said this can be done through training, advice, support particularly around legal, financial, health and safety, and promotion (particularly raising awareness, marketing, media).

3.5.3   We undertook a desk based research exercise where we looked at a series of good practice examples including community run services, social enterprise and community interest companies including:

The Muni Journey (Rhondda Cynon Taf)

Abercynon Paddling Pool (Rhondda Cynon Taf)
Cordale Housing Association (Scotland)
Community Volunteering in Alness, Ross-shire (Scotland)
Explore York Libraries and Archives
Harwich Connexions
Hammersmith and Fulham Membership Circle Social Enterprise

We concluded following this exercise that:
- Grants and funding have been crucial to all of the case studies mentioned in this report
- Partnership working is important to maintaining services. You can't do everything by yourself
- Volunteers are at the heart of running community services. Without them many of the examples outlined would not have got off the ground
- Building and maintaining relationships is integral when working together within a community/organisation to run a service
- All those involved in running the service need to have a shared vision/ aim
- Many of the authorities mentioned in this report have some kind of Community Action plan which empowers and supports communities and organisation and gives relevant information
- There is a lot of work involved in taking over a community service

3.5.4 We found that clear information needs to be available on what assets and services are available for transfer through Community Action. Members felt that *'we need to think about what we want from communities and then make that clear to them'*. A list of those assets and services available should be publicised clearly to communities, once they are identified as available for transfer rather than just a large list made available of all assets the Council owns (experienced by some panel members). Groups can then themselves explore and consider implications and the viability for them from what is available.

3.5.5 The Head of Poverty and Prevention said that *Community Action must be collective action across the whole Council*. We agreed with this and are pleased to see departments working together more closely in relation commissioning reviews and this cross department working should be used as an example for breaking down departmental silos. We did feel that working practices in many areas of the council still indicate that more improvement is needed to ensure cross departmental working and a seamless service to the public.

3.5.6 We would like to see the asset transfer process and applying for the Transformation Fund to be simplified; making it easier to access and understand. Council processes can be long and unwieldy; we need to change that culture being quicker and more responsive. We need to be less process heavy especially for smaller applications. We must do everything in our power to make the asset transfer process as straightforward and a smooth a process as possible.

3.5.7 We recognise that we are at the beginning of the Community Action journey and feel that the Council has made a positive start although we believe there does need to be more of a proactive push to move things forward.

3.5.8 Finance and access to sustainable funding was highlighted as a barrier. We recognise the importance role of SCVS in advising and assisting groups to apply for funding and in giving advice on sustainable funding sources.

3.6 Generating interest, commitment and involvement in volunteering

3.6.1 The main challenge or barrier to developing Community Action identified by survey respondents was a lack of volunteers and interest from the community including lack of longer term commitment. This issue also came through strongly in the evidence gathering; particularly the difficulty in the recruitment of volunteers; especially finding people who are willing to take on the responsibilities for running a service. Many people are willing to assist in a limited capacity but do not have the time or ability, for whatever reason, to commit to taking on the full responsibility of managing a service or asset.

> *'Need to have a core of people who have dedication and commitment to the centre or service in the longer term to ensure sustainability.'*
>
> *'Many people are willing to be involved in the short term to run and be involved in groups but do not want or are unable to commit in longer term.'*
>
> *'Often people do not want the full responsibility of taking on all that is involved in managing an asset/running a centre.'*
>
> *'Time is a key element and barrier to taking on services, people have busy lives and do not or cannot commit enough time to be that involved.'*
>
> *'Many of those running services/centres are elderly and as they are no longer able to do it there is no one coming up behind to take on/sustain these services.'*
>
> *'Taking the fear away so people feel confident and able to take on services, including providing back-up and support will be vital to encouraging people to take on services.'*
> **Community Centre representatives**

3.6.2 We reviewed a question that had been posed by the Council in Swansea Voices earlier this year which asked:

Swansea Council is considering introducing a new initiative whereby local residents will be able to manage facilities and services on a voluntary basis.

Should this initiative be introduced in your local area, would you consider volunteering to help run the following services?

- Around half of respondents (51%) would not consider volunteering for any of these services.
- Around a third of respondents (32%) said that they would consider volunteering to help run the local library.
- Around a fifth of respondents would consider volunteering to help run the local community centre (22%) and the local park (17%).
- However less than 1 in 10 respondents would consider running local sports pitches (7%) or a local playground (6%).

- Respondents were asked if they had any other comments or suggestions relating to Community Action. Comments mainly related to a disagreement with the use of volunteers/ volunteers shouldn't replace paid staff, respondents who are unable/have no time to participate and comments that Council Tax should pay for these services.

3.6.3 Concern was raised about the longer term sustainability of services when many of the people currently in these positions are from the older generation and that no one is 'coming up behind' to take on those roles. We recognise the role of SCVS in building capacity and interest in communities as helping to address the need for ongoing succession planning. Succession planning can be a major problem for third sector organisations.

> - *Community leadership is vital and needs to be embedded in local culture, not least amongst young people*
> - *The next generation must be able to keep things going when pioneers start to run out of steam*
> - *You have to build practical partnerships with other organisations – you cannot doing all on your own*
> **Good practice example: Cordale Housing Association**

3.6.4 There is also a huge barrier around engaging people to become involved in community activity. It is vital to develop interest, the capacity and commitment in communities to take on important community roles. We understand that the Council does recognise the importance of this and do fund SCVS by approximately £100,000 (£50,000 core funding, £40,000 for community group development and £10,000 small group development).

> *'There are many people who want to get involved in their community, but don't know how. More promotion would be good including advertising and also linking in with local councillors who can help in the campaign to enlist volunteers.'*
> **Survey respondent**

3.6.5 The engagement of young people in community volunteering is seen as essential to the sustainability of services in the future. It was recognised that in order to engage young people into volunteering some things may have to do be done differently including

- considering the times and hours in which young people are involved, including for example;
- ensuring they are reimbursed for any expenses incurred for i.e. travel
- look at how to we advertise opportunities to young people,
- tailoring our medium of communication and language
- making opportunities interesting and having possibilityy of future benefit to young people (experience gained for future employment etc.)

3.6.6 The Cabinet Member for Wellbeing and Healthy City Cllr Mark Child said that one influence on this agenda is the Wellbeing and Future Generations Act. This puts a clear focus on increasing independence and recognising the individuality of communities instead of a one size fits all approach. Communities are

therefore more able to do what suits them. We need to empower communities helping to reduce demand on Council services.

3.6.7 The Survey also asked *how the Council can help to tackle barriers and challenges to communities taking on Community Action projects.* Survey respondents said:

- Ongoing support from Council until able to go it alone
- Put on some training and maybe assign a mentor to new groups. Have a link person available to help in the future should this be needed to develop new ideas, sustain existing initiatives and ensure succession planning of current initiatives.
- More publicity around Community Action. The community needs to stand up support services or lose them.
- Enhance working relationships with the Council and have joined up activities
- Raise awareness of what's available in an area
- Finding out what matters to the community rather than assuming or telling the community what it is important
- The barriers exist because residents feel that there is nothing to gain by being responsible for something, they fear that it would backfire and end up being sued for something that they would not have any control over.

3.6.8 It is important that we reach out more to communities to encourage interest in Community Action projects and we believe this can be done by using networks already in existence; by *piggybacking* on existing community relationships in partnership with SCVS.

3.6.9 Time is a key element and a barrier to some in becoming involved in taking on an asset or service. It was recognised that people have busy lives and find it hard to commit enough to be that involved. People have many demands on their time. Many survey respondents highlighted their concerns around the increased responsibilities that are involved in taking on an asset.

3.7 Improving sustainability of community groups by developing networking and sharing of skills

3.7.1 We were informed that the Transformation Fund has been created to support the delivery of the aims of the Community Action in particular funding being aimed at developing proposals to run Council services locally and/or transfer of community assets.

3.7.2 We looked at a summary of the applications that have been made to the Transformation Fund, which gave us an understanding of the different types of applications being made, particularly those that are suitable and those that are not. We found quite a number of the applications were not suitable and had been refused because for example savings were not apparent or the application did not meet the criteria. We believe that this indicates that more advice, information and support are needed at the pre-application stage.

3.7.3 One issue that arose from this discussion was how important it is for people who are looking to set up a new group or who may be considering making an

application to take over an asset to be able to access the knowledge and experience of others who have been through the process.

3.7.4 We were pleased to hear from the Cabinet Member Cllr Mark Child that more and more groups are recognising the benefits of doing things more collaboratively, pooling and sharing expertise for example, Friends of Parks.

3.7.5 Friends of Parks are a good example of groups working together. Friends groups come together on a regular basis to share experience. There is also a good relationship between Friends of Parks and the Council's Parks department. Although we did recognise that most parks are still managed by Council and they enhance the work of parks rather than managing them.

> *It is about linking people across the community rather than linking to the statutory service. It's about self-empowerment and feeling of worth. I think there is a vast amount of untapped ability in communities of all types, and it is not related to wealth or any other factor. There is also a huge level of satisfaction to be gained from providing a service, a kindness to another.*
> **Survey respondent**

3.7.6 Sharing information across groups would also be of benefit to all groups and services in the third sector especially when looking to sustain their services. Being able to contact someone who has the experience of aspects of running a group and or in maintaining an asset will help others to be more resilient in the longer term. This may include developing networking opportunities like for example peer to peer support programmes, mentoring, e-sharing across organisations.

3.7.7 We need to consider encouraging more mixed economy applications from community groups and others including community councils, charities and private sector. Some groups or organisations may not feel confident or able to apply themselves but would be interested as part of a wider application. Developing networks across organisations would help to encourage more shared applications.

3.7.8 We recognise that there is a wealth of skills and experience in many of the established groups in Swansea which could be tapped. Particularly those skills needed to run and sustain a community group. We felt that as community groups grow in experience it is important for them to share their good practice especially with those who are starting out.

We will therefore recommend that
R10 Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups and with their longer term sustainability.

4   RECOMMENDATIONS

The panel commends Cabinet to consider all issues and ideas raised by this inquiry and, in particular, the recommendations set out below. The panel recognises that the Council

(a) will need to ensure that any subsequent actions are legal and meet the requirements of any relevant legislation;

(b) has a responsibility to make the best use of limited resources and that any additional costs will need to be considered carefully as part of the annual budget setting process.

The panel has kept these principles in mind in the course of its investigations.

Recommendations for Cabinet:

It is recommended to Cabinet that the following recommendations are considered as part of the development of the third sector strategy and that these should be developed in conjunction with the Councils partners in the third sector in particular Swansea Council for Voluntary Service (SCVS):

4.1.1   Develop a communication plan which should include

a) Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering.

b) Publicity and promotion of successful Community Action projects more widely, using for example individual success stories.

c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors.

d) Holding an annual open day or community fayre for community facilities and community groups designed to improve communication, networking and to share information, good practice and training opportunities. This should include information and opportunities for Community Action.

4.1.2   Investigate the viability of having an annual Lord Mayor's Award for Community Work.

4.1.3   Ensure that the Third Sector Strategy includes an updated Compact agreement.

4.1.4   Undertake a mapping exercise to understand what advice, guidance and support is out there for community groups and volunteers across Swansea.

4.1.5   Conduct a piece of work that considers the information needs of Community Action applicants from the user perspective.

4.1.6   All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.

4.1.7   Involve SCVS in the option appraisal stage of future Commissioning Reviews, when appropriate.

4.1.8   Proactively link community groups, community councils and volunteers with the possibilities that are available for Community Action.

4.1.9   Encourage and support mixed economy applications (more than one organisations working together to make application for asset or service viable and accessible to smaller groups)

4.1.10 Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups and with their longer term sustainability.

5 ACKNOWLEDGEMENTS

The panel would like to record its thanks to the following people who came and gave evidence to us:

- Swansea Council for Voluntary Services
- Community Centre representatives
- Community Connectors and Local Area Co-ordinators
- Staff from Communities First
- Community Buildings Development Manager
- Housing Tenancy Support
- Head of Poverty and Prevention
- Head of Legal and Democratic Services
- Cabinet Member for Wellbeing and Health City
- Head of Adult Services
- Head of Corporate Property Services
- Head of Culture and Tourism

We would also like to thank all the people that contributed to our Community Action survey.

6 ABOUT THE INQUIRY PANEL

The **Building Sustainable Communities Scrutiny Inquiry Panel** is a team of Councillors who are not members of the Cabinet. Their role is to examine a strategic issue of concern and to make recommendations about how policies and services can be improved.

Members of the panel, Councillors

Terry Hennegan (Convener)
June Burtonshaw
David Cole
Chris Holley
Wendy Fitzgerald
Keith Marsh
Lynda James
Anthony Colburn
David Lewis
Gloria Tanner
Mike White
Phil Downing

The inquiry was supported by Michelle Roberts from the Council's Scrutiny Unit.

For further information contact:

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Front page photo credit: Picture Credit: Flicker Richard McKeever Community Action banner

Scrutiny Inquiry of Building Sustainable Communities – Cabinet Action Plan

	Recommendation	Action already being undertaken	New Action Proposed	Timescale	Responsible Officer
1.	Develop a communication plan which should include a) Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering. b) Publicity and promotion of successful Community Action projects more widely, using for example individual success stories. c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors. d) Holding an annual open day or community fayre for community facilities and community groups designed to improve communication, networking and to share information, good	a) There are a number of volunteer recruitment and promotion campaigns underway in specific service areas, in particular: Friends of Parks; Museums; Galleries; Libraries; Archives; Community Centres; Sports Development have very successful programmes including training and development for volunteers and young Ambassadors. Annual awards are also held for some areas eg. Swansea Sports Awards; Green Flag Awards; Fields in Trust. b) press releases and	Volunteering campaign: we support 'volunteer week' provided by SCVS and display flags to indicate our support of volunteering in early summer; The Community Centres have regular open days and celebration days for volunteers and community participation to find out more. This will include Parks Friends going forward.	6months	Tracey McNulty

	practice and training opportunities. This should include information and opportunities for Community Action.	good news stories are issued and published on the Council website's dedicated Community Action pages, as and when they come to fruition; c) The Asset register/audit has been completed and this identifies the status of Council assets in terms of whether they are surplus to need. All others are key to providing continued services or facilities for the community. We respond quickly to enquiries and expressions of interest but we don't promote services or facilities as being 'available' to be taken on unless we have acknowledged they are at risk of closure/ cessation of service provision. d) We hold regular events and community days for a wide network of groups including			

		presentations on Community Action to Community Forums and Councils.			
2.	Investigate the viability of having an annual Lord Mayor's Award for Community Work.	There are already several Awards for community work, hosted by CCS as well as others including the Wave/Swansea Sound. We've recently seen the success of the Lord Mayor's Awards for outstanding contributions to Swansea for ambassadors/individuals of note. The Council and partners are developing a proposal for a 'Celebrating Swansea Together' series of events, culminating in a parade or similar, to show the Council's commitment to the community cohesion agenda, working with key partners from public and third sectors. One of the events includes the	Investigate the inclusion of an overall award for Community Work with the Lord Mayor's office.	6months	Tracey McNulty

		proposal for a Swansea Stars/Good Neighbour award. Further information will be available in January.			
3.	Ensure that the Third Sector Strategy includes an updated Compact agreement.	Part of the Councils agreement with SCVS through the Change Fund is to work in partnership to develop a Third Sector Strategy which will include an up dated Compact arrangement. Consultation and engagement has taken place with the third sector in relation to what should be included in this document to ensure the sector is developed and fit for the future.	Maintain the current direction of travel to ensure this is in place by March 2017	6months	Jane Whitmore
4.	Undertake a mapping exercise to understand what advice, guidance and support is out there for community groups and volunteers across Swansea.	This has been undertaken as part of bringing advice on Community Action together in one place with signposting,	Ensure we keep this up to date.	6months	Tracey McNulty

		information, advice and guidance provided by SCVS; Cultural Services; Estates; Corporate Property and Poverty & Prevention colleagues. Discussions have taken place with the Welsh Football Trust in relation to advice, guidance and support for football clubs in Swansea.			
5.	Conduct a piece of work that considers the information needs of Community Action applicants from the user perspective.	This has been undertaken and information is now all available in one place, including guidance on the process, timelines, criteria, requirements and sample documents and contacts. Officers also hold regular face to face meetings to talk users through the information and guide them during the process.	Maintain the current resource and processes in place.	6months	Tracey McNulty

6.	All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place.	This is already in place on the Council website – with access and signposting from SCVS and from face to face meetings with groups and volunteers. Advice, guidance and support is provided throughout the process.	Maintain the current resource and processes in place.	6months	Tracey McNulty
7.	Involve SCVS in the option appraisal stage of future Commissioning Reviews, when appropriate.	SCVS engaged in developing options for Community Action within various Commissioning Reviews but perhaps not universally.	Engage SCVS alongside the Community Action officers input when engaging in the options appraisals, when appropriate.	Ongoing	All Commissioning leads across services
8.	Proactively link community groups, community councils and volunteers with the possibilities that are available for Community Action.	Officers regularly present on Community Action to community groups; councils and Friends groups or other smaller groups of volunteers; signpost them to the Community Action information and other relevant officers and	Continue to ensure that Community Action is a consideration, with appropriate steps in place, during Commissioning Reviews and annual budget setting so that new opportunities can be captured and shared.	6-9months	Tracey McNulty / Commissioning leads

		support them through the process for expressing interest in facilities/ services that could be sustained through Community Action. Possibilities of Community Action are known once a group has already expressed an interest and it has been assessed, or if a facility/ service has been appraised as being appropriate for volunteers /community groups to maintain during a commissioning review, or through budget setting, if the facility or service is under threat of cessation/closure or reductions.			
9.	Encourage and support mixed economy applications (more than one organisations working together to make application for asset or service viable and accessible to smaller groups)	This is key factor of a successful Community Action project and groups/volunteers and organisations are introduced or encouraged to work together; open up facilities to other organisations or	A register of interest can be made available within parameters of the Community Action guidance; Current information to be monitored and enhanced where appropriate.	Ongoing	Tracey McNulty

		develop new ways of working together.			
10.	Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups and with their longer term sustainability.	Groups and organisations are introduced to each other and meetings and forums are facilitated with examples of good practice shared. We also supply templates and 'dummy' copies of key documents such as leases; constitutions; terms of reference; agm's etc. and advise groups on governance. We request larger groups and organisations that received funding support from us previously to do the same for smaller groups.	Link this in with our promotional activity and open days; Enhanced what's already in place in partnership with third sector.	Ongoing	Tracey McNulty

Agenda Item 10.

Report of the Cabinet Member for Wellbeing and Healthy City

Cabinet - 19 January 2017

SWANSEA OPEN SPACE STRATEGY

Purpose:	To seek approval to adopt and implement the Swansea Open Space Strategy and develop an Action Plan following an extensive consultation exercise
Policy Framework:	Council Corporate Plan; Local Development Plan; Well-being of Future Generations (Wales) Act 2015
Reason for Decision:	To adopt and implement the Swansea Open Space Strategy and develop an Action Plan
Consultation:	Legal, Finance and Access to Services.
Recommendation(s):	It is recommended that: -
1) Approval is given to the draft open space strategy to move to public consultation, following which a final version will be brought for adoption and an action plan be developed.	
Report Author:	Ian Beynon
Finance Officer:	Sian Powell
Legal Officer:	Debbie Smith
Access to Services Officer:	Phil Couch

1.0   Background

1.1   One of the principal aims of The City & County of Swansea is to improve the quality of life of its residents. Our open spaces are key to this, as they are valued community assets which help improve public health, mental and physical well-being and quality of life, and which bring biodiversity and regeneration benefits.

Open space is defined as land in public ownership that is regularly available for recreational or sporting use by the community and can also act as a visual amenity.

1.2   Swansea's diverse and extensive open space and green infrastructure network needs to be maintained, protected and enhanced to ensure that

it is safeguarded and sustainably managed for the use and enjoyment of all residents and visitors into the future.

1.3   The Commission for Architecture and the Built Environment (CABE Space) recommends that public bodies produce an Open Space Strategy, to assist in understanding supply and demand for its open spaces, to identify deficiencies, to secure new provision, and to improve quality through better management.

1.4   As a result the Authority has produced its Open Space Strategy, which sets out a strategic vision and a series of aims and objectives for all types of open space in its ownership or management.

1.5   The spatial elements of the strategy will also feed into the local development plan (LDP) and can be a material consideration and used as guidance in the determination of planning applications. The intention is that when the LDP is adopted that the Open Space Strategy will become formal Supplementary Planning Guidance.

2.0   Open Space Strategy for Swansea

2.1   The Strategy signifies Swansea's commitment to maintaining, protecting and enhancing Authority owned and managed open space.

2.2   The Strategy sets out a vision, that 'by 2025 the City & County of Swansea will have a vibrant and diverse range of quality parks and open spaces, well distributed across the County. Sites will reflect local needs and historical, recreational and natural characteristics. The spaces will form a network which maximises opportunities for everyone to enjoy and interact within their local community and the wider area whilst also attracting people into the City and County'.

2.3   The Strategy focusses on five key priorities;
- Increasing accessible open space and people's access to it
- Delivering new developments - Based on LDP sites
- Designating and protecting open space
- Encouraging Community involvement/management
- Promoting biodiversity and nature conservation

2.4   The Strategy also provides a strategic framework for the protection, development and improvement of existing open spaces and to increase the provision of, or access to such facilities, where it is shown there are deficiencies against the agreed standards.

3.0   Open Space standards and statutory duties

3.1   The Strategy has adopted a number of standards and statutory obligations to determine whether Swansea meets nationally recognised guidelines. These include;

3.1.1   Fields in Trust 'Benchmark Standards' which recommend minimum standards of provision per 1,000 population for playing fields, outdoor sports and Children's playing space

3.1.2   Natural Resources Wales' toolkit to ensure everyone has access to Accessible, Natural Green Spaces (ANGS)

3.1.3   A statutory responsibility to assess Play every three years to ensure sufficient play opportunities

3.1.4   A statutory duty to provide a sufficient number of allotment plots under the Small Holdings and Allotments Act 1908

3.1.5   A duty under the Environment Act 2016 to 'seek to maintain and enhance biodiversity' and to 'promote the resilience of ecosystems'

4.0   Action Plan

4.1   Following the adoption of the Strategy an Action Plan will need to be developed, based on the strategic objectives and an assessment against the agreed national standards. The Action Plan will identify areas for prioritisation, together with level of priority and recommended action. The Action Plan will be a working document with the priority actions regularly monitored and updated.

5.0   Equality and Engagement Implications

5.1   An EIA Screening Form has been completed with the agreed outcome that a full EIA report was required. The outcome of the report was that there was no concern and an EIA Action Plan has been developed accordingly. The full report has been attached as Appendix B.

6.0   Financial Implications

6.1   It is likely that there will be financial implications for the Authority in relation to delivering the actions to be identified in the Action Plan. However at this stage it is impossible to determine what these implications are.

6.2   Any future costs arising as a result of implementing the Swansea Open Space Strategy will be met from existing service budgets, new grant funding opportunities or other relevant funding sources available.

7.0   Property Implications

It is likely that there will be Property implications for the Authority in relation to delivering the actions to be identified in the Action Plan, particularly in relation to new development, disposal and Community Asset Transfer. However at this stage and until the Action Plan is developed it is impossible to determine what these implications are.

8.0 Planning Implications

8.1 The spatial elements of the strategy and action plan will feed into the local development plan (LDP) and can be a material consideration and used as guidance in the determination of planning applications. The intention is that when the LDP is adopted that the Open Space Strategy will become formal Supplementary Planning Guidance.

8.2 Swansea's Open Space Assessment will be used to inform the Strategy and action plan as it highlights actual provision and identified deficiencies on a ward by ward basis.

9.0 Legal Implications

9.1 Article 4 of the Council Constitution under Policy Framework recommends by guidance that certain policies, strategies and plans are adopted by Council.

Background papers: None.

Appendices: Appendix A – Open Space Strategy
                           Appendix B – EIA Report

Open Space Strategy for Swansea

Introduction

The variety of open space provision across Swansea provides opportunity for all people to play, exercise, socialise and enjoy contact with nature. As a focal point of any community, parks and open spaces can contribute to building community spirit and community cohesion and provide an environment where community action and involvement is encouraged. Parks and open spaces also have an important role as a home to wildlife and natural habitats. These roles may complement each other.

Swansea's diverse and extensive open space and green infrastructure network needs to be maintained, protected and enhanced to ensure that the extent, quality and connectivity of this multi – functional resource and the many valuable ecosystems are safeguarded and sustainably managed for the use and enjoyment of all residents and visitors into the future.

The Open Space Strategy will set out a strategic vision and a series of aims and objectives for all types of open space in the ownership or management of City and County of Swansea Council. Based on these objectives and an assessment against the agreed standards a prioritised Action Plan will be produced. The Strategy will set out a vision up to 2025, providing a strategic framework for the protection, development and improvement of existing open spaces and to increase the provision of, or access to such facilities, where it is shown there are deficiencies against the agreed standards.   In addition it will;

- o Identify which open spaces will be included.

- o Advise, as appropriate, on opportunities for rationalisation and change of use of current open space provision within the City and County.

- o Highlight good practice and case studies from across the Country

- o Detail how the Council can encourage greater community involvement and ownership in the management, maintenance and development of open spaces.

- o Recommend how to maximise the effective use of physical and financial resources in improving the quantity, quality and accessibility of open space

- o Establish a robust monitoring framework to assess the effectiveness of the Strategy

This Strategy should be understood and utilised in conjunction with a number of other strategies and plans currently in place or under development for the City and County of Swansea, including but not limited to: the Council's Corporate Plan; the Local Development Plan and any associated Local Area Plans and Planning Guidance; the Cultural Development Framework, Tourism, Beaches and Destination

Management Plan; Environment Strategy; Green Infrastructure Strategy; Tree Policy; Early Years and Poverty Strategies; Creating an Active and Healthy Swansea plan and the Council's actions in meeting its obligations under the Well-being of Future Generations (Wales) Act 2015.

Its aims and objectives are underpinned by the Council's Corporate Priorities for: a Vibrant and Viable City and Economy;
Tackling Poverty;
Building Sustainable Communities;
Education Attainment;
Safeguarding.

- and informed by the Council's values which will guide the way that we work, how we develop as an organisation and our decision making through the years ahead:

People focussed

We need to focus on community needs and outcomes and on improving the lives of the people who live and work in Swansea. We will also respect, value and support our employees and demonstrate the highest standards of integrity.

Working together

We need to promote a whole partnership approach, working across services to maximise resources and knowledge and joining forces with others outside the Council to ensure we prioritise our resources and get the best for our communities.

Innovation

We promote and support a culture of innovation. We need to think and work differently to improve our ability to deliver and to meet the financial, demographic and societal challenges we face.

Definition of Open Space
Open spaces are valued community assets which help improve public health, mental and physical well-being and quality of life, and which bring biodiversity and regeneration benefits to an area.

Open space is defined as land in public ownership that is regularly available for recreational or sporting use by the community and can also act as a visual amenity.

The following list illustrates the broad range of open spaces in Swansea that are of public value:
- parks and gardens – including urban parks, country parks, and formal gardens;
- outdoor sports facilities (with natural or artificial surfaces)– including tennis courts, bowling greens, sport pitches, golf courses, athletic tracks, school and other institutional playing fields;

- amenity green space (most commonly, but not exclusively in housing areas) – including informal recreation spaces, communal green spaces in and around housing;
- provision for children and teenagers – including play areas, kickabout areas, skateboard parks and outdoor basketball hoops;
- green corridors – including river and canal banks, amenity footpaths and cycleways;
- wetlands, heathland and grasslands (eg. meadows);
- beaches and foreshore
- local Nature Reserves and designated wildlife sites
- civic spaces, including civic squares and other hard surface areas designed for pedestrians.
- allotments and community gardens;
- cemeteries

Current Provision of Open Space in Swansea
52 Parks
32 Playing field sites
22 Bowls Greens
85 Children's Playgrounds
9 Fitness and Trim trails
16 Multi Use Games Areas (MUGA)
16 Skate and BMX sites
12 Tennis Court sites
16 Allotments
5 Beaches
7 Cemeteries
4 All Weather Pitches
6 Local Nature Reserves
4 National Nature Reserves
27 other Nature Reserves
98 Sites of Importance for Nature Conservation (SINCs)
14 Sites of Special Scientific interest (SSSi)

Open Space standards and statutory duties
The following standards have been adopted to determine whether Swansea meets nationally recognised guidelines in terms of Open Space provision;

Fields in Trust (FIT), formerly the National Playing Fields Association, has prepared 'Benchmark Standards' for outdoor sport and play. The standard recommends that in terms of overall provision per 1,000 population there should be 1.2ha of land for playing fields, 1.6 ha for all outdoor sports and 0.8 ha for Children's playing space, with 0.25ha of the total provision relating to equipped playgrounds and with variations between rural and urban areas.

Natural Resources Wales has developed a toolkit to ensure everyone in Wales has access to Accessible, Natural Green Spaces(ANGS) It recommends that provision should be made for at least:
- 2ha of accessible natural greenspace per 1,000 population

- That no-one should live more than 300m from their nearest natural green space That there should be at least one 20ha site within 2km of all homes
- That there should be one accessible 100ha site within 5km
- That there should be one 500ha site within 10km

The City & County of Swansea has a statutory responsibility to assess Play every 3 years to 'ensure sufficient play opportunities as far as is reasonably practicable'.

The City & County of Swansea has also embedded the United Nations Convention on the Rights of the Child (UNCRC) into its practice, therefore all policies and procedures must give due regard to children's rights.

Under the Small Holdings and Allotments Act 1908 (section 23), the Local Authority has a statutory duty to provide a sufficient number of allotment plots.

Environment Act 2016
Biodiversity and resilience of ecosystems duty
Section 6 of the Act places a duty on public authorities to 'seek to maintain and enhance biodiversity' so far as it is consistent with the proper exercise of those functions. In so doing, public authorities must also seek to 'promote the resilience of ecosystems'. The duty replaces the section 40 duty in the Natural Environment and Rural Communities Act 2006 (NERC Act 2006), in relation to Wales, and applies to those authorities that fell within the previous duty.

Strategic Vision
'By 2025 the City & County of Swansea will have a vibrant and diverse range of quality parks and open spaces, well distributed across the County. Sites will reflect local needs and historical, recreational and natural characteristics. The spaces will form a network which maximises opportunities for everyone to enjoy and interact within their local community and the wider area whilst also attracting people into the City and County'

Strategic Objectives
- To address deficiencies in open space provision across the County in order to improve opportunities for local people to access a variety of open space environments

- To create, develop and sustain safe open space environments which can be enjoyed by all sections of the community;

- To involve the whole community: residents, public, private and voluntary organisations to ensure that parks and open spaces contribute fully to the development of sustainable and cohesive local communities;

- To develop the educational role of open space, particularly for young people, in order to promote greater knowledge and understanding of the importance of being active in the outdoors and of the natural environment;

- To provide a range of opportunities and facilities for active and passive recreation which can contribute to improved mental and physical health and wellbeing;

- To manage and develop parks and open spaces in order to promote social inclusion and usage by all of the County's diverse communities;

- To develop and promote an increased range of opportunities for people to enjoy cultural experiences and activities;

- To promote biodiversity and the conservation, protection and enrichment of species and habitats and to protect and enhance ecological connectivity and ecosystem resilience.

Key Priorities
To deliver the vision and objectives we will focus on the following five key priorities:

Increasing accessible open space and people's access to it
To achieve this we will;
Identify a City & County of Swansea access standard
Encourage and promote opportunities for greater diversity of use
Facilitate additional usage of open space
Facilitate and develop safer routes to enable access
Promote and encourage social inclusion
Enhance the quantity and quality of existing provision
Develop the educational role of open space
Develop closer relationships with schools
Develop and promote the use of open space for improved health and well-being
Develop the role of open space for cultural experiences and play
 increase the opportunities available to learn about the natural environment and biodiversity
Ensure opportunities are designed in consultation with partners and target groups.

Delivering new developments - Based on LDP sites
To achieve this we will:
Improve Co-ordination of planning for open space involving all relevant services and stakeholders
Ensure accessible open space is included in all developments
Ensure new developments contribute to any deficiencies in open space assessment standards
Ensure development proposals will maintain, enhance and create new green infrastructure, where appropriate.
Consider improvement of existing local provision in the locality or the creation of new on site facilities
Create safer and more accessible open space environments
Improve community safety through design
Maintain and improve ecological connectivity and healthy functioning ecosystems

Designating and protecting open space

To achieve this we will:
Retain Fields in Trust designation for existing sites and consider new opportunities
Retain Green Flag status for existing sites and consider new opportunities

Encouraging Community involvement/management
To achieve this we will:
Actively encourage and support community engagement and ownership of open spaces.
Encourage, support and facilitate appropriate self-management or Community Asset Transfer
Facilitate and extend community involvement in the management and development of open spaces
Develop and expand the number of Friends of Parks groups

Promoting biodiversity and nature conservation
To achieve this we will:
Manage the County's Tree Stock
Actively support the protection, retention and enhancement of biodiversity and natural open space
Facilitate the improvement of existing habitats for Biodiversity
Facilitate the creation new habitats and features for biodiversity
Publicise and promote the importance of nature conservation and biodiversity
Ensure nature conservation and biodiversity issues are fully taken in to account in any new developments

Action Plan
Following the adoption of the Open Space Strategy an Action Plan will subsequently need to be developed to identify areas for prioritisation, together with level of priority and recommended action. The Action Plan will be a working document with the priority actions regularly monitored and updated.

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 accesstoservices@swansea.gov.uk.

Where do you work?
Service Area: Poverty & Prevention / Planning / Cultural Services/Parks and Cleansing
Directorate: People / Place

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

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
☐	☐	☐	**X**	☐	☐

(b)   **Please name and describe below…**
City & County of Swansea Open Space Strategy

Swansea's Open Space Strategy is a high-level document that sets out a vision for Open Spaces over the next decade.

Open spaces are defined as valued community assets which help improve public health, mental and physical well-being and quality of life, and which bring biodiversity and regeneration benefits to an area.

Open space is land in public ownership that is regularly available for recreational or sporting use by the community and can also act as a visual amenity.

The Strategy will be supplemented by an action plan that will detail implementation of the strategy. Significantly, this will follow extensive public consultation and engagement.

(c)   **It was initially screened for relevance to Equality and Diversity on 24/6/16**

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

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

(e)   **Lead Officer**
Name: Ian Beynon

Job title: Sport & Health Manager

Date: 27/6/16

(f)   **Approved by Head of Service**
Name: T. McNulty

Date : 27/6/16

Section 1 – Aims (See guidance):

Briefly describe the aims of the initiative:

What are the aims?

Strategic Vision
'By 2025 the City & County of Swansea will have a vibrant and diverse range of quality parks and open spaces, well distributed across the County. Sites will reflect local needs and historical, recreational and natural characteristics. The spaces will form a network which maximises opportunities for everyone to interact within their local community and the wider area whilst also attracting people into the City and County'

Objectives
- To address deficiencies in open space provision across the County in order to improve opportunities for local people to access a variety of open space environments

- To create, develop and sustain safe open space environments which can be enjoyed by all sections of the community;

- To involve the whole community: residents, public, private and voluntary organisations to ensure that parks and open spaces contribute fully to the development of sustainable and cohesive local communities;

- To develop the educational role of open space, particularly for young people, in order to promote greater knowledge and understanding of the importance of being active in the outdoors and of the natural environment;

- To provide a range of opportunities and facilities for active and passive recreation which can contribute to improved mental and physical health and wellbeing;

- To manage and develop parks and open spaces in order to promote social inclusion and usage by all of the County's diverse communities;

- To develop and promote an increased range of opportunities for people to enjoy cultural experiences and activities;

- To promote biodiversity and the conservation, protection and enrichment of species and habitats.

The 5 key priorities are;
- Increasing accessible open space and people's access to it
- Delivering new developments - Based on LDP sites
- Designating and protecting open space
- Encouraging Community involvement/management
- Promoting biodiversity and nature conservation

Who has responsibility?
- Responsibility for development of the Open Space Strategy lies with the Cabinet Advisory Committee which is supported by officers from Cultural Services, Parks and Cleansing, Poverty & Prevention and Planning.

- It is expected that these Officers will take on responsibility for implementation of the strategy including the development and undertaking of the associated Action Plan.

Who are the stakeholders?
- Due to the role of Open Spaces in meeting the needs of all residents of the City & County of Swansea, all will be classed as current or potential stakeholders.

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)	√	Carers (inc. young carers)	√
Any other age group (18+)........................	√	Race..	√
Disability	√	Religion or (non-)belief................................	√
Gender reassignment	√	Sex..	√
Marriage & civil partnership	√	Sexual orientation	√
Pregnancy and maternity.........................	√	Welsh language	√

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

Information on children & young people is current and obtained from the Research & Information Team via the latest Census yearly update. Additionally, PLASC information is current as of January 2016.

This tells us how many children & young people live where, with an age breakdown. This tells us where there are areas of high cyp population.

Additionally, there is a range of existing consultation and engagement available. For example, the 2016 Play Sufficiency Assessment found parks as the number 1 place cyp liked to play.

Information on young carers is obtained through links with the young Carers Trust. This has highlighted the need for respite opportunities for young carers which can often be provided by open spaces.

We work very closely with the BME community and representative groups. This helps us to know about issues affecting them. A relevant example is that we know that some members of the Muslim community are uncomfortable around dogs and this can impact on their use of public open space.

Additionally, with the Traveller Community classed as BME, we engage with Travellers Education and travellers themselves.

We have enhanced our links with the LGBT Community and this has helped us to see the impact of information, signage, in terms of gender stereotyping. There is also an increased recognition of the use of male / female toilets, which is of particular relevance in public parks.

The development of Friends of Parks groups has been extremely effective in gauging views and needs of key service users. In addition to membership of these groups, there are public sessions where local residents can contribute their ideas and comments.

Any Actions Required?
Relevant actions will have been identified within the Assessment. Specific to this EIA are the following;
● Undertake a consultation and engagement exercise with the general public (and representative groups to ensure all need groups are included) on what they feel open spaces are for and what they would like to see.

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	☐	☐	☐
Any other age group (18+) ➡	X	☐	☐	☐
Disability ➡	X	☐	☐	☐
Gender reassignment ➡	X	☐	☐	☐
Marriage & civil partnership ➡	X	☐	☐	☐
Pregnancy and maternity ➡	X	☐	☐	☐
Race ➡	X	☐	☐	☐
Religion or (non-)belief ➡	☐	☐	X	☐
Sex ➡	X	☐	☐	☐
Sexual orientation ➡	X	☐	☐	☐
Welsh language ➡	X	☐	☐	☐
Carers (inc. young carers) ➡	X	☐	☐	☐

Thinking about your answers above, please explain in detail why this is the case.

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 and engagement will focus on the following;
- What are people's understanding of Open Spaces and what they are for
- The benefits of Open Spaces
- How they would like to see Open Spaces developed
- What issues currently exist in relation to open spaces

This consultation and engagement will take place in partnership with the Access to Services Team as well as the Children's Rights Officer.

It is proposed to undertake an extensive consultation and engagement exercise with the following;

General Public – through local media / Swansea Leader to invite comments

Children & Young People – through face to face questionnaires undertaken during play sessions, as well as a sample of schools

Consultation and engagement sessions with;
- Friends of Park Groups
- Over 50's Network
- Disability Forum
- BME Family & Play Group
- Play Access Group

Additionally the draft Strategy would be taken to a "Big Conversation" for young people and a consultation template circulated to various other networks and posted on the Education bulletin.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge).
- N/A

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).

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

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

Please explain any possible impact on each of the above.

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

Is the initiative likely to impact on Community Cohesion? Please provide details.
Public open spaces provide a vital community and there is a clear contribution to community cohesion in bringing all sections of the community together.

The development of Friends of Parks groups in particular has supported community ownership and engagement.

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

The entire process from consultation and engagement, through to signage and information will give due regard to compliance with the Welsh Language Act.

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

- N/A other than that identified in the consultation and engagement process
-

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.

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

Recognition of children's rights will run throughout the development and implementation of the strategy in line with the considerable impact on them of accessing open space. This is particularly relevant to Article 31 and their right to play and leisure, but cuts across a range of others from their right to be heard, to be part of clubs and groups, as well as support for those affected by disability.

Several of the officers responsible for development and implementation currently sit on the Children's Rights Group and have long included children's rights as an automatic and integral part of their work.

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:
There is currently an inter-departmental Open Spaces Group in existence and this would seem to be the most appropriate implementation group.

It is recognised that there is a lack of representation by the nature conservation team and this should be addressed.

Actions:

Increase membership of the Open Spaces Group to involve Nature Conservation

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:

N/A

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**
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:

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
Undertake an extensive consultation and engagement exercise	I. Beynon / M. Russ / S. Cable / JR. Thomas	November 2016	Upon completion of consultation with contributions that are fed into the action plan for implementation	
Produce an action plan for implementation in response	I. Beynon / M. Russ / S. Cable	January 2017	Action plan is produced which effectively allows for compliance with objectives, with SMART targets.	
Ongoing monitoring of implementation	I. Beynon / M. Russ / S. Cable	Ongoing	Evidence that actions have been achieved or are being worked towards	

Agenda Item 11.

Report of the Audit Committee

Cabinet – 19 January 2017

YGG LON LAS NEW BUILD – AUDIT COMMITTEE RESPONSE TO CABINET

Purpose:	This report provides the Audit Committee's response to Cabinet following the review of the YGG Lon Las New Build project following its referral by Cabinet so that lessons may be learned and adopted within future projects.
Policy Framework:	None
Reason for Decision:	To allow Cabinet to consider the recommendations made by the Audit Committee in response to the lessons learned following the review of the YGG Lon Las New Build project.
Consultation:	Legal, Finance and Access to Services
Recommendation(s):	It is recommended that Cabinet consider the recommendations made by the Audit Committee.
Report Author:	Paul Beynon
Finance Officer:	Paul Beynon
Legal Officer:	Deb Smith
Access to Services Officer:	Sherill Hopkins

1.   Introduction

1.1   The YGG Lon Las New Build scheme was reported to Cabinet in 17 September 2015 for approval. The scheme included the design and construction of a new school on the existing YGG Lon Las site and the creation of a temporary school at an alternative site for the duration of the new build.

1.2   Cabinet approved the project but due to the increased cost of the scheme and the length of time taken to develop the scheme, Cabinet referred '*the project and all relevant plans to the Audit Committee in order to enable lessons to be learned.*'

1.3　The Director of People presented a report to a special meeting of the Audit Committee on 22 March 2016. The report provided a detailed description of the Welsh Government's 21st Century Schools Programme and the steps required for each scheme including the Five Case Business Model and the Royal Institute of British Architects (RIBA) Plan of Work. The report also outlined the cost planning, procurement and governance aspects of the Programme.

1.4　A detailed outline and analysis of the YGG Lon Las scheme was also provided including a number of lessons learned which had been identified by the service.

1.5　This report provides a summary of the lessons learned identified by the Audit Committee and a number of recommendations put forward for consideration by Cabinet.

1.6　The response of the Cabinet Member - Education to this report is attached in Appendix 1

2.　Background

2.1　In December 2011, approval in principle was provided by the Welsh Government under the 21st Century Schools Programme for the Council to proceed with the Band A projects included in the Strategic Outline Programme (SOP).

2.2　A funding envelope of £51m was provided to Swansea subject to contract and the Council providing 50% match funding from its own resources. The priority capital investment schemes within Band A were by their very nature a long term programme running from 2011/12 to 2018/19. Therefore it was unrealistic to expect the value and detail of the overall programme would remain constant over this period.

2.3　YGG Lon Las was included in the Band A projects as the school was operating out of failing and expensive to maintain buildings which were not fit or purpose in terms of teaching and learning needs. The school site was fragmented and had buildings in various states of disrepair.

2.4　The development of the YGG Lon Las project has been a protracted process extending over 5 years with the scope of the project changing twice from complete new build to partial new build and back to complete new build in response to external factors. An effective review of the business case for the project was undertaken at each stage including economic appraisals of the new build and temporary arrangements which were approved by the Welsh Government.

2.5   In November 2014, Dawnus Construction was appointed to provide the pre-design service for the scheme and to submit a planning application. The agreed cost for this element of the project was. £353k.

2.6   The planning application was submitted in May 2015 and approved in September 2015. The application included the new build on the existing YGG Lon Las site as well as temporary school facilities at YG Y Cwm and a temporary staff car park at Cefn Hengoed School.

2.7   The Cabinet report in September 2015 sought approval for the overall scheme and identified a risk in that work needed to start on the temporary school facilities in advance of the final scheme approval being received from the Welsh Government. To facilitate the development of the temporary facilities, the value of the pre-construction contract with Dawnus was increased to £1.1m.

2.8   The total capital cost of the YGG Lon Las scheme approved by Cabinet was £9.8m which included the new build and temporary school facilities. This was a significant increase on the original indicative cost of the scheme of £6.5m put forward in 2010 and the estimated costs at Outline Business Stage of £8.0m. The increased cost was due to a number of factors including the original estimate excluding internal fees, temporary accommodation costs, ICT set up and installation costs, transitional costs and optimism bias / contingency. The costs also increased as a result of unforeseen ground issues and inflationary rises of 5% over the period.

2.9   Following the receipt of tenders, the total cost of the scheme was £12.1m but a significant re-engineering exercise generated savings of £2.3m to bring the final approved cost of the scheme down to £9.8m

3.   Lessons Learned

3.1   The review of the YGG Lon Las scheme by the Audit Committee has generated a number of issues which are considered to be lessons learned which can be applied to existing and future 21st Century Schools Programme schemes. The lessons learned and the background in each case is identified in the following paragraphs. The recommendations arising from the lessons learned are shown in paragraph 5.

3.2   ***A robust case for the preferred way forward for each scheme is established prior to the submission of the Strategic Outline Programme***

3.2.1 The YGG Lon Las scheme was subject to an extended development period which gave rise to a number of issues which impacted on the scheme as a whole. The issues included

- Whether the new build should take place on an alternative site. As part of the Strategic Outline Case stage in 2009 a number of alternative sites in Swansea Vale were considered but ruled out due to flood risk, drainage issues and development restrictions. The alternatives were again reviewed in 2015 to ensure that there was no change in position.
- Whether the existing site could be demolished which was subject to CADW approval as the school was in a conservation area
- Whether the school had to be decanted to an alternative site during the construction period which was finally agreed as necessary on health and safety grounds following the appointment of Dawnus
- Unforeseen ground issues which could only be identified through detailed ground investigations

3.2.2 The issues contributed to slippage in the development of the scheme which may have been mitigated by the establishment of a more robust case at the outset. This would involve increasing project intelligence by commissioning detailed site investigations to reduce the likelihood of unforeseen issues arising later in the project's development. This would require the provision of significant up front funding for such feasibility and detailed site investigation works, not available to the programme previously. It is not currently possible to charge such costs against future schemes, or to access Welsh Government funding to support such works, essential though they are.

3.2.3 It is recognised that the processes established in the 21st Century Schools Programme are prescribed by the Welsh Government. Therefore any changes will require discussions with the appropriate Welsh Government officials.

3.3 ***The means of cost planning at SOP development stage is reviewed, to ensure that all foreseeable costs are accounted for and adequate contingency is allowed.***

3.3.1 The original indicative capital cost of the scheme at SOP stage was £6.5m, however this excluded significant costs which should have been foreseeable at the time e.g. a more realistic estimate could have been provided of the cost of establishing temporary school facilities. It is recognised that a site had not yet been identified so it would be difficult to rely on the estimate but an element could at least have been included in the overall scheme costs for temporary facilities.

3.3.2 A further significant cost excluded at the SOP stage was optimism bias or contingency. Optimism bias is based on HM Treasury guidance and uses data based on past projects to provide an adjustment to project costs. The optimism bias rate for a new build project at the initial stage is 24% which reduces over time to 1% at contract award stage. Optimism bias was not applied to the YGG Lon Las scheme until the Outline Business Case stage where a rate of 7.94% was applied to the scheme costs.

3.4 *All school organisation proposals are completed where possible prior to SOP submission to ensure that proposals are deliverable and within the proposed timescales.*

3.4.1 Whilst there were no school organisation proposals i.e. closure or merger in the case of YGG Lon Las, the current approach of completing the school organisation proposals before the submission of the business case for capital development should continue to ensure that the new build / refurbishment proposals when brought forward are deliverable on budget and within timescale.

3.5 *The basis of cost estimates in SOP submissions is reviewed with Welsh Government*

3.5.1 The Welsh Government's advice is that capital expenditure can include any architects and surveyors fees where they lead to the acquisition or construction of a building if the appropriate business case is approved and the asset is created or built. However where fees are incurred in the very early stages of a scheme's development they are considered to be revenue costs which would have to be funded by the Council.

3.5.2 Unless the Welsh Government is prepared to change its advice for the funding of the early stages of a scheme's development then the costs incurred to facilitate business case development in advance of capital funding being approved by the Welsh Government will fall on the Council. This may include costs which do not ultimately lead to a successful business case approved by the Welsh Government.

3.6. *Provision of an adequate budget and appropriate resources to facilitate business case development prior to SOP submission is sought*

3.6.1 It is essential that a detailed feasibility study is completed for all proposed schemes in advance of the Strategic Outline Programme submission. A detailed feasibility study at the outset could avoid some of the issues which arose with YGG Lon Las e.g. the ground issues may have been identified sooner and could have been included in the business case submitted to the Welsh Government

3.6.2 However, additional budget and staffing resources would be required to ensure that detailed feasibility studies could be completed. A case should be made to the Welsh Government to provide adequate funding for feasibility studies. This is particularly important for the future development of business cases should funding be provided by the Welsh Government for Band B schemes

3.6.3 If the Welsh Government do not provide sufficient funding then the costs of detailed feasibility studies would have to be provided from the Council's own revenue budget as the work would be required in advance of any scheme approval by the Welsh Government so it could not be charged against a capital scheme.

3.7 *A review should take place of existing schemes to see whether savings can be achieved which can be used to fund further schemes*

3.7.1 Savings of £2.3m were achieved in the YGG Lon Las project by significant re-engineering following the receipt of tenders, as is the case for any scheme. Savings were achieved in foundation costs, de-specification, highways works and reductions in optimism bias and decant costs.

3.7.2 The Audit Committee felt that there was merit in reviewing existing schemes to see whether savings could be achieved which could then be used to fund or accelerate schemes in other schools.

3.8 *An overall Project Director/Co-ordinator should be appointed with responsibility and accountability for the delivery of all major capital projects*

3.8.1 The QEd 2020 Programme has been using the Council's defined and well established project management and governance methodology. The Programme was managed by the QEd Programme Board and individual Project Boards supported by the QEd Strategic Development Group and QEd Steering Group.

3.8.2 The project management and governance methodology includes a Programme Manager and Project Sponsor and exception reports are made to the Programme and Project Boards on a monthly basis by exception.

3.8.3 The governance of the QEd 2020 Programme was subject to an independent OGC Gateway review as required by the Welsh Government. The Gateway Review made 4 recommendations to make the governance structure more manageable and effective, the recommendations have been largely implemented.

3.8.4 The Audit Committee were concerned that there may not be sufficient clarity of accountability with regard to the oversight and delivery of major building projects. The Committee felt that accountability would be enhanced by appointing an overall Project Director/Co-ordinator with full responsibility for the delivery of all major capital projects within the Council.

3.9 ***The lessons learned identified in this report should be applied to all existing and future QEd 2020 projects***

3.9.1 This is to ensure that the remaining Band A projects benefit from the lessons learned as well as future Band B projects.

4 Conclusions

4.1 The Audit Committee recognise that a number of schemes have already been successfully delivered in Swansea with the 21st Century Schools Programme funding provided by the Welsh Government.

4.2 It is also recognised that the Band A projects included in the £51m funding envelope provided by the Welsh Government will be delivered within budget and timescale despite the time slippage and increased costs associated with the YGG Lon Las scheme.

4.3 A comparison of the total cost per pupil of the YGG Lon Las scheme shows that it is compares favourably with other projects already delivered especially when the demolition and decanting costs which were not incurred in other schemes are excluded.

4.4 The review by the Audit Committee of the processes involved in getting the YGG Lon Las scheme to Cabinet approval stage has identified a number of lessons learned which are outlined in this report and it is the Committee's view that they should be applied to all existing and future schemes.

4.5 It is particularly important that discussions are held with the Welsh Government in an attempt to influence any future systems and procedures to be established for the delivery of Band B projects.

5. Recommendations

5.1 A robust case for the preferred way forward for each scheme should be established prior to the submission of the Strategic Outline Programme (SOP).

5.2 The means of cost planning at SOP development stage should be reviewed, to ensure that all foreseeable costs are accounted for and adequate contingency is allowed.

5.3 All school organisation proposals should be completed prior to SOP submission to ensure that proposals are deliverable and within the proposed timescales.

5.4 The basis of cost estimates in SOP submissions should be reviewed with Welsh Government.

5.5 The provision of an adequate budget and appropriate resources should be sought to facilitate business case development prior to SOP submission.

5.6 A review should take place of existing QEd 2020 schemes to see whether savings can be achieved which can be used to fund or accelerate further schemes

5.7 An overall Project Director/Co-ordinator should be appointed with responsibility and accountability for the delivery of all major capital projects.

5.8 The lessons learned identified in this report should be applied to all existing and future QEd 2020 projects

6. Equality and Engagement Implications

6.1 There are no equality and engagement implications associated with this report

7. Financial Implications

7.1 There are potential financial implications relating to the funding of earlier feasibility studies and site investigations to be able to deliver a robust business case for each project at a much earlier stage. If the Welsh Government is unwilling to change its current policy of not funding the early stages of project development then the costs would have to be borne by the Council's revenue budget.

7.2 Sufficient budget and staffing will be required for detailed business case development with a potential risk that the budget is spent without any commitment from the Welsh Government to subsequently fund the scheme.

8. Legal Implications

8.1 There are no legal implications associated with this report.

Background Papers: None

Appendices: Appendix 1 – Cabinet Member response to Audit Committee

Cabinet Member response to Audit Committee

I welcome the review that has been undertaken and would thank the Committee for the work they have undertaken and the constructive points that have been raised. It is pleasing that that Committee has recognised the number of schemes that have been successfully delivered through Swansea's QEd programme and the considerable educational benefits for pupils. The Committee has also recognised that the total cost per pupil of the YGG Lon Las scheme compares favourably with other projects already delivered.

Nevertheless, there are lessons that have been learned, reflected in the report, which I consider to be helpful and would wish to support. Indeed, these lessons are generally already being applied to other existing and future projects.

It has been our practice for some years to, wherever possible, complete all school organisation proposals prior to business case submissions to ensure deliverability within the proposed timescales. This good practice has greatly assisted in the successful Welsh Government approval and delivery of Band A projects as it provides greater confidence in the delivery of proposed projects in accordance with agreed funding profiles, and the good practice will continue.

The most challenging issue relates to the identified need for a feasibility budget to enable an earlier more robust business case to be developed for each project. To date, officers have had no access to such a budget without a specific request in each case. Such costs are undertaken at risk for the Authority as there can be no assurance of any contribution from the Welsh Government until a detailed project business case has been approved. Officers will continue to raise this issue with Welsh Government officials and seek earlier access to appropriate funding to support the development of a robust business case. Until such time officers will continue to seek corporate feasibility funding on a project by project basis as appropriate. There are of course significant pressures on the limited available officer capacity to develop the detailed business cases required by the Welsh Government. I welcome the support of the Audit Committee for these needs.

More invasive site investigation works need to be managed sensitively to as far as possible manage stakeholder expectations since there can be no certainty that a project will be deliverable at such an early stage.

The provision of feasibility funding will assist in identifying all foreseeable costs in relation to a project and officers are already ensuring a more appropriate level of contingency (or optimism bias as it is termed) is included within future cost estimates and business cases. As recognised by the Committee, the inclusion of a greater allowance at earlier stages of the process can significantly increase the estimated costs until measures can be identified to mitigate the many areas of uncertainty.

It is existing good practice to review all schemes to wherever possible identify savings that can be achieved through rigorous challenge of the final tender costs submitted by contractors. By definition such scrutiny can only take place at the stage when the final tender costs are presented.

The QEd 2020 Programme has been subject to a well-established governance structure, and was subject to an independent Office of Government Commerce (OGC) Gateway™ Review as required by Welsh Government in May 2015.

The Review made four recommendations which I'm pleased have all now been implemented.

The existing good practice in stakeholder engagement to promote positive communications proactively to counter any anticipated negative responses has been enhanced and an assessment of additional resources required that would have greatest impact has been undertaken and as suggested by the Review Project Support has now been recruited through the Council's redeployment policy.

The Senior Responsible Officer (SRO) for the Programme has embedded more robust integrated risk management practices throughout the Programme and its constituent Projects.

Differentiated governance at Programme and Project levels has been re-established to enable the former to focus on strategic matters whilst the latter deals with project-specific decision-making.

I welcome the recognition of the robust QEd Programme governance. The recommendation for the appointment of an overall Project Director / Co-ordinator with responsibility for the delivery of all major capital projects within the Council is a matter for corporate consideration.

Agenda Item 12.

Report of the Cabinet Member for Education

Cabinet – 19 January 2017

LOCAL AUTHORITY GOVERNOR APPOINTMENTS

Purpose of Report:	To approve the nominations submitted to fill L. A. Governor vacancies in School Governing Bodies.
Policy Framework:	Policy and Procedure for Appointment of L. A. Governors as amended by Council on 23 October 2008.
Reason for Decision:	To ensure vacancies are to be filled expeditiously.
Consultation:	Education, Legal, Finance.
Recommendation:	It is recommended that: -

1. The nominations be approved, as recommended by the LA Governor Appointment Panel.

Report Author:	Gemma Chapman
Finance Officer:	Pini Patel
Legal Officer:	Stephanie Williams/Stephen Holland
Access to Services Officer:	Sherill Hopkins

1. 0   The nominations referred for approval

1.1   At the meeting of the L.A. Governor Appointment Panel held on 15 December 2016, nominations were recommended for approval as follows:

1. Gendros Primary School	Mr Peter Meehan

2. Morriston Primary School	Cllr Yvonne Jardine

3. Pennard Primary School	Mrs Karen Penny
4. Terrace Road Primary School	Miss Gemma Chapman
5. Waunarlwydd Primary School	Mrs Rayna Soproniuk
6. Ysgol Y Cwm	Mrs Catrin Rowlands
7. Bishop Gore Comprehensive School	Cllr Mark Child
8. Penyrheol Comprehensive School	Mr Peter Wilcox

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
Enterprise, Development & Regeneration

Cabinet - 19 January 2017

FPR7 UPDATE - ACQUISITION OF LLYS DEWI SANT AND DISPOSAL OF LAND AT THE VETCH FIELD TO ACCOMMODATE A REPLACEMENT FACILITY

Purpose:	To include the revised budget within the Capital Programme.
Policy Framework:	City Centre Strategic Framework.
Reason for Decision:	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.
Consultation:	Legal, Finance, Access to Services

Recommendation(s): It is recommended that Cabinet:

1. Commit the revised budget to the Capital Programme for 16/17 and 17/18

Report Author:	Gordon Allison
Finance Officer:	Jayne James / Nuri Begum
Legal Officer:	Wendy Parkin
Access to Services Officer:	Ann Williams

1.0 Background

1.1 In March 2015 Cabinet approved terms for property transactions to facilitate the relocation of a residential facility currently forming part of the proposed St David's development site. The transactions included the Council acquiring Grwp Gwalia's (Gwalia's) existing long leasehold interest in the Llys Dewi Sant building on St David's Place and the disposal of a similar interest on part of the Vetch site for a replacement building, the construction of which was to be funded by Gwalia from the proceeds of the sale of its interest and Social Housing Grant. At the time of the Cabinet report it was envisaged that no other funding would be necessary based upon Gwalia's projected development costs at the time

1.2   The financial implications as set out in the Cabinet report were also approved and the scheme added to the Council's Capital programme.

1.3   The Council and Gwalia exchanged conditional contracts in March 2016 subject to certain conditions including the grant of a satisfactory planning consent for the Vetch development and the Council approving any changes to the financial implications of the transaction.

1.4   The determination of the planning application for Gwalia's scheme has been delayed over issues regarding a flood consequences assessment for the scheme. After extensive discussions with National Resources Wales (NRW), NRW are satisfied that the flood risk to the above proposed development can be managed effectively and the application was approved by Planning Committee on 6th December 2016.

1.5   Gwalia tendered the construction contract for the development in January 2016 on the basis of which Welsh Government scheme approval was received to confirm the level of grant funding. Due to the delays encountered in the scheme receiving planning consent these tendered costs have since increased in line with agreed published construction cost indices. However now that planning consent has been granted Gwalia are in a position to more accurately assess the final costs of the scheme. As a result it is clear that the proceeds from the disposal of its interest in Llys Dewi Sant together with the awarded Social Housing Grant will be insufficient to fund the scheme and therefore the envisaged shortfall will have to be met by the Council if the transaction is to progress. This report seeks approval for the revised financial implications to be included in the Capital Programme allocated for 2016/17 and 2017/18 to allow this scheme, essential to the delivery of the St David's development, to progress.

2.0   **Revised Terms for Transactions**

2.1   The Council will receive a consideration of £220,000 from Gwalia for the disposal of the lease of part of the Vetch site. This sum will however be paid over by the Council to the Sports Council for Wales in accordance with the terms of a historic grant award. The Council will pay to Gwalia £1.5M in consideration for its lease in Llys Dewi Sant plus compensation payable to Gwalia's residents as a consequence of the relocation (estimated at £200k) to the Vetch. All values quoted have been verified by the District Valuer.

2.2   The forecast costs provided by Gwalia for the proposed development are:-

	£'000
Vetch Land Payment	220
Construction Costs (inc Fees)	3,800
Contingency (5%)	190
Residents' Compensation	200
CCS Stamp Duty	65
Total	**4,475**

2.3 All costs will be incurred by Gwalia on an 'open book' basis to ensure that costs are properly and reasonably incurred.

2.4 The funding currently available under the terms previously approved by Cabinet amounts to:-

	£'000
Llys Dewi Sant payment, fees and compensation	1,634
WGov Social Housing Grant	2,278.5
Total	**3,912.5**

2.5 There is therefore a budget shortfall of £562.5k (£4,475k - £3,912.5k) which must be met by the Council if the proposed development is to proceed.

2.6 Please note that under the terms of the agreed contract with Gwalia any additional costs reasonably and properly incurred over and above the budget shown would become the responsibility of the Council. As the contract has been tendered and a 5% contingency has been provided for, the risk of the budget being exceeded is deemed to be minimal.

3.0 **Financial Implications**

3.1 Capital

3.1.1 The cost of the acquisition of the Llys Dewi Sant site property interests, including fees, stamp duty was estimated in the previous cabinet report as c£1.634M as itemised below:-

Acquisition,	£1,300k
Compensation	£181.5k
Stamp Duty	£52k
Fees	£100k
Total	**£1,633,500**

It was proposed that these costs be funded by:

- £350k Vibrant and Viable Places grant (already claimed)
- £100k CC legal costs budget (revenue)
- £1,183.5k CC Regeneration Capital programme

3.1.2   The revised costs are:-

Acquisition	£1,500k (increased to reflect DV valuation)
Compensation	£200k (increased due to WGov legislation)
Stamp Duty	£65k (increased due to price increase).
Balancing Payment	£431.5k
Total	**£2,196,500**

It is proposed that the additional £562.5k be funded as follows:

	£'000
City Centre Redevelopment Match Funding capital code (C06325).	211.5
Revenue contribution to capital (funded in 2015/16)	131
Funding set aside for grant clawback	220
Total additional funding	562.5

The increased budget is not included within the capital budget report which is due to Cabinet In February 2017. If it is approved it will be included on the capital programme.

3.1.3   The previous cabinet report assumed that any costs relating to the development of the replacement church hall required as part of negotiations with the Menevia Doicesan Trust who hold a 999 year lease of the Llys Dewi Sant site would be borne by the developer of the St David's site. Now that a development manager has been appointed to progress the St David's scheme, any costs associated with these obligations will form part of the financial implications of any scheme brought forward for Cabinet decision.

3.1.4   The Sports Council of Wales has a charge on the Vetch property/land together with 2 other sites which will require the Authority to pay over any capital receipt up to the value of £2.9m received for these sites. Consequently the £220k representing the value of the part of the Vetch to be sold will be paid to the Sports Council towards the £2.9M currently outstanding. Also, the Authority is obliged to repay to WGov any capital receipt as a condition of a grant which funded the demolition of the Vetch. WGov has however agreed to waive the payment subject to an additional land charge being placed over the

remainder of the Vetch site with the existing Sports Council charge having priority. Therefore any further capital received from the sale of the other parts of the Vetch will first go towards the payment of the outstanding balance of Sports Council grant, with any leftover then payable to WGov towards the second grant.

3.2   Revenue

3.2.1   When the Council acquires Gwalia's lease, the leaseback provisions will be on full repair and insurance basis therefore there will be no additional revenue costs incurred prior to vacant possession. Afterwards it is envisaged that obligations will either be passed on to a developer or the lease be marketed for disposal.

3.3   The financial implications are summarised in Appendix 1.

4.0   **Legal Implications**

4.1   The Council will need to comply with the terms and conditions attached to any grant funding utilised in conjunction with the proposed acquisitions identified in this report. 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   Under the Council's constitution, on each occasion that the Council wishes to acquire land the relevant Responsible Officer will instruct the Chief Operating Officer or his nominee to negotiate, settle or confirm the terms of such acquisition after taking into account any relevant statutory provisions or guidance and any advice from the Head of Legal and Democratic Services.

4.3   The terms of any land acquisition by the Council must be in accordance with the market value of the interest to be acquired and must be approved by the Director of Place and any such acquisition must accord with the general principles of the Council's Land Transaction Procedure Rules. The Director of Place confirms that the updated DV report reflects the current market value and approves the valuation in accordance with the Land Transaction Procedure Rules. Furthermore the Council has a statutory duty under S. 123 of the Local Government Act to obtain best consideration for any land disposal which has already been certified by the Director of Place as being achieved at Cabinet on 17th March 2015

5.0 **Equality and Engagement Implications.**

5.1 An EIA screening has been carried out and it is considered that a full EIA report is not needed in this instance. The recent Vetch Masterplan Review was the subject of extensive public consultation and the Review of the Swansea City Centre Strategic Framework, which includes proposals for St David's has also been the subject of public consultation. The proposed development of the Vetch site must also comply with statutory requirements and has been subject to the approval of a planning application following a public consultation.

Background Papers – EIA Screening Report.

Appendix 1 – Financial Implications.

FINANCIAL IMPLICATIONS : SUMMARY

Portfolio Place

Service   Regeneration and Planning

Scheme   Llys Dewi Sant/Vetch C09607

	Approved FPR7 (March 2015)	March 16 Additional fees	Projected Additional Costs	Projected Final Project Costs	Spend To Date	Remaining budget	Remaining budget	Remaining budget
1. CAPITAL COSTS	**Mar-15**	**Mar-16**	**Dec-16**	**Total**	**2015/16 Actual**	**Total**	**2016/17**	**2017/18**
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Expenditure								
Acquisition Costs	1300		200	1,500	350	1,150	1,150	0
Compensation	182		18	200	0	200	0	200
Stamp Duty	52		13	65	0	65	65	0
Fees	100	131		231	131	100	100	0
Other	0		201	201	0	201	120	81
EXPENDITURE	**1,634**	**131**	**432**	**2,197**	**481**	**1,716**	**1,435**	**281**
Financing								
CCS Funding (Capital)	1,184		432	1,616	0	1,616	1,335	281
CCS Funding (Revenue)	100	131		231	131	100	100	0
V&VP WGov funding	350			350	350	0	0	0
FINANCING	**1,634**	**131**	**432**	**2,197**	**481**	**1,716**	**1,435**	**281**

2. REVENUE COSTS	2015/16 £'000	2016/17 £'000	2017/18 £'000	FULL YEAR £'000
Service Controlled - Expenditure				
Employees	0	0	0	**0**
Maintenance and Power (Basement Water Pur	0	0	0	**0**
Equipment	0	0	0	**0**
Administration	0	0	0	**0**
NET EXPENDITURE	**0**	**0**	**0**	**0**