



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

Y Cabinet

Lleoliad: Siambr y Cyngor, Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Iau, 16 Tachwedd 2017

Amser: 10.00 am

Cadeirydd: Cynghorydd Rob Stewart

Aelodaeth:

Cynghorwyr: M C Child, W Evans, R Francis-Davies, D H Hopkins, A S Lewis, C E Lloyd, J A Raynor, M Sherwood a/ac M Thomas

Mae croeso i chi ddefnyddio'r Gymraeg. Os dymunwch ddefnyddio'r Gymraeg, rhowch wybod i ni erbyn canol dydd ar y diwrnod gwaith cyn y cyfarfod.

Agenda

Rhif y Dudalen.

1. Ymddiheuriadau am absenoldeb.
2. Datgeliadau o fuddiannau personol a rhagfarnol.
www.abertawe.gov.uk/DatgeliadauBuddiannau
3. Cofnodion. 1 - 6
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod(ydd) blaenorol.
4. Adroddiad(au) Arweinydd y Cyngor.
5. Cwestiynau gan y cyhoedd.
Rhaid i'r cwestiynau ymwneud â materion ar ran agored agenda'r cyfarfod, ac ymdrinnir â hwy o fewn 10 munud.
6. Hawl i holi cynghorwyr.
7. Adborth o'r Cyfarfod Craffu cyn Penderfynu - Cynllun Peilot Mwy o Gartrefi Safleoedd Ffordd Milford a Pharc yr Helyg. (Llafar)
8. Cynllun Peilot Mwy o Gartrefi Safleoedd Ffordd Milford a Pharc yr Helyg. 7 - 24

- | | | |
|-----|--|------------------|
| 9. | Adborth o'r Cyfarfod Craffu cyn Penderfynu – Adolygiad Comisiynu Gwasanaethau Cymorth I Deuluoedd - Adroddiad Arfarnu Opsiynau (Porth 2) ar gyfer clwstwr Anableddau Plant yr Adolygiad Comisiynu. (Llafar) | |
| 10. | Adolygiad Comisiynu Gwasanaethau Cymorth I Deuluoedd - Adroddiad Arfarnu Opsiynau (Porth 2) ar gyfer clwstwr Anableddau Plant yr Adolygiad Comisiynu. | 25 - 79 |
| 11. | Adborth o'r Cyfarfod Craffu cyn Penderfynu - Stadiwm Liberty. (Llafar) | |
| 12. | Stadiwm Liberty. | 80 - 88 |
| 13. | Monitro Refeniw a'r Gyllideb Gyfalaf - Chwarter 2il 2017/18. | 89 - 106 |
| 14. | Penodiadau Llywodraethwyr yr Awdurdod Lleol. | 107 - 108 |
| 15. | Cyflwyno'r Cynllun Busnes ar gyfer model Menter Bwyd Abertawe cyn allanoli fel Cwmni Budd Cymunedol | 109 - 141 |
| 16. | Gwahardd y cyhoedd: - | 142 - 145 |
| 17. | Diweddariad ar gyfnewid tir ym Mharc Morfa, Glandwr, Abertawe. | 146 - 160 |
| 18. | Pryniant arfaethedig eiddo buddsoddi ym Mro Abertawe. | 161 - 170 |

Cyfarfod Nesaf: Dydd Iau, 14 Rhagfyr 2017 ar 2.00 pm

Huw Evans

**Huw Evans
Pennaeth Gwasanaethau Democraidd
Dydd Mawrth, 7 Tachwedd 2017**

Cyswllt: Gwasanaethau Democraidd - Ffon: (01792) 636923

Agenda Item 3.



City and County of Swansea

Minutes of the **Cabinet**

Council Chamber, Guildhall, Swansea

Thursday, 19 October 2017 at 2.00 pm

Present: Councillor R C Stewart (Chair) Presided

Councillor(s)

M C Child
A S Lewis
M Sherwood

Councillor(s)

W Evans
C E Lloyd
M Thomas

Councillor(s)

R Francis-Davies
J A Raynor

Apologies for Absence

Councillor(s): D H Hopkins

60. Disclosures of Personal and Prejudicial Interests.

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

- 1) Councillor M Thomas declared a Personal Interest in Minute 68 "Local Authority Governor Appointments".

61. Minutes.

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

- 1) Cabinet held on 21 September 2017.

62. Leader of the Council's Report(s).

The Leader of Council made no announcements.

63. Public Question Time.

A number of questions were asked relating to Minute 71 "21st Century School Programme – New Build for Gorseinon Primary School at Parc y Werin, Gorseinon, Swansea".

The Head of Legal, Democratic Services & Business Intelligence (Monitoring Officer) and Children, Education & Lifelong Learning Cabinet Member responded.

64. Councillors' Question Time.

A number of questions were asked relating to Minute 71 "21st Century School Programme – New Build for Gorseinon Primary School at Parc y Werin, Gorseinon, Swansea".

The Children, Education & Lifelong Learning Cabinet Member responded.

65. Pre Decision Scrutiny Feedback - Castle Square Regeneration.

Councillor M H Jones presented the Pre-decision Scrutiny Feedback.

RESOLVED that:

- 1) The pre-decision scrutiny feedback be noted.

66. Castle Square Regeneration.

The Cabinet Member for Culture, Tourism & Major Projects submitted a report, which presented an appraisal of options for the siting of a partial development opportunity, options in terms of delivery mechanisms and key principles for a preliminary Development, Public Realm and Marketing brief to support the enhancement and partial development opportunity within part of Castle Square.

RESOLVED that:

- 1) From the available delivery options the preferred approach is that Swansea Council act as developer with an external development manager procured for the enhancement and partial development opportunity within Castle Square;
- 2) The Director of Place be delegated authority to proceed with the preparation of a Development, Public Realm and Marketing Brief, which identifies a development opportunity preferably at Location Options 1 and 3 as set out in the report, but does not preclude innovative and justified design solutions, which align with the key objectives and principles identified in the Preliminary Brief.

67. Annual Review of Performance 2016/17.

The Cabinet Member for Service Transformation & Business Operations submitted a report, which presented a review of progress made by the Council in meeting the priorities, actions and targets set out in Delivering for Swansea the Corporate Plan for 2015-2017 as required by Part 1 of the Local Government (Wales) Measure 2009.

RESOLVED that:

- 1) The Annual Review of Performance 2016-2017 be approved.

68. Local Authority Governor Appointments.

The Cabinet Member for Children, Education & Lifelong Learning submitted a report, which sought approval of the nominations to fill Local Authority Governor vacancies in School Governing Bodies.

RESOLVED that:

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

1.	Blaenymaes Primary School	Mr Herbert Paddison
2.	Clwyd Primary School	Mr Douglas Thomas
3.	Crwys Primary School	Mr Phillip Place
4.	Penyrheol Primary School	Cllr Andrew Stevens
5.	Pontarddulais Primary School	Mrs Jane Harris
6.	Talycopa Primary School	Mrs Rebecca O'Brien
7.	Waun Wen Primary School	Mrs Lynwen Barnsley
8.	YGG Y Login Fach	Cllr Wendy Lewis
9.	Morrison Comprehensive School	Mrs Lisa Pike

69. Complaints Annual Report 2016-17.

The Cabinet Member for Service Transformation & Business Operations submitted an information report, which reported on the operation of the Corporate Complaints Team, highlighting the number, nature and outcome of complaints made against the Authority, together with details of lessons learned and service improvements. The Corporate Complaints Annual Report contained the following reports:

- Adult Social Services Complaints;
- Child & Family Services Complaints;
- Freedom of Information (FOI) Act;
- Regulation of Investigatory Powers Act (RIPA).

70. Digital Strategy Implementation Update.

The Cabinet Member for Service Transformation & Business Operations submitted a report, which provided an update on the implementation of the Digital Strategy and associated projects.

RESOLVED that:

- 1) The progress being made be noted;
- 2) The continued implementation of the digital strategy be endorsed.

71. 21st Century Schools Programme - New Build for Gorseinon Primary School at Parc Y Werin, Gorseinon, Swansea.

The Cabinet Member for Children, Education & Lifelong Learning submitted a report, which sought a decision whether the land at Parc y Werin, Gorseinon should be appropriated for the purposes of Education. It also sought to confirm the commitment to the Capital Programme the scheme for the new build for Gorseinon Primary School subject to entering into a contract with Welsh Government.

RESOLVED that:

- 1) The land currently held by the Council as housing and leisure land identified at Appendix A in the report is no longer required for the purpose for which it is currently appropriated;
- 2) The land at Parc y Werin, Gorseinon identified on the plan at Appendix A of the report be appropriated for the purposes of education under section 122 Local Government Act 1972, namely the construction of a new primary school building;
- 3) The capital scheme as detailed together with the financial implications set out in Appendix C of the report be approved, subject to entering into a contract with the Welsh Government;
- 4) The area of land being approximately 3.212 acres, which is proposed to incorporate an all-weather pitch and Multi Use Games Area (MUGA) and is shown on the plan attached at Appendix B of the report, will form part of the new school grounds and as such will remain under the control of the school, but the (all-weather pitch and MUGA shall be made available for community use when they are not required to be used by the school, the details of which shall be set out in a community use agreement;
- 5) The Head of Legal, Democratic Services and Business Intelligence be authorised to enter into any necessary documentation required to achieve the scheme.

72. Member's Community Budget - Updated Guidance.

The Cabinet Member for Future Generations submitted a report, which sought to amend the criteria for delivery of the Community Budget scheme and provide additional guidance.

RESOLVED that:

- 1) The revised guidance relating to Community Budgets be approved.

73. FPR7 Report - Capital Investment in Energy Efficiency Measures Within Council Assets.

The Cabinet Member for Housing, Energy and Building Services submitted a report, which sought approval of using the Welsh Government's Re:fit Cymru Programme and funding from the Welsh Government's Wales Funding Programme (managed by Salix Finance) and the benefits of such an approach.

RESOLVED that:

- 1) Further detailed feasibility into the proposed capital investment be approved.
- 2) Schemes that meet the criteria for investment from the Wales Funding Programme (WFP) be approved provided they meet the appropriate business cases and at no cost to the Council.

74. FPR7 Report - The Kingsway Infrastructure Project.

The Cabinet Member for Culture, Tourism and Major Projects submitted a report, which sought to comply with Financial Procedure Rule 7 "Capital Programming and Appraisals), to commit and authorise a variation of an existing capital scheme in the Capital Programme.

RESOLVED that:

- 1) The revision to the proposed project and its Financial Implications be approved and added to the capital programme.

75. Pre Decision Scrutiny Feedback - Public Protection Commissioning Review Option Appraisal Report.

Councillor C A Holley presented the Pre-decision Scrutiny Feedback.

RESOLVED that:

- 1) The pre-decision scrutiny feedback be noted.

76. Public Protection Commissioning Review Option Appraisal Report.

The Cabinet Member for Environment Services submitted a report, which outlined the background to the Public Protection Commissioning Review and set out the key findings and recommendations.

RESOLVED that:

- 1) The key findings of the review be accepted and proposals on the Commercial opportunities be approved for implementation.

Minutes of the Cabinet (19.10.2017)
Cont'd

The meeting ended at 3.17 pm

Chair

Published: 20 October 2017

Agenda Item 8.



Report of the Cabinet Member for Housing Energy & Building Services

Cabinet – 16 November 2017

More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites

Purpose:	To update Members on the completion of the first more homes pilot scheme at Milford Way and request approval for the second Pilot site at Parc Y Helyg to comply with FPR 7.
Policy Framework:	More Homes Strategy Council Constitution:- FPR procedure rules
Consultation:	Finance, Legal, Access to Services.
Recommendation(s):	It is recommended that Cabinet: 1) Note the progress and final costs from the first pilot scheme at Milford Way, Penderry and formally approve the financial implications in line with FPR7. 2) Approve the allocation of £500,000 for the scheme for Parc Y Helyg for the enabling works, the detail of which will be delegated to Director of Place, in line with the requirement of FPR7. 3) Confirm a further report is required to Cabinet to confirm which options should be progressed at Parc Y Helyg together with the final expected costs in line with FPR7
Report Author:	Nigel Williams
Finance Officers:	Jayne James /Jeff Dong
Legal Officer:	Debbie Smith
Access to Services Officer:	Sherill Hopkins

1. Introduction

- 1.1 With construction of the first pilot project at Milford Way, Penderry nearing completion, it is logical to review progress and any “lessons-learned” so that the maximum benefit can be derived from the Pilot project allowing analysis to be undertaken to inform any future project delivery. This “gateway” report sets out the results of this financial analysis and identifies opportunities for their adoption into the forward programme to deliver further efficiencies and value for money.

2. Objectives of the Pilot Scheme

- 2.1 The fundamental need for more affordable homes in Swansea was set out in the Council’s More Homes Strategy. The Strategy also outlined the rationale for the proposed pilot schemes. Locations for the pilot schemes were confirmed by Cabinet in February 2016 as Milford Way and Parc Y Helyg.

This initial report only identified the principles of the two sites with the detail of the scheme being delegated to the Cabinet Member for Next Generation services and the Director of Place.

- 2.2 The pilot schemes are being funded directly by the HRA and as such the objectives of the pilots are to test a number of issues which in turn will help inform the longer term strategy. These include:

- Overall financial viability of directly developing new Council housing;
- The practical, organisational and capability issues that will need to be addressed as part of the ongoing More Council Homes programme;
- Specification options to balance the viability of the scheme with the affordability for the occupants and overall sustainability of the design.

This first scheme will result in the Authority being able to deliver 18 new Council homes for social rent within a relatively quick time.

One consideration was that the pilot schemes should be small. This was a prudent approach, as there was uncertainty over the costs of directly funding and building passivhaus standard homes for social rent, and the viability of directly funding council house new build. The purpose of the pilots was to expose and assess these risks and therefore, a smaller scheme would limit the implications if anything went awry.

3. Description of Scheme

3.1 The mix of new homes for each site was determined as:

- Milford Way – 10 no. 2-bedroom semi-detached homes and 8 no. 1-bedroom apartments
- Parc-y-Helyg – 8 no. 2-bedroom apartments and 8 no. 1-bedroom apartments.

3.2 A range of varying build-standards were considered for the pilot. These included building to Building Regulations standard, Building Regulations 'plus', Fabric First, Passivhaus and SOLCER. Cabinet in their report of the 17th September 2015, determined that the Milford Way pilot site would be built to Passivhaus 'certified' standard.

It followed that as speed of delivery was a priority they would be constructed in timber-frame. However, given that these were first direct builds for a generation and that the process for designing and constructing Passivhaus is less straightforward this did have an inevitable effect on the timescale for project completion. Initially it was expected that project completion and phased handover could take place between April and September 2017 and whilst the overall date is close to being achieved delays particular with the confirmation of layout and numbers, supply chain of the specialist products plus complications with arranging a phased handover on an "occupied site" has led to an impact on the timeline although all properties will be completed within about 4 weeks of the original overall completion date.

3.3 As the pilots are new Council homes for social rent they have been designed to meet statutory requirements for social housing. Welsh Government have also issued consultation to make Design Quality Requirements (DQR) mandatory, this standard which includes a commitment to Lifetime Homes, has also been included in the design.

4. Financial Implications

4.1 Financial Appraisal

As this is the first direct build project by the Council, it is important that a robust financial appraisal is carried out, which will inform any future phases of the More Homes programme, as well as measuring the scheme against the agreed objectives of testing;

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

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

4.2 Financial Evaluation

A number of key questions need to be explored as part of this evaluation. These are as follows:

- 4.2.1 Has the Council been able to deliver new homes directly on a comparable basis with other homes built to the same standard and can the in house Corporate Building and Property services team demonstrate that it can be competitive in such a market place?
- 4.2.2 What choices exist when comparing the Passivhaus standard to alternative “high energy efficient” specifications and what is the indicative “extra over” cost and is this likely to be value for money in relation to potential benefits to tenants?
- 4.2.3 What opportunities may be taken to reduce the costs for any future schemes?

4.3 Total Cost for Milford Way

As the scheme is nearing completion, final costs are now fixed and no more anomalies are expected so this report can outline the final costs for Milford way with a summary shown in **Appendix A**.

The total cost for the project included all fees and charges now stand at £2,762,324 or £153k per unit. These costs are estimates by CB&PS and have not yet been fully charged to the ledger.

However, the site has been difficult to develop in terms of external works, which, at £646,379, represent a high proportion of the total cost. This is as a result of a number of reasons including the layout and extensive drainage works required to comply with Welsh Water restrictions in the area.

It is normal when reviewing costs and evaluating comparison to refer to “build costs” only as external works, services and ground works will always be site specific and can vary considerably.

As such, the build cost equates to £1,876,594 with a cost per unit of £104k.

4.4 Benchmarking

In terms of benchmarking, it is quite difficult to draw comparisons on a like for like basis. This is because even where Passivhaus schemes have been completed they have mainly been outside Wales, meaning that they are not required to comply with DQR and WHQS requirements.

In addition, there is the added cost of sprinkler systems also installed in Wales which isn't applicable elsewhere in the UK. However to enable a like for like comparison the following adjustments have been made for "abnormal costs".

- **Sprinkler costs (£54,484):-** these have been adjusted where the comparator costs are UK based since there are only required in Wales.
- **Additional costs for drainage attenuation (£78,003):-** (when comparing overall scheme).

4.5 Evaluation of delivery costs of Passivhaus against other such providers

This evaluation looks at comparing the Council's costs of delivering the scheme to a Passivhaus standard and how these compare with others. However, there are limited direct examples where people would share the data but this is sufficient to provide a meaningful analysis.

Example 1: after adjusting to reflect the above "Sprinkler" costs, the Council total cost divided by total area of dwellings equates to £1,772/m² Comparison with a large English based RSL who has built 9 PH scheme, confirm their overall average build cost at £1,809/m² although costs on their most recent scheme have risen to over £1,900/².

Example 2: at the start of the project BRE were engaged to carry out some high level analysis of the options prior to PH being the selected route. They captured significant data from across the UK around average build costs (house only) at £1,553/m² for a flat and £1,245/m² for a Semi-detached house.

The Council comparable rates for Flats are £1,511/m² and £1,196/m² for semi-detached houses, so again appear to be in the right "ballpark". The calculations for these cost comparisons can be found in **Appendix B**.

This limited analysis would seem to show that the Council can demonstrated that it has delivered its first pilot properties at a comparable rate to those undertaking properties to a Passivhaus standard. This is encouraging and the first build has been a significant learning curve for all. However, this is a small one off pilot and caution would need to be expressed in terms of scaling up to much larger projects.

In addition there are many "lessons learnt" which are being explored for the next scheme such as better local supply chain engagement and specification changes which will allow future costs to be reduced

4.6 Passivhaus V's "Traditional"

Analysis of the construction costs for Milford Way compared to BRE data, SPONS (a nationally recognised Contractor's pricing book) and Welsh Government costs indicate a 10% to 12% price difference on "build cost" between Passivhaus and traditional building costs to meet minimum building regulations. As the external works would be the same regardless of the specification the difference when expressed as a % of total costs equates to in the region of 7 to 8%

However the Council has made it clear that it is looking at its long term strategy and to build to a standard above building regulations so that it better meets its policy of tackling fuel poverty and future generation's obligations. As such it has always indicated a minimum standard would not be acceptable and to this end, the next scheme for Parc Y Helyg will be seeking to compare the Passivhaus standard with a "fabric first" high energy efficient property which will be referred to as a 'Swansea Standard'.

To best make this analysis as there is little evidence to compare with it is intended, to twin tack the costing of the two options of "Passivhaus" and "Swansea standard". Whilst works are planned to commence in the spring it will be practical in the meantime to progress the infrastructure and drainage works at Parc Y Helyg to maintain progress with the scheme.

As explained above, it is very difficult to establish accurate comparisons on a "like for like" basis, particularly for a scheme constructed to Passivhaus in Wales, due to the varying requirements and regulations.

In addition, the analysis gives enough confidence to show that the extra over costs of Passivhaus would be in the region of 10 - 12% of build cost. This is comparable with other providers but it is clear that this differential can possibly be reduced to below 10%.

Following a review of the design and scope of works at Milford Way opportunities have been identified to the design that will generate saving of £25 - £30/m² on the buildings costs which equates to around a 2% or £29k reduction in the Passivhaus cost on Milford Way (**Appendix C**).

5.0 Lessons learnt and next steps

- 5.1 As indicated above, it has proved difficult to obtain comparator data for the purpose of this exercise but there is enough confidence to provide a recommended way forward in this report. Notwithstanding this, an approach has been made to Welsh Government officials to look at this as an opportunity for more Local Authorities in the housebuilding world to try to establish a series of benchmark data that can be collected on a consistent basis. This would enable Local Authorities and Welsh Government to make decisions based on reliable financial information.

In addition, a number of areas have been highlighted where there are opportunities to review the process, specification or delivery methodology, which could have a positive impact both on costs and outcomes. These are detailed in **Appendix D** and are summarised as follows:

- i. Site selection
- ii. Timescale for delivery
- iii. Decision to proceed with Passivhaus house.
- iv. Design issue.
- v. Restricted supply chain procurement due to Passivhaus standard.
- vi. Enhanced specification choices.
- vii. Supplementary heating
- viii. Pilot scheme experience/Knowledge gained.
- ix. Review external works
- x. All costs “cost comparison” benchmark data

5.2 Where these opportunities are linked to the costs of the delivery of Milford Way, these are being reviewed in order to try and assess the potential benefit and reduction that these could make for Parc Y Helyg.

5.3 It is intended to commence the infrastructure and drainage works at Parc y Helyg prior to Christmas, while the comparative costs of the building construction are prepared. This will ensure the planned Business Plan spend will be maintained with a view of commencing building construction works on the site, as per the agreed selected construction method.

6.0 Procurement

6.1 The decision to progress with the Passivhaus standard has meant that local suppliers who did not have Passivhaus accreditation could not tender for the work with the major products coming from Europe. Many of the components were also “supply and fix” further reducing the opportunity to tender locally. In addition, legalities emerging as a result of using International and National companies and the need for “upfront payments” resulted in lengthy delays and impacts on site program.

When procuring materials the usual wording would be equal and approved, but as we had to meet the Passivhaus standard, we could not include this wording, which would have allowed others to tender for the work.

6.2 We are reviewing the process and specification for Parc Y Helyg to maximise the opportunities for the supply chain which would have the benefits locally but also potentially reduce costs by opening up to a wider range of suppliers.

7.0 Innovation Housing Fund Bid

The Council has submitted an application to Welsh Government's Innovation Fund Bid for a grant towards the Milford Way scheme for 2017/18 and intends to do the same for Parc y Helyg, which if successful will be payable for the financial year 2018/19. Any update to this will be reported at the appropriate time.

The Innovative Housing Programme will initially be funded by £20m over the next two years, which will contribute to the 20,000 affordable homes target the Welsh Government aims to provide over the term of government. The innovative homes, which will help to significantly reduce or eliminate fuel bills, will inform the Welsh Government about the type of homes it should support in the future. WG have indicated that they will fund up to 58% of the scheme costs, plus 100% of innovation costs attributed to the innovative elements within the design.

8.0 Funding

8.1 Capital - Milford Way

Funding has been allocated within the HRA Capital Budget and Programme, allowance of £10m for More Homes Schemes over the period 2016/17 to 2020/21.

The final outturn costs for Milford Way is £2,762,324 including all construction costs, design and planning fees. This is the final cost estimated by CB&PS but these costs have not yet been charged to the ledger.

8.2 Capital - Parc y Helyg

Work is still progressing to finalise details and specification for Parc y Helyg (in line with the chosen specification outlined in paragraph 4.6). The indicative budget for the scheme based on Passivhaus is £2,975,548 and this figure reflects extensive infrastructure works to the site, including major retaining walls, diversion of existing high level power cables, drainage attenuation and adjustment to ground levels due to sloping site.

A full FPR7 report will be bought forward for the scheme when costs are completed; however, a sum of £500,000 needs to be available to fund enabling works, as detailed above, on site prior to the construction method being agreed.

8.3 Revenue

Whilst maintenance costs will be met from the existing Housing Revenue Account budget, the actual costs, particularly over the longer term are unknown as it depends on a number of factors in terms of extent of repairs

or replacement versus the fact that there would be limited requirements over the initial years of a new build property.

It is believed by sourcing more “local” products this differential can be reduced on the next scheme if the lessons learnt in this report are followed.

9.0 Equality and Engagement Implications

An EIA screening form has been completed and reviewed (**Appendix E**). The agreed outcome was that a full EIA report was not required as there are no equalities and engagement implications at this time. Any developments will be subject to normal planning procedures.

10.0 Legal Implications

All external goods and services will be procured in line with Contract Procedure Rules and European procurement regulations as appropriate.

Background Papers: None

Appendices:

Appendix A: Cost Breakdown

Appendix B: Cost Comparison

Appendix C: Potential Cost Saving for Parc Y Helyg

Appendix D: Opportunities/Lessons learnt

Appendix E: Equality Impact Assessment Screening Form

**MORE HOMES PROJECT
COST BREAKDOWN
MILFORD WAY**

***GFA - 1,393m²**

<u>Description of Works</u>	<u>Cost (£'s)</u>	<u>Cost per m²</u> (Cost/GFA)
Dwellings Construction Cost	£1,876,594	£1,347.16
External Works & Drainage (inclusive of Landscaping & Fencing works of £118,905 or £85.36/m ²)	£646,379	£464.10
Sub Total	£2,522,973	£1,811.18
Fees & Charges @ 9% plus Planning Costs & Building Regulations	£239,351	£171.90
TOTAL BUDGET COST	£2,762,324	£1,983/m²

MORE HOMES

MILFORD WAY

COST COMPARISONS

The following cost comparisons are based on the property construction costs for the properties. They exclude external works, drainage, service trenches, landscaping & Professional fee's

The unit rates for the traditional construction works have been derived from the BRE Client Report commissioned for CCoS dated 15th February 2016 (with allowance made for substructure costs which is not included in BRE report)

GFA 1393m²

Construction Costs Comparisons (Excluding Sprinklers Only)

House Type	BRE Passivhaus Average Build Costs Across the UK	Passivhaus
Flats	£1,553	£1,511
Houses	£1,245	£1,196

Potential Cost Saving on PYH

	£
1.Traditional Foundation/floor slab construction in lieu of Insulated Floor slabs	6,000
2.Upvc Windows & Doors inlieu of timber	3,000
3.Reduced window sizes	800
4.Passive wrap at first floor ceiling level inlieu of whole roof void (needs further investigation)	0
5.Concrete Roof tiles inlieu of slate	5,500
6.Locating MRVH Units within dwellings inlieu of forming separate housing externally	10,400
	<hr/> 25,700
Preliminaries @13%	3,341
	<hr/>
TOTAL POTENTIAL SAVINGS	£ 29,041
TOTAL POTENTIAL SAVINGS (M)	£ 27.19
SAVINGS AS % OF BUDGETED BUILD COSTS	2%

OPPORTUNITIES/LESSONS LEARNT

OPPORTUNITY	ISSUE	RECOMMENDATION
Site selection	Whilst initial analysis had been undertaken on the shortlisted sites it is clear that more detailed investigations were required to evaluate site and ground conditions and ecological implications as all of these would have a direct impact on time line and cost ability.	Future programmes should allow adequate timescales for full feasibility and site appraisal, taking into account viability, options for delivery and housing needs, in terms of number and tenure type.
Timescale for delivery	<p>There was a clear priority to deliver new homes as quickly as possible.</p> <p>This resulted in some decisions which may have had unknown cost implications and comprises made both during both the design stage and construction. (E.g. Drainage works being carried out of sequence and commencement on site before all technical and design in places)</p>	Future projects should have realistic time scales for delivery for sufficient time to evaluate technical and operational issues.
Decision to proceed with PassivHaus house.	<p>Members made a clear decision to proceed to build new houses to a PassivHaus standard. However, it proved difficult in the time available to carry out full options appraisal of the time, cost and other implications of this selected build standard.</p> <p>The MH strategy refers to pilots being passivhaus, however, due the costs at Milford, the MHOMSG Steering group has noted that a full evaluation needs to be carried before any decision to proceed with PYH.</p>	<p>Cabinet will be given the options to confirm the method of construction for the next pilot scheme at Parc Y Helig and whether this is to be to the PH standard.</p> <p>On completion of both schemes a full financial analysis can be carried out after maximise the opportunities on the second scheme for efficiency and timescales.</p>
Design issue.	<p>As the Council has not designed new homes directly within the generation, a decision was taken to commission architectural and Passivhaus Support.</p> <p>In line with CPRs to appoint a specialist Passivhaus advisor, Architype were successful and were asked to prepare Passivhaus designs and modelling for these two initial pilot schemes, and whilst their</p>	It was accepted this was a pilot project and all involved learnt from the experience and it is therefore important, going forward, that there is a clear understanding of what we are trying to achieve as well as the respected roles and responsibilities of those involved.

OPPORTUNITIES/LESSONS LEARNT

	<p>Passivhaus experience is evident, the extension of their commission to include general architectural services lead to some issues including insufficient construction detailing and specification to facilitate accurate pricing of works and the meeting of Building Regulations, suitable fire separation between semi-detached dwellings (to Part B of the Building Regulations) was not achieved.</p> <ul style="list-style-type: none"> • the spatial design of the kitchen areas was unsuitable for a WHQS compliant kitchen layout/installation; • fire protection of the end dwelling's (H1A) timber-frame structure adjoining existing properties was overlooked; <p>This all impacted at site level effecting program and sequencing of construction works.</p> <p>In addition, the site layout provided did not align with topographical & GIS data and had to be corrected by CCoS.</p>	<p>Secondly, as the Council becomes more familiar with the process and design standards required it is likely that most of the design work can be commissioned in house on future schemes.</p>
<p>Restricted supply chain procurement due to Passivhaus standard.</p>	<p>The desired Passivhaus standard has resulted in the opportunity for tenders being restricted to a smaller number of accredited design companies which accordingly has increased costs. For example, Supply and Fit of Passivhaus standard timber frames were imported from Ireland, Insulation sourced from Czechoslovakia.</p> <p>Similarly, in terms of Materials Supply & Forward Maintenance, key elements could not be sourced locally. E.g. Windows & Doors certified to Passivhaus standard were imported from Austria and specialist sub-contractors for certain works e.g. MVHR installation & commissioning again sourced outside the locale.</p>	<p>There is a need to maximise the opportunities across the supply chain in particular target suppliers based in the locality.</p> <p>It is also recommended that options of "equal or approved" should also be considered to open up supply chain opportunities.</p>

OPPORTUNITIES/LESSONS LEARNT

<p>Enhanced specification choices.</p>	<p>There were a number of items that the Council has chosen to build into the specification to “future proof” the houses and to manage them more effectively.</p> <p>These include enclosed stairway to upper flats. As previously stated this is not an enhanced specification but part of DQR and Lifetime Homes.</p> <p>Future drainage provision for low level access showers both to achieve lifetime home standard. Again this is part of DQR/LTH and applies to any new social housing unit being constructed</p> <p>External housing for the ventilation plant to allow ease of access for servicing. This is extra over to the Passivhaus design.</p> <p>Installation of centralised communication hub for telephony, TV and satellite provision to future proof properties from unauthorised intrusions compromising the air tightness structure. This is to maintain Passivhaus design.</p> <p>A number of specification choices were made at speed of delivery these included, ISO quick foundations, and timber frame construction.</p>	<p>These are logical additions but come at a cost and such additional items should be considered for future opportunities as part of the decision making when full implications and costs are known.</p> <p>Future schemes should explore all options in relation to specification to balance timescales with cost implications.</p>
<p>Supplementary heating.</p>	<p>It was understood that the PH standard would not require any form of supplementary heating; however a decision was taken to install gas boilers and a full radiator system which had added costs and time implications. Other options were not considered.</p>	<p>Given the Council's commitment to Fuel Poverty and Energy Efficiency, if there is a requirement for supplementary heating, more innovated solutions should be considered. Air source, Ground source, PV and solar to be considered.</p>
<p>Pilot scheme experience/ Knowledge gained.</p>	<p>The above opportunities/lessons learned highlight some significant examples of learning on the first pilot project.</p> <p>There have been many opportunities during the design and construction for the Council to gain significant knowledge of the process, specification and future aspirations for the Council.</p>	<p>Ensure that all opportunities to learn lessons are evaluated and where possible, build these into the second pilot project at Parc Y Helig.</p>

OPPORTUNITIES/LESSONS LEARNT

Review external works	The landscaping needs to meet with the requirements of the WHQS.	Reduce costs?
Lifestyle of Passivhaus	Carry out full evaluation of the properties and report after 12 months occupancy so we know tenants will like them.	
All costs "cost comparison, benchmark data		Recommend the WG lead on establishing a standard set of PIs and benchmark data to be able to accurately assess delivery costs of alternative forms of construction across Wales.

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

Section 1

Which service area and directorate are you from?

Service Area: Corporate Building & Property Services

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
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(b) Please name and describe below

More Homes Pilot Scheme at Milford Way and second project at Parc y Helig.

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line service delivery <input checked="" type="checkbox"/> (H)	Indirect front line service delivery <input type="checkbox"/> (M)	Indirect back room service delivery <input type="checkbox"/> (L)
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(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

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

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

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

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

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

If yes, please provide details below

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

High visibility <input type="checkbox"/> (H)	Medium visibility <input checked="" type="checkbox"/> (M)	Low visibility <input type="checkbox"/> (L)
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(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk <input type="checkbox"/> (H)	Medium risk <input checked="" type="checkbox"/> (M)	Low risk <input type="checkbox"/> (L)
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Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes No **If yes, please provide details below**
 It would affect all council services to a degree.

Q7 HOW DID YOU SCORE?
Please tick the relevant box

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

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

Q8 If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council's commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.
 Due to the majority of potential impact is low, there is no need for a full EIA, as indicated above.

Section 2

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

Screening completed by:
Name: Gordon Rees
Job title: Group Leader
Date: 13 th October 2017
Approval by Head of Service:
Name: Nigel Williams
Position: Interim Head of Corporate Building Services
Date: 13 th October 2017

Please return the completed form to accessstoservices@swansea.gov.uk

Agenda Item 10.



Joint Report of the Cabinet Members for Health & Wellbeing and Children, Education & Life Long Learning

Cabinet – 19 October 2017

Family Support Services Commissioning Review – Focusing on Children with Additional Needs and Disabilities

Purpose:	The report presents the proposed options for changes to services available to Children with Additional Needs and Disabilities which have been identified through the wider commissioning process of the Family Support Services Commissioning Review.
Policy Framework:	Sustainable Swansea: Fit for the Future, Social Services and Wellbeing (Wales) Act 2014 (SSWBA), United Nations Convention on the Rights of the Child 1992 (UNCRC)
Consultation:	Corporate Management Team Cabinet Members Legal, Finance and Access to Services. Child and Family Services, Poverty and Prevention and Education. Public.
Recommendation(s):	It is recommended that: 1) Following consultation, Cabinet gives approval to the recommendations presented in the report as outlined in Section 2 below.
Report Authors:	Chris Francis / Julie Thomas / Jane Whitmore
Finance Officer:	Chris Davies
Legal Officer:	Pamela Milford
Access to Services Officer:	Ann Williams

1. Introduction

- 1.1 In July 2016, Members and the Corporate Management Team agreed Swansea's vision for the delivery of Family Support Services across the continuum of need and the outcomes we should seek for our families. Agreement was also given to split the Family Support Services Commissioning Review into four (related) strands: support for families with children under the age of 11 years, support for families with children over the age of 11; domestic abuse; and support for children and young people with additional needs and disabilities.
- 1.2 This report concerns the last strand: family support services for children with additional needs and disabilities. Initially the services within the scope of the review included overnight short breaks and holistic family support by way of an Early Help Team. However, by February 2017, the scope of the Review was narrowed to concentrate on; (i) parent carer participation and engagement, (ii) play and leisure opportunities, and (iii) home care.
- 1.3 In February 2017, Members and the Corporate Management Teams gave approval to proceed with a public consultation exercise on the options presented for each of these three service areas. With the consultation period now closed, this paper seeks permission to implement the recommendations set out in summary below.
- 1.4 This report also seeks approval to proceed with plans for overnight short breaks and the creation of a designated Early Help Team supporting children with additional needs and disabilities. The former was previously taken out of scope as it was recognised that reaching any conclusions required further collaborative work with Education. Similarly, proposals for an Early Help Team were delayed pending the outcome of the other strands of the commissioning review, in particular, how they proposed to develop such services more generally in Swansea. Since February the outstanding work has been completed and it is now possible to put forward clear proposals.
- 1.4 Finally, this report seeks approval to move forward with plans to improve the arrangements for young carers.
- 1.5 The services provided and commissioned by the Council have not been systematically and thoroughly reviewed for many years. It is not therefore surprising to learn that they are no longer ideally placed to meet the needs of the Council or the families it serves.

2. Recommendations

- 2.1 **Recommendation for Parent / Carer Participation and Engagement -** The Council commissions an independent service provider to develop and run a parent carer forum. The forum to be jointly commissioned by Child and Family Services, Education and Poverty and Prevention. The proposal would be for this to be in place from April 2018.
- 2.2 **Recommendation for Play and Leisure Opportunities -** Child and Family Services and Poverty and Prevention pool financial resources to jointly commission targeted and specialist child disability play and leisure services. The plan would be for these new service arrangements to be in place from 2018/19.
- 2.3 (Please note: During the course of 2018/19 further work will be undertaken, in partnership with the newly established parent carer forum (see 2.1), to explore the possibility of introducing a grant (voucher) scheme. This will allow families the opportunity to exercise greater choice and control over the services they access but poses additional risks and challenges in implementation. If it is evidenced as being a beneficial step then the plan would be to return to Cabinet for consideration and approval. Any grant (voucher) scheme would not commence prior to April 2019, at the earliest.)
- 2.4 **Recommendation for Home Care -** Child and Family Services slightly expand the capacity of the in-house Flexible Home Support Team to meet the needs of the relatively small number of children with very complex needs who require this form of support.
- 2.5 **Recommendation for Overnight Breaks –**Child and Family Services undertake a procurement exercise for a third sector or private organisation to provide overnight residential breaks.
- 2.6 **Recommendation for an Early Help Team –**Child and Family Services and Poverty and Prevention lead the development of a dedicated Early Help Team that supports families with children with additional needs and disabilities. It is thought that a specialist resource will offer families a better response to their needs and reduce the pressure on statutory services.
- 2.7 **Recommendation for Young Carers –** Child and Family Services and Poverty and Prevention jointly commission specialist support for young carers. It is recognised that significant additional resources are required to meet the needs of this particular cohort. The plan would be for these new service arrangements to be in place from 2018/19.
- 2.8 There have been no budget savings attached to this Review and the recommendations above are intended to be cost neutral. Nevertheless, as the general direction is towards greater use of effective early intervention services, it is anticipated that, in the medium- to long-term,

they will enable the Council to avoid the greater costs associated with late interventions.

- 2.9 This paper has been jointly developed by Child and Family Services and Poverty and Prevention. As there are so many interdependencies, there has been considerable dialogue to ensure the recommendations are consistent with the needs and developments by Education. To ensure these proposals are implemented (if agreed) in a collaborative manner, it is intended that the work will be overseen by the People Directorate Commissioning Group and Family Support Steering Group.
- 2.10 Should Cabinet agree the above Recommendations then the timescale for implementation is the 1 May 2018. This is on the basis that the Contracts will not return to Cabinet for the purposes of contract award. Further detail is available via the timeline at Appendix 1.

3.0 Background

- 3.1 As a group, disabled children, and their families, can be among the most vulnerable people in our community. Their needs can be particularly complex, and they, along with their parents and siblings, can be at a higher risk of poor outcomes (social isolation, economic disadvantage etc.). Secure, loving family units are often key to achieving positive outcomes, but caring for a disabled child can be a stressful experience that could place considerable pressure on a family. It is for this reason that we need to ensure we have an effective range of family support services in place.
- 3.2 **Parent Carer Participation** - At the heart of the Social Services and Wellbeing Act 2014 is the requirement for every Council to truly participate with the individuals it supports. Effective parent carer participation requires; (a) good information, (b) honest consultation, and (c) a genuine willingness to have them involved in service planning and decision making.
- 3.3 In addition to improving outcomes for families, it is thought that enabling parent carers to be a true part of service planning will mean financial resources are less likely to be wasted on services which families do not take up or value.
- 3.4 There are many professionals within the Council who are very skilled at working with parent carers on an individual level. Where we trail behind the best performing areas is in terms of ensuring the concepts of participation and engagement are properly embedded at a strategic level. Some of the other authorities visited during the Review have established a formal parent carer forum that they use to facilitate effective consultation. The forum is also used to provide parent carers with information and to provide steering groups or parent representatives for strategic decision making within the Council.

- 3.5 **Play and Leisure Opportunities** - In this context, play and leisure opportunities cover a range of activities, e.g. a sports activity, a summer play scheme, a cinema trip, a trip to the museum, a fun day for the whole family, or something else entirely.
- 3.6 Article 31 of the UNCRC makes it clear that children and young people have the right to play and have fun in the way they want to. Play is defined in the Welsh Government Play Policy as freely chosen and personally directed. While the vast majority of children play in this way, some children with additional needs require specialist support to be able to make choices and access play opportunities. As a Council we have a responsibility to promote the right to play for children with a disability.
- 3.7 As well as fulfilling an important role in enabling children and young people to have fun, play and leisure opportunities allow children and young people the scope to try new experiences, both with and away from their parent carers. This gives them the opportunity to learn new skills and develop their confidence.
- 3.8 Some play opportunities also directly support parent carers by providing them with a short break (or respite) from their normal caring responsibilities. There is growing evidence that such breaks support the well-being of the carers (including young carers, e.g. siblings) by offering them a chance to rest, catch up on day-to-day activities and spend time with other family members. Play and leisure opportunities must therefore be recognised as an important preventative service that helps promote family resilience and reduce dependency on more intensive services.
- 3.9 **Home Care** - Home care involves a paid carer coming into the home of the service user to provide support because of their special needs. The tasks performed by the paid carer may include personal care – e.g. help with bathing, getting dressed etc.
- 3.10 By comparison to Adult Services, the numbers of children receiving home care are very limited. Nevertheless, where it is identified, typically for those with complex medical needs, it is often a critical support service for families and key to preventing family breakdown.
- 3.11 **Overnight Short Breaks** – Overnight short breaks involve the child going to a specialist children’s home or foster placement overnight. Families in receipt of the service are provided a certain number of nights based on a social work assessment of need, which are then spread across the year, e.g. one night every fortnight.
- 3.12 For some of our families, an overnight break is a key component of their care and support package. They give carers an extended break and give children the opportunity to meet friends, develop independence and have fun. While overnight breaks are an expensive option, they can prevent families moving into crisis where they may need to access even more

expensive support and interventions. These benefits should not be underestimated.

3.13 However, it is important to realise that for some families the overnight break is simply putting a 'sticking plaster' on the real issue. The most common reasons for requesting an overnight break are challenging behaviour, incontinence and poor sleep. While the break offers the parents a break from these issues, it does not necessarily help to address them. If we are to work on the underlying issues then we must seemingly:

- change how we commission overnight short break services so they become more outcome focused; and
- develop a range of alternative support services that are better placed to meet the real need.

3.14 **Early Help Team** - Early Help Teams are typically multi-disciplinary teams that work with families requiring intensive support. Members of the team perform a keyworker role in partnership with other practitioners and the family to build resilience and develop solutions to problems the family may be experiencing. Early Help Teams receive referrals directly from universal services - schools, G.P.s and health visitors etc.

3.15 Early Help Teams are an established service in many parts of the Country and an emerging service model in Swansea, e.g. the Family Wellbeing Team. The Domestic Abuse Hub is a specialist form of Early Help Team which responds to a particular need. At present there is a clear gap in terms of there being no such resource with the expertise to support children with additional needs and disabilities.

3.16 **Young Carers** - Young carers help look after a member of the family (usually a parent or sibling) who is sick, disabled, has mental health problems, or is misusing substances. With so many caring tasks, some young carers miss out on opportunities that other children enjoy, struggle in school and become socially isolated.

3.17 Identifying young carers is notoriously challenging. Many are worried that they will be perceived to have let their family down if they ask for help, while others fear being taken into care. However, new duties upon the Council to proactively identify young carers means it is reasonable to anticipate much greater demand for specialist young carer services in the future.

4.0 Options identified by the Commissioning Review

4.1 On 10th October 2016, a stakeholder workshop was convened to critique the options and assess the best models of delivery for each of the three service areas subject to the Review. The Options considered are outlined in the table below, along with the overall scores:-

Parent Carer Participation	
Option 1	Option 2
Continue As Is – The Council includes participation as one element of various different service and job descriptions.	Commission an independent organisation to provide a discrete service promoting Parent Carer Participation.
Score: 10.2 out of 25	Score: 20 out of 25

Play And Leisure Opportunities (including Community Short Breaks)		
Option 1	Option 2	Option 3
Continue As Is – C&FS and Poverty and Prevention separately commission a range of services from external organisations.	C&FS and Poverty and Prevention pool financial resources to jointly commission a range of targeted services which ensure we are (i) consistently receiving value for money, (ii) that there is greater capacity; and (iii) services are more sustainable.	Develop a voucher scheme whereby eligible families receive a set amount of vouchers which they can spend with participating service providers.
Score: 10.9 out of 25	Score: 16.5 out of 25	Score: 16 .9 out of 25

Home Care / Domiciliary Care		
Option 1	Option 2	Option 3
Continue As Is – The in-house Flexible Home Support provides short-term interventions (up to 12 weeks) to support families at risk of breakdown. Those requiring medium- and long-term support are supported via an externally commissioned service.	Change the statement of purpose of the Flexible Home Support Service so it can support families for up to 12 months. External providers would then only be required for those with a long-term need for Home Care.	Continue to run the Flexible Home Support Team as it is currently but facilitate the independent Home Care market to increase their capacity to work with children.
Score: 17 out of 25	Score: 22.4 out of 25	Score: 11.5 out of 25

4.2 Thus, to clarify, the preferred Options identified in the Options Appraisal Workshop were:-

Parent and Carer Participation - To commission an independent parent carer forum (Option 2).

Play and Leisure Opportunities - To develop a grant (voucher) scheme similar to that run by a number of English authorities, e.g. Wiltshire Council (Option 3).

Home Care - To increase the capacity of the in-house Flexible Home Support Team (Option 2).

4.3 Feedback from this workshop was presented to Cabinet in February 2017 with approval granted to go out to formal consultation.

5.0 Consultation Process

5.1 **Methodology** - Prior to the commencement of the consultation period, stakeholders (including parent carers) were involved in formal and informal conversations regarding the services areas subject to this Review. This gave them the opportunity to comment on the existing arrangements and the required direction of travel. At the Options Appraisal Workshop stakeholders they were then involved in finalising and scoring the various Options.

5.2 The formal consultation period commenced on 27th February 2017. Initially due to conclude on 21st May 2017, the window of consultation was subsequently extended to 9th June 2017 to allow for greater feedback.

5.3 An online survey was designed for adult stakeholders (parent carers, staff working with children with a disability etc.). A copy of the survey and information sheet is available at Appendix A. Details of the survey were distributed amongst the various service users and provider networks known to the Council.

5.4 During the consultation process a series of (formal and informal) engagement activities and events with stakeholders were run to promote the completion of the survey by adult stakeholders:-

- Facilitate workshops with parent carer representatives and wider adult stakeholders around the County.
- A family fun day at the National Waterfront Museum where attending parent carers were asked to participate in the survey.
- Attendance at a short breaks parent carer group.
- Discussions with service providers in the County.
- Discussion during liaison meetings with colleagues in Education, Adult Services, Health and other stakeholders.

- 5.5 Although children and young people were free to participate by completing the online survey, it was recognised at the outset of the consultation that obtaining their views would require additional engagement expertise, e.g. to support those with communication difficulties. As the Council lacked sufficient capacity to properly undertake this activity, we commissioned a local third sector organisation, Interplay, to provide support.
- 5.6 With the input of Interplay, we have undertaken the following engagement activities with children and young people.
- Run the aforementioned family fun day at the Waterfront Museum.
 - Held feedback events at seven different children's services commissioned by the Council.
 - Run two half-day sessions at Gorseinon Evolve Youth Hub specifically for children with additional needs or a disability.

Staff at Ysgol Pen-Y-Bryn Special School sought the views of a number of children with learning disabilities, autism and communication disabilities.

A thorough breakdown on the types of questions asked, activities undertaken and level of response can be found in Appendix B

- 5.7 In summary the preferred Options identified in through consultation were similar to those identified in the Options Appraisal workshop. A full report can be found under Appendix C.

6. Proposals Developed

- 6.1 Drawing together the result of the consultation process, the options appraisal workshop with stakeholders and findings of other strands of the Family Support Commissioning review, the following proposals have been developed:
- 6.2 **Parent Carer Participation** - There is a definite need to improve the two way communication between the Council and parent carers. The scale of the problem is highlighted by the level and quality of feedback during the formal consultation period. Furthermore, Officers responsible for the separate Commissioning Review of Additional Learning Needs have confirmed that pressures to improve parent carer participation apply equally for Education.
- 6.3 The option of committing extra resources to commission an independent parent carer forum was popular amongst those responding to the Review. It is consistent with best practice and it is recommended that this Option should proceed with the aim of the new service being in place from 1 April 2018. This would be a service jointly commissioned by Child and Family Services, Poverty and Prevention and Education.

- 6.4 **Play and leisure opportunities** - The Options Appraisal Workshop narrowly found in favour of developing a grant scheme for the provision of vouchers. The other Option that scored positively and finished a close runner-up was for Child and Family Services and Poverty and Prevention to rationalise arrangements by pooling resources and jointly commissioning a range of targeted and specialist services. For the reasons summarised below, it is proposed that we proceed with this Option for 2018/19 (but further work should be undertaken to scope the possibility of moving to a grant scheme at a future date):-
- Currently, 51% of adult respondents were either against or unsure about the grant scheme.
 - Re-commissioning services will provide additional opportunity to further understand the risks and benefits associated with a grant scheme, including how we best mitigate any adverse impacts.
 - It affords further time to consult with a larger number of stakeholders before making a final decision; consultation which could be potentially facilitated by the introduction of a Parent Carer Forum.
- 6.5 **Home Care** - At the time of the Cabinet report in February 2017 there were only 2 small registered providers in Swansea. While the level of demand is admittedly low, it was noted that the available providers lacked the capacity to deliver some of the care packages we require. For this reason it was suggested that the Council commits additional resources to expand the capacity of the in-house registered service, the Flexible Home Support Team.
- 6.5 The urgency of the situation over the intervening months has to some extent abated as a further 2 Adult Service providers have amended their registration to support children as well. While this development addresses our immediate needs, there remains a risk that these new services will not prove economic or sustainable. It is therefore proposed that we proceed with a modest expansion to the Flexible Home Support Team.
- 6.6 **Overnight Breaks** – Child and Family Services to lead a re-procurement exercise for a third sector or private organisation to provide overnight residential breaks. The new contract will need to be in place by April 2018. This course of action is required to ensure compliance with the Contract Procedural Rules and procurement legislation but, even more importantly, to prevent any gap in service for families. Some of the families accessing the service are amongst the most vulnerable in Swansea and are heavily dependent on the service.
- 6.7 **Early Help Team** – Poverty and Prevention leads a commissioning exercise to secure a partner organisation for the development of a designated Team to support families with children with additional needs and disabilities. It is thought that a specialist resource, practicing

evidence-based interventions, will offer families a better response to their needs and reduce the pressure on statutory services.

- 6.8 **Young Carers** - Child and Family Services and Poverty and Prevention to pool resources and jointly commission a specialist service for young carers. Additional funding would be made available to bolster the capacity of the future service.

7. HR Implications

- 7.1 The only internal service in the scope of this report is the Flexible Home Support Service. The intention is to slightly expand the staff resource in the Team, therefore there is no reduction in current staffing arrangements anticipated

8. Equality and Engagement Implications

- 8.1 A full Equality Impact Assessment (EIA) report has been drafted. A copy of the EIA is available at Appendix D. The EIA remains in draft form as it will continue to be developed alongside the implementation plan and future activities. It is also still undergoing internal quality assurance.
- 8.2 The EIA found that this report is particularly pertinent to children, adults, those with a disability and carers. The EIA process also identified the United Nation Convention on the Rights of the Child (UNCRC) as a key consideration.
- 8.3 Further, it is noted that feedback from stakeholders - including disabled children and carers - has been generally positive. Where there have been greater concerns raised (i.e. play and leisure opportunities) then this has led to changes in the final recommendations put forward.
- 8.4 Furthermore, the recommendations include increased resources to support parent carer participation. This should help ensure the voice of parents and carers is more effectively heard going forward.

9. Financial Implications

- 9.1 Welsh Government has provided some additional Grant funding to support modernisation and improvement of services in these areas. This additional money coupled with the existing base core budgets and ring fenced WG Grant budgets are sufficient to deliver the recommendations contained herein, which would enhance provision and meet identified need.
- 9.2 As so much of the funding in this area is Grant money (e.g. Families First), any future tenders will have to be clear that the precise level of funding available will be prone to fluctuate. Notwithstanding this issue, the following tables summarises how expenditure is currently aligned and how it would look under the proposed arrangements:-

Current Arrangements				
Service Area	Department	In-house or external	Number of Contracts / Grants	Funding level
Parent Carer Participation	C&FS	External	1	£10,000
Play and Leisure Opportunities	C&FS and P&P	External	10	£397,000
Home Care	C&FS	In-house	-	£176,000
Overnight Short Breaks	C&FS	External	1	£805,000
Early Help	C&FS and P&P	External	3	£146,000
Young Carers	C&FS and P&P	External	2	£52,800
TOTAL:			17	£1,586,800

Additional Money:

Grant money for carers and children on the edge of care : £200,000
 Contribution from Education towards Parent Carer Participation: £25,000

Total budget envelope available : £1,811,800

The table below outlines the funding for the proposed arrangements, demonstrating the recommendations can be met by aligning the resource more effectively and without additional pressure on core budgets.

Proposed Arrangements				
Service Area	Department	In-house or external	Number of Contracts / Grants	Funding level
Parent Carer Participation	C&FS / P&P / Education	External	1	£75,000
Play and Leisure Opportunities	C&FS and P&P	External	1	£350,000
Home Care	C&FS	In-house	-	£215,000
Overnight Short Breaks	C&FS	External	1	£755,000
Early Help	C&FS and P&P	External	1	£305,000
Young Carers	C&FS and P&P	External	1	£100,000
TOTAL:			5	£1,800,000

9.3 Where a budget saving is identified for a particular area (e.g. play and leisure) this will be met via a combination of approaches:-

- De-commissioning services which no longer meet the needs of families or do not represent value for money.
- Pursuing economies of scale.
- Negotiating down costs for providers where possible, e.g. greatly reducing the number of individual contracts and grants that each provider has to manage (which will also save the Council resources).
- Greater focus on new ways of working which achieve the same outcome but more cost effectively, e.g. (where appropriate) small group activities as opposed to 1:1; this is also in line with the feedback from children and young people about the need to have more contact with their friends/peers.

9.4 As the move is towards a more early intervention approach, it is intended that the proposed services will deliver cost avoidance and/or savings in the medium- to long-term. Two obvious budgets which would be influenced by this area of work are (i) the looked after children accommodation budget; and (ii) the education budget for children educated out of area.

9.5 Any externally commissioned providers will be expected to demonstrate clear value for money and contribution to social capital in their tenders.

10. Recommendations – Legal Implications

10.1 The commissioning of the services referred to in Section 2 will need to be undertaken in compliance with the Council's Contract Procedure Rules, the provisions of the Public Contracts Regulations 2015 and any relevant grant funding requirements.

Appendices:

Appendix A – Implementation Timeline

Appendix B – Survey and Information Sheet

Appendix C – Report by Interplay

Appendix D – Consultation Finding Summary

Appendix E – EIA Report

OJEU Procurement Timeplan

Contract Title: Child Disability Family Support		Client Department : Child & Family/Poverty & Prevention/Education		Category :		Education & Children's Services	
Contract Ref: TBC		Authorised Officer: Jane Whitmore / Chris Francis		Procurement Lead :		Lee Morgan	
Activity	Action	Officers Involved	Days	Commencement date	Completed Yes/No		
Service Need Identified							
Consider the following actions:	Is there authority/budget to Procure from the Responsible Officer?	Client	1	01/12/17	No		
	Is it Grant Funded? Any specific grant conditions to follow?	Client	1	01/12/17	No		
	An existing contract/framework agreement that can be utilised or is it a new requirement?	Client	1	01/12/17	No		
	Consider Spending Restrictions?	Client	1	01/12/17	No		
	Is there an opportunity to incorporate Community Benefits?	Client	1	01/12/17	No		
	Are there Safeguarding/DBS issues in the contract?	Client	1	01/12/17	No		
Pre Procurement Stage							
Determine contract duration and value	Confirm the budget code and calculate estimate contract value and include contract extension.	Client	3	01/12/17			
	Run spend analysis to gauge spend across the Council	Procurement	1	01/12/17			
Procurement Strategy	Agree the procurement strategy (Purchase/lease, OJEU, Collaboration, Framework, Call Off, Lots etc.)	Client Procurement	4	01/12/17			
Allocate Contract Reference number	Allocate reference number from contract reference allocator.	Procurement	1	01/12/17			
TUPE considerations	Are there any TUPE implications relating to this contract.Issue Stage 1 letters	Client Legal	14	01/12/17	No		
Equality Impact Assessment (if applicable)	Complete EIA Screening Form available on StaffNet.	Client Access to Services	5	01/12/17			
Meet the Buyer Event (if applicable)	Consider holding a Meet the Buyer event with suppliers on the requirement. To be held before publication of tender.	Client Procurement	1	TBC			
Draft Tender Documents –	Draft tender documentation	Client Procurement	21	01/12/17			
• Specification							
• Method Statement Questions							
• Award Criteria							
• Pricing Schedule							
• Terms and Conditions							
• Supplier Suitability Questionnaire							
• ITT							
eTenderWales & Sell2Wales	Create Project and ITT in eTenderWales, draft Sell2Wales notice.	Procurement	1	22/12/17			
Finalise Tender Documentation	Finalise all tender documentation before publication	Client Procurement	7	22/12/17			
Procurement Phase							
Tender Publish Date	Publish notice on Sell2wales and ITT in eTenderWales		0	29/12/17			
Queries/Clarification	Client to answer any clarification raised during the tender.		30	29/12/17			
Tender Closes. Open tenders after designated closing date and time.	Tender will close 12:00 noon. Procurement to open tenders.		30	28/01/18			
Evaluation Phase							
Tender Evaluation	Complete evaluation of bids received in line with set award criteria. And complete evaluation matrix. (Minimum of 3 to evaluate. Seek clarification of bids where necessary)		13	29/01/18			
Presentation / Interviews (if applicable)	Date for presentations / interviews.			TBC			
Tender Evaluation Panel Report	Draft report in line with standard documentation		2	11/02/18			
Tender Evaluation Panel Approval – Virtual	Approve report.		5	13/02/18			
Contract Award Report	Approval required from:		14	18/02/18			
	Ben Smith (Finance)						
	Responsible Officer						
	Debbie Smith (Legal)						
	Andrew Williams / Chris Williams (Procurement)						
Cabinet Member Approval	Via email by relevant cabinet members and not going back to Cabinet		3	04/03/18			
Forward Look Deadline	Date for presentations / interviews. - N/A		0	n/a			
Cabinet Approval	Cabinet Date		3	n/a			
Cabinet Call In	3 day call in		0	09/03/18			
Award contract							
Standstill Letters	Draft relative advantages for standstill letters	Client	5	09/03/18			
	Issue standstill letters to successful and unsuccessful bidders via eTenderWales	Procurement	1	14/03/18			
Standstill Period Start	10 minimum standstill period	All	10	15/03/18			
Standstill Period Ends		All		25/03/18			
Issue Contract	Issue Contract to successful Supplier via Legal Services	Procurement Legal	1	26/03/18			
Implementation Period (including TUPE Transfer)	If TUPE applies, allow a minimum of 28 days for transfer	Client	28	27/03/18			
Anticipated Contract Start Date	Contract commencement date		0	24/04/18			
Contract Management							
Review lessons learned incl. feedback from bidders		Client Procurement	1				
Monitor contract performance	Performance to be monitored during the duration of the contract.	Client	Ongoing	Contract Period			



HAVE YOUR SAY...

Review of Child Disability Services

We are inviting you to have your say on our proposals for Child Disability Services

As part of this consultation, we will also be providing a range of different opportunities for people who may be affected, to share their views about our proposals. We will advertise the dates and times of these events on our web page and at other suitable county wide locations.

Information gathered during the consultation process will be used to influence final decisions which are taken.

Confidentiality

Unless you are responding on behalf of an organisation, you do not have to give us your name and if you do decide to provide your name, you will not be personally identified in any future documentation.

About You

To help us to understand the feedback you give us, please tick the most appropriate box below. Please tick one box only.

- I am someone who receives a child disability service from the City and County of Swansea
- I am someone who receives a child disability service from an external organisation in Swansea
- I am a relative, carer and/or friend of someone who receives a child disability service from the City and County of Swansea
- I am a relative, carer and/or friend of someone who receives a child disability service from an external organisation in Swansea
- My job involves working with children in Swansea
- I do voluntary work with children in Swansea
- I am interested in child disability Services in Swansea for other reasons

Other reasons - please write in

If you are replying on behalf of an organisation, please provide:-

Name of the Organisation:

Contact Name:

Your position in the organisation:

Email Address:

Telephone Number:

Type of organisation*: e.g. Domiciliary care agency / advice / advocacy

***Please note that organisations completing questionnaires will be identified by type in the final analysis and not by name. This is so that we can identify which groups you represent which will help us to determine the different needs within the County.**

Unless you are replying on behalf of an organisation, please complete the equalities monitoring section at the end of this questionnaire. This will help us to prevent people being adversely affected by the decisions we make.

Our proposals

**Please read the document entitled 'Have your say - Review of Child Disability Services for more detail about the proposals
Category 1: Play and Leisure Opportunities including Community Short-breaks**

Preferred Option 3 - The Council develops a grant scheme to give money or vouchers to eligible families which they can then use to help the disabled child to access the play/leisure activities/ a community short break of their choice.

Do you agree that the City & County of Swansea should proceed with option 3?

- Yes
 No
 Don't know

If we did proceed with option 3 how would this impact you?

Is there anything else that we should take into consideration regarding our decision to redesign our Play and Leisure Opportunities including Community Short-breaks?

You may use this space to provide any concerns or suggestions that you may have in relation to our existing Play and Leisure Opportunities including Community Short-breaks services.

Category 2: Parent/Carer Participation

Preferred Option 2 - Fund an independent Parent Carer Council to perform two key roles:

- 1) Provide a single information, advice and assistance service for families with a child / young person with a disability.
- 2) Energising and managing the development of a more active parent / carer forum. The Parent Carer Council would be expected to capture the views of greater numbers of parent/carers in turn for a greater voice in decision-making. This new Council would need to have good working relations with the local authority and other partners.

As the central point of contact, a well-resourced Parent Carer Council would be ideally placed to keep the information on the needs of children with a disability and families accurate and up-to-date. The Parent Carer Council would be expected to advise parent / carers on the various services and processes they may encounter and provide a comprehensive list of 'what's going on' in Swansea for children and young people with a disability. We also want to make sure parent / carers to have the opportunity to play a more active role in decision making regarding the future shape of services.

Do you agree that the City & County of Swansea proceed with option 2?

- Yes
- No
- Don't know

If we did proceed with option 3, how would this impact you?

Is there anything else that we should take into consideration regarding our decision to proceed with option 2?

You may use this space to provide any concerns or suggestions that you may have in relation to how we review the ways parent/carers can get information, advice and support and have a say in services

Do you have any other comments about any of the proposed options?

Category 3: Home Care

Preferred Option 2 - Expand the Flexible Home Support Service and change their criteria so it can support more families and potentially for a longer period of time. We know that by doing this it will address the issues of reliability and consistency of carer.

Do you agree that the City & County of Swansea proceed with option 2?

- Yes
- No
- Don't know

If we did proceed with option 2, how would this impact you?

Is there anything else that we should take into consideration regarding our decision to proceed with option 2?

You may use this space to provide any concerns or suggestions that you may have in relation to how we review the domiciliary care?

Do you have any other comments about any of the proposed options?

Are you ...

- Male
- Female
- Prefer not to say

Is your gender identity the same as you were assigned at birth (i.e. born male and currently living as a man or born female and currently living as a woman)?

- Yes
- No
- Prefer not to say

How old are you ...

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 56 - 65 |
| <input type="checkbox"/> 16 - 25 | <input type="checkbox"/> 66 - 75 |
| <input type="checkbox"/> 26 - 35 | <input type="checkbox"/> 76 - 85 |
| <input type="checkbox"/> 36 - 45 | <input type="checkbox"/> Over 85 |
| <input type="checkbox"/> 46 - 55 | <input type="checkbox"/> Prefer not to say |

What is your sexual orientation?

- Bisexual
- Gay/Lesbian
- Heterosexual/Straight
- Other
- Prefer not to say

Would you describe yourself as... (Please cross all that apply or write in)

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> British | <input type="checkbox"/> Other British (please write in) |
| <input type="checkbox"/> Welsh | <input type="checkbox"/> Non-British (please write in) |
| <input type="checkbox"/> English | <input type="checkbox"/> Refugee (please write in current/last nationality below) |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Asylum Seeker (please write in current/last nationality below) |
| <input type="checkbox"/> Scottish | <input type="checkbox"/> Prefer not to say |

What is your ethnic group? (Please cross one box)

- White - British, any other White background
- Mixed - White & Black Caribbean, White and Black African, White & Asian, any other Mixed background
- Asian or Asian British - Indian, Pakistani, Bangladeshi, Chinese any other Asian background
- Black or Black British - Caribbean, African, any other Black
- Other ethnic group - Gypsy or traveller, Arab, any other
- Prefer not to say

What is your religion or (non) belief, even if you are not currently practising?

- | | |
|--|--|
| <input type="checkbox"/> No religion/belief | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Prefer not to say |

Do you consider that you are actively practising your religion or belief?

- | | |
|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> No | |

Can you understand, speak, read or write Welsh?

Please mark all that apply

- | | |
|--|--|
| <input type="checkbox"/> Understand spoken Welsh | <input type="checkbox"/> Learning Welsh |
| <input type="checkbox"/> Speak Welsh | <input type="checkbox"/> None of these |
| <input type="checkbox"/> Read Welsh | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Write Welsh | |

Which languages do you use from day-to-day

- | | |
|--|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Other (please write in) |
| <input type="checkbox"/> Welsh | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> British Sign Language | |

Do you have any long-standing illness, disability or infirmity?

By long-standing we mean anything that has affected you over a period of time or that is likely to affect you over time.

This could also be defined Under the Equality Act 2010 as: "Having a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities."

- | |
|--|
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No |
| <input type="checkbox"/> Prefer not to say |

Does this illness or disability limit your normal day-to-day activities in any way?

- | |
|--|
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No |
| <input type="checkbox"/> Prefer not to say |

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE.



Interplay (Integrated Play and Leisure)

**'Have your say' - Review of Child
Disability Services – Child and Young
Person Engagement**

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Locations of engagement

1 x Open Session at the National Waterfront Museum

7 x On Site at Service engagement events at the following services

- Action for Children POP sessions under 12
- Action for Children POP Session over 12
- Diversity
- Buddies
- TY Laura x 2
- Interplay IYCG – this also included the chair of Mixtup
- Enabled 12-25 x 2

2 x sessions at Gorseinon Evolve Youth Hub. These were open to children with disabilities. Invitation to the sessions were sent out by post and email. Out of the 16 children and young people that attended these events 9 took part in the engagement process, 4 had done so at previous events and 3 opted not to take part in the engagement.

Who has attended the events and sessions

Total number of children and young people engaged in the consultation and engagement -

- 82 age between 21 months and 27 (The older members of IYCG, Enabled and Mixtup gave their anecdotal views)

Of which

- 56 have a disability
- 37 were female
- 45 were male
- 8 were under school age
- 34 were of primary school age
- 25 were of secondary school age
- 15 were of college age or older





Children and Young People who attended the Open Session

Name	Age	Their favourite thing
Sasha	5	playing with dolls
Sofia	8	I like riding horses
Nicole	16	cooking
Ruby	4	drawing cars
George	21months	climbing
Khadeeja	7	I like playing tag
Anja	10	pizza
Ted	2	jumping in muddy puddles
Zuzanna	9	I like swimming in the LC
Julia	7	I like riding horses
Evie may	3	playing with my friends
Tomasz	2	I like to play with Godzilla
Zara	18	I like going to the cinema
Cauley	5	Playing in the park
Maddie	11	like food
Daisy	6	going on holiday
Sophia	3	
Issac	No age given	Playing with Lego
Ellis	10	Yoshi
Cameron	6	Minecraft
Issac	2	to play in the water
Lily	9	playing computer games
Carys	5	egg painting
Soffia	4	likes climbing
Mahrooh	No age given	I love this
Noah	4	likes dancing
Lex	13	games
Lois	3	messy play
Seren	5	butterflies
Graet	6	reading

Children and Young People who attended On Site Service Sessions

Name	Age	Their favourite thing
Byron	16	Going to the Beach
Jordan	16	Swimming Pool
Tom	12	Jigsaws and Magnetic toys
John	12	Planning, running and playing ball
Jac	16	Football
Dylan	14	Space and a place to make noise
Shane	17	Music
Jacob	13	Music/Playing with balls
Saad	11	Playing - in the garden, the park, football / family
Elliot	12	



Tyler	12	ball in the park and dancing
Keira	11	Gymnastics
Susan	10	Games (and Her friends)
Jack	10	Playing Super Heroes
Ruby	5	Trampoline
Leejoy	6	Limitless Trampoline
Nikita	14	Chocolate
Amy	6	My friend
Jac	13	X Box
Carl	13	Dinosaurs and family
Caitlin	14	Performing
Robert	9	Films
Ethan	10	Fun
Jack	7	Folly farm - rides
James	5	X Box
Kieran	15	
Chance	15	Music
Georgia	17	Music
Cody	6	
Leyland	7	Swimming
Aurora	6	Eating ginger bread men
Robert	25	Swimming, Cinema, bowling
Rachel	25	My dog and my friends
Ashley	27	Cooking
Nicole	16	Cooking and parties
Tomos	20	Rugby / football
Steven	25	Enabled
Rhys	19	Enabled
Robert	20	Enabled
Ruairi	19	Mixtup
Carys	19	Enabled
Robert	18	Enabled

Children and Young People who attended Gorseinon Evolve Play Sessions

Name	Age	Their favourite thing
Abbi	10	Unicorns
Bronnie	9	Dancing, Singing, Drama and unicorns
Ellie May	4	Dancing
Aaron	6	Pokemon
Thomas	8	Writing and Colouring
Amber	7	Fishing, rugby, karate, dance and swimming
Corey	16	Gym, Games
Zak	17	Playing Pool
Lucy	16	Playing soft play
Zara	19 (with siblings)	Interplay



The information gathered through engagement on pages 3-10 relates to Category 1: Play and Leisure Opportunities including Community Short-breaks

Preferred Option 3 - The Council develops a grant scheme to give money or vouchers to eligible families which they can then use to help the disabled child to access the play/leisure activities/ a community short break of their choice.

“How will this impact you?”

Although the children and young people found it difficult to answer this question, they were able to tell us what services/activities they access at the present time and therefore how changes to the present system could affect them.

What these children and young people currently accessing

Name of Disability Service	Number of C&YP
Ty Laura / Action for Children Short Breaks	6
POPS	8
Crug Glas	4
Diversity	15
PA or Direct payment	11
Corpal	1
TA	1
Deaf Club	1
Roots	1
Family Link	3
Interplay/Enabled	14
Mixtup	2
Buddies	8
Horizon Lodge	1
Gladiators	1
Bravehearts	3
Friendship House	4
Circus Eruption	1
Stepping Stones	2
ASDES	1
Surfability	1
OT/Physio/Speech Therapy	1
Other activities they currently access	Number of C&YP
Guitar Club	1
Liberty football	1
Gymnastics	2



Walk the Dog	1
The Park	3
Play Zone	1
Church Group	1
Swimming	5
Out for food	2
Girl Guides/Brownies/Rainbows	1
Kick boxing	1
Volunteering	2
Dance Classes	1
Drama Classes	1
Gym	2
Bowling	1

To broaden this question, we also asked them what they enjoy most about the things they do now or have done in the past. We used the “Sunshine” engagement tool to gather this information. 72 children and young people took part in this activity.

- Go to the park
- Brownies
- I like riding horses
- Mixt up
- Go Pokemon hunting and go on my electric scooter
- Swings
- Enabled
- Interplay
- I like drawing
- Jumping
- Play
- Cooking
- Going out on the bus
- The garden swing
- Out on the bus
- Cooking
- Children to play
- POPS
- Family Link
- Swimming
- Being with people – outside
- Space to be me
- Buddies
- My friends
- Being with people
- Buddies – Space and activities
- Bikeability
- Playing with everyone
- Trampolining games
- Friends
- Playing with Spiderman
- Making stuff
- Playing Games
- Meeting people like me
- Buddies, its friendly
- Not being the only one
- Reading
- Playing
- Meeting new friends
- Fun
- Playing
- Having free time
- Chilling out
- Bed and food
- McDonalds
- Park
- Outdoor pool
- Playing ball
- Water pistol
- Chatting with friends
- Having fun with friends
- Helping others
- Talking with everyone
- Playing pool
- Video Games



- Pool at Friendship House
- Looking after my unicorns
- Drama lessons
- Disco at Enabled
- Club with friends – make up and fashion
- Ballet Lessons
- Swimming Lessons
- Dance Classes
- Colouring
- Swimming
- Single life
- Mixtup
- Surfability
- The Enabled Project
- Kickboxing
- Football
- Going to the park
- Swimming

Summary

We have broken down the “Sunshine” responses into different categories

Types of Activity	No. of answers
Play / Imaginative play	11
Going to the park	5
Sports based activities including swimming	9
Being able to spend time with friends/other people	15
Attending regular supported activities	14
Attending regular mainstream activities	5
Being out and about (independence)	5
Relaxed activities/quiet time	10
Cooking	2

Out of the list of services that the children and young people currently attend, the services providing specialist support are mentioned the most by those taking part in the engagement. It should be noted that children and young people that access these groups find it easier to express themselves and take part in these types of survey. It also shows that less of the children with a disability presently access mainstream leisure activities.

We can see from the information gathered through the “Sunshine” engagement tool, that many of these activities show that children enjoy the social side of the groups that they access, spending time with friends and making new friends. For children with disabilities this can often be difficult outside of a supported setting, due to issues in their ability to communicate and socialise with others; which often leads to bullying. This is reflected by the percentage of children and young people that stated their regular support activity as their favourite thing. The other areas that score quite highly are sports, play and quieter activities. Two statements that stand out are “Not being the only one” and “Space to be me”; both statements were made by children with a disability, highlighting the need to not only be able to be themselves, but to have a safe space to do this.



“Is there anything else that we should take into consideration regarding our decision to redesign our Play and Leisure Opportunities including Community Short-breaks?”

Once again this is a question children and young people find difficult to answer. The information gathered under the previous question offers insight into how important having access to activities that keep children and young people active is; and that they have access to activities where they get to spend time with their friends/make new friends.

To gather further information, we asked the children and young people where they would spend their “money” when it came to a choice of activity or service. To make this easier we broke the it down into four categories, each with a different value depending on costs of service –

- Leisure – This included mainstream activities that could be accessed with friends and family - i.e. LC2, Vue cinema, etc. – 1 voucher
- Play – Supported play or activity sessions – this would include clubs such as Buddies, Diversity, POPS, Enabled, etc. – 2 Vouchers
- Personal Assistant – 1:1 support – 3 vouchers
- Overnight Stay – Any place where a child or young person spends a night away from home that would need to be paid for – This included Ty Laura, Family Link etc. – 4 vouchers

Each child/ young person was given 8 vouchers and asked where would they spend them?

Have your say- voucher exercise boxes

What can you buy	How many vouchers does it use?	Total number of vouchers	Total votes	Weighting position
Local leisure activities	1	182	182	1
Overnight stays	4	88	22	4
PAs	3	90	30	3
Supported play/ clubs/ schemes	2	126	63	2

The idea of being able to access mainstream activities with friends and family was very important to the children and young people that took part in this activity. This reflects the difference between a parent’s understandable need for respite and the child’s wish to spend time doing things their peers do. A large percentage of the children and young people taking part currently access some form of supported club, their need for these to continue was highlighted by its popularity. Interestingly the “Overnight Stay” option received a low score, however in later information gathered there are a number of requests for residential



and holidays, this may reflect either, children wanting less formal provision, or there being a misconception that this is to benefit parents and carers and not the children and young people themselves.

NB: not all the children and young people were able to take part in the activity, 61 children and young people took part.

“You may use this space to provide any concerns or suggestions that you may have in relation to our existing Play and Leisure Opportunities including Community Short-breaks services.”

It is difficult for children and young people to express what concerns they may have about how changes may affect them due to this being an unknown concept/quantity. However, by using the “Cloud” engagement tool and asking them what their “Dream future” would be for services in the future, we were able to make them think about what they would like to in the future and share their suggestions –

- Bw potri yn blens
- Residentials
- Parties
- When I go out I like to go to limitless
- I would like to go to the LC
- To have a dog now
- I would like to go to the park
- To go to the gym so I can get strong
- To be in a football team but I can't cope with the pace but would benefit from the activity
- Disney land
- Dancing Club
- Football
- A Choir
- Playing football
- Going to football matches
- More clubs like Buddies
- Sensory play sessions
- Places I can run.
- Waterplay – a building suitable for everything
- Safe outdoor play space – a place to hold outdoor sessions
- Swimming Club
- More sports
- Special / additional needs music sessions
- Swimming Club
- Football Club
- Gymnastics Club
- Swimming Club
- Games
- A New House!!
- More clubs for children
- X Box Club
- Drawing, Playing, being outside, playing Duck Duck Goose
- Boxing Club
- An X Box Club
- Sports Education
- Shooting range
- For the council to make a park for people with disabilities and sensory things for blind people etc...
- To go to a football club
- Holidays
- Residentials
- Sony film Club
- More Clubs
- Fun and Sport



- Having peace and quiet!
- To chill out more!
- To go to the beach and play in the sand
- Folly Farm
- Going on a plane
- To give more training to people on how to deal with mental health, ASD and other disabilities e.g. Capita PIP assessments.
- Anger management classes
- Go to watch the Swans
- Sing and perform
- Summer Ball
- X factor Audition
- Holiday in France
- Singing Lessons
- Take friends on holiday somewhere hot
- To be invincible!
- To be a fashion designer
- Going on holiday
- University
- To get a house and earn a living
- Media Project
- To get married
- Paid work
- Gay youth club
- Inventing
- Working with animals

Summary

The information gathered with the “Clouds” engagement tool showed us which of the current Play and Leisure Opportunities children and young people would like more of; and also, what types Play and Leisure Opportunities they would like to access in the future.

We have looked at the list and summarised the statements/ responses in to nine different areas, for the breakdown of this see the Appendix 1 on page 12.

Most statements showed that the same types of play and leisure opportunities were important within all age groups. They cover a wide range of activities including sport, play, the arts and holidays. However, statements gathered that relate to computer clubs in section 4 were all under 12, statements gathered that relate to section 5 and 7, around the future and a central service, were all 14 or over and the comment made in section 9 was made by a young person over the age of 20.

Category 3: Home Care

Preferred Option 2 - Expand the Flexible Home Support Service and change their criteria so it can support more families and potentially for a longer period of time. We know that by doing this it will address the issues of reliability and consistency of carer.

We had hoped to gather information regarding children and young people’s thoughts on Home Care during this engagements process. However out of the 82 children spoken to only 1 child received Home Care. Others did not understand the difference between Home Care and a Personal Assistant. The 1 child felt that they were happy with what the currently received, and did not have / could not give an opinion regarding how this change would affect them.



Conclusions and Recommendations

Although only 82 Children and Young People took part in the engagement process we feel, due to the diversity of the group, that it is a fair reflection of the thoughts and wishes of Children and Young People throughout Swansea.

All children are different and the option for them, as individuals, having access to more choice of service and activities through a money/voucher scheme would definitely be beneficial in achieving the kinds of activities highlighted in this report.

It also highlights the need for current service providers to re-evaluate their current services - the activities provided, the proposed outcomes, how they are funded, how and where they are publicised and whether current criteria are still relevant.

Future Consultation and engagement

Consultation and engagement with Children and Young People with disabilities has not been hugely successful in the past. Consultation that has been achieved has been with small pockets of Children and Young People and has not always gathered the information needed. However as shown in this report the additional information can be as important as the information being gathered.

It has been highlighted through the engagement process that many of our children and young people have not been involved in consultation and the experience of “having a voice” has been a new experience, sometimes received with excitement, sometimes with fear. Although many parents and carers understood the need for their children to have a voice, they did not always feel their child would be able to participate or that their thoughts and opinions would be relevant to the consultation.

The visual stimuli and physical interaction that this type of engagement uses worked well with children of all ages with or without a disability. Children and Young People, of all ages, that had previously had the chance to share their thoughts and opinions found the process

much easier. Whether this had been through school, clubs that they belonged to or just as a part of family life. The low attendance of disabled children at both the sessions at the National Waterfront Museum and Gorseinon Evolve Centre raises a questions; was this due families not understanding that these types of events include their child or because they are not getting the information being shared with them. Out of the 16 children that attended the Gorseinon Evolve play sessions, only 1 was not previously known to Interplay, they had seen the information at their local family centre.

For future Consultation recommendations and suggestions

- Children and young people with disabilities are given the opportunity to engage and “have a voice” from as early as possible, the earlier children are engaged with in Swansea, the more able they will be to make the much needed and relevant contributions to decisions being made about services and changes that affect them.
- Presently, for Swansea to be able to engage with the different disability groups that run throughout Swansea, each service needs to be visited individually, sometimes on several occasions to ensure that enough children and young people get to “have their say”. This is costly, time consuming and does not always give a true reflection of all the thoughts and wishes of the children and young people. By providing fun consultation events once or twice a year and encouraging children and young people to speak on numerous topics would establish a more vocal and approachable young disabled community within Swansea.
- Third Sector disability organisations to work together and provide opportunities for the children and young people they support to come together, integrate and be involved in joined up sessions. This will help children and young people learn the bigger picture and be the voice of others less able and vocal than themselves.
- When organising future consultations and engagements with Children and Young People it is important to ensure that accessible methods of consultation are available for all those involved. For the more hard to reach groups, such as those with disabilities, it is important to involve all specialist organisations that support them; having their input when developing tools and methods to gather information will ensure a successful engagement, many of these groups need the opportunity to communicate differently.





Appendix 1: Breakdown of the nine different themes/areas highlighted by the statements gathered during the “Cloud” engagement.

	Themes	No. of requests	
1	The opportunity to go on holidays/ residential – as previously mentioned “Overnight stay” in the voucher box exercise did not score very highly, some of this may be due to children and young people’s attitude or understanding towards overnight short break respite not being about them.	8	“Take friends on holiday somewhere hot”
2	To be supported/able to access supporting activities or sport events – many highlighted a need for mainstream clubs to have a better understanding of the needs of children and young people with a disability or to be provided with more opportunities to attend sporting activities delivered with their needs as the focus.	19 Of which 5 - Play football 2 - Watch football 4 – Swimming 7 – Other	“To be in a football team, but I can’t cope with the pace, but would benefit from the activity.”
3	To provide accessible activities focusing on the arts, - singing, dancing and drama. NB: Rising Stars drama group that runs in Swansea specifically for young people with disabilities, has a very long waiting list and is therefore not available as a supported activity to children and young people wanting to join	6	
4	Computer and gaming activities/clubs – these statements were made by younger children and may be due to wanting spend time with friends playing computers games together.	3	
5	Some of the statements were around the children and young people’s aspirations for the future – The opportunities to learn new skills and for self-improvement.	10	“To get a house and earn a living” “To be a fashion designer” “Anger management classes.” “To be invincible!”



6	Requests for more supported clubs and/or opportunities to socialise/ have new experiences	7	<p>“Summer ball”</p> <p>“More clubs for children.”</p>
7	Several of the children and young people’s statements refer to a space or building with safe disability specific facilities, a familiar place that they have “ownership” of; central place where services are delivered as opposed to having to go to different places depending on your services provider or disability.	7	<p>“Waterplay – a building suitable for everything.”</p> <p>“Safe outdoor play space – a place to hold outdoor sessions.”</p> <p>“For the council to make a park for people with disabilities and sensory things for blind people etc...”</p>
8	Some statements we very simple and showed that children and young people with disabilities want to be able to do the same everyday things as their non-disabled peers.	6	<p>“I would like to able to go to the park.”</p> <p>“To go to the beach and play in the sand”</p>
9	For people in local community/ service providers to have better training and more understanding – this statement was made by one of the older young people.	1	<p>“To give more training to people on how to deal with mental health, ASD and other disabilities e.g. Capita PIP assessments.”</p>




Appendix 2: Plan for consultation events and sessions

This section shows how Interplay gathered the information shared in this report, showing what tools were used and why.




'Have your say - Review of Child Disability Services

Category 1: Play and Leisure Opportunities including Community Short-breaks


Preferred Option 3 - The Council develops a grant scheme to give money or vouchers to eligible families which they can then use to help the disabled child to access the play/leisure activities/ a community short break of their choice.

Section of Adult Survey	Collect point	Format	Outcome
"About You"	On Arrival	All family attending the event will be asked to fill out a brief questionnaire. This will be done anonymously and will enable us to gather information as follows: How many children at the event. How many have a disability Do you use a service currently? If yes, which service. Do you have a social Worker? What is their name? (This will enable us to know which team they come under)	This will show how many children attended the event. How many of those children currently access a service? Where possible which Social Work team they come under.
Information to be shared with families to explain why the event is taking place and why it is important for children to have their say	Displays at the event	Posters displaying Rights of a child - Articles 12 and 13 - Articles 23 and 31	By sharing this information with families, it helps them to understand that there are legal reasons why their child must have their own say – Swansea is signed to UNCRC.
"How will this impact you?"	Consultation activity	Ginger Bread man. – Children get to say who they are independently from their families. – Ginger bread man with information about the children filled out by Interplay staff that the child can decorate and add to the Ginger Bread House 	This will gather information about the children from their point of view and in some way, answer the "impact"



<p>Is there anything else that we should take into consideration regarding our decision to redesign our Play and Leisure Opportunities including Community Short-breaks?</p>	<p>Consultation activity</p>	<p>What service do you have now? Using a roll of wallpaper Children can put the hand print for each service they use now plus their name and age. OR build service “tree” with the children present if space is limited.</p> 	<p>This enabled us to see what services people are using now, and covers things that should be considered.</p>
	<p>Consultation activity</p>	<p>Voucher Boxes – How would you spend your vouchers Each child is given 8 vouchers and asked where would they spend them?</p> <p>Four Boxes, each with a different value depending on costs of service – Play – supported play – 2 Vouchers PA – 1:1 support – 3 vouchers Leisure – LC2, Vue cinema, etc. – 1 voucher Overnight – Any place where a child spends a night away from home. – 5 vouchers</p> 	<p>Gather information on what children want to do.</p> <p>This highlights that Children cannot have it all and will help them think about what is most important to them, and covers things that should be considered.</p>
	<p>Consultation activity</p>	<p>“Sunshine” engagement tool Sun – what do you enjoy the most</p> 	<p>Helps us to gather information on what Children enjoy about the current services, and covers things that should be considered.</p>



<p>You may use this space to provide any concerns or suggestions that you may have in relation to our existing Play and Leisure Opportunities including Community Short-breaks services.</p>		<p>“Cloud” engagement tool Cloud – what would you like to do in Your “Dream Future”</p>		<p>Helps us to gather information on what Children would like them to look like in the future, and covers suggestions</p>
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Category 3: Home Care

Preferred Option 2 - Expand the Flexible Home Support Service and change their criteria so it can support more families and potentially for a longer period of time. We know that by doing this it will address the issues of reliability and consistency of carer.

Section of Adult Survey	Collect point	Format	Outcome
<p>“How would this impact you?” “Is there anything else that we should take into consideration regarding our decision to proceed with option 2?”</p>	<p>Consultation activity</p>	<p>Do you get support at home? YES or NO How often? Is this enough? What would you like? Put answer on brick and build the wall</p>	<p>Are people happy with the support they have at present. How much do they think they need?</p>



Summary of Consultation Process

Methodology - Prior to the commencement of the consultation period, stakeholders (including parent carers) were involved in formal and informal conversations regarding the services areas subject to this Review. This gave them the opportunity to comment on the existing arrangements and the required direction of travel. At the Options Appraisal Workshop stakeholders they were then involved in finalising and scoring the various Options.

The formal consultation period commenced on 27th February 2017. Initially due to conclude on 21st May 2017, the window of consultation was subsequently extended to 9th June 2017 to allow for greater feedback.

An online survey was designed for adult stakeholders (parent carers, staff working with children with a disability etc.). A copy of the survey and information sheet is available at Appendix A. Details of the survey were distributed amongst the various service users and provider networks known to the Council.

During the consultation process a series of (formal and informal) engagement activities and events with stakeholders were run to promote the completion of the survey by adult stakeholders:-

- Facilitate workshops with parent carer representatives and wider adult stakeholders around the County.
- A family fun day at the National Waterfront Museum where attending parent carers were asked to participate in the survey.
- Attendance at a short breaks parent carer group.
- Discussions with service providers in the County.
- Discussion during liaison meetings with colleagues in Education, Adult Services, Health and other stakeholders.

Although children and young people were free to participate by completing the online survey, it was recognised at the outset of the consultation that obtaining their views would require additional engagement expertise, e.g. to support those with communication difficulties. As the Council lacked sufficient capacity to properly undertake this activity, we commissioned a local third sector organisation, Interplay, to provide support.

With the input of Interplay, we have undertaken the following engagement activities with children and young people.

- Run the aforementioned family fun day at the Waterfront Museum.
- Held feedback events at seven different children's services commissioned by the Council.
- Run two half-day sessions at Gorseinon Evolve Youth Hub specifically for children with additional needs or a disability.

Staff at Ysgol Pen-Y-Bryn Special School sought the views of a number of children with learning disabilities, autism and communication disabilities. A

thorough breakdown on the types of questions asked, activities undertaken and level of response can be found in Appendix B

Level of response - One of the earliest findings of the Review was the need to improve the level and depth of information captured to assist service planning and strategic decision-making for this particular cohort of children and young people. One of the challenges is the presence of different information management systems between the various departments and agencies.

The situation is complicated further by virtue of a wide range of definitions in use to describe children with additional needs and/or a disability. Estimating the number of children in Swansea with an additional need or disability therefore depends on how broadly you choose to define the terms.

At the upper level, according to self-reported figures within the Census 2011, the number of children and young people (0-19 years) with a disability or impairment that limits their day-to-day activities is approximately 2500. This represents about 4.7% of the population. Alternatively, reference could be made to figures based on some form of independently assessment of need: for example, the numbers with an SEN statement, those in receipt of Disability Living Allowance or those open to social services. Each of these definitions will produce a very different figure.

What is clear is that no single figure is definitive and that we need to improve our information systems for the future. However, in terms of the numbers of children and young people currently accessing the targeted and specialist services subject to this review, it is thought that the total figure is around 620 children and young people.

Understanding how many families these 620 children and young people belong to is unclear as many families have more than one child with an additional need or disability.

The consultation exercise captured a total of 133 different views: 42 adults and 91 children.

Thus, in terms of children and young people we received feedback from just under 15% of the population (620). It is submitted that this is a reasonable response in these circumstances:-

- This is a particularly difficult cohort to reach. Engaging with children and young people, particularly those with a disability, requires time and resource to develop tools and methods to gather information to let them know that their voices have been heard. It is clear that Interplay have proven to be a valuable resource in this area and supported the Council in ensuring that feedback from children and young people is prioritised. The feedback from children and young people is valuable in helping to develop the service and moving the preferred options forward.

- The Council has relatively little experience of undertaking such an exercise at a County wide level. Many children and young people claimed they had not been involved in consultation prior to this opportunity. The experience of 'having a voice' was received with excitement by some with others experiencing anxiety because this engagement was something new.

By comparison to children and young people, the numbers of adults responding to the survey was poor. Information gleaned during the consultation exercise, some of it anecdotal, provides a number of potential reasons.

- We lack the capacity required to reach out and effectively communicate with a large portion of the affected population.
- Not all adults feel able to access digital surveys or may need support in fully understanding the information that is presented to them. While great care was taken to make the consultation survey and associated documents user friendly, it is a subject area that would benefit from a more dynamic means of engagement (as demonstrated through the events arranged for children and young people). The language used may not always be familiar to some and more engagement alongside the formal consultation would help with this. It would also be useful if it was facilitated by someone with an existing relationship with the respondent. In addition to the low response rate, the relatively high number of 'don't know' responses is potentially a further indicator of the difficulties with traditional surveys.
- There is a feeling of anxiety reported around services, changes, and potential loss of services. This may impact upon an individual's ability to fully focus on the questions being asked.
- The benefits and disadvantages of parent carer participation services might be perceived as fairly abstract.
- Parents are not necessarily familiar with some of the services and therefore may find it difficult to comment, e.g. home care is accessed by a very small number of children across Swansea.
- Many parents do not believe their contributions will have any material impact. This is a view potentially based on relatively little changing over a long period of time and a lack of change following previous consultation exercises.

The Council's Consultation Coordinator described the methodology and the feedback received as meeting the Gunning principles for consultation. Furthermore, in terms of the three recommendations put forward for approval:

- one actually proposes we invest more resources to ensure there is improved consultation in the future (Parent Care Participation);
- the second (Play and Leisure Opportunities) proposes to delay the introduction of the grant scheme, in part, to allow further consultation; and

- the third (home care) entails a small expansion of an in-house service which should not detriment any family.

Feedback regarding Parent Carer Participation – It is submitted that the level of feedback from adults is further evidence of the urgent need to improve local arrangements.

Even amongst those adults who were engaged and chose to respond to the survey, the overwhelming majority supported the creation of an independent parent carer forum (see Figure 1).

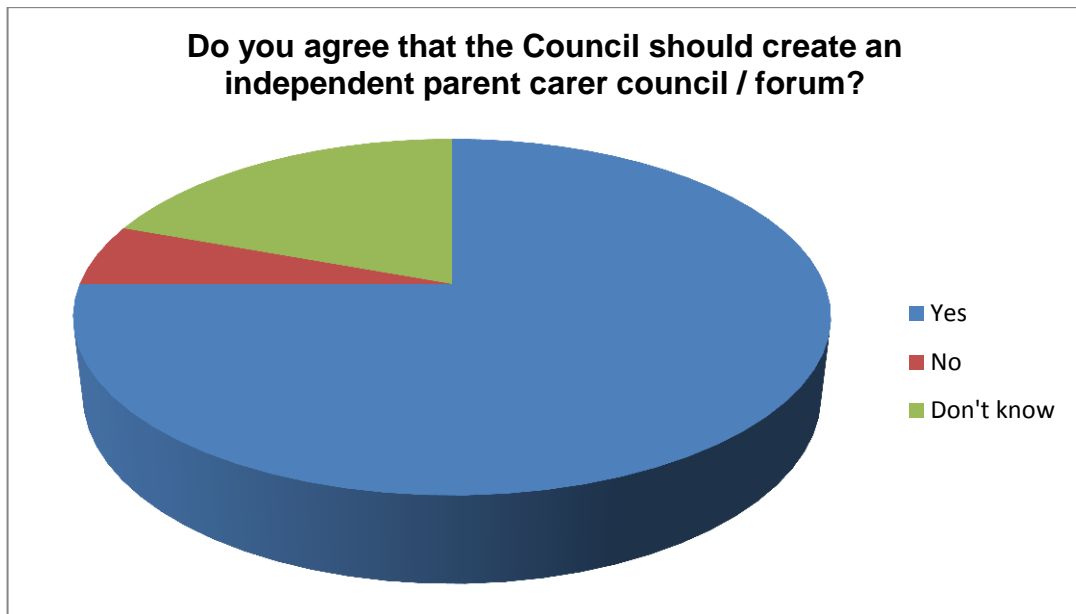


Figure 1

Given the nature and complexity of this area, it was not discussed during the children and young people engagement events.

Feedback regarding Play and leisure opportunities - A sizeable proportion (49%) of the adult respondents were in favour of the Council's proposal to develop a grant scheme for the payment of vouchers in place of directly commissioned services (see Figure 2). While this is a significant proportion, it has to be noted that the majority either opposed the proposal or didn't know enough to make an informed decision.

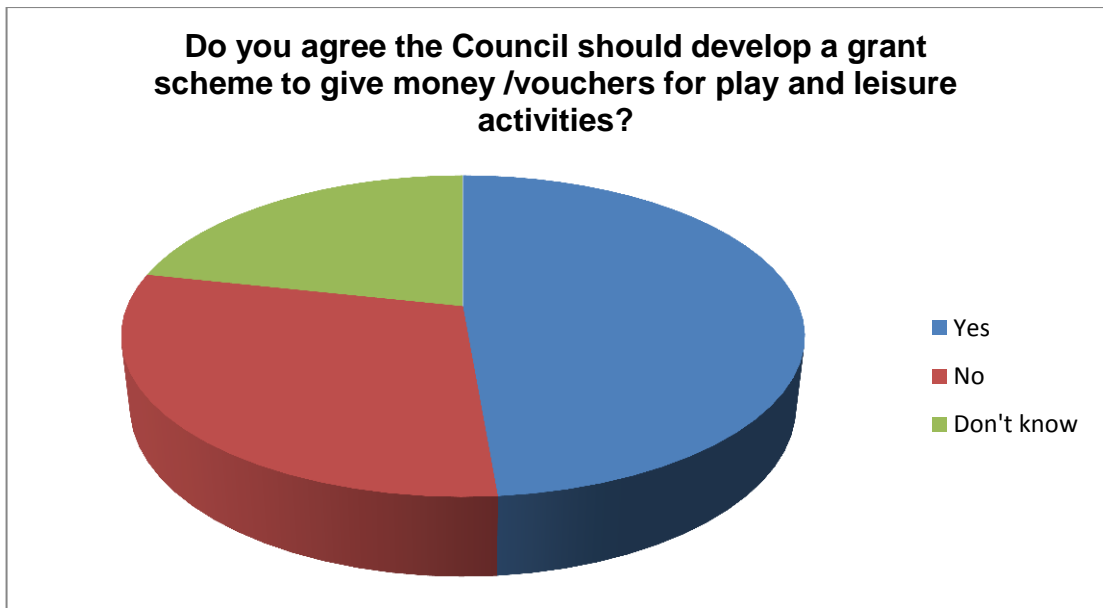


Figure 2

Many children and young people found it difficult to answer the survey questions but were happy to describe the sorts of activities that they currently accessed and what they would like to do in the future. One of the activities devised for these purposes involved giving them each a certain number of vouchers which they could spend on the activities they wished. Each of the different activities had an associated price based on the cost of delivery, e.g. an overnight break might be priced as 4 vouchers whereas attending a designated child disability group would cost 2, and accessing general leisure activities (e.g, the cinema or LC2) would cost them 1.

A summary of the work led by Interplay would suggest that:

- children and young people with additional needs and disabilities have a huge variety of interests and would generally welcome the greater choice and freedom that the voucher scheme would provide;
- the most popular form of play and leisure opportunities are those available to all children (LC2, cinema etc.);
- many would value greater opportunities to take part in fun activities with family members and peer groups (including those without additional needs or a disability).

Feedback regarding Home care - As Figure 3 shows, the vast majority of adult respondents were in support of the preferred Option for developing Home Care services.

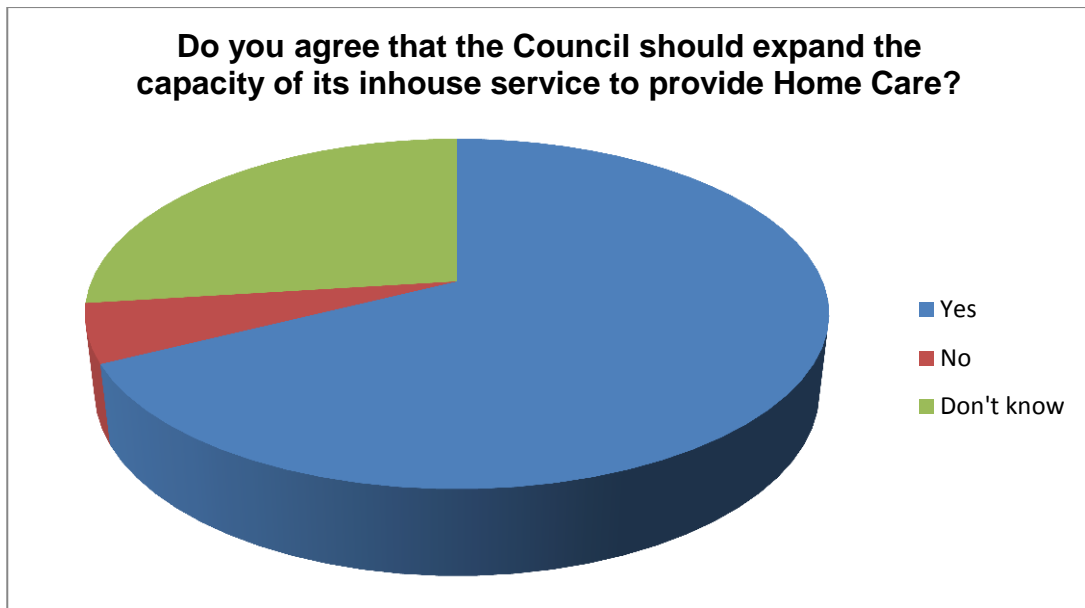


Figure 3

Only 1 of the children spoken to recognised that they were in receipt of home care. The others (understandably) typically found the service difficult to conceptualise. The 1 child in receipt of a service was said to be happy with the existing service but they did not have a firm view about the proposed changes.

Equality Impact Assessment (EIA) Report

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

Please refer to the 'EIA Report Form Guidance' while completing this form. If you need further support please contact acesstoservices@swansea.gov.uk.

Where do you work?
Service Area: Cuts across Child & Family Services, Education and Poverty and Prevention
Directorate: People

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

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy X	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
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(b) Please name and describe below...

Commissioning Review of the Family support continuum – child disability strand

This EIA was originally opened prior to consultation and has now been updated to reflect feedback received as a result of the consultation exercise and changes made to the options as a result.

To provide some context, the Commissioning Review is essentially exploring the range of family support services delivered by the People Directorate with the aim of ensuring we are delivering effective, economical and efficient family support services for children with a disability and their families. These family support services must collectively ensure people's wellbeing outcomes are being met by providing the right support, at the right time, in order to prevent and de-escalate need at every opportunity.

(c) It was initially screened for relevance to Equality and Diversity in October 2016

There are approximately 2500 children and young people residing in Swansea who have a disability or impairment that limits their day-to-day activities (Census 2011). It is therefore thought that an Equality Impact Report is necessary to ensure future commissioning arrangements do not have an adverse effect.

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

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

(e) Lead Officer

Name: Christopher Francis

(f) Approved by Head of Service

Name: Julie Thomas

Date: 25/10/2016

Section 1 – Aims (See guidance):

Briefly describe the aims of the initiative:

What are the aims?

The Review has been tasked with identifying potential options for services in order to efficiently and effectively meet demand and deliver the following identified outcomes:

- Improved outcomes for children and young people by working together effectively across the continuum of need, a requirement of the SS & Wellbeing Act 2014.
- Provide timely support to families that promotes resilience, independence and engagement with their local community.
- Prevent or delay the need for more intensive interventions.
- Where it is clear needs are escalating, we will ensure that families move up the continuum to receive the co-ordinated support necessary to meet their needs, (a 'step-up' arrangement). For those families who are demonstrating an ability to meet their children's needs following more intensive support, a 'step down' arrangement, to an appropriate level (and eventually to universal services if possible) would be followed. By maintaining a focus on the child we want to make sure that there will always be someone who is able to identify when things are not going well for them and know what to do and where to get help or advice about possible next steps.
- Make best use of resources by identifying and realising the efficiencies that can be made by coordinating existing support services (e.g. duplication, overlaps).
- Prioritise and roll out new models of service delivery.
- Strengthen the early intervention and preventative services that already exist within the City and County of Swansea, and where necessary realign them, to support the prevention /wellbeing of vulnerable children and families at a time of identified need.
- Develop a commissioning strategy across the continuum of need.
- Provide a consistent approach across the authority that is understood by families, and service providers across the continuum and includes a proportional joint assessment, performance management framework, threshold document.
- Consistent I.T. and performance management arrangements.

Who has responsibility?

The Family Support Project Team. The project leads are Julie Thomas (Child & Family Services) and Jane Whitmore (Poverty & Prevention).

Who are the stakeholders?

- Carers of children with disabilities i.e. parent carers, informal or unpaid carers not staff.
- Disabled children
- Social Services (including Adult Services)
- Poverty and Prevention
- Education and schools
- ABMUHB
- External service providers including those from the voluntary/third sector

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

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

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

Any Actions Required? None

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

The commissioning review has undertaken a needs analysis to gather information from a variety of sources. Sources of information include:

- PARIS (the information management service used by social services);
- Members of the social services Child Disability Team
- The Child Disability Index
- Information from current service providers
- Additional Learning Needs (ALN) statistics held by Education
- 2011 Census
- Daffodil care needs projection data
- National research and policy guidance e.g. Children’s Commissioner for Wales
- Local consultation exercises with parent carers and children.

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

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

	Positive	Negative	Neutral	Needs further investigation
Children/young people (0-18)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pregnancy and maternity	➔	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Race	➔	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Religion or (non-)belief	➔	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sex	➔	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sexual orientation	➔	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Welsh language	➔	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Carers (inc. young carers)	➔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

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

That being said, given the nature and aim of the Commissioning Review, it is possible to put forward the following comments:-

Neutral

It is anticipated that there will only be a positive impact for people in terms of sex, sexual orientation, religion, race, pregnancy and maternity, marriage, gender reassignment, Welsh language or religious beliefs. Future service arrangements will continue to protect these characteristics, value difference and ensure that the diverse needs of the community are acknowledged and addressed.

Positive

It is anticipated that the review will have a positive impact as the essential aim of the Commissioning Review is to ensure our future services and arrangements are best placed to meet current and future needs amongst those service users with the said protected characteristics.

The three options for consideration include committing extra resources to commission an independent parent carer forum, for Child and Family Services and Poverty and Prevention to pool resources in order to jointly re-commission a range of targeted and specialist services with a view to creating a grant scheme for the provision of vouchers in the future and to expand the capacity of the in-house registered service, the Flexible Home Support Team.

Feedback from consultation is that stakeholders, including adults and young people agree that these will better meet the needs of those accessing our disability services. This is evidenced in appendix B and C of the report.

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view? Please provide details below

The following information has been copied from the Cabinet report and outlines the types of activities and engagement that was undertaken as part of the formal consultation period.

Prior to the commencement of the consultation period, stakeholders (including parent carers) were involved in formal and informal conversations regarding the services areas subject to this Review. This gave them the opportunity to comment on the existing arrangements and the required direction of travel. At the Options Appraisal Workshop stakeholders they were then involved in finalising and scoring the various Options. This is evidenced in appendix B and C of the report.

The formal consultation period commenced on 27th February 2017. Initially due to conclude on 21st May 2017, the window of consultation was subsequently extended to 9th June 2017 to allow for greater feedback.

An online survey was designed for adult stakeholders (parent carers, staff working with children with a disability etc.). A copy of the survey and information sheet is available at Appendix A Details of the survey were distributed amongst the various service users and provider networks known to the Council.

During the consultation process a series of (formal and informal) engagement activities and events with stakeholders were run to promote the completion of the survey by adult stakeholders:-

- Facilitated workshops with parent carer representatives and wider adult stakeholders around the County.
- A family fun day at the National Waterfront Museum where attending parent carers were asked to participate in the survey.
- Attendance at a short breaks parent carer group.
- Discussions with service providers in the County.
- Discussion during liaison meetings with colleagues in Education, Adult Services, Health and other stakeholders.

Although children and young people were free to participate by completing the online survey, it was recognised at the outset of the consultation that obtaining their views would require additional engagement expertise, e.g. to support those with communication difficulties. As the Council lacked sufficient capacity to properly undertake this activity, we commissioned a local third sector organisation, Interplay, to provide support.

With the input of Interplay, we have undertaken the following engagement activities with children and young people. A thorough breakdown on the types of questions asked, activities undertaken and level of response can be found in Appendix B:-

- Run the aforementioned family fun day at the Waterfront Museum.
- Held feedback events at seven different children's services commissioned by the Council.
- Run two half-day sessions at Gorseinon Evolve Youth Hub specifically for children with additional needs or a disability.
- Staff at Ysgol Pen-Y-Bryn Special School sought the views of a number of children with learning disabilities, autism and communication disabilities.

A summary report of the findings and the learning as a result of the consultation exercise can be found in Appendix C.

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

All options will be developed and implemented with our stakeholders. For example, we hope to enable parents / carers to support the specification for the commissioning of a parent / carer forum.

This will ensure that stakeholders views are impacting the direction of travel throughout the change process leading to services that have been designed in collaboration with stakeholders.

An implementation plan will be developed following Cabinet approval in line with

procurement timelines for co-productively commissioning new services.

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.

Following the consultation period, and subject to Cabinet decision-making, an implementation plan will be devised to deliver the final, preferred options.

Consultation has confirmed that the preferred options are consistent with the aims of the Commissioning Review and it is suggested that they should have the following consequences:-

Foster good relations between different groups

All of the families who use these services will have more than one protected characteristic. One of the key objectives of the remodelled continuum will be to promote family resilience and allow families with disabled children to become active and equal members of their local community by having an increased community presence which enhances their social interaction and encourages them to be active citizens within the wider society.

Advance equality of opportunity between different groups

Future services should improve opportunities for disabled children and their families to have increased social opportunities in their community and to be treated as equal citizens through the breaking down of barriers to accessing services.

Elimination of discrimination, harassment and victimisation

Future services should place a greater emphasis on more and more children being supported in their local communities to access universal services where they can have the same opportunities to undertake everyday tasks as their non-disabled counterparts. This proposal supports and encourages citizenship and social inclusion in local communities for children and young people with disabilities. Despite the increased emphasis, it is recognised that, for some of the most complex needs, it will be necessary to commission highly specialist support.

Reduction of social exclusion and poverty

Services should be accessible based on need and not the ability to pay. The promotion of more integrated, local services will make it increasingly easy for families of all economic backgrounds to access.

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

Contract management arrangements are already in place to review and develop the services within the parameters of their specifications.

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

A greater emphasis on inclusion should mean increased opportunities for disabled children and families to take part and be engaged with their local community. Working within their community aims to give the families a sense of value and recognition in the community enabling them to feel they belong. Raising awareness of disabled children and their needs is thought to lead to greater acceptance and support from the community.

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

Remodelled services will follow the local authority's policies and procedures relating to Welsh speakers.

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

Following the consultation the services will work with stakeholders to co-produce tender specifications for all services.

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

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

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

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

Yes – these options aim to improve outcomes for disabled children, young people and their families. Therefore, these options have a direct impact on children and young people.

The three options are detailed below –

This information has been copied from the Cabinet report and details the options being considered for approval.

Parent Carer Participation - There is a definite need to improve the two way communication between the Council and parent carers. The scale of the problem is highlighted by the level and quality of feedback during the formal consultation period. Feedback from Officers responsible for the separate (but linked) Commissioning Review

of Additional Learning Needs have confirmed that pressures to improve parent carer participation apply equally for Education.

The option of committing extra resources to commission an independent parent carer forum was popular amongst those responding to the Review. It is consistent with best practice and it is recommended that this Option should proceed with the aim of the new service being in place from 1 April 2018. This would be a service jointly commissioned by Child and Family Services, Poverty and Prevention and Education.

Play and leisure opportunities - The Options Appraisal Workshop found in favour of developing a grant scheme for the provision of vouchers. The other Option that scored positively and finished a close runner-up was for Child and Family Services and Poverty and Prevention to pool resources in order to jointly re-commission a range of targeted and specialist services. For the reasons summarised below, it is proposed that we proceed with this Option for 2018/19 (but further work should be undertaken to scope the possibility of moving to a grant scheme at a future date):-

- Currently, 51% of adult respondents were either against or unsure about the grant scheme.
- Re-commissioning services will provide additional opportunity to further understand the risks and benefits associated with a grant scheme, including how we best mitigate any adverse impacts. – this EIA will either need to continue to take account of this work – or a new, separate EIA will be required.
- It affords further time to consult with a larger number of stakeholders before making a final decision; consultation which could be potentially facilitated by the introduction of a Parent Carer Forum.

Home Care - At the time of the Cabinet report in February 2017 there were only 2 small registered providers in Swansea. While the level of demand is admittedly low, it was noted that the available providers lacked the capacity to deliver some of the care packages we require. For this reason it was suggested that the Council commits additional resources to expand the capacity of the in-house registered service, the Flexible Home Support Team.

The urgency of the situation over the intervening months has to some extent abated as a further 2 Adult Service providers have amended their registration to support children as well. While this development addresses our immediate needs, there remains a risk that these new services will not prove economic or sustainable. It is therefore proposed that we proceed with a modest expansion to the Flexible Home Support Team.

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.

The options will directly affect the disabled child and young person so the future arrangements (continuum) will have the express aim of helping children and young people to achieve the best possible outcomes.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).
Gaps identified from the work undertaken through the commissioning review have

resulted in additional recommendations going forward to enhance service provision for this group.

These include:

(This information has been lifted from the Cabinet report and details the options being considered for approval.)

Overnight Breaks – Overnight short breaks involve the child going to a specialist children’s home or foster placement overnight. Families in receipt of the service are provided a certain number of nights based on a social work assessment of need, which are then spread across the year, e.g. one night every fortnight. With the current contract concluding, it is recommended that Child and Family Services undertake a procurement exercise to secure a third sector or private organisation to provide overnight residential breaks.

Early Help Team – Early Help Teams are typically multi-disciplinary teams that work with families requiring intensive support. Members of the team perform a keyworker role in partnership with other practitioners and the family to build resilience and develop solutions to problems the family may be experiencing. Early Help Teams are an established service in many parts of the Country and an emerging service model in Swansea, e.g. the Family Wellbeing Team. At present there is a clear gap in terms of there being no such resource with the expertise to support children with additional needs and disabilities It is recommended that Child and Family Services and Poverty and Prevention lead the development of a dedicated Early Help Team for these needs. It is thought that a specialist resource will offer families a better response to their needs and reduce the pressure on statutory services.

Young Carers – Young carers help look after a member of the family (usually a parent or sibling) who is sick, disabled, has mental health problems, or is misusing substances. With so many caring tasks, some young carers miss out on opportunities that other children enjoy, struggle in school and become socially isolated. It is recommended that Child and Family Services and Poverty and Prevention jointly commission specialist support for young carers. It is recognised that additional resources are required to meet the needs of this particular cohort.

Section 6 - Monitoring arrangements:

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

Monitoring arrangements:

The Family Support Continuum Steering Group and Family Support Commissioning Sub-Group will be responsible for monitoring the progress of the implementation.

Actions:

This EIA will continue to be updated as required following a decision made at Cabinet.

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.

X

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 – acesstoservices@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.

Agenda Item 12.



Joint Report of the Leader and Cabinet Member for Service Transformation and Business Operations

Cabinet – 16 November 2017

Liberty Stadium

Purpose:	To update on commercial negotiations between Swansea City AFC and Swansea Council on existing lease arrangements.
Policy Framework:	Asset Management Plan 2017/2021
Consultation:	Legal, Finance, Access to Service
Recommendation(s):	It is recommended that Cabinet: 1) Approve the Heads of Terms, as set out in this report. 2) Authorises the Director of Place, in consultation with the Cabinet Member for Service Transformation and Business Operations to negotiate and agree any further or final terms as may be necessary. 3) Authorises the Head of Legal, Democratic Services and Business Intelligence to prepare any legal documentation required to conclude the agreement and to execute the documentation on behalf of the Council 4) Authorises the Director Of Place following the agreement of final terms, to report the update position to the European Commission in accordance with the Council's continuing obligations.
Report Author:	Geoff Bacon
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Sherill Hopkins

1. Background

- 1.1 The Liberty Stadium was constructed by the Council at a direct cost of £32.406M. It was subsequently let to Swansea Stadium Management Company and is for a term of 50 years. A rent payable is by way of a dividend providing that the Auditors Report is signed within 6 months of the end of the financial year. The tenant is to retain a balance in the Repairs/Renewal fund. If the profit is zero or if the accounts are later than 6 months the rent is a peppercorn, however, to date no rent under this agreement has ever been paid.
- 1.2 Out of the headlease there is a joint venture agreement (JVA) between the original parties namely the Council of the City and County of Swansea, Swansea City AFC, South Wales RFC (The Ospreys) and Swansea Stadium Management Co Ltd. This provided confirmation that the company is responsible for the running costs and receives various incomes based on the shared gate receipts revenue.
- 1.3 The joint venture agreement gives the ability (subject to pre conditions) to renegotiate the allocation of gate receipts and season ticket revenue and if it is not agreed the matter could be referred to determination by an independent expert.
- 1.4 To date the only income received by the City and County of Swansea is in relation to additional rent payable of £15,000 for use of Council space facilities and services.
- 1.5 The above arrangements regarding the construction and ongoing operation and use of the Stadium were the subject of complaint to the European Commission of unlawful State Aid and the Council is subject to ongoing reporting obligations.
- 1.6 The Council defended the position to the Commission in 2015 on the basis that previous and current aid is covered by Art 55 General Block Exemption regulations and is compatible aid. The Council is under a continuing obligation to report annually on the granting of compatible aid and the terms and impact of any revised commercial agreement negotiated between the parties.

2. Proposal

- 2.1 Following the Council's defence of the State Aid complaint negotiations have continued and the following sets out the revisions agreed to the original headlease dated the 22nd April 2005 between the Council of the City and County of Swansea as Landlord and Swansea Stadium Management Company Limited as Tenant.

2.2 The main points as set out below will require amendment or insertion of additional clauses to vary the headlease and the drafting of a supplemental deed of agreement to properly record the matters agreed between Swansea City Football Club and the City and County of Swansea:-

- **Rent**

Rent to be agreed in the sum of £300,000 per annum, subject to 5 yearly fixed increases of £50,000. Such rent to be paid annually from the 1st August with a proportion of rent to be paid from the signing of variation of the lease.

Rents will be payable on this basis for the remainder of the term, with no reduction in the event of relegation.

- **Naming Rights**

City and County of Swansea to receive 10% of any naming rights deal agreed, such income to be payable from the date of agreement. It is agreed that if the naming rights element forms part of a front of shirt partnership, the 10% value of the naming rights will represent 20% of the whole. With any other team partnership outside of front of shirt, the Council to be paid their 10% fee upon the entire cost of overall agreement. No naming rights fees to be paid to the Council until it is collected by SCAFC. The appropriate and corresponding naming rights payment due the Council shall be paid by SCAFC within 30 days of receipt of payment from sponsor. It is recognised there is a reputational risk dependent upon final agreement, the City and County of Swansea to be consulted and be allowed to make reasonable representation. The City and County of Swansea will be permitted sight of the final agreement to confirm true value.

In the event of relegation from the Premier League no percentage of naming rights will be payable but will be reinstated if promotion is achieved.

Should a naming rights agreement be completed before the formal variation of lease and deed of agreement arrangement is in place between the Council and SCAFC, the Council agrees that SCAFC will receive their share of naming rights revenue as contemplated in this new agreement. Should this happen, any naming rights revenue shall be placed in escrow in a manner which secures the Council's entitlement until the new contractual arrangements take effect.

- **3G Pitches**

Two full sized 3G pitches will be constructed every 5 years at an estimated sum of £550,000 per pitch, a sum which includes £50,000 which shall go to the City and County of Swansea to facilitate future maintenance. This is an equivalent value of £220,000 per annum. The City and County of Swansea will be responsible for management of pitches on sites currently in Council ownership. SCAFC will have no interest in the pitches. In the event of relegation the construction of any proposed, but unfunded 3G pitch will be postponed, however, if money has already been secured for development, then that specific scheme will continue through to completion. Should SCAFC have difficulty securing grants that would fund a portion of the construction costs, a mutually agreeable alternative scheme will be explored between the Council and SCAFC.

No consideration will be expected for the value of the land for the construction of a pitch other than if additional elements are required then further lease agreements will have to be considered and negotiated, but due regard will be given to the benefit of a community scheme.

- **Alterations**

Any structural alterations will require consent from the landlord, however, such consent is not to be unreasonably withheld or delayed. Non-structural alterations will not require landlord's consent.

- **Repair**

The tenant is to be responsible for all internal and external repairs. This does not include items currently under dispute, specifically the paint related to the structural steelwork and concourse flooring issues.

- **Economic Development, Recognition and City Promotion**

The Council will retain use of a Box for football games and 2 boxes for Rugby games, as well as seat allocations in order to promote the City and region for economic development and marketing purposes, or to recognise achievements or work undertaken by voluntary groups or others for example Veterans.

3. Equality and Engagement Implications

- 3.1 An EIA screening form has been completed and reviewed. The agreed outcome was that a full EIA report was not required as there are no equalities and engagement implications at this time. Any developments will be subject to normal planning procedures.

4. Financial Implications

- 4.1 The revised arrangements will provide guaranteed rental income of £300,000 per annum subject to 5 yearly fixed reviews. Furthermore, the Council will receive a proportion of total value of the naming rights. At this stage the value of this benefit is not known but could generate a figure of circa £100,000 per annum, dependent upon the structure of the agreement. Furthermore, the Council will also receive the benefit of two 3G pitches being constructed every 5 years, which will release the current costs expected for their construction from the Capital Programme, annualised value circa £220,000.
- 4.2 In total, dependent upon the value of the naming rights deal struck by SCAFC this could accrue a financial ongoing revenue (and equivalent capital) financial benefit starting in the region of £620,000 per annum, **albeit only £300,000 relating to the rent is guaranteed cash income, albeit with future upwards fixed revisions.**
- 4.3 An independent valuation as procured at the time of the defence of the State Aid complaint, and on the basis of a FRI lease for 25 years being granted a rental in the region of £1.2m per annum could be expected.
- 4.4 The current arrangement allows SCAFC to occupy but make no rental payment. This position could continue for 38 years under the existing terms.
- 4.5 Usually it is a straight forward calculation to assess the value of the tenant's position being given up and then rentalise that "premium" value against the Market figure. In this case, the 38 year term exaggerates the tenant's position.

5. Legal Implications

- 5.1 The mechanism for delivering the agreed terms will be a deed of variation to the Head lease dealing with the rent, repairing obligations and alterations and a separate Deed of Agreement dealing with the other matters.

At this stage, the process/timeline for achieving this has not been determined but will involve a succession of conditions providing for:-

- Ospreys transferring their shareholding to the SCAFC
- The Council transferring its shareholding to the SCAFC
- The termination of the JVA and SJVA and various Licences
- The entering into of the Deed of Variation and Deed of Agreement
- An agreed Longstop date

SSMC then becomes a wholly owned subsidiary of SCAFC and SCAFC will need to amend the Articles of Association to reflect the revised constitution of the company. The contractual relationships between the parties will take the form of the Head Lease as varied, the Deed of Agreement and a new Licence between SCAFC and the Ospreys.

- 5.2 Further advice has been sought from the independent valuer who was originally instructed at the time of the State Aid defence and has confirmed that the proposed terms as set out above represent best consideration.

Consequently under S.123 of the Local Government Act 1972, the Council has a duty to obtain best consideration reasonably obtainable on a disposal. After taking independent external advice, the Director of Place certifies that he is satisfied that the current offer represents the best price likely to be achieved in the current market and that the Council is prima facie complying with its statutory duty.

- 5.3 Once there is certainty around the commercial deal, the Council will have to report the new commercial arrangements to the European Commission. There is a possibility, dependent on the view taken by the EC that it will be determined that either no aid is being granted or it is compatible aid covered by Art 55 of the General Block Exemption Regulations.

Background Papers: None

Appendix A: EIA Screening Form

Equality Impact Assessment Screening Form Appendix A

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

Section 1

Which service area and directorate are you from?

Service Area: Corporate Building & Property Services

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

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

(b) Please name and describe below

Proposal for negotiating new lease arrangements for Liberty Stadium

Q2(a) WHAT DOES Q1a RELATE TO?

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

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

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

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

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

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

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

If yes, please provide details below

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

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

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

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

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

Yes No **If yes, please provide details below**

Q7 HOW DID YOU SCORE?
Please tick the relevant box

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

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

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

Relates to negotiations for a new lease arrangement with SCAFC. The agreement will generate additional income for the Council and will form the defence for response to accusation of State Aid.

Section 2

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

Screening completed by:	
Name:	Geoff Bacon
Job title:	Head of Property Services
Date:	16 th October 2017
Approval by Head of Service:	
Name:	Geoff Bacon
Position:	Head of Property Services

Equality Impact Assessment Screening Form Appendix A

Date: 16th October 2017

Please return the completed form to accesstoservices@swansea.gov.uk



Report of the Cabinet Member for Service Transformation & Business Operations

Cabinet - 16 November 2017

Revenue and Capital Monitoring 2nd Quarter 2017/18

Purpose:	To report on financial monitoring of the 2017/18 revenue and capital budgets, including the delivery of budget savings.
Policy Framework:	Budget 2017/18 Transformation and Future Council (Sustainable Swansea –fit for the future)
Consultation:	Cabinet Members, Corporate management Team, Legal Services and Access to Services.
Recommendation:	It is recommended that the comments and variations in this report, and the actions in hand to address these, are noted.
Report Author:	Ben Smith
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Sherill Hopkins

1. Background and Introduction

- 1.1 This report details forecast variations from the agreed budget for 2017/18, including the latest assessment of the delivery of savings.
- 1.2 In respect of Revenue Budgets, this report provides a consolidated forecast which combines:
 - projected variations (mainly shortfalls) in relation to budget savings agreed by Council in February 2017

- Variations arising from other service pressures not directly linked to specific savings plans (e.g. increased demand)

1.3 The report includes comments from Directors in relation to the variations highlighted and the action that is in hand or proposed as appropriate.

2. Revenue Outturn Forecast Based on September Position

2.1 Appendix 'A' to this report details the approved Revenue Budget for 2017/18 and the forecast variation at this time.

2.2 Other than projected variations on Directorate expenditure, it is still too early to forecast variations that may arise on some significant Corporate items including the level of Council Tax collection (although it more often than not achieves a modest surplus) – it is assumed at the current time that these remain largely as per the approved budget.

2.3 The overall Directorate position is summarised below:-

DIRECTORATE

	FORECAST VARIATION 2017/18 £000	SAVINGS VARIATION 2017/18 £000	OTHER VARIATION 2017/18 £000
CORPORATE SERVICES (inc. all Business Support)	1,900	1,650	250
PEOPLE - POVERTY AND PREVENTION	-130	0	-130
PEOPLE - SOCIAL SERVICES	5,770	3,917	1,853
PEOPLE – EDUCATION	275	0	275
PLACE	0	3,600	-3,600
<u>NET DIRECTORATE EXPENDITURE</u>	7,815	9,167	-1,352

2.4 Directors' comments on the above variations are shown at appendix 'B' :-

2.5 Within the *Sustainable Swansea* Delivery Programme, work continues to develop service delivery plans that will include all savings requirements across all strands. This includes the cross cutting nature of new reviews as well as the completion of current in-flight reviews.

2.6 The above potential overspend remains a significant risk and needs to be addressed on a whole Council basis as it is unlikely at the present time that alternative savings will be deliverable within budgets. A number of the overspend items follow on from the outturn position for 2016/17 and need to be considered in the light of the forecast

savings going forward within the Medium Term Financial Plan, and the cumulative effect of non-achievement savings on the MTFP deficit going forward.

2.7 Corporate Management Team has re-enforced the current arrangements for budget monitoring in particular :-

- focus on corrective action;
- increased control;

2.8 Offsetting opportunities do exist to ameliorate some of the identified service pressures, totalling at least £0.5m, as follows.

- Some £1m was set aside in the budget for the potential costs relating to the impact of the Apprenticeship Levy. The final costs relating to this levy will only be known once final employee related costs are calculated at the year end. Based on the initial costs for the first half of the year it is likely that the entire allocation will be required as a minimum. Should this not be the case then any saving will be proposed to be used to further mitigate service pressures.
- In setting the budget for 2017-18 it was anticipated that several specific grants could be reduced as part of the overall funding package from Welsh Government and a contribution to the reserve established in 2016-17. In the immediate aftermath of the “Brexit” result of the EU referendum, there are ongoing future uncertainties over long term wider grant funding . The budgeted contribution in 2017-18 is £0.946m resulting in a balance currently of £2.29m in the reserve. Should all of this in year contribution , or the reserve, not be required then it could be utilised to offset , as a one off , an element of the current potential overspend for 2017-18. At this stage it is assumed that a minimum of £0.5m will be available to partially mitigate the forecast overspend.

2.9 Conversely, it should be noted that on basis of bids already committed to the Council’s existing Transformation Fund reserve this remains wholly committed and cannot therefore be used to fund further transformative work unless and until monies advanced for existing plans start to crystallise additional and significant savings to pay back to the fund, not merely help unlock already planned budgeted savings.

3. Contingency Fund Provision for 2017/18

3.1 There is no carry forward of previous years underspends into the contingency fund for 2017/18. As such the contingency fund is set at the £5.4m contribution set out in the budget report approved by Council on 23rd February 2017.

3.2 The current potential calls on the contingency fund for 2017-18 are:-

Contingency Fund 2017/18	Prediction
	2017/18 (£m)
Contribution for year	5.400
Balance to fund ER/VR	-3,314
Community Budgets	-44
Part Reinstatement of Parks Savings	-47
Pathologists	-136
DoLS legal	-63
City Deal – CCC top slice	-50
DoLS Social Services	-285
Legal IGU	-10
City Centre Regeneration team	-450
Social Services procurement	-80
PSB support	-14
Waste vehicle replacement underwrite	-237
Interim arrangements – finance and service centre	-20
Swansea market initiatives	-75
External advice on rescheduling debt	-75
Corporate Building Services additional back-pay	-500
Balance 31st March 2018	Nil

The above table lists potential calls on the budgeted contingency fund . The final amounts will be dependent on a number of factors during the year including speed of implementation, actual costs/commitments incurred , final Directorate outturn position. Updates will be provided during the financial year as part of the routine quarterly reporting to members

Any departures under ER/VR in 2017-18 will again be charged to the contingency fund as a one off cost to release future revenue savings. It would be prudent given the experience in 2016-17 and the accelerated budgetary savings pressures likely to bear upon the authority to assume the in year call on the contingency for the purposes of funding ER/VRs to be at least £7m, even at this half year stage. This amount clearly exceeds the current amount available in the contingency fund as detailed above. Therefore, any excess cost will fall to the Restructuring Reserve. At this juncture it is likely that some further £3.5m, as a minimum ,will be required from this reserve in 2017-18.

- 3.3 The initial scale of potential overspends for 2017/18 are significantly in excess of any potential sums available to offset that shortfall. The current indication is that there still needs to be urgent and decisive action to pursue additional savings across the Council if an overall balanced budget is to be achieved.
- 3.4 The action being taken includes working through existing plans on an accelerated delivery basis :

- Management and Business Support Review: ongoing comprehensive review of the management structure across the Council and future requirements given the Council's priorities, future challenges and the changing nature of the role of managers
- Reducing the Pay Bill: review of options to reduce employee costs across the Council as part of our overall future workforce strategy (subject to trade union consultation at the appropriate time)
- Commercialism through third party Procurement Savings and Income Generation: review of further options to increase income from fees and charges, trading etc, in addition to the targets already set for 2017/18
- Progressing Commissioning Reviews and Cross Cutting Themes.
- Implementation of the Leading Learners transformation programme for Education that outlines a range of projects.
- Further implementation of the Adult Services Saving Plan through which we have identified mechanisms for bringing down overall costs.
- Strengthening and tightening further the extant spending restrictions which have been reviewed, refreshed and reissued by Corporate Management Team in October.

3.5 It should be noted that at this time, although the Council continues to pursue a number of VAT related claims, and some are more advanced than others, there is NO certainty of substantial windfalls from VAT refunds or any other external source being received in the current year.

4. Revenue Budget Summary

4.1 The position reported above reflects the best known current position. A net £7.8m of shortfall in revenue budgets, offset by, a one off, £0.5m of identified additional savings. This leaves a forecast overall £7.3m overspend forecast for the year at the end of the second quarter.

4.2 Corporate Management Team have reinforced the expectation that overall net expenditure must be contained within the limits of the current year budget as set by Council.

4.3 As previously mentioned, it is too early to provide an accurate forecast as to the potential outturn on Corporate items such as Council Tax collection which is in itself potentially affected by the effects of welfare reform measures, but offset by an increasing tax base.

4.4 Included in the projected budget for 2017/18 for other Corporate items were budgeted increases in capital finance charges, recognising the need to commence funding for the ambitious Capital Programme. At Quarter 2, it would be prudent to report a £2m underspend on the projected budget. However noting the projected upward pressure on interest rates in the coming months, and the ongoing scale of likely capital investment, which in the case of the City Deal is likely to be significantly in advance of grant part funding, it is prudent to commit this £2m underspend to an equalisation reserve to deploy when capital is ultimately drawn down and needs to be serviced.

4.5 The overall judgement at this point is that there is an urgent need to identify significant additional budget savings across all Council Services if a balanced outturn for

2017/18 is to be achieved. In forming this view it is noted that this is an increase in the forecast overspend position when compared to the first quarter . Whilst historically the second quarter has always indicated an improved position when compared to the first quarter.

- 4.6 There remains a degree of confidence that further inroads can be made into the forecast overspend position by ongoing management and member action. Equally the scale remains such, that it would be on balance very unlikely that spending can be fully contained in year.
- 4.7 Furthermore there are increasing risks around building general inflationary pressures and the potential for feed through effects to current and future public sector pay awards which are set at national level (e.g; recent settlements for firefighters and teachers) which if not fully felt in terms of impact in the current year will further add to spending pressures in next year's budget, especially if, as looks likely, not directly funded by any increased government grant support.
- 4.8 Detailed monitoring of budgets will continue to be carried out and reported to Departmental Performance and Financial Management meetings on a monthly basis. As there is no improvement in the overall forecast compared to the first quarter forecast additional measures, as set out above, have been implemented in order to seek to move closer to a balanced budget for 2017/18.

Capital Budget

5.1 Expenditure to 30th September 2017 is £36.79 million, summarised as follows:

Directorate	Budget 2017/18	Actual to 30/09/17 *	% spend
Corporate Services	2,785	705	25.3%
People	12,768	4,631	36.3%
Place (General Fund)	50,202	11,714	23.3%
Place (HRA)	61,679	19,740	32.0%
Total	127,434	36,790	28.9%

Expenditure on major schemes is detailed in Appendix C.

* Figures based on actual spend and therefore may only have 4 or 5 months costs relating to external invoices.

6. Housing Revenue Account

- 6.1 The additional revenue costs resulting from work undertaken with regard to fire safety will be met from existing budgets. There are no other material budget issues to flag at this stage of the year.
- 6.2 The additional capital costs relating to the installation of sprinklers in high rise blocks will be met from savings on other capital schemes.

6.3 Current forecasts in relation to the capital spend on the Housing Revenue Account indicate that there is likely to be slippage in the original budgeted spend from 2017/18 into later years. This will result in a reduction in the actual capital charges compared to the original budget. Any such reductions will result in lower than anticipated borrowing costs, and as a result a reduction in the actual HRA reserves required to be used in 2017/18.

7. Legal Issues

7.1 There are no legal issues contained within this report.

8. Equality issues

8.1 The Revenue budget of the Council was approved following the application of the corporate Equality Impact Assessment(EIA) process throughout the Budget setting process. It is essential where service levels are affected by changes to the Revenue Budgets (including savings options) that the EIA process (alongside consultation and engagement as appropriate) is applied to ensure due regard is paid to the potential equality impacts of any proposals prior to decision making.

Background papers: - None

Appendices: Appendix A – Revenue Budget forecast 2017/18
Appendix B – Directors comments on variances
Appendix C – Commentary on Savings Tracker
Appendix D – Savings tracker chart
Appendix E – Savings tracker summary
Appendix F - Expenditure on major Capital Schemes

REVENUE BUDGET PROJECTION QUARTER 2 2017/18

<u>DIRECTORATE</u>	BUDGET 2017/18 £000	PROJECTED 2017/18 £000	VARIATION 2017/18 £000
CORPORATE SERVICES	44,036	45,936	1,900
PEOPLE - POVERTY AND PREVENTION	6,527	6,397	-130
PEOPLE - SOCIAL SERVICES	103,070	108,840	5,770
PEOPLE - EDUCATION	164,372	164,647	275
PLACE	51,302	51,302	0
<i>NET DIRECTORATE EXPENDITURE</i>	369,307	377,122	7,815
SPECIFIC PROVISION FOR APPRENTICESHIP LEVY	1,000	1,000	0
<i>OTHER ITEMS</i>			
LEVIES			
SWANSEA BAY PORT HEALTH AUTHORITY	84	84	0
CONTRIBUTIONS			
MID & WEST WALES COMBINED FIRE AUTHORITY	12,275	12,275	0
<i>CAPITAL FINANCING CHARGES</i>			
PRINCIPAL REPAYMENTS	15,316	14,316	-1,000
NET INTEREST CHARGES	15,893	14,893	-1,000
<i>NET REVENUE EXPENDITURE</i>	413,875	419,690	5,815
<i>MOVEMENT IN RESERVES</i>			
GENERAL RESERVES	0	0	0
EARMARKED RESERVES	4,522	6,022	1,500
<i>TOTAL BUDGET REQUIREMENT</i>	418,397	425,712	7,315
DISCRETIONARY RATE RELIEF	400	400	0
<i>TOTAL CITY AND COUNTY OF SWANSEA REQUIREMENT</i>	418,797	426,112	7,315
COMMUNITY COUNCIL PRECEPTS	965	965	0
<i>TOTAL REQUIREMENT</i>	419,762	427,077	7,315
<i>FINANCING OF TOTAL REQUIREMENT</i>			
REVENUE SUPPORT GRANT	231,170	231,170	0
NATIONAL NON-DOMESTIC RATES	79,531	79,531	0
COUNCIL TAX - CITY AND COUNTY OF SWANSEA	108,096	108,096	0
COUNCIL TAX - COMMUNITY COUNCILS	965	965	0
<i>TOTAL FINANCING</i>	419,762	419,762	0

Director of Corporate Services

Variance	£000	Explanation and Action
<u>Savings Variation</u>		
<i>Comms & Consultation :</i>		
Creation of a single Comms & Marketing function.	100	This saving has been reviewed since the last quarter and new arrangements put in place. The saving will be achieved by the 31 st March through remedial plans being implemented immediately by the Director.
<i>Performance :</i>		
Consolidation of Performance reporting functions : Council wide	115	This saving has been reviewed since the last quarter. The saving will be achieved by the 31 st March through remedial plans being implemented immediately by the Director.
<i>Sustainable Swansea (Directorate Target) :</i>		
Business Support	1,000	As highlighted in the last quarterly report, Directors have been working together to ensure a corporate approach to Business Support, including how this target can be met through federated delivery of the Business Support model and associated savings. The project plan also contains other areas of transformation to deliver the saving including: Vacancy and contract management, savings as a result of changing the way the Council works with suppliers, in a way which helps both parties. Pilots are already started and the saving will be achieved by the 31 st March through remedial plans being implemented immediately by the Director.
Senior Staff savings	435	The Directorate has identified where savings need to be made across Services. The timing of delivery has been the main issue. Plans are in place to ensure the savings can be met in year.
<u>Other Variation</u>		
2016-17 workstream savings un-achieved . Training, Lean Systems & Terms & Conditions	250	The Directorate has identified where savings targets have not been achieved and carried forward. Some of the savings have not been achieved due to timing, where others are as a result of changes in the environment. The

		Directorate is planning when and how savings will be met in year through the Performance & Financial Monitoring meetings.
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The Director and Corporate Services Management Team are working on increasing the pace of projects, taking immediate actions to ensure the £1.9m is actioned and fully in train by the 31st March. If achieved, this should ensure no ongoing overspend going into 2018-19, although it would be unlikely that anything other than a partial inroad could be made to 2017-18 in year overspending.

Director of People

Social Services

Variance	£000	Explanation and Action
Savings Variation		
Review of contracts and efficiencies	170	Work in this area has had some success, but further detail remains
Use of Direct Payments	570	Challenging targets have been set for the use of Direct Payments as an alternative to more traditional services.
Additional Income	810	Increased charges and robust processes have had a positive effect on the department's income levels. It is very early in the year to make a judgement on the level of success of such measures and it is hoped that evidence of significant improvement will continue over the coming months.
Domiciliary Care – Reduction in use of double handed calls	500	Work in this area is projected to achieve significant in year savings although a deficit remains.
Outcome based assessments	700	Savings will be achieved due to ongoing Western Bay work. All opportunities for further savings will be reviewed although the pressure of cases coming through transition remains.
Maximising Health Contributions to Packages of Care	529	Work to achieve this is ongoing, although it must be recognised that our Health Partners are in a similar financial position and have similar aims for this area
Child and Family - Safer LAC Reduction	638	Whilst the Safer LAC reduction scheme remains a success story for the Department, an increase in certain placement types combined with a reduction in placements with an element of cost recovery presents a pressure.
Other Pressures		
External Domiciliary Care	918	These areas are exposed to both demographic and cost pressures. Work to ensure all placements are appropriate and cost effective continues with commissioning reviews pending.
External Residential Care	607	
Internal Staffing and Services	-391	Whilst an underspend is currently expected, work will continue to identify further savings

		opportunities The underspend is partially offset by pressures within the Community Equipment Service
MHLD Complex Care	1,180	This is a continuation of the previous year's overspend and remains an area of significant pressure
Looked After Children and Special Guardianship Orders	467	This is a continuation of the unachieved saving above.
Balance Sheet Adjustment	-928	A review of the balance sheet provides a one off opportunity to use dormant balances to support the current year's revenue position.

The Social Services position is primarily due to structural budget issues and large shortfalls in planned savings for the year.

Education

Variance	£000	Explanation and Action
Continuing pressures from 2016-17		
One to One - Special Schools / Specialist Teaching Facilities	480	Delegation of one to one support for Special Schools under consideration for April 2018 but some pressures will continue and require tighter oversight and scrutiny to confirm underlying trends
Structural Budget Pressures	17	Ongoing issues carried forward from the previous financial year
Special Needs Transport Costs	325	This remains the most significant area of concern as it is inherently volatile and effectively uncontrollable and expectations continue to be raised by Welsh Government and through legal challenges
Non-Delegated Cost Pressures	240	Tighter monitoring and scrutiny of these areas may mitigate the pressures to some extent
Unachievable allocated corporate targets from 2016-17	205	Pro rata allocation of corporate savings targets remain undeliverable (Corporate terms & conditions, LEAN, Training etc.) and will require alternative savings to be identified in addition to existing Education specific MTFP targets. Cloud savings are still to be delivered by corporate IT and remain a further risk.
Total Pressures	1,267	
Continuing managed savings from 2016-17	-451	Mitigation of pressures by continuing impact of robust scrutiny of spending across all service areas
Further anticipated managed savings	-541	Additional anticipated but largely one-off savings
Total Managed Savings	-992	

Net Budgetary Pressures still to be contained	275	Non-delegated budgets and spending will continue to be scrutinised to as far as possible offset pressures
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There are further areas of uncertainty, particularly the level and cost of Out of County places which remains inherently volatile, the impact of the new model of EOTAS provision, and the impact of any further backdating of increases in business rates on school premises.

Poverty & Prevention

Variance	£000	Explanation and Action
Tackling Poverty Unit	-50	Delay in recruitment & restructure from Tackling Poverty Unit to new Adult Prosperity and Wellbeing Manager has contributed to this underspend. This will be rectified during Q3
Child and Poverty Projects	-80	This budget is in place to support Child Poverty Projects as need arises. Grant funds are utilised fully in replace of core spend in this area, therefore there has been no significant call on this budget to date.

Work is ongoing around ensuring budgets are profiled to maximise use of grant and ensure no overspends in service area. All savings for 17/18 have been applied to budgets and are on track to be achieved.

Director of Place

Variance	£000	Explanation and Action
Savings Variation		
Cefn Hengoed	100	Budget removed, remains in operation by Leisure
Plantasia	100	Unachieved RAG savings as remains in operation.
Parks	70	Reduction in seasonal staff – not implemented.
Cleansing	50	7 day working – delay in introduction.
CB&PS – Develop mobile working and technological support	100	Delay in IT implementation
CB&PS – Asset reductions in line with commissioning reviews	200	Budget reductions over the last two years have been made on the basis of assets reductions in line with commissioning reviews, these have not been realised and therefore projected over spend is forecast.
Senior Staff Review	171	Unachieved saving due to “double counting” commissioning review savings in Culture and Leisure
Depot Saving	250	Unachieved saving due to delay in securing alternative premises now identified
T&C's	375	Unachieved saving as no changes made to

		corporate T&Cs
Commercial	1,150	Unachieved saving/savings achieved under individuals commissioning reviews
Total Savings	2,566	
Other Pressures		
Park & Ride	300	Income shortfall and Bus Operator overspend.
Bridges & Structures Team	100	Income shortfall
Highways Recycling	100	Termination of recycling arrangement
CTU	170	Pay & Grading and ageing fleet costs
Highways back pay	164	Costs to be borne by Service – no corporate budget available
Waste Management	200	Vehicle Maintenance/Hire overspend less Landfill Tax underspend
Total Other Pressures	1,034	
Mitigation		
CB&PS – general underspends	-300	Guildhall, Mail Room, Corporate Cleaning and Corporate Properties.
Overlap budgets	-1,393	Overlap across the various Sustainable Swansea work strands.
RSG Homelessness Prevention	-500	Underspend of grant
Transport Support	-180	Underspend on Community Transport, Concessionary Fares and surplus income.
Other general underspends	-292	Various other underspends across Place
Total Mitigation	-2,665	
Latest year end forecast overspend	-935	

The current projection is an overspend of £935k at end of month 5 which is being used to assess 2nd Quarter out-turn. However Heads of Service have been tasked in identifying options to offset the anticipated £935k overspend and return a balanced budget at year end and progress will be reported via the third quarter report.

Overall Target

The overall target was set by Council on 23/02/17. Taking into account the various savings streams (service savings, cross cutting savings, stopping services, increased council tax resources and unpicking some of the overlaps across streams) a stretch target equivalent to £18.727m is needed to balance the budget on its own. This tracker was predominantly compiled in September and early October at the end of the second

Firm/To date

A strict interpretation of "firm" has been used. To qualify budget must have been allocated, removed and actual practical steps delivered to achieve the planned saving.
NON DELIVERY OF ORIGINAL SAVINGS

Forecast

The overall weighted forecast is 66%, so very significantly short of where we should be. There is some progress on most areas of savings but limited delivery significant savings in the service savings, especially in Corporate Services and Social Services (both of which are reporting significant over spending) and in senior staff savings in Corporate Services and Place (which will need to be reviewed) . **SOME LARGE GAPS**

Service Savings

There are gaps in assured and evidenced savings across two directorates, Social Services and Corporate Services . These are significant enough to indicate that the overall budget will remain overspent by year end. **SUBSTANTIALLY BELOW TARGET**

Senior Staffing

Of the £2.5m savings target set at budget, there is already significant slippage in one directorate, Corporate Services. **SIGNIFICANTLY BELOW TARGET**

Delivery Strands

All now fully allocated into services - no cross cutting unallocated strands remain. **NO LONGER APPLICABLE**

Other Savings

The nature of these savings is that they are mostly fully assured right at the start of the year. The major exception is Council Tax which ultimately depends upon collection performance. It is also where mitigating actions taken to address gaps elsewhere are likely to be recorded as the year develops **TARGET MET**

Risks and Issues to Address This Time

Overall rate of progress is significantly below expectation and is therefore again red flagged for the whole year .

The risks are predominantly around assuring progress is actually occurring on Service Savings and Senior Staffing savings. Reassurance and revalidation work will be essential in the third quarter to ensure all savings are being fully captured.

Cabinet will in due course be advised of the second quarter position, which taken together with emerging additional overspends in Corporate Services, Education and Social Services means that urgent action must be taken now on service spending.

Spending restrictions remain in place and will need to do so all year.

Immediate effort has been directed to:

Reminding every Head of Service they have NO authority to overspend and must take all endeavours to balance their budgets

Freezing recruitment to all but utterly exceptional circumstances posts

Stopping all overtime bar utter exception

Freezing all discretionary spend

Comments and feedback from PFMs

None to date

	£'000
Target	18,727

	£'000
To date	7,218

	£'000
Forecast	12,288

	To date	Forecast
Delivery	39%	66%



	Target £'000	Forecast £'000	Firm £'000
Service Savings	12,252	6,226	3,529
Staffing	2,465	2,052	1,050
Other savings	4,010	4,010	2,640
Total	18,727	12,288	7,218

Service Savings	Target £'000	Firm £'000	Forecast £'000	Target Met	Assessment
Corporate Services	1,565	207	229	15%	RED
Education	314	194	314	100%	GREEN
Social Services	6,712	622	2,633	39%	RED
Poverty and Prevention Place	243	223	243	100%	GREEN
	3,418	2,283	2,807	82%	AMBER
	12,252	3,529	6,226	51%	RED

Senior Staffing	Target £'000	Firm £'000	Forecast £'000	Target Met	Assessment
Corporate Services	735	144	342	47%	RED
Education	98	98	98	100%	GREEN
Social Services	764	36	764	100%	GREEN
Poverty and Prevention Place	146	146	146	100%	GREEN
	722	626	702	97%	GREEN
	2,465	1,050	2,052	83%	AMBER

Other savings	Target £'000	Firm £'000	Forecast £'000	Target Met	Assessment
Council Tax (net)	3,263	1,893	3,263	100%	GREEN
Net levy savings	0	0	0	100%	GREEN
Reduced contingency fund	47	47	47	100%	GREEN
Use of Insurance Reserve	700	700	700	100%	GREEN
Use of General Reserves	0	0	0	100%	GREEN
	4,010	2,640	4,010	100%	GREEN

GRAND TOTAL	18,727	7,218	12,288	66%	RED
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Classification		Jun	Sept	Dec	Mar
RED	Forecast below target by	30%+	20%+	15%+	5%+
AMBER	Forecast below target by	15-30%	10-20%	5-15%	0-5%
GREEN	Forecast below target by	15%	10%	5%	0%

Appendix F

Capital expenditure on major schemes to 30 September 2017 (where spend greater than £250k)	£000's
People	
YGG Lon Las Primary School new build	351
Pentrehafod Comp School Remodelling	3,151
Resources	
Telephony System Replacement	361
Place	
Waste - Tir John cell 16	394
Waste - purchase existing generating station	1,135
Culture & Tourism - 3G Pitch Morriston	258
Culture & Tourism - 3G Pitch Penyrheol	642
Highways & Transport – carriageway resurfacing	929
Highways & Transport – invest to save schemes	813
Corporate Building and Property Services	2,547
Housing GF - Disability Facilities Grants	1,902
Housing GF - Mini Adaptation grants	266
Housing GF - Houses into Homes loans	283
Regeneration - Swansea Central	730
Regeneration - Demolition of Oceana	330
General Fund	14,092
HRA Adaptations programme	1,331
HRA Kitchens & Bathrooms	10,418
HRA Boiler replacements	671
HRA High-rise flats (Clyne Court / Jeffreys Court)	1,396
HRA wind & weatherproofing - Llanllienwen	532
HRA wind & weatherproofing - West Cross	576
HRA wind & weatherproofing - McRitchie Place	257
HRA wind & weatherproofing - Glynhir Road	338
HRA repairs & renewals - Easiform properties Sketty & Winch Wen	590
HRA External Facilities	419
HRA More Homes	1,288
HRA Fund	17,816
Total schemes (GF and HRA)	31,908

Agenda Item 14.



Report of the Cabinet Member for Children, Education & Lifelong Learning

Cabinet - 16 November 2017

Local Authority Governor Appointments

Purpose:	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.
Consultation:	Policy and Procedure for Appointment of L. A. Governors as amended by Council on 23 October 2008.
Recommendation(s):	It is recommended that: 1) The nominations be approved, as recommended by the LA Governor Appointment Panel.
Report Author:	James Craven
Finance Officer:	Chris Davies
Legal Officer:	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 26 October 2017, nominations were recommended for approval as follows:

1. Clydach Primary School	Mrs Mair Lewis
2. Grange Primary School	Mrs Christine Elizabeth May

3. Hafod Primary School	Mrs Kirsty Rees
4. Pengelli Primary School	Cllr Janet Curtice
5. Penyrheol Primary School	Mr Christopher Seacombe
6. Plasmarl Primary School	Mrs Kirsty Rees

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

Agenda Item 15.



Report of the Cabinet Members for Stronger Communities and Commercial Opportunities & Innovation

Cabinet – 16 November 2017

Development and Externalisation of a Food Enterprise Community Interest Company

Purpose:	To present the Business Plan for the Swansea Food Enterprise model prior to externalisation as a community interest company
Policy Framework:	Swansea Council's Corporate Plan (2017-22) and Wellbeing Statement (2017-18)
Consultation:	Access to Services, Finance, Legal, Corporate Management Team
Recommendation(s):	It is recommended that: 1) The Food Enterprise Business Plan is approved. 2) The Food Enterprise is externalised as a Community Interest Company from 1 st April 2018 or sooner (pending successful investment bids).
Report Author:	Jane Whitmore
Finance Officer:	Chris Davies
Legal Officer:	Debbie Smith
Access to Services Officer:	Catherine Window

1. Introduction

- 1.1 Since 2012, the number of people experiencing food poverty in Swansea has risen, with parents reporting going hungry in order to feed their children, and the number of food bank parcels distributed increasing year on year.
- 1.3 With austerity measures affecting both partner organisations and residents, and grant funding for projects being short term in nature and

becoming harder to obtain, Swansea Council has been searching for innovative ways to better support residents to overcome barriers to accessing good food.

- 1.4 This report details the work undertaken to develop a new, sustainable approach to tackling food poverty in Swansea, and makes recommendations for the future of the service.

2. Background

- 2.1 As outlined in the original Poverty Strategy, funding from the Prevention Fund budget was allocated to develop an operational 'Proof of Concept' chilled meals delivery service, and produce a full business plan.

- 2.2 Should the 'Proof of Concept' service prove successful, it would externalise from the Council and become a separate legal entity; able to generate commercial income to support a sustainable approach to tackling food poverty and reducing hunger and food insecurity in Swansea.

- 2.3 Work completed to date includes:

- Recruitment of a Commercial Officer to augment the skill base of the team
- Meals testing across 8 sheltered accommodation complexes across Swansea, including twice-weekly deliveries to 91 participants
- Survey of 966 residents of sheltered accommodation complexes across Swansea on food, eating and shopping habits
- Purchase of license to replicate Can Cook's 'COOKED' meals range, to minimise development and testing time for new food products
- Recruitment and training of a Head Chef with commercial experience
- Occupying commercial kitchens at Llys Y Werin sheltered accommodation complex, and providing clients with a meals service, alongside an external Meals Delivery Service
- Producing a full business plan (see Appendix A) and detailed financial forecasts for years 1 – 7
- Conducting 3 engagement events and 2 meal-testing events at Llys-Y-Werin
- Development of a 'Super Kitchen' specification
- Creating a Sales Strategy for the provision of a Meals Delivery Service in SA4 & SA5 areas.

3. Current Position

- 3.1 Following more than a year of planning, research, consultation and investigation, the team has begun feeding people as part of the 'Proof of Concept' stage of developing a food-based social enterprise.

- 3.2 The Head Chef has taken responsibility for the kitchens at Llys-Y-Werin and is providing a food offer for extra care residents and day service clients, five days per week.
- 3.3 This will be complemented in November by the roll out of the 'COOKED' meals delivery service in SA4 and SA5 areas.

4. Operational Considerations

- 4.1 In order for the separate legal entity to emerge successfully from the Council, an investment of £500,000 is required to cover a proportion of equipment, staff and running costs for years 1 – 3.
- 4.2 This investment could take the form of grant funding or repayable equity investment, or a combination of these.
- 4.3 A shortlist of prospective funders has been drawn up, and discussions to identify the best funding mix to maximise the success of the new enterprise are underway.

5. Equality and Engagement Implications

- 5.1 A number of consultation events have taken place over the last 12 months, primarily to engage with the target customer group (older people), as individuals most likely to benefit from receiving a better food offer than is currently available.
- 5.2 We have also engaged with professionals providing services to older people in Swansea, to gauge satisfaction levels with current food provision and identify whether there is a perceived need for a new service.
- 5.3 Consultation concluded that there is a clear need for a better quality, better value meals offer, that will support the independence of our vulnerable older population, and that this commercial approach can offer good value to paying customers, and create an income stream that will enable the enterprise to support people experiencing hunger and food insecurity in Swansea.
- 5.4 This is of clear benefit to a number of groups in Swansea:
- Better value, better quality food for older people – improved outcomes, reducing malnutrition, promoting independence
 - Training and employment opportunities for people who are marginalised - programmes designed to engage and support people with a history of homelessness; long term unemployment; mental health conditions; disabilities, or learning difficulties.
 - Free meals for people experiencing hunger and food insecurity – supporting the work of organisations working in communities across Swansea

- 5.5 An EIA screening and can be found at Appendix B and a full EIA report opened as the impact of not being successful in securing funding will mean the end of the catering service at Llys-Y-Werin, and the withdrawal of the 'COOKED' meals delivery service. Based on projections, it is anticipated this will affect in excess of 150 people.
- 5.6 It will also mean the end to all Swansea Council activity around community food and growing, as this work would have been continued by the new enterprise.

6. Financial Implications

- 6.1 There is no further funding from the Council to continue with this initiative from the 1st April 2018, as it has always been the intention to externalise the Food Enterprise from the Council to form a Community Interest Company by this date.
- 6.2 If funding for Year 1 (18/19) is not in place by 31st December 2017 and there is a risk the Enterprise will be unable to externalise from the Council, four members of staff will be issued with redundancy notices at the end of December.
- 6.3 In order to progress with the externalisation of the Food Enterprise, TUPE will apply for four existing members of staff and the Council is required to support this by acting as a guarantor for admission of the Enterprise into the LGPS Pension Scheme.

7. Legal Implications

- 7.1 Continual liaison with Legal, Pensions and HR are underway on the implications of TUPE and process for externalisation.
- 7.2 Officers are receiving advice, internally and externally, in order to manage the transition smoothly, including TUPE, customer data management, asset transfer and ongoing relationship with the Council.
- 7.3 The Food Enterprise will become a separate legal entity – a Community Interest Company – with a volunteer board. The Council will need to undertake the necessary due diligence in establishing the new legal entity to ensure that it is fit for purpose.
- 7.4 Officers are currently receiving advice on potential State Aid implications following externalisation and how any risks can be mitigated.

8. Timeline and process for externalisation

Creation of new Food Enterprise Community Interest Company.	By end of November 2017
Secure required investment for Year 1.	By end of December 2017
Transfer of Council's Community Food and Growing Staff team to the new externalised Food Enterprise Community Interest Company.	By 23 rd of March 2018

Background Papers: None.

Appendices:

Appendix A Swansea Food Enterprise Business Plan (final draft)
Appendix B EIA Screening Report Summary

SWANSEA FOOD ENTERPRISE

DRAFT BUSINESS PLAN

September 2017

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1) KEY INFORMATION

THE NEED

1. Food Poverty – Between 2013 and 2017, more than 14,500 adults and 7,500 children in Swansea were fed by food bank parcels.
2. Tackling malnutrition – approx. 4000 older people in Swansea are malnourished or at risk of malnutrition.
3. Addressing obesity – over 45,000 adults in Swansea are obese.
4. Reducing food waste – in the UK, more than 7.3 million tonnes of food and drink is thrown away every year; 71% of this comes from the home. In Wales we throw away more than 300,000 tonnes of avoidable household food waste.
5. Jobs for the long-term unemployed – Over 26,000 working-age people in Swansea are unemployed and actively seeking work.

OUR RESPONSE

1. Food Poverty – we will produce and deliver freshly made, nutritionally balanced and good value food services, and use the profits to fund deliveries of the same high quality fresh food for people in need. We will work with partners to support people access the support they need to move out of food poverty.
2. Tackle malnutrition – we will target customer groups at risk of malnutrition with products designed to meet their needs and support their independence.
3. Address obesity – we will sell nutritionally balanced, good value meals, and complement them with training programmes to improve food preparation skills.
4. Reduce food waste – we will develop a local supply chain that diverts waste/surplus food away from landfill and into good food. We will prepare all our food freshly in Swansea to eliminate food waste from our production wherever possible.
5. Unemployment – we will become a key employer in Swansea creating Living Wage jobs, and offer accredited training programmes to develop work-based skills across all aspects of our business.

OUR VISION

Our vision is '**Equality through Food**'. We will deliver this by creating a business that feeds, supports, trains and employs people well, with the aim of reducing food poverty and food waste and ensuring that good food is available for everyone.

Our business is grounded in providing good food for all; and profits from our sales are invested in:

- Creating well paid jobs for people who are long term unemployed
- Providing work based training to support skills development
- Raising awareness of food equality and reducing food poverty through training and support
- Providing fresh nutritious food for people experiencing hunger



A percentage of every meal sold will directly contribute to feeding someone in need.

We will campaign with partners to raise funds to help more people and raise awareness of food poverty.

We will use our profits to create training opportunities and Living Wage jobs.

OUR STORY

Swansea Food Enterprise is a food business with a social purpose. We will use our business to feed people well, create social impact and campaign to engage Swansea's residents, business owners, and public and third sector organisations in bringing an end to food poverty in our city.

With more than 14 years' experience in Community Food & Nutrition, our team have worked consistently with partners and communities across Swansea to address barriers to nutritious and affordable food, through:

- Creating and delivering food related projects and training programmes
- Promoting Food and Health Campaigns
- Supporting partners across the third and public sectors
- Developing and facilitating local food networks
- Providing resources to partners

Research commissioned by Swansea Council in 2012¹ showed that parents were going hungry in order to ensure their children were eating. As the numbers of emergency food parcels distributed in Swansea rises year-on-year, it is clear that food poverty continues to grow and affect our city.

During this time, Swansea has benefited from a number of external grant funded projects that have supported residents to access, cook and enjoy good food. However, this project approach by its nature is short term and with limited impact. Funding for this type of work is unsustainable and increasingly difficult to obtain.

A new approach is needed to solving this problem. Following the 2012 study, we have spent a great deal of time researching solutions used around the world to address these issues. Seeking a long-term solution rather than a project-based 'fix', we have been exploring innovative ways to empower communities to develop skills, knowledge and access to good food; and to enhance capacity in community organisations to deliver support where it is needed in a sustainable way.

It became clear that 'traditional' approaches will never be able to drive true transformation at scale in Swansea, so we began searching for a partner who shares our value base and integrity, as well as a successful track record in using a commercial business model to tackle inequality.

¹ Making Ends Meet, Co-Train, April 2012 on behalf of City & County of Swansea



First identified as a potential partner in 2013, Can Cook (CIC) Ltd² is a thriving social enterprise that uses its operations to tackle food poverty and create quality employment. Evolving from a successful cookery school established in Liverpool 10 years ago, Can Cook specialises in using food as a tool for regeneration and social justice.

With Can Cook's support, we are creating an exciting new enterprise with long term sustainability built in from day one; with social justice at its core; and with a drive and commitment to be a catalyst for change, and bring an end to food poverty in Swansea.

Our business will use a commercial model to achieve long term sustainability; to embed us as a key food producer in Swansea; to campaign for increased awareness around food inequality, and to 'light the spark' for Swansea to become a place where food poverty is unacceptable and good food is enjoyed by all.

² <http://www.cancook.co.uk/>

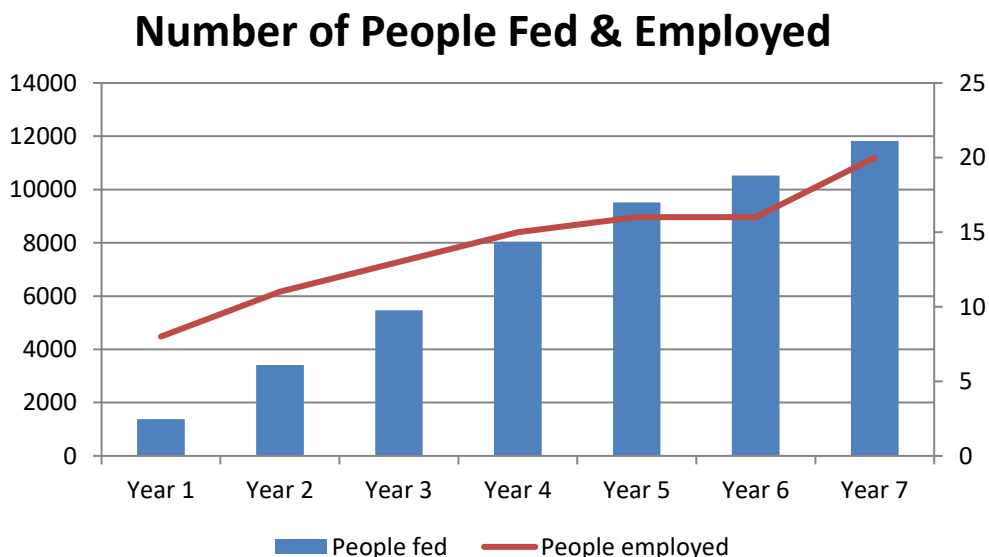
GROWTH & SOCIAL IMPACT OPPORTUNITY

Swansea Food Enterprise, in its simplest operational terms, is a kitchen. Everything we do as a food producer and trainer focuses around kitchens. As a food producer, our kitchens are required to be of the highest possible professional specification with the capacity to assemble high quality meals in their thousands, to a public that has so far been over-charged and under-fed.

Our kitchen is at the heart of our business. Bringing together fresh ingredients from our local supply networks and donations from partners, we will create food of the highest quality for our customers, delivered to individual homes, care homes, day services, supported accommodation and nurseries.

Whilst producing good food, we also use our kitchen to feed, train and support people in need. Our flexible space allows us to make thousands of meals every year and offer training programmes, cooking classes, and apprenticeships to raise skills, education and employment levels.

Once the model is fully operational we will have the capacity to produce and sell thousands of meals each week, directly funding meals for around 10,000 vulnerable people each year alongside public campaigns which will fund thousands more. We will be delivering 100+ work-based training placements across our business every year, and we will have created 20+ high quality jobs for local people, many of whom will have experienced adversity.



HOW MUCH ARE WE RAISING? AND WHY?

Swansea Food Enterprise will be an independent business with a commercial answer to a pervasive problem – how to tackle food poverty in a time of austerity, shrinking public sector budgets and short term project cycles with conflicting priorities.

Swansea Council has invested a small amount of start-up capital to allow the business to establish itself within the Swansea food space. As we emerge from the Council, additional funding is required to establish ourselves externally and navigate scaling up. There will be a number of investment opportunities and we are exploring solutions that will allow for a solid foundation and rapid growth.

We are looking to raise £510,000, which will fund equipment and premises for our Super Kitchen, support staff salary costs and supply working capital for years 1 – 3 of our business. This will provide sufficient balance sheet resilience to enable **Swansea Food Enterprise** to achieve financial sustainability within five years.

Our forecasts show that with this initial investment, **Swansea Food Enterprise** will achieve £1m+ turnover from year 5 on, delivering steady and sustainable growth and strong financial performance.

In Liverpool, Can Cook (CIC) Ltd has taken in over £2.5m to develop its business model; learning from the Can Cook experience and having their Director/Founder as a mentor, we estimate that £510,000 of equity/grant funding will capitalise the capacity of our business to achieve the figures displayed below.

SWANSEA FOOD WORKS MODEL SUMMARY

MODEL PERIOD	REVENUE	PROFIT	JOBS CREATED
START OFF	£1,804,848	£50,627	13
ROLL OUT	£1,970,264	£54,366	4
FULL MODEL	£2,431,080	£222,016	3
CUMULATIVE TOTAL	£6,206,192	£327,009	20+

2) BUSINESS MODEL – OVERVIEW

SOCIAL ENTERPRISE:

We will operate the following model of social enterprise:

- Create innovative solutions to specific social needs
- Trade to generate profit. We use that profit to strengthen our business and benefit others
- Campaign to highlight issues around food poverty and sustainable solutions

SHARE:



A percentage of every meal sold will directly contribute to feeding someone in need.

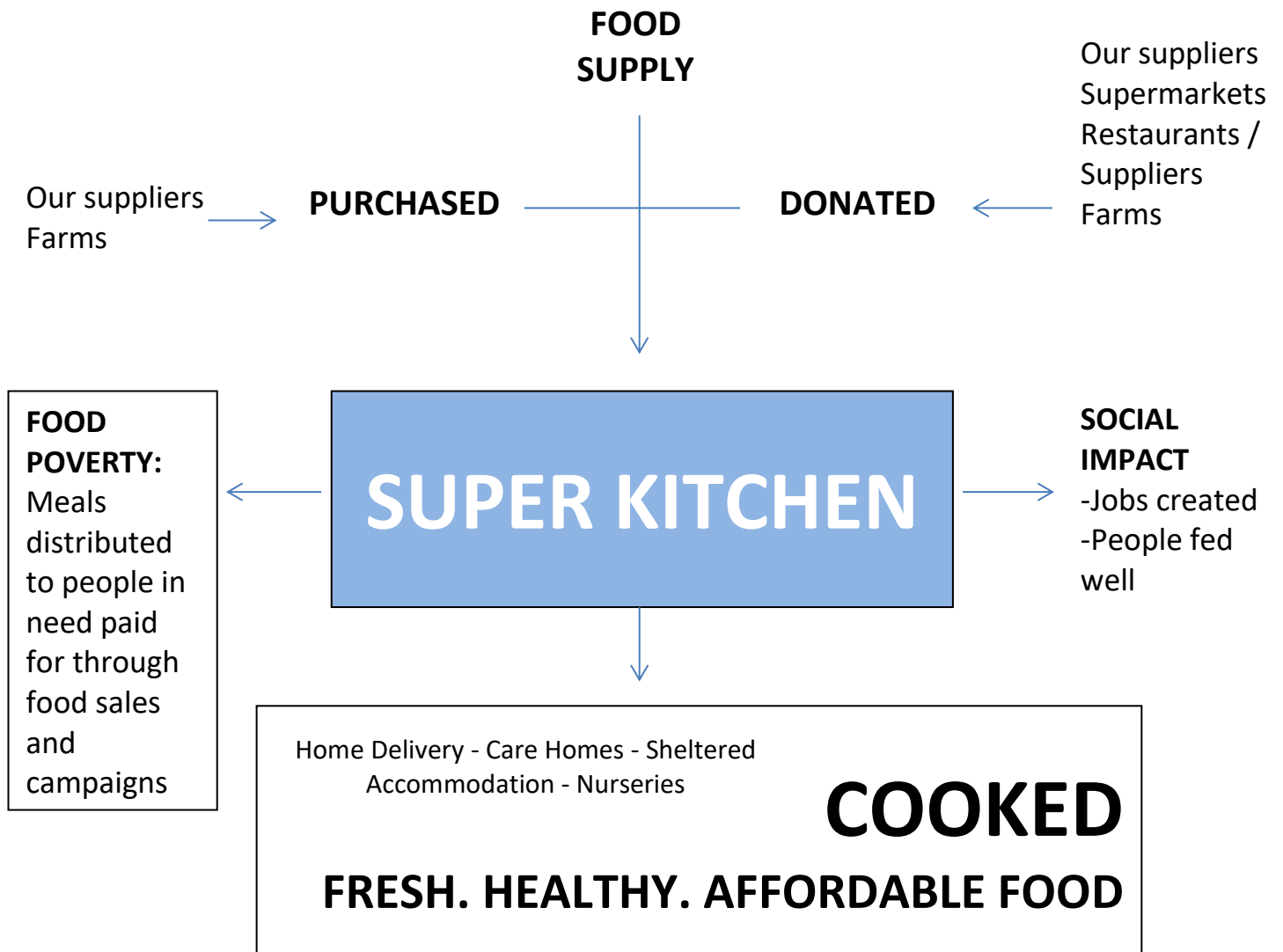
We campaign with partners to raise funds to help more people and raise awareness of food poverty.

We use our profits to create training opportunities and Living Wage jobs.

Free food is just part of the package of support we will offer. Our approach to 'Share' means we can flex our approach to meet the needs of our customers and residents of Swansea.

- Free food for those in need, delivered through a food distribution network of partner organisations
- Offering supported work placements
- Supporting other organisations to innovate, as part of a coordinated approach to ending food poverty in Swansea
- School holidays – food for families through the facilitation of a Swansea-specific support programme for school holidays
- Community training programmes to upskill vulnerable people

BUSINESS MODEL

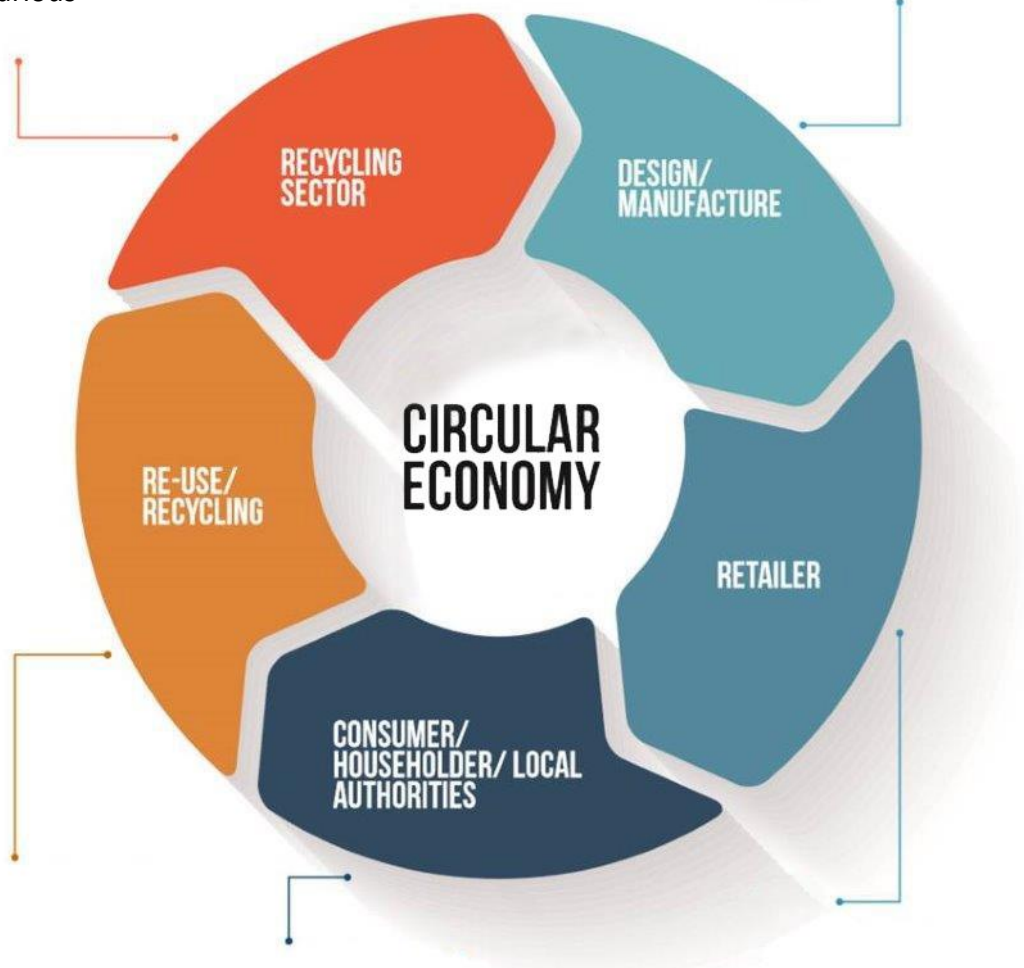


BUSINESS MODEL

SUPER KITCHEN:

Producing high quality nutritional meals to be sold through various outlets.

New range of fresh meals sold under the brand **COOKED**.



FOOD WASTE:
Purchased and donated food is re-used to create healthy fresh meals

HEALTHY MEALS:
Chilled fresh food delivered under the **COOKED** brand to care homes, nurseries and directly to home

WHOLESALE:
Selling **COOKED** branded meals and fresh food items to a range of customers for resale

COOKED

Can Cook's COOKED brand was created to 'solve the twin problems of a lack of high quality local employment opportunities for the most marginalised in the job market, and poor physical and mental health due to poor diet amongst the very young and the elderly.

COOKED uses a range of connected food services as a key regenerator by creating high quality training and job opportunities for staff, reducing malnutrition amongst the elderly by getting them to eat well again, and providing appealing, nutritionally balanced food for children at an affordable price³.

We will achieve this through use of a purpose-built Super Kitchen, capable of making thousands of meals per year. The Kitchen will serve a target market including delivery services for older people, both in extra care settings and in their own homes; for 'time pressed' families looking for high quality, convenient ready-to-cook meals; and for local food businesses lacking the capacity to produce their own products or who require the flexibility to obtain outsourced food production from a reputable, high quality source.

The Super Kitchen will become the workplace for 20+ local people, most of whom will have previously found it difficult to gain and sustain employment. We will train people well, providing accredited qualifications alongside job-specific training. This will provide the necessary skills and work experience that will ready graduates of our programme for employment within our own internal market or with other local food employers.

³ Can Cook Builder Capital Business Model, 2015

3) MARKET OPPORTUNITY

Our market research indicates that **Swansea Food Enterprise** can address multiple market opportunities, each with their own individual revenue drivers and diverse customer bases, from our Super Kitchen. Each of these are significant in their own right and the combination of them into a single, integrated business model will provide us with the growth potential and resilience to achieve financial self-sufficiency once resources are in place and local markets have been established.

These market opportunities are:

- Home Delivery
- Contract food preparation and production
- Wholesale supply
- Training

Our business will focus on delivering products and services to the most vulnerable people in our community – the very old, the very young, and those experiencing adversity. This is driven by our vision of **'Equality through food'**.

FEEDING VULNERABLE PEOPLE

At any given time, more than three million people in the UK are either malnourished or at risk of malnutrition. The vast majority of these (approximately 93%) are living in the community, with a further 5% in care homes and 2% in hospital.

Malnourished people:

- See their GP twice as often
- Have 3 times the number of hospital admissions, and
- Stay in hospital more than 3 days longer than those who are well nourished⁴

It is estimated that 1 in 10 people over 65 living in the community are malnourished or at risk. Currently, over 2 million people over 75 live alone and with risk increasing in those over 75, malnutrition directly affects a significant proportion of the older population living alone in the UK.

Given this context of increased dependency on family, carers and support services, and the associated increased costs caused by malnutrition, good food for vulnerable people can be a key part of safeguarding both our oldest and youngest residents. Yet, even though food and feeding people dominates the timetable of every care setting, provision of food is rarely seen as more than a cost, and little focus is placed on the nutritional value of meals.

In the last decade, most Local Authorities dispensed with their in-house Meals-on-Wheels services due to cost. This has left the market open to private sector activity. Now however, this trend is starting to see a reversal, with Local Authorities looking to the third sector for solutions that can offer both a higher quality of food and add competition to what is a marketplace with a limited number of operators.

Swansea Food Enterprise aspires to provide nutritionally balanced, healthy, tasty and good value meals to vulnerable people in any setting – living independently at home, accessing care services, leaving hospital, pre-school nursery – where good nutrition can support better outcomes for vulnerable people.

⁴ Guest, J. F., Panca, M., Baeyens, J.P., de Man, F., Ljungqvist, O., Pichard, C., Wait, S & Wilson, L. (2011) 'Health economic impact of managing patients following a community-based diagnosis of malnutrition in the UK', *Clinical Nutrition*, Volume 30, Issue 4, Pages 422-429, August 2011

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COMPETITION

There is no local competition in either the private, public or third sector for the full range of services we will offer.

One private sector business dominates the supply into homes and some care settings and they will compete in the COOKED space – Wiltshire Farm Foods. Businesses with a smaller presence in Swansea in this space include Oakhouse Foods and Apetito, and all three of these companies supply frozen meals through a franchise network.

Our market research indicates that there is a clear appetite for convenience meals delivered to home, but many customers found that the offer from these businesses was expensive once the 'meals on wheels' subsidy was removed. Swansea Council staff have told us that while some customers are satisfied with the product range, many found them to be poor value considering the quality, flavour and presentation of the food.

There are a small number of independent retailers offering a meal delivery service in Swansea, either directly or via Deliveroo partnerships. Each of these covers a very small geographical area and will not be able to compete with **Swansea Food Enterprise** for either the breadth of availability, consistency, or quality of the food offer.

The majority of care settings in Swansea both privately and Local Authority owned, provide their own catering offer in-house, including all food preparation and staff. This creates an opportunity for **Swansea Food Enterprise** to offer products at a higher quality and competitive cost, whilst supporting services to 'future-proof' their business by outsourcing food production rather than make ongoing investment in kitchen equipment and in-house staff.

Our Unique Selling Points (USP's):

- A percentage of every meal sold will directly contribute to supporting someone in need
- Our food is freshly made in Swansea, using only ingredients you would find in your own kitchen (locally sourced where possible)
- Our meals are healthy, tasty, and good value
- We use our profits to create training opportunities and Living Wage jobs.

4) SOCIAL IMPACT AND PUBLIC BENEFIT

AREAS OF NEED

Employment & Training (Long Term Unemployed) =	High levels of unemployment >	Poor training options >	Low wage economy >	Limited routes to employment >
Health & Wellbeing (Children & Older People) =	Food poverty >	Poor food options >	Obesity >	Malnutrition >

SOLUTIONS, SOCIAL IMPACT & SCALE*

START-OFF	ROLL-OUT	FULL MODEL
COOKED Meals Delivery Contract Catering – Care Settings > Meals Sold: 191,520 Meals Donated: 4,788	COOKED Meals Delivery Contract Catering Wholesale > Meals Sold: 540,480 Meals Donated: 13,512	COOKED Meals Delivery Contract Catering Wholesale Meals Sold: 1,274,400 Meals Donated: 31,860
Food & Cookery Training > Number of People Trained: 10 Total Number of People Employed: 11	Food & Cookery Training Accredited Training Programmes Apprenticeships > Number of People Trained: 40 Total Number of People Employed: 15	Food & Cookery Training Accredited Training Programmes Apprenticeships New Market Development Number of People Trained: 100+ Total Number of People Employed: 20+

* Cumulative totals across model

The diagrams above depict a model that takes an array of connected food services and turns them into a key economic regenerator for Swansea.

Once the model is fully operational it will have the capacity to feed more than 10,000 vulnerable people each year. By year 7 we will be able to provide structured work-based training programmes and apprenticeships to more than 25 people per year. We will also have created 20+ high quality, sustainable Living Wage jobs for local people.

In this climate, that number of new jobs is a strong contribution to the local economy. Factor in the fact that most of these new jobs will be targeted at people who have previously experienced adversity, and this impact becomes even more significant.

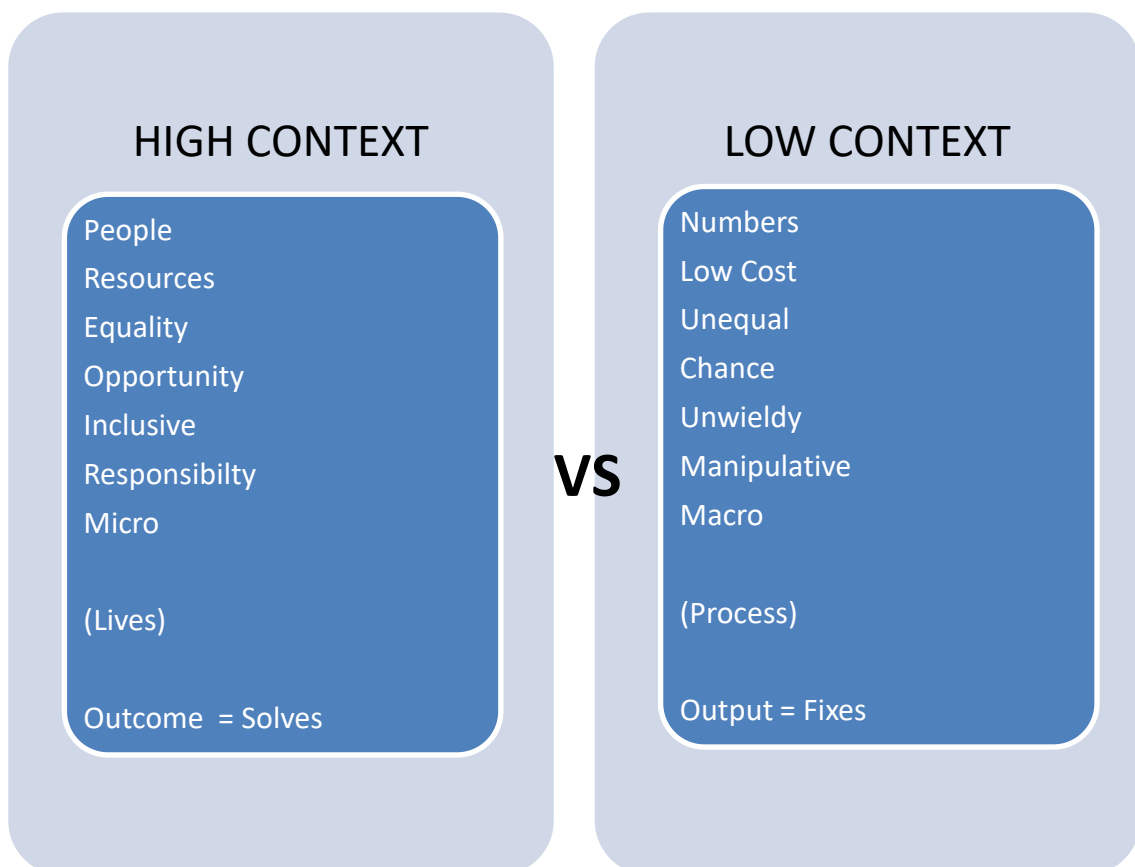
SWANSEA FOOD ENTERPRISE – A HIGH CONTEXT COMPANY

Swansea Food Enterprise is a High Context Company. High Context is a people-first statement that defines how we carry out our work. The graphic below lists the all-important aspects of a High Context approach – starting small, connecting with peoples’ lives and always looking to solve a problem through the business that we do.

The High Context route is a challenge; it demands a great deal of discipline from all those involved and it determines that the company never chooses the route of a Low Context, process/output-driven fix.

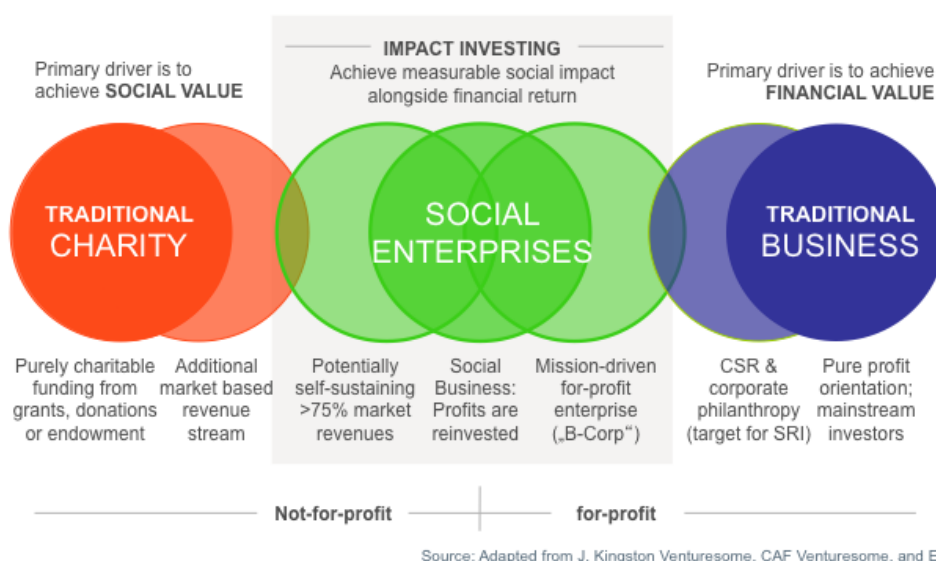
Our model sets out a High Context route to service delivery. The key indicators that define this route are:

- Training opportunities for the most marginalised in the job market. Training that will lead to an industry-focused accredited food qualification
- Living Wage salaries for entry-level employees who progress via the training
- Food that will price-match competitors and always be of superior quality
- Service delivery that will connect vulnerable people to additional services



5) FINANCIAL INFORMATION

The business model spectrum revisited



As a Community Interest Company (CIC), our enterprise will be socially driven **and** commercially minded. We recognise that in order to deliver change in a sustainable way, we need to be profitable.

We are seeking a balanced investment between grant funding and repayable equity investment, as we feel this will give us the springboard to deliver meaningful change from day one alongside additional commercial incentive to exceed projections wherever possible.

Investors will see measurable outcomes from year 1, and the approach allows **Swansea Food Enterprise** to establish the correct trading position for investment to be fully repaid alongside the continuous delivery of social impact.

The table below summarises the outcomes we expect over the three phases of the model development:

MODEL PERIOD	REVENUE	PROFIT	JOBS CREATED
START OFF	£1,804,848	£50,627	13
ROLL OUT	£1,970,264	£54,366	4
FULL MODEL	£2,431,080	£222,016	3
CUMULATIVE TOTAL	£6,206,192	£327,009	20+

An investment of £510,000 will allow us to achieve turnover of £6m+ between years 1 – 7.

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6) LEADERSHIP TEAM

**Enterprise Manager
Amanda Owen**

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**Operations Manager
Leanne Jenkins**

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**Business Development Manager
Gemma Lelliott**

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**Head Chef
Martin White**

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BOARD MEMBERSHIP

Holding page – Board vacancies will be recruited following CMT/Cabinet sign off and establishment of legal structure.

7) KEY PARTNERS

SWANSEA COUNCIL

Swansea Council has supported our business from its inception, and has given us the freedom to create an enterprise that will be able to deliver **'Equality through food'**. Proving a small amount of core funding and time to incubate our business, the Council has made a strategic investment in an enterprise that will pay dividends in healthier, better-fed residents and training and employment opportunities.

HOUSING ASSOCIATIONS

We have strong links with Swansea's key Housing Associations, including Gwalia (Pobl Group), Coastal Housing and Family Housing Association Wales. Their support ranges from supplying space to initiate our business to testing new products and services.

100 COMMUNITY ORGANISATIONS

Our community links have formed through more than 14 years of working in Swansea communities, supporting and working in partnership with third sector organisations.

SWANSEA FOOD BANKS

Through our community food work, we have strong relationships with Swansea's network of independent and Trussell Trust food banks.

LOCAL FARMS AND RESTAURANTS

We are developing a growing network of local suppliers who will provide us with surplus food and end of season products, supporting our aims of reducing food waste in Swansea and making our business more efficient. Many of these local businesses will also be supporting us with our campaign work beginning in 2017, getting Swansea to 'Share Your Lunch'.

HEALTH PARTNERS

We have contact with partners across local and national Health organisations, which have supported us in developing and delivering services across Swansea.

FOOD POVERTY ALLIANCE WALES

We are active members of the Food Poverty Alliance Wales, whose vision is to enable all individuals, families and communities to have the ability to access affordable food that makes up a socially and culturally acceptable healthy diet every day.

KEY ADVISORS TO OUR BUSINESS

ROBBIE DAVISON, CAN COOK

Founder and Director of Can Cook (CIC) Ltd, Robbie has managed successful social enterprises for over 25 years. A Fellow of the School for Social Entrepreneurs with an MA (Dist) in Social Enterprise, he has personally raised millions to create community regeneration programmes and has co-authored a book about social investment, The Investable Social Entrepreneur.

SOCIAL FIRMS WALES

Social Firms Wales is the National Support Agency for Social Firm Development. It is committed to the creation of employment opportunities for disadvantaged people through the development and support of Social Firms in Wales. They also help businesses and Local Authorities achieve Social Firms status and grow as profitable, supportive employers.

Equality Impact Assessment Screening Form

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

Section 1

Which service area and directorate are you from?

Service Area: Poverty & Prevention, Community Food & Growing Team

Directorate: People

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

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

(b) Please name and describe below

Development and externalisation of a food enterprise Community Interest Company.

Since 2012, the number of people experiencing hunger has risen in Swansea, with parents reporting going hungry in order to feed their children, and the number of food bank parcels distributed increasing year on year. Swansea Council's Community Food and Growing Team have been supporting residents through a network of external partners since 2003, tackling food poverty alongside poverty of access to good food and lack of skills and knowledge around food preparation.

With the effect of austerity measures impacting partner organisations and residents, and grant funding for projects being short term in nature and becoming harder to come by, Swansea Council have been searching for innovative ways to better support our residents to overcome barriers to affordable and nutritious food. The team have spent more than a year identifying and developing a new, sustainable, community-based approach to tackling food poverty in Swansea, through the development and externalisation of a Community Interest Company which produces and sells high quality, good value meals.

This new service has been trialled following support from Cabinet in April 2016, and is now delivering food services in Swansea. The team are now preparing to take a further report to Cabinet in order to plan for the enterprise to externalise from the Council in April 2018.

Q2(a) WHAT DOES Q1a RELATE TO?

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

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18) →	<input type="checkbox"/>	Page 139 <input type="checkbox"/>	✓	<input type="checkbox"/>
Any other age group (18+) →	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability →	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>

Equality Impact Assessment Screening Form

Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Sexual Orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Welsh Language	→ <input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Poverty/social exclusion	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	→ <input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	→ <input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>

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

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

If yes, please provide details below

- Meals testing across 8 sheltered accommodation complexes across Swansea, including twice-weekly deliveries to 91 participants
- Survey of 966 residents of sheltered accommodation complexes across Swansea on food, eating and shopping
- 3 engagement events and 2 meal testing events at Llys-Y-Werin sheltered accommodation complex
- Letters to all clients accessing Llys-Y-Werin day service
- Further engagement and consultation activities are planned

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

High visibility <input checked="" type="checkbox"/> (H)	Medium visibility <input type="checkbox"/> (M)	Low visibility <input type="checkbox"/> (L)
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(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)

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

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

Yes
 No

If yes, please provide details below

If the service ends, the work of the Community Food & Growing team will cease completely rather than transfer to the new enterprise. Support is required from multiple departments to complete the externalisation process successfully. Social services staff will have access to a meal delivery service to refer service users to. Support for Tackling Poverty unit linked with prevention strategy and tackling poverty strategy. Support for employability schemes across multiple Council departments.

Equality Impact Assessment Screening Form

Q7 HOW DID YOU SCORE?

Please tick the relevant box

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

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

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

Section 2

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

Screening completed by:
Name: Gemma Lelliott
Job title: Commercial Officer
Date: 04/10/17
Approval by Head of Service:
Name:
Position:
Date:

Please return the completed form to accesstoservices@swansea.gov.uk

Agenda Item 16.

Report of the Head of Legal, Democratic Services & Business Intelligence

Cabinet – 16 November 2017

Exclusion of the Public

Purpose:	To consider whether the Public should be excluded from the following items of business.	
Policy Framework:	None.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No's.	Relevant Paragraphs in Schedule 12A
	17-18	14
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Tracey Meredith – Head of Legal, Democratic Services & Business Intelligence(Monitoring Officer)	

1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

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

4. Legal Implications

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
- 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
- 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
- 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. Their view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. Their view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. Their view on the public interest test was that:</p> <p>a) Whilst they were mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or</p> <p>b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts.</p> <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	<p>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. Their view on the public interest test was that whilst they are mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them they were satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
16	<p>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p>
	<p>No public interest test.</p>
17	<p>Information which reveals that the authority proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) To make an order or direction under any enactment.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
18	<p>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

Agenda Item 17.

Yn rhinwedd paragraff(au) 13, 14 Atodlen 12A
o Ddeddf Llywodraeth Leol 1972
fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at
Wybodaeth) (Amrywiad) (Cymru) 2007.

Document is Restricted

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Wybodaeth) (Amrywiad) (Cymru) 2007.

Document is Restricted

Agenda Item 18.

Yn rhinwedd paragraff(au) 13, 14 Atodlen 12A
o Ddeddf Llywodraeth Leol 1972
fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at
Wybodaeth) (Amrywiad) (Cymru) 2007.

Document is Restricted

Yn rhinwedd paragraff(au) 13, 14 Atodlen 12A
o Ddeddf Llywodraeth Leol 1972
fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at
Wybodaeth) (Amrywiad) (Cymru) 2007.

Document is Restricted

Yn rhinwedd paragraff(au) 13, 14 Atodlen 12A
o Ddeddf Llywodraeth Leol 1972
fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at
Wybodaeth) (Amrywiad) (Cymru) 2007.

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