

## Cyngor

Rydych dan wŷs trwy hyn i ddod i gyfarfod **Cyngor Dinas a Sir** i'w gynnal yn Siambr y Cyngor, Neuadd y Ddinas, Abertawe ar Dydd Iau, 28 Mawrth 2019 am 5.00 pm.

Cynigir trafod y materion canlynol:

1. **Ymddiheuriadau am absenoldeb.**
1. **Ymddiheuriadau am absenoldeb.**
2. **Datgeliadau o fuddiannau personol a rhagfarnol.**  
[www.abertawe.gov.uk/DatgeluCysylltiadau](http://www.abertawe.gov.uk/DatgeluCysylltiadau)
3. **Cofnodion.** **1 - 15**  
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir
4. **Ymatebion ysgrifenedig i gwestiynau a ofynnwyd yng Nghyfarfod Cyffredinol Diwethaf y Cyngor.** **16 - 17**
5. **Cyhoeddiadau'r Aelod Llywyddol.**
6. **Cyhoeddiadau Arweinydd y Cyngor.**
7. **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.
8. **Cyflwyniad Cyhoeddus - Save the Children.**
9. **Trefniadau Derbyn 2020-2021.** **18 - 68**
10. **Penodi Cofiadur Anrhydeddus Abertawe.** **69 - 70**
11. **Adolygiad o'r Siarter rhwng Dinas a Sir Abertawe a'r Cynghorau Cymuned / Tref o fewn ei ffin** **71 - 93**
12. **Dyddiadur Cyrff y Cyngor 2019-2020.** **94 - 107**
13. **Datganiad Polisi Tâl 2019/2020.** **108 - 131**
14. **Cwestiynau gan y Cynghorwyr.** **132 - 136**



**Huw Evans**  
**Pennaeth Gwasanaethau Democrataidd**  
**Neuadd y Ddinas,**  
**Abertawe.**

**Dydd Mawrth, 19 Mawrth 2019**

**I: Bob Aelod o'r Cyngor**

# Agenda Item 3.



**City and County of Swansea**

## **Minutes of the Council**

**Council Chamber, Guildhall, Swansea**

**Thursday, 28 February 2019 at 3.00 pm**

**Present:** Councillor D W W Thomas (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
C Anderson	P R Hood-Williams	C L Philpott
P M Black	B Hopkins	S Pritchard
J E Burtonshaw	D H Hopkins	J A Raynor
M C Child	O G James	C Richards
J P Curtice	Y V Jardine	K M Roberts
N J Davies	M H Jones	B J Rowlands
A M Day	P K Jones	M Sherwood
P Downing	S M Jones	P B Smith
C R Doyle	L R Jones	R V Smith
M Durke	J W Jones	A H Stevens
V M Evans	E J King	R C Stewart
C R Evans	M A Langstone	D G Sullivan
W Evans	M B Lewis	M Sykes
E W Fitzgerald	W G Lewis	G J Tanner
R Francis-Davies	A S Lewis	L G Thomas
L S Gibbard	C E Lloyd	M Thomas
F M Gordon	P Lloyd	L J Tyler-Lloyd
K M Griffiths	I E Mann	G D Walker
D W Helliwell	P M Matthews	L V Walton
T J Hennegan	H M Morris	T M White
C A Holley	D Phillips	

### **Apologies for Absence**

Councillor(s): S E Crouch, S J Gallagher, J A Hale, L James, E T Kirchner, R D Lewis, P N May, A Pugh and W G Thomas

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## **135. Disclosures of Personal and Prejudicial Interests.**

The Chief Legal officer gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda. Advice was also given as to predetermination and predisposition.

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

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

- 1) Councillors E W Fitzgerald, D W Helliwell, O G James, L R Jones, M A Langstone, B J Rowlands, M Sherwood, R V Smith and G D Walker declared personal interests in Minute No. 143 – Adoption of the Swansea Local Development Plan (LDP);
- 2) Councillors J E Burtonshaw, A M Day, P Downing, M Durke, E W Fitzgerald, R Francis-Davies, L S Gibbard, F M Gordon, D W Helliwell, C A Holley, B Hopkins, Y V Jardine, J W Jones, P K Jones, S M Jones, A S Lewis, W G Lewis, C L Philpott, S Pritchard, J A Raynor, C Richards, K M Roberts, M Sherwood, A H Stevens, D G Sullivan, M Thomas and L V Walton declared personal interests in Minute No.144 - Medium Term Financial Planning 2020/21 – 2022/23;
- 3) Councillors C Anderson, P Black, M C Child, J P Curtice, A M Day, P Downing, M Durke, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, L S Gibbard, F M Gordon, K M Griffiths, D W Helliwell, T J Hennegan, C A Holley, B Hopkins, Y V Jardine, J W Jones, M H Jones, P K Jones, S M Jones, A S Lewis, M B Lewis, W G Lewis, P Lloyd, C L Philpott, S Pritchard, J A Raynor, C Richards, K M Roberts, M Sherwood, P B Smith, R V Smith, A H Stevens, D G Sullivan, L G Thomas, M Thomas, L V Walton and T M White declared personal interests in Minute No.145 - Revenue Budget 2019/20;
- 4) Councillors C Anderson, P Black, A M Day, P Downing, M Durke, E W Fitzgerald, L S Gibbard, F M Gordon, D W Helliwell, C A Holley, B Hopkins, J W Jones, M H Jones, P K Jones, M B Lewis, C L Philpott, S Pritchard, J A Raynor, K M Roberts, P B Smith, A H Stevens, R C Stewart, D G Sullivan, L G Thomas, M Thomas, L V Walton and T M White declared personal interests in Minute No.146 - Capital Budget & Programme 2018/19 – 2023/25;
- 5) Councillors T J Hennegan and G J Tanner declared personal interests in Minute No.147 – Housing Revenue Account (HRA) – Revenue Budget 2019/20;
- 6) Councillors T J Hennegan and G J Tanner declared personal interests in Minute No.148 – Housing Revenue Account (HRA) – Capital Budget and Programme 2018/19 – 2022/23;
- 7) Councillor E J King declared a personal and prejudicial interests in Minute No.144 - Medium Term Financial Planning 2020/21 – 2022/23 and Minute No. 145 - Revenue Budget 2019/20.  
  
Noted that Councillor E J King had been granted dispensation by the Standards Committee to Stay, Speak (but not in relation to his husband's employment) but not vote when considering the Authority's budget.
- 8) Councillors C Richards and G J Tanner declared personal interests in Minute No.149 – Statutory Resolution – Resolutions to be made in accordance with the Regulations in the Setting of the Council Tax 2019/20.

**136. Minutes.**

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

- 1) Ordinary Meeting of Council held on 24 January 2019.
- 2) Extraordinary Meeting held on 12 February 2019.

**137. Written Responses to Questions asked at the Last Ordinary Meeting of Council.**

The Chief Legal Officer submitted an information report setting out the written responses to questions asked at the last Ordinary Meeting of Council.

**138. Announcements of the Presiding Member.**

**Webcasting of Council Meeting**

The Presiding Member stated that as part of the ongoing works to enable Webcasting of Council, Cabinet, Planning Committee and the Scrutiny Programme Committee; this Council Meeting is being recorded for Webcasting purposes. The meeting would not be streamed live as we are still in the testing period; however it will be recorded. If the trial is successful, the meeting will be published online at a later date as a webcast.

**International Women's Day**

International Women's Day is on the 8th March. The Civic Centre will host a special event to mark this on the 7th March called Women in Leadership, Innovation and Entrepreneurship which will include speakers such as former BBC Wales chief reporter Penny Roberts and Julie James AM. It is being organised by Swansea University and Morgan Academy and will be taking place between 10am and 3pm in the Civic Centre and both Councillors and staff are invited to register for the event.

**Award Nomination**

Cameron Lewis was one of the Council's IT apprentices who graduated last year and is now employed with the council on a 12 month contract. He has been shortlisted for Apprentice of the Year Award 2019 at Gower College.

The ceremony will be held on the 6 March and we wish him every success on the night.

**139. Announcements of the Leader of the Council.**

**Tidal Lagoon**

The Leader provided an update on the current position relating to the revised proposal which is shortly due to be submitted to Welsh Government. He would share more details with Members in due course.

## **City Deal**

The Leader indicated that 2 reviews have now been concluded and signed off by both Carmarthen Council and the Wales Audit Office. Further detailed information will be shared with Members when available.

### **140. Public Questions.**

A number of questions were asked by members of the public. The relevant Cabinet Member(s) responded accordingly.

The question requiring a written response is listed below:

#### **Adoption of the Swansea Local Development Plan(LDP).**

Mr N Perrot

To ask that in respect of Policy H9 and its associated SPG and any further explanatory notes that are in existence.

When will the Supplementary Planning Guidance SPG be published for Public consultation, stating the expected date for its consideration by Planning Committee and detailing clearly the opportunities to be afforded to communities to comment and refine its effectiveness and application.

In addition would the Local Planning Authority undertake as part of the Annual Monitoring framework required by Inspectors to quarterly publish data in respect of C4 use/SG applications going through the Local Planning Authority commencing 28/2/19.

Yielding-

Total Number of c4 use class & sui generis applications received for that quarter:

Total Number of Applications in Swansea EAST – Approved.

Total Number of Applications in Swansea WEST- Approved.

Total Number of Applications in Gower – that are Approved.

Total number of Applications that are subject to Appeal per constituency.

Total number of successful appeals across whole CCS area.

The Cabinet Member for Delivery responded accordingly and indicated he would provide a written response.

### **141. Presentation - None.**

No Presentations were received.

### **142. Adoption of the Swansea Local Development Plan (LDP).**

The Cabinet Member for Delivery submitted a report, which sought to confirm the findings of the Inspectors' Final Report on the Examination into the Swansea Local

Development Plan (LDP), and to adopt the LDP as amended by the appropriate binding changes as the new development plan for the Swansea administrative area.

**Resolved** that:

- 1) The Swansea LDP (Final Version at Appendix 2 to the report - as amended by the binding changes set out in the Inspectors Report), as the new development plan for the Swansea administrative area be adopted ;
- 2) The Adoption Statement (at Appendix 3 to the report), Final Sustainability Appraisal (at Appendix 4 to the report ), Habitats Regulations Assessment including updates (at Appendix 5 to the report ) and Final Equalities Impact Assessment (at Appendix 7 to the report ) be approved;
- 3) The Head of Planning and City Regeneration or appropriate delegated officer be authorised to make any outstanding typographical, grammatical, presentational or factual amendments to the Swansea LDP prior to its final publication; and
- 4) Officers seek to secure, on certain developments, higher percentages of affordable housing than the target figures specified in Policy H3 for the North, East and Greater North West housing zones, where this is justified having regard to the level of constraints, planning obligations and other relevant matters.

#### **143. Technical and Budget Presentation.**

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

- i) Medium Term Financial Planning 2020-2021 to 2022-2023;
- ii) Revenue Budget 2019/2020;
- iii) Capital Budget & Programme 2018/19-2023/24;
- iv) Housing Revenue Account (HRA) – Revenue Budget 2019/20;
- v) Housing Revenue Account (HRA) – Capital Budget and Programme 2018/19 – 2022/23;
- vi) Capital Strategy 2018/19 – 2023/24;
- vii) Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2019-2020;
- viii) Treasury Management – Interim Year Review Report 2018/19.

Councillors asked technical questions of the Section 151 Officer. The Section 151 Officer responded accordingly.

Following the technical questions, the Leader gave a general political overview of the budget situation followed by a political presentation of the budget reports referred to above.

He indicated he would circulate the presentation to all Members.

Councillors asked political questions of the Leader of the Council. The Leader and relevant Cabinet Members responded accordingly.

#### 144. Medium Term Financial Planning 2020/21 – 2022/23.

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

**Resolved that:**

1) The Medium Term Financial Plan 2020/21 to 2022/23 be approved as the basis for future service financial planning.

#### 145. Revenue Budget 2019/20.

The Section 151 Officer submitted a report which proposed a Revenue Budget and Council Tax levy for 2019-2020.

The Section 151 Officer stated that the Liberal Democrat / Independent Opposition Political Group had submitted a budget amendment.

#### **Amendment**

Councillor P M Black proposed an amendment. The amendment was seconded by Councillor J W Jones. The amendment being:

That the cuts in hours to community libraries be not proceeded with, to be financed by taking £35,000 from the Special Events Projects budget and the Cultural Strategy and Development budget in the Head of Cultural Services' revenue budget.

Following debate, the amendment was put to the vote and in accordance with Council Procedure Rule 30 "Voting" a recorded vote was requested. The voting on the amendment was recorded as follows:

<b>For (18 Councillors)</b>		
<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
P M Black	P R Hood-Williams	I E Mann
A M Day	J W Jones	C L Philpott
E W Fitzgerald	L R Jones	B J Rowlands
K M Griffiths	M H Jones	D G Sullivan
D W Helliwell	S M Jones	L G Thomas
C A Holley	M A Langstone	L J Tyler-Lloyd

<b>Against (39 Councillors)</b>		
<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
C Anderson	B Hopkins	J A Raynor
J E Burtonshaw	D H Hopkins	C Richards
J P Curtice	O G James	M Sherwood
N J Davies	Y V Jardine	P B Smith
P Downing	P K Jones	R V Smith
C R Doyle	A S Lewis	A H Stevens
M Durke	M B Lewis	R C Stewart
C R Evans	W G Lewis	M Sykes
V M Evans	C E Lloyd	G J Tanner
W Evans	P Lloyd	D W W Thomas
R Francis-Davies	P M Matthews	M Thomas



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L S Gibbard	H M Morris	L V Walton
T J Hennegan	S Pritchard	T M White

<b>Abstain (0 Councillors)</b>		
<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
-	-	-

<b>Did not vote due to declarable interest (1 Councillor)</b>		
<b>Councillor</b>	<b>Councillor</b>	<b>Councillor</b>
E J King	-	-

In the light of the recorded vote above the amendment was not supported and did not become part of the substantive recommendation.

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

<b>For (38 Councillors)</b>		
<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
C Anderson	D H Hopkins	C Richards
J E Burtonshaw	O G James	M Sherwood
J P Curtice	Y V Jardine	P B Smith
N J Davies	P K Jones	R V Smith
P Downing	A S Lewis	A H Stevens
C R Doyle	M B Lewis	R C Stewart
M Durke	W G Lewis	M Sykes
C R Evans	C E Lloyd	G J Tanner
V M Evans	P Lloyd	D W W Thomas
W Evans	P M Matthews	M Thomas
R Francis-Davies	H M Morris	L V Walton
L S Gibbard	S Pritchard	T M White
B Hopkins	J A Raynor	

<b>Against (18 Councillors)</b>		
<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
P M Black	P R Hood-Williams	I E Mann
E W Fitzgerald	J W Jones	C L Philpott
K M Griffiths	L R Jones	B J Rowlands
D W Helliwell	M H Jones	D G Sullivan
T J Hennegan	S M Jones	L G Thomas
C A Holley	M A Langstone	L J Tyler-Lloyd

<b>Abstain (0 Councillors)</b>		
<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
-	-	-

<b>Did not vote due to declarable interest (1 Councillor)</b>		
<b>Councillor</b>	<b>Councillor</b>	<b>Councillor</b>
E J King	-	-

**Resolved that:**

- 1) The Revenue Budget for 2019/20 as detailed in Appendix A to the report be approved.
- 2) A Budget Requirement and Council Tax Levy for 2019/20 as detailed in Section 9 of the report be approved.

**146. Capital Budget & Programme 2018/19- 2023/25.**

The Section 151 Officer submitted a report which proposed a revised capital budget for 2018/19 and a capital budget for 2019/20 - 2022/23 (2023/25 for Band B schools).

**Resolved that:**

- 1) The revised capital budget for 2018/19 and a capital budget for 2019/20 – 2023/25 as detailed in appendices A, B C, D, E and F to the report be approved.

**147. Housing Revenue Account (HRA) – Revenue Budget 2019/20.**

The Section 151 Officer and Director of Place submitted a report which proposed a Revenue Budget for 2019/20 and a rent increase for properties within the HRA.

**Resolved that:**

- 1) Rents be increased in line with the Welsh Government interim policy as detailed in section 3 of the report.
- 2) Fees, charges and allowances as outlined in section 3 of the report be approved.
- 3) The revenue budget proposals as detailed in section 3 of the report be approved.

**148. Housing Revenue Account (HRA) – Capital Budget and Programme 2018/19 – 2022/23.**

The Section 151 Officer submitted a report which proposed a revised Capital Budget for 2018/19 and a Capital Budget for 2019/20 – 2022/23.

**Resolved that:**

- 1) The transfers between schemes and the revised budgets for schemes in 2018/19 be approved.
- 2) The budget proposals for 2019/20 – 2022/23 be approved.
- 3) That, where individual schemes in Appendix B to the report are programmed over the 4 year period described in this report, then these are committed and approved and that their financial implications for funding over subsequent years be approved.

**149. Statutory Resolution – Resolutions to be Made in Accordance with the Regulations in the Setting of the Council Tax 2019/20.**

The Section 151 Officer submitted a report which outlined a number of statutory resolutions to be made in accordance with the Regulations in the setting of the Council Tax 2019-2020.

**Resolved that:**

- 1) Council the statutory resolutions as set out below be noted and adopted.
- 2) It be noted that at its meeting on 22 November 2018 the Council calculated the following amounts for the year 2019/2020 in accordance with Regulations made under Section 33(5) of the Local Government Finance Act 1992 (as amended) -
  - a) 90,069 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended, as its Council Tax base for the year.
  - b) Parts of the Council's Area –

Bishopston	1,943
Clydach	2,622
Gorseinon	3,263
Gowerton	1,951
Grovesend & Waungron	416
Illston	318
Killay	2,146
Llangennith, Llanmadoc & Cheriton	505
Llangyfelach	940
Llanrhidian Higher	1,595
Llanrhidian Lower	332
Llwchwr	3,402
Mawr	744
Mumbles	9,651
Penllergaer	1,363
Pennard	1,468
Penrice	412
Pontarddulais	2,305
Pontlliw & Tircoed	1,042
Port Eynon	423
Reynoldston	300
Rhossilli	183
Three Crosses	713
Upper Killay	556

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

3) the following amounts be now calculated by the Council for the year 2019/2020 in accordance with Section 32 to 36 of the Local Government Finance Act 1992 –

(a) £721,346,138 being the aggregate of the amounts which the Council estimates for the items set out in Sections 32(2)(a) to (d) of the Act.

(b) £276,955,364 being the aggregate of the amounts which the Council estimates for the items set out in Sections 32(3)(a), 32(3)(c) and 32(3a) of the Act.

(c) £444,390,774 being the amount by which the aggregate at (3)(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.

(d) £321,810,824 being the aggregate of the sums which the Council estimates will be payable for the year into its Council Fund in respect of redistributed non-domestic rates, and revenue support grant less discretionary Non Domestic Rate relief.

(e) £1,360.96 being the amount at (3)(c) above less the amount at (3)(d) above, all divided by the amount at (2)(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year.

(f) £1,464,774 being the aggregate amount of all special items referred to in Section 34(1) of the Act.

(g) £1,344.69 being the amount at (3)(e) above less the result given by dividing the amount at (3)(f) above by the amount at (2)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relate.

(h) Parts of the Council's Area -

Bishopston	1,370.42
Clydach	1,384.87
Gorseinon	1,379.69
Gowerton	1,362.05
Grovesend & Waungron	1,362.72
Ilston	1,359.69
Killay	1,353.54
Llangennith, Llanmadoc & Cheriton	1,360.33
Llangyfelach	1,370.22
Llanrhidian Higher	1,412.65
Llanrhidian Lower	1,353.73
Llwchwr	1,370.06
Mawr	1,428.02
Mumbles	1,399.98
Penllergaer	1,355.70
Pennard	1,400.55
Penrice	1,371.39
Pontarddulais	1,383.62

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Pontlliw & Tircoed	1,380.40
Port Eynon	1,358.87
Reynoldston	1,386.36
Rhossili	1,362.72
Three Crosses	1,386.93
Upper Killay	1,377.06

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

(l) Parts of the Council's Area -

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £	Band I £
Bishopston	913.61	1,065.88	1,218.15	1,370.42	1,674.96	1,979.50	2,284.03	2,740.84	3,197.65
Clydach	923.25	1,077.12	1,231.00	1,384.87	1,692.62	2,000.37	2,308.12	2,769.74	3,231.36
Gorseinon	919.79	1,073.09	1,226.39	1,379.69	1,686.29	1,992.89	2,299.48	2,759.38	3,219.28
Gowerton	908.03	1,059.37	1,210.71	1,362.05	1,664.73	1,967.41	2,270.08	2,724.10	3,178.12
Grovesend & Waungron	908.48	1,059.89	1,211.31	1,362.72	1,665.55	1,968.37	2,271.20	2,725.44	3,179.68
Ilston	906.46	1,057.54	1,208.61	1,359.69	1,661.84	1,964.00	2,266.15	2,719.38	3,172.61
Killay	902.36	1,052.75	1,203.15	1,353.54	1,654.33	1,955.11	2,255.90	2,707.08	3,158.26
Llangennith, Llanmadoc & Cheriton	906.89	1,058.03	1,209.18	1,360.33	1,662.63	1,964.92	2,267.22	2,720.66	3,174.10
Llangyfelach	913.48	1,065.73	1,217.97	1,370.22	1,674.71	1,979.21	2,283.70	2,740.44	3,197.18
Llanrhidian Higher	941.77	1,098.73	1,255.69	1,412.65	1,726.57	2,040.49	2,354.42	2,825.30	3,296.18
Llanrhidian Lower	902.49	1,052.90	1,203.32	1,353.73	1,654.56	1,955.39	2,256.22	2,707.46	3,158.70
Llwchwr	913.37	1,065.60	1,217.83	1,370.06	1,674.52	1,978.98	2,283.43	2,740.12	3,196.81
Mawr	952.01	1,110.68	1,269.35	1,428.02	1,745.36	2,062.70	2,380.03	2,856.04	3,332.05
Mumbles	933.32	1,088.87	1,244.43	1,399.98	1,711.09	2,022.19	2,333.30	2,799.96	3,266.62
Penllergaer	903.80	1,054.43	1,205.07	1,355.70	1,656.97	1,958.23	2,259.50	2,711.40	3,163.30
Pennard	933.70	1,089.32	1,244.93	1,400.55	1,711.78	2,023.02	2,334.25	2,801.10	3,267.95
Penrice	914.26	1,066.64	1,219.01	1,371.39	1,676.14	1,980.90	2,285.65	2,742.78	3,199.91
Pontarddulais	922.41	1,076.15	1,229.88	1,383.62	1,691.09	1,998.56	2,306.03	2,767.24	3,228.45
Pontlliw & Tircoed	920.27	1,073.64	1,227.02	1,380.40	1,687.16	1,993.91	2,300.67	2,760.80	3,220.93
Port Eynon	905.91	1,056.90	1,207.88	1,358.87	1,660.84	1,962.81	2,264.78	2,717.74	3,170.70
Reynoldston	924.24	1,078.28	1,232.32	1,386.36	1,694.44	2,002.52	2,310.60	2,772.72	3,234.84
Rhossili	908.48	1,059.89	1,211.31	1,362.72	1,665.55	1,968.37	2,271.20	2,725.44	3,179.68
Three Crosses	924.62	1,078.72	1,232.83	1,386.93	1,695.14	2,003.34	2,311.55	2,773.86	3,236.17
Upper Killay	918.04	1,071.05	1,224.05	1,377.06	1,683.07	1,989.09	2,295.10	2,754.12	3,213.14
All other parts of the Council area	896.46	1,045.87	1,195.28	1,344.69	1,643.51	1,942.33	2,241.15	2,689.38	3,137.61

being the amounts given by multiplying the amounts at (3)(g) and (3)(h) above by the number which, in the population set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of the categories of dwellings listed in the different valuation bands.

4) it be noted that for the year 2019/2020 the Police and Crime Commissioner for South Wales have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwelling shown below -

	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>	<b>Band I £</b>
The Police and Crime Commissioner for South Wales	171.68	200.29	228.91	257.52	314.75	371.98	429.20	515.04	600.88

(5) having calculated the aggregate in each case of the amounts at (3)(l) and (above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each of the categories of dwelling shown below –

	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>	<b>Band I £</b>
<i>Bishopston</i>	1,085.29	1,266.17	1,447.06	1,627.94	1,989.71	2,351.48	2,713.23	3,255.88	3,798.53
<i>Clydach</i>	1,094.93	1,277.41	1,459.91	1,642.39	2,007.37	2,372.35	2,737.32	3,284.78	3,832.24
<i>Gorseinon</i>	1,091.47	1,273.38	1,455.30	1,637.21	2,001.04	2,364.87	2,728.68	3,274.42	3,820.16
<i>Gowerton</i>	1,079.71	1,259.66	1,439.62	1,619.57	1,979.48	2,339.39	2,699.28	3,239.14	3,779.00
<i>Grovesend &amp; Waugron</i>	1,080.16	1,260.18	1,440.22	1,620.24	1,980.30	2,340.35	2,700.40	3,240.48	3,780.56
<i>Ilston</i>	1,078.14	1,257.83	1,437.52	1,617.21	1,976.59	2,335.98	2,695.35	3,234.42	3,773.49
<i>Killay</i>	1,074.04	1,253.04	1,432.06	1,611.06	1,969.08	2,327.09	2,685.10	3,222.12	3,759.14
<i>Llangennith, Llanmadoc &amp; Cheriton</i>	1,078.57	1,258.32	1,438.09	1,617.85	1,977.38	2,336.90	2,696.42	3,235.70	3,774.98
<i>Llangyfelach</i>	1,085.16	1,266.02	1,446.88	1,627.74	1,989.46	2,351.19	2,712.90	3,255.48	3,798.06
<i>Llanrhidian Higher</i>	1,113.45	1,299.02	1,484.60	1,670.17	2,041.32	2,412.47	2,783.62	3,340.34	3,897.06
<i>Llanrhidian Lower</i>	1,074.17	1,253.19	1,432.23	1,611.25	1,969.31	2,327.37	2,685.42	3,222.50	3,759.58
<i>Llwchwr</i>	1,085.05	1,265.89	1,446.74	1,627.58	1,989.27	2,350.96	2,712.63	3,255.16	3,797.69
<i>Mawr</i>	1,123.69	1,310.97	1,498.26	1,685.54	2,060.11	2,434.68	2,809.23	3,371.08	3,932.93
<i>Mumbles</i>	1,105.00	1,289.16	1,473.34	1,657.50	2,025.84	2,394.17	2,762.50	3,315.00	3,867.50
<i>Penllergaer</i>	1,075.48	1,254.72	1,433.98	1,613.22	1,971.72	2,330.21	2,688.70	3,226.44	3,764.18
<i>Pennard</i>	1,105.38	1,289.61	1,473.84	1,658.07	2,026.53	2,395.00	2,763.45	3,316.14	3,868.83
<i>Penrice</i>	1,085.94	1,266.93	1,447.92	1,628.91	1,990.89	2,352.88	2,714.85	3,257.82	3,800.79

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Cont'd

<i>Pontarddulais</i>	1,094.09	1,276.44	1,458.79	1,641.14	2,005.84	2,370.54	2,735.23	3,282.28	3,829.33
<i>Pontlliw &amp; Tircoed</i>	1,091.95	1,273.93	1,455.93	1,637.92	2,001.91	2,365.89	2,729.87	3,275.84	3,821.81
<i>Port Eynon</i>	1,077.59	1,257.19	1,436.79	1,616.39	1,975.59	2,334.79	2,693.98	3,232.78	3,771.58
<i>Reynoldston</i>	1,095.92	1,278.57	1,461.23	1,643.88	2,009.19	2,374.50	2,739.80	3,287.76	3,835.72
<i>Rhossili</i>	1,080.16	1,260.18	1,440.22	1,620.24	1,980.30	2,340.35	2,700.40	3,240.48	3,780.56
<i>Three Crosses</i>	1,096.30	1,279.01	1,461.74	1,644.45	2,009.89	2,375.32	2,740.75	3,288.90	3,837.05
<i>Upper Killay</i>	1,089.72	1,271.34	1,452.96	1,634.58	1,997.82	2,361.07	2,724.30	3,269.16	3,814.02
All other parts of the Council area	1,068.14	1,246.16	1,424.19	1,602.21	1,958.26	2,314.31	2,670.35	3,204.42	3,738.49

**150. Capital Strategy 2018/19 - 2023/24.**

The Section 151 Officer submitted a report which sought approval of the Capital Strategy which informs the four year capital programme which was presented for approval.

**Resolved** that:

- 1) The Capital Strategy be approved.

**151. Treasury Management Strategy Statement, Prudential/Treasury Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2019/20.**

The Section 151 Officer submitted a report which recommended the Treasury Management Strategy Statement, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement for 2019/20.

**Resolved** that:

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

**152. Treasury Management – Interim Year Review Report 2018/19.**

The Section 151 Officer submitted an information report outlining the Treasury Management Interim Year Review Report 2018-2019.

**153. Scrutiny Dispatches – Quarterly Impact Report.**

The Chair of the Scrutiny Programme Committee submitted an information report setting out the Scrutiny Dispatches - Quarterly Impact Report.

**154. Councillors' Questions.**

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

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

The supplementary question requiring a written response is shown below:

**Question 4.** Councillor E W Fitzgerald asked:

1. Who actually compiles or draws up the 106's - planners, developers or a 3<sup>rd</sup> party.
2. I understand that freeholders are going to be responsible for ensuring the completion of any development should the developer or leaseholder walk away. Is this the case, if so, where does this stand in terms of legal precedent.
3. Of the planning applications approved in 2018, how many outstanding 106 agreements are there, and which ones remain outstanding.

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

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

Five (5) Part B 'Questions not requiring Supplementary Questions' were submitted.

**155. Notice of Motion from Councillors R C Stewart, A S Lewis, C E Lloyd, J E Burtonshaw, M C Child, W Evans, R Francis-Davies, D H Hopkins, E J King, J A Raynor, M Sherwood, M Thomas & C A Holley - Government Proposals for two Geological Disposal Facilities (GDF) to bury Nuclear and Radioactive Waste.**

Proposed by Councillor R C Stewart, seconded by Councillor C E Lloyd.

The motion reads:

This Council has a proud record of standing up to those who would seek to damage our environment. In 2016 this Council unanimously supported a Notice of Motion to oppose any proposals for "Unconventional" Gas Development (Fracking) within the City & County of Swansea. This was in response to growing public concern that any unconventional gas extraction methods would entail significant harm to the environment and to the health and wellbeing of local communities.

In addition, Council has recently added to its Corporate Plan a well-being objective that commits to 'Maintaining and enhancing Swansea's Natural Resources and Biodiversity'; dumping nuclear and radioactive waste runs completely counter to this objective.

Recently the UK government department for Radioactive Waste Management (RWM), is proposing to find two suitable locations for "Geological Disposal Facilities" in the UK, to bury highly dangerous nuclear and radioactive materials accumulated



over the past 60 years, to be stored hundreds of metres below ground. Potentially both sites could be located in Wales.

Whilst Swansea has not been identified as a potential site, widespread public concern has quite rightly emerged with the announcement of a consultation session in our City.

This council takes its responsibility to preserve and protect the City & County of Swansea against any threats to our local natural marine and urban environment very seriously. Swansea was extremely proud to be the first designated Area of Outstanding Natural Beauty (AONB) and it is of critical importance that we protect this legacy for future generations.

Swansea will continue to uphold its commitment to support a cleaner greener energy future.

Council resolves therefore that:

The Council strongly objects to the proposal from Radioactive Waste Management (RWM), to hold a consultation event in Swansea. The Council is disappointed that this decision was made without consulting or informing Swansea Council of its intent and feel it is very wrong not to inform the elected representatives of the City of Swansea of their intentions before going to the media with a press statement.

The Council objects to the establishment of any Geological Disposal Facility within the City & County of Swansea.

The Council will also strongly support any other Welsh or UK local authorities that object to these proposals.

The Council requests that the Leader writes to the Prime Minister, the First Minister for Wales and to the UK Government department for Radioactive Waste Management (RWM), to express the views of this Council.

**Resolved** that the Notice of Motion outlined above be approved.

The meeting ended at 6.55 pm

**Chair**



## Report of the Chief Legal Officer

Council – 28 March 2019

### Written Responses to Questions asked at the Last Ordinary Meeting of Council

The report provides an update on the responses to Questions asked during the Ordinary Meeting of Council on 28 February 2019.

#### For Information

#### 1. Introduction

- 1.1 It was agreed at Council on 8 April 2010 that a standing item be added to the Council Summons entitled “Written Responses to Questions Asked at the Last Ordinary Meeting of Council”.
- 1.2 A “For Information” report will be compiled by the Democratic Services Team collating all written responses from the last Ordinary Meeting of Council and placed in the Agenda Pack;
- 1.3 Any consequential amendments be made to the Council Constitution.

#### 2. Responses

- 2.1 Responses to questions asked during the last ordinary meeting of Council are included as Appendix A.

**Background Papers:** None

**Appendices:** Appendix A (Questions & Responses)

**Providing Council with Written Responses to Questions asked at Council  
28 February 2019**

1.	<p><b>Councillor E W Fitzgerald</b></p> <p><b>In relation to Councillors Question 4</b></p> <p>1. Who actually compiles or draws up the 106's - planners, developers or a 3<sup>rd</sup> party.</p> <p>2. I understand that freeholders are going to be responsible for ensuring the completion of any development should the developer or leaseholder walk away. Is this the case, if so, where does this stand in terms of legal precedent.</p> <p>3. Of the planning applications approved in 2018, how many outstanding 106 agreements are there, and which ones remain outstanding.</p> <p><b>Response of the Cabinet Member for Delivery</b></p> <p>1. S106 agreements are prepared by the Council's legal department with input from the Planning Authority and any relevant technical officer from Council departments affected by a particular measure specified within the legal agreement, such as highway improvements and/or affordable housing provision. The details of S106 agreements are discussed with the developer, typically their appointed legal representatives, during drafting stages to ensure the precise wording of the final draft has the agreement of all parties before signing.</p> <p>2. It is a requirement under s.106 of the Town and Country Planning Act 1990 (as substituted by the Planning and Compensation Act 1991) that a Section 106 Planning Obligation must be enforceable by the Local Planning Authority (a) against the person entering into the obligation and (b) against any person deriving title from that person (i.e. a leaseholder). If the leaseholder no longer has an interest because the lease has become forfeit or it has expired, the Freeholder would still be party to and bound by the terms of the s.106 agreement. I note the question implies that there has been a change in policy or legislation but this is not the case as this has been the legal position since s.106 of the Town and Country Planning Act 1990 came into force.</p> <p>3. According to records retained by the Council's legal department there were 22 instructions for s.106 agreements and related legal documentation in 2018. There are outstanding legal agreements yet to be signed relating to the following proposals:</p> <ul style="list-style-type: none"> <li>- Land at Garden Village - 2016/1478</li> <li>- Dunraven Farm - 2017/0250</li> <li>- Weobley Castle Farm 2018/1825</li> <li>- Plot A1 SA1 Swansea Waterfront and Unilateral Undertaking (UU) on same site – 2018/1023 and 2018/0951 (UU)</li> <li>- Christopher Rise, Pontardulais – 2017/1342</li> </ul>
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# Agenda Item 9.



## Report of the Cabinet Member for Education Improvement, Learning & Skills

Council – 28 March 2019

### Admission Arrangements 2020-2021

<b>Purpose:</b>	To determine the admission arrangements for maintained schools for the academic year 2020-2021
<b>Policy Framework:</b>	The Admission Arrangements to Schools Policy.
<b>Consultation:</b>	Education; Legal; Finance; all headteachers and governing bodies including voluntary aided schools; neighbouring admission authorities; the Admissions Forum.
<b>Recommendation(s):</b>	<ol style="list-style-type: none"><li>1. The proposed admission arrangements for 2020-2021 for Nursery as set out in Appendix A are approved.</li><li>2. The proposed admission arrangements for 2020-2021 for Reception as set out in Appendix B are approved.</li><li>3. The proposed admission arrangements for 2020-2021 for Year 7 as set out in Appendix C are approved.</li><li>4. The proposed admission arrangements for 2020-2021 for in-year transfers as set out in Appendix D are approved.</li><li>5. The proposed admission arrangements/criteria for entry for 2020-2021 for sixth forms set in Appendix E are approved.</li><li>6. The Schedule of Events at Appendix F is approved.</li><li>7. The admission numbers for primary and secondary schools are noted, as set out in Appendix G.</li></ol>
<b>Report Author:</b>	Melissa Taylor
<b>Finance Officer:</b>	Chris Davies
<b>Legal Officer:</b>	Stephanie Williams
<b>Access to Services Officer:</b>	Rhian Millar

## **1. Introduction**

- 1.1 By virtue of Section 89 of the School Standards and Framework Act (1998) the local authority is responsible for determining the admission arrangements for County maintained schools. In accordance with the Education (Determinations of Admission Arrangements) (Wales) Regulations 2006 the Council has a duty to review the Admissions to Schools Policy and to consult governing bodies of voluntary aided schools on their admission arrangements.
- 1.2 The Welsh Government in July 2013 issued the School Admissions Code and the School Admission Appeals Code in December 2013. The School Admissions Code applies to arrangements made for the 2020-2021 academic year and covers admissions to primary and secondary schools.
- 1.3 Copies of the proposed admission arrangements for nursery classes are attached at Appendix A.
- 1.4 Copies of the proposed admission arrangements for primary schools are attached at Appendix B.
- 1.5 Copies of the proposed admission arrangements for secondary schools are attached at Appendix C
- 1.6 Copies of the proposed admission arrangements for in year transfers are attached at Appendix D.
- 1.7 Copies of the proposed admission arrangements and criteria for entry for sixth forms are attached at Appendix E.
- 1.8 The proposed 'Schedule of Events' for the admission process is shown at Appendix F.
- 1.9 The admission numbers (ANs) for primary and secondary schools are shown at Appendix G.

## **2. Admission limits**

The local authority administers all admissions for community schools (schools funded and maintained entirely by LAs). Requests for admission to Voluntary Aided schools - Church schools (e.g. Roman Catholic, Church in Wales schools) are administered and determined by the admission criteria set by the Governing Body of that school. Voluntary Aided schools are responsible for determining their own admission arrangements.

### **Primary**

- 2.1 The capacity of each primary school including its nursery classes has been calculated using the Welsh Government formula and from this an Admission Number (AN) has been set. The admission numbers for primary schools are shown in Appendix G. All schools must admit up to their AN in the year of entry (i.e. Reception) in primary schools. In the year of entry, and in all other year

groups, a child will be refused a place by the local authority (LA) once the AN is reached.

- 2.2 The School Standards and Framework Act 1998, The School Admissions (Infant Class Sizes) (Wales) Regulations 2013, restricts infant class sizes to a maximum of 30 (i.e. Reception, Year 1 and Year 2). Welsh Government has also introduced a recommended limit of 30 for key stage 2 class sizes.

### **Secondary**

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

### **Primary and secondary**

- 2.5 Even if parents living within the catchment area of a school apply for a place before the published deadline (for Year 7 and Reception admissions), there is no guarantee of a catchment place if the AN has been reached.

### **In-year transfers**

- 2.6 Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. ANs shown at Appendix G are the limits for each year group. Schools should not exceed their AN in the year of entry (i.e. Reception for primary admissions and Year 7 for secondary admissions), or in any other year group. Also, the School Standards and Framework Act 1998, The School Admissions (Infant Class Sizes) (Wales) Regulations 2013, restricts infant class sizes to a maximum of 30 (i.e. Reception, Year 1 and Year 2), and Welsh Government introduced a recommended limit of 30 for key stage 2 class sizes.

### **Sixth forms**

- 2.7 Criteria for entry and admission arrangements for sixth forms, including admission limits, are outlined in Appendix E.

For schools with a sixth form, admission numbers will be the same for Years 12 and 13 as they are for Years 7 to 11.

## **3. Admissions criteria**

- 3.1 The Education (Admission of Looked After Children) (Wales) Regulations 2009 places a duty on admission authorities in Wales to admit children looked after by a local authority in Wales where an application for admission is made, even if the AN has been reached. Should an admission authority wish to refuse an admission application for a looked after child then they must refer the matter to the Welsh Ministers within seven days of receiving the application for decision. The decision of the Welsh Ministers is binding. Previously looked after children (looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been

looked after), are also included in this criteria under the Welsh Government's School Admissions Code.

- 3.2 Pupils with a Statement of Special Educational Needs will be included and accounted for when places are allocated and schools are informed of this (with the exception of pupils allocated a place at within a Special Teaching Facility).

### 3.3 **Oversubscription**

Where more applications are received for a particular school than there are places available, places will be awarded using the oversubscription criteria set out in the admission arrangements. (see Appendices A, B, C and D).

- 3.4 At the time the Admission Arrangements were produced the LA was in the process of undertaking proposals to change the catchment area of Welsh Medium schools due to the proposed rebuild and relocation of YGG Tan-y-lan and YGG Tirdeunaw. A full statutory consultation process was undertaken and parents, pupils, staff, governors and the wider community were given the opportunity to engage in the consultation process. Depending upon the decision of Cabinet the new build schools are scheduled to open in January 2021 with the catchment area changes coming into effect in September 2021. The Clase area would attend YGG Tan-y-lan instead of YGG Tirdeunaw; Brynhyfryd, Cwmbwrla and Manselton would attend YGG Tirdeunaw instead of YGG Bryn-y-mor; Blaenymaes, Cadle, Clwyd, Gendros and Portmead areas would attend YGG Tirdeunaw instead of YGG Pontybrenin; Mayhill and Townhill areas would attend YGG Bryn-y-mor instead of YGG y Login Fach. These changes would also affect secondary school catchment areas, as learners living in Blaenymaes, Brynhyfryd, Cadle, Clwyd, Cwmbwrla, Gendros, Manselton and Portmead would attend YGG Bryn Tawe instead of YG Gwyr. The changes would only affect new admissions at September 2021 and all children already admitted to these schools would continue to attend and continue to receive home to school transport if they previously qualified. Once a decision has been made any changes will be published in order that parents have the information available to them when selecting a school for their child/ren.

## 4. **Results of the Consultation**

- 4.1 **Response 1** - Response 1 was from the Headteacher of Bishop Gore School who commented:

"On behalf of the Governing Body I can confirm that we are still without a resolution to the admission number of 252. We have grave concerns regarding this and cannot agree to this figure."

**LA Response** - Following discussions with the headteacher regarding the large number of small classes at the school, and taking on board the concerns raised by the governing body, the local authority has revisited the capacity calculation and applied a round down of Admission Number to 240, as per the Welsh Government guidance.

- 4.2 **Response 2** - Response 2 was from the Chair of Governors of Pontarddulais Primary School who commented:

“Proposals are acceptable.”

- 4.3 **Response 3** - At a meeting of the Governing Body of Mayals Primary School today ( 23/01/19) Governors found that while they accepted the broad principles of the above policy they wish to express serious concern about the difficulty of some pupils’ progression from Mayals to the partner comprehensive school viz Bishopston.

We know this affects only a few children but the impact is significant in the case of pupils who have attended Mayals from Reception to Year 6 and then find that because of where they live they may be denied progression with their cohort to Bishopston. The reason for their being directed elsewhere is demand for places in Bishopston from pupils living within the catchment area but hitherto educated in a Welsh medium, faith school or private school. We fully appreciate the hard work and challenges of implementing a fair admissions policy but we are also cognisant of the adverse impact on pupil wellbeing if directed away from their friendship groups and from experience of interaction with curricular, sporting and social activities of Bishopston Comprehensive School.

We should be grateful if the local authority would seriously consider allowing priority status for pupil proceeding from partner primary schools.

**LA Response** – In Swansea, parents can apply for a school place as a parental preference for both primary and secondary school. The LAs admission arrangements and over-subscription criteria are published on-line and also included within the Information for Parents booklet that all parents are advised to read as part of the terms of conditions when submitting an application.

The oversubscription criteria details that living within the catchment area for a school has a higher priority than attending a feeder partner primary school. With this in mind, parents make an informed choice when applying for a Reception place in a primary school that is not their designated catchment school, and when applying to transfer to Year 7 for secondary school.

Having previously looked at re-ordering the oversubscription criteria, based on figures from a previous admission round for Year 7 places and allocating pupils attending a feeder (who reside outside of the catchment area) in the first instance, the impact would be that pupils living within the designated catchment area would be refused a place at their local school.

## 5. Admission Forum

- 5.1 The admission forum has a role in ensuring a fair admissions system that does not disadvantage one child compared with another and is straightforward and easy for parents to understand. Admission forums are responsible for monitoring compliance with the School Admissions Code. Membership of the forum includes:-

Local Authority representatives (Members and officers)  
Headteacher representatives for secondary schools (English and Welsh Medium)  
Headteacher representatives for primary schools (English and Welsh Medium)  
Governor representatives  
Diocesan representative



Voluntary Aided schools representatives (primary and secondary)

- 5.2 The Admission Arrangements were considered by members of the Forum on 5<sup>th</sup> December 2018, and comments received as part of the consultation process were discussed by the Forum on 7<sup>th</sup> February 2019. Following due consideration the Forum agreed that their recommendation would be that the Admission Arrangements 2020-2021 be approved in their current format.

## **6. Equality and Engagement Implications**

- 6.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
- 6.2 Our Equality Impact Assessment (EIA) process ensures that we have paid due regard to the above.
- 6.3 An EIA screening has been undertaken and it has been determined that the initiative is not relevant for a full EIA report.
- 6.4 Once set the admission arrangements apply to all and take account of all protected characteristics to ensure that all applications for a school place are treated equally.
- 6.5 A full consultation process was completed as is required by Section 89 of the School Standards and Framework Act 1998 and Regulation 4 of the Education (Determination of Admission Arrangements) (Wales) Regulations 2006. The findings of the consultation are reported in this report.

## **7. Financial implications**

- 7.1 Whilst there are no immediate financial implications arising from this report, acceptance of this policy could result in additional expenditure at a future time. Acceptance of the policy does not mean that additional resources will be made available and it should be assumed that future spending needs will need to be contained within existing budget provision and have full and due regard to the budget principles set out in 'Sustainable Swansea – Fit for the Future' and the likely levels of future budgets having due regard to the budget and medium term financial plan.

## **8. Legal implications**

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

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

- 8.2 The Additional Learning Needs and Education Tribunal (Wales) Bill was passed by the National Assembly for Wales on 12 December 2017 and became an Act on 24 January 2018 after receiving Royal Assent. The Act replaces the terms 'special educational needs' (SEN) and 'learning difficulties and/or disabilities' (LDD) with the new term ALN. Once the Act is fully implemented the terms relating to special educational needs in the admissions arrangements will need to be updated.

### **Background papers:**

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

### **Appendices:**

Appendix A - Admission Arrangements 2020-2021 Nursery

Appendix B - Admission Arrangements 2020-2021 Reception

Appendix C - Admission Arrangements 2020-2021 Year 7

Appendix D - Admission Arrangements for 2020-2021 In Year Transfers

Appendix E - Admission Sixth Form Criteria for Entry

Appendix F - Schedule of Events (Reception and Year 7)

Appendix G - Admission Numbers for Primary and Secondary Schools

**ADMISSION ARRANGEMENTS 2020-2021**  
**(Nursery classes based at local authority schools)**

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

**Admission to nursery classes**

Parents/carers who require a place in a nursery class will be required to submit an admission application.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for places will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

There is **no right of appeal** following the refusal of an application for a place in a nursery class.

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

**(a) Oversubscription Criteria – nursery classes in Community Schools<sup>†</sup>**

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

1. Children who are in the care of a local authority i.e. looked after children (LAC), or previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission\*\*\*. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

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

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

\*\*\* A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

### **Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)**

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing Body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

### **(b) Admission Procedures – nursery places in Community Schools<sup>†</sup>**

Parents/carers can apply for a place for their child at the catchment school or state a preference for an alternative placement using the admission application.

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

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

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

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

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

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

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

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

### **Waiting Lists**

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

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

**Note:** At time of publication of these admission arrangements the LA are actively consulting on proposals to change the catchment area of Welsh Medium schools. A full statutory consultation process is being undertaken and parents, pupils, staff, governors and the wider community are being given the opportunity to engage in the consultation process. Once the consultation closes any changes will be published in order that parents have the information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

## **ADMISSION ARRANGEMENTS 2020-2021 (Reception)**

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

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

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

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

Those parents who apply on time for a place at any school will be given priority over those who have not.

### **(a) Admission Limits – Community Schools<sup>†</sup>**

All schools must admit up to their admission number in the year of entry (i.e. Reception classes in primary schools). In the year of entry a child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups (except nursery).

### **(b) Oversubscription Criteria – Community Schools<sup>†</sup>**

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

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission.\*\*\* If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

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

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

\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

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

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

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

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

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

### **Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)**

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing Body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

## **(c) Admission Procedures – Community Schools<sup>†</sup>**

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as

determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

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

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

Requests for admission to reception submitted on or before the administrative closing date, **29 November 2019** will be processed collectively and places allocated according to the above oversubscription criteria. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed in date order once all on time applications have been dealt with.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carers for the purpose of assessing ability or aptitude. Parents/carers who have applied by the **29 November 2019** will be advised whether they have been allocated a place by the **16 April 2020**.

### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre by **15 May 2020**. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

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

### **Waiting Lists**

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



a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

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

**Note:** At time of publication of these admission arrangements the LA are actively consulting on proposals to change the catchment area of Welsh Medium schools. A full statutory consultation process is being undertaken and parents, pupils, staff, governors and the wider community are being given the opportunity to engage in the consultation process. Once the consultation closes any changes will be published in order that parents have the information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

## ADMISSION ARRANGEMENTS 2020-2021 (Year 7)

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

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

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

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

Those parents who apply on time for a place at any school will be given priority over those who have not.

### **(a) Admission Limits – Community Schools<sup>†</sup>**

Availability of places is determined by reference to the school's admission number. Schools must admit up to the admission number in the year of entry (i.e. Year 7 in secondary school) and must not exceed this number. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups.

### **(b) Oversubscription Criteria – Community Schools<sup>†</sup>**

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

1. Children who are in the care of a local authority i.e. looked after children (LAC) or previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission\*\*\*. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a feeder primary school does not guarantee a place in the associated secondary school.

If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

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

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

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

\*\*\*A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

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

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

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

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

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

### **Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)**

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

### (c) **Admission Procedures – Community Schools<sup>†</sup>**

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available as determined by the published admission number. Where admission requests exceed the number of places available, places will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

Applications for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, **29 November 2019** will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed in date order once all on time applications have been dealt with.

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

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents/carers who have applied by the **29 November 2019** will be advised whether they have been allocated a place on the **2 March 2020**.

#### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at Civic Centre by **20 March 2020**. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

#### **Waiting Lists**

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

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

**Note:** At time of publication of these admission arrangements the LA are actively consulting on proposals to change the catchment area of Welsh Medium schools. A full statutory consultation process is being undertaken and parents, pupils, staff, governors and the wider community are being given the opportunity to engage in the consultation process. Once the consultation closes any changes will be published in order that parents have the information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

## ADMISSION ARRANGEMENTS 2020-2021 (In Year Transfer)

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

### Admission to Community Schools<sup>†</sup> – (Primary and Secondary)

Parents/carers who require a school place will be required to submit an admission application. Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests will be granted unless to do so would:

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

#### (a) Admission Limits – Community Schools<sup>†</sup>

Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal (**there is no right of appeal for nursery**).

The admission number applies to all year groups. These arrangements apply to pupils transferring in years reception to year 11.

#### (b) Oversubscription Criteria – Community Schools<sup>†</sup>

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

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission.\*\*\* If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a feeder primary school does not guarantee a place in the associated secondary school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

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

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

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

\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles for primary or 3 miles for secondary from the home address.

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

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

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

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

### **Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)**

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

### (c) **Admission Procedures – Community Schools<sup>†</sup>**

Parents/carers will be asked to apply for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

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

Attending a feeder primary school does not guarantee a place in the associated secondary school.

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

#### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel (**there is no right of appeal for nursery**). If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

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

#### **Waiting Lists**

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

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



**Note:** At time of publication of these admission arrangements the LA are actively consulting on proposals to change the catchment area of Welsh Medium schools. A full statutory consultation process is being undertaken and parents, pupils, staff, governors and the wider community are being given the opportunity to engage in the consultation process. Once the consultation closes any changes will be published in order that parents have the information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

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

### **Application Closing Date**

Pupils can apply for a place at a sixth form at a Swansea school in the spring term prior to them seeking a place for the following September. Closing dates for applications will be determined by individual schools.

### **Provisional Offer**

Pupils will be offered a provisional place. This provisional place will be subject to achieving certain specified entry qualifications as published by each individual school. For further information on specific entry qualifications contact the school directly.

### **GCSE/Equivalent Results**

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

### **Choice of Subjects**

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

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

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

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

All school sixth forms can admit up to their admission number subject to students achieving the entry requirement specified by the school (details are available from individual schools). Parents and pupils who are refused a place at the school sixth form must be given the right of appeal.

### **Admission Arrangements**

The arrangements for admission into Year 12 and 13 for maintained community schools are delegated to the establishments directly. Details on admission arrangements for Voluntary Aided Schools may be obtained directly from the establishments concerned and will form part of their admissions policies.

### **Waiting List**

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

## **Oversubscription Criteria**

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

1. Pupils who are looked after by a local authority (LAC) or are previously looked after\*.
2. Pupils who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*
3. Pupils who have a brother or sister of statutory school age attending the school at the date of their admission \*\*\*. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority \*\*
4. Pupils who attended the school in year 11 but who live outside the catchment area of that school. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*
5. Other pupils for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*

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

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

\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible pupils are twins/triplets then the LA will admit both/all pupils. Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

**NOTE:** Pupils with Statements of Special Educational Needs may transfer to sixth forms in Swansea schools. The decision to transfer is made by the local authority in consultation with the relevant school.

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

**Note:** At time of publication of these admission arrangements the LA are actively consulting on proposals to change the catchment area of Welsh Medium schools. A full statutory consultation process is being undertaken and parents, pupils, staff, governors and the wider community are being given the opportunity to engage in the consultation process. Once the consultation closes any changes will be published in order that parents have the information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

**TREFNIADAU DERBYN 2020-2021**  
**(Dosbarthiadau meithrin yn ysgolion yr awdurdod lleol)**

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

**Derbyn i Ddosbarthiadau Meithrin**

Bydd gofyn i rieni/ofalwyr sydd am gael lle i'w plentyn mewn dosbarth meithrin gyflwyno cais am le.

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau am lleoedd os na fydd gwneud hynny'n peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau.

**Nid oes hawl i apelio** os gwrthodir lle i blentyn mewn dosbarth meithrin.

Gall nifer y lleoedd meithrin sydd ar gael fod yn wahanol i nifer derbyn gweddill y grwpiau blwyddyn mewn ysgol (Derbyn - Blwyddyn 6)

**(a) Meini Prawf Gorymgeisio– dosbarthiadau meithrin mewn Ysgolion Cymunedol†**

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

1. Plant y mae'r awdurdod lleol yn gofalu amdanynt h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol sy'n mynd i'r ysgol adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
4. Plant eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 3 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

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

\*\*\* Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn. Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

### **Ysgolion a gynorthwyr yn wirfoddol (ysgolion eglwys - Catholig, yr Eglwys yng Nghymru)**

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

### **(b) Gweithdrefnau Derbyn - lleoedd meithrin mewn Ysgolion Cymunedol<sup>†</sup>**

Gall rhieni/gwarchodwyr gyflwyno cais am le i'w plentyn yn ysgol y dalgylch neu fynegi dewis ar gyfer lle mewn ysgol arall gan ddefnyddio ffurflen cais am dderbyn.

Rhoddir lle mewn ysgol os oes lle ar gael. Lle mae'r ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael, dyrennir y lleoedd yn ôl meini prawf gorymgeisio'r ALI.

Dylid defnyddio'r prif gyfeiriad preswyl wrth gyflwyno cais. Ni ellir defnyddio cyfeiriadau sydd â chyfyngiadau ar ddeiliadaeth megis cabanau mewn parciau gwyliau sydd â chyfyngiadau tymhorol ar ddeiliadaeth fel cyfeiriad parhaol.

Ni fydd hawl awtomatig gan blant sy'n mynd i ddosbarth meithrin mewn ysgol i dderbyn addysg amser llawn yn yr un ysgol. Bydd angen i rieni wneud cais am le ynghyd ag ymgeiswyr eraill ar yr adeg briodol.

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

### **Plant sydd â Datganiad o Anghenion Addysgol Arbennig**

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

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

Mae'r wybodaeth yn y cyhoeddiad yma yn gywir pan gafodd ei gyhoeddi, ond gellir ei ddiweddarau yn seiliedig ar gyngor newydd / ddeddfwriaeth yn cael ei gyhoeddi nad oedd ar gael pan gyhoeddwyd y ddogfen.

## **Rhestrau Aros**

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

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

**Sylwer:** Pan gafodd y trefniadau derbyn hyn eu cyhoeddi, roedd yr ALI wrthi'n ymgynghori ynghylch cynigion i newid dalgylchoedd ysgolion Cymraeg. Ymgwymerir â phroses ymgynghori lawn a rhoddir cyfleoedd i rieni, disgyblion, staff, llywodraethwyr a'r gymuned ehangach gymryd rhan yn y broses ymgynghori. Unwaith y bydd y broses ymgynghori wedi dod i ben, cyhoeddir unrhyw newidiadau er mwyn i wybodaeth fod ar gael i rieni pan fyddant yn dewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylchoedd yn dod i rym tan fis Medi 2020 a dim cynt.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.

## TREFNIADAU DERBYN 2020-2021 (Derbyn)

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

Gwahoddir pob plentyn sydd ar fin dechrau addysg amser llawn i wneud cais am le mewn ysgol a gynhelir gan yr ALI.

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau am le os na fydd gwneud hynny yn:

- peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion a gynorthwyr yn wirfoddol, bod yn anghydnaws â'r trefniadau derbyn y cytunwyd arnynt rhwng y Corff Llywodraethu a'r ALI.

Rhoddir y flaenoriaeth i'r rhieni hynny sy'n gwneud cais am le mewn unrhyw ysgol mewn pryd.

### (a) Cyfyngiadau Derbyn – Ysgolion Cymunedol<sup>†</sup>

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

Mae'r nifer derbyn yn berthnasol i bob grŵp blwyddyn (ac eithrio'r meithrin).

### (b) Meini Prawf Gorymgeisio - Ysgolion Cymunedol<sup>†</sup>

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

1. Plant sy'n derbyn gofal gan awdurdod lleol h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol sy'n mynd i'r ysgol ar adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
4. Plant eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 3 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

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

\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efreilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn. Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

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

### **Plant sydd â Datganiad o Anghenion Addysgol Arbennig**

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

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

Mae'r wybodaeth yn y cyhoeddiad yma yn gywir pan gafodd ei gyhoeddi, ond gellir ei ddiweddarau yn seiliedig ar gyngor newydd / ddeddfwriaeth yn cael ei gyhoeddi nad oedd ar gael pan gyhoeddwyd y ddogfen.

### **Ysgolion a gynorthwyr yn wirfoddol (ysgolion eglwys - Catholig, yr Eglwys yng Nghymru)**

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

#### **(c) Gweithdrefnau Derbyn – Ysgolion Cymunedol†**

Gofynnir i rieni/ofalwyr wneud cais ar-lein am le i'w plentyn yn ysgol y dalgylch neu fynegi dewis ar gyfer lle mewn ysgol arall gan ddefnyddio ffurflen cais am dderbyn.



Caniateir ceisiadau am le os oes lleoedd ar gael. Os yw nifer y ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael yn ôl y nifer derbyn cyhoeddedig, caiff lleoedd eu dyrannu trwy ddilyn meini prawf gorymgeisio'r ALI.

Dylid defnyddio'r prif gyfeiriad preswyl wrth gyflwyno cais. Ni ellir defnyddio cyfeiriadau sydd â chyfyngiadau ar ddeiliadaeth megis cabanau mewn parciau gwyliau sydd â chyfyngiadau tymhorol ar ddeiliadaeth fel cyfeiriad parhaol.

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

Er bod yr ALI yn caniatáu i ddisgyblion ddechrau'n amser llawn yn y dosbarth Derbyn ar ddechrau'r flwyddyn ysgol y maent yn 5 oed, nid yw'n ofynnol yn ôl y gyfraith i blentyn ddechrau ysgol nes dechrau'r tymor sy'n dilyn pen-blwydd y plentyn yn 5 oed. Felly, os yw rhiant y plentyn am ohirio mynediad i'r dosbarth Derbyn tan yn ddiweddarach yn y flwyddyn, mae'n rhaid dyrannu lle i'r plentyn hwnnw, ac ni chynigir y lle hwn i unrhyw blentyn arall. Fodd bynnag, ni ellir gohirio mynediad ar ôl dechrau'r tymor wedi pen-blwydd y plentyn yn bum mlwydd oed, neu ar ôl i'r flwyddyn academiaidd wreiddiol y derbyniwyd y cais ynddi.

Caiff ceisiadau am dderbyn plentyn mewn dosbarth Derbyn a gyflwynir ar, neu cyn y dyddiad cau gweinyddol, sef **29 Tachwedd 2019** eu prosesu gyda'i gilydd, a dyrennir y lleoedd yn unol â'r meini prawf gorymgeisio uchod. Yn hyn o beth, nid oes unrhyw fantais i gyflwyno'r cais am dderbyn yn gynnar. Caiff ceisiadau a gyflwynir ar ôl y dyddiad cau eu prosesu yn nhrefn y dyddiadau y cawsant eu derbyn unwaith yr ymdrinnir â'r holl geisiadau a gafwyd mewn pryd

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol neu gyfweld â disgyblion, gyda neu heb eu rhieni, at ddibenion asesu gallu neu addasrwydd. Bydd rhieni sydd wedi cyflwyno cais erbyn **29 Tachwedd 2019** yn cael gwybod a ddyrannwyd lle i'w plant erbyn **16 Ebrill 2020**.

### **Hawl i Apelio**

Caiff rhieni/gofalwyr eu hysbysu trwy lythyr a fu eu cais yn llwyddiannus. Os gwrthodwyd eu cais, hysbysir rhieni/gofalwyr drwy lythyr bod ganddynt hawl i apelio i Banel Apêl Annibynnol. Os byddant yn dewis arfer yr hawl honno, rhaid cyflwyno'r apêl i'r Tîm Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig erbyn **15 Mai 2020**. Caiff yr apêl ei ystyried gan Banel Apêl Annibynnol sy'n cynnwys 3 i 5 person, sef pobl leyg a phobl â phrofiad o faes addysg.

**Sylwer:** Oherwydd uchafswm statudol maint dosbarthiadau, sef 30, prin iawn yw'r amgylchiadau lle gall apêl am le mewn dosbarth babanod (Derbyn, Blwyddyn 1 a Blwyddyn 2) lwyddo.

### **Rhestrau Aros**

Gyda phob cais, os gwrthodir cais rhieni/gofalwyr am le i'w plentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig a chynigir cyfle i

gwrdd â Phanel Apêl Annibynnol. Cedwir enwau'r plant ar y rhestr aros am y flwyddyn academaidd gyfan a chânt eu dileu dim ond os ceir apêl lwyddiannus neu os yw rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i enw ei blentyn fod ar y rhestr aros bellach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf gorymgeisio.

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

**Sylwer:** Pan gafodd y trefniadau derbyn hyn eu cyhoeddi, roedd yr ALI wrthi'n ymgynghori ynghylch cynigion i newid dalgylchoedd ysgolion Cymraeg. Ymgwymerir â phroses ymgynghori lawn a rhoddir cyfleoedd i rieni, disgyblion, staff, llywodraethwyr a'r gymuned ehangach gymryd rhan yn y broses ymgynghori. Unwaith y bydd y broses ymgynghori wedi dod i ben, cyhoeddir unrhyw newidiadau er mwyn i wybodaeth fod ar gael i rieni pan fyddant yn dewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylchoedd yn dod i rym tan fis Medi 2020 a dim cynt.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.

## TREFNIADAU DERBYN 2020-2021 (Blwyddyn 7)

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

Gwahoddir pob plentyn sydd ar fin trosglwyddo o addysg gynradd i addysg uwchradd i wneud cais am le mewn ysgol a gynhelir gan yr ALI.

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau am le os na fydd hynny'n:

- peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion a gynorthwyr yn wirfoddol, bod yn anghydnaws â'r trefniadau derbyn y cytunwyd arnynt rhwng y Corff Llywodraethu a'r ALI.

Rhoddir y flaenoriaeth i'r rhieni hynny sy'n cyflwyno cais am le mewn unrhyw ysgol mewn pryd.

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

Penderfynir ar argaeledd lleoedd trwy gyfeirio at nifer derbyn yr ysgol. Mae'n rhaid i ysgolion dderbyn hyd at y nifer derbyn ym blwyddyn y derbyn (h.y. Blwyddyn 7 mewn ysgol uwchradd) ac ni all fynd dros ben y nifer hwn. Os gwrthodir lle yn yr ysgol, mae'n rhaid rhoi hawl apelio i'r rhieni/gofalwyr hynny.

Mae'r nifer derbyn yn berthnasol i bob grŵp blwyddyn.

### (b) Meini Prawf Gorymgeisio - Ysgolion Cymunedol†

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

1. Plant y mae'r awdurdod lleol yn gofalu amdanynt h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol sy'n mynd i'r ysgol ar adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
4. Plant sy'n mynd i ysgol gynradd bartner ddynodedig ond sy'n byw y tu allan i ddalgylch yr ysgol honno. Nid yw mynychu ysgol gynradd sy'n bwydo ysgol arall yn gwarantu lle yn yr ysgol uwchradd gysylltiedig. Os ceir mwy o geisiadau na nifer y lleoedd sydd ar gael, dyrennir lleoedd yn ôl pellter gyda'r rheiny sy'n byw'n agosaf (llwybr cerdded byrraf sydd ar gael) yn cael eu blaenoriaethu\*\*.

5. Plant eraill nad yw meini prawf 1 i 4 yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

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

\*\*\* Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn. Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

**Ni fydd** yr ALI yn darparu cludiant nac yn cyfrannu at gostau cludiant ar gyfer y plant sy'n cael eu derbyn o'r tu allan i ddalgylch penodol yr ysgol. Serch hynny, os yw grŵp blwyddyn y dalgylch yn llawn, darperir cludiant i'r ysgol agosaf sydd â lle, os yw'r ysgol honno'n fwy na phellter cerdded o 3 milltir o'r cartref.

### **Plant sydd â Datganiad o Anghenion Addysgol Arbennig**

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

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

Mae'r wybodaeth yn y cyhoeddiad yma yn gywir pan gafodd ei gyhoeddi, ond gellir ei ddiweddarau yn seiliedig ar gyngor newydd / ddeddfwriaeth yn cael ei gyhoeddi nad oedd ar gael pan gyhoeddwyd y ddogfen.

### **Ysgolion a gynorthwyir yn wirfoddol (ysgolion eglwys - Catholig, yr Eglwys yng Nghymru)**

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

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

Gofynnir i fynegi dewis am le mewn ysgol arall drwy ddefnyddio'r ffurflen cais am dderbyn.

Rhoddir lle mewn ysgol os oes lle ar gael yn ôl y Nifer Derbyn cyhoeddedig. Lle mae'r ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael, dyrennir y lleoedd yn ôl meini prawf gorymgeisio'r ALI.

Dylid defnyddio'r prif gyfeiriad preswyl wrth gyflwyno cais. Ni ellir defnyddio cyfeiriadau sydd â chyfyngiadau ar ddeiliadaeth megis cabanau mewn parciau gwyliau sydd â chyfyngiadau tymhorol ar ddeiliadaeth fel cyfeiriad parhaol.

Bydd ceisiadau am fynediad i'r grŵp oedran perthnasol (h.y. grŵp oedran y caniateir mynediad i'r ysgol i'r plant fel arfer) a gyflwynir ar y dyddiad cau, sef **29 Tachwedd 2019**, neu cyn hynny, yn cael eu prosesu gyda'i gilydd. Yn hyn o beth, nid oes unrhyw fantais i gyflwyno'r cais am dderbyn yn gynnar. Caiff ceisiadau a gyflwynir ar ôl y dyddiad cau eu prosesu yn nhrefn y dyddiadau y cawsant eu derbyn unwaith yr ymdrinnir â'r holl geisiadau a gafwyd mewn pryd.

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

Ni fydd rhaid i'r ALI gydymffurfio ag unrhyw ddewis a fynegwyd fel arall ond yn unol â'i drefniadau'n unig. Hysbysir rhieni/gofalwyr sydd wedi gwneud cais erbyn **29 Tachwedd 2019** a ddyrannwyd lle i'w plant ar **2 Mawrth 2020**.

#### **Hawl i Apelio**

Caiff rhieni/gofalwyr eu hysbysu trwy lythyr a fu eu cais yn llwyddiannus. Os gwrthodwyd eu cais, hysbysir rhieni'n ysgrifenedig fod ganddynt hawl i apelio i Banel Apêl Annibynnol. Os byddant yn arfer yr hawl honno, rhaid cyflwyno'r apêl i'r Tîm Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig erbyn **20 Mawrth 2020**. Caiff yr apêl ei hystyried gan banel apêl annibynnol sy'n cynnwys 3 i 5 person, sef pobl leyg a phobl â phrofiad o faes addysg.

#### **Rhestrau Aros**

Gyda phob cais, os gwrthodir cais rhieni/gofalwyr am le i'w plentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig, a chynigir cyfle i gwrdd â Phanel Apêl Annibynnol. Cedwir enwau'r plant ar y rhestr aros am y flwyddyn academiaidd gyfan a chânt eu dileu dim ond os ceir apêl llwyddiannus neu os yw rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i enw ei blentyn fod ar y rhestr aros bellach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf gorymgeisio.

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

**Sylwer:** Pan gafodd y trefniadau derbyn hyn eu cyhoeddi, roedd yr ALI wrthi'n ymgynghori ynghylch cynigion i newid dalgylchoedd ysgolion Cymraeg. Ymgwymerir â phroses ymgynghori lawn a rhoddir cyfleoedd i rieni, disgyblion, staff, llywodraethwyr a'r gymuned ehangach gymryd rhan yn y broses

ymgyngori. Unwaith y bydd y broses ymgynghori wedi dod i ben, cyhoeddir unrhyw newidiadau er mwyn i wybodaeth fod ar gael i rieni pan fyddant yn dewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylchoedd yn dod i rym tan fis Medi 2020 a dim cynt.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.

## TREFNIADAU DERBYN 2020-2021 (Trosglwyddo yn ystod y Flwyddyn)

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

### Derbyn i Ysgolion Cymunedol<sup>†</sup> - (Cynradd ac Uwchradd)

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau os na fydd gwneud hynny'n:

- peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion a gynorthwyr yn wirfoddol, bod yn anghydnaws â'r trefniadau derbyn y cytunwyd arnynt rhwng y Corff Llywodraethu a'r ALI.

#### (a) Cyfyngiadau Derbyn – Ysgolion Cymunedol<sup>†</sup>

Penderfynir ar argaeledd lleoedd trwy gyfeirio at nifer derbyn yr ysgol. Gwrthodir lle i blentyn ar ôl cyrraedd y nifer derbyn. Os gwrthodir lle yn yr ysgol, mae'n rhaid rhoi hawl apelio i'r rhieni/gofalwyr hynny (**nid oes hawl i apelio ar gyfer y meithrin**).

Mae'r nifer derbyn yn berthnasol i bob grŵp blwyddyn. Mae'r trefniadau hyn yn berthnasol i ddisgyblion sy'n trosglwyddo o'r dosbarth derbyn hyd at flwyddyn 11.

#### (b) Meini Prawf Gorymgeisio - Ysgolion Cymunedol<sup>†</sup>

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

1. Plant y mae'r awdurdod lleol yn gofalu amdanynt h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol sy'n mynd i'r ysgol ar adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
4. Plant sy'n mynd i ysgol gynradd bartner ddynodedig ond sy'n byw y tu allan i ddalgylch yr ysgol honno. Nid yw mynychu ysgol gynradd sy'n bwydo ysgol arall yn gwarantu lle yn yr ysgol uwchradd gysylltiedig. Os ceir mwy o geisiadau na nifer y lleoedd sydd ar gael, dyrennir lleoedd yn ôl pellter gyda'r rheiny sy'n byw'n agosaf (llwybr cerdded byrraf sydd ar gael) yn cael eu blaenoriaethu\*\*.

5. Plant eraill nad yw meini prawf 1 i 4 yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

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

\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn. Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

**Ni fydd** yr ALI yn darparu cludiant nac yn cyfrannu at gostau cludiant ar gyfer y plant sy'n cael eu derbyn o'r tu allan i ddalgylch penodol yr ysgol. Fodd bynnag, os yw grŵp blwyddyn ysgol y dalgylch yn llawn, darperir cludiant i'r ysgol agosaf â lle, os yw'r ysgol honno'n fwy na 2 filltir o'r cartref ar gyfer ysgol gynradd neu 3 milltir ar gyfer ysgol uwchradd.

### **Plant sydd â Datganiad o Anghenion Addysgol Arbennig**

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

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

Mae'r wybodaeth yn y cyhoeddiad yma yn gywir pan gafodd ei gyhoeddi, ond gellir ei ddiweddarau yn seiliedig ar gyngor newydd / ddeddfwriaeth yn cael ei gyhoeddi nad oedd ar gael pan gyhoeddwyd y ddogfen.

### **Ysgolion a Gynorthwyr yn Wirfoddol (ysgolion eglwys - Catholig, yr Eglwys yng Nghymru)**

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



### (c) **Gweithdrefnau Derbyn – Ysgolion Cymunedol†**

Gofynnir i rieni/ofalwyr wneud cais ar-lein am le i'w plentyn yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall drwy ddefnyddio'r ffurflen cais am dderbyn.

Rhoddir lle mewn ysgol os oes lle ar gael. Os yw nifer y ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael yn ôl y nifer derbyn cyhoeddedig, caiff lleoedd eu dyrannu trwy ddilyn meini prawf gorymgeisio'r ALI.

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

Nid yw mynychu ysgol gynradd sy'n bwydo ysgol arall yn gwarantu lle yn yr ysgol uwchradd gysylltiedig.

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

#### **Hawl i Apelio**

Caiff rhieni/gofalwyr eu hysbysu trwy lythyr a fu eu cais yn llwyddiannus. Os gwrthodwyd eu cais, hysbysir rhieni/gofalwyr drwy lythyr bod ganddynt hawl i apelio i Banel Apêl Annibynnol (**nid oes hawl i apelio ar gyfer y meithrin**) Os byddant yn dewis arfer yr hawl honno, rhaid cyflwyno'r apêl i'r Tîm Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig erbyn dydd Gwener 16 Mai 2017. Caiff yr apêl ei ystyried gan Banel Apêl Annibynnol sy'n cynnwys 3 i 5 person, sef pobl leyg a phobl â phrofiad o faes addysg.

**Sylwer:** Oherwydd uchafswm statudol maint dosbarthiadau, sef 30, prin iawn yw'r amgylchiadau lle gall apêl am le mewn dosbarth babanod (Derbyn, Blwyddyn 1 a Blwyddyn 2) lwyddo.

#### **Rhestrau Aros**

Gyda phob cais, os gwrthodir cais rhieni/gofalwyr am le i'w plentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig, a chynigir cyfle i gwrdd â Phanel Apêl Annibynnol (**nid oes hawl i apelio ar gyfer y meithrin**) Cedwir enwau'r plant ar y rhestr aros am y flwyddyn academaidd gyfan a chânt eu dileu dim ond os ceir apêl llwyddiannus neu os yw rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i enw ei blentyn fod ar y rhestr aros bellach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf gorymgeisio.

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

**Sylwer:** Pan gafodd y trefniadau derbyn hyn eu cyhoeddi, roedd yr ALI wrthi'n ymgynghori ynghylch cynigion i newid dalgylchoedd ysgolion Cymraeg. Ymgwymerir â phroses ymgynghori lawn a rhoddir cyfleoedd i rieni, disgyblion, staff, llywodraethwyr a'r gymuned ehangach gymryd rhan yn y broses ymgynghori. Unwaith y bydd y broses ymgynghori wedi dod i ben, cyhoeddir unrhyw newidiadau er mwyn i wybodaeth fod ar gael i rieni pan fyddant yn

dewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylchoedd yn dod i rym tan fis Medi 2020 a dim cynt.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.

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

### Dyddiad Cau ar gyfer Derbyn Ceisiadau

Gall disgyblion wneud cais am le mewn chweched dosbarth yn un o ysgolion Abertawe yn nhymor y gwanwyn ar gyfer y mis Medi canlynol. Bydd dyddiadau cau ar gyfer ceisiadau yn cael ei benderfynu gan ysgolion unigol.

### Cynnig Dros Dro

Cynigir lle dros dro i ddisgyblion yr ysgol. Bydd y lle dros dro hwn yn amodol ar gyflawni cymwysterau mynediad penodol fel a gyhoeddir gan bob ysgol unigol. Am ragor o wybodaeth am gymwysterau mynediad penodol, cysylltwch yn uniongyrchol â'r ysgol.

### Canlyniadau TGAU/Cyfwerth

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

### Dewis o Bynciau

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

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

### Ni fydd gofyn i ddisgyblion gael cyfweiliad mynediad.

### Terfynau Mynediad – Chweched Dosbarth

Gall pob ysgol â chweched dosbarth dderbyn hyd at ei uchafswm derbyn, yn amodol ar fyfyrwr yn cyflawni'r gofynion mynediad penodol a nodwyd gan yr ysgol (ceir manylion gan ysgolion unigol). Mae'n rhaid rhoi hawl apelio i rieni a disgyblion y mae eu cais am le yn chweched dosbarth yr ysgol yn cael ei wrthod.

### Trefniadau Derbyn Plant

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

### Rhestr Aros

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

## Meini Prawf Gorymgeisio

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

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

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

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

\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn. Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

**SYLWER:** Gall disgyblion â datganiad o anghenion addysgol arbennig drosglwyddo i'r chweched dosbarth mewn ysgolion yn Abertawe. Gwneir y penderfyniad ar drosglwyddo gan yr awdurdod lleol mewn ymgynghoriad â'r ysgol berthnasol. Mae'r wybodaeth yn y cyhoeddiad yma yn gywir pan gafodd ei gyhoeddi, ond gellir ei ddiweddarau yn seiliedig ar gyngor newydd / ddeddfwriaeth yn cael ei gyhoeddi nad oedd ar gael pan gyhoeddwyd y ddogfen.

**Sylwer:** Pan gafodd y trefniadau derbyn hyn eu cyhoeddi, roedd yr ALI wrthi'n ymgynghori ynghylch cynigion i newid dalgylchoedd ysgolion Cymraeg. Ymgwymerir â phroses ymgynghori lawn a rhoddir cyfleoedd i rieni, disgyblion, staff, llywodraethwyr a'r gymuned ehangach gymryd rhan yn y broses ymgynghori. Unwaith y bydd y broses ymgynghori wedi dod i ben, cyhoeddir unrhyw newidiadau er mwyn i wybodaeth fod ar gael i rieni pan fyddant yn dewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylchoedd yn dod i rym tan fis Medi 2020 a dim cynt.



## Education Department / Adran Addysg

**SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2020-2021  
PRIMARY SCHOOLS (Reception)**

3 December 2018	Issue of admission arrangements to schools for consultation.
25 January 2019	Return of consultation responses to local authority (LA)
28 January – 8 February 2019	Period for LA to resolve queries
7 March 2019	Report of consultation to Corporate Briefing.
28 March 2019	Determination of admission arrangements by Council
26 August 2019	Information for parents made available to schools and parents/carers on City and County of Swansea website or by hard copy (available on request)
7 October 2019	Parents/carers are invited to apply for a school place
7 October – 29 November 2019	A period of eight weeks for parents to make their admission applications
<b>29 November 2019</b>	<b>Deadline for parents/carers to submit admission application to the School and Governor Team, Civic Centre</b>
16 April 2020	Local authority notifies parents/carers of primary school place offered. (All Wales offer date).
<b>EASTER HOLIDAY 6 April – 17 April 2020</b>	
15 May 2020	Date by which parents/carers lodge appeal



## Education Department / Adran Addysg

**AMSERLEN DIGWYDDIADAU AR GYFER TREFNIADAU DERBYN 2020-2021  
YSGOLION CYNRADD (Derbyn)**

3 Rhagfyr 2018	Rhoi'r trefniadau derbyn i ysgolion ar gyfer ymgynghori
25 Ionawr 2019	Dychwelyd ymatebion i'r ymgynghoriad i awdurdod lleol (ALI)
28 Ionawr – 8 Chwefror 2019	Cyfnod i'r ALI ddatrys ymholiadau
7 Mawrth 2019	Adroddiad ar yr ymgynghori i Briffio Corfforaethol
28 Mawrth 2019	Y cyngor yn pennu'r Trefniadau Derbyn
26 Awst 2019	Gwybodaeth i rieni ar gael i ysgolion a rhieni/gofalwyr ar wefan Dinas a Sir Abertawe neu ar gopi caled (ar gael ar gais)
7 Hydref 2019	Gwahoddir rhieni/gwarcheidwaid i gyflwyno cais am le yn yr ysgol
7 Hydref – 29 Tachwedd 2019	Cyfnod o wyth wythnos i rieni gyflwyno eu ceisiadau derbyn
<b>29 Tachwedd 2019</b>	<b>Y dyddiad cau i rieni/ofalwyr gyflwyno cais am le i'r Tîm Ysgolion a Llywodraethwyr, y Ganolfan Ddinesig</b>
16 Ebrill 2020	Yr awdurdod lleol yn dweud wrth rieni/ofalwyr am y lleoedd a gynigiwyd mewn ysgolion cynradd. (Dyddiad cynnig Cymru Gyfan)
<b>GWYLIAU'R PASG 6 Ebrill - 17 Ebrill 2020</b>	
15 Mai 2020	Dyddiad olaf i rieni/warcheidwaid gyflwyno apêl



## Education Department / Adran Addysg

**SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2020-2021  
SECONDARY SCHOOLS (Year 7)**

3 December 2018	Issue of admission arrangements to schools for consultation.
25 January 2019	Return of consultation responses to local authority (LA)
28 January – 8 February 2019	Period for LA to resolve queries
7 March 2019	Report of consultation to Corporate Briefing.
28 March 2019	Determination of admission arrangements by Council.
26 August 2019	Information for parents made available to schools and parents/carers on City and County of Swansea website or by hard copy (available on request)
7 October 2019	Parents/carers are invited to apply for a school place.
7 October – 29 November 2019	A period of eight weeks for parents to make their admission applications.
<b>29 November 2019</b>	<b>Deadline for parents/carers to submit admission application to the School and Governor Team, Civic Centre</b>
2 March 2020	Local authority notifies parents/carers of secondary school place offered. (All Wales offer date)
<b>HALF TERM HOLIDAY 17 February – 21 February 2020</b>	
20 March 2020	Date by which parents/carers lodge an appeal.



## Education Department / Adran Addysg

**AMSERLEN DIGWYDDIADAU AR GYFER TREFNIADAU DERBYN 2020-2021  
YSGOLION UWCHRADD (Blwyddyn 7)**

3 Rhagfyr 2018	Rhoi'r trefniadau derbyn i ysgolion ar gyfer ymgynghori
25 Ionawr 2019	Dychwelyd ymatebion i'r ymgynghoriad i awdurdod lleol (ALI)
25 Ionawr – 8 Chwefror 2019	Cyfnod i'r ALI ddatrys ymholiadau
7 Mawrth 2019	Adroddiad ar yr ymgynghori i Briffio Corfforaethol
28 Mawrth 2019	Y cyngor yn pennu Trefniadau Derbyn
26 Awst 2019	Gwybodaeth i rieni ar gael i ysgolion a rhieni/gofalwyr ar wefan Dinas a Sir Abertawe neu ar gopi caled (ar gael ar gais)
7 Hydref 2019	Gwahoddir rhieni i gyflwyno cais am le yn yr ysgol.
7 Hydref – 29 Tachwedd 2019	Cyfnod o wyth wythnos i rieni gyflwyno eu ceisiadau derbyn.
<b>29 Tachwedd 2019</b>	<b>Y dyddiad cau i rieni/ofalwyr gyflwyno cais am le i'r Tîm Ysgolion a Llywodraethwyr, y Ganolfan Ddinesig</b>
2 Mawrth 2020	Yr awdurdod lleol yn rhoi gwybod i rieni/ofalwyr am leoedd a gynigir mewn ysgolion uwchradd. (Dyddiad cynnig Cymru Gyfan)
<b>GWYLIAU HANNER TYMOR 17 Chwefror – 21 Chwefror 2020</b>	
20 Mawrth 2020	Dyddiad olaf i rieni/warcheidwaid gyflwyno apêl.



**CITY AND COUNTY OF SWANSEA  
PRIMARY SCHOOLS**

**ADMISSION NUMBERS  
2020-2021**

Birchgrove Primary	60
Bishopston Primary	38
Blaenymaes Primary	37
Brynhyfryd Primary	60
Brynmill Primary	45
Burlais Primary	75
Cadle Primary	51
Casllwchwr Primary	30
Christchurch Ch. in Wales	16
Cila Primary	16
Clase Primary	45
Clwyd Primary	45
Clydach Primary	35
Craigcefnparc Primary	13
Craigfelen Primary	25
Crwys Primary	25
Cwm Glas Primary	40
Cwmrhydyceirw Primary	61
Danygraig Primary	40
Dunvant Primary	46
Gendros Primary	43
Glais Primary	15
Glyncollen Primary	30
Gors Community	44
Gorseinon Primary	45
Gowerton Primary	49
Grange Primary	30
Gwyrosydd Primary	58
Hafod Primary	30
Hendrefoilan Primary	30
Knelston Primary	19
Llangyfelach Primary	30
Llanrhidian Primary	20
Mayals Primary	30
Morrison Primary	26
Newton Primary	30
Oystermouth Primary	30
Parkland Primary	75
Pen y Fro Primary	30
Penclawdd Primary	30

Pengelli Primary	15
Penllergaer Primary	43
Pennard Primary	30
Pentrechwyth Primary	24
Pentre'r Graig Primary	45
Penyrheol Primary	43
Plasmarl Primary	28
Pontarddulais Primary	60
Pontlliw Primary	26
Pontybrenin Primary	45
Portmead Primary	35
Sea View Community Primary	29
Sketty Primary	60
St. David's Primary	30
St. Helen's Primary	30
St. Illtyd's Primary	30
St. Joseph's Cathedral Primary	60
St. Joseph's Primary (Clydach)	30
St. Thomas' Primary	55
Talycopa Primary	30
Terrace Road Primary	45
Townhill Primary	60
Trallwn Primary	41
Tre Uchaf Primary	29
Waun Wen Primary	29
Waunarlwydd Primary	41
Whitestone Primary	27
Ynystawe Primary	24
YGG Bryniago	31
YGG Bryn-y-Mor	37
YG y Cwm	29
YGG Felindre	13
YGG Gellionnen	43
YGG Llwynderw	45
YGG Lon Las	75
YGG Pontybrenin	71
YGG Tan-y-lan&	18
YGG Tirdeunaw	59
YGG Y Login Fach	30

**CITY AND COUNTY OF SWANSEA  
SECONDARY SCHOOLS**

**ADMISSION NUMBERS  
2020-2021**

Birchgrove Comprehensive	161
Bishop Gore Comprehensive	240
Bishop Vaughan Comprehensive	217
Bishopston Comprehensive	219
Cefn Hengoed Comprehensive	167
Dylan Thomas Community	131
Gowerton Comprehensive	211
Morriston Comprehensive	225
Olchfa Comprehensive	289
Pentrehafod Comprehensive	219
Penyrheol Comprehensive	195
Pontarddulais Comprehensive	168
Ysgol Gyfun Bryn Tawe	196
Ysgol Gyfun Gwyr	173

**DINAS A SIR ABERTAWE  
YSGOLION GYNRADD**

**NIFER DERBYN  
2020-2021**

Birchgrove Primary	60
Bishopston Primary	38
Blaenymaes Primary	37
Brynhyfryd Primary	60
Brynmill Primary	45
Burlais Primary	75
Cadle Primary	51
Casllwchwr Primary	30
Christchurch Ch. in Wales	16
Cila Primary	16
Clase Primary	45
Clwyd Primary	45
Clydach Primary	35
Craigcefnparc Primary	13
Craigfelen Primary	25
Crwys Primary	25
Cwm Glas Primary	40
Cwmrhydyceirw Primary	61
Danygraig Primary	40
Dunvant Primary	46
Gendros Primary	43
Glais Primary	15
Glyncollen Primary	30
Gors Community	44
Gorseinon Primary	45
Gowerton Primary	49
Grange Primary	30
Gwyrosydd Primary	58
Hafod Primary	30
Hendrefoilan Primary	30
Knelston Primary	19
Llangyfelach Primary	30
Llanrhidian Primary	20
Mayals Primary	30
Morrison Primary	26
Newton Primary	30
Oystermouth Primary	30
Parkland Primary	75
Pen y Fro Primary	30
Penclawdd Primary	30

Pengelli Primary	15
Penllergaer Primary	43
Pennard Primary	30
Pentrechwyth Primary	24
Pentre'r Graig Primary	45
Penyrheol Primary	43
Plasmarl Primary	28
Pontarddulais Primary	60
Pontlliw Primary	26
Pontybrenin Primary	45
Portmead Primary	35
Sea View Community Primary	29
Sketty Primary	60
St. David's Primary	30
St. Helen's Primary	30
St. Illtyd's Primary	30
St. Joseph's Cathedral Primary	60
St. Joseph's Primary (Clydach)	30
St. Thomas' Primary	55
Talycopa Primary	30
Terrace Road Primary	45
Townhill Primary	60
Trallwn Primary	41
Tre Uchaf Primary	29
Waun Wen Primary	29
Waunarlwydd Primary	41
Whitestone Primary	27
Ynystawe Primary	24
YGG Bryniago	31
YGG Bryn-y-Mor	37
YG y Cwm	29
YGG Felindre	13
YGG Gellionnen	43
YGG Llwynderw	45
YGG Lon Las	75
YGG Pontybrenin	71
YGG Tan-y-lan&	18
YGG Tirdeunaw	59
YGG Y Login Fach	30

**DINAS A SIR ABERTAWE  
YSGOLION GYFUN**

**NIFER DERBYN  
2020-2021**

Birchgrove Comprehensive	161
Bishop Gore Comprehensive	240
Bishop Vaughan Comprehensive	217
Bishopston Comprehensive	219
Cefn Hengoed Comprehensive	167
Dylan Thomas Community	131
Gowerton Comprehensive	211
Morrison Comprehensive	225
Olchfa Comprehensive	289
Pentrehafod Comprehensive	219
Penyrheol Comprehensive	195
Pontarddulais Comprehensive	168
Ysgol Gyfun Bryn Tawe	196
Ysgol Gyfun Gwyr	173



## Report of the Chief Legal Officer

Council - 28 March 2019

### Appointment of Honorary Recorder of Swansea

<b>Purpose:</b>	To appoint His Honour Judge Paul Thomas QC as Honorary Recorder of Swansea.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) His Honour Judge Keith Thomas be thanked for his work as Honorary Recorder of Swansea;  2) His Honour Judge Paul Thomas QC be appointed as Honorary Recorder of Swansea commencing 1 April 2019.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The post of Recorder of Swansea was abolished following the reorganisation of the Court system in 1971. However, members of the judiciary and the legal profession, suggested that the Office of Honorary Recorder of Swansea should be created as it would enhance the status of Swansea both as a City and County and as a centre of legal administration and practice.
- 1.2 Council at its meeting on 4 October 2001 resolved to create the post of Honorary Recorder of Swansea. The Office of Honorary Recorder is a civic dignity bestowed by the Council on the Senior Resident Judge in Swansea and lasts until the holder retires as a Judge.
- 1.3 The Honorary Recorder of Swansea is not a formal judicial appointment and does not carry a salary.

## **2. Current & Former Honorary Recorders of Swansea**

- 2.1 His Honour Judge John Diehl (First Honorary Recorder of Swansea).  
Term of Office: 1 November 2001 - 20 June 2011.
- 2.2 His Honour Judge Keith Thomas (Honorary Recorder of Swansea).  
Term of Office: 20 June 2011 - 31 March 2019.

## **3. Judge Keith Thomas (Current Honorary Recorder of Swansea)**

- 3.1 Judge Keith Thomas is retiring as Resident Judge on 31 March 2019. Judge Keith Thomas has confirmed that Judge Paul Thomas QC will be his successor as Resident Judge of Swansea Crown Court. Judge Keith Thomas has requested that Council consider bestowing the Office of Honorary Recorder of Swansea on Judge Paul Thomas QC.

## **4. Biography of Judge Paul Thomas QC**

- 4.1 Paul is the son of two local teachers, and grew up in Garrod Avenue, Dunvant and all his schooling took place in Gowerton prior to gaining a MA at Cambridge University (Fitzwilliam College).
- 4.2 He was called to the Bar (Gray's Inn) in 1979, and was a Barrister at Iscoed Chambers, Swansea from 1980-2009. He was appointed QC in 2003 and held the position of Joint Head of Chambers from 2006-2009. Paul was appointed a Circuit Judge in 2009, sitting mainly in Swansea Crown Court since 2010. He was also appointed to sit in Court of Appeal Criminal Division in 2018.
- 4.3 Paul is married and has two children. He has a keen interest in rugby and played for Dunvant RFC between 1976 and 1984. He is also a Citing Commissioner for the Welsh Rugby Union. Paul is also Founder and chair of Skin Care Cymru, a registered charity.

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

- 5.1 There are no equality and engagement implications associated with this report.

## **6. Financial Implications**

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

## **7. Legal Implications**

- 7.1 Section 54 of the Courts Act 1971 gives the Council power to appoint an Honorary Recorder. The appointment does not require the approval of the Lord Chancellor or Lord Chief Justice.

**Background Papers:** None.

**Appendices:** None.





## Report of the Head of Democratic Services

Council - 28 March 2019

### Review of the Charter between City & County of Swansea and the Community / Town Councils within its Boundaries

<b>Purpose:</b>	To receive the Community / Town Council Charter Review Group suggested amendments and the recommendation of the Community / Town Councils Forum to adopt the amendments.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The suggested amendments to the Charter between the City and County of Swansea and the Community / Town Councils within its boundaries be adopted.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 There has been a Charter between the City & County of Swansea and the Community / Town Councils within its Boundaries since 2011. The latest version of the Charter was agreed on 27 August 2013 but has been reviewed since that time.
- 1.2 On 30 July 2018, the Community / Town Councils Forum agreed to establish a Review Group to carry out the work of reviewing the Charter. The Community / Town Councils Charter Review Group was chaired by Councillor D H Hopkins (Delivery Cabinet Member & Chair of the Community / Town Councils Forum).

## **2. Review of the Charter between the City & County of Swansea and the Community / Town Councils within its Boundaries**

- 2.1 The Community / Town Council Charter Review Group comprised of:
- Huw Evans, Head of Democratic Services;
  - Cllr David H Hopkins, Delivery Cabinet Member;
  - Community Cllr Matthew Bailey, Clydach Community Council;
  - Town Cllr Jane Harris, Pontarddulais Town Council;
  - Community Cllr Dale Ponting, Ilston Community Council;
  - Community Cllr Helen Mitchell, Mumbles Community Council;
  - Community Cllr Carrie Townsend-Jones, Mumbles Community Council
  - Charlotte Toft, Clerk to Ilston Community Council.
- 2.2 The Group met on 3 occasions (23 October, 13 November and 4 December 2018) in order to conduct the review. The Review Group concluded its work and presented its suggestions to the Forum on 28 January 2019.
- 2.3 The Community / Town Councils Forum agreed that the suggested amendments be approved and that the City and County of Swansea and the 24 Community / Town Councils within its Boundaries be asked to adopt the amended Charter. The Charter Review Group created two documents setting out its suggested amendments to the Charter.
- 2.4 **Appendix A** sets out a “Working Version” of the Charter. It shows the original Charter and the suggested amendments made by the Review Group as tracked changed.
- 2.5 **Appendix B** sets out a “Clean Version” of the Charter. This is a version incorporating the amendments suggested by the Review Group.
- 2.6 Council is asked to adopt the suggestion made by the Review Group and the recommendations of the Forum to adopt the amended Charter.

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

- 3.1 There are no equality or engagement implications associated with this report.

## **4. Financial Implications**

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

## **5. Legal Implications**

- 5.1 There are no specific legal implications associated with this report.

**Background Papers:** None.

### **Appendices:**

- Appendix A “Working Version” of the Charter (Tracked Changes).  
Appendix B “Clean Version” of the Charter (Incorporating the amendments suggested by the Review Group).

**Charter between the City and County of Swansea and  
Community / Town Councils (C/TC) within its Boundaries**

**The Charter – 27 August 2013**

**1. Introduction**

1.1 The City and County of Swansea (Swansea Council) and the Community / Town Councils (C/TC) within its boundaries have agreed to enter into a Charter which sets out the way in which we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as statutory bodies.

1.2 The Charter is designed to build on and embrace the shared principles of openness, respect for each other's opinions, honesty and our common priority of putting citizens at the centre. This Charter is based on equality of partnership. The Partners to the Charter are set out below.

~~1.3 The Partners to the Charter shall be all or any of the Councils set out below who have signed the Charter.~~

<b>Principal Council</b>	City and County of Swansea
--------------------------	----------------------------

**Commented [EH1]:** These will each be a hyper link to each Council's web page

<b>Community Councils</b>	
Bishopston	Mumbles
Clydach	Penllergaer
Gowerton	Pennard
Grovesend	Penrice
Ilston	Pontlliw & Tircoed
Killay	Port Eynon
Llangennith, Llanmadoc & Cheriton	Reynoldston
Llangyfelach	Rhossili
Llanrhidian Higher	Three Crosses
Llanrhidian Lower	Upper Killay
Mawr	

<b>Town Councils</b>	
Gorseinon	Pontarddulais
Llwchwr	

**2. Amendments to the Charter**

2.1 Further developments of this Charter will be discussed as required by the Community / Town Councils Charter ~~Review Task and Finish~~ Group and forwarded to the appropriate bodies for consideration and the Charter updated as required.

### 3. Local Governance (LG)

- 3.1 The Partners will be clear about the expectations that they have of each other in order to facilitate a smooth working relationship. ~~In this regard, they will define the way in which they interact with each other. They will be clear about the role of councillors at all levels in the relationship and in community leadership.~~
- 3.2 There will be a Community / Town Councils Forum ~~which shall meet as required but not less than twice per annum.~~ It will be Chaired by the Swansea Council Cabinet Member that has Community / Town Councils within their Cabinet Portfolio. The Forum will be supported by the Democratic Services (Committees) Team.
- 3.3 The overarching purpose of the Forum is to discuss local government matters of mutual concern. The Forum provides comments and seeks to make recommendations to the appropriate decision making body.

	City & County of Swansea	Community / Town Councils (C/TC)
<b>LG1</b>	Will facilitate the Community / Town Councils Forum <u>not less than twice per annum and contribute proactively towards the agenda and at the meetings on a quarterly basis. Meetings will be held in the Civic Centre or Guildhall.</u>	Will contribute towards the agenda of Forum meetings and contribute proactively to the attendance and discussion.
<b>LG2</b>	Will ensure that copies of presentations will be circulated.	Will ensure that copies of presentations will be circulated.
<b>LG3</b>	<u>Swansea Council shall nominate its own Representatives.</u>	<u>The Clerk of the C/T Council and two representatives from each Community / Town Council.</u>
<b>LG4</b>	<u>Each Service Area will have a dedicated Single Point of Contact (SPOC) as outlined at <a href="http://www.swansea.gov.uk/CTCSpocs">www.swansea.gov.uk/CTCSpocs</a></u>	<u>The dedicated Single Point of Contact will be the Clerk of the C/T Council. C/T Councils to inform Swansea Council of any change to Clerks.</u>

#### ~~3.4 Representatives on the Community / Town Councils Forum~~

#### ~~3.5 City and County of Swansea Council Representatives~~

- ~~3.6 Swansea Council shall nominate its own Councillor Representatives together with the Chief Executive and / or Officers acting on his behalf as required.~~

- ~~3.7 Appendix A outlines the Contact details for the City and County of Swansea.~~

### ~~3.8 Community / Town Council Representatives~~

~~3.9 The Clerk of the C/T Council together with two representatives from each Community / Town Council within the City and County of Swansea. Community / Town Councils shall nominate their own representatives.~~

~~3.10 Appendix B outlines the Contact details for the Clerks of the Community / Town Councils.~~

## 4. Consultation (CO)

4.1 The Partners recognise the importance of meaningful consultation and have a genuine commitment to consult on matters of mutual concern. They will agree clear, specific and time limited procedures and processes for consultation.

	City & County of Swansea	Community / Town Councils (C/TC)
CO1	<p>Will aim to give C/TC the opportunity to comment <b>before</b> making a decision that affects non routine and / or significant matters within their local community.</p> <p><del>Details of Council, Cabinet &amp; Committee Agendas &amp; Reports are available at <a href="http://www.swansea.gov.uk/democracy">www.swansea.gov.uk/democracy</a> in furtherance of this, Swansea Council will make available a copy of its public reports to Cabinet, Panels, Committees etc.; Will advise all C/TC Clerks of the dates of its public meetings; and make copies of its agendas available on the Councils website as soon as possible.</del></p>	<p>C/TC will respond to consultation opportunities in a timely manner, addressing the key issues in the consultation document.</p> <p><del>Will make full use of the papers available to them to inform local decision-making.</del></p>
CO2	<p>Officers of Swansea Council will <u>liaise with and / or attend meetings with C/TC meetings (or groups of Councils) at a mutually agreed time</u> to discuss matters of common interest when requested to do so and given sufficient notice <u>at mutually agreed times</u>.</p>	<p>Swansea Council <del>Councillors and Officers</del> will be given an opportunity to speak at Community and Town Council meetings on matters of mutual interest <u>as invited</u>.</p>
CO3	<p>Swansea Council Scrutiny Committee(s) to liaise with C/TC on relevant local issues.</p>	<p>Will respond to requests from Scrutiny Committee(s).</p>

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## 5. Information and Communication (IC)

- 5.1 The need for timely, clear, relevant information and communication in fostering good relationships and better joint working for the benefit of local people.

	City & County of Swansea	Community / Town Councils (C/TC)
IC1	<u>Each Service Area will have a dedicated Single Point of Contact (SPOC) as outlined at <a href="http://www.swansea.gov.uk/CTCSpocs">www.swansea.gov.uk/CTCSpocs</a></u> <del>Will provide a contact point(s) within each Directorate for the Clerks of the Community / Town Councils should liaise with these SPOC's as required to liaise with.</del>	The Clerk of each <del>of the</del> C/TC shall be the contact point for Swansea Council. The Chair of the C/TC shall act as Deputy SPOC but only in the absence of the Clerk and following a notification from the Clerk to that effect prior to the period of absence.
IC2	Swansea Council prefers to be contacted by the Clerk electronically but accepts all means of communication.	Acknowledges that Swansea Council prefers to be contacted electronically but notes that it accepts all means of communication.
IC3	Will reply to communication from Clerks <u>as appropriate but</u> within <b>10</b> working days.	Will reply to communication from Swansea Council <u>as appropriate but</u> within <b>20</b> working days.
IC4	No acknowledgement letter will be provided if a response can be provided within <b>10</b> working days.	No acknowledgement letter will be provided if a response can be provided within <b>10</b> working days.
IC5	If this is not possible, an acknowledgment will be sent within <b>5</b> working days. The acknowledgement will outline the timescale that the response will be given within and may be electronic or in writing.	If this is not possible, an acknowledgment will be sent within <b>5</b> working days. The acknowledgement will outline the timescale that the response will be given within and may be electronic or in writing.
IC6	Will inform the Clerk of non-routine and / or significant matters affecting their locality providing it impacts on the community. Will also consider any requests from a Clerk seeking specific information on general Council matters.	Will inform the Swansea Council contact point(s) of any non-routine and / or significant matters affecting their locality providing it impacts on the community. The Swansea Council contact point(s) would then draw it to the attention of the relevant Directorate.
<del>IC7</del>	<del>Swansea Council and C/TC will work jointly to implement the Welsh Government's e-government initiative in the</del>	<del>Swansea Council and C/TC will work jointly to implement the Welsh Government's e-government initiative in the</del>

	<del>interests of sustainability and the better delivery of public services.</del>	<del>interests of sustainability and the better delivery of public services.</del>
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## 6. Joint Working and Engagement (JW)

6.1 The Charter is intended to encourage working together ~~towards a common set of goals~~, based on equality in terms of ownership, decision-making and recognition of each party's distinctive contribution.

6.2 ~~It is recognised that an equal and effective partnership brings benefits and responsibilities to all those involved.~~ Local Government at both tiers **must** work together to promote the wellbeing and economic, social, environmental wellbeing of the residents of our area. If doing things differently achieves a better service, we will ~~seriously~~ examine these methods.

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~~6.3 Issues that are passed to Swansea Council from C/T Councils will be shared with all Swansea Council Councillors within the area of the C/T Council. This may on occasion lead to a joint meeting between Swansea Council, Local Councillors and representatives from C/T Councils.~~

	City & County of Swansea	Community / Town Councils (C/TC)
<b>JW1</b>	Will provide opportunities for Clerks <u>or Representatives</u> of Community / Town Councils to meet to discuss common concerns	Will encourage participation by Clerks in opportunities to network and share common concerns.
<b>JW2</b>	Will be clear about how devolved services can be discussed and agreed.	Will use the agreed procedures if there is a wish to progress devolved services.
<b>JW3</b>	Will give due consideration to devolving services that would provide better value for money and/or enhanced <u>/ maintained</u> services.	Will be clear about how any devolvement of services will provide better value for money and/or enhanced <u>/ maintained</u> services.
<b>JW4</b>	<del>Will expect accountability for all C/TC acquired activities from Swansea Council.</del>	<del>Will take responsibility for aspects of joint working that are signed up to.</del>

## 7. Land Use Planning (LU)

7.1 Community and Town Councils (C/TC) know and understand their local area and must be able to comment effectively on planning matters. Swansea Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account. Meetings of the Planning Committee are open to the public to attend.

	City & County of Swansea	Community / Town Councils (C/TC)
LU1	Will uphold its statutory duty to consult C/TC on all planning applications in their communities.	Make <del>appropriate</del> responses to Swansea Council recognising the parameters imposed by planning law and agreed planning policy.
LU2	Swansea Council <del>shall encourage C/TC to accept</del> consult <del>electronically via e-mail, to</del> . C/TC's may inspect plans online, <del>and respond via a password protected web facility.</del>	Where <del>possible</del> <del>appropriate</del> C/TC will <del>respond to</del> <del>accept</del> consultations <del>electronically. C/TC's via e-mail;</del> will inspect plans online, <del>and respond via a password protected web facility.</del>
LU3	Ensure that <u>Swansea</u> Councillors receive training on planning issues and have a sound understanding of how planning law works.	Ensure that <u>C/TC</u> Councillors receive training on planning issues and have a sound understanding of how planning law works. <u>The C/TC Forum will contain an annual standing item on Planning in order to inform C/TC's of Planning Procedure / Legislative changes.</u>
LU4	<del>Will include C/TC on the weekly email list of decisions made. The Officer report may be accessed online and will provide an assessment of all comments received. Inform a C/TC in writing for the decision made with respect to a planning application in its area within 7 working days of the decision being made, and, if necessary explain why the decision is different from the point of view put forward by the C/TC.</del>	Maintain an objective and professional approach to planning matters at all times.
LU5	<del>Give C/TC information about relevant Development Management and Control (Planning) Committee meetings so that they may attend as observers.</del>	<del>Councillors to take up the opportunity to attend Development Management and Control (Planning) Committee meetings at Swansea Council.</del>



## 8. Practical Support (PS)

- 8.1 In order to be effective, ~~Councillors~~~~selected members~~ and Officers must be well-trained and have the support they need to carry out their roles.

	City & County of Swansea	Community / Town Councils (C/TC)
PS1	Swansea Council will, where practical, offer C/TC access to support services, to enable them to take advantage of facilities such as printing, IT, purchasing at a mutually agreed price.	Will follow procedures set out to access Swansea Council support services, but also have opportunity to make own arrangements.

## 9. ~~Training~~Expertise (TREX)

- 9.1 The Partners encourage continuous development and training of Officers and Councillors in both Swansea Council and C/TC, either in their individual groupings or together. Improved training and development~~expertise~~ leads to professionalism and more effective joint working.

	City & County of Swansea	Community / Town Councils (C/TC)
<del>TREX</del> 1	Will offer Councillor <u>Code of Conduct</u> <del>induction</del> training to C/T Councillors <u>and access to the Authority's training suite at a costenable</u> <del>them to understand the role and function of Swansea Council.</del>	Will <u>ensure that C/T Councillors receive the training and development required for them</u> <del>provide an induction to newly elected Councillors to enable them to undertake their role effectively.</del>

## 10. Ethics (ET)

- 10.1 The Partners will provide an ethical service to local people, following the appropriate Standards and Codes of Conduct. They will encourage links between C/TC Clerks and Swansea Council's Standards Committee.

	City & County of Swansea	Community / Town Councils (C/TC)
ET1	Swansea Council's <del>will, through the</del> Monitoring Officer (MO) <del>shall</del> support C/TC's in <del>the timely consideration and provision of advice in</del> relation to the application of the Councillors Code of Conduct.	C/T Councillors shall <u>take advice from the MO, Public Services Ombudsman for Wales (PSOW) and One Voice Wales</u> in matters relating to the Code of Conduct. <del>not make vexatious complaints under the Code and will provide all such information as required by the MO to enable MO to carry out function effectively.</del>

## 11. Delegating Responsibility for Service Provision (DR)

- 11.1 Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people.

	City & County of Swansea	Community / Town Councils (C/TC)
DR1	Swansea Council will consider all <del>reasonable</del> <u>reasonable</u> <del>ely argued cases requests</del> for the delegation of service delivery to C/TC, <del>basing its consideration primarily on the improvement of service delivery for citizens whilst ensuring value for money is retained or enhanced.</del>	C/TC <u>may seek to make reasonable requests to Swansea Council for the delegation of service delivery.</u> <del>will recognise that there are certain instances where it is not appropriate or desirable for Swansea Council to delegate service delivery.</del>
DR2	<del>Where it is not appropriate or desirable to delegate service delivery, Swansea Council will seek ways in which local information from communities might be used to enhance service delivery to better meet citizen needs.</del>	<del>C/TC will engage with citizens in their communities to understand their needs and convey them in a coherent and constructive manner to Swansea Council, such that they can be taken account of in service design and delivery.</del>

## 12. Sustainability (SU)

- 12.1 The Partners will work in accordance with the Well-being of Future Generations Act (Wales) 2015's Sustainable Development Principle. This means acting "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs, ways that are sustainable, reconciling the long-term needs with those of the present and protecting and improving the quality of life of current generations without compromising the quality of life of future generations.

	City & County of Swansea	Community / Town Councils (C/TC)
SU1	Will <u>apply the Sustainable Development Principle's 5 ways of working (Involvement, Integration, Long Term, Prevention &amp; Collaboration) to maximise contribution to the national well-being goals, assist C/TC with information on sustainable practices.</u>	<u>Will apply the Sustainable Development Principle's 5 ways of working (Involvement, Integration, Long Term, Prevention &amp; Collaboration) to maximise contribution to the national well-being goals. Will proactively assess the sustainability of current practices and processes.</u>
SU2	<u>Will provide an annual presentation to C/TC Forum on applying the Sustainable Development Principle. Will outline how Swansea Council is actively pursuing sustainable development.</u>	<u>Will strive to apply the Sustainable Development Principle, investigate projects which contribute to sustainability where beneficial to the community.</u>

### 13. Local Well-being Single Integrated Plan (SLP)

- 13.1 The Partners recognise the strategic importance of the Single Integrated Local Well-being Plan as the overarching strategic vision and priorities for the local area. Furthermore, they recognise that the Single Integrated Local Well-being Plan will only be fully effective if it is informed by the grass roots experiences from within communities.

	City & County of Swansea	Community / Town Councils (C/TC)
<u>LWSP1</u>	The C/TC Forum shall nominate a Community / Town Councillor (who is not also a Swansea <del>Council</del> Councillor) from its membership to <u>engage as an "Other Partner" in the work of the sit on the Swansea Public Local Service Board (PSLSB).</u>	The C/T <del>ommunity</del> / <del>Town</del> Councillor representing the C/TC's shall feedback <u>directly to the to the C/TC, Forum on a 6 monthly basis.</u>  –This C/T Councillor shall:  <b>1)</b> Proactively represent the sector, raising matters of general concern appropriate to

	<p><del>in recognition of the local knowledge and experience this will bring.</del></p> <p><del>The Swansea PSB Local Service Board (LSB) shall determine the manner in which it engages C/TC in the preparation, implementation and delivery of the work of the Board. The PSB will seek advice and otherwise involve C/TC in the ways and to the extent it considers appropriate, whether or not to add the C/T Councillor to its membership.</del></p>	<p>the agenda of the <u>Swansea PSB</u>.</p> <p><b>2) Report back on an <u>annual -6 monthly</u> basis <u>or sooner if required</u> to the C/TC Forum in order to update on the work of the <u>Swansea PSB</u>.</b></p>
<b><u>LWSP2</u></b>	<p>Will <del>consult</del> <u>involve</u> C/TC in the development of the <u>Assessment of Local Well-being and Local Well-being Plan, Single Integrated Plan.</u></p>	<p>Will contribute to the <u>Assessment of Local Well-being and Local Well-being Plan, development of the Single Integrated Plan in its development stage.</u></p>
<b><u>LWSP3</u></b>	<p>Will <del>engage</del> <u>involve</u> C/TC in the implementation of the <u>Local Well-being Single Integrated Plan.</u></p>	<p>Will <u>(if subject to the duty in Section 40 (1) of the Well-being of Future Generations Act (Wales) 2015 take all reasonable steps to meet the Local Well-being Objectives and participate in monitoring and reporting the implementation of the Local Well-being Plan.</u></p> <p><u>Can voluntarily contribute to meeting the Local Well-being Objectives. All C/TC are encouraged to consider how they can contribute to meeting the Local Objectives, regardless of whether they are under a duty to do so, respond actively and fully to consultation of the draft Single Integrated Plan and participate in monitoring the implementation of the Single Integrated Plan.</u></p>

## 14. Local Elections (LE)

14.1 Fair and open elections are the bedrock of local democracy. The Partners will ensure that elections are freely and fairly contested, and encourage local people to become involved in local democracy.

	City & County of Swansea	Community / Town Councils (C/TC)
LE1	Swansea Council will always consult C/TC in Swansea Council driven electoral reviews affecting their area.	Will encourage participation in the local election process by members of the local community.
LE2	Will involve C/TC in any awareness raising / publicity to encourage nominations for candidacy at local elections.	Will ensure wide publicity of vacancies on C/TC to maximise community representation.
LE3	Will help to publicise forthcoming local elections on behalf of C/TC.	Will facilitate public participation at all relevant meetings of the C/TC and its Committees to encourage community involvement.
LE4	Will <del>assist</del> <u>brief</u> C/TC Clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for local elections. <u>Further information on the process may be viewed at <a href="http://www.swansea.gov.uk/elections">www.swansea.gov.uk/elections</a></u>	-
LE5	Will provide help and assistance with the local election legal and administrative processes and procedures.	-
LE6	For all out C/TC elections, Swansea Council will recharge in the financial year <u>of following</u> the election.  Swansea Council will advise C/TC of these election costs in advance of the need for a C/TC to set its precept.	C/TC will pay these recharges within the terms stated on the invoice.
LE7	For C/TC by-elections, Swansea Council will recharge <u>within 6 months to a year of the election that financial year (wherever possible)</u> .	C/TC will pay these recharges within the terms stated on the invoice.
LE8	-	<del>C/TC acknowledge the requirement for them to inform</del>

		<p><del>the Monitoring Officer of all co-options.</del></p> <p><del>In addition to this, each May the C/TC shall inform Swansea Council (Electoral Services) of the names of the membership of their Council. Ensure the names of all C/T Councillors are published on their websites.</del></p>
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## 15. Monitoring and Review (MR)

- 15.1 The Charter will be reviewed annually or more often if required. The Community / Town Councils Forum shall conduct this review.

	City & County of Swansea	Community / Town Councils (C/TC)
MR1	Will arrange for the Charter to be reviewed <del>every 3 years or sooner if required annually (January or February)</del> by the C/TC <del>Charter Review Group Task and Finish Group.</del>	Will actively contribute to the review of the Charter.

## 16. Conclusion

- 16.1 The undersigned City and County of Swansea and Community / Town Councils (C/TC) are committed to the principles and statements with the charter, for the benefit of local people.
- 16.2 Any of the Partners to this Charter may withdraw having given 28 days prior written notice to the Chair of the C/TC Forum.

## Charter between the City and County of Swansea and Community / Town Councils (C/TC) within its Boundaries

### The Charter – 27 August 2013

#### 1. Introduction

- 1.1 The City and County of Swansea (Swansea Council) and the Community / Town Councils (C/TC) within its boundaries have agreed to enter into a Charter which sets out the way in which we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as statutory bodies.
- 1.2 The Charter is designed to build on and embrace the shared principles of openness, respect for each other's opinions, honesty and our common priority of putting citizens at the centre. This Charter is based on equality of partnership. The Partners to the Charter are set out below.

<b>Principal Council</b>	<a href="#">City and County of Swansea</a>
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<b>Community Councils</b>	
<a href="#">Bishopston</a>	<a href="#">Mumbles</a>
<a href="#">Clydach</a>	<a href="#">Penllergaer</a>
<a href="#">Gowerton</a>	<a href="#">Pennard</a>
<a href="#">Grovesend &amp; Waungron</a>	<a href="#">Penrice</a>
<a href="#">Ilston</a>	<a href="#">Pontlliw &amp; Tircoed</a>
<a href="#">Killay</a>	<a href="#">Port Eynon</a>
<a href="#">Llangennith, Llanmadoc &amp; Cheriton</a>	<a href="#">Reynoldston</a>
<a href="#">Llangyfelach</a>	<a href="#">Rhossili</a>
<a href="#">Llanrhidian Higher</a>	<a href="#">Three Crosses</a>
<a href="#">Llanrhidian Lower</a>	<a href="#">Upper Killay</a>
<a href="#">Mawr</a>	

<b>Town Councils</b>	
<a href="#">Gorseinon</a>	<a href="#">Pontarddulais</a>
<a href="#">Llwchwr</a>	

#### 2. Amendments to the Charter

- 2.1 Further developments of this Charter will be discussed as required by the Community / Town Councils Charter Review Group and forwarded to the appropriate bodies for consideration and the Charter updated as required.

### 3. Local Governance (LG)

- 3.1 The Partners will be clear about the expectations that they have of each other in order to facilitate a smooth working relationship.
- 3.2 There will be a Community / Town Councils Forum. It will be Chaired by the Swansea Council Cabinet Member that has Community / Town Councils within their Cabinet Portfolio. The Forum will be supported by the Democratic Services (Committees) Team.
- 3.3 The overarching purpose of the Forum is to discuss local government matters of mutual concern. The Forum provides comments and seeks to make recommendations to the appropriate decision making body.

	City & County of Swansea	Community / Town Councils (C/TC)
<b>LG1</b>	Will facilitate the Community / Town Councils Forum not less than twice per annum and contribute proactively towards the agenda and at the meetings.	Will contribute towards the agenda of Forum meetings and contribute proactively to the attendance and discussion.
<b>LG2</b>	Will ensure that copies of presentations will be circulated.	Will ensure that copies of presentations will be circulated.
<b>LG3</b>	Swansea Council shall nominate its own Representatives.	The Clerk of the C/T Council and two representatives from each Community / Town Council.
<b>LG4</b>	Each Service Area will have a dedicated Single Point of Contact (SPOC) as outlined at <a href="http://www.swansea.gov.uk/CTCSpocs">www.swansea.gov.uk/CTCSpocs</a>	The dedicated Single Point of Contact will be the Clerk of the C/T Council. C/T Councils to inform Swansea Council of any change to Clerks.

### 4. Consultation (CO)

- 4.1 The Partners recognise the importance of meaningful consultation and have a genuine commitment to consult on matters of mutual concern. They will agree clear, specific and time limited procedures and processes for consultation.

	City & County of Swansea	Community / Town Councils (C/TC)
<b>CO1</b>	Will aim to give C/TC the opportunity to comment <b>before</b> making a decision that affects non routine and / or significant matters within their local community.	C/TC will respond to consultation opportunities in a timely manner, addressing the key issues in the consultation document.



	Details of Council, Cabinet & Committee Agendas & Reports are available at <a href="http://www.swansea.gov.uk/democracy">www.swansea.gov.uk/democracy</a>	
<b>CO2</b>	Officers of Swansea Council will liaise with and / or attend C/TC meetings to discuss matters of common interest when requested to do so and given sufficient notice at mutually agreed times.	Swansea Council will be given an opportunity to speak at Community and Town Council meetings on matters of mutual interest as invited.
<b>CO3</b>	Swansea Council Scrutiny Committee(s) to liaise with C/TC on relevant local issues.	Will respond to requests from Scrutiny Committee(s).

## 5. Information and Communication (IC)

- 5.1 The need for timely, clear, relevant information and communication in fostering good relationships and better joint working for the benefit of local people.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>IC1</b>	Each Service Area will have a dedicated Single Point of Contact (SPOC) as outlined at <a href="http://www.swansea.gov.uk/CTCSpocs">www.swansea.gov.uk/CTCSpocs</a> Clerks of the Community / Town Councils should liaise with these SPOC's as required.	The Clerk of each C/TC shall be the contact point for Swansea Council. The Chair of the C/TC shall act as Deputy SPOC but only in the absence of the Clerk and following a notification from the Clerk to that effect prior to the period of absence.
<b>IC2</b>	Swansea Council prefers to be contacted by the Clerk electronically but accepts all means of communication.	Acknowledges that Swansea Council prefers to be contacted electronically but notes that it accepts all means of communication.
<b>IC3</b>	Will reply to communication from Clerks as appropriate but within <b>10</b> working days.	Will reply to communication from Swansea Council as appropriate but within <b>20</b> working days.
<b>IC4</b>	No acknowledgement letter will be provided if a response can be provided within <b>10</b> working days.	No acknowledgement letter will be provided if a response can be provided within <b>10</b> working days.
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	given within and may be electronic or in writing.	will be given within and may be electronic or in writing.
<b>IC6</b>	Will inform the Clerk of non-routine and / or significant matters affecting their locality providing it impacts on the community. Will also consider any requests from a Clerk seeking specific information on general Council matters.	Will inform the Swansea Council contact point(s) of any non-routine and / or significant matters affecting their locality providing it impacts on the community. The Swansea Council contact point(s) would then draw it to the attention of the relevant Directorate.

## 6. Joint Working and Engagement (JW)

- 6.1 The Charter is intended to encourage working together based on equality in terms of ownership, decision-making and recognition of each party's distinctive contribution.
- 6.2 Local Government at both tiers **must** work together to promote the wellbeing and economic, social, environmental wellbeing of the residents of our area. If doing things differently achieves a better service, we will examine these methods.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>JW1</b>	Will provide opportunities for Clerks or Representatives of Community / Town Councils to meet to discuss common concerns	Will encourage participation by Clerks in opportunities to network and share common concerns.
<b>JW2</b>	Will be clear about how devolved services can be discussed and agreed.	Will use the agreed procedures if there is a wish to progress devolved services.
<b>JW3</b>	Will give due consideration to devolving services that would provide better value for money and/or enhanced / maintained services.	Will be clear about how any devolvement of services will provide better value for money and/or enhanced / maintained services.

## 7. Land Use Planning (LU)

- 7.1 Community and Town Councils (C/TC) know and understand their local area and must be able to comment effectively on planning matters. Swansea Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account. Meetings of the Planning Committee are open to the public to attend.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>LU1</b>	Will uphold its statutory duty to consult C/TC on all planning applications in their communities.	Make responses to Swansea Council recognising the parameters imposed by planning law and agreed planning policy.
<b>LU2</b>	Swansea Council shall consult electronically. C/TC's may inspect plans online.	Where possible C/TC will respond to consultations electronically. C/TC's will inspect plans online.
<b>LU3</b>	Ensure that Swansea Councillors receive training on planning issues and have a sound understanding of how planning law works.	Ensure that C/TC Councillors receive training on planning issues and have a sound understanding of how planning law works. The C/TC Forum will contain an annual standing item on Planning in order to inform C/TC's of Planning Procedure / Legislative changes.
<b>LU4</b>	Will include C/TC on the weekly email list of decisions made. The Officer report may be accessed online and will provide an assessment of all comments received.	Maintain an objective and professional approach to planning matters at all times.

## **8. Practical Support (PS)**

- 8.1 In order to be effective, Councillors and Officers must be well-trained and have the support they need to carry out their roles.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>PS1</b>	Swansea Council will, where practical, offer C/TC access to support services, to enable them to take advantage of facilities such as printing, IT, purchasing at a mutually agreed price.	Will follow procedures set out to access Swansea Council support services, but also have opportunity to make own arrangements.

## **9. Training (TR)**

- 9.1 The Partners encourage continuous development and training of Officers and Councillors in both Swansea Council and C/TC, either in their individual groupings or together. Improved training and development leads to professionalism and more effective joint working.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>TR1</b>	Will offer Councillor Code of Conduct training to C/T Councillors and access to the Authority's training suite at a cost.	Will ensure that C/T Councillors receive the training and development required for them to undertake their role effectively.

## **10. Ethics (ET)**

- 10.1 The Partners will provide an ethical service to local people, following the appropriate Standards and Codes of Conduct. They will encourage links between C/TC Clerks and Swansea Council's Standards Committee.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>ET1</b>	Swansea Council's Monitoring Officer (MO) shall support C/TC's in relation to the application of the Councillors Code of Conduct.	C/T Councillors shall take advice from the MO, Public Services Ombudsman for Wales (PSOW) and One Voice Wales in matters relating to the Code of Conduct.

## **11. Delegating Responsibility for Service Provision (DR)**

- 11.1 Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>DR1</b>	Swansea Council will consider all reasonable requests for the delegation of service delivery to C/TC.	C/TC may seek to make reasonable requests to Swansea Council for the delegation of service delivery.

## **12. Sustainability (SU)**

- 12.1 The Partners will work in accordance with the Well-being of Future Generations Act (Wales) 2015's Sustainable Development Principle. This means acting "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs..

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>SU1</b>	Will apply the Sustainable Development Principle's 5 ways of working (Involvement, Integration, Long Term, Prevention & Collaboration) to maximise contribution to the national well-being goals.	Will apply the Sustainable Development Principle's 5 ways of working (Involvement, Integration, Long Term, Prevention & Collaboration) to maximise contribution to the national well-being goals.
<b>SU2</b>	Will provide an annual presentation to C/TC Forum on applying the Sustainable Development Principle.	Will strive to apply the Sustainable Development Principle.

### **13. Local Well-being Plan (LW)**

- 13.1 The Partners recognise the strategic importance of the Local Well-being Plan as the overarching strategic vision and priorities for the local area. Furthermore, they recognise that the Local Well-being Plan will only be fully effective if it is informed by the grass roots experiences from within communities.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>LW1</b>	<p>The C/TC Forum shall nominate a Community / Town Councillor (who is not also a Swansea Councillor) from its membership to engage as an "Other Partner" in the work of the Swansea Public Service Board (PSB).</p> <p>Swansea PSB shall determine the manner in which it engages C/TC in the preparation, implementation and delivery of the work of the Board. The PSB will seek advice and otherwise involve C/TC in the ways and to the extent it considers appropriate.</p>	<p>The C/T Councillor representing the C/TC's shall feedback directly to the C/TC.</p> <p>This C/T Councillor shall:</p> <ol style="list-style-type: none"> <li><b>1)</b> Proactively represent the sector, raising matters of general concern appropriate to the agenda of the Swansea PSB.</li> <li><b>2)</b> Report back on an annual basis or sooner if required to the C/TC Forum in order to update on the work of the Swansea PSB.</li> </ol>
<b>LW2</b>	Will consult C/TC in the development of the Assessment of Local Well-being and Local Well-being Plan.	Will contribute to the Assessment of Local Well-being and Local Well-being Plan.
<b>LW3</b>	Will engage C/TC in the implementation of the Local Well-being Plan.	Will (if subject to the duty in Section 40 (1) of the Well-being of Future Generations Act (Wales) 2015 take all reasonable steps to meet the Local Well-being Objectives and participate in monitoring and reporting the

		<p>implementation of the Local Well-being Plan.</p> <p>Can voluntarily contribute to meeting the Local Well-being Objectives. All C/TC are encouraged to consider how they can contribute to meeting the Local Objectives, regardless of whether they are under a duty to do so.</p>
--	--	--

#### 14. Local Elections (LE)

14.1 Fair and open elections are the bedrock of local democracy. The Partners will ensure that elections are freely and fairly contested, and encourage local people to become involved in local democracy.

	City & County of Swansea	Community / Town Councils (C/TC)
<b>LE1</b>	Swansea Council will always consult C/TC in Swansea Council driven electoral reviews affecting their area.	Will encourage participation in the local election process by members of the local community.
<b>LE2</b>	Will involve C/TC in any awareness raising / publicity to encourage nominations for candidacy at local elections.	Will ensure wide publicity of vacancies on C/TC to maximise community representation.
<b>LE3</b>	Will help to publicise forthcoming local elections on behalf of C/TC.	Will facilitate public participation at all relevant meetings of the C/TC and its Committees to encourage community involvement.
<b>LE4</b>	Will assist C/TC Clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for local elections. Further information on the process may be viewed at <a href="http://www.swansea.gov.uk/elections">www.swansea.gov.uk/elections</a>	-
<b>LE5</b>	Will provide help and assistance with the local election legal and administrative processes and procedures.	-
<b>LE6</b>	For all out C/TC elections, Swansea Council will recharge in the financial year of the election.	C/TC will pay these recharges within the terms stated on the invoice.

	Swansea Council will advise C/TC of these election costs in advance of the need for a C/TC to set its precept.	
<b>LE7</b>	For C/TC by-elections, Swansea Council will recharge within 6 months to a year of the election.	C/TC will pay these recharges within the terms stated on the invoice.
<b>LE8</b>	-	Ensure the names of all C/T Councillors are published on their websites.

## **15. Monitoring and Review (MR)**

- 15.1 The Charter will be reviewed annually or more often if required. The Community / Town Councils Forum shall conduct this review.

	<b>City &amp; County of Swansea</b>	<b>Community / Town Councils (C/TC)</b>
<b>MR1</b>	Will arrange for the Charter to be reviewed every 3 years or sooner if required by the C/TC Charter Review Group.	Will actively contribute to the review of the Charter.

## **16. Conclusion**

- 16.1 The undersigned City and County of Swansea and Community / Town Councils (C/TC) are committed to the principles and statements with the charter, for the benefit of local people.
- 16.2 Any of the Partners to this Charter may withdraw having given 28 days prior written notice to the Chair of the C/TC Forum.



## Report of the Head of Democratic Services

Council - 28 March 2019

### Council Bodies Diary 2019-2020

<b>Purpose:</b>	To present a draft Council Bodies Diary 2019-2020.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The draft Council Bodies Diary 2019-2020 be adopted subject to final approval at the Annual Meeting of Council on 23 May 2019.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The Council Constitution states that the Council Diary must be approved at the Annual Meeting of Council each year. However, in order to ensure a seamless continuation of the democratic process and for Committee Rooms to be booked a draft Council Diary is presented to Council for earlier consideration but this is subject to final ratification at the Annual Meeting of Council.

#### 2. Timing of Council Meetings Survey

- 2.1 Section 6 of the Local Government (Wales) Measure 2011 requires the Authority to undertake a survey of Councillors regarding the timing and frequency of Council meetings at least once during each term of administration.



- 2.2 The Head of Democratic Services carried out the survey between 21 December 2017 and 12 January 2018. The survey and results were presented to Democratic Services Committee on 30 January 2018 and may be viewed at:

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=132&MID=7610&LLL=-1>

### **3. Council Bodies Diary 2019-2020**

- 3.1 The Head of Democratic Services has consulted with the Presiding Member and Leader of the Council in producing this draft Council Bodies Diary.
- 3.2 The Council Bodies Diary 2019-2020 is attached as **Appendix A**. The Annual Meeting of Council on 23 May 2019 will be asked to ratify the Diary in line with the Council Constitution.

### **4. Equality and Engagement Implications**

- 4.1 An EIA screening form has been completed with the agreed outcome that a full EIA report is not required. Due consideration must be given to those in employment and those with caring responsibilities. This is a matter that the Democratic Services Committee and Council will consider in due course. It is also important to note that the Independent Remuneration Panel for Wales has determined that each Authority may pay up to £403 per month to a Councillor in order to assist them with the Reimbursement of Costs of Care. It is important that the Head of Democratic Services reminds Councillors of this potential assistance.

### **5. Financial Implications**

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

### **6. Legal Implications**

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

#### **Background Papers:**

None.

#### **Appendices:**

Appendix A Council Bodies Diary 2019-2020

# June 2019

June 2019						
Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2019						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 May	28	29	30	31	1 Jun	2
3	4 14:00 Planning	5 14:00 External Funding	6 14:00 Corporate Briefing	7	8	9
10 16:30 Scrutiny Programme	11 14:00 Audit	12 16:00 Education PDC	13	14 10:00 General Licensing 11:00 Archives	15	16
17 10:00 SDF Panel	18 10:30 JCC	19 16:00 People PDC	20 10:00 Cabinet 14:00 Econ & Infra PDC	21	22	23
24 19:00 Gower AONB	25 14:00 Transformation PDC	26 16:00 Poverty PDC	27 17:00 Council	28	29	30

# July 2019

July 2019							August 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Jul	2 14:00 Planning	3 14:00 External Funding	4 14:00 Corporate Briefing	5	6	7
8 09:30 Corporate Parenting 16:30 Scrutiny Programme	9	10 16:00 Education PDC	11 10:00 Pension Fund	12 10:00 General Licensing	13	14
16 17:00 Student Liaison	16 16:00 Democratic Services	17 16:00 People PDC	18 10:00 Cabinet 14:00 Econ & Infra PDC	19	20	21
22	23 14:00 Transformation PDC	24 16:00 Poverty PDC	25 10:00 Local Pension Board 17:00 Council	26	27 10:00 Ceremonial Council (Freedom of City - 157 Welsh Regiment)	28
29 14:00 Armed Forces	30	31	1 Aug	2	3	4

# August 2019

August 2019							September 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	8	9	10	11	9	10	11	12	13	14	15
19	20	21	15	16	17	18	16	17	18	19	20	21	22
26	27	28	22	23	24	25	23	24	25	26	27	28	29
			29	30	31		30						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29 Jul	30	31	1 Aug 14:00 Corporate Briefing	2	3	4
5	6 14:00 Planning	7	8	9 10:00 General Licensing	10	11
12 1680 Scrutiny Programme	13 14:00 Audit	14	15 10:00 Cabinet	16	17	18
19	20	21	22	23	24	25
26 Bank Holiday	27	28	29 17:00 Council	30	31	1 Sep

# September 2019

September 2019							October 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30							29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Aug	27	28	29	30	31	1 Sep
2	3 14:00 Planning	4 14:00 External Funding	5 14:00 Corporate Briefing	6	7	8
9 16:30 Scrutiny Programme	10	11 16:00 Education PDC	12 10:00 Pension Fund	13 10:00 General Licensing 11:00 Archives	14	15
16 10:00 SDF Panel 17:00 Community Town Council Forum	17 10:30 JCC	18 16:00 People PDC	19 10:00 Cabinet 14:00 Econ & Infra PDC	20 10:00 Standards	21	22
23 19:00 Gower AONB	24 14:00 Transformation PDC	25 16:00 Poverty PDC	26 10:00 Local Pension Board 17:00 Council	27	28	29
30	1 Oct	2	3	4	5	6

# October 2019

October 2019							November 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	4	5	6	7	8	9	10
8	9	10	11	12	13	14	11	12	13	14	15	16	17
15	16	17	18	19	20	21	18	19	20	21	22	23	24
22	23	24	25	26	27	28	25	26	27	28	29	30	
28	29	30	31										

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Sep	1 Oct 14:00 Planning	2 14:00 External Funding	3 14:00 Corporate Briefing	4	5	6
7	8 14:00 Audit	9 16:00 Education PDC	10	11 10:00 General Licensing	12	13
14 16:30 Scrutiny Programme	15 16:00 Democratic Services	16 16:00 People PDC	17 10:00 Cabinet 14:00 Econ & Infra PDC	18	19	20
21 17:00 Student Liaison	22 14:00 Transformation PDC	23 16:00 Poverty PDC	24 17:00 Council	25	26	27
28	29 14:00 Corporate Parenting	30 School Half Term	31	1 Nov	2	3

# November 2019

November 2019							December 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Oct	29	30	31	1 Nov School Half Term	2	3
4	5 14:00 Planning	6 14:00 External Funding	7 14:00 Corporate Briefing	8 10:00 General Licensing	9	10
11 16:30 Scrutiny Programme	12	13 16:00 Education PDC	14 14:00 Econ & Infra PDC	15	16	17
18	19	20 16:00 People PDC	21 10:00 Cabinet 14:00 Pension Fund	22	23	24
25 14:00 Armed Forces	26 14:00 Transformation PDC	27 16:00 Poverty PDC	28 17:00 Council	29	30	1 Dec

# December 2019

December 2019

January 2020

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
25 Nov	26	27	28	29	30	1 Dec
2	3	4	5	6	7	8
19:00 Gower AONB	14:00 Planning	14:00 External Funding	14:00 Corporate Briefing			
9	10	11	12	13	14	15
16:30 Scrutiny Programme	14:00 Audit	16:00 Education PDC	10:00 Local Pension Board 17:00 Council	10:00 General Licensing 11:00 Archives		
16	17	18	19	20	21	22
10:00 SDF Panel	10:30 JCC 14:00 Transformation PDC	15:00 People PDC 16:00 Poverty PDC	10:00 Cabinet 14:00 Econ & Infra PDC			
23	24	25	26	27	28	29
	Christmas Eve (Offices Close at Midday)	School Christmas Holidays Christmas Day	Boxing Day	Extra Statutory Day		
30	31	1 Jan 20	2	3	4	5
	School Christmas Holidays					



# January 2020

January 2020							February 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Dec	31	1 Jan 20 New Years Day	2 School Christmas Holidays	3	4	5
6 14:00 Corporate Briefing	7 14:00 Planning	8 14:00 External Funding 16:00 Education PDC	9	10 10:00 General Licensing	11	12
13 16:30 Corporate Parenting 16:30 Scrutiny Programme	14	15 16:00 People PDC	16 10:00 Cabinet 14:00 Econ & Infra PDC	17	18	19
20 17:00 Student Liaison	21 16:00 Democratic Services	22 16:00 Poverty PDC	23 17:00 Council	24	25	26
27 14:00 Armed Forces	28 14:00 Transformation PDC	29	30 14:00 Corporate Briefing	31	1 Feb	2

# February 2020

February 2020							March 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	1	2	2	3	4	5	6	7	8
10	11	12	13	14	8	9	9	10	11	12	13	14	15
17	18	19	20	21	15	16	16	17	18	19	20	21	22
24	25	26	27	28	22	23	23	24	25	26	27	28	29
					29		30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 Jan	28	29	30	31	1 Feb	2
3	4 14:00 Planning	5 14:00 External Funding	6	7	8	9
10 16:30 Scrutiny Programme	11 14:00 Audit	12 16:00 Education PDC	13 10:00 Cabinet	14 10:00 General Licensing	15	16
17	18	19 School Half Term	20	21	22	23
		16:00 People PDC	14:00 Econ & Infra PDC			
24	25 14:00 Transformation PDC	26 16:00 Poverty PDC	27 17:00 Council	28	29	1 Mar

# March 2020

March 2020							April 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
24 Feb	25	26	27	28	29	1 Mar
2	3 14:00 Planning	4 14:00 External Funding	5 14:00 Corporate Briefing	6	7	8
9 10:30 Scrutiny Programme	10	11 16:00 Education PDC	12 10:00 Pension Fund	13 10:00 General Licensing 11:00 Archives	14	15
16 10:00 SDF Panel 17:00 Community Town Council Forum	17 10:30 JCC	18 16:00 People PDC	19 10:00 Cabinet 14:00 Econ & Infra PDC	20 10:00 Standards	21	22
23 14:00 Armed Forces 19:00 Gower AONB	24 14:00 Transformation PDC	25 16:00 Poverty PDC	26 10:00 Local Pension Board 17:00 Council	27	28	29
30 17:00 Student Liaison	31	1 Apr	2	3	4	5

# April 2020

April 2020							May 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	1	2	3	4	5	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Mar	31	1 Apr 14:00 External Funding	2 14:00 Corporate Briefing	3	4	5
6	7 14:00 Planning	8 School Easter Holidays 16:00 Education PDC	9	10 Good Friday	11	12
13 Easter Monday	14 14:00 Audit	15 School Easter Holidays 16:00 People PDC	16 14:00 Econ & Infra PDC	17 10:00 General Licensing	18	19
20 09:30 Corporate Parenting 16:30 Scrutiny Programme	21 16:00 Democratic Services	22 16:00 Poverty PDC	23 10:00 Cabinet 17:00 Council	24	25	26
27	28 14:00 Transformation PDC	29 14:00 External Funding	30 15:00 Corporate Briefing	1 May	2	3

# May 2020

May 2020							June 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 Apr	28	29	30	1 May	2	3
4	5	6	7	8	9	10
Bank Holiday	14:00 Planning		PCC Elections			
11	12	13	14	15	16	17
16:30 Scrutiny Programme			10:00 Cabinet	10:00 General Licensing 14:00 Council (Lord Mayor)		
18	19	20	21	22	23	24
			16:00 Annual Council			
25	26	27	28	29	30	31
Bank Holiday		School Half Term				
Borsden, Gareth			12			19/03/19 09:10

## Report of the Cabinet Member for Business Transformation & Performance

Council – 28 March 2019

### Pay Policy Statement 2019-2020

<b>Purpose:</b>	To approve the Pay Policy Statement 2019-2020.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Human Resources, Legal, Finance and Access to Services.
<b>Recommendation:</b>	It is recommended that: 1) The Pay Policy Statement 2019-2020 as attached at Appendix A of the report be approved and published.
<b>Report Author:</b>	Adrian Chard
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

1.1 Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit'. This Pay Policy statement sets out the Council's approach to Pay Policy in accordance with the requirements of 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for each financial year, detailing:

- The Authority's policies towards all aspects and elements of the remuneration of Chief Officers;
- Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers;
- The Authority's policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
- The relationship between the remuneration of its Chief Officers and other employees.

1.2 The new annual Pay Policy is attached at **Appendix A**.

## **2. Content of the Pay Policy Statement**

2.1 The Pay Policy Statement outlines the Council's implementation of:

- The broad principles of the pay strategy which include:
  - Transparency, accountability and value for money
  - Pay and Reward Strategy
  - NJC Pay Structure
  - The national pay grades - Soulbury committee
  - Job evaluation
  - National minimum wage/national living wage/living wage
  - Market Supplements & Honorariums
  - Pay and Performance
  - Exit Cap and recovery provisions
- Chief Officer Pay
- Teachers' Pay
- Publication
- Pay relativities within the Authority
- Independent Remuneration Panel
- Accountability and Decision Making
- Re-employment

## **3. Financial Implications**

3.1 The costs arising from the Council's Pay Policy Statement are reflected in the 2019/2020 Budget

## **4. Legal Implications**

4.1 Under s 38(1) of the Localism Act 2011, the Council is required to approve its Pay Policy Statement by 31 March each year.

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

- 5.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

5.2 The Pay Policy Statement for 2019/20 has taken all necessary steps to assure the Council that we meet the required standard.

- 5.3 An EIA screening has been undertaken and the assessment indicated that there was a low impact on the workforce (**Appendix B**).

**Background Papers:** None.

**Appendices:**

Appendix A - Draft Pay Policy Statement 2019/2020.

Appendix B - Equality Impact Assessment Screening.



# **PAY POLICY STATEMENT 2019/2020**

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1. Policy Statement .....	2
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## 1. Policy Statement

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

## 2. Legislative Framework

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

### 3. Policy Scope

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

### 4. Principles of the Pay Strategy

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

- 4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:-
- i) Swansea Council's Employee Pay Scales, Local Government Services Employees (Annex A)
  - ii) Swansea Council's Chief Officer Pay Scales (Annex B)
  - iii) National Pay Grades - Soulbury (Annex C)
  - iv) JNC Chief Officer Terms and Conditions (available upon request from Human Resources)
  - v) JNC Chief Officer Employment Rules (as per Council Constitution) (<http://democracy.swansea.gov.uk/documents/s31874/CouncilConstitutionNovember2016.pdf>)
  - iii) Policy on Redundancy and Severance Payments (<http://www.swansea.gov.uk/redundancyandredployment>)

#### 4.2 Development of Pay and Reward Strategy

- 4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Authority can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Authority's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.

- 4.2.2 In this context it does need to be recognised that at the more senior grades in particular remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.
- 4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the City & County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark example on pay and conditions to other employers in the area for the same reasons.
- 4.2.4 In designing, developing and reviewing its Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

### **4.3 NJC Pay Structure**

- 4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.
- 4.3.2 The current pay rates for the period 1<sup>st</sup> April 2019 are attached at **Annex A**.
- 4.3.3 The new NJC Pay Scales for 2019 have been integrated into the main Swansea Council pay structure and will be implemented on 1 April 2019.
- 4.3.4 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 4.3.5 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.
- 4.3.6 All future pay nationally negotiated pay increases for NJC staff will follow the same process as for Chief Officers; see Paragraph 5.5.1 below. The Authority will therefore pay future pay rises as and when determined in accordance with contractual requirements.

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

- 4.4.1 The Soulbury Committee has its own pay scales and includes the following groups of staff:-
- i) Educational Inspectors and Advisers
  - ii) Educational Psychologists

### iii) Youth and Community Service Officers

- 4.4.2 In addition to the annual pay increase, the Soulbury Committee determines the national salary framework. On other conditions of service issues, the Soulbury agreement ensures that Soulbury officers have conditions which are not less favourable than other local government staff employed in the authority they work in.
- 4.4.3 All future pay nationally negotiated pay increases for Soulbury staff will follow the same process as for Chief Officers; see Paragraph 5.5.1 below. The Authority will therefore pay future pay rises as and when determined in accordance with contractual requirements.
- 4.4.4 The current pay rates for this group of staff for the period 1<sup>st</sup> September 2018 and 1<sup>st</sup> September 2019 are attached at **Annex C**.

## **4.5 Job Evaluation**

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

## **4.6 National Minimum Wage/National Living Wage/Living Wage**

- 4.6.1 As part of the NJC National Pay Negotiations for 2018/2019 and 2019/2020, there has been agreement to completely revise the NJC National Pay Spine to take account of the National Living Wage. The Council's Pay Model has been revised to take account of this now that it has been agreed nationally.
- 4.6.2 The Council will be implementing the new NJC Pay Scales on 1 April 2019. As a result of this, the Living Wage will be the recommended £9.00 per hour for all scale 1 posts.
- 4.6.3 The NJC pay scales and how they are implemented to the current Swansea Council Pay Structure is included in ANNEX A.

## **4.7 Market Supplements**

- 4.7.1 Job evaluation has enabled the Council to set appropriate remuneration levels based on internal job size relativities within the council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity.
- 4.7.2 It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn

where no longer considered necessary.

4.7.3 Where there are specialist technical roles required within a service, and the recruitment process has failed to deliver appropriately qualified suitable candidates for the role on offer, the Head of Service will submit a full business case for the additional market supplement payment, based on current labour market research for these required skills, to Corporate Management Team.

4.7.4 2019/20 budget proposals identified savings of 50% of market supplement payments and this will require a review of this policy.

#### **4.8 Honorarium Payments**

4.8.1 The Council recognises that it may be necessary from time to time to apply an additional payment when an employee is requested to 'act up' into a higher graded post or temporarily undertake additional duties associated with a higher graded post.

4.8.2 In these circumstances, honoraria payments may be made and this Honorarium Policy seeks to ensure that honoraria payments are transparent, properly considered, subject to proper review and implemented on a consistent basis.

4.8.3 2019/20 budget proposals identified savings of 50% of honoraria payments and this will require a review of this policy.

#### **4.9 Pay and Performance**

4.9.1 The Council expects high levels of performance from all employees and has an Annual Appraisal Scheme in place to monitor, evaluate and manage performance on an ongoing basis.

4.9.2 For Chief Officers, the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been deemed to be satisfactory.

#### **4.10 Exit Cap and Recovery Provisions**

4.10.1 In 2017, the UK Government intended to introduce Regulations that will impose a cap of £95,000 on exit payments for public sector workers. It also intends to develop regulations to enable the recovery of exit payments made to employees who leave the public sector and return within 12 months; although the timetable for these regulations is not as clear.

4.10.2 The minimum salary to which the recovery provisions will apply is £80,000 per annum. To date no such Regulations have been published by the Government although it is understood that consultation was due to take place in 2018 in respect of these Regulations, but slippages in the UK Government legislation timetable has postponed action on this. Council Policies will be updated at the appropriate time to take account of any changes.

### 5.1 Definitions of Chief Officer & Pay Levels

5.1.1 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below: (details of the salary of each are included at Appendix C).

- a) Chief Executive
- b) Corporate Directors
- c) Chief Officers
- d) Heads of Service

5.1.2 No bonus or performance related pay mechanism is applicable to Chief Officers' pay; although the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been deemed as satisfactory. The Chief Executive is on a spot salary, with no incremental progression.

5.1.3 In respect of the nationally agreed JNC Pay Award for the Chief Executive's salary, half is afforded automatically with the other half subject to the performance rating at the Annual Performance Appraisal. The current Chief Executive is on a spot salary of £142,814 p.a. with no incremental progression.

### 5.2 Chief Officer Job Evaluation

5.2.1 Director and Head of Service level posts were job evaluated in 2009 using the GLPC Job Evaluation Scheme for Chief Officers in Local Government (1993) revised 2016.

### 5.3 Recruitment of Chief Officers

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

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

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

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

- 5.4.1. The Council does not apply any bonuses or performance related pay to its Chief Officers. However, the annual increment (if not already at top of scale) is only awarded once the annual appraisal has been deemed as satisfactory.
- 5.4.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.
- 5.4.3. The cost of membership of one half of a professional body is met by the Authority if it is deemed an essential requirement of the post.
- 5.4.4. The Chief Executive's salary and Job Description include his role as Returning Officer for Local Government Elections. All other Elections and referenda are not included and are covered by the JNC Terms and Conditions of Employment.

## **5.5 Pay Increases - Chief Officers**

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

The Pay Scale with effect from 1<sup>st</sup> April 2019 is attached at **Annex B**.

## **5.6 Payments on Termination**

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



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

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

- a) salary paid in lieu
- b) lump sum redundancy/severance payment
- c) cost to the Authority of the strain on the pension fund arising from providing early access to an unreduced pension

## 6. Teachers Pay

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

6.2 A Policy is provided to all schools each year within the Authority with a recommendation that the Governing Body adopt it. A copy of the Policy is available on request.

## 7. Publication

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

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

## 8. Pay relativities across the authority

8.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's

grading structure. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.

- 82 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 83 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 84 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1.10 and between the lowest paid employee and average Chief Officer as 1:5.
- 85 The multiple between the median (average) full time equivalent earnings and the Chief Executive is 1:5 and between the median (average) full time equivalent earnings and average Chief Officer is 1:3.
- 86 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

## **9. Independent Remuneration Panel for Wales**

- 9.1 This is in respect of the salary of the Head of Paid Service/Chief Executive and Chief Officers whereby Authorities will pay due regard to any recommendation received from the Independent Remuneration Panel (IRP) when performing its functions under Section 38 of the Localism Act 2011.
- 9.2 A referral was made to the IRP in 2018 due the senior management restructure. It was determined by the panel that the panel approved the proposal to increase the salary of the Chief Legal Officer and determined that the other proposals for new posts were outside of their remit.
- 9.3 A further referral was made in February 2019 due to the interim appointment of Head of Paid Service/Chief Executive and it was determined by the panel to approve the proposal.

## **10.Accountability and decision making**

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

## **11. Re-employment procedures**

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

## **12. Monitoring and review**

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

# ANNEX A: NJC Pay Scale and Swansea Implementation April 2019

GRADE	SCP 18/19	HOURLY RATE 18/19	SALARY 18/19	SCP 19/20	HOURLY RATE 19/20	SALARY 19/20
GRADE 1	LW	£8.78	£16,946	1	£9.00	£17,364.00
GRADE 2	11	£8.82	£17,007	3	£9.36	£18,065.00
GRADE 3	12	£8.90	£17,173	4	£9.55	£18,426.00
	13	£9.01	£17,391	4	£9.55	£18,426.00
GRADE 4	14	£9.16	£17,681	5	£9.74	£18,795.00
	15	£9.32	£17,972	5	£9.74	£18,795.00
	16	£9.50	£18,319	6	£9.94	£19,171.00
GRADE 5	17	£9.68	£18,672	7	£10.14	£19,554.00
	18	£9.78	£18,870	7	£10.14	£19,554.00
	19	£10.08	£19,446	8	£10.34	£19,945.00
	20	£10.27	£19,819	9	£10.54	£20,344.00
GRADE 6	21	£10.65	£20,541	11	£10.97	£21,166.00
	22	£10.92	£21,074	12	£11.19	£21,589.00
	23	£11.24	£21,693	14	£11.64	£22,462.00
	24	£11.61	£22,401	15	£11.88	£22,911.00
	25	£11.98	£23,111	17	£12.35	£23,836.00
GRADE 7	26	£12.37	£23,866	19	£12.85	£24,799.00
	27	£12.78	£24,657	20	£13.11	£25,295.00
	28	£13.20	£25,463	22	£13.64	£26,317.00
	29	£13.72	£26,470	23	£13.99	£26,999.00
	30	£14.18	£27,358	24	£14.46	£27,905.00
GRADE 8	31	£14.63	£28,221	25	£14.92	£28,785.00
	32	£15.06	£29,055	26	£15.36	£29,636.00
	33	£15.50	£29,909	27	£15.81	£30,507.00
	34	£15.94	£30,756	28	£16.26	£31,371.00
	35	£16.28	£31,401	29	£16.60	£32,029.00
GRADE 9	36	£16.71	£32,233	30	£17.04	£32,878.00
	37	£17.18	£33,136	31	£17.52	£33,799.00
	38	£17.68	£34,106	32	£18.03	£34,788.00
	39	£18.26	£35,229	33	£18.63	£35,934.00
	40	£18.74	£36,153	34	£19.11	£36,876.00
GRADE 10	41	£19.23	£37,107	35	£19.62	£37,849.00
	42	£19.72	£38,052	36	£20.12	£38,813.00
	43	£20.22	£39,002	37	£20.62	£39,782.00
	44	£20.71	£39,961	38	£21.13	£40,760.00
	45	£21.18	£40,858	39	£21.60	£41,675.00
GRADE 11	46	£21.69	£41,846	40	£22.12	£42,683.00
	47	£22.19	£42,806	41	£22.63	£43,662.00
	48	£22.68	£43,757	42	£23.13	£44,632.00
	49	£23.17	£44,697	43	£23.63	£45,591.00
	50	£23.67	£45,669	44	£24.14	£46,582.00
GRADE 12	51	£24.17	£46,627	45	£24.65	£47,560.00
	52	£24.67	£47,593	46	£25.16	£48,545.00
	53	£25.18	£48,586	47	£25.69	£49,558.00
	54	£25.71	£49,598	48	£26.22	£50,590.00
	55	£26.24	£50,631	49	£26.77	£51,644.00

## ANNEX B: Chief Officers Pay 2019/20

CHIEF EXECUTIVE’S PAY SCALE								
£148,584 fixed point								
DIRECTORS’ PAY SCALES £102,842 to £116,745								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£102,842	£105,548	£106,131	£108,785	£111,349	£114,092	£116,745		
CHIEF OFFICERS £86,604 to £106,131								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8	Point 9
£86,604	£89,310	£92,017	£94,723	£97,429	£100,135	£102,842	£105,548	£106,131
HEADS OF SERVICE BAND 1 £70,365 to £86,604								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£70,365	£73,072	£75,778	£78,484	£81,190	£83,898	£86,604		
HEADS OF SERVICE BAND 2 £59,540 to £75,778								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£57,228	£62,246	£64,953	£67,659	£70,365	£73,072	£75,778		
HEADS OF SERVICE BAND 3 £54,128 to £64,953								
Point 1		Point 2		Point 3		Point 4		Point 5
£54,128		£56,781		£59,540		£62,246		£64,953

## ANNEX C Soulbury 2018/2019

### Educational Improvement Professionals

SCP	Current	01.09.18	01.09.19
1	34067	34749	35444
2	35287	35993	36713
3	36439	37168	37912
4	37606	38359	39127
5	38767	39543	40334
6	39928	40727	41542
7	41148	41971	42811
8	42321*	43168*	44032*
9	43689	44563	45455
10	44908	45807	46724
11	46112	47035	47976
12	47277	48223	49188
13	48597**	49569**	50561**
14	49773	50769	51785
15	51073	52095	53137
16	52248	53293	54359
17	53426	54495	55585
18	54582	55674	56788
19	55775	56891	58029
20	56391***	57519***	58670***
21	57575	58727	59902
22	58607	59780	60976
23	59744	60939	62158
24	60762	61978	63218
25	61851	63089	64351
26	62914	64173	65457
27	64001	65282	66588
28	65102	66405	67734
29	66207	67532	68883
30	67309	68656	70030
31	68402	69771	71167
32	69512	70903	72322
33	70623	72036	73477
34	71761	73197	74661
35	72895	74353	75841
36	74062	75544	77055
37	75210	76715	78250
38	76371	77899	79457
39	77515	79066	80648
40	78659	80233	81838
41	79809	81406	83035
42	80958	82578	84230

43	82106	83749	85424
44	83259	84925	86624
45	84410	86099	87821
46	85562	87274	89020
47	86719	88454	90224
48	87865****	89623****	91416****
49	89016****	90797****	92613****
50	90168****	91972****	93812****

**Notes:**

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

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

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

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

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

**Young People's / Community Service Manager**

SCP	Current	01.09.18	01.09.19
1	35333	36040	36761
2	36489	37219	37964
3	37645	38398	39166
4	38824*	39601*	40394*
5	40023	40824	41641
6	41192	42016	42857
7	42388**	43236**	44101**
8	43747	44622	45515
9	44497	45387	46295
10	45654	46568	47500
11	46805	47742	48697
12	47958	48918	49897
13	49103	50086	51088
14	50259	51265	52291
15	51417	52446	53495
16	52578	53630	54703
17	53745	54820	55917
18	54904	56003	57124
19	56057	57179	58323
20	57235***	58380***	59548***
21	58435***	59604***	60797***
22	59663***	60857***	62075***
23	60915***	62134***	63377***
24	62194***	63438***	64707***

Notes:

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

\*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).

\*\*normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).

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

#### **Trainee Educational Psychologists**

<b>SCP</b>	<b>Current</b>	<b>01.09.18</b>	<b>01.09.19</b>
1	22955	23415	23884
2	24636	25129	25632
3	26314	26841	27378
4	27996	28556	29128
5	29675	30269	30875
6	31355	31983	32623

#### **Assistant Educational Psychologists**

<b>SCP</b>	<b>Current</b>	<b>01.09.18</b>	<b>01.09.19</b>
1	28218	28783	29359
2	29371	29959	30559
3	30523	31134	31757
4	31669	32303	32950



**Educational Psychologists - Scale A**

<b>SCP</b>	<b>Current</b>	<b>01.09.18</b>	<b>01.09.19</b>
1	35731	36,446	37,175
2	37545	38,296	39,062
3	39359	40,146	40,949
4	41171	41,994	42,834
5	42984	43,844	44,721
6	44797	45,693	46,607
7	46504	47,434	48,383
8	48211	49,175	50,159
9	49810*	50806*	51822*
10	51411*	52439*	53488*
11	52903*	53961*	55040*

**Senior and Principal Educational Psychologists**

<b>SCP</b>	<b>Current</b>	<b>01.09.18</b>	<b>01.09.19</b>
1	44797	45693	46607
2	46504	47434	48383
3	48211*	49,175*	50,159*
4	49810	50806	51822
5	51411	52439	53488
6	52903	53961	55040
7	53516	54586	55678
8	54661	55754	56869
9	55795	56911	58050
10	56950	58089	59251
11	58081	59243	60428
12	59235	60420	61628
13	60409	61617	62849
14	61543**	62774**	64029**
15	62731**	63986**	65266**
16	63908**	65186**	66490**
17	65093**	66395**	67723**
18	66276**	67602**	68954**

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

\*Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.

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

# 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 the Access to Services team (see guidance for details).

## Section 1

Which service area and directorate are you from?

Service Area: HR&OD

Directorate: Resources

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

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

### (b) Please name and describe here:

Pay Policy Statement 2019/2020 – the statement outlines all of the pay frameworks used across the Council and informs on nationally agreed pay increases. It also covers the annual regulatory requirements for reporting on Local Government Pay matters.

### 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 internal need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an 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"/>
Older people (50+) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group →	<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"/>
Race (including refugees) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Gypsies & travellers		<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"/>
Gender reassignment	→	<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 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"/>

**Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?**

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

Consulted CMT and Trades Unions on the new NJC pay scale implementation, but there is no change to the main Pay Policy from last year.

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

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

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

High risk <input type="checkbox"/> (H)	Medium risk <input type="checkbox"/> (M)	Low risk <input checked="" 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 an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

The Pay Policy Statement outlines all of the different pay implementation frameworks used across the Council. There is no change to last year, except where there is nationally agreed % pay rise, which is shown in the appendices as updated pay scales.

The new Pay Structure NJC grades 1-12 has already been assessed under the EIA framework, and no assessment other than a general screening was required.

## **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.

<b>Screening completed by:</b>
<b>Name:</b> Linda Phillips
<b>Job title:</b> Workforce and OD Business Partner
<b>Date:</b> 14 March 2019
<b>Approval by Head of Service:</b>
<b>Name:</b> Adrian Chard
<b>Position:</b> Strategic Manager HR&OD
<b>Date:</b> 14 March 2019

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



Council – 28 March 2019

## Councillors' Questions

### Part A – Supplementaries

1	<p><b>Cllrs E W Fitzgerald, J W Jones &amp; C A Holley</b></p> <p>The Council has stated that it wishes to develop a world class tourist destination around the Hafod Morfa Copper works and Heritage Lottery Funding of £3.75million has been awarded. Could the Cabinet Member inform Members how much money the Council has also had to invest as 'match funding'. What does he see as the financial benefits to the Council.</p> <p><b>Response of the Cabinet Member for Investment, Regeneration &amp; Tourism</b></p> <p>The Council is investing £1.75m as match funding for the Powerhouse/Penderyn visitor centre scheme for a total shell and core scheme cost of £5m. Restoration of the Grade II listed Powerhouse is a significant cost, but an essential and iconic component of the scheme. It should be noted that large grant awards of this kind are increasingly difficult to secure due to decreasing resources in the lottery funds, Achieving £3.75m grant award at UK Trustee level is challenging, but has been made because of NLHF's confidence in the scheme.</p> <p>This project has given Welsh Government the confidence to approve in principle further support for the site with a further £2.7m of Targeted Regeneration &amp; Investment funding support. This is matched with £850k of funding in the current capital programme already allocated for the restoration of the Scheduled Ancient Monument Morfa Bascule lifting bridge, existing Council and Cadw investment in the Scheduled Ancient Monument Musgrave Engine House nearing completion on site. This additional programme also comprises works to restore the Grade II Vivian Engine House, Gatehouse and Weighbridge buildings, at least one if not both of the Swansea Canal bridges that will now link the site to the Morfa bypass, access improvements on both sides of the river, consolidation and improvements at the White Rock site including Smith's canal, pontoon access, and flooding and drainage infrastructure. These improvements and developments ultimately expand Swansea's offer of tourism and to work, live and stay in the area, linking with the City Centre.</p> <p>Works are essential at this time to prevent further decay and risk of loss of the remaining listed structures around the site. Any further delay would result in complete loss of this valuable heritage that forms a critical part of Swansea's story.</p>
2	<p><b>Cllrs A M Day, L James &amp; C L Philpott</b></p>

	<p>It was pleasing to see that the QED 2020 strategy launched by the Swansea Administration in 2005 was continued when Labour took control in 2012. What will replace QED 2020.</p> <p><b>Response of the Cabinet Member for Education, Improvement Learning &amp; Skills</b></p> <p>Quality in Education is something that we all aspire to for all our children and as 2020 approaches this will not change. With the Welsh Government's 21<sup>st</sup> Century Schools programme complementing our evolving strategy we will continue to invest as much as possible in our school stock.</p> <p>The QEd 2020 strategy was developed with wide ranging stakeholder input and support as a long term over-arching strategy, initially looking to 2020. Specific capital investment priorities have inevitably been reviewed and refined over time to reflect changing local needs as well as Welsh Government 21st Century Schools Programme priorities.</p> <p>The Council's QEd / 21<sup>st</sup> Century Schools Band A Programme of £51.3m has already delivered significant capital investment across schools focused on:</p> <ul style="list-style-type: none"> <li>· Learning environments for children and young people aged from 3 to 19 that will enable the successful implementation of strategies for school improvement and better educational outcomes;</li> <li>· Greater economy through better use of resources to improve the efficiency and cost-effectiveness of the education estate and public service provision; and</li> <li>· A sustainable education system with all schools meeting a 21st century schools standard, and reducing the recurrent costs and carbon footprint.</li> </ul> <p>The Council's Band B programme, amounting to a further £149.7m, has been approved in principle by the Welsh Government and work is progressing well to access this funding at the earliest opportunity. This will take us well beyond the original 2020 focus which was always going to be the case as the QEd strategy is by its very nature a continuing long term strategy.</p>
3	<p><b>Cllrs E W Fitzgerald, K M Griffiths &amp; D G Sullivan</b></p> <p>Does the Cabinet Member consider the setting of the Grade 2 Listed Historic Landscape, Park and Garden at Penllergaer has been improved and enhanced by the residential development currently underway. If he believes this is the case, can he explain why.</p> <p><b>Response of the Cabinet Member for Investment, Regeneration &amp; Tourism</b></p> <p>The relationship of the development to the designated Grade II Penllergaer Historic Park and Garden was fully assessed in the Planning Report. The development replaced a modern civic office complex and extensive surface parking areas. The new homes create a meadow focal point around the observatory which is a scheduled ancient monument as well as retained 'heritage trees'. The new homes also relate positively to the parkland and those on the site of the former mansion take inspiration from the design of the original building.</p>

	<p>The Planning Committee considered the officer assessment of the proposals including the relationship to the wider landscape and parkland and voted to approve the scheme. The Welsh Government had the opportunity to call in the application if it considered that the proposals harmed the designated the character of the designated historic park and garden, which they did not do.</p>
4	<p><b>Cllrs A M Day, P M Black &amp; M H Jones</b></p> <p>The successful Abertawe Festival for Young Musicians (AFYM) has been held in the iconic Brangwyn Hall for many years, with Council support through a reduced hire charge. Can the Cabinet Member confirm that no concession on hire charge will be given to AFYM in future. Can he tell Council what effect this will have on the AFYM in future years. Can he also provide a list of events and/or organisations that will be eligible for reduced hire charges from the 2019/20 financial year.</p> <p><b>Response of the Cabinet Member for Investment, Regeneration &amp; Tourism</b></p> <p>The Brangwyn Hall is managed by Cultural Services and has significant income targets and a policy of no free use, nor discount or concession rates for any organisation or event, unless it is a catered banquet, in which case the income is derived through the catering contract. These are commercial events, organised with our catering partner, JR Events.</p> <p>Abertawe Festival for Young Musicians (AFYM) is provided the Brangwyn Hall at the standard hire rate and a series of Guildhall committee rooms (managed by the Council's Facilities team), also at the standard hire rate. In previous years, Cultural Services have assessed the total costs of use of the Brangwyn Hall and Committee Rooms and made every effort to mitigate these, by transferring budgets from elsewhere in the service. The Service will also provide free or reduced charges for use of a tuned piano or staging where practicable, depending on the previous/forthcoming event at the venue. AFYM have been advised since 2015 that this support is not guaranteed as budgets reduce annually and the Service ceased to give grants to third parties as part of its efficiencies, moving to a 'commissioning' and partnership model for delivering service priorities.</p> <p>For the past two years AFYM's committee has expanded their programme and are now requiring more sound proof spaces and additional rooms, thus the cost of the Festival increases accordingly. Cultural services staff have suggested to the Committee that the event is relocated to the Glynn Vivian Art Gallery where, if the event was reconfigured, it could be staged more cheaply. The Committee are not currently open to this suggestion.</p> <p>With a limited capacity for fundraising and an expanding programme linked to formal education, it is possible that the future of the Festival is under threat if the Committee are unable to adapt the scale, location and reach of their event. There are no organisations eligible for reduced hire charges in 19/20, as there is no discounted rate for non-dining events.</p>
5	<p><b>Cllrs A M Day, P M Black &amp; L G Thomas</b></p> <p>How much has the Council spent in the last two years on Non Disclosure Agreements.</p>



	<p><b>Response of the Cabinet Member for Business Transformation &amp; Performance</b></p> <p>The only Non Disclosure Agreements in the last two years have related to settlement agreements. In 2017 and 2018 the Council spent £98,535 on settlement agreements.</p>																								
	<p><b>Part B – No Supplementaries</b></p>																								
6	<p><b>Cllrs E W Fitzgerald, S M Jones &amp; J W Jones</b></p> <p>Could the Cabinet Member confirm the number of trees that have been felled in the City Centre over the last three years and from where and how many are being planted as replacements.</p> <p><b>Response of the Cabinet Member for Investment, Regeneration &amp; Tourism</b></p> <p>Over the last three years a total of 220 trees have been felled in the City Centre as an enabling part of regeneration projects including the £12m upgrade of the Kingsway area, the development of the £129m Swansea Central phase one scheme and digital arena, and the £50m Mariner St development. A further 9 trees have been felled for maintenance reasons (dead or dangerous) along Walter Rd and High St.</p> <p>At least 269 trees will be planted as replacements within these same locations. Furthermore, as part of the Council’s commitment to maintaining and enhancing Swansea’s natural resources and biodiversity, a City Centre Green Infrastructure Strategy is currently being prepared which will increase the quality and multifunctionality of green infrastructure in future City Centre regeneration schemes.</p>																								
7	<p><b>Cllrs A M Day, C A Holley &amp; J W Jones</b></p> <p>How much has the council spent on awards events and ceremonies during the last two years.</p> <p><b>Response of the Cabinet Member for Delivery</b></p> <p>Net spending on all awards events and ceremonies was as follows.</p> <table><tr><td></td><td><u>2016/17</u></td><td><u>2017/18</u></td><td><u>2018/19</u> (to date)</td></tr><tr><td>Annual Sports Awards</td><td>1,338</td><td>1,429</td><td>1,314</td></tr><tr><td>High 5*</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Honorary Freedom</td><td>3,022</td><td>7,520</td><td>2,741</td></tr><tr><td>Lord Mayors Inauguration</td><td>4,282</td><td>3,628</td><td>1,275</td></tr><tr><td>Ceremonial Council - Honorary Aldermen</td><td></td><td>1,462</td><td></td></tr></table>		<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u> (to date)	Annual Sports Awards	1,338	1,429	1,314	High 5*	0	0	0	Honorary Freedom	3,022	7,520	2,741	Lord Mayors Inauguration	4,282	3,628	1,275	Ceremonial Council - Honorary Aldermen		1,462	
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Lord Mayors Inauguration	4,282	3,628	1,275																						
Ceremonial Council - Honorary Aldermen		1,462																							

Centenary of the RAF				6,320
Cost to Swansea Council of the above	8,642	14,039	11,650	
This excludes existing costs of officer time working on events.				
Annual Sports event cost for 2018/19 estimate - event is on 13/3/2019				
*High 5 : cost fully covered by sponsorship so net nil cost to Council.				
Honorary Freedom :				
2016/17 : Mel Nurse and Chris Coleman				
2017/18 : HMS Cambria				
2018/19 : Sir Karl Jenkins				
The total costs are higher than the recently released Taxpayers Alliance Report covering 2015-2018 (£5,770 for Swansea) because this answer includes our civic ceremonies. This total amount remains entirely modest when compared to reports of other Councils spending. I am sure Councillors will of course recognise the importance of such events and note they have been delivered at very modest net cost.				