



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

External Funding Panel

At: Committee Room 5, Guildhall, Swansea

On: Wednesday, 4 September 2019

Time: 2.00 pm

Chair: Councillor Rob Stewart

Membership:

Councillors: M C Child, R Francis-Davies, D H Hopkins, A S Lewis, C E Lloyd, S Pritchard, J A Raynor, A H Stevens and M Thomas

Also Invited: E J King, A Pugh

Agenda

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| 1 Apologies for Absence. | |
| 2 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests | |
| 3 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record. | 1 - 2 |
| 4 Welsh Government Integrated Care Fund and Transformation Fund. | 3 - 11 |
| 5 21st Century Schools Community Learning Centres / Community Hubs Capital Grant Programme & Football Foundation Grant - Applications for Funding for Cefn Hengoed Community School. | 12 - 19 |
| 6 Welsh Government Absorbent Hygiene Products Waste Programme - Offer of Capital Support. | 20 - 30 |
| 7 Exclusion of the Public. | 31 - 34 |
| 8 Overview of Current and Forthcoming European and External Funding Applications. | 35 - 80 |

Next Meeting: Wednesday, 2 October 2019 at 2.00 pm

Huw Evans

Huw Evans
Head of Democratic Services
Wednesday, 28 August 2019

Contact: Democratic Services - 01792 636923

Agenda Item 3



City and County of Swansea

Minutes of the **External Funding Panel**

Committee Room 5 - Guildhall, Swansea

Wednesday, 3 July 2019 at 2.00 pm

Present: Councillor C E Lloyd (Vice Chair) Presided

Councillor(s)

M C Child
J A Raynor

Councillor(s)

A S Lewis
M Thomas

Councillor(s)

A Pugh

Officer(s)

Caritas Adere
Allison Lowe
Jay McCabe
Kelly Small
Jane Whitmore
Gaynor Winsor

Senior Lawyer
Democratic Services Officer
Principal Officer: Bays+/YOS
Head of Funding and Information Unit
Partnership & Commissioning Manager
Accountant

Apologies for Absence

Councillor(s): R Francis-Davies, D H Hopkins, E J King and R C Stewart, A H Stevens

4 **Disclosures of Personal and Prejudicial Interests.**

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

Councillor M Thomas declared a personal interest in Minute 7 "Education Grants" as Governor of Penclawdd Primary School.

5 **Minutes:**

Resolved that the Minutes of the External Funding Panel held on 5 June 2019 be approved and signed as a correct record.

6 **Welsh Government Homelessness Prevention Grant Innovation Funding for Training Flats for Care Leavers 2019/20.**

The Partnership and Commissioning Manager supported by the Principal Officer: Bays+/YOS presented a report to advise the panel of the award of funding in relation to the Homelessness Prevention Grant, which is an Innovation Funded grant and has been applied for the City & County of Swansea in partnership with Barnardos.

The funding would provide an outreach programme delivered to 100 young people aged 15+ while they are still living in their home, foster care or residential placement in order to prevent youth homelessness.

In addition, this funding would cover intensive 1:1 support to 55 young people who are looked after children aged 16+ at risk of placement breakdown.

The final element of the funding would provide a 4-12 week 'transition training flat experience' comprising of 5 units of accommodation for young people aged 16+ with intensive floating support. The aim being for 26 people to participate in the training flat experience over the 12 months period of funding.

Resolved that External Funding Panel note the implications contained in this report and retrospectively approve the acceptance of the Grant.

7 Education Grants.

The Head of Funding and Information Unit presented a report to note the number of grants received by schools each year and to accept grants provided to date in the financial year 2019-2020.

She highlighted in particular paragraphs:

- 3.3 Pupil Development Grant (PDG);
- 3.10 Reducing Infant Class Sizes (RICS);
- 3.11 Small and Rural Schools Grant;
- 3.23 Graph outlining the full list of grants allocated to each school;
- 4.8 Teachers' Pensions;
- 4.10 School Holiday Enrichment Programme (SHEP);
- 5 Cynydd;
- 6 School Uniform Grant.

The Panel asked various questions to the officer, who responded appropriately.

The Cabinet Member for Education Improvement, Learning & Skills thanked the Head of Funding and Information Unit and her team for all the work involved in the grant process. As a result of engaging with Head teachers early in the grant process it had increased confidence and made the process more transparent.

Resolved that External Funding Panel note the number of grants received by schools and accept grants offered to date in financial year 2019-2020.

The meeting ended at 2.29 pm

Chair

Agenda Item 4



Report of the Director of Social Services

External Funding Panel – 4 September 2019

Welsh Government Integrated Care Fund and Transformation Fund

| | |
|------------------------------------|---|
| Purpose: | To note the offer of the funding for the Welsh Government Integrated Care Fund and Transformation Fund |
| Policy Framework: | Social Services and Wellbeing Act Wales (2014) Well-being of Future Generations (Wales) Act 2015 |
| Consultation: | Access to Services, Finance, Legal, Child & Family Services, Adult Services, West Glamorgan Regional Programme. |
| Recommendation(s): | It is recommended that: 1) The panel notes the offer of the Council's element of the Transformation Fund 2) The panel notes the offer of the Council's Revenue element of the ICF fund 3) The panel notes the requirement for the Chief Finance Officer to approve and sign all grant acceptances in accordance with Financial Procedure Rule 8. |
| Report Author: | Gemma Whyley/Lucy Friday |
| Finance Officer: | Chris Davies |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Catherine Window |

1. Introduction

1.1 Integrated Care Fund

1.2 The Integrated Care Fund (ICF) aims to drive and enable integrated working between social services, health, housing, the third and

independent sectors. The focus of the fund is to enable older people to maintain their independence and remain at home, avoiding unnecessary hospital admissions and delayed discharges. It also supports the development of integrated care and support services for other groups of people including people with learning disabilities, children with complex needs and autism.

1.3 The Social Services and Well-being (Wales) Act 2014 ('the Act') provides for regional partnership boards which bring together health, social services, the third sector and other partners to take forward the effective delivery of integrated services in Wales. Their purpose is to improve the outcomes and well-being of people with care and support needs and their carers. The ICF is a mechanism to support delivery of the requirements of the Act.

1.4 The fund helps health boards and partners in:

- Local authorities
- Housing
- The voluntary and independent sectors.

To work together to support:

- Frail and older people
- People with a learning disability
- Children with complex needs due to disability or illness
- Carers, including young carers.

1.5 It helps support older people to maintain their independence and remain at home within their own communities, avoiding unnecessary admissions to hospital or residential care and delays when someone is due to be discharged from care.

1.6 The fund is also being used to support the integrated autism service, the Welsh community care information system, and the Dementia action plan.

1.7 Transformation Fund

1.8 The Healthier Wales plan sets out a vision of a 'whole system approach to health and social care, which is focussed on health and wellbeing, and on preventing illness.' To achieve this, a national Transformation Programme has been set-up to ensure that change happens quickly, and with purpose, across Wales. The Transformation Programme will be responsible for delivering the commitments in this plan, focussed on demonstrating an early impact over three years, to build the momentum needed to shift the whole system towards achieving the long term vision. It will provide targeted funding and resources to accelerate progress, including through a dedicated £100m Transformation Fund.

- 1.9 The Fund will provide up to £100m of funding across Wales over the two financial years 2018-19 and 2019-20.
- 1.10 The Transformation Fund will be targeted to priority projects and to new models of health and social care, with the aim of speeding up their development and demonstrating their value.
- 1.11 The initial focus of the Transformation Fund will be on models which make early progress on: seamless alignment of health and social care services; local primary and community based health and social care delivery; and new integrated prevention services and activities.
- 1.12 The Fund is intended to meet the time-limited additional costs of introducing new models of health and social care. It is aimed at accelerating the wider adoption and scaling up of new ways of working which are intended to replace or reconfigure existing services. In particular the Fund is designed to quickly validate the 'scalability' of new models (their ability to expand from a locality to a region, or from a region to other regions) and to test whether they are 'transformative' (affordable and sustainable, changing or replacing existing approaches rather than adding an extra layer on to them).
- 1.13 The Fund will provide revenue funding to support time limited 'transformation projects' which support the introduction of new models. The Fund will not support the additional costs of delivering new models on a recurring basis. It will support costs which relate specifically to the 'transformation project', for example:
- Staff time – freeing up staff to develop and test new models of care, including backfilling of existing roles where necessary
 - Programme infrastructure – at a national and local level, but proportionate to the scale of change
 - Physical infrastructure – where possible from revenue funding, particularly application of ICT
 - Double running costs – to support the transition from existing to new models of care.

2. The Programmes

2.1 Integrated Care Fund

2.2 Funding is available to support both revenue and capital schemes. This report covers the Revenue element of the scheme only. Expressions of interests were invited from all West Glamorgan partners and the applications were reviewed in a multi-agency panel and the recommendations for schemes have been approved by Programme Team members and formal approval in line with the ICF guidance. The total funding for the Swansea Council allocated Revenue Schemes is **£4,299,968**

2.3 The Revenue funding will be utilised to support the development of projects detailed in section 4.1.

2.10 Transformation Fund

2.11 Of the £100m of funding available across Wales, a total of £5.9m was awarded to West Glamorgan for the delivery of the regional approach 'Our Neighbourhood Approach' Bid. Of this allocation £3.6m has been assigned to the Swansea specific elements, including 3rd Sector. This money is available for the period of April 2019 to August 2020.

2.12 The purpose of the 'Our Neighbourhood Approach' proposal is to provide a platform upon which to practically apply the over-arching objective for the region to work collectively in the achievement of the Wellbeing goals through embedding the preventative, integrated, involved, collaborative and sustainable ways of working.

2.13 Building upon the integrated regional work to date the funding will focus upon the ambition to improve health and care for the population within the North of Swansea. The pilot this funding affords will aim to establish specific approaches to achieving key aims of locality specific and community based services, the exploration and expansion of community assets alongside active collaboration with citizens empowering all involved to achieve the shared objective of delivering 'what matters to me'.

2.14 In Swansea the funding is being used to support programmes of Transformation across both Adult Services and Child and Family Services.

2.15 In Child and Family Services the funding is being used to support the development of an Integrated Family Support Offer to work holistically with partners in an effort to support children and families to access the right support and prevent the need for more costly, statutory intervention.

2.16 The total funding allocation awarded to Swansea Council is £3.5million available from 1st April 2019 to the 31st August 2020 (17 months). For Child & Family Services the majority will be utilised to restructure Early Help/Family Support into locality based Early Help Hubs to support existing saving targets.

2.17 As with C&FS, Adult services will utilise the majority of allocation to reshape existing resource to target specific requirements of the transformation programme and the wider support required for its delivery. The following programmes will be supported by the Transformation fund in Adult Services:

- Learning Disability Transition Clients
- Building Community Assets (in conjunction with 3rd Sector)
- Community Based care and review

3. Equality and Engagement Implications

- 3.1 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.
- 3.2 Our Equality Impact Assessment process ensures that we have paid due regard to the above.
- 3.3 An EIA Screening Form has been completed with the agreed outcome is that a full EIA report was not required as these arrangements are around back office functions and there is no direct change to services provided to the public as a result.
- 3.4 However, throughout the transition year a full EIA report will need to be completed if services to client groups change as a result of needs, planning and commissioning decisions.

4. Financial Implications

- 4.1 The total Revenue Integrated Care Fund allocated to Adult Services and Child and Family Services are detailed below;

| ICF Schemes | Total Revenue |
|--|----------------------|
| <i>Adoption</i> | £238,680 |
| <i>Edge of Care</i> | £1,200,000 |
| <i>Commissioning for Complex Needs</i> | £586,016 |
| <i>West Glamorgan Programme Team</i> | £481,615 |
| <i>S33 Funding</i> | £1,514,250 |
| <i>Speech and Language Therapy</i> | |
| <i>Inclusive Digital communities</i> | |
| <i>Community Equipment Stores</i> | £184,244 |
| <i>Bonymaen House</i> | |
| <i>Falls Response</i> | |
| <i>Crest Recovery College</i> | £50,482 |
| <i>Dementia Friendly Communities and Homes</i> | £44,681 |

| | |
|--|-------------------|
| <i>Supported living in rural Swansea</i> | |
| <i>Ty Nant</i> | |
| <i>Early Help Hubs</i> | |
| <i>Sub Total</i> | £4,299,968 |

4.2 The proposed use of the Transformation funding allocation is detailed below aligned to four main categories:

| Funding Allocation (April 19 – August 20) | |
|--|--------------------|
| <i>Early Help Hubs & Transition</i> | £1,301,637 |
| <i>Building Community Assets</i> | £ 455,406 |
| <i>Community Based Care & Review</i> | £ 1,171,168 |
| <i>Infrastructure & Transformational Support Costs</i> | £606,984 |
| Total | £ 3,535,195 |

4.3 Across both ICF allocation and Transformation funding allocation in some cases is subject to final approval by Welsh Government at the point of writing this report and therefore subject to change. Any alterations alongside any opportunities to maximise further funding opportunities presented by slippage will be subject to Director Approval.

5. Legal Implications

5.1 The Council must ensure that the terms and conditions attached to WG Integrated Care Fund and Transformation Fund are complied with and the Council's Financial Procedure Rules Regarding Grant Applications and Acceptances are followed.

Background Papers: None

Appendix: EIA Screening

Equality Impact Assessment Screening Form – 2017/8

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: Commissioning

Directorate: Social Services Directorate

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

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

(b) Please name and describe here:

This screening relates to acceptance of the funding from the Welsh Government Integrated Care Fund and Transformation Fund

The Integrated Care Fund (ICF) aims to drive and enable integrated working between social services, health, housing, the third and independent sectors. The focus of the fund is to enable older people to maintain their independence and remain at home, avoiding unnecessary hospital admissions and delayed discharges. It also supports the development of integrated care and support services for other groups of people including people with learning disabilities, children with complex needs and autism.

The Transformation Fund will be targeted to priority projects and to new models of health and social care, with the aim of speeding up their development and demonstrating their value. The initial focus of the Transformation Fund will be on models which make early progress on: seamless alignment of health and social care services; local primary and community based health and social care delivery; and new integrated prevention services and activities. The Fund is intended to meet the time-limited additional costs of introducing new models of health and social care. It is aimed at accelerating the wider adoption and scaling up of new ways of working which are intended to replace or reconfigure existing services. In particular the Fund is designed to quickly validate the ‘scalability’ of new models (their ability to expand from a locality to a region, or from a region to other regions) and to test whether they are ‘transformative’ (affordable and sustainable, changing or replacing existing approaches rather than adding an extra layer on to them).

Acceptance of the funding has no impact on how the public access this service at this point in time, however as projects develop through these funding streams individual screenings and a full EIA report will need to be completed.

Q2(a) WHAT DOES Q1a RELATE TO?

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

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

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

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

High Impact Medium Impact Low Impact Don't know

Equality Impact Assessment Screening Form – 2017/8

| | (H) | (M) | (L) | (H) |
|--------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) → | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Older people (50+) → | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other age group → | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disability → | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community cohesion → | <input type="checkbox"/> | <input type="checkbox"/> | <input 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

This screening is for the acceptance of grant funding, Engagement, consultation and co-production will be built into each project as they develop and will inform a full EIA report prior to any changes in service provision which will have a direct impact on the public.

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

Equality Impact Assessment Screening Form – 2017/8

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 screening is acceptance of Grant funding.

There will be no direct impact on the general public at this point in time.

Section 2

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

| |
|--|
| Screening completed by: |
| Name: Jane Whitmore |
| Job title: Partnership & Commissioning |
| Date: 28 th August 2019 |
| Approval by Head of Service: |
| Name: Jane Whitmore |
| Position: Partnership & Commissioning |
| Date: 28 th August 2019 |

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

Agenda Item 5



Joint Report of the Director of Education and the Director of Place

External Funding Panel – 4 September 2019

21st Century Schools Community Learning Centres / Community Hubs Capital Grant Programme & Football Foundation Grant - Applications for Funding for Cefn Hengoed Community School

| | |
|------------------------------------|---|
| Purpose: | To inform the External Funding Panel of the approved application for funding to Welsh Government in respect of Community Learning Centres / Community Hubs Capital Grant Programme, and to seek approval to submit a proposal to the Football Foundation to develop an indoor 3 rd generation playing surface as part of this development. |
| Policy Framework: | <ul style="list-style-type: none">• QEd Programme and Strategic Outline Programme for Band B of the 21st Century Schools Programme• Council Policy Healthy City & City of Sport.• Asset Management Plan 2014-17 |
| Consultation: | Education, Cultural Services, Finance, Procurement, Legal Services, Corporate Building Services, Corporate Property Services, Cefn Hengoed School |
| Recommendation(s): | It is recommended that: 1) External Funding Panel note the funding offer received from Welsh Government and approve the progression of the proposed scheme and the submission of a proposal to the Football Foundation to develop an indoor 3 rd generation playing surface as part of this development. |
| Report Author: | Louise Herbert-Evans / Jamie Rewbridge |
| Finance Officer: | Ben Smith |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |

1. Introduction

- 1.1 Welsh Government (WG) has made available £15 million nationally to fast-track priority community learning projects in 2019-20.
- 1.2 They invited bids for capital funding to support set-up or enhancement costs for Community Learning Centre/ Hub projects, and the funding was open to local authorities and further education institutions in partnership with the third sector, community groups and other partners as appropriate.
- 1.3 The bidding round was a two stage process and the first stage was the submission of an Expression of Interest (Eoi). This was completed for three possible projects, and one at Cefn Hengoed Community School was shortlisted by WG as being considered to be provide effective community links, while aligning with policy priorities, achieving value for money and evidencing sustainability.
- 1.4 The Council was then requested to submit a more detailed business case on the investment by 8 March 2019, with a view to the successful scheme being delivered in the 2019-20 financial year.
- 1.5 This business case sought funding of £1,553,400. The approval was for £1,265,100, excluding the identified contingency sum of £288,300. This was not included in the amount awarded, but WG advised that the Council should approach the grant team again should the cost vary.
- 1.6 The business case submitted was based on a total project value of £2,433,400, and subject to the following additional funding;
 - a) £50k Collaboration fund
 - b) Up to £500k from Football Foundation through application in partnership with Swansea City FC Community Trust
 - c) Up to £330k re-assigned for maintenance works on current Leisure Centre in partnership with Freedom (on the basis that this work would not be done and the new facilities would replace this need)

2. Overview

- 2.1 This project presents an opportunity to develop the sports and community facilities to benefit the school population and local community, with the potential to bring together a range of services and facilities. These include a new indoor pitch, and fitness suite / studio, cafe and flexible spaces, with mixed usage by the school, Leisure Centre, library, agencies and community.
- 2.2 Swansea Council was already working with the other partners to secure £880k investment to support the provision of an all-weather pitch facility (only) at the school, in partnership with other stakeholders.
- 2.3 The additional funding through the Community Hub Capital Grant will provide **additionality** through the provision of a 'barn' and additional and enhanced facilities, would address the need at a site where there are very open and exposed environmental conditions.

The business case

- 2.4 Cefn Hengoed Community School was transformed following a Tranche 3 £10m investment in 2010, however, this did not extend to the old halls and the leisure facilities on the site. These house a 5 court sports hall, gymnasium, fitness room and fitness/dance studio.
- 2.5 Outdoors there are 3 full size playing fields, MUGA (4 basketball courts), and a second MUGA (2 tennis courts).
- 2.6 The sports facilities are available for community use out of hours and are now managed by Freedom Leisure the Council's recently appointed partners.
- 2.7 The site is in the east of the county and is situated within the Swansea eastside communities first cluster, as is the large majority of the school catchment area. The catchment area is also entirely within the Swansea East electoral ward which is the most densely populated ward within the Council. Despite this the leisure facilities are very poorly attended.
- 2.8 The quality of the sports provision is generally poor and the area is fairly exposed which does not lend itself to positive year round pitch use. The enhanced facility that this funding could help to provide would be the only facility of this nature available for public use anywhere in the County.
- 2.9 The area in which Cefn Hengoed Community School is located, is one of the five chosen pilot areas for the Council's Services in the Community Project. This aims to establish a new model of community service provision, integrating a number of existing services within a community hub environment, and establish a sustainable way of meeting local need and priorities longer term.
- 2.10 'The school is situated on the east side of Swansea, with pupils drawn from six partner primary schools. Around 41% of pupils are eligible for free school meals, which is well above the national average of 17.4%. About 60% of pupils live in the 20% most deprived areas in Wales.'
- 2.11 'The proportion of pupils with special educational needs is around 37%, which is higher than the national average of 25%. About 5% of pupils have a statement of special educational needs, which is double the national average for Wales as a whole.' *ESTYN 2015*. The school's performance and prospects for improvement were both judged as excellent.
- 2.12 Strategic Objectives (revised to reflect current programme).
- To improve access and increase participation in sport in Swansea East by October 2021.
 - To improve access to and participation in other community facilities and activities such as the library, parenting groups etc by October 2021.
 - To improve the existing sporting & PE facilities at Cefn Hengoed School to support the curriculum and health and well-being aims by November 2020.

3. Progress and process

- 3.1 The indicative programme plan which is subject to change is below. This is subject to a number of assumptions and dependencies including;
- Planning approval
 - The Football Foundation approval and process
 - Procurement and reporting timescales
- 3.2 The Football Foundation (FF) require the project to have obtained planning approval and receipt of tenders. The current programme is assuming that this will be completed in November, in time for submission to the FF for their Panel meeting that month.
- 3.3 The Council has entered into an agency agreement with Freedom Leisure to undertake various capital works to the Council's leisure centre portfolio. Pursuant to arrangements made under that agency agreement Clarkson Alliance are undertaking the project management role for the capital works which will now include this project at Cefn Hengoed.

3.2 If the programme is achieved the construction phase would run from February to November 2020 with the new facilities being opened to the school and community in November 2020.

| DRAFT PROGRAMME | | | |
|---|--------------|---------------|----------------------|
| | Start | Finish | %age complete |
| Cefn Hengoed Community Hub Strategic Programme | 05/02/19 | 11/11/20 | 16% |
| Stages 0 - 1 | 05/02/19 | 28/02/19 | 100% |
| Appoint Architect, Project Manager and Cost Manager for Feasibility Study | 05/02/19 | 05/02/19 | 100% |
| Develop design options | 05/02/19 | 22/02/19 | 100% |
| Produce cost model | 05/02/19 | 22/02/19 | 100% |
| Produce risk log | 05/02/19 | 22/02/19 | 100% |
| Produce programme | 05/02/19 | 22/02/19 | 100% |
| Develop business case | 19/02/19 | 25/02/19 | 100% |
| Collate and submit bid | 26/02/19 | 28/02/19 | 100% |
| Bid review period | 04/03/19 | 12/04/19 | 100% |
| Bid review | 04/03/19 | 05/04/19 | 100% |
| Bid notification | 08/04/19 | 12/04/19 | 100% |
| Developed Design - Stage 2-3 | 29/05/19 | 08/11/19 | 0% |
| Appoint Clarkson Alliance | 29/05/19 | 29/05/19 | 100% |
| Cabinet and Ward Member briefing | 17/06/19 | 17/06/19 | 100% |
| External Funding Panel Report (for all funding streams) | 03/07/19 | 03/07/19 | 0% |
| Procure and undertake surveys | 30/05/19 | 10/07/19 | 0% |
| Appoint RLF fo pitch design and management | 30/05/19 | 26/06/19 | 0% |
| Produce developed design (excluding pitch) | 20/06/19 | 14/08/19 | 0% |
| Produce pitch design | 03/07/19 | 13/08/19 | 0% |
| Update cost plans and create cost reports | 15/08/19 | 29/08/19 | 0% |
| Planning process | 06/09/19 | 07/11/19 | 0% |
| Gateway 3: Stage end review, Developed Design Approval and request client approval to proceed | 08/11/19 | 08/11/19 | 0% |
| Stage 4 | 06/09/19 | 13/02/20 | 0% |
| Consult WG on contingency element | 06/09/19 | 19/09/19 | 0% |
| Complete tender information (excl. pitch) | 06/09/19 | 13/11/19 | 0% |
| Complete pitch tender information | 06/09/19 | 03/10/19 | 0% |
| Submit funding application to Football Foundation | 27/11/19 | 27/11/19 | 0% |
| Football Foundation Panel meeting and grant award | 16/01/20 | 16/01/20 | 0% |
| Tender period (excl. pitch) | 14/11/19 | 08/01/20 | 0% |
| Tender period pitch | 04/10/19 | 14/11/19 | 0% |
| Review tenders and make recommendation | 09/01/20 | 22/01/20 | 0% |
| Deadline Corporate Briefing FPR7 & Contract Award report | 17/01/20 | 17/01/20 | 0% |
| Seek necessary funding of contingency from WG | 23/01/20 | 05/02/20 | 0% |
| Corporate Briefing FPR7 & Contract Award report | 30/01/20 | 30/01/20 | 0% |
| Deadline Cabinet FPR7 & Contract Award report | 31/01/20 | 31/01/20 | 0% |
| Draw up contract documents | 06/02/20 | 12/02/20 | 0% |

| | | | |
|---|----------|----------|----|
| Approval Gateway 4: Stage end review and request client approval to proceed. Construction phase to start | 13/02/20 | 13/02/20 | 0% |
| Mobilisation & Construction - Stage 5 | 05/12/19 | 11/11/20 | 0% |
| Cabinet FPR7 & Contract Award report | 13/02/20 | 13/02/20 | 0% |
| Contract signatures main contract | 27/02/20 | 27/02/20 | 0% |
| Mobilisation & site establishment | 27/02/20 | 25/03/20 | 0% |
| Construction of football/rugby facility | 25/03/20 | 30/09/20 | 0% |
| Contract signatures pitch | 19/12/19 | 25/12/19 | 0% |
| Mobilisation pitch contractor | 02/09/20 | 30/09/20 | 0% |
| Pitch construction | 01/10/20 | 11/11/20 | 0% |
| Remodelling of existing facilities | 26/03/20 | 04/08/20 | 0% |
| Hand over/Fit out | 05/08/20 | 25/11/20 | 0% |

4. Equality and Engagement Implications

4.1 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.

4.2 An Equality Impact Assessment (EIA) screening has been completed and a full EIA is in development for the project.

4.3 As part of this process we will also be considering the Well-being of Future Generations Act. The Act ensures that public bodies think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach.

4.4 **This project is aligned with the Wellbeing of Future Generations Act contributing to the seven goals including;**

- To promote health and well-being and increased sports and well-being activities
- Creating buildings and facilities that are available within the community, and maximising the potential for facilities to be used effectively for the community.
- Encouraging a community ethos in schools, via community spaces and the flexible use of assets
- Improved accessibility to facilities for disability groups, and design to promote independence
- Key stakeholders actively engaged through the project lifecycle
- Community benefit initiatives
- External landscaping that considers the reduction of hard-surfaces and introduction of permeable paving solutions
- Sustainable Drainage solutions incorporated into designs
- Build to meet requirements, and not impose infrastructure that is not required

- 4.5 It is building on the investment in the school buildings that took place just before the start of the **21st Century Schools Programme** in 2010; but which did not address the sports facilities in the school.
- 4.6 The proposal would contribute significantly to many of the health and well-being objectives of the Council and Local Service Board around sport and physical activity participation rates and capacity building within community organisations.
- 4.7 There has already been extensive engagement with Leisure, Library Service, community groups, ward members, sports clubs, Swansea City Community Trust, National Governing Bodies of Sport, the All Wales Collaboration Group and Sports Wales. This will continue throughout the lifecycle of the project and evidence provided if required.
- 4.9 Since the approval of the WG grant application, project team meetings have been established that include the school, Freedom Leisure and technical team, ward member briefings have been undertaken, and an update has been included in the Freedom Leisure newsletter alongside a Press Release.
- 4.10 A stakeholder engagement event took place on the 15 July - 2pm for pupils and 3pm onwards for staff, governors, parents and community. This enabled views and ideas to be captured to help inform the development of the project.

5. Financial Implications

- 5.1 The business case sought funding of £1,553,400. The approval from WG was for £1,265,100, excluding the identified contingency sum of £288,300. This was not included in the amount awarded, but WG advised that the Council should approach the grant team again should the cost vary. The project is also subject to funding from the Football Foundation and others as detailed below.

Capital

1 PROJECT COSTS

1.1 Construction Costs

| | | |
|---|-----------|-----------------|
| Leisure Centre extension | 178,100 | |
| Refurbishment to leisure centre areas | 405,020 | |
| Construct new sports barn | 1,197,900 | |
| Refurbishment to school changing | 102,300 | |
| Conversion of existing fitness suite to classroom | | Excluded |
| | | <hr/> 1,883,320 |

1.2 Contingency

| | | |
|---------------------------------------|---------|---------------|
| Leisure Centre extension | 17,800 | |
| Refurbishment to leisure centre areas | 40,500 | |
| Construct new sports barn | 119,800 | |
| Refurbishment to school changing | 10,200 | |
| | | <hr/> 188,300 |

1.3 Fees

| | | |
|---------------------------------------|--------|-------|
| Leisure Centre extension | 33,325 | |
| Refurbishment to leisure centre areas | 71,344 | |
| Construct new sports barn | 53,900 | |
| Refurbishment to school changing | 20,489 | |
| | | <hr/> |

| | | |
|--|---------|-------------------------|
| | | 179,058 |
| Specialist surveys | 82,722 | |
| Swansea Council internal costs and risks | 100,000 | |
| | | <u>182,722</u> |
| Total | | <u><u>2,433,400</u></u> |

2 FUNDING

| | | |
|-----------------------------|--|------------------|
| Community Hubs grant scheme | | 1,265,100 |
| Collaboration fund | | 50,000 |
| Football Foundation | | 500,000 |
| Maintenance works fund | | 330,000 |
| | | <u>2,145,100</u> |

3 POTENTIAL FUNDING

| | | |
|-------------|--|-------------------------|
| Contingency | | 288,300 |
| Total | | <u><u>2,433,400</u></u> |

Revenue

5.2 There is already an established mechanism in place for the management of the existing facilities on site, these are contracted for another 19 years. This will be retained and work in collaboration with other service providers to manage the new facilities.

5.3 It is not anticipated that there will be any additional revenue requirements as part of this project as the use of the facilities will be subject to the Freedom Leisure Contract and also be income generating.

5.4 Working with Freedom Leisure, the Council have considered any additional staffing requirements for reception staff to manage the new facilities.

5.5 Freedom Leisure have made a commitment to work with the Council to ensure that the cost to the Council would not increase compared to the contracted affordability budget for Cefn Hengoed..

5.6 Any additional NNDR costs relating to the increased size of the building(s) will assumed to be treated at 100% relief, owing to Freedom Leisure being in occupation of the buildings and their NPDO status. The same principle applies to the other sites Freedom operate on the Councils behalf. There will be no adverse impact to the school budgets for additional rates as a result of the improvements, and a new valuation split will be obtained.

5.8 The final layout plans may impact on the school's budget share and capacity calculation, and this will be reviewed and managed through the design process.

6. Legal Implications

6.1 Any offer of grant funding from the Welsh Government or the Football Foundation will be subject to terms and conditions which will be binding upon the Council.

6.2 Legal advice should be sought in relation to any procurement and contractual issues which arise as a result of this project.

Appendices:

None

Background Papers:

EFP1

NGA1

EIA Screening Form

Agenda Item 6



Report of the Cabinet Member for Environment and Infrastructure Management

External Funding Panel – 4 September 2019

Welsh Government Absorbent Hygiene Products Waste Programme - Offer of Capital Support

| | |
|------------------------------------|---|
| Purpose: | To provide details of the Welsh Government Absorbent Hygiene Products (AHP) Waste Programme -To support the implementation of AHP (nappies/incontinence products) collection service across Wales |
| Policy Framework: | Swansea Waste Management Strategy. Welsh Government's Towards Zero Waste |
| Consultation: | Access to Services, Finance, Legal. |
| Recommendation(s): | It is recommended that: 1) Approval is given to accept any grant offer following the submission of a funding bid to the Welsh Government Absorbent Hygiene Products (AHP) Waste Programme, to support the implementation of AHP (nappies/incontinence products) collection service across the Authority. |
| Report Author: | Chris Howell |
| Finance Officer: | Paul Roach |
| Legal Officer: | Tracey Meredith |
| Access to Services Officer: | Rhian Miller |

1. Introduction

- 1.1 The purpose of this paper is to provide the External Funding Panel with the background regarding a Welsh Government (WG) grant opportunity that will be used to support the Council introducing an AHP (nappies/incontinence products) collection service across the Authority.

- 1.2 The Authority has statutory recycling targets to meet. The targets have risen to 64% for 2019/20 and are set to rise to 70% by 2024/25. Failure to hit these targets could result in significant fines being imposed by WG.
- 1.3 It is estimated that at present up to 9% of the residual (black bag) waste in Swansea is made up of AHP and similar products. Introducing such a scheme county wide would enable a significant proportion of this material to be collected, diverted from landfill and be sent for processing/recycling and thus helping the Council meet its recycling targets

2. National AHP waste programme and offer of capital support

- 2.1 The Welsh Government is developing a joint programme with local authorities to improve the recycling of Absorbent Hygiene Products (AHP). As part of this programme, the offer of additional capital funding support is being made available to all Welsh local authorities for the implementation and expansion of separate household collections of AHP waste.
- 2.2 This funding is aimed at offsetting the capital cost of introducing such schemes.
- 2.3 The next stage of the WG programme will be for the provision of regional, cost effective AHP recycling facilities.

3. Equality and Engagement Implications

- 3.1 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.

- 3.2 An Equality Impact Assessment (EIA) screening tool confirms that a full EIA is not required at this stage. We will revisit the assessment if the funding bid is successful.

4. Financial Implications

- 4.1 This funding bid is for the provision of Capital funding to enable the Authority to provide the necessary vehicles/containers and infrastructure changes to enable it to expand and promote the collection of AHP County wide by April 2021.

The total sum of Capital funding bid for under this application amounts to £603,410.

This sum can be broken down as follows:-

- Vehicle costs £400,000
- Container costs £151,410
- Depot infrastructure changes £ 52,000

WG are requiring that the funding be fully spent/committed in the 2019/20 financial year. Whilst all funds will be committed by end March 2020, it is likely that spend will continue through 2020 as vehicles and containers are delivered, but would all be spent by the scheme commencement date of 1 April 2021.

The revenue implications of introducing a county wide collection of AHP are dependent on the tonnage of AHP the introduction would generate, and the collection method used. However taking up the scheme will enable the Authority to review its collection operation and will result in lower overall collection costs and help boost recycling performance. Whilst the exact revenue implications are unknown at this point it is likely to lead to a reduction in the overall collection/disposal costs.

| | 2019/20 £ | 2020/21 £ | Yr 3 £ | Yr 4 £ | Yr 5 £ | Total £ | Ongoing £ |
|---------------------|-------------------|--------------------|-----------|-----------|-----------|------------|--------------|
| Total project cost: | | | | | | | |
| Capital | 603,410 committed | Remainder reserved | Nil | Nil | Nil | 603,410 | Nil |
| Revenue | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| Grant applied for: | | | | | | | |
| Capital | 603,410 | Nil | Nil | Nil | Nil | 603,410 | Nil |
| Revenue | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| Deficit | Nil | Nil | Nil | Nil | Nil | Nil | Nil |

5. Legal Implications

- 5.1 The Authority have statutory recycling targets to meet. The targets have risen to 64% for 2019/20 and are set to rise to 70% by 2024/25. Failure to hit these targets could result in significant fines being imposed by WG.
- 5.2 The Council will need to ensure that it complies with any terms and conditions attached to this Welsh Government grant funding.
- 5.3 Separate legal advice will be required regarding procurement. Contracts over OJEU thresholds will need to comply with European Procurement Directives.

Background Papers: None

Appendices:

| | |
|------------|--|
| Appendix A | EIA Screening Form |
| Appendix B | Absorbent Hygiene Products (AHP) Waste Collection Service Plan |

Equality Impact Assessment Screening Form – 2017/8

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: Waste Management

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

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

(b) Please name and describe here:

Provision of infrastructure to widen out existing collection of Absorbent Hygiene Products

Q2(a) WHAT DOES Q1a RELATE TO?

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

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

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

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

| | High Impact (H) | Medium Impact (M) | Low Impact (L) | Don't know (H) |
|--------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) → | <input type="checkbox"/> | <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

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

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

(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.

It is not considered that this project requires an EIA Report as it is only for the provision of infrastructure to expand an existing service from a black bag exemption scheme to be available to all residents who require the service, including all relevant protected groups.

Section 2

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

| |
|--|
| Screening completed by: |
| Name: Lisa Richards |
| Job title: Graduate Contract and Project Manager |
| Date: 23 August 2019 |
| Approval by Head of Service: |
| Name: Chris Howell |
| Position: Head of Waste and Parks & Cleansing |
| Date: 23 August 2019 |

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

Absorbent Hygiene Products (AHP) Waste Collection Service Plan

Service Plan Requirements

To support the affordability of providing source segregated AHP waste collection services, the Welsh Government is proposing to make available capital funding to off-set local authority costs.

In order to accommodate flexibility with existing services, as well as the design of new services, across all local authorities, the capital grant allocation will be based on individual authority service plans.

The capital grant must be spent in 2019/20 and will be payable on satisfactory evidence of expenditure (either on AHP or non-AHP related items) up to the amount allocated.

To calculate the grant allocation for each authority based on its service need, please complete:

- the summary requirement table in Section 1;
- the service detail in Section 2; and
- expenditure plans for non-AHP related capital items (if applicable) in Section 3.

Section 1: Summary Requirements

Please provide the number of items and the associated capital cost for the AHP waste collection service committed to be in place by 1 April 2021.

| Local Authority Name | City and County of Swansea | |
|---|--|-----------|
| Item required | Number | £ Capital |
| 7.5 tonne vehicle (£50,000 per vehicle) | 8No. upgrade of standard RCVs to split body RCVs | 400,000 |
| 3.5 tonne vehicle (£35,000 per vehicle) | | |
| Containers (£7 per caddy, maximum of 20% of households) * | 21,630 | 151,410 |
| Depot changes (£52,000 per depot) | New roofed bay, and 2no. skips | 52,000 |
| Total capital required | N/A | 603,410 |

* Note: For purposes of calculating the cost allocated to containers, it is proposed that the Stats Wales (2017) local authority household data table is used in Appendix 1.

Section 2: Service Detail

| Service plan | Response | Additional comments |
|--|--|---------------------|
| Service commencement date | | |
| <p>Please state the date that separate collection service will commence.</p> <p>Please state “existing” if service already in place.</p> <p>(to be eligible for this grant new services must commence by 1 April 2021)</p> | <p>At present there is a limited existing scheme in operation and this will be expanded County wide by 1 April 2021</p> | |
| Collection frequency | | |
| <p>Please state the collection service frequency.</p> <p>(collections must be at least fortnightly i.e. the timeframe between collections must not exceed two weeks)</p> | <p>Fortnightly (apart from limited existing weekly Tiger bag collections)</p> | |
| <p>Please state how the AHP collection service will coincide with the residual waste collection service.</p> <p>(Ideally AHP and residual waste collections should be undertaken on the same day where both are fortnightly)</p> | <p>AHP and residual waste are/will be collected on the same day</p> | |
| Eligibility for service provision | | |
| <p>Please confirm that there will be no barriers to collection service sign-up. (a collection service will need to be provided to any household with a permanent resident (child or adult) using AHPs)</p> | <p>The collection service will be available to any household with a permanent resident (child or adult) using AHPs</p> | |
| <p>Please confirm whether the service will collect materials from sources other than households and provide specific details.</p> | <p>The existing service also collects a small amount from nursing/residential homes</p> | |
| Material acceptance | | |
| <p>Please state whether the collection will accept any non-AHP waste (e.g. stoma bags, gloves, aprons), and if so provide details.</p> | <p>The adult AHP does currently contain some plastic tubes and bags etc. although this will need to be discussed with any new processor. There is no clinical waste collected.</p> | |

| | | |
|--|--|--|
| Please provide details of how contamination of collected AHP waste will be monitored and managed. | Through the provision of information literature and monitored by collection crews. Any concerns raised to be dealt with through individual contact with residents. | |
| Service promotion | | |
| Please specify how the service will be promoted. | Communication strategy | |
| Interim treatment | | |
| Please state the intended treatment destination of collected AHP waste prior to the procurement of a national treatment contract (i.e. existing operator or EfW). | We currently use an existing operator, although EfW may also be needed as an interim measure if appropriate. Eg if processing capacity becomes an issue | |
| Capital expenditure | | |
| Please confirm if the grant allocation will be spent fully on AHP-related capital items in 2019/20. | All grant allocation will be fully committed by end of 2019/20 | |
| Vehicles | | |
| Please state the number and type of vehicles that will be used for the collection of AHP waste. | 8no. 26tonne split bodied RCVs (includes 2no. spares) | |
| Containers | | |
| Please confirm if the service will use caddies. | The existing limited service uses bags, although caddies will be trialled through this initiative | |
| Appendix 1 provides a list of the number of households per local authority. If this requires updating, please provide an alternative figure and details of the relevant official source. | | |
| Depot infrastructure | | |
| Please confirm whether any depot changes would be needed to accept, store or handle AHP waste and provide details (e.g. location, required changes). (maximum contribution £52,000 per depot) | Yes work will be required at the Council's Baling Plant Depot in Llansamlet to enable the safe receipt storage and handling of the AHP collected. The works would consist of the creation of a new weatherproof bay using alpha blocks and a roof, and 2 new skips for transfer. | |
| If changes are required to depots, please provide details of when these changes would be completed. | All changes would be completed before April 2021. | |

Section 3: Details of Proposed Expenditure in 2019/20

| Capital expenditure | Response |
|--|--|
| Non-AHP related expenditure | |
| <p>If the capital grant will not be used fully for AHP related vehicles and/or containers and/or depot changes in 2019/20, please provide details of proposed expenditure.</p> <p>(expenditure details must evidence how the grant will contribute towards higher recycling targets and/or zero waste aspirations)</p> | <p>All the capital grant will be fully used for AHP related items, committed, and orders placed by the end of March 2020, although delivery of items such as vehicles and containers may well be made during 2020/21, but before the full scheme commencement of 1 April 2021. The only potential exception would be containers which could be used for food waste, in advance of the AHP full implementation by April 2021. Any containers used for food waste will encourage the recycling of food, contributing towards higher recycling targets and zero waste aspirations.</p> <p>Implementing a County wide collection of AHP's could result in a significant tonnage of waste being diverted from the residual stream. This could have a beneficial impact on the recycling rate being achieved (depending on the availability and recycling rate of any re-processor).</p> <p>Removing AHP from the residual waste stream could also enable the Council to review the frequency of residual waste collections in the future, helping drive the zero waste aspirations.</p> |

Appendix 1: Number of households for local authorities in Wales

| | |
|-------------------|------------------|
| Wales | 1,349,911 |
| Isle of Anglesey | 31,038 |
| Gwynedd | 54,010 |
| Conwy | 52,521 |
| Denbighshire | 41,495 |
| Flintshire | 65,924 |
| Wrexham | 58,327 |
| Powys | 59,473 |
| Ceredigion | 31,102 |
| Pembrokeshire | 55,264 |
| Carmarthenshire | 80,931 |
| Swansea | 108,152 |
| Neath Port Talbot | 61,695 |
| Bridgend | 61,484 |
| Vale of Glamorgan | 56,435 |
| Rhondda Cynon Taf | 104,032 |
| Merthyr Tydfil | 24,780 |
| Caerphilly | 76,400 |
| Blaenau Gwent | 30,969 |
| Torfaen | 39,586 |
| Monmouthshire | 39,809 |
| Newport | 64,292 |
| Cardiff | 152,192 |

Stats Wales (2017 data)

<https://statswales.gov.wales/Catalogue/Housing/Households/Estimates/households-by-localauthority-year>

Agenda Item 7



Report of the Chief Legal Officer

External Funding Panel – 4 September 2019

Exclusion of the Public

| Purpose: | To consider whether the Public should be excluded from the following items of business. | | | | |
|---------------------------|--|----------|-------------------------------------|---|----|
| Policy Framework: | None. | | | | |
| Consultation: | Legal. | | | | |
| Recommendation(s): | It is recommended that: | | | | |
| 1) | The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied. | | | | |
| | <table border="1"><thead><tr><th>Item No.</th><th>Relevant Paragraphs in Schedule 12A</th></tr></thead><tbody><tr><td>8</td><td>14</td></tr></tbody></table> | Item No. | Relevant Paragraphs in Schedule 12A | 8 | 14 |
| Item No. | Relevant Paragraphs in Schedule 12A | | | | |
| 8 | 14 | | | | |
| Report Author: | Democratic Services | | | | |
| Finance Officer: | Not Applicable | | | | |
| Legal Officer: | Tracey Meredith – Chief Legal Officer (Monitoring Officer) | | | | |

1. Introduction

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

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.
- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

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

4. Legal Implications

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

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

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

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

Agenda Item 8

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
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