



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 March 2020

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

	Page No.
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
4 Welsh Government Circular Economy Capital Fund 2019-20 - Offer of Capital Support for the Setting up of Agile Working at Guildhall, Swansea.	2 - 7
5 Exclusion of the Public.	8 - 11
6 Welsh Government Green Infrastructure Fund Applications and Valleys Taskforce Capital Grant Funding Opportunity.	12 - 66

Next Meeting: Wednesday, 1 April 2020 at 2.00 pm

A handwritten signature in cursive script that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Wednesday, 26 February 2020

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, 5 February 2020 at 2.00 pm

Present:

Councillor(s)

R C Stewart
C E Lloyd
M Thomas

Councillor(s)

R Francis-Davies
A Pugh

Councillor(s)

A S Lewis
J A Raynor

Officer(s)

Allison Lowe
Sally-Ann Evans

Democratic Services Officer
Senior Lawyer

Apologies for Absence

Councillor(s): D H Hopkins, A H Stevens

26 Election of Chair Pro Tem.

Resolved that Councillor A S Lewis be elected Chair Pro Tem.

Councillor A S Lewis (Chair Pro Tem) Presided.

27 Disclosures of Personal and Prejudicial Interests.

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

28 Minutes.

Resolved that the Minutes of the External Funding Panel held on 8 January 2020 be approved and signed as a correct record.

29 Welsh Government Circular Economy Capital Fund 2019-2020 - Offer of Capital Support for the Setting up of a Wood Reuse and Recycling Centre.

The Cabinet Member for Environment and Infrastructure Management presented a report to provide details of the Welsh Government Circular Economy Capital Fund 2019-2020 to support the setting up of a Wood Reuse and Recycling Centre.

Resolved that External Funding Panel approve to accept any grant offer following the submission of a funding bid to the Welsh Government Circular Economy Capital Fund 2019-2020 to support the setting up of a Wood Reuse and Recycling Centre.

The meeting ended at 2.08 pm

Chair

Agenda Item 4



Report of the Cabinet Member for Delivery & Performance

External Funding Panel – 5 March 2020

Welsh Government Circular Economy Capital Fund 2019-20 - Offer of Capital Support for the Setting up of Agile Working at Guildhall, Swansea

Purpose:	To provide details of the Welsh Government Circular Economy Capital Fund FY 2019-20 to support the continued roll out of agile working at the Guildhall
Policy Framework:	Asset Management Plan 2017/21. Corporate Priority Transformation and Future Council Development. Financial Procedure Rules
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 Circular Economy Capital Fund FY 2019-20 to support the rollout of Agile Working at Guildhall Swansea.
Report Author:	Nerys Williams
Finance Officers:	Jeff Dong, Jayne James
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

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 in the roll out of Agile Working at Guildhall.
- 1.2 The primary purpose of the project is to continue with the introduction of Agile Working and New Ways of Working born out of the drive for City and County of Swansea (CCOS) to become sustainably responsible with their office furniture procurement.

- 1.3 An initial pilot project was conducted some two and half years ago in Civic Centre, which highlighted Circular Economy benefits that far exceeded expectations. The success was documented in a case study by WRAP Cymru, which can be found here:

[.../Desktop/20180305 Swansea Council Case Study Final V1%20\(1\).pdf](#)

- 1.4 CCOS plan to rationalise space and transform a traditional office environment into a modern, economically viable, social, and environmentally friendly working environment. In doing so, we collaborated with a local furniture business, Ministry of Furniture who are members of social firms Wales, to assist with delivery of this new circular economy concept.

2. Welsh Government Circular Economy Capital Fund

- 2.1 The Welsh Government issued a letter on 19 December 2019 asking for bids against this Capital Fund for a variety of activities including “Prioritise the use of wood and remake and recycle more items”. Bids needed to be returned by 23 January.

- 2.2 Successful bids are due to be announced mid February, with funding spent or committed by 20 March 2020.

- 2.3 The Authority’s submission under this Capital fund is for the expenditure required to continue with the roll out of the Agile Project at Guildhall in line with Accommodation strategy.

- 2.4 The funding would be utilised to transform the Councils traditional furniture by completely remanufacturing into modern beam desking configuration utilising approximately 70% of the legacy furniture in the new desks. The process includes taking the surplus wood panels from desks, pedestals and storage cupboards cutting down, re edged and transformed into modern wooden agile lockers. Old meeting chairs will be powder coated and reupholstered to fit in with the redesigned modern environment.

- 2.5 There are currently approximately 900 staff working at Guildhall, when this project is completed it is hoped that this figure could increase by 50%. This demonstrates efficiency and increased space utilisation.

- 2.6 Refurbishment of identified areas would commence on approval of the grant funding, in line with proposed programme that has already been shared with affected Heads of Service.

The full process will be as follows:

- Decant staff from existing office space to enable existing furniture to be remanufactured.

- Furniture that can't be reused in scheme to be offered to schools/ community groups.
- Relocate staff to new refurbished areas.
- Space gained to be offered to commercial partners, gaining income generation.

2.7 The creation of this new agile working environment and upgraded technology will reduce the need for office space and enable staff to work remotely and access facilities such as video conferencing. This will help to cut carbon emissions from unnecessary travel.

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 continue and complete the Agile Working Project at Guildhall. The total sum of Capital funding bid for under this application amounts to £406,247.49.

This sum can be broken down as follows:-

To complete project the following equipment was assessed to be needed. Due to the timescales it is likely that there will be amendments to the specification.

- 570 workstations , including desk /chair etc @£500 per station = £285,000
- 900 lockers @£86 per locker = £77,400
- Break out area furniture – approximately. £70,000
- 65 height adjustable desks@ £600 = £39,000

- 17 recycling stations 60ltrs, including signage on each bin in Welsh & English) = £4,847.49

Total cost £406,247.49

	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £	Total £	Ongoing £
Total project cost:							
Capital	406,247.49 committed					406,247.49	Nil
Revenue	Nil						
Grant applied for:							
Capital	406,247.49						
Revenue	Nil						
Deficit	Nil						

5. Legal Implications

5.1 The Council will need to ensure that it complies with any terms and conditions attached to this Welsh Government grant funding.

Background Papers:

Grant Application

NGA2 – Notification of Grant Award

Appendices:

Appendix 1 - EIA screening

Equality Impact Assessment Screening Form – Appendix 1

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: Coroprate Property Services

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

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

(b) Please name and describe here:

Purchase of furniture to enable the roll out of Agile Project at Guildhall.

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line
service delivery

(H)

Indirect front line
service delivery

(M)

Indirect back room
service delivery

(L)

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

Because they
need to

(H)

Because they
want to

(M)

Because it is
automatically provided to
everyone in Swansea

(M)

On an internal
basis
i.e. Staff

(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

- Feb 2020 – Orders Placed with Ministry
- Feb 2020 – Staff decanted from area.
- March 2020 – Area Refurbished.

Equality Impact Assessment Screening Form – Appendix 1

- March 2020- Staff relocated to refurbished area.
- April – December 2020 – Remaining areas to be refurbished.

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

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

Yes No If yes, please provide details below

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.

What is being proposed is the purchase of furniture by way of grant. This will have no impact whatsoever on any groups but will have the significant benefit to the circular economy

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:	Nerys Williams
Job title:	Facilities Development Manager
Date:	18/2/20
Approval by Head of Service:	
Name:	Geoff Bacon
Position:	Head of Property
Date:	18/2/20

Agenda Item 5



Report of the Chief Legal Officer

External Funding Panel – 4 March 2020

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>6</td><td>14</td></tr></tbody></table>	Item No.	Relevant Paragraphs in Schedule 12A	6	14
Item No.	Relevant Paragraphs in Schedule 12A				
6	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> <ul style="list-style-type: none"> 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 b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts. <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 6

By virtue of paragraph(s) 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

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