



**Dinas a Sir Abertawe**

**Hysbysiad o Gyfarfod**

Fe'ch gwahoddir i gyfarfod

## **Y Cabinet**

**Lleoliad:** O bell drwy Microsoft Teams

**Dyddiad:** Dydd Iau, 19 Tachwedd 2020

**Amser:** 10.00 am

**Cadeirydd:** Cyngorydd Rob Stewart

**Aelodaeth:**

Cyngorwyr: R Francis-Davies, D H Hopkins, E J King, A S Lewis, C E Lloyd, A Pugh, J A Raynor, A H Stevens a/ac M Thomas

**Hefyd gwahoddwyd:** L S Gibbard

**Gwyllo ar-lein:** <https://bit.ly/3oqfuO9>

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**Gweddarlledu:** Gellir ffilmio'r cyfarfod hwn i'w ddarlledu'n fyw neu'n ddiweddarach drwy wefan y cyngor. Drwy gymryd rhan, rydych yn cytuno i gael eich ffilmio ac i'r delweddau a'r recordiadau sain hynny gael eu defnyddio at ddibenion gweddarlledu a/neu hyfforddiant o bosib.

**Mae croeso i chi siarad Cymraeg yn y cyfarfod.**

Dywedwch wrthym erbyn canol dydd, ddeuddydd cyn y cyfarfod.

### **Agenda**

**Rhif y Dudalen.**

**1. Ymddiheuriadau am absenoldeb.**

**2. Datgeliadau o fuddiannau personol a rhagfarnol.**

[www.abertawe.gov.uk/DatgeluCysylltiadau](http://www.abertawe.gov.uk/DatgeluCysylltiadau)

**3. Cofnodion.**

Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod blaenorol.

**1 - 6**

**4. Cyhoeddiadau Arweinydd y Cyngor.**

**5. Cwestiynau gan y cyhoedd.**

Rhaid cyflwyno cwestiynau'n ysgrifenedig, cyn hanner dydd ar y diwrnod gwaith cyn y cyfarfod fan bellaf. Rhaid i gwestiynau ymwneud ag eitemau ar yr agenda. Ymdrinnir â chwestiynau o fewn cyfnod 10 munud.

6. **Hawl i holi cynghorwyr.**  
Rhaid cyflwyno cwestiynau'n ysgrifenedig, cyn hanner dydd ar y diwrnod gwaith cyn y cyfarfod fan bellaf. Rhaid i gwestiynau ymwneud ag eitemau ar yr agenda.
7. **Adroddiad ailgynllunio Rhaglen Oracle.** 7 - 24
8. **Cefnogaeth Ariannol Pwll Cenedlaethol Cymru.** 25 - 38
9. **Datganiad Argyfwng Hinsawdd - Adolygiad Polisi a'r Cynllun Gweithredu Arfaethedig.** 39 - 63
10. **Strategaeth Ynni 2020-2030.** 64 - 112
11. **Cytundeb Compact y Trydydd Sector - Diweddariad** 113 - 132
12. **FPR7 - Rhaglen Cyfalaf y Gronfa Gofal Canolraddol.** 133 - 144
13. **Caniatâd y Rhaglen Gyfalaf i ailfodelu'r ardal llawr caled a gosod cae 3G ar dir yn Ysgol Gymunedol Dylan Thomas.** 145 - 156
14. **Penodiadau Llywodraethwyr yr Awdurdod Lleol.** 157 - 160
15. **Adolygiad o Brisiau Parcio Ceir Canol y Ddinas i gefnogi canol y ddinas yn ystod pandemig COVID-19.** 161 - 170
16. **Ailadeiladu Graig Road.** 171 - 173
17. **Gwahardd y cyhoedd: -** 174 - 177
18. **Bwriad i brynu Portffolio Buddsoddi mewn Eiddo.** 178 - 191
19. **Consesiynau Rhent Arfaethedig i gefnogi Tenantiaid Masnachol y cyngor yn ystod cyfnod atal byr COVID-19.** 192 - 211

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**Cyfarfod Nesaf:** Dydd Iau, 17 Rhagfyr 2020 ar 10.00 am

*Huw Evans*

**Huw Evans  
Pennaeth Gwasanaethau Democrataidd  
Dydd Mawrth, 10 Tachwedd 2020**

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**Cyswllt: Gwasanaethau Democrataidd - Ffon: (01792) 636923**

# Agenda Item 3.



City and County of Swansea

## Minutes of the **Cabinet**

Remotely via Microsoft Teams

Thursday, 15 October 2020 at 10.00 am

**Present:** Councillor R C Stewart (Chair) Presided

### **Councillor(s)**

R Francis-Davies  
C E Lloyd  
E J King  
C A Holley

### **Councillor(s)**

D H Hopkins  
J A Raynor  
A H Stevens

### **Councillor(s)**

A S Lewis  
M Thomas  
A Pugh

### **Officer(s)**

Adam Hill  
Tracey Meredith  
Huw Evans  
Ben Smith  
Phil Roberts  
Sarah Lackenby

Deputy Chief Executive / Director of Resources  
Chief Legal Officer / Monitoring Officer  
Head of Democratic Services  
Chief Finance Officer / Section 151 Officer  
Chief Executive  
Chief Digital & Transformation Officer

### **Also present**

Councillor(s): L S Gibbard, C A Holley

### **Apologies for Absence**

Councillor(s): - Nil

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

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

- 1) Councillor J A Raynor declared a Personal & Prejudicial Interest in Minute 10 "Local Authority Governor Appointments" and stated withdrew from the meeting prior to its consideration.

## 2. **Minutes.**

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

- 1) Cabinet held on 17 September 2020.

**3. Announcements of the Leader of the Council.**

The Leader of Council made no announcements.

**4. Public Question Time.**

No questions were asked.

**5. Councillors' Question Time.**

Councillor C A Holley asked a question in relation to Minute 12 "Supporting Economic Recovery in Swansea":

"Will Cabinet add reference that the work of Supporting Economic Recovery in Swansea was subject to ongoing scrutiny?"

The Leader of the Council indicated that he would accept the amendment and that the report would be duly amended.

**6. Annual Review of Performance 2019/20.**

The Cabinet Member for Business Improvement & Performance submitted a report which sought approval to publish the Annual Review of Performance 2019/20. The review reported on the progress undertaken and the steps to meet the Council's Well-being Objectives described in the Corporate Plan and to meet other requirements set out within statutory guidance concerning the Well-Being of Future Generations (Wales) Act 2015 and Local Government (Wales) Measure 2009.

**Resolved** that:

- 1) The report content be approved for publication.

**7. Revenue and Capital Budget Monitoring 1st Quarter 2020/21.**

The Cabinet Member for Economy, Finance & Strategy submitted a report which reported on the financial monitoring of the 2020/21 revenue and capital budgets, including the delivery of budget savings.

**Resolved** that:

- 1) The comments and variations set out in the report and the actions in hand to address them be noted.
- 2) The virements set out in paragraph 2.7 of the report be approved.
- 3) A level of permitted be set, in extremis, in year overspending of up to £10m, to be fully financed from draws from earmarked reserves, to ensure the overall budget remains balanced for the year.



- 4) No Officer may consider any material further spending commitments and must wherever possible defer and delay spending to contain and reduce the likely forecast overspend by year end as far as is practicable, whilst delivering agreed Council priorities set out in the approved budget.

## **8. Housing Commissioning Review Update.**

The Cabinet Member for Homes, Energy & Service Transformation submitted a report which sought approval to implement changes to the District Housing Office service model following a statutory tenant consultation process.

**Resolved** that:

- 1) The proposed changes to the future model of the District Housing Office Service be approved and scheduled for implementation by April 2021.

## **9. Covid-19 Phase 2 Funding Application - Planning Guidance for Homelessness and Housing Related Support Services and Innovative Housing Programme Funding Phase 4 (IHP4) Applications.**

The Cabinet Member for Homes, Energy & Service Transformation submitted a report which sought:

- Retrospective approval for the application for Welsh Government Phase 2 Homelessness funding.
- To inform of the outcome of the applications.
- To commit the schemes to the capital programme in line with the Council's Financial Procedure Rules.
- Retrospective permission for the Innovative Housing Programme Bids (IHP4) to support the Phase 2 capital schemes and three Optimised Retrofit Programme (ORP) bids.

**Resolved** that:

- 1) The Phase 2 Homelessness bid projects set out in section 3 of the report be approved.
- 2) The Innovative Housing Programme Bids (IHP4) to support the Phase 2 capital schemes and three Optimised Retrofit Programme (ORP) bids set out in section 5 of the report be approved.
- 3) The Director of Place, the Chief Legal Officer and Chief Finance Officer be delegated authority to enter into any agreements necessary to ensure the delivery of the projects and to protect the Council's interests.
- 4) The Director of Place and the Chief Finance Officer be delegated authority to recover all expenditure associated with the delivery of the projects from Welsh Government.

- 5) Any further decisions relating to the funding above will be delegated to the Director of Place and the Cabinet Member for Homes, Energy and Service Transformation, and schemes are detailed and approved via the revised 20/21 HRA Capital Budget report.

#### **10. Local Authority Governor Appointments.**

The Local Authority Governors Appointment Group submitted a report, which sought approval of the nominations submitted to fill Local Authority (LA) Governor vacancies on School Governing Bodies.

**Resolved** that:

- 1) The following nominations recommended by the Director of Education in conjunction with the Cabinet Member for Education Improvement, Learning & Skills be approved:

1)	Cwmrhydyceirw Primary School	Wendy Bromham
2)	Dunvant Primary School	Cllr Jeff Jones
3)	Pennard Primary School	Cllr Lynda James
4)	Pen y Fro Primary School	Cllr Jennifer Raynor
5)	Portmead Primary School	Cllr June Burtonshaw
6)	Waunwen Primary School	Hannah Lawson
7)	Birchgrove Comprehensive School	Cllr Ryland Doyle
8)	Penyrheol Comprehensive School	Arron Bevan-John
9)	Pontarddulais Comprehensive School	Alisa Wallis

#### **11. Supporting Economic Recovery in Swansea.**

The Cabinet Member for Investment, Regeneration & Tourism submitted an information report which provided an overview of activities to support economic recovery from the Covid-19 pandemic in Swansea.

#### **12. Financial Procedure Rule 7 – Road Safety Grant 2020/21.**

The Cabinet Member for Environment Enhancement & Infrastructure Management submitted a report which sought to confirm the Road Safety grant allocation from Welsh Government and include the expenditure in the capital programme for 2020/21.

**Resolved** that:

- 1) The Road Safety grant allocation of £879,800 be confirmed and the expenditure be included in the capital programme for 2020/21.

**13. Financial Procedure Rule 7 – Safe Routes in Communities Grant 2020/21.**

The Cabinet Member for Environment Enhancement & Infrastructure Management submitted a report which sought to confirm the Safe Routes in Communities grant allocation from Welsh Government and include the expenditure in the capital programme for 2020/21.

**Resolved** that:

- 1) The Safe Routes in Communities grant allocation of £508,300 be confirmed and the expenditure be included in the capital programme for 2020/21.

**14. Managing the Present and Shaping the Future Swansea Council – From Recovery to Transformation.**

The Leader of the Council submitted a report which provided an overview of the initial remobilisation of the Council and the immediate priorities from the COVID-19 crisis, the longer term plan from recovery to transformation and the framework to replace Sustainable Swansea Strategy with Swansea – Achieving Better Together.

**Resolved** that:

- 1) The initial plans and priorities be agreed to support organisational, economic and social recovery and plan for the future.
- 2) The Swansea – Achieving Better Together framework as outlined in Appendix 1 of the report that is being developed to aid future transformation of the Council be noted.

**15. Digital Infrastructure Business Case, Swansea Bay City Deal.**

The Cabinet Member for Economy, Finance & Strategy submitted a report which sought approval for the Swansea Bay City Deal Digital Infrastructure Business Case.

**Resolved** that:

- 1) The proposed Swansea Bay City Deal Digital Infrastructure Business Case attached at Appendix 1 of the report and subsequent investment in Digital Infrastructure across the Swansea Bay City Region be approved.
- 2) The Chief Transformation Officer in consultation with the Leader of the Council be delegated authority to approve any amendments to the business case that may be required to obtain approval at local, regional, and national governance.

The meeting ended at 11.23 am

**Chair**

Minutes of the Cabinet (15.10.2020)  
Cont'd

<b>Call In Procedure – Relevant Dates</b>	
Minutes Published:	<b>15 October 2020</b>
Call In Period Expires (3 Clear Working Days after Publication):	23.59 on 20 October 2020
Decision Comes into force:	21 October 2020

# Agenda Item 7.



## Report of the Cabinet Member for Homes, Energy and Service Transformation

Cabinet – 19 November 2020

### Oracle Programme Re-plan Report

<b>Purpose:</b>	This report provides an update on the current status of the Oracle Cloud implementation due to the impact of Covid-19 and makes recommendations to delay the programme including re-planning and costs
<b>Policy Framework:</b>	Digital Strategy and Sustainable Swansea - Fit for the Future
<b>Consultation:</b>	Access to Services, Finance, Legal. All Directorates have been engaged in a four-week due diligence exercise around the upgrade and subsequent delay due to Covid-19
<b>Recommendation(s):</b>	It is recommended that:  1) The paused, phased return, and programme re-plan are approved together with the necessary financial increase in order to achieve successful implementation of this corporate system.
<b>Report Author:</b>	Sarah Lackenby
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

1.1 On 19<sup>th</sup> September 2019, Cabinet approved the Enterprise Resources Planning (ERP) System Upgrade (Oracle Cloud) implementation programme.

1.2 At that time, the need for the system to be live by November 2020 was driven by:

- The system would be completely obsolete by December 2021
- The system would not be supported from November 2020 and would not receive regular updates and patches as it does now. This increased the risk of cyber-attacks and potential data theft

- There was a risk payroll may not function, staff and pensioners may not be paid
- Disaster recovery (DR) is already an issue with the current system, which is flagged as a potential risk every year
- The Council risked failing its Public Service Network (PSN) accreditation. This meant there was a risk the Council could be removed from the network and prevented from sharing data with: Health, Police, Department of Work and Pensions (DWP) and other key bodies. This would seriously impact service delivery including: Health hubs, social services, and Benefits
- The current system does not support new legislation such as Making Tax Digital and new Teachers' Pension legislation

## **2. Status Update**

- 2.1 The programme commenced in November 2019 with staff attending many functional workshops to agree requirements.
- 2.2 In the following four months significant work was completed to plan activities such as: finalising Data Migration and integration requirements, agree list of reports, analysing training requirements and developing the test strategy. The system was partially built for conference room pilot (CRP) 1. This gave an environment where the programme team were able to view the system developed to date, in order to develop further for CRP 2.

## **3. Covid 19 Impacts**

- 3.1 However, since March 2020 Swansea Council teams have been pulled towards Covid-19 work, supporting residents, businesses, staff and managers through the crisis. This work was constantly changing and escalating on a daily basis.
- 3.2 Examples include:
- Payments to 5,000 businesses through the Service Centre
  - Ensuring Council staff and Councillors could work from home
  - The Oracle IT team supporting other teams, particularly the Service Centre
  - Support for those shielding with helplines and food banks, amongst other support
  - Provision of the field hospital for health
  - Staff moves and changes where staff are being redeployed to support critical delivery
  - Procurement and provision of Personal Protective Equipment (PPE)
  - Local delivery of the national Test, Track Protect (TTP) framework
  - Some staff are also balancing childcare commitments or where they have other close family in the shielding or vulnerable category and in the same household.

- 3.3 It soon became apparent that staff were unable to work on the Oracle Cloud programme which meant timescales were slipping and costs potentially increasing.
- 3.4 Risks emerging around the programme were flagged and agreed at the Executive Control Group on 25<sup>th</sup> March 2020. Subsequently on 31<sup>st</sup> March, the Executive Steering Board for the Oracle programme agreed to:
- Invoke the force majeure clause with the support provider Infosys and begin discussions to re-plan the programme. This meant the Council could stop all third-party work and reduce the risk of costs escalating
  - Undertake further analysis to ascertain whether any aspects of the programme could continue, e.g. appraisal, performance management, e-learning, IT reports etc
  - Bring another report to Board on the revised way forward with options on whether to mothball the programme for a period, or continue with a reduced number of areas for a time together with associated costs for the options
  - Continue staff honorarium payments for now and review as part of the re-planning exercise, as at that time it was hoped the programme may be able to re-start.
- 3.5 A further report was taken to Executive Board on 28<sup>th</sup> May detailing four re-planning options:
- **Option 1** – Plan for Business availability from June with a Go live in Jan 2021
  - **Option 2** – Phased Go Live for Finance, Supplier Chain Management in Nov 20 and Payroll in Jan 21/Feb-21
  - **Option 3** – Fully Suspend the programme after logical closure and resume when business is available and plan to Go live in June 21
  - **Option 4** – Fully suspend after logical closure and start back up in Feb 2021 with a Go live date of Oct 2021
- 3.6 After speaking with staff and managers across the Council it became clear that a complete pause appeared to be the best option due to the unknown impact of the Covid 19 situation and the availability of resources now and in the foreseeable future.
- 3.7 Therefore, the most viable option agreed was for Infosys to withdraw from June 2020 after a controlled and planned shutdown. Detailed re-planning to take place once the business is available later in the year. Further negotiations with Oracle to be undertaken around the cost implications of delay.

#### **4. Recommended Option 4 with Impact**

- 4.1 Detailed options analysis and re-planning has now been undertaken alongside service departments and in conjunction with Infosys. The recommended option is to fully suspend the programme now after logical closedown (Option 4). Infosys have withdrawn with effect from 15<sup>th</sup> June. They completed most Build Phase activities that were not business dependant.

4.2 The high-level plan is to re-start in earnest with all programme staff from February 2021 with a go live of October 2021. This new plan will replicate the 2020 activities from May to November, moving them on a year to 2021. For many reasons this was the preferred option by the business owners.

The advantages of this are:

- As there is a complete pause, Infosys costs will also pause. Options were considered involving the continuation of some work, but this would stretch the timeline and costs
- Logical closedown is easier to track and manage. Also easier to handover if there is a new Infosys team
- Lift and shift in programme plan with minimal changes. Similar timeline for 2020 already agreed with the business so the plan should be achievable
- Extensive period of time provided for those working on Covid 19 related activities so the programme start date is more attainable. Given the unknown impact of Covid 19 and when those affected staff would be free, the longer pause was the best option
- After negotiations Infosys have agreed they will absorb additional cost for this extension to timeline for this option
- Infosys are preparing a detailed plan and this will be discussed with the business once they are available in November. A high-level summary is attached at Appendix A
- Resulting budget changes and costs are detailed in section 7.0

4.3 There are variations to the original scope as a result of the impact of and learning from Covid 19. These include:

- New work and potential Policy changes have come to light due to Covid, which were not in the original scope.
- Also the need for financial processes to flex in response to emergency Government Policies such as emergency payments. During Covid the Council was able to respond quickly but only thanks to the long hours and manual inputting / processing by Finance staff. In future some of these processes should be automated.
- As a result of delaying the programme and continuing with EBS, additional reports and developments will be needed in the intervening year to respond to legislative changes or corporate priorities. These costs are not fully known at this stage but are not expected to have a material impact and will be managed within existing budgets.

4.4 As a result of the new requirements at section 4.3, some staff need to move back onto the programme before February in order to bring in new ways of working.

4.5 Additional costs around this are shown as part of the outstanding balance in section 7.0. Long negotiations have taken place with Infosys and their time remains the same. They will absorb cost and still make their staff available where possible during the pause.



## **5. Risks**

- 5.1 The Cabinet report in September 2019 identified the main risk to be that the system will not be supported from November 2020 and will not receive regular updates and patches as it does now. After negotiations and due to Covid, Oracle have agreed to extend support to 2022 and so although this risk still exists, it has been mitigated.
- 5.2 There are other risks and issues associated with delaying the implementation of the programme. While reviewing all options, risks, issues and mitigations were also considered when recommending the best way forward. These can be found in Appendix B.

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

- 6.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
  - Advance equality of opportunity between people who share a protected characteristic and those who do not
  - Foster good relations between people who share a protected characteristic and those who do not.
- 6.2 Our Equality Impact Assessment process ensures that we have paid due regard to the above.
- 6.3 An EIA Screening Form was completed as part of the September Cabinet report and had the agreed outcome that a full EIA report was not required as this is wholly a back-office system. See Appendix C.
- 6.4 The Council also took account of Well-being of Future Generations (Wales) Act 2015 implications by: futureproofing the technology in ways which will make it easier to integrate with partners; taking a digital first approach that is sustainable and more energy efficient via cloud.

## **7. Financial Implications**

- 7.1 The programme to date has been carefully managing all costs and is currently underspending. There will be additional costs due to the delay such as ongoing EBS Oracle support costs, additional resource costs due to extended timelines and additional scope impacts. Also as highlighted in section 4.0 above, some staff need to resume programme work earlier than anticipated.

7.2 The table below summarises the overall budget and shows the additional budget required:

<b>Area of expenditure</b>	<b>Original Project Cost</b>	<b>Difference between original and revised project cost</b>	<b>New Revised Project Cost</b>
New licences and framework	1,620,872	309,599	1,930,471
Implementation - training	91,788	252,986	344,774
Implementation - development of assets	765,126	46,088	811,214
Implementation - transformation and working with services to change processes	1,210,826	26,756	1,237,582
Integration and Archive	49,032	23,418	72,450
Backfill and resources	1,067,474	98,411	1,165,885
<b>TOTAL</b>	<b>4,805,118</b>	<b>757,258</b>	<b>5,562,376</b>

7.3 The additional expenditure of £757,258 includes:

- Additional licences of £109,778 which will always be required as the workforce changes. The future budget provision around this is to be discussed further i.e. re-charging services versus growing the licencing budget centrally. Licence numbers include pensioners not only current staff.
- It is proposed that an additional cost of £158,000 to facilitate Service Centre and Digital staff implementing new ways of working between October 2020 and January 2021 is funded from their associated revenue budgets this year.
- The remaining estimated outstanding balance to the new go live date for the programme is £489,480 and is allocated in the table above.

7.4 Infosys will absorb their planned implementation costs therefore there is no associated financial implication for the Council.

7.5 The additional costs above do not include access to Oracle by schools and support staff and these would be discussed, negotiated and re-charged separately as part of the schools SLA.

- 7.6 The costs in this section relate to the programme. Any licence costs will also have new ongoing revenue implications and will be highlighted as a budget pressure in the up and coming budget setting process.
- 7.7 Both capital and revenue budgets will be realigned in accordance with new timescales and different accounting years will apply.
- 7.8 There is an estimated underspend on Oracle revenue budget implementation. In 2020/21, some costs on the existing system have been waived by the supplier amounting to £270,000 and this budget will be available to fund the Oracle project.
- 7.9 For 2021/22, £329,000 of revenue funding will also be available from corporate devices budget.
- 7.10 Capital expenditure will increase to £811,214, the additional requirement of £46,088 to be funded from the Capital Equalisation Reserve.
- 7.11 The financial summary is set out in Appendix D - showing allocation of the revised project cost budgets and funding.

## **8. Legal Implications**

- 8.1 Prior to signing the Infosys contract, both parties agreed to the inclusion of Covid-19 as a Force Majeure Event. Under the provisions set out at Force Majeure Clause of the Contract (Clause 34) either party may claim relief from liability for failure to meet its obligations under the Contract if the performance of those obligations is directly affected by a Force Majeure Event.
- 8.2 The Council served on Infosys a Force Majeure Notice in accordance with the Contract when it became clear that the Council were experiencing a number of issues directly caused by Covid-19
- 8.3 A variation notice has been prepared and agreed by both Infosys and the Council, which confirmed the detail of the delay and new timescales and the Council removed the Force Majeure Notice.
- 8.4 The workforce is constantly changing, which in turn impacts the number of system licences. This is particularly important with cloud-based licences as these differ from the traditional IT system models of the past. The Council will keep the licence numbers under constant review to ensure compliance with the Council's Contract Procedure Rules.

**Background Papers:** None

**Appendices:** Appendix A: Summary Revised Programme Plan  
Appendix B: Risks & Issues  
Appendix C: EIA Screening  
Appendix D: Financial Implications



**2020 Deliverables**

S.No	Deliverables	Phase Completion
1	Data Migration Iteration 1 (Extraction and Load)	Build and UT
2	Reporting - FRS 80/ 99 Reports) all P1 Reports	Build and UT
3	Reporting - Oracle (54 / 90 Reports) *	Build and UT
4	Configuration for CRP2 */**	Build and UT
5	SIT Test Cases - Final */**	Build and UT
6	Training Material (DRAFT) **	Build and UT
7	Other Documents (Fit/Gap, BSD) DRAFT */**	Build and UT
8	CRP2 Scenarios **	Build and UT
9	Integrations and UT **	Build and UT
10	HR/Payroll Solution Build */ **	Build and UT
11	SCM Solution Build*	Build and UT
12	Finance Solution Build*	Build and UT

\* List of Open Solutions is given in Business Dependency Tracker

\*\* Excluding Absence Management

**2021 Deliverables**

S.No	Deliverables	Phase Completion
1	Data Migration Iteration 2 and Iteration3	Build and UT
2	Reporting - FRS - 19/ 99 Reports)	Build and UT
3	Reporting - Oracle (36 / 90 Reports)	Build and UT
4	Other Documents (Fit/Gap, BSD)	Build and UT
5	Integrations and UT	Build and UT
6	HR/Payroll Solution Build	Build and UT
7	SCM Solution Build	Build and UT
8	Finance Solution Build	Build and UT
9	SIT Execution	SIT
10	Training Material (DRAFT)	Training
11	Training Execution	Training
12	UAT Execution / PPR Support	UAT
13	Cutover Planning and Execution	Cutover
14	Hypercare support	Hypercare

\* List of Open Solutions is given in Business Dependency Tracker

% Completion	Major Road Blocks
90%	Projects and AR Open Items
80%	
60%	
100%	
100%	
70%	
85%	
100%	
85%	
80%	Open items on Payroll, HR Items as per Dependency Tracker
85%	Approval Hierarchy and Baseware PO's /Invoices
80%	FA Decision, AR Clarifications, Payables Clarifications (CIS, Baseware),

% Pending	Major Road Blocks
100%	Cycle 2 and 3 for SIT and UAT
20%	
40%	Out of 90 Reports - 15 TBC from Swansea.
15%	
15%	
20%	Open items on Payroll, HR Items as per Dependency Tracker
15%	Approval Hierarchy and Baseware PO's /Invoices
20%	FA Decision, AR Clarifications, Payables Clarifications (CIS, Baseware),
100%	
30%	
100%	
100%	
100%	
100%	
100%	

Topic	Topic
1	Training
2	CRP2
3	CRP1B
4	Training
5	Restart Activities
6	PPR 2 and PPR3
7	Dedicated resource model to Swansea and not shared services

Current R	Revised
3 Weeks	5 Weeks
3 Weeks	5 Weeks
Time Lost for CRP1B sessions	1 Week additional
Training and SIT is separated as per business availability	4 weeks
0 Weeks	2-3 weeks
3 Weeks	4 Weeks Each
12 months	16.5 months



Ref	Risk	Initial RAG	Mitigation	Current RAG
R1	All Infosys team members will be released from the programme. If those resources aren't available at start up then there is a risk that some knowledge of programme set up and Council working will be lost. This could impact timelines and staff engagement.	Red	Knowledge retention is mitigated with logical closure and early restart of the programme in Feb-21. Infosys will endeavor to get the same staff. Close working relationships will continue during pause.	Amber
R2	If there are new Infosys resources there is a risk that will mean more business involvement to ensure relationships are built and knowledge shared.	Red	Logical and planned closedown will make it easier to be picked up by new resource. The new plan provides time for extra activities that may be required All documentation has been reviewed by the business and is safely stored for any programme resource to get up to speed.	Amber
R3	If Oracle's current roadmap of the system being unsupported from November 2020 and therefore will not receive regular updates and patches as it does now, there is a risk of cyber-attacks and potential data theft.	Red	Oracle have now stated the following which removes the concern around R12 DB support: "Database Extended support is now available until 31st Jul 2022 so we can get the support on current database version after Dec 2020 also – No Database upgrade is required in 2020 or 2021, only additional DB license support cost is involved after 31st Dec 2020 as of today's Oracle update	Green
R4	Oracle Premier Support is required to ensure full support for major product and technology releases, including tax, legal and regulatory updates that are required for payroll. If this support is not in place then the Council is at huge risk of not being able to deliver services particularly payroll. The current Premier Support for Oracle EBS (version 12.1.3) ends in December 2021	Red	The revised plan means we will be live by October 2021. However, this does not leave much contingency before support ends. This will be closely monitored in line with new delivery plans.	Amber
R5	If the current system is not further developed then there is a risk that new legislation such as Making Tax Digital and new Teachers' Pension legislation will not be met.	Amber	The revised plan will account for developing new functionality within EBS to allow for these legislative changes. However, this means additional development charges and work for the business where changes are required to be in place prior to go-live.	Green

R6	If Oracle remains on current hardware, which is already end of life then there is a risk that it could fail, resulting in loss of service	Amber	While out of Manufacturer support, we have taken 3 <sup>rd</sup> party support on the hardware.	Amber
R7	If Covid restrictions are still in place and CRP2 and training have to be carried out remotely then there is a risk that this will impact timelines as remote sessions may need to be shorter	Red	Etiquette has been developed and will be reviewed after sessions Plan to run trial sessions and will review. Plan for only half day sessions for staff and not in sessions all day	Red

Ref	Issues	RAG	Mitigation
I1	Disaster recovery (DR) is already an issue with the current system, which is flagged as a potential risk every year	Red	Yes, this is an existing issue with the current Oracle EBS system and not specific to the programme. We will have DR once we are live on Cloud.
I2	As the programme is delayed, legislative changes and new reports will now have to be developed in the existing Oracle system. This will be classed as a new change for the Cloud System and so will add to costs.	Red	All changes and report requests will be reviewed and challenged prior to approval. Additional costs will be brought to Board however these costs are unknown until the programme restarts.

# Equality Impact Assessment Screening Form – Appendix C

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: **Digital and Transformation Services**

Directorate: **Resources**

### 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:

Oracle Cloud Transformation. This project is to migrate away from the existing on-premise ERP platform, to a cloud-based ERP. Doing so will enable numerous transformation opportunities which will see business processes changing to align with the best practice models available through cloud.

### 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"/>

# Equality Impact Assessment Screening Form – Appendix C

**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 project has been several years in the planning. Through this process there have been several engagements with the Oracle Superuser group (who represent the business process owners) to discuss the impacts of the project.

Furthermore, key business users were heavily involved in a four-week due diligence process through a series of 39 workshops to assess the readiness of the organisation for change, and to map the gaps between our existing processes and the cloud platform.

**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**

This will result in changes to processes and software within finance, HR, the Service Centre and procurement.

**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.**

## Equality Impact Assessment Screening Form – Appendix C

A full EIA report is not required as this is wholly a back office system and therefore there are no equality implications in relation to this project. There is training planned within the project as well as two change managers who will walk business users through the use of the new software and help adjust processes in a way that minimises disruption to service delivery.

### Section 2

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

<b>Screening completed by:</b>
Name: Matthew Knott
Job title: Enterprise Digital Solutions Architect
Date: 26/07/2019
<b>Approval by Head of Service:</b>
Name: Sarah Caulkin
Position: Chief Transformation Officer
Date: 26/08/2019

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

## FINANCIAL IMPLICATIONS : SUMMARY

Portfolio: Corporate Services  
 Service : Digital and Transformation  
 Scheme : Oracle Fusion ERP - One-off implementation Costs

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>				
Implementation - development of assets	100	597	114	811
<b>EXPENDITURE</b>	<b>100</b>	<b>597</b>	<b>114</b>	<b>811</b>
<u>Financing</u>				
Capital Equalisation Reserve	100	597	114	811
<b>FINANCING</b>	<b>100</b>	<b>597</b>	<b>114</b>	<b>811</b>
<b>2. REVENUE COSTS</b>				
	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>				
New licences and framework	277	633	1,020	1,930
Implementation - training	112	56	177	345
Implementation - transformation and working with services to change processes	280	524	434	1,238
Integration	0	44	28	72
Backfill and resources	226	486	454	1,166
Archive	0	0	0	0
<b>EXPENDITURE</b>	<b>895</b>	<b>1,743</b>	<b>2,113</b>	<b>4,751</b>
<u>Financing</u>				
Capital Equalisation Reserve	445	865	1,784	3,094
Digital Rev Contribution - cc 33001	450	450	329	1,229
Oracle Revenue - cc 31007		270		270
Revenue Accounts - Service Centre / Digital Services		158		158
<b>FINANCING</b>	<b>895</b>	<b>1,743</b>	<b>2,113</b>	<b>4,751</b>
<b>3. TOTAL EXPENDITURE</b>				
<b>TOTAL: Purchase and Implement ERP</b>	<b>995</b>	<b>2,340</b>	<b>2,227</b>	<b>5,562</b>

# Agenda Item 8.



## Report of the Leader of the Council

Cabinet – 19 November 2020

### Wales National Pool Swansea Financial Support

<b>Purpose:</b>	To provide an update on the costs of closure, additional operating costs and reduced income at Wales National Pool (WNPS) owing to Covid-19 and advise Cabinet on the levels of financial support needed by Wales National Pool Ltd to July 2020 and from August 2020 to 31 March 2021
<b>Policy Framework:</b>	Creating an Active and Healthy Swansea; City of Sport; Medium Term Financial Plan
<b>Consultation:</b>	Legal, Finance, Access to Services.
<b>Recommendations:</b>	It is recommended that Cabinet:  1) Approves the additional underwriting of £350,000 to support WNPS between 1 <sup>st</sup> August 2020 to 31 <sup>st</sup> March 2021.  2) Note that additional financial support is likely to be required beyond 31 <sup>st</sup> March 2021 and until at least until 31 <sup>st</sup> July 2021, with a detailed report to Cabinet to follow at a future date.  3) Delegate's authority to the Chief Legal Officer to enter into any documentation necessary to implement any of the recommendations in this report and to protect the Council's interests.
<b>Report Author:</b>	Jamie Rewbridge
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 For the purposes of this report Wales National Pool Swansea Ltd, an independent company, incorporated specifically to operate and manage Wales National Pool Swansea and funded equally under contract by Swansea Council and Swansea University will be referred to as 'WNPS'.

- 1.2 Wales National Pool Swansea (WNPS) was closed on 20<sup>th</sup> March, and a high proportion of the Wales National Pool staff were furloughed under the Government's Job Retention Scheme (JRS), with a handful of staff retained to undertake regular building and safety checks, and routine maintenance to plant and equipment.
- 1.3 The facility and services restarted on 10<sup>th</sup> August for the Swim Wales elite squad only, and subsequently restarted services for clubs and the general public in the following weeks. Owing to capacity issues, the deficit funding required from partners in order to operate at a break even position has been increased and the company will require support from its main two partners Swansea University and Swansea Council in the immediate and medium term.

## **2. Industry and WLGA advice**

- 2.1 A number of discussions and forums have taken place around the fragility of the leisure and cultural industry, particularly where Trusts operate facilities in partnership with local Councils. This has been presented in an advice paper by the Welsh Local Government Association (WLGA)
- 2.2 The WLGA's advice to local councils is that Leisure Trusts have been unable to access much of the current government financial support being offered and are facing a very challenging position as not for profit organisations.
- 2.3 Support from Local Authorities or funding partners has been deemed as critical for Trusts to reopen facilities moving forward. The following section includes relevant advice produced by the WLGA together with input from Sport Wales, Arts Council Wales, Local Government Association (LGA), UK Active and Community Leisure UK. Swansea Council has broadly followed the advice and guidance as relevant to its partnership arrangements through the open book and funding support aforementioned through a closure period.
- 2.4 The WLGA paper reports that leisure and culture facilities provide vital health, leisure and wellbeing services to local communities and will be a key re-engagement service for those communities post the COVID-19 pandemic.
- 2.5 Cultural, leisure and sport facilities were not allowed to reopen until at least the amber stage of the Welsh Government's traffic light system to exit the lockdown, and most activities continue to be under significant restrictions
- 2.6 Leisure and culture providers who are charitable trusts or private operators are now at crisis point as a result of loss of income and limited cash reserves. Even at the point of reopening, there remains limited use of re-opened spaces and cancellations of services where social distancing is simply not possible, enhanced cleaning, and start-up costs including staff re-training.
- 2.7 Leisure and culture providers are currently falling between the cracks of most announced support packages. Leisure and culture trusts are most at risk because they are charities, societies or community interest companies (with a public benefit asset lock) and as such do not distribute profits.



- 2.8 Leisure and culture trusts in particular face serious cash flow challenges. Welsh leisure and culture trusts continue to incur an average of nearly £168,000 of monthly costs (excluding costs recovered through the Job Retention Scheme and any negotiated expenditure reductions). These costs include utilities, significant pension contributions i.e. local government pension scheme contributions are c. 17-18% (not recoverable from the previous Job Retention Scheme or replacement Job Support Scheme above the 3% threshold) and ongoing building maintenance. This is while leisure and culture trusts are losing an average of £460,000 of income per month.
- 2.9 When a leisure and/or culture operator running services on behalf of a council begins to be no longer financially viable, the Council faces a difficult choice. It can either allow the operator to become insolvent, potentially bringing any facilities owned by the Council back in-house as a means of keeping them open, or it can choose to support the operator.
- 2.10 In all cases, leisure and culture services contribute significantly to the Wellbeing of Future Generations Act. Therefore, any disruption in delivering those services will have a significant impact on council's statutory obligations, with many councils no longer having any professional leisure or cultural service managers to be able to recommence operational service or undertake operational reviews.
- 2.11 Either approach is likely to involve significant costs to the council. The cost of supporting a trust will vary according to the particular local circumstances and the approach of the council or partner organisation. Bringing a facility back in-house also involves a wide range of costs including:
- TUPEing staff and potentially 'topping up' the salaries of those currently on furlough;
  - loss of income while the facilities are closed under the current restrictions (and higher increased costs following the lifting of restrictions because councils will potentially need to recruit and secure expertise before they can reopen facilities. Councils will also face full business rates where previously trusts could claim charitable relief.)
  - re-tendering the services at a later date if applicable
- 2.12 Recognising that there will be many calls on council resources at this time, the following list is provided to help councils identify their options to support their local leisure and/or culture trust. Not all options will be appropriate in all council areas and will depend on local contracts. However, councils are encouraged to work with their leisure and culture provider as a partner, rather than simply a contractual provider, to identify what will work best for them and, in the long-term, the communities in support of the council's public health, future generations and economic strategies.
- 2.13 The following actions will support a partnership approach between councils and their leisure and culture providers:
- Adopting the recommendations and approach recommended in PPN 02/20 and subsequent PPN04/20.

- Supporting the net subsidy position utilising the Open Book approach recommended in the PPN 02/20 to run from service closure on 20 March to the date at which 'full normal service and income levels have been achieved' to ensure fairness and transparency. Leisure and culture providers will be under an obligation to mitigate costs as much as possible.
- Holding regular review meetings with the operator to monitor and manage the joint response to the crisis.
- Understanding that organisations have had to furlough most of their staff resource, so reconciliation under the Open Book specific to the contract should be quarterly to minimise resource impact.
- Understanding that leisure and culture operators including trusts, are not eligible for the vast majority of Welsh Government-backed business support schemes, nor those of Sport Wales and the Arts Council of Wales (at the time of writing).
- Taking steps to understand the potential costs to their council in present and future budgets should their leisure and culture partner be unable to continue.
- Noting that under 'Change in Law provisions' (where applicable) the council is fully responsible for all the costs of hibernation and supporting the ramp back up to normal working.
- Agreeing costs with the operator (where relevant), including security, plant checks etc.

### **3. Other in house operated services**

- 3.1 For Councils in Wales that operate their own Leisure facilities in-house, the picture of deficit funding and ongoing running costs is worsened by the fact that Councils haven't had the same opportunity to furlough their staff, as trusts and operators have. Therefore the position in other local authorities is not dissimilar to the position Swansea Council face within operations such as the Grand Theatre, with 100% cost of staff, some ongoing building cost/risk, but no income.
- 3.2 In terms of some context, WNPS have been eligible for an anticipated £175k under the JRS scheme between scheme start and anticipated end date of 31<sup>st</sup> October.

### **4. Governance, Funding Arrangements and outturn 19/20**

- 4.1 Swansea Council and Swansea University are contractually bound to underwrite the annual deficit of WNPS until December 2023 when the current agreement ends. The company is governed by a Board, with membership made up of 3 Council representatives and 3 University representatives and an independent chair.
- 4.2 All Board Members are appointed to act in the best interests of the company, and not their respective organisations. Board advisors and Officers of the respective organisations attend board meetings, but do not hold any decision making/voting powers.

- 4.3 In each year the General Manager is required to present a financial business plan to Board for approval. The business plan will determine the funding required to subsidise the operation of the facility through the financial year (August-July), of which the subsidy is split 50/50 between the two main partners Swansea Council and Swansea University.
- 4.4 In a normal trading year, the expected subsidy of the Pool, including a sinking fund allocation would be in the region of £560k overall, and therefore £280k per partner.
- 4.5 The agreed business plan outturn for financial year August 2019 to July 2020 was a net subsidy of £544k, and therefore £272k per partner. In this period, this assumed that £43k would be set aside in a maintenance sinking fund held by the company for major repairs and maintenance.
- 4.6 Delivering the business plan for WNPS relies upon significant income targets that can only be delivered when the facility is in full operation and pool space can be maximised through delivery of programmes, public swimming, and group bookings. The income target for financial year 2019-20 was £1.38M, based upon the previous year's actual of £1.32M.
- 4.7 The Covid-19 outbreak forced closure of the facility from 20 March through to August, and significantly reduced any opportunity to recover income for over a quarter of the financial year 19/20. Whilst income from the JRS furlough scheme assisted, much of the costs to maintain the building, costs of a small maintenance and management team who weren't furloughed and general business overhead all remained. There was some reduction in utilities and chemicals.
- 4.8 For staff that remained on furlough through the closure of the facility, and into the reopening phases, it was agreed by WNPS Board that the company would support staff by offering a flat 20% top up to the JRS scheme. As the scheme changed in September and October, pay for staff would reduce accordingly. This offer was broadly in line with other contributions to staff pay offered by other partnerships and was deemed generally fair and acceptable to Trade Unions.
- 4.9 WNPS undertook a number of mitigating measures through the closure period to reduce costs where possible, and were successful in receiving a small grant through Sport Wales' resilience fund but neither would go far enough to fully cover the increased subsidy requirement, caused principally by the lost income.
- 4.10 Table 1 below indicates the financial outturn for the WNPS for financial year 19/20, set against the budgeted business plan position.

Table 1

	<b>19/20 Budgeted</b>	<b>19/20 Actual</b>	<b>Up/down %</b>
<i>Income</i>	<b>-£1,388,402</b>	<b>-£884,579</b>	-36.29%
<i>Salaries</i>	£931,200	£1,009,493	8.41%
<i>JRS recovery</i>	N/A	<b>-£144,634</b>	
<i>Sinking Fund</i>	£43,156	£0	-100.00%
<i>Utilities</i>	£335,000	£315,441	-5.84%
<i>Other Expenditure</i>	£623,942	£529,228	-15.18%
<i>TOTAL Expenditure</i>	£1,933,298	£1,709,528	-11.57%
<i>NET Subsidy</i>	£544,896	£824,949	51.40%
<b>Cost to Council at 50%</b>	<b>£272,448</b>	£412,474.50	51.40%

- 4.11 The NET subsidy for the facility for the financial year equates to an additional level of underwriting per partner of £412k, an increase of 51% against the business plan for 31 July 2020.
- 4.12 The cost of settling the WNPS 19/20 outturn at the levels suggested in table 1 are £140k more than budgeted.
- 4.13 The Council has been successful in a claim for £200k from Welsh Government (WG) to underwrite costs associated with quarter 1 for lost income directly linked to partner organisations. The sum granted fully covers the level of underwriting required for period set out above.

## **5. WNPS Financial year 2020/21 (reopening phase)**

- 5.1 WNPS re-opened to the Swim Wales elite swimmers on August 10<sup>th</sup> for 1 session per day, 6 days per week, increasing to 2 sessions per day from 31<sup>st</sup> August. Negotiations took place to ensure Swim Wales were paying a fair and proportionate rate for their exclusive use, but it was also an opportunity for WNPS to reopen and amend procedures in a phased way.
- 5.2 WNPS opened for the general public on the 14<sup>th</sup> September, followed by Swansea University Club and Swim Swansea Swimming Club on the 28<sup>th</sup> September.
- 5.3 Following a change in government guidance, WNPS had started to increase the number of gatherings within the pool hall at one time from 5<sup>th</sup> October, which enabled public, clubs and Swim Wales to have combine use of separate areas of the pool and facility, in a carefully managed way
- 5.4 Throughout this process, WNPS brought staff members out of the furlough scheme as required in line with the programme expansion.

- 5.5 As of w/c 19<sup>th</sup> October WNPS was accommodating, Swim Wales athletes, swimming clubs associated to the partner organisations and the general public, with a % split of pool time per week is as follows.
- Swim Wales - 25%
  - Swimming Clubs - 29%
  - General Public - 46%
- 5.6 For the first 2 weeks of opening, WNPS achieved over 90% of capacity in public sessions. This has increased each week and WNPS reached 100% capacity by w/c 19<sup>th</sup> October for each daily session offered. The number of sessions has also increased by this date from 27 to 40 per week in line with changes to restrictions
- 5.7 Whilst current demands at time of reporting are a fraction of the 'normal' capacity of WNPS for public swimming, demand has been excellent and customer feedback has also been extremely positive, with customers stating how safe they feel due to the controls implemented.
- 5.8 WNPS is now planning for the next phase of reopening, and the return of the Learn to Swim programme.
- 5.9 On 19<sup>th</sup> October the Welsh Government First Minister announced a two week 'firebreak' from 6pm on 23<sup>rd</sup> October, which will see all leisure facilities including WNPS close until Monday 9<sup>th</sup> November, losing 16 full days trade and income, and an important period of potential revenue across October half term.
- 5.10 WNPS General Manager has undertaken some financial modelling in respect of an overall position for WNPS financial year 2020/21 that runs from 1<sup>st</sup> August 2020 to 31<sup>st</sup> July 2021. Whilst this section of the report highlights the likely overall cost to operate the facility over that period, it is important to note that as the financial years straddle the Councils, this report will only seek authority to support increased costs to 31<sup>st</sup> March 2021, but will note likely future costs also.
- 5.11 Within this modelling, the WNPS General Manager has provided 3 scenarios to the Board; a Worst, Medium and Best Case scenario. All were modelled prior to the announcement of the firebreak 23 October to 9 November, and therefore do not fully acknowledge the Oct/Nov firebreak or potential future breaks that could be enforced over the remaining financial year.
- 5.12 WNPS Board have been advised that the medium case scenario is more likely, however this was the position prior to the most recent firebreak. It assumed customer confidence would increase and restrictions would further be relaxed and therefore grow income through membership, learn to swim programme, schools and to increase capacities overall.
- 5.13 Given the more recent firebreak and potential for future interruptions in service through restrictions being changed, it may now be more prudent to consider an overall worst case scenario within table 2 below:

Table 2

<b>WNPS Financial year 1<sup>st</sup> August 2020 to 31<sup>st</sup> July 2021:</b>	<b>Worst Case</b>	<b>Medium Case</b>	<b>Best Case</b>
<i>Income</i>	<b>-£267,741</b>	<b>-£540,594</b>	<b>-£675,074</b>
<i>Salaries</i>	£1,019,640	£1,008,820	£978,000
<i>JRS recovery</i>	<b>-£27,000</b>	<b>-£36,000</b>	<b>-£45,000</b>
<i>Sinking Fund</i>	£0	£0	£0
<i>Utilities</i>	£410,000	£380,000	£350,000
<i>Other Expenditure</i>	£685,581	£655,210	£634,014
<i>TOTAL Expenditure</i>	£2,088,221	£2,008,030	£1,917,014
<i>NET Subsidy</i>	£1,820,480	£1,467,436	£1,241,940
<b>Cost to Council at 50%</b>	<b>£910,240</b>	<b>£733,718</b>	<b>£620,970</b>

- 5.14 Some assumptions have been undertaken in the above modelling, based upon projected income targets and growth of the business as the fundamental differences between options.
- 5.15 In all 3 scenarios, it broadly considers that staffing levels remain in line with normal operations, but in the best case scenario, assumes a more positive outcome in regards to sickness and necessity for cover through the year. Whilst it is expected in all scenarios that pool use will be reduced, the necessity to have additional cleaning regimes, and staff managing access/egress and entry points, limits any immediate staffing savings you may expect through lower footfall.
- 5.16 Utilities indicates a broad range based upon cost per unit increases which have been experienced across previous years, with limited opportunity to minimise consumption in any scenario to maintain the necessary building and pool temperature and humidity levels.
- 5.17 Other Expenditure includes various SLAs that the WNPS has with its respective partner organisations, which remain largely unaffected under each scenario, and whilst there is some opportunity to reduce fixed costs of contract cleaning and planned maintenance, the majority of controlled expenditure have limited saving opportunities without having impact on operations and customer safety and visitor experience
- 5.18 Against a previous years targeted budget position of £272k per partner, the options range for 20/21 is between £621k (best case) and £910k (worst) as a cost per partner.
- 5.19 Taking a reasonable worst-case scenario, the Council share of revenue cost is likely to be £910k for period 1<sup>st</sup> August 2020 to 31<sup>st</sup> July 2021.
- 5.20 The Council must consider this cost for the purposes of budgeting within its financial year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021, therefore the cost of supporting WNPS at the levels suggested above over an 8 month period,

including grant that it has received for Q1 is likely to be £607k and therefore £350k more than budgeted. This is calculated as follows:

**Expected budgeted 'outturn' for WNPS March 19 to July 20 = £272k**

Budget for year = -£272k

Paid to date = 68k (April May June)

July 2020 due = £140k

Add in grant = -£200k

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-£264k remaining budget period August- March

**Expected worst case scenario WNPS 20/21 = £910k per partner**

Pro rota (8 months)= 607k to March 2021

Less -£264k in budget

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**£343k (rounded to £350k for reporting)**

- 5.21 The Council recently submitted a Q2 claim to WG for £175k related to lost income/increased cost. Whilst there is no guarantee that grant support from WG to the Council will continue through Q2-4, if they continue to be supported, the liability to the Council of £350k will be reduced.
- 5.22 WNPS has National status, so should Welsh Government/Sport Wales not be supportive of hardship fund claims, the Council could consider further lobbying to make a case as to why a Local Authority and University are left underwriting the cost of a National facility in truly unprecedented times.
- 5.23 **It is recommended that Cabinet approves the additional underwriting of £350,000 to support the WNPS operating period between 1<sup>st</sup> August 2020 to 31<sup>st</sup> March 2021, noting that support is likely to be required beyond this date and until at least until 31<sup>st</sup> July 2021, with a detailed report to follow at a future date.**

**6. Equality and Engagement Implications**

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

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

- 6.2 An EIA screening form has been completed, with an agreed outcome that a full EIA report is not required at this stage.
- 6.3 The Cabinet report sets out the financial implications of the Covid-19 lockdown for the leisure providers that operate facilities on behalf of the Council. At this stage, the report sets out the levels of financial support that the operators require through the continued lockdown period, and anticipated levels of financial support that will be required to re-open the facilities in line with a high-level approach, in accordance with industry and government guidance
- 6.4 Officers have consulted with national agencies such as the WLGA, Sport Wales and Welsh Government as well as industry sector representatives regarding the challenges facing the Leisure sector.
- 6.5 The report relates to the Council's ability to financially support its partners in the context of Covid-19 lockdown so officers are not recommending any public consultation or other stakeholder consultation as it does not at this stage affect service users.

## **7. Legal Implications**

- 7.1 The Council together with Swansea University is contractually bound to underwrite the annual deficit of WNPS until December 2023 under the terms of the current management and operating agreements. Failure by the Council to comply with this obligation would result in the Council breaching the terms of the Agreements with the consequential risk of potential claw back of government funding, litigation, costs and reputational damage.
- 7.2 Continued Council support for leisure and culture providers during the current pandemic is in line with recent UK and Welsh Government guidance contained within various Covid 19 Procurement Advice Notes.

## **8. Financial implications**

- 8.1 The total level of support required to support WNPS in financial year 2020/21 is likely to be £350k more than budgeted in a reasonable worst-case scenario. This includes the successful grant claim received for Q1 from Welsh Government, but assumes no further claims are successful.
- 8.2 It is likely that further restrictions on capacities and additional firebreaks will incur further financial implications for the Council. In this case the Council will further be required to consider whether underwrite costs to operate WNPS will continue into financial year 2021/22.
- 8.3 The preceding financial implications rightly focus specifically on the considerations facing our leisure operators. The wider financial position facing the Council must however be borne in mind and Cabinet must be mindful of any potential precedent created by granting further extensions



to any one group of operators over another, even if potentially otherwise justified given the nature (strategic scale, importance of wider draw).

- 8.4 Cabinet has received an overarching report on the Council's finances at the first quarter and forecasted for the year. Whilst this will continue to evolve, estimates compiled by the Section 151 Officer and used as the basis for estimates of increased spend and income and tax losses and grant claims from Welsh Government it is clear the budget will need to flex by a nine figure sum (i.e. over £100 million). Given claims for reimbursement are competitively pitched against 21 other Councils and against national fixed sum pots not all costs will be fully covered.
- 8.5 A best case scenario would be a seven figure shortfall (i.e. several £ million) and a worst case scenario an eight figure shortfall (i.e. around £10 million). That worst case scenario would require all contingency sums to be allocated and several draws made on earmarked reserves to balance the budget in year. Crucially, however, no draw from General Reserves (set at the minimum acceptable level already) is forecast needed.
- 8.6 This uncertainty materially impedes the ability of Cabinet to make decisions to incur more costs now and will increase the likelihood of further draws from earmarked reserves to cover final "losses". It is expected that the overall position will continue to be firmed up as the year progresses when the extent of overall support and the success of those reimbursement claims will be better known.
- 8.7 In all cases it is explicitly assumed that any voluntary decision to forgo income or increase costs by reducing or waiving charges due or providing subsidies and underwrites on reopening will mean there may be limited scope to claim such future "losses" from Welsh Government
- 8.8 If Cabinet were minded to proceed the Section 151 Officer would recommend the cost be funded by release from contingency (given one off nature) and that Cabinet accepts the draw from other earmarked reserves in due course will likely go up as the available contingency sum shrinks by release and allocation to services. Any draw from contingency, if so approved, will be fully reflected in the third quarter monitoring report on the budget to Cabinet in February. Cabinet will also have to be mindful of any future cost obligations in recommending a budget for 2021-22 to full Council for March 2021.

**Background Papers:** None.

**Appendices:**

Appendix 1 - EIA Screening Form.

# 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).**

<b>Section 1</b>
Which service area and directorate are you from? Cultural Services
Service Area: Leisure Partnerships Health and Wellbeing
Directorate: Place

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

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

Funding and support strategy for Leisure Partnerships through Covid-10 pandemic which forced closures and will require a financial recovery plan

**Q2(a) WHAT DOES Q1a RELATE TO?**

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

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

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

# Equality Impact Assessment Screening Form – Appendix 1

## 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

We have consulted with national agencies such as the WLGA, Sport Wales and Welsh Govt. as well as industry sector representatives regarding the challenges facing the Leisure sector.

In direct dialogue with Wales National Pool we have assessed the financial needs. Wales National Pool have consulted with the Trade Unions and their board on immediate implications for the facilities and staff.

The report relates to our ability to financially support the partnership in the context of Covid-19 pandemic to end of March 2021 so we are not undertaking public consultation or other stakeholder consultation as it does not at this stage affect service users.

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

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

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

## 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.

# Equality Impact Assessment Screening Form – Appendix 1

The Cabinet report sets out the financial implications of the Covid-19 lockdown for the leisure providers that operate facilities on behalf of the Council. At this stage, the report sets out the levels of financial support that the operators require through the continued lockdown period, and anticipated levels of financial support that will be required to re-open the facilities in line with a high-level phased approach, in accordance with industry and government guidance.

## 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: Jamie Rewbridge
Job title: Strategic Manager Cultural Services
Date: 26 Oct 2020
Approval by Head of Service:
Name: Tracey McNulty
Position: HOS
Date: 26 Oct 2020

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

# Agenda Item 9.



## Report of the Cabinet Member for Homes, Energy and Service Transformation

Cabinet – 19 November 2020

### Climate Emergency Declaration Policy Review and Proposed Action Plan

<b>Purpose:</b>	To update Cabinet on the progress since the Notice of Motion on Climate Change Emergency presented to Council on 27 <sup>th</sup> June 2019.
<b>Policy Framework:</b>	Notice of Motion declaring a Climate Emergency to Council on 27 <sup>th</sup> June 2019.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that Cabinet:  <ol style="list-style-type: none"><li>1) Notes the progress to date.</li><li>2) Agrees to sign up to the Climate Change Charter.</li><li>3) Endorses the action plan set out at paragraphs 3 to 6 for Swansea Council to achieve net zero carbon by 2030 for its own “in scope” emissions.</li><li>4) Agrees to undertake further work in developing the longer term Climate Change Strategy and striving towards net zero carbon by 2050 for Swansea.</li><li>5) That a further report will be presented following the public consultation.</li></ol>
<b>Report Author:</b>	Martin Nicholls
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

## 1. Introduction

1.1 Following the Notice of Motion on Climate Change Emergency presented to Council on 27<sup>th</sup> June 2019, the Authority was committed to:

1. *Call upon the UK and Welsh governments to provide us with the necessary powers and resources to ensure Swansea becomes carbon neutral by 2030.*
2. *Publicise climate emergency and promote a greater awareness of the truth of climate change amongst the local population.*
3. *Work with relevant experts in research and development to:*
  - a. *Review our current strategies and action plans for addressing climate change.*
  - b. *Identify any further policy changes or actions which we could undertake, within the scope of our powers and resources, to meet the challenge of climate emergency.*
  - c. *Seek the help of local partners such as Swansea University and other research bodies to, within one year, produce a report to share with the community, explaining work already underway and achievements already made, as well as targets for the future.*
4. *Update on further work undertaken by the Council in this area on an annual basis through the Council Annual Review of Performance Report section on corporate objective - Maintaining and enhancing Swansea's natural resources and biodiversity. (See Appendix 1 – Notice of Motion)*

1.2 Initial progress over the first few months following the Notice of Motion was positive although it is safe to say that since the start of the Covid pandemic this progress stalled but actions have continued wherever it has been possible.

1.3 This report sets out the progress made and recommendations to take the work programme forward in a timely manner. In reviewing progress to date it seems logical to split the activity into two distinct work streams as outlined below.

1.4 As a result of work to date it is recommended that the commitment to addressing climate change is broken down into two clearly defined work streams.

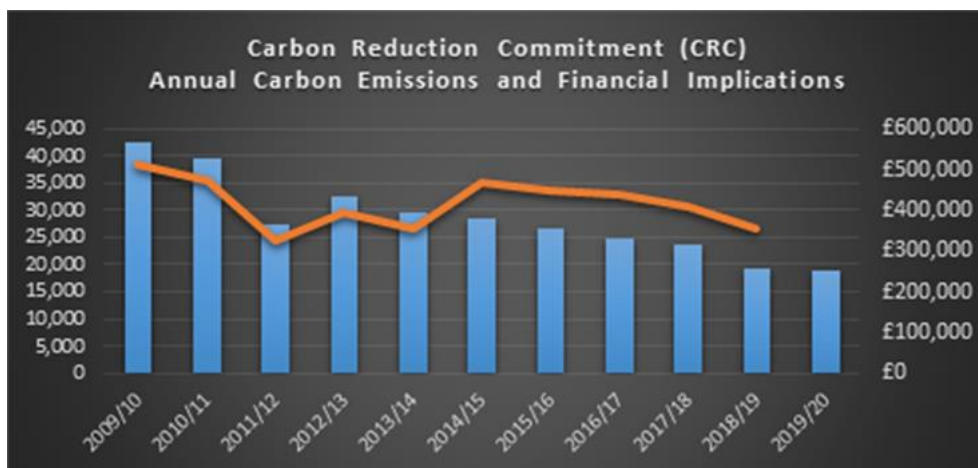
**Work stream 1.** Swansea Council striving for net zero carbon by 2030 on its own in scope emissions.

**Work stream 2.** How the City and County of Swansea, its major employers, its citizens and businesses can achieve net zero carbon by 2050.

Since the notice of motion work has continued on both these work streams although greater progress has been made on the “internal” emissions due to the challenges and logistics of public and stakeholder engagement over the last few months. However this does allow the Council to set the standard and lead by example and not ask others to do something that it isn’t already undertaking. Further detailed work with partners, major employers and Public Service Board will follow the approval of this report by Cabinet.

**2. Progress to Date - Reducing our impact on Climate Change since 2010.**

2.1 It is worth stating that the Council has always taken climate change and the reduction of emission seriously and acted accordingly. There is no better way to display that than to refer to the fact that since 2009/10 (baseline year – 42,532 t/CO<sub>2</sub>), the Council has been a participant under the mandatory UK-wide Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. This Scheme was abolished following the 2018/19 compliance year, however the CRC cost will not disappear as the Climate Change Levy will be raised to compensate. Welsh Government is to consult on options for a successor to the CRC Scheme (Policy 19, ‘Prosperity for All: A Low Carbon Wales’). 2019/20 carbon emissions was 18,757 t/CO<sub>2</sub>, a carbon reduction of 23,775 t/CO<sub>2</sub> against the baseline year (reduction of 55.9%). This is a considerable achievement but further reduction become increasing difficult to achieve.



Work has continued on a range of key strands with some examples as follows:

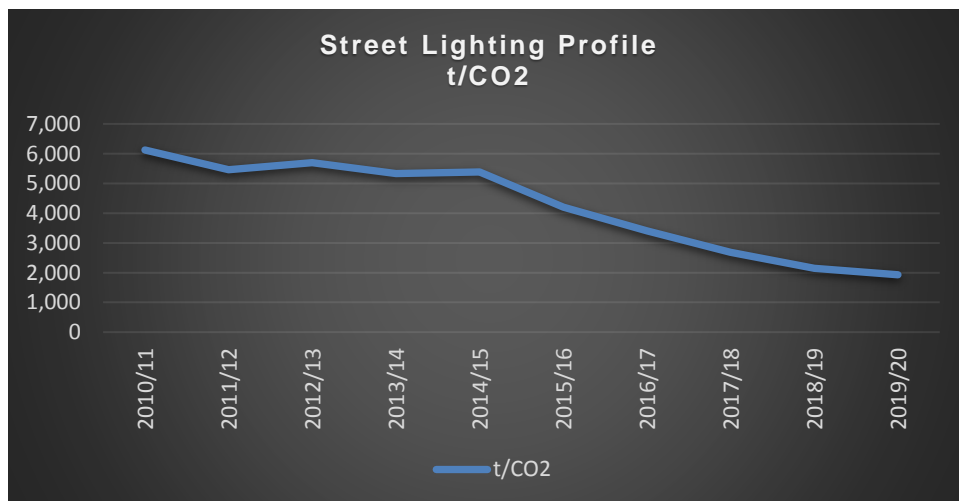
2.1.1 The City & County of Swansea Pension Fund is one of the first Pension Fund’s in the UK to adopt an Environmental, Social & Governance policy which commits the pension fund to reduce its already low exposure to carbon based fossil fuel investments by up to 50% over the next 4 years. In doing so, it accepts that investing in new green energy, infrastructure and socially responsible investments offers the best sustainable financial return for members of the pension fund over the long term. Progress is

reported on an annual basis and a further report will be presented to Council on the 3<sup>rd</sup> December.

- 2.1.2 The Council has made representation to Welsh Government on various themes including decarbonisation of housing stock, the delivery of Dragon Energy Island renewables project, the use of green energy provision of electric vehicle charge points and in doing so has set out its ambitions for net carbon zero. In addition it has also written to UK government where these powers or possible funding reside nationally such as Dragon Energy Island.
- 2.1.3 The Council continues to deliver insulation and energy efficiency measures to benefit council housing tenants.
- 2.1.4 Promoting Welsh & UK Government campaigns and programmes to increase energy efficiency amongst private tenants and home owners, reducing fuel poverty and reducing emissions.
- 2.1.5 Progressing work towards a world-leading Tidal Lagoon, supporting community owned renewable energy schemes, like SCEES, to deliver clean energy and benefit local schools and community buildings.
- 2.1.6 Working with others nationally to urge Welsh Government to develop electric car charging infrastructure.
- 2.1.7 Being leaders of good practice in Wales through having Sustainable Development policies and approaches pre-dating the Well-Being of Future Generations Act.
- 2.1.8 Building the first council housing in a generation here in Swansea to Passivhaus standard, and begun building new council housing to a super-energy-efficient “Swansea Standard” that will enable all components to be procured locally and reducing emissions using solar battery storage and air source heat pumps.
- 2.1.9 Using innovation in construction for flagship projects such as Pentrehafod School, showcasing waste minimisation and sustainability.
- 2.1.10 Winning investment for innovative green technology, such as “Homes as Power Stations”, as part of the City Region Deal.
- 2.1.11 Securing funding for a vast increase in Active Travel (walking and cycling) routes throughout the county and supported Swansea University’s community cycle scheme.
- 2.1.12 Implementing agile working so that the workforce may reduce unnecessary travel.
- 2.1.13 Developing local procurement practices to reduce carbon footprint.



- 2.1.14 In Education, Swansea is an early joiner of the international EcoSchools programmes which encourages schools to promote recycling and reduce energy and water consumption.
- 2.1.15 Encouragement of Foundation Phase pupils to learn outdoors ensuring a respect for nature, biodiversity and eco-systems.
- 2.1.16 At KS4, developing partnerships with Universities to establish STEM workshops including the impact of climate change.
- 2.1.17 Recently incorporating care for the natural environment into the corporate plan as a new priority, recognising the hugely important contribution made by the extensive work of our Nature Conservation Team.
- 2.1.18 Working with Swansea Public Services Board to improve local services. The four statutory members of the Board are Swansea Bay University Health Board, Natural Resources Wales, the Fire and Rescue Service and the council who will continue to work collectively to improve local social, economic, environmental and cultural well-being as set out in the Well-being of Future Generations Act (Wales) 2015. For this part the focus will be on a Greener Wales.
- 2.1.19 Street lighting have upgraded 21,053 street lights to LED, along with the installation of City Touch, Central Management System commissioned to control the street light output around Swansea ring road (financial and carbon savings) has reduced street lighting carbon emissions since 2010/11 by 4,194 t/CO2.



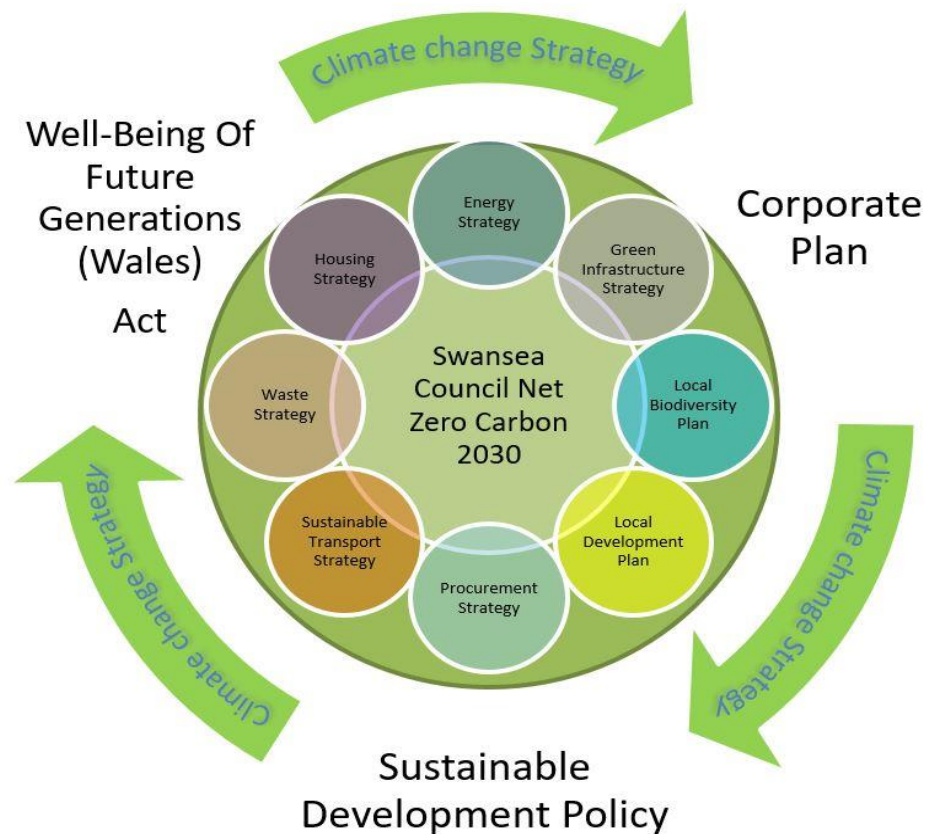
- 2.1.20 12 Council car parks have had electric vehicle charge points installed. A total of 16 dual-headed charge points have been installed, serving 32 recharging bays. With the exception of the two Park & Ride sites, the charge points provide 22kW 'fast' charging capabilities. The Park & Ride sites feature 7-22kW charge points (load balancing depending on how many vehicles are plugged-in at the same time). All charge points provide 100% renewable electricity to users. Users can access the charge points through an App or by calling a 24/7 customer service line (bi-lingual).

2.1.21 Active Travel. The total network has increased in length by 25% in the past three years, with over £12million of investment made in active travel infrastructure. Of the 72,000 households in Swansea, 60% now live within 500m of a dedicated off-road cycle route.

### 3. Policy Review

3.1 To enable the Council to continue to make progress one of the key actions from the NoM was to review the current policy framework and how this could contribute to the achieve achievement of net zero carbon and climate emergency response.

3.1.1 Therefore it has been necessary to review over 100 Council policies that contribute to this agenda and try and distil these down to 8 key themes as outlines in the pictogram below.



3.1.2 In grouping the key policies into a framework it appears that the Council has many of the underlying strands already in place and it also helps to identify where any “gaps” are.

3.1.3 The graphic also hopefully shows that these policies overlap to firstly feed into the core short term target of net zero carbon for the council emissions by 2030 and the longer term goal of achieving a similar aim for the whole of the city by 2050. These polices are then intrinsically wrapped up in the overarching requirements of the Corporate Plan, Sustainable

Development Policy and Wellbeing of Future Generations Act (Wales) 2015.

3.2 To demonstrate how these policies contribute to both ambitions detailed below is a short overview of the current position with each of these policies and examples of progress made.

3.2.1 **Work Stream 1 – Swansea Council Net Zero Carbon by 2030**

**i. Energy Strategy**

Swansea Council recognise and understand the importance of effective energy and carbon management and the implications and risks of climate change, rising energy costs and the preservation of finite energy sources. The preservation of our natural environment on a regional and national level and safeguarding of the wellbeing of our communities for current and future generations is a vital aim of the Authority.

It is within this context that the Energy and Carbon Management Strategic Plan was developed. The Energy and Carbon Management Plan provides a co-ordinated approach which will identify and analyse energy and carbon emissions from the delivery of the Authority's operational service deliveries and will:

- Provide an overarching programme that will align and integrate all legislations and policies that relate to energy, carbon management and climate change
- Clearly define Swansea Council's strategic ambition and intent for addressing energy and carbon management
- Quantify the Authority's baseline carbon emissions from its service property activities.
- Identify and evaluate energy saving projects towards reducing energy costs.
- Adaptable to the new Welsh Government Net Zero Carbon Reporting requirements.
- Adapt a low carbon / renewable technology way of working, reducing the dependency on conventional energy supplies.

**ii. Green Infrastructure Strategy**

This strategy considers how green infrastructure can be increased in area and quality in the central area of Swansea in order to make it better adapted to climate change and better for people and wildlife. Green infrastructure is a term used to describe all the greenspace, soil, vegetation and water (ranging from parks to roof gardens) that provide the ecosystem services that make our cities liveable.

This strategy sets out a vision for the central area in Swansea to be much greener, creating green spaces and using a combination of street-level features like street trees and rain gardens as well as vegetation on buildings, including green roofs and green walls. The intention is to

double the amount of green infrastructure (with the exception of open water) within 10 years.

The focus will be to create a green infrastructure network, centred on a Green Artery that will connect Swansea Station in the north, with the beach and marina in the south and the wider area, via existing, improved greenspaces including churchyards and Castle Square. Green infrastructure will be planned and designed to be multi-functional and will involve a partnership approach, using innovative solutions, including Supplementary Planning Guidance for green infrastructure and a Green Space Factor tool (GSF). Swansea Council is committed to using the GSF tool, designed for the Swansea Central Area, as a measure for the quantity and functionality of green space in development.

### iii. Local Biodiversity Plan

Promoting Swansea's Natural Environment is a strategy and action plan for the protection, management, enhancement and promotion of Swansea's outstanding natural environment and biodiversity. It outlines a number of strategic actions required for the conservation of the wider biodiversity resource together with a set of detailed actions for the protection of priority habitats and species.

The Local Biodiversity Strategy and Action Plan (LBAP) has three key parts:

**Part 1 Strategy** This part provides a background to the biodiversity action planning process, identifies key issues affecting biodiversity in Swansea and priorities for future work. It proposes a number of broad actions to meet these priorities, and outlines procedures for measuring progress.

**Part 2 Audit** This part provides an overview of Swansea's biodiversity resource and contains information on protected habitats and species present in the County, together with draft proposals for the identification of a network of non-statutory Sites of Interest for Nature Conservation or candidate SINC.s.

**Part 3 Habitat and species action plans** This part provides detailed action plans for priority habitats and species which occur in the County in accordance with UK and Welsh Assembly Government Guidance. At the time of printing 23 Habitat Action Plans (HAP.s) and 98 Species Action Plans (SAP's) have been included. There are plans to add additional HAP's and SAP's in due course.

### iv. Local Development Plan

The 2010-2025 Plan provides a clear planning framework to address key issues facing the County, providing certainty and the basis for efficient planning decisions. Its policies and proposals will enable the delivery of sustainable development, and ensure that social, economic, environmental and cultural well-being goals are all suitably balanced in

the decision making process so that the right development occurs in the right place.

The Plan is underpinned by an extensive and up to date evidence base which, in combination with extensive public and stakeholder engagement undertaken during Plan preparation, has been used to identify the key opportunities, land use requirements, and issues for the County over the Plan period.

#### **v. Procurement Strategy**

Swansea Council procurement is underpinned by maximising the economic, social, environmental and cultural benefits that may be obtained from buying power. Best value can be viewed as the optimum combination of whole-life costs in terms of not only generating savings and good quality outcomes for the organisation, but also benefit to society and the economy.

Procurement activity strives to deliver the goals of the Well-being of Future Generations Act through a holistic approach to procurement processes and including where relevant specific provisions within the procurement documents. There is commitment to strive to ensure that carbon reduction ambitions that underpin the sustainable development principle are integrated within procurement practice as appropriate.

#### **vi. Sustainable Transport Strategy (working Title)**

A great deal of positive work has been carried out in this area to date but the recommendation is that the various aspects are integrated into a single sustainable travel and transport strategy. This would include how the council deals with its Council fleet, the grey fleet (personal mileage by employees), its emissions from street lighting, the continued promotion of active travel and the development of a local and regional sustainable public transport system.

Some specifics include:

- Continuation of planning for, and improving the active travel network. Refresh of the current Active Travel maps and consult on potential new routes for development, though a new Active Travel Network Map in 2021.
- Increase levels of active travel through promotion, engagement and encouragement of active travel with the general public, businesses, communities and educational establishments, through a behaviour change campaign, Swansea Bayways.
- Further roll out of EV charging infrastructure.
- Continue to deliver a 5 % year on year reduction in council fleet emission via its green fleet strategy.
- Seek to embed the reductions in grey fleet mileage which achieved 50% and 1 million miles less in 2020/21 to date.

### **South West Wales Metro**

- Continue the development of business cases for investment in active travel, bus and rail projects across the region.
- Investigate low-emission public transport alternatives through work with partners, such as Transport for Wales and First Cymru to establish how vehicle emissions could be reduced in the future.

### **vii. Waste Strategy**

The Council's existing strategy was aligned to Welsh Government's recycling targets which aimed to achieve 64% recycling levels by 19/20 and this was achieved by Swansea. This target increases to 70% by 24/25 and the council is reviewing its option to achieve these increased levels.

In the meantime as part of the overall Climate change plan it will develop a new Waste Strategy which it will seek to align with the overarching Welsh Government plans over the coming 12 to 18 months.

### **viii. Housing Strategy (Decarbonisation)**

Following the publication of the report, Better Homes, Better Wales, Better World (BHBWBW), Welsh Government set up a working group made up of the Welsh School of Architecture (WSA) and selected social landlords to further develop decarbonisation targets and prepare guidance for social landlords on decarbonising their housing stock.

Officers from the Housing Service have participated in the development of the study document and so are included in regular update meetings with Welsh Government's Decarbonisation Team and academics from WSA on latest developments.

Welsh Government has taken a view that a retrofit decarbonisation programme can be delivered as an extension to the existing Welsh Housing Quality Programme due for completion at the end of 2020. The revised WHQS programme that will commence in April 2021 will set a target achieving EPC A/SAP 92 to 231,000 socially owned properties by 2030, which represents almost 17% of the entire housing stock in Wales.

The next stage for Swansea will be to develop a long term Decarbonisation Strategy alongside the excellent work that is already being undertaken. Examples include:

New Homes 'Swansea Standard' are currently being developed as HAPS at Parc y Helyg, Birchgrove, Colliers Ways, Penplas development 1 and 2 and Hillview Crescent, Clase. The properties will not have a traditional gas supply, but will generate, store and then release their own electricity.

Homes as Power Stations (HAPS): The Council has retrofitted and transformed into HAPS 6 bungalows at Ffordd Ellen, Craig Cefn Parc which include external wall insulation, Ground Source Heat Pumps

(GSHP), Mechanical Ventilation Heat Recovery unit (MVHRs), PV solar roofs and Tesla battery storage.

### 3.2.2 **Work Stream 2 – County wide Net Zero Carbon by 2050**

In addition to the 2030 actions required to reduce direct emissions the second work stream requires the Council to engage the wider Swansea community, which will be supported by the development of a full **Climate Change Strategy which should be developed over the next 12 months**. This will be underpinned by the Well-being of Future Generations Act goals and ways of working, the Corporate Plan Priorities and the Sustainable Development Policy actions.

- i. **The Well-being of Future Generations Act (Wales) 2015** This legislation places a duty on the Council to carry out sustainable development improving social, economic, environmental and cultural well-being. It sets out the sustainable development principle's five ways of working and seven national well-being goals.
- ii. **Sustainable Development Policy-** This sets out how the Council can ensure it meets present needs while ensuring future generations can meet their needs too. It guides services and decision makers in applying the five ways of working and maximising their contribution to Swansea's well-being.
- iii. **Corporate Plan-** This details how the Council will improve well-being in practice. It lays out priorities for action in six well-being objectives and the steps to achieve them in line with the sustainable development principle.

All activities will align to create a long term Climate Change Strategy and demonstrate the commitment asked of the Notice of Motion.

Future governance will need to take account of Regional, Welsh, National and European directive alongside the additional policies and strategies sitting at Council level that will support delivery.

This approach not only aligns with the council's pledged to "Act in Response to the Climate Emergency" within its Corporate Plan 2020-23, aiming for carbon neutrality by 2030, but also the study of a range of other Policy forums including the APSE research entitled "*So You've Declared a Climate Emergency, What Next?*" a summary of which is shown in Appendix 2.

### 3.2.3 **Climate Change Charter**

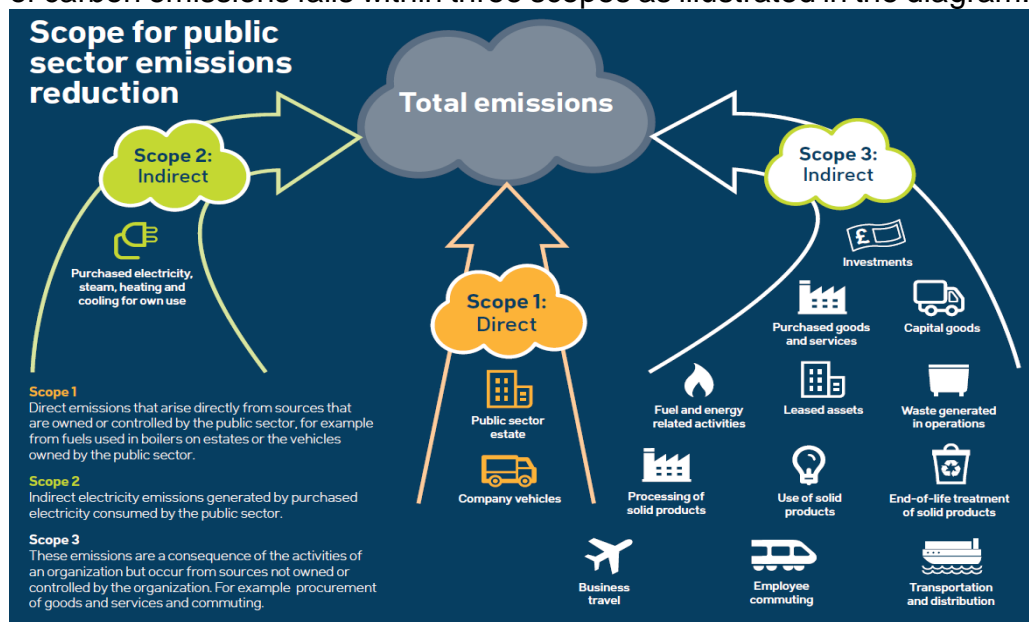
There will be a continued commitment to engage with local people, groups and businesses and help them be smarter and better prepared for the impacts of climate change. This will be enhanced by the introduction of the Climate Change Charter. (See Appendix 2)

Swansea Council recognises that it must lead by example and use its 'Sphere of Influence' to reach out to as many citizens and businesses as possible. The intention is to endorse the strategy and charter through the approval of this report for signature by the Leader supported by Cabinet Members and to report to full council for wider visibility and to invite group leaders to sign up to the Charter and this will then be used as one of the mechanisms to seek wider buy in across the whole city and county for businesses and public sector partners alike.

#### 4. Achieving Net Zero Carbon by 2030

Whilst the above gives a clear policy framework to assist the council in moving towards net carbon neutral, the authority will need to confirm the detailed actions and the key areas that the Council will require to commit to deliver directly include aligning departments with a carbon reporting requirement into its governance, infrastructure, strategies and policies.

It is proposed that the Energy Strategy Action Plan aligns its carbon emissions reporting with the widely used international reporting tool, the Greenhouse Gases (GHG) Protocol which categories Greenhouse gas emissions into three Scopes as illustrated in the diagram below. The delayed publication of the Welsh Government Carbon emissions reporting requirements is anticipated to follow this approach. Reporting of carbon emissions falls within three scopes as illustrated in the diagram.



The Council has already adopted proactive programmes to reduce its carbon emissions over a number of years. Some of these were outlined in the opening section of the report but in addition the following action linked to the above scope are highlighted:

##### 4.1 Scope 1 (Direct Emissions)

- Refit Low Carbon Programme - Swansea Council is participating in the Welsh Government supported Re:fit Low Carbon Programme in order to implement energy efficiency saving opportunities in non-



domestic buildings. A £1.3 million interest free loan has been secured from Welsh Government Wales Funding Programme (Salix) to deliver a Re:fit Cymru (Energy Efficiency) Phase 1 project comprising over 18 buildings which is projected to save an estimated 400 tCO<sub>2</sub>e every year. Quantifying the energy savings delivered by the Energy Conservation Measures (ECMs) will be validated using the Measurement and Verification (M&V) process.

- Carbon Reduction Retrofit: Potential to develop long-term retrofit Phase 2 and Phase 3 projects (such as decarbonisation of the heat network).
- Swansea Council have been working in collaboration with EGNi Co-op, and have recently (Sept 20) installed 220kW of rooftop Solar PV on three comprehensive schools Pentrehafod, Gowerton and Pontardulais.
- Solar Farm Projects - Collaborating with Welsh Government Energy Services on model size scenarios and financial appraisal assumptions towards the development of a 3MW Ground Mounted Solar PV farm. The projected finance model is currently being evaluated, it is predicted over the asset lifespan (35 years; assuming no downtime) that 101,302,731 kWh of renewable energy will be generated or 3,189,600 kWh/year (projected as the electricity generated by a PV module decreases over time), equating to 688 t/CO<sub>2</sub> year. This represents 3.6% renewable generation against 2019/20 carbon emissions of 18,757 t/CO<sub>2</sub>.
- Supporting community owned renewable energy schemes to deliver clean energy and benefit local schools and communities, such as Swansea Community Energy Enterprise Scheme (SCEES) who have installed 360kW Solar PV and more recently EGNi Co-op with 220kW Solar PV, with additional scope to progress with further installations.
- Continuing to seek opportunities to add to our corporate fleet of Electric Vehicles, currently with Electric Vans (40); Electric car (1).
- Between the reporting periods 2017/18 and 2018/19 a percentage reduction of 4.88% in diesel purchased was achieved through the adoption of new electric vehicles and the renewal cycle of fuel efficient vehicles.
- Progressing work towards a world-leading Swansea Bay Tidal Lagoon, estimated electricity generation of 504,854 MWh, equating to carbon emission savings of 94,913 mT CO<sub>2</sub>e.

#### **4.2 Scope 2 (Indirect Emissions)**

- Swansea Council procures its energy using Crown Commercial Services Framework Agreements, via the National Procurement

Service (NPS), for the vast majority of supplies. All electricity procured via the NPS framework is from 100% renewable energy sources; 41% sourced from Wales (Apr 20 – Mar 21); Gas – Total Gas and Power (TGP) procured as new gas supplier (Apr 21 – Mar 22); Green Gas tariffs - dependent on viability and cost impact; pricing option available with TGP later in the year.

#### **4.3 Scope 3 (Indirect Emissions)**

- This covers carbon emissions not controlled or owned by the authority and only has powers of influence/ support / engagement to seek the necessary changes and needs to be divided into two elements:
  - a. The authority's own work and the wider economy, for example engaging with procurement covering environmental impacts as part of contract of services; housing (i.e. sustainability); collaborating with Welsh Government / working with other public sector organisations (Swansea University / Health Service).
  - b. The second element of this strategy is to work with everyone else to achieve a significant Swansea change area wide, for example engaging with Low Carbon Swansea Bay & Swansea Environmental Forum / private sector.

The Council is already highly visible with regards to activity but further work to develop a full Climate Change Strategy must continue to increase momentum if the council is to be seen as the lead influencer within the area, aiming for net zero carbon by 2050 across the county. (Work stream 2).

#### **5. What does net zero carbon look like?**

- 5.1 As stated above the council appears to have a strong Policy framework and commitment to achieve its net zero carbon target on its own operations by 2030 and has the ability to significantly influence the future direction of the city and region.
- 5.2 However in this instance commitment isn't enough and it needs a clear and published plan and actions to allow it to reach these goals.
- 5.3 As stated above there is a lack of clear Welsh Government Guidance as to what constitutes net zero carbon on emissions so the council has determined the most appropriate measure is to capture those contained in scope 1 (direct emissions) and some of those contained within scope 2 (grey fleet) due to the direct link with its business.
- 5.4 As such the Council is developing its own measurement methodology as a "carbon calculator tool" to capture the key activities, target & reductions and the actions required to achieve these. This is a very high level summary and the details for each of these are contained within the individual strategies listed above. For example cabinet on the 19<sup>th</sup>

November are due to consider an updated energy strategy which contains a detailed action plan.

- 5.5 The carbon calculator is a “live document that can be updated year on year and used to monitor progress and assist in its reporting on progress whilst also allowing targets to be flexed over the next 10 years to reflect the changing landscape.

## **6. How can Net Zero Carbon be achieved by 2030?**

- 6.1 Previous section of this report have outlined the significant progress made over the last 10 years.

- 6.2 However to essentially get to net zero by 2030 the council needs to reduce or offset its current total emissions which equate to 27,500TCo2 for 19/20.

- 6.3 **The following outlined the TOP TEN actions aimed at achieving this.**

### **6.3.1 Reducing Current Emissions:**

1. Accelerate the green fleet strategy – The Council through its green fleet strategy has made a commitment to reduce fleet emissions by 5% each year. Which would result in a 50% reduction to 2030, a saving of 2,350 t/CO2.
2. A reduction in grey fleet emissions by 50% would save 300 t/CO2 by reducing staff travel, developing an improved pool car/ car club scheme, and linking staff travel to wider public transport plans.
3. Council Buildings – The Energy Strategy and Carbon Management Action Plan, due to be approved by Cabinet on the 19<sup>th</sup> November 2020, proposes detailed initiatives to support the net zero carbon journey e.g. increase the pace and scale of the Re:Fit Cymru programme, with the provision of available resource and finance.
4. A commitment to construct and Build new schools and future civic buildings to net carbon zero. The combined effect of items 3 and 4 equates to a 20% reduction in emissions equivalent to 20% or 4000T Co2.
5. Street Lighting savings could be made delivered by the introduction of new technology, possibly by 20% over the next 10 years- 440 t/CO2.

### **6.3.2 Offsetting:**

**A range of offsetting measures are also being progressed and considered.**

**These proposals will need to be worked up in detail over the coming months but the key themes are as follows:**

1. The Council is pursuing an Energy aggregation model for PV and battery storage installed on its housing stock which can result in

cheaper energy bill for its tenants whilst also being counted towards its offsetting target.

2. The creation of solar farms and other renewable projects would help offset carbon emissions. One scheme has already been confirmed which will generate an offsetting of circa 960TCo<sub>2</sub> per annum and further schemes will be investigated.
3. The intention of increasing tree cover and other measures as part of its biodiversity plan.
4. Continue to progress the delivery of Dragon Energy Island which would deliver one of the largest integrated green energy projects in the world and **potentially generating carbon emission savings of 94,913 mT CO<sub>2</sub>e per annum.**
5. Welsh Government have yet to confirm how the purchase of green energy is treated but Swansea Council current purchases all its electricity is 100% renewable sources and it is intended that this is counted towards its overall emission target. In addition it is progressing the procurement of 100% “green gas” which would further positively impact on its overall emissions.

6.3.3 These top actions - 5 in terms of reductions and 5 in relation to offsetting are forecast to achieve a net carbon zero position by 2030. This will be backed up by a full communication and engagement plan aimed at maximising the buy in from all sources which will assist to moving towards the 2050 target for the whole of the City.

## 7. The Impact and conclusions

7.1 The mission across the eight priority areas will be long-term in scope and ambition, considering the drivers of change, the opportunities, the risks and resources required to deliver. The journey will take time and will be challenging. The proposal to align Council carbon emission related strategies, policies and governance structures, is believed to be the best approach to ensuring Swansea Council achieves net carbon zero by 2030. Once the method of recording emissions guidance has been released by Welsh Government then the new action plan can be implemented.



7.2 This report seeks Cabinet approval for the following commitments which are condensed into the two recommendations on the front cover of this report.

1. The programme of activity be divided into two work streams:
  - i. Swansea Council strives for net zero carbon by 2030 through the development and delivery of robust targets and action plans, pending Welsh Government guidance.
  - ii. The Council develops an overarching Climate Change Strategy, striving towards net zero carbon by 2050 for the whole county – citizens, businesses etc.

2. An eight pronged approach forms the basis of robust Climate Change governance for the first work stream going forward with the establishment of an overarching Working Group.

3. The WG/UK Gov. suggest **“Lobbying” to Welsh and UK Government** The NoM outline includes a requirement to Call upon the UK and Welsh governments to provide us with the necessary powers and resources to ensure Swansea becomes carbon neutral by 2030. In response the Council has written to WG ministers on the overarching agenda but also on individual strands contained within the strategy through consultation responses and specific projects.

In addition the Council has written to UK Government ministers where the strategy overlaps their powers and this includes lobbying for the delivery of the Dragon Energy Island renewals projects. Once the overarching strategy and charter have been approved further written approaches will take place linked with the agreed action plans.

4. A Sustainable Transport Strategy is developed, having identified the need to collate activity into one document – current projects already include Green Fleet Strategy, Business Travel Review and LED Lighting Replacement Programme.

5. The Carbon Calculator tool is used to determine project priority, and investment focus, whilst always considering impact on council policy. Note some policies may need to be rewritten in order to align with the net zero carbon challenge. The top 10 actions summarised in this report will be embedded in the future reporting mechanism.

6. An all-encompassing Climate Change Strategy and respective engagement and communication plans are developed and there is continued commitment to involve local people and businesses and help them be smarter and better prepared for the impacts of climate change. This will be enhanced by the introduction of the Climate Change Charter and will be governed via the Well-being of Future Generations Act, the Corporate Plan and the Sustainable Development Policy.

## **8. Equality and Engagement Implications**

8.1 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.

8.2 An EIA screening form (See Appendix 3) has been completed with the outcome that a full EIA report will not be required at this point. This is an overarching plan that when approved will be broken down into many projects. At this point EIA's will be undertaken for each of these individually.

## **9. Financial Implications**

9.1 There are no financial implications associated with this report. Any decision to commit the council to additional expenditure as part of this strategy will be subject to the relevant due consideration in line with the Council constitution and financial procedure rules.

## **10. Legal Implications**

10.1 There are no legal implications associated with this report.

**Background Papers:** None

### **Appendices:**

Appendix 1 – Notion of Motion

Appendix 2 – Citizens Charter

Appendix 3 - EIA



## Council – 27 June 2019

**Notice of Motion from Councillors P K Jones, M Sherwood, R C Stewart, C A Holley, L R Jones, P N May, C E Lloyd, M C Child, R Francis-Davies, D H Hopkins, E J King, A S Lewis, S Pritchard, A Pugh, J A Raynor, A H Stevens and M Thomas,**

### **Notice of Motion on Climate Emergency**

This Council notes the recent conclusion of an interim report from scientists on the Intergovernmental Panel on Climate Change (IPCC) that every effort must be made to prevent the continuing average global temperature rise exceeding 1.5C above pre-industrial levels. However, such an increase could, with present government policies, be reached as early as 2030, with further increases in the decades thereafter. Such a scale of temperature rise threatens both human civilisation and all other life forms on the planet, with drastic disruption of agriculture, and the loss of terrestrial and marine wildlife habitats. We recognise that throughout the world, already, species of plants and animals are becoming extinct in record numbers; coral reefs, which are fundamental to marine life are dying; small island nations and coastal cities are threatened by sea level rise from the melting of polar ice sheets; the human death toll from adverse weather events – such as excess cold, excess heat, hurricane, flood – is increasing.

We note the activism of young people throughout the world, expressing their feeling of disempowerment in this situation and asking the decision-makers of today to take urgent action to protect their futures.

We acknowledge that globally, the actions required to address climate change effectively rest with national governments and require international collaboration, but there is still important work that local councils can do.

We recognise the recent history of this council in aiming to do its utmost to reduce carbon emissions, enhance biodiversity, and secure a prosperous, low-carbon economy for our region. We are proud of the actions taken by Swansea Council to date which include:

- The City & County of Swansea Pension Fund is one of the first Pension Fund's in the UK to adopt an Environmental, Social & Governance policy which commits the pension fund to reduce its already low exposure to carbon based fossil fuel investments by up to 50% over the next 4 years. In doing so, it accepts that investing in new green energy, infrastructure and socially responsible investments offers the best sustainable financial return for members of the pension fund over the long term. Progress is reported on an annual basis.
- Changing 21,053 street lights to LED, reducing CO2 year on year by 2,198,608.49kg.

- Delivering an annual Clean Air Roadshow to stimulate public uptake in electric vehicles and promote improving air quality.
- Delivering insulation and energy efficiency measures to benefit tenants of our council housing.
- Promoting Welsh & UK Government campaigns and programmes to increase energy efficiency amongst private tenants and home owners, reducing fuel poverty and reducing emissions.
- Campaigning for the electrification of the railway line from Swansea to London.
- Progressing work towards a world-leading Tidal Lagoon, supporting community-owned renewable energy schemes, like SCEES, to deliver clean energy and benefit local schools and community buildings.
- Working with others nationally to urge Welsh Government to develop electric car charging infrastructure.
- Being leaders of good practice in Wales through having Sustainable Development policies and approaches pre-dating the Well-Being of Future Generations Act.
- Recently incorporating care for the natural environment into our corporate plan as a new priority, recognizing the hugely important contribution made by the extensive work of our Nature Conservation Team.
- Building the first council housing in a generation here in Swansea to Passivhaus standard, and begun building new council housing to a super-energy-efficient “Swansea Standard” that will enable all components to be procured locally and reducing emissions using solar battery storage and air source heat pumps.
- Using innovation in construction for flagship projects such as Pentrehafod School, showcasing waste minimization and sustainability.
- Winning investment for innovative green technology, such as “Homes as Power Stations”, as part of the City Region Deal.
- Continuing to seek opportunities to add to our corporate fleet of Electric Vehicles, which is already the largest in Wales.
- Continuing to deliver on our Carbon Reduction strategy: 42% reduction in emissions since our baseline year.
- Securing funding for a vast increase in Active Travel (walking and cycling) routes throughout the county and supported Swansea University’s community cycle scheme.
- Becoming an Anti-Fracking Local Authority in 2016, having passed a motion to “oppose any unconventional gas development (fracking)” which also committed us to working towards being a fossil fuel free local authority by 2025.
- Implementing agile working so that our workforce may reduce unnecessary travel.
- Developing local procurement practices to reduce our carbon footprint.
- In Education, we are early joiners of the international EcoSchools programmes which encourages schools to promote recycling and reduce energy and water consumption.
- Encourage our Foundation Phase learning pupils to learn outdoors ensuring a respect for nature, biodiversity and eco-systems.
- At KS4, developing partnerships with our Universities to establish STEM workshops including the impact of climate change.



We recognise the importance of working closely with researchers in order to have the latest knowledge and the clearest understanding about what we can do to respond to the urgent need to address climate change.

This Council therefore declares climate emergency, and calls upon the government of the United Kingdom to do the same. We commit to:

1. Call upon the UK and Welsh governments to provide us with the necessary powers and resources to ensure Swansea becomes carbon neutral by 2030.
2. Publicise climate emergency and promote a greater awareness of the truth of climate change amongst the local population.
3. Work with relevant experts in research and development to:
  - a. Review our current strategies and action plans for addressing climate change.
  - b. Identify any further policy changes or actions which we could undertake, within the scope of our powers and resources, to meet the challenge of climate emergency.
  - c. Seek the help of local partners such as Swansea University and other research bodies to, within one year, produce a report to share with the community, explaining work already underway and achievements already made, as well as targets for the future.
4. Update on further work undertaken by the Council in this area on an annual basis through the Council Annual Review of Performance Report section on corporate objective - *Maintaining and enhancing Swansea's natural resources and biodiversity.*



We, the Signatories to Swansea Council Charter on Climate Action, affirm our commitment on behalf of our company/organisation to work towards becoming net carbon neutral by 2030 and in doing so commit to the following:

**WHAT WE AIM TO DO**

- Within 1 year of signing, review our organisations current strategies and action plans for addressing climate change and Identify any further policy changes or actions which we could undertake, within the scope of our powers and resources, to meet the challenge of climate emergency.
- Fully align our actions with our wellbeing and biodiversity obligations to ensure our actions and commitments meet the requirements of our future generations and the need to halt and reverse the decline in biodiversity.
- Provide constructive challenge and proposals to Welsh and UK Governments and seek the relevant powers and resources to deliver against our action plan and Commitments
- Facilitate and partner with experts, businesses, investors, environmental advocates and other stakeholders to develop and implement a decarbonisation strategy for the region, including by developing a work programme, tools and resources necessary to achieve the agreed emission reduction targets;
- Maximise the use of renewals, and the reduction of energy use and loss both within our own energy consumption and in relation to utilising our assets for renewable energy generation
- Review our procurement methodologies and criteria to align with our emerging principle of what constitutes “value for money” to ensure appropriate inclusion of climate change and biodiversity is an appropriate part of any award criteria

**HOW WE AIM TO DO IT**

- Working collaboratively with others through seeking the help of local partners including public, private and voluntary sectors to, produce our own response to share with the community, explaining work already underway and achievements already made, as well as targets for the future.

**MONITORING PROGRESS & KEEPING ALL PARTIES INFORMED**

- Utilise our formal reporting mechanisms to place in the public domain how we are performing against our committed actions
- Fully engage with children and young people in line with the core principles of the UNCRC
- Quantify, track and publicly report our carbon emissions, consistent with standards and best practices of measurement and transparency

**GETTING MESSAGE ACROSS**

- Above all communicate a shared vision and understanding through the development of a common strategy and messaging, including by championing climate action within our sectors through an enhanced and trust-building dialogue with relevant stakeholders.

Signed by Organisational Champion..... Date.....

# Equality Impact Assessment Screening Form – Appendix 3

**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: 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"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

#### Climate Emergency Declaration Policy Review and Proposed Action

The programme of **activity** be divided into two work streams:

- i. Swansea Council strives for net zero carbon by 2030 through the development and delivery of robust targets and action plans, pending Welsh Government guidance.
- ii. The Council develops an overarching Climate Change Strategy, striving towards net zero carbon by 2050 for the whole county – citizens, businesses etc.

The mission across the eight priority areas will be long-term in scope and ambition, considering the drivers of change, the opportunities, the risks and resources required to deliver. The journey will take time and will be challenging. The proposal to align Council carbon emission related strategies, policies and governance structures, is believed to be the best approach to ensuring Swansea Council achieves net carbon zero by 2030. Once the method of recording emissions guidance has been released by Welsh Government then the new action plan can be implemented.

### Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line  
service delivery

(H)

Indirect front line  
service delivery

x  (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

x  (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"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+) →	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group →	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability →	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees) →	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers →	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Equality Impact Assessment Screening Form – Appendix 3

Gypsies & travellers		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
Religion or (non-)belief	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sex	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input 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 checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	→	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input 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**

Council working with many groups, Swansea Environment Centre, Extinction Rebellion, University, Welsh Government Energy Services

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

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

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

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

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

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

Yes in a positive way – with the reduction of carbon emissions and a better Swansea council- net zero carbon by 2030

**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.

This is an overarching plan that when approved will be broken down into many projects. At this point EIA's will be undertaken for each of these individually. As such no full EIA is required at this 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.

<b>Screening completed by:</b>	
Name:	Rachel Lewis
Job title:	Project Manager
Date:	2.11.20
<b>Approval by Head of Service:</b>	
Name:	Martin Nicholls
Position:	Director of Place
Date:	2.11.20

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

# Agenda Item 10.



## Report of the Cabinet Member for Homes, Energy and Service Transformation

Cabinet – 19 November 2020

### Energy Strategy 2020-2030

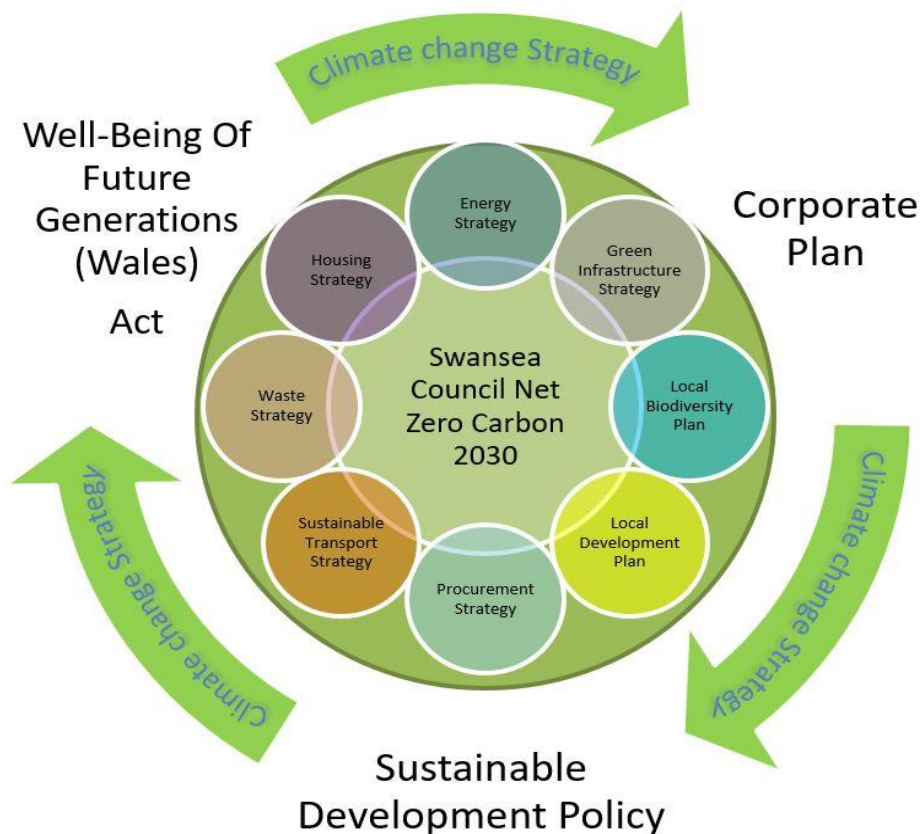
<b>Purpose:</b>	The purpose of the report is to seek approval for the updated Council Energy Strategy and associated Carbon Management Plan
<b>Policy Framework:</b>	Energy and Carbon Management Plan
<b>Consultation:</b>	Finance, Legal, Access to Services
<b>Recommendation(s):</b>	It is recommended that:  1) The Energy Strategy and Carbon Management Plan is approved for implementation.
<b>Report Author:</b>	Antony Moss
<b>Finance Officer:</b>	Paul Roach
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 Following presentation of the existing Energy Strategy (2016) and respective Energy & Carbon Management Plan to the Policy Development Committee (PDC) on 25th February 2020, there was agreement to provide newly drafted documents to reflect the current position. This was delayed due to the Covid-19 Pandemic but presented and approved at the 5th October 2020 PDC meeting. (See Appendix 1&2).
- 1.2 This Energy and Carbon Management Plan will build on those existing energy saving initiatives and strategies developed from the last Energy Strategy Paper (2016), but focusing exclusively on the many aspects of energy efficiency across the Authority's owned buildings, looking at the building fabric, the building services and the management of the building (including renewable technology options). To ensure that the Plan reaches its full potential within the Authority, the establishment of a Climate Change

Programme Board to bring together the governance of the eight key carbon related strategies under one co-ordinated programme and meeting the aspirations of becoming a net zero carbon emissions Authority by 2030 is essential.

- 1.3 The Energy and Carbon Management Plan is one of the eight key policies as illustrated below:- Energy Strategy; Green Infrastructure Strategy; Local Biodiversity Plan; Local Development Plan; Procurement Strategy; Sustainable Transport Strategy; Waste Strategy and Housing Strategy.
- 1.4 Roles and Responsibilities for each of the other key policies will need to be issued ensuring that a consistent approach to the measurement of our carbon footprint is achieved.
- 1.5 The strategy will impact on the main scope 1 & 2 emissions in terms of working towards a net carbon zero target in 2030.



- 1.6 This work will be underpinned by the Well-being of Future Generations Act goals and ways of working, the Corporate Plan Priorities and the Sustainable Development Policy actions.
  - i. **The Well-being of Future Generations Act (Wales) 2015** This legislation places a duty on the Council to carry out sustainable development improving social, economic, environmental and cultural

well-being. It sets out the sustainable development principle's five ways of working and seven national well-being goals.

- ii. **Sustainable Development Policy-** This sets out how the Council can ensure it meets present needs while ensuring future generations can meet their needs too. It guides services and decision makers in applying the five ways of working and maximising their contribution to Swansea's well-being.
- iii. **Corporate Plan-** This details how the Council will improve well-being in practice. It lays out priorities for action in six well-being objectives and the steps to achieve them in line with the sustainable development principle.

- 1.7 Swansea Council has adopted proactive programmes to reduce its carbon emissions over a number of years; renewable projects that have been implemented and agreed to proceed represent circa 10% renewable generation of our property portfolio carbon footprint.
- 1.8 One key point to note is that the Energy Strategy will no longer include Highways & Transportation activity, in line with proposals at the last committee meeting. This will now be dealt with as a new strategy due to its equally strong influence on the net zero carbon target.

## 2. **Achievements to Date**

The Council has adopted several proactive programmes to reduce its carbon emissions over a number of years and this year despite the Covid pandemic recent achievements include:

- Since 2010 Swansea Council has been a participant under the mandatory UK-wide Carbon Reduction Commitment (CRC) Energy Efficiency Scheme reporting a carbon reduction of 23,154 t/CO<sub>2</sub> to the Administrator of the Scheme, Environment Agency, along with financial saving on purchase of carbon allowances of £155,676 (2018/19).
- Swansea Council procures its energy using Crown Commercial Services Framework Agreements, via the National Procurement Service (NPS), for the vast majority of supplies. All electricity procured via the NPS framework is from 100% renewable energy sources; 41% sourced from Wales (Apr 20 – Mar 21); Gas – Total Gas and Power (TGP) procured as new gas supplier (Apr 21 – Mar 22); Green Gas tariffs - dependant on viability and cost impact; pricing option available with TGP later in the year.
- Refit Low Carbon Programme - Swansea Council is participating in the Welsh Government supported Re:fit Low Carbon Programme in order to implement energy efficiency saving opportunities in non-domestic buildings. A £1.3 million interest free loan has been secured from Welsh Government Wales Funding Programme (Salix) to deliver a Re:fit Cymru (Energy Efficiency) Phase 1 project comprising over 18 buildings which is projected to save an estimated 400 tCO<sub>2</sub>e every year. Quantifying the energy savings



delivered by the Energy Conservation Measures (ECMs) will be validated using the Measurement and Verification (M&V) process.

- Solar Farm Projects - Collaborating with Welsh Government Energy Services on model size scenarios and financial appraisal assumptions towards the development of a 3MW Ground Mounted Solar PV farm. The projected finance model is currently being evaluated, it is predicted over the asset lifespan (35 years; assuming no downtime) that 101,302,731 kWh of renewable energy will be generated or 3,189,600 kWh/year (projected as the electricity generated by a PV module decreases over time), equating to 688 t/CO<sub>2</sub> year. This represents 3.6% renewable generation against 2019/20 carbon emissions of 18,757 t/CO<sub>2</sub>.
- Progressing work towards a world-leading Swansea Bay Tidal Lagoon, estimated electricity generation of 504,854 MWh, equating to carbon emission savings of 94,913 mT CO<sub>2</sub>e.
- Swansea Council has been working in collaboration with Egni Co-op and has recently (Sept 20) successfully installed 220kW of rooftop Solar PV on three comprehensive schools Pentrehafod, Gowerton and Pontardulais

### **3. Delivering a Carbon Neutral Estate by 2030**

3.1 The Energy and Carbon Management Plan provides a co-ordinated approach which will identify and analyse energy and carbon emissions from the delivery of the Authority's operational service deliveries and will:

- Provide an overarching programme that will align and integrate all legislations and policies that relate to energy, carbon management and climate change
- Clearly define Swansea Council strategic ambition and intent for addressing energy and carbon management
- Quantify the Authority's baseline carbon emissions from its service property activities.
- Identify and evaluate energy saving projects towards reducing energy costs
- Be adaptable to the new Welsh Government Net Zero Carbon Reporting requirements, publication delayed due to COVID-19.
- Adopt a low carbon / renewable technology way of working, reducing the dependency on conventional energy supplies.

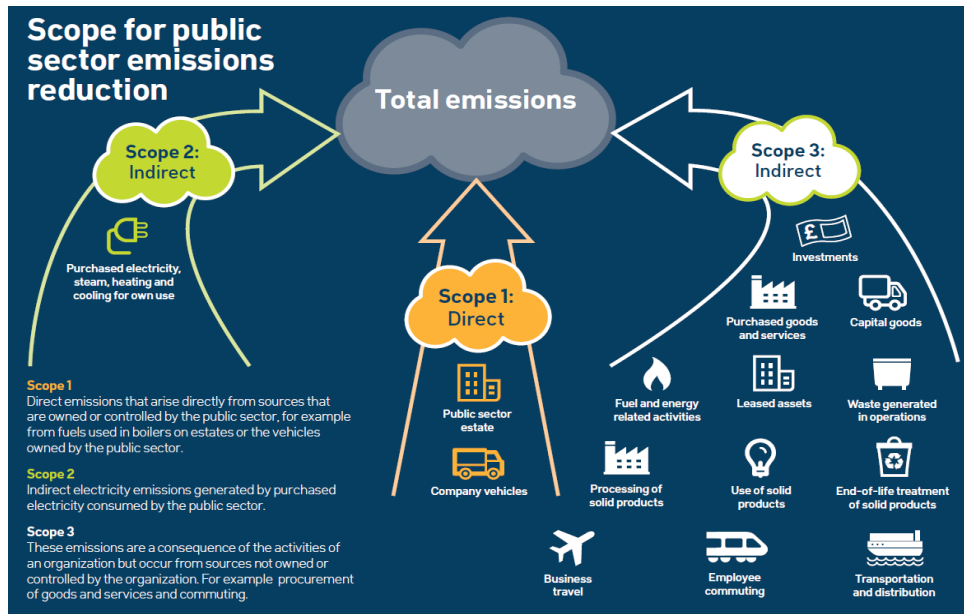
### **4. Reporting of Emissions**

#### **4.1 Measurement**

Measuring our performance is essential; 'we cannot manage something we cannot measure'. It is important to define our methodology and scope for calculating our carbon footprint, to ensure consistent measurement. Our approach to measuring is based on the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard (GHG Protocol).

The Authority contributes to climate change directly, such as emissions from its owned buildings (inclusive of schools); and indirectly, through emissions associated its demand for goods and services. These emissions are categorised as ‘scopes’ in the Greenhouse Gas Protocol (GHG Protocol).

It is anticipated that the Welsh Government reporting requirements will follow this route. Reporting of carbon emissions falls within three scopes as illustrated in the diagram



**Scope 1 and Scope 2** cover carbon emissions that are presently measured by the Council

- a. Scope 1: Non-domestic buildings;
- b. Scope 1: Street lighting;
- c. Scope 1: Fleet mileage; and,
- d. Scope 1: Business mileage.
- e. Scope 2: Indirect emissions

**Scope 3** This covers carbon emissions not controlled or owned by the authority and only has powers of influence/ support / engagement to seek the necessary changes and needs to be divided into two elements:

- a. The authority’s own work and the wider economy, for example engaging with procurement covering environmental impacts as part of contract of services; housing (i.e. sustainability); collaborating with Welsh Government / working with other public sector organisations (Swansea University / Health Service).
- b. The second element of this strategy is to work with everyone else to achieve a significant Swansea change area wide, for example engaging with Low Carbon Swansea Bay & Swansea Environmental Forum / private sector

The Welsh Government are developing a Welsh Public Sector Net Zero Carbon Reporting Guide, publication delayed due to COVID 19 which will provide greater clarity on reporting requirements under Scope 3.

## 4.2 Carbon Footprint – Non Domestic

The dataset table below contains baseline sources of energy demand and supply to City and County of Swansea non domestic buildings and the associated carbon emissions, excluding transport and street lighting. The Council spends in-excess of £6m annually on energy for its non-domestic buildings.

The consumption and financial data has come from the Team Sigma M&Ts imported from energy suppliers EDI billing.

The table below shows a breakdown of energy consumption, cost and carbon emissions from operational service areas during 2019/20.

	2019 / 20			
	kWh	£	t/CO <sub>2</sub>	Percentage
<b>Electricity</b>	25,435,260	£4,022,117	6,997	37.31%
<b>Gas</b>	64,081,124	£2,073,459	11,760	62.69%
<b>Total</b>	<b>89,516,384</b>	<b>£6,095,576</b>	<b>18,757</b>	<b>100%</b>

## 5. Next Steps

- 5.1 Implementation of the Energy and Carbon Management Action Plan will assist the Authority to significantly move forwards towards reducing its carbon emissions by 2030 from across its property portfolio, in addition to improving the built environment and ensuring a consistent and standard method for considering implementation of renewable technology systems across the authority's assets. However, this will require commitment (Including the allocation of funding) and support of Cabinet Members; Heads of Services and Officers in its delivery.
- 5.2 This report seeks approval for the Energy Strategy and Carbon Management Plan to be implemented.

## 6. Financial Implications

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

## 7. Legal Implications

- 7.1 There are no legal implications associated with this report.

## 8. Equality Implications

- 8.1 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.

- 8.2 An EIA screening form (See Appendix 3) has been completed with the outcome that a full EIA report will not be required at this point. This is an overarching plan that when approved will be broken down into many projects. At this point EIA's will be undertaken for each of these individually.

**Background Papers:** None

**Appendices**

Appendix 1 – Energy Strategy

Appendix 2 – Carbon Management Plan

Appendix 3 - EIA

**DRAFT ONLY**

**Swansea Council  
Energy and Carbon Management Plan  
Framework 2020 to 2030**



# DRAFT ONLY

## 1 Version Control

VERSION CONTROL				
Version	Status	Author	Notes	Issue Date
1	DRAFT	Antony Moss	First Draft Issue	May 2020
2	DRAFT	Antony Moss	Second Draft Issue	Nov 2020

## 2 Foreword

Swansea Council recognise and understand the importance of effective energy and carbon management and the implications and risks of climate change, rising energy costs and the preservation of finite energy sources. The preservation of our natural environment on a regional and national level and safeguarding of the wellbeing of our communities for current and future generations is a vital aim of the Authority.

It is within this context that the Energy and Carbon Management Strategic plan was developed. The council has pledged to “*Act in Response to the Climate Emergency*” within the Corporate Plan 2020-23, aiming for net carbon neutrality by 2030. It is proposed that the strategic priorities would be underpinned by three key principles:

- Raising awareness with all stakeholders and partners.
- Reducing our impact on Climate Change.
- Improved Resilience, ensuring we have robust plans in place to prepare for the impacts and minimise risks to our communities.

This Energy and Carbon Management Plan provides a co-ordinated approach which will identify and analyse energy and carbon emissions from the delivery of the Authority’s operational service deliveries and will

- Provide an overarching programme that will align and integrate all legislations and policies that relate to energy, carbon management and climate change
- Clearly define Swansea Council strategic ambition and intent for addressing energy and carbon management
- Quantify the Authority’s baseline carbon emissions from its service property activities.
- Identify and evaluate energy saving projects towards reducing energy costs
- Adaptable to the new Welsh Government Net Zero Carbon Reporting requirements,
- Adapt a low carbon / renewable technology way of working, reducing the dependency on conventional energy supplies.

In addition, there is a continued commitment to engage with local people and businesses and help them be smarter and better prepared for the impacts of climate change which will be enhanced by the introduction of the ‘Climate Change Charter’

The Energy and Carbon Management plan is a dynamic and live document and it will be modified as and when necessary and reviewed annually through the Council Annual Review of Performance Report section on corporate objective – “Maintaining and enhancing Swansea’s natural resources and biodiversity”.

<b>1</b>	<b>Version Control</b> .....	<b>2</b>
<b>2</b>	<b>Foreword</b> .....	<b>3</b>
<b>3</b>	<b>Introduction: Swansea Council</b> .....	<b>5</b>
<b>4</b>	<b>Background</b> .....	<b>6</b>
<b>5</b>	<b>Strategic Aims</b> .....	<b>7</b>
5.1	Vision .....	7
5.2	Aim.....	7
5.3	Objectives .....	7
5.4	Legislative Drivers and Standards .....	8
5.5	Financial Drivers.....	8
5.6	Carbon Reduction Target .....	9
<b>6</b>	<b>Embedding Energy and Carbon Management within the Authority</b> .....	<b>10</b>
6.1	Governance Structures, Roles and Responsibilities .....	10
6.1.1	Climate Change Programme Board.....	11
6.1.2	Energy Management Structure.....	12
6.2	Energy Hierarchy.....	12
6.3	Achievements in Reducing Carbon Emissions.....	13
6.4	Capital Maintenance Budget.....	14
6.5	Display Energy Certificates and Advisory Reports.....	15
6.6	Renewable Energy .....	15
6.6.1	Renewable Energy Procurement.....	16
6.6.2	Renewable Energy Opportunities .....	16
6.7	Community Energy.....	17
6.8	The Swansea Bay City Deal.....	17
<b>7</b>	<b>Emissions Baseline</b> .....	<b>18</b>
7.1	Measurement .....	18
7.2	Scope 1 Emissions.....	18
7.3	Scope 2 Emissions.....	19
7.4	Scope 3 Emissions.....	20
<b>8</b>	<b>Energy and Carbon Management Action Plan (2020 – 2030)</b> .....	<b>20</b>
<b>9</b>	<b>Carbon Emissions Reduction and Carbon Budget Projection</b> .....	<b>21</b>
9.1	Carbon Emissions Reduction Projection.....	21
9.2	Carbon Off Setting.....	22
9.3	Carbon Budget Projection .....	22
<b>10</b>	<b>Funding Opportunities</b> .....	<b>23</b>
10.1	Internal Funding .....	23
10.2	External Funding .....	24
<b>11</b>	<b>Income Generation</b> .....	<b>24</b>
11.1	Power Purchase Agreement.....	24
11.2	Smart Export Guarantee.....	24
11.3	Renewable Heat Incentive (RHI) .....	25
11.3.1	Renewable Heat Incentives (RHI) – Non Domestic.....	25
11.3.2	Renewable Heat Incentives (RHI) – Domestic .....	25
<b>12</b>	<b>Support and Partnerships</b> .....	<b>25</b>
<b>13</b>	<b>Appendix A - Notice of Motion – Climate Emergency</b> .....	<b>29</b>
<b>14</b>	<b>Appendix B – Scope 1: Carbon Emissions 2019/20</b> .....	<b>30</b>



### 3 Introduction: Swansea Council

Swansea Council is an Authority with a mixture of urban and rural communities. Situated in the middle of the South Wales coast, Swansea is the second largest city in Wales and the regional centre of South West Wales. Swansea's two neighbouring local authorities are Carmarthenshire to the west and Neath Port Talbot to the east.

The latest official estimate of the population of the Swansea Council stands at 246,500 (mid-2018, Office for National Statistics / ONS). Swansea has the second highest population of the 22 Welsh local authorities, representing almost 8% of the total population of Wales (3,138,600).

Swansea Council, which has a land area of around 380 square kilometres, can be broadly divided into four geographic areas: the open moorlands of the Lliw Uplands in the north; the rural Gower Peninsula in the west, containing the UK's first Area of Outstanding Natural Beauty; the suburban area stretching from the edge of Swansea towards settlements in the west and around the M4 corridor; and the coastal strip around Swansea Bay, which includes the city centre and adjacent district centres such as Uplands, Sketty and Mumbles.

The Authority delivers a number of key services throughout the geographical area of the City and County and they consist of: Provision of Social Care, Provision and management of Public Parks, Library Services, Education provision, Street Lighting, Regeneration, Highways Management, Promotion of Tourism. The authority also works in partnership with other external bodies to deliver services.

In the provision and management of the aforementioned service areas the Authority employs approximately 11,000 employees who manage and occupy circa 800 service based operational sites (with utilities), the total energy expenditure (gas and electricity) of the Authority in 2019/20 was £6 million.

## 4 Background

In May 19, the UK became the first major economy in the world to pass a net zero carbon emissions target into law. This target will require the UK to bring all greenhouse gas emissions to net zero by 2050, compared with the previous target of at least 80% reduction from 1990 levels. The UK's 2050 net zero target is one of the most ambitious in the world and was recommended by the Committee on Climate Change (CCC).

Globally, the UN has put in place a 2030 framework to drive forward sustainable development and climate change through the UN Sustainable Development Goals and the Paris Agreement, which commits to keeping global temperature rise this century well below 2°C above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5°C.

In June 2019, Swansea Council members declared a 'Notice of Motion' Climate Change Emergency and calling on Westminster to provide the powers and resources necessary to achieve the target for Swansea to strive towards becoming net carbon neutral by 2030 – see Appendix A for full text.

Subsequently, the Policy Development Committee (PDC) meeting held in Feb 20 recommended to review all current strategies and action plans to be aligned into eight key policies – Energy Strategy; Green Infrastructure Strategy; Local Biodiversity Plan; Local Development Plan; Procurement Strategy; Sustainable Transport Strategy; Waste Strategy and Housing Strategy within the scope of the Climate Change Charter Action Plan.

This Energy and Carbon Management Plan will build on those existing energy saving initiatives and strategies developed from the last Energy Strategy Paper (2016), but focusing exclusively on the many aspects of energy efficiency across the Authorities owned buildings, looking at the building fabric, the building services and the management of the building (including renewable technology options). To ensure that the Plan reaches its full potential within the Authority, the establishment of the 'Climate Change Programme Board' to bring together the governance of the other eight key carbon related strategies under one co-ordinated programme and meeting the aspirations of becoming a net zero carbon emissions Authority by 2030 is essential.

The Plan supports the Authority's 'Outcome Agreements' with a particular effect on the Sustainable theme of 'Growth & Sustainable Jobs', the outcome of which is creating a sustainable low carbon economy with a commitment to 'reduce Swansea's impact on climate change through reducing carbon emissions'.

Implementation of the Plan will assist the Authority to reduce its energy usage, associated costs and carbon emissions, improving the built environment and ensuring a consistent and standard method for considering implementation of renewable technology systems across the authority's assets. As part of this strategy the Authority will also explore any commercial opportunities available as well as building on the success of the Swansea Community Energy Enterprise Scheme (SCEES) and EGNi community initiatives and large infrastructure projects such as implementation of the Swansea Bay City Deal, implementation of Refit: Low Carbon Project (Phase 1), develop long-term retrofit Phase 2 and Phase 3 projects (including evaluating decarbonisation of the heat network), and potential development of 3MW Solar PV farm.

## 5 Strategic Aims

### 5.1 Vision

Swansea Council has adopted a series of core values for carbon management. These include a statement of concern for sustainability and the relationship with the environment. It is also a very important element in achieving the well-being of future generations in Wales. In order to achieve Swansea's vision 'to create a safer, greener, smarter, fairer, healthier and richer Swansea', we must act now to mitigate risks associated with the supply, affordability and carbon impact of energy consumption.

- The legislative focus on Energy and Climate Change has increased significantly over the last few years - energy efficiency standards e.g. BREEAM; Energy Efficiency in Buildings Regulations.
- Deliver against Welsh Government carbon emissions targets.
- Investing in renewable technology way of working, preservation of finite energy resources.
- Reducing the dependency on conventional energy supplies.
- Investment in Energy Conservation Measures (ECMs) such as LED lighting,
- Review innovative energy generation and saving initiatives, which can create economic benefit, including employment and inward investment in Swansea, building on world class projects like the potential Tidal Lagoon.
- Reduction of energy, fuel and water costs and those of our communities.

### 5.2 Aim

Swansea Council will contribute towards a sustainable low carbon economy by delivering an Energy and Carbon Management strategy that delivers real benefits to society, the economy and the environment and sets out our wider and long term aims for energy across Swansea the place, as well as the council within the context of national and international developments.

### 5.3 Objectives

- Objective 1: To reduce energy consumption and improve the energy efficiency of Swans Council's public buildings.
- Objective 2: To invest in renewable technologies that will benefit Swansea Council and the wider community
- Objective 3: To secure or facilitate community access to affordable low carbon/renewable energy and fuel poverty
- Objective 4: Explore and maximise commercial opportunities to benefit community wellbeing and/or financial gain
- Objective 5: Ensure Energy Strategy and action plan are delivered in line with current legislation.

Through implementation of this Energy and Carbon Management Plan Swansea Council will mitigate the:

- Effects of Climate change by reducing their carbon emissions
- Risks associated with energy security by sourcing low carbon/renewable energy sources
- Risks associated with increased energy costs

## 5.4 Legislative Drivers and Standards

- Welsh Legislation

In Wales we are already delivering on our international commitments through the Environment (Wales) Act and the Well-being of Future Generations Act 2015. The goals in the Well-being of Future Generations Act provide a shared national vision for all public bodies and, along with the Sustainable Development Principle it provides a clear framework for public sector decision-making.

The Environment (Wales) Act 2016 sets a target for Welsh Government to reduce greenhouse gas emissions by at least 80% (on 1990 levels) by 2050. Welsh Government declared a climate emergency on 29th April 2019 and, as a response, accepted the recommendations from the UK Committee on Climate Change for emission reduction of 95% by 2050 with ambition to be net zero by 2030.

Prosperity for All: A Low Carbon Wales' (March 2019) sets out the Welsh Government's approach to cut carbon emissions and increase efficiency in a way that maximises wider benefits for Wales, ensuring a fairer and healthier society. It sets out 100 policies and proposals that directly reduce emissions and support the growth of the low carbon economy

Welsh Government has an ambition for a net carbon neutral public sector by 2030, and will be supporting the public sector to baseline, monitor and report progress towards carbon neutrality (Policy 20, 'Prosperity for All: A Low Carbon Wales') with Net Zero Carbon Reporting Guide to be published in Apr 20.

- Energy Performance of Building Regulations

To ensure that Swansea Council are compliant with the Energy Performance of Buildings Regulations which requires buildings occupied by a public authority and which is frequently visited by the public, with a floor area of 250m<sup>2</sup> or above to have a valid Display Energy Certificate to be publicly displayed. A Display Energy Certificate must be accompanied by a valid Advisory Report which contains recommendations for improved energy efficiency and energy performance of the building.

- BREEAM

BREEAM is a sustainability assessment method for planning projects, infrastructure and buildings. It recognises and reflects the value in higher performing assets across the built environment lifecycle, from new construction to in-use and refurbishment. BREEAM does this through third party certification of the assessment of an asset's environmental, social and economic sustainability performance, using standards developed by BRE. This means BREEAM rated developments are more sustainable environments that enhance the well-being of the people who live and work in them and help protect natural resources.

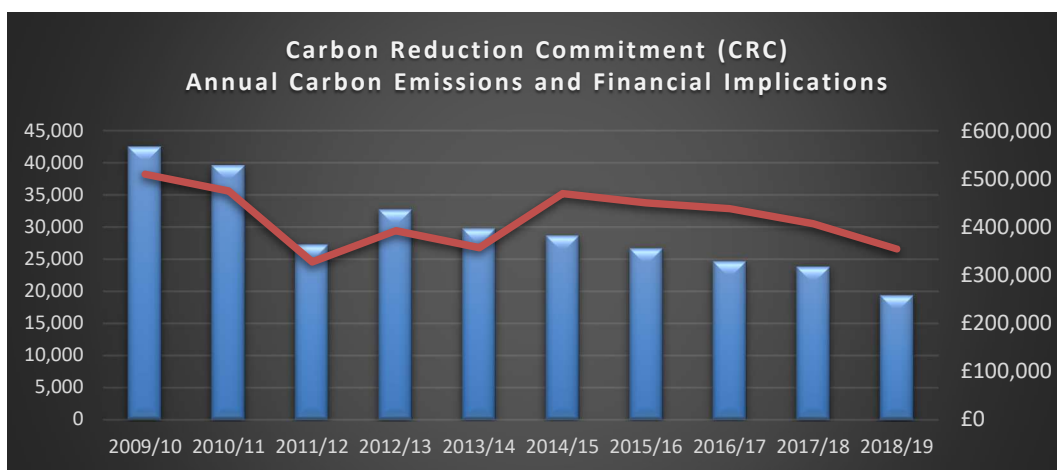
## 5.5 Financial Drivers

Under the current financial climate and the consequential budget limitations experienced by public sector organisations there has never been no greater need for the implementation of energy and carbon management and the potential financial efficiency savings that can be achieved from its effective delivery.

Energy markets over the past decade have been volatile due to the World's dependency on this resource and various factors affecting supply. Therefore the future price risk of utilities and security of supply are enough of a driver on its own to increase the priority of energy and carbon efficiency.

Since 2010, the Authority has been a participant under the mandatory UK-wide Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. Consequently, it has been required to purchase non-refundable allowances for each qualifying tonne of carbon arising from its electricity and gas consumption.

The Authority reported to the Environment Agency during 2018/19 carbon emissions of 19,378 t/CO<sub>2</sub>, purchasing £354,617 of carbon allowances. Whilst the Council's emissions have continued to reduce, the cost level of 'tax' levied for each tonne of carbon emitted increases annually to further incentivise carbon reduction – see table below. The CRC Energy Efficiency Scheme was abolished following the 2018/19 compliance year, however this cost will not disappear as the Climate Change Levy will be raised to compensate. Welsh Government is to consult on options for a successor to the CRC Scheme (Policy 19, 'Prosperity for All: A Low Carbon Wales').

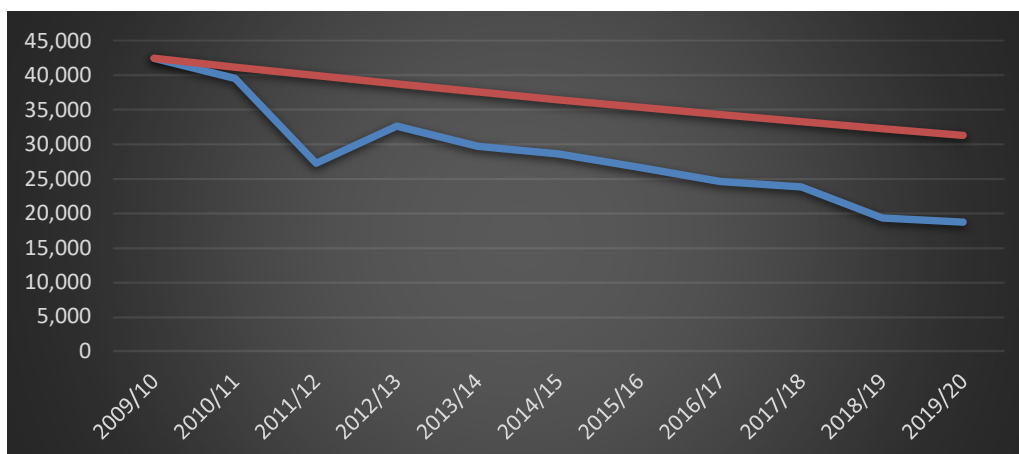


Source: Carbon Emissions Reported to the Environment Agency

## 5.6 Carbon Reduction Target

Swansea Council is committed to reducing its carbon emissions by 30% by 2020 on a 2009/10 baseline (42,532 t/CO<sub>2</sub>) which equates to Welsh Government 3% per year reduction target from the base year until 2019/20. The Council is exceeding in meeting this target, achieving a 55.9% reduction in 2019/20 (18,757 t/CO<sub>2</sub>) against the 2009/10 carbon baseline.

This target is reported in the annual Corporate Performance Report EEF002 - Measurement of carbon reduction across all CCS public building portfolio.



## 6 Embedding Energy and Carbon Management within the Authority

In moving towards a net zero carbon Authority will require the need for whole holistic approach. Key areas that Swansea Council will require to commit to deliver directly include aligning its governance, infrastructure, strategies and policies to ensure that the organisation rises to the challenge of the climate emergency.

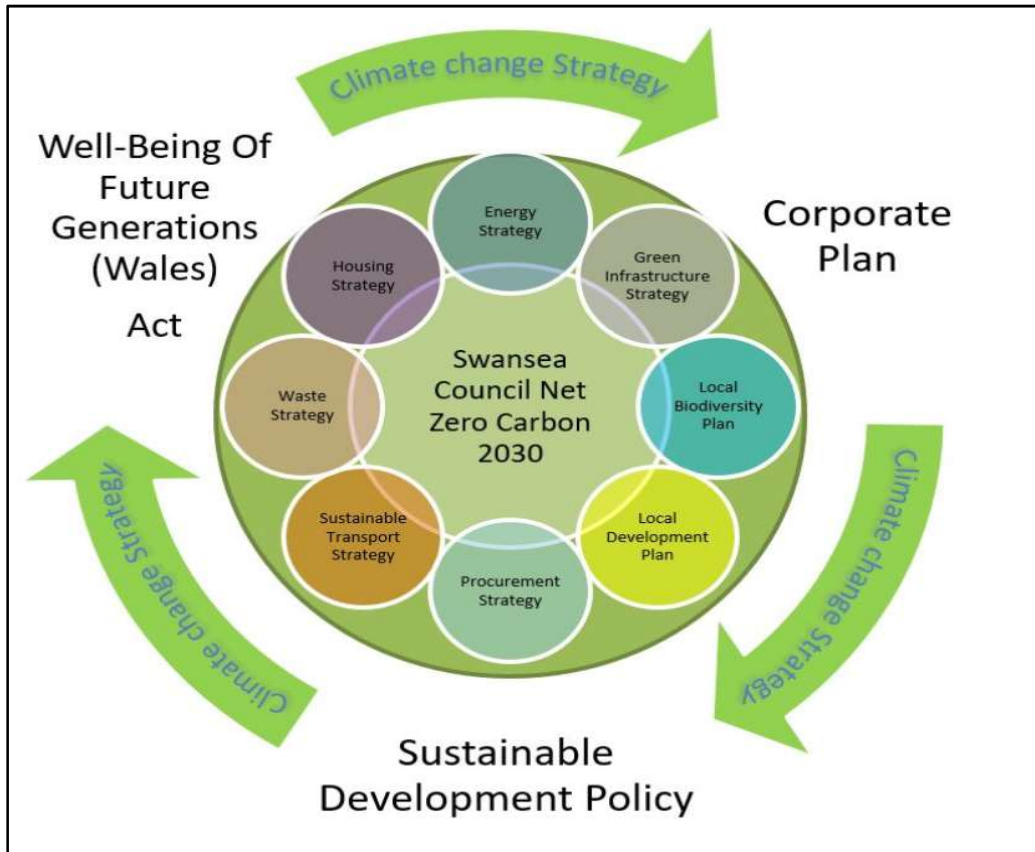
### 6.1 Governance Structures, Roles and Responsibilities

The Policy Development Committee (PDC) meeting held in Feb 20 recommended the establishment of a 'Climate Change Programme Board' to review all current strategies and action plans with a carbon emissions reporting obligation and aligning governance structures, roles and responsibilities under eight key policies, as illustrated below: – Energy Strategy; Green Infrastructure Strategy; Local Biodiversity Plan; Local Development Plan; Procurement Strategy; Sustainable Transport Strategy; Waste Strategy and Housing Strategy.

In addition, there will be continued commitment to engage with local people and businesses and help them be smarter and better prepared for the impacts of climate change will be enhanced by the introduction of the Climate Change Charter.

This Energy and Carbon Management Plan is one of the eight key policies as illustrated below. Roles and Responsibilities for each of the other key policies will need to be issued ensuring consistent approach and measurement of our carbon footprint is achieved.

- Energy Strategy: Energy Manager
- Green Infrastructure Strategy: Sustainable Policy Officer
- Local Biodiversity Plan: Strategic Planning and Natural Environment Manager
- Local Development Plan: Head of Planning
- Procurement Strategy: Head of Service
- Sustainable Transport Strategy: Team Leader – Transport Strategy and Monitoring
- Waste Strategy: Head of Service
- Housing Strategy: More Homes Development Manager

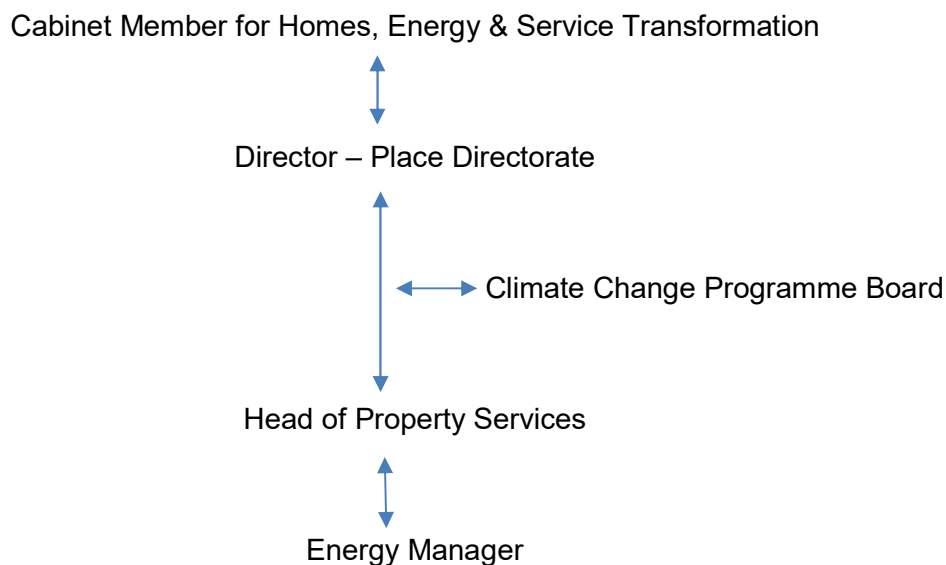


This work will be underpinned by the Well-being of Future Generations Act goals and ways of working, the Corporate Plan Priorities and the Sustainable Development Policy actions.

- The Well-being of Future Generations Act (Wales) 2015 This legislation places a duty on the Council to carry out sustainable development improving social, economic, environmental and cultural well-being. It sets out the sustainable development principle's five ways of working and seven national well-being goals.
- Sustainable Development Policy- This sets out how the Council can ensure it meets present needs while ensuring future generations can meet their needs too. It guides services and decision makers in applying the five ways of working and maximising their contribution to Swansea's well-being.
- Corporate Plan- This details how the Council will improve well-being in practice. It lays out priorities for action in six well-being objectives and the steps to achieve them in line with the sustainable development principle.

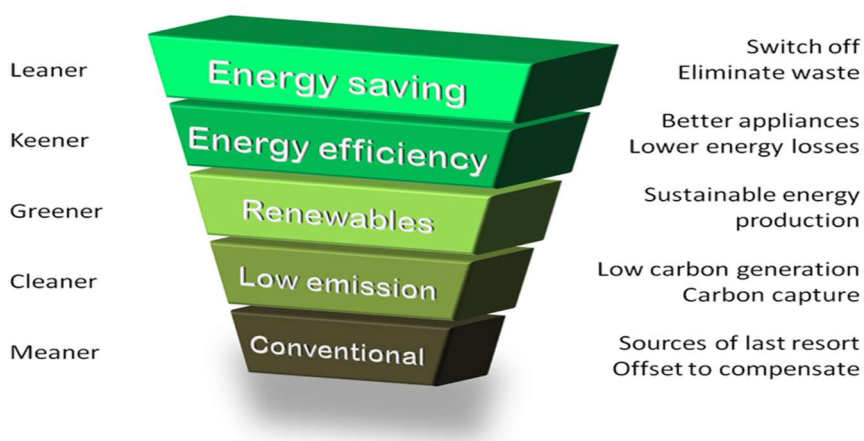


## 6.1.2 Energy Management Structure



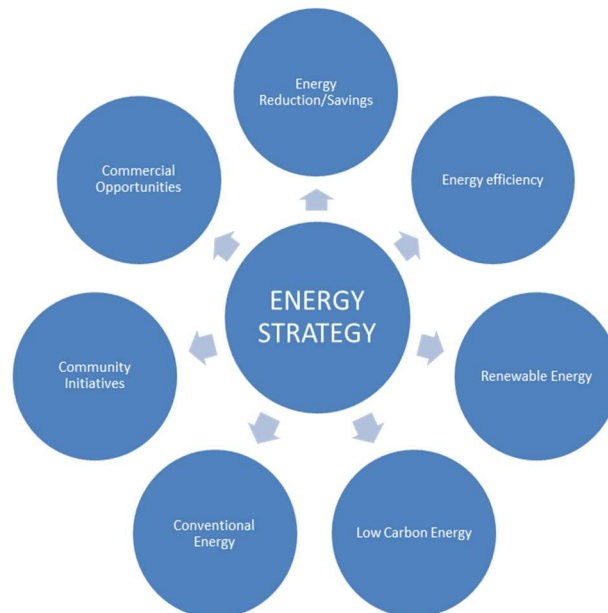
## 6.2 Energy Hierarchy

Swansea Council's Energy and Carbon Management Strategy is based on the Energy Hierarchy shown below. It shows that reducing energy demand and increasing energy efficiency are the best starting points (Fabric First approach). Energy efficiency actions reduce energy demand and enable us to use energy wisely. Maximising energy savings and energy efficiency will be essential to the feasibility of increasing reliance on low carbon sources of energy.



The key elements that the Strategy will therefore focus on are illustrated below:





### 6.3 Achievements in Reducing Carbon Emissions

Adhering to this hierarchy a wide range of sustainability initiatives have been developed in recent years to improve the environmental impact and limit its impact on climate change through good housekeeping techniques; investment in energy saving technologies; ensure efficient use of assets such as buildings; and embrace renewable technologies. This has shaped some of the authority's achievements to date.

- Since 2010 Swansea Council has been a participant under the mandatory UK-wide Carbon Reduction Commitment (CRC) Energy Efficiency Scheme reporting a carbon reduction of 23,154 t/CO<sub>2</sub> to the Administrator of the Scheme, Environment Agency, along with financial saving on purchase of carbon allowances of £155,676 (2018/19).
- Swansea Council procures its energy using Crown Commercial Services Framework Agreements, via the National Procurement Service (NPS), for the vast majority of supplies. All electricity procured via the NPS framework is from 100% renewable energy sources; 41% sourced from Wales (Apr 20 – Mar 21); Gas – Total Gas and Power (TGP) procured as new gas supplier (Apr 21 – Mar 22); Green Gas tariffs - dependant on viability and cost impact; pricing option available with TGP later in the year.
- Refit Low Carbon Programme - Swansea Council is participating in the Welsh Government supported Re:fit Low Carbon Programme in order to implement energy efficiency saving opportunities in non-domestic buildings. A £1.3 million interest free loan has been secured from Welsh Government Wales Funding Programme (Salix) to deliver a Re:fit Cymru (Energy Efficiency) Phase 1 project comprising over 18 buildings which is projected to save an estimated 400 tCO<sub>2</sub>e every year. Quantifying the energy savings delivered by the Energy Conservation Measures (ECMs) will be validated using the Measurement and Verification (M&V) process.
- Solar Farm Projects - Collaborating with Welsh Government Energy Services on model size scenarios and financial appraisal assumptions towards the development of a 3MW Ground Mounted Solar PV farm. The projected finance model is currently being evaluated, it is predicted over the asset lifespan (35 years; assuming no downtime) that 101,302,731 kWh of renewable energy will be generated or 3,189,600 kWh/year (projected as the electricity generated by a PV module decreases over time), equating

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to 688 t/CO<sub>2</sub> year. This represents 3.6% renewable generation against 2019/20 carbon emissions of 18,757 t/CO<sub>2</sub>.

- Progressing work towards a world-leading Swansea Bay Tidal Lagoon, estimated electricity generation of 504,854 MWh, equating to carbon emission savings of 94,913 mT CO<sub>2</sub>e.
- Supporting community owned renewable energy schemes to deliver clean energy and benefit local schools and communities, like:



a. Swansea Community Energy Enterprise Scheme (SCEES), During 2019/20, the SCEES Solar PV project (covering 11 schools and 1 care home) generated 135t/CO<sub>2</sub>

b. Egni Co-op, Swansea Council have been working in collaboration with Egni Co-op and have recently (Sept 20) successfully installed 220kW of rooftop

Solar PV on three comprehensive schools Pentrehafod, Gowerton and Pontardulais.

- Additional Solar PV installations generated 50 t/CO<sub>2</sub> from Swansea Council properties such as Guildhall and Schools.

## 6.4 Capital Maintenance Budget

Energy maintenance budget allocation has been 'ring-fenced' to invest in energy saving initiatives, replacement of mechanical and electrical equipment selected as a result of nearing the end of their life expectancy; statutory compliance and business continuity concerns. This will ensure energy efficient equipment is being installed reducing our carbon emissions which will in turn assist in maintaining a sustainable asset portfolio in line with the overarching asset management plan.

- The Energy Technology List (ETL), is a government list of energy efficient technologies, plant and machinery. The Energy Technology List, managed on behalf of Department for Business, Energy & Industrial Strategy (BEIS) by the Carbon Trust and their ETL team.

Current Listed products - the energy performance of ETL listed products in each technology category and find details of the manufacturers and suppliers who have listed the products.

<https://www.gov.uk/guidance/energy-technology-list>

- Endotherm - Heating additive designed to increase the efficiency of wet central heating systems; potential 15% savings on heating costs. Business case submitted to Building Services for funding approval to undertake trial and monitor performance of financial and carbon savings. Potential rollout dependant on results and funding approval.

<https://www.endotherm.co.uk/>

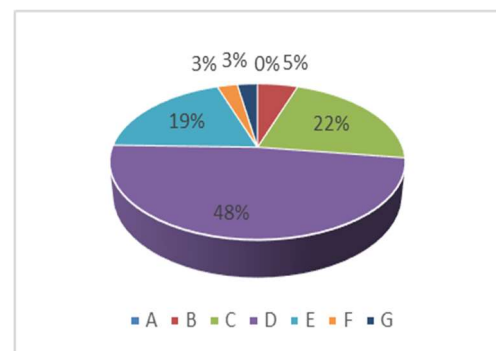
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## 6.5 Display Energy Certificates and Advisory Reports

To ensure that Swansea Council are compliant with the Energy Performance of Buildings Regulations which requires buildings occupied by a public authority and which is frequently visited by the public, with a floor area of 250m<sup>2</sup> or above to have a valid Display Energy Certificate to be publicly displayed. A Display Energy Certificate (DEC) must be accompanied by a valid Advisory Report (AR) which contains recommendations for improved energy efficiency and energy performance of the building.

DECs provide an energy rating of the building from A to G, where A is very efficient and G is the least efficient and are based on the actual amount of metered energy used by the building over the last 12 months within the validity period of the DEC. The table and pie chart below illustrates the energy ratings across Corporate Buildings and Schools during 2019/20.

Energy Rating	Comprehensive Schools	Primary and Infant Schools	Corporate Buildings	Total DECS
A	0	0	0	0
B	1	3	2	6
C	1	22	2	25
D	9	40	6	55
E	5	15	2	22
F	1	1	1	3
G	0	1	2	3
<b>Total</b>	<b>17</b>	<b>82</b>	<b>15</b>	<b>114</b>



The information contained in the Display Energy Certificates and Advisory Reports will be used to prioritise Capital Maintenance Funding towards improving the energy efficiency of the building, well-being of occupants and financial return on investment.

Guidance about the regulations for Display Energy Certificates of public buildings:  
<https://www.gov.uk/government/publications/display-energy-certificates-and-advisory-reports-for-public-buildings>

## 6.6 Renewable Energy

Swansea Council are already planning positively towards facilitating renewable and low carbon energy development opportunities which will also support Welsh Government Legislations and aspirations for 70% of energy consumed in Wales to be from renewable energy generated in Wales by 2030.

Renewable energy sources can offer a wide range of additional benefits including lower energy bills, energy price stability, security of energy, 'green' credentials, and the possibility of selling electricity back to the grid at a premium.



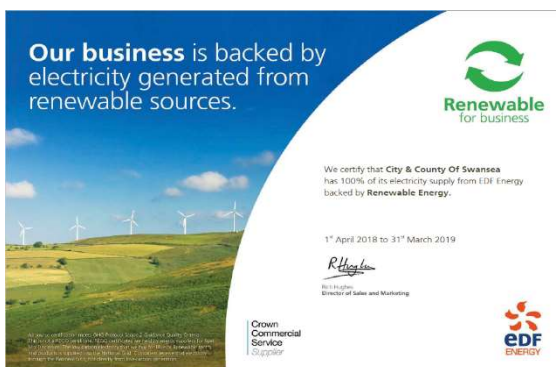
Solar PV modules installed on the Guildhall

A number of renewable projects have already been installed which include:

- Solar PV Systems at: YGG Llwynderw, St Thomas, Burlais and Gowerton Primary Schools and Penyrheol, Cefn Hengoed and Morryston Comprehensive Schools
- Solar Thermal Systems: at Penyrheol Comprehensive School, Sketty and St Thomas Primary schools.

- A 45KW Solar PV array on the refurbished Guildhall roof.

## 6.6.1 Renewable Energy Procurement



All electricity for Swansea Council properties are procured via the National Procurement Service framework and is from 100% renewable energy sources; 41% sourced from Wales.

The option to purchase Green Gas will be available with the new gas supplier Total Gas and Power from Apr 21 – this will be dependent on viability and cost impact.

## 6.6.2 Renewable Energy Opportunities

It is the intention of Swansea Council to promote the development of renewable and alternative energy generated on council owned properties (new and refurbishments) and land (car parks, waste land) and the wider community of Swansea. Examples of renewable and alternative energy include solar; wind; biomass; and geothermal; current renewable energy projects include.

- Swansea Council with the support of Welsh Government Energy Services have carried out model financial scenarios towards the development of a 3MW Ground Mounted Solar PV farm located on a capped waste land filled area. It is predicted over the asset lifespan (35 years) that 101,302,731 kWh of renewable energy will be generated equating 28,454 t/CO<sub>2</sub>. Part of this capital expenditure cost could be recovered as it would create revenue for the Authority, mainly in the form of Power Purchase Agreements (PPA) and Smart Export Guarantee payments for exporting electricity to the grid. There is the potential opportunity of extending the Solar PV site in future years as current additional waste land is capped
- Carbon Reduction Retrofit Project (Phase 1): Solar PV installations of 14.85kw (Swansea Market); 23.22kw (Glynn Vivian Art Gallery); 100.17kw (guildhall); 29.97kw (Quadrant bus station); 29.97kw (building services depot). The project also includes the installation of Energy Conservations Measures (ECMs) including LED lighting and controls, building insulation.

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- Carbon Reduction Retrofit: Potential to develop long-term retrofit Phase 2 and Phase 3 projects (including evaluating decarbonisation of the heat network)
- Public Sector Hub: Cabinet are considering moving from the Civic Centre to a new public sector hub in the heart of the city centre as part of Swansea Bay Central Phase 2, the £1bn project to revitalise the St David's area of the city centre. This is an opportunity for the Authority to show its commitment towards meeting its net zero carbon aspirations by 2030 incorporating renewable technologies into the design specifications.

## 6.7 Community Energy

Community energy covers aspects of collective action to reduce, purchase, manage and generate energy. Community energy projects have an emphasis on local engagement, local leadership and control and the local community benefiting collectively from the outcomes. There are financial incentive schemes from the Government to generate low-carbon electricity using small-scale systems and installing renewable heat technologies that are currently still open to Community groups.

Community-led action can often tackle challenging issues around energy, with community groups well placed to understand their local areas and to bring people together with common purpose. There are at least 5000 community groups in the UK undertaking energy initiatives – further advice and support can be found at the following Government web link:

<https://www.gov.uk/guidance/community-energy>

Swansea Council have been exploring options to promote community energy schemes which not only reduce carbon emissions but create a platform for local social and economic benefit.

- Swansea Community Energy and Enterprise Scheme (SCEES):  
This is a scheme exploring how local people in some of Swansea's most economically deprived areas can benefit from community renewable energy projects. They have installed solar PV on a number of schools and a care home which will lead to a reduction in carbon emissions. Surplus profits will be allocated to a community benefit fund to support the local community to develop skills, enterprise, economic growth and job creation. The scheme is aligned to the corporate plan objectives, notably tackling poverty, building sustainable communities and safeguarding vulnerable people.

A total of 360kW of solar PV has been installed on nine schools and one care home in and around areas of Swansea.

<https://gov.wales/sites/default/files/inline-documents/2019-09/swansea-community-energy-and-enterprise-scheme.pdf>

- Egni Co-Op  
Is a community organisation which funds and manages PV installations in Wales. It was set up by Awel Aman Tawe (AAT), a community energy charity. A total of 220kW of rooftop Solar PV on three comprehensive schools Pentrehafod, Gowerton and Pontardulais was successfully installed in Sept 20.  
<http://awel.coop/>

## 6.8 The Swansea Bay City Deal

The Swansea Bay City Deal is a £1.3bn investment in 11 major projects across the Swansea Bay City Region – which is made up of Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea together with the Abertawe Bro Morgannwg and Hywel Dda University Health Boards, Swansea University, the University of Wales Trinity Saint David, and private sector partners. The City Deal is being funded, subject to the approval of project business cases, by the UK Government, the Welsh Government, the public sector and the private sector. Over the next 15 years, the City Deal will boost the regional economy by £1.8bn and generate



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almost 10,000 new, high-quality jobs. The new Swansea arena is part of the council's £135m Swansea Central Phase One transformation scheme which includes almost 1,000 parking spaces. The arena's external skin will be covered in tens of thousands of LED lights. It is due to open in 2021.

## 7 Emissions Baseline

### 7.1 Measurement

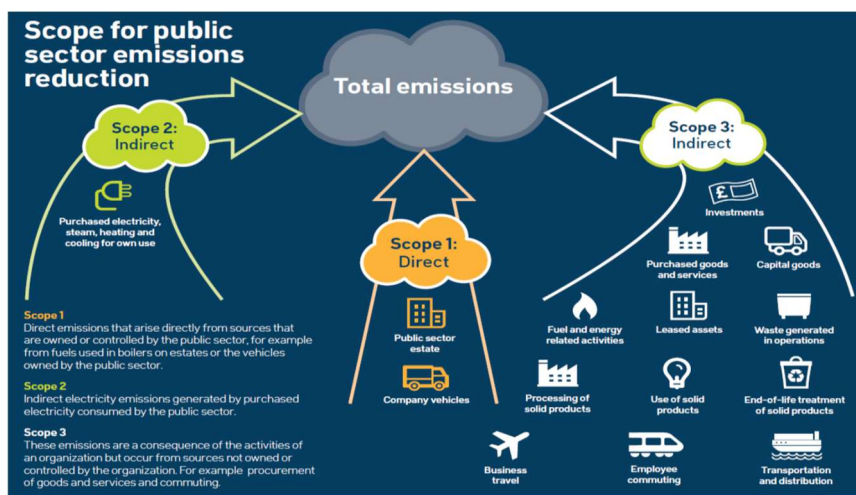
Measuring our performance is essential; we cannot manage something we cannot measure. It is important to define our methodology and scope for calculating our carbon footprint, to ensure consistent measurement. Our approach to measuring is based on the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard (GHG Protocol).

Throughout this Plan, carbon is expressed in terms of Carbon Dioxide Equivalent (CO<sub>2</sub>(e)). This is calculated from metered energy consumption using conversion factors published by DECC (or using other recognised conversion factors where there are no appropriate factors provided by DECC).

*Welsh Government are developing a Welsh Public Sector Net Zero Carbon Reporting Guide to be published in Apr 20 which will provide greater clarity on reporting requirements.*

The Authority contributes to climate change directly, such as emissions from its owned buildings (inclusive of schools); and indirectly, through emissions associated its demand for goods and services. These emissions are categorised as 'scopes' in the Greenhouse Gas Protocol (GHG Protocol), which are defined as follows:

- Scope 1 covers direct emissions from Council owned properties
- Scope 2 covers indirect emissions linked to purchased electricity and heat
- Scope 3 All other indirect emissions which are a consequence of the activities of the organisation, but occur from sources not owned or controlled by the organisation. Water emissions from Council owned properties are also reportable.



Overview of Greenhouse Gas Protocol scope and emissions across the value chain. Source: **GHG Protocol**.

### 7.2 Scope 1 Emissions

Direct emissions from Swansea Council owned properties

The energy management team operate Team SIGMA Monitoring and Targeting software system (M&Ts) that provides the tools to analyse consumption data and assist to manage

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activities at scale. This supports the energy and carbon management Plan enabling access to timely, relevant information on energy use, indicators for action needed and energy reports to support accountability. Consumption data is imported through EDI billing from our energy suppliers, supported with a rollout programme of upgrading to Automatic Meter Reader (AMR) / Smart metering to capture Half Hour (HH) data.

The table below shows a breakdown of energy consumption, cost and carbon emissions from operational service areas:

## a. Operational Service Areas

The consumption and financial data has come from the Team Sigma M&Ts imported from energy suppliers EDI billing; the carbon emissions data uses the UK Department for Business, Energy and Industrial Strategy (BEIS) conversion factors.

The consumption and financial data has come from the Team Sigma M&Ts imported from energy suppliers EDI billing.

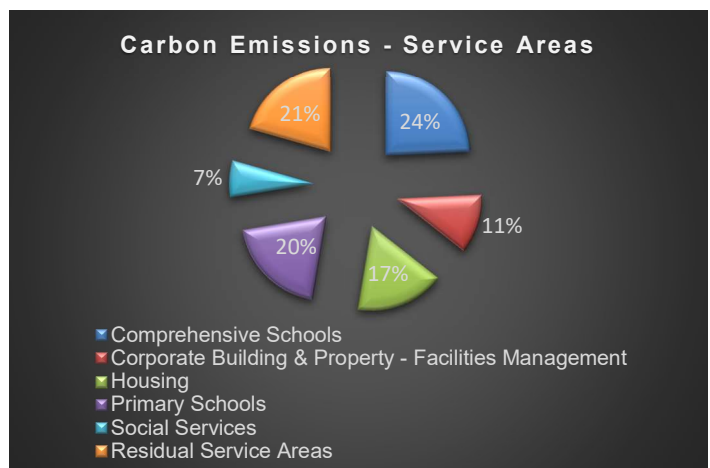
	2019 / 20				2018 / 19			
	kWh	£	tCO <sub>2</sub>	Percentage	kWh	£	tCO <sub>2</sub>	Percentage
<b>Electricity</b>	25,435,260	£4,022,117	6,997	37.31%	29,198,101	£4,073,676	8,900	45.46%
<b>Gas</b>	64,081,124	£2,073,459	11,760	62.69%	58,140,862	£1,669,385	10,676	54.54%
<b>Total</b>	<b>89,516,384</b>	<b>£6,095,576</b>	<b>18,757</b>	<b>100%</b>	<b>87,338,963</b>	<b>£5,743,061</b>	<b>19,576</b>	<b>100%</b>

Note: The continuing decarbonisation of the electricity distribution network (National Grid) will help in the reduction of carbon emissions from the Council's consumption of electricity. The performance data quoted in this document uses UK emission conversion factors issued by the Department for Business, Energy and Industrial Strategy (BEIS) where appropriate. These emission conversion factors are published annually at:

<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

The pie chart below illustrates the percentage split of the Service Areas with the highest carbon emissions during 2019/20 (electricity and gas). A comprehensive breakdown of all Service Areas is at Appendix B.

Service Areas	t/CO <sub>2</sub>	Percentage
Comprehensive Schools	4,552	24%
Corporate Building & Property - Facilities Management	2,126	11%
Housing	3,195	17%
Primary Schools	3,702	20%
Social Services	1,325	7%
Residual Service Areas	3,857	21%
<b>Total</b>	<b>18,757</b>	<b>100%</b>



## 7.3 Scope 2 Emissions

Indirect emissions linked to purchased electricity and heat:

- Swansea Council procures its energy using Crown Commercial Services Framework Agreements, via the National Procurement Service (NPS), for the vast majority of supplies.
- All electricity procured via the NPS framework is from 100% renewable energy sources; 41% sourced from Wales.
- Gas –Green Gas tariffs - dependant on viability and cost impact; pricing option will be available from our gas supplier later in the year.

## 7.4 Scope 3 Emissions

This covers carbon emissions not controlled or owned by the authority and only has powers of influence/ support / engagement to seek the necessary changes and can be divided into the following elements:

1. The authority's own work and the wider economy, for example engaging with procurement covering environmental impacts as part of contract of services; housing (i.e. sustainability); collaborating with Welsh Government / working with other public sector organisations (Swansea University / Health Service).
2. The second element of this strategy is to work with everyone else to achieve a significant Swansea change area wide, for example engaging with Low Carbon Swansea Bay & Swansea Environmental Forum / Community Enterprises / private sector.
3. Introduce emissions reporting requirements into major contracts.
4. Reporting of water emissions from supply and treatment should be reported for water. Further information is available from the following web site:  
<https://discoverwater.co.uk/energy-emissions>

Broadening the range of the Scope 3 emission sources will be a challenge, primarily because of the difficulties in gathering reliable data. However, we recognise that increasing the number of Scope 3 emission sources included within our reporting is necessary to better understand and reduce the impacts of our operations as well as those of our supply chain. This will require the assistance of external energy consultants to support this study.

## 8 Energy and Carbon Management Action Plan (2020 – 2030)

Swansea Council have adopted proactive programmes to reduce its carbon emissions over a number of years; renewable projects that have been implemented and agreed to proceed (paras 6.6 and 6.7) represent circa 10% renewable generation of our property portfolio carbon footprint.

Implementation of the Energy and Carbon Management Action Plan will assist the Authority to significantly move forwards towards reducing its carbon emissions by 2030 from across its property portfolio, in addition to improving the built environment and ensuring a consistent and standard method for considering implementation of renewable technology systems across the authority's assets. However, this will require commitment and support of Cabinet Members in order to assist the prioritisation and allocation of funds to invest in renewable projects; Heads of Services and Officers in its delivery.

The Energy and Carbon Management Action Plan aligns its carbon emissions actions with the widely used international reporting tool, the Greenhouse Gases (GHG) Protocol which categories Greenhouse gas emissions into the three Scopes.

Under the following section headings are a suite of measures identified towards Swansea Council reducing its carbons emissions. Some of the measures have already been implemented and are delivering financial and environmental benefits whilst others are new and will require rolling out in phases across the Authority:

- Scope 1      Energy Strategy and Management Actions  
                  Energy Trend Analysis  
                  Renewable Technology  
                  Energy projects / Technical Actions  
                  Energy Awareness Programmes



## Procurement of Energy

Scope 2 Energy Procurement – see Para 6.3

Scope 3 Wider Swansea Area – See para 6.4.

Water emissions - consumption from supply and treatment is reportable for water. Further information available from:

<https://discoverwater.co.uk/energy-emissions>

It is proposed that the Action Plan be rolling in nature, with formal annual reviews. At this stage, the targets have been set in terms of Short (0 -3 years); Medium term (4 -7 years) and long term (7 – 10 years).

This will be a dynamic and live document, objectives modified as and when necessary and reviewed annually through the Council Annual Review of Performance Report and Annual Corporate plan; published annually.

## 9 Carbon Emissions Reduction and Carbon Budget Projection

Long term investment planning for a renewable future addressing the challenges of Welsh Government commitments and the Authorities 'Climate Emergency' motion is a key strategic requirement towards implementing the Energy and Carbon Management Plan.

Reporting of all carbon emissions which fall within each of the three scopes will be the responsibility of the 'Climate Change Programme Board' implementing governance structures, roles and responsibilities under eight key policies - Energy Strategy; Green Infrastructure Strategy; Local Biodiversity Plan; Local Development Plan; Procurement Strategy; Sustainable Transport Strategy; Waste Strategy and Housing Strategy.

### 9.1 Carbon Emissions Reduction Projection

The tables below shows the projection of carbon emissions covering Scope 1 direct emissions from Swansea Council owned properties (table 1) towards the Authority becoming net zero carbon by 2030 profiling- :

Table 1: This table illustrates that between 2016/17 and 2019/2020 significant progress has been made towards reducing Swansea Council carbon emissions. The static projected carbon emissions for the following 10 years (2020/21 onwards) shows that no additional renewable projects are currently being planned to be implemented (beyond the renewable energy opportunities under section 6.7.2).

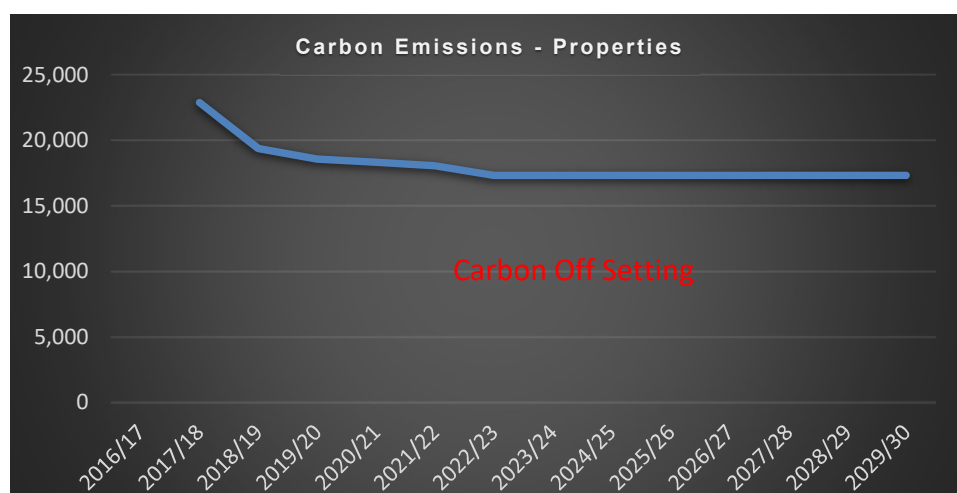
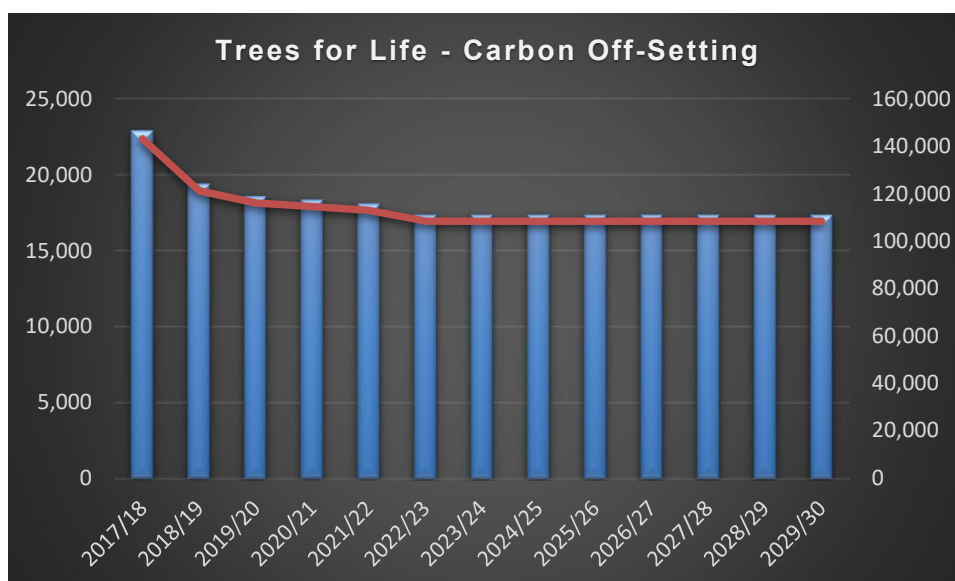


Table 1 – Swansea Council Owned Properties

## 9.2 Carbon Off Setting

Whilst Swansea Council is committed to significantly further reduce its carbon emissions, it recognises that however carbon efficient its Services become it will inevitably still have a residual carbon footprint. This residual carbon footprint can be reduced by implementing the energy hierarchy principles; generation of renewable energy and through carbon offsetting working with the new Biodiversity and Green Infrastructure team. An example of this strategy is the Swansea Central Phase One scheme working alongside the Swansea Trees group and The Woodland Trust to deliver significantly more trees than currently at the site and a much greater biodiversity mix once the scheme is complete.

Trees for Life calculates that six trees offsets a t/CO<sub>2</sub>. As a guide, the table below illustrates the number of trees required to Carbon offset the Councils carbon emissions:



## 9.3 Carbon Budget Projection

Although Swansea Council has been reducing its carbon emissions over a number of years, Welsh Government ambition for a net carbon neutral public sector by 2030 will require a significant financial investment in renewable energy technologies and/or carbon off setting if we are to fully achieve becoming a net zero carbon emissions Authority.

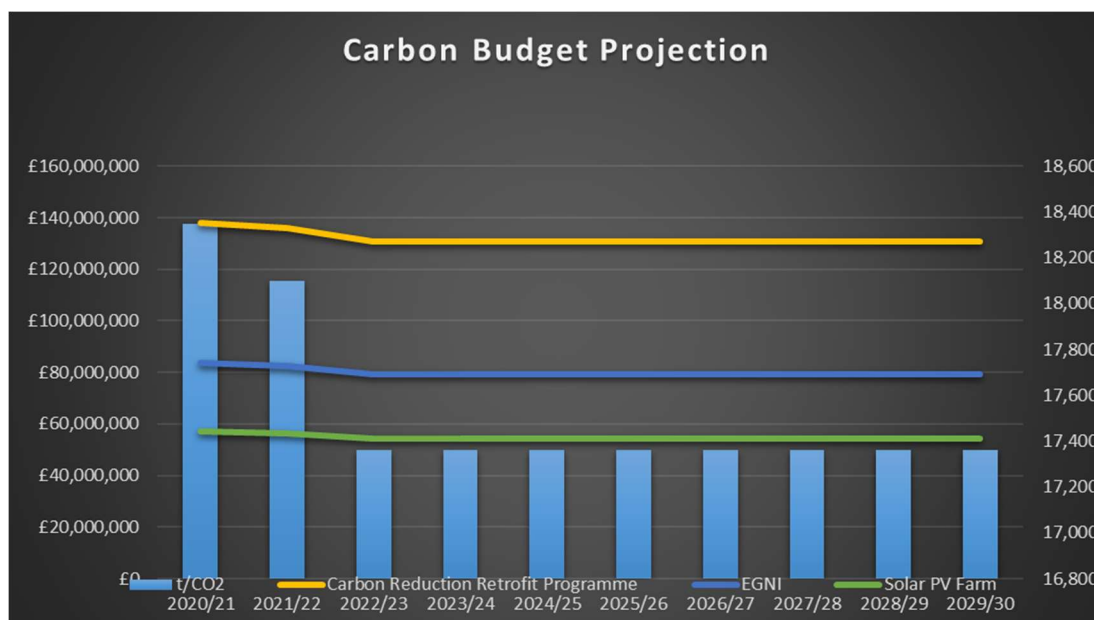
The following budget projection comes with a caveat caution as each renewable project will require an individual financial assessment of current CAPEX costs and potential revenues (supported with a business case) when considering any new investment; for example decarbonisation of the heat network compared with Solar PV will have higher CAPEX costs and payback periods to be delivered

On the assumption that Swansea Council intended to install Solar PV towards reducing its carbon emissions within GHG Scope 1 (Authority owned properties), analysis of the financial appraisals for three current Solar PV projects has been undertaken calculating the average £-t/CO<sub>2</sub> for each project as illustrated in the table below:

1. Carbon Reduction Retrofit Programme –The Service Provider are installing Solar PV systems across five sites ranging between 100.17kWp and 14.85kWp
2. EGNi Community Scheme – Installing Solar PV systems across 15 schools ranging between 185kWp and 30kWp.
3. A 3MW Solar PV farm

Project	kWh Savings	t/CO <sub>2</sub> Savings	CAPEX	£-t/CO <sub>2</sub>
Carbon Reduction Retrofit Programme	161,202	37	£280,157	£7,522
EGNI	893,250	206	£941,048	£4,560
Solar PV Farm	3,189,600	737	£2,300,000	£3,121

The illustration below shows the potential Carbon Budget Projection of capital investment required for each project towards Swansea Council becoming net carbon emissions Authority



## 10 Funding Opportunities

Saving energy reduces carbon emissions; energy costs and releases funds for further investment opportunities in energy efficiency measures or for other purposes. Energy efficiency should be taken seriously if we are to meet legislative drivers, carbon targets and reducing the effect caused by the sensitivity in energy prices. All submitted energy projects seeking funding approval will be supported with a business case and financial appraisal.

### 10.1 Internal Funding

- Internal Funding - Projects funded by borrowing from Public Works Loan Board (PWLB) or 'top slicing' existing core budget Service Area allocations with the support of Head of Services. Any schemes which use PWLB funding will need to demonstrate commercial viability and a capital repayment period in line with CCS' MRP of up to 40 years.
- Capital Maintenance Budget – Energy maintenance budget allocation has been 'ring-fenced' to invest in energy saving initiatives, replacement of mechanical and electrical equipment selected as a result of nearing the end of their life expectancy; statutory compliance and business continuity concerns. This will ensure energy efficient equipment is being installed using with less energy and reducing our carbon emissions which will in turn assist in maintaining a sustainable asset portfolio in line with the overarching asset management plan.

The Energy Technology List (ETL), is a government list of energy efficient technologies, plant and machinery. The Energy Technology List, managed on

behalf of Department for Business, Energy & Industrial Strategy (BEIS) by the Carbon Trust and their ETL team. Current Listed products - you can view the energy performance of ETL listed products in each technology category and find details of the manufacturers and suppliers who have listed the products. <https://www.gov.uk/guidance/energy-technology-list>

## 10.2 External Funding

- The Wales Funding Programme and the Welsh Energy Loan Fund

Salix Finance Ltd, a not-for-profit organisation funded by the Department for Energy and Climate Change, the Department for Education, the Welsh Government, the Scottish Government and Higher Education Funding Council for England, removes this barrier by making this capital accessible to the public sector. Upfront capital is a common barrier for public sector organisations seeking solutions that cut their energy consumption. Salix enables public sector organisations across England, Scotland, Wales and Northern Ireland to take a lead in tackling climate change by increasing their energy efficiency. Salix provides 100% interest-free capital for the public sector to reduce their energy costs by enabling the installation of modern, energy efficient <https://www.salixfinance.co.uk/>

## 11 Income Generation

There are Government incentive schemes to support the investment in renewable energy technologies which include:

### 11.1 Power Purchase Agreement

A power purchase agreement (PPA) is a contractual agreement between energy buyers and sellers. They come together and agree to buy and sell an amount of energy which is or will be generated by a renewable asset (for example, Solar PV farm). PPAs are usually signed for a long-term period between 10-20 years.

### 11.2 Smart Export Guarantee

Smart Export Guarantee (used to be known as 'feed-in tariff' (FIT) are payments from your energy supplier if you generate your own electricity, for example with solar panels or a wind turbine.

Installing new Small Scale Low Carbon Generation may apply for the Smart Export Guarantee (SEG) instead. This new scheme has been developed following a Government consultation which took in to account the views of members of the public, energy suppliers, NGOs and other key stakeholders. It will be available to technologies up to a capacity of 5MW, including:

- solar photovoltaic
- hydro
- micro-combined heat and power (with an electrical capacity of 50kW or less)
- onshore wind
- anaerobic digestion

Further details are available from the following web portal: <https://www.simpleenergyadvice.org.uk/pages/smart-export-guarantee>

## 11.3 Renewable Heat Incentive (RHI)

The Renewable Heat Incentive has two schemes - Domestic and Non-Domestic. They have separate tariffs, joining conditions, rules and application processes. OFGEM administer both. You can only apply to one the schemes:

### 11.3.1 Renewable Heat Incentives (RHI) – Non Domestic

The non-domestic Renewable Heat Incentive (RHI) helps businesses, public sector and non-profit organisations meet the cost of installing renewable heat technologies.

Types of heating you can claim for:

- biomass
- heat pumps (ground source, water source and air source)
- deep geothermal
- solar thermal collectors
- biomethane and biogas
- combined heat and power (CHP) systems

Payments are made over 20 years and are based on the heat output of your system. The money is paid through the Non-domestic Renewable Heat Incentive (RHI) scheme. You can apply if your equipment was installed in England, Scotland or Wales on or after 15 July 2009.

Further details are available from the following web portal:

<https://www.gov.uk/non-domestic-renewable-heat-incentive>

### 11.3.2 Renewable Heat Incentives (RHI) – Domestic

The Domestic Renewable Heat Incentive (Domestic RHI) is a government financial incentive to promote the use of renewable heat. Switching to heating systems that use eligible energy sources can help the UK reduce its carbon emissions and meet its renewable energy targets. You can claim quarterly payments for seven years for the amount of clean, green renewable heat it's estimated their system produces. The money is paid through the Domestic RHI scheme

You can claim for:

- biomass boilers
- solar water heating
- certain heat pumps

Further details are available from the following web portal:

<https://www.gov.uk/domestic-renewable-heat-incentive>

## 12 Support and Partnerships

The list below are key organisations that Swansea Council have approached for guidance and advice; there are other organisations that can provide similar support.

### Western Power Distribution

Western Power Distribution (WPD) have released their The Energy Data Hub to enable easy access to all of the existing data that they currently share with the industry, regulator and the customer:

- System and Network Data: Information and data related to our networks assets and system operation
- Costs and Charging: Data relating to connection and use of system charges
- Low Carbon Technologies: The amount of low carbon technologies connecting to WPD network is growing. This section contains more information on how we are enabling this
- Strategic Information: Find out what WPD are doing to build a smarter system and are investing to meet the future needs of our customers.  
[www.westernpower.co.uk/our-network/energy-data-hub](http://www.westernpower.co.uk/our-network/energy-data-hub)

## Energy Technology List

The Energy Technology List (ETL) - Government list of energy efficient technologies plant and machinery. In order for a product to be listed, it must meet the ETL's robust energy saving criteria - typically set at the top 25% of products in the market. The ETL features products such as boilers, electric motors, air conditioning and refrigeration equipment. The list functions as an easy-to-use procurement tool for energy managers, procurement professionals, facilities managers and a wide variety of other professions and organisations. The ETL gives the added reassurance to purchasers of measured and verified energy performance. The ETL is managed on behalf of Department for Business, Energy & Industrial Strategy (BEIS) by the Carbon Trust and ETL team.

<https://www.gov.uk/guidance/energy-technology-list>

## Association for Public Service Excellence (APSE)

APSE (Association for Public Service Excellence) is a not for profit local government body working with over 300 councils throughout the UK. Promoting excellence in public services, APSE is the foremost specialist in local authority front line services, hosting a network for front line service providers in areas such as energy, waste and refuse collection, parks and environmental services, leisure, school meals, cleaning, housing and building maintenance.

[APSEInfoServices@apse.org.uk](mailto:APSEInfoServices@apse.org.uk)

## Welsh Government Energy Service Framework

Brings together the support services Welsh Government provided as Green Growth Wales and the Local Energy Service. The service provides a single point of contact for public sector organisations to provide the technical, commercial and project management support needed to deliver energy and resource efficiency and renewable energy projects. The Wales Funding Programme and the Welsh Energy Loan Fund together provide loans, including low or interest-free loans, to support installations

[Charlotte.Norton@energyservice.wales](mailto:Charlotte.Norton@energyservice.wales)

<http://www.government-online.net/welsh-government-energy-service-framework/>

## Carbon Trust – Public Sector

The Public Sector Network is an innovative, sustainability-focused platform to support knowledge sharing and collaboration. The network delivers easily accessible information and engaging content across a range of topics, contributing to the wider green agenda and supporting the public sector in the reduction of its carbon footprint.

<https://www.carbontrust.com/what-we-do/strategy-and-advice/public-sector-sustainability>

## Welsh Government National Procurement Service

The National Procurement Service promotes Welsh public sector procurement collaboration to deliver a good deal for Wales. They offer a number of collaborative procurement frameworks

# DRAFT ONLY

for a range of goods and services. Under the Utilities category framework; support is available from your energy supplier

Electricity:	EDF Energy -	<a href="mailto:Nick.Mullett@edfenergy.com">Nick.Mullett@edfenergy.com</a>
Gas:	Corona Energy -	<a href="mailto:debbie.ridgway@coronaenergy.co.uk">debbie.ridgway@coronaenergy.co.uk</a>
Water:	Welsh Water -	<a href="mailto:Amy.Steed@dwrwymru.com">Amy.Steed@dwrwymru.com</a>

## **SIGMA Monitoring and Targeting**

SIGMA Monitoring and Targeting software system provides the tools to analyse consumption data and manage Monitoring and Targeting (M&T) activities at scale

Kim Gower

Customer Success Trainer

01908 690018 Ext 209

07462 137992

[kpower@teamenergy.com](mailto:kpower@teamenergy.com)

## **Zero Carbon Places**

Zero Carbon Places is a network of local authorities with the principal aim of working together to achieve their carbon targets, free to join.

<https://www.zerocarbonplaces.org/>

## **Consortium of Local Authorities in Wales (CLAW)**

CLAW is the Consortium of Local Authorities in Wales that supports the professional and technical interests of property management in local government in Wales. CLAW was formed in 1962 and now works with representatives from the elected members and officials of all Welsh local authorities together with a number of associate member organisations for the promotion of excellence in the management of property assets.

[Bethan.LloydDavies@ceredigion.gov.uk](mailto:Bethan.LloydDavies@ceredigion.gov.uk)

## **Welsh Government NEST Scheme**

Energy Saving Trust delivers the marketing, customer engagement and telephone advice service for the Welsh Government's Nest scheme which aims to combat fuel poverty in Wales.

The Nest scheme offers a range of advice and support on energy efficiency, money management, energy tariffs and benefit entitlement checks to households across Wales. The scheme also offers householders in receipt of a means tested benefit and living in the most energy inefficient homes a range of improvement measures to help heat their homes more efficiently and save them money on their energy bills.

<https://nest.gov.wales/en/>

## **Local Partnership Support**

Low Carbon Swansea Bay & Swansea Environmental Forum

Low Carbon Swansea Bay (originally Low Carbon Swansea) was set up in 2011 by Swansea Environmental Forum to help reduce Swansea's carbon footprint. It's overarching purpose is to develop a co-ordinated, integrated and sustainable approach to reducing carbon emissions across all sectors in Swansea and south-west Wales. It's more specific aims are:

- To develop and champion a coordinated approach to carbon reduction.
- To ensure that reductions are measurable and meet or exceed national targets.
- To maximise opportunities for carbon reduction projects in the region to access resources and share good practice

Low Carbon Swansea [lcs@environmentcentre.org.uk](mailto:lcs@environmentcentre.org.uk)



# DRAFT ONLY

## Swansea Bay City Deal

The Swansea Bay City Deal is a £1.3bn investment in 11 major projects across the Swansea Bay City Region – which is made up of Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea together with the Abertawe Bro Morgannwg and Hywel Dda University Health Boards, Swansea University, the University of Wales Trinity Saint David, and private sector partners. The City Deal is being funded, subject to the approval of project business cases, by the UK Government, the Welsh Government, the public sector and the private sector.

Georgia Mostyn  
Development Manager  
[Georgia.Mostyn@energyservice.wales](mailto:Georgia.Mostyn@energyservice.wales)



## 13 Appendix A - Notice of Motion – Climate Emergency

The Meeting of the Council of the City and County of Swansea held on Thursday 27<sup>th</sup> June 2019 unanimously approved that the Notice of Motion – Climate Emergency be supported:

....This Council therefore declares climate emergency, and calls upon the government of the United Kingdom to do the same. We commit to:

- Call upon the UK and Welsh governments to provide us with the necessary powers and resources to ensure Swansea becomes carbon neutral by 2030.
- Publicise climate emergency and promote a greater awareness of the truth of climate change amongst the local population.
- Work with relevant experts in research and development to:
  - a. Review our current strategies and action plans for addressing climate change.
  - b. Identify any further policy changes or actions which we could undertake, within the scope of our powers and resources, to meet the challenge of climate emergency.
  - c. Seek the help of local partners such as Swansea University and other research bodies to, within one year, produce a report to share with the community, explaining work already underway and achievements already made, as well as targets for the future.
- Update on further work undertaken by the Council in this area on an annual basis through the Council Annual Review of Performance Report section on corporate objective - *Maintaining and enhancing Swansea's natural resources and biodiversity.*

The full text can be found on the Council's website.

<https://democracy.swansea.gov.uk/documents/g8473/Public%20reports%20pack%20Thursday%2027-Jun-2019%2017.00%20Council.pdf?T=10&LLL=0>

Appendix B  
Energy and Carbon Management Strategy

**14 Appendix B – Scope 1: Carbon Emissions 2019/20**

Financial Year - 2019 / 2020	Gas	Electricity	Total	Percentage
Services / Units	t/CO <sub>2</sub>	t/CO <sub>2</sub>	t/CO <sub>2</sub>	%
Burials & Cremation Division	147	63	210	1%
Car Parks & Park and Ride	0	204	204	1%
City Centre Management (Swansea Market; Big Screen; feeder pillars)	0	81	81	0%
Community Buildings	215	92	306	2%
Comprehensive Schools	2950	1602	4552	24%
Corporate Building & Property – Estate (Workshops / Depots)	0	15	15	0%
Corporate Building & Property - Facilities Management (Civic Centre, Guildhall)	981	1145	2126	11%
Culture & Tourism (Grand Theatre)	211	150	361	2%
Economic Regen & Planning (Bishop Woods Visitors Centre)	0	3	3	0%
Education Otherwise than at School (Mynyddbach Site; Brondeg House)	156	67	223	1%
Highways & Transportation (Environment Eng & Transport Depot; CTU / Pipehouse Wharf Depot; Quadrant Bus Interchange)	244	248	492	3%
Housing (District Housing Offices; Sheltered Housing)	2662	534	3195	17%
Indoor Leisure (Pentrehafod Sports Centre)	250	8	259	1%
Libraries	59	75	134	1%
Life Long Learning (Bryn House Community Learning Centre)	2	3	6	0%
Municipal Waste Sites	0	150	150	1%
Museum Services (Swansea Museum; Glynn Vivian Art Gallery)	159	185	344	2%
Nursery Schools (Sea View Flying Start)	0	3	3	0%
Other (Phoenix Centre; temp supply at Parc y Helig)	0	9	9	0%
Out of School Activities (Borfa House Activity Centre; Rhossili Outdoor Pursuit Centre)	0	14	14	0%
Outdoor Leisure (Blackpill Lido; Park Cwmdonkin; Park Pontlliw Pavilion; Parc y Werin; Park Coedbach; Bowls Pavilion)	4	56	59	0%
Parks	295	165	460	2%
Pollution Control (Equipment and Air Monitoring)	0	20	20	0%
Poverty and Prevention (Action Resource Centre; Topic House; Communities First-East Cluster)	27	6	32	0%
Primary Schools	2257	1445	3702	20%
Pumping Station (Swansea Vale; George Bros Yard; Wychtree Roundabout)	0	6	6	0%
Social Services (HFA and Day / Residential Centres)	932	394	1325	7%
Special Schools (Ysgol Penybryn; Ysgol Crug Glas)	181	51	232	1%
Swansea Marina	0	121	121	1%
Waste Management (Public Convenience)	0	33	33	0%
Youth Services (Youth Centre Gorseinon; Youth Centre Stadwen; Youth Centre Blaenymaes; Dynevor Information Centre)	30	53	83	0%
<b>TOTAL</b>	<b>11,760</b>	<b>6,997</b>	<b>18,757</b>	<b>100%</b>

**Council – 27 June 2019**

**Notice of Motion from Councillors P K Jones, M Sherwood, R C Stewart, C A Holley, L R Jones, P N May, C E Lloyd, M C Child, R Francis-Davies, D H Hopkins, E J King, A S Lewis, S Pritchard, A Pugh, J A Raynor, A H Stevens and M Thomas,**

## **Notice of Motion on Climate Emergency**

This Council notes the recent conclusion of an interim report from scientists on the Intergovernmental Panel on Climate Change (IPCC) that every effort must be made to prevent the continuing average global temperature rise exceeding 1.5C above pre-industrial levels. However, such an increase could, with present government policies, be reached as early as 2030, with further increases in the decades thereafter. Such a scale of temperature rise threatens both human civilisation and all other life forms on the planet, with drastic disruption of agriculture, and the loss of terrestrial and marine wildlife habitats. We recognise that throughout the world, already, species of plants and animals are becoming extinct in record numbers; coral reefs, which are fundamental to marine life are dying; small island nations and coastal cities are threatened by sea level rise from the melting of polar ice sheets; the human death toll from adverse weather events – such as excess cold, excess heat, hurricane, flood – is increasing.

We note the activism of young people throughout the world, expressing their feeling of disempowerment in this situation and asking the decision-makers of today to take urgent action to protect their futures.

We acknowledge that globally, the actions required to address climate change effectively rest with national governments and require international collaboration, but there is still important work that local councils can do.

We recognise the recent history of this council in aiming to do its utmost to reduce carbon emissions, enhance biodiversity, and secure a prosperous, low-carbon economy for our region. We are proud of the actions taken by Swansea Council to date which include:

- The City & County of Swansea Pension Fund is one of the first Pension Fund's in the UK to adopt an Environmental, Social & Governance policy which commits the pension fund to reduce its already low exposure to carbon based fossil fuel investments by up to 50% over the next 4 years. In doing so, it accepts that investing in new green energy, infrastructure and socially responsible investments offers the best sustainable financial return for members of the pension fund over the long term. Progress is reported on an annual basis.
- Changing 21,053 street lights to LED, reducing CO2 year on year by 2,198,608.49kg.

- Delivering an annual Clean Air Roadshow to stimulate public uptake in electric vehicles and promote improving air quality.
- Delivering insulation and energy efficiency measures to benefit tenants of our council housing.
- Promoting Welsh & UK Government campaigns and programmes to increase energy efficiency amongst private tenants and home owners, reducing fuel poverty and reducing emissions.
- Campaigning for the electrification of the railway line from Swansea to London.
- Progressing work towards a world-leading Tidal Lagoon, supporting community-owned renewable energy schemes, like SCEES, to deliver clean energy and benefit local schools and community buildings.
- Working with others nationally to urge Welsh Government to develop electric car charging infrastructure.
- Being leaders of good practice in Wales through having Sustainable Development policies and approaches pre-dating the Well-Being of Future Generations Act.
- Recently incorporating care for the natural environment into our corporate plan as a new priority, recognizing the hugely important contribution made by the extensive work of our Nature Conservation Team.
- Building the first council housing in a generation here in Swansea to Passivhaus standard, and begun building new council housing to a super-energy-efficient “Swansea Standard” that will enable all components to be procured locally and reducing emissions using solar battery storage and air source heat pumps.
- Using innovation in construction for flagship projects such as Pentrehafod School, showcasing waste minimization and sustainability.
- Winning investment for innovative green technology, such as “Homes as Power Stations”, as part of the City Region Deal.
- Continuing to seek opportunities to add to our corporate fleet of Electric Vehicles, which is already the largest in Wales.
- Continuing to deliver on our Carbon Reduction strategy: 42% reduction in emissions since our baseline year.
- Securing funding for a vast increase in Active Travel (walking and cycling) routes throughout the county and supported Swansea University’s community cycle scheme.
- Becoming an Anti-Fracking Local Authority in 2016, having passed a motion to “oppose any unconventional gas development (fracking)” which also committed us to working towards being a fossil fuel free local authority by 2025.
- Implementing agile working so that our workforce may reduce unnecessary travel.
- Developing local procurement practices to reduce our carbon footprint.
- In Education, we are early joiners of the international EcoSchools programmes which encourages schools to promote recycling and reduce energy and water consumption.
- Encourage our Foundation Phase learning pupils to learn outdoors ensuring a respect for nature, biodiversity and eco-systems.
- At KS4, developing partnerships with our Universities to establish STEM workshops including the impact of climate change.

We recognise the importance of working closely with researchers in order to have the latest knowledge and the clearest understanding about what we can do to respond to the urgent need to address climate change.


This Council therefore declares climate emergency, and calls upon the government of the United Kingdom to do the same. We commit to:

1. Call upon the UK and Welsh governments to provide us with the necessary powers and resources to ensure Swansea becomes carbon neutral by 2030.
2. Publicise climate emergency and promote a greater awareness of the truth of climate change amongst the local population.
3. Work with relevant experts in research and development to:
  - a. Review our current strategies and action plans for addressing climate change.
  - b. Identify any further policy changes or actions which we could undertake, within the scope of our powers and resources, to meet the challenge of climate emergency.
  - c. Seek the help of local partners such as Swansea University and other research bodies to, within one year, produce a report to share with the community, explaining work already underway and achievements already made, as well as targets for the future.
4. Update on further work undertaken by the Council in this area on an annual basis through the Council Annual Review of Performance Report section on corporate objective - *Maintaining and enhancing Swansea's natural resources and biodiversity.*

**Swansea Council: The Energy and Carbon Management Strategy Action Plan (2020 – 2030)**















The Energy and Carbon Management Strategy Action Plan aligns its carbon emissions actions with the widely used international reporting tool, the Greenhouse Gases (GHG) Protocol which categories Greenhouse gas emissions into three Scopes

<b>Scope 1 – Direct Emissions: Non-Domestic Buildings</b>							
<b>Energy Strategy and Management Actions</b>							
No.	Projects	Action Required /Benefit of Objective	Lead Officer		Short Term 0 to 3 years	Medium Term 4 to 7 years	Long Term 8 to 10 years
	Energy and Carbon Management Plan	Plan being updated, reflecting climate change declaration	Energy Manager			Annual Review	Annual Review
	ISO 50001 / Carbon Trust Accreditation	Provides a recognised and accredited energy management framework of requirements	Energy Manager			Annual Review	Annual Review
	Publish performance reports on progress towards becoming a net zero carbon local authority by 2030	Waiting for Welsh Government to publish their Net Zero Carbon Reporting framework	Energy Manager			Annual Reporting	Annual Reporting
	Develop appropriate target for renewable energy generation /off setting as part of annual review of action plan	New buildings / Refurbishment programmes opportunities for installing renewable technologies / identify off setting opportunities	Energy Manager			Continuing	Continuing
	Energy management	Maintain CPD / complete related courses / attend energy events / support CLAW etc.	Energy Team			Continuing	Continuing
	Implement meeting with Building Maintenance Services	To discuss implementation of Capital Maintenance energy efficiency schemes / capital maintenance budget	Energy Manager			Monthly Review	Monthly Review
	Energy Purchase Analysis	Electricity and Gas EDI bills are imported into Team Sigma M&T system for data validation (consumption / cost).prior to payment	Energy Management Team			Monthly Review	Monthly Review
	Imbedding Sustainability within the Procurement Process	Include the Sustainable Procurement Assessment Framework (SPAF) in the procurement process.	Energy Manager		Included in the renewal of DEC/AR procurement assessment		

	Sigma Monitoring and Targeting Software system	Level 1 training to enable database set up; data analysis and reporting	Energy Management Team		Level 1 training completed 27 Feb 20		
	British Gas	Resolve issues of outstanding bills to release rebate value of £35k	Energy Management Team				

### Scope 1 – Direct Emissions: Non-Domestic Buildings

#### Energy Trend Analysis

No.	Projects	Action Required /Benefit of Objective	Lead Officer		Short Term 0 to 2 years	Medium Term 3 to 7 years	Long Term 7 to 10 years
	Phase 1 Refit Project - Measurement and Verification (M&V)	M&V plans being compiled by the Service Provider, to be reviewed by WG Energy Services to measure and verify savings	Energy Manager			Annual Reporting (end of payback period) 	
	SIGMA Monitoring and Targeting software system	Utilise the software modules (ie. energy reports) to support energy and cost reduction initiatives	Energy Management Team			Annual Reporting 	Annual Reporting
	SIGMA Monitoring and Targeting software system	Budget Monitoring	Energy Management Team			Annual Review 	Annual Review
	SIGMA Monitoring and Targeting software system	Import HH data from electricity and gas meters	Energy Management Team			Monthly Import 	Monthly Import
	Review Display Energy Certificates and Advisory Reports	Set up a database to categorise buildings energy performance ratings to identify poor performing buildings.	Energy Management Team			Annual Review 	Annual Review
	Fuel Sources	Collate consumption data from all fuel sources for data reporting accuracy	Energy Management Team			Monthly Collation 	Monthly Collation
	Swansea Council – Solar PV modules	Corporate building (Guildhall) and Schools x 4	Energy Manager			Annual Review 	Annual Review

	EGNI Co-op – Solar PV modules	Orsis Energize software to download generation from solar PV	Energy Manager			Monthly Review	Monthly Review
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### Scope 1 – Direct Emissions: Non-Domestic Buildings




#### Energy Projects



No.	Projects	Action Required /Benefit of Objective	Lead Officer		Short Term 0 to 2 years	Medium Term 3 to 7 years	Long Term 7 to 10 years
	Phase 1 Refit Project – Provide project management support towards its delivery	IGP in place identifying all sites for Energy Conservation Measures (ECMs) / cost and carbon reduction savings	Energy Manager		Project Implementation 	Measurement & Verification	Measurement & Verification
	Develop Phase 2 Refit: ECM projects (potential Phase 3)	Potential Services – Education; Housing; Community Care homes; decarbonisation of heat network	Energy Manager		Project Audits 	Project Implementation	Measurement & Verification
	Solar PV Farm – Working with Welsh Government Energy Services.	Collaborating with Welsh Government Energy Services on model size scenarios and financial appraisal assumptions towards the development of a Ground Mounted Solar PV farm	Energy Manager		Project Implementation 	Project Implementation	Measurement & Verification
	Endotherm - Heating additive designed to increase the efficiency of wet central heating systems; potential 15% savings on heating costs	Business case submitted to Head of Building Services for funding approval to undertake trial and monitor performance of financial and carbon savings. Potential rollout dependant on results and funding approval.	Energy Manager				
	Install Automatic energy metering (AMR) / smart meters across Corporate Premises	AMR framework contracts established by the Government Procurement Service.– accurate and timely energy data for energy analysis and billing	Energy Management Team		Project Implementation 	Installation as Required	Installation as Required
	Water Emissions – Scope 3 Reportable	Water information cleansing to be completed, data not being captured by SIGMA for emissions reporting; bill validation and water management (leakage)	Energy Management Team				



	Work with Welsh Water installing telemetry metering	To monitor nightlines, identify leakage and submit non return claims to Welsh Water. Project rollout dependent on funding approval.	Energy Management Team				
	EGNI – Solar PV for Schools	Business Case submitted to Education to Install circa 0.8 MW of solar PV on 15 schools	Energy Manager		Not approved due to installation timescales – EGNI to resubmit offer		

<b>Scope 1 – Direct Emissions: Non-Domestic Buildings</b>							
<b>Energy Awareness Programmes</b>							
No.	Projects	Action Required /Benefit of Objective	Lead Officer		Short Term 0 to 2 years	Medium Term 3 to 7 years	Long Term 7 to 10 years
	Develop and Implement staff awareness programmes	New behaviour programme / publicity required to be developed	Energy Management Team			Continuing	Continuing
	Energy Champions	Appoint energy champions to advocate energy efficiency throughout the Authority and encourage their co-workers to adopt 'cleaner' practices in both the workplace and their everyday lives.	Energy Manager			Continuing	Continuing
	Publish success stories of best practice Energy Conservation Measures	Publish success stories via staff intranet	Energy Manager			Continuing	Continuing
	Sigma Energy Viewer	Supports the delivery of the energy and carbon management strategy through data dashboards that enable users to monitor, engage and share their energy information across their entire estate.	Energy Manager			Continuing	Continuing
	Low Carbon Schools Programme	Engaging with head teachers, ECO Clubs, premise managers on energy saving initiatives	Energy Manager			Continuing	Continuing
	Support carbon awareness campaigns	Earth Hour	Energy Management Team			Continuing	Continuing

<b>Scope 1 – Direct Emissions: Non-Domestic Buildings</b>							
<b>Energy Procurement</b>							
No.	Projects	Action Required /Benefit of Objective	Lead Officer		Short Term 0 to 3 years	Medium Term 4 to 7 years	Long Term 8 to 10 years
	Energy Contracts & Tariff Selection/Analysis	Undertake an energy procurement review with potential savings typically >5% improvement on traditional buying consortium's offers	Energy Manager			Annual Review	Annual Review
	Maximum Import Capacity (MIC)	Review with electricity energy supplier MIC reduction across 18 MPANS with potential savings of £25k	Energy Manager			Annual Review	Annual Review
	Display Energy Certificates and Advisory Reports – Renew Procurement Contract	Current procurement contract expires 31 Mar 20 (compliant with Energy Performance of Buildings Regulations).	Energy Manager			Annual Requirement	Annual Requirement

<b>Scope 2 – In Direct Emissions: Procurement of Energy</b>							
<b>Procurement of Energy</b>							
No.	Projects	Action Required /Benefit of Objective	Lead Officer		Short Term 0 to 3 years	Medium Term 4 to 7 years	Long Term 8 to 10 years
	Electricity - Energy Purchase Renewable Sources	Electricity is 100% renewable sourced via Crown Procurement Service	Energy Manager			Contract Renewal	Contract Renewal
	Gas - Energy Purchase Renewable Sources	Green Gas - investigate viability and cost impact via Crown Procurement Service	Energy Manager			Contract Renewal	Contract Renewal

**Scope 3** This covers carbon emissions not controlled or owned by the authority and only has powers of influence/ support / engagement to seek the necessary changes and needs to be divided into two elements:

- a. The authority's own work and the wider economy, for example engaging with procurement covering environmental impacts as part of contract of services; housing (i.e. sustainability); collaborating with Welsh Government / working with other public sector organisations (Swansea University / Health Service).
- b. The second element of this strategy is to work with everyone else to achieve a significant Swansea change area wide, for example engaging with Low Carbon Swansea Bay & Swansea Environmental Forum / Community Enterprises / private sector

This engagement will be enhanced by the introduction of the Climate Change Charter.

Scope 3 – Indirect Emissions							
Indirect Emissions							
No.	Projects	Action Required /Benefit of Objective	Lead Officer		Short Term 0 to 3 years	Medium Term 4 to 7 years	Long Term 8 to 10 years
	Collaborate with Welsh Government and other Public Bodies to introduce carbon reporting as part of the ambition to achieve a carbon neutral Welsh public sector by 2030	Engage with local people and businesses and help them be smarter and better prepared for the impacts of climate change, this will be enhanced by the introduction of the Climate Change Charter	Biodiversity and Corporate Climate Change Working Group'				
	Collaborate with Welsh Government and Swansea Bay City Region partners to establish a Regional Energy Plan for South West Wales	engage with local people and businesses and help them be smarter and better prepared for the impacts of climate change, this will be enhanced by the introduction of the Climate Change Charter	Biodiversity and Corporate Climate Change Working Group'				
	Swansea Community Energy & Enterprise Scheme (SCEES) – Solar PV Generation	Solar PV modules installed on 14 schools and 1 residential residence. Carbon savings claimed.	Energy Manager			Annual Review	Annual Review
	EGNI Co-op (Community scheme) – Solar PV for Schools	Solar PV modules installed on three comprehensive schools.	Energy Manager			Monthly Review	Monthly Review

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

<b>Section 1</b>	
Which service area and directorate are you from?	
Service Area:	Property Services
Directorate:	Place

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

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

**(b) Please name and describe below**

PDC report for further consultation -This Energy and Carbon Management Plan will build on those existing energy saving initiatives and strategies developed from the last Energy Strategy Paper (2016), but focusing exclusively on the many aspects of energy efficiency across the Authority’s owned buildings, looking at the building fabric, the building services and the management of the building (including renewable technology options). To ensure that the Plan reaches its full potential within the Authority, the establishment of the Corporate Climate Change Working Group to bring together the governance of the other six key carbon related strategies under one co-ordinated programme and meeting the aspirations of becoming a net zero carbon emissions Authority by 2030 is essential. Subsequent EIA’s will be developed for all individual work strands as they progress, once plan has received approval.

**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 type="checkbox"/> (M)	<input checked="" 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"/>
Any other age group (18+) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	→ <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>

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

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

**If yes, please provide details below**

No – as a specific strategy but yes in the wider context of Climate Change – team are currently looking at a full comms. and engagement plan.

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

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

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

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

Yes      x  No      If yes, please provide details below

**Q7 HOW DID YOU SCORE?**

*Please tick the relevant box*

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

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

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

This is an overarching plan that when approved will be broken down into many projects. At this point EIA's will be undertaken for each of these individually.

**Section 2**

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

<b>Screening completed by:</b>	
<b>Name:</b>	Alex O'Brien
<b>Job title:</b>	Property Manager
<b>Date:</b>	21.9.20
<b>Approval by Head of Service:</b>	
<b>Name:</b>	Geoff Bacon
<b>Position:</b>	Head of Property Services
<b>Date:</b>	21/9/20

# Agenda Item 11.



## Report of the Cabinet Member for Supporting Communities

Cabinet - 19 November 2020

### Third Sector Compact Agreement - Update

<b>Purpose:</b>	The report updates on Swansea's Third Sector Compact Agreement and the work to date of the Third Sector Liaison Group who were formed as part of the updated Swansea Compact Agreement with the Voluntary Sector in 2018.
<b>Report Author:</b>	Spencer Martin
<b>Finance Officer:</b>	Chris Davies
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Catherine Window
<b>For Information</b>	

#### 1. Background

- 1.1 Swansea Council first agreed a Compact with the Voluntary Sector in 1999. The Compact has been renewed and refreshed a number of times in the intervening years.
- 1.2 The 2018 incarnation of the Compact established the Third Sector Liaison Group. The purpose, aims and objectives of the Third Sector Liaison Group are stated as:

*“Monitoring and evaluation of the Compact Agreement between the Council and the Sector will be conducted through Third Sector Liaison Group, with the main purpose of the group being to share a general overview of strategic developments and a general exchange of information.*

*The group would:*

- *Comprise of equal membership of Council and Third Sector representatives*
- *Meet bi-annually*
- *Third Sector representatives elected from a broad cross section of the Sector, Council representatives shall be drawn from across service areas with links to the Third Sector*

- *Ensure Third Sector Forum Groups and relevant Council Groups to feed into this Group.*

*The purpose of the group is:*

- *To promote the Compact Agreement and encourage ownership and support across both sectors*
- *To monitor the expected outcomes outlined in the Compact Agreement and review the objectives to ensure the document remains responsive to current trends*
- *To act as a mechanism to facilitate dialogue between the Council and the Third Sector on matters of shared interest*
- *To agree a joint work programme for each year to share and manage risk*
- *To monitor the progress of delivering the work programme”*

## **2. Work to date**

- 2.1 The group is comprised of relevant Council Officers and representatives of the Third Sector who were elected by their peers via hustings events hosted by SCVS, and has met four times to date. There was a hiatus during COVID lockdown which meant there were no meetings between March and August 2020.
- 2.2 Areas of work undertaken or discussed by the Third Sector Liaison Group include:
- Formed a terms of reference for the group
  - Discussed the role of EIA's and the impact of decisions which may affect the Third Sector and how this can be considered
  - Dependent upon redevelopment plans for the city centre the possibility of Co-location of services in the longer term
  - Proposed a mapping and audit of the groups and partnerships that exist Locally and Regionally to ensure linkages and not duplicate
  - Proposals to develop a communication strategy to raise awareness of the Compact Agreement and Third Sector Liaison Group
  - Refreshed and reviewed Compact document for 2020, which included the addition of the sixth Environmental Wellbeing Objective. *This document is attached as Appendix A*
- 2.3 Following the Covid outbreak and lockdown in March 2020, the Third Sector has played an important and valuable part in responding to the pandemic in a quick and practical way, which has been captured as outlined below and *in Appendix B and C.*
- Swansea Council produced infographic in July 2020 around the work undertaken during the COVID outbreak which clearly demonstrates the work undertaken with partners in combatting the social and well-being issues affecting residents of the city. This infographic is included as *Appendix B.*



- The Third Sector Liaison Group requested that SCVS co-ordinate a questionnaire on the effect of COVID, and to formulate an infographic demonstrating the contribution of the sector as part of the COVID community response. The infographic is included as *Appendix C*.
- The results of the survey and infographic reveal that the questionnaire respondents supported 58,509 individuals between March and the end of September. This figure covered individual queries only, hence these contacts would represent issues raised on behalf of couples and/or of families so the figure quoted could be a lot higher in terms of number of individuals. This front line assistance with issues is consistent to a tier zero approach to community issues.
- Third Sector groups were asked to categorize the type of support provided under the theses of wellbeing, medication, food or other. Groups were able to select more than one category. Responses under 'other' included safety planning and benefits advice.
- 69% of respondent groups reported being concerned about the longer term future of their group post COVID.
- Respondents were also asked to score their level of concern as high medium or low against a number of key themes; Demand for services, funding sources, volunteer numbers and returning to face to face service delivery.

### **3. Future work**

- 3.1 Working together with the Third Sector will form an essential part of the Council's COVID recovery strategy.
- 3.2 The Council has planned its initial re-mobilisation of the Council and the immediate priorities from the COVID-19 crisis, the longer term plan from recovery to transformation and the framework to replace Sustainable Swansea Strategy.
- 3.3 The Third Sector Liaison group will work with this strategic approach 'Swansea Achieving Better – Together' and will work in partnership to ensure all groups in Swansea work together to aid recovery in the short and longer term through the phases outlined in the strategy, Re-mobilise, Re-focus and Re-shape.
- 3.4 Future review of the Compact will include references to community resilience to ensure planning for any future situation similar to COVID is better prepared.

### **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 The report is for information only, an EIA screening form indicates a full EIA is not required.

## **5. Legal Implications**

5.1 There are no legal implications.

## **6. Financial Implications**

6.1 There are no financial implications.

### **Background Papers:** EIA Screening Form

#### **Appendices:**

Appendix A – Revised Swansea Compact Agreement 2020

Appendix B - Swansea Council COVID infographic July 2020

Appendix C – Third Sector COVID Infographic October 2020

# THIRD SECTOR COMPACT AGREEMENT 2020



## Background

Swansea Council has a long and productive history of partnership working with the Third Sector in Swansea.

A Compact agreement was made between the parties in 1999. This document has been co-produced in consideration of the Compact as the basis for a Third Sector Strategy to reflect joint working principles between Swansea Council, Swansea Council for Voluntary Services and the wider Third Sector to provide a robust and workable framework for ongoing dialogue between the partners.

## Definition

The Third Sector is a term used to describe the range of organisations, groups, associations and enterprises, which fall outside the public and private sectors. These groups include:

- Local and national independent, non-governmental bodies;
- Local and national registered Charities
- Groups established voluntarily by people who choose to organise themselves for benevolent, not for profit purposes;
- Community Businesses - value-driven and motivated by social, cultural or environmental objectives, rather than profit, committed to reinvesting their surpluses to further their social aim

## Strategic Context

**The Well-Being of Future Generations (Wales) Act** places new requirements on Welsh Government along with 43 other public bodies across Wales to 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 (*Shared Purpose, Shared Future*).

**We will collectively ensure a clear contribution is demonstrated to the seven well-being goals and that the five ways of working principles are applied**

# Swansea's Corporate Plan 2017/22

As required by the Well-being of Future Generations (Wales) Act 2015, Swansea Council published its well-being statement before 31<sup>st</sup> March 2017.

The well-being statement sets out our key priorities. These priorities, known as our 'well-being objectives', are our objectives for improving the environmental, cultural, economic and social well-being of Swansea and Wales.

In order to meet these challenges, we have prioritised six well-being objectives. These are:

- **Safeguarding people from harm** - so that our citizens are free from harm and exploitation;
- **Improving education and skills** - so that every child and young person in Swansea gains the skills and qualifications they need to succeed in life;
- **Transforming our economy and infrastructure** - so that Swansea has a thriving mixed use City Centre and a local economy that will support the prosperity of our citizens;
- **Tackling poverty** - so that every person in Swansea can achieve his or her potential;
- Maintaining and enhancing Swansea's **Natural Resources and Biodiversity** – so that we maintain and enhance biodiversity, reduce our carbon footprint, improve our knowledge and understanding of our natural environment and benefit health and well-being.
- **Transformation and future council development** - so that we and the services that we provide are sustainable and fit for the future.

**We will work collectively to ensure a clear contribution to Swansea Council's Corporate Plan and Well-being Objectives and be explicit in the outcomes we are seeking to achieve for citizens**

## Third Sector Strategic Vision

Along with public sector bodies, the Third Sector is facing increasing challenges many of which hinge on reduced funding and ever-increasing demands on the sector very much linked to the new ways of working within the public service agenda.

Although there are challenges the Sector within Swansea remains vibrant and necessary- delivering quality support and services to community members.

### **Income, assets and resources**

The Sector generates income for Swansea, with Third Sector organisations funding their own operations raising funds from sources as diverse as via philanthropy, trading, and managing their own physical assets.

Where local groups deliver services employing local people, money stays within the Swansea economy.

### **Volunteering**

The Sector has always been reliant on the time given free for no financial reward. The governance and operational elements of third sector groups continue to depend on volunteers.

In a changing landscape, volunteering is an important step for many citizens as a step towards paid work- either as a returner or for those seeking to enter the workplace for the first time.

Demographic changes are having impact on the volunteer base and bring both challenges as well as adding value to the work of groups.

Organisations using volunteers' face the challenge of meeting the increasingly high support needs of those for whom volunteering is a way of moving closer to employment.

When considering utilising volunteers in new models of service delivery it must be recognised that volunteer led delivery is not a no cost option.

### **Democracy**

The Third Sector has a long history of supporting the engagement of local people in local issues and solutions, Third Sector groups are grounded in the '5 Ways of Working'.

Involving the Sector at an early stage in policy development and service design, adopting a co productive approach leads to better outcomes for citizens where community based groups are well placed to provide insight into the unique challenges faced by community members they meet.

## Information and communication

In a changing world, it is vitally important that there is clear understanding across the local authority (and other public sector agencies) about what the Third Sector does, its contribution and the benefits of working in partnership.

Clear, accurate and early information about Council led strategy enables the Third Sector to plan and to contribute meaningfully as a supportive partner.

**Swansea Council and the Third Sector share a fundamental aim to serve and represent the citizens of Swansea, through working together to create an environment, which encourages healthy communities, community participation, self-reliance, local innovation, stronger local government and a viable, sustainable and flexible Third Sector.**

## Future Direction and Aspirations

As local government budgets reduce, new ways of working will have to be found to maintain and improve services to residents with less or no direct financial support from Swansea Council.

The Council recognises the innovative nature of the Third Sector and aims to support innovation through the continuation of small funding pots to drive new ideas.

We will work together to secure funding from independent sources and ensure information is shared on any new sources of funding, and promote local groups whenever possible over national or international organisations or businesses.

We will work together to encourage shared services and premises to reduce core organisational costs.

The Council recognises that the Third Sector is growing to fill gaps left in services, to facilitate this growth we will work together to encourage the development of social enterprises, co-operatives, apprenticeships and other wider Third Sector models of delivery.

# Objectives

Our objectives have been drawn up in recognition of the benefits that an effective compact can bring.

To achieve our vision and future aspirations and directions the aims of objectives of this agreement will be to work together to:

- Provide a framework for developing shared working and partnership agreements;
- Provide a forum for discussing and developing complementary strategic policies, which deliver best value services for Swansea;
- Promote mutual understanding of each sectors concerns, issues and working practices;
- Encourage and support good citizenship, healthy communities and volunteering;
- Develop consistent good practice in grants funding and procurement arrangements to the third sector, and wherever possible support local groups;
- Develop good practice in joint commissioning processes and procedures;
- Provide a co-ordinated approach to the provision of and planning of services;
- Develop partnership working in relation to the Welsh Government and/or any new regional participation arrangements which it sets up;
- Develop effective coproduction, consultation and communication mechanisms;
- Create an environment for discussing cross boundary issues;
- Identify unmet need and advice on strategic priorities;
- Exchange relevant information;
- Facilitate, promote and influence joined up solutions within the Council, Third Sector and other statutory or non-statutory agencies in Swansea;
- Work together as partners to create and environment to progress the Regional Working agenda;
- Provide governance support to ensure all Third Sector groups have robust constitutions and governing documents, up to date policies and financial arrangements
- Formally recognise and celebrate the contribution and quality services of Third Sector organisations in Swansea



# Underpinning Shared Values and Principles

The following underpinning shared values and principles have been developed and agreed with all partners to ensure we build trust as we work together to meet the aims and objectives.

- **Mutual Respect:** To recognise, value and respect the contribution of each of our communities to the people and services in Swansea. To work together to foster a partnership that is based on principles of integrity, transparency, trust and mutual respect.
- **Quality Services:** All partners will work together to create and sustain a safe and healthy living environment through quality, coordinated service delivery, but also allow for innovation and new ideas;
- **Equality And Diversity:** To support the quality of life for all citizens of Swansea and promote equality of opportunity and eliminate discrimination for those who belong to the protected groups outlined in the Equality Act 2010 (and Welsh Regulations 2011) and any implications from the Welsh Language (Wales) Measure (2011);
- **Communication and engagement:** To promote and support user involvement and public consultation on the services provided in Swansea;
- **Partnership working, Joint events and activities:** Either in partnership or independently to provide services in support of the above to a cost effective and high quality standard;
- **Volunteering:** to recognise volunteering as an important contribution and commitment made by local people to their communities. Support develop and promote volunteers' meaningful contributions to service delivery, sustainability and development of projects and initiatives.
- **Development:** To recognise development and training as an essential tool to maintaining high quality service provision, and support those who require training to develop individually and collectively by utilising ways of sharing best practice.

## Engagement and Involvement

To ensure the Third Sector and Swansea Council are involved and engaged with revision of the Compact agreement, a series of events and workshop have taken place to gain the sector's views

on how best we can work together to meet the future challenges. Further engagement, co-production and monitoring of the Compact agreement will take place to ensure the sector is fully aware of future plans and opportunities.

## Structure

The current structure and scope of consultation, representation and partnership arrangements between the local authority and the Third Sector is already well established and working well in many areas. Many organisations and departments have built up positive partnership and working arrangements. It is not the intention that any new structure should disrupt or duplicate these in any way but to support these ways of working. The following structure aims to involve all stakeholders in determining the strategic policy and direction through:

- Annual Standing Conference; recommended a joint event in partnership with SCVS annual conference
- Annual update report – to the Swansea Council Cabinet
- Third Sector Task and Finish working group - a small group to meet, should the need arise, to discuss and report upon one off, urgent and wider policy and strategy issues.

## Commissioning Model and Funding

The Council's approach to commissioning is to ensure there is an overview of all commissioning activity in order to support achievement of corporate objectives in line with the following principles:

- Outcome based for cohorts of people
- A move towards a single contract with a provider
- A move towards a single lead commissioner
- Alignment to the commissioning cycle – plan, do, review, analyse
- Co-production as part of the commissioning cycle, whenever possible.

Swansea Council will publish and update all commissioning opportunities on Sell2Wales. All other funding opportunities through the Compact Fund will be published annually and promoted to the

whole sector. The External Funding Panel will be the decision making body for funding. All systems will work within the Council's political process.

## Monitoring and Evaluation

Monitoring and evaluation of the Compact Agreement between the Council and the Sector will be conducted through Third Sector Liaison Group, with the main purpose of the group being to share a general overview of strategic developments and a general exchange of information.

The group would:

- Comprise of equal membership of Council and Third Sector representatives
- Meet bi-annually
- Third Sector representatives elected from a broad cross section of the Sector, Council representatives shall be drawn from across service areas with links to the Third Sector
- Ensure Third Sector Forum Groups and relevant council groups to feed in

The purpose of the group would include:

- To promote the Compact Agreement and encourage ownership and support across both sectors
- To monitor the expected outcomes outlined in the Compact Agreement and review the objectives to ensure the document remains responsive to current trends
- To act as a mechanism to facilitate dialogue between the Council and the Third Sector on matters of shared interest
- To agree a joint work programme for each year to share and manage risk
- To monitor the progress of delivering the work programme

## Conflict Resolution

The Third Sector Liaison Group shall be the first point of reference for any conflict resolution; here issues can be discussed and agreed between the partners.

## Compact Agreement Annual Review

The Purpose of the annual review will be to assess progress on the objectives outlined in the agreement and aid with future direction.

The review conference will be open to all stakeholders from statutory and voluntary sectors. All Third Sector groups will be invited to participate. No group will be excluded by reason of holding a commissioned procured contract or being in receipt of grant aid or not being funded by the partner organisations (it is proposed the annual review be held tandem with SCVS AGM).



# Corona Virus Support Analysis

Apr 12, 2020 - Jul 13, 2020

## Enquiries

Swansea Council helpline

**3,389**  
Contacts

Local Area Coordinators (LAC)

**19,452**  
\* Enquiries

Swansea Council for Voluntary Service

**905**  
\*\* Referrals

Total  
Page 127

**23,075**

\*An Enquiry relates to the number of enquiries received from individuals and will also include multiple interactions with an individual



**662,274**  
Pageviews

\*\*A referral is a request for help by an individual in need – it does not include multiple interactions with an individual

## Volunteers



SCVS Formal Volunteers

**1,206**

**2,445**

**Neighbour to neighbour sign-ups**  
(Informal Volunteers via LAC)

## Community Food Support

Appendix B



**8,825**

**Families supported**  
Via Food Bank Network



**249**

**Crisis packs issued**



**20,056**



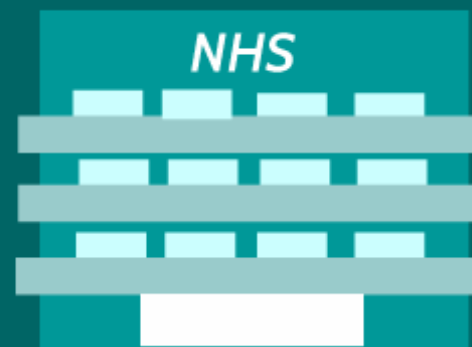
**595**  
Food Packs



**Food Parcels Registrations**

Llywodraeth Cymru  
Welsh Government

**5,798**



**2,339**



Hot Meals

**Hot meals to Morriston hospital and the community**



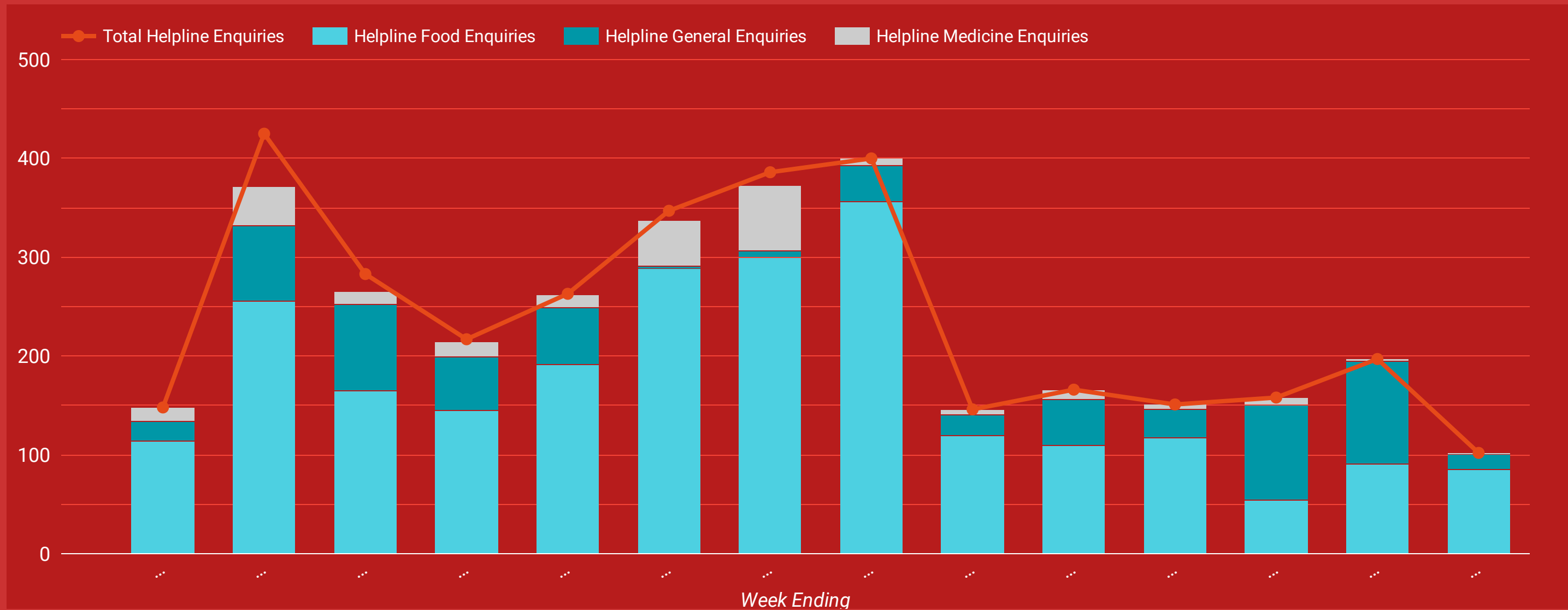
Cyngor **Abertawe**  
**Swansea** Council



# Corona Virus Support Analysis



Page 128



## Helpline Totals

Helpline Food Enquiries

**2,390**

Helpline General Enquiries

**654**

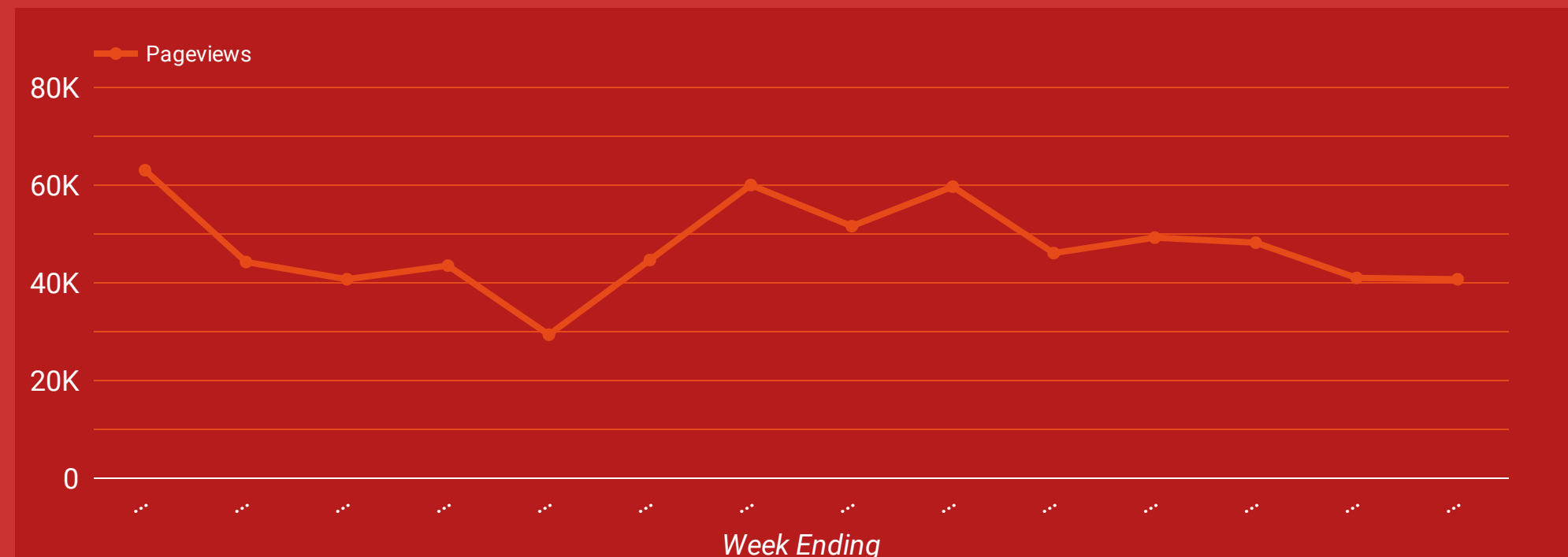
Helpline Medicine Enquiries

**249**

Letter Responses

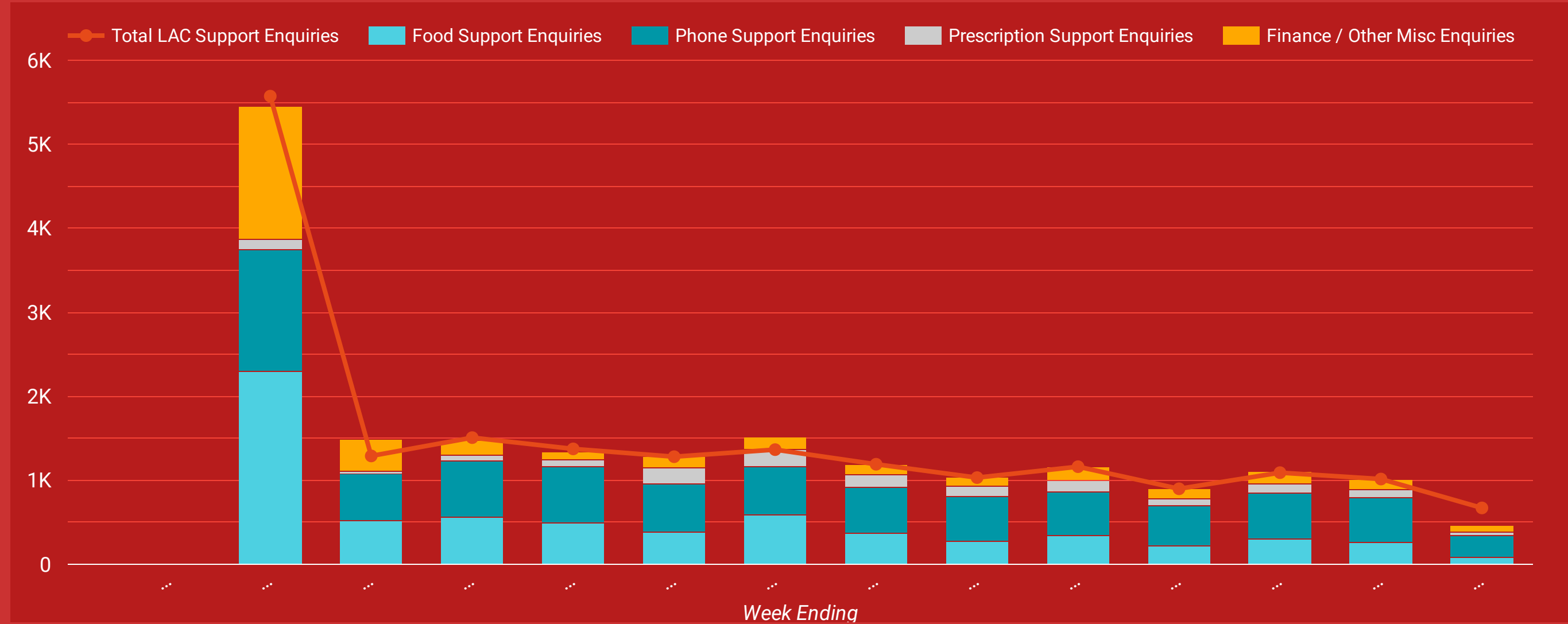
**96**

## Website Pageviews [swansea.gov.uk/coronavirus](http://swansea.gov.uk/coronavirus)





Page 129



## Local Area Coordinators (LACs) Totals

Enquiries relate to the number of enquiries received from individuals and will also include multiple interactions with an individual.

Total Enquiries

**19,452**

Prescription Enquiries

**1,459**

Finance / Other Misc Enquiries

**3,405**

Phone Support

**7,901**

Food Enquiries

**6,687**

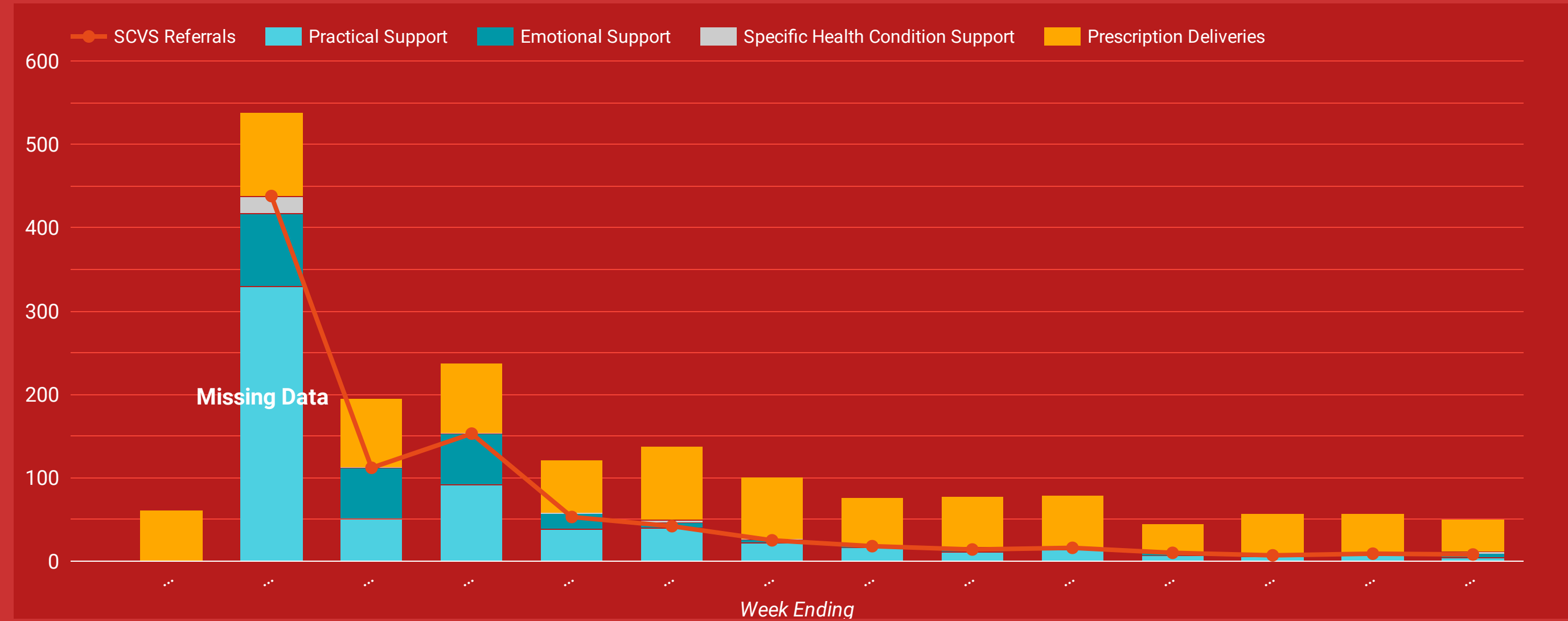
## Neighbour-to-neighbour sign-ups

**2,445**





# Corona Virus Support Analysis



## SCVS Volunteers

**1,206**

## Total Referrals\*

**905**

## Practical Support

**634**

## Emotional Support

**264**

## Specific Health Condition Support

**28**

\*A referral is a request for help by an individual in need – it does not include multiple interactions with an individual

## Prescription Deliveries

**912**



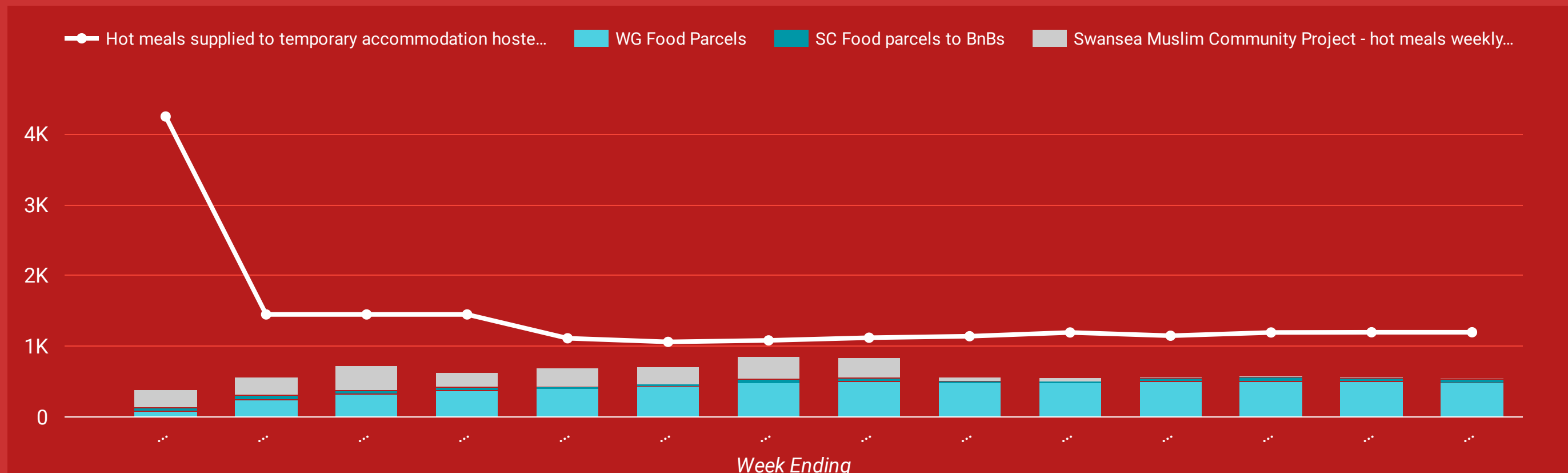
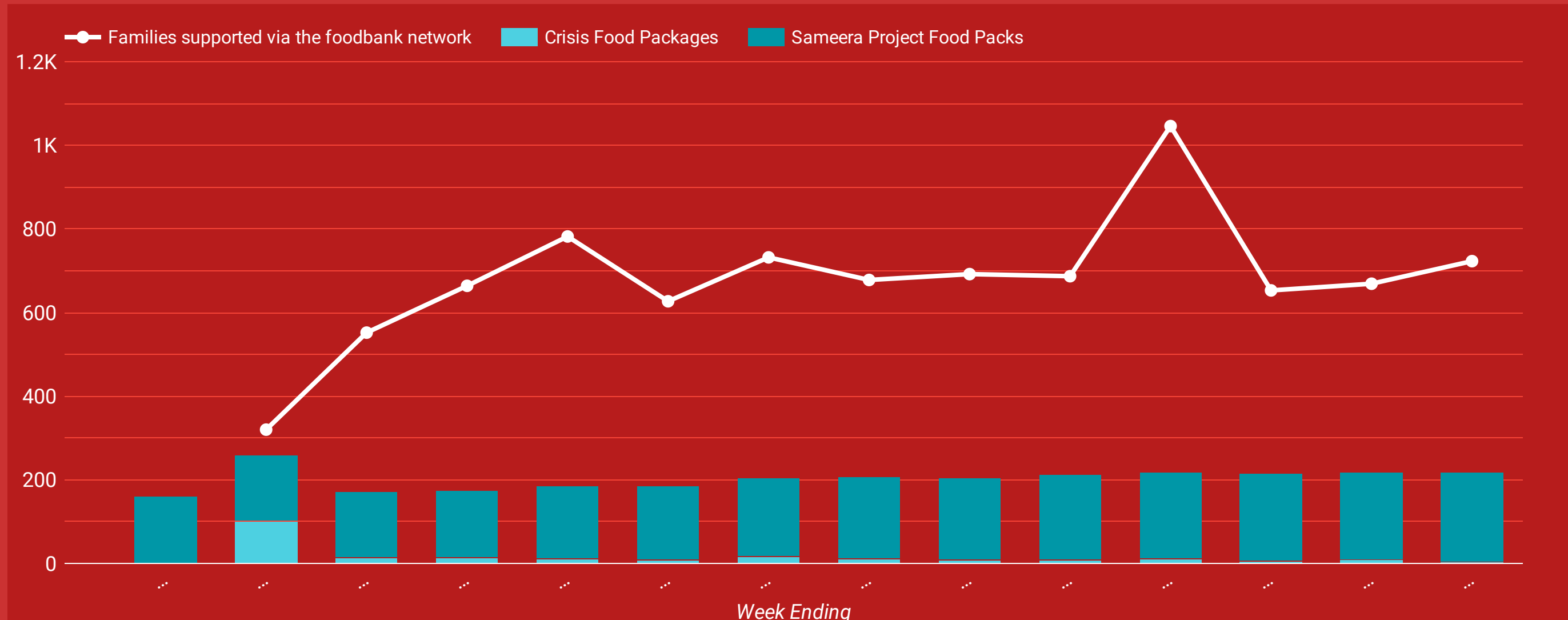
# Corona Virus Support Analysis



Page 131

Total Families Supported

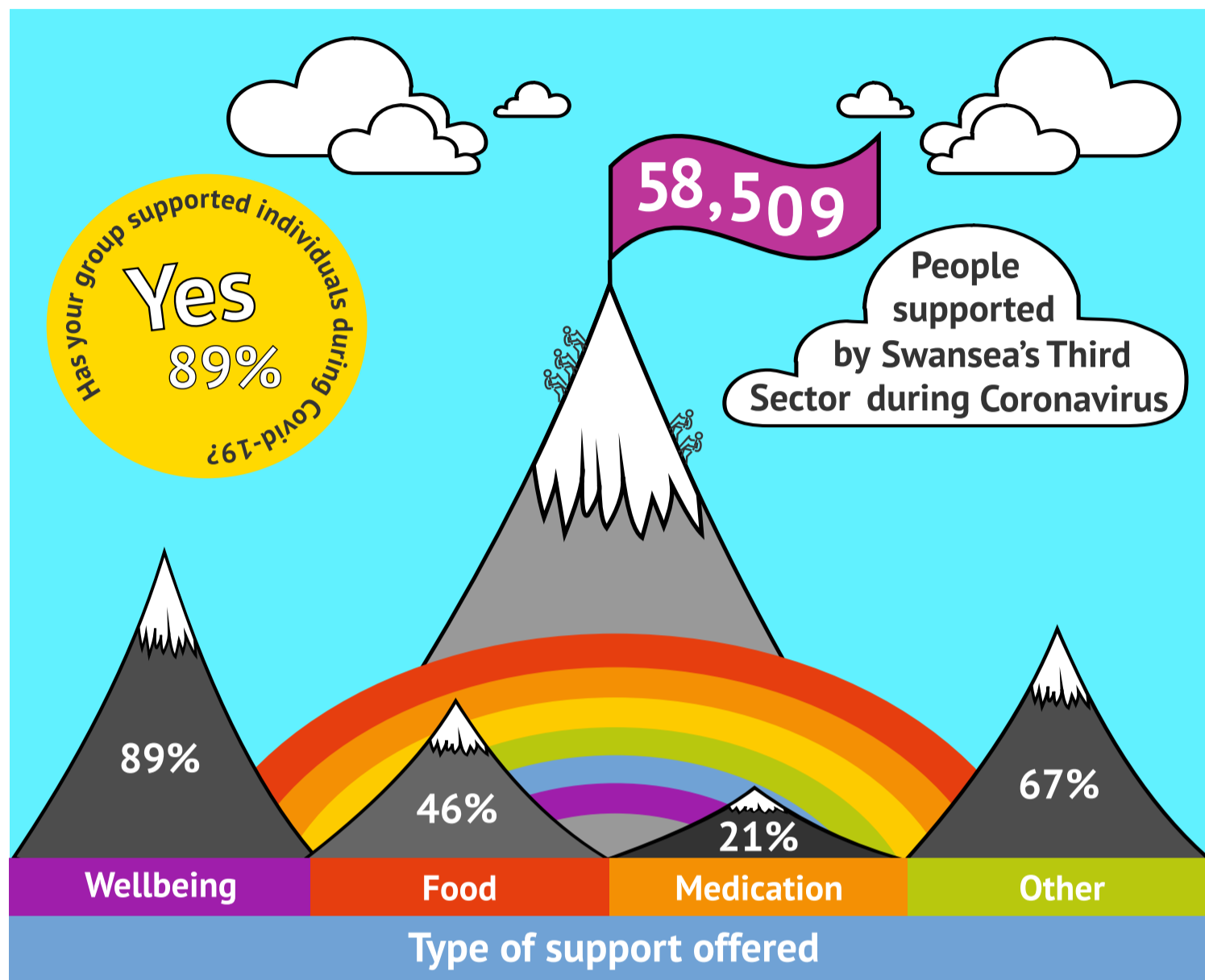
11,455



# Swansea's Third Sector Covid Response



During September 2020, SCVS, at the request of the \*Compact Liaison Group surveyed third sector organisations in Swansea to assess the level of support they have provided to individuals during the coronavirus pandemic so far. The data looks at support offered between March and the end of September 2020. 92 responses were received. The data below does not include SCVS direct and indirect support for individuals during the crisis.



## Support provided by the Third Sector in Swansea during Coronavirus so far

89% of respondents had provided support to individuals during the coronavirus pandemic, 11% had not. The responding organisations have supported 58,509 people in Swansea between March - September 2020.

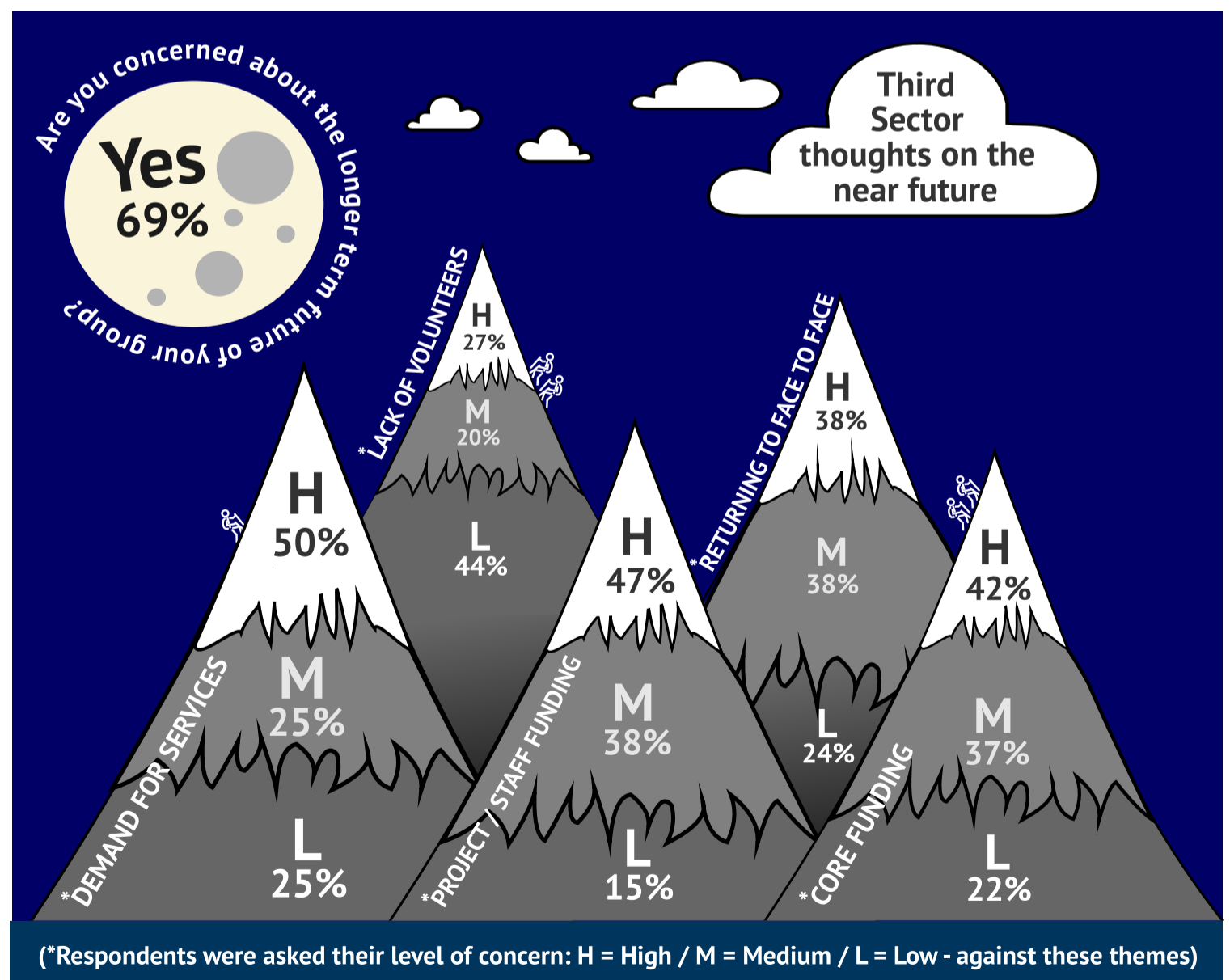
We asked respondents about the type of support they provided: Wellbeing (eg, resources, activities, befriending, telephone support), Medication (eg, collection and delivery of prescriptions), Food (eg, shopping for shielded individuals, food boxes, etc) or 'Other'. Organisations were able to select more than one category. Replies to the 'Other' category included support such as safety planning, direct advice relating to benefits and more.

## Swansea's Third Sector thoughts on the future

As well as assessing the support provided by Third Sector groups in Swansea during Coronavirus so far, we asked respondents to tell us about their levels of concern for the future against different themes.

69% of respondents reported being concerned about the longer term future of their group, 31% were not concerned.

Respondents were then asked to score their level of concern as High, Medium or Low against the key themes of 'Too much / too little demand for your services', 'Finding funding for projects and staff', 'Finding funding for core costs (building, utilities, equipment, etc)', 'How to return to face to face services' and 'A lack of volunteers to support your objectives'.



\*The Compact Liaison Group oversees the third sector and the Council's 'Compact' (set of 'commitments') to collaboration. This resource was created by SCVS - Swansea Council for Voluntary Service - (Charity Number 1063242) - for more information visit [www.scvs.org.uk](http://www.scvs.org.uk)

# Agenda Item 12.



## Report of the Cabinet Member for Adult Social Care and Community Health Services

Cabinet - 19 November 2020

### **FPR7 – Intermediate Care Fund Capital Scheme**

<b>Purpose:</b>	To approve the ICF Capital Funding 20-21 for Swansea Council and to comply with Financial Procedure Rule 7 (Capital Programming and Appraisals) to commit and authorise a scheme to the Capital Programme.
<b>Policy Framework:</b>	Social Services and Wellbeing (Wales) Act 2014 Financial Procedure Rule No. 7
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) Cabinet approve the updated detail of the ICF Capital Funding allocated for 2020-2021 and the schemes and their financial implications as detailed within paragraph 2.2 are added to the Council's capital programme or are amended as set out in the report.
<b>Report Author:</b>	Jane Whitmore
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Deb Smith
<b>Access to Services Officer:</b>	Rhian Millar

## **1. Introduction**

- 1.1 Welsh Government has provided Integrated Care Fund (ICF) to Local Authorities and the Health Board since 2014/2015 to build on effective working across health, the 3<sup>rd</sup> sector, social services and housing to improve the planning and provision of integrated services.
- 1.2 The scheme has a focus on integrated working to help avoid unnecessary hospital admissions, or inappropriate admission to residential care, as well as preventing delayed discharges from hospital.
- 1.3 This has included both Capital and Revenue funding. This reports seeks approval for ICF Capital Schemes only.
- 1.4 Welsh Government previously confirmed that the Capital ICF funding allocation would be for a 3 year Programme, up to 2020/21
- 1.5 As part of the allocation process, all applications are approved via a multi-agency panel and endorsed by Regional Partnership Board. All funds are claimed via the regional Health Board.
- 1.6 ICF Capital Schemes for 20-21 have been reviewed in light of the Covid 19 pandemic to assess what is still achievable within the programme and what parts of the funding schemes can be repurposed to support the response to Covid 19.
- 1.7 This report seeks to update the previously approved Capital Schemes for ICF to take account of the changes.
- 1.8 The table in section 2 outlines ALL capital schemes for Swansea Council under the following headings
  - MCP Capital Funding 20-21 (Previously Approved)
  - MCP Capital Funding 20-21 (New Schemes in response Covid 19)
  - DCP Capital Funding 20-21 (New Schemes in response Covid 19)
- 1.9 It has been confirmed that ALL capital Schemes will need to be completed by the end of 20/21 with no capacity to roll any of the schemes forward into the next financial year.

## **2. Summary of Proposed Works to be added to Capital Programme**

- 2.1 A full financial implications summary which will detail the total schemes can be found under Appendix A.
- 2.2 A summary is outlined in the table below:

	2019/20	2019/20	2020/21	2020/21	Total
	ICF grant	CCS match	ICF grant	CCS match	
	£'000	£'000	£'000	£'000	£'000
Edge of Care(Rhossilli) ICF 2MC	117	0	125	0	242
Early Help Locality Hubs ICF 1MC	70	0	615	100	785
Integrated Community Hub (prior year grant) ICF 22C	0	0	1,034	0	1,034
Parkway Additional Care Beds ICF 23MC	0	0	71	0	71
Alexander Road Additional Care Beds 23MC	0	0	70	0	70
Additional 4 ground floor flats or bungalows (Housing scheme) ICF 24MC	0	0	400	0	400
Acacia Avenue (Housing scheme) ICF 10MC	174	0	108	0	282
<b>Total ICF Schemes</b>	<b>361</b>	<b>0</b>	<b>2,423</b>	<b>100</b>	<b>2,884</b>

### 3. Summary of Regional Allocations

3.1 All regional schemes which are administered via Swansea Council Capital Programme for the Social Services Directorate are outlined in the table below

<b>MCP Capital Funding 20-21 (Previously approved)</b>				
Ref.	Title	Brief Description	Org.	Funding 2020/2021
22C	Re-location of Integrated Community Hub (North)	Revised scope to expand the equipment provision, store and recycling facilities for a wider regional remit	Swansea Council	£1,034,500
10MC	Acacia Road ADAPT Conversion	Conversion of a centre into 2 family homes, with family members with complex needs	Swansea Council	£38,307
2MC	Edge of Care Service (Rhossili)	Development of a residential respite homes in Rhossili including some spot purchasing of specific equipment and the re-development of the site	Swansea Council	£125,000
1MC	Early Help Family Support Locality Hubs	Development of locality based Early Help Hubs to provide	Swansea Council	£615,000

		integrated hub model to provide multi-disciplinary access to family support services		
<b>TOTAL MCP</b>				<b>£1,812,807</b>
DC	Community Equipment Store: Purchase new Vans	Purchase of vans to support delivery of equipment to communities (Already covered in a separate FPR 7)	Regional	£90,000
<b>TOTAL DCP</b>				<b>£90,000</b>

<b>MCP Capital Funding 20-21 (New Schemes in response to COVID-19)</b>				
<b>Ref.</b>	<b>Title</b>	<b>Brief Description</b>	<b>Org.</b>	<b>Funding 2020/2021</b>
23MC	Additional Intermediate Care Beds for Swansea  (Both of these are already in the programme as 2 separate schemes)	Re-open and refurbish Parkway to create additional 35 beds and refurbish Alexander House for a further 7 beds.	Swansea Council	£141,519
10MC	Swansea Council – Acacia Road	Conversion of a centre into 2 family homes, with family members with complex needs	Swansea Council	£70,000
24MC	Adapted Housing Ground Floor Accommodation	Purchase of 4 additional ground floor flats or bungalows that are either adapted or could be further adapted to support people who may be stuck in temporary or unsuitable accommodation or are unable to be moved on from care settings due to a lack of this accommodation, due to COVID	Swansea Council	£400,000
<b>TOTAL MCP</b>				<b>£611,519</b>

#### **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.
- 4.2 Our Equality Impact Assessment process ensures that we have paid due regard to the above.
- 4.3 Project Leads for the individual schemes will follow the Equality Impact Assessment process prior to or from the commencement of each scheme.

## **5. Financial Implications**

- 5.1 It is proposed that the schemes outlined in section 2.2 are added and amended within the Council's Capital Programme. The detailed financial implications for each scheme are shown within Appendix 1.
- 5.2 A number of the proposals have the potential to realise ongoing revenue savings for the Council
- 5.3 The grant must be claimed this year otherwise it will be lost. If the schemes are not fully delivered by 31 March 2021 the grant funding will be lost.

## **6. Legal Implications**

- 6.1 From April 2016, there was a requirement under Part 9 of the Social Services and Well-being (Wales) Act for the establishment of a statutory Regional Partnership Board (RPB). A report requesting approval of the establishment of the RPB and its membership was approved by the 3 Local Authority Cabinets and the Health Board in July 2016. The Western Bay Regional Partnership Board leads on the planning and use of the funding, as well as ensuring delivery, to maximise outcomes for people and the effective and efficient use of resources.
- 6.2 WG ICF guidance states 'Regional partnership boards must put in place a Written Agreement to provide assurance that robust processes are in place to manage the effective delivery of ICF capital and revenue funds'. This has been completed and signed by the Chief Executive of ABMU and countersigned by the Finance Director and endorsed by Regional Partnership Board members.
- 6.3 The Authority has followed the terms of the guidance. It must also ensure that it complies with the terms and conditions attached to any offer of grant funding.

### **Background Papers:**

None

### **Appendices:**

Appendix 1a-g Financial Summary

## **FINANCIAL IMPLICATIONS : SUMMARY**

**Portfolio:** Director of Social Services  
**Service :** Social Services  
**Scheme :** ICF - Edge of Care (C01877)

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					0
Development of residential respite homes in Rhossilli	117	125	0	0	242
					0
<b>EXPENDITURE</b>	<b>117</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>242</b>
<u>Financing</u>					
ICF grant via SBUHB	117	125	0	0	242
					0
					0
					0
<b>FINANCING</b>	<b>117</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>242</b>

<b>2. REVENUE COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>FULL YEAR</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## **FINANCIAL IMPLICATIONS : SUMMARY**

Portfolio: Director of Social Services  
 Service : Social Services  
 Scheme : ICF - Early help locality hub (C01878)

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					0
Development of locality based Early Help Hubs	70	715			785
					0
					0
					0
<b>EXPENDITURE</b>	<b>70</b>	<b>715</b>	<b>0</b>	<b>0</b>	<b>785</b>
<u>Financing</u>					
ICF grant via SBUHB	70	615			685
Funds from CBS Capital Maintenance		100			100
					0
					0
<b>FINANCING</b>	<b>70</b>	<b>715</b>	<b>0</b>	<b>0</b>	<b>785</b>

<b>2. REVENUE COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>FULL YEAR</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **FINANCIAL IMPLICATIONS : SUMMARY**

Portfolio: Director of Social Services  
 Service : Social Services  
 Scheme : ICF - Integrated Community Hub (C02164)

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					
Acquire and develop premises		1034			1034
					0
					0
					0
<b>EXPENDITURE</b>	<b>0</b>	<b>1,034</b>	<b>0</b>	<b>0</b>	<b>1,034</b>
<u>Financing</u>					
ICF grant via SBUHB drawdown in prior years	1,034				1034
					0
					0
					0
<b>FINANCING</b>	<b>1,034</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1034</b>

<b>2. REVENUE COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>FULL YEAR</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **FINANCIAL IMPLICATIONS : SUMMARY**

**Portfolio: Director of Social Services**  
**Service : Social Services**  
**Scheme : Refurbish Parkway (C02187)**

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					0
Refurbish Parkway to create additional care beds	0	71			71
					0
					0
					0
<b>EXPENDITURE</b>	<b>0</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>71</b>
<u>Financing</u>					
ICF grant via SBUHB	0	71			71
					0
					0
<b>FINANCING</b>	<b>0</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>71</b>

<b>2. REVENUE COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>FULL YEAR</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## FINANCIAL IMPLICATIONS : SUMMARY

Portfolio: Director of Social Services  
 Service : Social Services  
 Scheme : Refurbish Alexander Road (C02191)

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					0
Refurbish Alexander House to create additional care beds		70			70
					0
					0
					0
<b>EXPENDITURE</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>70</b>
<u>Financing</u>					
ICF grant via SBUHB		70			70
					0
					0
					0
<b>FINANCING</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>70</b>

<b>2. REVENUE COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>FULL YEAR</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **FINANCIAL IMPLICATIONS : SUMMARY**

Portfolio: Director of Place  
 Service : Housing  
 Scheme : ICF - Acacia Avenue (Housing scheme C0)

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					0
Conversion to two family homes with family members with complex needs	174	108			282
					0
					0
					0
<b>EXPENDITURE</b>	<b>174</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>282</b>
<u>Financing</u>					
ICF grant via SBUHB	174	38			212
ICF Additional Grant via SBUHB		70			70
					0
					0
<b>FINANCING</b>	<b>174</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>282</b>

<b>2. REVENUE COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>FULL YEAR</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## FINANCIAL IMPLICATIONS : SUMMARY

Portfolio: Director of Place  
 Service : Housing  
 Scheme : Acquire 4 additional ground floor flats or bungalows (new Housing code)

<b>1. CAPITAL COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>TOTAL</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Expenditure</u>					0
Acquire 4 additional ground floor flats or bungalows (new HRA code)		400			400
					0
					0
					0
<b>EXPENDITURE</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>400</b>
<u>Financing</u>					
ICF grant via SBUHB		400			400
					0
					0
					0
<b>FINANCING</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>400</b>

<b>2. REVENUE COSTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>FULL YEAR</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Agenda Item 13.



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

Cabinet - 19 November 2020

### Capital Programme Authorisation for the Remodelling of a Hard Standing Area and Installation of a 3G Pitch on Land at Dylan Thomas Community School

<b>Purpose:</b>	<p>To seek approval to commit £204,500 to the capital programme which includes funding as follows:</p> <p>£50,000 from Garfield Weston £61,000 from the Johan Cruyff Foundation £25,000 from the Council £68,500 from the school delegated budget for the scheme for the remodelling of a hard standing area and installation of a 3G pitch on the existing land at Dylan Thomas Community School.</p> <p>To comply with Financial Procedure Rule 7 – to commit and authorise a new project to the Capital Programme.</p>
<b>Policy Framework:</b>	Capital Budget & Programme 2020/2021
<b>Consultation:</b>	Education, Finance, Local Planning Authority, Legal Services, Cultural Services, Corporate Building Services, Procurement, Access to Services, Corporate Health and Safety and Wellbeing Service
<b>Recommendation(s):</b>	<p>It is recommended that:</p> <p>1) £204,500 is committed to the capital programme for the remodelling of a hard court play area and the installation of a 3G pitch following confirmation of funding totalling £111,000 from Garfield Weston and the Johan Cruyff Foundation.</p>
<b>Report Authors:</b>	Louise Herbert Evans & Paul Davies, Head teacher Dylan Thomas School

<b>Finance Officers:</b>	Jayne James / Michelle Thomas / Ben Smith
<b>Legal Officer:</b>	Pamela Milford
<b>Access to Services Officer:</b>	Rhian Millar

## 1. Introduction /Background

- 1.1 Dylan Thomas does not have an all-weather sports facility for pupil and/or community use. This is a situation the school wish to rectify especially given the context of the community that the school serves and the lack of such facilities for our community, i.e. the demand for the use of all-weather facilities for sport far outreaches the supply, therefore there is a clear demand for additional facilities of this kind. The current tarmacadam sports area is out dated and inappropriate for training and fixtures.
- 1.2 The climate is such that the weather often restricts the amount of sport that can be enjoyed during certain times of the year. Having an all-weather pitch will mean our young people can enjoy sports activities all year round and the curriculum offer the school can provide will be far greater as will the level of community use.
- 1.3 Sport is part of our national curriculum and identity. Sport is good for us and teaches us and our children how to rise to a challenge, develop resilience, nurture character and discipline that will help them to develop skills to achieve in life. Above all, sport is fun. This project will leave a long-lasting legacy for many years to come for our pupils and the wider community.
- 1.4 The school is a growing 11-16 secondary school in the heart of Swansea that serves the Townhill and Cockett wards. These locations are among the most deprived wards in Wales. The school itself has the highest percentage of pupils in receipt of free school meals in Wales, currently 54% and a staggering 80% of the school population live in the 20% most deprived wards in Wales. The school has the highest number of pupils with additional learning needs of any school in the Wales and has 3 specialist teaching facilities.
- 1.5 It is important that Dylan Thomas School provides the best facilities it can for its pupils and that the quality of provision does not fall behind that of other schools. All children deserve the best standard of education possible and this project will help us do so.
- 1.6 The school has a strong focus on community, extra-curricular and sports programmes, within the school and wider community. However, is limited as to the 'offer' it can provide its pupils and community since the lack of an all-weather facility restricts the provision of training and/or matches for the school and local grass root clubs. This puts the school at a significant disadvantage. The successful delivery of this project will meet the community's and school's best interests, enhancing further and



fully protecting, a Council owned asset with positive impacts for all stakeholders.

## **2. Description of project**

- 2.1 The school intends to install a 62m x 34m 3G pitch alongside a 25m x 17m Multi Use Games Area (MUGA).
- 2.2 A 3G pitch is a synthetic surface consisting of 3 elements; Synthetic Turf; sand infill and a rubber infill.
- 2.3 3G pitches have several benefits including;
- They can be built to individual requirements and specifications
  - They are all weather facilities yet look and feel like grass
  - They are environmentally friendly
  - They are low maintenance
  - They can withstand intense usage (no requirement to wait for a change of weather for grass to 'repair' itself), and
  - They reduce the risk of injury to players
- 2.4 A Multi Use Games Area (MUGA) enables a variety of games to be played in one area.
- 2.5 The hard standing area is underused and not fit for purpose. The school wishes to provide a 21<sup>st</sup> Century facility to benefit pupils from our school as well as pupils from other schools whether it be as a school team or local club.
- 2.6 Although the hard standing is unsuitable in its present form, it does provide a good base for a 3<sup>rd</sup> generation synthetic top which would allow the school to enhance the sporting facilities that it can already offer.
- 2.7 The project has been in development over the course of the last year and has been the subject of discussion and consultation including with the Education Department, Finance, Planning and the Sustainable Drainage Systems (SuDs) Approval Body.
- 2.8 The school has consulted with planning experts and has received advice that planning approval is not required. There are also existing floodlights which require updating and repair and as such these do not require a planning application.
- 2.9 The school has liaised with the Council's SuDs Approval Senior Engineer, who has been very supportive and helpful. As such the school, on his advice, commissioned a 'Soakaway' test from Terafirma Engineering Company which has found that there are no SuDs issues to account for, as the project involves laying of a carpet over the existing hard court area and would not involve any new construction.

- 2.10 There are a number of benefits by choosing to lay an artificial carpet directly onto the existing tarmac area. Having had the tarmac assessed by an engineer, we have ascertained that it is in excellent condition and suitable to have artificial turf laid directly on to it. By doing this we are avoiding further ground works and as such are not impacting the existing drainage of the site. From a planning perspective this means there is no additional requirement for a complex and expensive drainage system to be designed and built. This brings the total project cost in line with our budgets and allows us to make progress on our new sports facilities. Not only that but we are advised that laying an artificial turf pitch onto an engineered base such as tarmac is a superior solution to a dynamic base such as compacted stone for durability and longevity.
- 2.11 The Headteacher undertook pre-procurement consultation with the market in order to establish the anticipated level of school contribution in addition to the funding that has already been secured. The Council has made a contribution of £25,000 to the project
- 2.12 The school has also sought funding support from various organisations and has submitted funding applications as follows;

Garfield Weston	£50,000
Johann Cruyff Foundation	£61,000

### **3. Health & Safety, Fire Evacuation and First Aid**

- 3.1 Lettings, which will take place in the evenings and weekends will have minimal impact on parking around the site as nearly all staff have left the site by 4:00 - 4:30pm. With bookings not commencing until 5:00pm at the earliest there will be sufficient spaces, i.e. the school currently has 55 spaces on site for after hour visitors. Therefore, the project would not add pressure to car parking or site access.
- 3.2 Patrons will have full access to the parking facilities on site after hours. In addition, patrons will be able to use the drop off zone to the front of the school which the school is in the process of creating following discussions and advice from Health and Safety at the Council. This will be beneficial to users of the 3G as many young people will be dropped off/picked up and as such parents/carers won't require parking. This will make for a more organised safe site when people are coming and going. The 12 spaces lost from the front to create this area, as and when we are able to do so, will be replaced by providing an additional 15 spaces at the rear of the school which we are in the process of organising through funding from local Councillors. There is an overspill parking area on the school yard which could also be used if necessary providing parking for an additional 20 cars.

- 3.3 Fire evacuation. During normal school hours the 3G pitch (replacing the old hard court area) will continue to be the assembly point for pupils and staff as per our existing emergency action plan. New signage will be acquired and placed on display so that pupils and staff continue to be aware of where to assemble.
- 3.4 Out of hours activity operators will have communication with the duty officer, who is responsible for securing the site when all patrons have left. The duty officer will perform the fire coordinator role/task, liaise with operators ensuring all are accounted for, and communicating with the fire service.
- 3.5 The designated assembly point for evening users is the front carpark. This is a well-lit area, accessible without entering the building, and a good point to liaise with the duty officer. There is also clear and appropriate signage.
- 3.6 It will be the operator, who will be responsible for taking a register of participants, and then checking all patrons at the assembly point, before communicating this to the duty officer.
- 3.7 Lettings customers will be made aware of these procedures as part of their lettings contract procedures as part of the letting arrangements and agreement. There will 2 annual drills practiced with operators and documented. Our existing evening procedures and plan is already embedded in our existing emergency action plan.
- 3.8 First and foremost our premises staff are all First Aid trained and qualified. Secondly, the clubs that hire the facility will have their own safety officer as all clubs will be accredited with the FAW, otherwise they will not be permitted to hire the facility.
- 3.9 There are sufficient clubs requiring the use of such a facility for us to be confident of achieving our target income. The school will complete the usual landlord lettings consent application forms for bookings.

#### **4. Procurement**

- 4.1 The project has been developed in consultation with Corporate Building Services and Procurement officers and will be managed by Paul Davies (Headteacher)
- 4.2 Full details technical of the scheme will be submitted to the Council under the School landlord's building/facilities consent process, for approval.
- 4.3 The project is currently being advertised on Sell2Wales, and the school will take the advice of the procurement team to ensure compliance with the Council's Contract Procedure Rules.

## 5. Legal Implications

- 5.1 The school and the Council as applicable will need to comply with the terms and conditions attached to any grant funding.
- 5.2 All contracts for works necessary to deliver the project must be procured in accordance with the Council's Contract Procedure Rules and the relevant EU Regulations as appropriate. The contractual liabilities/ obligations of the Council and any appointed contractor(s) will be covered by the individual contract(s) entered into.

### Third party lettings

The school will follow the third party lettings consent process;

<http://www.swansea.gov.uk/staffnet/lettingsconsent>

This requires schools to request authorisation from the corporate landlords service (FM) to let its facility/premises to a third party organisation.

## 6. Financial Implications

### Capital

- 6.1 The project has been designed with no financial implication to the Council however the Council, having viewed the project, offered to contribute £25,000 to the overall capital cost.
- 6.2 The total estimated capital cost of the project for a 62m x 34m 3G pitch alongside a 25m x 17m sports MUGA and sports yard (including flood light repairs) is estimated to be £204,500.
- 6.3 This cost estimate has been derived from meetings between the Headteacher and several companies to examine the preferred options.
- 6.4 These costs would be met by the following funding;

i.	Garfield Weston	£50,000
ii.	Johann Cruyff Foundation	£61,000
iii.	The Council contribution	£25,000
iv.	School Budget	£50,000
v.	School Budget	£18,500

### Revenue

- 6.5 A breakdown of expected income and expenditure is attached as appendix A
- 6.6 The school has been approached by local clubs who do not currently have their own training facility e.g. Gower Galaxy, Penlan FC and West End FC. All of these clubs have indicated that they would wish to use the facility as

their regular training ground on a weekly basis as well at the weekend for matches and during holidays for summer schools and similar events.

- 6.7 There are no additional staffing costs in the evenings while the school continues with the same opening hours. Any increase in demand for extended evening opening would incur additional costs for caretakers closing the site which would be covered by lettings charges. The school currently has lettings on a Saturday for 40 weeks of the year. Therefore, staffing costs for 3G lettings on a Saturday are already accounted for.
- 6.8 The school intends to use the sinking fund facility which the Council has recently introduced at a cost of £8,000 per annum through the income generated. This will allow the school to replace the cost of the artificial carpet when it comes to the end of its lifespan, i.e. around 12 - 15 years. As will be seen from the summary in the appendix, even with the minimum income scenario, there is sufficient income to cover this annual amount.
- 6.9 The anticipated annual maintenance charges will be in the region of £2,000 based on similar sized pitches in other schools and from guidance received from providers of these facilities. This will cover the fortnightly cost of 'rolling' the pitch as well as twice annually replacing/adding further plastic pellets to the pitch. The total cost of the sink fund (£8,000) and maintenance (£2,000) is £10,000 per annum. This cost will be covered by the minimum level of bookings expected for either pitch option. The school will be left with a healthy remaining balance to invest in maintaining the facility, enhancing it further or even investing in other school facilities as and when required.
- 6.10 The calculation based on the current school opening hours for electricity usage is £1,980
- 6.11 Calculations for additional opening hours in the evening are also included in appendix A

## **7. Terms and conditions of grant funding and equipment provision**

- 7.1 Garfield Weston require the allocated sum to be spent within 24 months. The funding must only be spent on the project outlined and this must be its sole intention i.e. sports use for the school and the community. The grant has been released to the school as the full project amount has been achieved.

A summary of the grant terms is as follows:

- a. The grant may only be used for the purposes outlined in the organisation's application
- b. Significant changes to the project are notifiable to Garfield Weston
- c. An end of grant report should be submitted at the end of the period
- d. Unspent funding must be returned to Garfield Weston

- e. Repayment will be made if the organisation becomes insolvent, goes into administration/receivership or liquidation
- f. Organisations are not permitted to submit another application for at least 12 months
- g. Serious incident reports are notifiable
- h. Safeguarding for vulnerable people must be in place
- i. Some or all of the grant may be reclaimed if these requirements are not met

7.2 The Johan Cruyff Foundations stipulates that the project must include sport. The school will need to demonstrate pupil involvement in designing aspects of the MUGA. The funding must only be spent on the project outlined and this must be its sole intention i.e. sports use for the school and the community.

A summary of the grant terms is as follows:

- a. A Cruyff court must add value to the community
- b. There must be support with the community
- c. The court should form a central part of the community
- d. The field must make a contribution to making sports more accessible to young people as well as social integration

## **8. Equality and Engagement Implications**

8.1 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.

8.2 The completed Equality Impact Assessment Screening form is attached (Appendix B) and if the funding is approved, a full EIA report will be completed prior to the project starting on site. It is envisaged that the project will have a very positive outcome on a number of the protected characteristics.

**Background Papers:** None

### **Appendices:**

- Appendix A Summary of Financial implications (including income streams)
- Appendix B EIA Summary

**FINANCIAL IMPLICATIONS : SUMMARY**

<b>1. CAPITAL COSTS</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/5</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<u>Expenditure</u>						
	204,500	8,000	8,000	8,000	8,000	236,500
<b>EXPENDITURE</b>	<b>204,500</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>236,500</b>
<u>Financing</u>						
Johann Cruyff	61,000					61,000
Garfield Western	50,000					50,000
<u>Local Authority</u>	25,000					25,000
School Contribution	50,000					50,000
School Contribution	18,500					18,500
						0
<b>FINANCING</b>	<b>204,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204,500</b>

<b>2. REVENUE COSTS</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/5</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<u>Service Controlled - Expenditure</u>						
<b><i>Based on minimum lettings during current school opening hours</i></b>						
Employees	0	0	0	0	0	0 N/A
Maintenance	2,000	2,000	2,000	2,000	2,000	10,000
Equipment						0
Administration (utilities)	1,980	2,020	2,060	2,101	2,143	10,304 2% inflation rate
Income from lettings (10hrs per week @£50ph)	-20,000	-20,000	-20,600	-16,480	-16,974	-94,054 3% lettings charges increase in Year 3 & 5)
<b>NET EXPENDITURE</b>	<b>-16,020</b>	<b>-15,980</b>	<b>-16,540</b>	<b>-12,379</b>	<b>-12,831</b>	<b>-73,750</b>

<b>2. REVENUE COSTS</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/5</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<u>Service Controlled - Expenditure</u>						
<b><i>Based on expected lettings with one additional hour of opening</i></b>						
Employees	90	91	93	94	90	458 Based on 5 x 1 hour @1.33 rate & 1.5% pay increase
Maintenance	2,000	2,000	2,000	2,000	2,000	10,000
Equipment						0
Administration (utilities)	2,970	3,029	3,090	3,152	3,215	15,456 2% inflation rate
Income from lettings (15 hrs per week @£50ph)	-30,000	-30,000	-30,900	-24,720	-31,827	-147,447 3% lettings charges increase in Year 3 & 5
<b>NET EXPENDITURE</b>	<b>-24,940</b>	<b>-24,880</b>	<b>-25,717</b>	<b>-19,474</b>	<b>-26,522</b>	<b>-121,533</b>

The above does not include Saturday or school holiday

# Equality Impact Assessment Screening Form – Appendix B

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: Planning and Resources

Directorate: Education

### 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:**

### Dylan Thomas Community School 3G Pitch Project

Remodelling of a hard standing area and installation of a 3G pitch on land at Dylan Thomas Community School.

Dylan Thomas does not have an all-weather sports facility for pupil and/or community use. This is a situation the school wish to rectify especially given the context of the community that the school serves and the lack of such facilities for our community, i.e. the demand for the use of all-weather facilities for sport far outreaches the supply, therefore there is a clear demand for additional facilities of this kind. The current tarmacadam sports area is out dated and inappropriate for training and fixtures.

The climate is such that the weather often restricts the amount of sport that can be enjoyed during certain times of the year. Having an all-weather pitch will mean our young people can enjoy sports activities all year round and the curriculum offer the school can provide will be far greater as will the level of community use.

Sport is part of our national curriculum and identity. Sport is good for us and teaches us and our children how to rise to a challenge, develop resilience, nurture character and discipline that will help them to develop skills to achieve in life. Above all, sport is fun. This project will leave a long-lasting legacy for many years to come for our pupils and the wider community.

### 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)



# Equality Impact Assessment Screening Form – Appendix B

## 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+) →	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group →	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion →	<input checked="" 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

The school has engaged with its governing body and local sports clubs prior to bringing this proposal forward. The whole school community will be actively engaged should the proposal be taken forward.

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

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

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

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

Yes     
  No     
 If yes, please provide details below

## Equality Impact Assessment Screening Form – Appendix B

### 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.

This proposal will build on the school's current provision and ensure that the whole school and wider school community can access high quality sports facilities.

### 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: Rhodri Jones
Job title: Head of Education Performance Team
Date: 28/09/2020
Approval by Head of Service:
Name: Brian Roles
Position: Head of Education Planning and Resources
Date: 28/09/2020

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

# Agenda Item 14.



## Report of the Local Authority Governor Appointment Group

Cabinet – 19 November 2020

### Local Authority Governor Appointments

<b>Purpose:</b>	To approve the nominations submitted to fill Local Authority Governor vacancies in School Governing Bodies
<b>Policy Framework:</b>	Local Authority (LA) Governor Appointments Procedure (Adopted by Council on 26 October 2017)
<b>Consultation:</b>	Access to Services, Finance, Legal
<b>Recommendation(s):</b>	It is recommended that:  1) The nominations recommended by the Interim Director of Education in conjunction with the Cabinet Member for Education Improvement, Learning and Skills be approved.
<b>Report Author:</b>	Gemma Wynne
<b>Finance Officer:</b>	Chris Davies
<b>Legal Officer:</b>	Stephanie Williams
<b>Access to Services Officer:</b>	Catherine Window

#### 1. The nominations referred for approval

1.1 The nominations are recommended for approval as follows:

1. Brynmill Primary School	Mr Hywel Vaughan
2. Cwmrhydyceirw Primary School	Mrs Kelly Byrne
3. Hendrefoilan Primary School	Mrs Aime Rushton

4. St Helen's Primary School	Miss Hannah Lawson
5. Ysgol Pen Y Bryn	Mrs Lesley Williams
6. Cefn Hengoed Community School	Mrs Joanne Hershell
7. Gowerton School	Mrs Bethina Rees-Lawrence
8. Pentrehafod Comprehensive School	Mrs Margaret Hughes
9. YG Bryntawe	Mrs Eleni Cordingley

## 2. Financial Implications

- 2.1 There are no financial implications for the appointments; all costs will be met from existing budgets.

## 3. Legal Implications

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

## 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.
- 4.2 Our Equality Impact Assessment process ensures that we have paid due regard to the above.
- 4.3 There are no equality and engagement implications associated with this report.

**Background papers:** None

### **Appendices:**

Appendix A - Equality Impact Assessment Form

# Equality Impact Assessment Screening Form – Appendix A

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

## Section 1

Which service area and directorate are you from?

Service Area: Education

Directorate: People

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

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

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

Appointing Local Authority governors to schools in Swansea

### 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 type="checkbox"/> (M)	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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

This activity does not require consultation

# Equality Impact Assessment Screening Form – Appendix A

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

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

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

High risk <input type="checkbox"/> (H)	Medium risk <input 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       x 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.**

There are no equality and engagement implications associated with this process. Under the Government of Maintained Schools (Wales) Regulations 2005, it is a statutory requirement for all schools to have Local Authority governors who are appointed by the Direction of Education in conjunction with the Cabinet Member for Education Improvement, Learning and Skills. The Councillor(s) representing the ward(s) in the catchment area of the schools', the Headteacher and Chair of governors views will be sought to input into the decision-making and recommendations are taken to Cabinet for ratification as agreed by the Council Constitution.

**Section 2**

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

<b>Screening completed by:</b>
Name: Gemma Wynne
Job title: Governor Support Officer
Date: 03/06/19
<b>Approval by Head of Service:</b>
Name: Nick Williams
Position: Director of Education
Date: 03/06/19

# Agenda Item 15.



## Report of the Cabinet Member for Environment Enhancement & Infrastructure Management

Cabinet – 19 November 2020

### Review of City Centre Car Parking Charges to Support the City Centre during the Covid 19 Pandemic

<b>Purpose:</b>	The report looks at the financial impact of implementing reduced car parking charges within our City Centre Car Parks
<b>Policy Framework:</b>	Highways and Transportation – Car Parking Policy
<b>Consultation:</b>	Access to Services, Finance, Legal, Customer Contact Centre.
<b>Recommendation(s):</b>	It is recommended that:  1) The implementation of revised parking charges for the period 9 <sup>th</sup> November 2020 to the 9 <sup>th</sup> December 2020 as detailed in this report are endorsed. That Cabinet approves the extension of the revised parking charges from 9 <sup>th</sup> December 2020 to 31 <sup>st</sup> January 2021.  2) Cabinet delegates authority to the Cabinet Member - Environment Enhancement & Infrastructure Management, Chief Finance Officer and the Head of Highways and Transportation to review and implement any further changes to car parking and park and ride tariffs from the 31 <sup>st</sup> January 2021 to 31 <sup>st</sup> March 2021.
<b>Report Author:</b>	Gavin Newman
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The COVID 19 pandemic and subsequent lockdown has had a profound effect on the City Centre by changing the public's behaviour in terms of business and recreation.

- 1.2 With more businesses following Welsh Government guidelines to work from home, offices are quieter and City Centre footfall has reduced. Traffic levels into the City Centre at peak times are lower than before the lockdown in March. With less traffic and visitors to the City Centre the demand for car parking has also reduced. This has resulted in less usage of our City Centre Car Parks and meant that car park income is down on previous years.
- 1.3 Park and Ride is a service that the Council has promoted as a cheaper and more sustainable travel method for visitors into the City Centre. Whilst aimed at shoppers and commuters the service seems more popular with City Centre workers who require all day parking. At £2.50 it is cheaper than the £7.00 all day car parking tariff.
- 1.4 Surveys carried out in 2019 as part of the City Centre Parking Strategy revealed that the average length of stays in City Centre Car Parks was between 2-3 hours costing between £2 - £3. This could be a reason why some shoppers chose to drive into the City Centre and pay for parking rather than use the Park and Ride.
- 1.5 With reduced City Centre Parking after Christmas 2019, due to the Swansea Central works, the Council reduced the price of the Park and Ride Service to £1 after 9:30am. This incentive made the Park and Ride more financially appealing to visitors. However, there was only a modest increase in Park and Ride usage, up until late March 2020 when the Covid 19 lockdown commenced, and the P&R sites were closed.
- 1.6 With social distancing rules currently in place and reduced capacity on buses, since reopening the Park and Ride sites, in October 2020, the level of usage has been very low with on average only 10 cars using each of the P&R sites per day.
- 1.7 With Wales currently under a nationwide circuit breaker lockdown, the City Centre will be placed under more pressure. There is a demand to support the city centre in recovering quickly following the lifting of restrictions, expected to be on the 9<sup>th</sup> November 2020, and a reduced parking tariff offer is one of a raft of measures currently under consideration.

## **2. City Centre Car Park offers**

- 2.1 It is proposed that a simple offer across all City Centre Car parks, including the three multi storey car parks (Quadrant, St David's and High Street) be introduced from when the lockdown period ends on Monday 9<sup>th</sup> November 2020 through until the end of January (the end of the January sales period)
- 2.2 The proposed offer, for consideration, is £1 for 2 hours and £2 all day after 9:30am. Up until 9:30am normal charges would apply. This offer would ensure that ample customer parking is available.



2.3 In order to support City Centre workers the Park and Ride charges would be dropped from £2.50 to just £1. This would be available throughout the day so could also be taken up by visitors.

2.4 The current tariff structure in High Street multi storey car park is:

- 50p for 1 hour parking
- £1 for 2 hours

The current 50p for 1 hours parking has a very low uptake. This might be because we allow 40 minutes free parking for rail customers picking up or dropping off from the rail station. This free 40 minute period is to continue throughout the period of the offer. The proposed city wide parking offer would be more expensive for the first hour, at £1 for 2hours, it would match the 2 hour tariff band. However, shoppers would significantly benefit thereafter as current all day parking is £6 in this car park. Therefore, it is considered that the offer would still be popular with High Street multi storey car park users. It should also be noted that most customers in High Street stay for longer periods and many of them are season ticket holders.

2.5 St Davids MSCP current tariff reduction offer is £1 for 3 hours parking. However, to park for 4 hours would cost £4, a £5 hour stay would cost £5 and all day would cost £7. Again, the revised city wide offer is considered to be more beneficial to shoppers, than the previous offer, allowing visitors to spend all day in the city centre for a £2 car park charge.

2.6 By comparison in Quadrant MSCP the tariff is more expensive meaning this tariff reduction is even greater. A 1 hour stay currently costs £1.40, 2 hour £2.80, 3 hour £4.00 and 4 hour £5.50. Any additional after this are charged at £2.20 per hour meaning an all-day 7 hour stay would cost £12.10.

2.7 By keeping the pricing offer simple and consistent across the city centre, will support a marketing campaign, that is simple, easily understood and therefore attractive to prospective visitors to the city centre.

2.8 These offers have been consulted on with Swansea BID who have been approached by their members to ask the Council to provide a simple City wide parking offer that will not only encourage visitors to the City Centre on the approach to Christmas but also encourage longer stays.

2.9 These offers would apply only to the City Centre. A separate paper considering options for areas like Mumbles will be provided in due course.

### **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 In order to comply with equality regulations an Equality Impact Assessment screening form was completed with the agreed outcome that a full EIA report was not required.
- 3.3 In order to support business and encourage City Centre footfall through the Coronavirus lockdown the Council proposes to reduce City centre Car Parking and Park and Ride Charges. The proposed changes are more in line with the Councils current Transportation and Environmental Policies. A full EIA report is not required as this proposal will have no disproportionate impact on protected groups. By keeping the pricing offer simple and consistent across the city centre, will support a marketing campaign, that is simple, easily understood and therefore attractive to prospective visitors to the city centre. The proposed changes overall result in cheaper car park chares in the City Centre over the period outlined, this will be of benefit to all users.
- 3.4 The screening form can be found within Appendix A.

#### 4. Financial Implications

- 4.1 Implementing the proposed £1 for 2 hours and £2 all day parking charges across all City Centre Car Parks would have the following financial implications:-
- In September 2019 City Centre Car Park income totalled £99627.45 compared with £78000 in September 2020. This is a percentage reduction of 21%.
  - It is difficult to predict how the lockdown and pandemic will impact City Centre footfall. We are therefore basing our income estimates on 2019 income figures less 21%. This is the reduction from this year plus a further 51% reduction to account for the proposed offer.

Month	2019-20	2020-21 estimate - 21%	2020-21 estimate with deal - 51%	Financial loss
Nov	£118,116.45	£93,312	£47,582.12	£45,729.88
Dec	£144,096.70	£113,836.39	£55,780.39	£58,056.00
Jan	£96,810.23	£76,480.09	£37,475.24	£39,004.85
Feb	£82,783.00	£65,399.00	£40,564.00	£24,835.00
Mar	£39,568.00	£31,259.00	£19,389.00	£11,870.00
<b>Total</b>	<b>£481,374.38</b>	<b>£380,286</b>	<b>£181,401.75</b>	<b>£179,495.73</b>

Charges would return to normal levels in April 2021.

The overall loss of car park income due to the pandemic is far greater than 21%, however, we have factored in that there will be an increase in

demand during the run up to Christmas. It is extremely difficult to predict future usage in these unprecedented times.

4.2 Implementing the proposed £1 all day at Landore and Fabian Way Park and Ride is a 60% reduction and would have the following financial implications:-

- Usage at both sites since reopening has been very low with on average only 10 vehicles a day at each site using the service generating income of £50 a day so £300 a week or £1200 a month.
- Based on the same usage with the reduced tariff monthly income would reduce to £480.

Month	2019-20	2020-21 estimate	2020-21 estimate with deal - 60%	Financial loss
Nov	£21,279.00	£1,200.00	£480.00	£720.00
Dec	£25,449.00	£1,200.00	£480.00	£720.00
Jan	£9,550.00	£1,200.00	£480.00	£720.00
Feb	£13,017.00	£1,200.00	£480.00	£720.00
Mar	£4,231.00	£1,200.00	£480.00	£720.00
<b>Total</b>	<b>£73,526.00</b>	<b>£6,000</b>	<b>£1,920.00</b>	<b>£3,600.00</b>

4.3 In all cases it is explicitly assumed that any voluntary decision to forgo income or increase costs by reducing or waiving charges will mean there may be limited scope to claim such future “losses” from Welsh Government.

4.4 If Cabinet were minded to proceed the Section 151 Officer would recommend the cost be funded by release from contingency (given one off nature) and that Cabinet accepts the draw from other earmarked reserves in due course will likely go up as the available contingency sum shrinks by release and allocation to services. Any draw from contingency, if so approved, will be fully reflected in the third quarter monitoring report on the budget to Cabinet in February. Cabinet will also have to be mindful of any future cost obligations in recommending a budget for 2021-22 to full Council for March 2021.

## 5. Legal Implications

5.1 Notices publicising the proposed changes to Car Park Charges would need to be prepared and advertised.

## 6. Summary and recommendations

6.1 That Cabinet consider the proposals detailed within the report and the associated financial risks in implementing price reductions in Car Parks and Park and Rides.

**Background Papers:** None

### Appendices:

Appendix A - EIA Assessment Form

Appendix B - Financial Methodology

## 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: Parking Services

Directorate:Place

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

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

## (b) Please name and describe here:

## Increase in Car Park Charges

It is proposed that a simple offer across all City Centre Car parks, including the three multi storey car parks (Quadrant, St David's and High Street) be introduced from when the lockdown period ends on Monday 9<sup>th</sup> November 2020 through until the end of January (the end of the January sales period)

The proposed offer, for consideration, is £1 for 2 hours and £2 all day after 9:30am. Up until 9:30am normal charges would apply. This offer would ensure that ample customer parking is available.

In order to support City Centre workers the Park and Ride charges would be dropped from £2.50 to just £1. This would be available throughout the day so could also be taken up by visitors.

The current tariff structure in High Street multi storey car park is:

- 50p for 1 hour parking
- £1 for 2 hours

The current 50p for 1 hours parking has a very low uptake. This might be because we allow 40 minutes free parking for rail customers picking up or dropping off from the rail station. The proposed city wide parking offer would be more expensive for the first hour, at £1 for 2hours, it would match the 2 hour tariff band. However, shoppers would significantly benefit thereafter as current all day parking is £8 in this car park. Therefore, it is considered that the offer would still be popular with High Street multi storey car park users. It should also be noted that most customers in High Street stay for longer periods and many of them are season ticket holders.

St Davids MSCP current tariff reduction offer is £1 for 3 hours parking. However, to park for 4 hours would cost £4, a £5 hour stay would cost £5 and all day would cost £7. Again, the revised city wide offer is considered to be more beneficial to shoppers, than the previous offer, allowing visitors to spend all day in the city centre for a £2 car park charge.

By comparison in Quadrant MSCP the tariff is more expensive meaning this tariff reduction is even greater. A 1 hour stay currently costs £1.40, 2 hour £2.80, 3 hour £4.00 and 4 hour £5.50. Any additional after this are charged at £2.20 per hour meaning an all-day 7 hour stay would cost £12.10.

## Equality Impact Assessment Screening Form – 2017/8

By keeping the pricing offer simple and consistent across the city centre, will support a marketing campaign, that is simple, easily understood and therefore attractive to prospective visitors to the city centre.

These offers would apply only to the City Centre. A separate paper considering options for areas like Mumbles will be provided in due course.

**Q2(a) WHAT DOES Q1a RELATE TO?**

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

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

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

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

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

**Equality Impact Assessment Screening Form – 2017/8**

**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

In order to support business and encourage city centre footfall through the Coronavirus lockdown the Council proposes to reduce City centre Car Parking and Park and Ride Charges. This offer has been consulted on with Swansea BID who have been approached by their members to ask the Council to provide a simple City wide parking offer that will not only encourage visitors to the City Centre on the approach to Christmas but also encourage longer stays. Surveys carried out by the Council in 2019 for the City Centre Parking Strategy revealed the average length of stay in City Centre Car Parks was between 2-3 hours.

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

High visibility  
 (H)

Medium visibility  
 (M)

Low visibility  
 (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  
 (H)

Medium risk  
 (M)

Low risk  
 (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.

In order to support business and encourage City Centre footfall through the Coronavirus lockdown the Council proposes to reduce City centre Car Parking and Park and Ride Charges.

The proposed changes are more in line with the Councils current Transportation and Environmental Policies. A full EIA report is not required as this proposal will have no disproportionate impact on protected groups. By keeping the pricing offer simple and consistent across the city centre, will support a marketing campaign, that is simple, easily understood and therefore attractive to prospective visitors to the city centre. The proposed changes overall result in cheaper car park chares in the City Centre over the period outlined, this will be of benefit to all users.

### 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: Gavin Newman
Job title: Parking Services Officer
Date: 5/11/20
Approval by Head of Service:
Name:
Position:
Date:

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

## **Appendix B – Financial Methodology**

- During September 2020 the income from all City Centre Car Parks was £78,000. Only £7500 of this was taken before 9:30am.
- The City centre parking Strategy revealed that the most common length of stay in the City Centre was up to 3 hours.
- Based on a crude assessment that 60% of customers stay up to 3 hours, 20% up to 4 hours and the remaining 20% all day we can work out that:-
  - 2014 customers bought an all-day ticket
  - 3133 customers bought a 4 hour ticket
  - 12085 customers bought a 3 hour ticket

If 2014 customers paid £2 rather than £7 that would be loss of £10070.

If 3133 customers paid £2 rather than £4 that would be a loss of £7833.

If 2014 customers paid £2 rather than £3.50 that would be a loss of £18128.

Total loss based on September 2020 income £36031 a 51% loss.



# Agenda Item 16.



## Report of the Cabinet Member for Environment Enhancement and Infrastructure Management

Cabinet - 19 November 2020

### Graig Road Reconstruction

<b>Purpose:</b>	To comply with Financial Procedure Rule No. 7 (Capital Programming and Appraisals): to commit and authorise schemes onto the Capital Programme.  To confirm funding for the Repairs to Graig Road
<b>Policy Framework:</b>	Council constitution. Addition of capital project in line with financial procedure rules (FPR7)
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The proposed scheme to reconstruct Graig Road is approved and included in the Capital Programme.
<b>Report Authors:</b>	Bob Fenwick/Stuart Davies
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Jonathan Wills
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 At its meeting of 5th March 2020, Council approved the Highways and Transportation Capital allocation for 20/21. This included the annual allocation £3.375m, £1.4m additional backlog spending, £1.5m from reserves and a 1.19m Welsh Government Capital Grant.
- 1.2 Graig Road is an adopted Highway in Morrision Ward. The road and the supporting slope have failed and the road has been closed to vehicles since October 2019.
- 1.3 Several areas of cracking have been noted over and above the initial collapse.

## **2. Capital Programme**

- 2.1 Due to the emergency nature of the works it is intended to fund the scheme from any available underspends in the 20/21 allocation with return funding allocated in the 21/22 allocation (or other source agreed as part of the council setting of the Capital budget).

## **3. Key Proposals**

- 3.1 A comprehensive geotechnical investigation has been undertaken and the following works are planned.

- A retaining wall to support the road in the vicinity of No1. Graig Road.
- Earth works to prevent use of an unregistered piece of land to prevent further undermining of the highway.
- Drainage and road reconstruction to tow areas of the highway that have cracked and show signs of substructure water damage.
- Fencing works to protect the bank along the council owned and unregistered land
- A small lighting scheme to hence the alternate footway access.
- Works to allow emergency access through the narrowed section of the road.

- 3.2 The main retaining wall works will be undertaken by specialist geotechnical contractors, engaged by waiver. The remaining works will be undertaken either by internal teams or through existing contracts.

## **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 This work is maintenance related and returns the Highway to the status quo, no EIA is required.

## **5. Financial Implications**

- 5.1 The scheme is for Emergency works which are not funded or factored into the current capital programme. The scheme will be funded from underspends within the 2020-21 Highways capital programme or from 2021-22 programme if insufficient funding is released from 2020-21. The estimated cost of the scheme is £550k
- 5.2 **Revenue** - Future maintenance expenditure will be met from existing budgets.

## **6. Legal Implications**

- 6.1 This investment will assist the Authority in discharging its statutory duty to maintain the Highway. All Procurements and Contracts intended to be let in respect of the above Schemes will need to be in accordance with current UK Legislation and EU Directives as well as complying with the Council's Contract Procedure Rules.
- 6.2 Under s.305 of the Highways Act 1980 the Council are entitled to recover expenses plus interest incurred from the owner of premises where works were carried out by the Highway Authority under any section of the Highways Act 1980. The expenses can be recovered by way of a charge on the owner's property or properties or by way of instalments or as a civil debt in the Magistrates Court.

**Background papers:** None

**Appendices:** None

# Agenda Item 17.



## Report of the Chief Legal Officer

Cabinet – 19 November 2020

### Exclusion of the Public

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.	
<b>Policy Framework:</b>	None.	
<b>Consultation:</b>	Legal.	
<b>Recommendation(s):</b>	It is recommended that:	
<b>1)</b>	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.	
	<b>Item No.</b>	<b>Relevant Paragraphs in Schedule 12A</b>
	18 & 19	13 & 14
<b>Report Author:</b>	Democratic Services	
<b>Finance Officer:</b>	Not Applicable	
<b>Legal Officer:</b>	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 dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

#### 2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the

grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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

### **3. Financial Implications**

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

### **4. Legal Implications**

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

**Background Papers:** None.

**Appendices:** Appendix A – Public Interest Test.

## Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
<b>12</b>	<b>Information relating to a particular individual.</b>
	<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>
<b>13</b>	<b>Information which is likely to reveal the identity of an individual.</b>
	<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>
<b>14</b>	<b>Information relating to the financial or business affairs of any particular person (including the authority holding that information).</b>
	<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"> <li>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</li> <li>b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts.</li> </ul> <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><b>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.</b></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><b>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</b></p>
	<p>No public interest test.</p>
17	<p><b>Information which reveals that the authority proposes:</b></p> <p><b>(a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</b></p> <p><b>(b) To make an order or direction under any enactment.</b></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><b>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</b></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 18.

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

Document is Restricted



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Wybodaeth) (Amrywiad) (Cymru) 2007.

Document is Restricted

# Agenda Item 19.

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