



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Cabinet

At: Remotely via Microsoft Teams

On: Thursday, 17 December 2020

Time: 10.00 am

Chair: Councillor Rob Stewart

Membership:

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

Also Invited: A Pugh

Watch Online: <https://bit.ly/2JxmwBc>

Webcasting: This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and / or training purposes.

You are welcome to speak Welsh in the meeting.

Please inform us by noon, two working days before the meeting.

Agenda

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2. Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
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4. Announcements of the Leader of the Council.	
5. Public Question Time. Questions must be submitted in writing, no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.	

- 6. Councillors' Question Time.**
Questions must be submitted in writing, no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda.
- 7. Quarter 1 2020/21 Performance Monitoring Report. 7 - 60**
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-

Next Meeting: Thursday, 21 January 2021 at 10.00 am



Huw Evans
Head of Democratic Services
Tuesday, 8 December 2020

Contact: Democratic Services - Tel: (01792) 636923

Agenda Item 3.



City and County of Swansea

Minutes of the **Cabinet**

Remotely via Microsoft Teams

Thursday, 19 November 2020 at 10.00 am

Present: Councillor R C Stewart (Chair) Presided

Councillor(s)

R Francis-Davies
A S Lewis
J A Raynor

Councillor(s)

D H Hopkins
C E Lloyd
A H Stevens

Councillor(s)

E J King
A Pugh
M Thomas

Officer(s)

Huw Evans
Adam Hill
Allison Lowe
Tracey Meredith
Phil Roberts
Ben Smith

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

Also present

Councillor(s): L S Gibbard, M H Jones

Apologies for Absence

Councillor(s): - None

16. 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 R Francis-Davies declared a Personal & Prejudicial interest in Minute 22 "Wales National Pool Financial Support" and withdrew from the Meeting prior to its discussion.
- 2) Councillor A S Lewis declared a Personal Interest in Minute 23 "Climate Emergency Declaration – Policy Review & Proposed Action Plan".
- 3) Councillor A S Lewis declared a Personal Interest in Minute 24 "Energy Strategy 2020-2030".
- 4) Councillor E J King declared a Personal & Prejudicial interest in Minute 28 "Local Authority Governor Appointments" and withdrew from the Meeting prior to its discussion.

- 5) Councillor J A Raynor declared a Personal & Prejudicial Interest in Minute 28 "Local Authority Governor Appointments" and stated that she had dispensation from the Standards Committee to Stay, Speak but Not Vote on matters relating to the Appointment of Local Authority Governors.

17. Minutes.

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

- 1) Cabinet held on 15 October 2020.

18. Announcements of the Leader of the Council.

The Leader of Council made no announcements.

19. Public Question Time.

No questions were asked.

20. Councillors' Question Time.

Councillor M H Jones asked a number of questions in relation to Minute 21 "Oracle Programme Re-plan Report".

The relevant Cabinet Member(s) responded.

21. Oracle Programme Re-plan Report.

The Cabinet Member for Homes, Energy & Service Transformation submitted a report which provided 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.

Resolved that:

- 1) The paused, phased return, and programme re-plan be approved together with the necessary financial increase in order to achieve successful implementation of this corporate system.

22. Wales National Pool Financial Support.

The Leader of the Council submitted a report which provided an update on the costs of closure, additional operating costs and reduced income at Wales National Pool (WNPS) owing to Covid-19 and advised on the levels of financial support needed by Wales National Pool Ltd to July 2020 and from August 2020 to 31 March 2021.

Resolved that:

- 1) The additional underwriting of £350,000 to support WNPS between 1 August 2020 and 31 March 2021 be approved.
- 2) The additional financial support be noted as being likely to be required beyond 31 March 2021 and until at least 31 July 2021, with a detailed report to follow at a future date.
- 3) The Chief Legal Officer be delegated authority to enter into any documentation necessary to implement any of the recommendations in the report and to protect the Council's interest.

23. Climate Emergency Declaration – Policy Review and Proposed Action Plan.

The Cabinet Member for Homes, Energy & Service Transformation submitted a report which provided an update on the progress since the Climate Change Emergency, Notice of Motion to Council on 27 June 2019.

She asked that the report be amended slightly by adding the following Paragraph:

“3.1.4 The report also clearly incorporates the requirement and aspirations of the Environment (Wales) Act 2016, although we understand Welsh Government are undertaking a review to further improve the net zero targets by 2050. Any strategy and future action plan will incorporate any new requirements arising of the legislative changes.”

Resolved that:

- 1) The progress to date be noted.
- 2) The Climate Change Charter be signed.
- 3) The action plan set out at Paragraphs 3 to 6 of the report be endorsed for the Authority to achieve net zero carbon by 2030 for its own “in scope” emissions.
- 4) Further work be undertaken to develop the longer term Climate Change Strategy and striving towards net zero carbon by 2050 for Swansea.
- 5) A further report be presented following the public consultation.

24. Energy Strategy 2020-2030.

The Cabinet Member for Homes, Energy & Service Transformation submitted a report which sought approval for the updated Council Energy Strategy and associated Carbon Management Plan.

Resolved that:

- 1) The Energy Strategy and associated Carbon Management Plan be approved and implemented.

25. Third Sector Compact Agreement – Update.

The Cabinet Member for Supporting Communities submitted an information report which provided 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 amended Swansea Compact Agreement with the Voluntary Sector in 2018.

26. FPR7 – Intermediate Care Fund Capital Scheme.

The Cabinet Member for Adult Social Care & Community Health Services submitted a report which sought approval of the ICF Capital Funding 2020-2021 and to comply with Financial Procedure Rule 7 "Capital Programming and Appraisals", to commit and authorise a scheme to the Capital Programme.

Resolved that:

- 1) 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 of the report be approved and added to the Capital Programme or are amended as set out in the report.

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

The Cabinet Member for Education Improvement, Learning & Skills submitted a report which sought approval to commit £204,500 to the capital programme for the remodelling of a hard standing area and installation of a 3G pitch on the existing land at Dylan Thomas Community School. Funding includes:

£50,000 from Garfield Weston.
£61,000 from the Johan Cruyff Foundation.
£25,000 from the Council.
£68,500 from the School Delegated Budget.

The report also sought to comply with Financial Procedure Rule 7 – to commit and authorise a new project to the Capital Programme.

Resolved that:

- 1) £204,500 be 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.

28. 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)	Brynmill Primary School	Hywel Vaughan
2)	Cwmrhydyceirw Primary School	Kelly Byrne
3)	Hendrefoilan Primary School	Aime Rushton
4)	St Helen's Primary School	Hannah Lawson
5)	Ysgol pen y Bryn	Lesley Williams
6)	Cefn Hengoed Community School	Joanne Hershell
7)	Gowerton School	Bethina Rees-Lawrence
8)	Pentrehafod Comprehensive School	Margaret Hughes
9)	YG Bryntawe	Eleni Cordingley

29. Review of City Centre Car Parking Charges to Support the City Centre during the Covid-19 Pandemic.

The Cabinet Member for Environment Enhancement & Infrastructure Management submitted a report which considered the financial impact of implementing reduced car parking charges within the Council's City Centre Car Parks.

Resolved that:

- 1) The implementation of revised parking charges for the period 9 November to 9 December 2020 as detailed in the report be endorsed.
- 2) The extension of the revised parking charges from 9 December 2020 to 31 January 2021 be approved.
- 3) The Cabinet Member for Environment Enhancement & Infrastructure Management, Chief Finance Officer and Head of Highways and Transportation be delegated authority to review and implement any further changes to car parking and park and ride tariffs from 31 January to 31 March 2021.

30. Graig Road Reconstruction.

The Cabinet Member for Environment Enhancement & Infrastructure Management submitted a report which sought to comply with Financial Procedure Rule 7 "Capital Programming & Appraisals", to commit and authorise schemes onto the Capital Programme. The report also confirmed funding for the repairs to Graig Road.

Resolved that:

- 1) The proposed scheme to reconstruct Graig Road be approved and included in the Capital Programme.

31. Exclusion of the Public.

Cabinet were requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendations to the report(s) on the grounds that it / they involve the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the items of business set out in the report(s).

Cabinet considered the Public Interest Test in deciding whether to exclude the public from the meeting for the item of business where the Public Interest Test was relevant as set out in the report.

Resolved that the public be excluded for the following item(s) of business.

(Closed Session)

32. Proposed Purchase of an Investment Property Portfolio.

The Cabinet Members for Delivery & Operations and Investment, Regeneration & Tourism jointly submitted a report which sought approval to acquire a property as part of the Property Investment Fund.

Resolved that the recommendations as detailed in the report be approved.

33. Proposed Rental Concessions to Support Council Commercial Tenants during the COVID-19 'Firebreak'.

The Cabinet Members for Delivery & Operations and Investment, Regeneration & Tourism jointly submitted a report which sought to deliver financial support to the Councils commercial tenants due to the recent COVID-19 'firebreak' announcement. The support will be in the form of an additional rent concession and is required to ensure tenant survival, in addition to minimising the impact on the local economy & potential job losses.

Resolved that the recommendations as detailed in the report be approved.

The meeting ended at 11.25 am

Chair

Call In Procedure – Relevant Dates	
Minutes Published:	19 November 2020
Call In Period Expires (3 Clear Working Days after Publication):	23.59 on 24 November 2020
Decision Comes into force:	25 November 2020

Agenda Item 7.



Report of the Cabinet Member for Business Improvement & Performance

Cabinet – 17 December 2020

Quarter 1 2020/21 Performance Monitoring Report

Purpose:	To report corporate performance for Q1 2020/21.
Policy Framework:	<i>Delivering a Successful & Sustainable Swansea Corporate Plan 2020/22</i> <i>Sustainable Swansea – Fit for the Future</i>
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The performance results are noted and reviewed to help inform executive decisions on resource allocation and, where relevant, corrective actions to manage and improve performance and efficiency in delivering national and local priorities.
Report Author:	Richard Rowlands
Finance Officer:	Paul Roach
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1.0 Introduction

- 1.1 This report presents the performance results for Q1 2020/21 delivering the Council's Well-being Objectives (priorities) described in the Corporate Plan 2020/22 *Delivering a Successful & Sustainable Swansea*.
- 1.2 The outturn presented in the performance tables (Appendix A) incorporates an overview of performance that needs to be considered alongside the current financial situation of the Council.
- 1.3 The financial resources required to achieve the specified performance levels in 2020/21 have been provided in the approved budget. As part of the work on *Sustainable Swansea – Fit for the future* there will be an increased focus on understanding the level of activity and outcomes that are achieved for the budget allocated so that choices can be made about relative priorities.

2.0 Performance and Improvement: impact from COVID-19

- 2.1 The ongoing Covid-19 pandemic has brought huge challenges and changes to the Council, its services and workforce. The Council has never undertaken such change in such a short timescale and in such challenging circumstances. A number of non-essential services were suspended in order to redeploy resources to areas where they were most needed.
- 2.2 This inevitably has had a significant impact on the usual areas of performance across the council and that is why performance indicators have not been set for 2020/21. This should also be considered when comparing performance to previous years.
- 2.3 This has been an unprecedented year and the Council's response to the pandemic, whilst not reflected in the established performance indicators in this report, has been extraordinary.
- 2.4 In summary, since March 2020 the Council has transformed the way it works to manage the impact of the pandemic. Thousands of staff were successfully mobilised to work remotely and/or from home within a matter of weeks. This took a massive effort from our ICT team to provide the necessary changes enabling staff and councillors to have full network links at their preferred location.
- 2.5 Other changes include:
- Supporting the Welsh Government's Shielding Programme by setting a new call centre and providing daily support to thousands of vulnerable people.
 - Focusing social services care on the most vulnerable, re-opening a care home and supporting the private care sector.
 - Overseeing the planning and construction of the Bay Field Hospital on Fabian Way.
 - Remodelling schools into care settings for key workers' children.
 - Providing meals to care settings and delivering free school meals.
 - Providing food banks across the city and county.
 - Providing financial support in excess of £100 million to thousands of businesses.
 - Setting up a Track, Trace and Protect function and providing community testing centres.
 - Preparing for mass vaccination in our communities.
- 2.6 Therefore, these Quarter One results should be taken in this wider context and these achievements should be noted
- 2.7 For the sake of this report and given the issues set out above, performance is judged using the results measured by Corporate Plan performance indicators and is usually compared to agreed targets.

Targets for 2020/21 have not been set due to the ongoing impact from COVID-19 and the associated lockdowns and other preventative and reactive measures.

- 2.8 The impact on the performance indicators from COVID-19 can also be seen where this occurs by comparing the results of performance indicators against the results from the same period last year where comparison is possible.
- 2.9 The Q1 outturn shows that **26 out of 50 (52%)** comparable Corporate Plan performance indicators showed improvement or stayed the same compared to Q1 2019/20.
- 2.10 Of the total of 55 PI's reported during Q1, 36 (65%) had a comment added. Of the 36 comments, 29 (80%) referred to the impact from COVID-19 on performance.
- 2.11 The performance indicators are assessed each year to ensure that they remain appropriate; although the COVID-19 pandemic and lockdown disrupted this process during 2020/21 and interrupted preparations underway for 2021/22. The indicators and how the Council can better measure strategic directions and our priorities will be reviewed as soon as allowed by the progress of the pandemic.
- 2.12 The performance tables in Appendix A set out an overview of performance for each Corporate Plan priority provided by Directors and Heads of Service who are the responsible leads; these overviews set the performance data within their proper context and can be found in para 4.0.

3.0 Other considerations

- 3.1 When making comparisons between previous quarters in 2019/20, the following should be considered:
 - 3.1.1 The nature and number of some performance indicators (PIs) may have changed between these two periods and therefore direct comparisons may not always be appropriate.
 - 3.1.2 The results do not always account for changes in resources and workload during that period (although details can be seen in the numerator and denominator information and in the comments column of the data tables attached to this report).
 - 3.1.3 There may be changes to the numerator and denominator information that may affect the trends by showing a decline while the volume of work has increased.
 - 3.1.4 None of the corporate priorities can be seen in isolation from each other. Each priority both affects and is affected by the others. For example,

Improving Education and Skills is both important to our efforts to tackle poverty and improve the economy. For this reason, many of the performance indicators allocated to measuring one priority can also be used to show progress meeting other priorities.

4.0 Context: Overviews of Performance in Q1 2020/21

4.0.1 The following overviews provided by responsible departments describe the context to the performance meeting the Council's key objectives as at Q1 2020/21.

4.1 Safeguarding people from harm

4.1.1 There has been an obvious and expected impact of Covid on the delivery of health and care services. Supporting individuals to stay safe and well during a global health pandemic has become more complex both because their needs have changed and our ability to meet those needs has been more restricted. Staff across health and care have responded magnificently and therefore the detrimental impact on performance has probably been less marked than we might have expected. However this will become more challenging as the year progresses and particularly as we move into Winter.

4.2 Improving education & skills

4.2.1 Attendance in schools remains to be a key priority despite the impact of Covid-19 on statutory education. The effects on children and young people's wellbeing in not attending school during the spring and summer terms in schools is significant. Support and encouragement to families in returning to schools will be a key approach during the new academic year.

4.2.2 The statutory assessment process, from start to finish, for children and young people who require additional learning provision was impacted by Covid-19. However, the transformation within the support for additional learning needs area is gathering pace. As a result, early identification and support is provided to ensure that children and young people's needs are being met. As the new additional learning needs and educational tribunal Act 2018 changes begin, the focus will shift towards even more efficient ways of ensuring learner needs are met.

4.3 Transforming our economy and infrastructure

4.3.1 Performance indicators this quarter show a mixed picture owing to the Covid-19 pandemic and this largely reflects the impact that risk mitigation measures have had on our delivery. However, despite these impacts, our major regeneration priorities continue to make substantial progress on site. Swansea Central Phase 1 works have made significant visible progress with superstructure steelwork erected. The Swansea Central Phase 2 design & viability work, including the potential for a public sector

hub, has also made good progress. The procurement of the strategic sites marketing opportunity was re-designed, to take account of the Covid restrictions on events. The Kingsway infrastructure project works suffered delays owing to the crisis, but work resumed with rapid progress on site. Planning permission for the Kingsway Employment Hub building was awarded and procurement commenced.

- 4.3.2 A draft post-Covid economic recovery plan was produced with partners and will be reported to cabinet for future consideration. In addition, during the crisis, resources were mobilised to support businesses and individuals with financial aid support as part of the government's Covid response funding programme. This also included rent-relief support provided by the council to avoid business failures and redundancies wherever possible.
- 4.3.3 During this quarter Cultural Services deployed staff from across the service teams to support the vulnerable, shielding, families in need, refugees, homeless and essential workers. Advice and guidance was developed for the sector partners, helping them secure grants, understand the implications of guidance and lockdown and to develop Covid-secure ways of operating for the future. Reaching out to some of the most vulnerable people included bespoke online gallery tours for those with anxieties, web-based art classes and befriending phone calls for older people, activity packs with online resources for distribution with foodbank parcels, and online heritage talks for older audiences.
- 4.3.4 Maintaining social networks and introducing new community and civic partners to each other, this included podcasts to introduce local area coordinators to their communities and to introduce business, voluntary and creative freelancers to each other, the promotion of new talent with the Swansea Music Hub and attracting blood donors through the use of the city's art collection. Families were helped to home school, providing hundreds of online suggestions for arts activities, workshops, performances and quizzes, and providing route maps with a Dylan Thomas theme to make local exercise more interesting. An international profile for Swansea was maintained, via new tourism campaigns, participation in virtual conferences and seminars, and using online gallery talks on the theme of the Wales-India relationship to attract hundreds of participants from around the world. They were introduced with live welcoming views of the city.
- 4.3.5 A large number of Cultural Service staff were deployed to delivering community support during the early stages of the Covid-19 pandemic, supporting the voluntary sector; shielding residents; homeless and vulnerable. Officers from all across the Service were mobilised to this effort, from establishing food distribution centres, sourcing sponsorship for supplies, staffing the new shielding helpline and supporting Area Coordination, to assisting organisations and services to close down, or operate safely. For example, whilst all events ceased, and the Airshow was delivered 'virtually', the Events team supported queue management

and access issues for essential services, as well as drawing on suppliers for temporary infrastructure like fencing and portaloos for essential services and major schemes such as the Field Hospital. Others maintained services such as sports and physical activity in schools, and providing information, advice and guidance to local groups and organisations, helping them access grants and other support from national and government bodies. By participating in national working groups, forums and networks, we were able to facilitate significant awards to the cultural, tourism and leisure sector in the city, including for our own council run facilities, as well as influence new guidance and frameworks for operating in a future 'Covid secure' way.

- 4.3.6 A successful collaboration with Education colleagues and external partners is working to secure significant improvements to leisure facilities at Cefn Hengoed School. Also continued support, discussion and legal work was undertaken to support partners' sustainability, ensure the future delivery of services post-lockdown, including with Freedom Leisure, Parkwood, RNLI and Wales National Pool.
- 4.3.7 During lockdown, the arts and cultural service teams also developed new ways to access the services through online and virtual activities, including writing projects, poetry and arts workshops, forums, talks and presentations, podcasts, exhibitions and films. As part of our participation and continued engagement with Agenda 21; culture in sustainable cities, we entered into the Rome Charter for culture, which entailed a commitment to sharing our knowledge and ways of working to support culture during and post Covid19 restrictions. Our projects, including online writing, were included as examples of good practice in the charter, and our successes - with others from 50 countries - were discussed in an online event that shared learning experiences, arranged by United Cities and Local Governments (UCLG). This is a global network of cities and governments, bringing together the collective knowledge of participant cities, which is now being developed for presentation at a UCLG international seminar this September. The theme is cultural rights and we have developed this theme around our work to promote diversity within our cultural sector; resulting in a Pledge that has formed the basis of our work to address and support the Black Lives Matter campaign and subsequent Council Motion to support the principles of equal opportunities and representation.
- 4.3.8 As with the rest of our leisure and cultural portfolio and partnerships, the tourism and hospitality industry went into lockdown during this period. It was and continues to be one of the hardest hit areas of the economy, losing out on promoting Easter, May bank holidays and half term, usually vital trading periods and the precursor to the summer season. The Tourism team refocused and repurposed its main priorities and channels of communication with the sector to support the sector and business community by keeping them well informed of funding and grant aid opportunities and also their responsibilities as businesses to abide by the evolving Covid regulations and guidance as outlined by the Welsh and

UK governments. They supported individual businesses, with accessing support, correlated and collated all the relevant information for distribution in a weekly newsletter to tourism businesses along with the Tourism Industry webpages, and businesses told us that they found this approach invaluable. Campaigns continued to be delivered, keeping our profile high, but communicating the key message that we are not able to offer a business as usual experience. This included the 'Visit Swansea Bay Later' digital campaign, including social media and video, to run alongside the #StayHome #StaySafe #ProtectOurNhs and #SaveLives messaging, and the Visit Wales. Later' campaign. Previous visitors were encouraged to act as ambassadors for the destination in sharing their own images and positive experiences of the destination and we shared the message that we are looking forward to welcoming them again once restrictions are lifted; keeping Swansea Bay front-of-mind.

- 4.3.9 For the first quarter of 2020/21, delivery across all areas of the WHQS programme shrank compared to trends from previous years due to the impact of COVID lockdown. Key areas of delivery such as roof renewal resulted in 53 completed properties which represents around 46% of the normal programme (based on a 5 year average of 1st qtr. delivery). Kitchen and bathroom renewal in this period saw a major drop compared with previous years with only 37 kitchens and 33 bathrooms signed off as fully complete and in both cases representing only 10% of normal delivery expectations.
- 4.3.10 Whilst limited the Council has been able to install innovative smoke and carbon dioxide detectors into 148 homes. The system is able to remotely report normal operation, activations, faults and detector head removals allowing the Housing Service to confirm systems are operational and also when there has been an activation or when a repair is needed. The planned refurbishment to high-rise blocks at Croft Street has been able to continue with the design and the development of the specification. The majority of surveys were complete prior to the end of March 2020 allowing architects to continue with their preparations and it is anticipated that the scheme design will be complete later in the year. Overall, spend was down from previous years and achieved only £2.8m for the first quarter against an average of £6.3m for the same quarter in previous years. Whilst the difference in spend is £3.5m the momentum since lockdown measures were eased, has not recovered to levels achieved prior to March 2020 and it is expected that overall spend will be less than originally expected. However, major efforts are being made to ensure programmes continue in some capacity, ensuring tenants remain safe in their homes and that they continue to have the opportunity to receive improvements to their homes albeit on a different time line than originally expected.
- 4.3.11 As part of the commitment to develop 1000 new homes, the council has completed the development at Parc Yr Helyg of 16 energy efficient homes, and work is progressing at pace on a second phase of 18 new homes at Colliers Way Phase 2. Work is also underway on a further 25

new homes in Clase. All these schemes were awarded Innovative Housing programme funding. As a response to the Covid crisis, the Council has also been successful in securing Phase 2 homelessness funding to support Local Authorities to provide additional accommodation. This has enabled a new scheme of 8 units to be developed in Uplands, which will include 4 MMC pods, and 4 1 bedroom flats. 2 additional new build schemes are also being brought forward to provide a further 18 units, and 20 acquisitions of 1 bedroom flats in the city is also underway.

- 4.3.12 The council is also developing a framework to develop Housing and Council fund sites in partnership with developers and it is hoped that this framework will be launched in the new year. The conversion of a former social services building in West Cross is nearing completion and will be available for letting in the next month. The property has been converted into a 4 bedroom adapted home and a 3 bedroom home. A former community centre in Rhodfa'r Brain is in the process of being converted back into family accommodation. Most designs are complete and planning permission is currently being sought. The aim is to have the properties ready for letting early in the new financial year 2021/22.

4.4 *Tackling Poverty*

- 4.4.1 Due to the impact of Covid 19 there has been significant increase in Housing Benefit and Council Tax Reduction claims and this has impacted on the average processing times, which has seen an increase compared to last year. Covid 19 has impacted on the number of people gaining employment through employability support, there was a 19% reduction compared to this time last year, but despite the challenging circumstances, 70 people were supported into work.
- 4.4.2 The lockdown measures restricted the amount of employability training and accredited qualifications that were able to be offered this quarter, although delivery was adapted where possible, to online provision and 86 qualifications were achieved. During this quarter the steps taken to Tackle Poverty have continued, with increased partnership working to tackle homelessness, address food poverty through supporting the significant expansion of community food provision and increased support with financial and digital exclusion.

4.5 *Transformation & future Council development*

- 4.5.1 Covid 19 and lockdown priorities dominated qtr 1. Resources across the Council were diverted onto Covid-19 related duties therefore work on the Corporate Priorities reduced. That said, activities were still in line with the overall Corporate Plan and in some cases fast-tracked existing projects, e.g. those around digital developments as evidenced in the Cust 2b indicator. Financial progress was reported to Cabinet in the Q1 report.

4.5.2 Key areas delivered in Q1 relating to Covid-19 included:

- Facilitated relief payments to residents and businesses.
- Some staff were redeployed into helping deliver food banks and food parcels for vulnerable or shielding residents.
- Established a 20 seat helpline contact centre for those residents shielding so they could access support services. This included ensuring the helpline staff could work from home.
- The agile working programme had already enabled many staff to work from home. Connectivity was further enhanced during lockdown.
- Launched a domestic abuse virtual agent to support those experiencing increased abuse during lockdown.
- An application was developed so parents could continue to access Free Schools Meal payments.
- 97 new public web pages were built, populated and updated daily by the web team. Much of the content was written from scratch, including 'school's out' content for families. Most popular pages include Coronavirus help for businesses, benefits information and local food supplier pages. Over 500,000 page views across lockdown.
- Support for those Council services needing to move completely online.
- Support delivered in enabling new care home sites.
- Developed processes and enabled technology for large remote meetings via TEAMS. Teams use increased by 550% and email use increased just under 45% during lockdown. Use of collaboration tools like SharePoint increased 43%.
- Delivered a solution and support for live public council meetings.
- Live broadcast for the opening of the Nightingale field hospital.
- Delivered a solution and support for Social Services for job interviews to be held remotely.
- Supported Building Services in the sourcing and supply of PPE.
- Used the gov.notify functionality during the crisis to communicate with residents and staff.
- Engaged in extensive regional and national partnership working on digital solutions to support frontline workers.
- Delivering the requirements of TTP, establishing the teams and communicating digital aspects of the national TTP system locally and regionally.

4.6 *Maintaining and enhancing Swansea's natural resources and biodiversity*

4.6.1 The Covid-19 pandemic has highlighted how important it is for people to have good quality environments within which to live, work and relax. The first quarter of 20/21 has seen a significant increase in access to recreational and greenspace areas, and far greater local appreciation of what the wonderful range of parks, nature reserves, beaches and landscapes of the County have to offer. This increased access has resulted in capacity issues and conflict between users at some locations, and highlighted areas with significant potential but which are currently being underutilised, such as the 350ha Clyne Country Park. It has also

highlighted how ease of access and proximity to quality greenspace is lacking in some areas and the need to reduce such inequalities must continue to be prioritised.

- 4.6.2 Local biodiversity has had the opportunity to thrive as a result of fewer journeys being undertaken and increased walking and cycling has provided wider health and wellbeing benefits. Projects that seek to maintain and enhance biodiversity and reduce our carbon footprint have not been affected by the pandemic with on-site operations continuing, such as the preparation and implementation of environmental enhancement schemes for Council housing estates as part of the Welsh Housing Quality Standard programme, tree and wildflower planting, control of invasive species, etc.
- 4.6.3 The Council has also successfully bid for additional capital funding for improvements to public rights of way, Clyne Country Park, as well as Nature Reserves at Swansea Vale and Bishops Wood, Caswell and these works have already commenced. Additional capital and maintenance funding has also been provided for tree planting which is being focused on school grounds and parks around the city. Whilst within the city centre structural landscape work has continued to create a new sense of place along and around the Kingsway.
- 4.6.4 Trees on private property have become a particular focus of attention during lockdown with an increase in garden improvement projects resulting in a threefold increase in the number of applications for works to protected trees. A review of the public consultation responses to the City Centre Green Infrastructure Strategy has also been completed with a view to adoption by the final quarter. However, training, educational and environmental events for the public and schoolchildren, such as Seashore Safaris and trips to local nature reserves, have had to be put on hold.
- 4.6.5 Draft Supplementary Planning guidance has been prepared for public consultation on Development and Biodiversity; Trees, Hedgerows and Woodlands on Development Sites; as well as a revised Gower AONB Design Guide. These documents provide guidance on how the relevant policies of the Council's Local Development Plan should be applied in order to ensure development within Swansea maintains and enhances the County's biodiversity and delivers long term ecosystem resilience. This is in line with the Council's duties under Part 1, Section 6 of the Environment (Wales) Act 2016, and the Resilient Wales Goal of the Well Being of Future Generations Act 2015.

5.0 Equality and Engagement Implications

- 5.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

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

- 5.2 This report has no direct equality and engagement implications itself although the data reported may form part of the information that leads to a service screening for and undertaking an EIA as required.

6.0 Well-being of Future Generations

- 6.1 The performance indicators in this report are part of the way in which the Council measures and reports progress meeting its Well-being Objectives as described in the Corporate Plan.

7.0 Financial Implications

- 7.1 In the current and anticipated financial environment further discussion and consideration will be required around priorities and target setting for performance improvement as part of *Sustainable Swansea – fit for the future*.

8.0 Legal Implications

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

Background Papers: None.

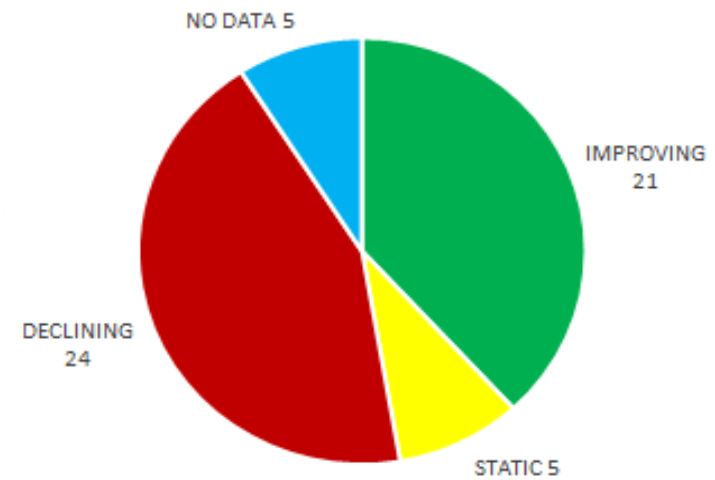
Appendices:

Appendix A Q1 2020/21 Performance Monitoring Report

Corporate Performance Management Report Q1 2020/2021

Performance compared to same Period of previous year

2020/2021 Quarter 1



Performance compared to the same period of the previous year:

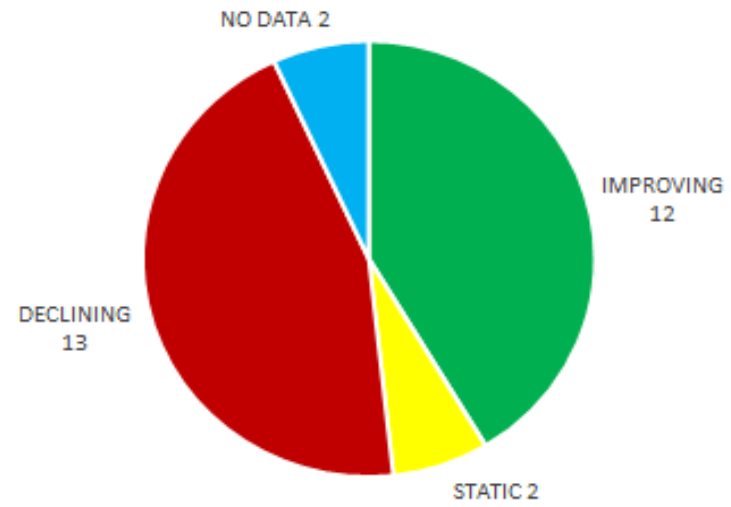
- IMPROVING** Better performance
- STATIC** Same performance
- DECLINING** Worse performance
- NO TREND** New indicator - No historical comparison

Of the total of 55 PI's reported during Q1, 36 (65%) had a comment added. Of the 36 comments, 29 (80%) referred to the impact from COVID-19 on performance.

There has been an obvious and expected impact of covid on the delivery of health and care services. Supporting individuals to stay safe and well during a global health pandemic has become more complex both because their needs have changed and our ability to meet those needs been more restricted. Staff across health and care have responded magnificently and therefore the detrimental impact on performance has probably been less marked than we might have expected. However this will become more challenging as the year progresses and particularly as we move into Winter.

Performance compared to same Period of previous year

2020/2021 Quarter 1



Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
AS10 ↑ Percentage of annual reviews of care and support plans completed in adult services	RAG	AMBER	AMBER		
	Result	68.98%	66.65%	72.98%	+9.5%
	Target	70.00%	70.00%		
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	4058	3621	3687	+1.8%
	Den	5883	5433	5052	-7.0%
<p>AS10 HIGH is Good</p>					
AS11 ↓ Rate of adults aged 65+ receiving care and support to meet their well-being needs per 1,000 population	RAG	GREEN	GREEN		
	Result	64.78	62.74	111.23	+77.3%
	Target	86.00	68.00		
	Trend	IMPROVING	IMPROVING	DECLINING	
	Num	3080	2983	5419	+81.7%
	Den	47549	47549	48720	+2.5%
<p>AS11 LOW is Good</p>					Due to the pandemic we have seen an increase in care and support across most types of service. This includes an increase in reablement which is an intentional strategy to provide more people with short-term support with a view to decreasing those with long-term care needs.

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
<p>AS12 ↘</p> <p>Rate of adults aged 18-64 receiving care and support to meet their well-being needs per 1,000 population</p>	RAG	GREEN	GREEN		Due to the pandemic we have seen an increase in care and support across most types of service.
Result	8.28	7.74	9.14	+21.6%	
Target	9.00	9.00			
Trend	IMPROVING	IMPROVING	DECLINING		
Num	1248	1166	1382	+22.1%	
Den	150659	150659	151285	+0.4%	
<p>AS13a ↗</p> <p>Number of carers (aged 18+) who received a carer's assessment in their own right during the financial year</p>	RAG		RED		The rate of uptake of carers assessments remains low, which requires a more detailed understanding given the impact of the current restrictions on informal carers during the pandemic. We are keen to increase the number of carers assessments performed for those who do request them.
Result		160	31	-80.6%	
Target		175			
Trend		DECLINING	DECLINING		
Num		160	31	-80.6%	
Den					

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021	
<p>AS14 ↑</p> <p>The percentage of people who have completed reablement who were receiving less care or no care 6 months after the end of reablement.</p>	RAG	GREEN	GREEN			
	Result	83.57%	95.10%	98.94%	+4.0%	
	Target	80.00%	80.00%			
	Trend	IMPROVING	IMPROVING	IMPROVING		
	Num	117	136	279	+105%	
	Den	140	143	282	+97%	
<p>AS15a ↑</p> <p>The percentage of quantitative statutory performance indicators where performance is broadly maintained (within 5%) or improving compared to previous year's performance</p>	RAG		GREEN		<p>Welsh Government reporting measures changed and new metrics agreed for 20/21 which will be reported at the year end and not quarterly. Only one of the seven historic measures remains from 2019/20.</p>	
	Result		71.43%			
	Target		70.00%	No data		
	Trend		DECLINING			
	Num		5			
	Den		7			

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Safeguarding 17-22

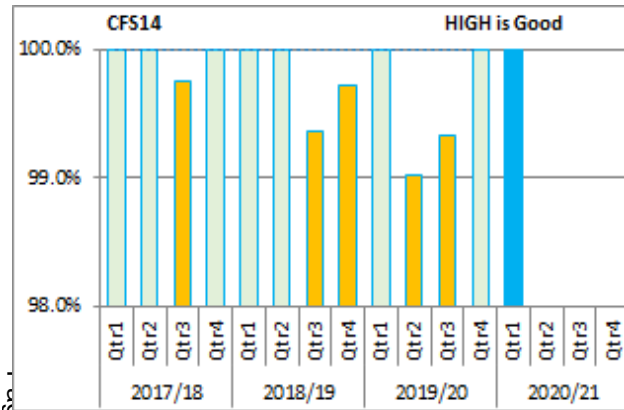
Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
<p>AS9 ↑</p> <p>The percentage of Deprivation of Liberty Safeguarding (DoLS) Assessments completed in 21 days or less.</p>	RAG	RED	AMBER		
	Result	50.60%	67.88%	83.66%	+23.3%
	Target	70.00%	70.00%		
	Trend	DECLINING	IMPROVING	IMPROVING	
	Num	243	262	169	-35.5%
	Den	480	386	202	-47.7%
<p>AS9 HIGH is Good</p>					
<p>FS11 ↓</p> <p>The number of children on the Local Authority's Child Protection Register (CPR) at end of the period</p>	RAG		GREEN		
	Result		231	247	+6.9%
	Target		260		
	Trend	No Data	IMPROVING	DECLINING	
	Num	252	231	247	+6.9%
	Den				
<p>CF511 Low is Good</p>					

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
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CFS14 [↑](#)

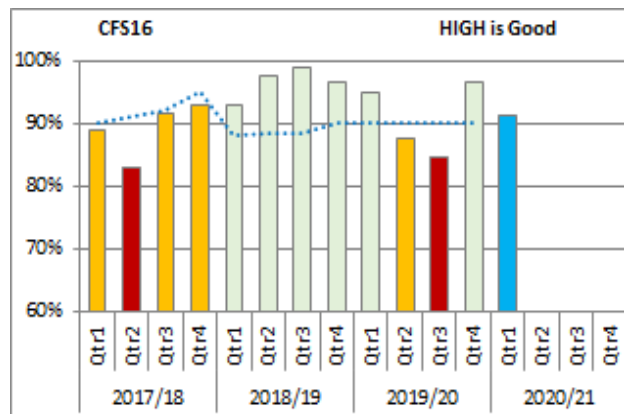
The percentage of decisions about a referral for care and support received by Child and Family Services which are taken within 24 hrs from receipt of referral.



RAG	GREEN	GREEN			
Result	100.00%	100.00%	100.00%	0%	
Target	100.00%	100.00%			
Trend	STATIC	STATIC	STATIC		
Num	362	295	188.	-36.3%	
Den	362	295	188.	-36.3%	

CFS16 [↑](#)

The percentage of initial core group meetings held within 10 working days of the initial child protection conference.



RAG	GREEN	GREEN			There has been a slight decline in performance, however we are above target (90%).
Result	92.71%	94.90%	91.23%	-3.9%	
Target	89.00%	90.00%			
Trend	IMPROVING	IMPROVING	DECLINING		
Num	89.	93	52	-44.1%	
Den	96.	98	57	-41.8%	

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021	
CFS18 ↓ The rate of looked after children (LAC) per 10,000 of the 0-17 Swansea population at end of the period.	RAG	GREEN	RED		COVID has had an impact on Social Work practice, and a Social Worker's ability to undertake assessments and direct work with children to provide sufficient evidence to the Courts to grant Special Guardianship Orders / revoke Care Orders. There was also a delay in the Court's working remotely due to COVID, causing some timelines to be extended.	
	Result	108.52	116.34	121.73		+4.6%
	Target	109.00	110.00			
	Trend	DECLINING	DECLINING	DECLINING		
	Num	513.	549.	572.		+4.2%
	Den	47272.	47189.	46988.		-0.4%
CFS19 ↓ The rate of children on the Local Authority's Child Protection Register per 10,000 of the 0-17 Swansea population.	RAG	GREEN	GREEN		There is not a significant increase in the number of children on CPR. We anticipated some increase due to COVID, with children remaining on the CPR for longer, or being registered earlier.	
	Result	53.31	48.95	52.57		+7.4%
	Target	55.00	55.00			
	Trend	IMPROVING	IMPROVING	DECLINING		
	Num	252.	231.	247.		+6.9%
	Den	47272.	47189.	46988.		-0.4%

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
CFS19a ↑ The percentage of visits to children on the Child Protection Register (CPR) which were not overdue.	RAG		GREEN		There has been a slight decline in performance, however we are above target (90%); and have done well to maintain this considering the impact of COVID.
	Result		95.77%	92.95% -2.9%	
	Target		90.00%		
	Trend	No Data	IMPROVING	DECLINING	
	Num	126.0	204.	211 +3.4%	
	Den	252.	213.	227. +6.6%	
CFS2 ↓ The number of Looked After Children (LAC) at end of the period.	RAG		RED		COVID has had an impact on Social Work practice, and a Social Workers ability to undertake assessments and direct work with children to provide sufficient evidence to the Courts to grant Special Guardianship Orders / revoke Care Orders. There was also a delay in the Courts working remotely due to COVID, causing some timelines to be extended.
	Result		549.	572 +4.2%	
	Target		520.0		
	Trend	No Data	DECLINING	DECLINING	
	Num	513.	549	572. +4.2%	
	Den				

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Safeguarding 17-22

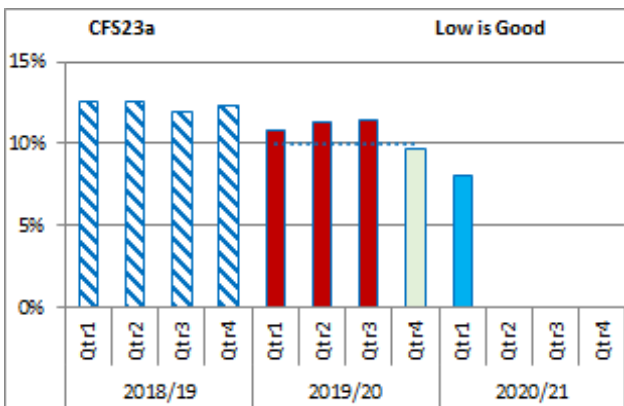
Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
CFS20 ⬇️ The rate of Children in Need (CiN) with a care and support plan per 10,000 of the 0-17 Swansea population at end of the period.	RAG	GREEN	GREEN		
	Result	186.58	163.81	149.40	-8.8%
	Target	205.00	170.00		
	Trend	IMPROVING	IMPROVING	IMPROVING	
	Num	882.	773	702	-9.2%
	Den	47272	47189	46988	-0.4%
CFS20a ⬇️ The number of Children in Need (CiN) with a care and support plan at end of the period.	RAG		GREEN		
	Result		773	702	-9.2%
	Target		800.		
	Trend	No Data	IMPROVING	IMPROVING	
	Num	882.	773	702.	-9.2%
	Den				

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
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CFS23a ↴

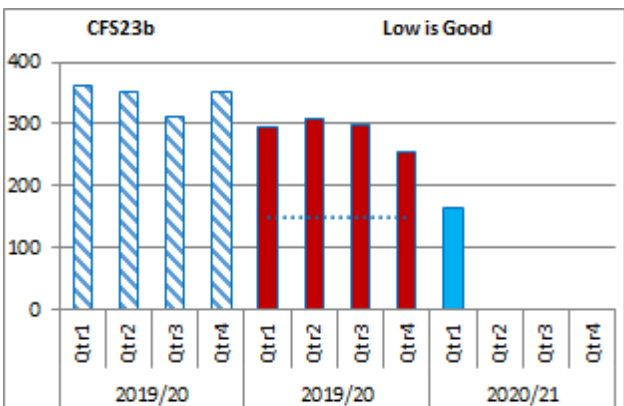
The percentage of contacts to the Child & Family IAA (Information, Advice and Assistance) Hub that are subsequently passed on for formal assessment.



RAG			RED	
Result			10.77%	8.08% -25.0%
Target			10.00%	
Trend	No Data		IMPROVING	IMPROVING
Num	362.		295	196 -33.6%
Den	2872.		2740	2427 -11.4%

CFS23b ↴

The number of contacts to the Child & Family IAA (Information, Advice and Assistance) Hub that are subsequently passed on for formal assessment.



RAG			RED	
Result			295	196 -33.6%
Target			150	
Trend	No Data		IMPROVING	IMPROVING
Num	362		295	196 -33.6%
Den				

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
CFS23c ↴ The percentage of referrals to Child & Family Services that were received with 12 months of the previous referral.	RAG		GREEN		There has been a slight increase in the re-referrals, but this would be expected given families seeking support and other services being closed due to COVID.
	Result		11.53%	12.77% +10.8%	
	Target		15.00%		
	Trend	No Data	IMPROVING	DECLINING	
	Num	49	34	24 -29.4%	
	Den	362	295	188 -36.3%	
CFS24 ↴ The total number of children with a care and support plan at the end of the period.	RAG		GREEN		
	Result		1533	1490 -2.8%	
	Target		1600		
	Trend	No Data	IMPROVING	IMPROVING	
	Num	1623	1533	1490 -2.8%	
	Den				

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
Measure 18 ↑ The percentage of adult protection enquiries completed within 7 days	RAG	GREEN	GREEN		There has been a slight decrease due the complexity of the enquires received.
	Result	97.32%	94.88%	91.98% -3.1%	
	Target	90.00%	90.00%		
	Trend	IMPROVING	DECLINING	DECLINING	
	Num	291.	241	241 0%	
	Den	299	254.	262 +3.1%	
<p>Measure 18 HIGH is Good</p>					
Measure 19 (PAM025) ↓ The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	RAG	RED	RED		All DTOC data is provided by the Health Board, however due to substantial pressures to support and understand the impact of the pandemic, health have not been able to provide this data since March 2020.
	Result	1.69	2.82		
	Target	1.50	1.50	No data	
	Trend	DECLINING	DECLINING		
	Num	37	62		
	Den	21956	21956.		
<p>Measure 19 LOW is Good</p>					

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
Measure 24 (PAM028) ↑ The percentage of assessments completed for children within statutory timescales	RAG	AMBER	RED		COVID impacted families willingness and our ability to meet with them to complete assessments.
	Result	86.41%	78.28%	67.88% -13.3%	
	Target	90.00%	90.00%		
	Trend	IMPROVING	DECLINING	DECLINING	
	Num	178	191	112 -41.4%	
	Den	206	244	165 -32.4%	
<p>Measure 24 HIGH is Good</p>					
Measure 27 ↓ The percentage of re-registrations of children on local authority Child Protection Registers (CPR) at end of the period.	RAG		RED		Note from SDU - Data reported for Q1 2019/20 included all children on the CPR, not new registrations.
	Result		22.51%	20.34% -9.6%	
	Target		20.00%		
	Trend	No Data	DECLINING	IMPROVING	
	Num	12	52	12 -76.9%	
	Den	79	231	59 -74.5%	
<p>Measure 27 Low is Good</p>					

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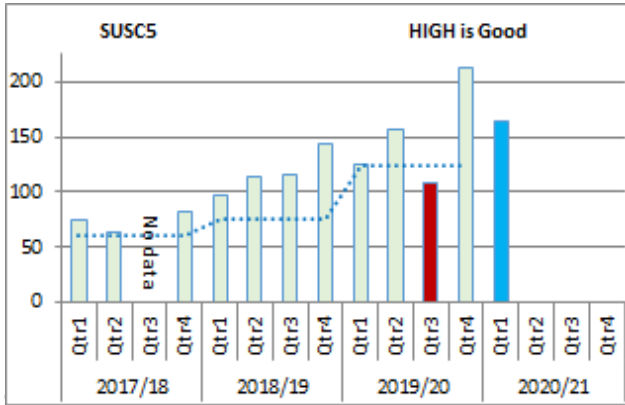
Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
Measure 28 ↓ The average length of time for all children who were on the Child Protection Register (CPR) during the period	RAG	GREEN	GREEN		There has been an increase in the average number of days, which is to be expected as the safest option during lockdown was for children to remain on the CPR as it was difficult to evidence change. The average number of days on the CPR is still within our target range.
	Result	247.73	248.34	291.07 +17.2%	
	Target	300.00	300.00		
	Trend	DECLINING	DECLINING	DECLINING	
	Num	20314.	26076	21248 -18.5%	
	Den	82	105	73. -30.5%	
PAM029 (Measure 33) ↓ Percentage of Looked After Children (LAC) at end of the period who have had three or more placements during the year (formerly SCC004)	RAG		GREEN		
	Result		11.66%	8.39% -28.0%	
	Target		12.00%		
	Trend	No Data	DECLINING	IMPROVING	
	Num	58.	64.	48 -25.0%	
	Den	513.	549.	572 +4.2%	

Safeguarding 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
SCC013ai ↑ The percentage of children on the Child Protection Register (CPR) at the end of the period allocated to a social worker	RAG		GREEN		
	Result		100.00%	100.00%	0%
	Target		100.00%		
	Trend	No Data	STATIC	STATIC	
	Num	252	231	247	+6.9%
	Den	252	231	247	+6.9%
<p>High is Good</p>					
SCC013aii ↑ The percentage of Looked After Children (LAC) at the end of the period allocated to a social worker	RAG		AMBER		
	Result		99.27%	100.00%	+0.7%
	Target		100.00%		
	Trend	No Data	DECLINING	IMPROVING	
	Num	510	545	572	+5.0%
	Den	513	549	572	+4.2%
<p>High is Good</p>					

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
SUSC5 ↑ The number of new introductions recorded by Local Area Coordinators	<div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">GREEN</div>	<div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">GREEN</div>	<div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">GREEN</div>		The Local Area Coordinator's response to the pandemic has been a reactive, addressing thousands of urgent and emerging needs, and requests for support in communities. During this period they have aimed to maintain the core Coordination principles of focusing on people's strengths and building sustainable supportive community networks.
	Result	97.	125.	164. +31.2%	
	Target	75.	125.		
	Trend	<div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">IMPROVING</div>	<div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">IMPROVING</div>	<div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">IMPROVING</div>	
	Num	97.	125.	164. +31.2%	
	Den				



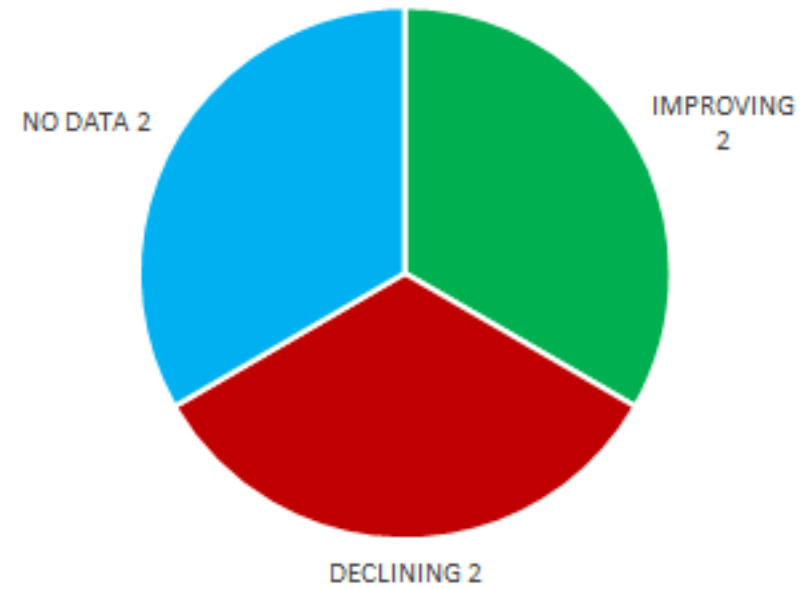
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Attendance in schools remains to be a key priority despite the impact of Covid-19 on statutory education. The effects on children and young people's wellbeing in not attending school during the spring and summer terms in schools is significant. Support and encouragement to families in returning to schools will be a key approach during the new academic year.

The statutory assessment process, from start to finish, for children and young people who require additional learning provision was impacted by Covid-19. However, the transformation within the support for additional learning needs area is gathering pace. As a result, early identification and support is provided to ensure that children and young people's needs are being met. As the new additional learning needs and educational tribunal Act 2018 changes begin, the focus will shift towards even more efficient ways of ensuring learner needs are met.

Performance compared to same Period of previous year


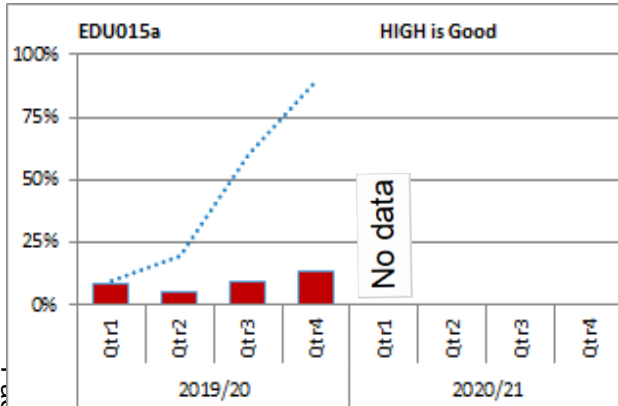

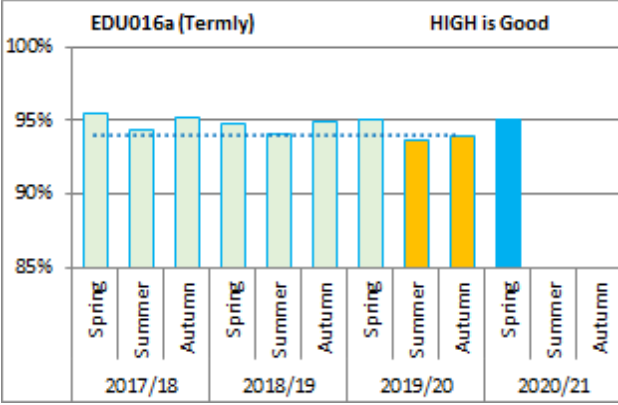
2020/2021 Quarter 1



Education & Skills 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
BBMA4 <p>The number of apprenticeships or trainee starts in the Council</p>	RAG	RED	GREEN		10 additional waste operatives started in Q4 2019/20, information was not supplied to BBM until July 2020.
Result	2	0	10	+100%	
Target	5	0			
Trend	IMPROVING	DECLINING	IMPROVING		
Num	2.	0.	10.	+100%	
Den					
EDU015a <p>The percentage of final statements of Special Education Need (SEN) issued within 26 weeks including exceptions</p>	RAG		GREEN		No final issues were issued during this period. This is entirely due to Covid-19 - medical advices were not received from Health, a core advice in the process, and staff were unable to access hard copy files. Digitalisation has now taken place on all files. Improvement is already shown in Q2 data and an improving trend should continue to be shown with the new structure and processes being embedded.
Result			8.16%		
Target			5.00%		
Trend			No Data	No Data	
Num			4.		
Den			49.		

Education & Skills 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021	
EDU015b  The percentage of final statements of Special Education Need (SEN) issued within 26 weeks excluding exceptions	RAG		RED		No final issues were issued during this period. This is entirely due to Covid-19 - medical advices were not received from Health, a core advice in the process, and staff were unable to access hard copy files. Digitalisation has now taken place on all files. Improvement is already shown in Q2 data and an improving trend should continue to be shown with the new structure and process being embedded.	
Result			8.16%			
Target			10.00%			
Trend			No Data	No Data		
Num			4.			
Den			49.			
						
EDU016a (PAM007)  Percentage of pupil attendance in primary schools	RAG	GREEN	GREEN		The data relates to the first half of the Spring term only as data for the second half of the term was affected by the Covid-19 lockdown.	
Result		94.70%	95.04%	95.02%		-0.02%
Target		94.00%	94.00%			
Trend		DECLINING	IMPROVING	DECLINING		
Num		1604664.	1984045	879679.		-55.7%
Den		1694499.	2087489.	925764.		-55.7%
						

Education & Skills 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021	
EDU016b (PAM008)	RAG	GREEN	GREEN		The data relates to the first half of the Spring term only as data for the second half of the term was affected by the Covid-19 lockdown.	
Percentage of pupil attendance in secondary schools	Result	93.74%	93.71%	93.64%		-0.08%
	Target	93.00%	93.00%			
	Trend	IMPROVING	DECLINING	DECLINING		
	Num	1161814.	1491975.	686096.		-54.0%
	Den	1239349.	1592089.	732718.		-54.0%
POV07	RAG	GREEN	RED		Most construction sites continued even if it was with a smaller team of people, some staff were furloughed but as they were still employed they would continue to count towards the Targeted Recruitment & Training weeks (we do not anticipate a decline in these roles once the furlough scheme finishes at the end of October because most of these employees are back on site already). These increased figures reflect the amount of development taking place across the city, and should continue to increase.	
The number of training and employment person weeks created by BBM for unemployed and economically inactive.	Result	688.00	326.00	680.		+109%
	Target	450.	450.			
	Trend	DECLINING	DECLINING	IMPROVING		
	Num	688.	326.	680.		+109%
	Den					

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Performance indicators this quarter show a mixed picture owing to the Covid-19 pandemic and this largely reflects the impact that risk mitigation measures have had on our delivery. However, despite these impacts, our major regeneration priorities continue to make substantial progress on site. Swansea Central Phase 1 works have made significant visible progress with superstructure steelwork erected. The Swansea Central Phase 2 design & viability work, including the potential for a public sector hub, has also made good progress. The procurement of the strategic sites marketing opportunity was re-designed, to take account of the Covid restrictions on events. The Kingsway infrastructure project works suffered delays owing to the crisis, but work resumed with rapid progress on site. Planning permission for the Kingsway Employment Hub building was awarded and procurement commenced. A draft post-Covid economic recovery plan was produced with partners and will be reported to cabinet for future consideration. In addition, during the crisis, resources were mobilised to support businesses and individuals with financial aid support as part of the government's Covid response funding programme. This also included rent-relief support provided by the council to avoid business failures and redundancies wherever possible.

During this quarter Cultural Services deployed staff from across the service teams to support the vulnerable, shielding, families in need, refugees, homeless and essential workers. Advice and guidance was developed for the sector partners, helping them secure grants, understand the implications of guidance and lockdown and to develop covid-secure ways of operating for the future. Reaching out to some of the most vulnerable people, included bespoke online gallery tours for those with anxieties, web-based art classes and befriending phone calls for older people, activity packs with online resources for distribution with foodbank parcels, and online heritage talks for older audiences. Maintaining social networks and introducing new community and civic partners to each other, this included podcasts to introduce local area coordinators to their communities and to introduce business, voluntary and creative freelancers to each other, the promotion of new talent with the Swansea Music Hub and attracting blood donors through the use of the city's art collection. Families were helped to home school, providing hundreds of online suggestions for arts activities, workshops, performances and quizzes, and providing route maps with a Dylan Thomas theme to make local exercise more interesting. An international profile for Swansea was maintained, via new tourism campaigns, participation in virtual conferences and seminars, and using online gallery talks on the theme of the Wales-India relationship to attract hundreds of participants from around the world. They were introduced with live welcoming views of the city.

A large number of Cultural Service staff were deployed to delivering community support during the early stages of the Covid-19 pandemic, supporting the voluntary sector; shielding residents; homeless and vulnerable. Officers from all across the Service were mobilised to this effort, from establishing food distribution centres, sourcing sponsorship for supplies, staffing the new shielding helpline and supporting Area Coordination, to assisting organisations and services to close down, or operate safely. For example, whilst all events ceased, and the Airshow was delivered 'virtually', the Events team supported queue management and access issues for essential services, as well as drawing on suppliers for temporary infrastructure like fencing and portaloos for essential services and major schemes such as the Field Hospital. Others maintained services such as sports and physical activity in schools, and providing information, advice and guidance to local groups and organisations, helping them access grants and other support from national and government bodies. By participating in national working groups, forums and networks, we were able to facilitate significant awards to the cultural, tourism and leisure sector in the city, including for our own council run facilities, as well as influence new guidance and frameworks for operating in a future 'covid secure' way. A successful collaboration with Education colleagues and external partners is working to secure significant improvements to leisure facilities at Cefn Hengoed School. Also continued support, discussion and legal work was undertaken to support partners' sustainability, ensure the future delivery of services post-lockdown, including with Freedom Leisure, Parkwood, RNLI and Wales National Pool. During lockdown, the arts and cultural service teams also developed new ways to access the services through online and virtual activities, including writing projects, poetry and arts workshops, forums, talks and presentations, podcasts, exhibitions and films. As part of our participation and continued engaged with Agenda 21; culture in sustainable cities, we entered into the Rome Charter for culture, which entailed a commitment to sharing our knowledge and ways of working to support culture during and post Covid19 restrictions. Our projects, including online writing, were included as examples of good practice in the charter, and our successes - with others from 50 countries - were discussed in an online event that shared learning experiences, arranged by United Cities and Local Governments (UCLG). This is a global network of cities and governments, bringing together the collective knowledge of participant cities, which is now being developed for presentation at a UCLG international seminar this September. The theme is cultural rights and we have developed this theme around our work to promote diversity within our cultural sector; resulting in a Pledge that has formed the basis of our work to address and support the Black Lives Matter campaign and subsequent Council Motion to support the principles of equal opportunities and representation.

As with the rest of our leisure and cultural portfolio and partnerships, the tourism and hospitality industry went into lockdown during this period. It was and continues to be one of the hardest hit areas of the economy, losing out on promoting Easter, May bank holidays and half term, usually vital trading periods and the precursor to the summer season. The Tourism team refocused and repurposed its main priorities and channels of communication with the sector to support the sector and business community by keeping them well informed of funding and grant aid opportunities and also their responsibilities as businesses to abide by the evolving Covid regulations and guidance as outlined by the Welsh and UK governments. They supported individual businesses, with accessing support, correlated and collated all the relevant information for distribution in a weekly newsletter to tourism businesses along with the Tourism Industry webpages, and businesses told us that they found this approach invaluable. Campaigns continued to be delivered, keeping our profile high, but communicating the key message that we are not able to offer a business as usual experience. This included the 'Visit Swansea Bay Later' digital campaign, including social media and video, to run alongside the #StayHome #StaySafe #ProtectOurNhs and #SaveLives messaging, and the Visit Wales. Later' campaign. Previous visitors were encouraged to act as ambassadors for the destination in sharing their own images and positive experiences of the destination and we shared the message that we are looking forward to welcoming them again once restrictions are lifted; keeping Swansea Bay front-of-mind.

For the first quarter of 2020/21, delivery across all areas of the WHQS programme shrank compared to trends from previous years due to the impact of COVID lockdown. Key areas of delivery such as roof renewal resulted in 53 completed properties which represents around 46% of the normal programme (based on a 5 year average of 1st qtr. delivery). Kitchen and bathroom renewal in this period saw a major drop compared with previous years with only 37 kitchens and 33 bathrooms signed off as fully complete and in both cases representing only 10% of normal delivery expectations. Whilst limited the Council has been able to install innovative smoke and carbon dioxide detectors into 148 homes. The system is able to remotely report normal operation, activations, faults and detector head removals allowing the Housing Service to confirm systems are operational and also when there has been an activation or when a repair is needed. The planned refurbishment to highrise blocks at Croft Street has been able to continue with the design and the development of the specification. The majority of surveys were complete prior to the end of March 2020 allowing architects to continue with their preparations and it is anticipated that the scheme design will be complete later in the year. Overall, spend was down from previous years and achieved only £2.8m for the first quarter against an average of £6.3m for the same quarter in previous years. Whilst the difference in spend is £3.5m the momentum since lockdown measures were eased, has not recovered to levels achieved prior to March 2020 and it is expected that overall spend will be less than originally expected. However, major efforts are being made to ensure programmes continue in some capacity, ensuring tenants remain safe in their homes and that they continue to have the opportunity to receive improvements to their homes albeit on a different time line than originally expected.

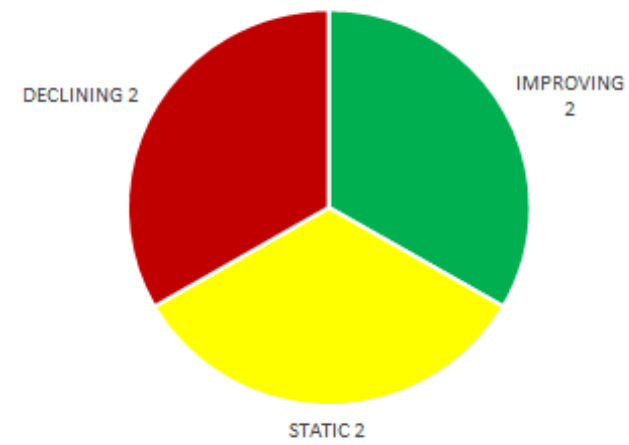
As part of the commitment to develop 1000 new homes, the council has completed the development at Parc Yr Helyg of 16 energy efficient homes, and work is progressing at pace on a second phase of 18 new homes at Colliers Way Phase 2. Work is also underway on a further 25 new homes in Clase. All these schemes were awarded Innovative Housing programme funding.

As a response to the Covid crisis, the Council has also been successful in securing Phase 2 homelessness funding to support Local Authorities to provide additional accommodation. This has enabled a new scheme of 8 units to be developed in Uplands, which will include 4 MMC pods, and 4 1 bedroom flats. 2 additional new build schemes are also being brought forward to provide a further 18 units, and 20 acquisitions of 1 bedroom flats in the city is also underway. The council is also developing a framework to develop Housing and Council fund sites in partnership with developers and it is hoped that this framework will be launched in the new year.

The conversion of a former social services building in West Cross is nearing completion and will be available for letting in the next month. The property has been converted into a 4 bedroom adapted home and a 3 bedroom home. A former community centre in Rhodfa'r Brain is in the process of being converted back into family accommodation. Most designs are complete and planning permission is currently being sought. The aim is to have the properties ready for letting early in the new financial year 2021/22.

Performance compared to same Period of previous year

2020/2021 Quarter 1



Economy & Infrastructure 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
BBMA1 ↑ The number of projects with social benefit clauses and Beyond Bricks & Mortar in their contracts	RAG	GREEN	GREEN		Trend reflects programming and is unrelated to previous period
<p>BBMA1 HIGH is Good</p>	Result	5	5	5	0%
	Target	4	5		
	Trend	IMPROVING	STATIC	STATIC	
	Num	5	5	5	0%
	Den				
EC2 ↑ The Percentage of all major applications with an economic imperative that are approved	RAG	GREEN	RED		
<p>EC2 HIGH is Good</p>	Result	100.00%	60.00%	100.00%	+66.7%
	Target	85.00%	90.00%		
	Trend	STATIC	DECLINING	IMPROVING	
	Num	9	3	3	0%
	Den	9	5	3	-40%

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021	
<p>EC5 ↑</p> <p>Amount of commercial floorspace (measured by sq m) created within the TRI (Targeted Regeneration Investment) Programme target areas to accommodate job creation</p>	RAG	GREEN	GREEN		Schemes are on site but wont be completed until later quarters.	
	Result	0.	0.	0		0%
	Target	0	0			
	Trend	No Data	STATIC	STATIC		
	Num	0.	0.	0.		0%
	Den					
<p>EC6 ↑</p> <p>Number of new housing units created in TRI target areas as a result of Targeted Regeneration Investment (TRI) Programme funding.</p>	RAG	GREEN	GREEN		schemes are underway but will not complete until later in the year	
	Result	0	4.	0.		-100%
	Target	0.	4			
	Trend	No Data	IMPROVING	DECLINING		
	Num	0.	4.	0		-100%
	Den					

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
EC7 ↓ Average Turnaround Time for Land Charge Searches completed in the period	RAG		GREEN		
	Result		5.00	4.46	-10.8%
	Target		10.00		
	Trend	No Data	No Data	IMPROVING	
	Num	6.94	5.00	4.46	-10.8%
	Den				
EP28 ↑ The percentage of all planning applications determined within 8 weeks.	RAG	GREEN	GREEN		Due to the Covid-19 Pandemic, there was a delay in officers being able to carry out site visits. Until these site visits were undertaken, applications could not be processed. This meant some took longer than 8 weeks to be determined. In addition Planning Committee was cancelled in April and May so no Committee applications could be determined.
	Result	89.35%	87.69%	76.49%	-12.8%
	Target	80.00%	80.00%		
	Trend	IMPROVING	DECLINING	DECLINING	
	Num	470	463	257	-44.5%
	Den	526	528	336.	-36.4%

Due to the impact of Covid 19 there has been significant increase in Housing Benefit and Council Tax Reduction claims and this has impacted on the average processing times, which has seen an increased compared to last year. Covid 19 has impacted on the number of people gaining employment through employability support, there was a 19% reduction compared to this time last year, but despite the challenging circumstances, 70 people were supported into work. The lockdown measures restricted the amount of employability training and accredited qualifications that were able to be offered this quarter, although delivery was adapted where possible, to online provision and 86 qualifications were achieved.

During this quarter the steps taken to Tackle Poverty have continued, with increased partnership working to tackle homelessness, address food poverty through supporting the significant expansion of community food provision and increased support with financial and digital exclusion.

Performance compared to same Period of previous year

2020/2021 Quarter 1



Tackling Poverty 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021	
HBCT01a ⬇ Housing Benefit Speed of Processing: Average time for processing new claims.	RAG	GREEN	GREEN		Significant influx of benefit claims in a short period due to Covid 19 resulted in longer processing times	
	Result	12.77	14.18	24.70		+74.1%
	Target	22.00	20.00			
	Trend	IMPROVING	DECLINING	DECLINING		
	Num	7290.	6993	13802		+97.4%
	Den	571	493	559	+1.8%	
HBCT01b ⬇ Housing Benefit Speed of Processing: Average time for processing notifications of change in circumstances.	RAG	GREEN	GREEN			
	Result	7.80	4.92	4.58	-7.0%	
	Target	8.00	7.00			
	Trend	DECLINING	IMPROVING	IMPROVING		
	Num	87376	37413	25379	-32.2%	
	Den	11196.	7607	5547	-27.1%	

Tackling Poverty 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
HBCT02a ↴ Council Tax Reduction Speed of Processing: Average time for processing new claims.	RAG	GREEN	AMBER		Significant influx of benefit claims in a short period due to Covid 19 resulted in longer processing times
	Result	19.60	22.90	28.20 +23.0%	
	Target	22.00	22.00		
	Trend	DECLINING	DECLINING	DECLINING	
	Num	25924	36381	65462 +79.9%	
	Den	1321	1588	2323 +46.3%	
HBCT02b ↴ Council Tax Reduction Speed of Processing: Average time for processing notifications of change in circumstances.	RAG	GREEN	GREEN		Significant influx of benefit claims in a short period due to Covid 19 resulted in longer processing times
	Result	5.02	4.84	8.40 +72.7%	
	Target	8.00	7.00		
	Trend	DECLINING	IMPROVING	DECLINING	
	Num	84338	77790	145151 +86.6%	
	Den	16810	16070	17361 +8.0%	

Tackling Poverty 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
POV05 ↑ The amount of welfare benefits raised through securing rights and entitlements by the Welfare Rights Team	RAG	RED	GREEN		Due to Covid 19 there was much disruption to the appeal service with in this quarter, as many appeals were postponed or adjourned until HM Courts and Tribunal Service adopted new processes.
	Result	122941.00	296241.94	266842.28 -9.9%	
	Target	200000	175000		
	Trend	DECLINING	IMPROVING	DECLINING	
	Num	122940.65	296241.94	266842.28 -9.9%	
	Den				
<p>POV05 HIGH is Good</p>					
POV06 ↓ The average number of days all homeless families with children spent in Bed and Breakfast accommodation	RAG	GREEN	GREEN		
	Result	0.00	4.50	0 -100%	
	Target	6.00	5.00		
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	0	27	0 -100%	
	Den	0	6	0 -100%	
<p>POV06 LOW is Good</p>					

Tackling Poverty 17-22

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
POV10 Number of people gaining employment through Employability Support	RAG	GREEN	RED		The impact of the pandemic and lockdown measures on the labour market has seen a decrease in recruitment. The Employability Teams continue to create opportunities and links to job roles on a remote working basis with job seekers.
	Result	128	70	82 +17.1%	
	Target	125	100		
	Trend	No Data	DECLINING	IMPROVING	
	Num	128	70	82 +17.1%	
	Den				
	RAG	RED	RED		The Employability programmes have been limited in being able to offer training during this quarter due to lockdown measures. Some training was delivered on a smaller scale and via online methods.
POV11 Number of accredited qualifications achieved by adults with local Authority support	Result	117	86	80 -7.0%	
	Target	200	100		
	Trend	No Data	DECLINING	DECLINING	
	Num	117	86	80 -7.0%	
	Den				

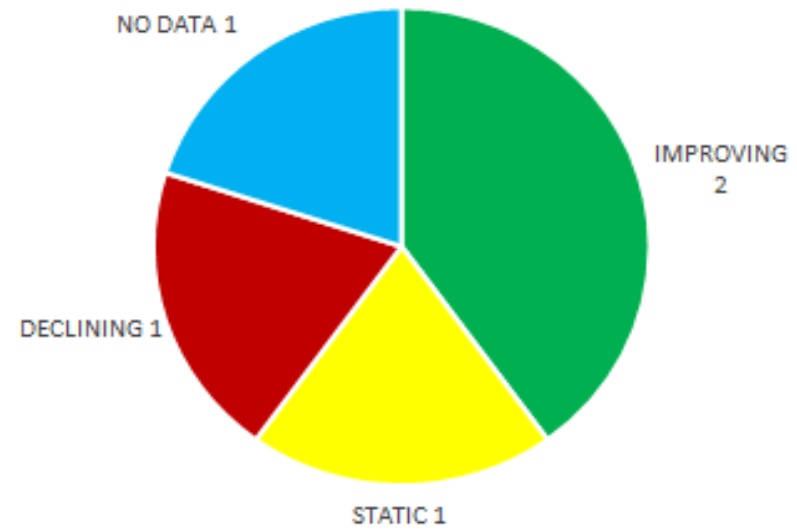
Covid 19 and lockdown priorities dominated qtr 1. Resources across the Council were diverted onto Covid-19 related duties therefore work on the Corporate Priorities reduced. That said, activities were still in line with the overall Corporate Plan and in some cases fast-tracked existing projects, e.g. those around digital developments as evidenced in the Cust 2b indicator. Financial progress was reported to Cabinet in the Qtr 1 report.

Key areas delivered in qtr 1 relating to Covid-19 included:

1. Facilitated relief payments to residents and businesses
2. Some staff were redeployed into helping deliver food banks and food parcels for vulnerable or shielding residents
3. Established a 20 seat helpline contact centre for those residents shielding so they could access support services. This included ensuring the helpline staff could work from home
4. The agile working programme had already enabled many staff to work from home. Connectivity was further enhanced during lockdown
5. Launched a domestic abuse virtual agent to support those experiencing increased abuse during lockdown
6. An application was developed so parents could continue to access Free Schools Meal payments
7. 97 new public web pages were built, populated and updated daily by the web team. Much of the content was written from scratch, including 'school's out' content for families. Most popular pages include Coronavirus help for businesses, benefits information and local food supplier pages. Over 500,000 page views across lockdown
8. Support for those Council services needing to move completely online
9. Support delivered in enabling new care home sites
10. Developed processes and enabled technology for large remote meetings via TEAMS. Teams use increased by 550% and email use increased just under 45% during lockdown. Use of collaboration tools like SharePoint increased 43%
11. Delivered a solution and support for live public council meetings
12. Live broadcast for the opening of the Nightingale field hospital
13. Delivered a solution and support for Social Services for job interviews to be held remotely
14. Supported Building Services in the sourcing and supply of PPE
15. Used the gov.notify functionality during the crisis to communicate with residents and staff
16. Engaged in extensive regional and national partnership working on digital solutions to support frontline workers
17. Delivering the requirements of TTP, establishing the teams and communicating digital aspects of the national TTP system locally and regionally.

Performance compared to same Period of previous year

2020/2021 Quarter 1



Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
<p>CHR002 (PAM001) ⬇</p> <p>The number of working days/shifts per full time equivalent lost due to sickness absence</p>	RAG	GREEN	RED		<p>Note from Corporate Performance Team - Data quality under review</p>
Result	2.37	3.64	2.31	-36.7%	
Target	2.50	2.50			
Trend	DECLINING	DECLINING	IMPROVING		
Num	21535.45	32404.50	20415.25	-37.0%	
Den	9089.21	8892.36	8844.79	-0.5%	
<p>CUST2a ⬆</p> <p>Number of online payments received via City and County of Swansea websites</p>	RAG	GREEN	GREEN		<p>Compared with Q1 2019 the number of online transactions was slightly lower (2156 fewer transactions). This is due to COVID-19 affecting services, for example the suspension of face-to-face courses and very popular online services like bulk waste during Q1.</p>
Result	22930.	26390	24364	-7.7%	
Target	20700	22950.			
Trend	IMPROVING	IMPROVING	DECLINING		
Num	22930.	26390.	24364.	-7.7%	
Den					

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
CUST2b <p>Number of forms completed online for fully automated processes.</p>	RAG	GREEN	GREEN		Online processes rocketed during Q1 2020 due to the lockdown, with 9577 more automated requests than Q1 2019 (mainly recycling requests and other environmental services). For example, with recycling requests which link directly into the back office system, online increased by 159% compared with last year's Q1 while calls reduced by 36%.
	Result	4692.	7502.	17079. +127%	
	Target	4500	4700.		
	Trend	IMPROVING	IMPROVING	IMPROVING	
	Num	4692.	7502.	17079. +127%	
	Den				
FINA6 <p>Percentage of identified forecast General Fund Revenue savings and income for the year compared to originally approved budget (Â£000's)</p>	RAG	GREEN	RED		Due to Covid the current monitoring of agreed savings is on hold, so there is no data to provide. Budget issues and forecasts are being dealt with at P&FM and the overall budget position, which is rather more material in light of Covid 19, is still reported to Cabinet.
	Result	85.18%	79.00%		
	Target	85.00%	85.00%		
	Trend	IMPROVING	DECLINING	No data	
	Num	14081.	9985		
	Den	16530.	12640		

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
PROC12 ⬇ Number of data breaches which has resulted in an enforcement or monetary penalty notice being issued by the Information Commissioners Office (ICO)	RAG	GREEN	GREEN		
	Result	0	0	0	0%
	Target	0	0		
	Trend	No Data	STATIC	STATIC	
	Num	0	0	0	0%
	Den				
NO GRAPH DISPLAYED THIRD YEAR OF REPORTING ALL RESULTS ARE ZERO					

The Covid-19 pandemic has highlighted how important it is for people to have good quality environments within which to live, work and relax. The first quarter of 20/21 has seen a significant increase in access to recreational and greenspace areas, and far greater local appreciation of what the wonderful range of parks, nature reserves, beaches and landscapes of the County have to offer. This increased access has resulted in capacity issues and conflict between users at some locations, and highlighted areas with significant potential but which are currently being underutilised, such as the 350ha Clyne Country Park. It has also highlighted how ease of access and proximity to quality greenspace is lacking in some areas and the need to reduce such inequalities must continue to be prioritised. Local biodiversity has had the opportunity to thrive as a result of fewer journeys being undertaken and increased walking and cycling has provided wider health and well-being benefits. Projects that seek to maintain and enhance biodiversity and reduce our carbon footprint have not been affected by the pandemic with on-site operations continuing, such as the preparation and implementation of environmental enhancement schemes for Council housing estates as part of the Welsh Housing Quality Standard programme, tree and wildflower planting, control of invasive species, etc. The Council has also successfully bid for additional capital funding for improvements to public rights of way, Clyne Country Park, as well as Nature Reserves at Swansea Vale and Bishops Wood, Caswell and these works have already commenced. Additional capital and maintenance funding has also been provided for tree planting which is being focused on school grounds and parks around the city. Whilst within the city centre structural landscape work has continued to create a new sense of place along and around the Kingsway. Trees on private property have become a particular focus of attention during lockdown with an increase in garden improvement projects resulting in a threefold increase in the number of applications for works to protected trees. A review of the public consultation responses to the City Centre Green Infrastructure Strategy has also been completed with a view to adoption by the final quarter. However, training, educational and environmental events for the public and schoolchildren, such as Seashore Safaris and trips to local nature reserves, have had to be put on hold. Draft Supplementary Planning guidance has been prepared for public consultation on Development and Biodiversity; Trees, Hedgerows and Woodlands on Development Sites; as well as a revised Gower AONB Design Guide. These documents provide guidance on how the relevant policies of the Council's Local Development Plan should be applied in order to ensure development within Swansea maintains and enhances the County's biodiversity and delivers long term ecosystem resilience. This is in line with the Council's duties under Part 1, Section 6 of the Environment (Wales) Act 2016, and the Resilient Wales Goal of the Well Being of Future Generations Act 2015.

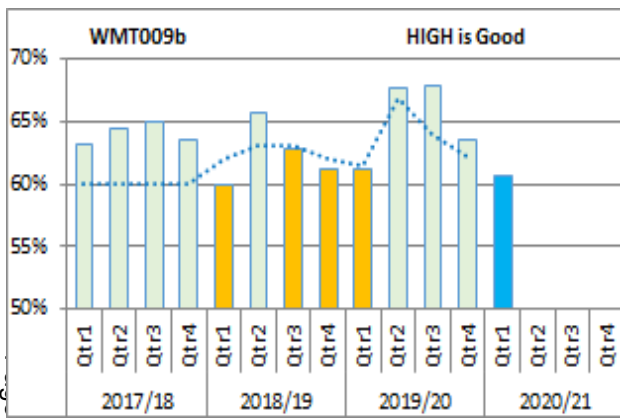
**Performance compared to same Period of previous
year**

2020/2021 Quarter 1

No chart shown - only one Performance Indicator

One of one PI's for this priority declined

Performance Indicator	KEY	2018/2019 Quarter 1	2019/2020 Quarter 1	2020/2021 Quarter 1	Comment-2020/2021
WMT009b (PAM030) ↑ The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way	RAG	AMBER	AMBER		As before the figures reported are one quarter in arrears, i.e. 1 January to 31 March 2020. Slight drop due to HWRCs closing due to Covid-19 for the last few weeks of the quarter.
	Result	59.86%	61.24%	60.55% -1.1%	
	Target	62.00%	61.41%		
	Trend	DECLINING	IMPROVING	DECLINING	
	Num	15325.89	15032.22	16053.99 +6.8%	
	Den	25603.75	24547.87	26511.54 +8.0%	



09

Agenda Item 8.



Report of the Cabinet Member for Economy, Finance & Strategy

Cabinet – 17 December 2020

Revenue and Capital Budget Monitoring 2nd Quarter 2020/21

Purpose:	To report on financial monitoring of the 2020/21 revenue and capital budgets, including the delivery of budget savings.
Policy Framework:	Budget 2020/21. Transformation and Future Council (Sustainable Swansea –fit for the future)
Consultation:	Cabinet Members, Corporate Management Team, Legal Services and Access to Services.
Recommendation(s):	It is recommended that Cabinet: 1) Notes the comments and variations set out in the report and the actions in hand to address these; 2) Approves the virements in para 2.7; 3) Continues setting a level of permitted, in extremis, in year overspending of up to £10m, to be fully financed from draws from earmarked reserves, as approved at Council on 4 November 2020, to ensure the overall budget remains balanced for the year; 4) Endorse that 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.
Report Author:	Ben Smith
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Background and Introduction

- 1.1 This report details forecast variations from the agreed budget for 2020/21.
- 1.2 In respect of Revenue Budgets, this report provides a consolidated forecast which combines:
- projected variations (mainly shortfalls) in relation to budget savings agreed by Council in March 2020
 - Variations arising from other service pressures not directly linked to specific savings plans (e.g. increased service demand, price and pay inflation, increased, but most often unfunded, regulatory obligations and burdens from both UK and Welsh governments)
- 1.3 The report includes comments from Directors in relation to the variations highlighted and the action that is in hand or proposed as appropriate.

2. Revenue Outturn Forecast Based on 2nd Quarter Position

- 2.1 Appendix 'A' to this report details the approved Revenue Budget for 2020/21 and the forecast variation at this time.
- 2.2 Other than projected variations on Directorate expenditure, it is still too early to confidently forecast final variations that may arise on some significant Corporate items, including the level of Council Tax collection (which posted a deficit in 2019-20 of £0.7m and 2018-19 of £0.3m). Given the likely impact of COVID on collection it is inevitable that a further shortfall will arise in 2020-21. An updated forecast is that there will be a shortfall of £3.8m (£2.5m in the first quarter) in 2020-21. This may be subject to some form of grant underpin support in due course from the Welsh Government, but is far from assured.
- 2.3 The overall Directorate position is summarised below:-

DIRECTORATE

	FORECAST VARIATION 2020/21 £000	NET COVID VARIATION 2020/21 £000	OTHER VARIATION 2020/21 £000
RESOURCES	4,531	4,821	-290
PEOPLE - SOCIAL SERVICES	4,917	8,176	-3,259
PEOPLE - EDUCATION	4,805	3,533	1,272
PLACE	10,500	10,500	0
Additional Savings	194		194
<i>NET DIRECTORATE EXPENDITURE</i>	24,947	27,030	-2,083

- 2.4 Directors' comments on the above variations are shown at Appendix B :-
- 2.5 Within the *Sustainable Swansea* Delivery Programme, work continues to develop service delivery plans that will include all savings requirements across all strands. This includes the cross cutting nature of new reviews as well as the completion of current in-flight reviews.
- 2.6 The table above shows an estimated overspend for the year of £24.9million. Bar some "Business as usual" fluctuations in Social Services and Education which is in effect entirely as a result of the COVID 19 pandemic and relevant responses in expenditure and reductions in Income as a result. This figure does not include the Business Support Grants costs and Retail/Hospitality/Rates reductions resulting from Welsh Government decisions and which are anticipated to cost around £85m and to be funded in their entirety. Any funding from WG confirmed after the Quarter2 report as a result of grant claims have not been included in the figures above, i.e including the additional £13m approximately due paid out in firebreak grants in early November. Section 2.7 below shows the level of "service" expenditure that has been deemed as eligible and paid by WG to date in the first quarter report and subsequently.
- 2.7 Currently, monthly claims against additional COVID expenditure (April to September and an historic claim in relation to March 2020) and a claim for loss of income for the first two quarters as a result of COVID in relation to the services has been submitted to WG. The summary of claims submitted to date and amounts received is set out below :

Summary of claims submitted and payments received to date in 2020/21

	Claim £000's	Paid £000's	
All other claims : April to July	6,004	5,291	Monthly claims for Free School Meals are held subject to WG review.
Loss of Income 1st Quarter Tranche 1	4,174	4,174	Limited by WG to Carparking ,Waste , School catering and Cultural Services only.
<i>Total April – July</i>	<u>10,178</u>	<u>9,465</u>	<i>as reported in Quarter 1 report</i>
Loss of Income 1 st Quarter Tranche 2	2,917	2,803	WG reviewing and querying elements locally and Nationally - primarily Adult Social Services.
All other claims : August	1,848	1,538	Paid includes July delayed payment .WG reviewing and querying elements locally and Nationally – primarily FSM.
September	1,691	??	Recently submitted :Initial payments will be reflected in third quarter report.
Loss of Income 2 nd			

Quarter 3,779 ?? Recently submitted: Initial payments will be reflected in third quarter report.

Total Aug –Sept 10,235 4,341

Overall total 20,413 13,806 Hardship and Loss of Income.

Welsh Government have amended eligibility criteria as the year has progressed both in relation to additional costs and loss of income. This has included deeming as ineligible certain elements of expenditure (eg day to day expenses such as mobile phones, postage/copying/stationery costs , local decisions re support to local business) and reducing the eligible element of other costs.

As such the monthly claims are amended to include only those elements of expenditure deemed to be eligible so exclude any costs etc not deemed eligible to be claimed.

Whilst some elements of expenditure are going to be continued to be claimed the WG

“panel have suggested as authorities are moving into a different phase of response then some costs deemed additional and necessary at the start will no longer be eligible within the fund but will be a matter for local discretion. E.g. packed lunches for homeless. This is because what was deemed an emergency response at the start of the pandemic is likely to either have a national policy response or there has been enough time for authorities to make alternative arrangements at a lower cost from existing budgets.”

This will result in a further reduction in those elements deemed to be eligible for grant by WG.

Similarly , the Loss of Income claims only include those elements deemed as “eligible” by WG. A second quarter loss of income claim is due to be submitted in mid November to the WG in accordance with their most recent eligibility/guidance criteria.

Grant claims to WG in relation to TTP have commenced which are anticipated to cover all additional costs arising. The additional costs are included under Resources and currently amount to £2.8m in 2020/21. It remains unclear how much will be truly additional cost (and claimable) as opposed to, as is predominantly currently the case, redeployed and redirected costs of existing workforce otherwise prevented from working in their normal service areas, but as “return to new normal” becomes more prevalent it is clear costs will rapidly start to be additional rather than “in lieu” and thus reclaimable.

Grant claims to WG for the £500 carer payments will be made in due course as the scheme develops nationally and again are assumed to fully cover costs with both elements contained with the Social Services forecast . The same will apply to the £500 isolation payments and social care statutory sick pay top up payments once the schemes have been developed nationally.

At present, therefore, it is proposed to allocate the additional sums received since the first quarter report as follows and to seek that cabinet formalise their virement in receiving this report to service budget lines as follows :

Education	£1.1m
Social Services	£1.33m
Place	£1.906m

Resources	£0.005m
Total	£4.341m

And once the figure is confirmed up to the following figure :

Resources (TTP) £2.8m

This proposal has no overall impact on the position, merely allocates grant received back above the line and which will result in some reductions in report service overspending in later reports but equally will remove the net grant income received below the line.

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

- focus on a range of corrective actions;
- targeted immediate spend reduction and deferral action;
- spending control on all vacancies and contracts;
- a continued reminder that **no Responsible Officer is authorised to overspend their budget in line with Financial Procedure Rules;**
- and consequently that Directors must work closely with Cabinet Members and the Corporate Management Team to contain, reduce, defer and delay spending as far as possible, having due regard, to existing agreed budget and political priorities to nonetheless seek to limit service overspending.

2.9 Offsetting opportunities do exist to temporarily ameliorate the currently identified service demand and price pressures as follows.

- £1m was set aside in the budget for the potential costs relating to the impact of the Apprenticeship Levy. The final costs relating to this levy will only be known once final employee related costs are calculated at the year end. Should the full allocation not be required then any saving will be proposed to be used to mitigate service pressures at year end.
- £1.85m was also set aside to meet any specific and significant inflationary increases arising in year. Given the overall financial projection at this stage it is proposed by the S151 officer that this be released as a compensating corporate saving especially as the price inflation outlook for the year looks very subdued..
- Use of the Contingency Fund as detailed below.

3. Contingency Fund Provision for 2020/21

3.1 The contingency fund was set at the £3.621m contribution for 2020/21 as set out in the budget report approved by Council in March 2020. As a result of the favourable outturn position this was added to, on a one off basis, to bring the total available to spend to over £9m. This is significantly higher than in recent years reflecting additional mitigation against any repeated overspending.

3.2 The current potential calls on the contingency fund for 2020-21 are:-

Contingency Fund 2020/21	Prediction
	2020/21 (£m)
Budgeted contribution for year.	3.621
Increase from c/fw from 2019-20 (as per Council 4 November 2020)	6.306
Proposed Strengthening and increased resilience in Financial Services	-0.250
Freedom of the City – Merchant Navy	-0.005
Support to Leisure Centres	-0.800
Underwrite to leisure Operators	-1.000
Support to Swansea Market	-0.500
Pipe House Wharf relocation lease costs	-0.057
School 3G pitch Support	-0.025
Communications/PR improvements	-0.010
City of Sanctuary floral badge	-0.001
Coroners ICT	-0.040
Market Rents	-0.035
COVID ICT agile/homeworking costs: staff and members	-0.320
COVID extension of waiver for staff parking permits –loss of income.	-0.300
Used to reduce service overspending	-6.584
Balance 31st March 2021	0.000

The above table lists current potential calls on the budgeted contingency fund. All bar the Strengthening of Finance (which will be a proposed budget adjustment for 2021-22) are anticipated to be one off costs. The final amounts will be dependent on a number of factors during the year including speed of implementation, actual costs/commitments incurred and final Directorate outturn position. Spend approvals will be deliberately limited to seek to maximise underspend here as part of mitigating budget savings action.

As at 1st April 2020 some £3m remained within the Restructure Reserve to contribute toward ER/VR or other cost risks that may arise in 2020-21. The S151 officer remains satisfied that this is sufficient for 2020-21 and that there should be no call on contingency this year to fund such costs. The final costs of ER/VR will only be known towards the end of the year once all management actions re savings proposals etc are implemented. At this stage it is assumed that all ER/VR costs will be able to be contained within the sum left in the Restructure Reserve.

Based on current forecast the S151 officer proposes to utilise the current year forecast underspend on the Contingency Fund of £6.584m to provide additional mitigation against the anticipated unfunded elements of cost/loss of income as a result of COVID19.

However, the S151 officer proposes to reserve his final position on the recommended levels of use of the restructure reserve and contingency fund until the absolute success or otherwise of reducing the forecast overspend is known at year-end.

3.3 The current indication is that, for 2020-21, there needs to be continued targeted mitigating action and delivery of savings proposals to help reduce the overall service overspends. It looks inevitable at this early stage that substantial draws from earmarked reserves will be needed to achieve a fully balanced budget for the year. Any inroads to net spending will reduce the necessary draw from reserves and increase the amount of reserves available to carry into 2021-22.

3.4 The action being taken includes working through existing plans on an accelerated delivery basis:

- Management and Business Support Review: ongoing review of the management structure across the Council and future requirements given the Council's priorities, future challenges and the changing nature of the role of managers
- Reducing the Pay Bill: review of options to reduce employee costs across the Council as part of our overall future workforce strategy (subject to trade union consultation at the appropriate time)
- Commercialism through third party Procurement Savings and Income Generation: review of further options to increase income from fees and charges, trading etc, in addition to the targets already set for 2020/21
- Progressing implementation of final phases Commissioning Reviews and Cross Cutting Themes.
- Further implementation of the Social Services Saving Plan through which we have identified mechanisms for bringing down overall costs.
- On the basis that these are existing agreed actions fully set out in the agreed budget set by Council in March, whilst wholly recognising the ability to progress any of the above have been seriously impacted by Covid 19.
- Continuing the extant spending restrictions which have been agreed as necessary by Corporate Management Team.
- Directors detailed action plans which are summarised in their commentary in Appendix B.
- The Deputy Chief Executive taking forward implementation of the recovery plan approved at Cabinet to agree alternative mitigating actions and future steps, including a successor programme to Sustainable Swansea more suited and fitted pan and post Covid 19 and Brexit.

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

4. Revenue Budget Summary

4.1 The position reported above reflects the best known current position and shows a net £24.9m of shortfall in service revenue budgets, almost entirely in relation to anticipated costs/loss of income as a result of COVID19 which when combined with

a forecast £3.8m shortfall in Council Tax collection leads to a total shortfall of £28.7m. Some additional £4.3m has, since the previous report, actually been received or confirmed from WG in relation to service additional costs/loss of income claims as per 2.7 above. It is assumed that all the TTP costs will also be recovered and for 2020/21 some £2.8m is included at this stage. It is also possible that Council tax losses, or part of them at least, will be met by future WG grant support, but this is yet to be assured. In addition as identified above further mitigation is anticipated from the Apprenticeship/Inflation provision of £1.9m and Contingency fund of £6.584m. Taking account all of these mitigations this results in a net forecast shortfall for the council of some £10.0m.

Summary

Service Forecast overspend	£24.9m
Council Tax shortfall	£3.8m
Less Mitigating	
COVID grants received not incl in service forecasts	-£4.3m
COVID claims submitted no response from WG yet – assume will be received.	-£2.3m
Future covid claims re council tax losses - assumed	-£0.9m
TTP costs recovered	-£2.8m
Apprenticeship/Inflation	-£1.9m
Contingency Fund not currently utilised	-£6.5m
 Net overspend forecast	 £10.0m

NB Further claims for re-imburement of both expenditure and loss of income continue to be submitted to Welsh Government in accordance with their criteria. Based on previous expenditure claims submitted (and subsequently paid to date) it is considered reasonable that as a minimum some additional £2.3m is likely to be paid and is therefore included above. The Welsh Government continues to review all the outstanding Loss of Income claims across Wales including additional claims for Quarter 2 losses. Any decision regarding success or otherwise of the outstanding Loss of Income claims is not expected until late November/early December so no assumption re additional grant income for loss of income is included in the current forecast.

Any additional WG funding towards the additional costs or loss on income received from WG in relation to COVID19 costs /loss of income included in table 2.3 above will further reduce the overall budget shortfall and thus why a target of “no worse than £10m” is recommended kept by Cabinet and by the S151 Officer on a truly exceptional one off basis.

- a. Currently, all revenue grant income from WG in relation to COVID claims for the services, including schools, and has not yet been allocated “back” to departments.
- b. Corporate Management Team have reinforced the expectation that both service and overall net expenditure **must** be, as far as practicable, contained within the relevant limits of the current year budget as set by Council, and certainly within any agreed level of tolerance set by Cabinet on the advice of the s151 Officer, recognising the extreme nature of the Covid 19 impact.

- c. As previously mentioned, it is too early to provide an accurate forecast as to the potential outturn on corporate items such as Council Tax collection which is in itself potentially affected by the effects of welfare reform measures, an often increasing tax base, but equally a substantial deterioration in the economy and employment which may inhibit individuals ability to pay tax already set and due.
- d. Included in the projected budget for 2020/21 for other corporate items are capital finance charges. At this early stage no variance is forecast, in any case any underspending or overspending will be transferred at year end to or from the capital equalisation reserve, a strategy previously agreed by Council. This will be reviewed and updated during the year as various capital schemes/programmes progress.
- e. There continue to be risks around general inflationary pay and price pressures in the forthcoming year including significant increases to the National Living Wage from April 2020 which will significantly impact contractors to the Council in some service areas. It will also put further pressure on the lower end of the current local government pay spine in future years. The national local government pay award offer has been finalised at 2.75%, as budgeted and there is now an agreed new pay offer for teachers worth up to 8% for some teachers (3.25% for majority), and part of the excess will be funded by WG by way of a one off specific grant. Whilst all are entirely welcomed from a policy perspective, nevertheless the Council simply cannot afford to fund them in isolation, unless additional permanent support is forthcoming from the UK and Welsh Governments, otherwise savings will have to be made elsewhere to meet such pressures longer term.
- f. Detailed monitoring of budgets will continue to be carried out and reported to Departmental Performance and Financial Management meetings on a monthly basis.
- g. It remains imperative that sustainable, but sensitive in the unusual circumstances of Covid 19, base budget savings are found to replace in year one off actions to stabilise the 2020-21 budget ahead of the finalisation of the 2021-22 budget round.

5. Capital Budget

5.1 Expenditure to 30th September 2020 is £94.457 million, summarised as follows:

Directorate	Budget 2020/21	Actual to 30/09/20	% spend
	£'000	£'000	
Corporate Services	5,294	851	16.1%
People	34,545	10,438	30.2%
Place (General Fund)	162,457	70,122	43.2%
Place (HRA)	54,166	13,046	24.1%
Total	256,462	94,457	36.8%

Expenditure on major capital schemes is detailed in Appendix C.

It should be noted that the actual spend to 30 September may only have 4 or 5 months costs relating to external invoices. The impact of COVID will have an impact on the timing and potential slippage of the original capital programme. The situation remains fluid and the full impacts of COVID continue to be monitored with capital schemes being reprofiled during the year as the impacts of timing / slippage become known. This will have an impact on the revenue Capital Financing Charges in 2020/21 and beyond.

Bay Studios Surge Hospital (Covid19)

The figures above for Place (General Fund) includes £20.46m of expenditure for the Bay Studio Surge Hospital (Covid 19). As part of the Region's response to address projected increased demand on hospital services as a result of the Covid 19 pandemic, the Authority was asked by Swansea Bay University Health Board (SBUHB)/ Welsh Government (WG) to deliver a 1,000 bed Surge Hospital on the site of the old Bay Studios in SA1.

The scheme was completed in an exceptionally short timeframe. It was conceived, designed, delivered and operational within 3 months (April – June 2020) by Corporate Building Services in partnership with our partner sub-contractors, Kier and TRJ. The full cost of the scheme has been received from SBUHB and WG.

6. Housing Revenue Account

6.1 The Covid situation could have a considerable impact on the HRA revenue budget in 2020/21. During the first half of the year, collection rates have not been significantly affected however as the economic impact of the crisis continues it is anticipated that collection rates will be adversely impacted. Rent income is being closely monitored. It is too early to forecast the full impact on the budgeted Bad Debt Provision. There has also been a major impact on revenue expenditure with the revenue repairs budget for the first 6 months being significantly underspent by £1.6m due to Covid restrictions on entering properties. This budget will continue to be closely monitored however further restrictions could impact this figure further. There are also underspends on transport and employee/vacancies (£0.17m). The

crisis has also understandably impacted the delivery of the HRA Capital Programme with commensurate reduction in spend and financing costs. It is anticipated that financing costs could be reduced by around £1.5m. Work is currently ongoing to re-profile the 2020/21 HRA capital programme and which may have a further impact on this.

7. Legal Issues

7.1 There are no legal issues contained within this report.

8. Equality issues

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

Background Papers: None

Appendices:

Appendix A - Revenue Budget forecast 2020/21

Appendix B - Directors comments on variances and action plans

Appendix C - Expenditure on major Capital Schemes

REVENUE BUDGET PROJECTION QUARTER 2 2020/21			Appendix A
<u>DIRECTORATE</u>	BUDGET	PROJECTED	VARIATION
	2020/21	2020/21	2020/21
	£000	£000	£000
RESOURCES	50,475	55,006	4,531
PEOPLE - SOCIAL SERVICES	124,781	129,698	4,917
PEOPLE – EDUCATION	181,901	186,706	4,805
PLACE	60,943	71,443	10,500
Additional Savings	-194	0	194
<i>NET DIRECTORATE EXPENDITURE</i>	417,906	442,853	24,947
SPECIFIC PROVISION FOR			
APPRENTICESHIP LEVY/INFLATION	2,850	1,000	-1,850
CONTINGENCY FUND	278	0	-278
SUPPORT TO LOCAL BUSINESS	0	51,500	51,500
WG COVID GRANTS (Assured & Due to be allocated to Services)	0	-97,013	-97,013
<i>OTHER ITEMS</i>			
LEVIES			
SWANSEA BAY PORT HEALTH AUTHORITY	87	87	0
CONTRIBUTIONS			
MID & WEST WALES COMBINED FIRE AUTHORITY	13,741	13,741	0
<i>CAPITAL FINANCING CHARGES</i>			
PRINCIPAL REPAYMENTS	16,368	16,368	0
NET INTEREST CHARGES	20,010	20,010	0
<i>NET REVENUE EXPENDITURE</i>	471,240	448,546	-22,694
<i>MOVEMENT IN RESERVES</i>			
GENERAL RESERVES	0	0	0
EARMARKED RESERVES	-2,985	-19,291	-16,306
<i>TOTAL BUDGET REQUIREMENT</i>	468,255	429,255	-39,000
DISCRETIONARY RATE RELIEF	400	400	0
<i>TOTAL CITY AND COUNTY OF SWANSEA REQUIREMENT</i>	468,655	429,655	0
COMMUNITY COUNCIL PRECEPTS	1,582	1,582	0
<i>TOTAL REQUIREMENT</i>	470,237	431,237	-39,000
<i>FINANCING OF TOTAL REQUIREMENT</i>			
REVENUE SUPPORT GRANT	253,660	253,660	0
NATIONAL NON-DOMESTIC RATES	85,721	50,521	35,200
COUNCIL TAX - CITY AND COUNTY OF SWANSEA	129,274	125,474	3,800
COUNCIL TAX - COMMUNITY COUNCILS	1,582	1,582	0
<i>TOTAL FINANCING</i>	470,237	431,237	39,000

Service related COVID19 funding already received from WG of c £13.8m IS included above.

Appendix B

Director's comments on budget variances

Director of Resources

The COVID-19 response has had a detrimental effect on the Resources portfolio budget for the 2nd Qtr. The TTP staffing expenditure is expected to be fully recoverable from Welsh Government. In addition to the staffing there is a short fall in IT funding for the TTP programme, due to WG capping the amount of money available, discussion are ongoing to enable all this funding to be reclaimed.

A number of transformation projects and restructures were unable to be progressed resulting in overspends in both Customer Contact Centre, Digital Services and Transformation and Commercial services. Alternative savings plans are being prepared.

The resources portfolio has limited income streams, however, where income streams are within services, these have also been affected and unlikely to be achieved within the year.

The heads of service will continue to review the budgets and look for alternative ways of achieving efficiencies to balance the budget.

Variance	£000	Explanation and Action
COVID-19 Variation:		
Test Trace & Protect Programme (TTP)	2,800	Estimated Staffing costs of £2.6m and IT costs of £0.2m. There may be a funding shortfall due to WG funding capping the funding available.
Oracle Cloud Project	0	Project has been delayed, however, after negotiations with Oracle it is not anticipated that there will not be any additional costs.
WCCIS Project	0	Project has been delayed, No additional costs are anticipated as a result of negotiations with NWIS.
Mobile Phones	0	No additional costs are forecasted after working with the supplier to negate the costs.
Digital services staff costs	12	Additional Digital services staffing costs at the start of lockdown to enable homeworking.
Contact centre software licences and consultancy	25	Digital Services remote contact centre software licences and consultancy to enable call handling from home.
Schools infrastructure project	44	Government directive to continue to pay consultants. Estimated additional cost as a result of continuing to pay consultants during

		lockdown and therefore elongated project timelines.
Design Print	300	Loss of trading income which relates mainly to internal recharges to Council departments.
Council Tax Reduction Scheme (CTRS)	1,400	Estimated additional costs due to additional demand, however, position will be reviewed for the next quarter as it is dependant on actual caseloads.
Council Tax Court Cost Income	235	Loss of Council Tax/NNDR court cost income as no court action has be taken for a significant part of the year.
Consultancy and Employee Costs	33	Additional Covid-19 costs.
COVID-19 Hardship grant	-28	Qtr1 WG hardship grant received.
Net COVID-19 variation	4,821	
Other Variations:		
Contact Centre	50	Restructure in flight to ensure sufficient resources in WTU, Complaints and a new model for Customer Services. The restructure will aim to take account of 'new normal' but will still require additional resources needed for Social Services Complaints and WTU in order to meet legal requirements.
Welsh Translation Service (WTU)	183	Welsh Translation Unit Saving from previous years cannot be achieved as requirement to maintain the service and deliver demand due to Welsh language Measures.
Commercial Services	130	Income target attributed to Commercial Services will not be achieved.
Legal Services	-430	Net underspend mainly due to vacant posts.
Other net variations	-223	Net Employee, Supplies & Services, Income shortfall and Unachievable savings.
Total Other Variations	-290	
Total Forecast Variation	4,531	

Director of Social Services

Social Services

Variance	£000	Explanation and Action
Covid 19 Variation		
Additional costs within Child and Family	430	The pandemic has reduced the options for placements with particular issues around care leavers. This has resulting in the Council having to secure more expensive placements than would be usual. There has also been a rise in the cost of Direct Payments as we aim to support families through this time.
Additional Costs within Poverty and Prevention	171	The Directorate has incurred additional costs in supporting those deemed especially vulnerable at this time. Support has seen increased investment in services for those at risk of Domestic Violence as well as in Welfare Rights to help them cope with increased demand. Some of these costs have been offset by the use of grant. This includes a £95k cost for the Summer Provision for Vulnerable Children which is recoverable through the hardship fund.
Lost income within Poverty and Prevention	368	The primary area of income loss relates to the Gower Activity Centres. We have also lost expected income from Adult Education.
Additional Costs within Adult Services	8,146	This is the estimated additional cost of the actions taken to increase local social care capacity and the payment of Welsh Government support to the commissioned sector.
Loss of Income within Adult Services	1,339	This loss of income relates to income received from citizens and partners in respect of our day services that closed at the time of the outbreak.
First Tranche of WG Hardship Funding	-2,278	Significant additional income will follow in Q3 and Q4
Other		
Other Child and Family Variances	200	It is possible that this overspend will be reduced by grant funding later in the year.
External Residential Care	-1,062	An underspend is forecast but this figure remains volatile and will be closely monitored during Q3
External Domiciliary Care	-514	This underspend is a continuation of that reported in 2019/20 and has been driven by increased client income and the 'right sizing' work around packages of care.

Variance	£000	Explanation and Action
Internal Staffing and Services	-2,227	A number of grants have been received that are able to support the overall financial position. Work to ensure services are designed in a way that enables the Council to access all funding sources continues.
Third Party Spend	-61	The Directorate continues to maintain cost management approaches to ensure that our services are sustainable and we continue to pursue external partners to ensure we receive a fair income for our services.
MHLD Complex Care	529	This remains an area of pressure. Additional budget has been allocated but ongoing pressures on demand and fees remain.
Poverty and Prevention	-124	Some small savings are expected due to the management of grants.
Overall Variation	4,917	

Director's Comments

The Council's response to Covid-19 continues to dominate our financial outlook for the year. We have incurred significant additional expenditure through our response to the crisis. We continue to expect the majority of our additional costs will be recoverable through Welsh Government grant funding have aligned our processes to ensure we are successful in this.

Forecasts for Covid related expenditure and income loss are based on current WG Hardship Funding guidance and are subject to the progression of the pandemic through the remainder of the financial year.

The pandemic continues to effect on our business as usual activity. That said, our non Covid variances continue the story from last year where we have been able to use grant income to offset the cost of our internal services. Some of this funding expires in the current year and presents us with a challenge for the future.

The overspends within Mental Health and Learning Disabilities Complex Care are lower than those we have previously reported. However, retendering has added to the pressures on fees, which have continued to increase at above inflation rates for some time.

We continue with efforts to seek fair and equitable funding contributions from our Health Service partners for the services they commission and have strengthened our systems for the recovery of client income.

Should our expectations around Hardship and Income Loss grants be met, the Directorate will deliver an underspend for the year.

Director of Education

Variance	£000	Explanation and Action
<u>Covid 19 Variations</u>		
Additional direct cost of maintaining provision of lunches / food bags / BACS payments for FSM eligible pupils	3,009	Reflects significant additional food costs, considerably greater coverage of eligible families (with transitional protection), and additional provision over holidays. Work to estimate the cost of continued support in the 20/21 academic year is ongoing and not included in this forecast.
Loss of paid School Meal Income	1,463	Reflects previous year levels of take up of meals
Additional staffing costs over normal contracted hours (catering, cleaning and school support teams)	159	This is due to the support provided to settings at times when they would not usually be open such as weekends and holidays.
Additional hours for teaching assistants outside of term	120	
Additional transport, PPE, and utility costs.	342	Additional costs from the use of vehicles to support the delivery of Free School Meals, as well as the provision of PPE, continues to be scrutinised. Potential shortfall in the Face Covering Grant
Additional costs of licences to support Chromebooks and continuity of learning for pupils	24	Additional cost over and above core broadband and other IT infrastructure costs and available base budget which are no longer claimable against WG grant
Loss of other income such as from school clerking services and penalty notices	10	On the basis of broad comparison with previous year – e.g. £4.2k per quarter re penalty notices
Loss of income to schools for example from school lettings and breakfast and other clubs	1,066	Reflects detailed analysis of income lost across our maintained schools.
1st Tranche of Income Loss and Hardship Income	-2,660	Corporate allocation of payments received from WG in response to claims made.
Total Covid 19 variations	3,533	
<u>Non Covid Variations</u>		
Continuing additional costs of FSM transitional protection - part year impact with schools fully	335	Considerable increase in those entitled to FSM and likely to grow further with impact of lockdown and other restrictions. With transitional protection these numbers will be

Variance	£000	Explanation and Action
re-open		maintained without any certainty of additional core funding from WG
Additional costs of FSM provision during lockdown which cannot be reclaimed from WG under strict grant criteria	214	Additional food costs, which cannot be reclaimed from WG, from free provision of care lunches to all pupils, over ordering by schools of food bags / parcels, and donation to food banks of food items not required due to changing expectations of food parcel contents
Loss of additional paid meal income from previously proposed MTFP increased prices (April 20 and Sept 20)	205	£125k loss of income from removal of increase from April and a further £80k part year impact with no increase in September
Home to School Transport - further underlying cost pressures and undeliverable savings target relating to creation of additional walking routes, allocated from Place Directorate	442	MTFP reflects robust management action to mitigate scale of demand and cost pressures but underlying pressures continue to grow. Further shortfall due to undeliverable savings target allocated to Education, with no influence in its determination or delivery
Continuing Additional Learning Needs demand and cost pressures	92	Significant impact of management action to manage demand and cost pressures reflected in MTFP, but challenges remain
Out of County Placements - undeliverable savings without further specialist provision within County	250	Delay in actions necessary to bring forward delivery of scale of additional Special School Places required
Implications of school decisions on SLA buy back on services	50	Reflects existing pressures on areas such as Music Service, as far as possible mitigated by robust management action
Additional cost for schools of corporate decision relating to average payments to staff	160	A local decision and so not reclaimable against WG funding for COVID 19
Additional staffing costs for schools due to freeze on ER/VR processes	100	Costs may increase further depending on timescales for HR redundancy processes but may be able to mitigate from WG grant
Additional civic catering costs with decision to freeze closure	63	Reflects continuing shortfall exacerbated by loss of any income from sales for the lockdown period - could increase if closure further delayed
One-off additional contribution to Regional Improvement Partnership	82	Agreed for 2020-21 only, before Swansea withdraws from ERW from April 2021

Variance	£000	Explanation and Action
Capita One - one-off cost to have been charged to, and contained, within available 2019-20 budget	30	Proposed carry forward to reflect this one-off cost was not supported
Capita One annual maintenance costs - more than offset by savings in Corporate Digital Services budget but requiring an appropriate budget transfer	32	Highlighted as a potential continuing overspend until an appropriate base budget transfer from Digital Services is approved
Other continuing pressures (Primarily Historic Pension Costs, Maternity etc)	122	Will continue to be scrutinised to as far as possible mitigate pressures
One-off managed savings with delay to full implementation of new EOTAS model	-700	Further managed savings can be delivered whilst the new EOTAS model cannot be fully implemented
One-off managed savings identified in year in addition to those already reflected in MTFP	-205	Continuing robust management action will seek to identify further savings in addition to MTFP requirements
Net non-Covid 19 projected overspend	1,272	Reflects impact of national and local factors preventing the full delivery of current year MTFP savings assumptions and unrecoverable additional Covid-19 costs
TOTAL PROJECTED PRESSURES	4,805	

The closure of schools has had a significant budgetary impact on the Directorate and is the primary cause of the variations reported above. We continue to align our processes in a way to ensure that we maximise the grants available to support us through this period but there is clearly a risk that some costs may not be fully reclaimable.

The non-Covid 19 projected overspend is more than accounted for by the impact of WG or local factors which have increased the uncontrollable and statutory cost pressures, prevented the delivery of significant elements of current year MTFP savings assumptions, and incurred unrecoverable additional Covid-19 costs, in part underwritten by S151 Officer.

There are other areas of identified demand and cost pressures, in spite of the continuing delivery of the Education strategy, but these are anticipated to be more than offset by further one-off managed savings in addition to those already reflected in the MTFP. However, the underlying base budget shortfall facing the Education portfolio budget, potentially at almost £1.9m, is clearly of concern even though almost

£1.2m directly reflects the full year impact of national or local factors outside of the control of the Directorate.

Director of Place

The directorate is currently projecting a £10.5m overspend which is significant and unprecedented (excludes expected tranche 2 quarter 1 loss of income and July Tranche 2 /August Hardship Covid Grant of £1.9m currently held centrally, which when allocated to directorates would improve the forecast outturn in Place to an overspend of circa £8.6m) . The reason for this is the additional costs incurred on Covid related matters, plus the lost income across a range of services areas due to the inability to carry out work or recharge for services. This projected out turn will be revised as clarity is obtained from Welsh Government as to the level of support provided for both expenditure and lost income. There are some other "non Covid" projected overspends as is often the case early in the financial year but as in previous years the directorate would have achieved a balanced budget had it not been for COVID related implications.

Appendix C

Capital expenditure on major schemes to 30 September 2020 (where spend greater than £250k)	£000's
People	
EOTAS new build	2,621
Gorseinon primary new build	2,059
YGG Tan-y-Lan primary new build	1,494
YGG Tirdeunaw primary new build	501
YGG Gwyr secondary extension	549
Bishopston Comprehensive refurbishment	2,298
Hendrefoilan RICs scheme	332
Resources	
ERP System Upgrade	517
Hwb-in-schools infrastructure	271
Place	
City Centre Development Phase 1 (Arena schemes)	33,690
Kingsway Infrastructure	1,927
Kingsway Offices-Design & Plan	604
Corporate Building Services (including schools)	5,100
Highways - Baldwins Bridge / Fabian Way	445
Highways carriageway resurfacing including invest to save	2,503
Vehicle replacement scheme	776
DPD fitout and adaptations	431
Disability Facilities Grants	600
Hafod Copper Powerhouse scheme	263
Palace Theatre Redevelopment	378
Bay Studios Surge Hospital build for SBUHB managed by CBS	20,460
HRA	
HRA capital programme (More Homes schemes)	2,360
Wind and Weatherproofing (including West Cross)	3,003
External Facilities	2,226
HRA Kitchens & Bathrooms	6,416

Total scheme value where spend greater than £250k

91,824

Agenda Item 9.



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

Cabinet – 17 December 2020

Delivery Update on Welsh Medium Provision for YGG Tan-y-lan and YGG Tirdeunaw

Purpose:	To consider the revised timeline for implementation of increased capacity for YGG Tan-y-lan and YGG Tirdeunaw and to seek approval to revise the implementation date, as required by the School Organisation Code.
Policy Framework:	QEd Programme, Corporate Plan
Consultation:	Access to Services, Finance & Legal.
Recommendation(s):	It is recommended that: 1) Cabinet note the revised timeline for the new school buildings for YGG Tan-y-lan and YGG Tirdeunaw; 2) Cabinet approve a revised implementation date to increase the capacity of YGG Tan-y-lan and YGG Tirdeunaw, from 1 January 2021 to 22 February 2022.
Report Author:	Kelly Small
Finance Officer:	Chris Davies
Legal Officer:	Stephanie Williams
Access to Services Officer:	Rhian Millar

1. Background

- 1.1 Cabinet have previously considered the next steps required to progress the approved commitments within the Welsh Education Strategic Plan (WESP), as reflected in the approved 21st Century Schools Band B programme, and approved the commencement of formal statutory proposals where this was appropriate.

- 1.2 Statutory proposals took place, as required by the School Organisation Code, to formally increase the pupil capacity of YGG Tan-y-lan and YGG Tirdeunaw. The statutory process aligned with the successful bid for capital grant under Band B to build new and enlarged buildings for these two primary Welsh-medium schools.
- 1.3 Following consultation and the publication of Statutory Notices, Cabinet approved the increased capacity of YGG Tan-y-lan and YGG Tirdeunaw at their meeting on 21 March 2019. The implementation date in the Statutory Notices was 1 January 2021.
- 1.4 Construction of the new school buildings has been delayed due to a range of factors that became apparent as the projects developed. Construction is now on site but the schools will not be available for occupancy until February 2022.

2. Change of Implementation Date

- 2.1 The School Organisation Code requires an implementation date to be attached to each proposal and Statutory Notice. 2.2 Under s55 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, if a proposer (in this case Swansea Council) is satisfied, after consultation with the governing body, that a proposal would be unreasonably difficult to implement on the original implementation date, or that circumstances have so altered since the proposal was approved that its implementation on the original date was inappropriate, it may modify the proposal so that its implementation is delayed by up to three years. Where a proposal has been determined by the local authority under section 53 of the 2013 Act the local authority itself may determine to delay, bring forward or abandon the proposal.
- 2.2 Consultation meetings were held with both governing bodies as follows:
YGG Tirdeunaw – 1:30pm, 11 November 2020
YGG Tan-y-lan – 4:00pm, 11 November 2020
- 2.3 Both governing bodies recognised the need to delay the implementation of the proposal to increase the capacity of the schools until a time when the new buildings were ready for handover i.e. 22 February 2022 (after the February half term holiday).
- 2.4 Both governing bodies were also aware that the associated school catchment area changes that had been approved in the original Statutory Notice would continue to be implemented on 1 September 2021, as they also affect other Welsh-medium schools in Swansea. YGG Tirdeunaw did not see this as a problem and YGG Tan-y-lan were confident that they could manage any increase in admissions for the period between September 2021 and the move to the new school in February 2022.

- 2.5 Cabinet will need to determine if the proposal to increase the capacity of the schools is delayed until 22 February 2022. If approved, notification of the determination to delay must be given to relevant parties including the Welsh Ministers, Estyn, and the governing bodies, parents, pupils and staff of any affected school, as appropriate, within seven days of it being made.

3. Financial Implications

- 3.1 The overall capital envelope for Band B of the 21st Century Schools Programme is unchanged by this delay.
- 3.2 Schools have a delegated revenue budget and will use this to support all learners on roll. The overall delegated budget for schools is unchanged by this delay.
- 3.3 There are no current transport costs to YGG Tan-y-lan. When the school moves to the new site there could be a few children living at the extremities of the new catchment area that could require transport to school. The delayed implementation will delay these costs. There is no change to the original financial implications for the YGG Tirdeunaw transport i.e. costs will remain the same when the school moves to the new site.

4. Legal Implications

- 4.1 Reorganisation of school provision requires consultation and the publication of statutory notices in accordance with the School Standards and Organisation (Wales) Act 2013 (“the Act”) and the Welsh Government’s School Organisation Code. The legal implications relating to a delay in implementing proposals are set out in paragraph 2.2 of this report.

5. Equality and Engagement Implications

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

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

- 5.2 Detailed Equality Impact Assessments were carried out during the consultation process and were updated to take full account of outcomes and responses from stakeholders.

5.3 A screening has been undertaken on the delay, and the outcome demonstrates that there is no impact as the delayed timeline does not reduce the ability of either school to admit additional pupils seeking a Welsh-language education.

Background Papers:

- Report to Cabinet 21 June 2018
- Report to Cabinet 20 December 2018
- Report to Cabinet 21 March 2019
- School Standards and Organisation (Wales) Act 2013
- Welsh Government School Organisation Code (Circular 006/2013)
- School Standards and Framework Act 1998

Appendices:

Appendix A - EIA Screening

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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(b) Please name and describe here:

Delay in implementation of increased capacity for YGG Tan-y-lan and YGG Tirdeunaw, in line with delay of construction of new schools

Q2(a) WHAT DOES Q1a RELATE TO?

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

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

Consultation on the change of implementation date is only required with governing bodies in the legislation.

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

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

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

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

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

Q7 HOW DID YOU SCORE?

Please tick the relevant box

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

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

Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

The proposal is to delay the implementation of increased capacity at two Welsh-medium primary schools due to delay in the construction of the new school buildings. The admission to pupils will not be restricted in either school due to the delay and there will be no detrimental impact on the education offered at the schools.

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: Kelly Small
Job title: Head of Funding and Information Team
Date: 19/11/20
Approval by Head of Service:
Name: Brian Roles
Position: Head of Education Planning and Resources
Date: 19/11/20

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

Agenda Item 10.



Report of the Local Authority Governor Appointment Group

Cabinet – 17 December 2020

Local Authority Governor Appointments

Purpose:	To approve the nominations submitted to fill Local Authority Governor vacancies in School Governing Bodies
Policy Framework:	Local Authority (LA) Governor Appointments Procedure (Adopted by Council on 26 October 2017)
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	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.
Report Author:	Gemma Wynne
Finance Officer:	Chris Davies
Legal Officer:	Stephanie Williams
Access to Services Officer:	Catherine Window

1. The nominations referred for approval

1.1 The nominations are recommended for approval as follows:

1. Clase Primary School	Mr Steven Avo Cllr Gloria Tanner
2. Gorseinon Primary School	Mr John Williams
3. Pontarddulais Primary School	Mr Chris Rees

4. Birchgrove Comprehensive School	Miss Alexandra Lewis Mr Mark Lewis
---------------------------------------	---------------------------------------

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. 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.

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

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

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.

Screening completed by:
Name: Gemma Wynne
Job title: Governor Support Officer
Date: 24/11/20
Approval by Head of Service:
Name: Kate Phillips
Position: Interim Head of Service, Achievement and Partnership
Date: 24/11/2020

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

Cabinet – 17 December 2020

Variation of Legal Agreement to School Improvement through Regional Working (ERW)

Purpose:	For Cabinet to consider the Variation of the Legal Agreement to enable interim services to be provided to Neath Port Talbot (NPT) Council to provide that the remaining Authorities withdraw and for the dissolution of ERW.
Policy Framework:	Inter-Authority Agreement 2014
Consultation:	Finance, Legal, Partner Local Authorities
Recommendation(s):	It is recommended that Cabinet: <ol style="list-style-type: none"> 1) Agree the proposed changes to the ERW Legal Agreement to facilitate provision of agreed services to Neath Port Talbot schools during 2020/21 (as set out in the draft Deed of Variation - Appendix 1) 2) Agree the proposed changes to the ERW Legal Agreement to: <ol style="list-style-type: none"> (i) Facilitate dissolution/termination of the ERW Consortium, (ii) Address any subsequent liabilities/indemnities of all present (and former) Authorities. (iii) Facilitate a reduced notice of withdrawal period to 3 months (as set out in the draft Deed of Variation - Appendix 1) 3) Delegates authority to the Chief Legal Officer and interim Director of Education to make any necessary changes to the Legal Agreement (in consultation with the other ERW partners) and enter into any documentation necessary to implement any of the recommendations in this report and to protect the council's interests.
Report Author:	Tracey Meredith
Finance Officer:	Ben Smith
Legal Officers:	Stephanie Williams / Debbie Smith
Access to Services Officer:	Rhian Millar

1. Background

- 1.1 ERW is an alliance of six local authorities created to deliver school improvement services across Mid and South West Wales. ERW is governed by a Joint Committee bound by an Inter-Authority Legal Agreement, which was adopted by Cabinet on 8 April 2014.
- 1.2 On 19 March 2020 Cabinet resolved to withdraw from the current ERW consortium arrangement and served notice of intention to withdraw on 20 March 2020. Swansea will withdraw from ERW with effect from 31 March 2021.
- 1.3 NPT left ERW on 31 March 2020. Carmarthenshire and Ceredigion Councils have also given notice to withdraw with effect from 31 March 2021. Powys and Pembrokeshire Councils have not given notice to withdraw.

2. Present Position

- 2.1 On 13 November 2020 the ERW Joint Committee considered two reports on proposed changes to the ERW Legal Agreement.
- 2.2 The first report considered proposed changes to the Legal Agreement to enable ERW to provide NPT schools with access to agreed services (subject to the assurance of no costs falling on ERW) and to the preparation of a separate legal agreement between NPT and ERW. This was to enable support to NPT schools and facilitate the allocation of Welsh Government funding to ERW and to ensure that adequate governance arrangements were in place.
- 2.3 The Joint Committee agreed the proposed changes subject to approval by each constituent authority. A draft Deed of Variation between the remaining ERW authorities setting out the services to be provided to NPT considered by the Joint Committee is shown at **Appendix 1**.
- 2.4 The second report considered the dissolution of ERW, withdrawal and liabilities. In light of paragraph 1.3 above, and as the current Legal Agreement is drafted, as at 1 April 2021 ERW will have only 2 members ie Pembrokeshire and Powys as neither Authority have issued a notice to withdraw. The Legal Agreement provides that even if both Pembrokeshire and Powys Councils gave notice to withdraw now the earliest possible date for both to withdraw is 31 March 2022.
- 2.5 In addition, the Legal Agreement does not contain an appropriate exit (dissolution/termination) clause. In order to implement the ERW Joint Committee decisions, and in particular, to facilitate dissolution/termination of ERW it is necessary for the ERW Legal Agreement to be varied.
- 2.6 The issue of liabilities/indemnities also needs to be clarified in relation to both NPT and the future liabilities on the withdrawing Authorities (Carmarthenshire, Ceredigion and Swansea and also the liabilities/indemnities of Powys/Pembrokeshire should they serve notice of withdrawal.
- 2.7 The further draft variation proposals in relation to Notice, Withdrawal and Indemnity are shown at **Appendix 1**. This includes an amendment to clause 15.1 to reduce the withdrawal notice period from 12 months to 3 months. It also proposes a new clause 15.6 to facilitate withdrawal, address liabilities, indemnities and costs. The

Joint Committee approved all the above changes at their meeting on 13 November 2020.

- 2.8 If agreed, upon receipt of a notice to withdraw from all (remaining) authorities the changes will enable the Legal Agreement “to determine” (i.e. for ERW to be dissolved). The current proposal is that this should take place at the end of the 2020/21 financial year (i.e. 31/3/21). This timeline may change depending on the agreements reached by respective Leaders. In order that Powys and Pembrokeshire County Councils may give notice to withdraw (should they wish to do so), and for this to be effective from 31/3/21 (rather than 31/3/22), that notice must be issued by 31/12/20.

3. Legal Implications

- 3.1 Clause 25 of the Legal Agreement states that ERW Joint Committee can recommend changes to the Legal agreement by giving notice to each authority. Each authority shall, on receipt of a notice, use all reasonable endeavours to consider within 6 weeks of such receipt, whether to accept the recommendation. If all the authorities agree to the recommended changes, a memorandum of variation shall be prepared on behalf of each authority and appended to the Agreement.
- 3.2 At the meeting of 13 November 2020 the Joint Committee recommended that changes were made to the Legal Agreement, to:
- i) facilitate dissolution/termination of the ERW Consortium,
 - ii) address any subsequent liabilities/indemnities of all present (and former) Authorities.
 - iii) facilitate a reduced notice of withdrawal period to 3 months.
- 3.3 The Legal Agreement does not contain an appropriate exit (dissolution/termination) clause. In order to implement the ERW Joint Committee decisions, and in particular, to facilitate dissolution/termination of ERW it is necessary for the ERW Legal Agreement to be varied.
- 3.4 The Cabinets of each Authority will need to consider the proposed variations to the Legal Agreement and advise ERW if they are supportive of the proposals whereupon legal officers can make the necessary arrangements to vary the Legal Agreement.

4. Equality and Engagement Implications

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

5. Financial Implications

- 5.1 The continuation of the Joint Committee as a vehicle is important given the substantial grant sums received and disbursed through it.
- 5.2 The changes proposed in the deed of variation increase flexibility for partners to withdraw at materially shorter notice.
- 5.3 No substantive changes are made to the underlying principles of subsidiarity and equal liability for running costs whilst in operation and shortfalls and losses created on cessation including wind up and redundancy and pension liability costs.

- 5.4 Nevertheless the foreshortening of the notice period does increase the risk of short term instability to operating budgets and rapidity of crystallisation of winding up costs in the event of such a trigger and this does increase financial risk. ERW operating costs are insignificant when viewed in the context of constituent authorities education budgets and it is thus felt that increased risk of instability and shorter notice, in exchange for the continued operation of the vehicle to receive significant grant sums to disburse to constituent authorities and their schools, is a price worth paying.

Background Papers: ERW Joint Committee Reports of 13 November 2020. Legal Agreement (2014)

Appendices:

Appendix 1 - Draft Variation to Legal Agreement.

DATED

**DEED OF VARIATION OF AGREEMENT DATED 16 JULY 2014 TO CONSTITUTE A JOINT
COMMITTEE TO DELIVER EDUCATIONAL IMPROVEMENTS IN SCHOOLS IN CENTRAL AND SOUTH-WEST
WALES**

between

(1) CARMARTHENSHIRE COUNTY COUNCIL

AND

(2) CEREDIGION COUNTY COUNCIL

AND

(3) CITY AND COUNCIL OF SWANSEA

AND

(4) PEMBROKESHIRE COUNTY COUNCIL

AND

(5) POWYS COUNTY COUNCIL

This deed is dated [DATE]

Parties

(1) **CARMARTHENSHIRE COUNTY COUNCIL** of County Hall, Castle Hill, Carmarthen SA31 1 JP ("Carmarthenshire")

(2) **CYNGOR SIR CEREDIGION COUNTY COUNCIL** of Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, Ceredigion, SA46 0PA ("Ceredigion")

(3) **CITY AND COUNCIL OF SWANSEA** of Civic Centre, Oystermouth Road, Swansea SA 1 3SN ("Swansea")

(4) **PEMBROKESHIRE COUNTY COUNCIL** of County Hall, Haverfordwest, Pembrokeshire SA61 1 TP ("Pembrokeshire")

(5) **POWYS COUNTY COUNCIL** of County Hall, Llandrindod Wells, Powys LD1 5LG ("Powys")

together referred to as the Parties or individually, the Party, howsoever the context requires.

BACKGROUND

- (A) The Parties together with **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL** of Civic Centre, Port Talbot SA 13 1 PJ ("Neath Port Talbot") are party to an agreement to constitute a Joint Committee to deliver educational improvements in schools in central and south-west Wales dated 16 July 2014 (**Agreement**)[, a copy of which is attached as **Error! Bookmark not defined.Error! Reference source not found.** to this deed].
- (B) Neath Port Talbot, in accordance with clause 15.1 of the Agreement, gave notice in writing to the Parties to withdraw from the Agreement which took effect on 31 March 2020. The Joint Committee were asked by Welsh Government to consider including schools within the geographical area of Neath Port Talbot in some of the programmes managed regionally by Education through Regional Working ("ERW") in order that Neath Port Talbot schools would have access to key national initiatives.
- (C) Carmarthenshire, Ceredigion and Swansea have issued withdrawal notices of intention to withdraw from the Agreement, effective from 31 March 2021. Powys and Pembrokeshire have not given notice to withdraw to date. The Joint Committee at a meeting on 13 November 2020 considered two reports on proposed changes to the Agreement subject to approval being obtained from the Parties. The Joint Committee agreed to the proposed changes to the Agreement to enable access to Neath Port Talbot schools and variations to facilitate termination of the Agreement. Consequently, the parties wish to amend the Agreement as set out in this deed with effect from [[DATE] **OR** the date of this deed] (**Variation Date**).

Agreed terms

Terms defined in the Agreement

In this deed, expressions defined in the Agreement and used in this deed have the meaning set out in the Agreement. The rules of interpretation set out in the Agreement apply to this deed.

1. Variation

1.1 With effect from the Variation Date the Parties agree the following amendments to the Agreement so that the Agreement is read to include the following wording:

1.1.2 The Parties agree that the Consortium under the direction of the Joint Committee and the Executive Board can provide the following services to Neath Port Talbot for the period from 1 April 2020 to 31 March 2021:-

- Innovation & QI Schools Quality Improvement
- Engaging Non Pioneers
- Professional Learning - Pioneer Schools
- Initial Teacher Education Partnership Pilots
- Initial Teacher Education Part time & work based
- Non-pioneer Cluster funding
- Higher Education Institutions Accreditation Manager funding
- Higher Level Teaching Assistants
- National Professional Qualification for Headship programme
- Newly Qualified Teachers programme
- Emerging Leader Programmes e.g. Middle Leaders

1.1.3 The Parties agree for the Consortium to receive grant funding from the Welsh Government in respect of Neath Port Talbot's allocation of funding in relation to the Regional Consortia School Improvement Grant ("RCSIG") for the specific services listed above and Education Workforce Council for the Newly Qualified Teachers programme. Where appropriate, the Consortium will distribute the funding to Neath Port Talbot and the schools within their geographical area subject to a deduction in respect of administration charges associated with the provision of the services accessed and distribution of the grant funding. The Parties agree that any funding distributed to Neath Port Talbot from the Consortium will be subject to Terms and Conditions as set out in the grant award letters from Welsh government to ensure value for money and assess outcomes. Any monies unspent or incomplete work for the purpose of which it has been distributed would need to be repaid to the Consortium by Neath Port Talbot.

1.1.4 The Parties agree for the Consortium to invoice Neath Port Talbot in respect of the administration charges associated with the provision of the services and distribution of the grant funding.

1.1.5 The Parties wish to record that as Neath Port Talbot have withdrawn from the Agreement, reference to Authority or Authorities and Consortium within the Agreement shall not include a reference to Neath Port Talbot save that Neath Port Talbot shall remain liable for the obligations, costs and indemnities referred to in the Agreement and accrued at the date of Neath Port Talbot's withdrawal from the Agreement.

1.1.6 The Parties agree the following variations to clause 15 of the Agreement where deletions to the original Agreement are shown in struck through text and additions are shown in underlined text.:-

(A) 15.1 Any Authority may withdraw from this Agreement by giving notice in writing to each of the other Authorities to expire ~~12 months~~ 3 months from the end of the Financial Year in which the notice is given.

(B) Insertion of new clause

15.6 Where all of the Authorities have given notice to withdraw from this Agreement, the Agreement will be determined and the Joint Committee and the Executive Board shall cease to exist at the end of the Financial Year in which the last notice to withdraw takes effect and the Authorities shall remain liable for the following costs in equal proportions:-

15.6.1 the operational costs calculated to the date of termination; and

15.6.2 costs arising as a consequence of the indemnities referred to in the Agreement including Clauses 10.2, 13.3 and 15.2;

15.6.3 the cost of any redundancies consequent upon the termination; and

15.6.4 any other costs properly incurred in connection with this Agreement or its termination.

1.2 Except as set out herein, the Agreement shall continue in full force and effect.

2. Governing law

This deed and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

3. Jurisdiction

3.1 Each Party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this deed or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

The COMMON SEAL of CYNGOR SIR)

CEREDIGION COUNTY COUNCIL)

was hereunto affixed in the presence of:

Corporate Lead Officer

Legal & Governance Services

Executed as a Deed by affixing)

the COMMON SEAL of)

CARMARTHENSHIRE COUNTY COUNCIL)

In the presence of

Executed as a Deed by affixing)

the COMMON SEAL of)

PEMBROKESHIRE COUNTY COUNCIL)

In the presence of

Executed as a Deed by affixing)

the COMMON SEAL of)

POWYS COUNTY COUNCIL)

In the presence of

Executed as a Deed by affixing)

the COMMON SEAL of)

CITY AND COUNCIL OF SWANSEA)

In the presence of

DRAFT

Agenda Item 12.



Report of the Cabinet Member for Delivery & Operations

Cabinet - 17 December 2020

Continuation of Swansea City Centre Business Improvement District (BID)

Purpose:	To confirm if the Council wishes to continue to support Swansea City Centre's Business Improvement District (BID) scheme and to set out the implications for the Council.
Policy Framework:	Swansea Central Area Regeneration Framework (SCARF).
Consultation:	Legal, Finance and Access to Services.
Recommendation(s):	It is recommended that Cabinet: 1) support the BID Renewal Ballot process and the work of the BID going forward if a fourth term is secured; 2) agree the Director of Place oversees the BID Ballot returns on behalf of the Authority; 3) authorises the Chief Legal Officer to enter into Service Level Agreements between BID and the Council; 4) authorises the Director of Place to renegotiate the BID projects to maximize benefits to the Council and positive impact on the City Centre.
Report Author:	Lisa Wells
Finance Officer:	Aimee Dyer
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1.0 Introduction

- 1.1 Since its inception in 2006 the City Centre Business Improvement District (BID) has facilitated, through funds generated directly by the scheme, multiple projects which have supported the corporate objective of the

Council in regenerating the City Centre.

- 1.2 The current BID will conclude shortly and a fourth Renewal Ballot is scheduled in the New Year which if successful will extend the BID for a further five years until 2026.
- 1.3 This report aims to raise awareness of the BID and the BID Ballot process and to address the implications of these measures for the Council.

2.0 Background

- 2.1 *Definition* - A BID is a private sector, not for profit company limited by guarantee, which is elected by businesses / organisations to lead and fund improvements to a defined commercial area such as a town or city centre.
- 2.2 Traders/ proprietors identify the issues that impact upon their performance and via the BID initiate projects to tackle them which are paid for by a levy which is calculated according to the Ratable Value (RV) of each premise within the BID area.
- 2.3 BIDs were first established in Canada and the US in the 1960s and now exist across the globe, including South Africa, Germany, Japan, New Zealand and Australia.
- 2.4 BIDs have been operating across the UK for over a decade and there are currently 250 BIDs around the country which collectively engage 87,000 businesses/ organisations invest over £365 million and employ over 10,000 people.
- 2.5 Proposed BIDs are voted on by the business ratepayers as part of a formal ballot which is governed by strict legislation. A BID is only established if a majority of those voting are in favor of the scheme in both number and RV. A BID can only operate up to a maximum period of 5 years after which an official re-vote must be conducted.
- 2.6 BIDs do not seek to replace services already provided by the public sector but to supplement them. The money raised by BIDs must be additional money and not a substitute for the funding and services already provided by the Local Authority, Police or other public sector organisations.
- 2.7 *Swansea BID* – which was the first in Wales, is currently one of only 12 areas in Wales to operate a BID. The Swansea BID was established in the City Centre in August 2006 for an initial term of five years until 2011. A successful renewal ballot took place in March 2011 and 2016, the BID Company are now seeking a fourth term of office for a further five year period until 2026.
- 2.8 *Swansea BID Finances* – If successful, the new BID will generate approx. £400,000 per annum through the levy which is set at 1% of the RV of all

non-domestic premises within the City Centre BID area. Currently, this equates to approx. £2 million over five years which is invested directly back into the City Centre through the BID agreed projects.

2.8.1 With the redevelopment of the City Centre and a proposed small extension of the BID area to include additional hereditaments to the north of the Marina, it is forecasted the company's investment in the City Centre will increase during the new BID term of 2021 – 2026 by 10-20% which equates to £40,000 - £80,000. A map of the new BID area is provided in **Appendix 1**.

2.9 *Swansea BID Governance* - The Swansea BID is a Company Limited by Guarantee which is managed by a Board of Directors consisting of representatives from the various different sectors that make up the City Centre. The Leader and Cabinet Member for Investment, Regeneration and Tourism are both Board Directors who have been appointed to represent the Authority. The Director of Place also attends board meetings in an executive non-voting capacity.

2.9.1 The BID has established several working groups to facilitate the delivery of the BID projects. Officers from across the Authority are involved in these groups.

2.9.2 At present the BID employs three staff (*2 full-time and 1 part-time officer*) who manage the day to day operations of the BID projects and over-see the working groups and the delivery of the BID Renewal Strategy.

2.10 *Partnership* - Since its inception the BID has worked closely with various Council services including City Centre Management, External Funding, Public Protection, Commercial Services, Cleansing, Car Parks, Special Events and Regeneration Projects. BID also has representation on the Council's Regeneration Swansea Steering Group.

2.10.1 The BID is the conduit to the businesses in the City Centre, large and small, that it represents and it is a recognised and respected body. Its overarching objective is *'To help make the City Centre a better place to shop, visit, stay and do business'* by facilitating and developing partnership working locally, regionally and nationally.

3.0 BID Achievements

3.1 Since the last ballot in 2016, the following key project themes have been delivered by or in conjunction with the BID:

- Parking and transportation offers and promotions;
- Funding towards the City Centre Ranger Service;
- Taxi Marshals, Night Marshals and a cleansing operative during the night time economy;
- Evening and Night Time Economy Coordinator leading the Best Bar None scheme and supporting the Purple Flag accreditation process;
- Additional Police Officer hours;

- Big Heart of Swansea branding, marketing, communications and events;
- Chewing gum and private realm graffiti removal;
- Additional street washing/ cleansing and rapid response cleans;
- Bottom line benefits for businesses;
- Advice, guidance and support for businesses. This has been critical during the current Covid-19 crisis.

3.2. These projects have contributed to the following key findings which have been achieved within the last term:

- a. *Car Parking & Transportation - Increasing visitor and shopper numbers*
 - Increased usage by 20% with hundreds of thousands of vehicles using the offers.
 - Savings to workers of £1,500 per day.
- b. *Safety & Security – Creating a safer and more secure visitor, shopper and trading environment*
 - The City Centre Rangers have dealt with 100,000 separate incidents, conducted more than 30,000 visits to businesses and covered on foot more than 10,000 miles.
 - An additional 500 police officer hours have been provided which have enabled over 1,000 visits to businesses.
 - Taxi Marshals have supported over 1 million people to get home safely at night.
 - BID has provided more than 3,000 hours of Night Time Marshals.
 - 50,000 litres of waste has been removed by the BID night time cleansing team.
 - The dedicated Evening and Night Time Economy Coordinator has implemented the Best Bar None and set up the Hospitality Forum in conjunction with Police and Council Licensing teams.
 - The combined impact of the above has helped reduce anti-social behavior by 32%.
- c. *Marketing & Events – Promoting the City Centre and its businesses through events, marketing campaigns, communications, strategies and promotions*
 - The Big Heart of Swansea brand has been seen and heard by over 6 million people. Its social media reach has grown by 16% in the last year. The brand gives businesses free promotion and publicity, has delivered more than 100 City Centre events and offers the popular discount loyalty card and app - with over 155,000 in circulation.
- d. *Cleansing & Enhancement – Improving the City Centre to make it a better place to visit, shop and do business*
 - 4.8 million pieces of chewing gum have been removed.

- 30,000 square metres and over 100 streets have been washed.
 - More than 200 rapid response spot-cleans have been conducted.
 - BID has provided 33,000 flowers in planters, 800 free floral hanging baskets and over 400 mini Christmas trees for businesses.
 - The BID's graffiti removal service has been used more than 500 times.
- e. *Commercial Business & Facilitation – Developing the City Centre as an attractive place to invest and giving businesses the tools to flourish*
- BID has provided commercial business support, advice and guidance which has been vital in helping to pilot businesses through the current pandemic
 - Savings to businesses of over £565,000 have been achieved via deals on business insurance, legal support and advertising.
 - Over 1,000 items of PPE have been distributed for free in response to Covid-19.
 - BID has facilitated grant support and investment of over £847,000 to date.

4.0 Moving Forward – The Revote Process

- 4.1 BID has developed a cohesive communications and renewal strategy with the aim of securing a fourth BID term.
- 4.2 The strategy includes a robust timeline to ensure key milestones and legislative requirements are met in the run up and during the revote ballot which will take place between 12 May and 23 June 2021.
- 4.3 The primary aim of the strategy is one to one contact (in a Covid-19 safe way) and digital communications with BID area businesses to further raise the profile of the BID and to consult on the priority projects going forward.
- 4.4 The consultation undertaken to date reveals that the majority of respondents are indicating their support for renewing the BID. Further, there is also broad support for the continuation of the BID's current core operations with some additional actions identified within each theme.
- 4.5 The consultation data is in the process of being analysed and will be used to create a new business plan. This will set out the BID projects over the subsequent term and BID area businesses and organisations, including the Council, will be asked to submit their ballot papers on the basis of this document.
- 4.6 The business plan will also set the new proposed BID area which captures the northern aspect of the Marina as far as the Civic Centre. The extension of BID from the Train Station on High Street to Dyfatty lights was also

considered. This was however discounted on economic grounds given it contains only limited commercial properties from which a levy could be derived.

5.0 Equality & Engagement Implications

5.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

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

5.2 An EIA screening form (**Appendix 3**) has been completed and reviewed. The agreed outcome was that a full EIA report was not required in respect of supporting the BID ballot renewal process.

6.0 Financial Implications

6.1 BID Levy

6.1.1 At present the Council is responsible for 31 hereditaments located within the BID area and collectively pays a BID levy of £15,500 per annum which is calculated at 1% of the ratable value of the eligible premises.

6.1.2 This currently includes 12 hereditaments that are part of the City Centre regeneration programme focused mainly around the redevelopment of St David's, which will eventually be taken out of the ratings list and at such no BID levy will apply. Also, following engagement with businesses and organisations operating to the north of the Marina, the BID plans to extend into this area which will include the Councils Civic Centre and future developments on this site. A map of the proposed new BID area is provided in **Appendix 1**.

6.1.3 It is proposed that the levy rate at 1% will remain the same as when the BID was originally incepted. Going forward, given the changes outlined above, this means the new BID levy collectively paid by the Council will be circa £26,855 per annum based on 33 hereditaments and £21,773 once the ratings list is adjusted (21 hereditaments).

6.1.4 At present the levy is paid for by the individual cost centres responsible for each building. The table in **Appendix 2** sets out the 2017 Ratable Value

and subsequent BID levy which will apply to each of the Council's premises on a property by property basis. Those on the list that will be removed due to future redevelopment works are highlighted by an asterix.

6.2 Running the Ballot

6.2.1 BID legislation requires that BID ballots are managed by local authorities to ensure they are compliant with the required practices. To this end the professional services of the Council's Electoral Services Team has been commissioned by BID to over-see the ballot and BID personnel have already meet with officers to agree the ballot timeline and process.

6.2.2 The costs involved in this undertaking are estimated at £5,000 and as per the BID legislation are required to be covered by the Council. There is currently no budget to cover these over-heads; however, in the event that the BID is rejected at the ballot then the Swansea BID Company is committed to funding it as part of the company termination process.

6.3 Return on Investment (ROI)

6.3.1 The BID is keen to emphasise to the Council what it considers to be a significant return value on its current annual investment.

6.3.2 Below is a basic overview of the key BID investments per annum impacting most on several of the Council's core services operating in the City Centre. These figures also reflect that officers within the Authority's Non Domestic Rates Section manage the BID levy on a day to day basis on behalf of BID. The value of this work is £18,000 per annum.

Cleansing operations	£30,000
City Centre Rangers	£36,000
Taxi Marshalls	£30,000
Evening & Night Time Coordinator	£15,000
Floral planters & hanging baskets	£12,000
Marketing & Events	£100,000
Levy collection	£18,000
TOTAL	£241,000

6.3.3 In exchange for the new levy payment of £26,855 together with the £5,000 cost of running the ballot in year 1, the Authority will achieve an initial 'indirect' return of £209,145 (i.e. £241,00 - £26,855 - £5,000 = £209,145) and £214,145 per annum in years 2-5 (i.e. (£241,000 - £26,855 = £214,145). This represents a 656% return on investment in year 1 and 797% return on investment in years 2-5.

6.3.4 With the removal of the 12 Council hereditaments in the regeneration areas from the rating list (marked with asterix in Appendix 2) forecasted to be in years 2/3 onwards of the new BID term this will result in a new yearly levy payment of £21,773 with a return on investment of £219,227 (£241,000 - £21,773 = £219,227) per annum. This represents a 1006%

ROI.

7.0 Legal Implications

7.1 Statutory Framework

7.1.1 BIDs are provided for in Part 4 of the Local Government Act 2003 as areas within which projects specified in the BID arrangements are to be carried out for the benefit of that district or those who live, work or carry on any activity in the district. Those projects are to be financed (in whole or in part) by a BID levy imposed on the non-domestic ratepayers, or a class of such ratepayers in the district. A BID may only be established where those entitled to vote approve the BID proposal.

7.1.2 Regulation 7 of the Business Improvement District (Wales) Regulations 2005 provide that the returning officer for local elections in the billing authority area is to be the ballot holder for any ballot in respect of BIDs required under the Act.

7.2 Return of Ballot Papers

7.2.1 As a business rate-payer the Council will receive ballot papers for each of the 33 Council run properties within the designated BID area (as per the list provided in **Appendix 2**).

7.2.2 These will need to be returned in a timely and coordinated fashion. As the majority of Council premises sit within the Place portfolio, it is proposed that the Director of Place will over-see this process and that a positive voting intention is endorsed by Members.

7.3 Service Level Agreements (SLA's)

7.3.1 The BID requires that Service Level Agreements (SLA's) be completed with key City Centre public service providers such as the Council and Police.

7.3.2 The aim of the SLA process is to review the current level of service provision and detail that which will be provided in addition by the BID as well as any improvements that are identified as part of the review. This aims to provide clarity of roles and responsibilities as well as give an indication of the future direction of that particular service area over the subsequent BID term.

7.3.3 The requirement for SLA's will be dictated by the projects that come out of the ongoing BID consultation programme. Early indications suggest that the current suite of BID projects will continue and existing SLA's will need therefore only to be amended.

- 7.3.4 As previous, the SLA process will acknowledge the Council's support of the BID and of the projects it proposes and an undertaking to collaborative/partnership working where possible.
- 7.3.5 Similarly, the SLA process shall acknowledge the difficulties that the Authority will have in committing financial and other resources over the longer term and the wording of each SLA will need to be carefully selected to reflect this. The unfolding situation in regards to Covid-19 will also be a factor that both the BID and Council will need to be able to respond to.
- 7.3.6 To ensure that the SLA process is consistent and effectively coordinated across the Council, where necessary the City Centre Manager will provide support to managers. In addition the advice of the Chief Legal Officer will be sought before any SLA is entered into on behalf of the Council.

7.4 Governance

- 7.4.1 The BID constitution requires two places on the BID Board are filled by Members to reflect the Authority's stake in the project. These positions are currently occupied by the Leader and Cabinet Member for Investment, Regeneration and Tourism who have been appointed by the Council to the Board until the end of the current term. Subject to BID renewal it is anticipated that their re-appointment as Council nominate BID Board members would be supported by the Board. Equally, it is anticipated that the Director of Place will continue to advise the BID Board in an executive non-voting capacity.
- 7.4.2 The advice of the Chief Legal Officer should be sought regarding any governance issues which may arise.

8.0 Benefits & Potential Issues

- 8.1 In addition to the ROI which is highlighted in paragraph 6.3 above, continuance of the BID will mean that the BID organisation will continue to provide the Council and its partners such as Welsh Government and South Wales Police with a direct communication channel to over 870 hereditaments in the City Centre.
- 8.2 Given the significant programme of regeneration ongoing and coming forward in the City Centre over the medium to long term, the Council should not under-estimate the value of the BID as a designated consultation body and the opportunity that this provides in gaining feedback at the 'coal face' as well as working in partnership to develop and facilitate progress. This role has proved particularly critical in recent times in regards to the application of Covid-19 measures among the City Centre business community.
- 8.3 Despite this joint commitment to partnership, there is the potential for conflict between the Council and the BID regarding the delivery of each organisations specific objectives. For example, in the past BID have

provided financial support to NCP for discounted car parking. This arrangement is no longer in place given discussion with colleagues in Highways who have negotiated several car park offers to promote patronage of Council facilities.

- 8.4 The Council's regeneration ambitions may influence how BID members perceive the City Centre which could affect the outcome of the impending and future ballots. Further, the BID projects by their nature, can only provide short term measures which have the potential to jar, directly or indirectly, with the Council's long term aspirations and sustainable development programme.
- 8.5 Under the BID regulations, the Council has the power to veto the BID. Whilst there is no legitimate case to support this action now or in the past; with the largest number of hereditaments in the BID area, the Council is in a strong position to re-negotiate its stance going forward building on an already robust partnership approach.

9.0 Conclusion

- 9.1 The Council is a key partner and benefactor in the development of the current BID which is clearly having a positive impact on improving the City Centre.
- 9.2 The Council's support in moving towards the BID renewal will be critical to the BID's renewal strategy and the Council will remain a key stake-holder in the BID in its fourth term if a yes vote is secured.
- 9.3 Fundamentally the Council and the BID share the same over-riding objective of improving the City Centre. The renewal of the BID will result in the continued delivery of further significant improvements at a time of great change and disruption given the ongoing physical regeneration works on site and pending and on the back of the Covid-19 crisis.
- 9.4 Whilst the current BID levy rate of 1% will remain, the total due will increase from £15,500 per annum to between £21,773 and £26,855 due to the proposed expansion of the BID area. Despite this increase the BID still demonstrates a significant return on the Council's investment in terms of both the levy and costs associated with running the ballot of 656%-1006%.
- 9.5 The BID will be able to use the mature partnerships it has developed over its last 3 terms to maximise the positive impact of the investment being made by BID including the Council between 2021 and 2026.
- 9.6 It is vital that the relevant service manages in the Council engage with the BID to re-negotiate a favorable outcome in terms of future BID projects to maximise the influence the Council has as a key stake-holder in the run up to the BID ballot and subsequent BID term if successful.

Background Papers - None

Appendices:

Appendix 1 – Map of proposed new BID area

Appendix 2 – Bid Levy Values

Appendix 3 - EIA Screening Template

**APPENDIX 1
MAP OF PROPOSED BID AREA 2020-2026**



**APPENDIX 2
TABLE OUTLINING THE 2021 - 2026 BID LEVY VALUES FOR COUNCIL
PROPERTIES IN THE PROPOSED NEW BID AREA**

***NB. This is based on the 2017 Ratable Values which is what the BID levy
2021 - 2026 will be based on.***

CCS Property	Ratable Value	BID Levy Payable per year (£)
Suite, 1, 3rd Floor, Alexandra House, Alexandra Road, Swansea, SA1 5ED	19750	198
Pay & Display Surface Car Park, R/O Dylan Thomas Centre, East Burrows Road, Swansea, SA1 1RE	26250	263
Housing Options 17, High Street, Swansea, SA1 1LF	15250	153
Info Nation 47, The Kingsway, Swansea, SA1 5HG	21250	213
*Barclays Bank 69-70, The Kingsway, Swansea, SA1 5JB	28500	285
Oxford Street Car Park, Oxford Street, Swansea, SA1 3BJ	96000	960
*St David's Multi-Story Car Park, Oystermouth Road, Swansea, SA1 3UL	102000	1020
*Car Park, Adj Leisure Centre, Oystermouth Road, Swansea, SA1 3UL	141000	1410
Civic Centre, Oystermouth Road, Swansea, SA1 3UL	965000	9650
Paxton Street Car Park, Paxton Street, Swansea, SA1 3SB	26500	265
Park Street East Car Park, Park Street, Swansea, SA1 3DJ	26000	260
Park Street West Car Park, Park Street, Swansea, SA1 3DJ	18000	180
Pell Street Car Park, Pell Street, Swansea, SA1 3ES	25750	258
Swansea Bus Station, Plymouth Street, Swansea, SA1 9GJ	210000	2100
*Unit 7, St David's Square, Swansea, SA1 3LG	12750	128
*Unit 2, St David's Square, Swansea, SA1 3LG	17500	175
*3a, St David's Square, Swansea, SA1 3LG	35750	358
*Unit 5, St David's Square, Swansea, SA1 3LG	15500	155
*Unit 6, St David's Square, Swansea, SA1 3LG	15000	150
*Unit 4, St David's Square, Swansea, SA1 3LG	15000	150
*Units 9 10 & 11, St David's Square, Swansea, SA1 3LG	24750	248

CCS Property	Ratable Value	BID Levy Payable per year (£)
*Unit 1, St David's Square, Swansea, SA1 3LG	16750	168
*Car Park, St David's Square, Swansea, SA1 3LG	83500	835
Salubrious Place Car Park, Salubrious Place, Swansea, SA1 3LZ	12000	120
Grand Theatre, Singleton Street, Swansea, SA1 3QN	85000	850
Dylan Thomas Exhibition Centre, Somerset Place, Swansea, SA1 1RR	47250	473
Swansea Marina, South Dock, The Marina, Swansea, SA1 1UN	87000	870
Surface Car Park, R/O Former Post Office Workshop, The Strand, Swansea, SA1 2AE	61500	615
High Street Multi Story, Car Park, The Strand, Swansea, SA1 2EF	75500	755
Stall, 46c, Swansea Market, Oxford Street, Swansea, SA1 3PQ	15750	158
Pau Square Multi Story Car Park, Trawler Road, Swansea, SA1 1XA	11000	110
Swansea Museum, Victoria Road, Swansea, SA1 1SN	79500	795
Quadrant Multi-Story Car Park, Wellington Street, Swansea, SA1 3QR	272500	2725
Total (33 hereditaments)	2,685,500	26,855

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: City Centre Management
Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

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

(b) Please name and describe here:

Agreement is sought to formally confirm the Council's support for the continuance of the Swansea Business Improvement District (BID) during its upcoming renewal ballot. If successful and subject to the consultation process with BID members which is underway, the BID will continue to work with the Council to help bring forward improvements to the operation, management and development of the City Centre.

Q2(a) WHAT DOES Q1a RELATE TO?

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

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

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

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

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

BID are currently consulting with its members, including the Council gauging support for the renewal of the BID and on the projects that will make up its Business Plan which will cover the period 2021-2026.

The BID ballot will be democratic process where a majority will be required on the basis of the total number of votes cast and the collective rateable value of the premises.

The Council is the most significant stake-holder in the BID and as such currently has 33 separate votes the return of which are proposed to be coordinated by the Director of Place.

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 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**

There is a financial implication of the BID levy for each Council premises within the City Centre BID area which is largely split across the services in the Place Directorate. BID also provides financial support to support a range of front line operational activities as well as marketing and promotion. This is in addition, to their engagement of the businesses and organisations in the City Centre on many Council led projects and issues. Electoral Services will also oversee the formal ballot process whilst the NNDR team will continue to collect the levy if a new BID is confirmed.

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.

As an independent not for profit company, the BID ballot and renewal process is managed directly by Swansea BID and executed by the Council’s Electoral Services Team according to a set legislative process.

BID renewal impacts only the businesses and organisations in the City Centre, including the Council on multiple counts, who are balloted and then pay an agreed levy for the next 5 years.

Subject to the ballot, the projects that are delivered by BID on the ground may impact a broad range of residents and visitors to the area. However what these will be over the next BID term is subject to consultation. Whilst the indication is that the existing projects such as Rangers, additional cleansing and evening and night time economy Taxi Marshalls which are well established will continue (many of which will have EIA implications), these details will set out in the BID Business Plan which will form the basis of how the BID members decide to vote.

Section 2

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

Screening completed by:
Name: Lisa Wells
Job title: City Centre Manager
Date: 16-11-20
Approval by Head of Service:
Name: Phil Holmes
Position: Head of City Planning & Regeneration
Date: 17-11-20

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

Agenda Item 13.



Report of the Cabinet Member for Environment Enhancement and Infrastructure Management

Cabinet - 17 December 2020

FPR7 - Additional Capital Allocation to Highway Infrastructure Assets 2020-21

Purpose:	To confirm the Capital Work Additional Programme for highway infrastructure assets and to comply with Financial Procedure Rule 7 to commit and authorise schemes.
Policy Framework:	The Revenue and Capital budget as reported to and approved by Council on 5 th March 2020.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The proposed indicative allocations are approved and included in the Capital Programme. 2) Authority is delegated to the Head of Service for Highways and Transportation in conjunction with the Cabinet Member for Environment Enhancement and Infrastructure Management to prioritise, finalise and allocate funding to the appropriate schemes in line with the prioritisation approach detailed in this report.
Report Authors:	Bob Fenwick/Stuart Davies
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 At its meeting of 5th March 2020, Council approved the Revenue and Capital Budget for 2020/21.
- 1.2 An additional capital allocation of **£2.0m** has been allocated to help tackle the backlog of highway maintenance.

2. Capital Programme

The City and County of Swansea's infrastructure is in need of significant investment and there is a significant backlog of works. The Authority is continuing to develop programmes of work based on the principles agreed as part of the all Wales Asset Management Project. This will ensure spending is targeted based on a whole life cost approach which will minimise financial and service demands.

- 2.1 The Authority considers a variety of different methods of repair and uses assessment approaches agreed across Wales. This enables decisions on the most efficient and effective approaches for managing the network based on a mix of preventative, reactive and planned maintenance works. The core funding is allocated to the highway capital programme (2020-25) which was developed with these principles.
- 2.2 The scheme prioritisation approach provides a framework whereby any additional funding will enable schemes to be brought forward for completion. These will be selected using the same asset management approach used to produce the forward works programme. Carriageway schemes will be selected based on a review of factors such as network importance, condition, network use and likely deterioration. A score for each assessed road will be calculated and the highest scoring schemes will be prioritised. This programme is short in timescale and resource intensive so the prioritisation will be balanced by the need to focus on simple to deliver schemes and works that are straightforward to deliver. All works will be reactive resurfacing with no preventative works included.

3. Allocation of the £2.0m Additional Allocation.

The core allocation will fund the following priorities.

- 3.1 This allocation will fund approximately 22 resurfacing schemes prioritised in accordance with 2.2 and on engineering judgement. The detail of this programme will be confirmed and approved by the Cabinet Member as schemes are agreed with third parties and programmed.
- 3.2 In the current year the Infrastructure funds will be allocated as follows:

Annual Allocation **£2.0m**

Additional Carriageway Resurfacing 2020-21	£2m
TOTAL	£2.0m

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 Capital investment in Highway and related Infrastructure will assist all road users. Individual projects will be subject to the EIA process on an individual basis where required.

5. Financial Implications

- 5.1 **Capital** - The cost of the Highways and Other Infrastructure works for 2020/21 funded by the Authority's own annual Capital programme in March amounts to £6.275m. This additional £2m of funding gives a total of £8.275m. This is a single year additional budget therefore no financial implication sheet has been produced.

- 5.2 **Revenue** - Future maintenance expenditure will be met from respective Revenue Service budgets. An effective capital investment programme will help reduce future revenue pressures.

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.

Background Papers: None

Appendices: None.

Agenda Item 14.



Report of the Cabinet Member for Investment, Regeneration & Tourism

Cabinet – 17 December 2020

Wind Street Public Realm Enhancement: FPR7

Purpose:	To update and to seek budget authorization to proceed with delivery and to comply with Financial Procedure Rule 7 to commit and authorise a project to the Capital Programme.
Policy Framework:	<p>Swansea Local Development Plan (LDP) 2010-2025 - specifically the following LDP Policies which support the implementation of the Swansea Central Area Regeneration Framework (SCARF) (2016):</p> <ul style="list-style-type: none">- <i>SD J: Swansea Central Area – which sets Placemaking Principles and Development Requirements for Wind Street</i>- <i>RC 1: Swansea Central Area Regeneration</i>- <i>RC 3: Swansea Central Area Retail Centre</i> <p>Corporate Priority Creating a Vibrant and Viable City and Economy</p> <p>Council constitution:- Financial Procedure Rules</p>
Consultation:	Finance, Legal, Access to Services.
Recommendation(s):	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none">1) Approve a total maximum budget figure of up to £2,880,000 for construction, fees and contingency and include this figure in the Capital Programme.
Report Author:	Gareth Hughes
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

1.1 In July 2019 Cabinet considered 3 options for 'Reimagining Wind Street' which included the following interventions:

- bronze - vehicle mitigation, realigned junctions only (£680,000);
- silver - the above plus replacement street furniture, street lighting (£1,477,000); and
- gold - the above plus enhanced gateway features, feature lighting, external seating area boundary systems for the trade (£2,214,000).

1.2 Cabinet approved a capital sum of £1,528,000 which included a sum of £500k Welsh Government contribution from the Targeted Regeneration Initiative (TRI) to enable delivery of the silver option, however expressed a desire to deliver the gold standard as funds allowed. It should be noted that all estimates provided by the external consultants who prepared the 2019 report were caveated in that 'a detailed design will clarify more precisely the actual sums involved'. The capital budget approved by Council on 5 March 2020 identified an additional capital allocation for the project raising this sum to £2,278,000 to seek to deliver the gold option.

1.3 Subsequently an internal multi-disciplinary project team was formed to test the feasibility of the concepts presented in the three options to create a family-friendly, high quality hospitality environment. This included testing the functionality of the solutions offered and commercially testing the financial estimates in the report. Despite the Covid pandemic, the project team have managed remotely to progress project development, held virtual consultation with traders, environmental, disability and residents' representatives, and implemented advanced works to pave the way for the main works implementation in the New Year.

1.4 It should be noted that to advance the project, to meet the requirement to expend the £500k 2020/21 TRI funding, to maximise any inherent benefits arising from the Covid lockdown (less footfall, business closures) from March 2020, the Highways and Transportation Construction Unit (including the Public Lighting Team) were instructed to progress installation of new fixed PAS 68 bollards, tree-crown reduction/maintenance, new public lighting and pea-lighting (outside the nesting season) which were completed in November 2020.

1.5 All this advanced work was successfully completed via the Councils Highway department (with exception of automated bollards at the gateways – due to the impact of Covid on this product's lead-in) ensuring the Welsh Gvt £500k can be claimed by end of March 2021. The existing manual bollards will be retained for some 3 to 4 months should this report's recommendations be approved.

1.6 This paves the way for the main contract works to be undertaken in the New Year for completion by December 2021, thereby not impacting on the Christmas period – a key constraint on the project programme. The

'main works' elements of the project has been tendered, and 2 tenders were returned on Friday 13th November, via the regional construction framework. The scheme details and costs follow.

2. Project Design Update

2.1 Sustainability is an underlying principle of the scheme with retention, and cleansing of the York stone paving to reduce the amount of imported stone. Similarly, many of the granite kerbs and other elements will be retained and re-used with much being re-engineered to create drainage 'dish' channels between at 'at-grade' footway and highway. The scheme will be subject to a CEEQUAL assessment which reviews the scheme's environmental credentials and awards accreditation on merit.

2.2 A number of key underlying design options were considered for the street of which the following were progressed into the final project in consultation with Cabinet Members and stakeholders:

- a) pinching the top and bottom of the street to a single lane for access and egress with PAS 68 hostile vehicle mitigation automated bollards, and creation of gateway features with GI reflecting the aspirations of the Council's emerging GI strategy;
- b) introducing measures to reduce vehicle dominance and pedestrianizing the street with a loading restriction to between 7a.m. and 11a.m.;
- c) widening footways on the east side of the street, introducing an at-grade solution (i.e. footways, carriageway at one level) to provide more space for outdoor seating, a designated accessible 2m clear route adjacent space for all users, and creating a totally flexible and accessible space;
- d) outdoor licensed areas will be contained within the space between the 2m clear route adjacent building and the new 'flush' kerbline, and a suitable boundary system will be discussed with the trade and Swansea BID representations during project implementation;
- e) re-using existing yorkstone footway materials (cleaning and relaying without joints - to reduce future maintenance where joints fail leading to rocky or broken slabs), use of setts at key junctions, which also double as event spaces;
- f) infilling of layby's with yorkstone to include available pedestrian space;
- g) new street furniture, including edge-protection measures such as planting – e.g. to protect footways from at-grade surfaces;
- h) undertaking essential tree maintenance to enhance the historic environment, and prevent trips and falls at ground level, and to help prevent damage to essential ground services;
- i) providing informal seating opportunities around GI interventions and existing trees – this will also assist retention of trees with some ground heave;
- j) installation of new public lighting, including feature pea-lighting to trees, and new lighting within Salubrious Passage;

- k) creation of blue badge parking/dropping off on the Princess Way side of Salubrious Passage;
 - l) replacing existing ordinary fixed bollards at key access points along the street with PAS68 hostile vehicle mitigation bollards.
- 2.3 Items (c), (j), and (k) above has been designed-in in response to concerns highlighted by consultation with disabled representatives, and assists the scheme meeting equality and accessibility obligations. The designated 2m clear route adjacent buildings is critical in providing unhindered access for the blind, and licensing of outdoor spaces will assist the policing of this space. In the absence of a kerb, this was regarded as the safest route through the space. Even if a kerb was retained, the physical presence of trees along that line presents obstacles.
- 2.4 A plan of the scheme layout and section details are contained within Appendix A of this report.

3. Issues

- 3.1 Pre-tender estimates were in the region of circa +£2.3m, and took account of the potential impact of future Covid working restrictions on the contractor and of the increasing emphasis on the hospitality sector to utilise outdoor space – which may impact on the complexity of working practices, and work phasing accordingly. The leading tender subject to final approval on Cabinet determination of this report's recommendations, is in the order of £2.1m. The tender was based on 60% cost, 40% quality.
- 3.2 Taking into account, the leading tender at £2.1m tender sum (which includes a risk provision in excess of £200k), together with the advanced works, design and supervision fees (£700k), presents a total project fee of £2.88m. This is set out further in Appendix B of this report, Financial Implications. This sum is approximately £600k in excess of the approved budget available in the capital programme (i.e. £2,278,00).
- 3.3 The project team have undertaken a value engineering exercise following receipt and analysis of tenders, however the big name items which may achieve cost savings (e.g. circa £400k for GI/landscaping, £150k for creation of the at-grade arrangement requiring reshaping existing granite rather than importing in new), if removed, would fundamentally alter the nature of the scheme, and fail to meet the aspirations of the Reimagining Wind Street strategy reported and approved by Cabinet in July 2019.
- 3.4 In this respect Cabinet are asked to support the additional capital funding required of £602k to enable the project to proceed in the New Year, 2021.

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 A full Equality Impact Assessment (EIA) has been prepared and is contained as a background paper of this report. Paragraph 2.3 above refers to the design-team response to the issues highlighted during recent consultations, including the pedestrianisation of the street and the need for easily accessible blue badge resources, safety and security of the Salubrious Passage through improved lighting, and an ability to navigate safely through the street with the protected 2m clear route adjacent buildings.
- 4.4 Other operation matters such as design and cleansing of the surfaces through Salubrious Passage were highlighted, but the route is historic with limitations on change, and the surface is deemed to meet acceptable standards. Cleansing regularly takes place to respond to night-time economy issues, however this cannot prevent irresponsible behaviour despite best endeavours by the Council and its partners.
- 4.6 The EIA process takes into account the United Nations Convention on the Rights of the Child (UNCRC) which the Council has embedded into the Authority's Policy Framework. The design of the spaces has been to create a more family-friendly environment with new landscaping, informal seating and fully accessible spaces.

5. Financial Implications

- 5.1 **Capital** - as referenced in paragraph 1.2 of this report, in July 2019 Cabinet approved a capital sum of £1,528,000 which included a sum of £500k Welsh Government contribution from the Targeted Regeneration Initiative (TRI) and a £28k contribution from BID. The BID contribution of £28k has been withdrawn due to the impacts of COVID. The Council's allocation to the project subsequently increased to £1,750,000 within the 2019/20 capital programme raising the available budget (including TRI) to £2,278,000. The £2,880,000 increased cost following tender would require an additional Council contribution of £602,000.00, raising borrowing for the scheme to £2,380,000.

- 5.2 **Revenue** – the investment will provide future savings to highway assets through reconstruction of carriageways. Any future requirement outside a one year defects period will come from existing budgets, and Highway Maintenance have been consulted as part of the project design team. SC Landscape team have been consulted on the specification – on completion this element will be covered by a one year contract defects period followed by a contractual three year establishment period, afterwards (4 years) maintenance will revert to Council Parks at an estimated cost of circa £1.5k p.a. (this cost excludes costs arising from vandalism)

6. Legal Implications

- 6.1 There are no legal implications associated with this report. A separate contract award report has been prepared to award the main contract works, if this report's recommendations are approved and is compliant with the Council's Contract Procedure Rules.

Background Papers:

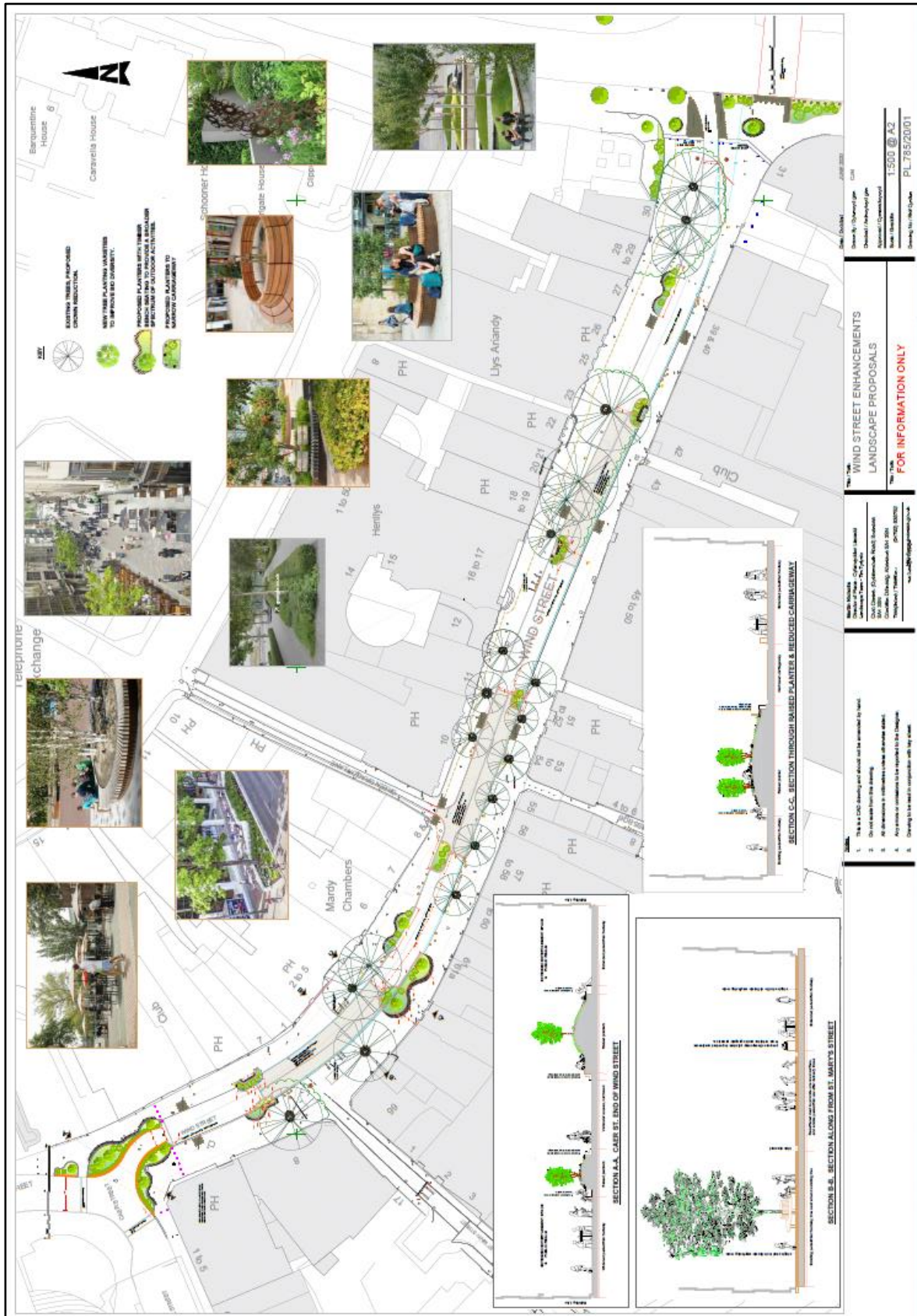
Equality Impact Assessment

Appendices:

Appendix A – Scheme Design

Appendix B - Financial Implications

Appendix A - Scheme Design



Please see following page for enlarged key to plan

Enlarged Key to Plan

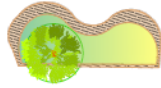
KEY



EXISTING TREES, PROPOSED CROWN REDUCTION.



NEW TREE PLANTING VARIETIES



PROPOSED PLANTERS WITH TIMBER BENCH SEATING TO PROVIDE A BROADER SPECTRUM OF OUTDOOR ACTIVITIES.

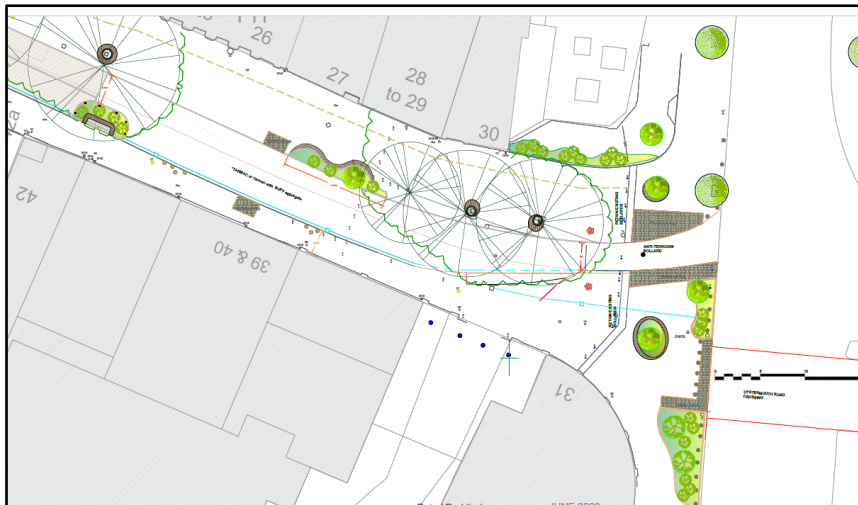


PROPOSED PLANTERS TO NARROW CARRIAGEWAY

Focus: Caer Street/Wind Street Junction



Focus: Wind Street/Victoria Rd Junction Section



Appendix B – Financial Implications

Financial Procedure Rule 7					
<u>FINANCIAL IMPLICATIONS : SUMMARY</u>					
Portfolio:	Place				
Service :	Planning & City Centre Regeneration				
Scheme :	Wind Street Public Realm Enhancement: FPR7				
1. CAPITAL COSTS	2020/21	2021/22	2022/23	2023/24	TOTAL
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Main Works Construction	250	1810	33	6	2099
Design & Supervision Fees	130	115	0	0	245
Advanced Works	394	0	0	0	394
Street Café Boundary systems	0	0	142	0	142
EXPENDITURE	774	1,925	175	6	2,880
<u>Financing</u>					
CCS match e.g. unsupported borrowing,	274	1,925	175	6	2380
Contributions	0	0	0	0	0
Grants e.g. WG, lottery	500	0	0	0	500
FINANCING	774	1,925	175	6	2880
2. REVENUE COSTS	2020/21	2021/22	2022/23	2023/24	FULL YEAR
	£'000	£'000	£'000	£'000	£'000
<u>Service Controlled - Expenditure</u>					
Employees					0
Maintenance					0
Equipment					0
Administration					0
NET EXPENDITURE	0	0	0	0	0

Agenda Item 15.



Report of the Cabinet Member for Environment Enhancement and Infrastructure Management

Cabinet – 17 December 2020

Welsh Government Green Recovery Circular Economy Funds 2020-21- Funding Applications for Four Repair/Re-use Projects

Purpose:	To seek authorisation to bid for capital and revenue grant funding from two Welsh Government's Circular Economy Funds FY 20-21, for four repair/re-use projects.
Policy Framework:	Swansea Waste Management Strategy. Welsh Government's Towards Zero Waste Council constitution FPRs
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) Approval is given to submit funding bids to the Welsh Government Circular Economy Funds FY 2020-21 to support: A - the setting up of a Repair Café and Library of Things at the Council's Re-use Shop. B - the setting up of a Mobile Repair Café. C - the installation of bike repair network in partnership with the Environment Centre D - improvements to repair and re-use through partnership with the private and 3rd Sectors 2) On approval of any of the grant the schemes are added into the councils programme in line with FPR7 and delegated authority given to the Cabinet member for Environment Enhancement & Infrastructure Management and director of Place to commit the relevant capital expenditure
Report Author:	Chris Howell
Finance Officer:	Paul Roach
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The purpose of this paper is to provide the Cabinet with the background regarding a Welsh Government (WG) grant opportunity that could be used to support the Council in diverting waste from landfill, greatly increasing the amount of products repaired and kept in, or put back into, beneficial use.
- 1.2 The WG have sought grant applications to two separate Circular Economy Funds:
- i) Capital and revenue bids for funding to support repair and re-use activities in town centres.
 - ii) Capital bids for projects to help Wales' shift towards a circular economy driving further increases in recycling and decarbonisation.
- 1.3 The first three projects outlined below are relating to the first, capital and revenue, fund above, whilst the last project has been submitted to the second, capital only, fund above.
- 1.4 These bids will not only increase repair and re-use, thereby diverting items from landfill, they will also:
- Engender a repair and re-use ethos both within, and outside of the projects
 - Assist with easing poverty through the Library, repairs, and the provision of low cost pre-loved goods, avoiding the need to buy new
 - Support local commercial, charity, and community organisations through the provision of products for repair/re-use
 - Provide volunteering opportunities
 - Upskill visitors to the Repair Café sessions
 - Expand the Council low emissions fleet

2. Project A - Repair Café and Library of Things

- 2.1 This first project is to insulate and extend the Council's Re-use Shop, Tip Treasures, at Llansamlet to accommodate a Repair Café, a Library of Things, and a textile area. The setting up of these will be done with full support from Repair Café Wales and Benthg, who have extensive experience in these areas.
- 2.2 A Repair Café is a facility to run periodic sessions where residents can bring along items which need repairing, and a network of volunteers do the repairs, if possible, upskilling the resident at the same time. The idea is to build an ethos of repair and re-use rather than discard and buy new.

- 2.3 A Library of Things is a place where residents can hire everyday items such as diy tools, gardening equipment, household gadgets etc. instead of having to buy and only use a couple of times. The inventory of items are generally items others have discarded, and have been brought back into re-use.
- 2.4 It is intended to employ fashion students to set up and run the textile repair/upcycling and re-use area.
- 2.5 The additional member of staff to run the Library and textile area will be self-funding through the income they will generate.

3. Project B – Mobile Repair Café

- 3.1 This project is to purchase a low emissions hybrid vehicle and toolkits, which will visit locations where there is a volunteer network and demand for Repair Café sessions to be run.
- 3.2 Whilst at the venue, the vehicle will also be used as a mini bring site for items such as small electrical goods, textiles, toys, and batteries, all of which can end up in black bags.
- 3.3 As well as providing recycling information, advice, and equipment, the vehicle could also act as a “Swap Shop” where a resident could bring along one toy, and leave with another donated earlier.
- 3.4 When not being a Mobile Repair Café, the vehicle and driver can be utilised for increased bulky collections to reduce our current waiting times.
- 3.5 The additional member of staff to drive the vehicle, and the vehicle running costs will be self-funding through the income they will generate from bulky collections, and the goods received at the events.

4. Project C - Bike Repair Network

- 4.1 The aim of this project is commence a network of community based bike repair stations. Learning from best practice installations in Wales, the facilities will be located at key community hubs in central Swansea.
- 4.2 The project will be led by the Swansea Environment Centre who will purchase the equipment, engage with host locations for the stations, and manage their upkeep going forward.

5. Project D - Improvements to repair and re-use through partnerships

- 5.1 This project is to significantly increase the amount of bulky furniture, large white electrical goods, carpets, bric a brac, and paints that are repaired and/or re-used.

- 5.2 These materials need to be collected or received in as good a condition as possible, they need to be stored undercover to preserve their good condition, and then made available for repair and re-use through a network of existing commercial, charity, and other community organisations.
- 5.3 The Authority has already received interest from over a dozen interested parties in receiving or collecting items from us for repair/re-use at their outlets.
- 5.4 The bid includes for:
- a low emissions hybrid vehicle to collection and deliver bulky furniture in good condition,
 - the purchase of a yard and storage building to keep large items in a good condition while awaiting viewing and collecting by repair/re-use partners,
 - bric a brac and paint tins containers for each Recycling Centre which will facilitate increased receipt of items, and allow display for local charities and community organisations to view and take what they need,
 - racking for charity which made specific request, to be able to store more bulky furniture from the Council.

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

7. Financial Implications

- 7.1 This funding bid is for the provision of Capital and Revenue funding to enable the Authority to provide the necessary infrastructure changes to set up the projects outlined above.

The total sums of funding bid for under these applications are as follows:

Project	Capital Funding	Revenue Funding	Totals
A – Repair Café and Library	£141,600	£82,350	£223,950
B – Mobile Repair Cafe	£83,000	£52,000	£135,000
C – Bike Repair Network	£6,040	£5,154	£11,194
D – Improvements to Repair/Re-use	£199,750	N/A	£199,750
		Total	£569,894

This sum can be broadly broken down as follows:

- Building and yard purchase/improvements £ 218,000
- Vehicles and Charging points £ 116,000
- Fit outs, containers and equipment £ 96,390
- Staffing/promotional costs for set up £ 69,504
- Repair Café Wales/Benthyg Project Management £ 70,000

WG are requiring that the funding be fully spent or committed in the 2020/21 financial year.

The revenue implications of operating the projects going forward will be covered by the incomes and cost avoidance generated by each project.

8. Legal Implications

- 8.1 The Council will need to ensure that it complies with any terms and conditions attached to this Welsh Government grant funding.
- 8.2 In light of Welsh Government deadlines the applications have been made subject to Cabinet approval.

Background Papers: None

Appendices:

- Appendix A Repair Café and Library of Things Funding Bid
Appendix B Mobile Repair Café Funding Bid
Appendix C Bike Repair Network Funding Bid
Appendix D Improvements to repair and re-use through partnerships Funding Bid
Appendix E EIA Screening Form

**Green Recovery Circular Economy Fund 2020-21
Covid Reconstruction: Repair and Re-use Activities in Welsh Town Centres**

APPLICATION FORM

In October 2020, the Welsh Government published Covid Reconstruction: Challenges and Priorities, our approach to reconstruction. It highlights priority areas where we will focus resources and efforts to maximise the benefits to Wales. It announced £13.2m additional funding to support repair and re-use activities in town centres.

We are now inviting local authorities to bid for this funding, which will support our aims to transition to a circular economy in Wales where we keep resources in use and avoid waste as well as providing timely support to our town centres.

A key aspect our reconstruction is a commitment to embrace greener and just initiatives, which support our places in Wales to reconstruct in a sustainable way.

There are already important initiatives taking place in our towns and communities in this field. Repair cafes and libraries of things are becoming more commonplace as are facilities to share and repair items from food to electrical items. During the pandemic many citizens have reconnected with their local communities and considered the resources we use. This funding is designed to support this and spark new innovation in our towns.

Many local authorities have created re-use shops and workshops often in partnership with local stakeholders and community groups. We know that an estimated 40% of all items at Household Waste Recycling Centres (HWRC) are suitable for re-use and they provide a real opportunity for Local Authorities and re-use organisations to repair and refurbish products for re-use.

We are looking to support 'exemplar developments' which not only promote community cohesion through repair and re-use initiatives; they will provide an opportunity for joined-up interventions to rejuvenate town centres – such as a community hub offering repair cafes, sharing libraries and zero waste shops. We would encourage partnership approaches to maximise impact.

To provide you with a flavour of possible initiatives, we have identified the following examples from Wales and beyond, which are looking to support repair and re-use initiatives in town centres. However, your bids should not be restricted to these:

- Facilities for community repair
- Food surplus redistribution and sharing
- Re-use hubs and shops
- Library of things
- High street facilities which combine repair and re-use
- Working with social enterprises to create volunteering and skills partnerships around repair and re-use
- High street hubs for recycling, for example premises to return small electrical items

This is a one-off additional Circular Economy Fund round specifically for repair and re-use in town centres. The funding can be split between revenue and capital funding and bids should consider the likely sustainability of the proposed project.

Key dates:

- The closing date is 1 December 2020.
- We aim to inform applicants of the outcome by 1 January 2020.
- Claims, including evidence of expenditure, are required to be submitted to the Welsh Government by 15 March 2021 at the very latest.
- Please only submit an application if you are able to meet these deadlines.
- Funds must be spent this financial year.

Please note:

- The project activity must be located in Wales*.
- As a *guide*, but not limited to **£0.25m** Revenue and **£0.35** capital per LA.
- Complete one application form per project.
- Local Authorities may submit more than one application.

Email: CircularEconomyFund@gov.wales

***Eligible Bodies**

Local Authorities

Town councils

Village councils

Community councils

Local authorities will need to be a partner, as a minimum, for all projects.

Organisation Name	Swansea Council
Project Title	Creation of a Repair Café, Library of Things, and Textile Re-use Area
Location of Activity	Swansea Enterprise Zone, Llansamlet
Funding requested for 2020-21	<p>£ Total project cost - £ 223,950</p> <p>£ Amount of capital grant requested - £ 141,600</p> <p>£ Amount of revenue grant requested - £ 82,350</p>
Project Contact Name, telephone and email address	<p>Chris Howell 01792 761759</p> <p>Chris.howell@swansea.gov.uk</p>
<p>Bid authorised by</p> <p><i>*In authorising this application you are confirming that the information given is correct to the best of your knowledge. You are also confirming that any match funding identified is in place</i></p>	<p>Name: BEN SMITH</p> <p>Job Title: CHIEF FINANCE OFFICER/151 OFFICER</p> <p>Signature: </p>

1. Project Description and alignment to circular economy actions (Score 10)

Provide a brief description of the project including how it aligns to repair and re-use activity in town centres and our circular economy aim to keep resources in use and avoid waste. If your application is for a project that will take longer than a financial year to complete, please provide a description of the whole project and of the specific outputs to be delivered in this financial year. (Maximum 500 words)

This project is for the creation of a Repair Café, a Library of Things, and a Textile Re-use Area by improving and expanding our existing Re-Use Shop, Tip Treasures, on the Swansea Enterprise Zone.

The project will ensure the continued use of products, which would otherwise be discarded as waste, assisting Welsh Government in meeting its circular economy and decarbonisation aims and objectives.

We have liaised with Repair Café Wales, to gain their endorsement and support, as whilst the re-use shop has its own electrical repair technicians who can run repair sessions for electrical goods, the Repair Café would need the usual volunteer network of other goods such as furniture, clothing, children's toys, and bicycles.

Repair Cafes not only reduce waste, they also share skills and improve community cohesion, engendering a fix and mend culture as opposed to a throwaway society.

This improved facility will also be able to accommodate a Library of Things, in collaboration with Benthyc, which would complement both the Re-use Shop and Repair Café.

This library would:

- reduce waste through avoiding the need for the purchase of new goods
- divert unwanted goods through donation
- assist those in poverty
- provide mobility aids for those who need them
- encourage active travel through the provision of bicycles.

The project also includes the creation of a textiles re-use and upcycling area to extend the life and beneficial use of these items, and demonstrate innovative ways in which discarded items can be brought back into use.

To accommodate the above facilities, the existing shop requires insulating to make it suitable for these more static functions, and an extension to create the additional space required.

The project will showcase the potential of repair and reuse to support ongoing community resilience through using items and skills already contained within that community, as well as providing project staff and volunteers with invaluable experience and insight into the potential benefits of the circular economy, inspiring future initiatives tailored to that community.

The use of our existing, popular, long-established re-use shop will also ensure that the Repair Cafe and Library will be a permanent facility, self-sustaining into the future.

The project includes an extensive repair/re-use promotion campaign and a drive to intercept goods for re-use at recycling centres

Orders would be placed for all items detailed and a Claim, including evidence of expenditure, submitted to the Welsh Government by 15 March 2021.

In terms of a green recovery through employment opportunities, the proposals would initially require a start-up resource which would create at least 3 FTEs in the short term, and 1 FTE going forward. We have been in discussion with Benthyc and RCW around the requirements for the Café and Library, and Coleg Sir Gar regarding the employment of fashion students to develop textile upcycling and re-use.

A separate funding bid for the setting up of a mobile Repair Café will enable the benefits of this project to be delivered in city and town centres across the Authority wherever the demand and venues are available.

2. Ways of working (Score 10)

The Well-being of Future Generations (Wales) Act 2015 requires public bodies to think more about the long-term, to work better with people, communities and each other, look to prevent problems and take a more joined-up approach.

The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

Please describe how you have followed the five ways of working in the development and delivery of your proposal.

The Five Ways of Working	
<p>Long Term – please describe how you have considered long term needs. What are the impacts of your proposal on future generations?</p> <p>(Maximum 100 words)</p>	<p>This project would provide long-term benefits to the circular economy in Swansea, help to normalise repairing, borrowing and sharing instead of buying and upskill the community as well as providing people with low-cost access to a variety of items to improve their quality of life. In showcasing the potential of repair and reuse and inspiring future initiatives, it also contributes to Wales’ long-term aspiration of becoming zero carbon by 2050. The use of our existing, long-established re-use shop will also ensure that the Repair Cafe and Library will be a permanent facility, self-sustaining into the future.</p>
<p>Prevention – please describe how you considered options to prevent the problem from getting worse or occurring in the first place.</p> <p>(Maximum 100 words)</p>	<p>This project would help counteract deprivation and inequality in Swansea by providing low-cost accessibility to a range of life-enhancing items. It would also prevent many items being sent to landfill when they are no-longer needed and promote the repair and re-use message to prevent a further increase in carbon emissions.</p>
<p>Integration – please describe how you have considered the well-being objectives of other public bodies.</p> <p>(Maximum 100 words)</p>	<p>This project would support and complement Swansea’s endeavours to reflect the Welsh Government’s zero landfill and targets as well as equality and sustainability goals. It would also support the Welsh Government’s declaration of a climate emergency and steps it is taking to reduce the country’s carbon emissions.</p>
<p>Collaboration – please describe who you collaborated with and how, in the</p>	<p>This project is a collaboration between Repair Cafe Wales, Bentyg, Wales Air Ambulance, RSPCA, and Coleg Sir Gar. This project would</p>

development and appraisal your proposal. (Maximum 100 words)	provide opportunities for community groups around Swansea to collaborate in sharing items and skills as well as volunteering.
Involvement – please describe who you have involved and how, in the development and appraisal of your proposal (Maximum 100 words)	The project would proactively endeavour to include all members of the community, including those who are marginalised, and embed their voices and their needs from the outset.

3. Contribution to Well-being Goals and impact assessment (Score 10)

Projects must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the project to the well-being goals and statutory description of each goal.

Well-being Goal	Impact (select one for each goal)
A prosperous Wales	Positive Summary (Maximum 100 words): This project will enable individuals to borrow items they don't own at low cost and repair broken items they do own for free, without adding to their carbon footprint. This will help them avoid unnecessary expenditure. New employees and volunteers will develop skills and experience that will support their professional development and earning potential.
A resilient Wales	Positive Summary (Maximum 100 words): With a global recession looking inevitable as a result of the COVID-19 pandemic, this project will provide economic and material resilience for the community, while supporting the circular economy and sustainability. It would promote the "re-use" message and provide an alternative to people having to buy new or infrequently used items, reducing consumption and protecting our precious natural resources, leading to environmental benefits.

<p>A healthier Wales</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This project will improve individuals' health by providing access to items and skills which support physical and mental health. The provision of volunteering opportunities will help tackle isolation, loneliness, anxiety and poor mental health. As a Council, we all have a part to play to safeguard people from harm and empower residents of Swansea. So, by enabling residents to Building build new connections within the community will support individual wellbeing as well as improve community resilience. The availability of bicycles will support active travel. Diverting unused items from landfill would further benefit community health and the environment.</p>
<p>A more equal Wales</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Access to items to all members of the community at low cost would be provided, with the option to pay in volunteering time only. High-cost items would be available to support a better quality of life for local residents, including people not able to buy/store such items. It would provide free repairs for the community who otherwise might not be able to repair or replace items. Skill-sharing/upskilling would empower people to repair/maintain their own items. The mobile element, subject to a separate bid, would provide access to items to all members of the community at low cost, including those who are isolated.</p>
<p>A Wales of cohesive communities</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Benthyg and Repair Cafe Wales have both developed detailed toolkits to provide a blueprint for communities wishing to set up their own branches. These will be developed continually as</p>

	<p>the networks grow, allowing constant learnings and best practice to be shared between communities. This will enable a truly sustainable lifestyle within all Welsh communities, making Wales a world leader in making the circular economy a nationwide reality.</p>
<p>A Wales of vibrant culture and thriving Welsh language</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Benthyg and Repair Cafe Wales both have strong Welsh identities, which is reflected in their ethos and operations, seeking out Welsh suppliers and partners where possible (and the brand Benthyg is the Welsh word for borrow). Core materials will be made available in Welsh in due course. The items available to borrow would enable all members of the community to access entertainment, sports and leisure equipment, with the potential to support other cultural events across Swansea. Our promotional material and any literature associated with the project will be bilingual to support the promotion and access to the Welsh language.</p>
<p>A globally responsible Wales</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Climate change is now recognised as an urgent crisis that needs addressing globally and is reflected in Wales' declaration of a climate emergency. Repair Cafe Wales has become established globally as a leading repair café network. Benthyg is the first Welsh organisation to join the growing global libraries of things movement. Both are poised to develop a Wales-wide network to reduce waste and facilitate community sharing of items and skills. This project will ensure that Swansea is resourced to embrace/embed the circular economy supporting the global effort to reduce landfill waste and carbon emissions caused by over-production and over-consumption.</p>

4. Project management (Score 10)

Please provide information on the project plan identifying timelines for activities appropriate to the scale of the project. Include information on any risks, statutory processes/planning consent, land acquisition, procurement, construction, project opening and completion as applicable. (Maximum 500 words)

Timeline

January 2021 - Funding announced

January 2021

- Project meetings between Council, Repair Café Wales, and Benthg to confirm implementation programme
- Begin on-site staff recruitment
- Place orders and commit funding for the re-use shop improvement and expansion works, equipment, and systems hardware/software.
- Develop promotion campaign

February 2021

- Complete improvement and expansion works. It has been confirmed that planning permission is not required due to the nature and size of the proposed expansion.
- Promotion campaign as various elements of project come online
- Set up Textile upcycling and re-use area
- Begin community engagement for Repair Café & Library
- Launch Repair Café & Library on site
- Start recruiting volunteers
- Employ temporary staff to promote re-use and intercept goods being discarded at Recycling Centres, to instil a re-use/repair culture

March 2021

- Promote project and develop volunteer network
- Convening local steering group
- Delivering skill-sharing workshops

April 2021 onwards

- Continue to develop community/volunteer networks and explore further links with local charities/3rd sector organisations
- Develop links with mobile Repair Café/Library (if that funding bid is successful) to maximise benefits across our city and town centres

- Develop an ongoing promotion strategy, stakeholder strategy, product catalogue based on community needs.
- Monitor performance and seek to engage with other similar projects/organisations/charities3rd sector organisations to ensure that lessons are learned and best practice is being developed
- Continue links with local educational organisations around work experience opportunities

Swansea Council will lead on the project, with the Re:Make Cymru team (Repair Cafe Wales & Benthylg) leading on the setting up of the Repair Café and Library in terms of equipment, systems, and volunteer network required, as well as providing processes, policies and systems, along with producing monitoring reports and post-project evaluation.

Swansea Council and the Re:Make Cymru team will work together on advertising and promotion.

Key Risks

- Unsuccessful funding bid
- Delay in improvement/expansion works
- Volunteer network – Repair Café Wales and Benthylg are extremely experienced and successful in setting up the volunteer network required for the project.
- Ongoing sustainability of Repair Café and Library – As these facilities are being housed in our existing long established re-use shop, which is staffed 7 days a week, the additional resource required once fully set up, is minimised. Reduced disposal costs of products recovered for reuse, and associated income gained through this project will allow the project to be self-financing.

5. Costs (Score 10)

Please explain the costs of the project by providing a full breakdown. If the project will be match funded clearly set out the details (e.g. cash contribution by applicant or other)? (Maximum 250 words)

	Capital £	Revenue £
Shop Insulation and Extension	98,000	
Fit out for textiles	5,000	
Employ fashion students for set up of textiles area		10,000
Racking for re-use	3,000	
Material interception at recycling centres for re-use		15,000
Repair & Re-use promotional campaign		10,000
Repair & Re-use insurance (Benthyg and RCW)		600
Café & Library fit out and IT set up (Benthyg and RCW)	15,000	
Café & Library Equipment (Benthyg and RCW)	20,600	
Café & Library initial training costs (Benthyg and RCW)		3,000
Benthyg and RCW Project Manager		4,750
Benthyg and RCW Project Officer		4,000
Benthyg and RCW Project Management Fee		35,000
Totals	141,600	82,350

The Council will be providing the following at a cost of circa £30K per year:

- 1no. full time member of staff
- Repair Café, Library, and Textile Area ongoing running costs

6. Value for Money (Score 10)

Please explain what steps have been taken to ensure costs have been kept as low as possible and to quantify if the funding requested will represent overall value for money. (Maximum 250 words)

The assessment of the improvement and expansion of the existing set up has value engineered down to the minimum to ensure that the facility is fit for purpose to accommodate textile re-use, a repair café, and a Library of Things as permanent features. The works will be procured through a competitive process. The use of the existing facility ensures that staff and running costs are kept to a minimum.

The costs for equipment are indicative and have been provided mainly via websites. However, the Re:Make Cymru project team will engage a Procurement specialist to ensure value for money and economies of scale through the network.

The costings for the toolboxes represent existing costs which have been refined and procured by Repair Cafe Wales, in keeping with the 're-use' ethos of the team and to keep costs down.

The wire lockers represent excellent value as they can be moved between different venues in the future if the project evolves, obviating the need to pay for built-in storage solutions.

The management fee to the Re:Make Cymru team would fund a centralised project team to manage the processes, policies and systems necessary to make repair and reuse simple and safe for the community to engage with, providing streamlined, consistent project delivery throughout Wales.

The Council will create 5 FTEs initially to set up and develop the projects with 1 FTE taking the projects forward after the initial set up. Additional management, innovation, marketing, and sales resources provided as required.

7. Scheme outputs (Score 10)

What are the specific outputs that the scheme will deliver (including objectives and outcomes)? (Maximum 250 words):

Based on existing data held by Benthylg and Repair Cafe Wales, we would expect the following minimum targets to be reached within the first 3 months of launching the Repair Café and Library:

- 60 Re:Make members / visitors in Swansea
- 60 items repaired
- 50 items donated to Benthylg Library of Things inventory, diverted from landfill
- 200 items borrowed
- 5% average engagement with circular economy messages on social media
- 15 new volunteers recruited and trained
- 60 members of the community upskilled

These figures will then continue to grow at this permanent facility.

The textile re-use and upcycling area is projected to capture and put back into re-use over 1,000 items over the same initial 3 months from launch.

A dedicated resource at the recycling centres will engage with over 5,000 visitors in the first 3 months, promoting the Repair & Re-use and Borrow don't Buy principles, and directly divert over 2,000 items from recycling into re-use.

8. Monitoring and Evaluation (Score 10)

How and when will you measure if the project has been successful? Please provide details of your post-delivery monitoring plan, data collection, and relevant targets (Maximum 250 words):

We will obtain project evaluation data as follows in conjunction with the Re:Make Wales project team:

- Member / visitor numbers
- No. of items repaired
- No. of items borrowed
- No. of volunteers involved in the project
- No. of textile items out back into re-use
- No. of items diverted from Recycling Centres to Repair/Re-use

One of the significant benefits to this network model is also the ability to collate and analyse data consistently in different locations, enabling the network to produce robust research demonstrating the value of the project to Wales.

Following the project set up, the Re:Make Cymru network will work together to evaluate and understand learnings to inform future repair and reuse initiatives.

**Green Recovery Circular Economy Fund 2020-21
Covid Reconstruction: Repair and Re-use Activities in Welsh Town Centres**

APPLICATION FORM

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***Eligible Bodies**


Local Authorities

Town councils

Village councils

Community councils

Local authorities will need to be a partner, as a minimum, for all projects.

Organisation Name	Swansea Council
Project Title	Creation of a Mobile Repair Café
Location of Activity	City and town centre locations across Swansea
Funding requested for 2020-21	<p>£ Total project cost - £135,000</p> <p>£ Amount of capital grant requested - £83,000</p> <p>£ Amount of revenue grant requested - £52,000</p>
Project Contact Name, telephone and email address	<p>Chris Howell 01792 761759</p> <p>Chris.howell@swansea.gov.uk</p>
Bid authorised by <i>*In authorising this application you are confirming that the information given is correct to the best of your knowledge. You are also confirming that any match funding identified is in place</i>	<p>Name: BEN SMITH</p> <p>Job Title: CHIEF FINANCE OFFICER/S151 OFFICER</p> <p>Signature: </p>

1. Project Description and alignment to circular economy actions (Score 10)

Provide a brief description of the project including how it aligns to repair and re-use activity in town centres and our circular economy aim to keep resources in use and avoid waste. If your application is for a project that will take longer than a financial year to complete, please provide a description of the whole project and of the specific outputs to be delivered in this financial year. (Maximum 500 words)

This project is for the creation of a Mobile Repair Café for taking the repair & re-use ethos to wherever the demand requires. These pop up events can be held in our city centre, town centres, and local community hubs.

The project will ensure the continued use of products, which would otherwise be discarded as waste, assisting Welsh Government in meeting its circular economy and decarbonisation aims and objectives.

We have liaised with Repair Café Wales, to gain their endorsement and support, as whilst the Council will provide a driver, the pop up Repair Café sessions would need the usual volunteer network.

Repair Cafes not only reduce waste, they also share skills and improve community cohesion, engendering a fix and mend culture as opposed to a throwaway society.

This mobile facility could also facilitate access to a new Library of Things we have separately bid for, in collaboration with Benthg, to be based at our existing Re-use Shop in Llansamlet.

This library would:

- reduce waste through avoiding the need for the purchase of new goods
- divert unwanted goods through donation
- assist those in poverty
- provide mobility aids for those who need them
- promote health and wellbeing through fitness, gardening, and sports equipment
- encourage active travel through the provision of bicycles.

-The project will showcase the potential of repair and reuse to support ongoing community resilience through using items and skills already contained within that community, as well as providing project staff and volunteers with invaluable experience and insight into the potential benefits of the circular economy, inspiring future initiatives tailored to that community.

The project will also facilitate the receipt of small goods such as textiles, children's toys, small electricals, batteries etc. at each pop up event to further divert unwanted products away from waste bins. It is also intended to allow for a Swap Shop for these products eg a toy discarded by one person can be taken by another.

The project includes an extensive repair/re-use promotion campaign.

Orders would be placed for all items detailed and a Claim, including evidence of expenditure, submitted to the Welsh Government by 15 March 2021.

The use of a hybrid low emissions vehicle supports the transition to a low carbon fleet, contributing to better air quality and reduced carbon emissions.

In terms of a green recovery through employment opportunities, the proposals would require a driving resource which would create one FTE.

2. Ways of working (Score 10)

The Well-being of Future Generations (Wales) Act 2015 requires public bodies to think more about the long-term, to work better with people, communities and each other, look to prevent problems and take a more joined-up approach.

The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

Please describe how you have followed the five ways of working in the development and delivery of your proposal.

The Five Ways of Working	
<p>Long Term – please describe how you have considered long term needs. What are the impacts of your proposal on future generations?</p> <p>(Maximum 100 words)</p>	<p>This project would provide long-term benefits to the circular economy in Swansea, help to normalise repairing, borrowing and sharing instead of buying and upskill the community as well as providing people with low-cost access to a variety of items to improve their quality of life. In showcasing the potential of repair and reuse and inspiring future initiatives, it also contributes to Wales' long-term aspiration of becoming zero carbon by 2050. The use of this mobile facility will also ensure that the Repair Cafe will be a permanent facility, self-sustaining into the future.</p>
<p>Prevention – please describe how you considered options to prevent the problem from getting worse or occurring in the first place.</p> <p>(Maximum 100 words)</p>	<p>This project would counteract deprivation and inequality in Swansea by providing low-cost accessibility to a range of life-enhancing items. It would also prevent many items being sent to landfill when they are no-longer needed and promote the repair and re-use message to prevent a further increase in carbon emissions.</p>
<p>Integration – please describe how you have considered the well-being objectives of other public bodies.</p> <p>(Maximum 100 words)</p>	<p>This project would support and complement Swansea's endeavours to reflect the Welsh Government's zero landfill and targets as well as equality and sustainability goals. It would also support the Welsh Government's declaration of a climate emergency and steps it is taking to reduce the country's carbon emissions.</p>
<p>Collaboration – please describe who you collaborated with and how, in the</p>	<p>This project is a collaboration between the Council, Repair Cafe Wales, Bentyg, and any 3rd sector or community organisations wanting to hold Repair Café sessions. This project would</p>

development and appraisal your proposal. (Maximum 100 words)	provide opportunities for community groups around Swansea to collaborate in sharing items and skills as well as volunteering.
Involvement – please describe who you have involved and how, in the development and appraisal of your proposal (Maximum 100 words)	The project would proactively endeavour to include all members of the community, including those who are marginalised, and embed their voices and their needs from the outset.

3. Contribution to Well-being Goals and impact assessment (Score 10)

Projects must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the project to the well-being goals and statutory description of each goal.

Well-being Goal	Impact (select one for each goal)
A prosperous Wales	Positive Summary (Maximum 100 words): This project will enable individuals to borrow items they don't own at low cost and repair broken items they do own for free, without adding to their carbon footprint. The Swap Shop will also allow people to access different products for re-use at no cost. This will help them avoid unnecessary expenditure. New employees and volunteers will develop skills and experience that will support their professional development and earning potential.
A resilient Wales	Positive Summary (Maximum 100 words): With a global recession looking inevitable as a result of the COVID-19 pandemic, this project will provide economic and material resilience for the community, while supporting the circular economy and sustainability. It would promote the "re-use" message and provide an alternative to people having to buy new or infrequently used items, reducing consumption and protecting our

	precious natural resources, leading to environmental benefits.
A healthier Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This project will improve individuals' health by providing access to items and skills which support physical and mental health. The provision of volunteering opportunities will help tackle isolation, loneliness, anxiety and poor mental health. Building new connections within the community will support individual wellbeing as well as improve community resilience. The availability of bicycles will support active travel. Diverting unused items from landfill would further benefit community health and the environment.</p>
A more equal Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Access to items to all members of the community at low cost would be provided, with the option to pay in volunteering time only. High-cost items would be available to support a better quality of life for local residents, including people not able to buy/store such items. It would provide free repairs for the community who otherwise might not be able to repair or replace items. Skill-sharing/upskilling would empower people to repair/maintain their own items. The mobility of the project would provide access to items to all members of the community at low cost, including those who are isolated.</p>
A Wales of cohesive communities	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Benthyg and Repair Cafe Wales have both developed detailed toolkits to provide a blueprint for communities wishing to set up their own branches. These will be developed continually as the networks grow, allowing constant learnings and best practice to be shared between communities. This will enable a truly sustainable</p>

	<p>lifestyle within all Welsh communities, making Wales a world leader in making the circular economy a nationwide reality.</p>
<p>A Wales of vibrant culture and thriving Welsh language</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Benthyg and Repair Cafe Wales both have strong Welsh identities, which is reflected in their ethos and operations, seeking out Welsh suppliers and partners where possible (and the brand Benthyg is the Welsh word for borrow). Core materials will be made available in Welsh in due course.</p>
<p>A globally responsible Wales</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Climate change is now recognised as an urgent crisis that needs addressing globally and is reflected in Wales’ declaration of a climate emergency. Repair Cafe Wales has become established globally as a leading repair café network. Benthyg is the first Welsh organisation to join the growing global libraries of things movement. Both are poised to develop a Wales-wide network to reduce waste and facilitate community sharing of items and skills. This project will ensure that Swansea is resourced to embrace/embed the circular economy supporting the global effort to reduce landfill waste and carbon emissions caused by over-production and over-consumption.</p>

4. Project management (Score 10)

Please provide information on the project plan identifying timelines for activities appropriate to the scale of the project. Include information on any risks, statutory processes/planning consent, land acquisition, procurement, construction, project opening and completion as applicable. (Maximum 500 words)

Timeline

January 2021 - Funding announced

January 2021

- Project meetings between Council, and Repair Café Wales to confirm implementation programme
- Begin on-site staff recruitment
- Place orders and commit funding for the vehicle to host the mobile Repair Cafe
- Develop promotion campaign

February 2021

- Begin community engagement for Mobile Repair Café
- Launch Mobile Repair Café
- Start recruiting volunteers

March 2021

- Promote project and develop volunteer network
- Convening local steering group
- Delivering skill-sharing workshops

April 2021 onwards

- Continue to develop community/volunteer networks and explore further links with local charities/3rd sector organisations
- Develop an ongoing promotion strategy, stakeholder strategy, product catalogue based on community needs.
- Monitor performance and seek to engage with other similar projects/organisations/charities/3rd sector organisations to ensure that lessons are learned and best practice is being developed
- Continue links with local educational organisations around work experience opportunities

Swansea Council will lead on securing the venue(s) for this project. The Re:Make Cymru team (Repair Cafe Wales & Benthylg) will lead on the asset purchase element of the project as well as providing processes, policies and systems, along with producing monitoring reports and post-project evaluation.

Swansea Council and the Re:Make Cymru team will work together on advertising and promotion.

Key Risks

- Unsuccessful funding bid
- Volunteer network – Repair Café Wales and Benthylg are extremely experienced and successful in setting up the volunteer network required for the project.

5. Costs (Score 10)

Please explain the costs of the project by providing a full breakdown. If the project will be match funded clearly set out the details (e.g. cash contribution by applicant or other)? (Maximum 250 words)

	Capital £	Revenue £
Hybrid low emissions 7.5t Vehicle	55,000	
Charging point	3,000	
Café fit out and IT set up (Benthylg and RCW)	7,500	
Café Equipment (Benthylg and RCW)	17,500	
Café initial training costs (Benthylg and RCW)		3,000
RCW Project Officer		4,000
Repair & Re-use promotional campaign		10,000
Benthylg and RCW Project Management		35,000
Totals	83,000	52,000

The Council will be providing the following at a cost of circa £30K per year:

- 1 full time member of staff
- running costs, incl. fuel
- vehicle maintenance

6. Value for Money (Score 10)

Please explain what steps have been taken to ensure costs have been kept as low as possible and to quantify if the funding requested will represent overall value for money. (Maximum 250 words)

The assessment of the improvement and expansion of the existing set up has value engineered down to the minimum to ensure that the project is fit for purpose to operate a mobile repair café. The vehicle will be procured through a competitive process.

The costs for equipment are indicative and have been provided mainly via websites. However, the Re:Make Cymru project team will engage a Procurement specialist to ensure value for money and economies of scale through the network.

The costings for the toolboxes represent existing costs which have been refined and procured by Repair Cafe Wales, in keeping with the 're-use' ethos of the team and to keep costs down.

The management fee to the Re:Make Cymru team would fund a centralised project team to manage the processes, policies and systems necessary to make repair and reuse simple and safe for the community to engage with, providing streamlined, consistent project delivery throughout Wales.

The Council will create 1 FTEs to drive the vehicle and operate the mini Re-use Bring Site and Swap Shop during the Repair Café sessions, and also provide additional management, innovation, and promotion sales resources as required.

7. Scheme outputs (Score 10)

What are the specific outputs that the scheme will deliver (including objectives and outcomes)? (Maximum 250 words):

Based on existing data held by Benthyc and Repair Cafe Wales, we would expect the following minimum targets to be reached within the first 3 months of launching the Repair Café and Library:

- 60 Re:Make members / visitors in Swansea
- 60 items repaired
- 200 items brought to the vehicle as a bring site
- 30 items swapped and brought back into re-use at Swap Shops
- 15 new volunteers recruited and trained
- 60 members of the community upskilled

These figures will then continue to grow through this permanent facility.

8. Monitoring and Evaluation (Score 10)

How and when will you measure if the project has been successful? Please provide details of your post-delivery monitoring plan, data collection, and relevant targets (Maximum 250 words):

We will obtain project evaluation data as follows in conjunction with the Re:Make Wales project team:

- Member / visitor numbers
- No. of items repaired
- No. of items brought to the vehicle as a bring site
- No. of volunteers involved in the project
- No. of swapped and brought back into re-use at Swap Shops

One of the significant benefits to this network model is also the ability to collate and analyse data consistently in different locations, enabling the network to produce robust research demonstrating the value of the project to Wales.

Following the project set up, the Re:Make Cymru network will work together to evaluate and understand learnings to inform future repair and reuse initiatives.

**Green Recovery Circular Economy Fund 2020-21
Covid Reconstruction: Repair and Re-use Activities in Welsh Town Centres**

APPLICATION FORM

In October 2020, the Welsh Government published Covid Reconstruction: Challenges and Priorities, our approach to reconstruction. It highlights priority areas where we will focus resources and efforts to maximise the benefits to Wales. It announced £13.2m additional funding to support repair and re-use activities in town centres.

We are now inviting local authorities to bid for this funding, which will support our aims to transition to a circular economy in Wales where we keep resources in use and avoid waste as well as providing timely support to our town centres.

A key aspect our reconstruction is a commitment to embrace greener and just initiatives, which support our places in Wales to reconstruct in a sustainable way.

There are already important initiatives taking place in our towns and communities in this field. Repair cafes and libraries of things are becoming more commonplace as are facilities to share and repair items from food to electrical items. During the pandemic many citizens have reconnected with their local communities and considered the resources we use. This funding is designed to support this and spark new innovation in our towns.

Many local authorities have created re-use shops and workshops often in partnership with local stakeholders and community groups. We know that an estimated 40% of all items at Household Waste Recycling Centres (HWRC) are suitable for re-use and they provide a real opportunity for Local Authorities and re-use organisations to repair and refurbish products for re-use.

We are looking to support 'exemplar developments' which not only promote community cohesion through repair and re-use initiatives; they will provide an opportunity for joined-up interventions to rejuvenate town centres – such as a community hub offering repair cafes, sharing libraries and zero waste shops. We would encourage partnership approaches to maximise impact.

To provide you with a flavour of possible initiatives, we have identified the following examples from Wales and beyond, which are looking to support repair and re-use initiatives in town centres. However, your bids should not be restricted to these:

- Facilities for community repair
- Food surplus redistribution and sharing
- Re-use hubs and shops
- Library of things
- High street facilities which combine repair and re-use
- Working with social enterprises to create volunteering and skills partnerships around repair and re-use
- High street hubs for recycling, for example premises to return small electrical items

This is a one-off additional Circular Economy Fund round specifically for repair and re-use in town centres. The funding can be split between revenue and capital funding and bids should consider the likely sustainability of the proposed project.

Key dates:

- The closing date is 1 December 2020.
- We aim to inform applicants of the outcome by 1 January 2020.
- Claims, including evidence of expenditure, are required to be submitted to the Welsh Government by 15 March 2021 at the very latest.
- Please only submit an application if you are able to meet these deadlines.
- Funds must be spent this financial year.

Please note:

- The project activity must be located in Wales*.
- As a *guide*, but not limited to **£0.25m** Revenue and **£0.35** capital per LA.
- Complete one application form per project.
- Local Authorities may submit more than one application.

Email: CircularEconomyFund@gov.wales

***Eligible Bodies**

Local Authorities

Town councils

Village councils

Community councils

Local authorities will need to be a partner, as a minimum, for all projects.

Organisation Name	Swansea Council in partnership with The Environment Centre
Project Title	Bike Repair Network
Location of Activity	Swansea City Centre
Funding requested for 2020-21	<p>£ Total project cost - £11,194</p> <p>£ Amount of capital grant requested - £6,040</p> <p>£ Amount of revenue grant requested - £5,154</p>
Project Contact Name, telephone and email address	<p>Chris Howell 01792 761759</p> <p>Chris.howell@swansea.gov.uk</p>
<p>Bid authorised by</p> <p><i>*In authorising this application you are confirming that the information given is correct to the best of your knowledge. You are also confirming that any match funding identified is in place</i></p>	<p>Name: BEN SMITH</p> <p>Job Title: CHIEF FINANCE OFFICER/S151 OFFICER</p> <p>Signature: </p>

1. Project Description and alignment to circular economy actions (Score 10)

Provide a brief description of the project including how it aligns to repair and re-use activity in town centres and our circular economy aim to keep resources in use and avoid waste. If your application is for a project that will take longer than a financial year to complete, please provide a description of the whole project and of the specific outputs to be delivered in this financial year. (Maximum 500 words)

The aim of this project is commence a network of community based bike repair stations. Learning from best practice installations in Wales, the facilities will be located at key community hubs in central Swansea. The project will;

- Promote an accessible and consistent means of bike repair in the local community
- Provide ongoing support and advice, establishing links to further repair and reuse opportunities
- Provide a low cost means of maintaining a bike, increasing the chance of ownership but also that the bike will be well maintained to ensure it longest possible use and avoid unnecessary disposal
- Raise awareness of the opportunities to repair, how this is done, and when disposal should be the final option.
- Connect with and raise awareness of other opportunities and networks in Swansea that are focused on the mending and redistribution of bikes, including to those most in need
- Facilities will link to online resources via QR code, for associated and wider repair and reuse information
- Embed the concept of repair though cross promotion with other interested parties, including those supporting health and well-being, active travel, inclusion and diversity.
- Upskill different section of the community, including staff and volunteers in the host organisations, targeted local groups that would benefit most from the training and individuals wanting to gain a skill or be part of the local community groups
- Be a prominent display of repair activity, which will contribute to the bigger picture and overarching aim for Swansea to embrace a reuse and repair culture
- Meet the needs of the communities that have shown an interests in talking more independent action on repair and actively preventing waste from being disposed of in landfill.
- It will complement the existing local bike repair commercial provision, ensure that the opportunities to repair are open to as wide a section of the community as possible

The project launch and ongoing commitments will be managed by a well-established local environmental charity, making best use of their experience and facilitation capacity, and also the wide range of strong connections with the 3rd sector, community groups and relevant local businesses. It is closely aligned with their Beyond Recycling Swansea project, which engages communities to support grass roots action on repair, reuse and the circular economy.

As well as liaising with host facilities and ensuring publicity and promotion, the project will commence a working group to drive forward further associated repair activity in whichever way it deems appropriate to the local community. The repair community in Swansea is growing, and this project provides a gateway to further discussion and involvement.

The majority of the project will be completed in full by March 2020. Some small elements will be agreed and fully committed but will be delivered and part payment required in the following months e.g. the bike repair training sessions.

The key outcomes for the project are;

- Increasing repair capacity
- Increasing awareness of repair opportunities and information provision
- Upskilling the community through training and skill share
- Integrating repair principles into wider agendas e.g. active travel
- Collecting feedback to further develop repair capacity in Swansea

2. Ways of working (Score 10)

The Well-being of Future Generations (Wales) Act 2015 requires public bodies to think more about the long-term, to work better with people, communities and each other, look to prevent problems and take a more joined-up approach.

The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

Please describe how you have followed the five ways of working in the development and delivery of your proposal.

The Five Ways of Working	
<p>Long Term – please describe how you have considered long term needs. What are the impacts of your proposal on future generations?</p> <p>(Maximum 100 words)</p>	<p>This project takes a long term view in encouraging people to repair rather than replace. It will form part of a wider culture change to standardise easy, convenient and cost effective repairs accessible to all. These behaviours will be embedded to the benefit of future generations and targeted training will help support this. It is also part of the wider drive for active travel to improve long term health, well-being and environment enhancement (lowering air pollution). It directly contributes to long term circular economy ambitions and minimising waste to landfill.</p>
<p>Prevention – please describe how you considered options to prevent the problem from getting worse or occurring in the first place.</p> <p>(Maximum 100 words)</p>	<p>This project directly addresses the need to increase repair and minimise waste to landfill by facilitating a route to action. It will help minimise consumption and ensure that resources are kept in a suitable condition to allow future reuse. It is also linked to the active travel agenda and will be part of a range of solutions to minimise single use car journeys and prevent further increases in air pollution and carbon emissions.</p>
<p>Integration – please describe how you have considered the well-being objectives of other public bodies.</p> <p>(Maximum 100 words)</p>	<p>This project is wholly in line with a number of key national and local well-being objectives, covering the aim to increase repair and minimise waste to landfill, to help promote active travel and improve opportunities for those on lower incomes. It is also part of the drive to increase cycling and reduce emissions from vehicle use, linked with both air pollution concerns and supporting action to tackle the climate emergency.</p>

<p>Collaboration – please describe who you collaborated with and how, in the development and appraisal your proposal.</p> <p>(Maximum 100 words)</p>	<p>Collaborators on this project includes Swansea Council, community hubs interested in championing repair in their locale, small businesses providing bike repair training and active travel networks. The Centre has wide ranging connections who will aid with promotion to different communities and individuals. This includes SCVS and the Swansea Environmental Forum. This collaboration will complement and support other agendas and all will benefit from cross promotion. This project also links with newly established recycling collections in the city, for inner tubes from bikes, which are made into new items and sold to support charity Cycle of Good activities in Malawi.</p>
<p>Involvement – please describe who you have involved and how, in the development and appraisal of your proposal</p> <p>(Maximum 100 words)</p>	<p>We have involved community organisation and their networks, local businesses, and have undertaken engagement with community anchors and the wider public on the need for more local facilities to assist repair and how this could be achieved.</p> <p>Prior to agreeing final locations, more focused community engagement would take place, to ensure the best location and use of the facilities.</p>

3. Contribution to Well-being Goals and impact assessment (Score 10)

Projects must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the project to the well-being goals and statutory description of each goal.

Well-being Goal	Impact (select one for each goal)
A prosperous Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>The project will support the local economy through the need for training from local providers, by increasing the throughput and hopefully wider</p>

	<p>use of local community facilities and by facilitating active travel. This supports local cycling business and associated groups.</p> <p>Individuals will also benefit as they will be able to learn the skills to repair their bikes cost effectively, decreasing the number where costs is a barrier to use.</p> <p>Learning new skills and connecting with communities can improve confidence and connections, which support personal development and activity within the wider social and economic sectors.</p>
A resilient Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>The facilities provide the community with choice and the option to take action without being out of pocket. Ease of access and supportive facilities are important for resilience. The facilities will help improve the adaptability of the public when facing challenging economic times, but also in the tackling the wider climate emergency. The project bolsters local networks and capacity, building supporting connections.</p>
A healthier Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This project addressed health and wellbeing in a number of ways, including providing an opportunity to connect with the community, a chance to gain new skills and confidence in their abilities, the facilities encourage a more active lifestyle supporting health improvement directly but also indirectly by hopefully helping to reduce the number of cars on the road and the associated emissions.</p>
A more equal Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p>

	<p>Any activity or hobby can sometime be difficult to engage in due to the costs involved, and this project seeks to reduce these barriers and ensure that all have the opportunity to regularly cycle.</p> <p>Opportunities to make this part of wider collaborative action, linking with charities that repair and redistribute bike, provide subsidised low cost or free training, can remove barriers.</p> <p>Volunteers in all locations will also be trained on bike repairs, so that they can also share their knowledge and skills widely through the community.</p>
<p>A Wales of cohesive communities</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This is a community based project. Facilities will be based in host organisations that reach differing sections of the community. A mixture of both targeted and wider engagement will reach the usual but also new audiences. The project provides an opportunity to connect, to learn from each other, to share new skills or your enthusiasm for a topic. The project will utilise and build upon established means of community engagement and involvement, and will result in a best practice blueprint for extended facilities if desired.</p>
<p>A Wales of vibrant culture and thriving Welsh language</p>	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Feedback from local recycling projects has shown that the Swansea community have a strong desire to take action to minimise waste, especially if it is destined for landfill or could end up in the local marine environment. This project is part of a range of initiatives that show this is being taken seriously and helping the community act in the way they would like. Public facing signage and materials will be bilingual.</p>
<p>A globally responsible Wales</p>	<p>Positive</p>

	<p>Summary (Maximum 100 words): Reducing consumption, minimising waste and emissions, promoting active travel and championing local action all contribute to being a globally responsible Wales. Linking with other associated schemes, such as Cycle for Good, also extends awareness of how our action can impact and support those across the globe. The project would form part of a range of responsible initiatives such as Repair Café and will be one of the countless individual components supporting the circular economy in Swansea.</p>
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4. Project management (Score 10)

Please provide information on the project plan identifying timelines for activities appropriate to the scale of the project. Include information on any risks, statutory processes/planning consent, land acquisition, procurement, construction, project opening and completion as applicable. (Maximum 500 words)

Timeline

January 2021 - Funding announced

January 2021

- Project meetings between Expression of Interest groups, Environment Centre and Beyond Recycling Swansea to confirm shortlist host hub locations implementation programme
- Create agreements between Environment Centre and local hosts
- Confirm branding and artwork
- Place orders for bike repair stations (4-5 week lead time)
- Develop promotion campaign
- Allocate contract for local 6 months bike maintenance sessions
- Set up website with repair information, linked to QR code

February 2021

- Installation of 4 Bike Repair Stations
- Launch promotional campaign
- Bike repair training at repair Stations to commence

March 2021

- Ongoing project promotion, engagement with groups and develop volunteer network
- Convening local steering group
- Delivering skill-sharing workshops
- Ongoing Bike repair training at repair Stations
- Monthly monitoring

April 2021 onwards

- Continued bike repair training
- Monitoring at six months

- Ensure steering group is set up to work independently
- Review effectiveness and use of repair stands, consider re-placing underutilised resource

Key Risks

- Unsuccessful funding bid
- Delayed delivery of units as a result of Covid 19 / Brexit
- Maintenance – purchased unit designed to be low maintenance. Regular checks and cleaning to be part of host agreement
- Vandalism – The bike repair stations are designed to be hard wearing and anti-theft to minimise risk.
- Interested community hubs withdraw from the project and arrangements with a new community group need to be made. Need to keep all prospective groups up to date

5. Costs (Score 10)

Please explain the costs of the project by providing a full breakdown. If the project will be match funded clearly set out the details (e.g. cash contribution by applicant or other)? (Maximum 250 words)

	Capital £	Revenue £
4 X bike repair Stations @ £1,170 ea	£4,680.00	-
2 x lockable doors @ £240 ea	£480	-
Carriage	-	£360
Insurance	-	£400
4 x Spares kit @£220 ea	£880	-
Installation	-	£ 1,140.00
Training sessions x 10 per site	-	£2000
Promotion	-	£200
Project Management	-	£1054
Totals	£6040	£5154

Additional required that arise from the project will be supplemented by the Environment Centre and Beyond Recycling Swansea

6. Value for Money (Score 10)

Please explain what steps have been taken to ensure costs have been kept as low as possible and to quantify if the funding requested will represent overall value for money. (Maximum 250 words)

The project has undertaken research into different bike repair stations available. The stations selected are by no means the cheapest, however they represent the best value for money when considering the environments in which they are placed. The body of the repair stands are made to withstand outside conditions and special paint will be used to reduce rusting caused by rain and sea air. Additional anti-theft modification have been made to ensure the repair stations reduce the chances of damage or theft.

This is also a collaborative project, with support during the launch of the project provided by the Environment Centre and Beyond Recycling Swansea. These are well establish and have a focus on repair and reuse, which means the project will be developed by and make best use of these existing networks and arrangements.

The bike repair stations are movable, and the project is designed to allow flexibility in location, so that these facilities will continue to be used even if initial locations are no longer able to host. This will ensure long term viability and continued value for money.

7. Scheme outputs (Score 10)

What are the specific outputs that the scheme will deliver (including objectives and outcomes)? (Maximum 250 words):

Monitoring

Quantitative

- Number of people receiving training
- Number of QR code scans to website, per location
- Online 'check in' – recording those that have used the station
- Number of queries to community hubs about the facilities

Qualitative

- Survey users of the facilities. Monthly for the first 3 months and then 6 monthly thereafter

8. Monitoring and Evaluation (Score 10)

How and when will you measure if the project has been successful? Please provide details of your post-delivery monitoring plan, data collection, and relevant targets (Maximum 250 words):

How – Number of people using the stations (e.g. visitor numbers)

- Knowledge of the stations' availability throughout the local area
- Growth of project to include more stations based on success of existing
- Number of volunteers involved in sharing information about the project and gaining feedback
- Social media engagement by users – asking users to share their experiences and also asking those that have used them
- Surveys being shared online by Beyond Recycling Swansea and EC
- Physical surveys being distributed/interviewed by volunteers doing shifts at venue stations

When

- After the first month, assess how many users
- After three months...
- After six months...

Post-delivery monitoring plan to see which stations have been used the most

Circular Economy Capital Fund 2020-21

APPLICATION FORM

Our aim is to move to a circular economy in Wales. Where waste is avoided and the things we use are kept in use as long as possible. This is an important part of the action needed on climate change. It also brings many new job opportunities as part of the move to a low carbon economy.

The public sector is central to Wales' move to a circular economy.

This Circular Economy Fund open to local authorities and other publicly funded bodies* will help accelerate Wales' shift towards a circular economy driving further increases in recycling and decarbonisation. It also directly supports post-covid response and recovery improving resilience in Wales.

Activities eligible for funding are those helping to deliver actions within the Circular Economy Strategy consultation document; Beyond Recycling;-

1. Become the world leader in recycling
2. Phase out single use plastic
3. Invest in clean technology for materials collection
4. Make more efficient use of our food
5. Prioritise the purchasing of wood, remanufactured and recycled content
6. Enable communities to take collective action
7. Create the conditions for business to seize the opportunities
8. Take full responsibility for our waste


Key dates:

- The closing date is 1st December 2020. Late applications will not be accepted.
- We aim to inform applicants of the outcome early January 2021.
- Claims, including evidence of expenditure, are required to be submitted to the Welsh Government by 15 March 2021 at the very latest.
- Please only submit an application if you are able to meet these deadlines.

Please note:

- Applicants must be a publicly funded body in Wales*.
- The project activity must be located in Wales.
- Grants are available up to £500,000.
- Complete one application form per project.

Email here: CircularEconomyFund@gov.wales

Organisation Name	Swansea Council
Project Title	Expanded and improved collections, storage and outlet network for repair and re-use of goods
Location of Activity	City and County of Swansea
Funding requested for 2020-21	£ Total project cost - £ 199,750 £ Amount of capital grant requested - £ 199,750
Circular economy key action area (more than one may be applicable)	<ol style="list-style-type: none"> 1. <input checked="" type="checkbox"/> Become the world leader in recycling 2. <input type="checkbox"/> Phase out single use plastic 3. <input checked="" type="checkbox"/> Invest in clean technology for material collection 4. <input type="checkbox"/> Make more efficient use of our food 5. <input checked="" type="checkbox"/> Prioritise the use of wood and remake and recycle more items 6. <input checked="" type="checkbox"/> Enable communities to take collective action 7. <input checked="" type="checkbox"/> Create the conditions for business to seize the opportunities 8. <input checked="" type="checkbox"/> Take full responsibility for our waste
Project Contact Name, telephone and email address	Chris Howell 01792 761759 Chris.howell@swansea.gov.uk
Bid authorised by <i>*In authorising this application you are confirming that the information given is correct to the best of your knowledge. You are also confirming that any match funding identified is in place</i>	Name: BEN SMITH Job Title: CHIEF FINANCE OFFICER/S151 OFFICER Signature: 

1. Project Description and alignment to circular economy actions (Score 10)

Provide a brief description of the project including how it aligns to the circular economy actions and decarbonisation. If your application is for a project that will take longer than a financial year to complete, please provide a description of the whole project and of the specific outputs to be delivered in this financial year.
(Maximum 500 words)

This project is to improve and expand the collection and receipt of goods for repair & re-use. Integral to this increased repair and re-use is the development of an expansive repair and re-use network in collaboration with charities, commercial organisations, social enterprises, and other community groups.

The project will ensure the continued use of products, which would otherwise be discarded as waste, assisting Welsh Government in meeting its circular economy and decarbonisation aims and objectives.

We have liaised with charity organisations running re-use outlets across Swansea and already have 14 organisations wishing to collaborate through this bid. These range for large organisations including Wales Air Ambulance and RSPCA, to smaller local charities such as Swansea Women's Aid, and Local Aid For Children And Community Special Needs.

We have also engaged with repair and re-use businesses who are interested in partnering with us through taking white goods for bringing back into use.

The project aims to increase the re-use of products by improving their collection, and receipt to both maintain their condition, and make them readily available to an outlet network. The initial products to be targeted are:

- Furniture
- White goods
- Bric a brac
- Toys
- Paints
- Carpets

The intention is to have a multi strand approach to ensuring unwanted goods are redirected to where they can be best put to re-use.

- A new hybrid low emissions collection vehicle for bulky waste will initially seek to direct-deliver suitable goods to the most appropriate charity outlet.
- The purchase of a yard adjacent to our transfer station will allow the storage of large goods suitable for re-use, to maintain their condition and allow charities and commercial repair & re-use businesses to collect.
- Bespoke containers in each of our five Recycling Centres will house bric a back, toys, and part used paints, for charities, social enterprises, and other community groups to visit and take products away for re-use locally.

The new vehicle would also be used for the free collection of textiles, batteries and small electricals from those having a bulky collection to further divert unwanted products away from waste bins.

The project includes an extensive repair/re-use promotion campaign.

Orders would be placed for all items detailed and a Claim, including evidence of expenditure, submitted to the Welsh Government by 15 March 2021.

The use of a hybrid low emissions collection vehicle supports the transition to a low carbon fleet, contributing to better air quality and reduced carbon emissions.

2. Ways of working (Score 10)

The Well-being of Future Generations (Wales) Act 2015 requires public bodies to think more about the long-term, to work better with people, communities and each other, look to prevent problems and take a more joined-up approach.

The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

Please describe how you have followed the five ways of working in the development and delivery of your proposal.

The Five Ways of Working	
<p>Long Term – please describe how you have considered long term needs. What are the impacts of your proposal on future generations?</p> <p>(Maximum 100 words)</p>	<p>This project would provide long-term benefits to the circular economy in Swansea, help to normalise repairing and sharing instead of buying, and providing people with low-cost access to a variety of items to improve their quality of life. In show casing the potential of repair and reuse and inspiring future initiatives, it also contributes to Wales' long-term aspiration of becoming zero carbon by 2050. The partnership with established organisations will also ensure that the project will be self-sustaining into the future, and provide learning for new organisations.</p>

<p>Prevention – please describe how you considered options to prevent the problem from getting worse or occurring in the first place.</p> <p>(Maximum 100 words)</p>	<p>This project would counteract deprivation and inequality in Swansea by providing low-cost accessibility to a range of life-enhancing items. It would also prevent many items being sent to landfill when they are no longer needed and promote the repair and re-use message to prevent a further increase in carbon emissions.</p>
<p>Integration – please describe how you have considered the well-being objectives of other public bodies.</p> <p>(Maximum 100 words)</p>	<p>This project would support and complement Swansea’s endeavours to reflect the Welsh Government’s zero landfill and targets as well as equality and sustainability goals. The contribution to electrifying our transport fleet would also support the Welsh Government’s declaration of a climate emergency and steps it is taking to reduce the country’s carbon emissions.</p>
<p>Collaboration – please describe who you collaborated with and how, in the development and appraisal your proposal.</p> <p>(Maximum 100 words)</p>	<p>This project is a collaboration with over a dozen charities, and commercial repair & re-use businesses across Swansea. This project would also provide opportunities for community groups around Swansea to collaborate in sharing items and skills as well as volunteering.</p>
<p>Involvement – please describe who you have involved and how, in the development and appraisal of your proposal</p> <p>(Maximum 100 words)</p>	<p>The project would proactively endeavour to include all members of the community, including those who are marginalised, and embed their voices and their needs from the outset.</p>

3. Contribution to Well-being Goals and impact assessment (Score 10)

Projects must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the project to the well-being goals and statutory description of each goal.

Well-being Goal	Impact (select one for each goal)
A prosperous Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This project will enable businesses, charities and social enterprises to financially benefit through the increase in re-use of products through savings and increased income. It will enable residents to acquire items they need at low cost without adding to their carbon footprint. This will help to ease poverty as well as reducing waste.</p>
A resilient Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>With a global recession looking inevitable as a result of the COVID-19 pandemic, this project will provide economic and material resilience for the community, while supporting the circular economy and sustainability. It would promote the “re-use” message and provide an alternative to people having to buy new products, reducing consumption and protecting our precious natural resources, leading to environmental benefits.</p>
A healthier Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This project will improve individuals’ health by providing access to low cost items which support physical and mental health. The support of volunteering opportunities will help tackle isolation, loneliness, anxiety and poor mental health. Building new connections within the community will support individual wellbeing as well as improve community resilience. Diverting unused items from landfill would further benefit community health and the environment.</p>

A more equal Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Access to items to all members of the community at low cost would be provided. Many items available would support a better quality of life for local residents, including people not able to buy such items. The project's contribution to keeping products for re-use locally would provide access to items to all members of the community at low cost, including those who are isolated.</p>
A Wales of cohesive communities	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>The partnerships with local charities and social enterprises, often heavily supported by volunteers, would also support communities wishing to set up their own initiatives. These will be developed continually as the networks grow, allowing constant learnings and best practice to be shared between communities. This will enable a truly sustainable lifestyle within all Welsh communities, making Wales a world leader in making the circular economy a nationwide reality.</p>
A Wales of vibrant culture and thriving Welsh language	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Most of the charities which could be supported by this project have strong Welsh identities which is reflected in their ethos and operations. All promotional activities will be bilingual.</p>
A globally responsible Wales	<p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Climate change is now recognised as an urgent crisis that needs addressing globally and is reflected in Wales' declaration of a climate emergency. This project will reduce waste and facilitate community sharing of items and skills. This project will ensure that Swansea is resourced to embrace/embed the circular economy supporting the global effort to reduce landfill waste and carbon emissions caused by over-production and over-consumption.</p>

4. Project management (Score 10)

Please provide information on the project plan identifying timelines for activities appropriate to the scale of the project. Include information on any risks, statutory processes/planning consent, land acquisition, procurement, construction, project opening and completion as applicable. (Maximum 500 words)

Timeline

January 2021 - Funding announced

January 2021

- Project meetings between Council, charities, and local businesses to confirm implementation programme
- Place orders and commit funding for the hybrid low emissions collection vehicle, charging point, containers for Recycling Centres, and systems hardware/software.
- Develop promotion campaign

February 2021

- Finalise arrangements for yard adjacent to Transfer Station
- Confirm details, with partners, of products to be intercepted at Recycling Centres for re-use, eg type and quality required.
- Provide training for Recycling Centre staff on what products are to be set aside for re-use.
- Firm up details of arrangements with charity outlets to receive/collect bulky goods
- Finalise arrangements with repair and re-use organisations for the collection of repairable white goods
- Set up arrangements for charities and other community groups to regularly visit Recycling Centres to collect bric a brac and part used paints

March 2021

- Purchase yard adjacent to Transfer Station
- Promotion campaign as various elements of project come online
- Install new re-use containers at Recycling Centres, start intercepting products, and arrange for partners to collect what they want
- Start direct delivering furniture to charity shops as appropriate
- Create undercover holding bay in new yard for carpets, furniture, and white goods to keep in good condition prior to collection for repair/re-use.

April 2021 onwards

- Continue to develop charity/business/community networks and explore further opportunities for expanding repair and re-use.
- Develop an ongoing promotion strategy, stakeholder strategy, product selection based on demand.
- Monitor performance and seek to engage with other similar projects/organisations/charities/3rd sector organisations to ensure that lessons are learned and best practice is being developed
- Continue links with local educational organisations around work experience opportunities

Key Risks

- Unsuccessful funding bid
- Delay in purchase of adjacent yard – temporary alternative available in the short term
- Further Coronavirus lockdowns affecting repair & re-use outlets

5. Costs (Score 10)

Please explain the costs of the project by providing a full breakdown. If the project will be match funded clearly set out the details (e.g. cash contribution by applicant or other)? (Maximum 250 words)

	Capital £
Hybrid low emissions collection vehicle	55,000
Charging point	3,000
Purchase of adjacent yard	120,000
Paint containers & signs	5,000
Bric a brac containers & signs	5,000
Promotional campaign	6,000
Racking for Wales Air Ambulance to allow for increased volume of bulky furniture diverted from landfill	2,750
IT solution to facilitate donation of furniture collected to local charity re-use outlets	3,000
Totals	199,750

6. Value for Money (Score 10)

Please explain what steps have been taken to ensure costs have been kept as low as possible and to quantify if the funding requested will represent overall value for money. (Maximum 250 words)

The assessment of the set up needs of the project has value engineered the requirements down to the minimum to ensure that the collection/receipt, and storage of products, suitable for repair and re-use, are fit for purpose. The products need to be kept in a good condition, and in a manner to facilitate an effective handover to the various repair/re-use outlets. This is to ensure that we maximise the amount of discarded products that are successfully put back into beneficial use. Once the facilities and outlet network are in place, the project could be expanded in future years dependent upon future demands. The vehicle and equipment will be purchased through competitive procurement processes, seeking best value.

It is anticipated that, once fully operational, this repair and re-use initiative will put in the region of 100 bulky items and 1,000 small items back into re-use per quarter.

This will not only create a significant diversion from landfill, but also provide low/zero cost items for our communities to support the poverty agenda.

The Council will provide the resources to run the operation with additional management, innovation, and promotion resources provided as required.

7. Scheme outputs (Score 10)

What are the specific outputs that the scheme will deliver (including objectives and outcomes)? (Maximum 250 words):

We would expect the following minimum targets to be reached within the first 3 months of launching the scheme:

- Training and upskilling for 25 staff in the ethos of repair & re-use, and community benefits
- 15 charity/business/community partners forming a repair and re-use outlet network, all benefiting from the project
- 100 items of bulky furniture, white goods, and carpets diverted for repair/re-use
- 1,000 small items, such as small electricals, toys, bric a brac, part used tins of paint, etc. diverted from landfill

8. Monitoring and Evaluation (Score 10)

How and when will you measure if the project has been successful? Please provide details of your post-delivery monitoring plan, data collection, and relevant targets (Maximum 250 words):

The initial setting up of a repair and re-use outlet network with charity, business, and community partners will be the first measure of success for the project.

It will then be essential that we put in place the necessary measures to protect the quality of discarded products during collection and storage, and facilitate an effective inspection and handover procedure to maximise repair and re-use.

We will obtain project evaluation data as follows in conjunction with our charity, business, and community partners who make up the network of repair & Re-use outlets:

- No. of staff trained and upskilled
- No. of charity/business/community partners forming a repair and re-use outlet network
- No. of large items diverted for repair/re-use
- No. of small items diverted for repair/re-use

In addition the project will be monitored to ensure that it evolves and builds on its initial partnerships and experience gained to enable it to flex with demand. The Council will also work with other similar projects to share experiences and good practice and be able to offer advice and practical help to other organisations looking to develop similar schemes in the future.

***Eligible Bodies**

National Bodies

1. Amgueddfa Cymru – Museum Wales
2. Arts Council of Wales
3. Higher Education Funding Council for Wales
4. National Library of Wales Natural Resources Wales
6. Sport Wales
7. Welsh Government

Local Authorities

1. Blaenau Gwent County Borough Council
2. Bridgend County Borough Council
3. Caerphilly County Borough Council
4. Cardiff Council
5. Carmarthenshire County Council
6. Ceredigion County Council

7. City and County of Swansea
8. Conwy County Borough Council
9. Denbighshire County Council
10. Flintshire County Council
11. Gwynedd Council
12. Isle of Anglesey County Council
13. Merthyr Tydfil County Borough Council
14. Monmouthshire County Council
15. Neath Port Talbot County Borough Council
16. Newport City Council
17. Pembrokeshire County Council
18. Powys County Council
19. Rhondda Cynon Taf County Borough Council
20. Vale of Glamorgan Council
21. Torfaen County Borough Council
22. Wrexham County Borough Council

Health

1. Abertawe Bro Morgannwg University Health Board
2. Aneurin Bevan University Health Board
3. Betsi Cadwaladr University Health Board
4. Cardiff & Vale University Health Board
5. Cwm Taf University Health Board
6. Hywel Dda University Health Board
7. Powys Teaching Health Board
8. Public Health Wales NHS Trust
9. Velindre NHS Trust

Fire & Rescue Authorities

1. Mid and West Wales Fire Rescue Authority
2. North Wales Fire Rescue Authority
3. South Wales Fire Rescue Authority

National Parks Authority

1. Brecon Beacons
2. Pembrokeshire Coast
3. Snowdonia

Education

1. Colleges
2. Grant Maintained Schools
3. Universities

Courts

Police

1. Dyfed Powys Police
2. Gwent Police
3. North Wales Police
4. South Wales Police

Town councils, village councils and community councils.

Equality Impact Assessment Screening Form – Appendix E

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

Section 1

Which service area and directorate are you from?

Service Area: Waste

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

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

(b) Please name and describe here:

Funding bids to the Welsh Government Circular Economy Funds FY 2020-21 to support:

- 1) the setting up of a Repair Café and Library of Things at the Council's Re-use Shop.
- 2) the setting up of a Mobile Repair Café.
- 3) the installation of bike repair network in partnership with the Environment Centre
- 4) improvements to repair and re-use through partnership with the private and 3rd Sectors

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"/>

Equality Impact Assessment Screening Form – Appendix E

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

Currently this EIA is in support of seeking to submit funding bids.

If the funds are secured at that point EIA screening will be revisited and the detail regarding engagement, consultation etc will be outlined.

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

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

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

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

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

Yes No If yes, please provide details below

Q7 HOW DID YOU SCORE?
Please tick the relevant box

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

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

Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

Full EIA not required at this point as it is only a request for funding. If the funding is approved then this screening will be revisited and further assessments undertaken if required.

Equality Impact Assessment Screening Form – Appendix E

Section 2

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

Screening completed by:
Name: Lisa Richards
Job title: Contracts and Project Manager
Date: 2.12.20
Approval by Head of Service:
Name:
Position:
Date:

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

Agenda Item 16.



Report of the Chief Legal Officer

Cabinet – 17 December 2020

Exclusion of the Public

Purpose:	To consider whether the Public should be excluded from the following items of business.	
Policy Framework:	None.	
Consultation:	Legal.	
Recommendation(s):	It is recommended that:	
1)	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	Item No.	Relevant Paragraphs in Schedule 12A
	17	13 & 14
	18	14
Report Author:	Democratic Services	
Finance Officer:	Not Applicable	
Legal Officer:	Tracey Meredith – Chief Legal Officer (Monitoring Officer)	

1. Introduction

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

2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the

item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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

3. Financial Implications

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

4. Legal Implications

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

Background Papers: None.

Appendices: Appendix A – Public Interest Test.

Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. Their view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. Their view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. Their view on the public interest test was that:</p> <ul style="list-style-type: none"> a) Whilst they were mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or b) Disclosure of the information would give an unfair advantage to tenderers for commercial contracts. <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

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

Agenda Item 17.

By virtue of paragraph(s) 13, 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

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of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

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Information) (Variation) (Wales) Order 2007.

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By virtue of paragraph(s) 13, 14 of Schedule 12A
of the Local Government Act 1972
as amended by the Local Government (Access to
Information) (Variation) (Wales) Order 2007.

Document is Restricted

Agenda Item 18.

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

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Information) (Variation) (Wales) Order 2007.

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