

Council

You are hereby summoned to attend a Meeting of the **Council of the City and County of Swansea** to be held in the Remotely via Microsoft Teams on Thursday, 1 July 2021 at 5.00 pm.

Watch Online: <https://bit.ly/3wNsGjF>

The following business is proposed to be transacted:

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.**
www.swansea.gov.uk/disclosuresofinterests
3. **Minutes.** 1 - 22
To approve & sign the Minutes of the previous meeting(s) as a correct record.
4. **Written Responses to Questions asked at the Last Ordinary Meeting of Council.** 23 - 24
5. **Announcements of the Presiding Member.**
6. **Announcements of the Leader of the Council.**
7. **Public Questions.**
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.
8. **Governance & Audit Committee Annual Report 2020/21.** 25 - 42
9. **Asset Management Plan 2021-25.** 43 - 64
10. **Membership of Committees.** 65 - 66
11. **Amendment to Appointment of Lord Mayor's Cadets.** 67 - 69
12. **Scrutiny Dispatches – Impact Report.** 70 - 79
13. **Councillors' Questions.** 80 - 94
14. **Notice of Motion - Voter ID Cards for General Elections.** 95

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.

Next Meeting: Thursday, 29 July 2021 at 5.00 pm



Huw Evans
Head of Democratic Services
Guildhall,
Swansea.

Tuesday, 22 June 2021

To: All Members of the Council

Agenda Item 3.



City and County of Swansea

Minutes of the Council

Remotely via Microsoft Teams

Thursday, 20 May 2021 at 4.00 pm

Present:

Councillor(s)

D W W Thomas
C Anderson
P M Black
J E Burtonshaw
M C Child
J P Curtice
N J Davies
A M Day
P Downing
C R Doyle
M Durke
C R Evans
V M Evans
W Evans
E W Fitzgerald
R Francis-Davies
S J Gallagher
F M Gordon
K M Griffiths
J A Hale
D W Helliwell
T J Hennegan

Councillor(s)

C A Holley
B Hopkins
D H Hopkins
L James
O G James
Y V Jardine
J W Jones
L R Jones
M H Jones
M Jones
S M Jones
E T Kirchner
M A Langstone
H Lawson
A S Lewis
M B Lewis
R D Lewis
W G Lewis
C E Lloyd
P Lloyd
P M Matthews
P N May

Councillor(s)

H M Morris
D Phillips
C L Philpott
S Pritchard
J A Raynor
C Richards
K M Roberts
B J Rowlands
M Sherwood
R V Smith
A H Stevens
R C Stewart
D G Sullivan
G J Tanner
M Thomas
D W W Thomas
L G Thomas
L J Tyler-Lloyd
G D Walker
L V Walton
T M White

Officer(s)

Huw Evans
Tracey Meredith
Phil Roberts
Ben Smith
Adam Hill
Martin Nicholls
Gareth Borsden

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

Apologies for Absence

Councillor(s): L S Gibbard, P R Hood-Williams, P K Jones, E J King and A Pugh

1. Election of Presiding Member for 2021-2022 Municipal Year.

The Head of Democratic Services asked for nominations.

A nomination for Councillor D W W Thomas was proposed and seconded.

Resolved that Councillor D W W Thomas be elected Presiding Member for the Municipal Year 2021-2022.

Councillor D W W Thomas (Presiding Member) Presiding

2. Election of Deputy Presiding Member for 2021-2022 Municipal Year.

The Presiding Member asked for nominations.

A nomination for Councillor J P Curtice was proposed and seconded.

Resolved that Councillor J P Curtice be elected Deputy Presiding Member for the Municipal Year 2021-2022.

3. Disclosures of Personal and Prejudicial Interests.

The Head of Democratic Services gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

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

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

- 1) Councillors C Anderson, P M Black, J E Burtonshaw, M C Child, J P Curtice, N J Davies, A M Day, P Downing, C R Doyle, M Durke, C R Evans, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, S J Gallagher, F M Gordon, K M Griffiths, J A Hale, D W Helliwell, T J Hennegan, C A Holley, B Hopkins, D H Hopkins, O G James, L James, Y V Jardine, J W Jones, L R Jones, M Jones, M H Jones, S M Jones, E T Kirchner, M A Langstone, H Lawson, A S Lewis, M B Lewis, R D Lewis, W G Lewis, C E Lloyd, P Lloyd, P M Matthews, P N May, H M Morris, D Phillips, C L Philpott, S Pritchard, J A Raynor, C Richards, K M Roberts, B J Rowlands, M Sherwood, R V Smith, A H Stevens, R C Stewart, G J Tanner, D W W Thomas, L G Thomas, M Thomas, L J Tyler-Lloyd, G D Walker, L V Walton and T M White declared a Personal Interest in Minute 8 "Constitutional Matters 2021-2022".

Minutes.

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

- 1) Ordinary Meeting of Council held on 4 March 2021.
- 2) Extraordinary Meeting of Council held on 26 March 2021.

5. Announcements of the Presiding Member/Head of Paid Service.

1) Congratulations to Councillor Hannah Lawson & Councillor Matthew Jones

The Presiding Member congratulated Councillor Hannah Lawson (Castle Electoral Ward) & Councillor Matthew Jones (Llansamlet Electoral Ward) on their recent election to the City & County of Swansea following the By-Elections on 6 May 2021.

2) Corrections / Amendments to the Council Summons

a) Item 8 “Constitutional Matters 2021-2022”

- i) Membership Lists – Committees, Councillor Champions, Outside Bodies

The Presiding Member stated that a number of amendments / corrections had been made to the Membership Lists following late submissions from the Political Group Leaders. There are reflected in the Appendices to these Minutes.

- ii) Appendix G “Council Bodies Diary 2021-2022”.

The Council Meeting scheduled 3 June 2021 to be removed from the Council Diary, as there is insufficient business. All Councillor Questions submitted will be added to Council on 1 July 2021.

6. Names of Councillors that the Leader of the Council has chosen to be Members of the Cabinet. (For Information)

The Leader of the Council outlined the names of those Councillors that he had chosen to be Members of the Cabinet. He also outlined their Cabinet Portfolios:

Councillors	Cabinet Portfolio
Rob C Stewart	Leader of the Council Economy, Finance & Strategy
David H Hopkins	Joint Deputy Leader of the Council Delivery & Operations
Andrea S Lewis	Joint Deputy Leader of the Council Climate Change & Service Transformation
Mark C Child	Adult Care & Community Health Services

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Andrew H Stevens	Business Improvement & Performance
Elliott J King	Children Services
Robert V Smith	Education Improvement, Learning & Skills
Mark Thomas	Environment Enhancement & Infrastructure Management
Robert Francis-Davies	Investment, Regeneration & Tourism
Louise S Gibbard Alyson Pugh	Supporting Communities

Note:

The Cabinet Member responsible for the Supporting Communities Cabinet Portfolio is rotated on a regular basis.

Councillor Alyson Pugh shall be the Supporting Communities Cabinet Member for the periods:

- May, July, September, November 2021 & January, March, May 2022.

Councillor Louise S Gibbard shall be the Supporting Communities Cabinet Member for the periods:

- June, August, October, December 2021 & February, April 2022.

7. Constitutional Matters 2021-2022.

The Head of Democratic Services submitted a report which informed Council of all necessary Constitutional matters that needed to be attended to at the Annual Meeting of Council. Such matters would in turn enable the efficient and lawful operation of Council.

The Head of Democratic Services reminded Council that revised paperwork relating to Committee Membership and Outside Bodies had been tabled and stated that these were also subject to further amendments submitted by the Political Group Leaders.

Resolved that:

- 1) The Independent Remuneration Panel for Wales' determinations in relation to Basic, Civic and Senior Salaries, Fees for Co-opted Members and Contribution towards Costs of Care and Personal Assistance CPA) as set out in **Appendix A** of the report be noted.
- 2) A **Senior Salary** be paid to the following:
 - Leader of the Council.
 - Deputy Leader of the Council.
 - Cabinet Members **x 8**.
 - Chair of General Licensing Committee.
 - Chair of Planning Committee.

- Chair of Economy, Environment & Infrastructure Policy Development Committee.
 - Chair of Education & Skills Policy Development Committee.
 - Chair of People Policy Development Committee.
 - Chair of Poverty Reduction Policy Development Committee.
 - Chair of Recovery & Future Generations Policy Development Committee.
 - Chair of Scrutiny Programme Committee.
- 3) The Independent Remuneration Panel for Wales (IRPW) determination that the **Leader of the Largest Opposition Political Group** must be paid a **Band 4, Senior Salary** (subject to the 10% rule) be noted.
- 4) A **Civic Salary** be paid to the following (subject to them not already being in receipt of a Senior Salary):
- Lord Mayor (Civic Head).
 - Deputy Lord Mayor (Deputy Civic Head)
- 5) The posts of **Presiding Member** and **Deputy Presiding Member** be re-established and that they Chair Meetings of Council. These posts shall not receive a Senior Salary.
- 6) The Council Bodies and the Number of Allocated Seats as listed in **Appendix C** of the report be appointed.
- 7) The Committees listed in **Appendix D** of the report be exempted by Council from the Local Government (Committees and Political Groups) Regulations 1990 in order to allow greater representation on these Committees by the Opposition Political Groups.
- 8) Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups as outlined in **Appendix 1** of the Minutes be noted..
- 9) The list of Member Champion Areas and Responsible Councillors as outlined be noted.

Member Champion Area	Councillor(s)
Animal Rights	Gloria J Tanner
Anti-Slavery & Ethical Employment	Clive E Lloyd
Armed Forces	Wendy G Lewis
Carers	Paulette B Smith
Children & Family Services	Mark C Child
Climate Change	Andrea S Lewis
Councillor Support & Development	Wendy G Lewis
Disability & Access to Services	Paul Lloyd
Diversity	Lesley V Walton
Domestic Abuse	Erika T Kirchner

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Health & Wellbeing	Alyson Pugh
Healthy Cities & Sport	Terry J Hennegan
Human Rights	Louise Gibbard
Language (Inc. Welsh)	Robert V Smith
LGBT (Lesbian, Gay, Bisexual & Transgender)	Elliott J King
Looked After Children	Ceri Evans
Natural Environment & Biodiversity	Peter K Jones
Pensions	Louise S Gibbard
Poverty in Communities / Homelessness	Hazel M Morris
Poverty Reduction	Rob C Stewart
Public Transport	Nick J Davies
Rural Economy	Andrew H Stevens
Safeguarding	Mark C Child
Sanctuary & Inclusion	Yvonne V Jardine
UNCRC (United Nations Convention on the Rights of the Child)	Mike Durke & Sam Pritchard
Vulnerable & Older People	Jan P Curtice
Walking	C Ryland Doyle
Women	Louise S Gibbard
Young Carers	Sam Pritchard

- 10) The Council Constitution (www.swansea.gov.uk/constitution) be reaffirmed and adopted including any amendments made at this meeting.
- 11) Councillor L James be elected as Chair of the Democratic Services Committee.
- 12) Those Co-opted Members eligible for Co-opted Member payments be paid a maximum of 20 full days per Municipal Year.
- 13) The Councillors Handbook (www.swansea.gov.uk/CllrsHandbook) be reaffirmed.
- 14) The Leader of the Council's decision to allocate Councillors to sit on Outside Bodies be noted as outlined in **Appendix 2** of the Minutes be noted.
- 15) The Council Bodies Diary 2021-2022 as listed in **Appendix G** of the report be confirmed and adopted subject to the Ordinary Council scheduled 3 June 2021 being deleted.
- 16) Any consequential amendments to the Council Constitution and / or Councillors as a result of this report be carried out.

Amendments to the Council Constitution.

The Presiding Member, Monitoring Officer and Head of Democratic Services jointly submitted an information report setting out the amendments made by the Monitoring Officer to the Council Constitution following the commencement of certain sections of the Local Government and Elections (Wales) Act 2021.

9. Common Seal.

Resolved that the Common Seal be affixed to any document necessary to carry into effect any resolution passed or confirmed at meetings during the previous municipal year.

Committee Membership Lists

COUNCIL (72)

Councillors:

Cyril Anderson	Erika T Kirchner
Peter M Black	Myles A Langstone
June E Burtonshaw	Hannah Lawson
Mark C Child	Andrea S Lewis
Jan P Curtice	Mike B Lewis
Nick J Davies	Richard D Lewis
A Mike Day	Wendy G Lewis
Phil Downing	Clive E Lloyd
C Ryland Doyle	Paul Lloyd
Mike Durke	Irene E Mann
Ceri R Evans	Penny M Matthews
V Mandy Evans	Peter N May
William Evans	Hazel M Morris
E Wendy Fitzgerald	David Phillips
Robert Francis-Davies	Cheryl L Philpott
Steve J Gallagher	Sam Pritchard
Louise S Gibbard	Alyson Pugh
Fiona M Gordon	Jennifer A Raynor
Kevin M Griffiths	Christine Richards
Joe A Hale	Kelly M Roberts
David W Helliwell	Brigitte J Rowlands
Terry J Hennegan	Mary Sherwood
Chris A Holley	Paulette B Smith
Paxton R Hood-Williams	Robert V Smith
Beverly Hopkins	Andrew H Stevens
David H Hopkins	Rob C Stewart
Oliver G James	D Gareth Sullivan
Lynda James	Gloria J Tanner
Yvonne V Jardine	Des W W Thomas
Jeff W Jones	L Graham Thomas
Lyndon R Jones	Mark Thomas
Mary H Jones	Will G Thomas
Matthew Jones	Linda J Tyler-Lloyd
Peter K Jones	Gordon D Walker
Susan M Jones	Lesley V Walton
Elliott J King	T Mike White

APPEALS & AWARDS (7)

Labour Councillors: 5

June E Burtonshaw	Hazel M Morris
Jan P Curtice	Des W W Thomas
Joe A Hale	

Liberal Democrats/Independent Councillor: 1

Jeff W Jones	
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Conservative Councillor: 0

-1	
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APPOINTMENTS COMMITTEE (13)

Labour Councillors: 9 (8 permanent and 1 selected by the Leader)

Jan P Curtice	Mike B Lewis
David H Hopkins	Robert V Smith
Oliver G James	Rob C Stewart
Andrea S Lewis	Mark Thomas

Liberal Democrats/Independent Councillors: 2

Chris A Holley	Mary H Jones
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Conservative Councillors: 2

Lyndon R Jones	Linda J Tyler-Lloyd
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GOVERNANCE & AUDIT COMMITTEE (13)

Labour Councillors: 9

Cyril Anderson	Sam Pritchard
Terry J Hennegan	Jennifer A Raynor
Hannah Lawson	Lesley V Walton
Mike B Lewis	T Mike White
Clive E Lloyd	

Liberal Democrats/Independent Councillors: 2

Jeff W Jones	Peter M Black
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Conservative Councillors: 2

David Helliwell	Paxton R Hood-Williams
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CHIEF EXECUTIVES APPRAISAL & REMUNERATION COMMITTEE (9)

Labour Councillors: 5

Mark C Child	Andrea S Lewis
Louise S Gibbard	Rob C Stewart
David H Hopkins	

Liberal Democrats/Independent Councillors: 2

Chris A Holley	E Wendy Fitzgerald
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Conservative Councillor: 1

Lyndon R Jones	
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Uplands Councillor: 1

Irene E Mann	
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CHIEF OFFICERS DISCIPLINARY COMMITTEE (13)

Labour Councillors: 9

Jan P Curtice	Elliott J King
Mark C Child	Mike B Lewis
Phil Downing	Wendy G Lewis
David H Hopkins	Penny M Matthews
Yvonne V Jardine	

Liberal Democrat/Independent Councillors: 2

E Wendy Fitzgerald	Mary H Jones
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Conservative Councillors: 1

Paxton R Hood-Williams	
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CHIEF OFFICERS DISCIPLINARY APPEALS COMMITTEE (13)

Labour Councillors: 9

Cyril Anderson	Clive E Lloyd
Nick J Davies	Christine Richards
William Evans	Robert V Smith
Erika T Kirchner	Rob C Stewart
Andrea S Lewis	

Liberal Democrats/Independent Councillors: 2

Chris A Holley	D Gareth Sullivan
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Conservative Councillors: 2(-1)

Will G Thomas	
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DEMOCRATIC SERVICES COMMITTEE (13)

Labour Councillors: 9

June E Burtonshaw	Matthew Jones
Nick J Davies	Wendy G Lewis
Mike Durke	Gloria J Tanner
Joe A Hale	Lesley V Walton
Erika T Kirchner	

Liberal Democrats/Independent Councillors: 2

Lynda James	Susan M Jones
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Conservative Councillors: 2

Brigitte J Rowlands	Linda J Tyler-Lloyd
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JOINT CONSULTATIVE COMMITTEE (7)

Labour Councillors: 5

V Mandy Evans	Clive E Lloyd
Joe A Hale	Mark Thomas
David H Hopkins	

Liberal Democrats/Independent Councillor: 1

Chris A Holley

Conservative Councillor: 1

Steve J Gallagher

PLANNING COMMITTEE (12)

Labour Councillors: 8

Cyril Anderson	Paul Lloyd
Phil Downing	Des W W Thomas
William Evans	Paulette B Smith
Mike B Lewis	T Mike White

Liberal Democrats/Independent Councillors: 2

Peter M Black	Mary H Jones
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Conservative Councillor: 2

Richard D Lewis	Linda J Tyler-Lloyd
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ECONOMY & INFRASTRUCTURE POLICY DEVELOPMENT COMMITTEE (12)

Labour Councillors: 8

Cyril Anderson	Wendy G Lewis
June E Burtonshaw	Paul Lloyd
Phil Downing	Penny M Matthews
Matthew Jones	T Mike White

Liberal Democrats/Independent Councillors: 2

Vacancy	Vacancy
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Conservative Councillors: 2

Paxton R Hood-Williams	Myles A Langstone
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EDUCATION & SKILLS POLICY DEVELOPMENT COMMITTEE (12)

Labour Councillors: 8

Jan P Curtice	Hannah Lawson
Mike Durke	Mike B Lewis
Fiona M Gordon	Sam Pritchard
Beverly Hopkins	Des W W Thomas

Liberal Democrats/Independent Councillors: 2

Vacancy	Vacancy
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Conservative Councillors: 2

Lyndon R Jones	Myles A Langstone
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**RECOVERY & FUTURE GENERATIONS POLICY DEVELOPMENT COMMITTEE
(12)**

Labour Councillors: 8

Cyril Anderson	Matthew Jones
V Mandy Evans	Hannah Lawson
Joe A Hale	Paulette B Smith
Terry J Hennegan	Lesley V Walton

Liberal Democrats/Independent Councillors: 2

Vacancy	Vacancy
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Conservative Councillors: 2

David W Helliwell	Linda Tyler-Lloyd
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PEOPLE POLICY DEVELOPMENT COMMITTEE (12)

Labour Councillors: 8

Jan P Curtice	Hannah Lawson
Ceri R Evans	Gloria J Tanner
Yvonne V Jardine	Lesley V Walton
Erika T Kirchner	T Mike White

Liberal Democrats/Independent Councillors: 2

Vacancy	Vacancy
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Conservative Councillors: 2

Steve J Gallagher	Paxton R Hood-Williams
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POVERTY REDUCTION POLICY DEVELOPMENT COMMITTEE (12)

Labour Councillors: 8

C Ryland Doyle	David Phillips
Phil Downing	Christine Richards
Peter K Jones	Kelly M Roberts
Erika T Kirchner	Lesley V Walton

Liberal Democrats/Independent Councillors: 2

Vacancy	Vacancy
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Conservative Councillors: 2 (-1)

Vacancy	
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PENSION FUND COMMITTEE (6)

Labour Councillors: 4

Jan P Curtice	Mike B Lewis
Phil Downing	Clive E Lloyd

Liberal Democrats/Independent Councillor: 1

D Gareth Sullivan	
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Conservative Councillor: 1

Will G Thomas	
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STANDARDS COMMITTEE (3)

Labour Councillors: 2

Oliver G James	Mike B Lewis
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Liberal Democrats/Independent Councillors: 1

L Graham Thomas	
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STATUTORY LICENSING COMMITTEE (12)

Labour Councillors: 8

Cyril Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews
Phil Downing	Hazel M Morris
Nick J Davies	Lesley V Walton

Liberal Democrats/Independent Councillors: 2

Cheryl L Philpott	L Graham Thomas
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Conservative Councillors: 2

Steve J Gallagher	Brigitte J Rowlands
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STATUTORY LICENSING SUB COMMITTEE (3)

Note – 3 Councillors called on a rota basis.

Labour Councillors: 8

Cyril Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews
Phil Downing	Hazel M Morris
Nick J Davies	Lesley V Walton

Liberal Democrats/Independent Councillors: 2

Cheryl L Philpott	L Graham Thomas
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Conservative Councillors: 2

Steve J Gallagher	Brigitte J Rowlands
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GENERAL LICENSING COMMITTEE (12)

Labour Councillors: 8

Cyril Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews
Phil Downing	Hazel M Morris
Nick J Davies	Lesley V Walton

Liberal Democrats/Independent Councillors: 2

Cheryl L Philpott	L Graham Thomas
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Conservative Councillors: 2

Steve J Gallagher	Brigitte J Rowlands
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GENERAL LICENSING SUB COMMITTEE (3)

Note – 3 Councillors called on a rota basis.

Labour Councillors: 8

Cyril Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews
Phil Downing	Hazel M Morris
Nick J Davies	Lesley V Walton

Liberal Democrats/Independent Councillors: 2

Cheryl L Philpott	L Graham Thomas
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Conservative Councillors: 2

Steve J Gallagher	Brigitte J Rowlands
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SCRUTINY PROGRAMME COMMITTEE (13)

Labour Councillors: 9

Cyril Anderson	Sam Pritchard
Terry J Hennegan	Jennifer A Raynor
Peter K Jones	Gloria J Tanner
Wendy G Lewis	T Mike White
Clive E Lloyd	

Liberal Democrats/Independent Councillors: 2

Peter M Black	E Wendy Fitzgerald
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Conservative Councillors: 2

David W Helliwell	Will G Thomas
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WEST GLAMORGAN ARCHIVES COMMITTEE

Labour Councillors: 3

Louise S Gibbard	Robert V Smith
Jennifer A Raynor	

Liberal Democrats/Independent Councillor: 1

Peter M Black	
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Conservative Councillor:

Lyndon R Jones	
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ADMISSIONS PANEL (3)

Labour Councillors: 2

Jan P Curtice	Robert V Smith
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Liberal Democrats/Independent Councillor: 1

A Mike Day	
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Conservative Councillor: 0 (-1)

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ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL

Labour Councillors: 2

Wendy G Lewis	Alyson Pugh
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GOWER AONB PARTNERSHIP STEERING GROUP (6)

Labour Councillors: 4

Mark C Child	Andrew H Stevens
Paul Lloyd	Mark Thomas

Liberal Democrats/Independent Councillor: 1

Lynda James	
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Conservative Councillor: 1

Paxton R Hood-Williams	
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GOWER AONB SUSTAINABLE DEVELOPMENT FUND PANEL (4)

Labour Councillors: 3

Mark C Child	Andrew H Stevens
Paul Lloyd	

Liberal Democrats/Independent Councillor: 1

Lynda James	
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GOWER AONB SUSTAINABLE DEVELOPMENT APPEALS PANEL

Labour Councillor: 1

Mark Thomas	
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LOCAL PENSION BOARD (1)

Labour Councillor: 1

Peter K Jones

STANDARDS COMMITTEE VACANCY PANEL (3)

Labour Councillors: 2

Andrea S Lewis	Mike B Lewis
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Liberal Democrats/Independent Councillor: 1

Mary H Jones	
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TRUSTEES PANEL (17)

Labour Councillors: 11

Cyril Anderson	Christine Richards
June E Burtonshaw	Alyson Pugh
Yvonne V Jardine	Paulette B Smith
Mike B Lewis	Mark Thomas
Wendy G Lewis	Lesley V Walton
Hazel M Morris	Vacancy

Liberal Democrats/Independent Councillors: 3

Chris A Holley	D Gareth Sullivan
Susan M Jones	

Conservative Councillors: 2

Lyndon R Jones	Brigitte J Rowlands
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Uplands Councillor: 1

Irene E Mann	
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CONSTITUTION WORKING GROUP (9)

Labour Councillors: 5

Leader	Presiding Member of Council
Deputy Leader	Deputy Presiding Member of Council
1 Cabinet Member (David H Hopkins)	

Liberal Democrats/Independent Councillors: 2

Group Leader	Deputy Group Leader
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Conservative Councillor: 1

Group Leader	
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Uplands Councillor: 1

Group Leader	
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COMMUNITY / TOWN COUNCILS FORUM (6)

Labour Councillors: 4

Cabinet Member for Delivery	Phil Downing
Jan P Curtice	Christine Richards

Liberal Democrats/Independent Councillors:

Lynda James	
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Conservative Councillor: 1

Will G Thomas	
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CORPORATE PARENTING BOARD (9)

Labour Councillors: 6

Ceri R Evans	Wendy G Lewis
Louise S Gibbard	Alyson Pugh
Elliott J King	Robert V Smith

Liberal Democrats/Independent Councillor: 1

Susan M Jones	
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Conservative Councillor: 1

Brigitte J Rowlands	
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Uplands Councillor: 1

Irene E Mann	
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DEVELOPMENT ADVISORY GROUP (5)

Labour Councillors: 5

Robert Francis-Davies	Andrea S Lewis
David H Hopkins	Rob C Stewart
Peter K Jones	

SWANSEA BAY CITY DEAL SCRUTINY (3)

Labour Councillors: 2

Jan P Curtice	Phil Downing
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Liberal Democrats/Independent Councillors: 1

Jeff W Jones

Appendix 2

**Leader of the Council's Allocation of Councillors - Outside Bodies
Annual Council – May 2021**

Association of Public Service Excellence (APSE)	Clive Lloyd
Cambrian Educational Foundation for Deaf Children	Andrea Lewis
EOTAS (Education Other Than At School) Steering Group	Robert V Smith
ERW Joint Committee	Robert V Smith
	Rob Stewart
Fostering Panel (Friends and Family)	Elliott J King
Fostering Panel (Foster Swansea)	Mandy Evans
Gower College Swansea	Sam Pritchard
	Des Thomas
Heart of Wales Line Forum	Paul Lloyd
Inter Authority Agreement for Food Waste	Mandy Evans
	Mark Thomas
Joint Council of Wales (South Wales Provincial Council)	Rob Stewart
	David Hopkins
Local Government Association (LGA) Executive	Rob Stewart
	Clive Lloyd
	Andrea Lewis
	Mark Thomas
Mid and West Wales Fire Authority	Jan Curtice
	Terry Hennegan
	Richard Lewis
	Sam Pritchard
	Paulette Smith
	Des Thomas
	Gordon Walker

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National Association of British Market Authorities	Robert Francis-Davies
National Waterfront Museum (Swansea) Ltd	Erika Kirchner
	Joe Hale
	Robert Francis-Davies
Oystermouth Castle Management Board	Mark Child
PATROL (Parking and Traffic Regulations Outside London) Joint Cttee	Mark Thomas
PRU (Pupil Referral Unit) Management Board	Robert V Smith
Regeneration Swansea Partnership	Rob Stewart
	Robert Francis-Davies
	David Hopkins
South Wales Police and Crime Panel	Will Evans
	Christine Richards
South West Wales Regional Waste Management Committee	Mark Thomas
	Mandy Evans
	Mike White
Standing Advisory Council on Religious Education	Lynda James
	Yvonne Jardine
	Sam Pritchard
	Peter Jones
Suresprung Board of Trustees	Ryland Doyle
	Alyson Pugh
	Jan Curtice
	Gloria Tanner
Swansea Bay City Region Joint Committee	Rob Stewart
Swansea Bay City Region Joint Scrutiny Cttee	Jan Curtice
	Phil Downing
	Jeff Jones
Swansea Bay Community Health Council	Alyson Pugh
	Mandy Evans
	Paulette Smith

Minutes of the Council (20.05.2021)
Cont'd

Swansea Bay Port Health Authority	Cyril Anderson
	Joe Hale
	Clive Lloyd
	Robert Smith
	Mike White
	Paul Lloyd
	Mike Lewis
	Chris Holley
	Gareth Sullivan
	Lyndon Jones
Swansea Bay Regional Equality Council	Erika Kirchner
	Sanctuary & Inclusion Member Champion (Yvonne Jardine)
Swansea Business Improvements Ltd (BID)	Robert Francis-Davies
	Rob Stewart
Swansea Community Energy & Enterprise Scheme (SCEES)	Andrea Lewis
Swansea Council for Voluntary Service	Peter Jones
	Jan Curtice
	Ceri Evans
Swansea Cycling Forum (Cycle Action Progress Group)	Nick Davies
Swansea Environment Centre	Peter Jones
	Climate Change Champion (Andrea Lewis)
Swansea PSB (Public Services Board) Joint Committee	Rob Stewart
	Andrea Lewis
Swansea PSB (Public Services Board) Partnership Forum	Andrea Lewis
	Erika Kirchner
	Mark Child
	Rob Stewart
	Clive Lloyd
	Sam Pritchard
	Jen Raynor
	Andrew Stevens

Minutes of the Council (20.05.2021)
Cont'd

Swansea St Mary's Choral Trust	Sam Pritchard
University of Swansea Court	Robert Francis-Davies
Vision in Wales (Wales Council for the Blind)	Christine Richards
Wales National Pool (Swansea) Ltd	Robert Francis-Davies
	Mark Child
	Robert Smith
Wales Strategic Migration Partnership	Sanctuary & Inclusion Member Champion (Yvonne Jardine)
Welsh Books Council	Robert Francis-Davies
WLGA (Welsh Local Government Association) Council	Louise Gibbard
	David Hopkins
	Andrea Lewis
	Rob Stewart
	Mark Thomas
WLGA (Welsh Local Government Association) Executive Board	Rob Stewart
Welsh Centre for Action on Dependency and Addiction	Terry Hennegan
	Erika Kirchner
Western Glamorgan Adoption Panel	Cabinet Member with Responsibility for SS (Elliott King)
Western Glamorgan Regional Partnership Board	Rob Stewart
	Mark Child
	Elliott King

The meeting ended at 4.20 pm

Chair

Agenda Item 4.



Report of the Chief Legal Officer

Council – 1 July 2021

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

The report provides an update on the responses to Questions asked during the Meeting of Council held on 4 March 2021.

For Information

1. Introduction

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

2. Responses

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

Background Papers: None

Appendices: Appendix A (Questions & Responses)

**Providing Council with Written Responses to Questions asked at Council
4 March 2021**

1	<p>Councillor B J Rowlands</p> <p>In relation to Minute 89 - Councillors Questions - Question 3</p> <p>The number of Fixed Penalty Notices relating to fly tipping seems very low. Please explain how fly tipping Fixed Penalty Notices are issued and Applied.</p> <p>Response of the Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>Fly tipping is a criminal offence and is punishable in a court of law. On conviction sentencing can include an unlimited fine and/or a prison sentence.</p> <p>Fly tipping should be reported through the contact centre. The report is sent to fly tipping team supervisor. This work is allocated to fly tipping team. Fly tipping is examined for evidence on site and removed. Evidence is passed to the enforcement team. Enforcement team investigate and where criminal activity can be proved appropriate and necessary action is taken.</p> <p>Previously, the only options for punishing fly-tippers are to either take a case to court or issue a caution. The introduction of Fixed Penalty Notices (FPNs) provides a useful and proportionate alternative to prosecution in small-scale fly tipping incidents. These notices provide a quick, visible and effective way of dealing with certain fly tipping cases, and act as an alternative to prosecution where appropriate. This approach avoids taking “smaller” scale offences to the courts and reduces demands on officers preparing prosecution files. However, each FPN file has to be of such detail initially that should the defendant fail to pay the FPN the case would be prepared for consideration, for prosecution of the original offence.</p> <p>The use of Fixed Penalty Notices (FPN) provides an appropriate tool for local authorities to use when dealing with certain single/unlinked fly tipping offences. Many cases of fly tipping, whilst having a detrimental effect on local communities are relatively small offences or possibly one off incidents. Many of these cases involve relatively small amounts of waste, and if taken through formal court processes would likely result in relatively small punishments. The costs of investigation and pursuing the case through the judicial system is likely to significantly exceed the level of fine. FPN would provide an alternative mechanism to pursuing action through the court system and offers a more proportionate response and where appropriate and necessary is a welcome alternative.</p> <p>The level set for FPNs is set at £400 with £250 early repayment option.”</p>
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Agenda Item 8.



Report of the Chair of the Governance and Audit Committee

Council – 1 July 2021

Governance and Audit Committee Annual Report 2020/21

Purpose:	This report provides the Governance and Audit Committee Annual Report for the 2020/21 municipal year.
Policy Framework:	None
Consultation:	Legal, Finance and Access to Services.
Recommendation:	It is recommended that Council note the contents of the Governance and Audit Committee Annual Report 2020/21.
Report Authors:	Paula O'Connor, Simon Cockings, Jeremy Parkhouse
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Catherine Window



Governance and Audit Committee Annual Report 2020/21

City & County of Swansea

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1. Foreword by Mrs Paula O'Connor, Chair of the Audit Committee

- 1.1 First and foremost the Chair pays tribute to all staff and officers of the Council in dealing admirably with the unprecedented challenges brought about by the COVID pandemic. Throughout this difficult year officers of the Council as well as the Council Partners' were fully committed to meeting their responsibilities. The Chair also acknowledges that the Council endeavoured to maintain continuity of governance.
- 1.2 This report provides an overview of the Audit Committee's work in the municipal year 2020/21. On 20th October 2020 the Audit Committee considered the election of Chair for 2020/21 Municipal Year where it was resolved that Paula O'Connor be elected Chair. At the same meeting Councillor P R Hood-Williams was elected Vice-Chair for the 2020/21 Municipal Year. In addition, in June 2020 the Committee approved the proposal to appoint an additional Lay Member to support the changes that were to be introduced with the Local Government and Elections (Wales) Act 2021.
- 1.3 I am pleased to present this report prepared by the Chief Auditor and Democratic Services that reflects on the work of the Audit Committee.
- 1.4 The Committee's terms of reference forms part of each Agenda as an aide to ensure that Members are sighted of the Committee's effectiveness in satisfying it's role. The Chair has continually reviewed Committee Agenda's in consultation with Democratic Services to ensure they meet the requirements of the Terms of Reference.
- 1.5 It is pleasing to report that the Committee has received in June 2020 an oversight of the Council's Performance Management Framework and also an overview of the Partnerships and Collaboration arrangements. The Committee has requested periodic reports for both of these significant areas to be brought to future meetings. Also in March 2021 the Committee received an update from the Deputy Chief Executive on Value for Money & Benchmarking. The presentation of the three reports addressed the shortfall in previous meetings of the Committee and the Chair extends her gratitude to officers for meeting the Committee's needs.
- 1.6 The Chair also highlights that the Committee has previously reported on the shortfall in assurances being received around the Council's Risk Management arrangements, and although some progress has been made the shortfall remains.
- 1.7 The Chair reflects on the presentation on the Assurance Framework and the reporting on the Council's Risks which was a significant step forward in 2018/19 in improving the Committee's ability to reflect on the effectiveness of governance, risk management and control that supports and informs the Council's Annual Governance Statement. However, as reported in 2019/20 and well into 2020/21 the development and roll out of a new electronic risk management system was delayed during the year and the Chair and Audit

Committee members have expressed concern that in the absence of a robust system that this will need to be highlighted in the Council's Annual Governance Statement at the year end. During 2020/21 the ongoing delay was mainly attributable to the pressures associated with the pandemic. In November 2020 the Committee received a mid-year position of Risk and then in February 2021 an updated position in an improved format. The Chair noted that the detail contained in the improved format Risk Register still required improvement before the Committee were able to take assurance.

- 1.8 The Committee has reviewed the work programme at each meeting, taking account of risk and priorities and in particular pandemic issues and Internal Audit Moderate Assurance reports issued.
- 1.9 The Chair and Chief Internal Auditor attended a further meeting of the All Wales Audit Committee Chairs network in October 2020 where there was opportunity to network, share ideas and problem solve with peers performing similar roles. CIPFA facilitated the meeting and the areas covered included, Making an impact as an Audit Committee, Role of the Lay Member and Knowledge and Skills.
- 1.10 The Audit Committee terms of reference states that the Committee “oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.”
- 1.11 The Committee received the 2020/21 Internal Audit Plan and Charter on 1st June 2020 and has received reports regularly during the year from the Chief Internal Auditor. The Chair has expressed her gratitude to the Chief Auditor in progressing with the plan alongside the pressures of the pandemic and also for responding to a request to enhance the detail in the reports to provide further understanding of the work undertaken and the risks identified. During 2020/21 the Chief Auditor reported a number of Moderate Assurance audit reports that resulted in those responsible attending Audit Committee to give assurance that appropriate action was being taken where significant weaknesses in control were identified. During the year the Chief Internal Auditor updated the Audit Committee of those audit assignments that had to be deferred as a result of the pandemic impacts. The Audit Committee discussed the impact and the possibility that a limitations opinion would be called. The Chair, Chief Finance and 151 Officer and the Chief Internal Auditor discussed the opinion which reflects the limitations around the risk management arrangements but not the deferred audits. The final Chief Internal Auditor opinion is due to be presented to the Audit Committee in May 2021.
- 1.12 In March 2021 the Chief Internal Auditor presented the Draft Internal Audit Plan for 2021/22 and methodology applied. The Chair commented that the Committee were able to support approval of the Plan to Council with the caveat that assurances had been obtained from the Chief Internal Auditor that the Plan was risk based and complied with the Public Sector Internal Audit Standards. The Committee would seek to gain further understanding of the scope of the reviews during 2021/22.

- 1.13 Audit Wales presented their 2020 Audit Plan to the Audit Committee on 30th June 2020, and has provided the Committee with regular updates to their work. In 2017/18 and continuing to date the Chair suggested that consideration be given to developing a tracker to give focus to improved completion of external audit recommendations. This work is yet to be completed but the Chair acknowledges that Scrutiny Committee has the opportunity to challenge non implementation of recommendations as well as the Audit Committee.
- 1.14 The Chair has met during the period with the Deputy Chief Executive, S151 Officer, Monitoring Officer, Chief Internal Auditor and Audit Wales. A meeting is being arranged with the Chief Executive to communicate Audit Committee concerns in a number of key risk areas that include, robustness of Directorates saving plans, workforce pressures, risk management arrangements and reporting of risk to Audit Committee, production of annual governance statement and the role of the Governance Group.
- 1.15 The Committee received the 19/20 Anti-Fraud Annual Report at the meeting in September 2020 and the update against progress being made against recommendations in the Audit Wales report Raising our Game - Tackling Fraud in Wales in March 2021. The Committee noted that further work was required to address all those recommendations.
- 1.16 The Deputy Chief Executive presented the Annual Governance Statement 2019/20 Action Plan Update to the Committee in December 2020. Cllr Lesley Walton is the Audit Committee Representative on the Governance Group. The Governance Group was established to review the production of the AGS during the year. At the March 2021 meeting of the Governance Group a number of key points were raised with regard to the 2020/21 AGS but Cllr Walton has advised the Chair that the timeline target for the draft AGS to be presented to the May Audit Committee will be met. In preparation for receipt of this important document the Chair requested that Democratic Services circulate to Members the CIPFA guidance paper on Application of the Good Governance Framework 2020/21.
- 1.17 The Chair attended the Scrutiny Panel Conference 13th October 2020 and is also due to attend the Scrutiny Committee shortly.
- 1.18 The Committee discussed the concern regarding the cost of the capital programme, the level of reserves, the risk to the Authority and the need to scrutinise the risk. Also, it was noted that a recovery plan should be developed on how the Council plans to deal with overspends and that the Audit Committee should be provided with regular budget variation reports. The Chief Finance and Section 151 Officer agreed to provide this information to future meetings. The update against Achieving Better Together and from Recovery to Transformation was received in February 2021.

2. Role of the Governance and Audit Committee

- 2.1 The Council is required, under the Local Government (Wales) Measure 2011 to have a Governance and Audit Committee which among other things must include at least one lay member.
- 2.2 The Measure requires the Governance and Audit Committee to:
- Review and scrutinise the Council's financial affairs.
 - Make reports and recommendations in relation to the Authority's financial affairs.
 - Review and assess the risk management, internal control and corporate governance arrangements of the Authority.
 - Make reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements.
 - Oversee the Council's internal and external audit arrangements and review the financial statements prepared by the Authority.
- 2.3 The Measure also requires Councils to have a Lay Member in their Governance and Audit Committee. The Chair of the Committee is a Lay Member and a second Lay Member was appointed to the Committee in the year. It should be noted that the Members are currently in the process of discussing proposals to revise the structure of the Committee and to further increase the number of Lay Members in order to accommodate the new legislative requirements set out in the Local Government and Elections (Wales) Act which became law in January 2021.
- 2.4 The work of the Governance and Audit Committee is structured so that the Committee can gain assurance over the areas identified above and to comply with its terms of reference as amended to reflect the changes introduced by the Local Government and Elections (Wales) Act as shown in Appendix 1.
- 2.5 This report describes the assurance that has been gained by the Governance and Audit Committee from various sources during 2020/21 and also outlines a number of other areas where briefings have been provided to the Committee.
- 2.6 The draft Governance and Audit Committee Annual Report 2020/21 was presented to the Governance and Audit Committee in May 2021 to provide Members with the opportunity to give their views on the assurances received and to identify the key messages arising from the work of the Committee during the year which should be reported to full Council.

3 Work of the Governance and Audit Committee in 2020/21

- 3.1 The Governance and Audit Committee has received regular reports in relation to standard agenda themes and received reports of interest based on risk, governance and internal control. Each aspect is reported on below.

Standard Items

Internal Audit Assurance

- 3.2 The Governance and Audit Committee approved the Internal Audit Charter 2020/21 and 2021/22 as required by the Public Sector Internal Audit Standards.
- 3.3 The Committee also approved the Internal Audit Annual Plan 2021/22 and has received quarterly monitoring reports from the Chief Auditor showing progress against the 2020/21 Audit Plan.
- 3.4 The quarterly monitoring reports identified any audits that received a moderate or limited level of assurance along with an outline of the issues which led to the audit receiving the negative assurance level. A second quarterly report has also been presented to the Committee to allow members to review and monitor the implementation of the recommendations made in the internal audit reports that had been issued.
- 3.5 From April 2018 the relevant Head of Service and Service Manager (or Headteacher and Chair of Governors) have been required to attend the Governance and Audit Committee following a moderate or limited audit report being issued in order to provide an update to members as to what action is being taken to address the issues that have been highlighted by the audit.
- 3.6 The Internal Audit Annual Report for 2019/20 was reported to the Committee in June 2020 and the Internal Audit Annual Report for 2020/21 was reported to the Committee in May 2021. Both reports included a review of actual work completed compared to the Annual Plan.
- 3.7 The Internal Audit Annual Reports for both 2019/20 and 2020/21 also included the Chief Auditor's opinion on the internal control environment which in both cases, stated that based on the audit testing carried out reasonable assurance could be given that the systems of internal control were operating effectively and that no significant weaknesses were identified which would have a material impact on the Council's financial affairs.
- 3.8 However, it should be noted that the Committee has continued to raise concerns in relation to risk management arrangements across the Council. In addition, the Committee has also commented upon the weaknesses in internal control that are continuing to emerge as a result of staff resource pressures and reductions.
- 3.9 The Internal Audit Annual Report of School Audits 2019/20 was presented to the Governance and Audit Committee in September 2020. This report summarised the school audits undertaken during the year and summarised some common themes identified across the school audits that had been completed.

Annual Governance Statement 2019/20 & 2020/21

- 3.10 The draft Annual Governance Statement for 2019/20 was presented to the Governance and Audit Committee in June 2020. The draft Annual Governance Statement for 2020/21 was presented to the Committee in May 2021, prior to being reported to Council for approval.
- 3.11 A Governance Group was established by the Council in 2018/19 comprising of the Deputy Chief Executive, Chief Finance and Section 151 Officer, Monitoring Officer, Strategic Delivery and Performance Manager and the Chief Auditor (in an advisory capacity). A member of the Governance and Audit Committee was also appointed to the Group in 2019/20. The Group is tasked with overarching responsibility for ensuring existing corporate governance arrangements are effective across the Council. However, it should be noted that the meetings of the Governance Group were suspended during 2020/21 as a result of the Covid-19 pandemic. However, meetings resumed towards the end of the financial year.
- 3.12 The presentation of the draft Annual Governance Statements gave the Committee the opportunity to review and comment upon the Statements to ensure that they properly reflected the assurances provided to the Committee.

Annual Statement of Accounts 2019/20 & 2020/21

- 3.13 The Chief Finance and Section 151 Officer presented the draft Statement of Accounts 2019/20 for the Council in September 2020. Officers answered a number of queries raised by members of the Committee. The draft Statement of Accounts for 2020/21 are due to be presented to the Committee in June 2021.
- 3.14 Following completion of the audit of the Statement of Accounts 2019/20, Audit Wales presented its ISA 260 reports on the audit of financial statements of the Council to the Governance and Audit Committee prior to the report going to full Council. The report presented the detailed findings of the audit and stated that Audit Wales's view was that the accounts gave a true and fair view of the financial position of the Council.

External Audit Assurance

- 3.15 As well as the Audit of the Statement of Accounts (ISA 260) reports mentioned above, Audit Wales also provided an update report at a number of the scheduled meetings. The reports outlined the progress being made in financial and performance audit work to the Committee.
- 3.16 Audit Wales also provided assurance to the Governance and Audit Committee by presenting the following reports:
- Audit Wales - Press Release on the Financial Sustainability of Local Government
 - Audit Wales Report – City & County of Swansea Annual Audit Summary 2020
 - Audit Wales Report – City & County of Swansea Audit Plan 2020-2021.

- 3.17 The Audit Wales Annual Audit Summary 2020 Report was presented to the Governance and Audit Committee in March 2021. The report summarised with work undertaken by Audit Wales as part of their annual audit of the financial statements for 2019/20, which also highlighted the high quality of the draft statement of accounts. The auditors gave an unqualified opinion on the Council's financial statements on 15th September 2020, in line with the statutory deadline.
- 3.18 The report also outlined the findings of the financial sustainability review that Audit Wales completed in 2019/20. The review examined the financial sustainability of each Council in Wales, and concluded that the City and County of Swansea continues to face a significant financial challenge and needs to deliver its savings plans at the pace and scale required whilst controlling service spending within budgets.

Implementation of Audit Recommendations

- 3.19 An important role undertaken by the Governance and Audit Committee is monitoring the implementation of agreed audit recommendations arising from both internal and external audit.
- 3.20 The implementation of any Internal Audit recommendations arising from fundamental audits is reported to the Governance and Audit Committee in the Recommendations Tracker Report. For 2019/20, the results of the tracker exercise showed that 83% of agreed recommendations had been implemented by December 2020.
- 3.21 The implementation of any high or medium risk recommendations arising from non-fundamental audits that received a moderate or limited level of assurance are subject to follow up visits by Internal Audit to confirm they have been implemented. The results of the follow up audits are reported to the Governance and Audit Committee in the Quarterly Internal Audit Monitoring Reports.
- 3.22 The Internal Controls Report presented to the Governance and Audit Committee by the external auditors includes any recommendations made as a result of their work and the action taken by management to implement the recommendations.

Governance and Risk Management

- 3.23 The Local Government (Wales) Measure 2011 makes the overview of risk management a function of the Governance and Audit Committee
- 3.24 The Strategic Delivery & Performance Manager provided regular updates to the Committee in relation to Risk Management throughout the year via the Quarterly Overall Status of Risk Reports.
- 3.25 A new Risk Management System was introduced in December 2019. Following the introduction of the new system, work was undertaken to embed in the new risk management processes across the Council. The Strategic Delivery and Performance Manager began presenting reports

outlining the contents of the new Risk Management System from February 2021 and work is continuing to enhance the reporting functionality of the system. Members have also highlighted concerns in relation to the lack of assurance that could be taken from some of the control measures that were recorded against the risks on the new system. This remains one of the key areas of focus for the Governance and Audit Committee in 2021/22.

Relationship with Scrutiny Function

3.26 The Governance and Audit Committee has continued to develop a relationship with the Scrutiny function. The relationship is intended to ensure the following:

- Mutual awareness and understanding of the work of Scrutiny and the Governance and Audit Committee.
- Respective workplans are coordinated to avoid duplication / gaps.
- Clear mechanism for referral of issues if necessary.

3.27 The Chair of the Scrutiny Programme Committee last attended the Governance and Audit Committee to provide an update on the work of Scrutiny in February 2020. The new Chair of the Scrutiny Committee, Cllr. Peter Black, is also a member of the Governance and Audit Committee and it is proposed that Cllr. Black will update the Committee on the work of Scrutiny in the new Municipal year.

3.28 The Chair of the Governance and Audit Committee has also attended the Scrutiny Programme Committee previously to provide an update on the work of the Committee but this did not take place in 2020/21. The Chair will attend one of the Scrutiny Committee meetings in the new Municipal Year.

Anti-Fraud

3.29 A Corporate Fraud Function was established during 2015/16 within the Internal Audit Section. The Corporate Fraud Annual Plan 2020/21 was presented to the Committee in May 2020. The Corporate Fraud Function Annual Report 2019/20 was presented to the Governance and Audit Committee in September 2020. The Fraud Function Annual Report for 2020/21 is due to be presented later in the 2021/22 Municipal Year.

Governance and Audit Committee Briefings

3.30 The Governance and Audit Committee received a number of briefings during 2020/21 as noted below:

- Revenue and Capital Budget Monitoring - 1st Quarter
- Revenue Outturn and Savings Tracker 2019/20
- Treasury Management Annual Report 2019/20
- Mid-Year 2020/21 Overview of Risk
- Annual Governance Statement 2019/20 Action Plan Update
- An Update on a Review of Partnerships
- Employment of Agency Staff Update
- Revenue and Capital Budget Monitoring - 2nd Quarter

- Service Centre: Accounts Receivable – Update
- Service Centre – Disclosure & Barring Service (DBS) Follow Up Report
- Internal Audit Annual Plan Methodology 2020/21
- Draft Internal Audit Annual Plan 2021/22
- Value for Money and Benchmarking
- Counter Fraud
- Local Government and Elections (Wales) Act 2021
- Revenue and Capital Budget Monitoring - 3rd Quarter.
- Fraud Function Annual Plan 2021/22
- Internal Audit Charter 2021/22
- Internal Audit Strategy & Annual Plan 2021/22

Governance and Audit Committee Training

- 3.31 Following discussions with Democratic Services, it was agreed that repeated annual training in core areas was no longer necessary. Instead, Members agreed that specific training should be arranged based on training needs.

4. Looking Forward

- 4.1 Looking forward to 2021/22, the unprecedented challenges that are continuing with the Covid-19 pandemic will continue to have an impact on the Council's governance and finance arrangements during the early to mid-part of the year.
- 4.2 Within this context, the importance of an effective Governance and Audit Committee remains critical and in March 2021 the Chief Legal Officer presented amendments to the Committee's Terms of Reference to take into account the requirements of the Local Government & Elections (Wales) Act 2021. In recognition of the additional responsibilities of the newly named Governance & Audit Committee the Chair met with the Chief Executive and the Chief Finance and 151 Officer who has agreed to develop, with support from external sources, a formal training programme that would develop the knowledge and skills of members in respect of the Act's new requirements.
- 4.3 The Committee will keep the Work Programme under regular review and will ensure that the Work Programme contains the requirements of the Governance & Audit Committees new responsibilities and also the critical challenges and risks that the Council faces. The Committee will also keep under review the progress and reporting of risk management.

5. Committee Membership & Attendance

- 5.1 The membership of the Governance & Audit Committee at the start of the 2020/21 consisted of one Lay Member and 12 Non Executive and 1 Executive Councillors elected by Council. An additional Lay Member was appointed by Council in December 2020. Independent Members are appointed for no more than two administrative terms with Council Members reappointed annually.

- 5.2 The Committee is serviced by Council Officers, principally the Chief Finance Officer/Section 151 Officer, Chief Legal Officer, Strategic Delivery & Performance Officer, Chief Auditor and Democratic Services. Representatives from the Audit Wales also attend Committee meetings.
- 5.3 During 2020/21 the Committee has followed a structured workplan which covered all areas of the Committee's responsibilities with the aim of obtaining assurance over the areas included in its terms of reference. The Committee includes 2 Lay Members and will have to amend its membership in 2022 as required by the Local Government and Elections (Wales) Act 2021. One Lay Member is also the Chair of the Committee.
- 5.4 The Governance and Audit Committee met on 7 occasions throughout the Municipal period 2020/21 on the following dates: 20th October, 10th November, 8th December, 19th January, 9th February, 9th March and 20th April. The meeting agendas, minutes and recordings can be located at: -

<http://democracy.swansea.gov.uk/ieListMeetings.aspx?CId=123&Year=0&LLL=0>

- 5.5 Committee Member attendance in 2020/21 is shown in the following table:

Attendance 2020/21	Possible	Actual
Independent Lay Members		
Mrs Paula O'Connor (Chair)	7	6
Julie Davies (appointed December 2020)	5	5
Non-Executive Councillors		
Councillor Paxton Hood-Williams (Vice Chair)	7	7
Councillor Cyril Anderson	7	7
Councillor Terry Hennegan	7	4
Councillor Erika Kirchner	7	1
Councillor Jeff Jones	7	7
Councillor Peter K Jones	7	5
Councillor Mike Lewis	7	7
Councillor Lesley Walton	7	6
Councillor Mike White	7	7
Councillor Sam Pritchard	7	7
Councillor Peter Black	7	7

Councillor David Helliwell	7	6
Executive Councillors		
Councillor Andrew Stevens	7	2

6. Future Governance and Audit Committee Meetings

- 6.1 As agreed by the Head of Democratic Services, the Council Diary for the current municipal year includes Governance and Audit Committee meetings on a monthly basis.
- 6.2 Additional/special meetings may need to be held at certain times of the year to ensure the smooth delivery of the Committee's work programme. The Committee also has the ability to call further additional meetings when required.

7. Governance and Audit Committee Contact Details

Paula O'Connor Chair of Governance and Audit Committee	Chair.Audit@swansea.gov.uk
Councillor Paxton Hood-Williams Vice Chair of Governance and Audit Committee	Cllr.Paxton.Hood-Williams@swansea.gov.uk 01792 872038
Ben Smith Chief Finance and Section 151 Officer	Ben.Smith@swansea.gov.uk 01792 636409
Jeff Dong Deputy Chief Finance and Section 151 Officer	Jeffrey.Dong@swansea.gov.uk 07810438119/ 07811847582
Simon Cockings Chief Auditor	Simon.Cockings@swansea.gov.uk 01792 636479
Jason Garcia Audit Wales	Jason.Garcia@audit.wales
Tracey Meredith Monitoring Officer & Chief Legal Officer	Tracey.Meredith@swansea.gov.uk 01792 637521
Richard Rowlands Strategic Delivery & Performance Manager	Richard.Rowlands@swansea.gov.uk 01792 637570

8 Integrated Assessment Implications

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

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

The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

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

- 8.2 The completion of the Integrated Impact Assessment Screening revealed that:
- The Governance and Audit Committee Annual Report has a low positive impact across all groups.
 - It has been subject to consultation with Legal, Access to Services and the Chair of the Governance and Audit Committee.
 - All Well-being of Future Generations Act considerations are positive and any risks identified are low.
 - The overall impact of the Governance and Audit Committee Annual Report is positive as it will support the Authority in its requirement to protect public funds.

9. Financial Implications

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

10. Legal Implications

- 10.1 Part of the role of the Governance and Audit Committee as set out by the Local Government (Wales) Measure 2011 is to make reports and recommendations in relation to the authority's financial affairs, including an assessment of the risk management and corporate government arrangements and the adequacy and effectiveness of those arrangements.

Background Papers: None

Appendices: Appendix 1 - Governance and Audit Committee Amended Terms of Reference

Amended Governance and Audit Committee Terms of Reference

Governance and Audit Committee

Statement of Purpose

The Governance and Audit Committee is a key component of the City and County of Swansea's corporate governance. It provides an independent and high level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Governance and Audit Committee is to provide independent assurance of the adequacy of the risk management framework, the internal control environment and the performance assessment of the Council. It provides an independent review of the governance, performance assessment, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Governance, Performance, Risk and Control

- a) To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
- b) To review the Council's draft annual Self-Assessment Report, and make any appropriate recommendations for changes to the conclusions or actions the Council intends to make.
- c) To review the Council's draft response to the Panel Performance Assessment Report, and make any appropriate recommendations for changes.
- d) To review the Council's draft response to any Auditor General's recommendations arising from a special inspection in respect of the Council's performance requirements and to make any appropriate recommendations for changes.
- e) To review and assess the authority's ability to handle complaints effectively and to make any associated reports and recommendations in relation to the authority's ability to handle complaints effectively.
- f) To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances.
- g) To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- h) To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.

- i) To monitor the effective development and operation of risk management in the Council.
- j) To monitor progress in addressing risk related issues reported to the Committee.
- k) To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- l) To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- m) To monitor the counter fraud strategy, actions and resources.

Internal Audit and External Audit

- n) To approve the internal audit charter and resources.
- o) To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- p) To consider summaries of specific internal audit reports as requested.
- q) To consider reports dealing with the management and performance of the providers of internal audit services.
- r) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- s) To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- t) To consider specific reports as agreed with the external auditor.
- u) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- v) To commission work from internal and external audit.

Financial Reporting

- w) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- x) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Accountability Arrangements

- y) To report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

(Note: Governance and Audit Committee Terms of Reference are pending further amendments to reflect the requirements of the Local Government and Elections (Wales) Act).

Agenda Item 9.



Cabinet Member for Delivery and Operations

Council – 1 July 2021

Asset Management Plan 2021-25

Purpose:	To approve the corporate Asset Management Plan for the next five years.
Policy Framework:	Asset Management Plan
Consultation:	Access to Services, Finance, Legal, Building Services, Planning & City Regeneration
Recommendation(s):	It is recommended that Council: 1) Approve the Asset Management Plan for the period 2021-2025.
Report Author:	Geoff Bacon
Finance Officers:	Ben Smith, Jayne James
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1.0 Introduction

- 1.1 The City and County of Swansea's current Asset Management Plan is a progression of the previous Asset Management Plan that covered an extended 4-year period 2017/21. This sets out a very broad framework of high-level asset management initiatives, alongside the following separate documents Highways Asset Management Plan (incorporating highway infrastructure) and 2020 HRA Business Plan (incorporating housing revenue account assets), which together allow for a corporate approach to asset management.
- 1.2 The policies, procedures and initiatives contained within previous documents have become embedded within the established Asset Management Planning process within the Council.
- 1.3 The intention is for the continued evolution of this process and this document continues to refine and adapt this streamline process.

2.0 Executive Summary

- 2.1 The wider Asset Management Policy of the City and County of Swansea is the creation of a flexible, efficient and sustainable property portfolio meeting the objectives for the City and County of Swansea.
- 2.2 To deliver this policy the Asset Management Strategy is a corporate landlord solution ensuring a highly performing asset portfolio.
- 2.3 The key aspects of the Asset Management Plan are contained within 6 priorities.
- Corporate Landlord
 - Disposals
 - Property Investments
 - Regeneration and Economic Development
 - Capital Programme
 - Collaboration
- 2.4 These key priorities are summarised in the Council's Asset Management Plan on a page (Appendix A).
- 2.5 Previous asset management plans captured priorities across a wide area however as the council's asset management approach has matured and evolved, previous key activities can be captured across the above six key areas. In order to demonstrate progress made within the lifespan of the last four-year asset management plan, a summary against the six key areas is set out below along with future outputs and performance.
- 2.6 The plan is deliberately high level as significant activity and details will determine the performance and outputs over the next 4 years and this will inevitably evolve during the life of this document.

3.0 Financial Issues

- 3.1 The Council continues to hold a large and varied portfolio of considerable value, but also, in practice, a considerable liability.
- 3.2 The financial position of the Authority continues to be one of expected longer term constraint of capital and revenue but opportunities will continue to be maximised to take forward asset usage, transformation and investment in the nearer term relying on especially advantageous rates of borrowing, resilient specific reserves, grant funding and partnership opportunities. The Council's wider portfolio assists the wider Capital Programme, but also has continued liability of capital investment.
- 3.3 The revenue budget is assisted with the income producing assets raising for the Council circa £7.4m, but there remains a challenge over the ongoing reduction of the revenue commitments for the wider operational portfolio.
- 3.4 As a result of the COVID pandemic, the Council's commercial rents dropped significantly during the period 20/21 which was primarily due to

the volatility within the local property market and the general inability for tenants to trade. In order to support its tenants, the Council offered financial support during this period (for qualifying tenancies) in the form of rent-free periods to ensure tenant failure & associated voids were minimised, whilst also trying to protect jobs for the local economy. The Council's financial stimulus resulted in an overall reduction in income received from the commercial property portfolio but was necessary to protect long term income streams. Although the immediate risks have been mitigated, the short/medium term impacts of COVID are still relatively unknown and therefore it is very difficult to forecast the impact this may have until the market has an opportunity to recover. As a significant amount of the Council's commercial portfolio is leased on a long-term basis, the revenue it receives through the Head lease gearing/turnover is not within the Council's immediate control and therefore it is anticipated that the level income will likely fluctuate for the foreseeable future.

- 3.5 As a result of the disposal of larger sites temporarily on hold pending decision on appropriation of sites to the HRA to enable the More Homes Project, there is likely to be an affect profiling capital receipts in the short term within the disposal programme.

4.0 Council Objectives

- 4.1 The current Council Corporate Plan sets out a high-level vision for the City and County of Swansea for a safer, greener, smarter, fairer, healthier, richer Swansea underpinned by core values of people focus – working together – innovation.
- 4.2 The Plan focuses on the highest priority outcomes as follows: -
- Safeguarding people from harm
 - Improving education and skills
 - Transforming our economy and infrastructure
 - Tackling Poverty
 - Maintaining and enhancing Swansea's Natural Resources and Biodiversity
 - Transformation and future Council development
- 4.3 The Asset Management Plan sits under the wider Corporate Plan, but the objectives of asset management underpin key priorities with regards to assisting direct service delivery, but more specifically and directly with regards to Transforming our economy and infrastructure and Transformation and future Council development.
- 4.4 The Corporate Plan has been refreshed and rolled forward for 2020-22. Any revision of the Corporate Plan during the next 4 years will be reflected in updates of the Asset Management Plan as part of the annual reporting process to Cabinet. In addition any changes in policy direction resulting from the next local government elections in 2022 will also be incorporated and reported to cabinet where it impacts on the delivery of the document

5.0 The Well-being and Future Generations Act

- 5.1 The Well-being and Future Generations Act requires that the Council demonstrates how it incorporates the sustainable development principles.
- 5.2 The Act's Statutory Guidance states that it will enable public bodies to strengthen arrangements for the effective management of their assets in terms of the management of physical assets and facilities this should mean that they can be used for the benefit of our communities; enabling them to be used over the long-term with safeguards in place for their retention at the community level.
- 5.3 Involving people is a key contributor to working in a more sustainable way, regarding Asset Management, the Statutory Guidance requires the Council to involve people and communities in decisions about the management of assets, to ensure assets are used for the benefit of communities.
- 5.4 During the life of this 4-year plan, officers within the Council's property and more specifically those responsible for service delivery, will continue to work with communities to ensure services are delivered to meet their needs. This will apply not just to specific cross cutting reviews such as the Community Hubs but will be embedded throughout all business plans linking into service asset plans.

6.0 Welsh Language

- 6.1 As of 30 March 2016, the use of the Welsh language in the authority is directed by Welsh Language Standards. These replace the system of Welsh Language Schemes which has been in place since 1996. The Council is committed to ensuring that it complies with the appropriate Welsh language Standards in all its property and asset related dealings.

7.0 Governance

- 7.1 This 4-year plan will set the broad strategy for asset management within the City and County of Swansea, but it is fully expected that the plan will evolve during that period. This will require ongoing updates and reports and revised strategies that will be reported through the normal mechanisms to ensure the plan is fit for purpose.
- 7.2 The ongoing governance structure with regards to consultation will be through the established Asset Management Group (internal officers), member's engagement and the Local Property Board (third sector and public sector partner consultation).
- 7.3 The Deputy Leader, has specific responsibility for Delivery and Operations which includes significant elements of activity within the Asset Management Plan, but more specifically Strategic Estates and Property.
- 7.4 Where there are specific work-streams and strands within the key activities as set out below, these will be governed through the more formal governance and future cabinet decisions as necessary.

7.5 Annual reports on progress specifically related to the outputs as identified below will be made to Council to ensure the Plan is live and fits with ongoing and emerging Corporate Objectives.

8.0 Service Asset Management Plans

8.1 All Heads of Service complete their own service asset management plan relating to specific asset implications within their Service Area. These plans are updated annually once their Service Business Plan is completed and signed off.

8.2 A selection of asset implications from Service Areas for 2021 are:

- The temporary Adult Services restructure to respond to the Covid pandemic will result in changes to the Social Work teams focus and may impact of their location.
- Four Early Help Hubs have been established including the old GP surgery in Brynhyfryd as a fifth Hub, which has now completed.
- Early Help staff based at Alexandra House have moved to the Guildhall. Notice was served on the lease for Alexandra House.
- The youth centre in Gorseinon 'Evolve' is to be appropriated from the education department and will sit with CFS.
- A reduction in assets will have an impact on the servicing and maintenance budgets in future and ultimately the amount of work being generated, however there hasn't been a significant drop in assets in recent years and as buildings are modernised, the servicing and inspection regime has in fact increased.
- Digital Services work directly with Property Services to implement the Agile Programme for the Civic Centre and Guildhall. Ongoing, Digital Services will continue to work with Facilities on the new strategy around Community Hubs, hybrid working and the implications for accommodation.
- Findings from the HRA commissioning review are due to be reported to Cabinet later this year which include proposals regarding future use of assets.
- City Centre Regeneration projects, Civic Centre site in particular, will have specific asset related requirements. A corporate approach to develop proposals for alternative office accommodation are currently underway and will be reporting to Cabinet later this year.
- Property Services are leading on implementation of Agile Working, which has an effect on the back office in the main Civic buildings and ultimately, any satellite office accommodation.
- Property Services are also leading on the City Centre Community Hub which will set the template for wider community hubs for workplace and direct service provision.
- The project for the proposed Public Sector Hub is still live, in collaboration with Welsh and Central Governments. Additional projects for those services not suited to a city centre location will utilise assets in the existing Council asset portfolio including the new City Centre Community Hub.

- With regards to service delivery, Waste and Parks & Cleansing Services will be affected specifically by the Depot Review.
- Disposal or the facilitation of alternative provision models for Public Conveniences will be essential for improving the provision and reducing Council liabilities.
- Phase 2 of Tir John Landfill site will reach the end of operational waste acceptance in 2022. The contractor will then cap and restore the site until 2024. Once the site reaches closure it will need to be monitored and maintained until the license can be surrendered to NRW (approx. 60 years).

9.0 Progress of 2017/2021 Actions

9.1 All aspects of the Asset Management Plan have progressed within the last five years, key developments include:

9.1..1 Corporate Landlord

Action: Implementation of Corporate Landlord – Management of those budgets already centralised and further work to centralise all General fund property budgets, room hire, external leases, utilities, etc.

Output: Effective performance management of existing property budgets has enabled significant savings for the authority. NNDR budgets have now been centralised and yearly rates bills are managed & validated to ensure periods of occupation are reflected accordingly. The assets rateable value is also reviewed on a regular basis to ensure the valuation entry is appropriate. In addition to NNDR, gas & electricity budgets have also been centralised which has enabled Property Services to take ownership of the authority's corporate energy contract and ensure utility spend is accurate. The centralisation enables Property Services to track and forecast energy consumption across all asset types which helps to identify high consuming assets so that physical or occupational efficiencies can be made i.e. 'Re-Fit' programme.

Action: Further work with regards to commercialism of the cleaning service.

Output: A corporate decision was taken to discontinue with the commercial arm of cleaning services.

Action: Depot Review – Implementation of agreed actions for the Depot Review and disposal of Pipehouse Wharf, relocation of services, expansion of Bailing Plant.

Output: Leasehold acquisition of former distribution Depot completed, and successful relocation of Transportation Service achieved. Additional Ferryboat Close sites to be returned to the control of the Council to enable relocation and centralisation of all Waste services and rationalisation of surplus sites.

Action: Investigation of relocation of Design Print to the Civic Centre – to improve efficiencies and generate property savings.

Output: Design Print relocated to the Civic Centre in 2019, which produced service and property savings.

Action: Agile Programme – Continue with the implementation of the revised Agile Programme working with local Social Enterprises to upgrade furniture.

Output: The roll out of agile working for services based at the Civic centre was completed at the beginning of 2020. Due to the pandemic work to complete the programme at the Guildhall has been delayed and will start again once working restrictions are relaxed. This programme will be updated to work alongside the revised agile working policy.

Action: Maximise efficiency in terms of occupation of the Civic Centre and beyond to generate savings and income.

Output: Following the completion of agile working at the Civic centre two new tenants were accommodated at the building. The IMA and VOA both started 3 year lease agreements during 2020. In addition, as a result of the need for social distanced space for the Crown Courts, a short term lease was agreed with the MOJ supporting the needs of the Court Service and bringing in additional revenue for the Authority. This lease began in June 2020 and will run until March 2022.

Action: Civic Centres- short term third party commercial occupations and finalised design/specification of new build

Output: The VOA and IMA have both taken up 3 year lease agreements with a view to relocating into the Public Sector Hub along with the Council and other Government departments. A business case for a Hub is currently being considered by the Government Property Agency (GPA) with a view to progressing design during 2021.

Action: Graphics Project – Ongoing programme of updating all ownership layers to ensure simplification of understanding of rights and responsibilities within the Authority.

Output: The programme is progressing with a number of wards now being finalised. Further work is required to map across all ward and ensure specific queries are applied consistently. Draft graphics are to be reported in asset management group with a view to completion by 22/23

Action: Computerised self-serve room booking and pool car booking system.

Output: Both meetings rooms and pool car bookings are now self-serve online booking systems freeing up resources and making bookings easier and more efficient.

Action: Cockett campus redevelopment and associated activities

Output: Due to an Educational need for the asset Social Services were relocating to in order to redevelop the Cockett site, a corporate decision was taken for Social Services to remain at Cockett and the proposed site redevelopment was removed from the Disposal Programme.

Action: Improved performance management with regular reports and accommodation densities.

Output: The past 5 years has seen a radical change in the way we occupy our accommodation. As a result of the monitoring of desk utilisation and better performance management of office accommodation a new agile working strategy

for the authority has been adopted. The results have seen a substantial reduction in requirements for office accommodation.

9.1..2 **Disposals**

Action: Complete identified disposals.

Output: 5year rolling disposal programme with profiled disposal and income projections in place. Annual performance targets met in line with estimated projections

Action: Finalised feasibility on CCS acting as developer. Identified sites reviewed and analysed to either be taken forward as development opportunities or sold.

Output: Diligence and Legals undertaken in respect of identified sites. Viability tested and on independent advice JV direct development rejected. Mandate obtained to progress via disposal of sites or transfer to strategic or JV development programmes.

Action: Co-operative housing Policy to be agreed and adopted to consider the role of Co-op Groups as partners in development/disposal process

Output: Co-op Housing Policy agreed and in place. Support given to grass roots organisations wherever possible. Collaboration with Welsh Gov on self-build initiative, plots identified and working through planning process to assist low-cost housing development.

Action: Ensure linkages with corporate objectives including current and emerging planning policy and affordable housing provision.

Output: Collaboration with HRA on the More Homes programme. Corporate initiative to build more social housing with Council as developer/partner. Exploring appropriation of General Fund surplus sites to the HRA.

9.1..3 **Property Investment**

JLL were instructed to review the Council's non-operational portfolio in 2017. The purpose of the report was to independently test the existing Estate Management Strategy and provide a performance review of the non-operational portfolio. The main findings of the report were that the current estate management strategy was sound and demonstrated large areas of good practise but they did recommend that the Council improves the "quality and quantity of the Investment portfolio". As a result it was agreed that a Property Investment Fund be created and since its inception in 2017, the Council has acquired three investment properties at a cost of £8m whilst returning £660k of annual income. All investments purchased to-date exceed the cost of borrowing and provide a net contribution to the overall revenue budget.

Action: A key output of the JLL report was the formulation of a mission statement prioritising the maximisation of income.

Output: The investment strategy was originally approved by Cabinet in July 2016 and initially authorised a £5m fund for the purchase of new property investment assets. Since then, an investment panel has been created to ensure opportunities are scrutinised in-line with the investment criteria to ensure the

decision making process is transparent and justified. To date, the authority has purchased three income producing assets at a cost of £8m. The acquisitions have increased the authorities total rental income by circa £660k.

Action: Acquisitions will continue for the first 12 months of the life of the asset management plan with further rationalisation around those poorly performing assets identified through ongoing reviews.

Output: The existing investments are reviewed on a yearly basis to ensure poorly performing assets are identified. However, the Council has a long term investment strategy and is unlikely to dispose of underperforming assets due to market fluctuations as long as the income can service the authorities' interest and MRP provisions.

Action: Continued investigation of investment properties and rationalisation of property portfolio.

Output: The investment panel meets on a monthly basis to review new investment opportunities and this enables the authority to react quickly to the market. The Council has appointed a third party investment consultant (JLL) to act on its behalf to ensure all opportunities are identified. As the initial £5m fund has been exhausted there is a need to 'top-up' the notional fund to ensure the Council can continue with its investment strategy and increase income & its financial returns

Action: Improved performance of investment portfolio

Output: The individual assets are managed accordingly to ensure their performance is maximised and all lease events triggered for financial return. The three assets acquired to date have index linked rent reviews which produce guaranteed growth over time. Where possible, the Council will also look to restructure or vary existing terms to yield more income

Action: Production and agreement of performance management criteria.

Output: The investment criteria was agreed as part of the original cabinet decision and is weighted according to risk vs. return. The selection criteria for individual assets is scored against a matrices which sets out clear objectives i.e. minimum yield of 7% along with additional strategic/regeneration benefits. The other considerations include location, sector/use class, covenant strength and tenure.

9.1..4 **Regeneration & Economic Development**

Action: Mariner Street for student accommodation, obtaining planning consent.

Output: Started on site in August 2019 and due for completion in August 2021 in preparation for intake of students in September, providing 780 beds and 6 commercial units. The developer will own the building on a long lease with the Council retaining the freehold interest and receive a Ground rent.

Action: Health Centre at Mayhill on site.

Output: Completed in 2018, the Mayhill development consists of a Health Centre, a pharmacy, and a Children's Centre. The centre is now known as Mountain

View Health Centre and Children's Centre. The Health Centre is run by the local health board and Children's centre is operated by Swansea Council.

Action: Infrastructure at Felindre and Swansea Vale completed.

Output: Felindre - Main infrastructure has been completed, and final finishes to the highway will be completed by April 2022 with a view to adoption in 2023. Swansea Vale – Infrastructure already completed at Swansea Vale.

Action: A £9M Stage 1 HLF supported project for a visitor centre and distillery for Penderyn Whisky has been approved for Hafod Copper Works.

Output: HLF grant funding secured and completion of the Penderyn facility is due Q1 2022, opening in Q2/3 2022.

Separately, other historic buildings at Hafod Copper Works & the nearby Bascule Bridge, have been partly restored through other WG funding mechanisms to avoid any further deterioration. A wider masterplan for the area has been developed to guide future investment.

9.1..5 **Capital Programme**

Action: Improved performance management specifically around targeted investment to reduce maintenance backlog.

Output: There has been a significant increase in the budget allocation both from within the Council and from Welsh Government which has resulted in a reduction in the backlog maintenance for education establishments. In 2018 Faithful & Gould advised that the Education backlog maintenance figure was approximately £43 million, over the last 3 years circa £15 million has been spent on educational properties indicating the current backlog maintenance figure in approximately £30 million. Similarly the Housing Capital maintenance budget has increased year on year allowing the authority to concentrate on the issues of homelessness, climate emergency and decarbonisation.

Action: Finalisation of cross cutting review of capital planning

Output: We have a clearly defined programme of work for the next 4 years for Housing through the Blue book, and with Education the Band B programme is progressing well with a ten-year plan in place. This is embedded within the asset management group reporting structure as part of the councils new Recovery and Transformation Programme.

9.1..6 **Collaboration**

Action: Creation of pilot community hubs in at least three locations delivering agreed services in communities.

Output: Colocation of Housing/Library Services achieved in Gorseinon. Trial of Clydach Hub has identified lessons learnt to inform new City Centre Community Hub.

Action: Clearly identified collaborative opportunities with public and third sector partners.

Output: Council acting as lead body for Ystadau Cymru in Swansea Bay. Community Hub and Public Sector Hub opportunities being promoted to ensure landmark collaborative schemes.

10.0 Revised Actions 2021-2025

10.1 Corporate Landlord

10.1..1 Actions:

The primary focus for the next four years will be the finalisation of the implementation of corporate landlord approach. Those budgets which have already been centralised and will continue to be for the next 12 months so for the first half of the life of the asset management plan, the revision and monitoring of centralised budgets will be key and enable proper reporting on savings made as a result of the implementation.

In recent years the roll-out of the Agile Working Programme has created a flexible workforce and as a consequence the Council has been able to decrease their footprint within the Civic Centre. The current pandemic has intensified the pace of these new ways of working and as a result has decreased the need for traditional office space longer-term. This reduction in space has allowed the Council to capitalise on commercial opportunities, providing significant financial benefits. It has been important to be able to accommodate many of these tenants, as the current proposal is that they will relocate with the Council to a new Public Sector Hub making the business case for a new development more feasible. The focus of the accommodation strategy for the next 12 months will be to complete the roll out of Agile working at the Guildhall in line with the revised agile working policy and continue to explore commercial opportunities in the Civic Centre. The revised agile working will inform the Councils space requirements within a new public sector hub and Property services will continue to work with Regeneration colleagues on a design and specification for a new city centre building. A new Community Hub provision will also be established in the City centre reusing the former BHS/What! Stores site to potentially house the library, family history and Archives along with an employability hub and the Council's contact elements currently in the Civic Centre. The full decant plan for the Civic Centre will be developed during 2021/22 to enable the Civic Centre to be part of the Shaping Swansea programme.

10.1..2 Outputs: Key actions expected during 2021-25 include:

- Centralisation of water budgets which will also involve working closely with Dwr Cymru to develop a EDI billing system so that water rates/bills can be paid correctly. As water meters do not have AMR then premises managers will still need to provide readings and this process must be developed.
- Centralisation of solid fuels budgets to ensure efficiencies can be made with a view to procuring one supplier/contractor.
- Continue to map & report on gas and electric consumption through TEAM Sigma so that opportunities can be identified and acted upon.
- Revise Agile working Policy and associated policies to support agile working

- Completion of roll out of Agile working at the Guildhall
- Completion of City Centre Community Hub
- Confirm design and specification for Public Sector Hub.

10.2 **Disposals**

10.2..1 Actions:

Primary activity providing greater certainty over expected capital receipts and to ensure maximising returns and minimised delays in completion. Additional disposals have been targeted through the identification of relevant sites within the deposit draft LDP and working up the stage feasibility and site investigations to enable timetabled disposal within a four-year programme. The wider universal review identified a number of smaller scale opportunities which whilst producing lower capital receipts will also reduce revenue commitments. The activities will be to continue with the good work undertaken so far to centralise and clarify the disposal process. Further planned improvement will be to investigate, report and agree the opportunity for the council to act as developer which whilst removing some sites from the disposal programme will add value through the recovery of any developer's profit. It is expected this work will continue as a first stage for the next 12 months.

10.2..2 Outputs: Key actions expected during 2021-25 include:

- Bring general fund sites with residential allocation in adopted LDP forward for marketing/ disposal or appropriation to the HRA at value for inclusion in the More Homes Programme. Collaborate with HRA to resolve portfolio of property to be appropriated. Marketing and disposal of remaining sites.
- Education QED capital programme continues to release surplus sites. Bring forward for marketing/ disposals or appropriation as appropriate.
- Continue to review the Councils portfolio and identify opportunities to release surplus land and property for disposal.
- Respond to statutory notices under Leasehold Reform Act and dispose of freehold interest in those residential properties let on long lease.
- Miscellaneous small plot sales to be progressed on ad hoc basis.

10.3 **Property Investments**

10.3..1 Actions:

A major piece of work undertaken related to the independent review undertaken by JLL which validated the current approach with regards to the investment portfolio. This review also identified a property investment fund be created to maximise the Council's strategic position. The creation of a fund, building on the knowledge of the Swansea property market coupled with the ability to borrow at beneficial rates would place the Council in an advantageous position. This has been set up and good progress has been made in identifying opportunities and progressing negotiations.

10.3..2 Outputs: Key actions expected during 2021-25 include:

- Now that the investment model is proven, a review of the initial £5m mandate is required so that the Council can pursue larger lot sizes which can often yield better returns.
- Where possible, concentrate efforts on opportunities which can immediately release marriage value i.e. where the Council already owns the freehold interest. This will enable the Council to be competitive within the market place whilst also 'de-risking' the investment.
- Whilst the above is achievable, the authority must be mindful of the CIPFA guidance which is likely to suggest local Councils are not able to purchase property for yield only without being locked out of PWLB. Therefore, opportunities that offer alternative or redevelopment angles in the medium/long term should be considered. Ultimately, if the investment opportunity is being purchased purely for yield then the S.151 officer must be prepared to be excluded from PWLB borrowing in future years.

10.4 **Regeneration and Economic Development**

10.4..1 Actions:

The Digital Square project has been renamed Copr Bay Phase 1 and is due to be completed in September 2021 providing a 3,500-capacity arena, coastal park, car parking, residential units, commercial units and a bridge over Oystermouth Road. Subsequently the St Davids car park and Llys Dewi Sant building are to be demolished. Detailed designs of the hotel are being progressed along with delivery mechanisms.

The Council are in agreement with ATG a leading theatre operator to run the venue under a 30-year agreement in return for an annual rent. Pobl Housing Association will have a long lease on the residential block in return for an upfront capital receipt. Detailed discussions with prospective tenants are taking place for all of the commercial units.

71-72 The Kingsway – formerly known as Digital Village the Council has a scheme for 114,00sq ft of flexible office space and ancillary accommodation primarily aimed at creative industries and the tech sector. This is due to start on site Q3 2021 with completion Q2 2023. The Council will retain the freehold and let the accommodation to 3rd parties to include a flex operator and more traditional type tenants. In addition, the Council will be refurbishing the adjacent property 69/70 The Kingsway following its acquisition by the Council in 2016. This is anticipated to start on site Q4 2021 and completed Q2 2022. The use is intended to be complementary to 71/72 in terms of providing flexible office accommodation and ancillary space.

Public realm works to the former car park at the rear are proposed to add value to these and neighbouring developments.

Kingsway infrastructure works to support redevelopment in this area have already been undertaken.

Potential acquisitions of neighbouring properties are being explored, to improve connectivity and bring positive benefits to the area through additional footfall.

DPD constructed a 60,000sf warehouse at Felindre that opened at the end of 2019. Active marketing is ongoing to attract further high end industrial manufacturing, including detailed discussions with another potential occupier.

Further release of residential land at Tregof Village, Swansea Vale expected in 2022.

10.4..2 Outputs: Key actions expected during 2021-25 include:

- The Council are in the process of procuring a long term development partner to work alongside in order to ensure ongoing regeneration of the city centre and build upon the significant investment made so far, including Copr Bay and 71-72 The Kingsway. The seven key sites included in the procurement exercise along with the proposed opportunities are:
 - Swansea Central North – mixed used development to include offices, leisure and retail, residential and public realm.
 - Civic Centre – repurposing of the civic centre for mixed use development along with a waterfront leisure destination and residential
 - St Thomas – residential led waterfront scheme linking St Thomas community to the city centre.
 - Hafod Copperworks – heritage led mixed use development scheme to deliver a major leisure destination, including Skyline.
 - Sailbridge – mixed use waterfront leisure and residential scheme.
 - Oxford Street Schools – city centre mixed use development.
 - Site 9 The Marina – residential led coastal development.

with provision to bring in additional sites in the future.

- It is anticipated that a partner will be selected and legal agreements in place during Q3 2021. Key actions in the short to medium term are delivery of regeneration schemes at Swansea Central North, Civic Centre and St Thomas whilst working up the programme for delivering the remainder. The outcome of ongoing discussions with Skyline for a proposed luge attraction in Swansea will determine the timeline for delivering Hafod Copper Works.
- In addition to the above initiatives include:
 - Ongoing regeneration at Copr Bay, in particular delivery of the hotel.
 - Delivery of 71-72 The Kingsway, due to start on site Q3 2021 with completion Q2 2023, alongside the refurbishment of 69-70 The Kingsway and associated public realm in the former rear car park.
 - Delivery of upgraded public realm and commercial opportunities at Castle Square with play and green space to complement city centre investment and increase visitor dwell time. Aiming for planning consent by June 2022 and construction completion August 2023. Complementary public realm enhancements to Wind Street are being undertaken, to be completed Q4 2021, which will further enhance the city centre and integrate key spaces.
 - Ongoing infrastructure and marketing of sites at Swansea Vale and Felindre.

- Deliver recommendations emerging from a Repurposing report currently being prepared, that identifies key interventions to secure the future of the city centre following a decline in retail, exacerbated by the Covid pandemic. This is likely to include updating Council strategies, delivering specific regeneration projects, ensuring a coherent and well maintained public realm and supporting the private sector to deliver other initiatives.
- Progress the refurbishment works at Hafod Copperworks, with a focus on the Laboratory Building, utilising Levelling-Up funding if successful in the UK Government bidding process.
- Palace Theatre- completion of construction works and creation of a new innovative, incubation facility for emerging businesses

10.5 **Capital Programme**

10.5..1 Action:

Currently there are significant Capital Projects that relate to all priority strands of this document, including Band B QED and those relating to the HRA which are managed elsewhere. Future Capital spend is undertaken within a structured process ensuring greater visibility and corporate ownership of the Programme.

Specifically, the allocated budget for Capital Maintenance over recent financial years has been £4M. There has an additional £1M allocated in financial years which was specifically targeted at business continuity issues throughout Swansea Schools. We have also received in excess of £3M from Welsh Government in each of the last two years to help reduce the backlog maintenance within schools.

As of February, the backlog maintenance within CCoS assets is in the region of £211M.

Projects will be selected on a priority basis. The criteria for selection (unless otherwise stated) were based upon condition rating, legislative compliance, health and safety indications, likelihood of failure and business continuity.

Asset Management Group will review and inform emerging Capital Strategy

As this document relates to land and buildings the Capital Programme governing Highways Infrastructure and Housing (HRA) is outlined in a standalone document.

10.5..2 Outputs: Key actions expected during 2021-25 include:

- QED Capital schools programme.
- More Homes programme

10.6 **Collaboration**

10.6..1 Action:

Formalisation of Community Asset Transfer Policy and continued negotiation around ongoing CATs. Co-ordination of Local Property Board as part of the Ystadau Cymru initiative to ensure linkages with the vision remains to ensure sustainable and improved access to Council services

using existing local assets “differently” helping empower citizens to provide and support them in what they need within their community.

10.6..2 Outputs: Key actions expected during 2021-25 include:

- The completion of the City Centre Community Hub to inform the model and branding for a network of Community facilities tailored to meet the specific needs of those communities. All buildings identified to be operated within the adopted Community Hub model to be effective within the life of this Plan.
- A review of the CAT policy to ensure it is aligned with the land transaction rules

11.0 Recovery

11.1 On the 15th October 2020 Cabinet approved the strategy on the initial re-mobilisation of the Council and the immediate priorities from the COVID-19 crisis, the longer term plan from recovery to framework to replace Sustainable Swansea Strategy with Swansea – Achieving Better Together. Many aspects of the Asset Management Plan 21-25 will ensure continue support for resilience within Council Services with a particular emphasis on the built environment and the regeneration of the wider economy.

11.2 It is to be suspected that the lifespan of this document will have to react to the challenges of the uncertainty in particular around the economy and the local financial position.

12.0 Climate Change

12.1 In June 2019 Swansea Council declared a climate emergency. In response to this a programme of activity is being developed to support the delivery of:

- Net Zero Carbon Council by 2030
- Net Zero Swansea by 2050.

12.2 In order to achieve net zero by 2030 the council needs to reduce or offset its current total emissions which equate to 27,500TCo2 for 19/20. This includes:

- Council Buildings – The Energy Strategy and Carbon Management Action Plan, approved by Cabinet on the 19th November 2020, details initiatives to support the net zero carbon journey e.g. increase the pace and scale of the Re:Fit Cymru programme, with the provision of available resource and finance.
- A commitment to construct and Build new schools and future civic buildings to net carbon zero.

The combined effect of these two commitments could equate up to a 20% reduction in emissions equivalent to 20% or 4000T Co2.

12.3 The intention of increasing tree cover and other measures as part of its biodiversity plan such as the installation of a new green infrastructure will also support the offsetting of carbon emissions.

13.0 Integrated Impact Assessment Implications

- 13.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- 13.2 Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- 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.
 - Deliver better outcomes for those people who experience socio-economic disadvantage
 - Consider opportunities for people to use the Welsh language
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 13.3 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 13.4 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 13.5 The Asset Management Plan has a low impact for all groups due to it being an overarching plan for the Council and although many of the projects cited in the plan will impact on a variety of groups, each project will complete their own individual IIA.
- 13.6 Heads of Services and Senior Managers with relevance in the plan have been consulted and provided input to the plan and all Heads of Service have provided their department's asset implications supports the overall plan. Each project identified as part of the Asset Management Plan will be subject to their own consultation and engagement plan when necessary.
- 13.7 The Well-being of Future Generations Act states that it will enable public bodies to strengthen arrangements for the effective management of their assets in terms of the management of physical assets and facilities. During the life of this 4-year plan, officers within the Council's property and more specifically those responsible for service delivery, will continue to work with communities to ensure services are delivered to meet their needs. This will

apply not just to specific cross cutting reviews but will be embedded throughout all business plans linking into service asset plans.

- 13.8 The Asset Management Plan is low risk as it's an overarching plan looking to raise awareness of the Councils asset implications, however projects identified in the plan will complete their own IIA to assess the potential risk.
- 13.9 The cumulative impact of this proposal is an overarching view of asset implications across the authority, raising awareness to all services. As each individual project comes to fruition, cumulative impact will be identified as part of the scheme.
- 13.10 The EIA screening form (Appendix B) has been completed and reviewed, as the Asset Management Plan is an overarching plan for all services across the Council and projects identified would individually complete the IIA process, it was reasoned a full IIA does not need to be completed.

14.0 Financial Implications

- 14.1 As this is an overarching plan for all services across the Council there are no financial implications. As the development of each scheme progresses, financial implications will be identified and reported on.

15.0 Legal Implications

- 15.1 As this is an overarching plan for all services across the Council there are no legal implications. As the development of each scheme progresses, legal implications will be identified and reported on.

Background Papers: None

Appendices:

Appendix 1 - Council's Asset Management Plan on a page

Appendix 2 - IIA screening form

Appendix 1

ASSET MANAGEMENT PLAN 2021-25 ON A PAGE







ASSET MANAGEMENT POLICY

The creation of a flexible, efficient and sustainable property portfolio meeting the objectives of the City and County of Swansea.

ASSET MANAGEMENT STRATEGY

To deliver a Corporate Landlord solution ensuring a highly performing asset portfolio.

ASSET MANAGEMENT PLAN

<p>Corporate Landlord</p> 	<p>Disposals</p> 	<p>Property Investments</p> 	<p>Regeneration and Economic Development</p> 	<p>Capital Programme</p> 	<p>Collaboration</p> 
<ul style="list-style-type: none"> • Agile Office • Depot Review • Centralisation of property budgets • Service Asset Management Plans • Compliance checks • Energy Strategy • Carbon Reduction Strategy/Climate Change 	<ul style="list-style-type: none"> • Maximising returns • Commercial approach • Supporting More Homes 	<ul style="list-style-type: none"> • Maximising Income • Commercial Approach • Investment Fund • Review of Property Performance 	<ul style="list-style-type: none"> • City Centre Strategy • City Deal • Strategic Sites • Hafod Copperworks • Reshaping Swansea 	<ul style="list-style-type: none"> • WHQS • Cap Maint. • More Homes • QED • Cross Cutting Review • Highway Asset Management Plan. 	<ul style="list-style-type: none"> • Identified Collaborative Opportunities • Community Service Hubs

Integrated Impact Assessment Screening Form – Appendix 2

Please ensure that you refer to the Screening Form Guidance while completing this form.

Which service area and directorate are you from?

Service Area: Property Services

Directorate: Place

Q1 (a) What are you screening for relevance?

- New and revised policies, practices or procedures
- Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- Efficiency or saving proposals
- Setting budget allocations for new financial year and strategic financial planning
- New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- Large Scale Public Events
- Local implementation of National Strategy/Plans/Legislation
- Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- Major procurement and commissioning decisions
- Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b) Please name and fully describe initiative here:

Property Services Asset Management Plan 2021-25

The plan sets out a very broad framework of high level asset management initiatives, alongside the following separate documents Highways Asset Management Plan (incorporating highway infrastructure) and 2020 HRA Business Plan (incorporating housing revenue account assets), which together allow for a corporate approach to asset management.

Q2 What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact		Medium Impact		Low Impact		Needs further investigation
	+	-	+	-	+	-	
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Integrated Impact Assessment Screening Form – Appendix 2

**Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement**

Relevant Heads of Services and Senior Managers have had input into sections appropriate to their service areas.

All Heads of Services have updated their service asset management plans which supports the overall Property Services Asset Management Plan.

Each project identified as part of the Asset Management Plan will be subject to their own consultation and engagement plan when necessary.

Q4 Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

a) Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?

Yes No

b) Does the initiative consider maximising contribution to each of the seven national well-being goals?

Yes No

c) Does the initiative apply each of the five ways of working?

Yes No

d) Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?

Yes No

Q5 What is the potential risk of the initiative? (Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc...)

High risk

Medium risk

Low risk

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

Yes No If yes, please provide details below

The plan outlines a number of services responsibilities in relation the asset management, these initiatives may impact Council services on a variety of levels.

Q7 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)

The asset management plan has an impact on all services, and highlights the Councils asset implications for the next five years for all to be aware. As each individual project comes to fruition, cumulative impact will identified as part of the scheme.

Integrated Impact Assessment Screening Form – Appendix 2

Outcome of Screening

Q8 Please describe the outcome of your screening below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

The Property Services Asset Management Plan has a low impact for all groups due to it being an overarching plan for the Council and although many of the projects cited in the plan will impact on a variety of groups, each project will complete their own individual IAA.

Heads of Services and Senior Managers with relevance in the plan have been consulted and provided input to the plan and all Heads of Service have provided their departments asset implications supports the overall plan. Each project identified as part of the Asset Management Plan will be subject to their own consultation and engagement plan when necessary.

The Well-being of Future Generations Act states that it will enable public bodies to strengthen arrangements for the effective management of their assets in terms of the management of physical assets and facilities. During the life of this 4-year plan, officers within the Council's property and more specifically those responsible for service delivery, will continue to work with communities to ensure services are delivered to meet their needs. This will apply not just to specific cross cutting reviews but will be embedded throughout all business plans linking into service asset plans.

The Asset Management Plan is low risk as it's an overarching plan looking to raise awareness of the Council's asset implications, however projects identified in the plan will complete their own IIA to assess the potential risk.

The cumulative impact of this proposal is an overarching view of asset implications across the authority, raising awareness to all services. As each individual project comes to fruition, cumulative impact will be identified as part of the scheme.

(NB: This summary paragraph should be used in the relevant section of corporate report)

Full IIA to be completed

Do not complete IIA – please ensure you have provided the relevant information above to support this outcome

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.

Screening completed by:
Name: Hannah Thomas
Job title: Project Manager
Date: 13-05-21
Approval by Head of Service:
Name:
Position:
Date:

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

Agenda Item 10.



Report of the Cabinet Member for Delivery & Operations

Council – 1 July 2021

Membership of Committees

Purpose:	Council approves the nominations/amendments to the Council Bodies.
Policy Framework:	None.
Consultation:	Political Groups.
Recommendation:	It is recommended that: 1) The amendments to the Council Bodies listed in paragraph 2 be approved, and the change made to Outside Body in paragraph 3 be noted.
Report Author:	Gareth Borsden
Legal Officer:	Tracey Meredith
Finance Officer:	N/A
Access to Services Officer:	N/A

1. Introduction

- 1.1 Meetings of Council regularly agree and amend the membership of the various Committees/Council Bodies as reflected in the lists submitted by the Political Groups.

2. Changes to Council Body Membership

- 2.1 The political groups have indicated that they have changes to the following Council Bodies:

Governance & Audit Committee

Remove Councillor Hannah Lawson
Add Councillor Oliver G James

Scrutiny Programme Committee

Remove Councillor Jen A Raynor
Add Councillor Hannah Lawson

Economy & Infrastructure PDC

Remove Councillor Matthew Jones
Add Councillor Peter K Jones

People PDC

Remove Councillor T Mike White
Add Councillor Matthew Jones

Poverty Reduction PDC

Remove Conservative vacancies
Add Councillors David W Helliwell and Lyndon R Jones

Recovery & Future Generations PDC

Remove Councillor Hannah Lawson
Add Councillor T Mike White

Chief Officers Disciplinary Appeals Committee

Remove Councillor Will G Thomas
Add Conservative vacancy

3. Outside Bodies

- 3.1 The Leader has made the following amendment to the outside body below:

Swansea Public Services Board – Partnership Forum

Removed Councillors Jen A Raynor, Clive E Lloyd and Sam Prichard
Added Councillor Robert V Smith, Louise S Gibbard and Alyson Pugh

4. Financial Implications

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

5. Legal Implications

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

Background Papers: None

Appendices: None

Agenda Item 11.



Report of the Cabinet Member for Delivery & Operations

Council – 1 July 2021

Amendment to Appointment of Lord Mayor's Cadet

Purpose:	This report is to advise the Council that three Lord Mayor's cadets will be appointment to represent each of the Armed Forces Cadet Services per municipal year
Report Author:	Joanne Jones
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar
For Information	

1. Amendment to the appointment of Lord Mayor's Cadet

- 1.1 Council on 4 June 2020 were advised a Lord Mayor's cadet would be appointed from either the Swansea Sea Cadet, Army Cadet Force or RAF Air Cadet Forces to become his/her cadet for the municipal year on a rotational basis.
- 1.2 Following discussion with the Right Worshipful The Lord Mayor of the City and County of Swansea, Cllr Mary Jones and the Armed Forces Champion, Cllr Wendy Lewis, three Lord Mayor's Cadets will be appointed, one from each of the cadet forces for each municipal year. This will replace the original proposal as set out in 1.1 above.
- 1.3 This would give each of the cadet forces the opportunity to nominate an exceptional candidate every municipal year and would not disadvantage any individual due to the appointment being on a rotational basis.
- 1.4 There will be no change to the cadet's proposed formal duties or the recruitment process.

2. Requirements for the Role

- 2.1 There will be no changes to the requirement of the role, with the candidates being of the highest standards with good interpersonal skills with the ability to interact with a wide range of people.
- 2.2 Nominations will normally be a senior cadet who is under 18 on 1st of May of the year in which they take up the appointment. They would normally be expected to continue the Cadet Service for at least 12 months following their appointment as the Lord Mayor's cadet.
- 2.3 It will be the responsibility of the appointed Cadet Force to liaise with the Lord Mayor's Office to determine the duties for which the cadet will be required.

3. Ceremony Arrangements

- 3.1 Following their selection for 2021/2022, the cadet from each of the three cadet forces will be appointed at a socially distanced ceremony at the Guildhall. For future years and pending restrictions being fully lifted due to the covid-19 pandemic, it is proposed the cadets will be appointed at the ceremonial council to inaugurate the Lord Mayor and begin their term of office.
- 3.2 The Lord Mayor's cadets will be presented with a special badge to wear whilst undertaking official duties during the municipal year and at the end of their term of office, they will be presented with a certificate.

4. Integrated Impact Assessment

- 4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, 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 Acts.
 - 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.
 - Deliver better outcomes for those people who experience socio-economic disadvantage
 - Consider opportunities for people to use the Welsh language
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

- 4.2 The proposal has no implications and an Integrated Impact Assessment is not required in this instance.

5. Legal Implications

- 5.1 There are no legal implications.

6. Financial Implications

- 6.1 The cost of the badges and certificate and any hospitality relating to the Cadet's attendance at a civic function will be met from the Lord Mayor's Office.

Background papers: None

Appendices: None.

Agenda Item 12.



Report of the Chair of the Scrutiny Programme Committee

Council – 1 July 2021

Scrutiny Dispatches – Impact Report

Purpose:	To present a report from the Scrutiny Programme Committee to Council on the impact of scrutiny.
Policy Framework:	None
Consultation:	Finance, Legal, Access to Services
Report Author:	Brij Madahar
Finance Officer:	Paul Cridland
Legal Officer:	Debbie Smith
Access to Services Officer:	Catherine Window
For Discussion	

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for the overall work programme, including the various informal scrutiny activities, and monitoring progress to ensure that the work is effective.
- 1.2 The Committee is also concerned about improving communication and public engagement, and getting more coverage in the media so that the public are more aware of the work of scrutiny.
- 1.3 In order to provide 'headlines' from scrutiny activity and give the work of scrutiny greater visibility, both for Council and public audience, a 'Scrutiny Dispatches' report is published.

2. Scrutiny Dispatches

2.1 'Scrutiny Dispatches' is intended to demonstrate scrutiny achievements and outcomes. It is effectively a regular report about impact and how scrutiny is making a difference, rather than a descriptive account of scrutiny activities. The aim is to focus on and promote a small number of 'significant stories'. A chair's roundup is also featured to highlight other work.

2.2 The latest report is attached for Council discussion – see **Appendix 1**. This issue reflects on the whole of the short 2020/21 municipal year, and features scrutiny of:

- Regional Partnerships
- Tackling Violence Against Women, Domestic Abuse and Sexual Violence
- Active Travel Consultation Process
- Staff Health & Well-being
- Council Budget
- Digital Inclusion

The chair's roundup talks about progress with the work programme, the impact of the pandemic, holding cabinet members to account, and following up on the Equalities Scrutiny Inquiry recommendations.

2.3 As well as being a report to Council the content will be shared more widely, with advice and support from the Council's Communications Team and utilising social media. This should help raise awareness of the work and impact of scrutiny, and hopefully encourage more public engagement and participation in scrutiny. It is anticipated that some of the impact stories within Scrutiny Dispatches will generate press releases. Scrutiny Dispatches will also form part of the Scrutiny Annual Report.

2.4 In order to ensure that people are informed more generally about the work of scrutiny a monthly e-newsletter is also being produced, via an email subscription (www.swansea.gov.uk/scrutinyemail), and includes details of:

- Topics being looked at by Scrutiny
- Progress with current activities
- Forthcoming Panel and Working Group meetings

3. Integrated Assessment Implications

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

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

The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'. Our Integrated Impact Assessment process ensures that we have paid due regard to the above.

3.2 There are no impact assessment implications associated with this report.

4. Financial Implications

4.1 There are no specific financial implications raised by this report.

5. Legal Implications

5.1 There are no specific legal implications raised by this report.

Background papers: None

Appendices:

Appendix 1 – Scrutiny Dispatches Impact Report

Scrutiny Dispatches

City & County of Swansea – 2020/2021

‘How scrutiny councillors are making a difference’

Continuing to play a role in Regional Scrutiny

Decisions taken at a regional level have important implications for local citizens in Swansea and therefore scrutiny is vital to ensure any new decisions made through regional bodies and public service collaborations are held to account.

Swansea Bay City Deal

(Lead: Councillors Jan Curtice, Phil Downing, & Jeff Jones)

The Swansea Bay City Region covers the four local authority areas of Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea. The Swansea Bay City Deal sets out an integrated, transformational approach to delivering the scale and nature of investment needed to support plans for growth in the Region.

The Swansea Bay City Region Joint Committee (SBCRJC) has been established to deliver the Swansea Bay City Deal.

Three members from each of the four local authorities form the Swansea Bay City Region Joint Scrutiny Committee which is in place to hold to account all decisions made by the SBCRJC, and monitor of the City Deal Programme

This Joint Scrutiny Committee meets every two months. At its last meeting held on 2 February 2021 the committee received verbal updates from Swansea University’s Pro-Vice Chancellor for Planning and Resources, Professor Steve Wilks on the Life Science & Well-being Campuses and from officers on the Swansea Bay City Deal Funding.

Members expressed disappointment that no written documentation had been received to accompany the Pentre Awel Project update which was also on the agenda for this meeting. Members deferred this item to a future meeting with a written update to accompany it.

The Chair of the Committee addressed overall concern about the lack of written updates being provided to the committee and stated that the Committee’s expectations going forward are that written information must accompany all agenda items so that the Committee can fully carry out its scrutiny function appropriately.

Update on the Life Science & Well-being Campuses:

The committee heard about this project which has a City Deal value of £15m, is projected to create 1100 jobs and add £150m to the GVA by 2031 and it encompasses two phases. Phase one is concerned with improving treatments and recovery so that people are able to return to their home environments at a much faster pace.

Phase 1 is fundamentally the City Deal funding which will provide support to invest at the Morriston Hospital site: refurbishment of the management centre, essentially linking clinical innovation and unlocking access to the Morriston Hospital site and the Sketty Lane site: this will include the development of a Sports Science & Well-being Technology Centre, the University is currently looking to identify potential partners to work in collaboration with. Phase 1 will essentially unlock phase two.

Members queried the effect of COVID-19 on the University's financial position and heard from Professor Wilks that the University are in a '*fair and strong*' position from a financial perspective. He added that the University are still fully committed and are able to deliver the projects they have committed to and there has been no change or impact on the University's commitment to the deal, in light of the pandemic.

Members queried the current relevance of the nine projects within the City Deal and members specifically referred to the Digital Infrastructure project and if there would be a requirement for future funding requirements to amplify the project. Members queried if the project would still be relevant considering the digital age currently moving at a rapid pace due to the pressures posed by the pandemic. Professor Wilks was confident the project would respond and meet its relevant aims.

The Committee asked that a written update on the University's involvement with City Deal projects be provided.

Education Through Regional Working (ERW)

(Lead: Councillors Lyndon Jones & Peter Black)

ERW has been one of Wales' four consortia who work with schools to raise standards and provide a range of support, which includes professional development and intervention programmes. Swansea Council has been one of the six local authorities who signed up to this regional improvement service. Swansea was the host authority for the joint ERW Scrutiny Group meeting in March which then included Scrutiny Councillors from the five local authorities Swansea, Powys, Ceredigion, Carmarthenshire and Pembrokeshire. The aim of this Joint Scrutiny Group has been to help ensure the best educational outcomes for children in the ERW region by supporting effective scrutiny to:

- Support consistent scrutiny across each council
- Share scrutiny good practice
- Encourage shared scrutiny approaches and avoid the duplication of scrutiny work
- Provide critical and objective challenge to ERW on topics of interest as required
- Contribute to the good and effective governance of ERW

Swansea had given notice to leave this consortium arrangement on 31 March 2020 by 1 April 2021, but the Education Scrutiny Performance Panel heard that a report has gone to Cabinet asking it to defer removal of Swansea from ERW to allow more time for the region to set up the arrangements for a new regional body that will commence from 1 September 2021. Swansea, Carmarthenshire, Powys and Pembrokeshire Councils have agreed to remain within the interim partnership until 31 August 2021. Discussions are continuing into which Councils will be included in the new arrangements post September 2021.

The Scrutiny Councillor Group asked what the governance arrangements of the new partnership will be and how scrutiny will fit into this new model, what its key objectives will be and how will success be measured. The Group was informed that new arrangements will be taken to each local authority's Cabinet for agreement and that these plans and the governance model will also be shared with scrutiny locally.

Continuing to monitor issues of public concern

Since the start of the pandemic there have been reports in the media and growing public concern over increases in domestic abuse cases across the UK, Wales included.

(Lead: Councillor Paxton Hood-Williams)

The Child & Family Services Scrutiny Panel focussed on the Wales Audit Office's (WAO) report: Tackling Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV).

The Panel heard from senior officers that at the start of the pandemic there was a discrepancy found between the media reporting of increases in domestic abuse cases and the reporting on the ground. The Service found a decrease in the number of referrals reported to the police and in referrals to the specialist sector. Officers explained that this suggested people were either not able to reach out and access support or felt that they could not for whatever reason.

The Panel heard that the Service focussed on a multi-media communications campaign and also took into account the effects of digital poverty. Funding was secured to distribute tablets, mobile phones and WI-FI dongles to ensure families affected by domestic abuse had the means to seek help.

The Panel expressed their gratitude to officers and staff across the Authority for their hard work in continuing to tackle VAWDASV during these difficult times.

The Panel heard that the Council has made good progress and met all five generic recommendations that came out the WAO report. The Panel was pleased to hear that Swansea's work around the Domestic Abuse Hub had a mention in the WAO report and was found to be an innovative way of working.

The Panel noted from the report, a funding gap for prevention work and queried if there is currently enough funding for the work that needs to be done. Officers explained that there has been additional funding but there is still a gap. The Panel noted that this funding is positive, however, it comes at a risk as the work is funded by grants that are uncertain going forward. Officers explained that this issue is often discussed with Welsh Government as it needs to be mainstreamed.

The Panel is eager to assist regarding mainstreaming of funding and have asked officers to provide further information on how this could be achieved.

The Panel has also asked if training can be put in place for all councillors, as school governors, to raise awareness.

Active Travel

(Lead: Councillor Peter Black)

Following a public request for scrutiny, with concerns about the implementation of Active Travel schemes and questions about the extent of public consultation carried out, the Scrutiny Programme Committee discussed this matter with the Cabinet Member for Environment Enhancement & Infrastructure Management, along with input from lead officers. The scrutiny session helped to shed light on and understand what consultation processes the Council utilises and why; and the Committee considered whether, in light of experience, that could be improved, and any wider learning points for the future.

As a result of this scrutiny the Cabinet Member has given his commitment to maintaining a public dialogue on all future Active Travel schemes, including local residents and community groups, as well as local councillors. He is making improvements to the information publically reported to Cabinet, including maps of routes proposed to be constructed in 2021/22. This will be supported by communications to raise awareness and provide opportunities for engagement on schemes under development.

Investigating the impact of the pandemic on health & wellbeing of staff

The Covid-19 pandemic has had great impacts on how we all work and live. The Workforce Scrutiny Working Group looked at the impact of the pandemic on the health & wellbeing of staff; how the Council is supporting this; issues around home working; staff sickness; staff turnover; use of agency staff and pressures.

(Lead: Councillor Cyril Anderson)

The Working Group (WG) received an update on the position the Authority was in before the pandemic regarding agile working and heard that overall it was 'good'.

The WG noted that the Health and Safety Team were able to put in place a large amount of support for the wellbeing of the workforce.

Staff stress and anxiety was discussed and the WG queried whether the Authority employs psychologists in the Wellbeing Team and if more could be employed. Officers confirmed 'Talking Therapists' are employed and that front line staff have found this service invaluable. The WG has requested clarification from Cabinet Members on the qualification of these 'Talking Therapists', if they are employed by the Authority and what their role is.

The WG has since heard back that they are BACP (British Association of Counselling & Psychotherapy) accredited and qualified in Counselling and Stress management and there are also two EMDR (Eye Movement Desensitisation & Reprocessing) specialists to treat PTSD (Posttraumatic stress disorder).

Regarding mental health help the WG requested clarification of the correct procedure for staff to follow, the services they can access for help and what happens after the initial contact has been made.

Response from Cabinet Members explained that Staff can self-refer or through a manager. They are triaged based on risk and then contacted by a counsellor. During Covid, front line staff have been prioritised for contact within 24hours. There is also support for managers and a range of on-line resources available to staff over the intranet. The WG was also informed that significant feedback from staff has been received and many have stated that they would not have remained in work without the support – over 90% of staff under the care of the service remain in work and do not go off sick.

The WG queried Trade Union (TU) engagement and insight and heard that meetings with Unions were held weekly during the height of the pandemic and are now held two-weekly. Issues raised were addressed at these meetings. The WG were pleased with this extensive engagement with the TUs and expressed that they wish to see this continue in the future. The WG was reassured in the response received from Cabinet Members that *'Trade Union engagement continues on a fortnightly basis to discuss emerging HR and health and safety points.'*

The WG expressed the wish to meet again in six months once the results of the second staff survey have been analysed and when there is a better understanding of what the future holds for the Authority and its workforce.

Ensuring the Council's budget and corporate arrangements are effective and efficient

(Lead: Councillor Chris Holley)

The Service Improvement & Finance Panel discussed the Quarter 3 (Q3) Budget Monitoring report 2020-21, the Mid-Year Budget Statement 2020-21 and the Treasury Management Strategy Statement. The Panel heard that Capital financial requirements will go up by hundreds of millions of pounds, measured as a percentage of the revenue budget. Officers explained that in every scenario, they see budgets going up, although subject to complex interplays.

The Panel queried the general fund capital expenditure; why there is a huge difference in the original estimate / outturn. Officers explained that this is due to a direct consequence of building the Arena, fuelled by the field hospital expenditure. The Chief Finance Officer commented that this demonstrates the sheer amount of capital spend that is underway.

The Panel has since written to the Cabinet Member for Economy, Finance & Strategy and asked for detailed information about the expected increase in repayments relating to the general fund capital expenditure due to the increase in the borrowing requirements.

Considering work done to increase digital inclusion in Swansea

The Digital Inclusion Scrutiny Working group looked at the work done by the Authority to increase digital inclusion before and during the pandemic, the work already planned for 2021/22 and what the Authority has planned for the future, post COVID-19.

(Lead: Councillor Lesley Walton)

The Working Group (WG) discussed the Council's Digital Inclusion Strategy/Framework. The WG felt that it is important to look at how people are accessing council services now as opposed to pre-pandemic as they recognise the landscape has changed rapidly since the start of the COVID19 Pandemic.

The WG felt that since many more people are now online in some form, the strategy should be more focussed on equality and the title of digital 'equality' framework should be used rather than the term digital 'inclusion' as this would better reflect the strategy moving forward.

The WG agreed that the Digital Inclusion Strategic Framework (DISF) needs to be reviewed in light of new data emerging post pandemic and to reflect the natural demographic shift over the coming years. The WG was informed that a draft DISF had been developed pre Covid and will now be reviewed. The WG has requested to be contacted at the appropriate time to contribute to this piece of work.

The WG heard that a variety of methods of communication are used to reach Swansea residents, whether digitally included or excluded. The WG was particularly pleased to hear about the 'Chatbot' that went live during the pandemic to assist people when looking for information and signposting in relation to domestic violence. The WG felt this was a good example of how we can use our website to assist those who are most in need.

The WG heard that a new and improved council wide website is being developed. Proposed improvements include: good practice in accessibility and the use of plain English and Welsh language. The Web Manager is working with the Access to Services officer so views from different equality groups are sought. The new website is due to be delivered in the late summer, the WG have requested to be contacted at an appropriate time to provide feedback and thoughts on the new website's design.

The WG congratulated officers for the good work done so far and especially throughout the difficult times during the pandemic. Overall the WG agreed that the Council is on the right track with its Digital Inclusion Strategy and do recognise that the Council is keen to make the right improvements moving forward.

The WG expressed wishes to revisit this issue on an annual basis given its importance and the work that is continuing to be done by the Authority to improve in this area.



Chair's Round up

This is my roundup of the work of scrutiny for 2020/21, as Chair of the Scrutiny Programme Committee.

Chairing Scrutiny

I was delighted to be elected Chair of the Scrutiny Programme Committee in June 2020 to lead the work of scrutiny in Swansea. Thanks, however, must go to the outgoing chair, Cllr. Mary Jones, who provided leadership since 2014 and achieved so much, overseeing numerous improvements to scrutiny process and practice here, with arrangements receiving regular praise from auditors and inspectors, helping to make Swansea Scrutiny well regarded by others.

Work planning

With the delayed start to the 2020/21 council year we decided to plan for the next 18 months, taking things up to May 2022. For the first time we held a remote Work Planning Conference, which took place in October, and it worked very well enabling more scrutiny councillors to participate than we have seen previously. Taking into account work already committed and feedback from the Conference, a work programme was agreed by the Committee. Always looking to improve the way we do things, we agreed to make some key changes:

- The Committee work plan moving away from routine monthly Cabinet Member Q & A sessions to a more targeted approach, creating space to examine specific issues of concern, and any gaps in the overall programme, for focussed discussion at Committee meetings.
- Incorporating scrutiny of the Public Services Board into the work of the Committee, removing the need for a standalone Performance Panel to carry out this work.
- Ensuring the Committee incorporates into its work plan specific follow up on any recommendations made to cabinet members by Scrutiny Working Groups.
- Changing the frequency of the Adult Services & Child & Family Services Performance Panels, aligning them both to a 6-weekly cycle, reflecting their equal importance.
- Increasing the frequency of the Natural Environment Performance Panel from quarterly to every two months, reflecting the growing seriousness of issues around biodiversity and climate change and their importance.

Aside from the work of the Committee and six Performance Panels, which meet on an ongoing basis, we included space in the Programme to look at Procurement, and Anti-Social Behaviour for in-depth inquiry, and Workforce, Digital Inclusion, Bus Services and Health City as one-off Working Groups.

Adapting the work of Scrutiny

Since the end of March 2020 meetings have been conducted on-line via Microsoft Teams. We were happy to learn we were the first Council in Wales to hold a remote scrutiny meeting!

The pandemic has of course caused some disruption to the delivery of the work programme, and work of scrutiny. Our activity has had to be flexible and responsive to organisational pressures as the Council has needed to focus its efforts on tackling the pandemic and dealing with the impact locally. We have, however, ensured focus on monitoring and challenging Council action in relation to the COVID-19 response and recovery. Within the Committee, there was continued discussion with the Leader of the Council and members of the Corporate Management Team on the local impact of the pandemic, dealing with the immediate issues / challenges, as well as short, medium and long term planning.

All Performance Panels have drilled down on the service specific experience and issues. The two Social Services Panel met jointly for a period to reduce the burden on work on the department. The work of other Panels had to adjust and re-focus accordingly, with meeting frequency also affected.

Questioning Cabinet Members

Although moving away from routine Q & A sessions at Committee, Cabinet Members have been held to account on an ongoing basis through meetings of the Committee, our six Performance Panels, and Working Groups, whether to discuss specific topics of concern, a range of service / policy issues, or whole service improvement. Acting as a 'critical friend', we have questioned and challenged them on their priorities, actions, achievements and impact. The Committee has continued to call in the Leader of the Council for questioning and at a meeting in January 2021, he was asked about COVID-19 Response & Recovery, Brexit implications and response, the Council Budget, Partnership / Regional Working, and City Centre Regeneration. We invite the public and all scrutiny councillors to contribute ideas to ensure the Committee asks the right questions. We have published a summary of each scrutiny session and views of scrutiny in a letter to relevant Cabinet Members, ensuring an ongoing conversation between scrutiny and the executive to advise and exert influence.

Following up on scrutiny of Equalities

The Equalities Inquiry Panel followed up on progress with implementation of scrutiny recommendations and impact of the inquiry that was published in 2019. The Panel had come up with ways in which the Council could embed requirements under the Equality Act 2010 (Public Sector Duty for Wales). Although some good progress was acknowledged by the Panel, it was felt necessary to arrange a further follow up meeting, which will take place around November 2021, and will allow the Panel to better consider and assess progress made and the impact of the inquiry, before formal monitoring is concluded.

Leading scrutiny activities

Thanks to all those councillors who have played a part in carrying out scrutiny, and particularly to those who have taken a lead over the past year:

Adult Services Performance Panel (Cllr Sue Jones); Child & Family Services Performance Panel (Cllr. Paxton Hood-Williams); Development & Regeneration Performance Panel (Cllr. Jeff Jones); Education Performance Panel & Equalities Inquiry Panel (Cllr. Lyndon Jones); Natural Environment Performance Panel (Cllr. Peter Jones); Service Improvement & Finance Performance Panel (Cllr. Chris Holley); Digital Inclusion Working Group (Cllr. Lesley Walton); and the Workforce Working Group (Cllr. Cyril Anderson)

Annual Report published

We presented our Annual Report for 2019/20 to Council in March 2021. It reflected on the range of different activities carried out by scrutiny councillors during that year, to make sure the work of the Council is accountable and transparent, effective and efficient, and helps the Council to achieve its objectives and drive improvement, by questioning and providing challenge to decision makers. With the impact of the pandemic, last year and this year have been anything but business as usual but we have continued to work hard in both supporting and challenging the organisation, contributing to better services, policies, decisions, and a better Swansea.

Agenda Item 13.



Council – 1 July 2021

Councillors' Questions

Part A – Supplementaries

1	<p>Councillors June Burtonshaw, Cyril Anderson, Phil Downing, Penny Matthews & Mike White</p> <p>It is important to protect our heritage, therefore please informs us the following. During the last two years, how many Grade 11 listed buildings on the 'at risk' register have been improved or saved by the City & County of Swansea.</p> <p>Response of the Cabinet Members for Delivery & Operations and Investment, Regeneration & Tourism</p> <p>There are some 514 listed buildings and structures throughout the City and County of Swansea. At present in Swansea there are 49 (9.5%) listed buildings at risk. Nationally Cadw have indicated that there were 8.5% listed buildings at risk across Wales following the 2015 national survey.</p> <p>The Planning and City Regeneration Department has adopted a highly successful approach of ensuring officers work closely and collaboratively across service functions. Officers within the Placemaking and Heritage and External Funding Teams have ensured there is close alignment to maximise the opportunities for securing external funding, particularly wherever Council owned listed buildings have been identified as being at potential risk. This has ensured any such Council owned buildings are brought to a good condition and sustained for the long term. The Listed Building at Risk Strategy is set out on the Council web site and this includes the Register of at risk listed buildings. This Register is a live document and an update is due to be published shortly.</p> <p>As a result of the above approach, in the last two years two Council owned listed buildings have been removed from the at risk register, these are the Musgrave Engine House and Vivian Engine House at the Hafod/ Morfa Copperworks.</p> <p>Significant funding has also been secured to bring further Council owned listed buildings/ structures at risk back into use over the next few years to ensure these are also removed from the list. These include the Powerhouse at Hafod/ Morfa Copperworks, the Bascule Bridge over the River Tawe and Ivy Tower in Clyne Woods.</p> <p>The Council also recently purchased the privately owned Palace Theatre, which was in a poor and deteriorating condition, and has been proactive in securing external funding and the necessary consents to bring this listed building back into use as a regeneration catalyst for the upper High Street.</p> <p>The Council has also worked closely with owners to help them secure funds to bring a range of private listed buildings at risk back into use over the next few years including the Albert Hall, St John's Church in Morriston and Pill House pig sty in Llanmadoc.</p>
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	<p>There continues to be positive dialogue with private owners where work is currently underway to repair at risk listed buildings and bring these back into use. These include Mumbles Pier, St Luke's Church in Cwmbwrwla and Brynhyfryd Chapel. There is also positive dialogue with the private owners of the former Manselton School and Danbert House initially focussing on grant support for urgent works with plans for sustainable reuse being progressed in parallel.</p> <p>Therefore by the end of 2023 it is anticipated that circa 10 further listed buildings at risk will have been brought back into beneficial use and removed from the at risk list. This would reduce the total number of listed buildings at risk in Swansea to 39 representing 7.6% of the total listed building stock, which is less than the Welsh average and reflects the targeted and co-ordinated approach the Council has taken to invest in key heritage buildings.</p>
2	<p>Councillors Peter Black, Mary Jones & Wendy Fitzgerald</p> <p>Will the Cabinet Member make a statement on the future of the NEAT Teams.</p> <p>Response of the Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>It is the Council's intention to reinstate the NEAT Teams as soon as Covid restrictions allow in a safe and viable manner.</p>
3	<p>Councillors Cyril Anderson, Phil Downing, Penny Matthews and Mike White & June Burtonshaw</p> <p>Can the Cabinet Member inform us how much money is being invested in Children's Play areas in this financial year and how many areas will be delivered.</p> <p>Response of the Cabinet Member for Investment, Regeneration & Tourism</p> <p>For children, play is as important to their physical and mental health as getting enough sleep, eating well, and exercising. It is an essential part of every child's life and is vital for the enjoyment of childhood as well as social, emotional, intellectual and physical development.</p> <p>These needs have been strained following the recent Covid 19 pandemic, hence this programme of investing in new play areas will play a critical role to help our children get back outside, rebuild their friendships and wellbeing. For this reason it is extremely well-timed and is the biggest investment in Play across Swansea wards for decades.</p> <p>Cllr Robert Francis-Davies and Cllr Andrew Stevens have been championing the capital investment programme of works. They have both been pivotal in promoting and celebrating the investment and ensuring wards are optimising their offering to the local children, ensuring fairness and access to all.</p> <p>The commitment to deliver was reinforced by the appointment of a dedicated Project Manager in January 2021 to oversee the programme of activity. A close relationship has also been established with the council play support team, who have advised on equipment requirements, accessibility and suitability.</p> <p>In total £2,315,859m (£2,508,394) (<i>Capital Investment, Community Contribution (minimum 20%), All Wales Play Opportunities Grant 2021/22, External Support and</i></p>

	<p><i>S106 funds</i>) is being invested in Children’s play areas. Currently 42 schemes throughout 35 Wards, are at various stages throughout the delivery programme for 2021-2022.</p> <p>Each ward has been given a £30k share of the capital fund and this has been supplemented with monies from community budget and/or other funds.</p> <p>Examples include live sites and imminent completions at Golden Grove, Parc Williams, Parc y Helig, Knoyle Park and Llan yr Newydd.</p> <p>Those also programmed in for the remainder of the year include the boating lake, Ravenhill, Bon y Maen, St Thomas, Clydach, Bishopston, Killay South, Penllergaer, Llangyfelach, Morrision Park, Loughor Foreshore, Cwmbwrla Park, Mayhill Park, Mynedd Bach, Upper Killay, Pennard, Castle Mawr, Melin Mynach, Victoria Park, Fairwood, West Cross, Blackpill, Gower, Newton, Oystermouth, Pontarddulais, Coed Bach.</p> <p>Works have been procured via a competitive tendering process with a robust and collaborative approach proving successful, following a ‘Meet The Buyer’ event back in May 2021. This was supported by the effective completion of scheme initiation briefs by ward members to ensure requirements have been met.</p> <p>The project is truly collaborative and on target to celebrate the delivery all schemes by the end of the financial year 2021-22.</p>
4	<p>Councillors June Burtonshaw, Cyril Anderson, Phil Downing, Penny Matthews & Mike White</p> <p>The hospitality industry has been hit exceptionally hard during COVID19, therefore can you explain what our Council has done to help this sector during this difficult time and how we compare to other cities.</p> <p>Response of the Cabinet Member for Investment, Regeneration & Tourism</p> <p>The council responded rapidly offering outdoor furniture grants from July for several months in both the City Centre and wider district centres across the County. A total of around £1.2m was committed by the programme. Grants of up to £8,000 were available, with businesses required to cover 20% of the total spend. The funding was available through the Welsh Government Transforming Towns initiative and its Valleys Taskforce grant. Other assistance for business has included the suspension of fees for pavement trading licences, saving over 100 traders more than £57,000.</p> <p>In recognition of the importance of the hospitality sector to the people and economy of Swansea, the scheme helped businesses set-up and trade quickly during the pandemic and through government restrictions, enabling restaurants, bars and cafés help the city to lead the way out of pandemic. We believe the level of support provided is the largest package of support for the sector of any authority in Wales.</p> <p>Council teams collaborated to deliver the support including Economic Development & External Funding, Commercial Team, Licensing and Highways. For City Centre businesses teams also worked closely with Swansea BID who helped with advice and support in the application process.</p> <p>Other items acquired included canopies, igloo bubbles, barriers, litter bins, servery facilities and seating areas for public spaces. The removal of licensing costs for tables</p>

	<p>and chairs on city centre pavement cafes has so far saved businesses around £57,900.</p> <p>Within the Council's recovery plan there is a commitment to agree an updated policy for outdoor hospitality including revised procedures to ensure accelerated decision making processes within statutory frameworks.</p> <p>Economic Development & External Funding have also worked closely with Finance and NDR teams to issue £ 1,718,500 in discretionary grant payments to hospitality businesses or linked businesses (round 1 paid out a minimum £376,500 to 251 businesses, rounds 2 and 3 over £1,342,000 to 671 businesses).</p> <p>Also, as Council is already aware, in addition to the discretionary payments, our Finance and Business Rates teams administered a raft of welsh government business grants and rate relief schemes on behalf of Welsh Government. These payments totalled in excess of £125m. There is further ongoing support to the hospitality, leisure and retail sectors for the current financial year in the form of 2 rate relief schemes worth a further £35m to local businesses. Staff working in the hospitality industry who are unable to work whilst required to self isolate, may also be eligible for the £500 self-isolation payment, which our Benefits Section is administering for Welsh Government.</p>
5	<p>Councillors Chris Holley, Mary Jones & Susan Jones</p> <p>We have read in the press that the Civic Centre may become a Grade 2 listed building which would then be difficult to demolish. Will the Leader tell Council what the current position is for any future use of this iconic building.</p> <p>Response of the Leader</p> <p>The Civic Centre building is one of the 7 projects which are included in the Shaping Swansea initiative to secure a private sector partner to deliver the next phases of regeneration for Swansea building on the significant regeneration which is currently being delivered by the Council in Swansea. Swansea Council has a good track record of working closely with CADW to deliver a number of projects including, Oystermouth Castle visitor attraction, Hafod Copperworks and the Arena. On the Civic Centre we want to engage with CADW and work with them on a way forward. No decision has been made on the future of the building or potential new uses. However, any listing of the building would limit its wider potential and appeal to developers, making it more difficult to repurpose for new uses.</p>
6	<p>Councillors Linda Tyler-Lloyd & Will Thomas</p> <p>Has the Cabinet Member or anyone representing Swansea Council ever received a verbal or written offer for sponsorship or funds to development a proposed skate park in Mumbles Community Council constituency.</p> <p>Response of the Cabinet Member for Investment, Regeneration & Tourism</p> <p>A proposal was received and ultimately withdrawn in 2018 to re-cultivate the land around the skate park. More recently the Council published a Prior Information Notice on Sell2Wales for the purposes of gathering information as part of a market testing initiative for a number of sites. Expressions of interest received were not scored and did NOT form part of an evaluation or bidding process. As part of that PIN process an expression of interest was received that "proposed to remove the existing skate facility,</p>

	<p>which is also somewhat isolated and provide a commuted sum to be agreed for the total cost of its relocation”.</p> <p>The Council has engaged with Mumbles Community Council in relation to their proposed business plan, including funding arrangements underpinning their ambitions to develop a concrete skate park in the Mumbles Community Council constituency. The business plan formed part of the Cabinet report in the public domain. The Council has not received any formal offer of sponsorship or funding to develop a new skate park that meets the aims and aspirations of the Mumbles Community Council proposal. The Council’s input as approved by Cabinet has been limited to land transfer matters and supporting Mumbles Community Council’s response to the outcome of the Cabinet decision in terms of Mumbles Community Council appointing an expert to explore the options and feasibility of the preferred site.</p>
7	<p>Councillors Penny Matthews, Mike White, June Burtonshaw, Cyril Anderson, & Phil Downing</p> <p>Can the Cabinet Member say which Communities the latest Group of Local Area Co-ordinators have been recruited to serve. And does the Cabinet Member have an idea of when we might provide every community in Swansea with this excellent initiative.</p> <p>Response of the Cabinet Member for Adult Social Care & Community Health Services</p> <p>The latest Local Area Coordinators are covering; Penlan, Cockett and Gowerton, Dunvant, Killay and part of Fairwood (Upper Killay), Gorseinon and Penllergaer; Llansamlet and Bonymaen and Castle.</p> <p>Our goal is to cover all areas of Swansea with Local Area Coordinators and the final posts will be advertised in the coming weeks.</p> <p>All of the Local Area Coordinator’s posts are temporary as the majority of current funding via the Welsh Government Housing Support Grant and the Regional Transformation Funding which are only confirmed until 31/3/22.</p>
8	<p>Councillors Wendy Fitzgerald, Chris Holley & Gareth Sullivan</p> <p>We understand that a number of fruit trees are growing on Council owned land. Could the Cabinet Member advise Councillors if any arrangements are in place to harvest the bounty from these trees, particularly the apples. If not, what can be done to ensure that this fruit is gathered and put to beneficial community use.</p> <p>Response of the Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>Fruit trees were planted at numerous locations last year through the Orchard Project and the intention is that the fruit harvested in the future will be used within their communities. The Orchard Project is also being used to restore a community orchard next to Oystermouth Castle for community picking.</p> <p>In addition through its crowdfunding initiative, the council has recently pledged financial support to Sweet Pickings, which is a project raising funds through Crowdfund Swansea in order to harvest unpicked fruit from around the city. Sweet pickings will contact landowners (Private and Council) to seek permission to harvest the</p>

	<p>fruit. They have partnered with Fare Share Cymru and will distribute the harvested fruit - mainly apples that would otherwise go to waste, to food banks and other organisations across Swansea.</p> <p>https://www.spacehive.com/sweetpickingswseawsea</p> <p>Broadly, partner groups or organisations will use our land to plant different varieties of trees, but those organisations take on the responsibility of looking after those trees, including the harvesting of fruit trees, with support from initiatives such as those previously mentioned.</p>
9	<p>Councillors Phil Downing, Penny Matthews and Mike White, June Burtonshaw & Cyril Anderson</p> <p>Can the Cabinet Member update Council on the installation of the safe pedestrian access recently installed on Pentre Road Bridge, Grovesend.</p> <p>Response of the Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>The majority of works to provide safe pedestrian access across the railway bridge on Pentre Road have been completed and the footway is open to the public. The remaining works have been delayed to co-ordinate road and railway closures simultaneously required to install extra sections of steel on top of the bridge parapet to meet railway standards. Once installed overnight on the 3rd and 10th July the temporary fencing currently onsite will be removed providing further additional width on the footway for pedestrians. Contractors have returned to site following delays in procuring specialist equipment for the installation of permanent traffic signals to replace the temporary roadworks style traffic lights currently in use. Once these two tasks have been completed this will conclude the proposed works at this location until the main cycle link from Grovesend receives full grant funding. Prior to construction concerns were raised regarding delays from motorists using the route, however as the modelling predicted the traffic lights are working well with little or no delay to traffic and the safe provision of pedestrian access over the bridge has been well received by users.</p>
10	<p>Councillors Mike White, June Burtonshaw, Cyril Anderson, Phil Downing, & Penny Matthews</p> <p>Could the Cabinet Member provide an update on progress with the 21st Century Schools programme in Swansea and the planned use of the maintenance programme for this coming year.</p> <p>Response of the Cabinet Member for Education Improvement, Learning & Skills</p> <p>A full update on progress with the 21st Century Schools programme in Swansea has recently been provided to the Education Scrutiny Performance Panel at its meeting on 13 May 2021.</p> <p>http://democracy.swansea.gov.uk/documents/s72729/210513%20Scrutiny%2021st%20Century%20Schools%20FINAL.pdf?LLL=0</p> <p>The report to Cabinet on 18 March 2021 sets out the planned use of the funding available to the structural maintenance programme for the coming year.</p>

<http://democracy.swansea.gov.uk/documents/g9081/Public%20reports%20pack%20Thursday%2018-Mar-2021%2010.00%20Cabinet.pdf?T=10&LLL=0>

The proposed list of school schemes listed under Appendix A in that report is based on the technical assessment of the individual establishments, resulting in the prioritised listing. The schemes are a combination of statutory compliance requirements and to address maintenance priorities. It also includes £560k of Welsh Government additional funding, that is available to support the planned schemes and any emergency or further match funded schemes to address backlog maintenance.

The criteria for selection (unless otherwise stated) was based upon Condition rating, Legislative compliance, Health and Safety implications, likelihood of failure and business continuity. Whilst all schemes have been selected on these criteria there are a number of similar priorities which have not been included due to budget constraints.

The Capital Maintenance programme has previously included an element for match funding capital projects within schools. This has allowed the Authority to develop a joint and consistent approach in dealing with the maintenance backlog problem within our Education portfolio by pooling resources. This works with schools using their devolved maintenance allocation, thus allowing more significant repairs to be undertaken. The programme over previous financial years has been highly successful. Whilst the funding pressures on schools are also recognised, during 2021/22 a further allocation of £300k has been made to match fund medium value projects and this is already fully committed with planned match funding to 23 schools. This complements the late specific additional grant funding in 2020-21 for revenue maintenance which has given schools funding to carry forward and spend in 2021-22 that should be utilised for the priority day to day maintenance needs of the schools.

Part B – No Supplementaries

11 Councillors Chris Holley, Jeff Jones & Peter Black

We are sure that all Councillors hope that the City Deal will produce extra new jobs for the people of Swansea. Will the Leader tell us how many new permanent fulltime jobs have been generated by the investment made so far and what are the expected number of fulltime jobs when the arena has opened.

Response of the Leader

The City Deal – an investment of up to £1.3bn in nine major programmes and projects across the City Region – will generate over 9,000 jobs and a regional economic impact of at least £1.8bn during its 15-year lifespan.

Supported by City Deal funding, Copr Bay phase one, which includes the Swansea Arena, is already having a major impact. Throughout the course of its construction – which is due to be complete this autumn - 2,000 local construction jobs will have been generated and, once complete and operational, the development will accommodate 600 full-time equivalent jobs.

This will then act as a catalyst for Copr Bay phase two – including a public sector hub – that will generate thousands of jobs for local people. A developer for that site will be appointed in coming months as part of our Shaping Swansea initiative.

The council has also now appointed a contractor for the high-tech office development planned for 71/72 The Kingsway, with construction due to be complete in early 2023.

Once operational, that development will provide space for 600 jobs in the tech, digital and creative industry sectors.

On The Kingsway, the City Deal investment is also already acting as a catalyst for significant further private sector investment, generating jobs as well as more footfall for our city centre traders. Examples include the Coppergate student development, along with redevelopment of the Kings Buildings and Orchard House.

Plans for an Innovation Matrix at the University of Wales Trinity Saint David SA1 Waterfront campus are also making progress, along with a number of regional City Deal projects that will have job benefits for Swansea people. These include a Homes as Power Stations project that will build on a lot of work the council has already carried out in Swansea to build new, energy-efficient homes for local people.

The table below provides a full breakdown of the nine Swansea Bay City Deal projects, which includes project status, the construction jobs created, full-time operational jobs created and expenditure to date. In terms of the full-time permanent jobs created by the projects, at present, this figure stands at 135 currently in post, or due imminently. This is in addition to 284.2 person years (FTE) created during construction works and over £94m of expenditure to date. In line with the original independent economic impact analyses of the City Deal projects, the forecast outputs, including permanent jobs and investment, will be delivered as projects are completed, together with the projected multiplier effects in the local economy, all increasing the region's gross value added.

<u>Project/Programme</u>	<u>Status</u>	<u>Construction / temporary delivery jobs created</u>	<u>Full time operational jobs created</u>	<u>Expenditure to date (Estimated)</u>
PDM	In Delivery	TBC – Commence 2021	15	£12.95m (Please note this is under review with partners)
Yr Egin	In Delivery /Operational	99.4 Person Years (FTE)	102	£14.87m (Please note this is in respect of Phase 1 only)
Waterfront	In Delivery	183 Person Years (FTE)	5 x manager jobs for Arena advertised or appointed. 1 x UWTSO senior manager Other ongoing high profile jobs imminent	£46.42m
Pentre Awel	Business Case Approved	Imminent, likely to be in the region of those above if not in excess.	1 x PM	£16.99m (Please note this investment includes £12m land value)
Campuses	Business Case in Development	Construction to commence 2021		£0

	SILCG	Business case in approval process	TBC ongoing	2 x Temporary mgt positions approx. 0.75 FTE	£2.82m
	HaPs	Business case in approval process	Due to commence 2021	3 x FTE imminent	£0
	Skills	Business Case in Final Developments	N/A	1 x regional skills mgr 1x PM 1 x skills mgr 1 x career pathway officer 1 x quality officer – all imminent upon BC approval	£0.02m
	Digital	Business Case Approved	TBC as this will be derived from delivery partners	3 x delivery team	£0.35m
	Total recorded so far		282.4 person years (FTE)	135 in post or imminently due in employment – Permanent 2 temporary	£94.42m
	PoMO			8 x mgt team	£1.2m (Please note figures included for financial year 2020/21 are provisional)
	Total				£95.62m
12	<p>Councillors Peter Black, Graham Thomas & Cheryl Philpott</p> <p>What information is required to be produced by residents to apply for a residents parking permit. Please provide a justification for each item.</p> <p>Response of the Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>The information residents need to produce in order to obtain a residents parking permit can be found within Section 5.1 of the Council's Residents Parking Policy.</p> <p>https://www.swansea.gov.uk/media/12483/Residents-parking-permit-policy/pdf/Residents_parking_permit_policy_01-11-19.pdf</p> <p>Permits shall be granted to bona fide car owning full time residents of the street concerned. The applicant must hold a full UK Drivers licence</p> <ul style="list-style-type: none"> • V5 document • Driver's License • Certificate of insurance 				

	<p>The address on these documents must match the address that the person that the permit is being applied for.</p> <p>The criteria for foreign license holders is the same criteria as above but they need to provide the following documentation</p> <ul style="list-style-type: none"> • Copy of their overseas license • Utility Bill to prove occupancy of the address • Proof of insurance, insurance to be held at that address <p>Evidence needed for a lease vehicle</p> <ul style="list-style-type: none"> • Driver's licence - must show the resident's name, the Swansea address and be in date. • The lease company agreement - must show the Swansea address and the vehicle registration number. • The insurance schedule or insurance certificate and covering letter - must show the Swansea address, vehicle registration number and the start and end date of the insurance. <p>Evidence needed for a Motability vehicle</p> <ul style="list-style-type: none"> • Driver's licence - must show the resident's name, the Swansea address and be in date. • The resident's Motability agreement - must show the vehicle registration, the Swansea address and the driver of the vehicle. • The resident's Motability insurance schedule - must show the vehicle registration number and the start and end date of the insurance. <p>Justification</p> <p>In asking residents to provide these documents on an annual basis the Council is ensuring that the permit criteria remains robust in order to minimise the risk of scheme misuse.</p> <p>By stating that the address shown on the V5 document, drivers licence, and certificate of insurance matches the address that the permit is requested, reduces the availability of permits being issued for residents taking short term lettings or being obtained by long term visitors. For example anyone staying with a friend or relative, or moving to Swansea for a short period of time would have to change the address on the V5, driver's license and insurance document. For a resident moving and permanently residing at the address this would not be a problem as legally the registered keeper of a motor vehicle is required to do this by law. Anyone staying for a short period would need to change their documents twice in a short space of time.</p> <p>Under the previous residents parking policy a resident applying for a new permit would be granted a grace period of two months to provide all of their documents. This meant they could park in a residents parking bay for this period even if they were not a resident, leaving the scheme open to abuse. Under the current policy there is no grace period and a permit will only be issued on receipt of all the requested documents being submitted and approved. Until a permit is issued new residents are required to park in a non-permit holder area of the street.</p>
13	<p>Councillors Chris Holley, Jeff Jones & Mike Day</p> <p>We have been informed that Swansea Council is currently leading an "internet of things" project on behalf of partner councils as part of the regional programme. Will the</p>

	<p>Leader tell council what financial contributions will be made by this Council, City Deal and the Private Sector.</p> <p>Response of the Leader</p> <p>Swansea Council is the lead partner for an Internet of Things project funded by the Welsh Government through the Local Government Digital Transformation Fund (LGDT). The partners comprise Swansea, Pembrokeshire, Carmarthenshire and Neath & Port Talbot Councils. The initial grant funding of £20,000 (Discovery phase) funded exploration of potential uses cases for internet of things devices and an overall business case. This enables the partners to have a set of ready-made projects should future funding become available. A funding bid has been submitted to the next round of LGDT funding to take one of the projects forward into pilot (Alpha phase).</p> <p>The project will help to deliver City Deal Digital Programme objectives and another Welsh Government IoT project, of which all four Councils are currently pilots. The project will meet City Deal objectives by:</p> <ul style="list-style-type: none"> ▪ Accelerating the Council's existing SMART city work ▪ Improving service delivery to residents and internal operational efficiency using real-time data from sensors. This can be especially beneficial for rural areas for projects such as litter bins ▪ Creating an innovation network so that local communities and businesses can use the data. <p>The project will also deliver in such a way that findings from any pilot can be used by other Councils across Wales.</p> <p>Finally, the project links with the Council's other SMART city projects, e.g. CCTV/WiFi roll-out. The Council aims to deploy CCTV and IoT technology over the next five years and attract inward investment for WiFi and improved broadband (including choice of providers) in Wards.</p>
14	<p>Councillors Kevin Griffiths, Wendy Fitzgerald & Chris Holley</p> <p>Will the Cabinet Member inform Council if we as a social landlord have any problems with homes which will need extensive refurbishment for whatever reason.</p> <p>Response of the Cabinet Member for Homes, Energy & Service Transformation</p> <p>The Council delivers repairs, maintenance and improvements to ensure council homes remain in a reasonable state of repair, appliances are safe and the Council meets the various requirements placed on it as a landlord such as the Welsh Housing Quality Standard.</p> <p>The main approaches for delivering repair and improvements to Council homes are through:</p> <ul style="list-style-type: none"> ❖ Responsive repairs service ❖ Cyclical maintenance ❖ Planned repairs and improvements ❖ Empty Home Preparation <p><u>Responsive Repairs</u></p>

This service is available every day of the year and is available for emergency repairs 24 hrs a day to ensure homes are not left with defects or disrepair for any unreasonable length of time. The service categorises repairs as follows:

- Emergency repairs - completed within 24 hours;
- Urgent repairs completed within 5 working days and
- Non-urgent repairs completed within 20 working days.
- For structural, damp, condensation and fencing repairs a Building Inspector will attend by appointment to pre-inspect the repair.

All repairs can be reported by telephone through the Council's Housing Repairs Call Centre during normal office hours. Repairs can also be reported anytime via the Council's website and by email and there is an 'out of hours' service for emergency repairs, which is accessed through the emergency repair phone number.

An appointment service is offered which is arranged by the Repairs Call Centre and the following options are offered as arrival times:

- Morning: Between 8am and 12pm
- Afternoon: Between 1pm and 4pm

Arrival times will be flexible if necessary and take into account individual circumstances, for example school run times. If an appointment cannot be met, the repair service will inform the customer as soon as possible and agree an alternative date.

Some repairs require a pre-inspection before an appointment can be arranged to establish the scope of the work needed. These occur when the scope of the job is not known or the diagnosis given by the resident is not detailed enough or if it not clear where the repair responsibility lies. Such inspections will be carried out by a Technical Inspector from the Council. Repairs will then be issued within the appropriate timescales. The inspection will be completed within 10 working days of notification.

Tenants are encourage to report repairs as soon as they become aware of a problem.

Cyclical Maintenance

The purpose of routine maintenance activities is to check, test and service key fixtures and appliances within the home and within the communal areas of blocks of flats. The main focus is carrying out electrical testing, gas servicing, checks to fire safety equipment such as emergency lighting and general building repairs. This area of delivery ensures fittings and appliances are safe and well maintained and offers an opportunity to identify and undertake repairs early which can extend the operating life of many components in the home.

Delivering Planned Repairs and Thermal Improvements

This includes renewing or upgrading major elements when they are coming towards the end of their expected operational life and to meet requirements such as the Welsh Housing Quality Standard. As part of the planned maintenance capital programme the Council undertakes a range of weatherproofing and thermal improvements such as double glazed windows, insulated render systems and increased insulation to attic spaces to reduce heat loss and reduce the impact of condensation and black mould. As part of internal improvement programmes, the Council installs extractor fans when upgrading kitchens and bathrooms to reduce humidity and condensation that can build up within the property if not adequately heated or ventilated.

	<p>As the Council continues to further upgrade properties in line with forthcoming Welsh Government targets to better insulate and decarbonise properties, new ventilation systems will be introduced to have more effective ways of managing condensation created inside the properties.</p> <p>When a resident has concerns over the condition of the interior of their home and if repairs have not resolved these, a surveyor is asked to attend and inspect the property, identify the source of any defect or how to better improve the condition and Housing & Building Services liaise to provide a long term solution. Most resident concerns are linked to issues with high humidity within the dwelling, lack of natural ventilation and inadequate heating. In these cases, additional mechanical ventilation systems are installed to help mitigate the effects condensation and corresponding black mould.</p> <p>Overall the Council has been active in terms of delivering major repairs to council properties and the points below summarise the main achievements:</p> <ul style="list-style-type: none"> • 7,900 homes have received external wall insulation • 8,793 new doors fitted since 2012 • 9,654 kitchens renewed • 9,551 bathrooms renewed, providing new facilities including showers and ventilation. • 5,470 electrical rewires in the last 10 years • Over 10,000 central heating boilers have been replaced with efficient combi boilers in the last 11 years. <p><u>Empty Home Preparation</u></p> <p>This area of delivery prepares properties once they become vacant, ensuring they are ready for re-letting.</p> <p>Conclusion</p> <p>Overall, the Council has invested significantly in its housing stock has in place a range of delivery methods for ensuring tenants' homes remain in a reasonable condition and tenants have the ability to contact the council to report a repair or discuss any concerns they have.</p>
15	<p>Councillors Mike Day, Jeff Jones, Cheryl Philpott, Mary Jones, Lynda James & Susan Jones</p> <p>Will the Cabinet Member tell Council which Department and Section will be responsible for the maintenance and cleaning of each stretch of the extensive network of Shared Use Paths that have been made. What additional budget provision is available to ensure the SUPs continue to be safe for, and usable by, all users.</p> <p>Response of the Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>Once these paths have been completed and added to the adopted network they will be inspected and maintained by Highways Maintenance and cleaned by Cleansing and parks within existing budgets.</p>
16	<p>Councillors Chris Holley, Peter Black & Kevin Griffiths</p>

	<p>There is a growing interest in the future use of public transport and how it will affect the lives of the public of Swansea. We know that in South East Wales they are expecting the metro system to generate a great deal of income for their City Deal. Can the Leader outline what our metro system will cover and what are the current budgets that have been allocated for this project?</p> <p>Response of the Cabinet Member for Environment Enhancement & Infrastructure Management</p> <p>The Swansea Bay & West Wales Metro is one of three Metro projects being delivered in Wales, alongside the South Wales Metro and North Wales Metro.</p> <p>The Swansea Bay & West Wales Metro continues to be in the early stages of development, and is being developed collaboratively by the four South West Wales local authorities – Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire – working alongside Transport for Wales and Welsh Government.</p> <p>The Welsh Government has awarded £677,000 for 2021/22 for the continued development of this project. The funding for this year will enable the continued development of business cases for rail, bus and active travel projects and improvements, and further develop the metro vision and concept.</p> <p>Metro will change the way we travel and will create modern, sustainable bus, rail, community transport and active travel networks, that will transform people’s lives and reduce the environmental impact of our transport network overall. It will also open-up a range of job, leisure and business opportunities, transforming Wales’ future economic prospects.</p>
17	<p>Councillors Chris Holley, Jeff Jones & Peter Black</p> <p>Can the Cabinet Member tell Council what procurement process was gone through for the "pop up" tent in Singleton Park and also the new Copr Bay development.</p> <p>Response of the Cabinet Member for Investment, Regeneration & Tourism</p> <p>The Swansea Bay Pop up came about through a direct approach from the operator for a new event in Singleton Park which would enable local hospitality businesses the opportunity to trade outdoors during the pandemic. The request was dealt with through the Council’s Events Team’s lettings process, in the same way other events and activity requests are processed each year. This enables businesses and event organisers to directly approach the Council and to hire land on a temporary basis in order to stage their event or activity with no financial risk to the Council.</p> <p>The booking was repeated this year, and it has welcomed over 10,000 visitors since it re-opened on the 28th April 2021, providing those visitors with a Covid safe location to meet up and socialise with family and friends in-line with WG regulations. The pop up has enabled local businesses an additional opportunity to trade as part of their economic recovery – creating and sustaining a number of jobs. This is just another example of ways in which the Council has been able to support the hospitality sector during this challenging time.</p> <p>With reference to the Copr Bay development, the Parklet forms part of the temporary north side landscaping works. In addition to the planting, integrated seating, green roof bike shelters, the Parklet will include five container units, one of which will be used for</p>

	a community/educational use, the others for various commercial uses, but mainly focused on attracting occupiers from the local F&B sector. The marketing and letting of these units will be handled internally by Council officers, with the units will being let on short-term leases contracted out of the Landlord & Tenant Act 1954.

Agenda Item 14.



Council – 1 July 2021

Notice of Motion – Voter ID Cards for General Elections.

Notice of Motion from Councillors C A Holley, P M Black, M H Jones, J W Jones, D G Sullivan, A M Day, L G Thomas, C L Philpott, S M Jones, L James, K M Griffiths and G D Walker

Council notes proposals in the Queen's speech to crack down on people's ability to protest, to restrict judicial review and to insist on the production of ID cards to vote in General Elections.

Council believes that these proposals undermine legal and constitutional freedoms and seek to silence opposition to this UK Government.

Council believes that the insistence on ID cards for voting will add to the cost of administering elections by this council, increase bureaucracy and place our polling clerks and presiding officers at polling stations in potentially difficult confrontational positions.

Council notes that there is little or no evidence of electoral fraud to justify introducing voter ID and believes that the introduction of this measure will disproportionately impact on ethnic minorities, older people and those on lower incomes, and will lead to lower turnouts at elections.

Council resolves to write to the UK Prime Minister to express its concern and opposition to all these proposals.