

## 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, 27 January 2022 at 5.00 pm.

**Watch Online:** <https://bit.ly/3tdZfJ6>

The following business is proposed to be transacted:

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
3. **Minutes.** 1 - 7  
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 - None.**
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. **Adoption of the Council Tax Reduction Scheme.** 8 - 22
9. **Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2022-27.** 23 - 84
10. **Waste Strategy 2022-2025.** 85 - 110
11. **Honorary Freedom of the City & County of Swansea.** 111 - 113
12. **Councillors ICT Allowances Policy - May 2022 & Beyond.** 114 - 127
13. **Review of Councillors Handbook.** 128 - 146
14. **Nomination of Lord Mayor and Deputy Lord Mayor Elect 2022-2023.** 147 - 158

<b>15. Membership of Committees.</b>	<b>159</b>
<b>16. Scrutiny Dispatches – Impact Report.</b>	<b>160 - 169</b>
<b>17. Councillors' Questions.</b>	<b>170 - 182</b>
<b>18. Notice of Motion - National Energy Crisis.</b>	<b>183 - 184</b>

**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, 3 March 2022 at 5.00 pm



**Huw Evans**  
**Head of Democratic Services**  
**Guildhall,**  
**Swansea.**

**Wednesday, 19 January 2022**

**To: All Members of the Council**

# Agenda Item 3.



City and County of Swansea

## Minutes of the Council

Remotely via Microsoft Teams

Thursday, 2 December 2021 at 5.00 pm

**Present:** Councillor D W W Thomas (Chair) Presided

### Councillor(s)

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  
L S Gibbard  
F M Gordon  
K M Griffiths  
D W Helliwell  
T J Hennegan  
C A Holley

### Councillor(s)

P R Hood-Williams  
B Hopkins  
D H Hopkins  
L James  
O G James  
Y V Jardine  
L R Jones  
M H Jones  
M Jones  
P K 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  
I E Mann  
P M Matthews

### Councillor(s)

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  
D G Sullivan  
M Thomas  
L G Thomas  
L J Tyler-Lloyd  
G D Walker  
L V Walton  
T M White

### Officer(s)

Huw Evans	Head of Democratic Services
Adam Hill	Deputy Chief Executive / Director of Resources
Tracey Meredith	Chief Legal Officer / Monitoring Officer
Phil Roberts	Chief Executive
Ben Smith	Chief Finance Officer / Section 151 Officer

### Apologies for Absence

Councillor(s): J A Hale, J W Jones, E J King, A Pugh, G J Tanner and W G Thomas

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## 76. Disclosures of Personal and Prejudicial Interests.

The Chief Legal Officer 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, L S Gibbard, F M Gordon, K M Griffiths, D W Helliwell, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, O G James, L James, Y V Jardine, L R Jones, M H Jones, M Jones, P K 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, I E Mann, 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, D G Sullivan, 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 86 "Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2022-2023 – Consultation".
- 2) 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, L S Gibbard, F M Gordon, K M Griffiths, D W Helliwell, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, O G James, L James, Y V Jardine, L R Jones, M H Jones, M Jones, P K 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, I E Mann, 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, D G Sullivan, 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 87 "Councillors Safety & Support".

**77. Minutes.**

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

- 1) Ordinary Meeting of Council held on 4 November 2021.

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

The Chief Legal Officer submitted an information report setting out the written responses to questions asked at the last Ordinary Meeting of Council.

**79. Announcements of the Presiding Member.**

**a) Condolences**

**i) Michaela Robins, Sister of Councillor Elliott King**

The Presiding Member referred with sadness to the recent death of Michaela Robins, sister of Councillor Elliott King.

**ii) Former Councillor Judith Irvin**

The Presiding Member referred with sadness to the recent death of former Councillor Judith Irvin (now Hinds). Judith represented the Castle Ward for a period until 1973 on Swansea Borough Council.

All present sat silently as a mark as sympathy and respect.

**80. Announcements of the Leader of the Council.**

**a) Always a Bed Pledge**

The Leader of Council stated that the Authority had reiterated the Always a Bed Pledge. This pledge gave a guarantee that a bed was always available for homeless people in Swansea. He thanked Councillor A S Lewis, Councillor A Pugh and relevant Officers for their work with homeless people stating that over 400 people had been helped off the street into permanent homes.

Councillor A S Lewis echoed the words of the Leader of Council and thanked the Officers and Agencies involved in helping the homeless.

**b) Right Wing Organisation – Videos**

The Leader of Council stated that the video information being circulated by a Right Wing Organisation in Swansea about the use of a hotel in the City Centre for Refugees is incorrect.

Swansea Council has sought to support refugees i.e. those that are fleeing war, conflict or are in need. We do not believe that the use of hotels is the appropriate way to provide sanctuary. He stated that Swansea was proud to be a City of Sanctuary.

This Leader of the Largest Opposition Group and the Leader of the Conservative Group supported the Leader of the Council's comments.

**c) Association of Jewish Refugees - Tree Planting**

The Leader of the Council stated that an oak tree had been planted in the grounds of the Guildhall to mark the 80<sup>th</sup> anniversary of the Association of Jewish Refugees. The Association of Jewish Refugees is a charity that

supports Holocaust refugees and survivors across Britain. He thanked Norma Glass for her work with the Association.

**d) Human Rights Day – 10 December 2021**

The Leader of the Council referred to the Human Rights Day to be held on 10 December 2021. He stated that the day would also be used to launch Swansea's bid to become a Human Rights City. The intention being to send out a clear message that Swansea is a safe and welcoming place to live.

**e) Mumbles Skate Park. Transfer of Land**

The Leader of the Council stated that Cabinet on 18 November 2021 had approved the transfer of land to Mumbles Community Council for the development of the Mumbles Skate Park. He stated that he was delighted at this at this decision.

**f) Storm Arwen**

The Leader of the Council thanked the relevant Cabinet Member and Officers that had worked tirelessly to clean up the aftermath of Storm Arwen.

**g) Christmas Parade**

The Leader of the Council thanked the relevant Cabinet Member and Officers for delivering an excellent Christmas Parade.

**h) Deferral of Technical Advice Note (TAN) 15**

The Leader of the Council welcomed the decision of the Welsh Government for the 18-month deferral of TAN 15. He stated that the time would be used to work closely on flood defences with Welsh Government and National Resources Wales.

**i) Covid-19 Omicron Variant**

The Leader of the Council referred to the Covid-19 Omicron Variant and reminded all to follow the rules and regulation set down to keep everyone safe in order to control the spread of the virus.

He thanked the Enforcement Officers and other Officers that were working to keep Swansea safe. The Council only ever takes appropriate action with regard to Covid-19.

**81. Public Questions.**

No questions were submitted.

**82. Standards Committee Annual Report 2020-2021.**

The Chair of the Standards Committee, Jill Burgess submitted for information the Standards Committee Annual Report 2020-2021. The report set out the work of the Standards Committee during that period.

**83. Council Tax Base Calculation – 2022/2023.**

The Economy, Finance & Strategy Cabinet Member submitted a report detailing the calculation of the Council Tax Base for the City and County of Swansea, its Community / Town Councils and the Swansea Bay Port Health Authority for 2022/2023. The Council is required to determine the Council Tax Bases by 31 December 2021.

**Resolved** that:

- 1) The calculation of the Council Tax Bases for 2022/2023 be approved.
- 2) In accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the calculation by the City and County of Swansea Council for the Year 2022/2023 shall be:

**For the whole area** 93,114

**For the area of Community / Town Councils:**

Bishopston	2,024
Clydach	2,639
Gorseinon	3,288
Gowerton	2,008
Grovesend & Waungron	441
Ilston	351
Killay	2,144
Llangennith, Llanmadoc and Cheriton	527
Llangyfelach	965
Llanrhidian Higher	1,606
Llanrhidian Lower	340
Llwchwr	3,477
Mawr	758
Mumbles	10,089
Penllergaer	1,434
Pennard	1,563
Penrice	485
Pontarddulais	2,327
Pontlliw and Tircoed	1,034
Port Eynon	478
Reynoldston	324
Rhossili	212
Three Crosses	712
Upper Killay	603

**For the area of the Swansea Bay Port Health Authority** 64,857

**84. Review of the Gambling Policy.**

The Cabinet Member for Delivery & Operations submitted a report that sought consideration and approval to the proposed amendments to the Gambling Policy.

**Resolved** that:

1. The proposed amendments to the Gambling Policy be approved and the revised Policy attached at Appendix B to the report be adopted.

**85. Diversity in Democracy - Action Plan.**

The Head of Democratic Services submitted a report that had been recommended for adoption by the Democratic Services Committee held on 8 November 2021. The report presented an Action Plan setting out how Council could support the Diversity in Democracy Programme.

**Resolved** that:

- 1) The Diversity in Democracy Action Plan be adopted.

**86. Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2022-2023 – Consultation.**

The Head of Democratic Services submitted a report informing Council of the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2022-2023 and outlined the determinations proposed by the IRPW. The report also contained the recommended draft response of the Democratic Services Committee of 8 November 2021 to the consultation.

**Resolved** that:

- 1) The draft IRPW Annual Report 2022-2023 be noted.
- 2) The comments and observations as set out in Appendix A of the report be adopted as the Authority's formal response to the IRPW.

**87. Councillor Safety & Support.**

The Head of Democratic Services submitted a report seeking to provide support to all Councillors in discharging their role by agreeing in principle to the Council funding appropriate security measures where Councillors are at personal risk of significant threat.

**Resolved** that:

- 3) Where a Councillor is at personal risk or significant threat of harm in carrying out their role that consideration be given to funding appropriate security measures.



- 4) Authority be delegated to the Head of Democratic Services and the Chief Finance Officer to consider and determine any request for such funding.
- 5) A document relating to the Personal Safety of Councillors be included in the Local Government Elections 2022 Candidate Packs.

**88. Councillors' Questions.**

**1) Part A 'Supplementary Questions'**

Seven (7) Part A 'Supplementary Questions' were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

No supplementary questions required a written response.

**2) Part B 'Questions not requiring Supplementary Questions'**

Four (4) Part B 'Questions not requiring Supplementary Questions' were submitted.

The meeting ended at 6.23 pm

**Chair**

# Agenda Item 8.



## Report of the Section 151 Officer

Council – 27 January 2022

### Adoption of the Council Tax Reduction Scheme

<b>Purpose:</b>	<ol style="list-style-type: none"><li>1. To outline the requirement to annually consider whether to revise or replace the Council's existing Council Tax Reduction Scheme and the requirement to either adopt a new scheme or re-adopt the existing scheme by 31 January 2022.</li><li>2. To recommend the re-adoption of the current scheme as set out in Section 3 of the report for the period 2022/23.</li></ol>
<b>Policy Framework:</b>	None
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation(s):</b>	It is recommended that: <ol style="list-style-type: none"><li>1) The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 ("the Prescribed Requirements Regulations") by the National Assembly for Wales (Now the Senedd Cymru) on 26 November 2013, as amended be noted.</li><li>2) The amendments to "the Prescribed Requirements Regulations" contained in The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2022, to be considered by the Senedd Cymru on 18 January 2022 be noted.</li><li>3) The outcome of the consultation exercise undertaken by the Council in November 2018 on the discretionary areas of the current scheme be noted.</li><li>4) The discretionary areas of the current scheme (2021/22) (as set out in section 3 of this report) to remain unchanged for the period 2022/23.</li><li>5) The Council adopts the scheme as set out in section 3 of this report, to include any mandatory amendments which may be necessary as a result of, The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2022 being approved by the Senedd Cymru and coming</li></ol>

into force.

**Report Author:** Julian Morgans

**Finance Officer:** Ben Smith

**Legal Officer:** Debbie Smith

**Access to Services Officer:** Rhian Millar

## **1 Background**

- 1.1 Following the abolition of the national Council Tax Benefit scheme on 31 March 2013, responsibility for providing Council Tax support in Wales was devolved to the Welsh Government (WG) and is known as the Council Tax Reduction Scheme (CTRS).
- 1.2 The CTRS is governed by two sets of regulations. These regulations prescribe the main features of the schemes to be adopted in Wales:-
- The Council Tax Reduction Schemes (Default Scheme) (Wales) Regulations 2013 (“the Default Scheme Regulations”) as amended.
  - The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 (“the Prescribed Requirements Regulations”) as amended.
- 1.3 The regulations contain an obligation that an authority must consider each financial year whether to revise its scheme or to replace it with another scheme. Any revision or replacement must be made no later than 31 January preceding the financial year for which the revision or replacement scheme will take effect.
- 1.4 Although there is a national scheme for Wales, within the Prescribed Requirements Regulations, there is limited discretion given to the Council to apply additional discretionary elements that are more generous than the national scheme. These are :-
- The ability to increase the standard extended reduction period of 4 weeks given for example to persons who have ceased to receive qualifying benefits after they return to work, where they have previously been receiving a Council Tax Reduction (CTR) that is to end as a result of their return to work;
  - Discretion to increase the amount of War Disablement Pensions and War Widows and War Widowers Pensions which is to be disregarded when calculating income of the applicant; and
  - The ability to backdate applications for CTR for periods longer than the standard period of three months before the claim is made.

- 1.5 The Council adopted a CTRS from 2021/22 on 28 January 2021. It is a requirement of the Prescribed Requirements Regulations that the Council adopts a CTRS by 31 January 2022, regardless of whether it applies any of the discretionary elements set out in paragraph 1.4 above. If the Council fails to make a scheme, then a default scheme shall apply under the provisions of the Default Scheme Regulations. The Council can only apply discretion if it makes its own scheme under the Prescribed Requirements Regulations.
- 1.6 An amending set of regulations was laid before the Senedd Cymru on 7 December 2021, to uprate financial figures used to assess CTR entitlement, in line with the cost of living increases. The amending set of regulations also incorporate changes to reflect consequential and technical amendments required to take account of inter-related changes to welfare benefits and other legislation made by the UK Government.
- 1.7 The amendment regulations will be debated by the Senedd Cymru on Tuesday 18 January 2022. In the event that changes are made to the draft regulations, the Chief Finance Officer will provide an update outlining any changes. The Council must take account of these regulations, The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2022<sup>1</sup>, when adopting the scheme.

<sup>1</sup> These regulations can be accessed at:

<https://business.senedd.wales/mglIssueHistoryHome.aspx?lId=38476>

## **2 Consultation**

- 2.1 A consultation exercise on the discretionary elements within the CTR scheme was conducted over the period 5 November 2018 to 2 December 2018 and advertised in a press release. An on-line survey form was placed on the Council web-site and consultation forms were available at the Contact Centre, Area Housing Offices and libraries. Information was also sent to members, precepting authorities and various third sector agencies. A summary of the responses to this consultation can be found in Appendix A.
- 2.2 The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2015, approved by Senedd Cymru on 20 January 2015, included a change which removed the requirement for Local Authorities to publish a draft scheme and consult interested persons where a Billing Authority revises a scheme in consequence of amendments made to the Prescribed Requirement Regulations. The effect of this amendment is to remove the requirement for local authorities to consult in relation to changes made by Welsh Ministers where authorities have no discretion (as opposed to the discretionary areas of the scheme outlined in 1.4).
- 2.3 As this report contains a recommendation that the current scheme is not replaced or changed from 2022/2023, other than to include amendments contained in the "Amendment Regulations" (explained in

1.6 above), there is no requirement for the Council to consult, as authorities have no discretion in relation to these amendments.

### **3 Adoption of the Council Tax Reduction Scheme**

- 3.1 The Council is required to adopt a scheme by 31 January 2022 under the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 as amended, regardless of whether it chooses to apply any of the discretionary elements. If the Council fails to make a scheme, then a default scheme will apply under the Council Tax Reduction Schemes (Default Scheme) (Wales) Regulations 2013 (as amended).
- 3.2 As explained in 1.6 above, each year WG needs to amend the CTRS 2013 Regulations to ensure that the assessment calculation for CTR recipients is up-rated. The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2022 were laid on 7 December 2021. As well as the up-rating provisions, these “Amendment Regulations” incorporate various technical and consequential amendments.
- 3.3 It is recommended that the Council adopts a Scheme for the period 2022/23 under “the Prescribed Requirements Regulations”, and any amendments made to those regulations by the “Amendment Regulations”, to include all the elements that must be included in the scheme and those discretionary elements set out in the table at Paragraph 3.5 below.
- 3.4 Part 5 of The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 (Other matters that must be included in an authority’s scheme) identifies which elements of the prescribed requirements of a scheme are minimum only requirements and in respect of which local authorities have an element of discretion.
- 3.5 Taking account of :
- the consultation responses for the current local scheme, (see Appendix A) relating to the discretionary elements, noting that no changes have been proposed for 2022/23.
  - the current local scheme in relation to the treatment of War Disablement Pensions, War Widows Pensions and War Widowers Pensions for Housing Benefit, which disregards these payments in full,
  - the fixed funding available,

The recommendations in relation to the available discretionary elements are as follows in the table below:-

<b><u>Discretionary Elements</u></b>	<b>Prescribed Requirement Regulations</b>	<b>Recommended Details to be Adopted with regard to Discretionary Elements</b>
<b>Part 5 - Other Matters that must be included in an authority’s scheme</b>	<b>(Minimum Requirements)</b>	

<p>The ability to increase the standard extended reduction period of 4 weeks given to applicants where they have previously been receiving a CTR that is to end, as they have ceased receiving qualifying benefits as a result of returning to work, increasing their hours of work, or receiving increased earnings.</p> <p><i>Regulation 32 (3) and Regulation 33 (3), para (33) Schedule 1 and para (35) and (40) Schedule 6.</i></p>	<p>4 Weeks</p>	<p><u>Pensioners:</u> The 4 weeks period specified in para (33) of Schedule 1 will apply, and</p> <p><u>Non- Pensioners:</u> The 4 weeks period specified in para (35) and (40) of Schedule 6 will apply,</p>
<p>The ability to backdate applications of CTR for periods longer than the standard period of 3 months before the claim is made.</p> <p><i>Regulation 34 (4) and Paragraph (3) and (4) of Schedule 13.</i></p>	<p>3 Months</p>	<p><u>Pensioners:</u> The period of 3 months specified in para (3) of Schedule 13 will apply,</p> <p><u>Non-Pensioners:</u> The period of 3 months specified in para (4) of Schedule 13 will apply,</p>
<p>The ability to disregard more than the statutory weekly £10 of income received in respect of War Disablement Pensions and War Widows Pensions and War Widowers Pensions (disregarded when calculating income of the applicant);</p> <p><i>Regulation 34 (5), Paragraphs 1(a) and 1(b) Schedule 4 and Paragraphs 20(a) and 20(b) of Schedule 9</i></p>	<p>£10</p>	<p><u>Pensioners:</u> The total value of any pension specified in para 1(a) and 1(b) of Schedule 4 will be disregarded.</p> <p><u>Non-Pensioners:</u> The total value of any pension specified in para 20(a) and 20(b) of Schedule 9 will be disregarded.</p>

#### 4 Integrated Assessment Implications

- 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.
- 4.1.1 The Well-being of Future Generations (Wales) Act 2015 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'.
- 4.1.2 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 Welsh Government undertook a comprehensive regulatory impact assessment in respect of the national Scheme regulations, in November 2013.
- 4.3 The Council has undertaken a consultation exercise in relation to the discretionary elements in November 2018 as a matter of good practice as the previous consultation exercise had been carried out in 2014. These consultation exercises are refreshed periodically, the next being planned for 2022 in readiness for 2023/24. However, Welsh Government has announced its intention to review the current Council Tax Reduction Scheme and may make changes which might effect this intention.
- 4.4 A local equality impact assessment (EIA) was carried out by the Council in January 2014, for the 2014/15 scheme, which was reviewed each year as there were no changes to the discretionary elements in any of the subsequent amendment regulations.
- 4.5 A local equality impact assessment (EIA) was again carried out by the Council in December 2018 to keep the EIA in line with the most recent consultation exercise and to update the format of the report.
- 4.6 Due to new legislative requirements, an Integrated Impact Assessment Screening has been carried out in December 2021 which determined that a full Integrated Impact Assessment Report was not required. See Appendix B.
- 4.7 It should be noted that there are no significant changes in the scheme recommended from 2022/23 compared to 2021/22. As this is a national scheme, the Council cannot vary the provisions other than those discretionary areas detailed in 1.4 above, which are proposed to remain the same as exist in the current (2021/22) local scheme. The Revenues and Benefits service will continue to provide advice to maximise taxpayers' benefit income, award appropriate discounts and

exemptions and signpost customers to relevant agencies, where appropriate, so they can obtain independent advice.

- 4.8 By adopting the scheme the Council is able to ensure that low income households are able to access financial support to help with their Council Tax liability. There are no negative impacts. Adopting a CTR Scheme is a positive action for the authority and will reduce the Council Tax to be paid by Swansea Citizens by an estimated £23.19m based on 21/22 figures.

## 5. Financial Implications

- 5.1 Welsh local authorities receive a fixed sum provision from WG for the CTRS. This is fundamentally different to the funding received from DWP, for the former Council Tax Benefit scheme, which was demanded and almost fully funded on a pound for pound basis. Any changes that affect the amount of CTR to be paid, for example due to Council Tax increases, increases in customers' CTR entitlement or increases in the number of customers actually claiming CTR, exposes the Council to financial risk, as the shortfall between the amount of CTR paid out and the funding received from WG, result in local authorities having to bear the additional cost.

- 5.2 The table below shows the number of current CTR recipients in Swansea, the latest estimate of CTR paid for 2021/22 and the latest estimated shortfall of £3.92m which has to be met by the Council.

<b>Current CTR Recipients 2021/22</b>	<b>Current CTR recipients who receive 100% CTR 2021/22</b>	<b>Latest estimate of CTR to be paid in 2021/22</b>	<b>Fixed funding received from WG for 2021/22</b>	<b>Estimated shortfall between funding and CTR paid to recipients.</b>
21,862	17,754	£23.190M	£19.264M	-£3.926m

- 5.3 The amount of CTR funding for distribution in 2022/23 in Wales was detailed in the provisional settlement made on 21 December 2021. The funding available for the whole of Wales is £244M with this Council's provisional allocation being £19.339M.
- 5.4 The table in 5.2 shows the estimated shortfall between the CTR to be paid out and the fixed funding received from WG for 2021/22.
- 5.5 Based on these figures, for every 1% increase in Council Tax levels in 2022/23, the yield will be reduced by an estimated £231,900 to reflect the cost of the CTRS.

## 6. Legal Implications

- 6.1 The Council is obliged to make a CTRS under the Prescribed Requirements Regulations as amended by 31 January 2022. Although the legislation provides for a default scheme to apply in the absence of



the Council making a scheme, the Council is nevertheless under a statutory duty to adopt its own scheme, even if it chooses not to apply any of the discretionary elements.

- 6.2 The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2022 will be debated by the Senedd Cymru on Tuesday 18 January 2022. It is anticipated that the draft version will be approved and come into force on 19 January 2022. In the event that changes are made to the draft regulations, the Chief Finance Officer will provide an update outlining any changes.
- 6.3 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 require Local Authorities to have “due regard” to their public sector equality duties when exercising their functions.
- 6.4 There are no other legal implications other than those already highlighted in this report.

**Background Papers:** None

**Appendices:**

Appendix A: Summary of the responses to the CTRS consultation undertaken in November 2018.

Appendix B: Integrated Impact Assessment screening document

1.1 A consultation exercise was conducted over the period 5<sup>th</sup> November 2018 to 2<sup>nd</sup> December 2018 and advertised in a press release. An on-line survey form was placed on the Council web-site and consultation forms were available at the Contact Centre, Area Housing Offices and libraries. Information was also sent to members, precepting authorities and various third sector agencies.

1.2 **Summary of Responses**

- a) A total of 23 responses were received. 8 were completed on line and 15 written responses received.
- b) All 23 responses were completed by individuals with no one indicating they were completing on behalf of an organisation.

1.3 **Responses to the Three Discretionary Areas**

**I. Ability to Increase the standard Extended Payment Period of 4 weeks.**

Question 1 on the consultation form:		
Discretionary element	Proposal	Responses
The ability to increase the standard extended payment period of 4 weeks given to people after they return to work when they have been in receipt of a relevant qualifying benefit for at least 26 weeks.	The Council proposes that the existing 4 week standard extended payment should remain unaltered. Do you think this is reasonable?	<p>23 responses:</p> <ul style="list-style-type: none"> <li>• 14 said it was reasonable.</li> <li>• 8 said it was not.</li> <li>• 1 said "don't know".</li> </ul>
	If you indicated no to the above, please outline what you consider the period should be?	<p>Of the 8 who thought it was not reasonable:</p> <ul style="list-style-type: none"> <li>• 1 opted for no extended payment.</li> <li>• 2 for 2 weeks.</li> <li>• 3 for 6 weeks.</li> <li>• 1 stated other.</li> <li>• 1 made no selection.</li> </ul> <p>There were 2 'please specify' responses:</p> <ul style="list-style-type: none"> <li>• 2 months to allow monthly payments</li> <li>• At least 26 weeks</li> </ul>

**II. Discretion to increase the amount of War Disablement and War and War Widows Pensions which will be disregarded when calculating income.**

Question 2 on the consultation form:		
Discretionary element	Proposal	Responses
Discretion to disregard part or the whole amount of War Disablement Pensions and War Widows Pensions when calculating income.	The Council proposes to continue to disregard all of this income, as it is currently disregarded for Council Tax Reduction. Do you think this is reasonable?	<p>23 responses.</p> <ul style="list-style-type: none"> <li>• 16 said it was reasonable.</li> <li>• 5 said it was not.</li> <li>• 2 answered “don’t know”</li> </ul>

**III. Ability to backdate the application of Council Tax Reduction Awards for more than the standard period of 3 months prior to the claim.**

Question 3 on the consultation form:		
Discretionary element	Proposal	Responses
The ability to back date the application of Council Tax Reduction awards for customers for more than the standard period of 3 months prior to the claim.	The Council proposes to keep the maximum back date available to the 3 month statutory period. Do you think this is reasonable?	<p>23 responses.</p> <ul style="list-style-type: none"> <li>• 16 said it was reasonable.</li> <li>• 5 said it was not.</li> <li>• 2 answered “don’t know”.</li> </ul>
	If not, what period do you think is reasonable?	<p>Of the 5 who thought it was not reasonable,</p> <ul style="list-style-type: none"> <li>• 3 opted for a period of 6 months.</li> <li>• 2 for 12 months.</li> </ul>

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

**Which service area and directorate are you from?**

Service Area:

Directorate:

**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
- X Local implementation of National 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:**

The Council Tax Reduction Scheme (CTRS) (default scheme) (Wales) Regulation 2013 require that each Local Authority adopt the default scheme with annual amendments for each year by 31st January preceding the start date of 1st April. This proposal is to fulfil this requirement for 2022/2023.

Once again there are no significant changes for 2022/23 compared to 2021/2022. It was initially screened for relevance to Equality and Diversity in 2013, on 14/12/18, 7/1/20, 13/1/21 and reviewed again on 2/12/21

**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"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Generations (yet to be born)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Carers (inc. young carers)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Council Tax Reduction (CTR) Scheme is available to anyone that has a reduced income, and includes most of the protected characteristics above.

**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**

There is very limited discretion within the scheme and consultation in respect of that is carried out periodically. The authority last carried out a consultation exercise from the 1<sup>st</sup> to the 30<sup>th</sup> of November 2018. Although a previous consultation exercise had been carried out in 2013 and the scheme had remained broadly the same since then. The intention is to carry out the exercise again in 2022 after a similar period. However, this might change as Welsh Government is currently reviewing the CTR scheme as it stands and should there be substantial changes it may be necessary to carry out a consultation exercise earlier/later than planned if there are significant changes made to the scheme. Also taking into account any consultation carried out by Welsh Government itself.

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

The content of the Legislation is determined by Welsh Government who would be responsible for taking this into consideration in their processes.

- a) Overall does the initiative support our Corporate Plan’s Well-being Objectives when considered together?  
Yes
- b) Does the initiative consider maximising contribution to each of the seven national well-being goals?  
Yes
- c) Does the initiative apply each of the five ways of working?  
Yes

**Long Term -**

The CTR Scheme is a pan Wales scheme and the Local Authority has limited flexibility to amend any element. As such we cannot confirm that the scheme will be in operation in the same way year on year due to the considerations of Welsh Government Ministers. Ministers are currently considering the future of the scheme and it is likely that in the future changes will be made.

**Prevention -**

By adopting the scheme we are able to ensure that low income households are able to access financial support to help with their Council Tax liability.

**Integration -**

As a department we continuously work with stakeholders including the Housing Department, Social Services and the Financial Inclusion Steering Group to promote the CTR Scheme.

**Collaboration -**

As a department we continuously work with stakeholders including the Housing Department, Social Services and the Financial Inclusion Steering Group to promote the CTR Scheme.

**Involvement -**

The CTR Scheme is available to all householders with a council tax liability who following submission of an application form may have a reduction awarded based on the scheme's regulations.

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

Yes

**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

X

Medium risk

Low risk

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

Yes

If yes, please provide details below

Payment of CTR by the Benefits Service at the appropriate amount will:

- Reduce the amount of Council Tax to be collected by the Revenues Service
- Help maximise income to households in need which should help reduce the workload of the Poverty and Prevention Service, Social Services in general & Housing Department.

**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 proposal will ensure we are able to award CTR to support those in need without the imposition of a National scheme under which we have less flexibility to be more generous on a small number of points – for example allowing the full amount of War pensions to be disregarded as income when assessing the amount of CTR to be awarded.

The Council Tax Reduction Scheme is available to anyone that has a reduced income, and includes all of the protected characteristics above.

**The main positive impacts are:**

By adopting the scheme we are able to ensure that low income households are able to access financial support to help with their Council Tax liability.

**The main negative impacts are:**

No negative impacts have been identified against any groups/ communities. Adopting a CTR Scheme is a positive action for the authority and will reduce the Council Tax to be paid by Swansea Citizens by an estimated £23.25m based on 21/22 figures.

**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)**

**Summary of impacts identified and mitigation needed (Q2)**

The report fulfils the legal requirement placed upon the Council under The Council Tax Reduction Scheme (CTRS) (default scheme) (Wales) Regulations 2013 to annually adopt a Council Tax Reduction Scheme for the coming financial year.

The impacts identified in Q2 are all positive. No mitigation is required although the Revenues and Benefits Service seeks to maximise entitlement to CTR wherever possible. This is assisted by colleagues in other departments such as Housing and Social Services.

**Summary of involvement (Q3)**

Consultation on the small number of discretionary areas in the regulations takes place regularly and is next due in September 2022 ready for the 2023/24 financial year. However, we are aware that Welsh Government are currently reviewing the terms of the scheme so consultation may be needed at an earlier or later date depending on the changes made to the scheme and the consultation carried out by Welsh Gov itself.

**WFG considerations (Q4)**

The content of the Legislation is determined by Welsh Government who would be responsible for considering the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative

**Any risks identified (Q5)**

Failure to adopt the scheme could lead to financial hardship for citizens, increased Council Tax Arrears and reputational damage to the authority.

By adopting the scheme we are able to ensure that low income households are able to access financial support to help with their council tax liability.

**Cumulative impact (Q7)**

By adopting the scheme we are able to ensure that low income households are able to access financial support to help with their Council Tax liability. There are no negative impacts. Adopting a CTR Scheme is a positive action for the authority and will reduce the Council Tax to be paid by Swansea Citizens by an estimated £23.25m based on 21/22 figures.

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

Full IIA to be completed

X 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.

<b>Screening completed by:</b>
<b>Name:</b> Julian Morgans
<b>Job title:</b> Head of Revenues and Benefits
<b>Date:</b> 2/12/21
<b>Approval by Head of Service:</b>
<b>Name:</b> Ben Smith
<b>Position:</b> Chief Finance Officer (Sec 151 Officer)
<b>Date:</b> 2/12/21

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



# Agenda Item 9.



## Report of the Cabinet Member for Climate Change & Service Transformation

Council – 27 January 2022

### Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2022-2027

<b>Purpose:</b>	To outline proposed amendments to the current Private Sector Housing Renewal and Adaptations: Policy to Provide Assistance 2017-22 for inclusion in a new policy for 2022-27. To seek Council approval of the new policy.
<b>Policy Framework:</b>	1. Local Housing Strategy. 2. Private Sector Housing Renewal and Adaptations: Policy to Provide Assistance 2017-2022 approved by Council on 22 June 2017.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) Council approves the proposed Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2022-2027, including the proposed removal of the means test for small and medium Disabled Facilities Grants in accordance with Welsh Government guidance.
<b>Report Author:</b>	Darren Williams
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Catherine Window

#### 1. Introduction

- 1.1 The current Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2017-2022 details how the City and County of Swansea delivers assistance to help private owners and tenants to repair, maintain or adapt their homes.

1.2 The Policy was approved by Council on 22<sup>nd</sup> June 2017. This report outlines proposed changes to this policy and seeks approval for the adoption of a renewed Private Sector Housing Renewal and Disabled Adaptations Policy for 2022-27.

## **2. Policy Principles**

2.1 The current policy for 2017 to 2022 sets out the detail of various types of assistance aimed at helping home owners and tenants to carry out essential adaptations and repairs. Assistance is provided on the basis of helping residents, who are often on low incomes and/or vulnerable, to carry out adaptations and essential repairs to maintain independence at home. The policy also describes the Council's approach to bringing empty homes back into use and offering loans for home repairs. In summary, the types of assistance provided include :

- Disabled Facilities Grant (DFG) – Mandatory means tested grant to provide medium and large scale adaptations for private home owners and tenants of private rented accommodation. For example, level access shower room extensions.
- Discretionary Disabled Facilities Grants – top up DFG funding where the maximum DFG funding of £36,000 has been met, to fund unforeseen additional works during the works stage of the scheme and grant agency fees.
- Adapted Home Relocation Grant – funding to assist a disabled applicant with the costs associated with moving home where it is not practicable to adapt the existing home.
- Council House Adaptations – small and large scale adaptations for Council tenants
- Homefix Loans – Recyclable loans for elderly or disabled low income homeowners needing urgent repairs. For example, roof repairs and damp proofing.
- Grants for Nominations – For works to bring long term empty properties back into use. Grant is provided in exchange for nomination rights.
- Western Bay Care & Repair handyperson schemes – Small, rapid adaptations and repairs provided for elderly and disabled residents.
- Welsh Government Landlord Loan Scheme – interest free loans to bring empty properties back into use and to carry out repairs to private rented homes. Loans to be repaid and recycled as further loans.
- Welsh Government Owner Occupier loans and Owner Repayable Financial Assistance – interest free loans for the repair of properties to

make them safe, warm and/or secure, subject to an affordability test, with Owner Occupier Loans repaid through monthly instalments, and Repayable Financial Assistance provided as a lifetime loan to be repaid on future sale of the property where applicants are on low income. Loans repaid are recycled as further loans.

- Renewal Areas – Renewal Area funding to deliver an agreed programme of property repair and environmental improvement works in designated Renewal Areas – cessation of Sandfields Renewal Area took place in March 2019.

### **3. Changes to existing policy and points to note.**

- 3.1 A review of the current policy has been carried out to ensure that the Council can continue to fulfil its obligations and responsibilities to households who require assistance. The changes outlined in this report have been influenced by Welsh Government requirements, available capital budgets, current demand for the types of assistance offered, current external factors such as the recent shortages in building supplies and labour increasing building costs, and the need to set a Policy that continues to support Council objectives.
- 3.2 This policy will also see a significant change to DFGs following the Welsh Government Minister for Housing and Local Government announcing measures in March 2021 to remove the means test from small and medium DFGs this year. This will make it simpler and faster for the majority of disabled people in Wales who apply for adaptations through the DFG process to receive the most common types of adaptations including stairlifts, ramps, downstairs toilet and washing facilities. These adaptations will assist disabled people in maintaining their independence, safety and dignity, whilst reducing the pressures on Health and Social Care services.
- 3.2.1 This change is being introduced following the Wales Audit Office report on Housing Adaptations in Wales in 2018 recommending Welsh Government review whether local authorities should continue to use the means test for DFGs. The report found the current system for delivering adaptations in Wales is complex, reinforces inequalities for some disabled applicants in how adaptations are paid for and made available. For example owner occupiers and private rented tenants requiring adaptations apply for a DFG that is means tested to assess if they have to pay a contribution towards the cost of the works, whilst Council and Housing Association tenants are not required to pay a contribution towards their adaptations.
- 3.2.2 Welsh Government have estimated the cost to local authorities of removing the means test for small / medium adaptation DFGs across Wales is £238,000 per year, whilst each local authority would save £6-10,000 in annual administration costs. They have confirmed they expect local authorities to introduce the removal of the means test using

discretionary housing assistance powers under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO).

- 3.2.3 In preparation of the decision to remove the means test on small and medium DFGs, Welsh Government commissioned a study by the Wales Centre for Public Policy in March 2021 on the potential impact of removing the means test on local authorities delivering DFGs in Wales. They have confirmed the means test has acted as a deterrent to some disabled persons applying for a DFG. The study advises that local authorities in England and Wales who have removed the means test for DFGs have witnessed an increase in grant applications of around 20%-40%. The current level of capital funding for DFGs is sufficient to deal with current demand levels and not an increased demand.
- 3.2.4 Welsh Government advise they will monitor the impact of the removal of the means test over a 3 year period to assess changes in the level of DFG demand. Welsh Government have increased Enable adaptations funding to local authorities from £303,600 to £379,500 this year to account for the potential loss of resident contributions from the removal of the means test for small / medium DFGs.
- 3.2.5 The Minister confirms Welsh Government expect local authorities to comply with the proposed removal of the means test for the benefit of disabled people who live in their areas and to introduce this measure some time this year. Welsh Government have confirmed they will look at legal options available to them to enforce this if local authorities do not comply, including the option of introducing legislation.
- 3.2.6 Some local authorities In Wales have confirmed they intend to continue offering disabled applicants a mandatory means tested DFG for small / medium adaptations where applicants are willing to share their financial details, but for those who do not wish to share these details they intend creating a discretionary non means tested DFG, but with more stringent grant conditions including lower grant funding limits and longer repayment conditions. Welsh Government have advised they do not favour this approach.
- 3.2.7 Grant applicants who have previously had to contribute towards the DFG when applying for medium adaptations, received this mandatory grant assistance within the terms and conditions of the Private Sector Housing Renewal and Disabled Adaptations Policy to Provide Assistance applied at that time. Therefore these applicants are not entitled to a refund of their contribution following the proposal to remove the means test for future grant applicants applying for medium DFGs.

The main changes to the policy are summarised below.

- 3.3 **Discretionary Fast Track Adaptations Grant** is to be introduced to fully comply with the Welsh Government announcement of the removal of the means test for medium DFGs. This will result in no financial contribution

being required from the disabled applicant towards the cost of the works. This grant will be available to home owners and tenants of private rented accommodation for medium sized adaptations as defined in the Welsh Government Housing Adaptation Service Standards April 2019, for example the removal of a bath and installation of level access shower facilities.

Small adaptations have for a number of years been delivered through Discretionary Minor Adaptations Grant (MAG) assistance without a means test.

Grant conditions will apply to the Discretionary Fast Track Adaptation Grant. These will be in line with grant conditions for mandatory DFGs, including a £36,000 grant limit and repayment conditions for 10 years following completion of works, with the initial £5,000 grant funding being exempt from repayment.

3.4 **Disabled Facilities Grant (DFG)** – mandatory means tested adaptations grant for private home owners and tenants of private rented accommodation. This grant will in future be restricted to disabled people receiving large adaptations as defined in the Welsh Government Housing Adaptation Service Standards April 2019, for example major home structural modifications including extensions for a downstairs bedroom or shower room.

3.5 **Discretionary Disabled Facilities Loan** – due to the continuing escalation in building costs as a result of building material and labour shortages following the impact of the Covid pandemic, a significant proportion of large adaptation DFGs at design stage are now exceeding the maximum DFG allowance of £36,000. As a result officers are having to request applicants fund the additional cost above this maximum figure to enable the scheme to proceed. Often the disabled applicant does not have the funds to pay for the additional costs of the scheme and therefore the scheme is not able to go ahead, leaving them with the option of moving home or not having the adaptations they need.

To address this , it is proposed that a Discretionary Disabled Facilities Loan is introduced to assist owner occupied disabled applicants in funding these additional costs. This will be a lifetime loan, with a £10,000 limit, repayable on future sale or transfer of the home, enabling these funds to be recycled for future disabled applicants in need of assistance.

3.6 **Discretionary Disabled Facilities Grant** – this grant will continue to be offered to fund unforeseen additional works encountered during the building works of large adaptation DFGs and to fund grant agency fees. The grant is repayable for 10 years following completion of the works.

3.7 **Adapted Home Relocation Grant** – this grant will continue to be offered to disabled applicants where their home is found not to be suitable for adaptations, funding costs associated with moving to a more suitable

home, for example conveyancing fees and removal haulage costs. The grant will now also fund minor adaptations and minor repairs to the new home to make it suitable for the disabled applicant.

- 3.8 **Homefix Loan** – as a result of the escalation of building costs previously described in the report, a significant proportion of Homefix loan schemes are now exceeding the £25,000 loan maximum limit. This loan is provided to the elderly and disabled on low incomes to fund urgent repairs needed to their homes to help them remain living independently. Where costs exceed this limit, officers have to contact the applicant to request they contribute towards the cost of the works, with many unable to afford to do so. Therefore it is proposed the Homefix loan maximum amount is increased from £25,000 to £30,000.

In exceptional cases of severe disrepair to a home, where it would not be appropriate to leave the property partly renovated, the loan maximum currently is increased to £30,000. It is proposed that this figure is increased to £35,000 to account for the increase in building costs.

The Homefix loan available is subject to a calculation of the equity using property valuation bands. It is proposed these band values are increased to take account of the increase in property values locally in recent years.

- Property valued under £60,000 receiving 50% loan of the free equity, value to increase to £80,000.
- Property valued between £60,000 and £100,000 receiving 40% loan of the free equity, value to increase to between £80,000 and £120,000.
- Property valued over £100,000 receiving 30% loan of the free equity, value to increase to over £120,000.

- 3.9 **Comfort, Safety and Security Grant** – this grant provides minor rapid handyperson repairs for elderly and disabled occupants on low income with a current grant limit of £1,000 over a 5 year period. It is proposed this is changed to £1,000 over a 3 year period to account for the increase in building costs.

- 3.10 **Grants for Nominations** – this grant is no longer to be provided due to a lack of demand following the introduction of Welsh Government Landlord Loans to bring empty properties back into use.

- 3.11 **Renewal Area Assistance** – this form of assistance is no longer provided following the cessation of the Sandfields Renewal Area in March 2019.

#### 4. **Integrated Assessment Implications**

- 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.

4.1.1 The Well-being of Future Generations (Wales) Act 2015 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'.

4.1.2 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 An IIA Screening Form has been completed with an outcome that a full IIA report was required.

4.2.1 The outcome of the IIA report assessment are that the policy and the forms of assistance to be provided have a positive impact on a number of protected characteristics groups including those with a disability, the elderly, carers and future generations by providing much needed adaptations and repairs to the elderly and disabled to enable them to remain living independently, and wherever possible include assistance that is repayable to enable funding to be recycled for future applicants in need.

4.2.2 The removal of the means test for medium DFGs assists those applicants that would have previously been expected to pay a contribution towards their adaptations but may not have the income to fund this and therefore excluding them from receiving adaptations or deterring them from applying in the first place.

4.2.3 By removing the means test, there is a risk of an increase in demand for DFGs that exceeds the capital budget that could create a backlog and waiting list. Close monitoring of the impact on demand will be needed by Welsh Government and Council officers and mitigation measures introduced if required.

- 4.2.4 The IIA report action plan proposals include close monitoring of future DFG demand following the removal of the means test, data monitoring of performance, customer satisfaction consultation, close liaison with Welsh Government and other Local Authorities to gauge the impact of changes and continued engagement with local partners who assist the service in delivering adaptations and repairs including Western Bay Care and Repair.
- 4.3 The IIA report takes into account the United Nation Convention on the Rights of the Child (UNCRC), which the Council has embedded into the Authority's Policy Framework. The UNCRC is relevant in the policy to provide assistance in the provision of DFGs for children that are not means tested and the recycling of assistance for future generations.
- 4.4 The IIA report also evidences that the initiative complies with Welsh Language Standards: specifically, that we have considered how to maximise any benefits and minimise any adverse effects on:
- opportunities for people to use the Welsh language
  - treating the Welsh language no less favourably than English.

## **5. Financial Implications**

- 5.1 All forms of assistance other than Council house adaptations are funded through the Council's General Fund programme for disabled facilities and improvement grants. Council house adaptations are funded from the Housing Revenue Account (HRA).
1. For 2021/22 the programme budget is £5.2m.
  2. The Council house adaptations budget for 2021/22 is £2.75m.

No additional funding is required to facilitate the proposed changes to Policy described in section 3 of the report. All will be managed within existing budgets.

## **6. Legal Implications**

- 6.1 The Council is under a statutory duty to provide Disabled Facilities Grants, in accordance with the provisions of the Housing Grants Construction and Regeneration Act 1996 ("the HGCR").
- 6.2 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("the RRO") empowers local housing authorities to provide assistance to improve living conditions in their area, and requires them to adopt and publish a policy in accordance with which the power is to be exercised. The new Discretionary Fast Track Adaptations Grant with no means test for medium adaptations and Discretionary Disabled Facilities Loan are to be provided via the powers detailed in the RRO.



- 6.3 Under the RRO discretionary assistance may be provided in any form, and may be unconditional or subject to conditions, including conditions as to the repayment of the assistance or of its value (in whole or in part), or the making of a contribution towards the assisted work, and may require security, including a charge on the property. However, before such a condition is imposed, or steps are taken to enforce it, the authority must have regard to the ability of the person concerned to make such contribution or repay the assistance.
- 6.4 The new Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance will be adopted from 1st April 2022 and will apply to new grant / loan applications from that date forward.
- 6.5 Any proposed changes in future to grant / loan conditions and / or the introduction of new forms of assistance will continue to be subject to a report to Council for approval.

**Background Papers:** None

**Appendices**

Appendix A - Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2022-2027

Appendix B - Integrated Impact Assessment Report

# **DIRECTORATE OF PLACE**

# **PRIVATE SECTOR HOUSING RENEWAL AND DISABLED ADAPTATIONS: POLICY TO PROVIDE ASSISTANCE 2022-2027**

# **CITY AND COUNTY OF SWANSEA**

## Section 1 - Introduction

### Overview of the Private Sector Housing Renewal Policy

- 1.1 The Private Sector Housing Renewal and Disabled Adaptations Policy details how the City and County of Swansea (the Council) delivers assistance to help private owners and tenants to repair, maintain or adapt their homes. It also provides information on the Council's approach to improving the energy efficiency of homes.
- 1.2 The policy has been informed from a variety of housing data sources including the Welsh House Condition Survey undertaken in 2018, local housing and deprivation data from swansea.gov.uk, Welsh Government studies , Wales Audit Office review of DFGs in Wales 2018 and local house condition survey data from 2010.
- 1.3 The policy helps the City and County of Swansea's Housing service to meet key Council priorities by improving housing quality, reducing fuel poverty, and promoting independence at home.

### Legal Framework

- 1.4 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO 2002) requires that local authorities develop a policy for providing households with financial assistance to improve their homes. The order removed previous prescriptive legislation and allowed authorities more freedom to develop financial products and innovative forms of assistance.
- 1.5 The Local Government and Housing Act 1989 introduced the concept of Renewal Areas in order to improve housing and general amenities in an area where poor housing is combined with social and environmental issues.
- 1.6 Other relevant legislation includes:
  - The Housing Act 2004 introduced a number of changes including the introduction of the new Housing Health and Safety Rating System (HHSRS) to replace the Housing Fitness Standard. This assists Councils to target those properties in the worst conditions, which often house some of the most vulnerable people.

- The Housing Grants Construction and Regeneration Act 1996 introduced a duty to assist people with disabilities to enable them to live independently within their own home through the provision of Disabled Facilities Grants (DFGs). Within this act local authorities have a duty to carry out a means test of the disabled applicant to assess if they have a contribution to pay towards adaptations being provided at their home.
- The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (Wales) Order 2008 increased the maximum DFG grant and additional eligible works.
- The Social Services and Well-being (Wales) Act 2014 introduced a legal framework for improving the well-being of people who need care and support.
- The Well-being of Future Generations (Wales) Act 2015 introduced a duty on public bodies to consider, when making decisions, what future impact this has on people in Wales.

1.7 On the 10<sup>th</sup> March 2021 the Welsh Government Minister for Housing and Local Government , Julie James announced measures to remove the statutory means test for small and medium DFGs. Welsh Government are requesting local authorities use the discretionary housing assistance powers under the Regulatory Reform(Housing Assistance) (England and Wales) Order 2002 (RRO) to introduce this change. This change is included within this Policy to Provide Assistance 2022-2027 through the provision of a Discretionary Fast Track Adaptations Grants for medium adaptations.

## Local Issues

1.8 A range of issues have informed the development of this policy. In order to identify local issues, a review of housing data as detailed in section 1.2 has been undertaken together with discussions with Western Bay Care and Repair. A summary of the issues that have informed the policy are:

- Wales has the oldest housing stock in the UK, with 26% of this stock pre1919.
- In Wales , Owner Occupiers account for 69% of tenure, Private Rented sector 13%.

- The Private Rented Sector has the oldest stock and highest proportion of poor quality housing, with 43% of stock pre1919.
- The average Energy Rating of properties has increased from EPC band E in 2008 to band D in 2018.
- 82% of dwellings are free from Category 1 HHSRS hazards, 76% of Private Rented Sector dwellings.
- Swansea contains 112,100 dwellings, with 65.5% Owner Occupied, 15.5% Private Rented Sector.
- Welsh Index of Multiple Deprivation (WIMD) 2019 identified 11.5% of Swansea local areas fall within the top 10% most deprived areas in Wales.
- Across Swansea approximately 15% of private houses have a Category 1 HHSRS hazard.
- Tackling fuel poverty is an important issue for the Council. The highest rate of fuel poverty was in the private rented sector.
- There is a clear association between Category 1 hazards and low income households.
- There are an estimated 5,331 empty dwellings, 5.30 % of the private stock. As of April 2021 an estimated 2,034 of these have been vacant for longer than 6 months.
- Welsh Government studies indicate that older people are far more likely to occupy housing in poor condition. This has a significant impact upon their health and wellbeing and is likely to contribute to accident rates in the home as well as other illnesses. According to demographic forecasts the proportion of older persons in Swansea is set to increase significantly over the next decade.
- There is insufficient direct housing grant investment to deal with poor housing in the private sector meaning loan based initiatives such as the Welsh Government Landlord Loans and Owner Occupier Loan schemes should continue to be supported.

- In July 2016, the Welsh Government released statistics estimating there were 24,394 households in Fuel Poverty in Swansea. Research was carried out by the Building Research Establishment (BRE).
- On the 10<sup>th</sup> March 2021, a written statement by the Welsh Government Minister for Housing and Local Government Julie James announced measures to remove the means test from small and medium Disabled Facilities Grants (DFGs). The Wales Centre for Public Policy have undertaken a study on the potential impact of removing the means test on DFGs in Wales and found the current means test on DFGs has acted as a deterrent to some disabled persons receiving adaptations in Wales. These disabled persons drop out of the DFG application process because they do not want to disclose their financial information or because their income and savings have resulted in a means test that requires them to contribute in part or whole to the DFG adaptation works proposed. The requirement to remove the means-test from DFG for small and medium adaptations is likely to result in an increase in demand for DFGs locally.
- The construction industry in the UK and locally has seen unprecedented price increases following the Covid pandemic and Brexit, with material and labour shortages due to manufacturing restrictions and shipping / port delays. The average cost of the various forms of assistance the Council deliver including Disabled Facilities Grants has increased as a result, with a large number of schemes costs now reaching or exceeding the maximum financial assistance available. As a result the Council will look to increase the maximum assistance available to selected discretionary forms of assistance where they have the powers to do so.

## **Key principles and aims**

1.9 In order to tackle these issues the Council is committed to working to the following principles and aims:

- To provide a range of different types of assistance to tackle identified adaptation needs, housing repair and maintenance issues in Swansea.
- To target assistance towards vulnerable, older and disabled persons.

- To use loans to create a funding source that is sustainable in that it can be recycled back into the adaptation, repair and renewal of housing in the future.
- To work in partnership with others, in particular Western Bay Care and Repair, to maximise value for money and the help we provide to older persons in relation to minor repairs and adaptations.
- To provide adaptation services for disabled persons living in Council and private housing through a single Housing Adaptations Team.
- To work with the Occupational Therapy service to identify suitable adaptations that are necessary and appropriate for the disabled occupant and are reasonable and practicable to install at the property. Priority will be given to carrying out the adaptations within the existing property layout, with extensions only considered where no alternative solutions can be identified, whilst taking due regard of funding limits.
- To identify and assist particular geographical areas through evidence based research to ensure that suitable forms of external funding available from the Welsh Government are brought to Swansea, for example the WG Arbed energy efficiency measures programmes.
- To promote private sector home energy efficiency services.
- To monitor and improve conditions in the private sector and work in partnership with colleagues in other agencies and services to reduce the number of long term empty properties.

## **Partnership Working**

1.10 The successful delivery of the Policy will be greatly assisted when opportunities to work with partners sharing common objectives are maximised. The Council will take every opportunity to further develop working relationships with existing partners and will actively seek new partners to ensure that key objectives are met. Partnerships include:

- The Welsh Government is a lead partner in enabling the renewal of private sector housing. Welsh Government acknowledges that the quality of people's homes is critical to the quality of their lives and that good quality housing is the cornerstone of strong, safe communities. In order to enable good quality affordable housing, the Welsh Government supports the regeneration, renovation and renewal of owner-occupied, rented and empty homes and funds energy efficiency improvement programmes.
- Western Bay Care & Repair is a key partner in private sector housing renewal activities in the City and County of Swansea. They provide advice and practical support to older and disabled people who wish to undertake repairs, improvements and adaptations to their homes. Further detailed information about Care & Repair services can be found by visiting [www.careandrepair.org.uk](http://www.careandrepair.org.uk).
- The ADAPT project is a partnership arrangement involving the City and County of Swansea and local Housing Associations. ADAPT aims to simplify the process for accessing adapted accommodation by ensuring that existing adapted accommodation across the City and County of Swansea is put to best use. Physically disabled people who require high level adaptations in their accommodation will be referred to the ADAPT register. Under the ADAPT scheme, the Council and Housing Associations will identify properties that are wheelchair accessible, or have received high level adaptations. These properties will be matched to people on the ADAPT register.
- The Energy Savings Trust provide energy advice and signposting of clients to NEST which is the Welsh Government's scheme that offers householders a range of free, impartial advice and support to help them reduce their energy bills and for those who are eligible, a package of free home energy efficiency improvements, such as a new boiler, central heating or insulation. Resource Efficient Wales is a Welsh Government service providing people with a single point of contact for support on using resources (energy, materials and water) more efficiently.
- The Council is committed to ensuring that different services within the organisation work collaboratively on projects involving improving conditions in the private sector including housing renewal and energy efficiency. Key internal partners include the Occupational Therapy Service, Public Protection, Regeneration, Planning and Corporate Building and Property Services.
- The Council has an established Landlord's Forum that aims to provide information, share good practice, address concerns and develop co-operation, for example the Rent Smart Wales legislative requirements.



## Section 2 - Overview of Assistance Available

- 2.1 Whilst the responsibility for the maintenance and improvement of homes within the private sector is with the owner, the Council recognises that some people will not have the resources necessary. For these groups the Council has an important role to play. The Council will make the best use of the funds it has available to improve the quality of housing and thereby the quality of life using the forms of assistance detailed in this policy.
- 2.2 With the exception of Disabled Facility Grants (DFGs) in Wales, the funding of assistance to those in the private sector is discretionary, and will be governed by the annual budget set by the Council and the aims and principles established in this policy. The Council will, subject to applicants meeting eligibility criteria and conditions, make the following forms of financial assistance available:

### Adaptations (Section 3)

- Disabled Facilities Grants (DFG) (for large adaptations).
- Council House Adaptations (CAD) (for small, medium and large adaptations).
- Discretionary Disabled Facilities Grant (for large adaptations unforeseen works and agency fees)
- Discretionary Disabled Facilities Loan (top up for large adaptations where costs exceed statutory DFG maximum limit of £36k at design stage).
- Discretionary Fast Track Adaptations Grant (for medium adaptations – no means test).
- Adapted Home Relocation Grant
- Minor Adaptations Grant (for small adaptations)

## **Housing Repairs and Maintenance (Section 4)**

- Home Fix loans
- Comfort Safety and Security grants

## **Welsh Government Initiatives (Section 5)**

- Landlord loans.
- Owner - Occupier Loans and Owner Repayable Financial Assistance.

## **Section 3 - Adaptations**

### **Disabled Facilities Grants and Council House Adaptations**

- 3.1 Disabled Facilities Grant (DFG) and Council House Adaptations are grants to help meet the cost of adapting a property in which disabled adults or children live. Owner-occupiers and tenants may apply for the grant for a disabled person in their household. The grant is intended to enable disabled people to continue living independently in their homes.
- 3.2 An Occupational Therapist undertakes assessments of disabled persons needs and recommends adaptations to meet those needs. This will be a functional assessment of the disabled person's abilities in relation to their personal and domestic activities of daily living within their home.
- 3.3 Surveyors within the Housing Service will determine works which are 'reasonable and practicable' to deliver adaptations which are 'necessary and appropriate' to meet the applicants needs as recommended by the Occupational Therapy Service.

- 3.4 DFGs and Council House Adaptations can be used to fund adaptations and alterations including:
- Improving access to and from the dwelling
  - Making the dwelling safe for the disabled occupant
  - Improving access throughout the home
  - Facilitating use of bathing facilities
  - Facilitating the preparation of food
  - Improving heating or facilitating the use of heating or lighting systems
  - Facilitating care provision by a disabled carer
  - Making safe an access.
- 3.5 Priority will be given to carrying out the adaptations within the existing property layout, with extensions only considered where no alternative solutions can be identified, whilst taking due regard of funding limits. In arriving at a decision as to which room in the property to facilitate adaptations to provide access to rooms for sleeping, lavatory or bathing, the surveyor will consider utilising existing bedrooms / living rooms , particularly in cases of under-occupancy of a property. Adaptations will not be provided to remedy an overcrowding problem at a property.
- 3.6 For owner and private tenants the assistance provided will be a DFG where the adaptations are large in nature, as defined in figure 2 of the Welsh Government Housing Adaptations Service Standards April 2019, for example building an extension or property requiring major structural modifications.
- 3.7 The Council operates a discretionary Agency Service to assist eligible applicants with the design, procurement of builders and the supervision of works.

3.8 The criteria for mandatory Disabled Facilities Grants (for large adaptations) and Council House Adaptations (for medium and large adaptations) are outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>• An owner, private tenant or Council tenant who is disabled or has a disabled person living in the property. A definition of a disabled person is given in Section 100 of the Housing Grants, Construction and Regeneration Act 1996</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• Before awarding the grant the Council will need to satisfy itself that the proposed adaptations are "necessary and appropriate" to meet the disabled persons' needs. In order to do this they will have due regard of adaptations recommended by an Occupational Therapist assessment.</li> <li>• The Council will ensure that the adaptations are "reasonable and practicable" depending on the age and condition of the property.</li> <li>• The Housing Renewal and Adaptations service itself must decide on what actions to take on the basis of the recommendations and advice provided. Due regard will be taken of maximum grant funding limits.</li> <li>• The Housing Service's Operational Standard for Adaptations will be referred to in order to determine the exact scope of works. Priority will be given to carrying out the adaptations within the existing layout of the property by facilitating access by means such as installing a stairlift , vertical lift or door widening; or installing adaptations in an accessible location utilising existing bedrooms / living rooms / dining rooms; or providing a partial extension to the existing footprint of the property to fit the adaptation facilities required. An extension will only be considered where no alternative solutions can be identified , but will not be provided to remedy an overcrowding problem at a property.</li> <li>• If a solution has been identified by the Housing Renewals and Adaptations service where the adaptation can be installed within the existing layout of the property but the disabled applicant wants an extension, DFG funding will only be provided for the solution determined by the Housing Renewal and Adaptations section.</li> </ul>

Applicant's financial contribution	<ul style="list-style-type: none"> <li>• All applications for large adaptation DFGs in respect of disabled adults are means tested.</li> <li>• DFG applications in respect of disabled children and young people under the age of 19, who are dependent, are exempt from means testing.</li> <li>• Council House Adaptations (CAD) are funded through the Housing Revenue Account with no contribution required from the applicant.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• The maximum amount for mandatory DFGs is £36,000.</li> <li>• Where the cost of works for CAD exceeds £36,000, consideration will be given to the best or most cost effective course of action including possible rehousing or relocation of the Council tenant through the ADAPT scheme, or reduction of the scope of works.</li> </ul>
Eligibility for agency service	<ul style="list-style-type: none"> <li>• The Council Agency Service is not a mandatory service and will be offered to those applicants who wish to use it, subject to available resources.</li> <li>• A disabled grant applicant wishing to use the Council Grant Agency will agree to the Grant Agency Schedule of Services as listed in the Memorandum of Agreement for Agency Services, including agreement to the agency surveyor deciding on the most appropriate adaptations solution, taking account the OT recommendations provided.</li> </ul>
General conditions	<p>For owners and private tenants the disabled person must normally occupy the property for five years following completion and all formal applications must be accompanied by a relevant certificate signed by the applicant to that effect. Conditions set within the Disabled Facilities Grants (Conditions relating to approval or payment of Grant) General Consent 2008 (Wales) where the cost of a DFG exceeds £5,000 a charge will be placed on the adapted property which may be repayable up to 10 years after completion of the work, having taken due consideration of the impact of repayment with regard financial hardship, provision of care, disposal to enable the recipient to change location for employment and reasons connected with physical and mental Health.</p>

	<ul style="list-style-type: none"> <li>• There are conditions within the Council's Housing Allocations Policy limiting a Council tenant's right to housing need points in certain circumstances, should they wish to transfer following adaptations.</li> <li>• For owner and private rented sector tenants the assistance provided will be a DFG where the adaptations are large in nature, as defined in figure 2 of the Welsh Government Housing Adaptations Service Standards April 2019, for example building an extension or property requiring major structural modifications. A DFG in respect of disabled adults is means tested.</li> </ul>
Eligibility for agency service	<ul style="list-style-type: none"> <li>• The Council Agency Service is not a mandatory service and will be offered to those applicants who wish to use it, subject to available resources.</li> <li>• A disabled grant applicant wishing to use the Council Grant Agency will agree to the Grant Agency Schedule of Services as listed in the Memorandum of Agreement for Agency Services, including agreement to the agency surveyor deciding on the most appropriate adaptations solution taking account the OT recommendations provided.</li> </ul>

### Discretionary DFGs

3.9 This form of assistance is aimed specifically at ensuring that the cost of unforeseen minor additional works can be met, and, is only available to run concurrently with an approved DFG.

3.10 The criteria for Discretionary Disabled Facilities Grants are outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>• Owner and Tenants with approved DFG.</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• Unforeseen minor additional works necessary to sustain the DFG works.</li> <li>• The cost of fees if these cannot be contained within the statutory maximum allowance for a DFG.</li> </ul>

Applicant's financial contribution	<ul style="list-style-type: none"> <li>No additional contribution required unless the cost of works exceeds the maximum level of this assistance.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>£14,000</li> </ul>
General conditions	<ul style="list-style-type: none"> <li>As for mandatory DFGs General Conditions including full repayment conditions of 10 years subject to exemptions as listed.</li> </ul>

### Discretionary Disabled Facilities Loan

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3.11 This new form of loan assistance is aimed specifically as a top up funding provision where the costs of a planned DFG exceed the £36000 maximum amount, and is only available to run concurrently with an approved DFG.

3.12 The criteria for Discretionary Disabled Facilities Loans are outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>Owner Occupiers with an approved DFG.</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>Top up funding where the cost of eligible works at design stage exceeds the DFG £36,000 grant limit.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>No additional contribution required unless the cost of works exceeds the maximum level of this assistance.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>£10,000</li> </ul>
General conditions	<ul style="list-style-type: none"> <li>A Discretionary Disabled Facilities loan will be registered as a local charge and is repayable on sale or transfer of title (or upon applicants move into long term care or sheltered accommodation). For joint</li> </ul>

	applicants, the assistance will become repayable on the death of the surviving final borrower (or the final surviving borrower moves into long term care or sheltered accommodation).
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### Adapted Home Relocation Grant

3.13 This form of financial assistance is intended to help with the disabled person with the cost of moving home within the boundary of the City and County of Swansea where this is considered more appropriate to meet the needs of a disabled occupant and it is not reasonable or practicable to adapt the existing home to fully meet identified needs. Financial Assistance may be available towards the fees and charges involved in purchasing a new home (not including the purchase cost), where the applicant owns their existing home or for moving to alternative rented accommodation for an existing tenant.

3.14 The criteria for Adapted Home Relocation Grant is outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>• Owners and tenants who are eligible for a large adaptations DFG or CAD but costs of work exceed £36,000 at design stage.</li> <li>• The grant can also be available where the recommended works are not feasible at the existing home.</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• For owner occupiers to help assist with the ancillary costs of purchasing a more appropriate or already adapted accommodation which includes estate agent fees, conveyance costs, stamp duty, removal expenses, redecoration allowance , small / medium adaptation works and minor repair works to the new property.</li> <li>• For tenants, costs associated with moving to more appropriate rented accommodation, including removal expenses and redecoration allowance.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• All applications in respect of disabled adults are means tested.</li> <li>• Applications in respect of disabled children and young people under the age of 19 who are dependent</li> </ul>



	are exempt from means testing.
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>The maximum grant payable is £36,000.</li> </ul>
General conditions	<ul style="list-style-type: none"> <li>Following grant work, applicants must usually reside in the property for a minimum of 10 years and must comply with disposal (sale/transfer) conditions for 10 years following grant completion.</li> </ul>

### Discretionary Fast Track Adaptation Grant

3.15 This new form of discretionary assistance is being introduced at the request of Welsh Government to remove the requirement to means test disabled adults for medium sized adaptation DFGs. By the removal of the means test , applicants will no longer be required to pay a contribution towards these adaptation works.

3.16 The criteria for the Discretionary Fast Track Adaptations Grant are outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>An owner or private rented sector tenant or who either is disabled or has a disabled person living in the property. A definition of a disabled person is given in Section 100 of the Housing Grants, Construction and Regeneration Act 1996</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>Medium sized adaptations as defined in Welsh Government Housing Adaptation Service Standards April 2019, Figure 2 – Definitions of different types of Housing Adaptations , examples include : <ul style="list-style-type: none"> <li>➤ Walk in showers.</li> <li>➤ Stairlifts.</li> <li>➤ Large ramps.</li> <li>➤ A combination of these adaptations.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Before awarding the grant the Council will need to satisfy itself that the proposed adaptations are "necessary and appropriate" to meet the disabled persons' needs. In order to do this they will have due regard of adaptations recommended by an Occupational Therapist assessment.</li> <li>• The Council will ensure that the adaptations are "reasonable and practicable" depending on the age and condition of the property.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• There is no means test and no financial contribution required from the disabled applicant towards the works.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• The maximum grant payable is £36,000.</li> </ul>
General conditions	<ul style="list-style-type: none"> <li>• For owners and private tenants the disabled person must normally occupy the property for five years following completion and all formal applications must be accompanied by a relevant certificate signed by the applicant to that effect.</li> <li>• Where the cost of a Discretionary Fast Track DFG exceeds £5,000 a charge will be placed on the adapted property which may be repayable up to 10 years after completion of the work, having taken due consideration of the impact of repayment with regard financial hardship, provision of care, disposal to enable the recipient to change location for employment and reasons connected with physical and mental Health.</li> <li>• There are conditions within the Council's Housing Allocations Policy limiting a Council tenant's right to housing need points in certain circumstances, should they wish to transfer following adaptations.</li> </ul>
Eligibility for agency service	<ul style="list-style-type: none"> <li>• The Council Agency Service is not a mandatory service and will be offered to those applicants who wish to use it, subject to available resources.</li> </ul>

	<ul style="list-style-type: none"> <li>• A disabled grant applicant wishing to use the Council Grant Agency will agree to the Grant Agency Schedule of Services as listed in the Memorandum of Agreement for Agency Services, including agreement to the agency surveyor deciding on the most appropriate adaptations solution, taking account the OT recommendations provided.</li> </ul>
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### Minor Adaptations Grant

3.17 There is an increasing expectation that social care and support should be delivered in a person's own home wherever possible. The Minor Adaptations Grant funds minor adaptations to home owners or private tenant's properties. The works will usually be carried out by Western Bay Care & Repair following a referral from the Council.

3.18 Criteria for the Minor Adaptations Scheme are outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>• Owner Occupiers or Private tenants</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• Internal and external handrails</li> <li>• Lever taps</li> <li>• Small ramps to aid access to reduce the risk of slips and falls</li> <li>• Key safes</li> <li>• Door entry systems</li> <li>• Replacement shower seats</li> <li>• Replacement shower heads/anti-scald</li> <li>• Installation of electrical sockets for community alarm system</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• No means test applies to the disabled applicant.</li> <li>• Applicants may have to contribute where the costs of the works exceed the maximum grant.</li> </ul>

Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• £2000</li> </ul>
General conditions	<ul style="list-style-type: none"> <li>• Applicants must reside at the property where the works are to be carried out.</li> <li>• An Occupational Therapist assessment is not usually required.</li> </ul>

## Section 4 - Housing Repairs Assistance

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4.1 Housing conditions have a major impact upon the health and wellbeing of occupants, particularly those in vulnerable groups such as older people, people with disabilities, and low-income households. Poor housing also has a negative impact on neighbourhoods and the environment. Concerns about the impact of poor housing on health include the impact of cold and damp housing on the incidence of childhood asthma, increased winter deaths and the health effects on people on low incomes who need substantial repairs to their homes. Poor housing can have a detrimental effect on the quality of life in an area. Empty properties can also have a negative impact on people's lives as they can attract vandalism and crime and represent a wasted resource when the supply and affordability of housing in Swansea is a key issue. Stays in hospital and residential care can also be prevented or limited to shorter periods of time if properties are maintained and repaired.

### Home Fix Loans

4.2 As part of the Council's strategy for dealing with private sector housing disrepair the Council offer interest free Homefix Loans.

4.3 The criteria for Home Fix Loans are outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>• Owner Occupiers who have lived in and owned the property for 3 years or more.</li> <li>• Property must be over 10 years old.</li> <li>• Applications for loans will <u>not</u> be considered where the applicant(s) have savings of £16,000 or above.</li> <li>• Applicants must be over 60 <u>and</u> in receipt of income support, guaranteed pension credit, council tax benefit, or income based job seekers allowance; <u>or</u> low income (based on a means test).</li> <li>• Applicants must be over 18 <u>and</u> in receipt of a disability benefit; <u>and</u> in receipt of income support, guaranteed pension credit, council tax benefit, or income based job seekers allowance; <u>or</u> low income (based on a means test).</li> <li>• No repeat loan applications within 5 years of completion of works under a previous loan.</li> <li>• If the applicant cancels the loan at any time after acceptance, the Council may recover from the applicant any costs it has incurred, for example valuation fees.</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• Eligible works will be identified by a Council Surveyor and agreed by the applicant. The focus will be to carry out essential repairs to bring the property up to a reasonable standard of repair and to ensure that the property is free from serious and urgent items of disrepair, including Category 1 and 2 hazards as defined by the Housing Health and Safety Rating System 2004 (HHSRS) In addition to essential repairs, other improvement works may be considered as part of the loan subject to the loan maximum.</li> <li>• In most cases the maximum loan value will be £30,000, plus fees. However in exceptional cases of severe disrepair, where it would not be appropriate to leave the property partly renovated (e.g. completed works being susceptible to deterioration, or the property being left in an unsafe condition), the loan maximum may be increased to £35,000, plus fees.</li> </ul>

Applicant's financial contribution	<ul style="list-style-type: none"> <li>• Applicants are subject to a financial assessment.</li> <li>• Applicants may also need to contribute if costs exceed the maximum level of assistance.</li> </ul>
Levels of financial assistance	<ul style="list-style-type: none"> <li>• The minimum loan will be £1,000.</li> <li>• Maximum amounts depend on equity, but up to £30,000 plus fees can be borrowed as set out below: <ul style="list-style-type: none"> <li>➤ Property value under £80,000 - 50% of the free equity</li> <li>➤ Property between £80,000 and £120,000 - 40% of the free equity</li> <li>➤ Property over £120,000 - 30% of the free equity</li> </ul> </li> <li>• In exceptional cases of severe disrepair, where it would not be appropriate to leave the property partly renovated (e.g. completed works being susceptible to deterioration, or the property being left in an unsafe condition), the loan maximum may be increased to £35,000, plus fees, at the Council's discretion.</li> <li>• Loans will be interest free.</li> <li>• Fees will be charged for administration and agency fee costs. This may be added to the loan.</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• The loan application will be subject to the provision of a suitable Royal Institute of Chartered Surveyors (RICS) valuation if the loan applied for exceeds £5,000 or a mortgage is outstanding. For loans below £5,000, where no mortgage is outstanding, a RICS valuation will not be required and the Council will use other information available to assess the property value. For example, use of data on recent sold prices and current sale prices in the area.</li> <li>• The loan will be registered as a legal charge (must be first or second charge) where value is £3000 or above and is repayable in full on sale or transfer of title (or upon applicants move into long term care or sheltered accommodation). Loans below £3000 will be subject to a local charge.</li> </ul>

	<ul style="list-style-type: none"> <li>• For joint applicants, the loan will become repayable on the death of the surviving final borrower (or the final surviving borrower moves to long term care or sheltered accommodation).</li> <li>• Applicants must not have any outstanding debt to the Council at the time of making an application or have adverse credit history which may include County Court Judgements, Individual Voluntary agreements (IVAs), Debt Relief Orders, Bankruptcy (within 6 years), or Company Insolvency Liquidation.</li> </ul>
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### Comfort Safety and Security Grants

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4.4 Comfort Safety and Security grants are available to owner occupiers requiring low cost repairs. These works will usually be carried out by Western Bay Care & Repair.

4.5 Criteria for Comfort Safety and Security (CSS) Grants are outlined below:

Who is eligible?	<ul style="list-style-type: none"> <li>• Owner Occupiers who have lived in and owned the property for 3 years or more.</li> <li>• Property must be over 10 years old.</li> <li>• Applications will not be considered where the applicant(s) has savings of £16,000 or above.</li> <li>• Applicants must be over 60 and in receipt of one of the following income support, guaranteed pension credit, council tax benefit, Working Tax Credit (under £15,050) or Child Tax Credit (under £15,050) or income based job seekers allowance; or low income (based on a means test).</li> </ul>
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	<ul style="list-style-type: none"> <li>• Applicants must be over 18 <u>and</u> in receipt of a disability benefit; <u>and</u> in receipt of income support, guaranteed pension credit, council tax benefit, or income based job seekers allowance; <u>or</u> low income (based on a means test).</li> <li>• Tenants without a repairing obligation are not eligible on the basis that repairs are the responsibility of the owner of the property.</li> </ul>
Eligible Works	<ul style="list-style-type: none"> <li>• Minor repairs needed for Comfort , Safety or Security matters within a property.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• Applicants may have to contribute where the costs of the works exceed the maximum grant.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• £1000 per 3 year period</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• Applicants must reside at the property where the works are to be carried out.</li> </ul>

## Section 5 – Welsh Government Initiatives

### Owner Occupier Loans

5.1 Welsh Government Owner Occupier Loans are available for applicants who need funding assistance to carry out repairs and improvements to their homes to make them safe, warm and secure, or to convert an empty property. This is an interest free loan requiring applicants to repay the loan in monthly instalments and is subject to an affordability test.

5.2 Owner Repayable Financial Assistance is available to owner occupiers who need to carry out urgent repairs to their home but have failed the affordability test for an Owner Occupier Loan, and are on a means tested benefit or low income. This is an interest free loan that is repayable on the future sale or transfer of the property.



### 5.3 Criteria for Owner Occupier Loans

Who is eligible	<ul style="list-style-type: none"> <li>• Owners occupiers over 18 – no other age restrictions</li> <li>• Owners of properties vacant for a minimum of 6 months on the condition the loan recipient occupies the property on completion of the works for the duration of the loan.</li> </ul>
Eligible Works	<ul style="list-style-type: none"> <li>• Improvements to the standard and overall quality of the accommodation to make it warm, safe, secure. Works should bring it up to a reasonable standard for occupation.</li> <li>• Works to convert an empty residential or commercial building into accommodation of a reasonable standard so that it is suitable for immediate occupation.</li> <li>• Loans may be provided to fund part of the works provided there is evidence from the applicant as part of the application that there is sufficient funding to complete the remainder of the works.</li> </ul>
Loan Amounts, Terms and Fees	<ul style="list-style-type: none"> <li>• Minimum loan £1,000, maximum loan amount will be £25,000 per property / unit.</li> <li>• Maximum loan term up to 10 years until 2020. From 1<sup>st</sup> January 2020 the maximum loan term will be the period from approval until expiry of the scheme in 2030.</li> <li>• Loans will normally be repaid in monthly instalments. Loan applicant's eligibility will be subject to an affordability test.</li> <li>• The loan will be registered as a legal charge (must be first or second charge) for the duration of the loan term period, repayable in full on sale or transfer of title (or upon applicants moving into long term care or sheltered accommodation, or death of loan recipient).</li> <li>• Loans will be interest free.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fees will be charged for administration costs, comprising a fee charged direct from the fund and a fee charged to the loan recipient. This may be added to the loan.</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• Properties must be 10 years old.</li> <li>• Loan to value ratio will not exceed 80%.</li> <li>• The Council at it's discretion may request a property valuation report by a Royal Institute of Chartered Surveyors (RICS) qualified surveyor, payable by applicant.</li> <li>• A schedule of works will be agreed with the applicant prior to the offer of any loan and will form part of the loan conditions. Where appropriate, Planning and Building Regulations consent will be required for proposed works.</li> <li>• Applicants must not have any outstanding debt to the Council at the time of making an application or have adverse credit history which may include County Court Judgements, Individual Voluntary agreements (IVAs), Debt Relief Orders, Bankruptcy (within 6 years), or Company Insolvency Liquidation.</li> <li>• Loan Assistance will not be available for the following : <ul style="list-style-type: none"> <li>➤ Properties that are not of a permanent nature such as houseboats and caravans.</li> <li>➤ Structures that do not have Building Regulations approval.</li> <li>➤ Buildings not suitable for conversion to habitable dwellings.</li> </ul> </li> <li>• If owner occupiers do not maintain occupation, immediate repayment will be required.</li> </ul>

## Owner Occupier Repayable Financial Assistance Loans

### 5.4 Criteria for Owner Occupier Repayable Financial Assistance Loans

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Who is eligible	<ul style="list-style-type: none"> <li>• Owners and occupiers of substandard properties who fail the affordability test for Owner Occupier Loans, to remove Housing Health and Safety Rating System (HHSRS) hazards and to carry out urgent repairs.</li> <li>• Owners of properties vacant for a minimum of 6 months, who fail the owner occupier affordability test for Owner Occupier Loans, on the condition the loan recipient occupies the property on completion of the works for the duration of the loan.</li> <li>• On failing the affordability test, applicants must be in receipt of one of the following : income support, guaranteed pension credit, council tax benefit, Working Tax Credit (under £15,050) or Child Tax Credit (under £15,050) or income based job seekers allowance; or low income (based on a means test).</li> </ul>
Eligible Works	<ul style="list-style-type: none"> <li>• Works to remove Housing Health and Safety Rating System (HHSRS) hazards and urgent items of repair only.</li> <li>• Loans may be provided to fund part of the works provided there is evidence from the applicant of sufficient funding to complete the remainder of the works.</li> </ul>
Loan Amounts, Terms and Fees	<ul style="list-style-type: none"> <li>• Minimum loan £1,000, maximum loan amount will be £25,000 per property.</li> <li>• Lifetime loan, the loan will be registered as a legal charge (must be first or second charge) repayable in full on sale or transfer of title (or upon applicants moving into long term care or sheltered accommodation, or death of loan recipient), repayable as a single lump sum.</li> <li>• Loans will be interest free.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fees will be charged for administration costs, comprising a fee charged direct from the fund and a fee charged to the loan recipient. This may be added to the loan.</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• Properties must be at least 10 years old.</li> <li>• Loan to value ratio will not exceed 80%.</li> <li>• The Council at it's discretion may request a property valuation report by RICS qualified surveyor, payable by applicant.</li> <li>• A schedule of works will be agreed with the applicant prior to the offer of any loan and will form part of the loan conditions. Where appropriate, Planning and Building Regulations consent will be required for proposed works.</li> <li>• Applicants must not have any outstanding debt to the Council at the time of making an application or have adverse credit history which may include County Court Judgements, Individual Voluntary agreements (IVAs), Debt Relief Orders, Bankruptcy (within 6 years), or Company Insolvency Liquidation.</li> <li>• Loan Assistance will not be available for the following : <ul style="list-style-type: none"> <li>➤ Properties that are not of a permanent nature such as houseboats and caravans.</li> <li>➤ Structures that do not have Building Regulations approval.</li> <li>➤ Buildings not suitable for conversion to habitable dwellings.</li> </ul> </li> <li>• If owner occupiers do not maintain occupation of the property in question, immediate repayment will be required.</li> </ul>

## Landlord Loans

5.5 Welsh Government Landlord Loans are available to Private Rented Sector Landlords to carry out repairs to their homes to make them safe, warm and secure, or to convert an empty property. This is an interest free loan requiring applicants to repay the loan within 2 years if the property is to be sold, 5 years if the property is to be made available for letting, or 10 years if the property is to be made available at Local Housing Allowance rent levels.

### 5.6 Criteria for Landlord Loans

Who is eligible	<ul style="list-style-type: none"> <li>• Landlords of substandard properties to make a property safe, warm, secure.</li> <li>• Owners of properties vacant for a minimum of 6 months, who intend either renting or selling the property on completion of the works. Individuals and companies can apply.</li> <li>• Persons applying for loans may either be existing or prospective owners. The property must be registered in the applicant's name before the loan can be approved.</li> </ul>
Eligible Works	<ul style="list-style-type: none"> <li>• Improvements to the standard and overall quality of the accommodation, remove HHSRS hazards, and make it warm, safe, secure. Works should bring it up to a reasonable standard for occupation referred to in operational guidance.</li> <li>• Works to convert an empty residential or commercial building into accommodation of one or more units of a reasonable standard so that it is suitable for immediate occupation.</li> <li>• Loans may be provided to fund part of the works provided there is evidence from the applicant of sufficient funding to complete the remainder of the works.</li> </ul>
Loan Amounts, Terms and Fees	<ul style="list-style-type: none"> <li>• Minimum loan £1,000, maximum loan amount will be £25,000 per property / unit, up to a total maximum of £250,000 up to 10 units, per applicant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maximum loan term up to 2 years if the property is to be sold on completion of the works.</li> <li>• Maximum loan term 5 years if the property is to be made available for rent.</li> <li>• Maximum loan term 10 years if the property is to be made available for rent at Local Housing Allowance (LHA) affordable rent levels, let through the Council's preferred Social Lettings Agency, subject to a nomination agreement.</li> <li>• Loans will normally be repaid as a full repayment lump sum at the end of the loan term for loan terms of 3 years or less. Longer loans terms will require a percentage repayment during the loan term as follows: <ul style="list-style-type: none"> <li>➤ Loan term of 5 years or less : 25% lump sum repayment after 3 years, remainder repaid at end of loan term.</li> <li>➤ Loan term of more than 5 years : 50% lump sum after 3 years, remainder at end of loan term.</li> </ul> </li> <li>• The loan will be registered as a legal charge (must be first or second charge) for the duration of the loan term period, repayable in full on sale or transfer of title (or upon applicants moving into long term care or sheltered accommodation, or death of loan recipient).</li> <li>• Loans will be interest free.</li> <li>• Fees will be charged for administration costs, the fee charged to the loan recipient may be added to the loan.</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• Properties must be at least 10 years old.</li> <li>• Properties deemed empty as identified by the Council's Empty Property Register as being empty for a minimum of 6 months.</li> </ul>

- Loan to value ratio will not exceed 80%.
- The Council at its discretion may request a property valuation report by RICS qualified surveyor, payable by applicant.
- Loan can be used for the intention of renting or selling the property.
- Where applicable, Planning and Building Regulations consent will be required for proposed works.
- Applicants must not have any outstanding debt to the Council at the time of making an application or have adverse credit history which may include County Court Judgements, Individual Voluntary agreements (IVAs), Debt Relief Orders, Bankruptcy (within 6 years), Company Insolvency Liquidation.
- Loan Assistance will not be available for the following :
  - Properties that are not of a permanent nature such as houseboats and caravans.
  - Structures that do not have Building Regulations approval.
  - Buildings not suitable for conversion to habitable dwellings.

## **Section 6 - Resourcing the Policy and Conditions of Financial Assistance**

- 6.1 All the assistance detailed in this document is subject to conditions. Full details of the relevant terms and conditions will be provided upon application.

### **Reclaiming Grant Money**

- 6.2 In the event of a successful insurance or compensation claim or action for legal damages which covers the cost of works for which the grant or loan was previously paid, the Council will require repayment of the total value of grant or loan paid relating to such works or the value of the insurance payment or legal damages if lower.

### **Breach of Conditions**

- 6.3 In the event of a breach of a condition, the Council will require full repayment of the loan or grant, but has the discretion to agree a lesser amount in exceptional circumstances i.e. where the repayment of the grant assistance will cause significant financial hardship to the grant applicant or the grant applicant's estate would be in deficit.

### **Non-Financial Forms of Assistance**

- 6.4 Applicants found not to be eligible for financial assistance, or those choosing not to proceed with formal applications, may be offered non-financial forms of assistance such as provision of a schedule of repair works, or signposting to partners such as Western Bay Care & Repair.

### **Fees**

- 6.5 The Council applies a range of fees to cover the delivery of services associated with the administration of assistance outlined in this policy. Fees can be included in the total value of the grant/loan. These fees are reviewed annually and are available on request.

### **General Points**

- 6.6 The Council is faced with significant challenges and competing priorities for capital investment. These challenges are set to continue throughout the lifespan of this policy. Nevertheless, the Council is committed to meeting its statutory duties and, as far as possible, making funding available to support the key priorities outlined in this policy.



- 6.7 Capital funding for private sector housing renewal and adaptations has traditionally been drawn down from 2 main sources:
- The Council General Capital Fund (GCF)
  - External funding providers, for example Welsh Government.
- 6.8 Capital funding for energy efficiency / fuel poverty reduction measures is expected to be made available through Welsh Government Warm Homes funding and through schemes available through Utility Companies.
- 6.9 The Council acknowledges that the nature of the financial assistance it can make available and the number of grants and loans it can award is dictated by the amount of capital finance available. Capital Funding levels are agreed by the Council and are available on request.

## **Section 7 – Amendments to the policy.**

- 7.1 The Council reserves the right to make minor amendments to this policy as set out below . Any exercise of this discretion to make these amendments will be authorised by a responsible officer with operational and budgetary responsibility for this service area. These minor changes will be restricted to :
- Grant / loan maximum allowance figures increased or decreased within 10% of figures approved within this policy.
  - Eligibility criteria minor changes that are shown not to have a negative impact on the protected characteristics groups as detailed in the Integrated Impact Assessment.

## Integrated Impact Assessment (IIA) Report

This form should be completed when a screening form has indicated a full Integrated Impact Assessment is required and found to be relevant to Equality Act 2010, Socio-economic Duty and Well-being of Future Generations (Wales) Act 2015

**Please refer to the 'IIA Report Form Guidance' while completing this form. If you need further support, please contact [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk).**

### Which service area and directorate are you from?

Service Area: Housing and Public Health – Housing Renewals and Adaptations

Directorate: Place

### Q1(a) What are you assessing?

- 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 Boards 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:

Report to Council on the renewal of the service's Housing Renewal and Disabled Adaptations : Policy to Provide Assistance for 2022-2027.

A policy has to be developed and published by a local authority on how they intend providing housing financial assistance within their area for a set period of time for households requiring housing adaptations and repairs, to comply with legislation set out in the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

### (c) It was initially screened for relevance on: 8.11.21

Attached for reference

**(d) Lead Officer**

**Name:** Darren Williams

**Job title:** Programme Planning and Delivery Manager – Renewals and Adaptations

**Date:** 8.11.21

**(e) Approved by Head of Service**

**Name:** Mark Wade

**Job title:** Head of Housing and Public Health

**Date:** 8.11.21

**Section 1 - Aims**

**What are the aims of the initiative?** A policy has to be developed and published by a local authority on how they intend providing housing financial assistance within their area for a set period of time for households requiring housing adaptations and repairs, to comply with legislation set out in the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

**Who has responsibility?** Housing Renewals and Adaptations service – lead Darren Williams.

**Who are the stakeholders?** Public receiving housing adaptations, repairs or empty property assistance, in particular vulnerable groups including disabled persons, elderly residents and low income households. Other stakeholders include partners assisting the service in delivery of the assistance including Social Services OT service, Western Bay Care and Repair, ADAPT project, Energy Savings Trust, Housing Landlord Services , Corporate Building Services and external contractor appointed to the service’s Framework of Contractors.

**Section 2 - Information about Service Users (See guidance)**

In order to complete this section you will need to look to data such as Census data, research and performance management information, surveys, future trends, service user data, socio-economic data from recent consultations, engagement and research

- |   |                                     |                                      |                                     |
|---|-------------------------------------|--------------------------------------|-------------------------------------|
| Children/young people (0-18) .....        | <input checked="" type="checkbox"/> | Sexual orientation.....              | <input type="checkbox"/>            |
| Older people (50+).....                   | <input checked="" type="checkbox"/> | Gender reassignment.....             | <input type="checkbox"/>            |
| Any other age group .....                 | <input type="checkbox"/>            | Welsh language.....                  | <input type="checkbox"/>            |
| Future generations (yet to be born) ..... | <input checked="" type="checkbox"/> | Poverty/social exclusion .....       | <input checked="" type="checkbox"/> |
| Disability .....                          | <input checked="" type="checkbox"/> | Carers (including young carers)..... | <input type="checkbox"/>            |
| Race (including refugees).....            | <input type="checkbox"/>            | Community cohesion.....              | <input checked="" type="checkbox"/> |
| Asylum seekers .....                      | <input type="checkbox"/>            | Marriage & civil partnership .....   | <input type="checkbox"/>            |
| Gypsies & Travellers.....                 | <input type="checkbox"/>            | Pregnancy and maternity.....         | <input type="checkbox"/>            |
| Religion or (non-)belief .....            | <input type="checkbox"/>            |                                      |                                     |
| Sex .....                                 | <input type="checkbox"/>            |                                      |                                     |

Please provide details of the information you hold in relation to the groups above:

- Service user data – from applications – health and financial, customer satisfaction data.
- Welsh Government data – recent adaptation publications including Wales Audit Office – Review of Housing Adaptations in Wales 2018, Housing Adaptation Service Standards 2019, Housing Adaptations Strategic Framework 2021, WG Minister for Housing and Local Government announcement of removal of means testing for small and medium Disabled Facilities Grants (DFGs) March 2021, Wales Centre for Public Policy study into the potential impact of the removal of the means test on local authorities in Wales 2021.
- Welsh House Condition Survey Data 2018.
- Swansea .gov.uk/statistics and swansea.gov.uk/profiles

Any actions required, e.g. to fill information gaps (write below and add to action plan)?

None

### Section 3 – Assessing the Impact (See guidance)

Please consider the possible impact on the different protected characteristics and statutory considerations:

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	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
Race	<ul style="list-style-type: none"> <li>• No specific impact.</li> </ul>	Neutral	Ethnicity Nationality Gypsies / Travellers Language: interpreter provision Refugee / Asylum Seekers Migrants Awareness events <a href="#">United Nations Convention on the Elimination of All Forms of Racial Discrimination (UNCERD)</a>

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
<p><b>Disability</b></p>	<ul style="list-style-type: none"> <li>• Removal of DFG on small / medium adaptations will allow some applicants currently not accessing the DFG system to receive assistance.</li> <li>• Removal of means test could increase demand for adaptations on the service with future demand outstripping budget, this would lead to waiting lists, backlogs and delays in delivering adaptations.</li> <li>• Proposal for a new Discretionary Disabled Facilities loan will provide applicants with an opportunity to use financial assistance to top up the maximum grant level of £36k provided by DFGs where the scheme at planning at preparation stage exceeds this figures. The current policy requires applicants to fund the shortfall, often they do not have these funds due to low income and the scheme cannot proceed. Without this form of assistance more and more schemes would not be undertaken with the ongoing increases in building costs.</li> <li>• The increase in the Homefix loan maximum figure due to building cost increases will ensure there is more opportunity to carry out the full range of essential housing repairs at a property.</li> </ul>	<p>Positive</p> <p>Further investigation – a period of monitoring impact will be needed.</p> <p>Positive</p> <p>Positive</p>	<p>Mobility / Dexterity Blind or Visually impaired Deaf or Hearing impaired Mental Health Learning Disabilities Dementia Neurological difference / Autism Access to buildings/ facilities Access to communication methods Dietary requirements Other Long Term Health Conditions <a href="#">United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)</a></p>

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
<b>Carers</b>	<ul style="list-style-type: none"> <li>The adaptations accessed will assist the carer with the ability to provide the level of care required to a higher standard, safeguarding both the cared for and the carer.</li> </ul>	Positive	Providing unpaid and informal care A child caring for a disabled parent An older person caring for a friend who has a mental health issue A young adult caring for a sibling with substance misuse difficulties An adult caring for an older relative who is elderly, frail or experiencing dementia
<b>Sex</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	Men / Women Gender Identity Childcare Gender Pay Gap Domestic abuse <a href="#">United Nations Convention on the Elimination of All Forms of Discrimination against Women (UNCEDAW)</a>

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
<p><b>Age</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 69</p>	<ul style="list-style-type: none"> <li>Older residents (over 60) are one of the targeted priority client groups for the provision of limited housing assistance, both for adaptations and repairs. Changes to the policy to provide assistance described in disability section will also be applicable here.</li> <li>Child DFG cases are often the most complex cases requiring extensive large adaptations, often exceeding the maximum grant limit of £36k provided by mandatory DFGs. The provision of the Discretionary Disabled Facilities Loan to offer top up funding at preparation stage for families will assist the scheme in being feasible and enable the works to proceed.</li> <li>Assist working age claimants who would not have been able to access financial support for the adaptations because of their income, but however had restricted funds or access to finance to provide such adaptations</li> </ul>	<p>Positive</p> <p>Positive</p> <p>Positive</p>	<p>Older People including citizens with dementia. Could the initiative contribute to the 'age friendly' agenda or improve the experience of getting older in Swansea</p> <p>Children, Young People</p> <p>Cross-generational working offers a wide variety of benefits</p> <p>Working Age People, Young Families</p> <p>Demographics</p> <p>NB: Where children / young people are affected complete the <a href="#">Childrens Rights Checklist</a></p> <p><a href="#">United Nations Convention on the Rights of the Child (UNCRC)</a></p> <p>Caring responsibilities</p>
<p><b>Future generations (yet to be born)</b></p>	<ul style="list-style-type: none"> <li>A number of forms of assistance proposed in the policy are interest free loan based, repayable on future sale or transfer of the property, ensuring these funds are recyclable, providing a sustainable capital funding pot for future generations in need of assistance.</li> </ul>	<p>Positive</p>	<p>We must ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs</p>

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
<b>Religion &amp; Belief</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	Faith Communities Non Beliefs Dietary requirements Vegetarianism/Veganism Other philosophical beliefs Dress code/uniforms Religious festivals/activities, agile working
<b>Sexual Orientation</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	Gay Lesbian Bi-sexual Heterosexual Terminology Confidentiality about sexuality <a href="https://www.stonewall.org.uk/">https://www.stonewall.org.uk/</a>
<b>Gender Reassignment</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	A person who proposes to, starts or has changed their gender identity Transgender Appropriate language use, ie, appropriate pronouns
<b>Marriage &amp; Civil Partnership</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	Marital status Civil Partnership status
<b>Pregnancy &amp; Maternity</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	Pregnant mothers Those entitled to maternity and paternity leave Foster/Adoption Breastfeeding mothers



	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
<b>Welsh Language</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	<p>Ensuring equal status of both Welsh and English languages.</p> <p>Availability of and access to services, activities and information.</p> <p>Rights of individuals to ask for WL services.</p> <p>Impact on Welsh speaking communities, including:</p> <p>Positive / negative effects on opportunities to use the WL.</p> <p>Possible changes to number/percentage of Welsh speakers</p> <p>Job opportunities / Staffing changes.</p> <p>Training needs and opportunities</p> <p>Availability of Welsh medium education</p>

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
<b>Socio Economic Considerations</b>	<ul style="list-style-type: none"> <li>• DFG &amp; Discretionary DFG (DDFG) grant conditions require repayment of the grant if the property is sold within 10 years of completion (exemptions apply) , but the adaptations should ensure the home receives adaptations that enables the applicant to remain living independently and reduce the risk of hospital admissions. These repaid funds will also be recycled for future generations to use.</li> <li>• Removal of means test for small / medium adaptations will result in applicants who would have previously been deterred from looking at DFGs now applying, enabling more disabled occupants to receive adaptations. Wales Centre for public policy estimate between 10-20% of applicants drop out of DFG process each year.</li> <li>• The potential increase in demand on the removal of the means test for disabled applicants who previously may have had to pay a contribution to part or all of the works. This could add pressures on the service, with the current annual capital budget being sufficient to fund current demand, increased demand could result in backlogs, waiting lists, delays on delivery of the works.</li> </ul>	<p>Neutral</p> <p>Positive</p> <p>Possibly negative – further investigation / monitoring will need to take place.</p>	<p>People living in less favourable social and economic circumstances than others in the same society. Disadvantage may be exacerbated by many factors of daily life, not just urban or rural boundaries. The impact on limited incomes are significant but also consideration needs to be given to service accessibility and barriers to participation.</p> <p>'Intersectionality' issues - where identity compounds socio-economic status, e.g., single parents (often women), disabled people, some BAME groups.</p>
<b>Human Rights</b>	<ul style="list-style-type: none"> <li>• No specific impact</li> </ul>	Neutral	See <a href="#">Human Rights Articles</a> .

	Potential Impacts	Positive / Negative/Neutral Impact/Needs further investigation	Prompts (not an exhaustive list) Consider:
<b>Intersectionality</b>	<ul style="list-style-type: none"> <li>No specific impact</li> </ul>	Neutral	The way in which power structures based on factors such as gender, race, sexuality, disability etc. interact with each other and create inequalities, discrimination and oppression. (the multiple layers of discrimination)
<b>Community Cohesion</b>	<ul style="list-style-type: none"> <li>Housing repair and empty property loans and grants assist in improving derelict, empty, dilapidated homes, improving the amenity of the area, reducing anti-social behaviour and crime.</li> </ul>	Positive	Think about relationship between people from different backgrounds, community tensions, community facilities  <a href="http://gov.wales/topics/people-and-communities/communities/communitycohesion/?lang=en">http://gov.wales/topics/people-and-communities/communities/communitycohesion/?lang=en</a>
<b>Other (please state)</b>	None		Eg, Modern Slavery, Safeguarding, Other Covid effects, Ex-offenders, Veterans, Care Leavers, Substance Abuse, Homeless

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<b>Human Rights Act 1998</b>	
<ul style="list-style-type: none"> <li>Article 2 Right to life</li> <li>Article 3 Freedom from torture and inhuman or degrading treatment</li> <li>Article 4 Freedom from Slavery and forced labour</li> <li>Article 5 Right to liberty and security</li> <li>Article 6 Right to a fair trial</li> <li>Article 7 No punishment without law</li> </ul>	<ul style="list-style-type: none"> <li>Article 8 Respect for private life, family, home and correspondence</li> <li>Article 9 Freedom of thought, belief and religion</li> <li>Article 10 Freedom of expression</li> <li>Article 11 Freedom of Assembly and association</li> <li>Article 12 Right to marry and start a family</li> <li>Article 13 Right to access effective remedy if rights are violated</li> <li>Article 14 Protection from discrimination</li> </ul>

**If you have identified any areas which need further investigation, these will need to be added to your action plan**

## Section 4 - Involvement

Please consider all of your involvement activities here, e.g. participation, consultation, engagement, co-productive approaches, etc.

**What involvement has been undertaken to support your view? How did you ensure this was accessible to all?**

- Consultation with partners – Western Bay Care and Repair, Social Services OT service.
- Consultation with stakeholders – service users via review of customer satisfaction, and contractors.
- Participation in discussions with Welsh Government and South Wales Renewal and Adaptations group on removal of means test proposals for small and medium DFGs and feedback provided.

**What did your involvement activities tell you? What feedback have you received?**

- Welsh Government Minister for Housing and Local Government has confirmed they intend pressing ahead with removal of means test proposals following feedback from local authorities.
- Customer satisfaction feedback confirms clients are very satisfied with the forms of assistance provided for them, in particular adaptations has improved their quality of life, the adaptations have helped clients to be able to do things in the home they couldn't do before and have helped them to be more confident and independent.
- Western Bay Care and Repair feedback is applicants receiving Minor Adaptations (MAG) and Comfort, Safety Security Grant Handyperson assistance would like to be able to apply for this assistance more often and not have restrictions to how many times they can apply.

**How have you changed your initiative as a result?**

- The changes to the means test for small and medium DFGs is a directive from Welsh Government and therefore there is limited changes we can make to this proposal, other than determine our own local grant conditions and limits on assistance.
- Western Bay Care and Repair MAG and CSS assistance conditions have been amended to enable applicants to apply for assistance more often, particularly needed with the ongoing demand and increase in building work costs.

**Any actions required (e.g. further engagement activities, mitigation to address any adverse impact, etc.)? (Add to action plan)**

- Monitoring arrangements being proposed by Welsh Government and locally by the Housing Renewal and Adaptations service to closely monitor the impact of the removal of the means test for small and medium DFGs, in particular the impact on demand for DF assistance.

## Section 5 – Duties (please see guidance)

Please consider how the initiative might address the following issues. How will the initiative impact on the duties set out below?

Think about what work you have already done to improve the outcomes.

<b>Public Sector Duty – how will the initiative address the below?</b>	
Foster good relations between different groups	Continued delivery of housing assistance through our partner organisation ensures an ongoing dialogue and good relationships.
Elimination of discrimination, harassment and victimisation	The Wales Centre for Public Policy reported in March 2021 that the current means test acts as a deterrent for applying for a DFG, either because the applicant does not want to disclose their financial information or that their income and savings have resulted in them having to apply a contribution to part or all of the works. They estimate between 10-30% of applicants currently drop out of the DFG process as a result.
Advance equality of opportunity between different groups	Welsh Government announced the proposed removal of the means test for small and medium adaptations due to the perceived inequalities in applicants receiving adaptations dependent on tenure and location, for example social housing tenants not having to financially contribute to adaptations, but owner occupiers and private rented tenants do have to contribute.
<b>Socio-economic Duty - Describe any issues identified as a result of the initiative for those people experiencing and living in poverty</b>	
a) Communities of place	<ul style="list-style-type: none"> <li>Welsh Government landlord loans assistance will continue to provide funding for landlords to bring empty properties back into use, creating additional affordable accommodation in the city, enabling often vulnerable low income residents on the housing register to find suitable accommodation.</li> </ul>
b) Communities of interest	<ul style="list-style-type: none"> <li>Removal of means test will enable more disabled persons to receive disabled adaptations at no cost to them.</li> <li>Introduction of Discretionary DFG loan will provide a further option for applicants to obtain funding to pay for the shortfall in funding of their scheme where it has been identified as exceeding the mandatory DFG grant maximum of £36k. This loan will not create affordability issues as it will be a lifetime loan, repayable on the future sale or transfer of the property.</li> </ul>
<b>How does your proposal ensure that you are working in line with the requirements of the Welsh Language Standards (Welsh Language Measure (Wales) 2011)? (beyond providing services bilingually)</b>	
a) To ensure the Welsh language is not treated less favourably than the English language	<ul style="list-style-type: none"> <li>Assistance available will not have a detrimental impact on Welsh Language and will not be treated less favourably.</li> <li>Documentation / online information available in Welsh.</li> </ul>
b) That every opportunity is taken to promote the Welsh language	As above
c) Increase opportunities to use and learn the language in the community	As above

**United Nations Convention on the Rights of the Child (UNCRC):** Many initiatives have an indirect impact on children and you need to consider whether the impact is positive or negative in relation to both children's rights and their best interests

**Will the initiative have any impact (direct or indirect) on children and young people (think about this age group holistically e.g. disabled children, those living in poverty or from BME communities)?**

Disabled child DFG applications will continue to be administered in line with legislation where the family is not means tested, therefore no impact.

**All initiatives must be designed / planned in the best interests of children and young people.**

*Best interests of the child (Article 3): The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.*

**Please explain how you meet this requirement:**

See Above.

A disabled child with a DFG application receives an OT assessment to determine the adaptations that are necessary and appropriate for them in the home, acting on the best interests of the child.

## Section 6 - Sustainable Development

The Well-being of Future Generations Act (Wales) 2015 places a well-being duty on Swansea Council to carry out sustainable development. This is in line with the Council's Sustainable Development Policy and our Corporate Plan's Well-being Objectives. We must work in a way that improves 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.

The sustainable development principle means we must act in a manner, which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. We do this by applying the five ways of working.

### 6a) The Sustainable Development Principle's Ways of Working

The Five Ways of Working	Examples or summary of how applied
<p><b>Long term</b> - The importance of balancing short-term needs while safeguarding the ability to also meet long-term needs</p>	<p>With the removal of the means test for small and medium DFGs there is a risk of demand increasing in the medium to long term, outstripping the capital budget available annually, creating a backlog, possible waiting list and delaying delivery of much needed adaptations for disabled persons. Welsh Government and the service locally intend keeping a close eye on the impact on demand. If demand increases to be unsustainable, measures may need to be considered and introduced to mitigate this problem.</p>
<p><b>Prevention</b> - Acting to prevent problems occurring or getting worse</p>	<p>The forms of assistance provided within the policy to carry out adaptations and essential repairs are intended to be preventative to avoid problems escalating and risking the ability of individuals being able to continue to remain living independently at home, and creating health and social care pressures as a result.</p> <p>The provision of assistance to bring empty properties back into use is a proactive way of dealing with problematic dilapidated homes having a negative impact on the community whilst creating affordable homes for low income households in need of accommodation.</p>
<p><b>Integration</b> -Considering impacts upon each of the well-being goals, well-being objectives, local well-being objectives, or on the objectives of other public bodies</p>	<ul style="list-style-type: none"> <li>• Adaptations assistance links to Welsh Government adaptations and independent living agenda.</li> <li>• Policy to provide assistance links with overall housing service priority of investing to improve housing, increasing the supply of good quality affordable homes, and to ensure the housing and support needs of the most vulnerable are met.</li> <li>• Policy to provide assistance targeting assistance at the elderly, disabled and low income households links with Council overall objectives of Safeguarding People from Harm and Tackling Poverty.</li> <li>• Provision of forms of assistance reduces pressures on housing and social care services.</li> </ul>

<b>Collaboration</b> - Acting together with other services or external organisation towards our well-being objectives	<ul style="list-style-type: none"> <li>• Work in collaboration with our delivery partners to deliver the various forms of assistance including Western Bay Care and Repair, Social Services Occupational Therapists service, CBS and external framework contractors.</li> </ul>
<b>Involvement</b> - Involving people with an interest in achieving the well-being goals (everybody), and ensuring that those people reflect the diversity of the area served	<ul style="list-style-type: none"> <li>• Service user consultation – satisfaction feedback.</li> <li>• WG adaptations and independent policy direction provided by WG Adaptations steering group made up of representatives from WG, service users, OTs, health and social care, disabled charities, RSLs, Councils, WLGA.</li> </ul>

### 6b) Contribution to Swansea Council's Well-being Objectives

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Our Corporate Plan's Well-being objectives	Are directly supported by this initiative	Are not directly impacted by this initiative	May be in conflict or adversely impacted by this initiative
Safeguarding People from harm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving Education and Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tackling Poverty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transforming our economy and infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintaining and enhancing Swansea's natural resources and biodiversity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transformation and Future Council development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 6c) Thinking about your answers above, does the initiative support our Corporate Plan's Well-being Objectives when considered together? Yes

Please consider the positives and negatives as a whole. This is an opportunity to analyse the global impact of the proposal where some objectives will be advanced whilst others may be impacted. Where there is a residual negative impact for one or more



objectives please show that we have considered mitigation to ensure that negative impacts are lessened. Please detail any conflicts gaps and mitigation measures.

**Positives :**

- Removal of means test for small & medium DFGs will assist those previously deterred from applying for DFG adaptations.
- Providing Discretionary DFG loans to assist applicants if they need it to fund any shortfall in scheme costs at approval stage will ensure disabled applicants receive the adaptations they need.
- Increasing the maximum levels of assistance on some assistance, eg Homefix will ensure there is sufficient funding to carry out essential repairs following recent building cost increases.

**Negatives :**

- Removal of means test for small and medium adaptations could increase demand, creating potential funding problems in the future, close monitoring will be needed following introduction of policy to assess impact and any mitigating measures that may be needed.

6d) How is contribution to the National Well-being Goals maximised? Where can you add value? Consider the full goal description not just the title. Consider relevant [Journey Checkers](#). Complete the table below

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Well-being Goal (click to view definition)	Primary Goals - tick if key	Any significant positive and/or negative impacts/contributions considered/mitigated
<a href="#">A Prosperous Wales:</a> An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Local supply chain and delivery through local framework of contractors and Corporate Building Services.</li> <li>• Working with local partner agencies to assist in delivery of assistance, eg Western Bay Care and Repair.</li> </ul>

<p><a href="#">A Resilient Wales</a>: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Repair loans works includes energy efficiency measures eg solid wall insulation and boiler replacements.</li> <li>• Work in partnership with Energy Savings Trust and signpost their services to applicants.</li> </ul>
<p><a href="#">A Healthier Wales</a> A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Supporting people through adaptations and essential repairs to their homes to assist them to remain living independently, reduce hospital admissions and facilitate hospital discharges.</li> </ul>
<p><a href="#">A More Equal Wales</a> A society that enables people to fulfil their potential no matter what their background or circumstances.</p>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Providing assistance to bring empty properties back into use, creating additional affordable accommodation for those in housing need.</li> </ul>
<p><a href="#">A Wales of Cohesive Communities</a> Attractive, viable, safe and well-connected communities.</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Providing assistance to bring empty properties back into use, creating additional affordable accommodation for those in housing need, removing problematic properties to improve communities and reduce anti-social behaviour.</li> <li>• Undertaking adaptations and essential repairs to make homes safe and enable residents to remain living independently within their own homes and locality, supported by local family / friends networks.</li> </ul>
<p><a href="#">A Wales of Vibrant Culture &amp; Thriving Welsh Language</a> A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, sports and recreation.</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• The bilingual process enables welsh speakers to stay in their communities and participate in local cultural opportunities.</li> </ul>
<p><a href="#">A Globally Responsible Wales</a> A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Local supply chains that are fair and sustainable.</li> <li>• Signposting energy efficiency assistance.</li> </ul>

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## Section 7 - Cumulative Impact/Mitigation

**What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the IIA 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/have made.

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.)

### Any mitigation needed:

It is important that you record the mitigating actions you will take in developing your final initiative.

Record here what measures or changes you will introduce to the initiative in the final draft, which could:

- reduce or remove any unlawful or negative impact/ disadvantage
- improve equality of opportunity/introduce positive change
- support the Well-being of Future Generations Act (Wales) 2015
- reduce inequalities of outcome resulting from socio-economic disadvantage

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Unlawful or Negative Impact Identified	Mitigation / Positive Actions Taken in the initiative (add to action plan)
Removal of means test on small/medium adaptations could result in an increased demand for DFGs	Both Welsh Government and the Housing Renewal and Adaptations service to monitor closely the impact of this change on demand in Wales and if demand does become unsustainable

**Section 8 – Monitoring arrangements:** The IIA process is an ongoing one that does not end when the initiative is agreed and implemented. Please outline the monitoring arrangements and/or any additional data collection that will help you monitor any equality impacts, risks, sustainability of your initiative once implemented:

<p><b>Monitoring arrangements:</b></p> <ul style="list-style-type: none"> <li>• Service user data.</li> <li>• Performance indicator and data returns results.</li> <li>• Budget monitoring.</li> <li>• Ongoing engagement with Welsh Government Independent living team and South Wales Renewal and Adaptations group on impact of means test changes. (includes WG officer representation)</li> <li>• Ongoing engagement with local partners eg Western Bay Care and Repair.</li> </ul>
<p><b>Actions (add to action plan):</b></p>

- Complete annual WG independent living annual adaptations data returns.
- Service user questionnaires results –reported quarterly.
- Monitor service user complaints for themes.
- Quarterly PAM PI returns.
- Monthly budget monitoring reports and meetings.
- Attendance on various steering groups including South Wales Renewal and Adaptations group meetings engagement.
- Ongoing membership of Western Bay Care and Repair Board – quarterly board meetings engagement.

## Section 9 – Outcomes:

Having completed sections 1-8, please indicate which of the outcomes listed below applies to your initiative (refer to the guidance for further information on this section).

Outcome 1: Continue the initiative – no concern

Outcome 2: Adjust the initiative – low level of concern

Outcome 3: Justify the initiative – moderate level of concern

Outcome 4: Stop and refer the initiative – high level of concern.

For outcome 3, please provide the justification below:

For outcome 4, detail the next steps / areas of concern below and refer to your Head of Service / Director for further advice:

## Section 10 - Publication arrangements:

On completion, please follow this 3-step procedure:

1. Send this IIA report and action plan to the Access to Services Team for feedback and approval – [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)
2. Make any necessary amendments/additions.
3. Provide the final version of this report to the team for publication, including email approval of the IIA from your Head of Service. The IIA will be published on the Council's website - this is a legal requirement.

**Action Plan:** Please outline below any actions identified throughout the assessment or any additional data collection that will help you monitor your initiative once it is implemented:

<b>Action</b>	<b>Dates</b>	<b>Timeframe</b>	<b>Lead responsibility</b>	<b>Progress</b>	<b>Add to Service Plan</b>
<b>Close monitoring of DFG demand</b>	End of each quarter	Commence in 2022-23	Darren Williams		
<b>WG proposal for close monitoring of DFG demand on LAs in Wales following the introduction of the removal of the means test.</b>	Not known.	To start 22-23	Welsh Government – Dan Jones, Head of Health and Housing		
<b>Complete annual WG independent living annual adaptations data returns including analysing data.</b>	May each year	Annual	Darren Williams		
<b>Monitor customer complaints for themes developing.</b>	Quarterly	Ongoing	Darren Williams		
<b>PI / data monitoring / budget reports and meetings including analysing data.</b>	Quarterly	Ongoing	Darren Williams		
<b>Attendance on South Wales Renewals and Adaptations Group and other groups eg WG loans group, to discuss matters arising from</b>	Quarterly	Ongoing	Darren Williams		

<p><b>changes to the means test for DFGs and other adaptation / repair / empty property matters, including discussions with WG officers attending to discuss emerging themes and actions needed to address them.</b></p>					
<p><b>Engagement with partners to identify and issues occurring that needs actions to mitigate eg engagement with Western Bay Care and Repair.</b></p>	<p>Quarterly</p>	<p>Ongoing</p>	<p>Darren Williams</p>		

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\* Please remember to be 'SMART' when completing your action plan (Specific, Measurable, Attainable, Relevant, Timely).

# Agenda Item 10.



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

Council – 27 January 2022

### Waste Strategy 2022-2025

<b>Purpose:</b>	The report seeks the approval of Council for the adoption of the Waste Strategy 2022-2025
<b>Policy Framework:</b>	Welsh Government's "Towards Zero Waste: our waste strategy" - 2010
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) Council approves the adoption of the Waste Strategy 2022-2025
<b>Report Author:</b>	Chris Howell
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 Any waste strategy must be aligned with the relevant, current UK and Welsh Government policies and legislation, and Swansea's Corporate Plan 2017-22.
- 1.2 The Corporate Plan clearly states its commitment to the environment through its Corporate Priority **Maintaining and enhancing Swansea's Natural Resources and Biodiversity**, also recognises the importance of supporting prosperity through Transforming our Economy & Infrastructure.

## **2. Overview of Swansea's Proposed Waste Strategy 2022-2025**

- 2.1 The proposed Strategy is attached as Appendix A and outlines Swansea's progression from 45% recycling in 2011/12, to currently exceeding the most recent Statutory 64% Recycling Target.
- 2.2 The Strategy details our current service provision and the Action Plan to achieve the next Statutory Recycling Target of 70% in 2024/25.
- 2.3 The document also highlights a range of potential future challenges and options which may need to be considered to meet those challenges.

## **3. Integrated Assessment Implications**

- 3.1 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.
- 3.2 The Well-being of Future Generations (Wales) Act 2015 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'.
- 3.3 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.
- 3.4 This is a low risk proposal as the improvements required within the Action Plan are a combination of contractual, operational, and reinvigoration of existing arrangements.



3.5 A copy of the IIA screening confirms that a full IIA is not required, and can be found as an appendix to this report.

#### **4. Financial Implications**

4.1 Section 7 of the Strategy details the broader budgetary conditions and pressures across the Service Area. It is understood that as part of the budget setting process for 22/23 an adjustment will be made to the core waste budget to reflect a variety of accumulated unbudgeted pressures and the move away from the current landfill process to the new disposal methodology. As such there are no additional financial implications arising out of the new strategy.

4.2 Any potential future challenges and options which may need to be considered, would have their financial implications assessed as part of that process.

#### **5. Legal Implications**

5.1 This strategy will ensure that the Council meets the 70% Statutory Recycling Target set by Welsh Government for 2024/25 under their Towards Zero Waste: our waste strategy.

#### **Background Papers:**

Welsh Governments Towards Zero Waste: our waste strategy – 2010

<https://gov.wales/towards-zero-waste-our-waste-strategy>

#### **Appendices:**

Appendix A Swansea's Waste Strategy 2022-2025

Appendix B Integrated Impact Assessment Screening



# **Waste Strategy**

## **2022-25**

January 2022

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## **1.0 Purpose**

To review and update the Council's Waste Strategy to meet the Welsh Government (WG) overall Waste Strategy and its' statutory recycling target, currently set at 70% recycling in 2024/25.

To agree a 3 year Service Improvement Plan to achieve the 70% recycling target, and to understand options available into the longer term.

## **2.0 The Waste Agenda**

### **2.1 The Current National Context**

Any waste strategy must be aligned with the relevant, current UK and Welsh Government policies and legislative acts including:

- Waste Framework Directive
- The Waste (England and Wales) Regulations 2011
- Towards Zero Waste
- Waste (Wales) Measure 2010
- Environment (Wales) Act 2016
- Climate Change Strategy for Wales

It is considered that there will be a significant increase in demand for waste services over the next decade particularly having regard to the targets being set by the Welsh Government, outlined below. Specifically, the Welsh National Waste Strategy – “Towards Zero Waste” was launched in 2010. The strategy sets out the long-term framework for resource efficiency and waste management between now and 2050.

Welsh Government's intermediate priorities and principles for collection are summarised as:

1. Provision of kerbside collection services that reduce residual waste arisings, collect high levels of clean recyclables and is at lowest overall financial cost;
2. Collection services are delivered in a way that helps elicit the desired behavioral changes amongst householders whilst at the same time providing convenience;
3. Provision of kerbside collection services that can provide source segregated food wastes to anaerobic digestion facilities that produce renewable energy and soil fertiliser; and

4. Provision of well signed, equipped and staffed Household Waste Recycling Centres that enable as many people as possible to access facilities for recycling as wide a range of materials as possible.

By 2024/25, the strategy expects that 70% of what is produced will be recycled. Of the remaining 30% a maximum of 5% can go to landfill with the remaining fraction to Energy from Waste

The target brings with it substantial financial penalties of £200 per tonne, for not meeting the required levels of recycling. Missing a target by 1% would result in a fine of circa £250,000.

## 2.2 The Future National Context

The Welsh Government's Towards Zero Waste Strategy has been reviewed and supplemented by a new strategy document titled "Beyond Recycling - A strategy to make the circular economy in Wales a reality"

This review has aspirations to move towards a circular economy to:

- Become zero waste by 2050
- Reduce emissions
- Realise our economic potential
- Make resource efficiency part of our Welsh culture

Welsh Government are proposing eight ambitious headline actions to accelerate the journey towards a circular economy:

1. **Become the world leader in recycling:** We will work to achieve the highest rates of household recycling in the World, working with local government, and transform the recycling of commercial, and industrial and construction waste.

2. **Phase out single use plastic:** We will make Wales the first country to send zero plastic to landfill. We will press ahead with game-changing reforms including introducing Extended Producer Responsibility for packaging, a Deposit Return Scheme for drinks containers, and applying bans or restrictions to phase out the use of unnecessary, highly littered, single use plastic.

3. **Invest in clean technology for materials collection:** We will modernise the way we collect the material from our homes and businesses to reduce transport emissions of carbon dioxide and improve air quality, by introducing zero emission vehicles and investing in the infrastructure to renewably charge and power them.

**4. Make more efficient use of our food:** We will lead the way in eradicating avoidable food waste by looking at the whole supply chain and working with businesses from farm to fork to minimise waste and maximise resource efficiency.

**5. Prioritise the purchasing of wood, remanufactured and recycled content:** We will prioritise the use of wood and recycled content as well as prioritising re-used and remanufactured content in the goods that the public sector purchases.

**6. Enable communities to take collective action:** We will support citizens and communities to do the small things that add up to making a big difference. We will engage young people so they can actively learn about and be part of resource efficiency action through the education sector and beyond.

**7. Create the conditions for business to seize the opportunities:** We will support all businesses in Wales to reduce their carbon footprint and become more resource efficient. This will enable our businesses to save and make money, as well as being more resilient and able to compete in new and emerging markets whilst also achieving positive environmental outcomes.

**8. Take full responsibility for our waste:** We will take full responsibility for our waste in Wales, ensuring that we do not export waste to be a problem elsewhere. We will work in partnership with other parts of the globe to help them to tackle their waste issues

Welsh Government have long had an objective to reach zero waste by 2050 and this goes hand in hand with their goal of a net zero carbon Wales. With this in mind, there is a strong likelihood that further statutory recycling targets in excess of 70% will be introduced. A future target of 80% would not be unexpected, although specific proposals have not been determined by WG yet.

## 2.3 The Local Context

The City and County of Swansea is a mainly urban Authority with rural areas to the west and north.

It has approximately 112,000 properties with a significant level of ongoing housing growth, and a population of around 250,000.

The Authority has a thriving tourism industry, two large Universities, and a large commercial sector. The area also has a significant proportion of high density housing in the form of terraced/town houses, houses in multiple occupation, and flats.

The area currently has 72 Elected Members covering 36 Electoral Wards, although this has been the subject of a reform, which will amend these numbers to 75 and 35 respectively.

The City & County of Swansea published its well-being statement before 31st March 2017 as required by the Well-Being of Future Generations (Wales) Act 2015.

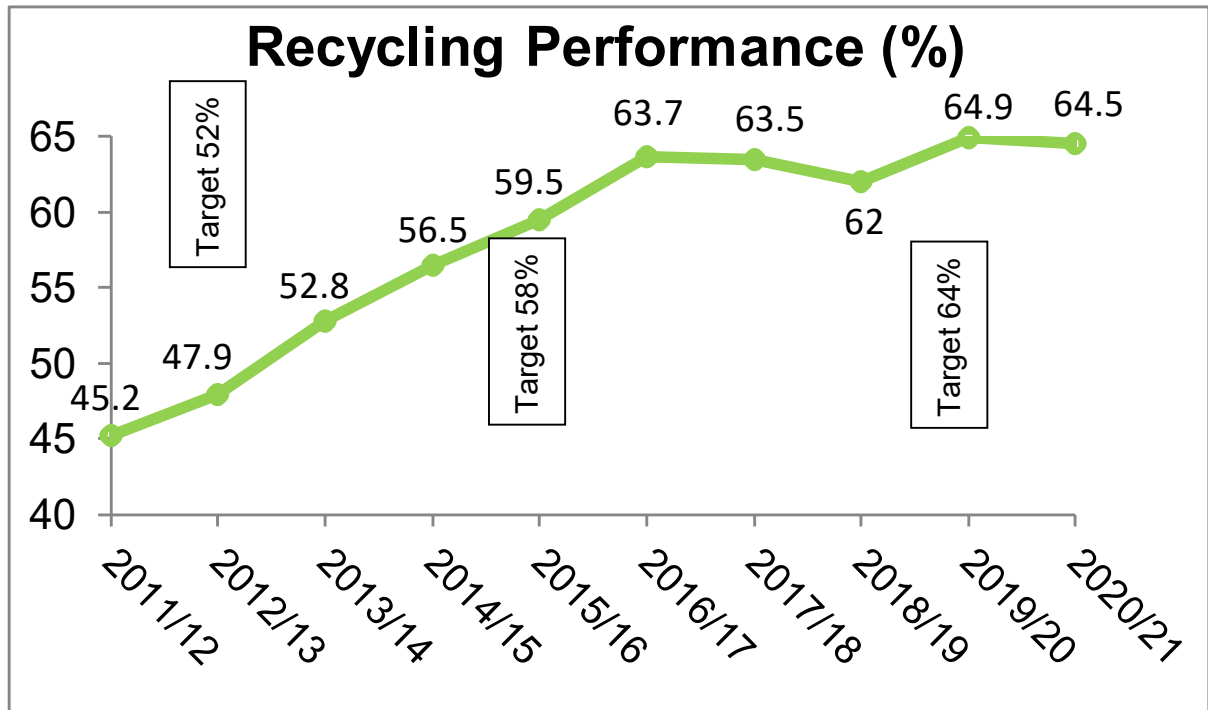
Swansea's Corporate Plan 2017-22 clearly states its commitment to the environment through its Corporate Priority **Maintaining and enhancing Swansea's Natural Resources and Biodiversity** – so that we maintain and enhance biodiversity, reduce our carbon footprint, improve our knowledge and understanding of our natural environment, and benefit health and well-being. This also is likely to change to tackle climate change and nature emergency.

The Corporate Plan also recognises the importance of supporting prosperity through **Transforming our Economy & Infrastructure** – so that Swansea has a thriving mixed use City Centre and a local economy that will support the prosperity of our citizens.

### 3.0 History of Waste Management in Swansea

The following graph shows Swansea's recycling rates from 2011 up to 2021.

Recycling has a long history in Swansea and has gone through many changes.



However, there was a clear rapid increase in the recycling rate once a Sustainable Waste Management Grant from the Welsh Government was made available in the early 2000's. This grant has reduced significantly over the last 10 years.

The following timeline gives a summary of the various service and operational changes, undertaken over the last 17 years, and shows significant progress in moving forward waste minimisation, recycling, and composting.

Since 2006/07, the Authority's non-recyclable waste has reduced from 100,000 tonnes per annum to 41,400 tonnes per annum, a reduction of 59%.



<b>Year</b>	<b>Initiative</b>
2004	Kerbside Recycling Collections expanded to cover whole County of 110,000 properties.
2005	Garden Waste Collections to 35,000 homes introduced.
2006	Kitchen Waste collections to existing Garden Waste Areas introduced.
2008	Inclusion of cardboard to Kerbside Collections
2009	Kitchen Waste and Garden Waste expanded to cover whole of County and Kitchen Waste changed to weekly collection.
2010	Plastic Collections introduced to whole of County on opposite week to green bags.
2011	Alternate Weekly Collections (AWC) of black bags introduced .
2014	Introduction of 3 black bag limit
2016	Black bag skips restricted to Llansamlet and Clyne HWRCs, and recyclables prohibited from black bag skips.
2017	Re-useable pinks introduced for plastics
2018	Re-use shop expanded
2019	Recyclables prohibited from black bags at the kerbside
2020	Re-use shop further expanded

#### **4.0 Our Vision and Strategy**

**4.1 Vision** - The purpose of the Waste Management Service is to provide a cost effective, legally compliant, and well managed service; and offer expertise and guidance to our customers.

**4.2 Mission** - Waste, Parks and Cleansing will strive to deliver first class services to all of its internal & external customers to support an attractive place to live, work, & visit, and allow equal opportunity for all of its employees to develop, treat them with respect and value everyone's contribution to the organisation

**4.3 Core Objectives** - In line with the Circular Economy principles and the Waste Management Hierarchy, our key Core Objectives are:

1. Upscaling prevention and re-use
2. Building on our recycling record
3. Investing in infrastructure
4. Enabling community and business action

## 5.0 Existing Waste Management Provision

### 5.1 Domestic Collections

Domestic Waste from residents is currently collected primarily using Twin Pack Refuse Collection Vehicles (RCVs), with narrow access areas collected using transit tippers. Each household receives the following collections, all wastes collected once a fortnight apart from food waste which is collected every week.

	Week 1	Week 2
RCV 1	Residual waste (Black Bags)	Cans & Glass / Paper & Card
RCV 2	Plastic / Food waste	Garden waste / Food waste

The Service also provides collections from the door step, Assisted Lifts, for households with no-one who is able to present waste at the kerbside.

Replacement recycling containers are primarily provided by the Collection Crews through a tag system, supported by a network of outlets which stock recycling containers for collection.

A comprehensive comparison of Swansea's collection methodology against WG's Collection Blueprint was undertaken by WRAP in 2017 and it did not demonstrate a clear advantage of moving towards the Blueprint at that time.

### 5.2 Bulky Collections

A collection service is available for domestic bulky furniture and other items including beds, carpets, fridges, freezers and wardrobes. The collection is chargeable, with a 50% discount for residents in receipt of a variety of support schemes. Every effort is made to put items collected back into use, recycle single material products such as wooden furniture, or break down mixed material items for recycling where practicable such as bed bases and mattresses.

### 5.3 Commercial Waste Collections

The Service has a statutory requirement to provide a waste collection and disposal service to businesses when asked to do so. This must be a chargeable service which at least covers its costs.

All waste collected through this service is included in our recycling performance, so recycling by our commercial customers is essential to minimise the negative impact on our performance. We currently offer separate collections for cardboard, cans & glass, paper & card, food, plastics (bottles, tubs, & trays), and residual or non-recyclable waste.

Whilst some private waste collection operators collect recyclables all mixed together as a comingled service, WG legislation is due to prohibit this type of collection and require separate collections of recyclables.

We usually have approximately 1,500 commercial customers, which mostly comprise of smaller, local businesses with the larger national chains serviced by national waste contractors. It should be noted that the current commercial recycling rate of around 57.6% adversely impacts our overall recycling rate.

#### **5.4 Recycling Centres**

The Authority has a statutory duty to operate at least one Household Waste Recycling Centre. We currently have five Recycling Centres at Llansamlet, Clyne, Garngoch, Penlan, and Tir John.

The recycling performance of the sites improved from 65% to 89% when, in 2016, the receipt of non-recyclable waste was channelled to just Llansamlet and Clyne Recycling Centres and recyclables mixed with the black bag waste was not accepted. This diverted over 8,000T a year of waste from landfill.

The prevention of recyclables mixed with black bags being accepted, needs to be reinvigorated as the recycling performance of Llansamlet and Clyne Recycling Centres has started to deteriorate. This will be achieved through increased training, support, and monitoring.

A booking system was implemented for visiting Llansamlet Recycling Centre to managing excessive peak demand following the re-opening of the sites after being closed due to Covid. This has proved extremely popular due to the prevention of queues, even at peak times, and there are currently no plans to remove it.

#### **5.5 Waste Minimisation and Reuse**

Significant Welsh Government Grants have facilitated a number of improvements in waste minimisation and reuse projects. Our Reuse Shop, Tip Treasures, has been expanded and improved. It now encompasses a new clothes reuse/sales section, and provides a space to facilitate a Repair Café and a Library of Things once these are set up.

A wood reprocessing area has been set up to reuse waste wood for park benches, planters, garden sleepers, fire wood, and other wood products. Waste wood and part used tins of paint are also being set aside at the Llansamlet Recycling Centre for visitors to take and use, to save buying new.

Opportunities are also being explored internally and with the private and third sectors to maximise reuse and recycling of bulky items.

## **5.6 Transfer Station**

The Authority's Baling Plant Transfer Station continues to be extremely busy accepting, processing, bulking, and transferring wastes for further processing or disposal.

Non-recyclable waste is either sent for landfill or thermal treatment, with recyclable wastes sent to a variety of recycling outlets.

Mixed cans and glass are mechanically separated on site into aluminium cans, steel cans, and glass, prior to onward transfer for recycling.

Mixed paper and card is sent to a processor for debagging and separating into the different materials for recycling.

Food waste is transferred to an anaerobic digestion (AD) facility in Bridgend for composting to produce renewable energy and soil conditioner/fertiliser.

Separately collected cardboard is baled prior to onward transfer for recycling.

Plastic bottles, tubs, & trays are checked and any contamination removed before being sent to a processor for separating into the different materials for recycling.

Other functions undertaken at the Baling Plant include the Tip Treasures Re-use Shop, receipt of large scale commercial waste, the breaking down of bed bases and mattresses, and the recovery of recyclables from non-black bag residual waste.

## **5.7 Recycling Promotions and Enforcement**

Recycling promotions and enforcement play a key role in achieving high recycling performance. The Service strives to achieve the optimum balance between the two, always initially seeking to encourage residents and businesses to recycling through the provision of information on the benefits of recycling and how to recycle, provision of facilities to recycle, and breaking down any barriers to recycle.

Initiatives include school visits, pop up information stalls in shopping areas, working closely with the Universities and student unions, use of social media platforms, specific promotion campaigns, and our Keep it Out campaign.

Enforcement is only used as a last resort when residents or business refuse to do their part in responsibly managing their waste.

## **5.8 Residual Waste Disposal**

The Authority's non-recyclable or residual waste has traditionally been landfilled at Tir John, with only relatively small amounts sent for thermal treatment to recover more recyclables.

Tir John is due to close in February 2022, and the Authority is due to send all its residual waste for thermal treatment for the production of electricity. The ash produced during the process is also then used as an aggregate, increasing our recycling performance.

## **6.0 Service Improvement Plan 2022/25**

### **6.1 Action Plan**

Whilst the current WG Statutory Recycling Target of 64% is being met, action is required to improve recycling performance to meet the next Statutory Recycling Target of 70% by 2024/25.

A summary of the proposed Action Plan, and its route to 70% recycling, is contained in Appendix 1. Further details of the most significant actions are given below.

### **6.2 Thermal Treatment of Residual Waste**

The closure of Tir John landfill site has necessitated the procurement of an alternative disposal option for the Authority's residual waste. Welsh Government's Collections Blueprint provides a clear strategy direction from landfill to Energy from Waste for the disposal of residual waste.

The ash produced from the power generation process can also be recycled, increasing our recycling performance by 4% to 5%.

The Authority is initially procuring a 3 year contract, due to commence in February 2022, with the option to extend, year on year, for a further 4 years. This strategy provides the optimum balance of a cost effective solution, with the flexibility to adapt should technology and/or market conditions change.

### **6.3 Keep It Out Campaign**

Residual tonnages at the kerbside have increased by around 4,000T per year through changing behaviours during the Covid pandemic. It is intended to reinvigorate the Keep it Out Campaign in conjunction with the next round of Waste Management Operational Trainees in 2022. If this reduces residual tonnages by 1700T per year, with increases in recycling, recycling performance will increase by 1%.

Recent analysis has shown that there is still a considerable proportion recyclable materials in black bag wheeled bins at flats. This is despite considerable focus from the Recycling Promotion team attempting to prioritise the individuals that aren't recycling. Due to the prevalence of new high rise construction in the city centre it will be beneficial to target these issues now.

### **6.4 Recovery of Recyclables**

It has been identified that there is still a significant amount of bulky recyclable material mixed in with non-recyclable waste brought to the Baling Plant. This material is destined for landfill or thermal treatment, so we have undertaken trials to seek to recover the recyclable materials such as wood, metals, electrical goods, mattresses, hard plastics, and cardboard from the mixed material. Over the first 5 months of the trial, we recovered over 200T of recyclable material. The Service is planning to expand the recovery operation with an aim of recovering 1200T per year and increasing our recycling performance by 1%.

### **6.5 Sorting Line Rejects**

Sorting and removing contamination from recycling streams results in rejects, although the proportion of rejects is dependent upon the efficiency of the sorting and the material specification required for the destination recycling process.

We have recently procured an alternative paper and card recycling processor which will result in significantly less waste from the sorting and recycling process, and are exploring options to further refine our cans and glass sorting process to reduce rejects.

It is predicted that these two improvements will reduce rejects by approximately 2,000T per year, which would increase our recycling rate by 1.5%.

## **7.0 Financial Implications**

- 7.1** As detailed in Paragraph 2.1 above, not meeting WG's statutory recycling target can come with financial penalties amounting to £200 for every tonne that the targets is missed, which represents £250k for every 1% short of the target.
- 7.2** In 2021/22 the service has a circa £12.5m annual budget comprising of £19.3m costs and £6.8m income generated primarily through commercial contracts or the sale of certain recyclables. £1.1m of the income currently comes via grants from Welsh Government. The £19.3m costs principally comprise of staff, vehicles and waste/recyclable treatment/disposal costs.
- 7.3** The new thermal treatment contract required following the closure of Tir John landfill site, and to meet the WG's landfill diversion and recycling targets, comes with increased costs, however this increase will be substantially offset by reduced management costs at Tir John after capping and landscaping by 2024.
- 7.4** It is understood that as part of the budget setting process for 22/23 an adjustment will be made to the core waste budget to reflect a variety of accumulated unbudgeted pressures and the move away from the current landfill process to the new disposal methodology. As such there are no additional financial implications arising out of the new strategy.
- 7.5** The volume of black bag waste generated at the kerbside has increased since the pandemic started, with around 4,000T of additional black bag waste per annum. In the short term, this further increases the cost in disposal of residual waste until our Keep it Out campaign can be reinvigorated to reduce this tonnage.
- 7.6** Reinvigorating the Keep it Out Campaign will require an injection of resources for a communication campaign and for increased checking, public engagement, and enforcement activities on the street. The intention is that these additional costs will be covered, once the campaign takes effect, by the cost benefits of increased recycling and reduced residual waste going forward.
- 7.7** The Recovery of Recyclables trial has been operated on a cost neutral basis, and the expansion of this process is anticipated to remain cost neutral.
- 7.8** Whilst the market value of recyclables, such as paper and card remains volatile, the reduction of Sorting Line Rejects through a new Paper and Card processing contract will save costs.

## **8.0 Potential Future Challenges/Options**

### **8.1 A Changing World**

**8.1.1** The requirements for the management of waste are varying rapidly through legislative, regulatory, and technological changes. This requires an element of early consideration of potential options to meet a range of potential scenarios going forward. This Waste Strategy has been developed as a short term strategy to meet recycling targets currently in place, allowing flexibility for a future strategy, which may need to take into account some of the following issues as further information and clarity of direction becomes available.

**8.1.2 New Recycling Targets** – As outlined in paragraph 2.2 above, there is a strong likelihood that WG will introduce further statutory recycling targets in excess of 70%. A future target of 80%, or even higher, would not be unexpected.

Increasing recycling targets could also be made even harder to achieve should some material, currently contributing to our recycling performance, be excluded due to:

- i. Regulatory changes – for example National Resources Wales have recently determined that certain waste woods cannot be considered for recycling, and have stopped waste wood being used for certain products
- ii. Changes in WG definitions – it is possible that WG could decide review definitions of recycling meaning that some waste materials, such as wood, rubble, incineration ash etc., should no longer be included in our recycling performance figures.
- iii. Deposit Returns Scheme – Such a scheme, which is covered in more detail below, could reduce our recycling performance by up to 2%, depending on how it is managed.

**8.1.3 Deposit Return Scheme (DRS)** – A DRS is where consumers have to pay a deposit for the container their product comes in, in addition to the usual purchase price, with that deposit only being recouped when they return the empty container.

A DRS is under consideration by WG, as it is by all nations across the UK, and whilst a scheme is reasonably certain to be implemented, the scope and method of operation are still to be determined. Current indications are that the scheme will include at least metal, glass, and plastic drinks containers, including large family sized containers and multipacks. The full range of products covered is not yet known, and could be expanded upon following initial implementation.



The method of operation is also key to the impact such a scheme could have on our recycling performance and income from recyclables. A model which relies on the public returning all their cans and plastic and glass bottles to a reverse vending machine to recover their deposit, would remove all that valuable, recyclable material from our waste streams, reducing our recycling performance and the income we receive for those materials. Unfortunately it wouldn't reduce our collection costs as we would still need to collect food tins, glass jars, and plastic tubs and trays. It is extremely difficult to quantify the potential impacts, however we consider that this model could reduce our recycling performance by over 2% and reduce our income by around £200k-400k

An alternative model which has been trialled, with each container having its own individual label which a resident can scan with their phone when they put it into their recycling container, and recover their deposit that way. The Council would then still collect the material and have the income from it, although there are undoubtedly some technological issues to resolve such as how each container is given a unique label.

The benefits of a DRS is that it should further encourage recycling, and discourage littering of these containers. The current estimate for the implementation of a DRS is 2024.

**8.1.4 Extended Producer Responsibility (EPR)** – This is based on the principle of the producer of a product pays for the collection, processing, and recycling or disposal of its packaging, and where relevant, the product itself when it reaches the end of its life. The current types of items in scope include:

- Packaging
- Drinks containers
- Electrical Goods
- Batteries
- Textiles
- Vehicles

WG have advised that this scope could be expanded going forward to include additional items such as:

- Absorbent Hygiene Products
- Mattresses
- Furniture
- Building Products
- Carpets
- Paints

The scheme would require producers to reimburse Councils a fair cost, for collecting/receiving, processing, and disposing of those items within the scope of the scheme.

The aim of EPR is to encourage end of life considerations in the designs of products and packaging to facilitate reduced waste and products and packaging which is easier and cheaper to recycle, although there is a risk that Producers' increased costs will be borne directly by the consumer.

Issues still to be understood include how a "fair cost" will be determined, and whether this will then result in a corresponding reduction in WG core funding?

It is currently anticipated that such a scheme will be in place by 2024.

## **8.2 New Recycling Streams**

In order to achieve potentially increasing WG Recycling Targets it will become essential to be able to recycle material which are currently not practicably recyclable. These could include items such as plastic film, carpets, and mattress flock.

Either new technology, a change in composition of those items driven through the EPR Scheme, or a combination of both, will be required to enable some of the difficult materials to be practical to recycle.

## **8.3 Welsh Government's Collection Blueprint**

In March 2011 the Welsh Government published a 'Collection Blueprint' for affordable and sustainable local authority services for recyclable, compostable and residual waste following consultation undertaken as part of the Municipal Sector Plan.

The Collections Blueprint describes the Welsh Government's recommended service profile for the collection of waste from households, to provide high rates of high quality recycling, an efficient service, and improved sustainable development outcomes, and includes the following central policies:

- weekly separate collection of dry recyclables via 'kerbside sort', with material being collected separately in boxes and/or in re-usable sacks, with two or more boxes provided per household, and recyclables being sorted into separate compartments on the collection vehicle by the collection staff;
- weekly separate collection of food waste;
- the use of lightweight, multi-compartment vehicles for a single pass collection of dry recyclables and food waste; and

- fortnightly collection of residual waste, from collections with a reduced residual waste capacity of 140 litres (equivalent of 2 black bags), where 'no side waste' policies are enforced.

A review of the Blueprint in 2015/16 supported its collection principles and added that "emerging evidence from operational schemes and collections options appraisals regarding further restriction of residual waste capacity (e.g. through a move to three-weekly or four-weekly collections) strongly indicates that this could result in further improvement in terms of recycling performance (in particular for food waste) and in cost reduction."

Whilst the comparison of Swansea's collection methodology against WG's Collection Blueprint undertaken in 2017 did not demonstrate a clear advantage of moving towards the Blueprint at that time, the move towards increased recycling targets may change this position.

WG continues to heavily promote the transition to their Collections Blueprint through consultancy support, funding conditions, and policy direction.

WG are currently considering the introduction of legislation to require commercial waste to be presented and collected as separated streams in line with their Blueprint for collections from households. This could have a significant impact on the street scene in our city and town centre areas.

Should, as expected, increased statutory recycling targets be introduced by WG, consideration will have to be given to a transition to the WG Blueprint which could include a change of fleet to deliver a weekly collection of food and dry recycling using kerbside sort system, combined with increased residual waste restrictions and/or reduced collection frequencies.

#### **8.4 Residual Restrictions**

The WG Collections Blueprint, as outlined above, originally recommended residual waste collections were restricted to 140 litres, the equivalent of 2 black bags, per household per fortnight. The subsequent review highlighted the recycling and cost benefits of moving to a 3 or 4 weekly collection frequency for residual waste.

Whilst it is considered that the existing 70% recycling target can be achieved without further residual waste restrictions, future consideration will need to be given to increased restrictions if WG introduce higher recycling targets to move towards their Zero Waste aspirations.

## **8.5 Garden Waste**

Charging for Garden Waste collections is also a recommendation of WG's Collections Blueprint, and whilst this has an obvious financial benefit, it would also result in a significant reduction in recycling performance. We currently collect around 7,000 to 8,000T of garden waste per year, with approximately 3,000T taken at our Recycling Centres. If a charging scheme reduced our overall annual tonnage by 5,000T, that would reduce our recycling performance by over 2%.

It is recommended that charging for garden waste not introduced until there is clarity on our progression towards the 70% recycling target, and a clear understanding of future WG recycling targets.

## **8.6 Beyond Recycling Strategy**

The recent Beyond Recycling strategy indicates that Welsh Government expect a reduction in overall quantities of waste and also expect changes in the way that waste and recyclables will be treated. This should mean that new technologies are developed at the same time as existing waste material types and quantities fluctuate in volume. The Council's collection fleet will need to be sufficiently flexible to allow it to cope with both changes in tonnages and the types of materials being collected.

Appendix 1 – Service Improvement Action Plan

Recycling Improvements Strategy - 2021 to 2025																		
Initiatives	2020 / 21	2021 / 22				2022 / 23				2023 / 24				2024 / 25				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Thermal Treatment Contract					0.8%	3.5%	Increased bottom ash from EIW											
Push on Keep it Out Campaign					0.5%				0.5%				A further 800T recycled and 900T removed					
HWRC Residual Reductions											0.1%				A further 10T per month moved to recycling			
Trade/Skip Waste Review											0.1%				A reduction of 240T of residual waste			
Loss of Carpet Recycling Outlet		-0.7%																
Recovery of Recyclables		0.2%	0.2%		0.2%	0.4%	23T per week											
Increased Bulky Reuse/Recycling						0.1%	A further 10T per month											
Green Waste from Meadows					0.1%	240T per season												
Paper Line Reject Reductions					0.5%	1.0%	Reduced by 150T per month under new contract											
Forecasted Cumulative Quarterly Recycling Rate		64.1%	64.3%	64.9%	65.9%	71.4%	71.4%	71.4%	71.4%	72.1%	72.1%	72.1%	72.1%	72.1%	72.1%	72.1%		
Forecasted Annual Recycling Rate					65.9%				71.4%				72.1%			72.1%		
WAG Target	64%				64%				64%				64%			70%		
Actual Cumulative Quarterly Recycling Rate	64.6%	64.6%	64.6%															
Adjusted Cumulative Quarterly Recycling Rate		62.1%	62.6%															
Actual Annual Recycling Rate	64.6%				0.0%				0.0%				0.0%			0.0%		
End of Year Forecast		63.9%	64.2%															
Seasonal Adjustments		2.5%	2.0%	1.5%	0.0%	2.5%	2.0%	1.0%	0.0%	2.5%	2.0%	1.0%	0.0%	2.5%	2.0%	1.0%	0.0%	

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

**Which service area and directorate are you from?**

Service Area: Waste Management

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:**

Swansea’s Waste Strategy 2022-25

The Council’s current waste strategy requires an update due to changes in WG and UK legislation and policy. The proposed 2022-25 strategy takes into account currently known items of legislation up to 2025 which should result in few/very low impact changes for the public. No significant initiatives are proposed in this strategy up to 2025.

The strategy notes that the period from 2025-2050 is expected to result in noticeable service changes which are unquantifiable until further legislation is drafted and enacted. An updated strategy will be written for this period when the new legislation is available.

**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"/>

**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**

This strategy is only a short term proposal which maintains the current position until new legislation is in place. No engagement has been undertaken as the strategy proposes no significant new initiatives, therefore there will be no/very little impact on the public or other service areas.

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

Note: Waste is a potentially emotive subject. Based on the experience of other Councils, there may be some criticism of Swansea regardless of how waste is handled. However, this strategy follows current WG legislation and highlights the potential impact of future legislation.

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

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

**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.)*

This strategy will have little impact on the people of Swansea. It will ensure Swansea’s waste continues to be treated in line with WG’s current strategy.

**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)**

This is a low risk proposal as the improvements required within the Action Plan are a combination of contractual, operational, and reinvigoration of existing arrangements.

(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.

<b>Screening completed by:</b>
<b>Name:</b> M Perkins
<b>Job title:</b> Group Leader Waste Management
<b>Date:</b> 08/12/2021
<b>Approval by Head of Service:</b>
<b>Name:</b>
<b>Position:</b>
<b>Date:</b>

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





## Report of the Leader of the Council

Council – 27 January 2022

### **Honorary Freedom of the City & County of Swansea to Kevin Johns MBE**

<b>Purpose:</b>	To consider conferring Honorary Freedom of the City & County of Swansea to Kevin Johns MBE
<b>Policy Framework:</b>	None
<b>Consultation:</b>	Access to Services, Finance, Legal. Chief Executive Group Leaders
<b>Recommendation(s):</b>	It is recommended that:  1) Honorary Freedom of the City & County of Swansea is granted to Kevin Johns MBE  2) A ceremonial council meeting be convened at a later date to confer the title of Honorary Freedom.
<b>Report Author:</b>	Jo-anne Jones
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### **1. Biography**

Kevin Johns MBE career has been varied – drama, musicals, stand-up, presenting and pantomime.

He has starred in productions with The Wales Theatre Company, toured with Fleullen Theatre Company performing many leading roles. He also appeared in the National Theatre of Wales Show, The Passion, directed by Michael Sheen, appearing as the MC of The Last Supper and the film version, The Gospel of Us.

He is considered to be one of the best pantomime's top dames and appeared in Snow White and the Seven Dwarfs in 2021, spending over two decades in pantomime.

On stage, Kevin is one of Wales' most sought after comperes and is very much in demand as a conference and after dinner speaker. He has regularly appeared with the National Chamber Orchestra and has compared with singers such as Russell Watson, Hayley Westenra, Paul Potts and Rebecca Evans.

On the football field, Kevin is also one of Swansea City's well known personalities as a match day announcer and is an ambassador for Swansea wherever he goes.

Kevin was honoured to receive the MBE from Her Majesty The Queen Elizabeth II for his services to charity. He supports numerous charities appearing at events, fetes and fayres and President and Patron of many Swansea based charities including the Rising Stars Theatre Company, Swansea Male Choir, Friends of Stepping Stones, Cwm Musical Youth and Swansea Theatre History.

Subject to the agreement and support of council, a ceremonial council to confer Honorary Freedom be convened to recognise Kevin Johns MBE ambassadorial role for Swansea, his services to broadcasting, theatre and charity.

## **2. Section 249 of the Local Government Act 1972.**

Under section 249 of the Local Government Act the Council may by a resolution passed by not less than two thirds of the members voting thereon, admit to be an Honorary Freeman person of distinction and persons who have, in the opinion of the Council rendered eminent service to the County.

In the past similar honours have been bestowed by the Council and its predecessors on HMS Cambria, HMS Scott, The Welsh Guards, The Royal Welsh Regiment (Royal Welch Fusiliers) and its antecedent regiments, HM Coastguard, RNLI, former President Jimmy Carter, the late Lord Callaghan, the late John Charles, The Archbishop of Canterbury, 1<sup>st</sup> The Queen's Dragoon Guards, 215 (City of Swansea) Squadron, Mel Nurse, Chris Coleman, Sir Karl Jenkins MBE, Alun Wyn Jones, Catherine Zeta Jones and most recently, the Swansea Branch of the Merchant Navy Association.

## **3. Ceremony Arrangements**

A Ceremonial Council meeting will be convened in due course to confer the Honour.

## **4. Integrated Assessment Implications**

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

## **5. Financial Implications**

The cost of the proceedings, including a Freedom Scroll, will be met from within existing budgets.

## **6. Legal Implications**

The power to grant Honorary Freedom of the City and County of Swansea is contained in Section 249 [5] of the Local Government Act 1972.

**Background Papers:** None

**Appendices:** None

# Agenda Item 12.



## Joint Report of the Head of Democratic Services & Head of Digital & Customer Services

Council – 27 January 2022

### Councillors ICT Allowances Policy – May 2022 & Beyond

<b>Purpose:</b>	<p>The Democratic Services Committee on 10 January 2022 reviewed the “Councillors ICT Allowances Policy – May 2017 and Beyond” and recommend a May 2022 &amp; Beyond version to Council.</p> <p>The amended Policy ensures that Councillors &amp; Statutory Co-opted Members receive ICT provision suited to their needs and is compliant with the determinations of the Independent Remuneration Panel for Wales (IRPW).</p>
<b>Policy Framework:</b>	<p>Independent Remuneration Panel for Wales Annual Report. Local Government &amp; Elections (Wales) Act 2021.</p>
<b>Consultation:</b>	<p>Access to Services, Finance, Legal.</p>
<b>Recommendation(s):</b>	<p>It is recommended that:</p> <ol style="list-style-type: none"><li>1) The “Councillors ICT Allowances Policy – May 2022 &amp; Beyond” be adopted.</li><li>2) The Head of Digital &amp; Customer Services provide a “Good Habits” Helpful Guide to Councillors setting out subjects such as Back Up &amp; Sync etc.</li><li>3) Modern.gov software Training be added to the Councillors Induction Programme.</li></ol>
<b>Report Authors:</b>	<p>Huw Evans &amp; Sarah Lackenby</p>
<b>Finance Officer:</b>	<p>Ben Smith</p>
<b>Legal Officer:</b>	<p>Tracey Meredith</p>
<b>Access to Services Officer:</b>	<p>Rhian Millar</p>

## 1. Introduction

- 1.1 The Councillors ICT (Information, Communication & Technology) Allowances Policy – May 2017 & Beyond was adopted in December 2016 and amended following a review in September 2018.
- 1.2 ICT plays an essential part in enabling Councillors and Statutory Co-opted Members to undertake their roles. Modern digital equipment and systems ensure they work effectively and securely.
- 1.3 The Councillors ICT Allowances Policy includes payments for Councillors & the Statutory Co-opted Members relating to Broadband, Data, ICT, Voice communication and related support together with and any other aspect deemed appropriate by the Head of Democratic Services.
- 1.4 The Policy is reviewed regularly and a new version is set out for each Council Term. The forthcoming term being May 2022 to May 2027.
- 1.5 The review allows technologies to be made available and to align Councillors role to the any new Authority strategies. The Authority has a strong digital culture and an ambition aiming to make Swansea a lead Authority in the UK.
- 1.6 This approach links with the determinations of the Independent Remuneration Panel for Wales (IRPW) by which the Authority is bound. Details of the latest IRPW Annual Report and other information may be viewed on their website. <https://gov.wales/independent-remuneration-panel-wales>
- 1.7 References to Councillors in this Policy should be read to also include the Statutory Co-opted Members unless specified otherwise.
- 1.8 The Democratic Services Committee at its meeting on 10 January 2022 reviewed the Councillors ICT Allowances Policy and recommended the amended version as outlined in **Appendix A** of the report be adopted.

## 2. Supporting the Work of Local Authority Elected Members – IRPW Determinations

- 2.1 Determinations 10 and 11 of the Draft IRPW Annual Report 2022 state:

*“Determination 10: Each Authority, through its Democratic Services Committee, must ensure that all of its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving access to appropriate information”.*

*“Determination 11: Such support should be without cost to the individual member. Deductions must not be made from members’ salaries by the respective Authority as a contribution towards cost of support which the Authority has decided necessary for the effectiveness and / or efficiency of members.”*

### **3. Current ICT Arrangements**

- 3.1 The Authority provides each Councillor with an ICT Allowance in order to enable them to fulfil their duties. The ICT Allowance allows Councillors to purchase their own equipment and support. The ICT Allowance should be used to purchase items such as desktop or laptop PC, Tablet Computer, Printer and Software), ICT Peripherals (such as storage, backup facilities, printer paper and ink) etc.
- 3.2 In addition to the ICT Allowance, there are allowances for Data, Phone and Mobile Phones.
- 3.3 This current arrangement allows the flexibility that Councillors requested prior to the Local Government Elections in May 2012. It effectively provides bring your own device (BYOD) technology to Councillors. Councillors are able to purchase whichever device they find beneficial for their work.
- 3.4 Councillors agreed in 2017 to continue with the flexible arrangement of purchasing their own equipment. The principle of Councillors being able to use the equipment for their personal use, without the restrictions that a corporate device would impose was welcomed.
- 3.5 The Authority provides software for Councillors to access their emails and files via Microsoft Office 365. A WiFi network is also available in the main Council buildings enabling Councillors to use their personal devices.
- 3.6 A number of Council provided PC's are also provided in the Political Group Rooms and the Cabinet Rooms for Councillors use. The Council's Digital Services Team supports these devices.
- 3.7 Councillors in receipt of a Senior Salary and Political Group Leaders are also provided on request with a Council provided laptop. The Council's Digital Services Team supports these laptops.
- 3.8 Councillor Self Service allows Councillors to view, amend and apply for things via Oracle including:
  - Payslips, P60's and P11d's.
  - Changes to personal details (address, bank etc.).
  - Car Parking Permits.
  - Mileage and Expenses Claims.
- 3.9 This has reduced printing costs, saved administration time and costs. All of which will assist the Authority in managing its financial position. This approach compliments the Authority's Digital Strategy.

#### **4. ICT Changes during 2017-2022**

- 4.1 The Council's BYOD approach is popular with a number of Councillors; however, a number of backbench Councillors have asked for a Council provided device instead. This is not currently an option, but will need to be considered as part of the review for 2022 & beyond.
- 4.2 It is important to note that any Council provided device must be bound by rigid security settings, which will limit their use. This is not a negotiable point as the Authority is bound by the Government Security PSN (Public Services Network) compliance requirements.
- 4.3 The Covid-19 pandemic brought with it numerous challenges especially on seeking to manage hybrid meetings. The Head of Democratic Services and the Digital Change Co-ordinator spent weeks providing training to Councillors on the use of Microsoft Teams and eVoting, etc., so that they could participate in hybrid meetings. This proved challenging as Councillors had a number of differing devices and were running on differing software versions.
- 4.4 2021 also saw a directive with Council laptops being provided to those in receipt of a Senior Salary and Political Group Leaders. The intention being to assist those Chairing meetings etc.
- 4.5 The Covid-19 pandemic significantly affected the way that Councillors work. So much more is done electronically and remotely. This has led to a significant reduction in printing and delivery costs, as Councillors embrace new technology and changes. The Local Government & Elections (Wales) Act 2021 also brought about change, allowing Multi-Location Meetings to take place.
- 4.6 These changes mean that a Councillors ICT requirement has changed. No longer, can we expect a Councillor to manage on one device over a 5-year term. Councillors may require two devices to participate in one formal Committee, with one device used as the audio / video solution and the other for reading the agenda, minutes and reports.
- 4.7 Additionally, the processing power and storage requirement of software to operate on devices is increasing. This often impacts the lifespan of equipment.

#### **5. Consultation Process for Review of Councillors' ICT Arrangements**

- 5.1 The Head of Democratic Services and Head of Digital & Customer Services consulted with all Councillors via email in relation to the future options available. Councillors favoured maintaining the status quo with Councillors being provided with an adequate ICT Allowance for them to carry out their duties.
- 5.2 The Councillors ICT Policy – May 2022 & Beyond report was submitted to the Democratic Services Committee held on 8 November 2021 for consideration; however, the Committee referred the report to a Group consisting of the Political Group Leaders and members of Political Groups for further consideration.

5.3 That Group met on 14 December 2021 and considered the report and Policy. They made the following recommendations to the Democratic Services Committee:

- i) The Current arrangement of all Councillors purchasing their own devices using the Councillors ICT Allowance continue; however in exceptional circumstance the Head of Digital & Customer Services in consultation with the Head of Democratic Services may permit a Councillor to receive Council provided equipment should they determine it is required.
- ii) The Head of Digital & Customer Services review the amounts payable under each aspect of the Councillors ICT Allowances to ensure that they are adequate for 2022 & beyond and to ensure that they are considered as part of the budget process. The allowances being:
  - a) Councillors / Co-opted Members Data Allowances.
  - b) Councillors / Co-opted Members Telephone Allowance.
  - c) Councillors Mobile Phone Allowance.
  - d) Councillors / Co-opted Members ICT Allowance.
- iii) The Head of Digital & Customer Services provide a “Good Habits” Helpful Guide to Councillors setting out How to Back Up & Sync etc.
- iv) Modern.gov software Training be added to the Councillors Induction Programme.

## **6. Proposed Next Steps**

6.1 The Committee are asked to consider the current ICT arrangement and the comments of the Group comprising the Political Group Leaders and to make a recommendation to Council as to their proposed Councillor ICT Arrangements for 2022 & beyond.

## **7. Councillors & Co-opted Members ICT Allowances**

7.1 The types of ICT Allowances available to Councillors / Co-opted Members are defined in their relevant sections within the Policy:

- a) Councillors / Co-opted Members Data Allowance.
- b) Councillors / Co-opted Members Telephone Allowance.
- c) Councillors Mobile Phone Allowance.
- d) Councillors / Co-opted Members ICT Allowance.

7.2 As Statutory Co-opted Members do not have the same time commitment of a Councillor, the Co-opted Members Allowance has been set at 20% of that of a Councillor.

7.3 The Councillors’ ICT Allowance shall be subject to Tax and National Insurance deductions as determined by HMRC.



## **8. Integrated Assessment Implications**

- 8.1 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.
- 8.2 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'.
- 8.3 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.
- 8.4 An IIA Screening Form has been completed and no adverse implications have been noted.

## **9. Financial Implications**

- 9.1 Each of the Allowances referred to in this report shall be subject to Tax and National Insurance deductions as determined by HMRC.
- 9.2 The Allowances outlined in the report are contained within existing budgetary constraints; however, if the hybrid model was adopted, further costing work would be required as the costs could rise when considered against the provision of support, capacity to provide support and the ICT kit required. Since returning to the in-house delivery of ICT; the Council has realised annual savings of approximately £1.4M.
- 9.3 Since the Democratic Services Committee met on 10 January 2022, the Head of Digital & Customer Services has completed the review of Councillor ICT Allowances having listened to the points raised by the Political Groups Leaders. It is proposed that the amounts be raised to reflect CPI (Customer Price Index)

and Inflation and to meet the changes brought forward due to remote attendance at meetings. The new amounts are outlined within the Policy. The overall raise equates to approximately £27,000 over the 5-year term.

- 9.4 It is important to note that whilst Councillors & Co-opted Members will see an uplift, the overall cost to the Authority is offset due to the reduced printing costs and the fact that agendas are no longer being physically delivered.

## **10. Legal Implications**

- 10.1 The proposals identified are in accordance with relevant legislation.

**Background Papers:** None.

### **Appendices:**

Appendix A Councillors' ICT Allowances Policy – May 2022 & Beyond.

## Councillors' ICT Allowances Policy - May 2022 & Beyond

### 1. Introduction

- 1.1 Data (Broadband), ICT and Voice Communications equipment and systems are essential to enable Councillors and Co-opted Members to carry out their responsibilities effectively and securely.
- 1.2 This Policy is regularly reviewed by the Head of Democratic Services and Democratic Services Committee in order to allow for new technologies to be made available and to align Councillors and Co-opted Members to the Digital strategy of the Authority. Councillors are part of the Authority's rollout of a Digital culture ambition aiming to make Swansea a lead Authority in the UK.
- 1.3 This Policy links with the determinations of the Independent Remuneration Panel for Wales (IRPW) by which the Authority is bound. Details of the latest IRPW Annual Report and other information may be viewed on their website. <https://gov.wales/independent-remuneration-panel-wales>
- 1.4 In addition to the Councillors' ICT Allowances, the Authority also provides Office 365 for Councillors to use and the Authority's main buildings are covered by WiFi. Each Political Group Room is fitted out with PC's and Telephones.

### 2. Supporting the Work of Local Authority Members - IRPW Determinations

- 2.1 The Independent Remuneration Panel for Wales set out determinations each year in their Annual Report. A number of these determinations relate to how an Authority should support the work of Councillors and Co-opted Members.
- 2.2 The determinations set out rules to ensure that the Authority provides as much support as is necessary to enable Councillors / Co-opted Members to fulfil their duties effectively by provided them with adequate telephone and email facilities and electronic access to appropriate information. Deductions must not be made from members' salaries by the respective Authority as a contribution towards cost of support.
- 2.3 These determinations apply to Councillors and the Statutory Co-opted Members. The IRPW have also determined that the Community / Town Council Representative on the Standards Committee is to be treated as a Co-opted Member for this purpose.
- 2.4 By May 2022, the Authority will have **14** Statutory Co-opted Members and **1** Community / Town Council Representative:
  - Chair of Governance & Audit Committee **x 1**.
  - Ordinary Member of the Governance & Audit Committee **x 4**.
  - Chair of Standards Committee **x 1**.
  - Ordinary Members of the Standards Committee **x 4**.

- Ordinary Members of Scrutiny Programme Committee x 4.
- Community / Town Councillor Representative of the Standards Committee x 1.

### 3. Councillors' & Co-opted Members ICT Allowances

3.1 There are 3 types of ICT Allowances available to Councillors / Co-opted Members. They are defined in their relevant sections within this Policy:

- e) Councillors / Co-opted Members' Data & Telephone Allowance;
- f) Councillors' Mobile Phone Allowance;
- g) Councillors / Co-opted Members' ICT Allowance.

3.2 As Statutory Co-opted Members do not have the same time commitment of a Councillor, the Councillors / Co-opted Members' Data & Telephone Allowance and the Councillors / Co-opted Members' ICT Allowance element for Co-opted Members has been set at 20% of that of a Councillor.

### 4. Councillors / Co-opted Members' Data & Telephone Allowance

4.1 The digital era has led to people including Councillors / Co-opted Members working in different ways to address their various connectivity requirements. Some people choose to have a broadband connection at home, others choose to have access to the internet on their mobile device or utilise a data dongle.

4.2 The Authority pays a monthly Data & Telephone Allowance to all Councillors / Co-opted Members providing:

- a) They produce proof twice in their 5-year term of Office of their Data and Telephone connection at their home in line with the instructions of the Head of Democratic Services;
- b) They are not in receipt of a payment for Data and Telephone at their home from a third party due to their employment or via an election;
- c) They allow for their telephone number to be published on the Authority's website and promoted as necessary save in exceptional circumstances.

4.3 As Statutory Co-opted Members do not have the same time commitment of a Councillor, the ICT Allowance and Data & Telephone Allowance for a Co-opted Member be set at 20% of that of a Councillor.

4.4 The Councillors / Co-opted Members' Data & Telephone Allowance is set out below:

	<b>Data</b>	<b>Telephone</b>
<b>Councillor</b>	£17.50	£10.00
<b>Co-opted Member</b>	£3.50	£2.00

- 4.5 The **Telephone element** of the Councillors / Co-opted Members' Data & Telephone Allowance, shall only be paid once per Councillor / Co-opted Member household (i.e. if there are 2 or more Councillors / Co-opted Members living at the address then only one person shall receive the Telephone element of the Allowance).
- 4.6 The **Data element** of the Councillors / Co-opted Member's Data & Telephone Allowance shall be paid for either one broadband or one mobile data contract per Councillor /Co-opted Member. This will be limited to one static broadband contract per household; however more than one Mobile Data Contract per household is permissible.
- 4.7 Under HM Revenue and Customs (HMRC) rules, the Councillors / Co-opted Members' Data & Telephone Allowance shall be subject to Tax and National Insurance deductions.
- 4.8 Should a Councillor / Co-opted Member cease to remain a Councillor / Co-opted Member the Councillors / Co-opted Members' Data & Telephone Allowance shall cease and any Data / Telephone contract taken out by the Councillor / Co-opted Member shall remain their sole responsibility as will any repayments. Please also refer to the section relating to **“What happens if a Councillor / Co-opted Member ceases to hold Office?”**

## **5. Councillors' Mobile Phone Allowance**

- 5.1 The Authority currently pays a monthly Councillors' Mobile Phone Allowance to qualifying Councillors in order to supplement their mobile phone bills due their increased use for Council business providing:
- a) Councillors produce proof twice in their 5-year term of Office of their Mobile Phone contract in line with the instructions of the Head of Democratic Services
  - b) Councillors in receipt of the Councillors' Mobile Phone Allowance must allow their mobile telephone number to be published on the Authority's website and promoted as necessary save in exceptional circumstances.
- 5.2 Under HM Revenue and Customs rules, the Councillors' Mobile Phone Allowance shall be subject to Tax and National Insurance deductions.
- 5.3 There are 12 Qualifying Councillors: Cabinet Members, Presiding Member and the Leader of the Largest Opposition Group. The Councillors' Mobile Phone Allowance is currently set at £25 per Qualifying Councillor per month.
- 5.4 The Councillors' Mobile Phone Allowance is payable from the date when the Councillor is appointed by Council / Leader of the Council to a Qualifying Councillor position.

5.5 Should a Councillor cease to remain a Qualifying Councillor (as defined above) the Councillors' Mobile Phone Allowance shall cease and any Mobile Phone contract taken out by the Councillor shall remain their sole responsibility as will any repayments.

5.6 Should a Councillor cease to remain a Councillor the Councillors' Mobile Phone Allowance shall cease and any Mobile Phone contract taken out by the Councillor shall remain their sole responsibility as will any repayments. Please also refer to the section relating to **“What happens if a Councillor / Co-opted Member ceases to hold Office?”**

## **6. Councillors / Co-opted Members' ICT Allowance**

6.1 The Councillors / Co-opted Members' ICT Allowance allows Councillors / Co-opted Members to purchase their own ICT equipment such as desktop or laptop PC, Tablet Computer, Printer and Software, ICT Peripherals such as storage, backup facilities, printer paper and ink and ICT Support.

6.2 The Authority recommends that an element of this allowance be used to purchase an ICT support service. **ICT Support is defined as:** Either an ad-hoc or fixed contract with a third party (Not the Authority) aimed at providing ICT support should any element of your ICT equipment fail.

6.3 The Authority will only provide ICT Support for issues directly linked to the Authorities systems, such as Password Reset, Access to Office 365 and Oracle. The Authority will also provide general guidelines should the issue relate to an issue with the Councillors device, in order to aid them when having to contact an external ICT Support supplier.

6.4 The Councillors / Co-opted Members' ICT Allowance system is effectively a “Bring Your Own Device” (BYOD) arrangement. Councillors / Co-opted Members are able to purchase whichever device they find beneficial for their work; however, they should be mindful that it is highly recommended that their device is compatible with **Microsoft Office**.

6.5 Should a device not be compatible with Microsoft Office, Councillors / Co-opted Members may not be able to open documents sent to them by the Authority and in turn the Authority may not be able to open documents which the Councillor / Co-Opted Member sends them.

6.6 The Councillors / Co-opted Members' ICT Allowance is paid to all Councillors / Co-opted Members on request providing:

- a) They produce a receipt proving their purchase of relevant ICT items;
- b) They submit their claim on the Councillors' and Co-opted Members ICT Allowance Claim Form which is outlined at **Appendix 1** and / or by providing the bill as proof.

- 6.7 Under HM Revenue and Customs rules, the Councillors' and Co-opted Members ICT Allowance shall be subject to Tax and National Insurance deductions.
- 6.8 The following table sets out the total amounts that can be claimed under the Councillors / Co-opted Members' ICT Allowance:

<b>Councillors / Co-opted Members' ICT Allowance Amounts</b>	<b>Councillor</b>	<b>Co-opted Member</b>
The figure sets out the amount permitted to be sent over the 5-year terms of Office. It equates to £400 per annum for Councillors & £80 per annum for Co-opted Members.  <b>Note:</b> The Authority will not pay any additional monies until the following Local Government Election.	£2,000	£400

## **7. What happens if a Councillor / Co-opted Member ceases to hold Office?**

- 7.1 If a Councillor / Co-opted Member ceases to hold Office for whatever reason during their Term of Office, the Authority will immediately cease payment of any Allowance that they had previously been entitled to.
- 7.2 Any contract taken out by the Councillor / Co-opted Member during their period of Office will be their sole responsibility. The Authority will not make any payments towards the remaining period of the contract(s).
- 7.3 Any ICT equipment and ICT support purchased during a Councillors / Co-opted Members Term of Office shall automatically become their property. The Authority shall have no legal claim to it.
- 7.4 Should the Councillor / Co-opted Member cease to hold Office within the first 12 months of being elected / appointed they must repay any ICT Allowance which they received on a complete month pro rata basis. This paragraph is waived should a Councillor / Co-opted Member die during their Term of Office.

## **8. Data Protection Act / Security Advice (Anti-Virus, Anti-Spam, Firewall and Encryption)**

- 8.1 Councillors are likely to handle personal information about individuals; as such they have a number of legal obligations to protect that information under the Data Protection Act 1998. Should a Councillor fail to comply with this Act then they would be liable to a fine of up to £5,000.
- 8.2 The Authority strongly advises that Councillors / Co-Opted Members install Anti-Virus, Anti-Spam and Encryption software and use password protection on any PC, Laptop, Tablet, Mobile Phone etc. used for Councillor Business. The use of a personal Firewall should also be considered. For advice in this area,

Councillors should take appropriate security advice from their external ICT Support provider.

## **9. Claiming of Allowances and Providing Receipts / Proof of Purchase**

- 9.1 Councillors / Co-opted Members must produce proof of Data, Telephone connection at their home, Mobile Phone (for relevant Councillors) twice in their 5-year term of Office in line with the instructions of the Head of Democratic Services to receive this monthly allowance. Proof shall be required during May / June each year and should be given to the Cabinet Office / Democratic Services Team as appropriate.
- 9.2 Failure to provide proof of a Data / Telephone / Mobile Phone contract during May / June each year will result in payments being stopped until proof is provided. The Authority shall not backdate any payments beyond 3 months.
- 9.3 **Claiming the Councillors / Co-opted Members' ICT Allowance.** Councillors / Co-opted Members should purchase the ICT equipment they require and complete the Councillors / Co-opted Members' ICT Allowance Claim Form as shown in **Appendix 1**. The Claim Form should be returned to the Cabinet Office / Democratic Services Team as appropriate.

## **10. Councillors Self Service**

- 10.1 Councillor Self Service allows Councillors to view, amend and apply for things via relevant software including:
- Payslips, P60's and P11d's;
  - Changes to personal details (address, bank etc.);
  - Car Parking Permits;
  - Mileage and Expenses Claims.
- 10.3 Self Service, will reduce printing costs, save administration time and costs and allow Councillors to update their information in real time.
- 10.4 User Guides are available on the Authority's StaffNet site <http://www.swansea.gov.uk/staffnet/mileageandexpenses>
- 10.5 Modern.gov is the Authority's software solution for meeting management including placing agendas, reports and minutes online. It is an integrated package which aims to simplify websites for Councillors, Officers and the public.

### **Appendices:**

<b>Appendix 1</b>	Councillors / Co-opted Members ICT Allowance Claim Form.
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<b>Councillor / Co-opted Members Name:</b>	
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Provide details of ICT items or support purchased. In accordance with the Independent Remuneration Panel for Wales (IRPW) Councillors' ICT Allowance payments will only be made to Councillors following the completion of this form **together with the relevant receipt(s)**.

Date Purchased (DD/MM/YEAR)	Cost
<b>Total Amount Claimed</b>	£

**Note:**

- i) *I have incurred these costs to enable me to fulfil my duties as a Councillor in accordance with the IRPW.*
- ii) *Councillors' ICT Allowance. **Councillors:** £2,000 (over 5-years i.e. £400 p.a.). **Co-opted Members:** £400 (over 5-years i.e. £80 p.a.). The sums may be taken as a lump sum providing a receipt is provided. The Authority will not pay any additional monies until the following Local Government Election.*

<b>For Office Use</b>	<b>Checked By:</b>	<b>Month Paid:</b>	
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**Not for Publication**

<b>Councillor Signature:</b>	<b>Date:</b>	
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<b>Address:</b>			
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<b>Post Code:</b>	<b>Payroll No.</b>	
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<b>Item(s) / Service(s) Purchased</b>			

# Agenda Item 13.



## Report of the Head of Democratic Services

Council – 27 January 2022

### Review of Councillors Handbook

<b>Purpose:</b>	The Democratic Services Committee on 10 January 2022 reviewed the Councillors Handbook. The Committee recommends that the amended Sections A & B are adopted by Council.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The amendments proposed by the Democratic Services Committee as set out in Appendices A & B of the report be adopted.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The Councillors Handbook provides information to Councillors / Co-opted Members. The Councillors Handbook is split into 4 Sections:
  - a) Financial Information.
  - b) Support Services.
  - c) Protocols.
  - d) Role Descriptions & Person Specifications.
- 1.2 The Democratic Services Committee at its meeting on 10 January 2022 reviewed the Councillors Handbook.
- 1.3 The review aimed to ensure that the information was correct and also reflected any new working arrangements.

- 1.4 The entire Councillors Handbook may be viewed at [www.swansea.gov.uk/cllrshandbook](http://www.swansea.gov.uk/cllrshandbook)
- 2. Section A - Councillor and Co-opted Member Remuneration (Salaries, Allowances & Expenses)**
- 2.1 **Appendix A** of the report sets out a tracked changes version of the proposals by the Democratic Services Committee.
- 3. Section B - Support Services**
- 3.1 **Appendix B** of the report sets out a tracked changes version of the proposals by the Democratic Services Committee.
- 4. Section C - Protocols**
- 4.1 There are no proposed changes to Section C.
- 5. Section D - Role Descriptions & Person Specifications**
- 5.1 Section D will be reviewed in the New Year.
- 6. Financial Implications**
- 6.1 There are no financial implications associated with this report.
- 7. Legal Implications**
- 7.1 There are no specific legal implications associated with this report.
- 8. Integrated Assessment Implications**
- 8.1 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.

- 8.2 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'.
- 8.3 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.
- 8.4 An IIA screening has been undertaken and no adverse implications have been noted.
- 8.5 The impact will be positive for all Councillors. The review will seek to ensure that many of the answers required by Councillors will be included within the Councillors Handbook.

**Background Papers:** None

**Appendices:**

- Appendix A Councillor and Co-opted Member Remuneration (Salaries, Allowances & Expenses).
- Appendix B Support Services

## Councillor Handbook, Section A - Financial Information

### Content

1	<a href="#">Introduction</a>
2	<a href="#">Councillor Salaries, Allowances and Expenses</a>
3	<a href="#">Contribution towards Reimbursement of Cost of Care Costs of Care &amp; Personal Assistance</a>
4	<a href="#">Foregoing of Salary and / or Allowance</a>
5	<a href="#">Approved Duties / Official Business</a>
6	<a href="#">Travel</a>
7	<a href="#">Travel by Rail</a>
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17	<a href="#">Car Parking Permits</a>
18	<a href="#">Interests, Gifts and Hospitality of Councillors</a>
19	<a href="#">Income Tax</a>
20	<a href="#">National Insurance Contributions</a>
21	<a href="#">Social Security Benefits</a>
22	<a href="#">Insurance</a>

## 1 Introduction

- 1 The Independent Remuneration Panel for Wales (IRPW) determines the remuneration of Councillors on an annual basis. Whilst Councillors & Co-opted Members are not employees, the treatment of their remuneration for most purposes is the same as if they were employees.
- 2 This document provides Councillors and Co-opted Members with practical information relating to Salaries, Allowances and Expenses. For further information, please contact the Head of Democratic Services, Cabinet Office, Democratic Services or Payroll.



## 2 Councillors Salaries, Allowances and Expenses

- 1 The Council Constitution (Part 6 “Members Allowances Scheme”), sets out the Salaries, and Expenses set by the IRPW and the Allowances set by the Council.
- 2 Councillor Salary payments are paid automatically on a monthly basis.
- 3 Councillor / Co-opted Member Allowance claims must be made by completing the

appropriate forms:

- ICT Allowance;
- ~~Reimbursement~~ Contribution towards Costs of Care & Personal Assistance.

4. Claims for the following allowances must be made by providing the Cabinet Office / Democratic Services Team with evidence of the bill including your address and telephone number twice in a 5-year term of Office~~on an annual basis~~:

- Data Allowance.
- ~~Broadband &~~ Telephone Allowance;
- Mobile Phone Allowance.

5. Councillor Expenses claims must be made via the Authority's Oracle system [www.swansea.gov.uk/staffnet/mileageandexpenses](http://www.swansea.gov.uk/staffnet/mileageandexpenses). Co-opted Members should submit their claims in writing via Democratic Services.

6. Councillors / Co-opted Members may claim for travel expenses incurred when undertaking an Approved Duty / Official Business (Defined below).

7. Further information relating to Councillors / Co-opted Members' Salaries, Allowances and Expenses are set out in:

- Published Schedule of Remuneration;
- Constitutional Matters Report;
- IRPW Annual Report.



### **3 Contribution towards Reimbursement of Costs of Care & Personal Assistance**

1 The Independent Remuneration Panel for Wales (IRPW) have determined that all Authorities must provide a Contribution towards Costs of Care & Personal Assistance to carry out their duties effectively~~for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs to a set maximum per month.~~

2 Further information ~~relating to the Reimbursement of Costs of Care~~ may be viewed at <https://gov.wales/independent-remuneration-panel-wales> ~~the IRPW Annual Report Publication Page.~~

3 For Councillor / Co-opted Member reimbursement they must complete the Reimbursement of Contribution towards Costs of Care & Personal Assistance Claim form~~which must be accompanied by a receipt from the carer. These documents are available at [here](#).~~



## 4 Foregoing of Salary and / or Allowance

- 1 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the Authority's Proper Officer to forego all or any element of the payment. It is fundamental that there is transparency in this process so that any possible suggestion that Members are put under pressure to forego some of the salaries is avoided.



## 5 Approved Duties / Official Business

- 1 Official Business is defined in Section 142 (10) of the Local Government (Wales) Measure 2011.
- 2 The list of approved duties is laid out in each Independent Remuneration Panel for Wales Annual Report which may be viewed at <https://gov.wales/independent-remuneration-panel-wales> ~~the IRPW Annual Report Publication Page.~~
- 3 **Attendance at Meetings.** Councillors must sign the Attendance Book and should check the published minutes to ensure that their presence was recorded; otherwise, they will be deemed not to have attended the meeting. For ease of reference, Councillors are required to print their name along with their signature.
- 4 **Representation on Outside Bodies.** Councillors may not claim for meetings of 'Outside Bodies' unless they are the named representative or the named substitute. When claiming for attendance at [Outside Bodies](#) the onus is on the Councillor to be able to provide adequate evidence of attendance at the meetings claimed.
- 5 Examples where meetings would **NOT** constitute an approved duty:
  - Political, Political Group, Private Matters / Personal Meetings;
  - Electoral Division Meetings where Officers are not present;
  - An Invitation to a function;
  - School Governors meetings (Unless you are the Local Authority (LA) Representative. You may be able to claim from the school.



## 6 Travel

- 1 Councillors and Co-opted Members must always be mindful of choosing the most cost effective method of travel. This means that Economy Class Travel will be the norm for Rail, Road, Air or any other method of travel. The Chief Executive in consultation with the Section 151 Officer may allow an alternative class of travel in exceptional circumstances only.
- 2 Should a Councillor or Co-opted Member wish to pay to upgrade to a higher class of travel, they may do so, providing them pay for the total difference from Economy Class.



## 7 Travel for Rail

- 1 Councillors may not use First Class Rail Travel unless they have outlined a genuine business case in writing (preferably e-mail) to the Head of Democratic Services. The Head of Democratic Services shall review the request in consultation with the Section 151 Officer and decide accordingly.
- 2 Authorisation from the Budget Holder / Head of Service who will be paying for Rail Travel will be required in writing (preferably e-mail) prior to any bookings being made by the relevant Officers.
- 3 The Cabinet Office or Democratic Services Team should make all rail bookings for journeys beyond Cardiff on behalf of Councillors / Co-opted Members. Where possible, costs shall be paid by the use of the Authority's Corporate Purchasing Card. If the purchase card method is not possible, the council standard ordering and payment processes should be applied.
- 4 Should the event which led to the need for Rail Travel be cancelled or the Councillor can no longer attend then the cost incurred by the Authority will still be attributed to that Councillor and reported to Council via the annual "Councillors Allowances and Expenses" report.
- 5 **Rail Cards** may be purchased for Councillors who travel on Council business, if it reduces the cost to the Council. The Councillor must provide all necessary documentation for the railcard to the DS Team / Cabinet Office who will obtain the railcard on the Councillors behalf. Privately purchased rail cards may be reimbursed providing it is deemed to be of benefit to the Authority. Should a Councillor lose their Authority purchased Railcard, the Councillor will have to pay the charge for a replacement.
- ~~6 An Oyster Card has been purchased for Councillors to use for tube travel in London instead of having to purchase daily Travel Cards for this purpose. The Oyster Card can be "topped up" as and when necessary by the DS Team / Cabinet Office. Should a Councillor lose the Authority purchased Oyster Card they will have to pay the remaining balance currently on the card in order for a new card to be purchased.~~
- 76 Should a Councillor wish to repay any monies owed to the Authority in relation to travel, i.e. cancelled tickets, upgrading to first class travel or paying for a lost Railcard or Oyster Card then the payment MUST be by cheque or cash made payable to the City & County of Swansea (Salary deduction is not permitted).



## 8 Travel by Private Car

- 1 Councillors must consider what is the most cost effective and efficient form of travel prior to using their own car. They should seek the optimum match between



the efficient use of time, a fair reimbursement of costs and the economical use of public resources. Distances will be calculated using the RAC Route Planner website. <http://route.rac.co.uk/>

- 2 Councillors shall personally cover the cost of their travel:
  - For direct journeys between their home and private place of work;
  - When attending any venue in a private capacity;
  - When undertaking their Electoral Ward duties.
- 3 The Authority will hold a list of the distances relating to the most frequent or routine journeys undertaken by each Councillor (usually home to **Civic Centre Guildhall** and return). This list will be reviewed and updated at the First Annual Meeting of Council following an election. For all mileage claims checked using the RAC Route Planner, distances will be rounded up or down to the nearest mile.
- 4 **Mileage Claims from a Councillors Private Place of Work (excluding qualifying address)**
- 5 The maximum allowance for journeys from a Councillor's workplace to the location of approved duty will be for the amount the Councillor would have claimed if they were travelling from their home.
- 6 **Site Visits** - Councillors are expected to use the transport provided to attend Site Visits. Where the distance to the Guildhall would be in excess of the mileage to the Site Visit itself a car can be used and mileage claimed for that shorter journey. This must be made clear on the claim form. Councillors should travel together wherever possible. **Note: Mileage cannot be claimed if transport is provided, unless agreed in advance and in writing (e-mail) by the Head of Democratic Services.**
- 7 Authorised **journeys** are reimbursed at the approved mileage rates as set by the IRPW.
- 8 **For journeys over 150 miles in total** (from a starting point of the Guildhall, Swansea, SA1 4PE) then the Councillor should **consider the most financially viable and economic form of transport available**. If that Councillor chooses to use their own vehicle they would only receive the cost of the most financially viable and economic form of transport for that journey. If travelling outside of the Swansea & Neath Port Talbot areas, please check travelling arrangements with the DS Team / Cabinet Office in advance of the journey as train travel may be cheaper.
- 9 **Incidental costs** (e.g. fuel, tolls, ferries and parking fees) will be reimbursed subject to production of receipts and the completion of Oracle / claim form. Relevant VAT receipts for fuel are required to be kept by Councillors / Co-opted Members for a period of 7 years for all mileage claims for potential inspection by HMRC. Dates on receipts must reflect the period of the claim.
- 10 If using a private vehicle whilst on Council business, Councillors should ensure that they have comprehensive vehicle insurance specifically including business and commuting use. The Authority will be unable to financially support Councillors in the event of an accident without comprehensive cover.



## 9 Travel by Hired / Pool Car

- 1 Councillors and Officers may hire a B Class vehicle (currently Ford Focus style of car). A larger style car may be booked depending on distance travelled and number of passengers in the car. Authorisation to hire a larger car must be obtained in advance in writing (e-mail) from the Head of Democratic Services. Information regarding Pool Cars is available on StaffNet [here](#).



## 10 Travel by Taxi

- 1 Travel by Taxi claims for journeys taken **within** the City and County of Swansea shall only be allowed with the production of a relevant receipt and with prior authorisation in writing (e-mail) from the Head of Democratic Services in consultation with the Section 151 Officer.
- 2 Travel by Taxi claims for journeys taken **outside** of the City and County of Swansea shall only be allowed with the production of a relevant receipt and if it is a reasonable journey to have made i.e. from event to Train Station.



## 11 Travel by Air

- 1 Flights will be arranged via the DS Team / Cabinet Office. Councillors and Officers will travel Standard Class. Permission to fly must be obtained in advance and in writing (e-mail) from the relevant Head of Service. The relevant Service Unit shall fund the Airfare costs. **Note:** Foreign travel must be approved by the Chief Executive in advance and in writing (e-mail).



## 12 Travel by Bicycle

- 1 A cycling allowance is available as outlined by the Independent Remuneration Panel for Wales.



## 13 Travel by Bus

- 1 Bus fares will be reimbursed subject to the production of the appropriate tickets.



## 14 Subsistence

- 1 Councillors are able to claim for subsistence expenses incurred when undertaking an Approved Duty. Subsistence is paid in addition to the Basic, Civic and Senior Salaries **and are subject to the following rules:**
- 2 Subsistence within the Authority's area will not be paid.
- 3 Subsistence for approved duties outside the Authority's area are payable up to a maximum and in line with the IRPW determinations. **Claims without a valid receipt will not be authorised.**
- 4 **Overnight Costs**
- 5 Where an approved duty involves an overnight stay the accommodation should be organised via the Cabinet Office / Democratic Services.
- 6 The Head of Democratic Services has discretion in this area but the decision is mainly based on:
  - Where the round trip is more than 250 miles and the relevant meeting / duty starts before 12.00 noon (for the night before) and / or where the relevant meeting / duty finishes after 4.00 pm (for the night after);
  - Where the round trip is more than 500 miles and the relevant meeting / duty starts before 1.00pm and / or finishes after 3.00pm.
- 7 Councillors should obtain prior written authorisation (e-mail) from the relevant Head of Service in relation to overnight expenditure.
- 8 **Accommodation**
- 9 Accommodation should be booked in advance by the Cabinet Office / Democratic Services Team.



## 15 Overseas (Foreign) Travel, Foreign Currency and Council Related Business Communication

- 1 Councillors **MUST** gain written (e-mail) authority from the Chief Executive prior to travelling abroad. A detailed itinerary of the trip giving the names of all people travelling, modes of transport between venues and specifying items of expenditure which have been paid in advance by the Authority or likely to be paid by the Authority or provided by an outside body must also be provided to the Chief Executive. In any cases of urgency, approval must be obtained under the Chief Executive's delegated powers, exercised after consultation with the Leader of the Council.
- 2 **Foreign Currency.** To obtain foreign currency a Councillor can obtain a cash

advance from Cashiers and arrange to have the money converted into the appropriate currency themselves. The expenditure receipt(s) should be retained for submission with the Oracle expense claim. Any surplus money left over from an overseas visit need not be returned to the Authority as the cash advance amount has already been deducted from the Councillors salary and reimbursed to Cashiers.

- 3 **Council related business communication.** The Head of Democratic Services will consider all reasonable requests for other valid business costs relating to the trip providing relevant receipts are attached.



## 16 Claiming

- 1 Councillor Expenses claims must be made via the Authority's Oracle system. Co-opted Members should submit their claims in writing via Democratic Services.  
[www.swansea.gov.uk/staffnet/mileageandexpenses](http://www.swansea.gov.uk/staffnet/mileageandexpenses)
- 2 The responsibility lies with the Councillor / Co-opted Member for the accuracy of the claim. Councillors need to keep an accurate record of expenses claimed to avoid duplication of claims. They should ensure that they actually attended the events that they are claiming for otherwise it could be deemed as a fraudulent claim.
- 3 When attending more than one meeting a day and claiming more than one journey, the times and place of 'commencement' and 'completion' of duties must be inserted for every journey.
- 4 If the period between meetings spent is less than 1 hour then Councillors will only be entitled to claim one return journey.
- 5 Councillors must therefore judge whether it would be constructive whenever possible to remain within the area if meetings are within a reasonable period of one another. This also applies to rota visits. Councillors are requested where possible to visit establishments in the same vicinity at the same time.
- 6 No payment shall be made without a valid receipt.
- 7 Co-opted Member claims should be submitted no later than **5<sup>th</sup> of the month for payment on the 25<sup>th</sup> of the month** (or the previous working day if falling on a Saturday, Sunday or Bank Holiday). Councillor claims should be made via Oracle.
- 8 Claims must be submitted within 3 months of the meeting claimed for. Ideally Councillors should submit their claim forms on a monthly basis.
- 9 If a Councillor attempts to claim more mileage than set by Council, the mileage will be amended to the maximum level approved by Council.
- 10 **Checking of Travelling and Subsistence Allowances**
- 11 The Cabinet Office / Democratic Services Team will carry out a random 10% audit

check of submitted claims. They will check:

- Attendance Records at Outside Bodies and Officer meetings;
- Checks on other unclear entries.

## 12. Cash Advances

13. Cash advances of Travelling and Subsistence Allowances can only be obtained if the amount is £56 or over and must be authorised by the Section 151 Officer. The cash advance can then be made via the Cashiers Office.
14. Any unused monies from a cash advance must **not** be returned to the Authority (Cashiers) but kept by the Councillor as the original advance amount has already been deducted from their salary and reimbursed to Cashiers.



## 17 Car Parking Permits

- 1 ~~As a result of a scheme introduced by Cabinet in January 2011,~~ Councillors will have to apply for a permit to enable them to park in Council car parks, whilst on Council duties.
- 2 Councillors are entitled to reclaim the cost incurred for their car parking permit by using the [reclaim form](#). If Councillors re-claim this charge it will be included on the Councillors Annual Allowances & Expenses spreadsheet which is presented to Council and published on the City & County of Swansea website. All applications for car parking permits and any amendments or cancellations should be made via [the self-service option in Oracle](#).
- 3 There is a charge to be paid by Councillors to replace a lost car parking permit.



## 18 Interests, Gifts and Hospitality of Councillors

- 1 Information on Interests, Gifts and Hospitality of Councillors is laid out within the Council Constitution under Council Procedure Rules and within the [Councillors Code of Conduct](#).



## 19 Income Tax

- 1 Basic Salaries, Civic Salaries, Senior Salaries, Broadband and Telephone Allowance, Mobile Phone Allowance, ICT Allowance and the Reimbursement of Costs of Care are all taxable. Councillors will be automatically taxed under the normal Pay as you Earn (PAYE) system. The tax code applied will depend on the statement ticked on the Councillor Personal Information Sheet at the time of starting. Any changes to the initial code operated would be on instruction from

HMRC.

- 2 Additionally, Councillors should contact the Payroll section of the Service Centre if they are aware they should be taxed at a rate higher than the basic rate.
- 3 Currently there is no “profit” element on Mileage due to the fact that the Council pays the rate determined by the IRPW. As it is deemed there is no profit, no end of year report (P11D) is submitted.



## 20 National Insurance Contributions

- 1 Since the current levels of Councillors Allowances exceeds the current lower earnings limit for all Councillors under 65 years of age (Sliding scale from Age 60 for women depending on Date of Birth), there is a liability for Class 1 National Insurance contributions at the standard rate. Any Councillor over 65 years of age (Sliding scale from Age 60 for women depending on Date of Birth) will need to provide a copy of their passport or birth certificate for exemption from National Insurance.
- 2 Married women and certain widows who have exercised their right not to pay the full rate will need to produce their reduced liability certificate.
- 3 Each employment is considered separately for contribution purposes and no account is taken of the fact that a Councillor may have another job or be self-employed.
- 4 However, there is an annual maximum for contribution liability and in certain instances a Councillor may be entitled to a refund. Information regarding this can be obtained from the DWP.



## 21 Social Security Benefits

- 1 Social Security benefits is an area of growing complexity and detailed specialist advice must be obtained from the local office of the relevant Benefits Agency.
- 2 Councillors must notify the Department of Social Security Office from which they receive the benefits that they are an elected Councillor.
- 3 If a Councillor is minded to renounce his / her Basic Salary, Civic Salary or Senior Salary, because of the potential impact on benefit entitlement, s/he should consult the Benefits Agency before doing so. In most cases it is the amount to which a Councillor is entitled, not the amount actually claimed, which will be taken into account in calculating benefit.
- 4 The treatment of Councillor’s Allowances varies from benefit to benefit. For some benefits, the very fact that they are undertaking Council duties (whether or not they get paid for them) can affect their rights to claim. In other cases, it is the

level of income from the Allowance that affects entitlement.



## 22 Insurance

- 1 Brief details of the 'Personal Accident & Travel Policy' are as follows:

Under the Personal Accident section, this insurance provides cover to the Insured for accidental bodily injury to an insured person, which results in death, a permanent disability or temporary disability within 24 months of an accident. Under the Travel section, this insurance provides cover to the Insured for medical and emergency travel expenses, medical repatriation, political and natural disaster evacuation expenses, personal liability, loss of or damage to personal property, business equipment or money, cancellation, curtailment, alteration expenses and hijack, kidnap and ransom costs for an insured person. There are also sections providing cover for legal expenses, crisis containment expenses and vehicle rental expenses.

- 2 For full details of the policy and a copy of the Lifeline Plus Travel Pack to use on business trips away from the office and abroad contact:

**Principal Insurance Officer**

Insurance Team, Financial Services & The Service Centre, Civic Centre,  
Swansea, SA1 3SN



## Councillor Handbook, Section B - Support Services

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## 1 Cabinet Office and Democratic Services

The Cabinet Office provides a Personal Assistant role to the Cabinet (Executive) Members.

The Democratic Services (DS) Team provides general administrative support to all non-executive Councillors.



## 2 Correspondence

~~1 As part of the Sustainable Swansea – Fit for the Future programme, Councillors and Co-opted Members have become more self-sufficient. The self-serve agenda has seen Councillors embracing IT, associated software and the Oracle payments system.~~

1 Councillors are expected to manage their own e-mails, diary and correspondence. Should they require any support then training can be provided in certain areas by the Training Team.

~~2 The Cabinet Office / DS Team can assist with proof reading of documents on request.~~

~~32~~ The Cabinet Office / DS Team can send out general non-political mailings for Councillors Electoral Ward work. However, Councillors are expected to type their own letters although the Teams can assist with formatting. The Cabinet Office / DS Team will arrange for the letters to be printed via DesignPrint but any folding or postage costs will be taken from the individual's Councillors Community Budget.



43 The Cabinet Office / DS Team can't deal with correspondence that is political, contains information which could be deemed to be libellous or is of a personal nature.



### 3 Council Bodies Diary

- 1 The Council Bodies Diary may be viewed online at <http://www.swansea.gov.uk/councildiary>.
- 2 The Cabinet Office will assist with the management of diaries for Cabinet Members. All other Councillors and Co-opted Members are expected to manage their own diaries.



### 4 Political Group Rooms

- 1 Depending on the size of a Political Group, it is likely to have a room allocated to it. Rooms will be provided with the following items:
  - Pigeonhole for your ~~agendas~~, mail etc. to be left for your collection;
  - PC(s);
  - Telephone(s);
  - Storage facilities ~~(currently 2 filing cabinet drawers per Councillor)~~;
  - Office furniture.



### 5 Identity (ID) Card

- 1 All Councillors are required to wear their ID Card at all times. The Card allows access within the Civic Centre and Guildhall.
- 2 If your ID Card won't allow you access, visit <http://www.swansea.gov.uk/staffnet/replacementflexicard>.
- 3 If you lose or misplace your ID Card please inform the Cabinet Office / DS Team immediately. HR will "block" the card to ensure it is not misused by anyone else. A replacement can be ordered at a personal charge to the Councillor ~~(currently £5)~~.
- 4 Temporary passes can be obtained from ~~Security the DS Team~~ and must be returned prior to exiting the building on the same day.



## 6 Receipt of Mail / Agendas etc.

1 Incoming mail ~~including agendas for Council meetings will be normally be scanned and e-mailed; however, some will be distributed daily and~~ left in pigeonholes provided for each Councillor.

~~2 The Authority currently provides a mail delivery service for all Councillors on a Friday evening; however Councillors are asked to make every effort to collect any agendas / mail directly from their pigeonholes in order to reduce costs.~~

~~32 A number of Councillors have opted out of the mail delivery service~~Councillors are encouraged to use the e. They have chosen to collect agenda(s) themselves and ~~utilise the~~ Modern.gov app to download electronic versions of the agenda. Agendas are also emailed out ~~directly~~ to all Councillors. The Councillors, Democracy and Elections web pages may be viewed at <https://democracy.swansea.gov.uk/>.

~~4 If you wish to Opt Out of the Mail Delivery Service, please inform the Cabinet Office / DS Team.~~

~~53~~



## 7 e-mailing and Postage

1 Councillors are advised to use electronic correspondence wherever possible. The Authority can send mail on behalf of a Councillors; however for bulk mail the cost will be deducted from their Councillors Community Budget.

2 The Cabinet Office / DS Team will not print out all e-mails for a Councillor. However training can be arranged so that the Councillor is taught how to do so.



## 8 Councillors Microsite (SharePoint)

~~Bookmark 8~~

~~A dedicated Councillors "micro-site" online tool is available to display useful information for Councillors.~~



## 9 Administrative Support

1 ~~The Cabinet Office / DS Team~~Both Teams will answer general telephone queries from members of the public, and signpost where necessary to the relevant Councillor or, provide Assembly Member of the Senedd / Member of Parliament etc. contact details.

- 2 ~~The Cabinet Office / DS Team~~~~Both teams~~ will act as a central contact point for Councillors for their general enquiries for Departments and provide information regarding Officer contacts within Service Departments.



## 10 Photocopying, ~~Fax~~ and Scanning Services

- 1 Multi-Functional Devices (MFD's) are available in key locations throughout the Authority. All Councillors will be provided with a printer account which may be accessed via a Councillor ID card. Please note that personal printing is not permitted.
- 2 The MFD's also include a scanning facility which allows documents to be scanned and sent via e-mail.



## 11 ICT Support

1 Councillors can log calls / changes 24/7 on the service desk portal using the link <https://servicesdesk.swansea.gov.uk>

~~4 There are two ways to contact the ICT Service Desk~~

01792 63 6900

~~or~~ [ict.servicedesk@swansea.gov.uk](mailto:ict.servicedesk@swansea.gov.uk) -

ICT Service Desk Icon on your desktop



## 12 Training

- 1 The Authority will arrange or inform Councillors of training opportunities which will include Courses, Seminars, Conferences, Induction Training for all Councillors and Other training subject to resources / budgetary availability.



## 13 Electoral Ward Surgery Support

- 1 The Authority will pay a reasonable charge for surgery hire, following prior agreement from the Head of Democratic Services.
- 2 Invoices for surgeries should then be forwarded to the DS Team on a monthly or quarterly basis and by the end of March of the relevant financial year for processing.
- 3 Surgery Posters can be printed indicating surgery details for distribution within the electoral ward and displayed online.



## 14 Web Pages

- 1 Councillors are advised to take advantage of the “About You” section on the Council’s website as it allows an opportunity for you to highlight your interests etc. Information may be found at [www.swansea.gov.uk/councillors](http://www.swansea.gov.uk/councillors).



## 15 Councillor Meeting Room

- 1 A Councillor Meeting Room is located in Room 235, Guildhall. The room will accommodate 12-14 people around a table.
- 2 Bookings will be allocated on a “first come first served” basis and meeting slots shall be restricted to 2 hours. Block bookings shall not be permitted unless it is for a purpose such as a regular Political Group Meeting. The Head of Democratic Services shall operate a reasonable use protocol for the room.
- 3 Bookings are to be made by contacting the Democratic Services (DS) Team on 01792 63 6923 or e-mail [democracy@swansea.gov.uk](mailto:democracy@swansea.gov.uk).



## 16 Further Information Contact List

<b>Title</b>	<b>Tel:</b>
Cabinet Office	01792 63 6141
Democratic Services (DS) Team	01792 63 6923
Head of Democratic Services	01792 63 5757
Chief Executive	01792 63 7501
Section 151 Officer	01792 63 6423
Monitoring Officer / Head of Legal, Democratic Services and Business Intelligence	01792 63 6699
IT Service Desk	01792 63 6900



# Agenda Item 14.



## Report of the Head of Democratic Services

Council – 27 January 2022

### Nomination of Lord Mayor and Deputy Lord Mayor Elect 2022-2023

<b>Purpose:</b>	To nominate the Lord Mayor elect and Deputy Lord Mayor elect to enable the arrangements for the Inauguration of the Lord Mayor and Deputy Lord Mayor event to proceed.
<b>Policy Framework:</b>	Lord Mayor and Deputy Lord Mayor Protocol.
<b>Consultation:</b>	Political Group Leaders and their Deputies, Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) Councillor Mike Day be nominated Lord Mayor Elect 2022-2023.  2) Councillor Graham Thomas be nominated Deputy Lord Mayor Elect 2022-2023.  3) The nominations of Councillors Rob Stewart, Wendy Fitzgerald, Paxton Hood-Williams, Erika Kirchner & Cheryl Philpott for Lord Mayor / Deputy Lord Mayor be accepted to allow an automatic fall-back position should those named above not re-stand or not be re-elected.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The Lord Mayor and Deputy Lord Mayor Protocol (adopted by Council on 20 April 2017) sets out the procedure when nominating a Lord Mayor and Deputy Lord Mayor. The Protocol is attached as **Appendix 1**.

#### 2. Nominations

- 2.1 In line with the Protocol, the Head of Democratic Services e-mailed the Political Group Leaders and their Deputies on 22 December 2021 informing

them that the candidates for the posts of Lord Mayor and Deputy Lord Mayor Elect 2022-2023 met the criteria for nomination. The candidates being:

- Councillor Mike Day (To become Lord Mayor 2022-2023);
- Councillor Graham Thomas (To become Deputy Lord Mayor 2022-2023).

2.2 The e-mail asked the Political Group Leaders and their Deputies to consider whether these candidates are considered appropriate for the roles. The Appropriateness Test is set out within the Protocol.

2.3 There was a unanimous decision that both candidates met the appropriateness test and were therefore appropriate to undertake the roles.

### **3. In the Year of a Local Government Election**

3.1 Sections 7 & 8 of the Protocol, sets out criteria to be followed in the year of a Local Government Election. The Protocol states that Council shall be asked to accept the nominations of the next 5 Councillors to have an automatic fall-back position should the initial nominations fail to be re-elected.

3.2 The next 5 Councillors are Rob Stewart, Wendy Fitzgerald, Paxton Hood-Williams, Erika Kirchner & Cheryl Philpott.

3.3 The e-mail to the Political Group Leaders and their Deputies on 22 December 2021 asked them to consider whether these candidates are considered appropriate for the roles.

3.4 There was a unanimous decision that both candidates met the appropriateness test and were therefore appropriate to undertake the roles.

### **4. Integrated Assessment Implications**

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.

4.2 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'.

- 4.3 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.
- 4.4 An IIA Screening Form has been completed and no adverse implications have been noted.

## **5. Financial Implications**

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

## **6. Legal Implications**

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

**Background Papers:** None.

### **Appendices:**

Appendix 1 Lord Mayor and Deputy Lord Mayor Protocol

## Lord Mayor and Deputy Lord Mayor Protocol

### 1. Introduction

1.1 On 22 March 1982, HM Queen Elizabeth II graciously granted to the City of Swansea letters patent which elevated the status of the Mayor to that of Lord Mayor. The Unitary Authority of the City and County of Swansea which came into being on 1 April 1996 was successful in having both the City and Lord Mayor status re-bestowed on 29 March 1996.

1.2 The actual wording of the letters patent is shown below:

*“Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these presents shall come, Greeting. Know ye that our will and pleasure is and We do hereby declare and ordain that from and after the date of these presents the Mayor of the City of Swansea and his successors in office shall be styled entitled and called LORD MAYOR OF SWANSEA And we do hereby authorise and empower the Mayor of the City of Swansea and his successors in office henceforth at all times to assume and use and to be called and to be named by the style title and appellation of Lord Mayor of Swansea and to enjoy and use all and singular the rights privileges and advantages to the degree of a Lord Mayor in all things duly and or right belonging. In witness whereof we have caused these our letters to be made patent. Witness Ourselves at Westminster the twenty second day of March in the thirty first year of our reign”.*

1.3 The Lord Mayor and Deputy Lord Mayor Protocol aims to cover all aspects relating to the eligibility, nomination and behaviour of the Lord Mayor / Deputy Lord Mayor.

1.4 A “Civic Protocols and Guidance” document is provided to each Lord Mayor / Deputy Lord Mayor. The document is provided by the Lord Mayor’s Office and is maintained by the Civic and Corporate Marketing Manager.

### 2. Eligibility to be Lord Mayor / Deputy Lord Mayor

2.1 For the period that a person is elected as Lord Mayor / Deputy Lord Mayor, they must remain a Councillor of the City and County of Swansea.

2.2 From the moment that the person ceases to be a Councillor of the City and County of Swansea, they automatically also cease to be the Lord Mayor / Deputy Lord Mayor.

2.3 If the existing Lord Mayor / Deputy Lord Mayor is suspended or partially suspended from being a Councillor by the Standards Committee, Public Services Ombudsman for Wales and / or Adjudication Panel for Wales they shall not conduct any Lord Mayor / Deputy Lord Mayor duties.



### **3. Criteria for the Nomination of Lord Mayor and Deputy Lord Mayor**

3.1 Councillors MUST satisfy the following **criteria** prior to being nominated as Deputy Lord Mayor / Lord Mayor:

i) Candidates for the position of Lord Mayor and Deputy Lord Mayor must be serving members of the Council and have the longest total length of service (**Appendix A1**).

**Note:** If the Candidate is suspended or partially suspended from being a Councillor then they do not meet the criteria at that point in time.

3.2 The Head of Democratic Services shall inform the Political Group Leaders and their Deputies via e-mail whether the candidate(s) meet the criteria.

### **4. Councillors Total Length of Service**

4.1 Councillors shall be elected to the position of Deputy Lord Mayor and Lord Mayor based on their total length of service with the City and County of Swansea Council and its predecessor Authorities. **Appendix A1** (The List) highlights the “Councillors Total Length of Service with the City and County of Swansea and each of its predecessor Authorities” (As at Date Printed on **Appendix A1**).

4.2 Simultaneous service on more than one of the City and County of Swansea Council’s predecessor Authorities will count as one period of service i.e. If a Councillor was an Elected Member with Lliw Valley Borough Council and West Glamorgan County Council during 1990-1994, only 4 years would be counted towards the Councillors total length of service during that time.

4.3 If a Councillor has broken service with the City and County of Swansea Council or any of its predecessor Authorities, then the time of each of the periods of service will be added together in order to establish the total length of service. For details of a Councillors Period(s) of Service with the City and County of Swansea and its predecessor Authorities, please refer to [www.swansea.gov.uk/councillors](http://www.swansea.gov.uk/councillors)

4.4 If a Councillor has accrued service with another Authority, then that time will not be counted, as the time has not been spent representing the people of the City and County of Swansea Council.

4.5 A Councillor shall be honoured with the title Deputy Lord Mayor / Lord Mayor once.

4.6 If two or more Councillors have exactly the same length of service, then the nomination will be determined as follows:

- i) Between the Councillors involved;
- ii) The drawing of lots between the Councillors involved.

## 5. Procedure for the Nomination of Lord Mayor and Deputy Lord Mayor

5.1 Once a Councillor has been deemed to meet the criteria to be nominated Lord Mayor / Deputy Lord Mayor; the procedure is as follows:

- i) Head of Democratic Services to consult with Political Group Leaders and their Deputies (all of whom have a vote) via email to determine whether the candidate(s) are appropriate. Whether a candidate is appropriate is to be decided on an individual basis. Considerations may include whether a candidate has been found in breach of the Code of Conduct, whether the breach was a serious breach and what sanction, if any, was imposed. Other considerations include whether the Councillor has been found guilty or pleaded guilty to a serious criminal offence;
- ii) If **unanimous decision** that the candidate(s) are appropriate, and a report be presented to Council;
- iii) If there is **not a unanimous decision** then a meeting of the Constitution Working Group (CWG) shall be convened. CWG will consider the appropriateness of the candidate(s) and decide what action to take based on the Protocol.

## 6. Appropriateness Test

6.1 The Appropriateness Test seeks to determine the appropriateness of candidate(s) nominated for the role of Deputy Lord Mayor and Lord Mayor. It is a measure of their appropriateness at a current point in time. Questions by the Constitution Working Group may include whether the candidate(s) is subject to any investigation by the Public Services Ombudsman for Wales in relation to any breach of the Code of Conduct, any sanctions imposed, any court proceedings or any other matter they consider relevant.

6.2 Depending on outcome of paragraph 6.1 above, the Constitution Working Group may hear representations from the candidate prior to making any final decision.

6.3 The powers of the Public Services Ombudsman for Wales and the Adjudication Panel for Wales are outlined in **Appendix B1** to this report.

6.4 If a candidate is considered not appropriate for the role of either Lord Mayor or Deputy Lord Mayor they will be replaced on “the list” in accordance with their seniority and will be subject to the Appropriateness Test at the following round of Lord Mayor / Deputy Lord Mayor nominations.

## 7. Constitution Working Group Report to Council

7.1 The Constitution Working Group shall present a report to Council recommending the appropriate candidate(s) for the role of Deputy Lord Mayor / Lord Mayor to Council The report shall nominate one Councillor for the role of Deputy Lord Mayor and one Councillor for the role of Lord Mayor.

7.2 In the year of a **Local Government Election**, there will be a third and fourth recommendation seeking a resolution to name the next 5 Councillors as being

eligible should the initial nominations fail to be re-elected. These additional 5 Councillors shall be appointed in line with the Protocol.

- 7.3 When a Councillor is elected to the position of Deputy Lord Mayor, then that person would become Lord Mayor the following municipal year, subject to the Appropriateness Test.

## **8. Role of Council**

- 8.1 Council will receive the report of the Constitution Working Group regarding nominations for the Deputy Lord Mayor and Lord Mayor. It shall consider whether to accept the recommendations of the Constitution Working Group or not.

- 8.2 In the year of a **Local Government Election**, Council shall also be asked to accept the nominations of the next 5 Councillors under the Protocol in order to have an automatic fall-back position should the initial nominations fail to be re-elected. The automatic fall-back would mean that the next eligible Councillor who had been subjected to and passed the appropriateness test by the Constitution Working Group would be elected to the position of Lord Mayor / Deputy Lord Mayor as necessary.

- 8.3 Should Council not accept the recommendations of the Constitution Working Group, then the matter should be deferred to either the next Ordinary meeting of Council or to an Extraordinary meeting of Council in order for the appropriateness test to be considered for the next Councillor in line based on length of service by the Constitution Working Group.

## **9. Deferment of Term of Office**

- 9.1 A Councillor may request that their term of Office be deferred for any length of time or even an unspecified length of time. However, such a request must gain the support of the majority of the Political Group Leaders. In the event of a tie, then the Constitution Working Group will consider the matter.

- 9.2 Once a Councillor has completed their deferment they will be replaced back on the Seniority List in accordance with their seniority. They shall follow the next person in line to be Deputy Lord Mayor but shall not be permitted to replace the next person in line if the period until the next selection is less than 6 months.

## **10. Title and Chain of Office of Lady Mayoress / Lord Mayor's consort / Deputy Lady Mayoress / Deputy Lord Mayor's Consort**

- 10.1 The Title and Chain of Office of Lady Mayoress / Lord Mayor's consort / Deputy Lady Mayoress / Deputy Lord Mayor's Consort is conferred at the Ceremonial Meeting of Council on an annual basis.

- 10.2 Any other person may accompany the Lord Mayor / Deputy Lord Mayor to any civic engagement to which the same courtesies and precedence would be extended, however, the Chain of Office may not be worn.

## **11. Behaviour of Lord Mayor / Deputy Lord Mayor during their Term of Office**

- 11.1 Should the behaviour of the Lord Mayor / Deputy Lord Mayor be brought into question during their term of office, then the behaviour should be reported to the Chief Executive, the Monitoring Officer, the Head of Democratic Services and the relevant Political Group Leader.
- 11.2 However, if the alleged behaviour may lead to any investigation by the Public Services Ombudsman for Wales in relation to any breach of the Code of Conduct, any sanctions imposed, any court proceedings or any other matter considered relevant then the complainant should refer the matter to the Public Services Ombudsman for Wales or Police as appropriate.
- 11.3 The allegation will be passed to the Constitution Working Group for them to consider whether it requires any immediate action to be taken. The Group should consider the point that people are presumed innocent and should not make any decision to impede that basis of law. However, the CWG may determine any appropriate sanction based on the Appropriateness Test following the outcome of the Ombudsman's or Police investigation (if any).

## **12. Suspension from Office as a Councillor**

- 12.1 Should a Councillor be suspended from the Office of Councillor for a period of time following a breach of the Councillors Code of Conduct, the following actions are to be followed:
- i) A suspended, partially suspended or disqualified Councillor would no longer meet the criteria to be Lord Mayor / Deputy Lord Mayor and would therefore automatically relinquish that Office.
  - ii) The issue shall also be automatically referred to the Constitution Working Group for it to consider whether to appoint a new Lord Mayor, Deputy Lord Mayor etc.

## **13. Behaviour of Lord Mayor's Consort, / Deputy Lord Mayor's Consort, Lady Mayoress / Deputy Lady Mayoress during their Term of Office**

- 13.1 Should the behaviour of the Lord Mayor's Consort, / Deputy Lord Mayor's Consort, Lady Mayoress / Deputy Lady Mayoress be brought into question during their term of office, then the behaviour should be reported to the Chief Executive, the Monitoring Officer, the Head of Democratic Services and the relevant Political Group Leader.
- 13.2 The allegation(s) will be passed to the Constitution Working Group for them to consider whether it requires any immediate action to be taken. Action could include suspending the individual for a period of time or seeking a Council resolution to remove the individual from Office.

## Appendix A1

### Councillors Total Length of Service with the City and County of Swansea and each of its predecessor Authorities (20/12/2021).

Last Name	First Name(s)	Total Time Served	Municipal Year served as LM
Lewis	Richard	48 years, 7 months, 10 days	2010-2011
Thomas	Des	46 years, 1 months, 20 days	1996-1997
Burtonshaw	June	38 years, 7 months, 15 days	2002-2003
Francis-Davies	Robert	38 years, 7 months, 15 days	2001-2002
Holley	Christopher	36 years, 7 months, 18 days	2006-2007
Sullivan	Gareth	34 years, 7 months, 13 days	2008-2009
Hopkins	David	30 years, 7 months, 18 days	2016-2017
Downing	Philip	25 years, 6 months, 19 days	2017-2018
Phillips	David	28 years, 7 months, 14 days	2018-2019
Black	Peter	37 years, 7 months, 17 days	2019-2020
Lloyd	Paul	24 years, 8 months, 23 days	Deferred
Child	Mark	22 years, 7 months, 14 days	2020-2021
Jones	Mary	22 years, 7 months, 14 days	Current Lord Mayor
Day	Mike	22 years, 7 months, 14 days	Current Deputy Lord Mayor
Thomas	Graham	22 years, 7 months, 14 days	
Stewart	Robert	18 years, 7 months, 19 days	
Fitzgerald	Wendy	17 years, 6 months, 10 days	
Hood-Williams	Paxton	17 years, 6 months, 10 days	
Kirchner	Erika	17 years, 6 months, 10 days	
Philpott	Cheryl	17 years, 6 months, 10 days	
May	Peter	14 years, 11 months, 23 days	
Matthews	Penny	14 years, 5 months, 1 days	
Doyle	Ryland	13 years, 7 months, 19 days	
Evans	William	13 years, 7 months, 19 days	
Jones	Jeff	13 years, 7 months, 19 days	
Jones	Sue	13 years, 7 months, 19 days	
Morris	Hazel	13 years, 7 months, 19 days	
Richards	Christine	13 years, 7 months, 19 days	
Smith	Paulette	13 years, 7 months, 19 days	
Jardine	Yvonne	13 years, 6 months, 14 days	
Curtice	Jan	9 years, 7 months, 17 days	
Davies	Nick	9 years, 7 months, 17 days	
Evans	Mandy	9 years, 7 months, 17 days	
Gordon	Fiona	9 years, 7 months, 17 days	
Hale	Joe	9 years, 7 months, 17 days	
Hennegan	Terry	9 years, 7 months, 17 days	
Hopkins	Beverley	9 years, 7 months, 17 days	
James	Lynda	9 years, 7 months, 17 days	
Lewis	Andrea	9 years, 7 months, 17 days	
Lloyd	Clive	9 years, 7 months, 17 days	
Raynor	Jennifer	9 years, 7 months, 17 days	
Smith	Robert	9 years, 7 months, 17 days	
Tanner	Gloria	9 years, 7 months, 17 days	
Thomas	Mark	9 years, 7 months, 17 days	
Tyler-Lloyd	Linda	9 years, 7 months, 17 days	
Walker	Gordon	9 years, 7 months, 17 days	
Walton	Lesley	9 years, 7 months, 17 days	
White	Mike	9 years, 7 months, 17 days	
Anderson	Cyril	6 years, 7 months, 13 days	
Evans	Ceri	6 years, 7 months, 13 days	

King	Elliott	6 years, 7 months, 13 days	
Lewis	Mike	5 years, 7 months, 15 days	
Durke	Mike	4 years, 7 months, 15 days	
Gallagher	Stephen	4 years, 7 months, 15 days	
Gibbard	Louise	4 years, 7 months, 15 days	
Griffiths	Kevin	4 years, 7 months, 15 days	
Helliwell	David	4 years, 7 months, 15 days	
James	Oliver	4 years, 7 months, 15 days	
Jones	Lyndon	4 years, 7 months, 15 days	
Jones	Peter	4 years, 7 months, 15 days	
Langstone	Myles	4 years, 7 months, 15 days	
Lewis	Wendy	4 years, 7 months, 15 days	
Mann	Irene	4 years, 7 months, 15 days	
Pritchard	Samuel	4 years, 7 months, 15 days	
Pugh	Alyson	4 years, 7 months, 15 days	
Roberts	Kelly	4 years, 7 months, 15 days	
Rowlands	Brigitte	4 years, 7 months, 15 days	
Sherwood	Mary	4 years, 7 months, 15 days	
Stevens	Andrew	4 years, 7 months, 15 days	
Thomas	William	4 years, 7 months, 15 days	
Jones	Matthew	0 years, 7 months, 13 days	
Lawson	Hannah	0 years, 7 months, 13 days	

**Public Services Ombudsman for Wales and the Adjudication Panel for Wales Powers**

1. The Public Services Ombudsman for Wales considers complaints that Members of Local Authorities in Wales have broken the Code of Conduct. The Ombudsman investigates such complaints under the provisions of Part III of the Local Government Act 2000 and the relevant Orders made by the National Assembly for Wales under that Act. Where the Ombudsman decides that a complaint should be investigated, there are four findings, set out under Section 69 of the Local Government Act 2000, which the Ombudsman can arrive at:
  - a) That there is no evidence that there has been a breach of the Authority's Code of Conduct;
  - b) That no action needs to be taken in respect of the matters that were subject to the investigation;
  - c) That the matter be referred to the Authority's Monitoring Officer for consideration by the Standards Committee;
  - d) That the matter be referred to the President of the Adjudication Panel for Wales for adjudication by a tribunal (this generally happens in more serious cases).
2. In the circumstances of c) and d) above, the Ombudsman is required to submit the investigation report to the Standards Committee or a Tribunal of the Adjudication Panel for Wales and it is for them to consider the evidence found by the Ombudsman, together with any defence put forward by the Member concerned. It is also for them to determine whether a breach has occurred and, if so, what penalty (if any) should be imposed.
3. The **maximum penalty that a Standards Committee can apply** is suspension for **6 months**. In considering whether the Councillor or Co-opted Member has failed to comply with the relevant Authority's Code of Conduct it may also determine that:
  - i) No action needs to be taken in respect of that failure;
  - ii) The Councillor or Co-opted Member should be censured (A censure takes the form of a public rebuke of the Member concerned);
  - iii) The Councillor or Co-opted Member should be Suspended or Partially Suspended from being a Member of that Authority for a period not exceeding six months.
4. The **maximum that a Tribunal of the Adjudication Panel for Wales can determine** is **5 years'** disqualification from Office. The Tribunal may:
  - i) Suspend or Partially Suspend a person from being a Councillor or Co-opted Member of the Relevant Authority concerned for a period not exceeding one year or, if shorter, the remainder of the person's term of Office;

- ii) Disqualify a person for being, or becoming (whether by Election or otherwise), a Councillor of that or any other relevant Authority for a period **not exceeding 5 years**.





## Report of the Cabinet Member for Delivery & Operations

Council – 27 January 2022

### Membership of Committees

<b>Purpose:</b>	Council approves the nominations/amendments to the Council Bodies.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Political Groups.
<b>Recommendation:</b>	It is recommended that:  1) The amendments to the Council Bodies listed in paragraph 2 be approved.
<b>Report Author:</b>	Gareth Borsden
<b>Legal Officer:</b>	Tracey Meredith
<b>Finance Officer:</b>	N/A
<b>Access to Services Officer:</b>	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 Body:  
**West Glamorgan Archives Committee**  
Remove Councillor L S Gibbard  
Add Councillor M B Lewis

#### 3. Financial Implications

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

#### 4. Legal Implications

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

**Background Papers:** None

**Appendices:** None

# Agenda Item 16.



## Report of the Chair of the Scrutiny Programme Committee

Council – 27 January 2022

### Scrutiny Dispatches – Impact Report

<b>Purpose:</b>	To present the latest report from the Scrutiny Programme Committee to Council on the impact of scrutiny.
<b>Policy Framework:</b>	None
<b>Consultation:</b>	Finance, Legal, Access to Services
<b>Report Author:</b>	Brij Madahar, Scrutiny Team Leader
<b>Finance Officer:</b>	Paul Cridland
<b>Legal Officer:</b>	Debbie Smith
<b>Access to Services Officer:</b>	Rhian Millar
<b>For Information</b>	

#### 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's information and any discussion – see **Appendix 1**. This issue reflects on the second part of the 2021/22 municipal year, and features scrutiny of:

- Corporate Safeguarding
- Adult Services
- Recovery & Transformation Plan
- Corporate Performance Monitoring Reports

The Chair's Roundup talks about progress with the Scrutiny Work Programme, Committee work plan, developing a strong Scrutiny / Audit Relationship, Regional Education Scrutiny, and improving Scrutiny.

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 (link at [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)), 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 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.

3.1.1 The Well-being of Future Generations (Wales) Act 2015 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’.

3.1.2 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.

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

Appendix 2 – IIA Screening Form

# Scrutiny Dispatches

City & County of Swansea – 2021/2022 (No.2)

## ‘How scrutiny councillors are making a difference’

### Making sure Safeguarding is everyone’s business

Safeguarding people from harm is considered to be the Council’s number one priority. Councillors considered the Annual Report on Corporate Safeguarding to review the implementation of the Council’s Corporate Safeguarding policy, which promotes a “Safeguarding as everyone’s business” approach.

*(Lead: Councillor Peter Black)*

The Council’s Scrutiny Work Programme is closely aligned to Council priorities to ensure it is focused on the most important issues and can influence improvement. Monitoring and challenging performance in delivering on Safeguarding has been a standing item in the work plan of the Scrutiny Programme Committee since 2016 and it has reviewed progress and achievements against objectives.

An Annual Report was considered by the Committee in October 2021, which reflected on seven key areas of activity during 2020/21, under the headings of: Safe Governance, Safe Employment, Safe Workforce, Safe Practice, Safe Partnerships, Safe Voice, all contributing to Delivering Safe Performance.

The Committee recognised the extraordinary circumstances with the pandemic and workforce pressures and were concerned about risks to safeguarding. Councillors gained assurance that despite difficulties at no stage did the Council or partners lose focus and dedicated safeguarding teams have continued to provide support and come up with solutions to protect those in urgent need.

The Committee commended the continuing efforts of the Corporate Safeguarding Group across the Council to make safeguarding everyone’s business – not just a matter for Social Services and Education.

Among the issues raised the Committee will be closely watching action on:

- the Council’s effectiveness in ensuring that all contractors, companies and individuals carrying out work on behalf of the Council whether voluntary or paid are compliant with the Council’s Safeguarding Policies.
- the Council being able to provide access to its own safeguarding training materials to external providers.
- ensuring DBS checks for contractors are completed in line with the new DBS Policy and Risk Assessment.

The Committee will also be following up on other work identified for the year ahead within the Annual Report.

## Monitoring how Social Services are managing through the pandemic and ensuring Health & Social Care staff are supported well

The Adult Services Scrutiny Performance Panel continue to monitor the performance of the Directorate including how the department is managing through the Covid pandemic and have recently focussed on the Workforce Support Programme in place for Adult Services.

*(Lead: Councillor Susan Jones)*

In terms of management of the pandemic the Panel heard that whilst the Directorate is still managing, it remains a struggle and the third wave is having a very significant impact. Fragility of Domiciliary Care has hit the Directorate worst, particularly the workforce.

The Panel heard that whilst the waiting list for long term domiciliary care has reduced, the situation is still far from ideal. The list includes individuals who do have care but not the right type of care, the Directorate is working with families and carers to come up with alternatives up until February 2022. Panel Members heard that a small number of individuals are having to consider residential care as the Authority is unable to provide the domiciliary care they need.

The Panel heard that having realised there was an issue with sickness, Social Services were the first to trial a dedicated Human Resources Officer to support staff to return to work and support staffing pressures within teams. Panel Members were pleased to hear that this has led to a reduction in sickness levels in Social Services but expressed concern that the private sector suffered similar problems with staffing and queried if the Authority has shared its practices. Panel members were reassured that although private homes have their own governance arrangements in place, they can turn to our commissioning services for advice and that the Authority ensures that when recruiting, staff are not taken from private homes.

Panel Members praised and expressed their thanks and appreciation to all members of staff, who continue to have a huge burden placed upon them and are doing an amazing job in very difficult circumstances.

## Monitoring the Council's Recovery and Transformation Plan

Councillors are keeping a watching brief on the Council's Recovery and Transformation Plan, 'Swansea Achieving Better Together', monitoring progress against key objectives and milestones, and challenging the Leader of the Council on action.

*(Lead: Councillor Peter Black)*

Members of the Scrutiny Programme Committee heard that whilst there is a focus on recovery, there are challenging times ahead given that the pandemic is still with us causing continued pressure on services and therefore the Phases and timelines noted within the Plan are fluid. Nevertheless, it was reported that the Council's position on recovery and transformation was strong in comparison with other Councils and has been held up by the Welsh Local Government Association as good practice.

Numerous examples were given to the Committee in relation to work on recovering, restarting & adapting Council services, and the strategic response to support the city to emerge and grow from the pandemic and deliver corporate priorities.

The Committee raised some issues, including the need to:

- streamline the process for Economic Recovery Fund applications, grants to businesses, etc. to avoid undue delay in the processing and ensure the Council is dealing with applications as swiftly as possible.
- ensure good communications with all councillors on recovery and transformation work, to ensure it is well understood, including opportunities to engage in the delivery of the Plan and specific work streams.

The Committee will continue to keep a close watch on progress and success of the Plan.

## Continuing to monitor corporate performance

Councillors on the Service Improvement and Finance Scrutiny Performance Panel have continued to keep a close eye and challenge performance in relation to relevant indicators across the authority. They have recently reviewed the Quarter 1 2021/22 Performance Monitoring Report presenting the performance results in delivering the Council's Well-being Objectives and priorities.

*(Lead: Councillor Chris Holley)*

Overall Council performance reports are routinely considered by the Scrutiny Panel. It is recognised that the ongoing Covid-19 pandemic has brought huge challenges and changes to the Council, its services and workforce. This will have impacted on performance across the Council.

However, the Panel heard that, overall, during Q1, 81% of indicators have improved or stayed the same and the Council's response to the pandemic, whilst not necessarily reflected in the established corporate performance indicators, has been extraordinary.

The Panel queried some indicators and why they have improved in such adverse circumstances, asking how indicators are selected. Officers explained that the indicators help to measure priorities within the Corporate Plan and are selected specifically for that purpose.

Amongst questions raised, Panel Members heard that in Q1 2020/21 the Council was in the height of the pandemic and saw less family homeless presentations due to the suspension of evictions. This had a direct impact on Council data and the comparable indicators.

Panel Members queried measures for, and the use of the term, 'tackling poverty' and suggested this description be reviewed in the future to better reflect Council objectives.

The Panel noted the statistic regarding 'Number of data breaches which has resulted in an enforcement or monetary penalty notice being issued by the Information Commissioners Office' – and these results being zero, Panel Members felt was an impressive reflection on the Council.



### Chair's Round up

This is my second roundup of the work of scrutiny for 2021/22, as Chair of the Scrutiny Programme Committee.

### Scrutiny Work Programme

The work of scrutiny continues in accordance with the Work Programme agreed in November 2020, which will take us up to the end of this Council Term. We are making progress on scrutiny priorities. The in-depth inquiry focusing on Procurement has now completed evidence gathering, and the Panel, led by Cllr. Chris Holley will be reflecting on the evidence and findings. You can expect the Panel's final report with conclusions and recommendations by March 2022.

Our six Performance Panels are meeting on a regular basis however some adjustment has been made to the work plans of the Adult Services and Child & Family Services Panel as scrutiny continues to ensure that it is flexible and responsive to pressures whilst still in the midst of the pandemic. Both Panels will keep close focus on how the service is managing those pressures and its impact on performance.

For similar reasons, we have had to put back a planned Healthy City Working Group. A further meeting of the Bus Services Working Group, following a meeting in July 2021, will however be held before the end of this municipal year to follow up on their recommendations and see what changes / improvements have been made.

## **Committee Work Plan**

As well as monitoring the delivery of the work programme, the Committee has a varied work plan looking at a broad range of service / policy matters, targeting specific issues of concern and focused on addressing any gaps in the overall scrutiny work programme. The Committee will call in Cabinet Members as and when required to account for delivery of objectives, performance, and service improvement.

Since my last update we have asked questions on the Council's Recovery & Transformation Plan, Corporate Safeguarding, and Delivery of the Corporate Objective on Tackling Poverty. We have also questioned Cllr. Mark Thomas, Cabinet Member for Environment Enhancement & Infrastructure Management, on the Council's work and his responsibilities relating to Parking Policy, Control & Enforcement.

Future Committee meetings will include looking at: Scrutiny of Public Services Board, Q & A with the Leader of the Council, Crime & Disorder / Safer Swansea Partnership, and Children & Young People's Rights Scheme Annual Progress Report.

## **Developing a Strong Scrutiny / Audit Relationship**

Although Scrutiny and Audit have distinctive roles, there are common aims in terms of good governance, improvement in performance and culture, and financial management, so a regular conversation between Committee Chairs and Members will help to ensure we are working together effectively. I addressed the Governance & Audit Committee on this in October and we also heard from Paula O'Connor, Chair of the Governance & Audit Committee, at the Scrutiny Programme Committee that month. We are making sure that there is good awareness of each other's work, avoiding duplication and gaps in work programmes, and are able to refer issues between Committees. Some of the areas that will benefit from co-ordination between Committees include the new responsibilities arising from the Local Government and Elections (Wales) Act 2021 around Council performance, and around the systematic reporting of external audit reports, and respective role in considering and monitoring these.

## **Regional Education Scrutiny**

Following approval of a legal agreement by each Council in the new Education Partnership, Partneriaeth, a Joint Scrutiny Councillor Group, comprising of Education Scrutiny Chairs and Vice Chairs or equivalent from each of the three Councils, will be set up to scrutinise the work of the regional Partnership. This will support the delivery of school improvement and ensure greater public accountability over decisions made. Scrutiny will seek reassurance and consider if the Partnership is operating according to the Joint Committee Agreement, and its Business Plan, and is being managed effectively. Responsibility for Scrutiny Support, as well as responsibility for other functions, will be determined in due course by the Partneriaeth Joint Committee, comprising the Leaders of the three Councils, as the strategic decision-making body.

## **Improving Scrutiny**

Leading by example, we are always looking to improve how we work as scrutiny councillors and the effectiveness of scrutiny meetings. We are now inviting post-meeting feedback from scrutiny participants, i.e., Cabinet Members, officers, external invitees, and public attendees, about their experience and satisfaction. They will be invited to complete a short anonymous survey shortly after each scrutiny meeting. This will provide us with valuable information that will help us to evaluate the quality and effectiveness of scrutiny practice and inform the improvement and development of scrutiny in Swansea.

Connect with Scrutiny:

Web: [www.swansea.gov.uk/scrutiny](http://www.swansea.gov.uk/scrutiny)

Twitter: [@swanseascrutiny](https://twitter.com/swanseascrutiny)

Email: [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)

Blog: [www.swanseascrutiny.co.uk](http://www.swanseascrutiny.co.uk)



## Appendix 2 - Integrated Impact Assessment Screening Form

### Which service area and directorate are you from?

Service Area: Legal, Democratic Services & Business Intelligence

Directorate: Resources

### 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:

Information report to Council on the impact of Scrutiny, which highlights scrutiny activity and how scrutiny councillors are making a difference through this work.

### 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"/>

## Appendix 2 - Integrated Impact Assessment Screening Form

- 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

Scrutiny activities described are open to the public, promoted via Council media channels, and enable all citizens to ask questions, raise issues and/or input views.

- 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

- 
- 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?

No impact.

## Appendix 2 - Integrated Impact Assessment Screening Form

### 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)

There are no impact assessment implications associated with this report.

Full IIA to be completed

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

<b>Screening completed by:</b>
<b>Name:</b> Brij Madahar
<b>Job title:</b> Scrutiny Team Leader
<b>Date:</b> 4 January 2022
<b>Approval by Head of Service:</b>
<b>Name:</b> Tracey Meredith
<b>Position:</b> Chief Legal Officer
<b>Date:</b> 12 January 2022



Council – 27 January 2022

## Councillors' Questions

### Part A – Supplementaries

**1 Councillors Cllrs Chris Holley, Jeff Jones & Peter Black**

Can the Leader confirm that during the discussions in Cabinet regarding the borrowing of up to £200 million that consideration was given to the Future Generations Act.

**Response of the Leader**

Yes - we always give consideration to the future Generations act in decision making.

The £200m has been borrowed to build schools and support growth in the economy of Swansea. The borrowing is locked in at the lowest ever rates and at a significantly lower level than borrowing taken out by the Lib Dem - Independent administration. Essentially, the historically low rates mean the council was able to borrow more for less - and fix the low rate for up to 50 years with no risk.

Repayments on borrowing are fully covered for at least the next 8 years and will require no support from council tax.

The borrowing has been prudently used to build the next generation of 21st Century schools for our children, as well as funding the council's contribution to city deal projects which enable us to draw down significant UK and Welsh Government funding on major projects like the Copr Bay Arena and Kingsway Innovation hub. They have had a catalytic effect on drawing in more investment, jobs and regeneration to Swansea.

During this period we have paid off over £40m of very expensive Lib Dem borrowing.

The decision to take out further borrowing was made on the clear advice of the S151 office and was timed to secure the best possible rates and best deal for Swansea taxpayers. The decision to borrow was taken by council not cabinet.

It is hugely disappointing that since the £1.3bn City deal was secured the Lib Dems have consistently opposed actions to deliver the projects. Maybe this is because the City deal is not something they could ever have secured or ever delivered. It also shows how damaging to Swansea their administration was. It was a lost 8 years for Swansea.

Certainly, during their 8 years in power they failed to take the actions necessary to support the economy of Swansea, and to invest sufficiently in Swansea.

	<p>Despite once in a 100 year pandemic and despite the massive challenges of a terrible botched Tory Brexit deal, we are continuing to invest and support the Swansea economy and create a city centre fit for the 21st century.</p>
2	<p><b>Councillors Cllrs Mike Day, Cheryl Philpott &amp; Susan Jones</b></p> <p>Can the Cabinet member tell Council whether and how Parkway home is currently being used. What are the plans for this home in the future. What other Council establishments or facilities are being used to support the efforts in dealing with Covid, either directly or indirectly.</p> <p><b>Response of the Cabinet Member for Adult Social Care &amp; Community Health Services</b></p> <p>The Parkway residential care home has been used at different times to provide additional surge bed capacity supporting both hospital discharge and emergency community placements during the peaks of the pandemic. It may well need to be utilised again for this purpose as a result of the latest wave prompted by the Omicron variant.</p> <p>The Council has adapted use of its other residential care homes in response to the pandemic.</p> <p>Bonymaen House has doubled its capacity to accept hospital discharges and an additional 20 stepdown beds have been created across the remainder of the residential estate alongside providing emergency community placements.</p> <p>The limiting factor with all of the above has been and will continue to be staffing capacity.</p> <p>To facilitate this flexible and expanded use of the residential estate despite significant staff absences has often meant limiting other care provision including planned respite and day services. The Council continues to have to strike a balance between maintaining safe care for individuals in the community whilst supporting pressure in hospitals particularly given capacity issues in domiciliary care.</p> <p>We anticipate that the Omicron variant will have a bigger impact on staffing capacity than any of the previous waves and so the Council's ability to maintain expanded residential care capacity whilst also providing essential care for individuals in their own home may be more limited than during previous waves.</p> <p>The future use of and model for health and care services including Parkway will be reviewed as part of the planned post pandemic review of the health and social care system.</p> <p>Clearly its not only the social services estate that has been repurposed to support the covid effort.</p> <p>There have been many examples of the wider Council estate being repurposed at different times to support testing, vaccination, track and trace, provision of PPE and expanded community support during periods of lock down.</p>

3	<p><b>Councillors Cllrs Mike Day, Kevin Griffiths &amp; Jeff Jones</b></p> <p>Can the Leader inform Council where we are with the current progress in disposing of properties owned by the Council and included in the previously published Capital programme as listed for disposal.</p> <p><b>Response of the Leader</b></p> <p>The estimated Capital receipt for 21/22 in last year's Capital budget book was for £6,825,200.</p> <p>However for understandable reasons related to the pandemic, this has created some impacts in disposals.</p> <p>However capital receipts income in this financial year received to date (31 Dec 2021) have still totalled £4,692,317 or around 70% of the anticipated figure.</p> <p>It's unlikely that the anticipated figure will be achieved this year as several of the sites programmed for appropriation to the HRA to support the More Homes project are subject to continued investigation in respect of both value and viability.</p> <p>However the temporary impacts from the pandemic on capital disposals are not expected to impact the delivery of any of the Council's record breaking capital programme.</p>
4	<p><b>Councillors June Burtonshaw, Cyril Anderson, Mike Lewis, Sam Prichard &amp; Bev Hopkins</b></p> <p>Can the Cabinet Member for Climate Change and Service Transformation tell us how much has been invested in the WHQS programme to date with a ward by ward breakdown.</p> <p><b>Response of the Cabinet Member for Climate Change &amp; Service Transformation</b></p> <p><b>WHQS Investment</b></p> <p>The Welsh Housing Quality Standard (WHQS) was introduced by the Welsh Government and came into effect in 2003 with the intention of improving the quality of social housing across Wales. The standard is a legal requirement for social landlords and since 2003 has resulted in major investment across Wales, with Swansea Council making one of the largest single contributions.</p> <p>Within the WHQS there are six headings, each with its own requirements for social housing. The following sets out the headings and the types of repairs and improvements undertaken to meet these:</p> <p><u>In a Good State of Repair</u> - Dwellings must be structurally stable; free from damp and disrepair with key building components being in good condition. The Council has delivered improvement to roofs, chimneys and walls through its wind and weatherproofing programmes.</p> <p><u>Safe and Secure</u> – To ensure dwellings are free from risks and secure, investment has delivered electrical rewiring, new smoke alarms, secure doors, fire doors, fire safety improvements, entry systems to communal areas, lockable windows, gas servicing and electrical testing.</p>

Adequately Heated, Fuel Efficient and Well Insulated – Since 2003 the Council has installed energy efficient combi boilers to its homes and insulating walls and attics.

Contain Up to Date Kitchens and Bathrooms – A major kitchen and bathroom programme has ensured these facilities are up to date, well laid out and meet the needs of the household.

Located in Attractive and Safe Environments – The Council's external facilities scheme addresses the garden areas within the curtilage of individual homes, ensuring they are safe and secure. The wider shared environment has received various improvements making sure they are safe and attractive.

Suit the Specific Requirements of the Household - The requirement is that homes meet the needs of their occupants. Each year the council invests in its disabled adaptations programme ensuring access to and from the home and facilities such as kitchens and bathrooms are suitable for individual needs.

As part of the standard, there is the requirement to undertake stock condition surveys. These identify where repairs are needed, the volume and their priority over the short to long term and also identify the investment needed to reach and maintain WHQS compliance.

### **Investment by Ward Area**

Whilst council housing is dispersed across Swansea, it is not present in all wards. The table below sets out only those wards containing council housing.

There are a number of factors that affect how much investment has been delivered in individual wards - these include density of council housing, age of the properties, construction type, house type and historical improvements. Prior to the introduction of the WHQS, the Council had already undertaken repair and improvement programmes to parts of its housing stock with older properties in particular receiving modernisation works in the 1980s and 1990s; these improvement programmes ensured some properties and areas were already compliant across parts of the standard (such as roofs and walls) and therefore required less WHQS investment.

Investment figures set out in this paper cover the period between financial years 2003/04 and 2021/22. They are estimated using typical repair and improvement costs applied to the number of properties completed in each ward.

Because there are cost variations within schemes and some cost information from earlier WHQS schemes is no longer available, the level of investment may therefore be understated in some wards but generally figures provided are an accurate representation of the WHQS investment programme

### **Conclusion**

From 2003, the Council has delivered over £500 million of major repairs and improvements across Swansea raising the quality of its homes and estates as well as providing local jobs, employment opportunities and investing in the local economy.

During this same period, an additional revenue investment programme of over £200 million has been allocated to carry out reactive day to day repairs, void maintenance and planned cyclic maintenance, to help keep properties in good condition.

**Table: Invest across Council Wards**

Ward	No Properties	Total
Bishopston	10	£375,000
Bonymaen	768	£28,011,000
Castle	705	£29,309,000
Clydach	462	£13,052,000
Cockett	997	£35,127,000
Cwmbwrla	212	£7,151,000
Dunvant	11	£236,000
Fairwood	124	£2,456,000
Gorseinon	120	£3,810,000
Gower	54	£1,249,000
Gowerton	165	£4,151,000
Kingsbridge	65	£2,043,000
Landore	84	£2,162,000
Llangyfelach	17	£1,677,000
Llansamlet	515	£19,525,000
Loughor Upper	53	£1,082,000
Loughor Lower	245	£6,920,000
Mawr	82	£3,086,000
Morrison	858	£30,607,000
Mynyddbach	688	£25,566,000
Penclawdd	95	£2,065,000
Penderry	2,528	£85,902,000
Penllergaer	91	£3,831,000
Penyrheol	351	£16,248,000
Pontardulais	270	£10,666,000
Sketty	695	£43,167,000
St Thomas	313	£10,805,000
Townhill	2,369	£64,722,000
Uplands	37	£1,042,000
West Cross	611	£18,048,000
Adaptations	Across the Housing Stock	£51,300,000
Structural Repairs	Across the Housing Stock	£2,500,000
Wider Environment	Across the Housing Stock	£6,000,000
<b>Total</b>	<b>13,595</b>	<b>£533,891,000</b>

**5 Councillors Cllrs Kevin Griffiths, Peter Black & Wendy Fitzgerald**

What plans does Swansea council have about future sea wall defences . According to the Welsh news parts of Swansea in the future could be in danger of some serious land flooding by 2050. Would this also affect the proposed barrier that is due to be installed with this rise in sea levels. This is according to the Cop 26 conference.



	<p><b>Response of the Leader / Cabinet Member for Environment Enhancement &amp; Infrastructure Management</b></p> <p>Although the Authority has 7.8km of hard Sea Defences to maintain which are mainly situated in the Swansea Bay area, the responsibility for managing risk posed by climate change and future sea level rise rests with Natural Resources Wales. Consequently, the Authority will continue to work closely with Welsh Government and NRW in order to seek investment opportunities for coastal protection schemes but the timing of such projects will rely on the latest information available on climate change projections and further understanding on the impacts of flooding which will steer the long-term investment programmes funded by Welsh Government.</p> <p>The Authority will be producing a Strategic Flood Consequence Assessment this year, which will not only define mitigating measures needed to allow development to proceed, but will help evaluate floodrisk to existing communities to inform future investment plans. This complies to the expectation from Welsh Government for LAs to produce SFCAs prior to the implementation of the new TAN 15 policy, which will require consideration to future climate change impacts and the interventions needed to protect development from projected sea level rise and other sources of flood risk.</p> <p>For example, works are due to commence on the new Mumbles Coastal Defence Scheme in 2022 as part of the National Coastal Risk Management Programme. The funding supported by Welsh Government, which will not only mitigate against risk of future climate change and sea level rise to 2070 but will result in wider benefits to attract visitors and increase tourism to boost the local economy.</p>
6	<p><b>Councillors Cllrs Peter Black, Mike Day &amp; Graham Thomas</b></p> <p>Will the Cabinet Member for Education make a statement with regards to the authority's arrangement for commissioning speech and language therapists.</p> <p><b>Response of the Cabinet Member for Education Improvement, Learning &amp; Skills</b></p> <p>Case law under the SEN legal framework has established that speech and language therapy is regarded as either educational or non-educational provision, or both, depending upon the health or developmental history of each child. It could therefore appear in either Part 3 or Part 6 of the statement of special educational needs or in both. However, since communication is so fundamental in learning and progression, addressing speech and language impairment should normally be recorded as educational provision unless there are exceptional reasons for not doing so.</p> <p>Prime responsibility for the provision of speech and language therapy services to children rests with the NHS. This applies generally and also to any specification of such services in a statement of special educational needs, whether in Part 3 as educational provision or in Part 6 as non-educational provision, or in both parts.</p> <p>Health authorities are responsible for purchasing therapy services through the contracts they make with providers of health care (NHS Trusts). The NHS provides a professionally managed speech and language therapy service covering pre-school, school-age and adult age groups, which has close links with the other child health services.</p> <p>Historically, to ensure effective collaboration with health Swansea local authority (LA) and the Local Health Board (LHB) developed the Speech, Language and Communication Team (SLCT), which included both specialist speech and language</p>

teachers as well as speech therapists. The level of speech therapy provision has been categorised as Provision 1 (1-2 hours year from SLCT- delivered by specialist teacher), provision 2 (6 hours per year from SLCT- delivered by a specialist teacher) and provision 3 (12 hours per year from SLCT- delivered by a mix of Speech and Language therapists and specialist teachers). This was initially a highly successful model. However, over recent years, the capacity of the LHB speech and language therapists has not kept up with demand. More and more provision has been provided by specialist teachers as opposed to speech therapists and the LA has absorbed this workload.

Swansea LA has worked with the LHB to try to address increased shortfalls and developed an SLA agreement with the LHB where we fund Speech and Language therapist (SALT) provision for pupils attending specialist placements. This is with the exception of the Speech, Language and Communication Difficulties (SLCD) specialist teaching facilities (STF) and Ysgol Crug Glas special school. Because of the high level of speech and language therapy need in specialist settings, it was agreed that this would be provided and funded by the LHB.

Even with the additional funding from the LA, the LHB are under considerable pressure and are struggling to meet their responsibilities in relation to pupils' SALT provision, which is understood to be partly due to difficulties in recruiting/retaining staff.

The introduction of the new ALNET (2018) legislation provides greater clarity on the role of health and the provision of Health Additional Learning Provision (ALP) it notes that:

21.28 Where a matter is referred, the NHS body must consider whether there is a relevant treatment or service that is likely to be of benefit in addressing the child or young person's ALN – i.e. as referred to above, whether there is a treatment or service that it would normally provide (to that child or young person) as part of the comprehensive health service in Wales.

21.29 If the NHS body identifies such a treatment or service it must:

- secure the treatment or service for the child or young person.
- decide whether the treatment or service should be provided to the child or young person in Welsh.
- take all reasonable steps to secure that the treatment or service is provided in Welsh, if it decides that the treatment or service should be provided to the child or young person in Welsh.

The above sections of the Code fully place the responsibility of SALT provision on the LHB. However, we are yet to receive clear information from the LHB on how they plan to deliver this provision going forward and they have in fact been requesting additional funding from the LA. The current position of SALT provision is a huge area of concern.

Education's ALN manager has engaged effectively with SBUHB to discuss the issue of a gap of SALT provision in STFs and there is now **an interim solution of a SALT assistant**, from February 2022 until the vacancy is filled. Full provision will resume by March 2022.

The LHB have agreed to draft a joint letter from LHB/LA for **parents** informing them of the current challenges and the plan to address these.

**Part B – No Supplementaries**

**7 Councillors Cllrs Chris Holley, Mary Jones & Wendy Fitzgerald**

Can the Leader confirm that it is the intention to demolish St David's Car park and can he give us the figures for the income and expenditure from 2014.

**Response of the Leader**

As part of the Swansea Central Development St David's MSCP will be demolished, however closure and demolition will not take place until both new multi storey car parks are open.

Despite the loss of St David's our overall car parking in this location has only been reduced by 15 spaces as a result of the 2 new car parks.

Our car parks expenditure is captured within one budget rather than spit amongst individual car parks making it difficult to differentiate expenditure between car parks. Within the budget expenditure the main budget headings are Employees, Premises and Supplies and Services. On an annual basis the spend on staffing in car parks is £499,500 per year, premises is £146,100 per year and supplies and services £261,200 per year. Any structural repairs are met by the Corporate Asset Management budget.

The table below shows the recorded income for St David's MSCP between 2014 and 2021. In 2020 and 2021 Covid 19 affected income due to the car park being closed and a significant reduction in customers which was largely offset by Welsh Government Covid support.

Financial Year	Totals
2014	£251,035.00
2015	£288,356.00
2016	£304,017.00
2017	£349,104.00
2018	£242,832.00
2019	£166,749.44
2020	£33,223.75
2021	£84,630.00
	£1,719,947.19

**8 Councillors Cllrs Mike Day, Gareth Sullivan & Lynda James**

We understand that repairs to some streetlights are possibly being held up due to faults in the power network which Western Power Distribution are responsible for fixing. Can the Cabinet Member tell Council how many streetlight and street furniture repairs are being delayed by this issue and what action has he taken to ensure that repairs are affected as soon as possible.

**Response of the Cabinet Member for Environment Enhancement & Infrastructure Management**

	<p>Western Power Distribution had a large amount of faults to properties due to the high winds early in December, this caused a slight delay with them repairing the street lighting faults by a few days. There are no known outstanding section faults with Western Power at present.</p>
9	<p><b>Councillor Cllrs Mary Jones, Mike Day &amp; Jeff Jones</b></p> <p>After visiting the Brangwyn Hall recently, we noticed that a large number of Brangwyn Panels are covered with polythene sheeting. Will the Leader/Cabinet Member give the reason for this.</p> <p><b>Response of the Leader / Cabinet Member for Investment, Regeneration &amp; Tourism</b></p> <p>The roof to the Brangwyn Hall has started to fail allowing water ingress and in order to ensure the panels are not damaged the decision was taken to cover them as a precautionary measure.</p> <p>A budget of £325,000 has been allocated from this year's Capital Maintenance budget to replace the roof covering with the works designed and procured and work is due to start later this month.</p>
10	<p><b>Councillors Cllrs Peter Black, Mike Day &amp; Mary Jones</b></p> <p>Can the Leader inform Council of how many works of art, sculptures, collections of precious metals, historical artefacts, and other items of value which have been removed from public buildings and/or removed from public display in Swansea Museum, the Glynn Vivian Art Gallery and other council buildings. Can he tell Council what the total value of these items are. What are his administration's plans to either dispose of them or to put them back on public display.</p> <p><b>Response of the Cabinet Member for Investment, Regeneration &amp; Tourism</b></p> <p>Our Galleries and Museums have thousands of artworks, artefacts and items of historic interest in their collections. These are rigorously conserved, monitored and curated to provide a diverse programme in our venues, or in some cases, reproduced for other displays, such as in public buildings /council offices. By necessity, the venues (Museum, Dylan Thomas Centre, Glynn Vivian Art Gallery) rotate their displays in order to showcase as many items as possible, many of which otherwise would not be viewed by the public. With regard to works of art etc which are on display in other Council buildings, with one or two exceptions (such as the permanent Brangwyn Panels, which are part of the GVAG collection) these will either be reproductions, or on loan temporarily, and will be returned to the relevant venue, or parent institution e.g. Museums Wales, for various reasons. Examples include the temporary removal of artworks in the Guildhall corridors when it's in use for filming. In all cases, items are never removed from public display for sale or for disposal, but are instead returned to specialist storage in the Museum or Gallery.</p> <p>The governance and care of our collections forms part of the necessary accreditation that all museums and galleries must achieve in order to operate within the sector. Accountability for the items in our care includes all new acquisitions being 'accessioned' into the collection; fully catalogued; assigned a unique identification (accession) number, photographed, measured, condition checked, labelled/marked, and assigned a permanent base location. This information, plus all other known</p>

details about the artworks we hold are recorded on MODES, a collections database, and whenever items are moved from one location to another (within the premises, or out on loan), the updated locations are recorded on the database so we have an up-to-date record of where everything is. This is checked by the Auditors and insurers annually. Details of our collections are also regularly sent to an independent valuer in order to provide insurance valuations for any new acquisitions, before the end of each financial year – their report is then sent to the Insurance Department, and the values are added to the Council's Heritage Assets Register.

Occasionally works are loaned to other institutions across the UK, and we may reciprocally receive a loan for specific exhibitions. In this instance a rigorous process of ensuring the safe transport, display and return of the work will be carried out. This includes making sure that the receiving institution is accredited and that security, transportation and environmental conditions are satisfactory.

As a result, there is no record of the values of artworks or items that have been removed, as we do not carry out sales or disposals in this way. As above, we may loan, permanently or temporarily an item if it is in the public interest for it to be displayed elsewhere. For example an item of agricultural machinery, or vehicle, that originates from elsewhere in the UK and which better tells the story of that area's history by being presented in its local museum. The only other exception may be the removal or donation of library collections, for reasons of relevance, duplication etc. but these are also offered to 'book collection' organisations, other cultural or education institutions wherever possible, before being considered for storage/ alternatives, subject to approval by the Head of Service and Cabinet Member.

11 **Councillors Cllrs Mike Day, Jeff Jones, Peter Black & Chris Holley**

Can the Leader tell Council how the effectiveness and performance of the Policy Development Committees have been assessed and by whom. In particular, will he tell Council the total number of meetings of all the Policy Development Committees held since 2017. Can he indicate the total length of all the meetings held? Can he tell Council the total cost of these meetings, separating out the total cost of responsibility allowances paid and a calculation of the cost of officer support. Can he give a full list of all policies that have been presented to Cabinet for approval since 2017.

**Response of the Leader**

**How the effectiveness and performance of the Policy Development Committees have been assessed and by whom.**

It is hugely disappointing that the Liberal Democrats Group has refused to appoint Liberal Democrat councillors to the Policy Development Committees and have therefore not participated in the work of the policy development committees over the last 5 years. In essence they have refused to undertake the work for which they are elected. All while continuing to draw their full allowances, which are funded by taxpayers.

All other political parties have participated fully in the work of PDC.

I'm sure the public will be surprised to find that Liberal Democrats group of councillors can just decide not to participate in the work of key committees and not to do the work they are elected to do.

The PDC's have been extremely effective in ensuring the policy commitments of council have been progressed and delivered. The policy commitments were formed following the election of the new administration in 2017, and are drawn from the manifesto commitments made in 2017. At present nearly every commitment has been delivered.

Cabinet Members regularly meet with chairs and vice chairs of the PDC's and ensure progress continues on the agreed work programme.

**Total number of meetings of the Policy Development Committees held since 2017, Including Total length of all the meetings held & Number of Swansea Council Officers supporting.**

Had the Liberal Democrats group appointed to the PDC's and participated in the PDC's, they would already know the number of meetings held. However the Liberal Democrat councillor formal attendance at PDC's over the whole 5 year term is zero. This is despite the Liberal Democrat councillors continuing to draw the full taxpayer funded allowance. **Appendix A** sets out the figures for the PDCs from May 2017 – 31 December 2021.

**Total cost of these meetings, separating out the total cost of responsibility allowances paid and a calculation of the cost of officer support.**

A Senior Salary, set by the Independent Remuneration Panel for Wales (IRPW) is paid to each of the five (5) Chairs of the PDCs.

The Senior Salaries originally covered a Municipal Year period; however, in recent years the IRPW amended them to run for a Financial Year period.

A calculation of the cost of Officer Support has not been provided as no records are kept of how long an Officer would have been present during a meeting; however, **Appendix A**, sets out the numbers of Officers involved.

Every Liberal Democrat Councillor has continued to draw the full allowance despite the Liberal Democrat group refusing to appoint and therefore participate in any formal PDC meeting over the last 5 years.

**List of all policies that have been presented to Cabinet for approval since 2017.**

The work of the PDC's is varied and includes policy enhancements or amendments that Cabinet can consider plus new policies that council can adopt. A list of adopted policies are included below.

<b>Economy, Environment &amp; Infrastructure PDC</b>	<b>Cabinet</b>
Re-imagining Wind Street	18.07.2019
Regenerating Our City for Wellbeing and Wildlife – The Draft Swansea Central Area Green Infrastructure Strategy	17.10.2019
Swansea Council Tree Management Strategy. Referred on 16.12.2021	17.02.2022

<b>Education &amp; Skills PDC</b>	<b>Cabinet</b>
City Deal Skills	17.12.2017
City Deal Skills	21.06.2018
Pupil Development Grant	16.05.2019
Implications and Preparation for the New Curriculum in Swansea Schools	17.09.2020
Supporting Education Recovery	17.06.2021
<b>People PDC</b>	<b>Cabinet</b>
Adverse Childhood Experiences	17.01.2019
Supported Living	16.05.2019
<b>Poverty Reduction PDC</b>	<b>Cabinet</b>
Exploration of the Childcare Offer for 3 and 4 Year Olds	15.03.2018
Promoting Affordable Credit Policy. Referred on 20.12.2021	17.02.2022
<b>Safeguarding PDC</b>	<b>Cabinet</b>
Joining Up Services Around Children	17.05.2018

## Appendix A

PDC	2017-2018			2018-2019			2019-2020 (May 2019-Oct 2020)			2020-2021 (Oct 2020-May2021)			2021-31.12.2021			Totals			
	Meetings	Officers	Length	Meetings	Officers	Length	Meetings	Officers	Length	Meetings	Officers	Length	Meetings	Officers	Length	Meetings	Officers	Length	Hours
Economy, Environment & Infrastructure	11	37	646	12	42	696	9	31	535	8	41	486	7	36	329	47	187	2692	44.87
Education & Skills	12	39	668	9	31	503	12	42	770	7	29	340	7	26	404	47	167	2685	44.75
Equalities & Future Generations	-	-	-	-	-	-	8	43	530	3	13	118	-	-	-	11	56	648	10.80
People	-	-	-	12	51	600	10	46	408	8	35	323	7	42	213	37	174	1544	25.73
Poverty Reduction	11	41	809	12	48	808	8	32	495	6	25	347	7	30	259	44	176	2718	45.30
Recovery & Future Generations	-	-	-	-	-	-	-	-	-	5	24	305	5	30	385	10	54	690	11.50
Safeguarding	10	48	584	-	-	-	-	-	-	-	-	-	-	-	-	10	48	584	9.73
Transformation & Future Council	9	34	506	8	30	416	2	10	36	-	-	-	-	-	-	19	74	958	15.97
<b>Totals</b>	<b>53</b>	<b>199</b>	<b>3213</b>	<b>53</b>	<b>202</b>	<b>3023</b>	<b>49</b>	<b>204</b>	<b>2774</b>	<b>37</b>	<b>167</b>	<b>1919</b>	<b>33</b>	<b>164</b>	<b>1590</b>	<b>178</b>	<b>749</b>	<b>9827</b>	<b>163.78</b>

Sx Council Officers Only (Not inc. External)



# Agenda Item 18.



**Council – 27 January 2022**

## **Notice of Motion – National Energy Crisis.**

**Notice of Motion from Councillors A S Lewis, R C Stewart, D H Hopkins, J P Curtice, D W W Thomas, S Pritchard, M B Lewis, W G Lewis, C Anderson, M C Child, R Francis-Davies**

This council recognises the unprecedented energy crisis facing many households across Swansea, Wales and the UK. In the coming months more and more households will see increases of a magnitude never seen before as the price cap is removed or energy deals come to an end.

This comes on top of a cost of living crisis created by the Impacts of Brexit and the Covid Pandemic which have already seen an unprecedented squeeze on peoples incomes.

Inflation remains very high which is putting huge pressure on household budgets as earnings have not kept pace with prices, leaving family budgets squeezed and people worse off.

The additional costs of day to day living are already impacting negatively on every household across Swansea but even more so on families who are living close to the bread line many of whom still need to visit food banks and will now be faced with the terrible choice of heating their home or or putting food on the table.

As a Council, we will continue to do everything within our power to help mitigate energy costs by signposting residents to the number of financial support options available to improve the energy efficiency of residents homes as home owners as well as our significant investment in our Council homes to make them cheaper to heat and live in.

WG are also giving many households £100 each and we welcome this contribution in the interim with the Council processing up to 30,000 such payments to households in Swansea.

However, the help families need to deal with the cost of living crisis can only be fixed by decisive action by the UK Government

This Council therefore calls upon the Leader of the Council to write to the Prime Minister and Chancellor of the Exchequer and call for the immediate implementation and action for the following :-

- A reduction in VAT for Energy Bills to help families and householders
- An introduction of a new lower price cap on energy bills to protect households from excessive price rises

- Increasing the availability of grants or interest free loans to encourage the take up of renewable energy solutions such as domestic Solar / PV for private home owners and local businesses
- A windfall tax on energy companies to fund a UK wide grant scheme for qualifying households to complement the work started by the WG £100 scheme