



City and County of Swansea

**Minutes of the Organisational Transformation  
Corporate Delivery Committee**

**Multi-Location Meeting - Gloucester Room, Guildhall / MS**

**Teams**

**Tuesday, 28 March 2023 at 2.00 pm**

**Present:** Councillor V M Evans (Chair) Presided

**Councillor(s)**  
S Joy

**Councillor(s)**  
F D O'Brien

**Councillor(s)**  
L V Walton

**Officer(s)**

Emily-Jayne Davies  
Nick Huffer  
Samantha Woon

Strategic Policy Officer  
Employment Lawyer  
Democratic Services Officer

**Also present**

Councillor C Anderson, Cabinet Member for Community  
Councillor E J King, Cabinet Member for Culture & Equalities

**Apologies for Absence**

Councillor(s): P Bentu

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**37 Disclosures of Personal & Prejudicial Interests.**

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

**38 Minutes:**

**Resolved** that the Minutes of the Organisational Transformation Corporate Development Committee held on 28 February 2023 be approved and signed as a correct record.

**39 Development of Guildhall Illumination Policy.**

The Strategic Policy Officer presented a report which sought input from the Committee regarding development of an Illumination Policy to address socially important topics, national days of celebration, notable dates, and other public events that Swansea Council will publicly support.

It was noted that Swansea Council receives a number of requests each year to light the external façade of the Guildhall to promote awareness of a charity, highlight a particular cause or mark an event/anniversary of significance.

It has become increasingly important to have a policy in place that sets out how the council uses its resources to publicly support socially important topics. One aspect of this is the illumination of the Guildhall.

The Strategic Equalities and Future Generations Board have previously discussed this topic and have now referred this to the Organisational Transformation Corporate Delivery Committee for further deliberation and policy development.

Linked to Swansea Council's Corporate Plan well-being objectives and the Strategic Equality Plan (SEP), one of the steps Swansea Council will take to meet this objective is to 'lead positive campaigns celebrating Swansea's diversity and zero tolerance to discrimination'. Development of this policy area therefore aligns with Swansea Council's Corporate Plan and will be construed in line with the well-being objectives.

There is a vast, and increasing, variety of relevant awareness-raising campaigns throughout the year, both on a local and national basis.

It is accepted that a successful and visible way to showcase Swansea's diversity and celebration of events, is to illuminate the Guildhall on specific dates. It is acknowledged, however, that the current list of key dates is excessive, with some clashes, and a formal list should be drawn.

It is not practical from a resourcing perspective to support all of them and there is frequently conflict over the dates requested.

The Strategic Equalities and Future Generations Board has observed that a formal policy around requests and applications would be beneficial, as many requests are made informally and with little notice given for technical preparations.

The draft Illumination Policy would ideally refer to an annual calendar of events that Swansea Council would support, allowing for flexibility to adapt to breaking news and changing situations.

There currently exists an informal process whereby elected members, or members of the public, email officers to make a request. This may often be at short notice, with little time to make technical preparations.

There is little consistency in the type and range of requests received. On occasion, a request is declined where it relates to an individual person only. This can be a difficult and emotive matter, taking account of the reasoning behind some requests.

Particular challenges can occur where, for example celebrations or causes may last longer than one specific date, for example an entire month. Currently the illumination is approved for just one day in order to ensure that equal access is apportioned to all approved requests.

The current list of significant dates used for reference by Swansea Council is appended (Appendix B).

The committee should address the early draft policy, influencing and developing key points. Some areas are more complex and may require further deliberations and CDC input.

The following areas required particular consideration to inform the development of the draft policy:

- Resources - Best use of available resources and any limitations or budgetary constraints.
- Celebration / notable days - confirming a list of days / what to include and exclude.
- Policy stipulations and finer details, that are critical to the successful delivery of this policy such as:
  - Colours: The council will illuminate the Guildhall, in a particular colour (not mix of colours), where practicably possible, in response to requests from organisations, charities or other groups where the requests are deemed eligible.
  - Notice: A notice period of four (4) weeks is required for all requests to enable technical preparations and due consideration.
  - Promotion: Approved illuminations will be promoted on the agreed day through corporate social media platforms, and / or other channels as deemed appropriate.
  - Qualification: Requests will only be accepted from registered charities, formally constituted/registered groups or public bodies or individuals representing these groups / bodies.

Due regard should be given to the wording and design of the policy to ensure that requests are not granted in conflict with the law, council policy or council values and principles.

The Committee discussions focussed on the following:

- 1) The current process for dealing with requests.
- 2) Providing an email address for request in addition to the web form.
- 3) The timeline and consultation process.

The Chair thanked the Strategic Policy Officer and the Cabinet Member for Culture & Equalities, who was also present, for their input.

**Resolved** that:

- 1) Committee Members contact the Strategic Policy Officer directly with any further comments regarding the eligibility criteria detailed at section 7 of Appendix A.

#### **40 Work Plan.**

The Chair presented 'for information' the Organisational Transformation Corporate Delivery Committee Work Plan 2022-23.

Minutes of the Organisational Transformation Corporate Delivery Committee (28.03.2023)  
Cont'd

It was noted that the Annual Report would be discussed at the meeting on 25 April, 2023.

The meeting ended at 2.21 pm

**Chair**