



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Scrutiny Performance Panel – Service Improvement & Finance

At: Remotely Via Microsoft Teams

On: Tuesday, 19 October 2021

Time: 9.30 am

Convenor: Councillor Chris Holley OBE

Membership:

Councillors: P M Black, P Downing, P R Hood-Williams, L James, M H Jones, P K Jones, J W Jones, I E Mann, B J Rowlands, and D W W Thomas

Agenda

Page No.

1 Apologies for Absence

2 Disclosure of Personal and Prejudicial Interests
www.swansea.gov.uk/disclosuresofinterests

3 Prohibition of Whipped Votes and Declaration of Party Whips

4 Minutes of Previous Meeting(s)

To receive the minutes of the previous meeting(s) and agree as an accurate record.

1 - 4

5 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.

6 Q1 2021/22 Performance Monitoring Report

Invited to attend:

Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance

Richard Rowlands – Strategic Delivery & Performance Manager

5 - 50

7 Overview: Understanding Financial Reporting (Reserves)

Invited to attend:

Ben Smith – Chief Finance Officer / S.151 Officer

8	Review of Revenue Reserves	51 - 77
	<i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer	
9	Letters	78 - 82
10	Work Programme	83 - 85

Next Meeting: Tuesday, 16 November 2021 at 9.30 am



Huw Evans
Head of Democratic Services
Tuesday, 12 October 2021
Contact: Scrutiny Officer - 07980757686

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Performance Panel – Service Improvement & Finance**

Remotely via Microsoft Teams

Monday, 20 September 2021 at 2.00 pm

Present: Councillor C A Holley (Chair) Presided

Councillor(s)

P M Black
L James
J W Jones

Councillor(s)

P Downing
M H Jones
I E Mann

Councillor(s)

P R Hood-Williams
P K Jones
D W W Thomas

Other Attendees

Andrew Stevens
Ben Smith
Adam Hill
Richard Rowlands
Emily-Jayne Davies

Cabinet Member - Business Improvement & Performance
Chief Finance Officer and S.151 Officer
Deputy Chief Executive / Director of Resources
Strategic Delivery and Performance Manager
Scrutiny Officer

Apologies for Absence

Councillor(s): B J Rowlands and R C Stewart

20 Disclosure of Personal and Prejudicial Interests

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

21 Prohibition of Whipped Votes and Declaration of Party Whips

In accordance with the Local Government (Wales) Measure 2011, no declarations of Whipped Votes or Party Whips were declared.

22 Minutes of Previous Meeting(s)

The minutes of the Service Improvement and Finance Scrutiny Performance Panel meeting, held on 23 June 2021, were agreed as an accurate record.

23 Public Questions

There were no public questions

24 Q1 Budget Monitoring Report - 2021/22

The Panel received an update from Ben Smith, Chief Finance Officer / S.151 Officer, regarding the Q1 Budget Monitoring Report - 2021/22.

Discussions focused on:

- Other than projected variations on Directorate expenditure, it is still too early to confidently forecast final variations that may arise on some significant Corporate items, including the level of Council Tax collection (which posted a deficit in 2020-21 of £2.4m and 2019-20 of £0.7m).
- Given the ongoing impact of COVID and based on the 2020-21 final position on collection an optimistic forecast is that there will be a shortfall in the region of £2.0m in 2021-22.
- Within the Recovery Plan Service Transformation Programme, work continues to develop service delivery plans linked to savings targets and prioritisation of services.
- S2.7 - Currently, monthly claims against additional COVID expenditure (April to July) and a first quarter claim for loss of income as a result of COVID in relation to the services has been submitted to Welsh Government (WG).
- Welsh Government have amended the eligibility criteria for 2021-22 to reflect the relevant easing of restrictions during the financial year. Based on last year it is likely that the eligibility criteria will be further refined as the year progresses.
- Grant claims to Welsh Government in relation to TTP and the Welsh Vaccination Certificate Service (WVCS) are ongoing and are anticipated to cover all additional costs arising.
- S.2.9 range of centrally held inflation pressure can be used short term to remediate service over spending. Inflation outlook uncertain.
- The remaining additional cost forecast (after grants received) are included under Resources and currently amount to £6m in 2021/22.
- S.3 - The contingency fund budgeted contribution was set at £3.621m contribution for 2021/22 as set out in the budget report approved by Council in March 2021. As a result of the favourable outturn position, this was added to on a one off basis, to bring the total available in 2021/22 to £13.621m.
- To date, some £4.8m has actually been received from WG in relation to additional costs/loss of income.
- S.5 Capital budget forecast. Spending relatively low this time of year.
- S.6 – HRA: The economic impact of the Covid pandemic on rent collection rates is being closely monitored. During Quarter 1, collection rates have not been significantly affected however; it is difficult to forecast the longer-term impact.
- Members queried ongoing issues with Council Tax, referred to the £2M shortfall reported. Members questioned whether WG will meet shortfall. Officers acknowledged this was an on-going issue, given strain on people's finances. WG continue to monitor.
- Forecast overspend of £21M – members queried if the Council Tax figures formed part of this. Officers explained that, no, this was a separate figure.
- Assumptions cannot be made on grant funding, bids are made in arrears.

- Officers clarified to the Panel that there will be substantial short fall in non-domestic rates due to reliefs at source again. However, no material impact on Authority expected, given Welsh Government adjustments to pooling.
- Panel requested a lay explanation regarding the £20M deficit in budget, explaining why this prediction has been made. Officers clarified that there was technically no deficit as funded temporarily by 2021-22 actions but the longer term implications and outlook will become clearer following the Mid Term budget review.
- Members queried the increase in NI contributions and why this is costing more than the 1.5% increase. Officers explained that in effect it was actually a 10% increase (1% on a 10% tax).
- The Panel requested a statement regarding the energy price increases, and effect on Swansea Council. Written advice note to follow.

25 Peer Review & Self-Assessment (Local Government and Elections (Wales) Act 2021)

The Panel received an overview regarding Peer Review & Self-Assessment, presented by Richard Rowlands – Strategic Delivery and Performance Manager. Cllr Andrew Stevens, Cabinet Member for Business Improvement & Performance, and Adam Hill, Deputy Chief Executive / Director of Resources, also attended for this item.

Discussions focused on:

- Part 6 Performance and Governance provisions of the Local Government & Elections (Wales) Act 2021 is to see local Council's as 'self-improving organisations through a system based on self-assessment and panel performance assessment'. Ways in which now preparing for implementation of Part 6.
- Part 6 imposes 5 new statutory duties on the Council:
 - Keep performance under review
 - Consult on performance
 - Report on performance
 - Duty to arrange a panel performance assessment
 - Duty to respond to a panel performance assessment report
- Need to meet these duties in line with the Wellbeing of Future Generations Act (Wales) 2015.
- Council will likely merge existing reports to create one applicable report for this purpose.
- The Welsh Local Government Association (WLGA) will offer assistance with the organisation and recruitment of the Performance Panel based on their tried and tested corporate peer challenge concept.
- Audit Wales will review if the Council is putting sufficient arrangements in place to discharge its performance duties.
- Officers explained that a steering group has been established to oversee process.
- Officers acknowledged that timescales and resources did pose a challenge.
- Officers hope there will be a limited effect on additional resources / officer time,

hoping to embed this into existing process and procedure.

- Members noted this was a substantial piece of work, alongside business as usual.
- An independent Chief Executive / Panel Members will have charges / expenses. There will likely be a sharing of resources, and an evolving process. The approach has been to build in to what already exists.
- Members queried the timetable of work planned, as a continuous and constant process, and the measurements of strategic performance. Officers explained that this will have to be relevant and understandable.
- Officers view this as an opportunity to further improve / learn from this process.
- Members queried the pressure this new requirement places on resources and front line services.
- Members commented on the nature of this, challenging the role of Scrutiny in this process and Councillors in general. Officers explained that the Panel will be assessing the Council as a whole, via the panel performance assessment.
- Concerns over WGLA support – exactly what will be available and in what form?
- Audit Wales – if not going to audit process, only the outcome, is this feasible?
- Officers outlined that the Scrutiny panels / Governance & Audit Committee have clear respective roles.
- The Panel requested that a specific reference to the scrutiny function be incorporated / added into this report.

26 Work Plan 2021-22

The Panel noted the Work Plan. Officers requested deferment of the Mid-Term Budget Statement to November. The Panel agreed.

The meeting ended at 3.20 pm

Agenda Item 6



Report of the Cabinet Member for Business Improvement & Performance

Cabinet – 16 September 2021

Quarter 1 2021/22 Performance Monitoring Report

Purpose:	To report corporate performance for Quarter 1 2021/22.
Policy Framework:	<i>Delivering a Successful & Sustainable Swansea Corporate Plan 2020/22</i> <i>Achieving Better Together Programme.</i>
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) Cabinet endorses the performance results for quarter 1 2021/22 and approves their use to inform executive decisions on resource allocation and, where relevant, corrective actions to manage and improve performance and efficiency in delivering national and local priorities.
Report Author:	Richard Rowlands
Finance Officer:	Paul Roach
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1.0 Introduction

- 1.1 This report presents the performance results for the first quarter of 2021/22 delivering the Council's Well-being Objectives (priorities) described in the Corporate Plan 2020/22 *Delivering a Successful & Sustainable Swansea*.
- 1.2 The outturn presented in the performance tables (Appendix A) incorporates an overview of performance that needs to be considered alongside the current financial situation of the Council.

1.3 The financial resources required to achieve the specified performance levels in 2021/22 have been provided in the approved budget. As part of the work on *Achieving Better Together* there will be an increased focus on understanding the level of activity and outcomes that are achieved for the budget allocated so that choices can be made about relative priorities.

2.0 Performance and Improvement: impact from COVID-19

2.1 The ongoing Covid-19 pandemic has brought huge challenges and changes to the Council, its services and workforce. The Council has never undertaken such change in such a short timescale and in such challenging circumstances. A number of non-essential services were suspended in order to redeploy resources to areas where they were most needed.

2.2 This inevitably has had a significant impact on the usual areas of performance across the council and that is why targets for performance indicators have not been set for 2021/22. This should also be considered when comparing performance to previous years.

2.3 This has been an unprecedented time and the Council's response to the pandemic, whilst not necessarily reflected in the established performance indicators in this report, has been extraordinary.

2.4 In summary, since March 2020 the Council has transformed the way it works to manage the impact of the pandemic. Thousands of staff were successfully mobilised to work remotely and/or from home within a matter of weeks. This took a massive effort from our ICT team to provide the necessary changes enabling staff and councillors to have full network links at their preferred location.

2.5 Other changes include:

- Supporting the Welsh Government's Shielding Programme by setting a new call centre and providing daily support to thousands of vulnerable people.
- Focusing social services care on the most vulnerable, re-opening a care home and supporting the private care sector.
- Overseeing the planning and construction of the Bay Field Hospital on Fabian Way.
- Remodelling schools into care settings for key workers' children.
- Providing meals to care settings and delivering free school meals.
- Providing food banks across the city and county.
- Providing financial support in excess of £100 million to thousands of businesses.
- Setting up a Track, Trace and Protect function and providing community testing centres.

- Preparing for mass vaccination in our communities.
- 2.6 These results for Q1 2021/22 should therefore be considered within this wider context, the ongoing pandemic and achievements noted.
- 2.7 Performance is judged using the results measured by Corporate Plan performance indicators and is usually compared to agreed targets. For the sake of this report and given the issues set out above, targets for 2021/22 have not been set due to the ongoing impact from COVID-19 and the associated lockdowns and other preventative and reactive measures.
- 2.8 The impact on the performance indicators from COVID-19 can also be seen where this occurs by comparing the results of performance indicators against the results from the same period last year where comparison is possible.
- 2.9 The 2021/22 outturn shows that **17 out of 21 (81%)** comparable Corporate Plan performance indicators showed improvement or stayed the same compared to Q1 2020/21 although based on a smaller suite of collectable indicators as a result of the impact from Covid-19 on data collection and because of other matters detailed in this report.
- 2.10 The performance indicators are assessed each year to ensure that they remain appropriate; although the COVID-19 pandemic and lockdown disrupted this process in 2020/21 and during 2021/22. The indicators and how the Council can better measure strategic directions and our priorities will be reviewed as soon as allowed by the progress of the pandemic.
- 2.11 The performance tables in Appendix A set out an overview of performance for each Corporate Plan priority provided by Directors and Heads of Service who are the responsible leads; these overviews set the performance data within their proper context and can be found in para 4.0.

3.0 Other considerations

- 3.1 When making comparisons to 2020/21, the following should be considered:
- 3.1.1 The nature and number of some performance indicators (PIs) may have changed between these two periods and therefore direct comparisons may not always be appropriate.
- 3.1.2 The results do not always account for changes in resources and workload during that period (although details can be seen in the numerator and denominator information and in the comments column of the data tables attached to this report).

- 3.1.3 There may be changes to the numerator and denominator information that may affect the trends by showing a decline while the volume of work has increased.
- 3.1.4 None of the corporate priorities can be seen in isolation from each other. Each priority both affects and is affected by the others. For example, Improving Education and Skills is both important to our efforts to tackle poverty and improve the economy. For this reason, many of the performance indicators allocated to measuring one priority can also be used to show progress meeting other priorities.

4.0 Context: Overviews of Performance in 2021/22

4.0.1 The following overviews provided by responsible departments describe the context to the performance meeting the Council's key objectives as at Q1 2021/22.

4.1 Safeguarding people from harm

4.1.1 As anticipated the reporting of performance against the safeguarding priority has been disrupted this quarter. This is predominantly as a result of the local authority implementing the Welsh Community Care Information System and at the same time Welsh Government updating its performance framework with the introduction of new performance metrics. Work is ongoing to update the indicators that will now need to be incorporated into the corporate suite and ensuring that these can be reported through WCCIS. We anticipate that the new suite of indicators will be accurately reported at Quarter 2.

4.1.2 In the meantime, clearly our arrangements to ensure that individuals remain safeguarded have continued and we have put in place interim measures to ensure that operational performance continues to be robustly monitored.

4.1.3 As anticipated our services continue to be impacted by Covid. Demand remains high across adults and children services. That demand is both in terms of absolute numbers and complexity. Pressures on staff are high. They have worked under huge amounts of pressure over an extended period and it is important that we continue to support them to take a break as we move into the Summer period. Sickness absence rates remain a challenge as do the rates of staff having to isolate as rates of Covid transmission in the community again increase.

4.1.4 It is encouraging that the implementation of our early help hub arrangements, albeit compromised by Covid, do seem to be beginning to have an impact. This is helping ensure that statutory children services are able to concentrate on supporting the children and families with the highest level of need. There are early indications that our numbers of children in need, subject to children plan or looked after are beginning to decrease as a result. However the number of children with the most

complex needs and requiring residential care are increasing. This was one of the consequences of covid and the prolonged lockdown of society that we had anticipated. We are continuing to invest in our prevention work, particularly with adolescents, to bear down on recourse to residential care and arrangements to recruit more foster carers have been boosted by the launch of Foster Wales through which all 22 local authorities have come together to develop a collective brand for local authority fostering.

4.1.5 In relation to adults, demands across the health and social care system are extremely high. Acute hospitals are struggling to meet current demand, catch up on backlogs, manage Covid restrictions on capacity and manage the numbers of staff having to self isolate. Care homes are both impacted by the numbers of staff self-isolating but also having to close for admissions when staff test positive. However overall the care home sector is reasonably resilient within the region. The domiciliary care sector is under huge pressure. Significant numbers of staff are leaving the sector altogether compounding the usual summer holiday pressures linked to staff taking much needed leave. This is leading to a number of providers handing back care packages to the local authority thus compounding waiting lists to source packages of care for individuals leaving hospital or at home with no care in place. The council has expanded its in house residential intermediate care offer to offset pressures in the very short term whilst work continues to take place through the regional partnership board to create more sustainable health and care arrangements for our population.

4.2 *Improving education & skills*

4.2.1 During the first quarter, Swansea schools have faced less disruption as a result of Covid-19, with full operations returning in April 2021. The impact of Covid-19 on how schools operate remains high with the complete range of control measures expected throughout quarter one. The negative effect on school attendance and examination year groups remains significant.

4.2.2 Authority wide attainment measures at foundation phase, key stage 2 and key stage 3 are no longer collected by Welsh Government and in key stage 4 and A Level year groups the awarding of grades has been determined by schools themselves. Evidence gathering for school determined grades has been robust with lower levels of appeals than anticipated.

4.2.3 Evidence from two Estyn thematic reviews suggests that there is good support for continuity of learning as well as preparation for the new Curriculum for Wales. Where learners have been asked to self-isolate there is suitable provision in place. Learner voice, through national surveys, has been responded to comprehensively. Support for vulnerable learners has remained stable during the reporting period. Additional

counselling services have been actioned to support emotional wellbeing in school aged children and young people.

- 4.2.4 Greater access to Welsh medium schools is progressing well with two new buildings on track for occupancy in the next quarter. The groundwork for developing a new ten year strategic plan for Welsh is at a mature stage. Improvements to the school estate as part of the 21st Century Schools programme have developed well despite of Covid-19.
- 4.2.5 Attendance in Swansea remains lower than usual because of Covid-19. Schools in challenging contexts appear to have lower attendance compared to schools in less deprived areas of Swansea. Similar rates of lower attendance have been seen in local authorities across Wales. The numbers of learners being excluded is growing and requires precise monitoring.
- 4.2.6 The provision of free school meals during holidays has been successful. In addition a few schools have participated in the school holiday enrichment programme where eligibility for free school meals is above 16%. Digital capacity to support the skills agenda is improving through the schools infrastructure programme. Advice and guidance for vocational education and careers is developing well despite Covid-19. The work towards implementing a new legislative framework to help learners with additional learning needs is progressing well.

4.3 *Transforming our economy and infrastructure*

- 4.3.1 The majority of our targets have been met this quarter. However, the impacts of Covid on the construction sector are now becoming increasingly clear, with major shortages of construction materials likely to have an impact on programme and construction costs for the foreseeable future. All available countermeasures are being explored to mitigate the impacts of this issue. Despite this, during 1st quarter our major regeneration priorities have continued to make substantial progress on site.
- 4.3.2 The Copr Bay works have continued to make significant visible progress with the arena, bridge, residential block, MSCP, and church hall all well advanced. The 82 week construction programme will complete in 2021, but Covid-19 related delays are now inevitable. The Shaping Swansea procurement has resulted in a recommendation to Cabinet to select a private sector development partner for the delivery of the next phase of strategic sites. This marks an exciting new chapter in Swansea's regeneration journey, bringing new resources and development expertise to the City.
- 4.3.3 The Kingsway Employment Hub building procurement for a contractor has completed to construct a major new high-tech office development that will provide space for 600 jobs in Swansea city centre. Set for completion in early 2023, the five-storey development will include

114,000 square feet of commercial floorspace, providing flexible co-working and office opportunities for innovative tech, digital and creative businesses. The development will be carbon zero and worth £32.6 million a year to Swansea's economy. It will feature state-of-the-art digital connectivity, a roof terrace, greenery and balconies overlooking the city centre and Swansea Bay. Wind Street works continue to make progress on site. As does the Hafod Copperworks Powerhouse project. Procurement for a contractor to deliver the Place Theatre refurbishment works is underway.

- 4.3.4 The delivery of actions within the Swansea Economic Recovery Action Plan, that was prepared in partnership with key stakeholders, continues at pace. This is supported by deployment of the Council's economic recovery fund which has now commenced via a range of initiatives to stimulate economic activity and resilience within Swansea's local economy. The City Centre re-purposing study has identified a number of key interventions which will be reported to Cabinet for consideration. The Council has also been leading the production of the Regional Economic Delivery Plan in collaboration with other authorities in the region. This work is now advanced and will identify transformational project investment in the region, utilising funds from the UK government's Shared Prosperity Funding programme that is envisaged in future years. During the quarter detailed funding bids were submitted to the UK Levelling Up fund and the Community Renewal Fund. We await a decision on these applications.
- 4.3.5 The WHQS Capital Programme for 2020/21 was affected by the Covid pandemic which curtailed the Council's ability to deliver planned works to occupied existing dwellings. This was recognised by Welsh Government and Swansea Council has been granted a further 12 months in which to deliver its WHQS Compliance Programme. The revised completion date is now 31st December 2021. The revised capital investment programme for 2021/22 has now been set at £46.875m, an element of £12m which is slippage from last year's Covid pandemic affected end of year financial outturn.
- 4.3.6 The investment aims and objectives remain the same as proceeding years; to ensure homes are in a good state of repair, thermally efficient, safe and secure and meeting the needs of individuals. Over the course of this financial year, the Council intends to deliver planned repairs and improvements to the following number of dwellings:
- 700 new kitchens and bathrooms.
 - 456 external fabric envelope upgrades, which includes reroofing and insulation, weatherboards and rainwater goods, insulated render and replacement high performance windows.
 - 661 chimney removals or rebuilds.
 - 475 high performance combination boilers.
 - 3,700 garden upgrades to improve safety and security.

- Fire safety improvement work to high and medium rise blocks of flats and sheltered housing complexes including installation of sprinkler systems.
 - Installation of 2,000 remotely monitored smoke alarm systems in sheltered housing complexes.
 - 537 electrical re-wires to ensure installations comply with the prevailing regulations.
 - New passenger lifts at Jeffreys Court flats.
- 4.3.7 A further element of work, to help meet future decarbonisation targets of social housing, has been integrated in this year's programme. Solar PV panels and battery storage to generate energy for the benefit of 137 households has been included as part of external envelope upgrades. The above are just some of the headline work streams we intend to deliver as part of a much wider programme of repairs, maintenance and improvements which forms the WHQS Compliance Capital Programme. At the end of the financial year, the Council will have achieved WHQS compliance as is defined in statutory guidance.
- 4.3.8 From April 2022, the WHQS will pass from a compliance target phase to a maintenance phase of the WHQS. We await the revised guidance documents from Welsh Government but anticipate the maintenance phase will introduce new statutory decarbonisation and fire safety elements in addition to other maintenance refinements. The overall WHQS programme will continue to contribute significantly towards community benefits and employment opportunities. We will report at the end of the final quarter on the recruitment and training opportunities the programme provided during 2021/22.
- 4.3.9 The Council's More Homes Programme, focussed on providing new build Council housing, is looking to a 10 year delivery ambition of 1000 new affordable homes. Following the completion of 34 homes in 20/21, Work is continuing on 25 homes on Hill View Crescent in Clase. This scheme has also been awarded £1.5m of Innovative Housing Funding, which will fund the renewable technologies to continue the Homes as Power Stations theme. This will also be the site of a new build Welsh medium primary school, and will provide an opportunity to regenerate the area. These scheme will be completed in Spring 2022.
- 4.3.10 The Council is also developing 8 one bedroom homes at a former Education site in Uplands. This scheme as part of Welsh Governments Phase 2 planning for homelessness, includes 4 passivhaus standard pods. The scheme is due for completion in Autumn 2021. This funding has also enabled the purchase of twenty 1 x bedroom units. 3 additional homes have also been purchased and adapted, and will be used to house families or households requiring adapted accommodation. A further 20 acquisitions are planned for 21/22. Work has also started at West Cross, to develop 6 bungalows, which has also been awarded IHP funding to include the additional renewable technologies.

- 4.3.11 A former social services property in Gorseinon is also being converted into 2/3 bedroom homes. The Council is also progressing the procurement of a development partner or partners to deliver mixed tenure housing on the Council owned sites, whilst maximising the delivery of affordable housing to meet local need. The Council has also procured a multi-disciplinary team to deliver a masterplan for the regeneration of a large Housing owned site. This work is progressing however the timeframe has been extended as the planned resident consultation events, site visits and surveys were delayed due to Covid.
- 4.3.12 Quarter one saw restrictions easing again and the ability of many of our venues, sports and leisure facilities, along with tourism accommodation and hospitality, to reopen to the public, with systems and conditions in place to ensure the health and safety of all. This has been a great boost for the service staff and partners who are working hard to put together new offers and programmes to inspire and uplift our returning visitors. We have continued to liaise with Welsh Government on plans to reopen our performance venues and restart events and hosted a test event at the Liberty Stadium as part of this relationship. Community support has come forward in the form of recovery funding for fitness providers, sports clubs and small event organisers and community groups, to use our facilities free of charge as a means of restarting and recovering which has been greatly welcomed.
- 4.3.13 During this period we also continued to support the work for Copr Bay, liaising with colleagues to develop the means by which we can manage the various digital assets emerging, along with plans for the 'meanwhile' use on the Northside/ St David's area. To better facilitate our research and understanding into post-Covid behaviours and cultural partnership, we entered into a new partnership with Swansea University, by sponsoring a Ph.D. programme to research and develop new ways to engage visitors to the city centre with the new public realm. This work resulted in an application to Creative Wales for funding and status as a Creative Hub for the South West, primarily located at the former Cranes Music Store which was approved.
- 4.3.14 Within the wider community our community development team successfully applied for a grant to support community growing through allotments and support for Friends and community groups, and our Fusion programme (tackling poverty through culture) was extended for another year by Welsh Government. Similarly, Welsh Government via Sports Wales extended its funding for our health and wellbeing programme, active young people and regional sports programme, as a demonstration of their satisfaction with our performance despite Covid.
- 4.3.15 Work to fulfil the Diversity Pledge and Black Lives Matter Motion continues also, with Swansea agreeing to be one of ten cities to participate in the World Reimagined, a two year programme to explore contemporary British culture and the impact of the transatlantic slave

trade on our social norms and societies, through music, arts, and food. We also unveiled the long awaited Blue Plaque in honour of Jessie Donaldson, social justice campaigner and activist against the slave trade and its injustices.

4.4 *Tackling Poverty*

4.4.1 The corporate plan sets out the council's commitment to Tackle Poverty to ensure that every person in Swansea can achieve their potential. To meet this commitment the corporate Tackling Poverty Strategy ensures that Tackling Poverty is everybody's business.

4.4.2 **Continued impact of Covid-19 – Tackling Poverty.** The economic impact of the Covid-19 pandemic is having a significant impact on those already experiencing poverty and is driving those that were at risk of poverty, into poverty. A report published by the Bevan Foundation in June 2021: 'A snapshot of poverty in spring 2021' Wales found that:

- **Incomes are still falling for some** – more than one in five households with a net income of less than £20,000 have seen their income drop since January 2021.
- **Many people are worried about losing their homes and their jobs** – one in 10 people are worried about the prospect of losing their job over the next three months with one in 20 worried about losing their home. 1 in 10 live in insecure housing and 6% of households have already been told that they will lose their home.
- There is a **growing personal debt** crisis in Wales: Since January 2021, 10% of Welsh households have fallen behind on a bill, 17% have borrowed money to pay a bill. For households already struggling these additional costs may be a significant challenge.
- **Living costs have increased:** 43% of households are spending more on heating, electricity and/or water; 38% of households are spending more on food; 20% of households are spending more on internet costs. Social renters and households with children appear to be disproportionately affected.

4.4.3 **Employability Support.** The number of people gaining employment through Employability support, supports the well-being objective steps; ensuring that young people are able to access employment, education and training after reaching 16 and, individuals are supported to overcome their barriers to employment through coordinated person centre employability support. This is achieved through the Swansea Working coordinated employment approach and associated employability support programmes of Communities for Work, Communities for Work Plus, Workways STU and Workways Plus. There has been an increase in the number of people gaining employment through Employability Support in the first quarter of 2021/22 (130) compared to Quarter 1 20/21 (82).

- 4.4.4 Welfare Benefit Entitlements.** The step to help address the impacts of Welfare reform, including supporting people to claim the full benefits they are entitled to so that they are able to maximise their income is reported through the amount of welfare benefits raised through securing rights and entitlements by the Welfare Rights team. The amount of benefits secured during quarter 1 is £210,048 a 25% decrease on the same period last year. The requests for appeal representation has been lower this quarter, but is expected to pick up again once the DWP start undertaking reassessments. The reduction is also attributed to welfare reform reducing financial increases of additional benefits. The team have had a 100% success rate with appeals this quarter (8/8).
- 4.4.5 Council Tax Reduction.** The performance indicator of Council Tax Reduction (CTR) average time for processing new claims and processing notification of change in circumstances has improved compared to last year. The longer processing times last year was due to an increase in caseload and resources being diverted to respond to additional and new support e.g. Isolation payments.
- 4.4.6 Housing.** The Council, along with partners in the housing sector and support charities continued response to addressing homelessness and rough sleeping ensured that many people have been supported to find a place to live and many moving on from emergency temporary accommodation into longer-term homes. This time last year there were less family homelessness presentations due to the suspension of evictions and a hold on move-on from Home Office accommodation. Compared to this time last year, there has been an increase in use of B&Bs due to domestic abuse and house first cases that require immediate assistance with no opportunity to plan alternative accommodation. The numbers are less than 19/20. There has been an improvement in speed of processing Housing Benefit new claims and change of circumstances compared to this time last year.
- 4.4.7 Skills and Qualifications.** The number of accredited qualifications achieved by adults with local Authority support has increased in the last quarter (182) compared to the same period last year (80) and the year before (86). More face to face training provision has been available due to the lifting of restrictions and where it is possible, online training has continued. Partnership working between Swansea Working, Lifelong Learning, Employability Programmes and partners has continued offer participants accredited training and qualifications to meet employment opportunities.
- 4.4.8 Partnership Working.** The Swansea Council Poverty Forum, Swansea Poverty Partnership Forum and Financial Inclusion Steering Group continue to meet, facilitating networking, sharing of good practice, information, trends, changes to services and new opportunities, encouraging partnership working and collaboration. New grant schemes have been launched this quarter including Food Poverty, Period Dignity

and Men's Sheds. The Swansea Poverty Truth Commission development continues with the launch planned later in the year.

4.5 *Transformation & future Council development*

4.5.1 During quarter one, the Council continued to deliver steps towards achieving this well-being objective:

- Continuing to make progress on the recovery plan as part of the new Achieving Better Together programme. Examples include:
 - Tackling poverty: A partnership approach to the Community Calling Project to provide free refurbished smart phones with free credit via partner organisations to residents; 162 phones distributed so far this year. More partners already engaged to donate mobiles.
 - Use of automation: One example has saved over 600 hours of admin time for a service trying to go paperless.
- Completing the first draft of the Organisational Development Strategy, with input from the Corporate Management Team and Heads of Service. Further stakeholder engagement and benchmarking will continue over the next quarter.
- Online demand continues to grow from the public as can be seen in the performance indicators. Online payments are continually increasing (Cust 2a). Online applications and requests showed a decline compared with the same period last year due to the unusual spike at the height of the pandemic. Compared with the previous year (2019-20) applications and requests are significantly increasing (Cust 2b).
- Remote and new ways of working has continued for staff in line with Welsh Government guidelines. A review is underway to assess the impact of new ways of working however, the sickness indicator has shown a very positive trend over the past year including this quarter which is again within target (CHR002 / PAM001).
- In May, the Digital Inclusion Scrutiny Working Group received an update on progress, with examples where the Council had supported digitally excluded residents during the pandemic. Moving forward it is clear the digital inclusion landscape has changed significantly as a result of Covid-19, therefore the strategy and roadmap will be reviewed drawing on new evidence and data.
- The Council continues to implement actions to ensure compliance with the new Local Government Act, including the new joint committee structures.
- In June, the Council published its annual Welsh Language report with recommendations to strengthen Welsh language promotion and compliance across the Council. Good progress has been over the past

year despite the pandemic. However, further work is needed to grow the number of Welsh speakers across the Council.

- The Council was awarded a grant from Welsh Government to deliver its e-Democracy project. This will implement hybrid public meetings and therefore increase public participation in the democratic process. This project will complete in quarter two.

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

- 4.6.1 Increased awareness of the importance of maintaining and enhancing natural resources and biodiversity and tackling climate change has resulted in additional funding opportunities being made available this year. The Natural Environment Section has bid for over £1m of grants to deliver a variety of nature based projects, many of which are focused around tree planting for which there are grants available from multiple sources. However demand and expectation is currently outstripping supply in this regard in terms of suitable land for tree planting and availability of locally sourced native trees.
- 4.6.2 Another problem with grant funding focused primarily on capital costs is the lack of funding for the revenue/salary costs needed to employ additional staff for project delivery. This is particularly relevant for a number of the corporate objective targets which are linked to grant funded projects, delivery of which has not been progressed as expected due to delays with the award of grants and lack of staff resources rather than the effects of coronavirus. This includes proposals for mapping Green Infrastructure (GI) assets; undertaking a biodiversity audit of Council owned land; providing opportunities for schoolchildren to access and learn about their environment; programmes of wildflower planting; and encouraging GI volunteer projects within local communities. Initial indications are that the Welsh Government's Nature Emergency declaration in June 2021 may eventually lead to funding for the additional resources needed, but in the short term delivery of these projects will be a slower process than originally anticipated. As such an application to the Council's recovery fund to kick-start this work is being prepared pending future grant announcements.
- 4.6.3 Other objectives continue to be delivered but are not suitable for monitoring on a quarterly basis as they are long term commitments measured annually including acting in response to Climate Emergency, working towards creating a low carbon economy, participating in the Low Carbon Swansea Initiative, as well as actions to improve air and water quality, and tackling invasive non-native species.
- 4.6.4 Officers are developing updated proposals for a new suite of PIs to be included in the 2022/23 Corporate performance targets, which will be presented to cabinet in the Autumn for consideration prior to monitoring in the new financial year. The only current quarterly monitored target is for the percentage of municipal waste collected and reused and/or

recycled which was 62.9% (data relates to Q4 2020/21). The full year recycling performance for 20/21 was 64.49% which once again exceeded the Welsh Government target of 64%.

5.0 Integrated Assessment Implications

5.1 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.

5.1.1 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'.

5.1.2 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.

5.2 An IIA accompanies this report. The report itself has no direct impact on the relevant groups considered within the IIA, however the performance indicators in this report are part of the way in which the Council measures and reports progress meeting its Well-being Objectives as described in the Corporate Plan.

6.0 Financial Implications

6.1 In the current and anticipated financial environment further discussion and consideration will be required around priorities and target setting for performance improvement as part of *Achieving Better Together*.

7.0 Legal Implications

7.1 There are no legal implications associated with this report.

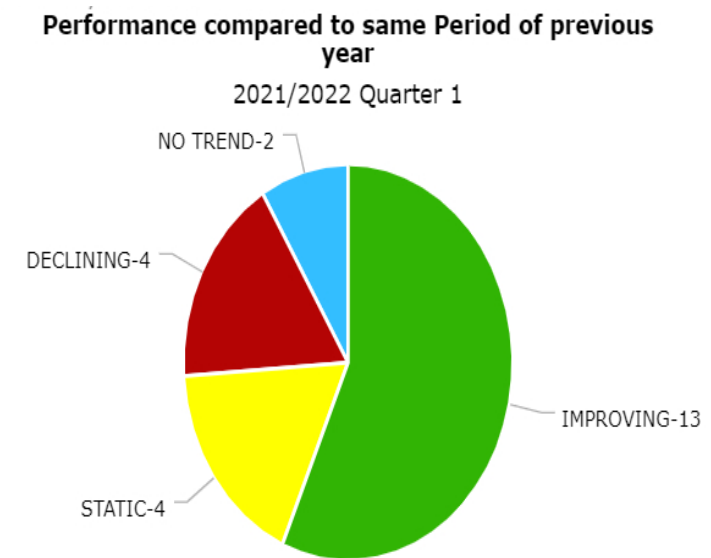
Background Papers: None.

Appendices:

Appendix A - Q1 2021/22 Performance Monitoring Report

Appendix B - IIA screening form

Corporate Performance Management Report Q1 2021/2022



Performance compared to the same period of the previous year:

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

As anticipated the reporting of performance against the safeguarding priority has been disrupted this quarter. This is predominantly as a result of the local authority implementing the Welsh Community Care Information System and at the same time Welsh Government updating its performance framework with the introduction of new performance metrics. Work is ongoing to update the indicators that will now need to be incorporated into the corporate suite and ensuring that these can be reported through WCCIS. We anticipate that the new suite of indicators will be accurately reported at quarter 2.

In the meantime, clearly our arrangements to ensure that individuals remain safeguarded have continued and we have put in place interim measures to ensure that operational performance continues to be robustly monitored.

As anticipated our services continue to be impacted by covid. Demand remains high across adults and children services. That demand is both in terms of absolute numbers and complexity. Pressures on staff are high. They have worked under huge amounts of pressure over an extended period and it is important that we continue to support them to take a break as we move into the Summer period. Sickness absence rates remain a challenge as do the rates of staff having to isolate as rates of covid transmission in the community again increase.

It is encouraging that the implementation of our early help hub arrangements, albeit compromised by covid, do seem to be beginning to have an impact. This is helping ensure that statutory children services are able to concentrate on supporting the children and families with the highest level of need. There are early indications that our numbers of children in need, subject to children plan or looked after are beginning to decrease as a result. However the number of children with the most complex needs and requiring residential care are increasing. This was one of the consequences of covid and the prolonged lockdown of society that we had anticipated. We are continuing to invest in our prevention work, particularly with adolescents, to bear down on recourse to residential care and arrangements to recruit more foster carers have been boosted by the launch of Foster Wales through which all 22 local authorities have come together to develop a collective brand for local authority fostering.

In relation to adults, demands across the health and social care system are extremely high. Acute hospitals are struggling to meet current demand, catch up on backlogs, manage covid restrictions on capacity and manage the numbers of staff having to self isolate. Care homes are both impacted by the numbers of staff self isolating but also having to close for admissions when staff test positive. However overall the care home sector is reasonably resilient within the region. The domiciliary care sector is under huge pressure. Significant numbers of staff are leaving the sector altogether compounding the usual summer holiday pressures linked to staff taking much needed leave. This is leading to a number of providers handing back care packages to the local authority thus compounding waiting lists to source packages of care for individuals leaving hospital or at home with no care in place. The council has expanded its in house residential intermediate care offer to offset pressures in the very short term whilst work continues to take place through the regional partnership board to create more sustainable health and care arrangements for our population.

During the first quarter, Swansea schools have faced less disruption as a result of Covid-19, with full operations returning in April 2021. The impact of Covid-19 on how schools operate remains high with the complete range of control measures expected throughout quarter one. The negative effect on school attendance and examination year groups remains significant.

Authority wide attainment measures at foundation phase, key stage 2 and key stage 3 are no longer collected by Welsh Government and in key stage 4 and A Level year groups the awarding of grades has been determined by schools themselves. Evidence gathering for school determined grades has been robust with lower levels of appeals than anticipated.

Evidence from two Estyn thematic reviews suggests that there is good support for continuity of learning as well as preparation for the new Curriculum for Wales. Where learners have been asked to self-isolate there is suitable provision in place. Learner voice, through national surveys, has been responded to comprehensively. Support for vulnerable learners has remained stable during the reporting period. Additional counselling services have been actioned to support emotional wellbeing in school aged children and young people.

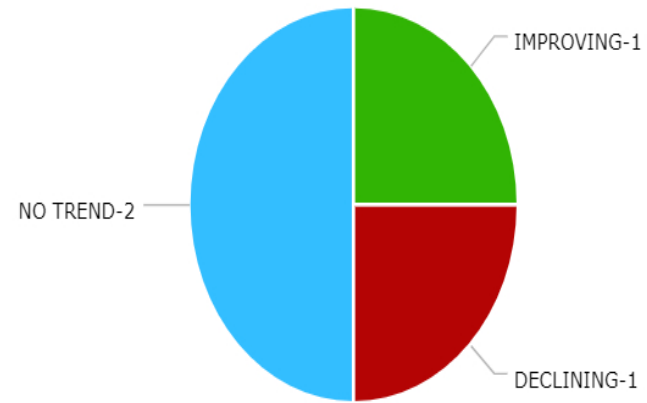
Greater access to Welsh medium schools is progressing well with two new buildings on track for occupancy in the next quarter. The groundwork for developing a new ten year strategic plan for Welsh is at a mature stage. Improvements to the school estate as part of the 21 Century Schools programme have developed well despite of Covid-19.

Attendance in Swansea remains lower than usual because of Covid-19. Schools in challenging contexts appear to have lower attendance compared to schools in less deprived areas of Swansea. Similar rates of lower attendance have been seen in local authorities across Wales. The numbers of learners being excluded is growing and requires precise monitoring.

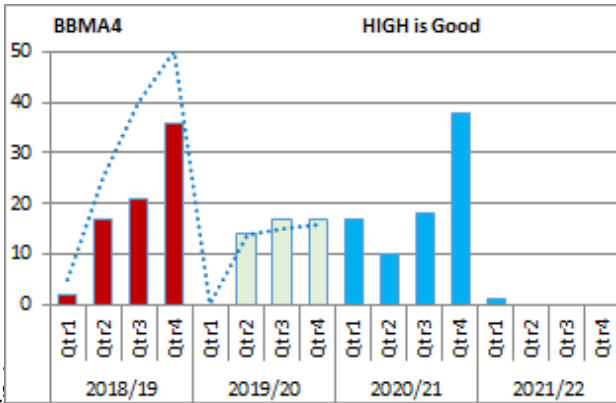
The provision of free school meals during holidays has been successful. In addition a few schools have participated in the school holiday enrichment programme where eligibility for free school meals is above 16%.

Digital capacity to support the skills agenda is improving through the schools infrastructure programme. Advice and guidance for vocational education and careers is developing well despite Covid-19. The work towards implementing a new legislative framework to help learners with additional learning needs is progressing well.

Performance compared to same Period of previous year
2021/2022 Quarter 1



Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
BBMA4 ↑ The number of apprenticeships or trainee starts in the Council	RAG	GREEN			These figures form part of a yearly target. Covid will impact how many apprentices are taken on. New in-take usually follows academic year - starting September 21.
	Result	0	10	1	
	Target	0			
	Trend	DECLINING	IMPROVING	DECLINING	
	Num	0.	10	1	
	Den				



je 24

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022																				
EDU015a ↑ The percentage of final statements of Special Education Need (SEN) issued within 26 weeks including exceptions	RAG	GREEN				The percentage of statements issued within 26 weeks continues to increase. The use of digital methods has supported an increase. Despite Covid-19, the completion of assessments to help children and young people with their additional needs in education is improving. As a result, the increase supports learner wellbeing. However, there can be delays in receiving advice from key delivery partners to inform the statutory assessment process. Swansea's additional learning needs strategic plan is committed to streamlining and simplifying assessment processes as part of a transformation of services to support additional learning needs. The new integrated digital system is developing well and will support the reduction of paper based processes that have slowed the issuing of plans in the past.																			
	Result	8.16%			59.38%																				
	Target	5.00%																							
	Trend	No Data	No Data	No Data																					
	Num	4		19																					
	Den	49		32																					
	<p>EDU015a HIGH is Good</p> <table border="1"> <caption>Data for EDU015a Chart</caption> <thead> <tr> <th>Year</th> <th>Qtr1</th> <th>Qtr2</th> <th>Qtr3</th> <th>Qtr4</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>~5%</td> <td>~2%</td> <td>~10%</td> <td>~5%</td> </tr> <tr> <td>2020/21</td> <td>~1%</td> <td>~1%</td> <td>~1%</td> <td>~10%</td> </tr> <tr> <td>2021/22</td> <td>8.16%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Year	Qtr1	Qtr2	Qtr3	Qtr4	2019/20	~5%	~2%	~10%	~5%	2020/21	~1%	~1%	~1%	~10%	2021/22	8.16%		
Year	Qtr1	Qtr2	Qtr3	Qtr4																					
2019/20	~5%	~2%	~10%	~5%																					
2020/21	~1%	~1%	~1%	~10%																					
2021/22	8.16%																								

Page 25

Education & Skills 17-22

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022																									
EDU015b ↑ The percentage of final statements of Special Education Need (SEN) issued within 26 weeks excluding exceptions	RAG	RED			same comment as above																									
	Result	8.16%		70.37%																										
	Target	10.00%																												
	Trend	No Data	No Data	No Data																										
	Num	4		19																										
	Den	49		27																										
<p>EDU015a HIGH is Good</p> <table border="1"> <caption>EDU015a Data</caption> <thead> <tr> <th>Year</th> <th>Qtr1</th> <th>Qtr2</th> <th>Qtr3</th> <th>Qtr4</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>~8%</td> <td>~5%</td> <td>~10%</td> <td>~15%</td> </tr> <tr> <td>2020/21</td> <td>~8%</td> <td>~5%</td> <td>~10%</td> <td>~15%</td> </tr> <tr> <td>2021/22</td> <td>8.16%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Qtr1	Qtr2	Qtr3	Qtr4	2019/20	~8%	~5%	~10%	~15%	2020/21	~8%	~5%	~10%	~15%	2021/22	8.16%				RAG	RED			As a result of on-going regeneration, key projects due to end Autumn 21.					
Year	Qtr1	Qtr2	Qtr3	Qtr4																										
2019/20	~8%	~5%	~10%	~15%																										
2020/21	~8%	~5%	~10%	~15%																										
2021/22	8.16%																													
POV07 ↑ The number of training and employment person weeks created by BBM for unemployed and economically inactive.	Result	326	680	2163																										
	Target	450																												
	Trend	DECLINING	IMPROVING	IMPROVING																										
	Num	326	680	2163																										
	Den																													
<p>POV07 HIGH is Good</p> <table border="1"> <caption>POV07 Data</caption> <thead> <tr> <th>Year</th> <th>Qtr1</th> <th>Qtr2</th> <th>Qtr3</th> <th>Qtr4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>~500</td> <td>~1000</td> <td>~1500</td> <td>~2000</td> </tr> <tr> <td>2019/20</td> <td>~500</td> <td>~1000</td> <td>~1500</td> <td>~2000</td> </tr> <tr> <td>2020/21</td> <td>326</td> <td>680</td> <td>680</td> <td>2163</td> </tr> <tr> <td>2021/22</td> <td>2163</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Qtr1	Qtr2	Qtr3	Qtr4	2018/19	~500	~1000	~1500	~2000	2019/20	~500	~1000	~1500	~2000	2020/21	326	680	680	2163	2021/22	2163								
Year	Qtr1	Qtr2	Qtr3	Qtr4																										
2018/19	~500	~1000	~1500	~2000																										
2019/20	~500	~1000	~1500	~2000																										
2020/21	326	680	680	2163																										
2021/22	2163																													

The majority of our targets have been met this quarter. However, the impacts of Covid on the construction sector are now becoming increasingly clear, with major shortages of construction materials likely to have an impact on programme and construction costs for the foreseeable future. All available countermeasures are being explored to mitigate the impacts of this issue. Despite this, during 1st quarter our major regeneration priorities have continued to make substantial progress on site. The Copr Bay works have continued to make significant visible progress with the arena, bridge, residential block, MSCP, and church hall all well advanced. The 82 week construction programme will complete in 2021, but Covid-19 related delays are now inevitable. The Shaping Swansea procurement has resulted in a recommendation to Cabinet to select a private sector development partner for the delivery of the next phase of strategic sites. This marks an exciting new chapter in Swansea's regeneration journey, bringing new resources and development expertise to the City.

The Kingsway Employment Hub building procurement for a contractor has completed to construct a major new high-tech office development that will provide space for 600 jobs in Swansea city centre. Set for completion in early 2023, the five-storey development will include 114,000 square feet of commercial floorspace, providing flexible co-working and office opportunities for innovative tech, digital and creative businesses. The development will be carbon zero and worth £32.6 million a year to Swansea's economy. It will feature state-of-the-art digital connectivity, a roof terrace, greenery and balconies overlooking the city centre and Swansea Bay. Wind Street works continue to make progress on site. As does the Hafod Copperworks Powerhouse project. Procurement for a contractor to deliver the Place Theatre refurbishment works is underway.

The delivery of actions within the Swansea Economic Recovery Action Plan, that was prepared in partnership with key stakeholders, continues at pace. This is supported by deployment of the Council's economic recovery fund which has now commenced via a range of initiatives to stimulate economic activity and resilience within Swansea's local economy. The City Centre re-purposing study has identified a number of key interventions which will be reported to Cabinet for consideration. The Council has also been leading the production of the Regional Economic Delivery Plan in collaboration with other authorities in the region. This work is now advanced and will identify transformational project investment in the region, utilising funds from the UK government's Shared Prosperity Funding programme that is envisaged in future years. During the quarter detailed funding bids were submitted to the UK Levelling Up fund and the Community Renewal Fund. We await a decision on these applications.

The WHQS Capital Programme for 2020/21 was affected by the Covid pandemic which curtailed the Council's ability to deliver planned works to occupied existing dwellings. This was recognised by Welsh Government and Swansea Council has been granted a further 12 months in which to deliver its WHQS Compliance Programme. The revised completion date is now 31st December 2021. The revised capital investment programme for 2021/22 has now been set at £46.875m, an element of £12m which is slippage from last year's Covid pandemic affected end of year financial outturn. The investment aims and objectives remain the same as proceeding years; to ensure homes are in a good state of repair, thermally efficient, safe and secure and meeting the needs of individuals. Over the course of this financial year, the Council intends to deliver planned repairs and improvements to the following number of dwellings:

- 700 new kitchens and bathrooms.
- 456 external fabric envelope upgrades, which includes reroofing and insulation, weatherboards and rainwater goods, insulated render and replacement high performance windows.
- 661 chimney removals or rebuilds
- 475 high performance combination boilers.
- 3,700 garden upgrades to improve safety and security
- Fire safety improvement work to high and medium rise blocks of flats and sheltered housing complexes including installation of sprinkler systems.
- Installation of 2,000 remotely monitored smoke alarm systems in sheltered housing complexes.
- 537 electrical re-wires to ensure installations comply with the prevailing regulations.
- New passenger lifts at Jeffreys Court flats

A further element of work, to help meet future decarbonisation targets of social housing, has been integrated in this year's programme. Solar PV panels and battery storage to generate energy for the benefit of 137 households has been included as part of external envelope upgrades. The above are just some of the headline work streams we intend to deliver as part of a much wider programme of repairs, maintenance and improvements which forms the WHQS Compliance Capital Programme. At the end of the financial year, the Council will have achieved WHQS compliance as is defined in statutory guidance. From April 2022, the WHQS will pass from a compliance target phase to a maintenance phase of the WHQS. We await the revised guidance documents from Welsh Government but anticipate the maintenance phase will introduce new statutory decarbonisation and fire safety elements in addition to other maintenance refinements. The overall WHQS programme will continue to contribute significantly towards community benefits and employment opportunities. We will report at the end of the final quarter on the recruitment and training opportunities the programme provided during 2021/22.

The Council's More Homes Programme, focussed on providing new build Council housing, is looking to a 10 year delivery ambition of 1000 new affordable homes. Following the completion of 34 homes in 20/21, Work is continuing on 25 homes on Hill View Crescent in Clase. This scheme has also been awarded £1.5m of Innovative Housing Funding, which will fund the renewable technologies to continue the Homes as Power Stations theme. This will also be the site of a new build Welsh medium primary school, and will provide an opportunity to regenerate the area. These scheme will be completed in Spring 2022. The Council is also developing 8 one bedroom homes at a former Education site in Uplands. This scheme as part of Welsh Governments Phase 2 planning for homelessness, includes 4 passivhaus standard pods. The scheme is due for completion in Autumn 2021. This funding has also enabled the purchase of twenty 1 x bedroom units. 3 additional homes have also been purchased and adapted, and will be used to house families or households requiring adapted accommodation. A further 20 acquisitions are planned for 21/22. Work has also started at West Cross, to develop 6 bungalows, which has also been awarded IHP funding to include the additional renewable technologies.

A former social services property in Gorseinon is also being converted into 2/3 bedroom homes. The Council is also progressing the procurement of a development partner or partners to deliver mixed tenure housing on the Council owned sites, whilst maximising the delivery of affordable housing to meet local need. The Council has also procured a multi-disciplinary team to deliver a masterplan for the regeneration of a large Housing owned site. This work is progressing however the timeframe has been extended as the planned resident consultation events, site visits and surveys were delayed due to Covid.

Quarter one saw restrictions easing again and the ability of many of our venues, sports and leisure facilities, along with tourism accommodation and hospitality, to reopen to the public, with systems and conditions in place to ensure the health and safety of all. This has been a great boost for the service staff and partners who are working hard to put together new offers and programmes to inspire and uplift our returning visitors. We have continued to liaise with Welsh Government on plans to reopen our performance venues and restart events and hosted a test event at the Liberty Stadium as part of this relationship. Community support has come forward in the form of recovery funding for fitness providers, sports clubs and small event organisers and community groups, to use our facilities free of charge as a means of restarting and recovering which has been greatly welcomed.

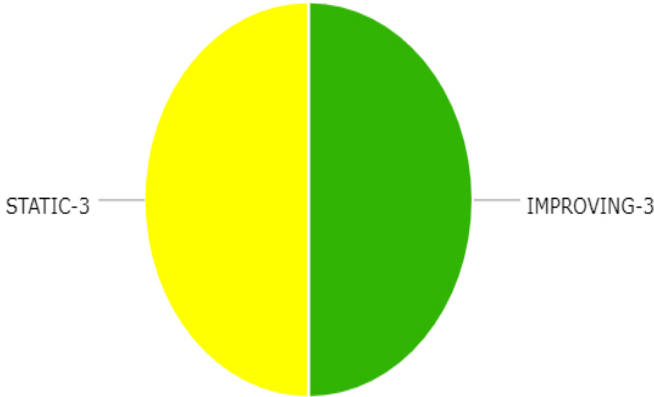
During this period we also continued to support the work for Copr Bay, liaising with colleagues to develop the means by which we can manage the various digital assets emerging, along with plans for the 'meanwhile' use on the northside/ st david's area. To better facilitate our research and understanding into post covid behaviours and cultural partnership, we entered into a new partnership with Swansea University, by sponsoring a Phd programme to research and develop new ways to engage visitors to the city centre with the new public realm. This work resulted in an application to Creative Wales for funding and status as a Creative Hub for the South West, primarily located at the former Cranes Music Store which was approved.

Within the wider community our community development team successfully applied for a grant to support community growing through allotments and support for Friends and community groups, and our Fusion programme (tackling poverty through culture) was extended for another year by Welsh Government. Similarly, Welsh Govt. via Sports Wales extended its funding for our health and wellbeing programme, active young people and regional sports programme, as a demonstration of their satisfaction with our performance despite Covid. Work to fulfil the Diversity Pledge and Black Lives Matter Motion continues also, with Swansea agreeing to be one of ten cities to participate in the World Reimagined, a two year programme to explore contemporary British culture and the impact of

the transatlantic slave trade on our social norms and societies, through music, arts, and food. We also unveiled the long awaited Blue Plaque in honour of Jessie Donaldson, social justice campaigner and activist against the slave trade and its injustices.


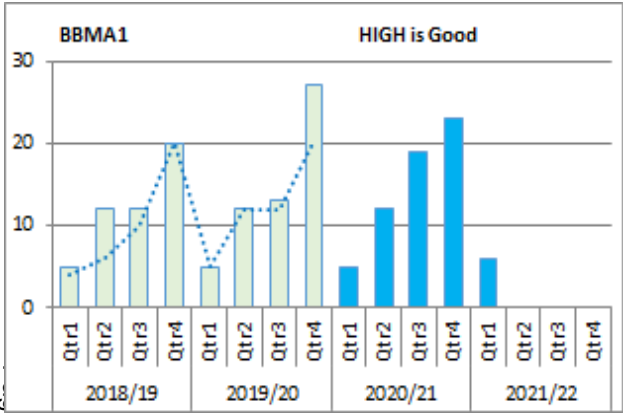

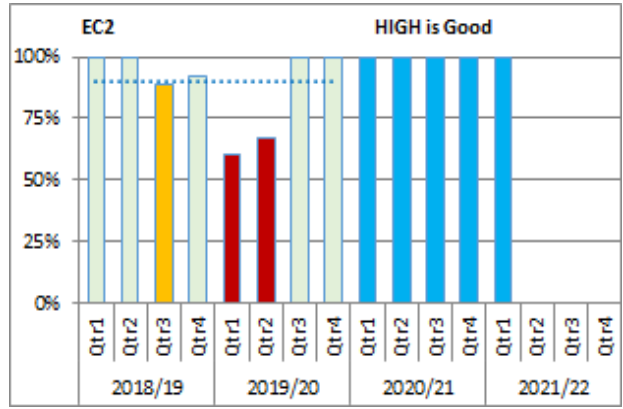
Performance compared to same Period of previous year

2021/2022 Quarter 1



~ ~ ~ ~ ~

Economy & Infrastructure 17-22

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
BBMA1  The number of projects with social benefit clauses and Beyond Bricks & Mortar in their contracts	RAG	GREEN			These figures form part of a yearly target, and are calculated once projects start on site.
	Result	5	5	6	
	Target	5			
	Trend	STATIC	STATIC	IMPROVING	
	Num	5	5	6	
	Den				
 <p>BBMA1 HIGH is Good</p>					
EC2  The Percentage of all major applications with an economic imperative that are approved	RAG	RED			
	Result	60.00%	100.00%	100.00%	
	Target	90.00%			
	Trend	DECLINING	IMPROVING	STATIC	
	Num	3	3	3	
	Den	5	3	3	
 <p>EC2 HIGH is Good</p>					

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
<p>EC5 </p> <p>Amount of commercial floorspace (measured by sq m) created within the TRI (Targeted Regeneration Investment) Programme target areas to accommodate job creation</p>	RAG	GREEN			A range of schemes are progressing on site in the City centre and Morriston district centre, and nearing completion. These will be ready to report in the next quarter.
Result	0	0	0	0	
Target	0				
Trend	STATIC	STATIC	STATIC		
Num	0	0	0	0	
Den					
<p>EC6 </p> <p>Number of new housing units created in TRI target areas as a result of Targeted Regeneration Investment (TRI) Programme funding.</p>	RAG	GREEN			A range of schemes are progressing on site in the City centre and Morriston district centre, and nearing completion. These will be ready to report in the next quarter.
Result	4	0	0	0	
Target	4				
Trend	IMPROVING	DECLINING	STATIC		
Num	4	0	0	0	
Den					

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
EC7 ↓ Average Turnaround Time for Land Charge Searches completed in the period	RAG	GREEN			Trends are expected to vary subject to the volume of enquiries received.
	Result	5.00	4.46	2.61	
	Target	10			
	Trend	No Data	IMPROVING	IMPROVING	
	Num	5.00	4.46	2.61	
	Den				
EP28 ↑ The percentage of all planning applications determined within 8 weeks.	RAG	GREEN			There has been an increase in applications received of 50% compared to last year which inevitably has an impact on performance when compared last year. However, target of 80% still exceeded.
	Result	87.69%	76.49%	83.58%	
	Target	80.00%			
	Trend	DECLINING	DECLINING	IMPROVING	
	Num	463	257	458	
	Den	528	336	548	

The corporate plan sets out the council's commitment to Tackle Poverty to ensure that every person in Swansea can achieve their potential. To meet this commitment the corporate Tackling Poverty Strategy ensures that Tackling Poverty is everybody's business.

Continued impact of Covid-19 - Tackling Poverty

The economic impact of the Covid-19 pandemic is having a significant impact on those already experiencing poverty and is driving those that were at risk of poverty, into poverty.

A report published by the Bevan Foundation in June 2021: 'A snapshot of poverty in spring 2021' Wales found that:

- **Incomes are still falling for some** - more than one in five households with a net income of less than £20,000 have seen their income drop since January 2021.
- **Many people are worried about losing their homes and their jobs** - one in 10 people are worried about the prospect of losing their job over the next three months with one in 20 worried about losing their home. 1 in 10 live in insecure housing and 6% of households have already been told that they will lose their home.
- There is a **growing personal debt** crisis in Wales: Since January 2021, 10% of Welsh households have fallen behind on a bill, 17% have borrowed money to pay a bill. For households already struggling these additional costs may be a significant challenge.

Living costs have increased: 43% of households are spending more on heating, electricity and/or water, 38% of households are spending more on food, 20% of households are spending more on internet costs. Social renters and households with children appear to be disproportionately affected.

Employability Support

The number of people gaining employment through Employability support, supports the well-being objective steps; ensuring that young people are able to access employment, education and training after reaching 16 and, individuals are supported to overcome their barriers to employment through coordinated person centre employability support. This is achieved through the Swansea Working coordinated employment approach and associated employability support programmes of Communities for Work, Communities for Work Plus, Workways STU and Workways Plus. There has been an increase in the number of people gaining employment through Employability Support in the first quarter of 2021/22 (130) compared to quarter 1 20/21 (82).

Welfare Benefit Entitlements

The step to help address the impacts of Welfare reform, including supporting people to claim the full benefits they are entitled to so that they are able to maximise their income is reported through the amount of welfare benefits raised through securing rights and entitlements by the Welfare Rights team. The amount of benefits secured during quarter 1 is £210,048 a 25% decrease on the same period last year. The requests for appeal representation has been lower this quarter, but is expected to pick up again once the DWP start undertaking reassessments. The reduction is also attributed to welfare reform reducing financial increases of additional benefits. The team have had a 100% success rate with appeals this quarter (8/8).

Council Tax Reduction

The performance indicator of Council Tax Reduction (CTR) average time for processing new claims and processing notification of change in circumstances has

improved compared to last year. The longer processing times last year was due to an increase in caseload and resources being diverted to respond to additional and new support e.g. Isolation payments.

Housing

The Council, along with partners in the housing sector and support charities continued response to addressing homelessness and rough sleeping ensured that many people have been supported to find a place to live and many moving on from emergency temporary accommodation into longer-term homes. This time last year there were less family homelessness presentations due to the suspension of evictions and a hold on move-on from Home Office accommodation. Compared to this time last year, there has been an increase in use of B&Bs due to domestic abuse and house first cases that require immediate assistance with no opportunity to plan alternative accommodation. The numbers are less than 19/20. There has been an improvement in speed of processing Housing Benefit new claims and change of circumstances compared to this time last year.

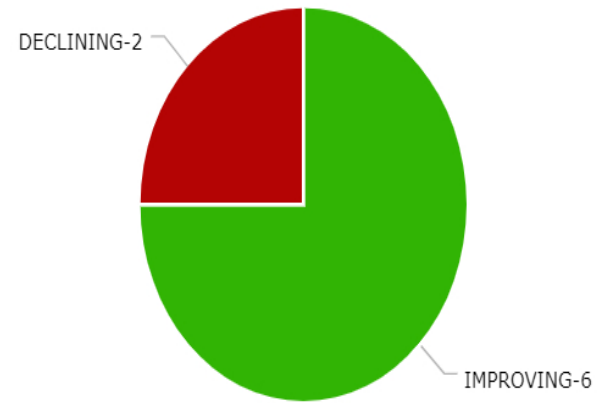
Skills and Qualifications

The number of accredited qualifications achieved by adults with local Authority support has increased in the last quarter (182) compared to the same period last year (80) and the year before (86). More face to face training provision has been available due to the lifting of restrictions and where it is possible, online training has continued. Partnership working between Swansea Working, Lifelong Learning, Employability Programmes and partners has continued offer participants accredited training and qualifications to meet employment opportunities.

Partnership Working

The Swansea Council Poverty Forum, Swansea Poverty Partnership Forum and Financial Inclusion Steering Group continue to meet, facilitating networking, sharing of good practice, information, trends, changes to services and new opportunities, encouraging partnership working and collaboration. New grant schemes have been launched this quarter including Food Poverty, Period Dignity and Men's Sheds. The Swansea Poverty Truth Commission development continues with the launch planned later in the year.

Performance compared to same Period of previous year
2021/2022 Quarter 1



Tackling Poverty 17-22

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
HBCT01a ↴ Housing Benefit Speed of Processing: Average time for processing new claims.	RAG	GREEN			
	Result	14.18	24.69	20.01	
	Target	20			
	Trend	DECLINING	DECLINING	IMPROVING	
	Num	6993	13802	8883	
	Den	493	559	444	
<p>HBCT01a LOW is Good</p>					
HBCT01b ↴ Housing Benefit Speed of Processing: Average time for processing notifications of change in circumstances.	RAG	GREEN			
	Result	4.92	4.58	4.26	
	Target	7			
	Trend	IMPROVING	IMPROVING	IMPROVING	
	Num	37413	25379	21422	
	Den	7607	5547	5034	
<p>HBCT01b LOW is Good</p>					

Tackling Poverty 17-22

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
HBCT02a ↴ Council Tax Reduction Speed of Processing: Average time for processing new claims.	RAG	AMBER			
	Result	22.90	28.18	26.36	
	Target	22			
	Trend	DECLINING	DECLINING	IMPROVING	
	Num	36381	65462	43782	
	Den	1588	2323	1661	
<p>HBCT02a LOW is Good</p>					
HBCT02b ↴ Council Tax Reduction Speed of Processing: Average time for processing notifications of change in circumstances.	RAG	GREEN			Performance has improved compared to last year and further measures to be implemented to continue the process.
	Result	4.84	8.36	8.10	
	Target	7.00			
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	77790	145151	167371	
	Den	16070	17361	20789	
<p>HBCT02b LOW is Good</p>					

Tackling Poverty 17-22

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
POV05 ↑ The amount of welfare benefits raised through securing rights and entitlements by the Welfare Rights Team (£)	RAG	GREEN			The number of requests for appeal representation have been lower this year, but it is expected to pick up again once the DWP start undertaking reassessments. The reduction in the amount of money raised is attributed to welfare reform which has reduced financial increases when receiving additional benefits.
	Result	296241.94	266842.28	211047.86	
	Target	175000			
	Trend	IMPROVING	DECLINING	DECLINING	
	Num	296241.94	266842.28	211047.86	
	Den				
<p>POV05 HIGH is Good</p>					
POV06 ↓ The average number of days all homeless families with children spent in Bed and Breakfast accommodation	RAG	GREEN			In Q1 20/21 we were in the height of the pandemic and saw less family homeless presentations due to the suspension of evictions, a hold on move-on from Home Office accommodation etc. This had a direct impact on our result. In this Quarter we have seen an increase in us of B&B due to domestic abuse and house fire cases that required immediate assistance with no opportunity to plan alternative accommodation.
	Result	4.50	0	3.80	
	Target	5			
	Trend	DECLINING	IMPROVING	DECLINING	
	Num	27	0	19	
	Den	6	0	5	
<p>POV06 LOW is Good</p>					

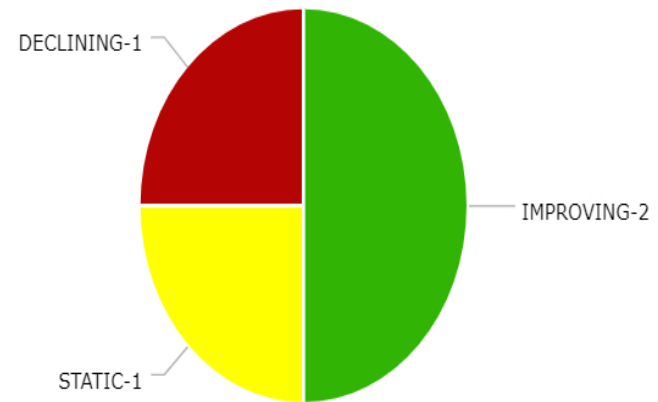
Tackling Poverty 17-22

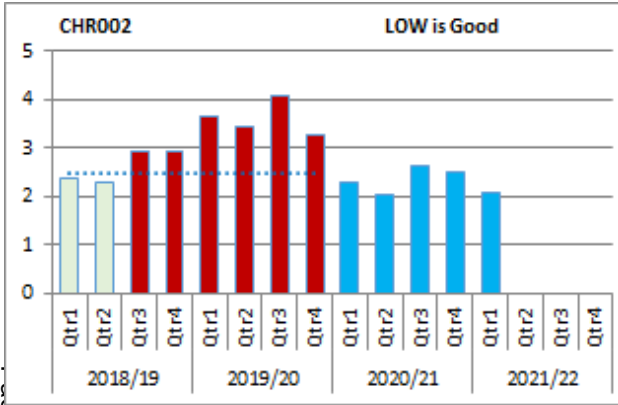
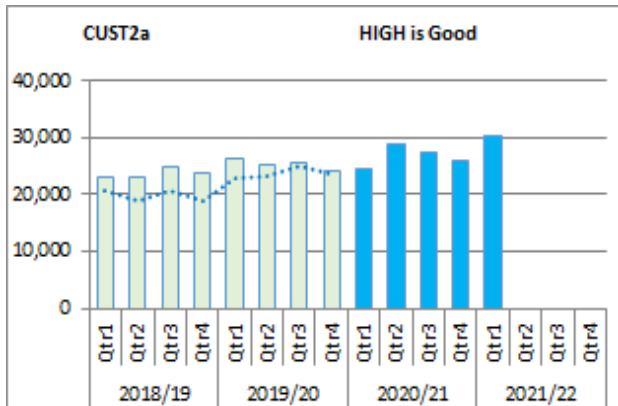
Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022																									
POV10 ↑ Number of people gaining employment through Employability Support	RAG	RED			An improvement on this time time last financial year. Although during the last quarter there has been a reduction in the number of new participants, engagement activities are planned to address this.																									
	Result	70	82	134																										
	Target	100																												
	Trend	DECLINING	IMPROVING	IMPROVING																										
	Num	70	82	134																										
	Den																													
<p>POV10 High is Good</p> <table border="1"> <caption>POV10 Quarterly Data</caption> <thead> <tr> <th>Year</th> <th>Qtr1</th> <th>Qtr2</th> <th>Qtr3</th> <th>Qtr4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>125</td> <td>90</td> <td>90</td> <td>90</td> </tr> <tr> <td>2019/20</td> <td>70</td> <td>80</td> <td>110</td> <td>85</td> </tr> <tr> <td>2020/21</td> <td>80</td> <td>45</td> <td>100</td> <td>225</td> </tr> <tr> <td>2021/22</td> <td>135</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Qtr1	Qtr2	Qtr3	Qtr4	2018/19	125	90	90	90	2019/20	70	80	110	85	2020/21	80	45	100	225	2021/22	135				RAG	RED			As we are slowly able to offer more training provision, the performance in this area has improved on the last quarter and improved on the same period from last financial year
Year	Qtr1	Qtr2	Qtr3	Qtr4																										
2018/19	125	90	90	90																										
2019/20	70	80	110	85																										
2020/21	80	45	100	225																										
2021/22	135																													
	Result	86	80	182																										
	Target	100																												
	Trend	DECLINING	DECLINING	IMPROVING																										
	Num	86	80	182																										
	Den																													
<p>POV11 HIGH is Good</p> <table border="1"> <caption>POV11 Quarterly Data</caption> <thead> <tr> <th>Year</th> <th>Qtr1</th> <th>Qtr2</th> <th>Qtr3</th> <th>Qtr4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>115</td> <td>180</td> <td>100</td> <td>250</td> </tr> <tr> <td>2019/20</td> <td>85</td> <td>350</td> <td>330</td> <td>175</td> </tr> <tr> <td>2020/21</td> <td>75</td> <td>70</td> <td>160</td> <td>130</td> </tr> <tr> <td>2021/22</td> <td>180</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Qtr1	Qtr2	Qtr3	Qtr4	2018/19	115	180	100	250	2019/20	85	350	330	175	2020/21	75	70	160	130	2021/22	180				RAG	RED			
Year	Qtr1	Qtr2	Qtr3	Qtr4																										
2018/19	115	180	100	250																										
2019/20	85	350	330	175																										
2020/21	75	70	160	130																										
2021/22	180																													

During quarter one, the Council continued to deliver steps towards achieving this well-being objective:

1. Continuing to make progress on the recovery plan as part of the new Achieving Better Together programme. Examples include:
 - a. Tackling poverty: A partnership approach to the Community Calling Project to provide free refurbished smart phones with free credit via partner organisations to residents; 162 phones distributed so far this year. More partners already engaged to donate mobiles
 - b. Use of automation: One example has saved over 600 hours of admin time for a service trying to go paperless
2. Completing the first draft of the Organisational Development Strategy, with input from the Corporate Management Team and Heads of Service. Further stakeholder engagement and benchmarking will continue over the next quarter
3. Online demand continues to grow from the public as can be seen in the performance indicators. Online payments are continually increasing (Cust 2a). Online applications and requests showed a decline compared with the same period last year due to the unusual spike at the height of the pandemic. Compared with the previous year (2019-20) applications and requests are significantly increasing (Cust 2b)
4. Remote and new ways of working has continued for staff in line with Welsh Government guidelines. A review is underway to assess the impact of new ways of working however, the sickness indicator has shown a very positive trend over the past year including this quarter which is again within target (CHR002 / PAM001)
5. In May, the Digital Inclusion Scrutiny Working Group received an update on progress, with examples where the Council had supported digitally excluded residents during the pandemic. Moving forward it is clear the digital inclusion landscape has changed significantly as a result of Covid-19, therefore the strategy and roadmap will be reviewed drawing on new evidence and data
6. The Council continues to implement actions to ensure compliance with the new Local Government Act, including the new joint committee structures
7. In June, the Council published its annual Welsh Language report with recommendations to strengthen Welsh language promotion and compliance across the Council. Good progress has been over the past year despite the pandemic. However, further work is needed to grow the number of Welsh speakers across the Council
8. The Council was awarded a grant from Welsh Government to deliver its e-Democracy project. This will implement hybrid public meetings and therefore increase public participation in the democratic process. This project will complete in quarter two.

Performance compared to same Period of previous year
2021/2022 Quarter 1



Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
CHR002 (PAM001) ⬇ The number of working days/shifts per full time equivalent lost due to sickness absence	RAG	RED			Note from Corporate Performance Team - Data quality under review. Positive trend. HR&OD providing dedicated specific support to Social Services, which is now being extended to Education and Place Directorates.
	Result	3.64	2.31	2.09	
	Target	2.50			
	Trend	DECLINING	IMPROVING	IMPROVING	
	Num	32404.50	20415.25	19045.76	
	Den	8892.36	8844.79	9093.07	
					
CUST2a ⬆ Number of online payments received via City and County of Swansea websites	RAG	GREEN			
	Result	26390	23464	30406	
	Target	22950			
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	26390	24364	30406	
	Den				
					

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
<p>CUST2b ↑</p> <p>Number of forms completed online for fully automated processes.</p> <p>CUST2b HIGH is Good</p>	RAG	GREEN			<p>Quarter one figures showed a downward trend compared to Q1 in 2020. This is due to the effect of the Covid pandemic causing online demand to increase last year for certain high volume areas in Waste, as pick-up points for bag requests and centres were closed. Also, this year parking permits have dropped slightly, so the overall effect is a downward trend.</p>
	Result	7502	17079	11987	
	Target	4700			
	Trend	IMPROVING	IMPROVING	DECLINING	
	Num	7502	17079	11987	
	Den				
<p>PROC12 ↓</p> <p>Number of data breaches which has resulted in an enforcement or monetary penalty notice being issued by the Information Commissioners Office (ICO)</p> <p>NO GRAPH DISPLAYED ALL RESULTS ARE ZERO</p>	RAG	GREEN			
	Result	0	0	0	
	Target	0			
	Trend	STATIC	STATIC	STATIC	
	Num	0	0	0	
	Den				

Page 44

Increased awareness of the importance of maintaining and enhancing natural resources and biodiversity and tackling climate change has resulted in additional funding opportunities being made available this year. The Natural Environment Section has bid for over £1m of grants to deliver a variety of nature based projects, many of which are focused around tree planting for which there are grants available from multiple sources. However demand and expectation is currently outstripping supply in this regard in terms of suitable land for tree planting and availability of locally sourced native trees.

Another problem with grant funding focused primarily on capital costs is the lack of funding for the revenue/salary costs needed to employ additional staff for project delivery. This is particularly relevant for a number of the corporate objective targets which are linked to grant funded projects, delivery of which has not been progressed as expected due to delays with the award of grants and lack of staff resources rather than the effects of coronavirus. This includes proposals for mapping Green Infrastructure (GI) assets; undertaking a biodiversity audit of Council owned land; providing opportunities for schoolchildren to access and learn about their environment; programmes of wildflower planting; and encouraging GI volunteer projects within local communities. Initial indications are that the Welsh Government's Nature Emergency declaration in June 2021 may eventually lead to funding for the additional resources needed, but in the short term delivery of these projects will be a slower process than originally anticipated. As such an application to the Council's recovery fund to kick-start this work is being prepared pending future grant announcements.

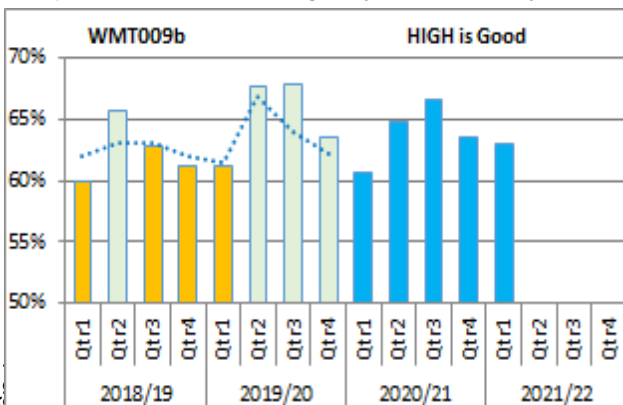
Other objectives continue to be delivered but are not suitable for monitoring on a quarterly basis as they are long term commitments measured annually including acting in response to Climate Emergency, working towards creating a low carbon economy, participating in the Low Carbon Swansea Initiative, as well as actions to improve air and water quality, and tackling invasive non-native species. Officers are developing updated proposals for a new suite of PIs to be included in the 2022/23 Corporate performance targets which will be presented to cabinet in the Autumn for consideration prior to monitoring in the new financial year. The only current quarterly monitored target is for the percentage of municipal waste collected and reused and/or recycled which was 62.9% (data relates to Q4 2020/21). The full year recycling performance for 20/21 was 64.49% which once again exceeded the WG target of 64%.

Performance compared to same Period of previous
year

2020/2021

No chart shown - only one performance indicator (improving) in Priority

Performance Indicator	KEY	2019/2020 Quarter 1	2020/2021 Quarter 1	2021/2022 Quarter 1	Comment-2021/2022
WMT009b (PAM030) ↑ The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way	RAG	AMBER			Data relates to Q4 2020/21. Full year recycling performance of 64.49% again exceeded the WG target of 64%
	Result	61.24%	60.55%	62.90%	
	Target	61.41%			
	Trend	IMPROVING	DECLINING	IMPROVING	
	Num	15032.22	16053.99	17876.76	
	Den	24547.87	26511.54	28421.85	



ge 47

Integrated Impact Assessment Screening Form – Appendix B

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

Which service area and directorate are you from?

Service Area: Communications & Customer engagement

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:

Quarterly corporate Performance Monitoring Report

This report presents the performance results for the first quarter of 2021/22 delivering the Council's Well-being Objectives (priorities) described in the Corporate Plan 2020/22 *Delivering a Successful & Sustainable Swansea*.

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"/>

Integrated Impact Assessment Screening Form – Appendix B

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

Consultation not applicable.

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?
(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.)

No impacts identified as this report only presents the performance results for the first quarter of 2021/22 delivering the Council’s Well-being Objectives (priorities) described in the Corporate Plan 2020/22 *Delivering a Successful & Sustainable Swansea*.

Integrated Impact Assessment Screening Form – Appendix B

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 report has no direct impact on the relevant groups considered within the IIA itself although the performance indicators in this report are part of the way in which the Council measures and reports progress meeting its Well-being Objectives as described in the Corporate Plan.

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

Full IIA to be completed

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

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

Screening completed by:
Name: Gordon Wright
Job title: Business Performance Officer
Date: 19/08/21

Approval by Head of Service:
Name: Lee Wenham
Position: Head of Service – Communications & Customer Engagement
Date: 18/08/21

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

Agenda Item 8



Report of the Section 151 Officer

Council – 7 October 2021

Review of Revenue Reserves

Purpose:	To undertake a mid-year review of the Revenue Reserves position and to agree any suggested reclassification of reserves based on current requirements.
Policy framework:	Medium Term Financial Plan and Budget Strategy
Consultation:	Cabinet Members, Corporate Management Team, Legal and Access to Services.
Recommendations:	That Council approves the recommendations made in this report at Sections 3.10 and 3.11
Report Author:	Ben Smith
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction and Context

- 1.1. Local Authorities have a corporate responsibility to operate within available resources and to remain financially sound over the short, medium and longer term.
- 1.2. One of the key tools available to Authorities in managing its affairs is the creation and use of both General and Earmarked reserves to assist in delivering services over a period longer than one financial year.
- 1.3. In terms of guidance on the review and management of reserves, the Chartered Institute of Public Finance and Accountancy (CIPFA), via the Local Authority Accounting Panel, issued a bulletin in July 2014 (LAAP 99) intended to give guidance to Local Authorities on the management and review of reserves. This bulletin is considered best practice in terms of Local Authority

financial administration and effectively must be followed. A copy of the bulletin is at Appendix A to this report.

- 1.4. Within the existing statutory and regulatory framework, it is the responsibility of Chief Financial Officers to advise Local Authorities about the level of reserves that should be held and to ensure there are clear protocols for their establishment and use. Reserves should not be held without a clear purpose.
- 1.5. It is the duty of the Chief Financial Officer to specifically report on the robustness of estimates and reserves when the Council considers its budget requirement, as such the Revenue Budget approved by Council in March 2021 made specific references to the adequacy of reserves at that time.
- 1.6. Notwithstanding that specific statutory requirement, it is the duty of the Chief Finance Officer to regularly review the position regarding available reserves of the Authority having specific regard to:
 - The original and current need for each category of reserve held
 - An assessment of current and future risks (both operationally and financially) facing the Council
 - The impact of known and predicted funding levels likely to impact on the Council going forward.
- 1.7. Swansea Council's Chief Finance Officer is the Section 151 Officer and Chief Finance Officer.
- 1.8. This report considers the position regarding both General and Earmarked reserves as at 31st March 2021 and makes specific recommendations in respect of reclassification of elements of those specific reserves.

2. Position as at 31st March 2021

- 2.1. The audited Statement of Accounts 2020/21 includes the following entries in respect of reserves as at 31st March 2021:

Cash-Backed Usable Reserves	£'000	Purpose
1. General Fund Revenue Reserves		
a) General Fund Balance	10,000	Used as an overall contingency to cushion the impact of unexpected events or emergencies and as a means of smoothing out annual budgets where there is significant change
b) Earmarked Revenue Reserves	134,510	Consisting of sums set aside for specific purposes to support Corporate and Service needs
2. General Fund Capital Reserves		(only usable for capital purposes)
a) Capital Receipts	6,211	Capital monies received by the Council

Reserve		set aside for funding ongoing Capital schemes per the Capital Programme. These sums are committed to current schemes and cannot be used to support Revenue expenditure
b) Capital Grants Unapplied Account	26,816	Relates to committed funding on Capital schemes and cannot be used to support Revenue expenditure
3. Housing Revenue Account (HRA) Reserves		(only usable for HRA purposes)
a) Housing Revenue Account	6,244	Exists to support expenditure for Housing Revenue Account purposes only and cannot be used to support General Fund Council Revenue or Capital expenditure
Total Usable Cash Backed Reserves	183,781	

- 2.2. Usable reserves are cash-backed and can be used to support expenditure – albeit occasionally with some specific rules around the type of expenditure that they can be used for. For example the Housing Revenue Account Reserve has been created from rents received, it is a cash reserve, however it is ring-fenced for use within the Housing Revenue Account only; it can only be spent on items relating to Council Housing.
- 2.3. In addition the Council holds a net £102.496m in unusable reserves arising purely from accounting technicalities (this includes capital financing and pensions liabilities). These reserves are not cash-backed and therefore cannot be spent. They tend to arise from entries that have to be made for accounting purposes, but which are not permitted to affect the taxpayer. As has been recently flagged by the external auditor the authority needs to do some work to restate the split (net nil effect overall) between two of these technical non-useable reserves in future years.
- 2.4. **These cannot be used to support revenue or capital expenditure of the Council in any form and as such are not part of this review.**
- 2.5. The HRA reserve and the Capital reserves detailed above are ring-fenced and are regularly reviewed as part of business planning. As such they are provided for general information only, no further review is proposed at this time.
- 2.6. The General Fund Balance of the Council as detailed above takes account of decisions made by Cabinet based on the 2020/21 Revenue Outturn position considered on 17th June 2021.
- 2.7. Comparisons with other Welsh Councils show that, as a percentage of Gross Revenue Expenditure, the level of the General Fund reserve is below the All

Wales average (as at 31st March 2020) and as such no planned use of the balance is recommended. At the end of 2020/21 the opportunity was taken to make a moderate increase to the General Fund Reserve, however it is still deemed to be low both in absolute and proportionate terms both historically and compared to all other Councils in Wales. For Members to achieve that aim of increasing general reserves, whilst trying to maintain services in the face of significant budgetary constraint, especially due to the COVID-19 pandemic, is accepted by the Section 151 to be exceptionally equally difficult to consider.

- 2.8. The Statement of Accounts as agreed by our external Auditors (Wales Audit Office) and presented to Council on 2nd September 2021 included an analysis of earmarked reserves with the proviso that each reserve was subject to strategic review by the Section 151 Officer based on an analysis of current need and changing Council risks.
- 2.9. This report is the result of that strategic review.

3. Outcomes and recommendations

- 3.1. The Medium Term Financial Plan approved by Council on 4th March 2021 forecast a cumulative deficit on General Fund Revenue Expenditure of some £38m by 2025/26, based on a 1% increase in Government funding, with an immediate savings requirement of £4.4m for 2022/23. This is in addition to the current year savings requirement of £8.1m. More recent forecasts indicate an even larger savings requirement will be likely, predominantly as a result of ongoing demographic pressures and issues arising from the COVID-19 pandemic.
- 3.2. Equally, there is clear and compelling evidence that it is unlikely that any Directorate will be able to live within original budget this year primarily due to the COVID-19 pandemic. The pandemic has also limited the ability of departments to achieve savings planned in the 2021/22 budget, which may put future years' savings in jeopardy.
- 3.3. To put it into context, if all planned savings for 2021/22 are achieved it still leaves a minimum gap of £4.4m to be addressed for 2022/23, in line with previous medium term financial plan assumptions. The impact of COVID-19 is likely to significantly affect this.
- 3.4. The Council's strategy for dealing with ongoing budget reductions and Service reforms – through the Recovery Plan – is ongoing and it is clear that there is likely to be considerable cost in relation to change, together with potential significant investment in digital technology solutions.
- 3.5. Dealing with the cost of future structural change is a significant financial risk facing the given the scale and pace of budget pressures to be addressed by the Council.

- 3.6. In assessing both the level and use of Earmarked and General reserves, the LAAP bulletin sets out some of the factors that should be considered, including:-
- The treatment of demand led pressures
 - The treatment of planned efficiency savings/productivity gains
 - The financial risks inherent in any significant new funding partnerships or changes in service delivery
 - The general financial climate to which the Authority is subject.
- 3.7. Having considered the above, and in the context of a medium term financial plan that shows ongoing and sustained budget reductions, it is the opinion of the Section 151 Officer that the Council needs to continue to prepare for significant change in service delivery that will inevitably impact on direct employment levels going forward.
- 3.8. Changes on such a scale will inevitably come with substantial up-front costs and it is important at this time that the Council plans operationally and financially to meet these changes. There is £3m held in the Restructure Reserve for these costs.
- 3.9. It is vitally important that the Restructuring Reserve is protected as much as possible to enable the Council to carry out any necessary restructuring as it continues to transform under the Recovery Plan – Achieving Better Together.
- 3.10. As recommended previously a capital equalisation reserve was created from the underspending on debt charges and the fundamental review by council last year of our approach to the Minimum Revenue Provision calculation. The recommendation continues to be that this reserve is topped up wherever possible, by capital financing underspending in year, to help with any timing issues around the need to fund any City Deal projects in advance of receipt of funding from other bodies. Exceptionally, however, as reported in the Quarter 1 Budget Monitoring Report to Cabinet on 2nd September, the S151 Officer has identified that the £10m rolled forward contingency fund will be potentially required to fund additional costs arising from the COVID-19 pandemic, on top of the full use of the in-year contingency fund. This may change significantly if additional UK and Welsh Government support is announced to assist with costs and income losses However at the current time it is not expected that any additional draw from reserves will be required in any scenario.
- 3.11. **To this extent, and following a review of current earmarked reserves, no re-classification of earmarked reserves is recommended at this juncture:-**

Category of Earmarked Reserve	Current Balance 31/03/21 £'000	Proposed Change £'000	Recommended Position £'000
Technical/third party	3,262	0	3,262
Insurance	16,989	0	16,989
Transformation and efficiency	15	0	15

Schools delegated reserves	20,780	0	20,780
Equalisation reserves	17,634	0	17,634
Commuted sums	7,044	0	7,044
Repair and renewal funds	2,866	0	2,866
Profit share on joint ventures	1,575	0	1,575
Service earmarked reserves	23,904	0	23,904
Capital reserves	7,441	0	7,441
Restructuring costs reserve	3,000	0	3,000
Contingency	10,000	0	10,000
Recovery Fund	20,000	0	20,000
Total Earmarked Reserves	134,510	0	134,510

4. Evaluation of reserve requirements

- 4.1. A number of the reserves highlighted above have been set aside for specific purposes; these include the insurance reserve set aside to meet the potential cost of excess payments should a claim on external insurers materialise or should the Council have to meet claims from its own resources. Repair and renewal funds set aside to meet future major repair and renewal costs on strategic assets (for example Crematorium, Quadrant Bus Station), and reserves set aside for profit share on disposals of assets where reclamation has been funded by the WDA/Welsh Government.
- 4.2. Following the extremely favourable 2020/21 outturn result, a new reserve was created called the Recovery Fund - £20m has been set aside to aid the recovery from COVID-19. At the date of writing this report, in the region of £10m has been approved for schemes spanning the next two years.
- 4.3. It is essential that monies set aside for the above purposes are regularly reviewed in order to confirm their accuracy and relevance.
- 4.4. To that extent formal assurance will be sought on the adequacy of these reserve levels as part of the annual budget setting process.
- 4.5. It has previously been determined, following a formal review, that a take of £700k per annum from the insurance reserve is possible until 2022/23. This has already been built into planning assumptions.
- 4.6. As part of the budget setting process for 2022/23 a review will be carried out again of all service earmarked reserves to test their continued relevance and value.

5. Legal implications

- 5.1. There are no direct legal implications arising from this report. However, Section 151 of the Local Government Act 1972 requires each Local Authority to make arrangements for the proper administration of its financial affairs and that the Chief Finance Officer (in our case the Section 151 Officer and Chief Finance Officer) has responsibility for those affairs.

5.2. Under guidance detailed at Appendix A to this report the Chief Finance Officer is required at all times to monitor the purpose and use of reserves.

6. Integrated Assessment implications

6.1. 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 Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- 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.

6.2. 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'.

6.3. 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.

6.4. As this report is a technical review and reclassification of reserves held by this authority there is no impact on anyone with a protected characteristic. The review is the duty of the Section 151 Officer only, there is no wider involvement. Any consideration of the Well-being of Future Generations Act would take place as part of any proposal to use the reserves, and risks and impacts would be assessed as part of any proposal. An IIA screening form has been attached as Appendix C

Background Papers: None

Appendices:

Appendix A – LAAP Bulletin 99 – Local Authority Reserves and Balances

Appendix B – Glossary of Terms

Appendix C – IIA Screening Form

LAAP BULLETIN 99

Local Authority Reserves and Balances

July 2014

The Local Authority Accounting Panel issues LAAP Bulletins to assist practitioners with the application of the requirements of the Code of Practice on Local Authority Accounting, SeRCOP and Prudential Code, and to provide advice on emerging or urgent accounting issues. Bulletins provide influential guidance that is intended to be best practice, but are not prescriptive and do not have the formal status of the Code, SeRCOP or Prudential Code.

Please address any queries to CIPFA Technical Enquiry Service for CIPFA members and students
technical.enquiry@cipfa.org.uk

The Chartered Institute of Public Finance and Accountancy
Registered with the Charity Commissioners of England and Wales Number
231060

CIPFA, the Chartered Institute of Public Finance and Accountancy, is the professional body for people in public finance. Our 14,000 members work throughout the public services, in national audit agencies, in major accountancy firms, and in other bodies where public money needs to be effectively and efficiently managed. As the only UK professional accountancy body to specialise in public services, CIPFA's qualifications are the foundation of a career in public finance. They include the benchmark professional qualification for public sector accountants as well as a postgraduate diploma for people already working in leadership positions. Our in-house CIPFA Education and Training Centre delivers the range of our programmes at locations across the UK, and works with other places of learning to provide our courses locally. We also champion high performance in public services, translating our experience and insight into clear advice and practical services. They include information and guidance, courses and conferences, property and asset management solutions, consultancy and interim people for a range of public sector clients. Globally, CIPFA shows the way in public finance by standing up for sound public financial management and good governance. We work with governments, accounting bodies and the public sector around the world to advance public finance and support its professionals.

INTRODUCTION AND BACKGROUND

1. LAAP Bulletin 55 (Guidance note on local authority reserves and balances) was issued in February 2003. This was followed by its replacement in 2008 by LAAP Bulletin 77. LAAP Bulletin 77 included a number of events and changes that occurred including the publication of the Prudential Code and the beginnings of the financial downturn. Since the issue of LAAP Bulletin 77, the IFRS-based Code¹ has been published and this bulletin has been updated to reflect the new requirements of that Code. In addition, during a period of financial austerity for the public sector, the Local Authority Accounting Panel considers that it is necessary to update the guidance on local authority reserves and balances.
2. The “New Reporting Framework” described in LAAP Bulletin 55 has now largely been overtaken by statutory requirements, but is included in Appendix A for information.
3. The advice previously provided by LAAP Bulletin 77 which focussed on the financial impact of flooding is included in Appendix B.
4. Further resources and information are provided at Appendix C.
5. Relevant extracts from the IFRS-based Code are provided at Appendix D.

PURPOSE

6. This bulletin provides guidance to local authority chief finance officers in England, Northern Ireland, Scotland and Wales on the establishment and maintenance of local authority reserves and balances.

APPLICATION

7. In England, Scotland and Wales the guidance is applicable to local authorities, joint committees and joint boards of principal authorities.
8. In England and Wales the guidance is applicable to Police and Crime Commissioners, Chief Constables and fire and rescue authorities.
9. In Northern Ireland the guidance applies to all district councils.
10. The general principles set out in this guidance apply to an authority’s General Fund, Council Fund, Police Fund and, where appropriate, to the Housing Revenue Account (HRA).
11. The advice in this bulletin relates to reserves, not provisions. The Code definitions of provisions and reserves are included in Appendix D to this bulletin for information.
12. This bulletin replaces LAAP Bulletin 77.

¹ *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

LEGISLATIVE / REGULATORY FRAMEWORK

13. The requirement for financial reserves is acknowledged in statute. Sections 31A, 32 42A and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Section 93 of the 1992 Act requires Scottish authorities, in calculating council tax, to take into account 'any means by which those expenses may otherwise be met or provided for'. This includes reserves.
14. In Scotland there are explicit statutory powers under schedule 3 of the Local Government (Scotland) Act 1975 permitting certain local authorities to establish a renewal and repair fund, an insurance fund and a capital fund alongside a requirement, as in England and Wales, to maintain a General Fund (section 93 of Part VII of the Local Government (Scotland) Act 1973). LASAAC has published guidance on reserves which is available from the LASAAC website. In Northern Ireland, Section 9 of the Local Government Finance Act (Northern Ireland) 2011 enables councils to maintain other funds in addition to the General Fund. Local authorities may however ' earmark ' specific parts of the General Fund reserve. This earmarking of a proportion of the General Fund is referred to in this Bulletin as Earmarked Reserves.
15. There are also a range of safeguards in place that help to prevent local authorities over-committing themselves financially. These include:
 - the balanced budget requirement:
 - England, sections 31A, 42A of the Local Government Finance Act 1992, as amended
 - Wales, sections 32 and 43 and Scotland, 93 of the Local Government Finance Act 1992 and
 - section 85 of the Greater London Authority Act 1999
 - chief finance officers' duty to report on robustness of estimates and adequacy of reserves (under section 25 of the Local Government Act 2003) when the authority is considering its budget requirement (England and Wales)
 - chief finance officers' duty to report on the robustness of estimates and the adequacy of reserves (under sections 4 and 6 of the Local Government and Finance Act (Northern Ireland) 2011
 - the legislative requirement for each local authority to make arrangements for the proper administration of their financial affairs and that the chief finance officer / proper officer has responsibility for the administration of those affairs section 151 of the Local Government Act 1972, section 95 of the Local Government (Scotland) Act 1973 and section 1 of the Local Government and Finance Act (Northern Ireland) 2011
 - the requirements of the Prudential Code.
16. These requirements are reinforced by section 114 of the Local Government Finance Act 1988 which requires the chief finance officer in England and Wales to report to all the authority's councillors if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the authority will not have the resources to meet its expenditure in a particular financial year. The issue of a section 114 notice cannot be taken lightly and has serious operational implications. Indeed, the authority's full council must meet within 21 days to consider the s114 notice and

during that period the authority is prohibited from entering into new agreements involving the incurring of expenditure.

17. Whilst it is primarily the responsibility of the local authority and its chief financial officer to maintain a sound financial position, external auditors will confirm that there are no material uncertainties about going concern. Even where as part of their wider role auditors have to report on an authority's financial position, it is not their responsibility to prescribe the optimum or minimum level of reserves for individual authorities or authorities in general.
18. CIPFA's Prudential Code requires chief finance officers in local authorities to have full regard to affordability when making recommendations about the local authority's future capital programme. Such consideration includes the level of long term revenue commitments. Indeed, in considering the affordability of its capital plans, the authority is required to consider all of the resources available to it/estimated for the future, together with the totality of its capital plans and revenue forecasts for the forthcoming year and the following two years.

ROLE OF THE CHIEF FINANCE OFFICER (PROPER OFFICER IN SCOTLAND)

19. Within the existing statutory and regulatory framework, it is the responsibility of chief finance officers (proper officer in Scotland) to advise local authorities about the level of reserves that they should hold and to ensure that there are clear protocols for their establishment and use. Reserves should not be held without a clear purpose.
20. CIPFA and the Local Authority Accounting Panel consider that local authorities should establish reserves including the level of those reserves based on the advice of their chief finance officers. Authorities should make their own judgements on such matters taking into account all the relevant local circumstances. Such circumstances vary. A well-managed authority, for example, with a prudent approach to budgeting should be able to operate with a level of general reserves appropriate for the risks (both internal and external) to which it is exposed. In assessing the appropriate level of reserves, a well-managed authority will ensure that the reserves are not only adequate but are also necessary. There is a broad range within which authorities might reasonably operate depending on their particular circumstances.
21. Section 26 of the Local Government Act 2003 gives Ministers in England and Wales a general power to set a minimum level of reserves for local authorities. However, the government has undertaken to apply this only to individual authorities in the circumstances where an authority does not act prudently, disregards the advice of its chief finance officer and is heading for serious financial difficulty. This accords with CIPFA's view that a generally applicable minimum level is inappropriate, as a minimum level of reserve will only be imposed where an authority is not following best financial practice (including the guidance in this bulletin).

TYPES OF RESERVE

22. When reviewing their medium term financial plans and preparing their annual budgets local authorities should consider the establishment and maintenance of reserves. These can be held for three main purposes:
 - a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves;
 - a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves;

- a means of building up funds, often referred to as earmarked reserves (or earmarked portion of the general fund in Scotland - see below), to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the General Fund.

Category of Earmarked Reserve	Rationale
Sums set aside for major schemes, such as capital developments or asset purchases, or to fund major reorganisations	Where expenditure is planned in future accounting periods, it is prudent to set aside resources in advance.
Insurance reserves (note that the Insurance Fund is a statutory fund in Scotland)	Self-insurance is a mechanism used by a number of local authorities. In the absence of any statutory basis (other than in Scotland) sums held to meet potential and contingent liabilities are reported as earmarked reserves where these liabilities do not meet the definition of a provision under the requirements of the Code's adoption of IAS 37 <i>Provisions, Contingent Assets and Liabilities</i>).
Reserves of trading and business units	Surpluses arising from in-house trading may be retained to cover potential losses in future years, or to finance capital expenditure.
Reserves retained for service departmental use	Authorities may have internal protocols that permit year-end underspendings at departmental level to be carried forward.
Reserves for unspent revenue grants	Where revenue grants have no conditions or where the conditions are met and expenditure has yet to take place. The Code Guidance Notes recommend that these sums are held in earmarked reserves (see paragraph 29 below).
Schools balances	These are unspent balances of budgets delegated to individual schools.

FINANCIAL REPORTING FOR RESERVES

23. The IFRS-based *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code) introduced the Movement in Reserves Statement to local authority financial statements in the 2010/11 financial year. This Statement presents the movement in the year of the reserves of the authority analysed into usable reserves, (eg General Fund, HRA Balances and earmarked reserves) and unusable reserves (see paragraph 24 below).
24. Unusable reserves arise out of the interaction of legislation and proper accounting practice either to store revaluation gains or as adjustment accounts to reconcile accounting requirements driven by reporting standards to statutory requirements.

These reserves², which are not resource-backed and cannot be used for any other purpose, are described below:

Revaluation Reserves

- The Revaluation Reserve - this is a reserve that records unrealised gains in the value of property, plant and equipment. The reserve increases when assets are revalued upwards, and decreases as assets are depreciated or when assets are revalued downwards or disposed of. Local authorities might benefit from these gains in the future from the continued use of the assets or from their sale. The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.
- The Available-for-Sale Financial Instruments Reserve – this is a reserve that records unrealised revaluation gains arising from holding available-for-sale investments, plus any unrealised losses that have not arisen from impairment of the assets. Local authorities might benefit in the future from the gains when the investments mature or are sold or they might be lost in falls in value.

Adjustment Accounts

- The Pensions Reserve – this is a specific accounting mechanism used to reconcile the payments made for the year to various statutory pension schemes in accordance with those schemes' requirements and the net change in the authority's recognised liability under the Code's adoption of IAS 19 – *Employee Benefits*, for the same period. A transfer is made to or from the pensions reserve to ensure that the charge to the General Fund reflects the amount required to be raised in taxation. For example, the debit balance on the Reserve shows that an authority has made commitments to fund pensions that the Government has permitted it to fund from contributions to be made in future years.
- The Capital Adjustment Account - this is a specific accounting mechanism used to reconcile the different rates at which assets are depreciated under proper accounting practice and are financed through the capital controls system. Statute requires that the charge to the General Fund is determined by the capital controls system. For example, the credit balance on the Account shows that an authority has generally financed capital investment in advance of receiving the benefits of that investment. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.
- The Financial Instruments Adjustment Account – this is a specific accounting mechanism used to reconcile the different rates at which gains and losses (such as premiums on the early repayment of debt) are recognised under proper accounting practice and are required by statute to be met from the General Fund. For example, the debit balance on the Account shows that an authority has incurred expenses on borrowings that the Government has permitted it to spread over future years.

² In addition to the Reserves included in this list authorities may hold the deferred capital receipts reserve and the accumulated absences account. Further details on these reserves are included in the *Code of Practice on Local Authority Accounting in the United Kingdom Guidance Notes for Practitioners 2013/14 Accounts*.

- The Unequal Pay Back Pay Account - this is a specific accounting mechanism used to reconcile the different rates at which payments in relation to compensation for previous unequal pay are recognised under proper accounting practice and are required by statute to be met from the General Fund. This account is not applicable to Scotland.
 - Collection Fund Adjustment Account – this is a specific accounting mechanism used to reconcile the differences arising from the recognition of council tax and non-domestic rates income (England)) in the Comprehensive Income and Expenditure Statement to those amounts required to be charged by statute to the General Fund. For example, the credit balance on the Account shows that more tax has been collected on behalf of the authority and the precepting bodies (and central government in England for non-domestic rates income) than an authority is permitted to transfer out of the Collection Fund by 31 March. This account is not applicable to Scotland.
25. Other such reserves may be created in future where developments in local authority accounting result in timing differences between the recognition of income and expenditure under proper accounting practice and under statute or regulation.
26. In addition authorities will hold the following two usable reserves:
- a Major Repairs Reserve (England and Wales), where relevant – in England this reserve records the unspent amount of HRA balances for capital financing purposes in accordance with statutory requirements for the Reserve. In Wales this represents the amounts unspent from the Major Repairs Allowance capital grant.
 - a Capital Receipts Reserve (Capital Fund in Scotland³) – this reserve holds the proceeds from the sale of assets, and can only be used for those purposes specified in the capital finance and accounting regulations⁴ in England, Northern Ireland and Wales and for capital purposes in Scotland.
27. The Code recommends that earmarked reserves are reported on the face of the Movement in Reserves Statement. Particularly significant movements might need to be reported individually on the face of the Statement to ensure key messages are presented clearly to users. However, effective reporting may either as an alternative or as a supplementary report necessitate similar disclosures in the notes to the financial statements (see paragraphs 3.4.2.41 and 3.4.2.42 of the Code which are also included in Appendix D for ease of reference).
28. When establishing reserves, local authorities need to ensure that they are complying with the Code and in particular the need to distinguish between reserves and provisions. Definitions of reserves and provisions are included in Appendix D of this Bulletin.
29. The introduction of the IFRS-based Code on 1 April 2010 has meant that grant income should be recognised in the Comprehensive Income and Expenditure Statement (and therefore against the General (Council) Fund or HRA Balances for

³ *The Statutory Basis for Accounting and Disclosing Reserves in Local Authorities in Scotland* [LASAAC, 2005] states "Useable capital receipts reserves are considered to be allowable under the power contained within Schedule 3, para 22 of the 1975 Act. Such a reserve effectively acts as a subset of the capital reserve specifically permitted by legislation."

⁴ The Local Authorities (Capital Finance and Accounting)(England) Regulations 2003, as amended, The Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003, as amended and the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011.

revenue grants) where grant payment is unconditional or grant conditions have been satisfied⁵. The Code Guidance Notes recommend⁶ that where these grants have been received prior to the expenditure having taken place authorities should consider establishing earmarked reserves. This will ensure that amounts are set aside from the General (or Council) Fund and HRA balances in earmarked reserves to provide financing to meet the requirements of the grant. The amounts set aside will be posted back from earmarked reserves to meet General Fund and HRA expenditure in future years. It is likely therefore that since the introduction of the IFRS-based Code there is an increased tendency to hold earmarked reserves.

30. The statutory reporting regime described earlier and effective financial management underpin the need for clear, transparent reporting arrangements for reserves and therefore in addition to the financial reporting requirements above, LAAP recommends that for each earmarked reserve (earmarked portion of the general fund in Scotland) held by a local authority there should be a clear protocol setting out:
- the reason for / purpose of the reserve;
 - how and when the reserve can be used;
 - procedures for the reserve's management and control; and
 - a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

PRINCIPLES TO ASSESS THE ADEQUACY OF RESERVES

31. In order to assess the adequacy of unallocated general reserves when setting the budget, chief finance officers should take account of the strategic, operational and financial risks facing the authority. Where authorities are being reorganised, this assessment should be conducted on the basis that the services will continue to be provided, and adequate reserves will therefore be required by successor authorities. The assessment of risks should include external risks, such as flooding, as well as internal risks, for example, the ability to deliver planned efficiency savings. In England and Wales, statutory provisions require authorities to review at least once in a year the effectiveness of their system of internal control, which will include risk management. The CIPFA/SOLACE framework *Delivering Good Governance in Local Government* details an approach to giving assurance that risk, control and governance matters are being addressed in accordance with best practice.
32. The Codes of Audit Practice in England, Wales, Scotland and Northern Ireland make it clear that it is the responsibility of the audited body to identify and address its operational and financial risks, and to develop and implement proper arrangements to manage them, including adequate and effective systems of internal control. The financial risks should be assessed in the context of the authority's overall approach to risk management.

Budget Assumptions	Financial standing and management assessment/impact
The treatment of inflation and interest rates	The overall financial standing of the authority (level of borrowing, debt outstanding, council tax collection rates

⁵ See Code of Practice on Local Authority Accounting in the United Kingdom Section 2.3.

⁶ See *Code of Practice on Local Authority Accounting in the United Kingdom Guidance Notes for Practitioners 2013/14 Accounts*, paragraphs C39 and C40.

	<p>etc.). Rises in the prices of some commodities, eg fuel, highlight the relevance of using a number of inflation rates in the budget and financial strategy, and considering whether general reserves are adequate to deal with unexpected increases. Volatility in the financial markets also points to the need to consider investment and borrowing risks and their impact on income.</p>
<p>Estimates of the level and timing of capital receipts</p>	<p>The authority's track record in budget and financial management including the robustness of the medium term plans. Authorities will also need to take into account changes in the property market, and adjust estimates and assumptions for reserves accordingly.</p>
<p>The treatment of demand led pressures</p>	<p>The authority's capacity to manage in-year budget pressures, and its strategy for managing both demand and service delivery in the longer term.</p>
<p>The treatment of planned efficiency savings/ productivity gains</p>	<p>The strength of the financial information and reporting arrangements. The authority should also be in a position to activate contingency plans should the reporting arrangements identify that planned savings or gains will either not be achieved or be delayed.</p>
<p>The financial risks inherent in any significant new funding partnerships, major outsourcing arrangements or major capital developments</p>	<p>The authority's virement and end of year procedures in relation to budget under/overspends at authority and department/directorate level. Risk management measures in relation to partnerships, including consideration of risk allocation. Contract provisions designed to safeguard the authority's position in the event of problems arising from outsourcing arrangements.</p>
<p>The availability of reserves, government grants and other funds to deal with major contingencies and the adequacy of provisions</p>	<p>The adequacy of the authority's insurance arrangements to cover major unforeseen risks. When considering insurance cover, the structure of the cover as well as the overall level of risk should be taken into account. Risk assessments should be used when balancing the levels of insurance premiums and reserves.</p>
<p>The general financial climate to which the authority is subject</p>	<p>External factors, such as future funding levels expected to be included in Spending Reviews and expected referenda principles and limits, will influence an authority's ability to replenish reserves once they have been used. Any plans for using reserves will</p>

	need to consider the need and ability of the authority to replenish the reserves, and the risks to which the authority will be exposed whilst replenishing the reserves.
--	--

Whilst many of these factors relate to setting the annual budget, the level of risk and uncertainty associated with these factors will be relevant in determining an appropriate level of reserves.

33. Authorities have been faced by increasing financial pressures since 2008. This has been followed by a period of significant reduction in government funding which is anticipated to continue for some time, ie the spending review 2013 announced that the government will reduce total spending in 2015/16, 2016/17 and 2017/18 in real terms at the same rate as during the spending review 2010 period. Demands on local government services continue to increase. In addition to reduction in government funding other pressures include:
- councils striving to constrain council tax increases,
 - reductions of income,
 - new service demands and responsibilities such as:
 - the transfer of public health functions
 - the localisation of non-domestic rates retention, council tax freezes and council tax benefits/support
 - severe weather and floods.

Furthermore, events such as the losses in Icelandic banks and the problems in global financial markets are likely to mean that Councils will focus on cautious investment strategies. Council budgets and reserves have remained under pressure and are likely to continue to do so for some time.

34. The many factors involved when considering appropriate levels of reserves can only be assessed properly at a local level. A considerable degree of professional judgement is required. The chief finance officer may choose to express advice on the level of balances in cash and/or as a percentage of budget (to aid understanding) so long as that advice is tailored to the circumstances of the authority. The Audit Commission Report (December 2012) *Striking a Balance* makes a number of recommendations to both Chief Finance Officers and elected members to better assist councils in their decision making. Similarly the Accounts Commission in its report *An overview of local government in Scotland 2014*⁷ commented that more needs to be done to provide information on why reserves are held, how this fits with the councils financial strategy and how they will be used. The principles and financial reporting established in this and the previous LAAP bulletins on reserves will provide for the information requirements and an appropriate framework for this.
35. The advice should be set in the context of the authority's risk register and medium term plans and should not focus exclusively on short-term considerations. Balancing the annual budget by drawing on general reserves may be viewed as a legitimate short-term option. However, it is not normally prudent for reserves to be deployed

⁷ Issued by the Accounts Commission in March 2014

to finance recurrent expenditure. CIPFA has commented⁸ that Councils should be particularly wary about using one off reserves to deal with shortfalls in current funding. Where such action is to be taken, this should be made explicit, and an explanation given as to how such expenditure will be funded in the medium to long term. Advice should be given on the adequacy of reserves over the lifetime of the medium term financial plan, and should also take account of the expected need for reserves in the longer term.

36. Events such as the floods and severe weather that occurred earlier this year (2014) and previously in the floods during the summers of 2007 and 2008 have emphasised the need for authorities to be prepared for major unforeseen events. Adequate insurance cover combined with appropriate levels of reserves will enable authorities to manage the demands placed on them in such circumstances. However, these arrangements need to take account of all possible scenarios. An example quoted in the Audit Commission report *Staying Afloat* is that the total cost of the flooding was reduced where authorities had specifically considered the impact of a wide scale, serious event affecting many assets, and had taken appropriate action, for example, negotiating insurance policies that capped the total excesses linked to one event.
37. Part of the risk management process involves taking appropriate action to mitigate or remove risks, where this is possible. This in turn may lead to a lower level of reserves being required, and it would be appropriate to consider reducing the level of balances held where appropriate action to mitigate or remove risks has been successfully undertaken. A balance will need to be found between maintaining adequate levels of reserves and investing in risk reduction measures. This balance should form part of the risk management process and be considered as part of the annual budget process.
38. Emergency financial assistance from central government may be available to assist authorities in dealing with the immediate consequences of major unforeseen events, normally under the Emergency Financial Assistance to Local Authorities scheme (commonly known as the 'Bellwin' scheme). However, there is no automatic entitlement to financial assistance, and where financial assistance is given, it will not cover all of the costs even in exceptional circumstances. Further details of the scheme are available on the relevant government web sites (links can be found in Appendix C of this bulletin). Authorities should plan to have access to sufficient resources (through reserves, insurance or a combination of both) to cover the costs of recovering from events that are likely to be unavoidable.
39. When considering the level of reserves, it would be appropriate for authorities to take into account the likely level of Government support that would be available, and to consider how the balance would be funded in the event of an unforeseen event occurring.
40. Flooding, the effects of severe weather and the impact of the problems experienced by the global financial markets are examples of external risks which local authorities may need to take into account in setting levels of reserves and wider financial planning. An assessment of external risks should not be limited to those issues, but should range more widely, to take account of all significant external risks identified through the authority's risk management processes.

⁸ See comments by CIPFA Chief Executive *Building up council reserves to protect the public from future financial problems is good financial management* – CIPFA
<http://www.cipfa.org/about-cipfa/press-office/latest-press-releases/building-up-council-reserves>

EXTRACT FROM LAAP BULLETIN 55

7 A New Reporting Framework

7.1 The finance director has a fiduciary duty to local taxpayers, and must be satisfied that the decisions taken on balances and reserves represent proper stewardship of public funds.

7.2 The level and utilisation of reserves will be determined formally by the Council, informed by the advice and judgement of the finance director⁹. To enable the Council to reach its decision, the finance director should report the factors that influenced his or her judgement, and ensure that the advice given is recorded formally. Where the finance director's advice is not accepted this should be recorded formally in the minutes of the council meeting.

7.3 It is recommended that:

- the budget report to the Council should include a statement showing the estimated opening general reserve fund balance for the year ahead, the addition to/withdrawal from balances, and the estimated end of year balance. Reference should be made as to the extent to which such reserves are to be used to finance recurrent expenditure
- this should be accompanied by a statement from the finance director on the adequacy of the general reserves and provisions in respect of the forthcoming financial year and the authority's medium term financial strategy
- a statement reporting on the annual review of earmarked reserves (including schools' reserves) should also be made at the same time to the Council. The review itself should be undertaken as part of the budget preparation process. The statement should list the various earmarked reserves, the purposes for which they are held and provide advice on the appropriate levels. It should also show the estimated opening balances for the year, planned additions/withdrawals and the estimated closing balances.

⁹ LAAP Bulletin 99 normally refers to Chief Finance Officers – previous editions of this Bulletin referred to Finance Directors.

EXTRACT FROM LAAP BULLETIN 77

27. "...Alternative arrangements, for example mutual aid agreements, may help to reduce the reliance on reserves or insurance. The Pitt Review into the 2007 floods, although specifically focused on England, will be of relevance to all local authorities. This recommended that "Local authorities should continue to make arrangements to bear the cost of recovery for all but the most exceptional emergencies, and should revisit their reserves and insurance arrangements in light of last summer's floods." The Government's position remains that it is primarily the local authority's responsibility to bear such costs, and authorities should note this position when considering the appropriate level of reserves."

28 "... However, both the Pitt Review and Staying Afloat noted that most central government assistance provided to local authorities in relation to the 2007 floods was ad hoc in nature. The government has been keen to stress that they should not be seen as setting a precedent and should not be relied on in the future. Authorities will therefore need to make their own assessments of the likely level of support. "

FURTHER INFORMATION:

The Pitt Review can be downloaded from:

http://webarchive.nationalarchives.gov.uk/20100807034701/http://archive.cabinetoffice.gov.uk/pittreview/thepittreview/final_report.html

Staying Afloat can be downloaded from:

http://archive.audit-commission.gov.uk/auditcommission/SiteCollectionDocuments/AuditCommissionReports/NationalStudies/StayingAfloat_REP14Dec07.pdf

Both reports provide additional advice to local authorities on planning for and managing the financial impacts of exceptional events.

LASAAC Guidance on Reserves in Scotland can be downloaded from:

<http://www.cipfa.org/regions/scotland/policy-and-technical/local-authority-scotland-accounts-advisory-committee/guidance-and-publications/accounting-for-interest-on-reserves>

Details of the Emergency Financial Assistance (Bellwin) Scheme can be downloaded from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/210953/The_Bellwin_Scheme_of_Emergency_Financial_Assistance_to_Local_Authorities.pdf

<http://www.scotland.gov.uk/Topics/Government/local-government/17999/Bellwin>

<http://wales.gov.uk/topics/localgovernment/finandfunding/emergency/publications/efas-guidance-notes-14-15/?lang=en>

The Audit Commission Report *Striking a Balance* can be downloaded from:

<http://www.audit-commission.gov.uk/2012/12/striking-a-balance-improving-councils-decision-making-on-reserves/>

Accounts Commission *An overview of local government in Scotland 2014* (March 2014) can be accessed at:

http://www.audit-scotland.gov.uk/docs/local/2014/nr_140327_local_government_overview.pdf

CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING IN THE UNITED KINGDOM
DEFINITIONS (AND RELEVANT EXTRACTS OF) RESERVES AND PROVISIONS

CHAPTER TWO: CONCEPTS AND PRINCIPLES

2.1.2.25 Reserves – the residual interest in the assets of the authority after deducting all its liabilities. The Movement in Reserves Statement shows the true economic cost of providing the authority's services, represented by the line 'Surplus or (deficit) on the provision of services'. Some income and expenditure is required to be recognised on a different basis or in a different accounting period (ie in accordance with legislation) in the General Fund and Housing Revenue Account. These differences are shown in the line 'Adjustments between accounting basis and funding basis under regulations'. Voluntary transfers to or from the General Fund Balance and Housing Revenue Account Balance also affect the amount to be funded from council tax or council dwelling rents; these are shown in the line 'Transfers to or from reserves available to fund services'. The Movement in Reserves Statement also shows Other Comprehensive Income and Expenditure, for example revaluation gains.

CHAPTER THREE: FINANCIAL STATEMENTS

3.4.2.41 The classification of reserves presented in the Movement in Reserves Statement shall include the following items; authorities may choose to present additional items on the face of the statement:

- a) General Fund Balance (in Scotland, includes earmarked portion of General Fund Balance)
- b) Earmarked General Fund Reserves (not Scotland) (recommended but not mandatory)
- c) Housing Revenue Account Balance (in Scotland, includes earmarked portion of Housing Revenue Account Balance)
- d) Earmarked Housing Revenue Account Reserves (not Scotland) (recommended but not mandatory)
- e) Major Repairs Reserve (England and Wales)
- f) Revenue statutory funds (Scotland)
- g) Capital Receipts Reserve (England and Wales); Capital statutory funds (Scotland)
- h) Capital Grants Unapplied Account
- i) Total usable reserves
- j) Unusable reserves
- k) Total reserves of the authority
- l) Authority's share of the reserves of subsidiaries, associates and joint ventures (Group Accounts only)
- m) Total reserves (Group Accounts only).

3.4.2.42 A local authority shall present, either in the Movement in Reserves Statement or in the notes, an analysis of the amounts included in each item of the classification of reserves required by paragraph 3.4.2.41. This analysis shall present amounts held for capital purposes separately from those held for revenue purposes, and shall separately identify the total reserves held by schools.

CHAPTER EIGHT: LIABILITIES

8.2.2.9 A **provision** is a liability of uncertain timing or amount.

8.2.2.12 A provision shall be recognised when:

- an authority has a present obligation (legal or constructive) as a result of a past event
- it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation, and
- a reliable estimate can be made of the amount of the obligation.

8.2.2.13 If the above conditions are not met, no provision shall be recognised.

8.2.2.14 In some cases it is not clear whether there is a present obligation. In these cases, a past event is deemed to give rise to a present obligation if, taking account of all available evidence, it is more likely than not that a present obligation exists at the reporting date. A past event that leads to a present obligation is called an obligating event.

Glossary of Terms	
Reserves	A sum or sums of money held by the Council for future use or application
General Reserves	A sum of money set aside by the Council for general use in an emergency. Should not be considered for everyday use.
Earmarked Reserves	Sums of money set aside by the Council for use in specific instances. Some of these may be legally enforceable (such as commuted sums), others are just an indication of what the Council wishes to set monies aside for.
Commutated Sums	Monies given to the Council to carry out specific works as per Section 106 agreements - as an example a developer may wish to give the Council a sum of money to maintain open spaces on new housing estates. These monies must be used for the purpose for which they were given, or returned under the terms of the agreement.
Chief Finance Officer	The Officer of the Council with ultimate responsibility for all things financial. Also referred to as 'The Section 151 Officer' as this is the legislation awarding the powers.
Usable/Unusable Reserves	Reserves can be usable or unusable - to be usable they must be cash backed ie there must be cash available to support the reserve. Unusable reserves are those created through technical accounting entries and will have no cash to support the reserve.
Gross Revenue Expenditure	A particular calculation of a Council's gross spend, this can be used to compare across Councils
Medium Term Financial Plan	The Council's three year forecast of budget pressures and savings
Minimum Revenue Provision	The minimum amount of money the Council needs to set aside each year to repay debt.

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
- 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:

Annual mid-year review of revenue reserves to suggest and agree any reclassifications of those reserves.

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

There is no consultation undertaken on the review of reserves – this is a task for the Section 151 officer only, as it is just a technical reclassification of the reserves. Use of the reserves is decided as part of the budget process, which follows all requirements for consultation

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?

(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.)

There is no cumulative impact on people and/or communities. This is a technical review and reclassification of reserves. Any use of reserves to fund initiatives would be subject to assessment as part of that proposal.

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)**

As this report is a technical review and reclassification of reserves held by this authority there is no impact on anyone with a protected characteristic. The review is the duty of the Section 151 Officer only, there is no wider involvement.

Any consideration of the Well-being of Future Generations Act would take place as part of any proposal to use the reserves, and risks and impacts would be assessed as part of any proposal.

As this is a technical report then no full IIA needs to be completed.

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

Full IIA to be completed

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

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email.

Screening completed by:
Name: Sarah Willis
Job title: Principal Finance Partner
Date: 16/09/21
Approval by Head of Service:
Name: Ben Smith
Position: Section 151 Officer and Chief Finance Officer
Date: 16/09/2021

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

Agenda Item 9



To:
Councillor Andrew Stevens
Cabinet Member for Business
Improvement & Performance

Please ask for:
Gofynnwch am:

Overview & Scrutiny

Direct Line:
Llinell Uniongyrochol:

01792 636292

e-Mail
e-Bost:

scrutiny@swansea.gov.uk

Date
Dyddiad:

12 October 2021

BY EMAIL

Summary: This is a letter from the Service Improvement and Finance Scrutiny Performance Panel to the Cabinet Member for Business Improvement & Performance. The letter concerns the meeting held on 20 September 2021 and the update regarding Peer Review & Self-Assessment (Local Government and Elections (Wales) Act 2021).

Dear Councillor Stevens,

On the 20 September, the Service Improvement and Finance Scrutiny Performance Panel met to discuss the new process for Peer Review & Self-Assessment (Local Government and Elections (Wales) Act 2021). The Panel are grateful to yourself, Adam Hill, Deputy Chief Executive, and Richard Rowlands, Strategic Delivery and Performance Manager, for attending to discuss the report. Discussions focused on the following areas:

The Panel received an overview of the guidance in Part 6 Performance and Governance provisions of the Local Government & Elections (Wales) Act 2021. Officers explained that the essence of Part 6 is to see local Councils as 'self-improving organisations through a system based on self-assessment and panel performance assessment'.

Officers outlined to us the ways in which Swansea Council is now preparing for implementation of Part 6, having regard to the new statutory duties imposed upon the Council under the provisions. We heard that these duties are captured within five areas;

1. Duty to keep performance under review
2. Duty to consult on performance
3. Duty to report on performance
4. Duty to arrange a panel performance assessment
5. Duty to respond to a panel performance assessment report

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE

GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE

www.swansea.gov.uk / www.abertawe.gov.uk

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod
To receive this information in alternative format, or in Welsh please contact the above

The Panel heard that the Council intends to merge existing reports to create one applicable report for the purposes of the Part 6 duties, seeking to build upon what already exists.

Members noted this was a substantial undertaking, alongside usual workloads and provision of services. Members queried the pressure this will place on resources and front line services. Officers acknowledged that timescales and resources did pose a challenge, however, hoped there will be a limited effect on resources; reiterating Council plans to embed this into existing process and procedure. Officers also highlighted that there will likely be a sharing of resources throughout this process.

Officers explained to us that a steering group has been established to oversee this evolving process, and that the Welsh Local Government Association (WLGA) will also offer assistance; focusing on the organisation and recruitment of the Performance Panel based on existing corporate peer challenge concept. Members did raise concerns over WGLA support, querying exactly what support will be available and in what form.

The Panel noted that Audit Wales will review whether sufficient arrangements are put in place by Swansea Council to discharge performance duties. Members raised concerns over the Audit process and whether an outcome-only audit was feasible, if there was to be no direct audit of process.

Members queried the timetable of work planned, as a continuous and constant process, and the measurements of strategic performance. Officers explained that this will need to be relevant and understandable.

Members commented on the nature of the process, challenging the role of Scrutiny in this, and Councillors in general. Officers explained that the Panel will be assessing the Council as a whole, via the panel performance assessment. Officers also explained that scrutiny will have a clear and important role to play in this process.

The Panel requested that a specific reference to the scrutiny function be incorporated into the process. Officers undertook to make clear and relevant references to the Scrutiny function in the context of this new guidance.

We are interested in any thoughts you may have on the contents of this letter but, in this instance, we require no formal written response.

Yours sincerely,

Councillor Chris Holley
Convener, Service Improvement and Finance Scrutiny Performance Panel
✉ cllr.chris.holley@swansea.gov.uk



To:
Councillor Rob Stewart
Cabinet Member for Economy,
Finance & Strategy

Please ask for:
Gofynnwch am:

Overview & Scrutiny

Direct Line:
Llinell Uniongyrochol:

01792 636292

e-Mail
e-Bost:

scrutiny@swansea.gov.uk

BY EMAIL

Date
Dyddiad:

12 October 2021

Summary: This is a letter from the Service Improvement and Finance Scrutiny Performance Panel to the Cabinet Member for Economy, Finance and Strategy. The letter concerns the meeting held on 20 September 2021 and the update regarding the Q1 Budget Monitoring Report 2021/22.

Dear Councillor Stewart,

On the 20 September, the Service Improvement and Finance Scrutiny Performance Panel met to discuss the Q1 Budget Monitoring Report 2021/22. The Panel are grateful to Ben Smith, Chief Finance Officer / S.151 Officer, for attending to discuss the report. Discussions focused on the following areas:

It was reported to the Panel that, other than projected variations on Directorate expenditure, it is still too early to confidently forecast final variations that may arise on some significant Corporate items. However, officers reported that, given the ongoing impact of COVID and based on the 2020-21 final position on collection an optimistic forecast is that there will be a shortfall in the region of £2m in 2021-22.

The Panel heard that within the Recovery Plan Service Transformation Programme, work continues to develop service delivery plans linked to savings targets and prioritisation of services.

We heard that monthly claims against additional COVID expenditure (April to July) and a first quarter claim for loss of income as a result of COVID in relation to the services, has been submitted to Welsh Government (WG).

Officers explained that Welsh Government have amended the eligibility criteria for 2021-22 to reflect the relevant easing of restrictions during the financial year. Based on last year, we heard that it is likely that the eligibility criteria will be further refined as the year progresses.

Officers outlined that the remaining additional cost forecast (after grants received), included under Resources, currently amounts to £6M in 2021/22.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU
SWANSEA COUNCIL / CYNGOR ABERTAWE
GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE
www.swansea.gov.uk / www.abertawe.gov.uk

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod
To receive this information in alternative format, or in Welsh please contact the above

Officers reported to us that the contingency fund budgeted contribution was set at £3.621M contribution for 2021/22 as set out in the budget report approved by Council in March 2021. As a result of the favourable outturn position, this was added to on a one off basis, to bring the total available in 2021/22 to £13.621M.

The Panel heard that to date, some £4.8M has actually been received from Welsh Government in relation to additional costs and/or loss of income.

Officers explained that the economic impact of the Covid pandemic on rent collection rates is being closely monitored. We heard that during Quarter 1, collection rates have not been significantly affected however; officers reiterated that it is difficult to forecast the longer-term impact.

Members queried ongoing issues with Council Tax collection, referring to the £2M shortfall reported. Members questioned whether Welsh Government will meet this shortfall. Officers acknowledged this was an on-going issue, given the strain on people's finances and confirmed that Welsh Government continues to monitor this issue.

Members also queried if the Council Tax figures formed part of the forecast overspend of £21M. Officers explained to us that this was a separate figure.

Officers clarified to the Panel that there will be a substantial short fall in non-domestic rates due to reliefs at source again. However, no material impact is expected on the Authority, given Welsh Government adjustments to pooling.

The Panel requested an explanation regarding the £20M deficit in budget, and why this prediction had been made. Officers clarified that there was technically no deficit as funded temporarily by 2021-22 actions, but the longer-term implications and outlook will become clearer following the Mid-Term budget review.

Members queried the increase in National Insurance contributions and why this is, in real terms, costing more than the 1.5% increase. Officers explained that in effect it was actually a 10% increase (1% on a 10% tax).

The Panel requested a statement regarding the energy price increases, and the effect on Swansea Council. Officers undertook to provide a briefing note, which has now been received with thanks; appended to this letter for information purposes (Appendix A).

We are interested in any thoughts you may have on the contents of this letter but, in this instance, we require no formal written response.

Yours sincerely,

Councillor Chris Holley
Convener, Service Improvement and Finance Scrutiny Performance Panel
✉ cllr.chris.holley@swansea.gov.uk

Briefing Note on outlook for gas and energy costs

Following Service Improvement and Finance Scrutiny Performance on 16 September 2021, the S151 Officer undertook to provide a written briefing note following on from his verbal advice to questions raised. The advice was that short term the Council is protected from price rises but that soon market consolidation and pricing would catch up with us, as it will all users, be they household, commercial or public sector.

The Director of Place and his energy team have provided the following advice and assurance and estimation of risks to the S151 Officer.

The Council buys its energy from the Crown Commercial Service

- Energy markets have been rising since last November, with contracts for April 22 annual delivery now up around 90% in cost since then.
- Crown Commercial Service forward purchases earlier in the summer have protected budgets from the recent jump in April 22 delivery prices..
- Crown Commercial Service will commence purchasing for Apr 23 delivery contracts after 1st April 2022.
- Prices for next year expected to be up to 40% higher than current prices for all customers.
- All customers including Swansea Council will therefore need to consider materially reviewing all energy budgets costs for the following financial year.
- There is current concern regarding a significant number of smaller suppliers generally providing energy to domestic markets.
- The current underlying energy suppliers for both our electricity and gas contracts are very large suppliers ranked in the 'top 6'. The Crown Commercial Service will continue to monitor the situation closely.
- The Crown Commercial Service Supply of Energy Framework already provides for 'reserve' supplies. If either of our current suppliers were to fail then the Crown Commercial Service would appoint a reserve.

S151 Officer

20/9/2021

Agenda Item 10

Service Improvement and Finance – Scrutiny Performance Panel

Work Plan 2021/22

<p>Meeting 1 11th June 2.00</p>	<ol style="list-style-type: none"> 1. Confirmation of Convener 2. Overview: <i>Understanding Financial Reporting</i> 3. Revenue Outturn, HRA Outturn and Capital Outturn and Financing 20-21 <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy 4. Draft Work Plan 2021/22 Panel to discuss/agree work plan topics for the coming year.
<p>Meeting 2 23rd June 2021 10.00</p>	<ol style="list-style-type: none"> 1. Welsh Language Standards Annual Report <i>Invited to attend:</i> Sarah Lackenby - Chief Transformation Officer Cllr Louise Gibbard – Cabinet Member for Supporting Communities Cllr Robert Smith – Cabinet Member for Education Improvement, Learning & Skills 2. Overview: Byelaws <i>Invited to attend:</i> Craig Davies – Associate Lawyer
<p>Meeting 4 Monday 20th September 2.00</p>	<ol style="list-style-type: none"> 1. Q1 Budget Monitoring Report – 2021/22 <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy 2. Peer Review & Self-Assessment (Local Government and Elections (Wales) Act 2021) <i>Invited to attend:</i> Adam Hill - Deputy Chief Executive / Director of Resources Richard Rowlands – Strategic Delivery and Performance Manager Cllr Andrew Stevens – Cabinet Member for Business Improvement & Performance
<p>Meeting 5 Tuesday 19th October 2021 9.30</p>	<ol style="list-style-type: none"> 1. Q1 2021/22 Performance Monitoring Report <i>Invited to attend:</i> Richard Rowlands – Strategic Delivery & Performance Manager Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance 2. Overview from Ben Smith: <i>Understanding Financial Reporting (Reserves)</i> 3. Review of Revenue Reserves <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy

<p>Meeting 6 Tuesday 16th November 2021 9.30</p> <p><i>(Pre-meeting on 11th November)</i></p>	<p>1. Mid-term Budget Statement <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p> <p>2. Q2 Budget Monitoring 2021-22 <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p> <p>3. Planning Annual Performance Report <i>Invited to attend:</i> Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance Cllr David Hopkins – Cabinet Member for Delivery and Operations Phil Holmes – Head of Planning and City Regeneration Ian Davies - Development Conservation and Design Manager Tom Evans – Placemaking and Strategic Planning Manager</p> <p>4. Swansea Airport</p>
<p>Meeting 7 Wednesday 15th December 2.00</p>	<p>1. Recycling and Landfill - Annual Performance Monitoring <i>Invited to attend:</i> Chris Howell – Head of Waste Management and Parks Cllr Mark Thomas – Cabinet Member for Environment and Infrastructure</p> <p>2. Pre-decision scrutiny of Final Draft Budget (TBC) <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer</p>
<p>Meeting 8 Tuesday 18th January 2022 9.30</p>	<p>1. Q2 2021/22 Performance Monitoring Report <i>Invited to attend:</i> Richard Rowlands – Strategic Delivery & Performance Manager Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance</p> <p>2. Sustainable Swansea Commissioning Reviews (Outcomes) <i>Invited to attend:</i> Adam Hill – Deputy Chief Executive / Director of Resources Sarah Lackenby - Chief Transformation Officer Cllr Andrea Lewis – Cabinet Member for Climate Change & Service Transformation</p>
<p>Meeting 9 Tuesday 15th February 2022 9.30</p>	<p>Budget Scrutiny TBC</p>
<p>Meeting 10</p>	<p>1. Progress update on the Local Government Use of Data Action Plan <i>Invited to attend: TBC</i> Steve King - Information Research and GIS Team Leader</p>

<p>Tuesday 22 March 2022 9.30</p>	<p>Sarah Lackenby - Chief Transformation Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p> <p>2. Welsh Public Library Standards – Annual Performance Report <i>Invited to attend: TBC</i> Martin Nicholls – Director of Place Tracey McNulty – Head of Cultural Services Karen Gibbins – Libraries and Culture Manager Cllr Robert Francis-Davies - Cabinet Member for Investment, Regeneration and Tourism</p>
---	--

TBC:

- **Annual Review of Well-being Objectives and Corporate Plan** *(The five year corporate plan was rolled over into 2021/22 as a result of the pandemic with only essential and unavoidable changes made; so no fundamental annual review made to the corporate plan during 2020/21 as a result of Covid).*
- **Recovery Plan (Post-Pandemic) TBC**
Marlyn Dickson - Strategic Change Programme Manager
Adam Hill – Deputy Chief Executive / Director of Resources
Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy
- **End of Year 2020/21 Performance Monitoring Report TBC**
- **Welsh Housing Quality Standards Annual Update**
David Meyrick / Mark Wade TBC for July 2022