

Council

You are hereby summoned to attend the Annual Meeting of the **Council of the City and County of Swansea** to be held in the Multi-Location Meeting - Council Chamber, Guildhall / MS Teams on Thursday, 16 May 2024 at 4.00 pm.

Watch Online: <http://tiny.cc/COU16may>

The following business is proposed to be transacted:

1. **Election of Presiding Member for 2024-2025 Municipal Year.**
2. **Election of Deputy Presiding Member for 2024-2025 Municipal Year.**
3. **Apologies for Absence.**
4. **Disclosures of Personal and Prejudicial Interests.**
www.swansea.gov.uk/disclosuresofinterests
5. **Minutes.** 1 - 7
To approve & sign the Minutes of the previous meeting(s) as a correct record.
6. **Announcements of the Presiding Member/Chief Executive.**
7. **Names of Councillors that the Leader of the Council has chosen to be Members of the Cabinet. (For Information)**
8. **Constitutional Matters 2024-2025.** 8 - 38
9. **Naming Proposal.** 39 - 46
10. **Gower AONB – Rebranding Proposals.** 47 - 60
11. **Service Transformation Committees (STCs) Annual Reports 2023/24.** 61 - 106
12. **Councillor Development Strategy.** 107 - 113
13. **Amendments to Council Constitution - Review of Council Procedure Rules 22, 23 & 24 relating to Councillors Questions.** 114 - 122
14. **Amendments to Council Constitution - Family Absence Procedure Rules.** 123 - 128

15. Amendments to the Constitution.

129 - 136

16. Common Seal.

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

You are welcome to speak Welsh in the meeting.
Please inform us by noon, two working days before the meeting.

Next Meeting: Friday, 17 May 2024 at 2.00 pm



Huw Evans
Head of Democratic Services
Guildhall,
Swansea.

Tuesday, 7 May 2024

To: All Members of the Council

Agenda Item 5.



City and County of Swansea

Minutes of the Council

Multi-Location Meeting - Council Chamber, Guildhall / MS

Teams

Thursday, 21 March 2024 at 5.00 pm

Present: Councillor J P Curtice (Chair) Presided

Councillor(s)

C Anderson
M Bailey
M Baker
S Bennett
P N Bentu
P M Black
A Davis
A M Day
P Downing
C R Doyle
M Durke
C M J Evans
V M Evans
E W Fitzgerald
R Fogarty
R Francis-Davies
N Furlong
L S Gibbard
F M Gordon
K M Griffiths
H J Gwilliam

Councillor(s)

J A Hale
T J Hennegan
V A Holland
C A Holley
P R Hood-Williams
B Hopkins
D H Hopkins
L James
O G James
Y V Jardine
J W Jones
L R Jones
M H Jones
M Jones
S Joy
S E Keeton
E J King
E T Kirchner
H Lawson
A S Lewis
M B Lewis

Councillor(s)

R D Lewis
W G Lewis
M W Locke
N L Matthews
P M Matthews
P N May
J D McGettrick
F D O'Brien
A J O'Connor
C L Philpott
J E Pritchard
S Pritchard
S J Rice
B J Rowlands
R V Smith
A H Stevens
R C Stewart
W G Thomas
M S Tribe
L V Walton
R A Williams

Officer(s)

| | |
|-------------------|---|
| Gareth Borsden | Democratic Services Officer |
| Caroline Collier | Democratic Services Support Officer |
| Rachael Davies | Head of HR & Service Centre |
| Huw Evans | Head of Democratic Services |
| Helen Morgan-Rees | Director of Education |
| Martin Nicholls | Chief Executive |
| Ben Smith | Director of Finance / Section 151 Officer |

Apologies for Absence

Councillor(s): A Anthony, A J Jeffery, D H Jenkins, S M Jones, P Lloyd, D Phillips, K M Roberts, L G Thomas, G D Walker and T M White

113. Disclosures of Personal and Prejudicial Interests.

The Chief Legal Officer gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

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

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

- 1) Councillors S Bennett, J P Curtice, R Francis-Davies, J A Hale, T J Hennegan, L R Jones, A S Lewis, M B Lewis, N L Matthews, S Pritchard, S J Rice, M S Tribe & L V Walton declared a Personal Interest in Minute 119 "Statement of Accounts 2022/2023".
- 2) Councillors T J Hennegan, R A Fogarty, L S Gibbard, B Hopkins, L James, W G Lewis, N L Matthews, C L Philpott & S J Rice declared a Personal Interest in Minute 120 "Schools Admission Arrangements 2025-2026".
- 3) Councillors S J Rice declared a Personal Interest in Minute 121 "Section 6 Biodiversity Duty Action Plan for Swansea".
- 4) Councillors C Anderson, J P Curtice, M Durke, C A Holley, O G James, M Jones, A S Lewis, R D Lewis, F D O'Brien, C L Philpott & M S Tribe declared a Personal Interest in Minute 123 "Pay Policy Statement 2024/2025".
- 5) Councillors K Griffiths, C L Philpott & M S Tribe declared a Personal Interest in Minute 126 "Nomination of Lord Mayor and Deputy Lord Mayor Elect 2024/2025".
- 6) Councillors E W Fitzgerald & P R Hood-Williams declared a Personal & Prejudicial Interest in Minute 126 "Nomination of Lord Mayor and Deputy Lord Mayor Elect 2024/2025 and withdrew prior to its consideration.
- 7) Councillors B Hopkins, D H Hopkins & N L Matthews declared a Personal & Prejudicial Interest in Minute 127 "Naming Policy" and withdrew prior to its consideration.
- 8) Councillor A S Stevens declared a Personal Interest in Minute 128 "Councillor Questions".

Officers

- 1) G Borsden, C Collier, R Davies H Evans, H Morgan-Rees, M Nicholls & B Smith declared a Personal & Prejudicial Interest in Minute 123 "Pay Policy Statement 2024/25" and withdrew from the meeting prior to its consideration.

Note: R Davies & H Evans did not withdraw as they remained to answer any technical questions on the report, run the vote, and record the decision.

- 2) B Smith & D Smith declared a Personal & Prejudicial Interest in Minute 125 “Chief Officer Job Evaluation Scheme” and withdrew from the meeting prior to its consideration.

114. Announcements of the Presiding Member.

a) Representatives from Under 13's Swansea School Girls

The Presiding Member welcomed representatives from the Under 13's Swansea School Girls to Council. She stated that the Team had reached the final of the English Schools Football Association Champions Cup. Their journey to the final including an 8-1 away win over Slough, a 2-1 home win over Brighton, a 5-2 away win over West Kent, then a bye into the semi-final along with Liverpool. In the semi-final they beat East Riding 5-2. They will now proceed to the final which will be played at the Stoke City ground. The date is yet to be announced.

The Team also won the West Wales league and are through to the Welsh Semi Finals. The Team is putting Swansea on the Map. On behalf of the Council, she wished them the very best of luck in the final.

b) Land Data - Local Land Charges Awards 2024

The Presiding Member congratulated the Council's Land Charges Team within Planning Services for recently winning the Customer Satisfaction Award - Best in Unitary Councils. They are the first in Wales the award. The Land Charges Team manages conveyancing searches which is an essential part of moving home for our residents. It's voted for by conveyancers and solicitors who are asked to consider quality, efficiency, reliability, and value for money.

c) Amendments / Corrections to the Council Summons

i) Item 9 - Human Rights & Strategic Equality Plan 2024-2028.

The Presiding Member stated that there was an error in the Paragraph relating to “Race” on Page 105 of the Council Summons in Appendix A, Section 3 “About Us”, Key headlines from the Census 2021 tells us element of the report. The Paragraph should read:

“Race

Swansea has a higher proportion of people in non-white ethnic groups (8.6%) than the Wales average. The largest non-white ethnic group in Swansea in 2021 was 'Bangladeshi' (around 2,900 people or 1.2%).

ii) Item 15- Councillors' Questions - Question 2

There is a typographical area in the response. The figure should be £231,387.50. The response contained a comma rather than a dot.

iii) **Report of Audit Wales. Audit of Accounts - City & County of Swansea & Statement of Accounts 2022/2023.**

The Presiding Member, Monitoring Officer & Head of Democratic Services have agreed that these reports be added to the Council Summons giving the statutory 3-clear working days' notice to allow the Statement of Accounts to be considered during this financial year. These reports will be considered after Item 6 "Standards Committee Annual Report 2022-2023".

115. Announcements of the Leader of the Council.

a) **Meet the City Deal Event**

The Leader of the Council stated that he recently had the pleasure of attending a Meet the City Deal Event at Swansea Arena. The event was on the anniversary of the signing of the £1.3B Swansea Bay City Deal.

116. Public Questions.

Elinor Field asked a question relating to Minute 120 "School Admission Arrangements 2025-2026".

The Cabinet Member for Education & Learning responded stating that he would raise the matter with the Admission Forum.

117. Standards Committee Annual Report 2022-2023.

Mike Lewis, Chair of the Standards Committee submitted an information report setting out the Standards Committee Annual Report 2022/2023.

118. Report of Audit Wales - Audit of Accounts Report - City & County of Swansea.

Derwyn Owen & Leanne Malough, Audit Wales submitted the "Audit Wales, Audit of Accounts Report 2022-2023 for the City and County of Swansea".

Resolved that:

- 1) The Final Letter of Representation be approved and signed.

119. Statement of Accounts 2022/23.

The Section 151 Officer submitted a report which sought approval of the 2022/2023 accounts on or before 31 July 2023.

The Section 151 Officer explained the reasons for the delay and the wider well documented issues affecting the whole of local government external audit of accounts in the UK.

Resolved that the 2022/2023 Statement of Accounts attached as Appendix A of the report be approved.

120. Schools Admission Arrangements 2025-2026.

The Cabinet Member for Education & Learning submitted a report which sought to determine the admission arrangements for maintained schools for the academic year 2025-2026.

Resolved that:

- 1) The proposed admission arrangements for 2025-2026 for Nursery as set out in Appendix A of the report be approved.
- 2) The proposed admission arrangements for 2025-2026 for Reception as set out in Appendix B of the report be approved.
- 3) The proposed admission arrangements for 2025-2026 for Year 7 as set out in Appendix C of the report be approved.
- 4) The proposed admission arrangements for 2025-2026 for in-year transfers as set out in Appendix D of the report be approved.
- 5) The proposed admission arrangements / criteria for entry for 2025-2026 for sixth forms set in Appendix E of the report be approved.
- 6) The Schedule of Events for primary and secondary as set out in Appendix F of the report be approved.
- 7) The admission numbers for primary and secondary schools as set out in Appendix G of the report be noted.

121. Section 6 Biodiversity Duty Action Plan for Swansea.

The Chair of the Climate Change & Nature Recovery Service Transformation Committee submitted a report which sought approval of the draft Section 6 Biodiversity Duty Action Plan for Swansea 2023-2025.

Resolved that:

- 1) The draft Section 6 Biodiversity Duty Action Plan for Swansea (2023-2025) be adopted.

122. Human Rights & Strategic Equality Plan 2024-2028.

The Cabinet Member for Culture, Human Rights & Equalities submitted a report which sought adoption of a Human Rights & Strategic Equality Plan containing the Council's Human Rights Equality Objectives for 2024-2028.

Resolved that:

- 1) The Human Rights & Strategic Equality Plan 2024-2028 be adopted.

123. Pay Policy Statement 2024/25.

The Cabinet Member for Corporate Services & Performance submitted a report that sought approval of the Pay Policy Statement for the City and County of Swansea for 2024-2025.

Resolved that the Pay Policy Statement 2024-2025 as attached at Appendix A to the report be approved and published.

124. Annual Review of Well-being Objectives.

The Cabinet Member for Corporate Services & Performance submitted a report that recommended changes to the Councils Well-being Objectives as the result of an annual review required by the Well-being of Future Generations (Wales) Act 2015. The Act requires public bodies to assess whether their Well-being Objectives remain appropriate or not.

Resolved that the Councils Well-being Objectives remain unchanged for 2024-2028.

125. Chief Officer Job Evaluation Scheme.

The Chief Executive submitted an information report that provided an update on the progress of the new Job Evaluation Scheme for Chief Officers and the next steps to be undertaken.

126. Nomination of Lord Mayor and Deputy Lord Mayor Elect 2024-2025.

The Head of Democratic Services submitted a report which sought to nominate the Lord Mayor elect and Deputy Lord Mayor elect to enable the arrangements for the Inauguration of the Lord Mayor and Deputy Lord Mayor event to proceed.

Resolved that:

- 1) Councillor Paxton Hood-Williams Thomas be nominated Lord Mayor Elect 2024-2025.
- 2) Councillor Wendy Fitzgerald be nominated Deputy Lord Mayor Elect 2024-2025.

127. Naming Proposal.

The Leader of the Council submitted a report that sought consideration of a proposal to re-name the Gloucester Room.

Resolved that the Gloucester Room be re-named as the Lilian Hopkin Room.

128. Councillors' Questions.

1) Part A 'Supplementary Questions'

Six (6) Part A 'Supplementary Questions' were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

Those supplementary questions required a written response are listed below.

Question 3

Councillor B J Rowlands asked for a copy of the Council's consultation response to the Welsh Government's Sustainable Farming Scheme.

The Cabinet Member for Environment & Infrastructure stated a written response would be provided.

2) Part B 'Questions not requiring Supplementary Questions'

One (1) Part B 'Questions not requiring Supplementary Questions' were submitted.

The meeting ended at 6.40 pm

Chair

Agenda Item 8.



Joint Report of the Head of Democratic Services & Monitoring Officer

Annual Meeting of Council - 16 May 2024

Constitutional Matters 2024-2025

| | |
|---------------------------|--|
| Purpose: | To inform Council of all necessary Constitutional matters to enable the efficient and lawful operation of Council. |
| Policy Framework: | Council Constitution. |
| Consultation: | Access to Services, Finance, Legal. |
| Recommendation(s): | It is recommended that: 1) The Independent Remuneration Panel for Wales' determinations in relation to Basic, Civic and Senior Salaries, Fees for Co-opted Members and Contribution towards Costs of Care and Personal Assistance as set out in Appendix A be noted. 2) A Senior Salary be paid to the following: <ul style="list-style-type: none">➤ Leader of the Council.➤ Deputy Leader of the Council.➤ Cabinet Members x 8.➤ Presiding Member (Chair of Council).➤ Chair of General Licensing Committee.➤ Chair of Planning Committee.➤ Chair of Scrutiny Programme Committee.➤ Chair of Climate Change & Nature Recovery Service Transformation Committee.➤ Chair of Economy & Infrastructure Service Transformation Committee.➤ Chair of Education & Skills Service Transformation Committee.➤ Chair of Social Care & Tackling Poverty Service Transformation Committee. 3) The Independent Remuneration Panel for Wales (IRPW) determination that the Leader of the Largest Opposition Political Group must be paid a Band 4, Senior Salary (subject to the 10% rule) be noted. 4) A Civic Salary be paid to the following (subject to them not already being in receipt of a Senior Salary): <ul style="list-style-type: none">➤ Lord Mayor (Civic Head).➤ Deputy Lord Mayor (Deputy Civic Head). |

- 5) The posts of **Presiding Member** and **Deputy Presiding Member** be re-established and that they Chair Meetings of Council. The Deputy Presiding Member post is not remunerated.
- 6) The Chair of the Pension Fund Committee be paid a salary equivalent to that of a Band 3 “Committee Chair” Senior Salary as defined by the IRPW; however, the additional payment over and above the Basic Salary be met by the Pension Fund.
- 7) The Council Bodies and the Number of Allocated Seats as listed in **Appendix C** be appointed.
- 8) The Committees listed in **Appendix D** be exempted by Council from the Local Government (Committees and Political Groups) Regulations 1990 to allow greater representation on these Committees by the Opposition Political Groups.
- 9) Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups.
- 10) The list of Member Champion Areas and Responsible Councillors as outlined in **Appendix E** be noted.
- 11) The Council Constitution www.swansea.gov.uk/constitution be reaffirmed and adopted including the amendments to the Terms of Reference of the Service Transformation Committee & any amendments made at this meeting.
- 12) Councillor Lynda James be re-elected as Chair of the Democratic Services Committee.
- 13) The Councillors Handbook www.swansea.gov.uk/cllrshandbook be reaffirmed.
- 14) The Leader of the Council’s decision to allocate Councillors to sit on Outside Bodies be noted as outlined in **Appendix F** be noted.
- 15) The Council Bodies Diary as listed in **Appendix G** be confirmed and adopted.
- 16) Any consequential amendments to the Council Constitution and / or Councillors because of this report be carried out.

Report Author: Huw Evans

Finance Officer: Ben Smith

Legal Officer: Debbie Smith

Access to Services Officer: Rhian Millar

1. Introduction

1.1 The Council operates within a legal framework established by the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government Act 2000, the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007, the Local Government (Wales) Measure 2011, Local Government & Elections (Wales) Act 2021 and other relevant legislation (“the legislation”). Additionally, the Independent Remuneration Panel for Wales (IRPW) determines the remuneration available to Councillors and Co-opted Members.

1.2 This report seeks to address the legislative & Council Constitution requirements.

2. Independent Remuneration Panel for Wales (IRPW)

2.1 The IRPW Annual Report <https://gov.wales/independent-remuneration-panel-wales> sets out the framework for Councillor and Co-opted Member remuneration. Nineteen (19) of the 75 City and County of Swansea Councillors are eligible to receive a Senior Salary payment. The Civic Salary and Senior Salary includes the Basic Salary.

2.2 The IRPW prescribed payment levels for Basic Salary, Civic Salary, Senior Salary, Fees for Co-opted Member (with Voting Rights) of Local Authorities and the Contribution towards Costs of Care and Personal Assistance (CPA). (**Appendix A**).

2.3 Under Section 154 of the Local Government (Wales) Measure 2011, any Councillor or Statutory Co-opted Member may elect to forego any part of their entitlement to a salary, allowance, or fee by giving notice in writing to the Monitoring Officer.

3. Senior Salaries

3.1 The IRPW state that each Council should decide whether to pay Senior Salaries and to identify those positions that will attract the payment. It is proposed that the following positions be paid Senior Salaries:

- Leader of the Council.
- Deputy Leader of the Council.
- Cabinet Members x 8.
- Presiding Member (Chair of Council).
- Chair of General Licensing Committee.
- Chair of Planning Committee.
- Chair of Scrutiny Programme Committee.
- Chair of Climate Change & Nature Recovery Service Transformation Committee.
- Chair of Economy & Infrastructure Service Transformation Committee.
- Chair of Education & Skills Service Transformation Committee.
- Chair of Social Care & Tackling Poverty Service Transformation Committee.

3.2 A Council **must** pay a Senior Salary to the **Leader of the Largest Opposition Political Group** subject to them having 10% or more of the total number of Council seats in their Political Group.

3.3 A Council can consider whether to pay a Senior Salary to **Leaders of the Other Political Groups** if they have 10% or more of the total number of Council seats in their Political Group. However, if Council resolve to make such a payment, it would be taken from the nineteen Senior Salaries permitted within the Authority.

4. Civic Salary

4.1 The IRPW determined that Authorities are permitted to pay a Civic Salary to the Civic Head & Deputy Civic Head (Lord Mayor and Deputy Lord Mayor). These payments do not count towards the 19 permitted Senior Salaries. A Councillor may not be in receipt of both a Senior Salary and Civic Salary payment.

4.2 Council must decide whether to remunerate the Civic Head and the Deputy Civic Head. Prior to deciding whether and / or at what level the Civic Heads should be remunerated, the question 'Who should Chair Council?' needs to be addressed. This question is considered in the "Presiding Member" section of the report.

4.3 The IRPW state that each Council should decide whether to pay Civic Salaries. It is proposed that the following be paid Civic Salaries:

- Lord Mayor.
- Deputy Lord Mayor.

5. Presiding Member

5.1 The Local Government (Democracy) (Wales) Act 2013 allows Councils to appoint an additional post of Presiding Member whose role it will be to Chair meetings of the whole Council. Where appointed, there would be a consequential reduction in the responsibilities of the respective Civic Head.

5.2 As such the Authority must decide whether to appoint a Presiding Member to Chair Council or to allow the Civic Head to do so.

5.3 If a Presiding Member is appointed, and if Council resolves to remunerate the post, then the position would be paid in accordance with the amount outlined by the IRPW (**Appendix A**). If remunerated, this would count towards the maximum allowed of 19 Senior Salaries.

5.4 The Authority may also appoint a Deputy Presiding Member; however, this post shall not be remunerated.

5.5 Council is asked to determine whether to continue with a Presiding Member or not.

6. Chair of the Pension Fund Committee Remuneration

6.1 It is proposed that the Chair of the Pension Fund Committee be paid a salary equivalent to that of a Band 3 "Committee Chair" Senior Salary as defined by the IRPW; however, the additional payment over and above the Basic Salary be met by the Pension Fund.

- 6.2 This payment does fall under the remit of the IRPW and does not count towards the maximum of 19 Senior Salaries allowed.
- 6.3 This payment is subject to the Chair of the Pension Fund Committee Chair not receiving a Civic or Senior Salary.
- 7. Annual Meeting of Council**
- 7.1 The Authority's Council Constitution which is based on legislation outlines what needs to be considered at the Annual Meeting of Council (Council Procedure Rules). This report seeks to address those requirements.
- 8. Political Balance / Committee Proportionality**
- 8.1 Council is required to decide the allocation of seats to Political Groups in accordance with the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 (SI 1553/90) as amended. An explanation of the Political Balance / Committee Proportionality Rules is set out in **Appendix B**.
- 8.2 The Standards Committee is exempt from the above legislation as outlined in Section 12 "Allocation of seats to Political Groups" of the Standards Committee (Wales) Regulations 2001.
- 8.3 The Ruling Group have liaised with the Head of Democratic Services to outline its view on the structure and size of Council Bodies. The relevant proportional calculations have been made and shared with all Political Groups. This process culminates with this report to Council seeking approval to the structure and size of Council Bodies.
- 9. Appointment of Committees and Other Council Bodies and their Sizes**
- 9.1 The Council Bodies and the Number of Allocated Seats (in accordance with Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 (SI 1553/90) as amended are listed in **Appendix C**. It is proposed that these Council Bodies be established.
- 9.2 In the event of any changes made to the size of these Council Bodies then it will necessitate the recalculation of Political Balance. Where possible, Committee sizes are set at a number that includes every Political Group.
- 9.3 Several Committees are exempted from the Local Government (Committees and Political Groups) Regulations 1990 as they are covered by separate legislation. Council also has the right to exempt a Committee from the legislation providing that it has the unanimous backing of all Councillors voting at the meeting. A list outlining such bodies is shown at **Appendix D**.
- 10. Service Transformation Committees Terms of Reference**
- 10.1 It is proposed that Terms of Reference of the Service Transformation Committees be amended as outlined below and that they be added to the Council Constitution:

“Service Transformation Committees (STCs)

There are four STCs:

- *Climate Change & Nature Recovery Service Transformation Committee.*
- *Economy & Infrastructure Service Transformation Committee.*
- *Education & Skills Service Transformation Committee.*
- *Social Care & Tackling Poverty Service Transformation Committee.*

The purpose of Service Transformation Committees is to contribute to the ongoing development of the Council’s agreed transformation activities (specifically in relation to the council’s corporate plan, policy commitments, Corporate Transformation Plan, and Medium-Term Financial Plan) for consideration and adoption by Cabinet Members, Cabinet and / or Council as appropriate.

a) Membership & Frequency of Meetings

- Non-Executive Members and Assistants to Cabinet are eligible to be members of the Service Transformation Committees.*
- Executive (Cabinet) Members are not eligible to be members of the Service Transformation Committees. However relevant Cabinet Members will be invited to attend committee sessions.*
- The Committees will meet formally on a six-weekly cycle during the year. In exceptional circumstances, additional informal meetings can be arranged to deliver the work plan subject to officer resources being available.*
- Chairs of the Service Transformation Committees will meet to co-ordinate agendas and work plans to ensure consistency and that there is no duplication in work. This meeting will be supported by the Leader and the Chief Executive and / or their nominated representatives.*

b) Role and Framework

The role of a Service Transformation Committee is to:

- Contribute to future policy and/or service design.*
- Consider mechanisms to encourage and enhance public participation in development of policy and service models.*
- Work with Senior Officers and Cabinet Members in a Team Swansea approach.*
- Consider and where appropriate to invite relevant organisations / individuals to contribute to policy development and service design discussions.*

c) Remit of Service Transformation Committees

The Service Transformation Committees will focus their work on relevant aspects of the Council’s corporate plan, policy commitments, Corporate Transformation Plan, and Medium-Term Financial Plan.

The Committees may choose to consider relevant elements of the Workforce and Digital Transformation Programmes, as well as the following specific areas of work:

i) Climate Change & Nature Recovery Service Transformation Committee:

- *Developing a new Sustainable Transport Strategy (2050).*
- *Implementing the Local Area Energy Plan (2050).*
- *Developing a new Swansea Council Sustainable Food Strategy (2030).*
- *Waste Strategy Development to Contribute to Swansea Achieving Net Zero & Nature Recovery (2050).*
- *Swansea Local Nature Recovery Action Plan (LNRAP).*
- *Section 6 Action Plan.*
- *Swansea Council's contribution / commitment to Net Zero Swansea (2050).*
- *Public EV Charging Policy (2050).*

ii) Economy & Infrastructure Service Transformation Committee:

- *Local Economic Delivery Plan.*
- *Tawe Riverside Corridor Action Plan.*
- *Swansea Bay Strategy Projects.*
- *Maintenance of Road Infrastructure.*
- *More Homes Delivery Programme.*
- *Destination Management Plan.*
- *Review of the Council's Housing Allocation Policy.*

iii) Education & Skills Service Transformation Committee:

- *Transforming Additional Learning Needs.*
- *Right Schools in Right Places.*
- *Learners' Progress.*

iv) Social Care & Tackling Poverty Service Transformation Committee:

- *Safeguarding People from Harm Steps in the Corporate Plan 2023-2028.*
- *Tackling Poverty and Enabling Communities Steps in the Corporate Plan 2023-2028.*
- *Residential Service Development.*
- *Enabling and promoting independence - prevention and early Help.*
- *Approach to enabling community resilience and self-reliance.*
- *Development of a corporate Volunteering Strategy and Policy*

- d) **Relationship with Cabinet:**
- i) *The Service Transformation Committee Chair will agree a forward work programme with the relevant Cabinet Member and Director.*
 - ii) *Where a decision is required, the Committee will produce reports to the Cabinet Member / Cabinet / Council in connection with work undertaken.*
 - iii) *Each Service Transformation Committee will produce an annual report to Council summarising the outcome and outputs of its work throughout the year.*
- e) **Relationship with Scrutiny:**
- i) *The Service Transformation Committees are not Scrutiny Committees they are forward looking Committees assisting Council to transform services, modernise, and meet medium and long-term financial challenges.*
 - ii) *If a Service Transformation Committee identifies an issue of concern arising from their role, the Chair should refer it to the Scrutiny Programme Committee for further consideration / investigation.*
 - iii) *The Service Transformation Committee Chair will be responsible for ensuring the Committee does not stray into the role of the Scrutiny Programme Committee.*
 - iv) *Service Transformation Committees and the Scrutiny Programme Committee should ensure awareness of each other's work programmes. including the timing of work programme activities. This will be achieved by an early 'sense check' of the work programmes for Service Transformation and scrutiny. The Scrutiny Programme Committee should consider relevant advice but has autonomy on decisions about the scrutiny work programme.*
- f) **Support:**
- i) *The Democratic Services Team shall provide the relevant support to the Service Transformation Committees.*
 - ii) *Service Transformation Committee will have a nominated senior service lead for each item or work. The relevant Director, Head of Service, or nominated relevant Officer will provide work plan support and research and produce reports as appropriate."*

11. Allocation of Councillors to the Council Bodies

- 11.1 Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups or in line with statutory requirements.
- 11.2 The list showing the allocation of Councillors will be included in the minutes of the Annual Meeting of Council.

12. Democratic Services Committee

- 12.1 The Local Government (Wales) Measure 2011 states that a Democratic Services Committee and Chair must be appointed by Council. The Committee Chair must be an Opposition Member. The Leader of the Council shall not sit on this Committee. No more than one Cabinet Member shall sit on this Committee. Co-opted Members are not permitted to sit on this Committee.
- 12.2 Council will need to determine who to elect as Chair of the Democratic Services Committee.

13. Statutory Co-opted Members

- 13.1 The IRPW has determined that in recognition of the important role that Statutory Co-opted Members discharge, payment must be made for travel and preparation time; Committee and other types of meetings as well as other activities, including training. Meetings eligible for the payment of the fee may include Working Groups, Task & Finish Groups, Pre-Meetings with Officers, Attendance at conferences or any other formal meeting to which Co-opted Members are requested to attend by the Head of Democratic Services.
- 13.2 The Head of Democratic Services is the appropriate Officer who will provide information required for Statutory Co-opted Member Claims.
- 13.3 A Statutory Co-optee should consult with the Head of Democratic Services in advance of any activity they attend, to ensure that the activity is eligible for claiming.
- 13.4 The Head of Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid based on this determination even if the meeting finishes before the allocated time has elapsed.

14. Councillors Handbook

- 14.1 The Councillors Handbook www.swansea.gov.uk/CllrsHandbook provides guidance for Councillors and Co-opted Members. The handbook contains information about Remuneration, Support for Councillors and Co-optee Members, Protocols and Role Descriptions.
- 14.2 It is proposed that the Councillors Handbook be reaffirmed.

15. Appointment of Chairs & Vice Chairs of Committees

- 15.1 Following the close of the Annual Meeting of Council, several Committees shall meet to elect Chairs and Vice Chairs to those Committees.

16. Member Champions

- 16.1 Member Champions provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of Council business although they may not be the responsibility of any individual or Committee.

- 16.2 Member Champions, (sometimes called Lead Members or Councillor Champions) in addition to their other Council responsibilities make sure that the issue or group that they are championing are considered when Policy is being developed and decisions made. The 'Member Champions' report to Council on 17 January 2013 provides further information.
- 16.3 Member Champions are appointed by the Leader of the Council. The Leader of the Council informs Council of whom he has appointed to these roles. The Leader of Council's appointments are set out in **Appendix E**.
- 16.4 The Leader of the Council is keen to ensure that Councillors acting as Member Champions and Members serving on Outside Bodies can provide feedback to Council or Councillors if required.
- 17. Allocation of Councillors to Outside Bodies**
- 17.1 The Leader of the Council has allocated Councillors to sit on Outside Bodies. This is detailed at **Appendix F**.
- 17.2 The list showing Councillors and their allocation to Outside Bodies will be included in the minutes of the Annual Meeting of Council.
- 18. Councillors Mileage Distances**
- 18.1 The Democratic Services Team calculate the single and return journey distances from a Councillors home to the Guildhall. A Councillor need not follow the route; however, the mileage claim may not exceed that calculation. The RAC website (RAC Route Planner) is used for this purpose.
- 18.2 The Councillors Mileage Distances to be used for the Council Term 2022-2027 has been shared with Councillors & Statutory Co-opted Members.
- 19. Council Bodies Diary**
- 19.1 Section 6 "Timing of Council Meetings" of the Local Government (Wales) Measure 2011 places a duty on Authorities to conduct a survey of its Councillors in relation to the timing of its Meetings. The Measure states that such a survey should be undertaken at least once in each Council term.
- 19.2 The "Timing of Council Meeting Survey" was conducted between 12-29 January 2023. The Survey Response was presented to Council on 30 March 2023 and has been used to assist with preparing the Council Bodies Diary.
- 19.3 The Council Bodies Diary 2024-2025 is shown as **Appendix G**.
- 20. Integrated Assessment Implications**
- 20.1 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.

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

20.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers 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.

20.4 An IIA screening has been undertaken and no adverse implications have been noted.

21. Financial Implications

21.1 All financial impacts of this report are contained within existing budgets.

22. Legal Implications

22.1 There are no legal implications associated with this report other than those identified within it.

Background Papers: None

Appendices:

| | |
|------------|---|
| Appendix A | Basic Salary, Civic Salary, and Senior Salary Payments. (Group A Councils) & Fees for Co-opted Members (with Voting Rights) of Local Authorities as Prescribed by IRPW Annual Report. |
| Appendix B | Political Balance / Committee Proportionality. |
| Appendix C | Council Bodies & Number of Allocated Seats. |
| Appendix D | Proposed Exemption from Committee Balance Rules. |
| Appendix E | Member Champion Areas & Responsible Councillors. |
| Appendix F | Outside Bodies. |
| Appendix G | Council Bodies Diary. |

Appendix A

Prescribed by the IRPW Annual Report 2024-2025

Basic Salary, Civic Salary, and Senior Salary Payments (Group A Councils)

| | |
|--|---------|
| Basic Salary | £18,666 |
| Senior Salaries (inclusive of Basic Salary) | |
| Band 1 | |
| Leader of the Council | £69,998 |
| Deputy Leader of the Council | £48,999 |
| Band 2 | |
| Executive Member (Cabinet Member) | £41,999 |
| Band 3 | |
| Committee Chairs | £27,999 |
| Band 4 | |
| Leader of the Largest Opposition Political Group *1 | £27,999 |
| Band 5 | |
| Leader of Other Political Groups *2 | £22,406 |
| Civic Salaries (inclusive of Basic Salary) | |
| Civic Head (Mayor / Chair of Council) | £27,999 |
| Deputy Civic Head (Deputy Mayor / Vice Chair of Council) | £22,406 |

Note:

- *1 Leader of the Largest Opposition Political Groups.** They are only entitled to a Senior Salary if they have 10% or more of the total number of Council seats in their Political Group. If the 10% rule is achieved, then the payment is automatic.
- *2 Leaders of the Other Political Groups.** They are only entitled to a Senior Salary if they have 10% or more of the total number of Council seats in their Political Group and Council resolve to remunerate them.

Fees for Statutory Co-opted Members (with Voting Rights) of Local Authorities

| Role | Hourly rate payment | Up to 4 hours payment rate | 4 hours and over payment rate |
|--|---------------------|----------------------------|-------------------------------|
| Chairs of Standards, & Governance & Audit Committees | £33.50 | £134.00 | £268.00 |
| Ordinary Members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Governance & Audit Committee | £26.25 | £105.00 | £210.00 |
| Community / Town Councillors sitting on Principal Council Standards Committees | £26.25 | £105.00 | £210.00 |

Contribution towards Costs of Care & Personal Assistance (CPA)

All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- **Formal (Registered with Care Inspectorate Wales).** Care costs to be paid as evidenced.
- **Informal (Unregistered).** Care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage hourly rates as defined by the **Living Wage Foundation** at the time the costs are incurred.

This must be for the additional costs incurred by Members to enable them to carry out Official business or approved duties. Each Authority must ensure that any payments made are appropriately linked to Official business or approved duty. Payment shall only be made on production of receipts from the care provider.

Political Balance / Committee Proportionality

1. Legal Requirement

- 1.1 The legal requirement for every Council Committee to reflect the political make-up of the whole Council is set out in the Local Government and Housing Act 1989, (LG&HA), mainly in Section 15, and in Schedule 1, with additional provisions in the Local Government (Committees and Political Groups) Regulations 1990 (SI 1553/90).

2. The Broad Principle

- 2.1 Each decision-making body of a Council must be proportional to the overall make-up of the Council. This includes any Sub Committee or Working Group etc., which has the power to carry out any delegated function of the Authority, regardless of its title. It also includes any 'Advisory Committees' or 'Advisory Sub-Committees'.

- 2.2 The only exceptions being:

- 2.2.1 Area based Committees, which, if they are not proportional, must consist of all the members representing that area.

- 2.2.2 Any alternative arrangement that is passed by the Council with no votes against (thus giving any individual councillor the right to veto any non-proportional scheme).

3. How the Rules Apply

- 3.1. If the Council has any of its members as a 'Political Group' under the LG&HA, then proportionality must be applied to that Group. Any two or more Councillors can register as a Group. They do not have to share a political programme or be committed to working together. A registered Group must be allocated the same proportion of Committee places that they have seats on the Council (e.g., for a Group with 18 Councillors on a 75 seat Council, they will be entitled to 18 Committee places in every 75).

- 3.2 To do this the first step is to add up the total of all Committee places. If the total was, say 217, then the Group is entitled to 52 places ($217 \times 18/75$). Each Committee must be made up as near as practicable proportionally (so a small Political Group cannot be palmed off with two seats on the Challenge Panel and none on an Overview and Scrutiny Board).

- 3.3 Unless the arithmetic is very easy, Political Groups are likely to find they cannot always have the same number on every Committee. If all Committees are the same size, there must be some negotiating on where their 'extra' place (or 'no place') should be. This process is carried out in Swansea on a larger Political Group down basis. The larger Political Groups get first choice etc. Not all Committees have to be of equal size.

- 3.4 No Committee is allowed to be entirely of one Political Group (unless every member of the Council is in it), but a Group with a majority of seats on the Council (50%+1) is entitled to a majority on every Committee.

3.5 In Section 15 of the LG&HA the rules on proportionality apply sequentially (the Council has to satisfy the first and second rules and then, if possible, the third, and so on). This is because it may not be arithmetically possible to satisfy them all fully.

3.5.1 **Rule 1:** No single party Committees.

3.5.2 **Rule 2:** A majority Group should have a majority on all Committees.

3.5.3 **Rule 3:** The total number of places on all Committees should be distributed in proportion to the Groups' strength on the Council.

3.5.4 **Rule 4:** The proportion of seats on each Committee / Sub-Committee should be in proportion to the Groups' strengths on the Council.

4. What is a 'Committee' and a 'Sub Committee'?

4.1 A 'Committee' is a body established by the Council (LG Act 1972, S102 (1) (a)). A 'Sub Committee' is any other body established by a Committee (LGA S102 (1) (b)). The names by which they are commonly known on the Council is irrelevant. The test is whether the membership and duties are voted in by the whole Council, or by the members of a particular Committee. A 'Working Party' or 'Task Group' may therefore be either a 'Committee' or a 'Sub Committee' depending solely on which body set it up.

5. The Timetable for Implementation

5.1 Whenever there is a change in Political Group sizes, whether due to elections, casual vacancy, defections or recruitment, the Council should 'so soon as is practicable' make the necessary changes to Committee places. That must be by the next ordinary meeting of Council. An Extraordinary Meeting of Council can be called earlier.

5.2 There is a requirement to re-jig Committee places whenever there is a vacancy on the Council. Commonly there is an agreement not to do so until the vacancy is filled but (Brent LB in 1996) this is only a courtesy.

6. What If Some Councillors Are Not In A 'Group'?

6.1 If some, but not all, Councillors are in a registered Political Group or Groups, then the Council must give those Groups the places to which they are entitled (i.e., a proportional share on every Committee and Sub Committee). The Groups then nominate people to fill those places. The remaining places are filled by the Council, nominating from those Councillors who are not in any Group, but with all Councillors voting.

6.2 Political Groups are **not** entitled to have **more** than their share. Thus, they cannot exclude, say, one Councillor who is not in a Group from having any Committee places. They must make e.g., 1/75th of the places available.

Council Bodies & Number of Allocated Seats 2024-2025

| Body | Seats | Comments | Status |
|---|-------|--|--------|
| Council | 75 | Automatically Proportional | |
| Cabinet | 10 | Not Part of PR Calculations | SS |
| Committees | | | |
| Appeals & Awards | 7 | | |
| Appointments | 13 | Leader to appoint the relevant Cabinet Member to the appointment process. | |
| Chief Exec Appraisal & Remuneration | 9 | Leader & Deputy Leader of Ruling Group and Largest Opposition Group, Leader only of other Political Groups and 3 other Labour. | XPR |
| Chief Officers Disciplinary | 12 | At least 1 member of Cabinet must sit on this Cttee but no more than 50% of the Cttee are permitted to be Cabinet Members | |
| Chief Officers Disciplinary Appeals | 12 | At least 1 member of Cabinet must sit on this Cttee but no more than 50% of the Cttee are permitted to be Cabinet Members | |
| Democratic Services | 10 | Chair must be an Opposition Councillor and appointed by Council. | |
| Family Absence Complaints | | As per Council of 12 August 2014 | |
| Climate Change & Nature Recovery Service Transformation | 10 | | SS |
| Economy & Infrastructure Service Transformation | 10 | | SS |
| Education & Skills Service Transformation | 10 | | SS |
| Social Care & Tackling Poverty Service Transformation | 10 | | SS |
| JCC | 7 | | |
| General Licensing | 12 | | SS |
| <i>General Licensing Sub</i> | 3 | Drawn proportionally from General Licensing Cttee. | |
| Statutory Licensing | 12 | | |
| <i>Statutory Licensing Sub</i> | 3 | Drawn proportionally from Statutory Licensing Cttee. | |
| Governance & Audit | 12 | Chaired by an Independent Person. 4 Ind Persons & 8 Cllrs. | |
| Pension Fund | 6 | | |
| Planning | 12 | 1. Membership between 11 & 21. 2. Quorum is 50%. 3. Only 1 Cllr from an Electoral Ward may sit on the Cttee. 4. Use of Substitute Members prohibited. | SS |
| Scrutiny Programme | 10 | | SS |
| Standards | 9 | Standards Committee (Wales) Regulations 2001. 5 Ind, 3 CCS Cllrs & 1 C/T Cllr | XPR |
| West Glamorgan Archives | 5 | Independent Chair | |
| Panels, Forums, Groups etc. | | | |
| Admissions Panel | 3 | | |
| Armed Forces Community Covenant Signatories Panel | 2 | Armed Forces Member Champion Cabinet Member with responsibility for Veterans | XPR |
| Community / Town Councils Forum | 6 | Chaired by Cabinet Member responsible for C/T Councils | |
| Corporate Parenting Board | 9 | 6 Ruling Group Cllrs, 1 Representative from each other Political Group. | XPR |
| Constitution Working Group | 9 | Presiding Member, Deputy Presiding Member, Leader & Deputy Leader of Ruling Group & Largest Opposition Group, Leader of other Political Groups & Cabinet Member with responsibility for Constitutional Matters. Note: Deputy Cabinet may be replaced by alternative Group Councillor. | XPR |
| Development Advisory Group (DAG) | 5 | This is a Cabinet Body. | XPR |
| Gower AONB Partnership Group | 6 | Chaired by Chair of Planning Committee | |
| <i>Sustainable Development Fund Panel</i> | 2 | Chaired by Chair of Planning Committee | |
| <i>Sustainable Development Fund Appeal Panel</i> | 1 | | |
| Local Pension Board | 1 | | |
| Standards Cttee Vacancy Panel | 3 | | |
| Trustees Panel | 13 | 7 Ruling Group Cllrs (Labour), 3 Largest Opposition Group Councillors (Lib Dem & Ind Opposition), 1 Representative from each other Political Group (Conservative, Uplands & Non-Aligned). | XPR |

SS - Committees that attract Senior Salary

XPR - Bodies exempt from Proportionality.

Proposed Exemption from Committee Balance Rules

1. Several Committees are exempt from the Local Government (Committees and Political Groups) Regulations 1990 as they are covered by other separate legislation. Council also has the right to exempt a Committee from the legislation providing that it has the unanimous backing of all Councillors voting at the meeting. The following is a list of the Committees covered by separate legislation together with a reference to that legislation and those proposed to be exempted by Council.
 - 1.1 **Chief Executive's Appraisal & Remuneration Committee.** Council is asked to exempt this from the Committee Balance Rules to allow the following membership: Leader & Deputy Leader of the Ruling Group and Largest Opposition Group, Leader only of other Political Groups and 3 other Labour Councillors.
 - 1.2 **Standards Committee.** This is made up of 5 Independent Members, 3 Councillors and 1 Community / Town Councillor. By virtue of Section 53 (10) of the Local Government Act 2000 a Standards Committee and the Standards Committees (Wales) Regulations 2001, the Standards Committee is not required to comply with Section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to Political Groups).
 - 1.3 **Corporate Parenting Board.** Council is asked to exempt this from the Committee Balance Rules to allow the following membership: 5 Ruling Group Cllrs (Labour), 2 Largest Opposition Group Councillors (Lib Dem & Ind Opposition), 1 Representative from each other Political Group (Conservative and Uplands).
 - 1.4 **Constitution Working Group.** Council is asked to exempt this from the Committee Balance Rules to allow the following membership and representation by each Political Group: Presiding Member, Deputy Presiding Member, Leader & Deputy Leader of Ruling Group & Largest Opposition Group (or other), Leader of other Political Groups & Cabinet Member with responsibility for Constitutional Matters.
 - 1.5 **Trustees Panel.** Council is asked to exempt this from the Committee Balance Rules to allow the following membership: 7 Ruling Group Cllrs (Labour), 3 Largest Opposition Group Councillors (Lib Dem & Ind Opposition), 1 Representative from each other Political Group (Conservative, Uplands & Non-Aligned (Green)).

Councillor (Member) Champion Areas & Responsible Councillors

www.swansea.gov.uk/CllrChampions

| Councillor (Member) Champion Area | Councillor(s) |
|--|----------------------|
| Animal Rights | Sara Keeton |
| Anti-Slavery & Ethical Employment | David Hopkins |
| Armed Forces | Wendy Lewis |
| Biodiversity | Sara Keeton |
| Carers | Jan Curtice |
| Children & Family Services | Louise Gibbard |
| Climate Change | Andrea Lewis |
| Councillor Support & Development | Wendy Lewis |
| Co Production | Hayley Gwilliam |
| Culture | Hannah Lawson |
| Cycling | Joe Hale |
| Dementia | Hayley Gwilliam |
| Disability & Access to Services | Paul Lloyd |
| Diversity | Lesley Walton |
| Domestic Abuse | Erika Kirchner |
| Health & Wellbeing | Alyson Pugh |
| Healthy Cities & Sport | Terry Hennegan |
| Heritage | Mike White |
| Human Rights | Louise Gibbard |
| Language (Inc. Welsh) | Robert Smith |
| LGBT (Lesbian, Gay, Bisexual & Transgender) | Elliott King |
| Life Long Learning | Mike Durke |
| Looked After Children | Ceri Evans |
| Natural Environment | Sara Keeton |
| Pensions | Louise Gibbard |
| Poverty in Communities / Homelessness | To be decided |
| Poverty Reduction | Rob Stewart |
| Public Transport | Paul Lloyd |
| Religion, Faith & Beliefs | Sam Pritchard |
| Rural Economy | Andrew Stevens |
| Safeguarding | Louise Gibbard |
| Sanctuary & Inclusion | Yvonne Jardine |
| Tackling Racism in Schools | Yvonne Jardine |
| Transport | Rebecca Fogarty |
| UNCRC (United Nations Convention on the Rights of the Child) | Bev Hopkins |
| Vulnerable & Older People | Jan Curtice |
| Walking | Ryland Doyle |
| Women | Louise Gibbard |
| Young Carers | Sam Pritchard |

The Leader of the Council has allocated Councillors to sit on Outside Bodies.

To be tabled at the meeting.

June 2024

| June 2024 | | | | | | | July 2024 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | | 29 | 30 | 31 | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------------------------------|----------------------|-------------------------------|--|-----------------------|----------|--------|
| 27 May | 28 | 29 | 30 | 31 | 1 Jun | 2 |
| 3 15:00 Climate Change STC | 4 14:00 Planning | 5 14:00 Gov & Audit Ctte | 6 09:00 Corporate Briefing 17:00 Council | 7 10:00 Licensing | 8 | 9 |
| 10 16:00 Soc Care & Tack Pov STC | 11 | 12 16:00 Educ & Skills STC | 13 10:30 SBCRJC 14:00 Econ & Infra STC | 14 10:00 Archives | 15 | 16 |
| 17 13:30 SDF Grants Panel | 18 16:00 Scrutiny | 19 | 20 10:00 Cabinet | 21 10:00 Standards | 22 | 23 |
| 24 18:30 Gower AONB | 25 | 26 | 27 | 28 | 29 | 30 |

Page 27

July 2024

| July 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| August 2024 | | | | | | |
|-------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|----------------------|--|--|----------------------|----------|--------|
| 1 Jul | 2 14:00 Planning | 3 | 4 09:00 Corporate Briefing 17:00 Council | 5 10:00 Licensing | 6 | 7 |
| 8 14:00 Armed Forces Panel | 9 | 10 10:00 Pension Fund 14:00 Corp Parenting | 11 | 12 | 13 | 14 |
| 15 14:00 DAG 15:00 Climate Change STC | 16 16:00 Scrutiny | 17 14:00 Gov & Audit Ctte | 18 10:00 Cabinet 15:00 PSB | 19 | 20 | 21 |
| 22 16:00 Soc Care & Tack Pov STC | 23 10:30 JCC | 24 10:00 Pension Board 16:00 Educ & Skills STC | 25 14:00 Econ & Infra STC | 26 | 27 | 28 |
| 29 16:00 Democratic Services | 30 10:00 SBCRJC | 31 | 1 Aug | 2 | 3 | 4 |

August 2024

| August 2024 | | | | | | | September 2024 | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | 30 | | | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------------------------|---------------------|-----------|----------|----------------------|----------|--------|
| 29 Jul | 30 | 31 | 1 Aug | 2 10:00 Licensing | 3 | 4 |
| 5 | 6 14:00 Planning | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 08:00 Bank Holiday | 27 | 28 | 29 | 30 | 31 | 1 Sep |

September 2024

| September 2024 | | | | | | | October 2024 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |
| 30 | | | | | | | | | | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|----------------------|-------------------------------|--|----------------------|----------|--------|
| 26 Aug | 27 | 28 | 29 | 30 | 31 | 1 Sep |
| 2 | 3 14:00 Planning | 4 14:00 Gov & Audit Ctte | 5 09:00 Corporate Briefing 17:00 Council | 6 10:00 Licensing | 7 | 8 |
| 9 15:00 Climate Change STC 18:30 Gower AONB | 10 | 11 10:00 Pension Fund Ctte | 12 10:30 SBCRJC 14:00 Econ & Infra STC | 13 10:00 Archives | 14 | 15 |
| 16 16:00 Soc Care & Tack Pov STC | 17 16:00 Scrutiny | 18 16:00 Educ & Skills STC | 19 10:00 Cabinet | 20 | 21 | 22 |
| 23 13:30 SDF Grants Panel | 24 | 25 10:00 Pension Board | 26 | 27 | 28 | 29 |
| 30 17:00 Community Town Council Forum | 1 Oct | 2 | 3 | 4 | 5 | 6 |

October 2024

| October 2024 | | | | | | | November 2024 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| 7 | 1 | 2 | 3 | 4 | 5 | 6 | 4 | 5 | 6 | 7 | 1 | 2 | 3 |
| 14 | 8 | 9 | 10 | 11 | 12 | 13 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 21 | 15 | 16 | 17 | 18 | 19 | 20 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 28 | 22 | 23 | 24 | 25 | 26 | 27 | 25 | 26 | 27 | 28 | 29 | 30 | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------------------------------|-------------------------|-------------------------------|--|-----------------------------|----------|--------|
| 30 Sep | 1 Oct 14:00 Planning | 2 | 3 09:00 Corporate Briefing 17:00 Council | 4 10:00 Licensing | 5 | 6 |
| 7 | 8 | 9 14:00 Corp Parenting | 10 15:00 PSB | 11 10:00 Standards Cttee | 12 | 13 |
| 14 14:00 Armed Forces Panel | 15 16:00 Scrutiny | 16 14:00 Gov & Audit Cttee | 17 10:00 Cabinet | 18 | 19 | 20 |
| 21 15:00 Climate Change STC | 22 11:00 DAG | 23 16:00 Educ & Skills STC | 24 14:00 Econ & Infra STC | 25 | 26 | 27 |
| 28 16:00 Soc Care & Tack Pov STC | 29 | 30 | 31 | 1 Nov | 2 | 3 |
| Half Term | | | | | | |

November 2024

| November 2024 | | | | | | | December 2024 | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | 30 | 31 | | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------------------------------|----------------------|------------------------------|--|---------------------------------------|----------|--------|
| 28 Oct | 29 | 30 | 31 | 1 Nov Half Term 10:00 Licensing | 2 | 3 |
| 4 | 5 14:00 Planning | 6 10:00 Pension Fund Ctte | 7 09:00 Corporate Briefing 17:00 Council | 8 | 9 | 10 |
| 11 16:00 Democratic Services | 12 10:30 JCC | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 16:00 Scrutiny | 20 10:00 Pension Board | 21 10:00 Cabinet 14:30 SBCRJC | 22 | 23 | 24 |
| 25 | 26 | 27 14:00 Gov & Audit Ctte | 28 09:00 Corporate Briefing | 29 | 30 | 1 Dec |

December 2024

| December 2024 | | | | | | | January 2025 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | |
| 30 | 31 | | | | | | | | | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|-----------------------------|------------------------------|---|---------------------------|----------|--------|
| 25 Nov | 26 | 27 | 28 | 29 | 30 | 1 Dec |
| 2 15:00 Climate Change STC | 3 14:00 Planning | 4 16:00 Educ & Skills STC | 5 17:00 Council | 6 10:00 Licensing | 7 | 8 |
| 9 13:30 SDF Grants Panel 16:00 Soc Care & Tack Pov STC | 10 16:00 Scrutiny | 11 | 12 10:00 Cabinet 14:00 Econ & Infra STC | 13 10:00 Archives | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| Christmas Holidays | | | | | | |
| | 12:00 Offices Close at Noon | 08:00 Christmas Day | 08:00 Boxing Day | 08:00 Extra Statutory Day | | |
| 30 Christmas Holidays | 31 | 1 Jan 25 | 2 | 3 | 4 | 5 |

January 2025

| January 2025 | | | | | | | February 2025 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| 6 | 7 | 1 | 2 | 3 | 4 | 5 | 3 | 4 | 5 | 6 | 7 | 1 | 2 |
| 13 | 14 | 8 | 9 | 10 | 11 | 12 | 10 | 11 | 12 | 13 | 14 | 8 | 9 |
| 20 | 21 | 15 | 16 | 17 | 18 | 19 | 17 | 18 | 19 | 20 | 21 | 15 | 16 |
| 27 | 28 | 22 | 23 | 24 | 25 | 26 | 24 | 25 | 26 | 27 | 28 | 22 | 23 |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------------------------|----------------|----------------------|---|----------------------------------|----------|--------|
| 30 Dec | 31 | 1 Jan 25 | 2 | 3 | 4 | 5 |
| | | Christmas Holidays | | | | |
| | | 08:00 New Years Day | 09:00 Corporate Briefing | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 15:00 Climate Change STC | | | | 10:00 Cabinet 10:00 Licensing | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16:00 Soc Care & Tack Pov STC | 14:00 Planning | 16:00 Educ STC | 10:00 Cabinet 14:00 Econ & Infra STC | 10:00 Standards | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 14:00 Armed Forces Panel | 16:00 Scrutiny | 14:00 Gov & Aud Ctte | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 Feb | 2 |
| 14:00 DAG | | 14:00 Corp Parenting | 17:00 Council | | | |

February 2025

| February 2025 | | | | | | | March 2025 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|----------------------|----------------------|---------------------------------|----------------------|----------|--------|
| 27 Jan | 28 | 29 | 30 | 31 | 1 Feb | 2 |
| 3 | 4 14:00 Planning | 5 | 6 09:00 Corporate Briefing | 7 10:00 Licensing | 8 | 9 |
| 10 | 11 10:30 JCC | 12 | 13 10:30 SBCRJC 15:00 PSB | 14 | 15 | 16 |
| 17 15:00 Climate Change STC 18:30 Gower AONB | 18 16:00 Scrutiny | 19 16:00 Educ STC | 20 10:00 Cabinet | 21 | 22 | 23 |
| 24 16:00 Soc Care & Tack Pov STC | 25 | 26 | 27 14:00 Econ & Infra STC | 28 | 1 Mar | 2 |
| Half Term | | | | | | |

Page 35

March 2025

| March 2025 | | | | | | | April 2025 | | | | | | |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| 31 | | | | | | | | | | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------------------------------|----------------------|--|--|----------------------------|-----------|--------|
| 24 Feb | 25 | 26 | 27 | 28 | 1 Mar | 2 |
| | | | | | Half Term | |
| 3 | 4 14:00 Planning | 5 14:00 Gov & Aud Ctte | 6 09:00 Corporate Briefing 17:00 Council | 7 10:00 Licensing | 8 | 9 |
| 10 16:00 Democratic Services | 11 | 12 10:00 Pension Fund Ctte | 13 | 14 10:00 Archives | 15 | 16 |
| 17 13:30 SDF Grants Panel | 18 16:00 Scrutiny | 19 17:00 Community Town Council Forum | 20 10:00 Cabinet | 21 10:00 Standards Ctte | 22 | 23 |
| 24 | 25 | 26 10:00 Pension Board | 27 09:00 Corporate Briefing | 28 | 29 | 30 |
| 31 15:00 Climate Change STC | 1 Apr | 2 | 3 | 4 | 5 | 6 |

April 2025

| April 2025 | | | | | | | May 2025 | | | | | | |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------------------------------------|-------------------------|----------------------------|--|----------------------|----------|--------|
| 31 Mar | 1 Apr 14:00 Planning | 2 | 3 17:00 Council | 4 10:00 Licensing | 5 | 6 |
| 7 16:00 Soc Care & Tack Pov STC | 8 16:00 Scrutiny | 9 16:00 Educ STC | 10 10:00 Cabinet (TBC) 10:30 SBCRJC (TBC) 14:00 Econ & Infra STC 15:00 PSB | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Easter Holidays | | | | | | |
| | | 14:00 Gov & Aud Ctte | | 08:00 Good Friday | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Easter Holidays | | | | | | |
| 08:00 Easter Monday | | | | | | |
| 28 | 29 | 30 14:00 Corp Parenting | 1 May | 2 | 3 | 4 |

May 2025

| May 2025 | | | | | | | June 2025 | | | | | | |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | 30 | | | | | | |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------------------------|--|-----------|--|--|----------|-------------|
| 28 Apr | 29 | 30 | 1 May 09:00 Corporate Briefing 17:00 Council | 2 10:00 Licensing | 3 | 4 |
| 5 08:00 Bank Holiday | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 14:00 Planning 16:00 Scrutiny | 14 | 15 10:00 Cabinet 16:00 Annual Council | 16 14:00 Ceremonial Council (Lord Mayor) | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 08:00 Bank Holiday | 27 | 28 | 29 | 30 | 31 | 1 Jun |
| Half Term | | | | | | To 1 Jun -> |

Agenda Item 9.



Report of the Cabinet Member for Investment, Regeneration, Events & Tourism

Council – 16 May 2024

Naming Proposal

| | |
|------------------------------------|--|
| Purpose: | To consider the naming proposal for the new courtyard area adjacent to 71 72 Kingsway Offices. |
| Policy Framework: | Delivering a Successful and Sustainable Swansea Corporate Plan 2024/28 |
| Consultation: | Access to Services, Finance, Legal, Corporate Management Team, Constitution Working Group |
| Recommendation(s): | It is recommended that: 1) Council adopts the naming proposal as recommended by the Constitution Working Group. |
| Report Author: | Phil Holmes |
| Finance Officer: | Paul Roach |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |

1. Introduction

- 1.1 Swansea Council's Naming Policy (the 'Policy') was adopted by Council on 25th January 2024.
- 1.2 This report outlines a proposal to formally name the new courtyard area adjacent to 71 72 Kingsway offices as "Mowbray's Yard", and to subsequently add an appropriate naming plaque and street signage to the site.

2. The Courtyard at 71 72 Kingsway

- 2.1 The creation of a new courtyard area is part of the high quality public realm that links the new 71 72 Kingsway offices with the new Biophillic building. The location is shown on the site plan in Appendix A.
- 2.2 It is a key feature of the new developments promoting high quality outdoor space, with hard and soft landscaping, seating, lighting and improved permeability and connectivity for pedestrians.

3. Key Points

- 3.1 The nominee should, in most cases, be deceased; having made a significant contribution to public life.
- 3.2 Correspondence with the surviving family members has confirmed that they are happy with the proposal.
- 3.3 Any proposals to name spaces after individuals should be based on a significant contribution to public life and have a connection to Swansea clearly evidenced.
- 3.4 The proposal was put forward by the Head of Planning & City Regeneration and ratified by CMT.
- 3.5 The Head of Planning & Regeneration has consulted with fellow Heads of Service in the Place Directorate responsible for all aspects of managing the site and all confirmed they were content with the proposal.
- 3.6 The new courtyard is a public open space within the control of the Council.
- 3.7 The Constitutional Working Group (CWG) received a report regarding this proposal on 22nd February 2024. CWG members discussed and deliberated the proposal based on the information received, and in line with the Naming Policy (Appendix A). It was agreed that a report be submitted to Council recommending the formal adoption of the name as outlined above.

4. Huw Mowbray's Contribution to the Regeneration of Swansea

- 4.1 Huw Mowbray sadly passed way after a short period of illness in October 2023. As the former Property Development Manager at the council for many years, Huw's dedication, vision, and tireless efforts have left an indelible mark on our city. Huw's exceptional contributions to the development of our city were nothing short of extraordinary. Throughout his tenure, he conceptualised innovative strategies and successfully executed numerous property developments that have significantly enhanced our city's landscape. Strategic projects such as Copr Bay, Wind Street, Kingsway Regeneration, 71/72 Kingsway and Swansea Stadium were all conceived and delivered under Huw's guidance and care. His

impact extended beyond the city centre, reaching and positively influencing communities far and wide. In honouring Huw with the naming of "Mowbray's Yard," we not only pay tribute to his professional accomplishments but also recognise the genuine and lasting relationships he built within our community.

- 4.2 Huw was not just a skilled property development manager; he was a cherished colleague and a friend to many. Naming this courtyard after him is a fitting way to memorialise his legacy and the enduring impact he had on the city's growth and prosperity, serving as a poignant reminder of Huw's dedication, passion, and the positive transformation he brought to the city. It will not only honour his memory but also inspire future generations of property developers to emulate the excellence he demonstrated throughout his distinguished career and will stand as a lasting tribute to a remarkable individual who played a pivotal role in shaping the vibrant future of our city.

5. 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.

- 5.2 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'.

- 5.3 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.

- 5.4 Positive impacts have been identified and no mitigation is required. Clear communications and signage will be required, and information provided to the public and other Council departments on the name and location / coordinates etc. The screening is undertaken by officers within the Planning & City Regeneration department. The Cabinet Member is identified as being the portfolio holder for 'Investment, Regeneration, Events & Tourism'.

6. Legal Implications

- 6.1 There are no legal implications other than those set out in this report.

7. Financial Implications

- 7.1 Costs at this stage are anticipated to be in the region of £3,000 for supply and installation of an appropriate naming plaque and street signage. These costs are to be funded from the capital budget available to deliver the 71 72 Kingsway project.

Background Papers: None

Appendices:

Appendix A – Site Plan

Appendix B – IIA Screening Form



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 © Hawlfraint a hawilau cronfa ddata'r Goron 2024. Rhid Trwydded yr Arolwg Ordnans 100023509



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

Which service area and directorate are you from?

Service Area: Planning & City Regeneration

Directorate: Place

Q1 (a) What are you screening for relevance?

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

(b) Please name and fully describe initiative here:

Application of the new Naming Policy to request Council approval for naming:

- An outdoor courtyard within the Kingsway development to be named "Mowbray's Yard".

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 | No Impact |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|-------------------------------------|
| | + | - | + | - | + | - | | |
| Children/young people (0-18) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Older people (50+) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Any other age group | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Future Generations (yet to be born) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Disability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Race (including refugees) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Asylum seekers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Gypsies & travellers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Religion or (non-)belief | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sex | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sexual Orientation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Gender reassignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Welsh Language | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Poverty/social exclusion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Carers (inc. young carers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Community cohesion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Marriage & civil partnership | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pregnancy and maternity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Human Rights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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

The family members of the late Huw Mowbray have been consulted and are supportive of this proposal.

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**

If approved the implementation will be delivered as part of the wider 71 72 capital project works using the existing resources available.

Q7 Will this initiative result in any changes needed to the external or internal website?

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

Q8 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?

Yes No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council’s Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment <https://staffnet.swansea.gov.uk/dpiascreeing>
 For more about the Information Asset Register, please see <https://staffnet.swansea.gov.uk/informationassetregister>

Q9 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 notable impact identified.

Outcome of Screening

Q9 Please describe the outcome of your screening using the headings below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q9)**

No impacts have been identified and no mitigation therefore required. Clear communications and signage will be required, and information provided to relevant Council departments on the name and location/ coordinates etc. The IIA Screening is undertaken by the relevant Head of Service. The Cabinet Member is identified as being the portfolio holder for regeneration initiatives.

(NB: This summary paragraph should be used in the ‘**Integrated Assessment Implications**’ 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: Phil Holmes |
| Job title: Head of Planning & City Regeneration |
| Date: 9th April 2024 |

| |
|--|
| Approval by Head of Service: |
| Name: Mark Wade |
| Position: Director Place |
| Date: 9th April 2024 |

Agenda Item 10.



Report of the Cabinet Member for Corporate Services & Performance

Council – 16 May 2024

Gower AONB – Rebranding Proposals

| | |
|------------------------------------|---|
| Purpose: | <p>This report seeks approval from Swansea Council for Gower AONB to:</p> <ul style="list-style-type: none">• adopt the name “Gower National Landscape”.• recommit Gower AONB to focusing on Nature Recovery and Inclusivity. <p>This will bring Gower into line with other AONBs, and is part of a national approach to raise the profile of AONBs.</p> |
| Policy Framework: | <p>The proposals align the management priorities of Gower AONB with Council and Welsh Government Priorities, and with other AONBs across England and Wales.</p> <p>It supports the delivery of the Gower AONB Management Plan.</p> |
| Consultation: | <ul style="list-style-type: none">• Access to Services, Finance & Legal.• The proposals have been discussed by the Gower AONB Advisory Group, and they have recommended the adoption of the new branding. |
| Recommendation(s): | <p>It is recommended that:</p> <ol style="list-style-type: none">1) Swansea Council approve the adoption of the proposed rebranding of Gower AONB.2) The name “Gower National Landscape – an Area of Outstanding Natural Beauty” be adopted.3) The Gower National Landscape recommits itself to Nature Recovery and Inclusion, in line with the original designation and purpose of the AONB. |
| Report Author: | Mike Scott |
| Finance Officer: | Peter Keys |
| Legal Officer: | Jonathan Wills |
| Access to Services Officer: | Catherine Window |

1. Introduction

- 1.1 Areas of Outstanding Natural Beauty (AONBs) are exceptional landscapes whose distinctive character and natural beauty are so precious that they are safeguarded in the national interest. But they are also dynamic, evolving and living landscapes that underpin the economy, health and wellbeing of Wales.
- 1.2 Gower AONB was the first to be designated in 1956, when it was a rural landscape of small fields and woods, wide open commons and a dramatic coastline, surrounded by the heavy industry of South Wales. It was already the busy traditional seaside holiday destination for many people across South Wales.
- 1.3 The vision of Gower as a special landscape protected for future generations remains the same – a landscape protected so that it can be enjoyed by all, providing a sustainable future for those who work, live and visit Gower.
- 1.4 But the pressures and threats have changed – the declaration of the Climate and Nature Emergencies require us to take action to protect Gower’s landscape. The Glover Review (England) and Marsden Report (Wales) have made it clear that the AONBs and National Parks have an important part to play in responding to those pressures and threats, making a number of recommendations for the future.

2. Proposals

- 2.1 In England, the National Landscapes Association (formally the National Association of AONBs) has been working with DEFRA (Department of Environment, Food and Rural Affairs) to develop proposals to reinforce our commitment to protecting these precious landscapes – their natural and cultural heritage, and to launch ambitious targets addressing the aims of the AONB family.
- 2.2 The intention is to raise the profile of these landscapes, to protect them for the future, and to make sure that everyone can enjoy them. The proposals include:
 - **For the AONBs to be known as National Landscapes.**
The legal designation will remain as an Area of Outstanding Natural Beauty, but the new name and identity is a powerful illustration of the size and scale of the entire network, with National Landscapes covering 14% of the land area of England and 5% of the land area of Wales.
 - **To recommit ourselves to protecting these precious landscapes – their natural and cultural heritage.**
We must continue to protect and regenerate our landscapes. They are under threat from climate change and biodiversity loss. We need to help our communities understand the history and significance of our

landscapes, to help shape them for the future, to tackle the Nature and Climate Emergencies.

- **To ensure that everyone can enjoy these landscapes.** Bring people together via strong, inclusive partnerships. We want to collaborate on protecting and regenerating our landscapes, while opening them up for all to enjoy.

- 2.3 These proposals have already been adopted by AONBs in England, with a formal launch held on 22nd November 2023.
- 2.4 National Landscapes now have a name which really underscores the vital contribution of these places, and of the partnerships that care for them. The natural beauty of these areas is the sum of their 'sense of place': including geology, climate, landform and species which together give rise to the industry, heritage, culture and language of a place. Together these iconic places form our national identity: from the Isles of Scilly to the Northumberland Coast, Kent Downs to Gower.
- 2.5 National Landscapes aspire to be exemplars of how thriving, diverse communities can work with and for nature in the UK: providing clean air and water, restoring ecosystems, providing food, storing carbon to mitigate the effects of climate change, safeguarding against drought and flooding, whilst also nurturing people's health and wellbeing.

3. Opportunities

- 3.1 Although the proposals were originally focused on the English AONBs, adopting them in Wales would have many benefits for the 5 Welsh AONBs:
 - Helping to raise their public profile.
 - Emphasising their part in a national family of protected landscapes.
 - Emphasising their importance in responding to the nature and climate emergencies.
 - Helping to build strong, inclusive partnerships.
- 3.2 The proposals support both Welsh Government and Swansea Council corporate priorities, ensuring that Gower AONB remains relevant and central to future action on nature and climate emergencies, and the needs of both our landscapes and our communities.

The rebranding proposals are supported by Brand Guidelines, setting out a visual identity and tone of voice, ensuring that all the National Landscapes are recognisable as part of a strong national family, who share the same values.

4. Gower AONB Advisory Group Recommendations

- 4.1 The Gower Advisory Group was briefed on the proposals in detail by staff from the National Landscapes Association in January 2024, so that they

could consider and comment upon the proposals by the February meeting of the Advisory Group.

- 4.2 At the February meeting of the Advisory Group, the members of the group discussed the proposals, and provided detailed comments. Following this discussion, the group voted unanimously (with two abstentions) to recommend that the proposals be adopted.

5. 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.

- 5.2 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'.

- 5.3 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.

- 5.4 The outcome of the IIA Screening is that a full IIA Report is not needed.

- 5.5 The outcome of the screening exercise suggests that the adoption of the proposed rebranding will not have an adverse effect on the people or communities of Swansea, and that it is likely that the application/acceptance will have a low positive impact on them.

- 5.6 The proposals will support the delivery of the AONB Management Plan, which includes proposals to increase the provision of access facilities,

visitor information and raising awareness of environmental issues, and the special qualities of Gower. It will contribute towards the Councils response to the climate and nature emergencies, and will also contribute towards creating a more inclusive Swansea, where access to nature and the countryside is available to all.

- 5.7 The Wellbeing of Future Generations has been a core part of the practices of the teams involved for several years, with our activity and ways of working structured around its themes. These proposals are specifically aimed at addressing climate change and nature recovery.
- 5.8 The cumulative impact of the proposals are seen as wholly positive – for the work and reputation of the Council, and for the people of Swansea.

6. Financial Implications

- 6.1 There are no financial implications associated with this report.
- 6.2 The costs of developing the rebrand proposals, and the cost of the brand design work, has been already covered by the National Landscapes Association and DEFRA. Through our membership of the NLA, we are able to adopt the proposed branding at no cost, in line with other AONBs across England and Wales.

Any branding associated with publications, interpretive leaflets or panels can be addressed as materials are replaced at the end of its useful life.

7. Legal Implications

- 7.1 There are no legal implications associated with this report.
- 7.2 The proposals do not affect the legal designation of Gower AONB – the legal designation will remain “Gower Area of Outstanding Natural Beauty”, a legal name that we will use in appropriate legal or very formal situations, as it has been since the original designation in 1956.

Background Paper: None

Appendices:

Appendix 1 - Press Release

Appendix 2 - Proposed New Logos

Appendix 3 - Comments and Recommendations from the Gower AONB Advisory Group

Appendix 4 - IIA

Appendix 1 : Press release issued as part of the Rebrand Launch, 22nd November 2023.

**“Areas of Outstanding Natural Beauty Renamed National Landscapes
New name and brand underpin ambitious targets for nature”**

Today, [Wednesday 22 November, 2023] all designated Areas of Outstanding Natural Beauty (AONBs) in England are becoming National Landscapes. The new name reflects their national importance: the vital contribution they make to protect the nation from the threats of climate change, nature depletion and the wellbeing crisis, whilst also creating greater understanding and awareness for the work that they do.

This is a significant milestone for the UK and the next step in fully realising the National Landscapes’ vision to be the leading exemplars of how thriving, diverse communities can work with and for nature in the UK: restoring ecosystems, providing food, storing carbon to mitigate the effects of climate change, safeguarding against drought and flooding, whilst also nurturing people’s health and wellbeing.

National Landscapes teams have been at the forefront of delivering natural solutions to the main challenges facing the nation for many years. The new brand underscores their commitment to redoubling their efforts and engaging with a wider audience. In 2019, teams set themselves the most ambitious targets for nature and climate in the sector and continue to work to meet them.

By 2030, National Landscapes aim that, within their boundaries: at least 200,000 hectares of the most valuable natural areas (Sites of Special Scientific Interest or SSSIs), which equates to 1 ¼ times the size of London, will be in favourable condition; 100,000 hectares of wildlife-rich habitat outside of SSSIs will be created or restored, which is twice the size of Cornwall; and 36,000 hectares of woodland, which is a little smaller than the Isle of Wight, will have been planted or allowed to regenerate. National Landscapes partnerships will also focus on habitat restoration to ensure the protection of some of our most endangered species and increase their work to help more people to enjoy time spent in beautiful places.

Because of their size and scope, National Landscapes are ideally positioned to address the environmental issues the UK is facing. There are 46 AONBs in the UK, covering 14% of England, Wales and Northern Ireland including moorland, farmland, coast, forests, and include UNESCO World Heritage Sites, Biosphere Reserves, a Geopark and International Dark Sky Reserves. They are the UK’s nearby countryside - 66% of people in England (44 million) live within 30 minutes of an AONB, and at least 170 million people visit them every year.

John Watkins, Chief Executive of the National Association of National Landscapes says:

‘These changes are a moment for National Landscapes to extend a welcome to more people and renew our contract with the nation. Our ambitious aims build

on AONB teams' long track record of successful delivery for nature, climate and people. AONB teams have been working at the forefront of the fight against climate change and nature loss for decades. Since 2000, Areas of Outstanding Natural Beauty Partnerships have coordinated habitat restoration projects across many thousands of hectares, restored peatland twice the area of Birmingham, and provided free educational opportunities for tens of thousands of children. We have ambitious targets which we are confident we will surpass, and we are excited about our plans for the future."

Tony Juniper, Chair of Natural England says:

"For decades the AONBs have helped protect the beauty of our finest landscapes. Today though we need so much more from these wonderful places, helping us adapt to climate change, catching carbon, restoring depleted wildlife and encouraging more people outside, at the same time as producing food, sustaining local communities and enhancing historic environments.

"Modern challenges require new approaches and today marks the beginning of a new phase for our National Landscapes, as they strengthen their existing partnerships, and forge new ones that will secure in perpetuity the huge range of benefits that come from these special places. Big change has taken place during the past 75 years and bigger changes still can be expected during the decades ahead. Uniting the National Landscapes in this way is very welcome and spells immense opportunity and great hope for the future."

Appendix 2 : Proposed New Logos for Welsh National Landscapes

As part of the proposals, a set of Welsh logos were developed to sit alongside the rest of the National Landscape family.



The proposals aim to emphasise that the National Landscapes are a national family, a network of 46, working together to protect our most iconic landscapes, working together with local communities. So the proposed logos reflect that sense of family, while reflecting the individual iconic landscapes.

These logos form part of a detailed set of “Brand guidelines” produced by the National Landscapes Association, aimed at ensuring that the National Landscapes family are all able to show a similar, consistent image across a range of media, reinforcing the image of a family with the same aims and vision, working towards nature recovery and inclusion.

As a member of the association, we are able to use these guidelines to support our own materials and activities, using professionally designed templates and design outlines. This will give us better materials and designs as part of a wider, national family, while retaining a local individual identity.

Appendix 3 : Comments and Recommendations from the Gower AONB Advisory Group

Following the briefing in January, the Gower AONB Advisory Group met on 26th February to discuss the proposals, and to make recommendations to Swansea Council.

A range of views and opinions were expressed (minutes of the meeting are available from the Council website), which are summarised below.

- The National Park brand is widely recognised and well understood – the AONB brand is far less so.
- Aligning the AONB with Welsh Government and Council priorities will help to ensure future funding.
- Gower has its own identity – and AONB is used by local businesses. How will the proposed changes affect them?
- “National Landscape” reflects the importance of the designation, and will emphasise the links to other landscapes, which will draw more visitors.
- Changing the name will not change Gower, funding for work within the AONB needs to be secured.
- More engagement work needs to be carried out with communities on Gower.
- Adopting the changes can only be positive – we have nothing to lose.
- A positive step forward – linking to a national recognised brand will strengthen Gower’s identity.
- Not adopting the proposals risks being left behind, as others move forwards.
- The proposals are positive, aspiring to make a difference, and showing our ambition. We want Gower to be part of that too.

The discussion and comments have been helpful in focusing attention on how the proposals can be best implemented, and highlighting potential issues. For example, retaining the name and strapline “Gower National Landscape – an area of outstanding natural beauty” is likely to ease the transition, retaining the link to the past name. There is also a need to further engage with communities on Gower, to demonstrate the work being carried out, and to promote the value of Gower’s precious landscape.

The rebrand proposals are an opportunity to demonstrate our commitment and ambition for Gower, to publicly recommit Swansea Council and the Gower National Landscape to protect and enhance Gower.

Following the discussions, the Advisory Group voted to adopt the proposed rebranding, by 11 votes in favour, and 2 abstentions.

Therefore the Gower AONB Advisory Group recommends that Swansea Council formally adopts the rebranding proposals, and for Gower AONB to become known as “Gower National Landscape – an area of outstanding natural beauty”.

Appendix 4 : IIA Screening Report

Which service area and directorate are you from?

Service Area: Planning & City Regeneration

Directorate: Place

Q1 (a) What are you screening for relevance?

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

(b) Please name and fully describe initiative here:

Gower AONB – Proposed Rebrand

This report seeks approval from Swansea Council for Gower AONB to:

- adopt the name “Gower National Landscape”.
- recommit Gower AONB to focusing on Nature Recovery and Inclusivity.

This will bring Gower into line with other AONBs, and is part of a national approach to raise the profile of AONBs.

The proposals align the management priorities of Gower AONB with Council and Welsh Government Priorities, and with other AONBs across England and Wales.

The proposals support the delivery of the Gower AONB Management Plan, and reflects an intention to engage with a wider range of communities across Gower and Swansea. We recognise that this will be a journey, rather than something that is quickly achieved – reflecting our capacity as a small team, while simultaneously retaining our focus for action on landscape and biodiversity. Because of this, our engagement is likely to be through other Council teams and community groups (for example, our funding for the Health Walks provided by John Ashley - [Get healthy through walking - Swansea](#)).

The original designation as an AONB committed us to “protect and enhance Gower, for the nation” – these proposals are a recommitment to this legal duty, rather than adopting new roles.

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

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

Q3 What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?

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

The adoption of the proposals is an initial step – once the proposals have been adopted, we will seek to establish links with a range of community groups, taking the links forwards where we and the group feel that we have sufficient common interests. This may be in supporting a community group to engage with Gower, through visiting, or undertaking a range of activities agreed with the group itself. It is likely that we will want to work with the access To Services team to explore how we can best do this.

We will also explore how we can tackle barriers which prevent or impede groups accessing Gower, and will seek to work with them to mitigate these barriers.

The original designation as an AONB committed us to “protect and enhance Gower, for the nation” – these proposals are a recommitment to this legal duty, rather than adopting new roles.

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

High risk

Medium risk

Low risk

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

Yes

No

If yes, please provide details below

The proposals demonstrate the AONB teams commitment to respond to the climate and nature emergencies, and to tackling issues which exclude some groups from access to the countryside. The proposals align the management priorities of Gower AONB with Council and Welsh Government Priorities, and with other AONBs across England and Wales.

The adoption of the proposals will support other teams within the Council, as they carry out work on Gower.

Failure to adopt the proposals is likely to result in reputational damage to Swansea Council, due to a real or perceived failure to fulfil the Councils legal duty towards Gower AONB.

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.)

If the proposals are adopted, the cumulative impacts will largely be beneficial, supporting plans and policies aimed at responding to climate change and nature recovery, and addressing inequalities around access to nature and the countryside.

In reality, the size of the AONB Team and its budget resources mean that the cumulative impact will be limited – however, it will support the work of the wider Council as it responds to the climate and nature emergencies, and inclusivity, contributing to more significant outcomes.

The proposals are very unlikely to disadvantage any group – the intention is the opposite of this.

Outcome of Screening

Q8 Please describe the outcome of your screening below:

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

The outcome of the IIA Screening is that a full IIA Report is not needed.

The outcome of the screening exercise suggests that the adoption of the proposed rebranding will not have an adverse effect on the people or communities of Swansea, and that it is likely that the application/acceptance will have a low positive impact on them.

The proposals will support the delivery of the AONB Management Plan, which includes proposals to increase the provision of access facilities, visitor information and raising awareness of environmental issues, and the special qualities of Gower. It will contribute towards the Council's response to the climate and nature emergencies, and will also contribute towards creating a more inclusive Swansea, where access to nature and the countryside is available to all.

The Wellbeing of Future Generations has been a core part of the practices of the teams involved for several years, with our activity and ways of working structured around its themes. These proposals are specifically aimed at addressing climate change and nature recovery.

The cumulative impact of the proposals are seen as wholly positive – for the work and reputation of the Council, and for the people of Swansea.

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: Mike Scott |
| Job title: Gower AONB Officer |
| Date: 10 th April 2024 |
| Approval by Head of Service: |
| Name: Phil Holmes |
| Position: Head of Planning and City Regeneration |
| Date: 11 th April 2024 |

Agenda Item 11.



Report of the Leader of the Council

Council - 16 May 2024

Service Transformation Committees (STCs) Annual Reports 2023/24

| | |
|------------------------------------|---|
| Purpose: | The report presents the annual reports provided by each Transformation Committee for the municipal year 2023/24. |
| Policy Framework: | Corporate Transformation Plan |
| Consultation: | Access to Services, Finance, Legal. |
| Recommendation(s): | It is recommended that: 1) Council notes progress made by each Service Transformation Committee in 2023/24. 2) In relation to the report by the Education & Skills Transformation Committee report - Council endorses consideration of future consultation on the specific proposals that will emerge from delivery of the transformation programmes, which will be presented to Cabinet in future reports. |
| Report Author: | Richard Rowlands |
| Finance Officer: | Paul Roach |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |

1. Background

- 1.1 The purpose of Service Transformation Committees (STCs) is to contribute to the ongoing development of the Council's agreed transformation activities (specifically in relation to the council's Corporate Plan, Policy Commitments, Corporate Transformation Plan, and Medium-Term Financial Plan) for consideration and adoption by Cabinet Members, Cabinet and / or Council as appropriate.

1.2 There are five STCs:

- Climate Change & Nature Recovery Service Transformation Committee.
- Economy & Infrastructure Service Transformation Committee.
- Education & Skills Service Transformation Committee.
- Social Care & Tackling Poverty Service Transformation Committee.
- Corporate Services & Financial Resilience Service Transformation Committee.

2. Annual Reports

2.1 Each STC has produced an annual report on the progress made in relation to its work plan for the Municipal Year 2023/24. These are attached at Appendices A, B, C, D and E.

3. Integrated Assessment Implications

3.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

3.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

3.1.2 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language. This is a 'for information' report and is not subject to an IIA.

4. Legal Implications

4.1 There are no legal implications.

5. Financial Implications

5.1 There are no financial implications.

Background Papers: None

Appendices:

Appendix A - Climate Change and Nature Recovery Corporate Service Transformation Committee Annual Report 2023-2024.

Appendix B - Economy & Infrastructure Service Transformation Committee Annual Report 2023-2024.

Appendix C - Education & Skills Service Transformation Committee Annual Report 2023-2024 - Transforming Education: Additional Learning Needs, and Right Schools in Right Places.

Appendix D - Social Care & Tackling Poverty Service Transformation Committee Annual Report 2023-2024.

Appendix E - Corporate Services & Financial Resilience Service Transformation Committee Annual Report for the Municipal Year 2023-24



Appendix A

Report of the Chair of Climate Change and Nature Recovery Service Transformation Committee – Councillor Rebecca Fogarty

**Climate Change & Nature Recovery Service Transformation Committee
- 15 April 2024**

Climate Change and Nature Recovery Corporate Service Transformation Committee Annual Report 2023-2024

| | |
|------------------------------------|---|
| Purpose: | To summarise the progress made in relation to the work programme for 2023/2024. |
| Report Author: | Rachel Lewis |
| Finance Officer: | Ben Smith |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |
| For Information | |

1. Introduction

This report sets out the progress made on the work programme of the Climate Change & Nature Recovery Service Transformation Committee during the 2023/2024 municipal year.

2. Work Programme 2023/2024

The work of the Committee over the course of the municipal year 2023-24 focused on key aspects of Swansea Council's approach to achieving net zero by 2030, covering many strands of the 'Delivering on Nature Recovery and Climate Change' Corporate Wellbeing Objective.

The three key areas of focus were:

- Nature Recovery
- Sustainable Transport
- Waste

Swansea Council's NZ2030 work is in the context of our support role in the wider Swansea 2050 agenda. The committee also received a presentation from City Science on the work currently underway on the production of a Local Area Energy Plan for Swansea.

| Date of meeting | Agenda items |
|------------------|--|
| 5 June 2023 | <ul style="list-style-type: none"> • Work Plan 2023-24 Discussion |
| 17 July 2023 | <ul style="list-style-type: none"> • Local Nature Recovery Action Plan (LNRAP) overview presentation • Transport for Wales presentation • Waste Pilot |
| 4 September 2023 | <ul style="list-style-type: none"> • LNRAP – Report endorsement • Waste Strategy – collections, Circular Economy elements |
| 16 October 2023 | <ul style="list-style-type: none"> • Sustainable Transport Strategy |
| 11 December 2023 | <ul style="list-style-type: none"> • Swansea 2050 and Local Area Energy Plan |
| 22 January 2024 | <ul style="list-style-type: none"> • Sustainable Transport Strategy – next steps |
| 4 March 2024 | <ul style="list-style-type: none"> • Section 6 Biodiversity Action Plan (Including GI and Tree cover) |
| 15 April 2024 | <ul style="list-style-type: none"> • Waste Strategy – Collections update |

3. Nature Recovery

Local Nature Recovery Action Plan for Wales

In July 2023, Deb Hill, Nature Conservation Team Leader and Christina Derrick, Local Nature Partnership Co-ordinator presented an overview of the draft Local Nature Recovery Action Plan (LNRAP) for Swansea. Local Nature Recovery Action Plans are non-statutory partnership plans produced by Local Nature Partnerships (LNP) in the relevant Local Authority or National Park in Wales. LNRAPs are aligned with and informed by Welsh national biodiversity policy, which is the Nature Recovery Plan (NRAP).

The NRAP for Wales is the National Biodiversity Strategy and Action Plan for Wales and sets out how the United Nations Environment Programme's Convention on Biological Diversity's (CBD) Strategic Plan for Biodiversity (and the associated Aichi Biodiversity Targets for 2011-20 in Wales) is addressed in Wales.

The presentation received by Committee was to raise awareness of the background to the Plan, its purpose and the four content areas: 1) context-setting; 2) action themes; 3) detailed information on nature in Swansea, including priority habitat overviews, priority species audient and species and sites special

to Swansea; and 4) resources for public use to raise awareness and give ideas for how everyone can contribute to nature recovery.

The Committee then held an informal workshop for members to discuss the detail of the Plan further before the report was brought back to the meeting in September 2023 for endorsement. Comments received during the workshop were used to revise the plan during its final redraft. In particular, the concept of being 'nature positive' was discussed and a definition included in the plan to the effect:

Nature Positive as defined in the Nature Positive 2030 report means reversing the current declines in biodiversity, so that species and ecosystems begin to recover. This is an essential step to achieve nature recovery. Thus, making nature positive decisions means you actively consider your impact on biodiversity and take steps to support recovery.

The Committee also noted the value of the engaging style and format of the Plan and were supportive of using the public resources within Swansea Council communications to raise awareness of how everyone can contribute to nature recovery.

In considering the final draft of the Plan for endorsement in September 2023, the Committee discussed river pollution, 'run off' into rivers and the reassurances provided within the Local Development Plan (LDP), as well as partnership working with Natural Resources Wales (NRW).

The Committee **resolved** that: -

- 1) The Climate and Nature Recovery Service Transformation Committee (STC) note the importance of the Swansea Local Nature Recovery Action Plan (LNRAP) as an overarching partnership framework to deliver on Nature Recovery.
- 2) The STC endorse the draft LNRAP prior to it being forwarded to Council for approval.

The LNRAP was approved by Cabinet on 19th October. Consideration of the LNRAP significantly raised awareness of the Plan amongst Councillors and allowed Councillors the opportunity to engage with the development of it and to understand its importance and potential impacts.

Section 6 Biodiversity Action Plan for Swansea

While the LNRAP is a partnership plan for the whole Swansea area, the Section 6 Biodiversity Action Plan outlines the actions Swansea Council itself will take to meet the Environment (Wales) Act 2016 (Part 1) Section 6 Biodiversity and Resilience of Ecosystems Duty. This requires that: 'A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.' Swansea Council has a legal duty to report to the Welsh Government every three years outlining actions undertaken to comply with the Statutory Biodiversity Duty.

In February 2024, Paul Meller, Natural Environment Section Manager, presented a report which sought approval of the draft Section 6 Biodiversity Duty Action Plan for Swansea (2023-2025), prior to the report going to Council in March 2024.

The draft Section 6 action plan provided the actions the Council proposed to take between now and December 2025 to meet its obligations under its Biodiversity Duty to maintain and enhance biodiversity and contribute to the Welsh Government's 30x 30 targets for nature recovery. These actions are framed by the six key objectives of the Nature Recovery Action Plan for Wales and the Swansea Local Nature Recovery Action Plan.

Committee noted the value of having visible, tangible actions included from a range of departments and was pleased to see evidence of positive collaboration between the Nature Conservation team and the rest of the organisation. It was noted that the ongoing actions are dependent upon staff resources and Welsh Government funding which would currently be provided up to 2025.

The Committee discussed the following: -

- The need to include working with schools to support the delivery of biodiversity and green infrastructure enhancements within school grounds and raise awareness of children and young people of their role in supporting nature recovery. This led to the inclusion of a specific action for enhancing nature recovery initiatives in schools.
- Making Community and Town Councils aware of the report. It was noted that a presentation was being made to the Community and Town Councils Forum on 4 March 2024 and that it was the responsibility of each Council to formulate its own plan, but that awareness of Swansea Council's plan could assist them in doing that.
- The Council's legal responsibilities in respect of water, soil and air pollution, how it collaborates with other organisations, e.g. Natural Resources Wales (NRW) and how including issues within the plan would hopefully provide more funding towards tackling pollution.
- The positive inclusion of active travel within the plan.
- Providing a more detailed plan linking all the broad actions together which will contribute to achieving Welsh Government's 30 by 30 Target (i.e. 30% of land protected and in positive management by 2030)
- The key importance of nature recovery.
- The importance of its inclusion within the Corporate Plan and collaboration going forward.
- Changing legislation being introduced to strengthen biodiversity regarding the planning process.
- The importance of sustainable drainage.
- The changes being introduced within the replacement Local Development Plan.

The Committee **resolved** that: -

- 1) The Draft Section 6 Biodiversity Duty Action Plan for Swansea Council be approved and forwarded to Council for adoption.
- 2) Adding working with schools to support the delivery of biodiversity and green infrastructure enhancements within school grounds be added to the Plan being reported to Council.

The Section 6 Biodiversity Action Plan was approved by Council in March 2024.

4. Sustainable Transport

Transport for Wales Presentation

In July 2023, the Committee received a presentation from Ben George, Strategic Development Programme Manager, Transport for Wales, relating to the proposals for the Swansea Bay & West Wales Metro. This was to provide regional context for the Committee's work around the Sustainable Transport Strategy for Swansea Council.

Contained within the presentation was information relating to the following areas:

- Rail programme including the South Wales Mainline, West Wales Services & Swansea Bay Area Metro.
- Rail priorities for West Wales and the frequency of services between Port Talbot in the east to Fishguard and Milford in the west on the various different lines;
- Swansea Bay Area Metro rail proposals for stations between Burry Port, Ammanford, Swansea and Neath.
- Bus Programme and reorganisation of routes which aims to reduce duplication and improve service efficiency.
- Aims for better integration with other transport modes by better planning bus services to create a more joined up and co-ordinated network;
- Bus decarbonisation proposals.
- Swansea Bay hydrogen bus project overview and proposed structure.

Draft Sustainable Transport Strategy

The Committee considered the draft Sustainable Transport Strategy in its meeting in October 2023. Matthew Bowyer, Interim Group Leader Traffic and Network Management, presented the report and sought the views and comments of the Committee on the draft Strategy 2020-2030.

The report detailed the background; national, regional and local policies and strategic context; vision, aims and objectives; and how the Council would deliver.

The accompanying Action Plan provides a roadmap for meeting the key objectives outlined in the strategy. It defined the framework for achieving desired net-zero outcomes by identifying measures and principles that can bring about transport behavioural change at three levels:

- Corporate – Measures and principles that apply Council wide; i.e. across all departments and staff.

- Departmental – Measures and principals that each Council department should adopt when developing transport services and infrastructure relevant to their particular function.
- Transport Specific – Particular measures and principles to be used by the two Council departments with direct responsibility for transport planning and delivery (i.e. the Highways and Transportation and Central Transport Unit).

When finalised, the Sustainable Transport Strategy would be embedded within the Council Corporate Plan and budget setting process. It would be communicated to all Council staff via the usual channels, including the Council website, social media and staff briefings. Heads of Department, in conjunction with Team Leaders, have the responsibility to deliver the strategy in their department. An annual Council-wide travel survey would also be undertaken to monitor the effectiveness of the implementation of the strategy and used to refine or update the strategy as necessary.

In an informal workshop in January 2024, the Committee considered how the Action Plan could be best implemented. The Committee provided feedback to:

- Help determine and agree timescales and order of priority/sequencing for the actions;
- Help determine appropriate governance and accountability to ensure this agenda is driven forward at pace;
- Inform plans for the development of both public and staff electric vehicle charging infrastructure;
- Consider ways to reduce tyre particulates and their impact on air quality and health, both through education and monitoring the marketplace and other public body activity;
- Inform communications activity for staff to support behaviour change and modal shift;
- Support schools in efforts to reduce emissions from short distance car journeys, such as engaging in Walk to School week
- Align with the Health Travel Charter and identify travel champions across the Council.

The final Sustainable Travel Strategy will be presented to Cabinet shortly.

5. Waste

The Committee has spent a great deal of time in this municipal year contributing to the Council's approach to reducing waste and improving recycling, as well as considering service improvements.

In July 2023, Chris Howell, Head of Waste, Parks and Cleansing, presented the background to the current recycling provision in Swansea and the options for reusable containers going forward. This would be a move to sealable hessian sacks for paper and card and a plastic box, complete with carrying handle, for glass and cans.

The authority currently uses up to 10million single use bags a year. Moving to reusable containers offers huge potential to cut single use plastic waste.

The financial implications for the potential move away from single use bags and the operational changes needed were both outlined by officers. The Committee were informed that funding from Welsh Government may be available to assist with the switch.

Members discussed the different types of boxes/bags available, and members of the public were invited to give their perspective, particularly from the viewpoint of older people and disabled people. This has informed the final shape and design of the containers being trialled e.g. having a box with a lid for glass waste to reduce risk from broken glass. The Committee were supportive of the possibility of a trial area being run initially and sought reassurances that additional boxes/sacks would be available for free should the public require them.

The Committee **resolved** that: -

- 1) the move away from single use bags be fully supported to a new box/sack.
- 2) further investigations be undertaken by officers on the various options available for the new receptacle and a report be brought back to a future meeting of the STC.

In September 2023 the Committee then considered wider future waste strategies.

Implementations of all service improvement actions contained in the current Strategy had meant that the Council achieved a recycling rate of over 70% in 2022/23, two years earlier than required by legislation. In addition to achieving a high level of recycling, the most recent WLGA financial benchmarking from 2021/22 showed that the Council provided the most cost-effective waste management service in Wales (i.e. the lowest net cost per household).

A future waste strategy is being developed to ensure the Council continues to deliver a highly effective and cost-efficient service and also deliver further carbon reductions.

The Committee considered how carbon reductions could be delivered by reductions in residual waste through increased recycling, changes to the power source and/or deployment of collection vehicles, and reductions in the use of plastic recycling bags.

Reductions in residual waste would be achieved by diverting more waste from thermal treatment (energy from waste) into re-use or recycling through an expansion of the number of recycling streams collected at the kerbside. In line with Welsh Government Strategy, the kerbside collection of additional recycling materials, such as plastic film, cartons, and textiles would be trialled to assess for quantities, quality, recycling markets, and sustainability.

Vehicle emissions could potentially be reduced by: -

- Introducing seasonal garden collections which would lower the mileage travelled.
- Considering switching to alternative low emissions vehicles (e.g. electric or hydrogen).

The Committee discussed the positive move to add additional recycling materials to kerbside collections, and the service improvements achievable through the pilot of seasonal garden waste collection.

In addition, the Committee discussion raised wider points around how fixed recycling bins for recycling 'on the go' were not a good source of recycling due to contamination, and how a Welsh Government deposit return scheme would encourage the public to return products and therefore reduce waste.

The Committee **resolved** that: -

- 1) In principle, the Committee be supportive on the potential for future waste strategies to aim for reductions in residual waste, in turn leading to higher recycling rates and the resulting carbon savings.
- 2) In principle, the Committee supports the options to reduce future fuel usage for waste collection vehicles.
- 3) The Committee supports the use of the Reusable Container provided, subject to larger families being supplied with multiple boxes.

Waste Strategy Update (April 24)

Update yet to be presented.

To note the service team are in discussions over possible participation in a WG led and funded plastic film collection trial planned to start in the Autumn. If chosen as one of the participants in the trial, consideration will also be given to determine whether we could also run trials for the collection of other materials, such as textiles and cartons, at the same time.

6. Financial Implications.

- 6.1 There are no direct financial implications associated with this report. Any subsequent implications would be set out in individual reports to Cabinet.

7. Legal Implications.

- 7.1 There are no direct legal implications arising out of this report. Any subsequent implications would be set out in individual reports to Cabinet.

8. Integrated Assessment Implications.

- 8.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015

and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

8.1.1 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.

8.1.2 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.

8.2 This is a for information report. As such an IIA screening is not required.

Background Papers: None.

Appendices: None.



Appendix B

Report of the Director of Place

**Economy & Infrastructure STC
11 April 2024**

Economy & Infrastructure Service Transformation Committee Annual Report 2023-2024

| | |
|------------------------------------|---|
| Purpose: | To summarise the progress made in relation to the work programme for 2023/2024. |
| Report Author: | Phil Holmes. |
| Finance Officer: | Ben Smith. |
| Legal Officer: | Lisa Jones |
| Access to Services Officer: | Rhian Millar |
| For Information | |

1. Introduction.

1.1 This report sets out the progress made on the work programme during the 2023/2024 municipal year.

2. Work programme 2023/2024.

2.1 The STC met to discuss and endorse its workplan topics on 8th June 2023.

2.2 The Chair detailed the proposed topics for the Work Plan 2023-2024:

- Tawe Riverside Corridor Action Plan (to include improvements, grant opportunities and the potential for any transport opportunities, including the Metro River, taxis, etc).

- Swansea Bay Strategy Projects. (The Chair referred to convening a Workshop and suggested that this would take place at 4pm on a date to be confirmed to allow Officers/Members to attend).
- Destination Management Plan.
- Review of the Council's Housing Allocation Policy.
- Maintenance of Road Infrastructure.
- Local Economic Delivery Plan.
- More Homes Delivery Programme.

Resolved that: -

1. The topics listed above be endorsed.
2. The Work Plan be circulated to the Committee.

2.3 Thursday, 20 July 2023 at 2.00 pm

Local Economic Delivery Plan Strategic Framework.

The Economic Development Manager presented a 'for information' report which outlined the draft strategic framework for the new Local Economic Delivery Plan (LEDP) for Swansea.

She referred to the update provided to the former Economy & Infrastructure CDC on 26 January, 2023 and detailed the contents of the LEDP, the indicative timescales for completing the work and the evidence base for the development of the LEDP.

Members noted the strategic context, the three ambitions and the draft strategic framework.

The Chair thanked the Economic Development Manager for informative update.

Resolved that:

A further update report be submitted to the Committee on 2 November 2023.

Swansea Bay Status Strategy Report

The Head of Planning & City Regeneration provided an update on the workshop session held on 4th July 2023 which explored opportunities for development within five of the six Swansea Bay destinations.

He detailed the background and workshop outcomes.

Members discussed the outcomes, in particular focussing on St Helen's, Mumbles (Quarry Car Park and the Tennis Courts) and Langland.

The Cabinet Member for Investment, Regeneration, Events & Tourism referred to the lack of parking facilities in Mumbles and the facilities at Langland. He agreed that the Committee include the Quarry Car Park and Mumbles Tennis Courts in their examination of the Swansea Bay Strategy.

Resolved that:

1. The Chair organise a site visit to Mumbles and Langland.
2. A second workshop be convened following the site visit to Mumbles and Langland.

2.4 Thursday, 21st September 2023 at 2.00 pm

Destination Management Plan 2023-2026.

The Tourism and Marketing Manager presented the Destination Management Plan (DMP) 2023-2026 for Swansea.

He defined the DMP and detailed:

- Visitor economy recovery in Swansea
- The three strategic pieces of research informing the DMP
- Strategic priorities and outcomes
- The bigger picture (including completed projects, development)
- Swansea visitor economy
- Hotel room occupancy figures
- Bedstock figures.
- Value of tourism.
- Visitor survey 2022 (key facts about our visitors)
- Tourism Trade Survey 2022 (key findings).
- Swansea City Centre Hotel Demand Study 2022 (key findings and recommendations).
- Destination marketing.
- Major events.
- Strategic fit.
- Governance and delivery.
- What success looks like.
- Looking forward to 2026.
- What are partners say.

The Cabinet Member for Investment, Regeneration, Events and Tourism, praised Officers (including Officers who were tasked with securing grant funding) for their work. He referred to the need for more hotels in Swansea and the potential to attract large conferences, the development of river taxis and the growing demand for air B&B's.

He referred to the huge capital programme within Swansea and opportunities this afforded.

Members discussed the report and asked questions of the Officer who responded accordingly.

The Chair thanked the Cabinet Member for Investment, Regeneration, Events and Tourism and Officers for their informative report.

Whilst the report was for information, the Committee wished to express their support for Destination Management Plan.

2.5 Thursday, 2nd November 2023 at 2.00 pm

Swansea Bay Strategy Projects.

The Head of Property Services assisted by the Project Manager, presented an update report on the workshop session held on 23 October, 2023, which explored opportunities for development of Langland Tennis Courts as part of the Swansea Bay Delivery Plan.

The Head of Property Services provided an overview of potential locations, identified under six destinations that were considered during the workshop sessions.

The suggestions captured at the Workshop on 4 July 2023 encompassed:

- Create a Destination Management Plan to complement the destinations.
- Promote All Year Tourism.
- Any development must include a travel plan.
- Make the most of the seafront - More Hotels, Commercial opportunity.
- Create an offer to benefit visitors and local communities.
- Create more café and toilet facilities along the coast and somewhere you can just a buy a bucket and spade along the way.
- Blackpill - Consider commercial opportunities on the promenade, improve the Lido, visitor centre.
- Langland – Commercial opportunities to include; serviced apartments, toilets, restaurant/s and boutique hotel/s to benefit and attract visitors.
- St Helen's - Slip Bridge – Elevated Café on the sand.
- Recreation Ground – Park & Ride, multi-level parking, High value apartments.
- The suggestions captured at the Workshop on 23 October 2023 encompassed:
 - Development opportunities for Langland Bay were explored. It was imperative that a viable development would present opportunities and benefits on balance for the community and public, whilst promoting commercial opportunities.
- Refine the particulars for Langland marketed by B2P on behalf of Swansea Council during 2020.

- Seek opportunities for the community and visitors as an affordable destination as a mixed-use development.
- Non-Residential Stay and dine location – Serviced Apartments, Hotel and Restaurant.
- Recreational activities.
- Retail
- New Public Conveniences and Change Facilities.
- Incorporate Planned and Preventative Maintenance (PPM).
- Beach Hut (daily/weekly hire).
- Low level development.
- Leasehold of 125yrs.
- Seek Capital and Revenue Offers from all interested parties with the intention of maximising financial return.
- Revenue linked to percentage of turnover with stepped increases after a defined period.
- Emphasis on cost savings and quantifying benefit.

The Cabinet Member for Investment, Regeneration, Events & Tourism referred to the other sites within the Swansea Bay area that would benefit from examination.

The Head of Property Services stated that the sites within the Swansea Bay area would require finance and resources, unless a third party were to come forward. Blackpill, in particular, was a site that may require the engagement of consultants.

A discussion ensued and Members asked questions of the Officers who responded accordingly.

The Chair thanked Officers for their informative report.

Resolved that:

- 1) A revised development brief be drafted in accordance with the findings of recent workshops.
- 2) The Committee support sponsoring the Cabinet Member for Investment, Regeneration, Events & Tourism and Corporate Services & Performance to develop and agree a viable delivery plan for Langland Bay Tennis Courts as a priority under the Swansea Bay Strategy.

2.6 Thursday, 14th December 2023 at 2.00 pm

Local Economic Delivery Plan

The Economic Development Manager presented the new Local Economic Delivery Plan (LEDP) for Swansea.

She referred to the update provided to the Economy & Infrastructure Service Transformation Committee on 20 July, 2023 and stated that the Plan had been produced to set out the economic regeneration priorities and actions for Swansea. The Local Economic Delivery Plan complements the Regional Economic Delivery Plan, covering Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea and will guide the implementation of the Regional Economic Delivery Plan in a local context.

Members noted the strategic framework which sets out our local missions, strategic aims and objectives through to 2030 and the accompanying action plan.

The Cabinet Member for Investment, Regeneration, Events & Tourism referred to the work that had been undertaken in developing the Plan and thanked all involved.

The Chair thanked the Economic Development Manager for informative update.

Resolved that:

1) The progress in producing the Local Economic Development Plan be noted.

2.7 Thursday 18th January 2024 at 2.00pm

Maintenance of Road Infrastructure.

The Group Leader, Highways & Maintenance, presented a report which set out the functions, standards and operational activities of the Highways Maintenance Group in relation to its work on the maintenance of road infrastructure.

Members noted the highways carriageway asset, the Statutory requirements relating to the provision of the service, routine repairs, planned maintenance repairs, highway drainage, asset management, future challenges and opportunities and risks.

Committee questioning and discussions focussed on the following:

- Highways Works Forward Programme.
- Planned Maintenance Repairs (reactive and preventative, assessment approaches and scoring systems, materials for methods of repair, the PATCH programme and the different treatment programmes for each particular road).
- Highway Drainage.
- Maintenance of Footways/Footpaths.
- Welsh Government Grants and Council finance.
- Members Community Budgets.
- Joint working between Parks and Highways.
- Future challenges and new ways of working.

The Chair thanked the Group Leader, Highways & Maintenance, the Head of Highways & Transportation and the Cabinet Member for Environment & Infrastructure for their participation and attendance.

Resolved that:

1) The progress in relation to the maintenance of Road Infrastructure be noted.

2.8 Thursday, 29th February 2024 at 2.00 pm

More Homes Delivery Programme.

The Cabinet Member for Service Transformation introduced the More Homes Delivery Programme and stated that it was a key mechanism to deliver the corporate commitment to increase the amount of affordable housing in Swansea.

The Head of Housing & Public Protection assisted by the Senior Policy & Leasehold Officer reported that the first Housing Revenue Account Development Plan had been approved in February 2019, which set out a programme to develop over 140 new homes. In January 2020, the Council increased the goal and approved a 10-year ambition to deliver 1,000 additional Council homes from 2021-2031. The recommendations of the report also noted that any changes in the financial assumptions made at that time would result in an increase or decrease in the number of units that the Council could afford to deliver.

Housing demand had steadily increased since 2016 due to the impact of the pandemic and other external factors. As a result, the housing waiting list currently stood at 7948 households, 17% of which were homeless, 63% were waiting for re-housing and 20% were awaiting transfers. These were the highest numbers ever in Swansea and it is a situation replicated across Wales and nationally.

The More Homes Programme had delivered an additional 255 council homes via a mixed strategy of new build developments, acquisitions and conversions of existing properties.

All new council homes are built with energy efficiency as one of the main priorities. They have been built to a performance standard known as the “Swansea Standard”, meaning that they are very well insulated, and the energy required to heat them is very low compared to a traditional home. The addition of renewable technologies including solar panels, storage batteries and ground source heat pumps mean that Swansea Standard homes are designed as mini power stations, known as Homes as Power Stations (HAPS), and they produce a significant proportion of the energy that is required to heat the home and provide hot water. This results in very low energy bills for tenants.

The Council was working in partnership with the Welsh School of Architecture at Cardiff University to monitor the energy consumption, building performance,

and tenant experience of all the new build properties over a long-term period to understand the effectiveness and efficiency of the buildings. An interim findings report was due in the Summer.

The Swansea Standard complies with Welsh Government funding requirements for Social Housing Grant that are set out in Welsh Development Quality Requirements (WDQR21). This requires all new social housing construction standards to work towards net zero carbon, achieve an EPC rating A and not to install fossil fuel fired boilers to provide domestic hot water and heating. The guidance also stipulates the space standards and safety and security requirements that must be adhered to.

The More Homes Programme is funded via a mix of Welsh Government Grants and the HRA Capital Budget (via tenants' rents and HRA borrowing).

There are a number of additional Welsh Government funding streams which have contributed to the More Homes Delivery Programme including:

- Land and Building Development Fund.
- Transitional Accommodation Capital Programme.
- Innovative Housing Programme.
- Swansea Bay City Deal Homes as Power Stations (HAPS) Financial Incentive Fund.

Officers detailed the current schemes in development (i.e. at design or planning application stage). The longer-term pipeline of delivery was more difficult to predict given the increasing budgetary constraints/pressures faced by the HRA, as set out in the Budget report approved by Cabinet on 15th February 2024. Members noted that there are a number of HRA sites that are in the early stages of feasibility work including site surveys and concept plan development.

The main challenges for the delivery of the More Homes Programme included:

- HRA budget pressures.
- The need to increase the pace and scale of delivery to meet ever increasing demand for social housing against a challenging financial situation.
- A challenging portfolio of HRA owned land with high levels of site abnormalities, contributing to increased scheme costs.
- Delays in securing statutory planning and drainage/SAB approvals.

Members noted the actions underway to address the challenges which included:

- The introduction of a variety of delivery mechanisms, in addition to in-house delivery, to increase the pace and scale of delivery and provide additional capacity to internal teams including.
- Improving viability and cost information at an earlier stage for all schemes ensure that the most viable sites were selected for development, including undertaking a range of surveys on potential sites to determine ground conditions to assess impact on cost of development.

- Review of the Swansea Standard to undertake a value engineering exercise to find ways to reduce costs whilst maintaining quality.
- Maintain the budget for acquisitions over the next 3 years to ensure properties can continue to be rapidly added to the housing to assist in the response to increasing levels of homelessness and demand on temporary accommodation.
- Identify further opportunities for the Council to acquire s106 planning consent affordable housing units via private developments.

Officers advised that the More Homes Programme was included in the Directorate risk register, and Homelessness was recorded in the corporate risk register. Both were monitored on a regular basis.

Committee questioning and discussions focussed on the following:

- Use of community buildings (such as churches) and the challenges associated with re-modelling such buildings.
- Monitoring of Employers Agent.
- Multi-generational living and challenges associated with properties of this type.
- Finance and grant requirements.
- Issues associated with single occupancy in larger accommodation.
- Partnership working with RSL's in relation to the social housing grant.
- The 'Pattern Book'.
- Section 106 Agreements.

The Chair thanked the Cabinet Member for Service Transformation, the Head of Housing & Public Protection and the Senior Policy & Leasehold Officer for their participation and attendance.

Resolved that:

- 1) The progress in relation to the More Homes Delivery Programme be noted.

3. Financial Implications.

- 3.1 There are no direct financial implications associated with this report. Any subsequent implications would be set out in individual reports to Cabinet.

4. Legal Implications.

- 4.1 There are no direct legal implications arising out of this report. Any subsequent implications would be set out in individual reports to Cabinet.

5. 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.

5.2 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'.

5.3 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.

5.4 This is a for information report. As such an IIA screening is not required.

Background Papers: None
Appendices: None



Appendix C

Annual Report of the Education & Skills Service Transformation Committee to Annual Council – 16 May 2024

Education & Skills Service Transformation Committee – 17 April 2024

Transforming Education: Additional Learning Needs, and Right Schools in Right Places

| | |
|------------------------------------|--|
| Purpose: | To provide Council with progress made to the Transforming Additional Learning Needs and Right Schools in Right Places transformational goals, following contribution from the Education & Skills Service Transformation Committee during 2023-2024. |
| Policy Framework: | Corporate Plan 2022-2028, Education & Skills |
| Consultation: | Education & Skills Corporate Delivery Committee, Access to Services, Finance and Legal. |
| Recommendation(s): | It is recommended that: <ol style="list-style-type: none">1. That the draft report be approved and referred to Council.2. Council endorses consideration of future consultation on the specific proposals that will emerge from delivery of the transformation programmes, which will be presented to Cabinet in future reports. |
| Report Author: | Sarah Hughes |
| Finance Officer: | Aimee Dyer |
| Legal Officer: | Stephen Holland |
| Access to Services Officer: | Rhian Millar |

1. Introduction

- 1.1 In accordance with the Terms of Reference for Service Transformation Committees, the role of the Education and Skills Transformation Committee is to:
- Contribute to future policy and/or service design
 - Consider mechanisms to encourage and enhance public participation in development of policy and service models
 - Work with Senior Officers and Cabinet Members in a Team Swansea approach
 - Consider and where appropriate, invite relevant organisations/individuals to contribute to policy development and service design discussions
- 1.2 On 14 June 2023, it was resolved that the Committee work plan would focus on two Education transformational goals throughout the 2023-2024 municipal year:
- Transforming Additional Learning Needs
 - Right Schools in Right Places
- 1.3 This report details the contribution of the Education and Skills Transformation Committee towards the progress of the programmes in place to realise these goals.
- 1.4 In addition to the work plan items listed above, the Committee met informally on 20 September 2023 with a workshop to consider the complex topic of home-to-school transport, which impacts upon both areas of transformation. The Committee, alongside officers from Education, Legal and Transport, explored current practices and the challenges currently facing the local authority. Ideas for potential solutions were discussed.

2. Transforming Additional Learning Needs (ALN)

- 2.1 The first meeting for this work plan item in September 2023 was to provide context and outline the preparatory work undertaken to support a key area of ALN transformation, the Supporting Sufficient Specialist Places (SSSP) programme.
- 2.2 The SSSP programme was developed following an extensive review of Specialist Teaching Facility (STF) provision in Swansea. This review identified that there was a necessity to enhance and improve the offer across Swansea, in response to increasing levels of need and the current placement and designation of existing STFs across the County.
- 2.3 The SSSP programme aims to enhance provision available for children with ALN, implemented within five years.

- 2.4 The Committee were informed of a high level of engagement with a range of stakeholders to inform the review, which resulted in the establishment of a change team and a set of principles to underpin future provision. These principles outline an expectation of a consistent, high-quality offer for all learners, where their needs would be supported through a continuum of appropriate provision.
- 2.5 Two pilot projects were developed to compliment the SSSP programme. The first project was to pilot an inreach/outreach provision, based in the Dylan Thomas School cluster and hosted by Townhill Primary School. The pilot provides access to specialist staff and resource for children from across the locality to receive a specific period of intervention. The aim of the pilot is to seek solutions to the identified provision gap for children who need some additionality but do not meet the profile of requiring an STF. The second project was to undertake a pilot of utilising school minibuses to minimise the number of individual taxis arriving on school sites, whilst aiming to improve the wellbeing experiences for learners who travel to STFs.
- 2.6 The context and current challenges were discussed by the Committee with agreement to explore further with more detailed data analysis in the next meeting of this workplan item.
- 2.7 A second report was presented to the Committee in December 2023, alongside a verbal update by the Head of Vulnerable Learners Service. This report included a wide range of data analyses that outlined current and future trends. Key themes from the data highlighted an increasing trajectory for all areas of need. It identified that the current model struggles with the current demand and that there was a strong case for change. Learners attend schools whilst on waiting lists for diagnosis by the Local Health Board, therefore it is clear that support should meet need, not diagnosis.
- 2.8 The Head of Vulnerable Learners Service shared key findings from a recent thematic review by Estyn, with a key recommendation around quality assurance. A recent publication by the National Association of Educational Leadership identified the requirement for systemic change, wider than the local authority.
- 2.9 An update on the Dylan Thomas Cluster Enhanced Provision project and future evaluation to inform the overall provision offer was discussed.
- 2.10 The Committee discussed in detail the progress around the minibus pilot. The initial pilot has been concluded and evaluated, with a successful outcome. Positive feedback around learner wellbeing and readiness to learn was observed, in addition to financial savings on this method of travel. The pilot schools have adopted the project on a permanent basis, with documentation produced to support a wider rollout. The Committee asked a number of questions around the

considerations that needed to be made in order to roll the project out more widely.

3. Right Schools in Right Places

- 3.1 The first meeting for this work plan item in July 2023 was to provide the current position and case for change for the school estate in Swansea.
- 3.2 The Head of Education Planning and Resources provided an overview of the current school estate, including:
 - Number of schools
 - Number of learners on roll in each year group
 - The number and percentage of surplus capacity in schools
 - The condition categories that support prioritisation of capital maintenance (with a caveat that there can still be issues with suitability to provide the curriculum or accommodate additional needs in schools with sound condition)
 - The Display Energy Certificate profile of schools
- 3.3 Home-to-school transport was discussed, highlighting the significant financial pressures it places on the Education Directorate budget.
- 3.4 A number of reasons were outlined to inform the case for change. This included:
 - A declining birth rate
 - Shift in demand from English-medium to Welsh-medium
 - Inward migration, with high application rates for faith schools
 - The Welsh in Education Strategic Plan
 - Condition and suitability of school buildings
 - Financial considerations
 - The Local Development Plan impacting upon placement of demand
- 3.5 The Welsh Government's Sustainable Communities for Learning (SCfL) programme was explained, that can support local authorities to improve the school estate. A Strategic Outline Programme was in development for Cabinet approval prior to formal submission to the Welsh Government by the end of March 2024.
- 3.6 It was recommended that a ten-year school organisation plan should be produced for consideration by Cabinet, with stakeholder input. The plan should dovetail with the SCfL programme and other relevant plans and contain:
 - Key demographic information
 - A statement of assumptions in respect of provision for pupils
 - Policies and principles linked to school organisation
 - Diversity of provision
 - Accessibility of provision
 - Parental preference and popular schools
 - Energy efficiency

- 3.7 The Committee discussed the report and noted some key considerations, including:
- The importance of openness, transparency and sensitivity during planning
 - Catchment areas reviews and implications
 - Complexities surrounding sixth-form provision and impact upon the environment of travelling to alternative providers
 - The benefits of a workshop around home-to-school transport
 - Seek agreement on the optimum figure regarding surplus spaces to ensure reasonable maintenance costs per pupil
 - Examining the configuration of schools to use buildings more effectively
 - Timescales and descriptions of key plans, alongside ensuring all plans are dovetailed, e.g. Flying Start
 - Interpreting and reviewing Local Development Plan pupil projection data
- 3.8 A second meeting for this work plan item was held in November 2023. Following discussion in the previous meeting, the Head of Education Planning and Resources Service proposed the development of a Strategic School Provision Plan (SSPP) for consideration by Cabinet.
- 3.9 The aim of the SSPP would be a co-constructed, contextual document to support the Council, schools, parents and local communities with understanding the rationale for changes within the school estate. It would be a key reference document for school organisation proposals and would align with the SCfL Strategic Outline Programme (SOP). It was suggested that the timescale for the SPP would run in parallel with the SOP, i.e. nine-years.
- 3.10 It was suggested that the contents of the SSPP could include:
- Past, current and projected pupil numbers for each school and geographical area
 - A breakdown of pupil numbers into English-medium, Welsh-medium and Faith provision
 - The location of housing developments and strategic sites within the Local Development Plan
 - Trends in parental choice
 - Significant changes to numbers on roll that could trigger a review of accommodation
 - Pupils who are educated other than at school
 - Turnover of pupils
 - ALN provision
 - Condition and suitability
 - Display Energy Certificate
 - Accessibility, including transport
 - Vocational provision

- 3.11 The Committee discussed the suggested contents and key areas for consideration were raised, including:
- Travel time
 - The need to include all buildings and not just main buildings,
 - The Audit Commission guidance on sixth-form numbers and sustainability of provision moving forward
 - The impact upon schools that are affected by high turnover rates, particularly in the city centre
 - Consideration of including amenity space in the SSPP
 - The significant rising building and maintenance costs for school buildings
- 3.12 A third meeting took place on this work item in January 2024, where a draft version of the plan was shared for discussion, named the Strategic School Provision Plan (SSPP). It was noted that further detail would be added once the data from the 2024 Pupil Level Annual School Census (PLASC) was published.
- 3.13 A range of questions were discussed on the draft SSPP with suggestions to consider other areas including the use of visuals, information on breakfast and after school clubs, the potential impact of the Local Development Plan and housing developments, and the consultation process and stakeholder involvement.

4. Progress to the end of the Municipal Year 2023/2024

- 4.1 Following the input of the Education and Skills Service Transformation Committee and other stakeholders, the change team for Supporting Sufficient Specialist Places has developed a statutory proposal for the future of specialist provision to support learners with ALN. Following final refinement, a detailed proposal will be provided to Cabinet in June 2024, with a recommendation to proceed with formal consultation. The planning of school places, including STF places, must be determined under the School Organisation Code. The proposal will follow the relevant guidance under the Code.
- 4.2 The Strategic School Provision Plan has been enhanced following feedback from the Committee. Following submission of the Strategic Outline Programme, the SSPP will be finalised and presented to Cabinet in July 2024, with a recommendation to adopt the plan to support future cases for change within the school estate in Swansea.

5. Integrated Impact 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.

6. Legal Implications

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

7. Financial Implications

7.1 There are no financial implications associated with this report.

Background Papers: None

Appendices: None



Appendix D

Report of the Director of Social Services and Cabinet Member for Care Services

Social Care & Tackling Poverty Service Transformation Committee – 8 April 2024

Social Care & Tackling Poverty Service Transformation Committee Annual Report 2023-2024

| | |
|------------------------------------|--|
| Purpose: | This report summarises the outcome and outputs of the Social Care & Tackling Poverty Service Transformation Committee’s work programme in 2023/24. |
| Policy Framework: | Social Services and Well-being (Wales) Act 2014 Wellbeing of Future Generations (Wales) Act 2016 |
| Consultation: | Access to Services, Finance, Legal. |
| Report Authors: | Simon Jones/ David Howes |
| Finance Officer: | Chris Davies |
| Legal Officer: | Lucy Moore |
| Access to Services Officer: | Rhian Millar |
| For Information | |

1. Introduction

- 1.1 Service Transformation Committees were established in place of the former Corporate Delivery Committees to enable elected members to contribute to the ongoing development of the council’s transformation activities.
- 1.2 The expected role of Service Transformation Committees is to contribute to:
- Shape future policy and/or service design.
 - Consider mechanisms to encourage and enhance public participation in development of policy and service models.

- Work with Senior Officers and Cabinet Members in a Team Swansea approach.
 - Consider and where appropriate to invite relevant organisations / individuals to contribute to policy development and service design discussions.
- 1.3 The Service Transformation Committees are expected to focus a work programme on strategic priorities linked to the Council’s corporate plan, policy commitments, Corporate Transformation Plan, and Medium-Term Financial Plan.
- 1.4 The Chair of the Committee had also chaired the Safeguarding People & Tackling Poverty Corporate Delivery Committee. In considering the Service Transformation Committee’s work, the intention was to follow through on transformational work already committed to, and supported within the following programmes:
- Safeguarding People from Harm Steps in the Corporate Plan 2023-2028.
 - Tackling Poverty and Enabling Communities Steps in the Corporate Plan 2023-2028.
 - Residential Service Development
 - Enabling and promoting independence - prevention and early Help.
 - Approach to enabling community resilience and self-reliance.
 - Development of a corporate Volunteering Strategy and Policy.
- 1.5 During the Municipal Year 2023-24, the Social Care & Tackling Poverty Service Transformation Committee contributed to the development of the Council’s transformation programmes in the following specific areas:
- Volunteering strategy
 - Levelling Up
 - Special Guardianship
 - 'When I’m Ready’
 - Short Breaks
 - Tackling Poverty Strategy
 - Internal Residential Care
 - Enabling and promoting independence

2. Outcomes from the work of the Social Care & Tackling Poverty Service Transformation Committee

This section summarises the progress made, outcome and outputs in each of the Committee’s main areas of work during the year 2023/24.

2.1 Volunteering.

The development of a Swansea Council Volunteering policy -has been a collaborative piece of work undertaken regionally and locally with Tackling Poverty Services, working alongside Swansea Council for Voluntary Services. The Committee supported the approach ensuring that the new policy would

reflect both the principles of volunteering as defined by WCVA (Wales Council for Voluntary Action) and best practice in Wales, was accepted by the Committee. More detailed policy work is taken place with human resources and organisational development and Swansea Council for Voluntary Service to both refine the draft policy and inform the development of a Volunteer Management Toolkit and Volunteer Handbook, incorporating feedback from the corporate safeguarding operational group. Funding was secured from the shared prosperity fund to resource the completion and implementation of this work during 2023/24.

The Committee requested that consistent baseline data for all volunteers hosted across services within Swansea was needed, and that additional resource was found for implementation of the policy later in 2024, and to ensure volunteers have the structures and support needed to be effective.

The Initial report on volunteering is available: [Report on Swansea Council Volunteering policy Sept 2023](#)

A prototype draft policy was presented: [Appendix A Draft Swansea Council Volunteering Policy.pdf](#)

More recently work has been undertaken on the whole Council Safe Recruitment of Volunteers policy, aligned to corporate safeguarding policy and within the Enabling Communities programme (see 2.2.2)

2.2 Levelling Up / Enabling Communities

2.2.1 Levelling Up Grant: The committee inquired into the background and purpose of the Council's grant application process, decision criteria and the timetable for applications. Good practice examples arising from previous grant allocations were shared, and the positive impacts these have had on local communities: Swansea Spaces, Creating Opportunity Across Swansea Together (Coast) & Economic Recovery Fund (160 small projects) Levelling Up

Workshop held in October 2023 resolved that one brand and grant scheme in Swansea' 'Enabling Communities' programme that provides three distinct elements (Swansea Spaces, COAST and Holiday Food).

Presentation slides: [Levelling Up Workshop Presentation Oct 2023](#)

2.2.2 Enabling Communities Grant: Committee questioned the priority areas, decisions criteria, proposed timeline and options to maximise impact to fit with Council's strategic priorities, as well as risks / interdependencies. The Initial Report on Enabling Communities Grant can be viewed: [Report on Enabling Communities Grant Oct 2023](#)

The Enabling Communities Programme has become one of the council's programmes of work in its Successful and Sustainable Swansea transformation plan. It aims to build inclusive, resilient, and cohesive communities by working with partners and the public to maximise use of combined resources.

There are four priority projects:

- Increasing resilient communities.
- Working with Communities to respond to crises and opportunities.
- Embedding co-production approaches across the Council.

- Corporate Volunteering.

2.3 Special Guardianship

Special Guardianship Order (SGO) provides an alternative legal status for children and families, offering children greater security than long-term fostering placements but without the legal severance from the birth family that stems from an Adoption Order. Within SGOs, children are offered the opportunity to grow up and be cared for within their family network and the Special Guardian will have parental responsibility for the child. The Committee raised questions about how support is offered as the needs of children and young people change over time, and how plans are reviewed.

The initial report on 'Special Guardianships can be viewed on: [Report on Special Guardianship Dec 2023](#)

A draft 'Special Guardianship policy' was presented: [Special Guardianship Order Policy Nov 23](#)

2.4 'When I'm Ready'

'When I'm Ready' is a scheme developed by Welsh Government, in partnership with local government and key third-party sector partners to enable care leavers to continue to live with their former foster carers after the age of eighteen. C&FS Principal Officer - Adolescent & Young People and a Team Leader provided a report on the development of services in relation to young people preparing for transition to adulthood, living in 'When I'm Ready' arrangements, and the support offered to foster carers. The Committee supported the strengths-based focus of the scheme focusing on helping young people in setting and achieving life goals, and raised questions on how performance impact is considered and sustainable development of the service.

The Initial report on 'When I'm Ready' can be seen at: [Report on When I'm Ready Dec 2023](#)

A draft 'When I'm Ready' Policy was presented: [When I Am Ready Policy November 2023](#)

2.5 Short Breaks

Short Breaks: Officers gave a presentation highlighting the commitment, vision and ambitions for support services for children, young people and families in respect of short break arrangements for children and young people with disabilities and additional needs and their parents/carers. They outlined how they intend to ensure that the needs of service users inform practice and how services would be developed and adapted if or when needs change. Elected Members inquired how services are promoted, carefully considered the ways resources are allocated in relation to need how fits the service with strategy with direct payments and supports positive outcomes for children, and supporting the wellbeing of parent/carers.

The full report on 'When I'm Ready' can be seen at: [Report on Short Breaks Feb 2023](#)

2.6 Tackling Poverty Strategy

The initial report on the corporate refresh of the Tackling Poverty Strategy can be seen at: [Report on Tackling Poverty Strategy refresh July 2023](#)

In February 2024, the committee were informed about how coproduction and engagement is driving the refresh of this vital, corporate strategy, and the expected timetable for completion of the work. Focus of work has been to improve citizen journey out of poverty, in a sustainable approach, tackling a range of factors such as work opportunities, employability, housing, food, and child-care. The 7 emerging key priorities had been identified as:

- Digital Inclusion
- Community Support
- Information, Advice and Guidance
- Stigma and Discrimination
- Child Poverty
- Homelessness
- Health and Wellbeing

This innovative refresh to cocreating strategy is aimed at ensuring an ‘everyone’s’ business approach (not just Swansea Council’s responsibility) is taken to tackling poverty locally.

The new strategy would be built around the journey, characteristics, approaches and pathways, with 3 different editions developed to meet specific needs.

The action plan to follow will also be co-produced, with people with lived experience of poverty and its effects. A public consultation on the key proposals is planned.

The committee requested that additional consideration be given to:

- the work of the Poverty Truth Commission, how citizens can access Credit Unions and fair access to opening Personal Back Accounts.
- access to mental health and wellbeing support for citizen facing cost of living pressures.

2.7 Internal Residential Care

Internal residential care provision – the Committee was informed by the Cabinet Member and the Head of Adult Services about the context for this work, in particular the operational issues around complex care, reablement and providing respite. The current arrangements follow on from the implementation of recommendations arising out of the Older People’s Residential Care Homes Review in 2018, with changes to mitigate Covid impact, responses and recovery. The current position, developments and future plans and priorities for Council run older people’s Residential Care Provision were also discussed. Case Studies showing how clients are supported to achieve their personal outcomes through reablement were also noted by the Committee.

The Committee were assured that Authority continues to provide complex long term residential care as opposed to nursing placements, and as well as short term reablement, assessment and respite care offers. The Committee raised

questions about plans to ensure that care homes have the right people with the right skills to continue providing high quality care, and heard the Authority was doing everything it could to maintain and improve and increase the social care workforce across the whole sector.

The initial report on 'Internal Residential Care Provision Model of Delivery' can be viewed: [Report on Internal Residential Care Oct 2023](#)

3. Conclusion

3.1 Concluding the Committee's work programme:

The Social Care & Tackling Poverty Service Transformation Committee has a meeting schedule in April 2024 to receive an update on the Enabling Communities Grant programme. The item on **Enabling and promoting independence** has still to be scheduled.

3.2 Looking ahead:

Swansea Council and local communities are facing many challenges in safeguarding our most vulnerable citizens. The Welsh Government recently launch a national 'Rebalancing Care and Support' challenging local authorities to pick up the pace of change, to promote the voice of the citizen in shaping services, and to demonstrate added 'social value'. In our work.

Councils are faced with addressing demographic changes, increasing complex needs within an ageing population, high service demand to be met with reduced capacity, workforce skill shortages and cost pressures impacting on the social care market and commissioning plans for sufficiency.

The budget cuts facing public services and uncertainties around grant funding impact on the capacity to work at pace, collaboratively and in partnership. The Council's Transformation programmes have an important role in ensuring local services are supported to be resilient and set up to meet these future challenges. Work still needed to take forward the refreshed and coproduced Tackling Poverty strategy and action plan.

4. Integrated Assessment Implications

4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.
- Treat the Welsh language no less favourably than English.

- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

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

4.2 An IIA screening form has been completed with no impacts identified from this 'For Information' report (see Appended report).

5. Financial Implications

5.1 There are no financial implications associated with this report.

6. Legal Implications

6.1 There are no legal implications associated with this report.

Background Papers: None

Appendices:

Appendix A - Integrated Impact Assessment Screening form

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

Which service area and directorate are you from?

Service Area: Swansea Council

Directorate: Social Services

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
- Other

(b) Please name and fully describe initiative here:

Annual Report on Social Care & Tackling Poverty Service Transformation Committee work programme 2023/24

A 'For Information' summary report on the work carried out by the Social Care & Tackling Poverty Service Transformation Committee during 2023/24.

This report is an annual review of the work programme of the Service Transformation Committee, chaired by Cllr Ceri Evans, supporting the transformational activities in the areas of social care and tackling poverty

This IIA screening outlines the main areas of Council policy under consideration, how committee helped to shape the direction of travel, the outputs and the outcomes and the work.

The report also indicated whether there are any outstanding matters from the work programme, that will need to be picked up by a committee in the next cycle of work.

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

| | High Impact | | Medium Impact | | Low Impact | | Needs further Investigation | No Impact |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-----------------------------|--------------------------|
| | + | - | + | - | + | - | | |
| 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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <input type="checkbox"/> |
| Marriage & civil partnership | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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"/> | <input type="checkbox"/> |
| Human Rights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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

Many of the areas of policy development under consideration at the Social Care & Tackling Poverty Service Transformation Committee and set out in the report are products of coproduction, participation, and consultation.

Some of the significant products will have their own Integrated Impact Assessment.

For example. during work on Tackling Poverty Strategy, a public survey took place between August and September 2023 to feedback on the strategy and the way forward.

Work on the Volunteering policy was a collaborative approach with Swansea Council for Voluntary Services.

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.)

During 2023-24, the Social Care & Tackling Poverty Service Transformation Committee contributed to the development of the Council's transformation programmes in the following specific areas:

- Volunteering strategy
- Levelling Up
- Special Guardianship
- 'When I'm Ready'
- Short Breaks
- Tackling Poverty Strategy
- Internal Residential Care

The cumulative impacts of the policy area are considered to be positive, addressing many of the changes faced by the Council, and contributing to sustainable service offers.

Outcome of Screening

Q8 Please describe the outcome of your screening below:

- Summary of impacts identified, and mitigation needed (Q2)

- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

• **Summary of Impacts (Q2)** Impacts are low on specific groups,

• **Summary of involvement (Q3)** Social Care & Tackling Poverty Service Transformation Committee are public meetings and the papers are published via Council website

• **WFG considerations (Q4)** Well-being of Future Generation support a sustainable approach to the planning and delivery of adult social care promoting wellbeing outcomes and increasing 'social value'.

• **Any risks identified (Q5)**

No.

We aim to ensure that sufficient, up to date public information is made available on new service offers and Council policy in a suitable format, and in the Welsh Language, that service users can access.

• **Cumulative impact (Q7).**


(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: Simon Jones |
| Job title: Social Service Strategic Performance & Improvement Officer |
| Date: 21st March 2024 |

| |
|---|
| Approval by Head of Service: |
|  |
| Name: David Howes |
| Position: Director of Social Services |
| Date: 24th March 2024 |

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



Appendix E

Report of the Director of Corporate Services

Corporate Services & Financial Resilience Service Transformation Committee - 23 April 2024

Corporate Services & Financial Resilience Service Transformation Committee Annual Report for the Municipal Year 2023-24

Purpose: To provide an annual report to the committee on the progress made in relation to its work plan for the Municipal Year 2023-24

Report Author: Emily Davies

Finance Officer: Paul Roach

Legal Officer: Debbie Smith

**Access to Services
Officer:** Rhian Millar

For Information

1. Introduction

1.1 During the municipal year 2023-24, the Corporate Services & Financial Resilience Service Transformation Committee (the 'STC') explored and contributed to the following items:

- Swansea – A Human Rights City
- Digital Transformation: Customer Charter and Service Standards
- The Council's Coproduction Policy
- The Council's Medium Term Financial Plan
- Workforce Transformation: Leadership, Management, Learning and Development

- 1.2 All items included within the work plan for 2023-24 have been discussed and suggestions related to policy development have been taken into account.
- 1.3 During the municipal year 2023-24, a total of 6 committee meetings will have been held (including the meeting in April 2024 to present this annual report, and excluding the meeting in May 2023 to elect a Chair and Vice-Chair). The majority of meetings have included formal written reports, published a week prior to the meeting and together with the agenda pack are available to the public on the Council's website.
- 1.4 The items explored by the committee have ranged from complex programmes of work, such as the Council's Digital Transformation Programme, to the development of smaller bespoke policies such as the Council's Co-Production Policy.

2. Human Rights City

- 2.1 At the June 2023 meeting of the STC, the Head of Communications and Marketing, assisted by the Consultation Co-ordinator, submitted a report which provided information on the Human Rights City Action Plan event (held on 16th June 2023) and sought input on the creation of Swansea Council's Human Rights City Action Plan.
- 2.2 Members were asked about their views on the report. Committee discussions focussed on the training opportunities for Members and officers, the importance of early intervention and publicity regarding workshops and events.
- 2.3 As a result of the committee deliberations, it was agreed that further training sessions would be organised for committee members and that members be given the opportunity to participate in the survey.

3. Digital Transformation: Customer Charter and Service Standards

- 3.1 At the July 2023 meeting of the STC, the Head of Digital & Customer Services presented for discussion the draft Customer Charter and Service Standards, highlighting that excellent Customer Service aligned with our Service Standards is the first goal of the new Digital Strategy agreed by Cabinet in April 2023.
- 3.2 The Committee were asked to discuss the draft Customer Charter and Service Standards, and members focused on the following questions:
 - The Charter lists a series of promises to residents across a range of ways for people to access services. Would the Committee like to see any changes or additions?

- The Service Standards have been reviewed by Heads of Service and build on existing service levels. They have also been described in ways which residents may ask for services, as opposed to a Council hierarchy. When the information is online it will be easy for people to search using key words. However, could this be improved to make it easier for residents to find the information?
- 3.3 Committee members discussed the importance of managing expectations, consulting with residents in areas of poor digital connectivity and ensuring those people who are not digitally literate are consulted, including groups and organisations. Members suggested it was important to have regard to the inclusion of 'digital exclusion' in the Strategy. Work around digital inclusion is being taken forward by the Tackling Poverty Service following the report from Audit Wales in March 2023, 'Digital Inclusion in Wales'.
 - 3.4 The committee noted the use of plain language throughout the charter documents, considering this to be a very positive move.
 - 3.5 Members examined the timescales for actions and raised queries around the suggested 28 working days to process requests for free school meals.
 - 3.6 The Charter and Service Standards were approved by Cabinet on the 18th January 2024 and provided delegated authority to the relevant Director(s) and Cabinet Member(s) to approve any changes moving forward. Proposals for the re-wording of the free school meals standard was the subject of a 'call in' discussion at the Scrutiny Programme Committee on the 13th February. The proposals have been accepted and approved by the relevant Directors and Cabinet Members, and the listing has also been moved under the Benefits section of the service standards.
 - 3.7 At the December 2023 meeting, the committee was presented with an updated report, following input from public consultation and engagement, in the form of a survey. The committee heard that there were 73 responses to the survey, of whom 81% were Swansea residents and 16% were Swansea Council staff. In addition, the Partnership and Involvement Team provided the support for further direct engagement and feedback through both the Ageing Well Steering Group and a large engagement event in December. The event had representation from groups who work with the Council on the LGBTQ+ Forum, Disability Liaison Group and Ageing Well. Another 71 responses were received from this work. Overall, 144 people responded and the Customer Charter and Service Standards Framework was updated as a result of their feedback.
 - 3.8 As a result of the Committee's work the Customer Charter and Service Standards will be operational from the beginning of the new financial year.

4. The Medium-Term Financial Plan

- 4.1 At the September 2023 meeting of the STC, the Director of Finance/Section 151 Officer presented a report which detailed the information on the Medium-Term Financial Plan in preparation for contributing to future savings proposals.
- 4.2 Members noted that the current economic climate presented a number of difficulties in terms of forecasting levels of inflation, pay awards and future funding. This was further complicated by the requirement to meet policy commitments as well as balancing legal requirements, generally with insufficient core funding.
- 4.3 On 15th February 2024, Cabinet recommended the Medium-Term Financial Plan 2025/26 - 2027/28 to Council as the basis for future service financial planning. The STC noted the MTFP as a planning assumption, and the MTFP was subsequently approved at Council on 6th March 2024.

5. Co-production

- 5.1 Also at the September 2023 meeting of the STC, the Head of Communications and Marketing introduced an update from Co-production Lab Wales, detailing the work undertaken in building and embedding co-production within the Council.
- 5.2 Members were provided with a detailed summary of the Co-production Policy which included the background, a definition of co-production, co-production and other engagement approaches, levels of co-production, applying co-production, when not to co-produce, high level guiding principles for implementation, roles in the process and additional information.
- 5.3 The Head of Communications and Marketing thanked the Committee for their views which had helped shape the draft policy. The Committee provided further comments directly to officers or via the Council's consultation page, and agreed to promote the Policy to any hard to reach groups with their communities.
- 5.4 Following discussion at the STC, this item progressed to Cabinet. On 18th January 2024, the Chair of the Corporate Services & Financial Resilience Service Transformation Committee submitted a report that sought adoption of the Co-production Policy. Cabinet subsequently approved the policy.

6. Workforce Transformation: Leadership, Management, Learning and Development

- 6.1 At the January 2024 meeting of the STC, the Head of HR & Service Centre presented a report which detailed the Workforce and OD Transformation Programme work in relation to the Leadership and Management

development theme. This theme focuses on two key areas of work – developing our workforce culture and enabling growth of leadership and management skills.

- 6.2 Members asked a number of questions about the transformation programme. It was noted that a report to Leadership was scheduled for February to provide a full analysis of all Organisational Development activity that is being undertaken in addition to new possibilities that could be considered for 2024/25.

7. Integrated Assessment Implications

- 7.1 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 socioeconomic 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

- 7.2 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'.

- 7.3 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.

- 7.4 There are no integrated assessment implications associated with this report. There is no impact identified on people and/or communities when considering all the impacts identified in the screening. This is a for information report and does not require any decision making which could impact on others.

8. Financial Implications

8.1 There are no financial implications directly associated with this report.

9. Legal Implications

9.1 There are no legal implications associated with this report.

Background Papers: None

Agenda Item 12.



Report of the Head of Democratic Services

Council – 16 May 2024

Councillor Development Strategy

| | |
|------------------------------------|--|
| Purpose: | To adopt a Councillor Development Strategy to complement the Councillors Training Programme. |
| Policy Framework: | None. |
| Consultation: | Access to Services, Finance, Legal. |
| Recommendation(s): | It is recommended that: 1) The draft Councillor Development Strategy be approved. |
| Report Author: | Huw Evans |
| Finance Officer: | Ben Smith |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |

1. Introduction

1.1 The Councillors Induction & Training Programme was adopted by Council on 4 November 2021 in readiness for the Local Government Elections of 5 May 2022. The Programme was reviewed by the Democratic Services Committee on 11 July 2022.

1.2 Councillor Training & Development is essential for Councillors to continuously add to their range of skills and knowledge to ensure they can meet new challenges, opportunities, risks and feel confident in discharging their duties.

2. Councillor Development Strategy

2.1 The Councillor Development Strategy seeks to complement the Councillors Training Programme. The Strategy places an expectation that

development opportunities will be provided for Councillors to enable them to undertake their role effectively.

2.2 The Strategy aims to:

- i) Equip Councillors, with a wide variety of skills and knowledge and competencies to fulfil their various roles.
- ii) Encourage Councillors in their own development, as a Councillor and take up opportunities to develop their knowledge, skills, and expertise during their term of office.
- iii) Ensure Political Groups and Political Group Leaders are committed to the Councillors Training Programme 2022-2027.

2.3 The draft Councillor Development Strategy is outlined in Appendix A of the report.

3. Financial Implications

3.1 There are no direct financial implications associated with this report. Costs of delivery of training and development will be met from existing budgets or existing internal resources.

4. Legal Implications

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

5. 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.

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

accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

- 5.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers 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.
- 5.4 An IIA screening has been undertaken and no adverse implications have been noted.
- 5.5 The impact will be positive for all Councillors as training and development opportunities will be identified and promoted.

Background papers: None

Appendices:

Appendix A Draft Councillor Development Strategy

Draft - Councillor Development Strategy 2024-2027

1. Introduction

- 1.1 The Local Government & Elections (Wales) Act 2021 and other legislative changes means that the role of Councillors faces continuous challenges. Councillors will need to adapt, change, and develop to:
- i) Keep abreast of these changes.
 - ii) Meet the needs of their Communities.
 - iii) Work in partnership with other Organisations.
 - iv) Work within the future financial constraints on the Authority.
- 1.2 These changes are making it more important than ever for Councillors to continuously develop their range of skills and knowledge to ensure they can meet these challenges, opportunities and risks and feel confident in discharging their duties. Therefore, as with the expectations of an employee of an Organisation, there is an expectation that development opportunities will be provided for Councillors to enable them to undertake their role effectively.

2. Aims of the Strategy

- 2.1 The Strategy aims to:
- i) Equip Councillors, with a wide variety of skills and knowledge and competencies to fulfil their various roles.
 - ii) Encourage Councillors in their own development, as a Councillor and take up opportunities to develop their knowledge, skills, and expertise during their term of office.
 - iii) Ensure Political Groups and Political Group Leaders are committed to the Councillors Training Programme 2022-2027.

3. Supporting Members in their roles

- 3.1 Councillors are required to undertake demanding and varied roles and consequently their development needs are equally challenging and numerous. Councillors bring knowledge, skills, and experience to their role. These need to be acknowledged and used, where appropriate, to benefit other Councillors and / or the work of any Committees.
- 3.2 Experience has shown that “development” needs will vary during a Councillors term of office and are also dependent on the specific roles undertaken within the Council. These needs can be divided into the following:
- i) Core (essential) Knowledge and Skills.
 - ii) Corporate Development.
 - iii) Service Specific Issues.
 - iv) Specific Committee Issues.

3.3 In the past some Councillors have indicated that they do not need any “development or training”. It is important to recognise that “development” can not only provide Councillors with new skills but also knowledge about services etc. The Councillors Training Programme 2022-2207 consists of:

- i) Mandatory Development
 - a) Sessions which all Councillors must complete and may be either provided on two occasions per annum or be available on eLearning.
 - b) Committee specific sessions, which all Members of such Committees must complete.
 - c) Ad hoc mandatory development in response to changes in legislation and/or in response to issues raised within the Council.
- ii) Councillor Development. Opportunities to develop skills such as Chiring meetings, Understanding Financial information, Leadership etc.
- iii) Councillor Briefing Sessions. Briefings which will develop Councillors understanding of issues, new policies, legislation, ways of providing services, role of voluntary and other organisations etc.

3.4 Councillor Development opportunities will where possible be arranged to avoid clashes with Council, Cabinet and Committee meetings. Meeting invites will be distributed via MS Outlook / MS 365.

3.5 The Head of Democratic Services will develop a rolling Councillor Training Programme and details of topics will be promoted to Councillors. Training shall be delivered in a variety of ways including Briefing, Seminars, Workshops, eLearning etc. The Council is committed to utilise eLearning & digital technologies for providing the Councillor Training Programme.

3.6 Councillors will also be encouraged to participate in development / briefing sessions held across Wales, such as those organised by the Welsh Local Government Association (WLGA) and where feasible joint sessions will be developed by Swansea Council with other Authorities.

4. How the Councillors Training Programme is created

4.1 The involvement of Councillors, Officers, Political Groups, Committees, and others is detailed below:

- i) **Councillors.** It is important that Councillors take responsibility for their development and commit to continually develop and update their knowledge and skills. They are expected to:
 - a) Identify their own development needs, with support from peers or Officers, either by completing a Training Needs

- Analysis (TNA) or undertaking a Personal Development Review (PDR).
 - b) Complete all Mandatory Councillor Development, where required.
 - c) Attend Member Development and Briefing Sessions to support them in their various roles.
 - d) Evaluate the Councillor Development Programme and identify areas for possible future provision so that Councillors needs are met.
 - e) Use their new knowledge and skills within their various roles.
 - f) Share knowledge, skills, and information with other Councillors.

- ii) **Democratic Services Committee (DSC).** The DSC will provide direction in respect of the development and support requirements of Councillors. The Head of Democratic Services & DSC:
 - a) Oversees the development of the Councillors Training Programme.
 - b) Reviews the evaluation of sessions.
 - c) Ensures that Councillors individual needs are met.
 - d) Develops guidance to support Councillor development.

- iii) **Political Groups.** Should promote Councillor Development opportunities and encourage and support Councillor participation. Political Groups should forward their views on Councillor development to the Head of Democratic Services.

- iv) **Political Group Leaders.** Should manage Councillors attendance at Mandatory Development and monitor Councillors attendance at other Councillor sessions. The Head of Democratic Services & the Democratic Services Team will advise Political Group Leaders of the non-attendance or non-completion of Mandatory Development and attendance at other sessions. The Head of Democratic Services will ask Political Group Leaders for their assistance in ensuring any non-compliant Councillors complete the required mandatory development and find out why they have not attended other development sessions.

- v) **Cabinet Portfolio Holders, Directorates & Departments.** Should identify issues for Councillor development and Councillor Briefing sessions. This information will then be considered by the Head of Democratic Services.

- vi) **Head of Democratic Services.** Will ensure that the Councillors Training Programme is produced and that it includes opportunities for Councillor development. The Head of Democratic Services will consider good practice in other Authorities etc. when arranging development and briefing activities.

- vii) **Welsh Local Government Association (WLGA)**. Guidance, support, and expertise will be used throughout the development of the Councillor Training Programme.

5. Evaluating effectiveness

- 5.1 Evaluating the effectiveness of the Councillors Training Programme will be continuous and be undertaken by the Democratic Services Committee to enable it to inform and strengthen the future Councillor Training Programme.
- 5.2 Evidence on the effectiveness of Councillor development will be gathered in a variety of ways including:
 - i) Councillor comment forms and feedback after individual events.
 - ii) Survey of the Councillor Training & Induction Programme.

Agenda Item 13.



Report of the Presiding Member, Monitoring Officer & Head of Democratic Services

Annual Council - 16 May 2024

Amendments to Council Constitution - Review of Council Procedure Rules 22, 23 & 24 relating to Councillors Questions

| | |
|------------------------------------|--|
| Purpose: | <p>To make amendments to simplify, improve and / or add to the Council Constitution. A decision of Council is required to change the Council Constitution.</p> <p>To amend Council Procedure Rules 22, 23 & 24 relating to Councillors Questions.</p> |
| Policy Framework: | Council Constitution. |
| Consultation: | Access to Services, Finance, Legal. |
| Recommendation(s): | <p>It is recommended that Council approves:</p> <ol style="list-style-type: none">1) Council Procedure Rules 22, 23 & 24 of the Council Constitution be amended to reflect the proposals outlined in Paragraph 4 of the report.2) The changes shall take effect following the end of the June 2024 Council Meeting. |
| Report Author: | Huw Evans |
| Finance Officer: | Ben Smith |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |

1. Introduction

- 1.1 The Chief Executive & Leader of the Council asked that a review of Councillors Questions be undertaken. Council Procedure Rules (CPR) 22, 23 & 24 sets out the way that the Council deals with Councillors Questions. These CPR include the procedure for “Supplementary Questions” and “Questions Not Requiring Supplementary Questions”. **Appendix 1** sets out the Council Procedure Rules 22, 23 & 24.
- 1.2 The Constitution Working Group on 22 February 2024 considered the report of the Head of Democratic Services and asked the proposal to create a Part C “Technical Questions or Questions that require additional time to provide a response” be merged into Part B “Questions Not Requiring Supplementary Questions” to ensure a simple procedure.
- 1.3 The Constitution Working Group also asked for a flow chart to be created to assist with the process.
- 1.4 The Constitution Working Group considered the issue further on 1 May 2024 and recommended that Council adopt the amendments outlined within the report.

2. Issues with Councillors Questions

- 2.1 Several issues have arisen over time relating to Councillors Questions. These include:
 - i) Questions must be submitted too far in advance of Council meeting. At least 17 clear working days’ notice must be given.
 - Councillors argue that this doesn’t allow current issues to be raised. Explanation of 17 clear working days using Council on 7 December 2023 as example:
 - Submission of Question Deadline. Noon on 13 November 2023 (17 clear working days prior to meeting).
 - Submission of Cleared Report Deadline. 5.00pm on 24 November 2023. **Note:** Deadline regularly missed. DS Team often give extension until Monday, but that is a risk.
 - Agenda Circulation Deadline. 29 November 2023 (5 clear working days before the meeting).
 - **Reality:** Officers have 9 working days to draft response and obtain relevant Officer (Director, Access to Services, Finance & Legal) & Political (Cabinet Member(s)) clearance. The deadline is already difficult.
 - ii) The allocated time for Councillors Questions may be insufficient.
 - 30 minutes has been allocated. However, there is no limit on the number of questions that may be submitted or the length of those questions and associated preamble.
 - Some responses can lead to long answers thus preventing supplementary questions being asked for the latter questions.

- iii) The correlation of Councillors Questions and Public Questions allows for the same or similar questions to be repeated.
- iv) Council often has 20-30 Councillors Questions to consider. Far too many for any effective response to supplementary questions.

3. Procedures in Other Authorities

- 3.1 There are several differences with Councillors Questions procedures with other Authorities; however, the one that significantly stands out relates to the timescale to submit questions. Swansea Council requires questions at least 17 clear working days prior to a meeting; whilst many other Council require just a few days' notice.
- 3.2 The simple difference being that Swansea publishes the Councillors Questions and response in the Council Summons; whilst others do not.
- 3.3 The Swansea Council model has worked well for several years, and it is suggested minor tweaks only are required rather than a whole scale change.

4. Proposals to improve Councillors Questions

- 4.1 The proposals below outline suggestions to improve the Councillors Questions procedure:
 - i) Submission of Councillors Questions remains as 17 clear working days prior to the Council Meeting.
 - ii) The 30-minute period for consideration of Councillors Questions be retained. Note: The Presiding Member already has the discretion to extend the time.
 - iii) It is proposed to amend Part B Questions as outlined:
 - a) **Part A “Supplementary Questions”**. Councillors are permitted to ask supplementary questions on these.
 - b) **Part B “Technical Questions & No Supplementary Questions”**.
 - i) These questions & response be published in the Council Summons. If the response takes additional time to draft, the response may be provided at the following Ordinary Meeting of Council.
 - ii) The Presiding Member in consultation with the Monitoring Officer, Section 151 Officer and relevant Director shall determine if the submitted question will take additional time to draft and determine which Council Meeting it will be presented at.

iii) Supplementary Questions are not permitted.

iv) A maximum of 12 Part A Councillor Questions be permitted. Part A questions to be split as follows:

| | |
|----------|--|
| 3 | Largest Opposition Group. Currently Liberal Democrat & Independent Opposition Group (18 Councillors). |
| 2 | Ruling Group. Currently Labour Group (45 Councillors). Note: Cabinet Members, Presiding Member & Deputy Presiding Member are removed from the Proportional Representation calculations when calculating the allocation of any remaining Part A questions. The amended figure becomes 32 Councillors. |
| - | 1 each per Remaining Political Groups. |
| 1 | Conservative Group (8 Councillors) |
| 1 | Uplands Group (4 Councillors). |
| 1 | Non-Aligned Councillors. To be shared between any Non-Aligned Councillors. Note: In the event of more than one Non-Aligned Councillor, the Head of Democratic Services shall draw lots to determine whose question goes forward. |
| 8 | Total |

The remaining **x4** Part A questions be allocated on a proportional representation basis with the Cabinet Members, Presiding Member and Deputy Presiding Member being removed from the calculations. Currently, this would allow:
Labour x2, Liberal Democrat & Independent Opposition x1,
Conservative x1.

Overall Breakdown of the 12 Part A questions being:

- Labour x4.
- Lib Dem & Ind Opposition x4.
- Conservative x2.
- Uplands x1.
- Non-Aligned x1.

Note: Part A questions will be considered as follows. Political Groups are asked to list their questions in priority order:

| Group | Part A Question No. |
|--------------------------|----------------------------|
| Lib Dem & Ind Opposition | 1, 6, 9, 11 |
| Labour | 2, 7, 10, 12 |
| Conservative | 3, 8 |
| Uplands | 4 |
| Non-Aligned | 5 |

- v) Part A “Supplementary Questions” shall take no longer than 1-Minute (120 words approx.) to ask and the response shall not exceed 1-Minute.
- vi) Public Questions shall not be permitted in relation to Councillors Questions.
- vii) All written Councillors Questions (Part A & B) shall receive a written response included in the relevant Council Summons.
- viii) The Executive (Cabinet) / Presiding Member and Deputy Presiding Member shall not be allowed to ask Part A or Part B Councillor Questions.

5. Implementation of Change

- 5.1 Should Council adopt the changes suggested, it is proposed that the July Council Meeting be the first Council Meeting that the changes apply to. The reason being that the deadline for submitting Councillor Questions for the June Council Meeting is 9 May 2024.

6. Financial Implications

- 6.1 All financial impacts of this report are contained within existing budgets.

7. Legal Implications

- 7.1 There are no further legal implications other than those set out in the report.

8. Integrated Assessment Implications

- 8.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage.
 - Consider opportunities for people to use the Welsh language.
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

- 8.2 The Well-being of Future Generations (Wales) Act 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'.
- 8.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 8.4 An IIA screening form has been completed and has determined that a full IIA report will not be required as this is a minor amendment to the Council Constitution.

Background Papers: None

Appendices:

- Appendix 1 Extract from Council Procedure Rules 22, 23 & 24
Appendix 2 Councillors Questions - Flowchart

Extract from Council Procedure Rules 22, 23 & 24

22 Councillors Questions

- 1 A Councillor who wishes to ask a question must give notice of the text thereof in writing to the Proper Officer by Noon at least 17 clear working days before the date of the meeting of the Council at which the question is to be considered.
- 2 Following the close of receipt of Councillors Questions, the Presiding Member shall meet with the Proper Officer or his/her representative and draw lots for the order in which Supplementary Questions (Part A Questions) will be considered at Council.
- 3 The Presiding Member shall set a date in consultation with the Proper Officer.
- 4 Subject to Council Procedure Rules 22 (1) and 22 (2) above the questioner may ask the Leader or any Cabinet Member within their portfolio or the Chair of any Body one or more questions on matters within the purview of that Body.
- 5 Questions submitted by Councillors and the written response to those Questions will appear with the relevant Council Summons.
- 6 Councillor Question Time will be dealt with in 2 parts, the first (Part A Questions) dealing with those questions on which Supplementary Questions may be asked and the second dealing with those Questions where Supplementary Questions shall not be asked (Part B Questions). These questions will henceforth be referred to as Part A and Part B Questions.
- 7 When submitting Questions, Councillors shall be required to make it clear whether their questions will be the subject of Supplementary Questions or not. If no such indication is given (or subsequently obtained 12.00 noon, 2 clear working days prior to the Council Summons being published) then they will be considered as Part B Questions.

Note:

- a) All questions will be answered.
- b) The Executive (Cabinet) / Presiding Member and Deputy Presiding Member shall not be allowed to ask questions / Supplementary Questions.

23 Supplementary Questions (Part A Questions)

- 1 The first Supplementary Question on each question will be invited from one of those Councillors listed as asking that question. All contributions shall be in the form of questions. Statements and speeches shall not be allowed. A maximum of 1 minute will be allowed for such Supplementary Questions.
- 2 Answers to Supplementary Questions shall take no more than 3 minutes per question. The Presiding Member shall have the discretion to extend the time.
- 3 Thereafter with the consent of the Presiding Member that Councillor or any other may ask further supplementary questions on the same matter. A maximum of 1 minute will be allowed for such supplementary questions. There shall be no debate on any answer given.
- 4 Supplementary Questions shall be put and answered without discussion, but the person to whom a question has been put may decline to answer in public session. They may also and in addition provide a written answer. Such written answers will be made available to all Councillors.
- 5 Supplementary Questions will be considered within a 30-minute period. The Presiding Member shall have the discretion to extend this time period.

24 Questions Not Requiring Supplementary Questions (Part B Questions)

- 1 No Supplementary Questions shall be allowed to questions asked under Part B Questions.

**Councillors Questions
Flowchart -May 2024**

Councillors Questions must be submitted at least 17-clear working days prior to the Council Meeting.

Councillors Questions must be submitted at least 17-clear working days prior to the Council Meeting. **Note:** Council is published 5-clear working days prior to meeting.

Is it a Part A “Supplementary Question” or a Part B “Technical Question & / or Supplementary Question”?

| Part A “Supplementary Questions”. | | Part B “Technical Questions & / or Supplementary Questions” |
|--|----------------------------|---|
| 30 Minutes to respond to all. | | i) No limit on number of questions submitted. ii) Questions & response be published in the Council Summons. If the response takes additional time to draft, the response may be provided at the following Ordinary Meeting of Council. iii) The Presiding Member in consultation with the Monitoring Officer, Section 151 Officer and relevant Director shall determine if the submitted question will take additional time to draft and determine which Council Meeting it will be presented at. iv) Supplementary Questions are not permitted. |
| 12 Questions (Qs) Maximum. | | |
| Group | Part A Question No. | |
| Lib Dem & Ind Opposition (4 Qs) | 1, 6, 9, 11 | |
| Conservative (4Qs) | 2, 7, 10, 12 | |
| Labour (2Qs) | 3, 8 | |
| Uplands (1Q) | 4 | |
| Non-Aligned (1Q) | 5 | |

Agenda Item 14.



Report of the Presiding Member, Monitoring Officer & Head of Democratic Services

Annual Council - 16 May 2024

Amendments to Council Constitution - Family Absence Procedure Rules

| | |
|------------------------------------|---|
| Purpose: | To make amendments to simplify, improve and / or add to the Council Constitution. A decision of Council is required to change the Council Constitution. To amend the Terms of Reference of the Constitution Working Group. |
| Policy Framework: | Council Constitution. |
| Consultation: | Access to Services, Finance, Legal. |
| Recommendation(s): | It is recommended that Council adopts: 1) The Family Absence Procedure Rules be added to the Council Constitution. |
| Report Author: | Huw Evans |
| Finance Officer: | Ben Smith |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |

1. Introduction

- 1.1 The Local Government Measure (Wales) 2011 introduced legislation allowing Family Absence for Members of Local Authorities. Statutory Guidance was issued in relation to this aspect of the Measure. The legislation was amended as part of the Local Government & Elections (Wales) Act 2021. There is also the Family Absence for Members of Local Authorities (Wales) Regulations 2013.

- 1.2 This report proposes to add the Family Absence Procedure Rules to the Council Constitution.
- 1.3 The Constitution Working Group at its meeting on 1 May 2024 recommended that the report be supported.

2. Family Absence Procedure Rules

- 2.1 The draft Family Absence Procedure Rules are outlined in **Appendix 1** of this report. The Family Absence Procedure Rules sets out the:
 - i) Different types of family absence.
 - ii) Prescribed Conditions.
 - iii) Requirement for Member to give written notice.
 - iv) Records and notifications of family absence.
 - v) Cancellation of family absence by Council.
 - vi) Members' Right to Appeal against cancellation.
 - vii) Performance of duties - At Member's request.
 - viii) Continuing duties.
 - ix) Members Allowance.

3. Financial Implications

- 3.1 All financial impacts of this report are contained within existing budgets.

4. Legal Implications

- 4.1 There are no further legal implications other than those set out in the report.

5. 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.

- 5.2 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'.
- 5.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers 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.
- 5.4 An IIA screening form has been completed and has determined that a full IIA report will not be required as this is a minor amendment to the Council Constitution.

Background Papers: None

Appendices: Appendix 1. Family Absence Procedure Rules.

Family Absence Procedure Rules

1. Different Types of Family Absence

- 1.1 A Councillor may be entitled to family absence pursuant to the Local Government (Wales) Measure 2011, subject to compliance with the [Family Absence for Members of Local Authorities \(Wales\) Regulations 2013](#) (“the Regulations”), as amended, as follows:
- i) **Maternity Absence** for the mother of a child, granted up to a maximum of 26 weeks.
 - ii) **Newborn Absence** for the parent of a child other than the mother, for a period of up to 2 weeks.
 - iii) **Adopter’s Absence** for the adopter of a child, for a period of up to 26.
 - iv) **New Adoption Absence** for the partner of an adopter, for a period of up to 2 weeks.
 - v) **Parental Absence** for a Councillor who becomes responsible for a child (and does not meet the conditions for newborn absence, adopter’s absence, or new adoption absence), for a period of up to 3 months.

2. Prescribed Conditions as outlined in the Regulations

- 2.1 The [Regulations](#) prescribe the conditions that Councillors must satisfy to be entitled to each type of family absence, make provisions regarding the durations, start, cancellation and end of periods of family absence, and set out the administrative process for dealing with family absences. A copy of the Regulations can be obtained from the Council’s Head of Democratic Services and must be referred to by any Councillor considering taking family absence.

3. Requirement for Councillor to give Written Notice

- 3.1 A Councillor intending to take family absence is required to give written notice to the Head of Democratic Services, specifying the type of family absence the Councillor intends to take and the intended start date, as well as certain other specified information in respect of types of family absence. Any changes to, or cancellation of, family absence must similarly be notified to the Head of Democratic Services. Councillors should refer to the Regulations for the prescribed information which must be included in the notice, and advice is available in this respect from the Head of Democratic Services.

4. Records and Notification of Family Absence

- 4.1 The Head of Democratic Services will keep a record of all notifications and periods of family absence taken and will inform the Presiding Member (Chair of Council), the Chair of the Democratic Services Committee, and the Leaders of each Political Group, and other recognised Group, of the Authority. The Head of Democratic Services may also inform any other persons, as s/he considers necessary, for example, fellow Ward Councillors.

5. Cancellation of Family Absence by Council (Democratic Services Committee)

5.1 If the Head of Democratic Services reasonably suspects that a Councillor may not be entitled to the family absence notified, s/he shall inform the Democratic Services Committee. The Democratic Services Committee may cancel or end a Councillor's family absence if it is of the view that the Councillor is not entitled to such absence in accordance with the Regulations.

5.2 In the event of a decision to cancel family absence, the Head of Democratic Services will give written notice to the Councillor concerned setting out the decision to cancel or end the period of family absence, and the date from which the Councillor must return from family absence. If the Councillor then fails to resume duties, the Council may withhold the Councillor's remuneration and take any other appropriate action.

6. Councillors' Right to Appeal against Cancellation

6.1 A Councillor may, within 28 days from being notified of a cancellation of family absence, complain in writing to the Head of Democratic Services regarding the cancellation.

6.2 The Head of Democratic Services will refer any complaint duly made regarding cancellation to the Presiding Member.

6.3 The Councillor's complaint will be considered by the Family Absence Complaints Committee, which may either confirm the decision of the Democratic Services Committee or substitute its own decision as to the Councillor's entitlement to family absence in accordance with the Regulations.

Note: The Committee must consist of 3 Councillors appointed by the Local Authority. The Presiding Member (Chair of Council) may not be appointed to the Family Absence Complaints Committee. The Committee shall be politically balanced.

6.4 The decision of the Family Absence Complaints Committee is final.

7. Performance of Duties - At Councillor's request

7.1 A Councillor on Maternity Absence or Parental Absence may, subject to Paragraphs 7.2 to 7.5 (inclusive):

- i) Attend particular meetings.
- ii) Attend particular descriptions of meetings.
- iii) Perform particular duties.
- iv) Perform duties of a particular description.

7.2 The Councillor must obtain the permission of the Presiding Member (Chair of Council) before attending any meeting or performing any duty.

- 7.3 The Presiding Member will inform the Political Group Leaders before granting permission under Paragraph 7.2.
- 7.4 A Councillor may complain in writing to the Head of Democratic Services regarding a refusal under Paragraph 7.2.
- 7.5 The Family Absence Complaints Committee will determine a complaint made under Paragraph 7.4.
- 7.6 The Family Absence Complaints Committee may:
- i) Confirm the decision of the Presiding Member under Paragraph 7.2; or
 - ii) Substitute its own decision as to the Councillor attending any meeting or performing any duty.

8. Continuing Duties

- 8.1 If a Councillor is on family absence leave and it would be difficult to replace that Councillor on a temporary basis, the Presiding Member (Chair of Council) can request that Councillor to attend a meeting if it might otherwise be inquorate.
- 8.2 A Councillor on family absence is expected to continue to observe and comply with any duties under the Members' Code of Conduct which remain applicable, including the duty to not bring the office of Member or the Council into disrepute (Members' Code, Rule 6(1)(a)), and the duty to not use their position or the resources of the authority improperly or for private advantage (Members' Code, Rule 7).

9. Councillors Allowances

- 9.1 In accordance with the determinations of the Independent Remuneration Panel for Wales, a Councillor on family absence is entitled, for the duration of the absence, to retain a basic salary and any senior salary for which the Councillor is eligible.

Agenda Item 15.



Report of the Deputy Monitoring Officer

Council – 16 May 2024

Amendments to the Council Constitution

| | |
|------------------------------------|--|
| Purpose: | To note the Deputy Monitoring Officer amendments to the Council Constitution |
| Policy Framework: | Council Constitution. |
| Consultation: | Access to Services, Finance, Legal |
| Report Author: | Debbie Smith |
| Finance Officer: | Ben Smith |
| Legal Officer: | Debbie Smith |
| Access to Services Officer: | Rhian Millar |
| For Information | |

1 Introduction

1.1 In compliance with the Local Government Act 2000, the City and County of Swansea has adopted a Council Constitution. From time to time, it is necessary to review the Council Constitution in line with legislative requirements and to ensure good governance arrangements.

2. Delegated Minor Corrections to the Council Constitution

2.1 Article 15 “Review and Revision of the Constitution” allows the Monitoring Officer to make changes / updates to the Council Constitution in relation to: a) Legislation; b) Changes to the Officer structure or changes of responsibility within the Officer Structure; c) The need to correct any administrative or typing errors.

2.2 Changes to the Council Constitution which fall under the sub paragraphs above may be made solely by the Monitoring Officer.

2.3 The Monitoring Officer has amended the Constitution as set out in paragraphs 3 and 4 of this report.

3. Part 2 Articles of the Constitution

Article 12 Officers

This Article sets out the Management Structure and details the Chief Officers and their Functions and Areas of Responsibility.

Certain amendments are necessary to reflect changes to titles and descriptions of service areas.

The Deputy Monitoring Officer has amended this by making some deletions and additions. The deletions are shown as strikethrough and the additions in red as set out below:

3.1 Director of Corporate Resources.

To support the Chief Executive and overall Corporate, Operational and Strategic Management responsibility for Communications, **Corporate Planning and Performance** & ~~Marketing~~, Human Resources, and the Service Centre, Legal **and** Democratic Services & ~~Business Intelligence~~ and ~~Transformation Service Units together with Emergency Planning and civil contingencies~~ **and Digital and Customer Services.**

Responsibility for the Service Units which deal with the following broad work areas:

Communications, **Corporate Planning and Performance.** & ~~Marketing~~. Led by the Head of Communications, **Corporate Planning and Performance,** ~~—& Marketing.~~ areas of work include ~~Access to Services~~ **Human Rights and Equalities, Integrated Impact Assessments,** Communications ~~and Marketing,~~ **Corporate Health & Safety, the Occupational Health Service, Emergency Planning, Cabinet and Civic Office, Corporate Planning and Performance, Policy including Corporate Transformation Plan, Risk Management, Design Print, the Welsh Translation Service, and liaison with the Welsh Language Commissioner.**

Human Resources and the Service Centre. Led by the Head of Human Resources and Service Centre, areas of work include Employee Services, Employee and Pensioner Payroll, Accounts Receivable, Accounts Payable and cashiers. Human resources, cultural change, Organisational Development, Workforce Strategy **and Workforce and OD Transformation Programme.**

Legal **and** Democratic Services ~~and Business Intelligence.~~ Led by the Chief Legal Officer, areas of work include Legal Services, Democratic Services, Electoral Services, Coroner, Scrutiny, Member Support, Information Governance **and Data Protection.** ~~and the Welsh Translation Service. The Service Unit also has responsibility for liaising with Commissioners.~~

Digital and Customer Services. Led by the Head of Digital and Customer Services who also acts as the Senior Information Risk Owner (SIRO) and the Social Services Complaints Manager. Areas of work include, ~~Customer Services, & Complaints, customer contact strategy development and implementation, Digital Strategy development, Digital Transformation and Technology Security~~ Corporate Digital / ICT services, Digital Strategy and Digital Transformation Programme, Schools' ICT support, Information Management and Cyber Security, Corporate Customer Services, including Customer Services Standards, Complaints, and liaison with the Public Service Ombudsman.

3.2 Director of Place

Overall Corporate, Operational and Strategic Management responsibility for Building Services, Cultural Services, Highways & Transformation, Housing & Public Health, Planning & City Regeneration, Property Services and Waste, Cleansing & Parks Service Units.

~~Housing & Public Protection.~~ Health

Led by the Head of Housing & Public Protection Health. Areas of work include responsibility for the provision of the Council's Housing and Environment services (Building Control, Pollution, Housing & Public Health, Registrars, Burials, Cremations, Trading Standards, Licensing, Food & Safety, the Council's Housing Stock, Homelessness Services, Housing Advice, Disabled Facility Grants and improving the condition of Private Sector Housing subject to any variations determined by the Chief Executive.

4. Part 7 Management Structure

- 4.1 The document attached at Part 7 titled **Senior Management Team – Current Structure - July 2022** is deleted and replaced with the document attached at Appendix A to this report.

5. 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.

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

5.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers 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.

5.4 An IIA Screening Form has been completed and no adverse implications have been noted.

6. Financial Implications

6.1 There are no financial implications associated with this report.

7. Legal Implications

7.1 There are no legal implications associated with this report.

Background Papers: None.

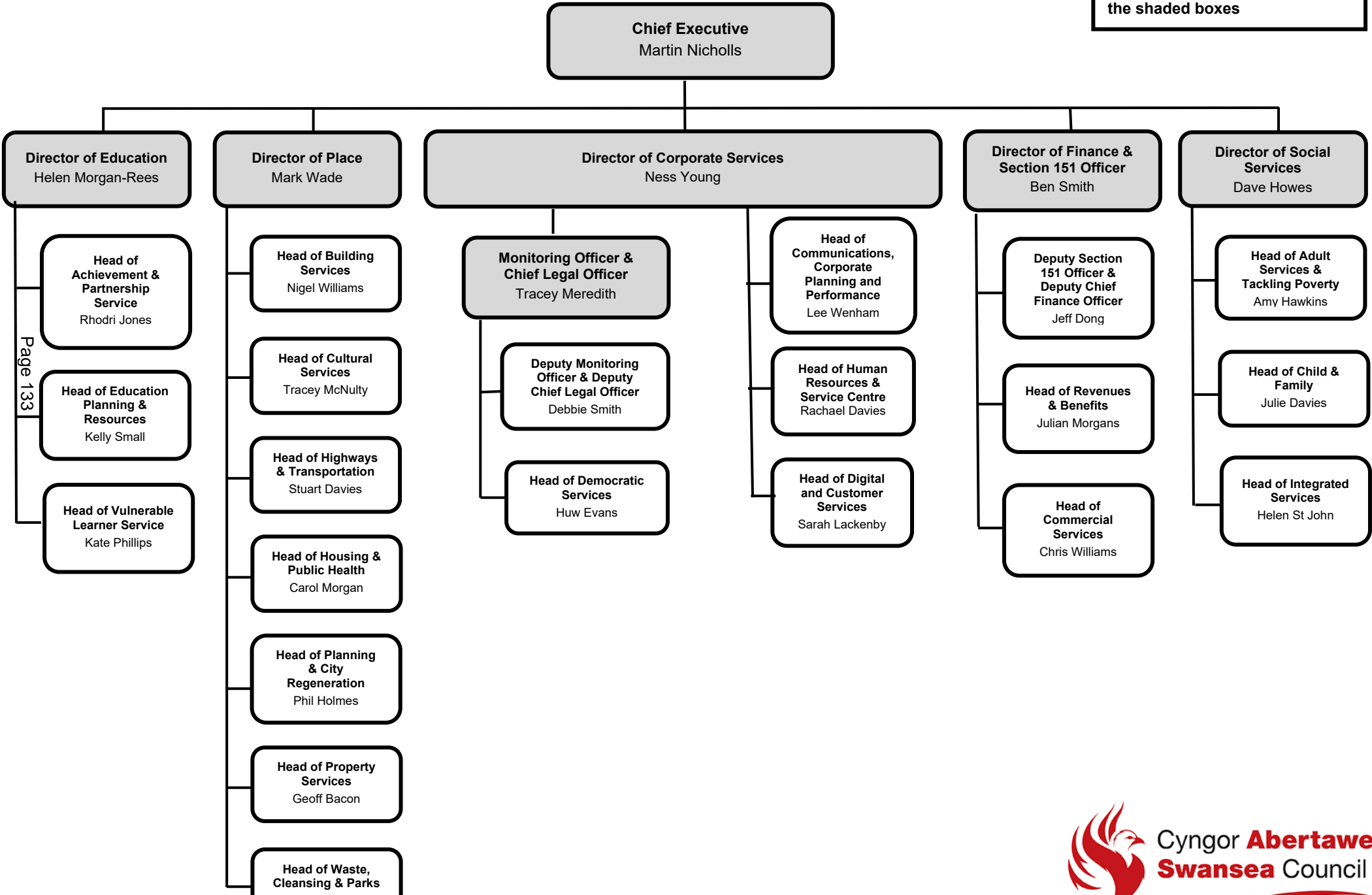
Appendices:

Appendix A - Senior Management Team

Appendix B - IIA

Senior Management Team – Current Structure – May 2024

Members of the Corporate Management Team (CMT) are in the shaded boxes



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

Which service area and directorate are you from?

Service Area: Legal Services

Directorate: Corporate Services

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
- Other

(b) Please name and fully describe initiative here:

Monitoring Officer – exercise of delegated power to make minor changes to the Council Constitution.

Article 15 “Review and Revision of the Constitution” allows the Monitoring Officer to make changes / updates to the Council Constitution in relation to: a) Legislation; b) Changes to the Officer structure or changes of responsibility within the Officer Structure; c) The need to correct any administrative or typing errors.

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 | No Impact |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-----------------------------|--------------------------|
| | + | - | + | - | + | - | | |
| 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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <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"/> | <input type="checkbox"/> |
| Marriage & civil partnership | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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"/> | <input type="checkbox"/> |
| Human Rights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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

Does not apply to MO changes to the Constitution

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**

Minor changes to the names and responsibilities of some service areas as outlined in Part 2 Article 2 of the Constitution.

Q7 Will this initiative result in any changes needed to the external or internal website?

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

Q8 Does the initiative involve changes to the way you process the personal data of Council staff or service users, for example the purchase of new customer management software?

Yes No

If your answer is yes, you should also screen the initiative for any implications regarding privacy and other GDPR rights and consider whether you need to amend your entry in the Council’s Information Asset Register. Please use the following link to the online screening form for a Data Protection Impact Assessment <https://staffnet.swansea.gov.uk/dpiascreeing>

For more about the Information Asset Register, please see <https://staffnet.swansea.gov.uk/informationassetregister>

Q9 What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?

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

The report is for Information Only and is reporting to Council minor changes to the Constitution made by the Deputy Monitoring Officer under delegated powers. There is no/limited impact.

Outcome of Screening

Q9 Please describe the outcome of your screening using the headings below:

- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q9)**

The report is for Information Only and is reporting to Council minor changes to the Constitution made by the Deputy Monitoring Officer under delegated powers. There is no/limited impact

(NB: This summary paragraph should be used in the ‘Integrated Assessment Implications’ 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: Debbie Smith |
| Job title: Deputy Monitoring Officer |
| Date: 3/5/24 |
| Approval by Head of Service: |
| Name: Debbie Smith |
| Position: Deputy Chief Legal Officer |
| Date: 3/5/24 |