

Council

You are hereby summoned to attend a 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, 30 January 2025 at 5.00 pm.

Watch Online: <http://tiny.cc/Council30-1>

The following business is proposed to be transacted:

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.**
www.swansea.gov.uk/disclosuresofinterests
3. **Minutes.** 1 - 9
To approve & sign the Minutes of the previous meeting(s) as a correct record.
4. **Written Responses to Questions asked at the Last Ordinary Meeting of Council.** 10 - 13
5. **Announcements of the Presiding Member.**
6. **Announcements of the Leader of the Council.**
7. **Public Questions.**
Questions can be submitted in writing to Democratic Services democracy@swansea.gov.uk up until noon on the working day prior to the meeting. Written questions take precedence. Public may attend and ask questions in person if time allows. Questions must relate to items on the open part of the agenda and will be dealt within a 10 minute period.
8. **Swansea Local Development Plan 2023-2038 (LDP2) Pre-Deposit Plan (Preferred Strategy) and Revised Delivery Agreement.** 14 - 29
9. **Adoption of the Council Tax Reduction Scheme.** 30 - 44
10. **Co-ordinated School Admission Arrangements Scheme.** 45 - 56
11. **Pay Policy Statement 2025-26.** 57 - 86
12. **Panel Performance Assessment Arrangements.** 87 - 94

13. Nomination of Deputy Lord Mayor 2024-2025 and Lord Mayor Elect and Deputy Lord Mayor Elect 2025-2026.	95 - 107
14. Dispensation for Councillor Leave of Absence - Councillor D Phillips.	108 - 109
15. Membership of Committees.	110 - 111
16. Councillors' Questions.	112 - 125
17. Notice of Motion - Women's Increase in the Pension Age - Compensation.	126
18. Notice of Motion - Financial Hardship for Many Vulnerable Residents.	127

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

You are welcome to speak Welsh in the meeting.

Please inform us by noon, two working days before the meeting.

Next Meeting: Thursday, 6 March 2025 at 5.00 pm



Huw Evans
Head of Democratic Services
Guildhall,
Swansea.

Wednesday, 22 January 2025

To: All Members of the Council

Agenda Item 3.



City and County of Swansea

Minutes of the Council

Multi-Location Meeting - Council Chamber, Guildhall / MS

Teams

Thursday, 5 December 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 M Day
P Downing
C R Doyle
M Durke
C R Evans
C M J Evans
V M Evans
R A Fogarty
R Francis-Davies
N Furlong
L S Gibbard
F M Gordon
K M Griffiths
H J Gwilliam
T J Hennegan

Councillor(s)

V A Holland
C A Holley
B Hopkins
D H Hopkins
L James
O G James
Y V Jardine
A J Jeffery
D H Jenkins
J W Jones
L R Jones
M H Jones
M Jones
S M Jones
S Joy
E J King
H Lawson
A S Lewis
M B Lewis
R D Lewis
W G Lewis

Councillor(s)

M W Locke
P M Matthews
P N May
J D McGettrick
F D O'Brien
A J O'Connor
J E Pritchard
S Pritchard
S J Rice
K M Roberts
B J Rowlands
R V Smith
A H Stevens
R C Stewart
L G Thomas
W G Thomas
M S Tribe
G D Walker
L V Walton
T M White
R A Williams

Officer(s)

Gareth Borsden	Democratic Services Officer
Huw Evans	Head of Democratic Services
Martin Nicholls	Chief Executive
Ben Smith	Director of Finance / Section 151 Officer

Apologies for Absence

Councillor(s): A Anthony, A Davis, E W Fitzgerald, J A Hale, S E Keeton, E T Kirchner, P Lloyd, N L Matthews and C L Philpott

60. Disclosures of Personal and Prejudicial Interests.

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

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

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

- 1) Councillor S J Rice declared a Personal Interest in Minute 69 "Annual Review of Performance 2023/24".
- 2) Councillors C Anderson, M Baker, P Downing, N Furlong, T J Hennegan & T M White declared a Personal Interest in Minute 70 "Housing Revenue Account (HRA) Rent Setting 2025/2026".
- 3) Councillors A M Day, S J Rice & R V Smith declared a Personal Interest in Minute 71 "Review of Swansea Council School Admissions Arrangements".
- 4) Councillor S J Rice declared a Personal Interest in Minute 73 "Councillor Questions".
- 5) Councillors J W Jones & M H Jones declared a Personal Interest in Minute 74 "Councillor Questions".
- 6) Councillor C A Holley declared a Personal & Prejudicial Interest in Minute 74 "Councillor Questions" and withdrew prior to its discussion.

61. Minutes.

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

- 1) Ordinary Meeting of Council held on 3 October 2024.

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

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

63. Announcements of the Presiding Member.

i) Condolences - Former Lord Mayor & Former Councillor Ceinwen Thomas.

The Presiding Member referred with sadness to the recent death of Former Lord Mayor & Former Councillor Ceinwen Thomas. Ceinwen served as Lord Mayor 2014-2015 and was Councillor for 27 years representing the Mynyddbach Ward. Ceinwen served:

Swansea City Council	23/05/1990 to 31/03/1996
City & County of Swansea	04/05/1995 to 04/05/2017

ii) Condolences - Former Councillor Hilary Sullivan.

The Presiding Member referred with sadness to the recent death of Former Councillor Hilary Sullivan. Hilary was a former West Glamorgan County Councillor serving the Townhill community.

iii) Youth Service Bronze Quality Mark Award

The Presiding Member congratulated the Youth Service Team for being awarded the Bronze Quality Mark. The Bronze Quality Mark shows the standard of youth provision across the five Clubs in Swansea. It evidences that our Youth Service Team provide a safe space for young people to thrive. The Assessors stated that the Youth Service Team had exceeded the performance indicators.

The assessment included the Youth Service Manager, Staff, Partners and Young People from access the service, all of whom praised the service and the impact that key workers were having on their lives. The involvement of the Young People in shaping and designing the provision shone through and was highly commended by the assessors. The Council should be proud of its staff who provide safe spaces and trusted adult relationships for Young People. On behalf of the Council, she congratulated all involved and asked for a round of applause for the Youth Service Team.

iv) Use your Welsh Campaign

The Presiding Member stated that each year, the Welsh Language Commissioner encourages people to use their Welsh in everyday life during a special campaign week. This year it is 25 November to 9 December. The campaign aims to raise confidence, and to increase the use of Welsh language services, realising the vision of a Wales where people can live in Welsh. The Presiding Member encouraged all to use their Welsh.

v) Councillor Fiona Gordon - Joint Welsh Learner of the Year 2024 in Carmarthenshire

The Presiding Member gave "Llongyfarchiadau", congratulations to Councillor Fiona Gordon for recently being named the Joint Welsh Learner of the Year 2024 in Carmarthenshire.

vi) Swansea Community Review - Final Recommendations

The Democracy & Boundary Commission Cymru (DBCC) published the Swansea Community Review Final Recommendations on 5 November 2024. The Final Recommendations may be viewed at:

<https://www.dbcc.gov.wales/reviews/11-24/swansea-community-review-final-recommendations>

Any further comments concerning the matters in the Final Recommendations report should be addressed to the Welsh Government at

LGPolicy.Correspondence@gov.wales

They should be made as soon as possible and, in any event, not later than 6 weeks from the date the Commission's recommendations were submitted to the Welsh Government.

The Welsh Government will consider the report and if it thinks fit, shall give effect to the recommendations either as submitted, or with modifications. The changes will take effect at the Local Government Elections in May 2027.

vii) Senior Staff Update

The Presiding Member stated that Dave Howes, Director of Social Services recently underwent an operation, and it is likely that he will be off for some time. The Appointments Committee held on 30 October 2024 appointed Amy Hawkins as Interim Director of Social Services. Lucy Friday has been appointed Interim Head of Adult Services to backfill Amy. The Presiding Member sent her best wishes to Dave and congratulations to those appointed.

Tracey Meredith, Chief Legal Officer / Monitoring Officer's will retire on 15 December 2024. The Appointments Committee held on 2 December 2024 considered options for dealing with the retirement and appointed Debbie Smith as Interim Chief Legal Officer / Interim Monitoring Officer for a period up to 12 months while a permanent replacement is recruited. The Presiding Member and Leader of the Council thanked Tracey for her work and input over the years and wished her all the best for her retirement. They also congratulated Debbie who has been invaluable in covering Tracey whilst on long term absence.

viii) Retirement - Caroline Miller, Cabinet Office

The Presiding Member stated that Caroline Miller will be retiring on 12 January 2025 after 43 years. Caroline started in the Glynn Vivian Art Gallery in September 1981. Since then, she's held various roles across the Council including the Maritime Museum, Building Control, Secretary to the Assistant Engineer, Surveyors Team, Secretary to a Head of Service, Lord Mayors Office, prior to settling within the Cabinet Office for the past 20 years. The Presiding Member sent her best wishes to Caroline for a healthy and happy retirement.

ix) Together at Christmas

The Presiding Member stated that Swansea Council in partnership with JR Events & Catering ran the Together at Christmas initiative on 3 December

2024. The event provided a free Christmas carvery lunch for the homeless, isolated and those in need. She thanked everyone that helped.

x) Christmas Attire at Council

The Presiding Member stated that it was pleasing to see so many wearing Christmas attire at Council this evening, although she did question the Scarlets Christmas Jumper. She asked that those wearing Christmas Jumpers, Ties etc., should consider donating £5 and the grinchies i.e., those not wearing Christmas attire should consider donating £10. All donations will be made to a Homelessness Charity.

64. Announcements of the Leader of the Council.

i) Together at Christmas

The Leader of Council also thanked all for their support with the Together at Christmas initiative on 3 December 2024. The event provided a free Christmas carvery lunch for the homeless, isolated and those in need. She thanked everyone that helped.

ii) Here for you this Winter Programme

The Leader of the Council outlined the Council's "Here for you this Winter" Programme which aimed to assist those indeed and the wider Swansea community. He stated that the programme included providing over 1,000 food vouchers to those in need and free bus travel would be in place during the Christmas period.

iii) Welsh Football - Success

The Leader of the Council congratulated the Welsh Football Team for making history by qualifying for a major Women's tournament for the first time. Wales have secured a place at the 2025 Euros.

65. Public Questions.

There were no public questions.

66. Mid-Term Budget Statement 2024/25.

The Section 151 Officer submitted an information report that provided an assessment of the likely impact of the UK Budget announcement on 30 October 2024.

67. Review of the Gambling Policy.

The Cabinet Member for Corporate Services & Performance submitted a report that sought consideration of the proposed amendments to the Gambling Policy.

Resolved that the proposed amendments to the Gambling Policy be approved and the revised Policy attachment outlined in Appendix C of the report be adopted.

68. Council Tax Base Calculation – 2025/2026.

The Cabinet Member for Economy, Finance & Strategy submitted a report detailing the calculation of the Council Tax Base for the City and County of Swansea, its Community / Town Councils, and the Swansea Bay Port Health Authority for 2025/2026. The Council is required to determine the Council Tax Bases by 31 December.

Resolved that:

- 1) The calculation of the Council Tax Bases for 2025/2026 be approved.
- 2) In accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the calculation by the City and County of Swansea Council for the Year 2025/2026 shall be:

For the whole area	95,063
For the area of Community / Town Councils:	
Bishopston	2,046
Clydach	2,684
Gorseinon	3,377
Gowerton	2,055
Grovesend & Waungron	449
Ilston	365
Killay	2,189
Llangennith, Llanmadoc and Cheriton	534
Llangyfelach	976
Llanrhidian Higher	1,608
Llanrhidian Lower	343
Llwchwr	3,560
Mawr	760
Mumbles	10,191
Penllergaer	1,638
Pennard	1,560
Penrice	475
Pontarddulais	2,392
Pontlliw and Tircoed	1,072
Port Eynon	471
Reynoldston	316
Rhossili	204
Three Crosses	725
Upper Killay	592
For the area of the Swansea Bay Port Health Authority	66,163

69. Annual Review of Performance 2023/24.

The Cabinet Member for Corporate Services & Performance submitted a report that presented a draft of the Council's Annual Review of Performance 2023/2024, which meets the statutory requirements to publish an annual self-assessment report and annual well-being report under Part 6 of the Local Government & Elections Act (Wales) 2021 and Well-being of Future Generations (Wales) Act 2015 respectively.

Resolved that the draft Annual Review of Performance 2023/2024 be approved for publication.

70. Housing Revenue Account (HRA) Rent Setting 2025/2026.

The Cabinet Member for Service Transformation submitted a report that proposed an increase in rents and fees within the Housing Revenue Account (HRA) for 2025/2026.

Resolved that:

- 1) Rents be increased by 2.7% within the maximum permitted under Welsh Government policy as detailed in section 3.1 of the report.
- 2) Elevent (11) properties with anomaly rents be corrected in line with the Welsh Government policy as outlined in section 3.2 of the report.
- 3) Fees, charges and allowances be approved as outlined in section 3.3 of the report.

71. Review of Swansea Council School Admissions Arrangements.

The Cabinet Member for Education & Learning submitted a report outlining the outcome of the review of the School Admissions Arrangements 2026-2027 as agreed by Council on 21 March 2024.

Resolved that the findings of the review by the School Admissions Forum of the Admissions Arrangements and its criteria as outlined in the report be accepted.

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

The Presiding Member, Monitoring Officer & Head of Democratic Services submitted a report that sought to amend the the Council Procedure Rules relating to Councillors Questions.

Resolved that Council Procedure Rule 22 of the Council Constitution be amended to include:

“Councillor Questions & the Cancellation of an Ordinary Meeting of Council

In the event of an Ordinary Meeting of Council being cancelled, the Council Procedure Rules relating to Councillors Questions remain unaffected i.e.:

- 1) The deadline for submission of Councillors Questions to the cancelled Ordinary Meeting of Council remains. Councillors should submit their allocation of Councillors Questions to the Democratic Services (DS) Team accordingly.
- 2) An additional Period of 30-Minutes shall be added to the next Ordinary Meeting of Council."

73. Councillors' Questions.

1) Part A 'Supplementary Questions'

Nine (9) 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 outlined:

Question 4. Councillor P M Black asked:

What is the current take up of Pension Credits in Swansea and can you provide an estimate number of those entitled to it but not receiving Pension Credits? What more can the Council do to ensure those that should be receiving it, actually do receive it?

The Leader of the Council stated that a written response would be provided.

Question 5. Councillor S J Rice asked:

How much has the empty Debenhams building cost since the Council took it on?

The Leader of the Council stated that a written response would be provided.

Question 8. Councillor P N May asked:

When did the Council last an awareness raising campaign relating to fly tipping?

The Cabinet Member for Community (Services) stated that 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.

74. Councillors' Questions.

1) Part A 'Supplementary Questions'

Five (5) 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 outlined:

Question 5. Councillor L James asked:

The response does not cover all the points raised in my original question. I would particularly like to know about Tetra Packs, and the destinations of where the recycling materials are being exported.

The Cabinet Member for Community (Services) stated that a written response would be provided.

2) Part B 'Questions not requiring Supplementary Questions'

Three (3) Part B 'Questions not requiring Supplementary Questions' were submitted.

The meeting ended at 6.35 pm

Chair

Agenda Item 4.



Report of the Chief Legal Officer

Council – 30 January 2025

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

The report provides an update on the responses to Questions asked during the Meetings of Council held on 5 December 2024.

For Information

1. Introduction

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

2. Responses

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

Background Papers: None

Appendices: Appendix A (Questions & Responses)

**Providing Council with Written Responses to Questions asked at Council
5 December 2024**

1	<p>Councillor Peter Black</p> <p>In relation to Minute 73 - Councillor Questions (Q4).</p> <p>What is the current take up of Pension Credits in Swansea and can you provide an estimate number of those entitled to it but not receiving Pension Credits. What more can the Council do to ensure those that should be receiving it, actually do receive it.</p> <p>Response of the Leader</p> <p>The most recent national figures published by the Department for Work and Pension which is responsible for the administration of Pension Credit and maximising take up of that payment amongst eligible citizens, show that applications increase by 145% in the 16 weeks from 29 July to 11 November 2024 compared to the 16 weeks before. 29th July was when it was announced that entitlement to the Winter Fuel payment was to be linked to Pension Credit entitlement. No other official figures have been published as far as the authority is aware, although some organisations report their own unofficial estimates and analysis in any case we do not believe the DWP would split what figures they do collect by local authority area as these do not always match their administrative areas.</p> <p>As explained, the authority has already undertaken significant unfunded take up work to support the DWP but we do not have access to any more detailed official data to illustrate how successful those joint efforts have been across our area. Citizens we have prompted to apply for Pension Credit by our take up work will have applied without involving the authority further in most cases. Where they did contact us for specific advice or assistance, we can provide individual examples of successful applications as indications of success as follows from Welfare Rights team.</p> <p>The Welfare Rights Team have undertaken talks at community events as requested by some Councillors to highlight the importance of claiming benefits that they identified. From these events, the team were able to provide information about Pension Credit and identify claims for Attendance Allowance. Follow up home visits have been arranged for benefit checks and support to claim the relevant benefits.</p> <p>The Welfare Rights Team have undertaken several take up campaigns around Pension Credit resulting in awards of Pension Credit and entitlement to disability benefits. This included a take-up campaign around mixed aged couples, working collaboratively with Neath Port Talbot Welfare Rights Team; Care and Repair, Carers Centre and Citizen's Advice Bureau.</p> <p>The team are currently working with SCIF and Adult Services Common Access Point and offering benefit checks and undertaking relevant welfare rights work identified for those receiving or waiting assessment for care packages.</p> <p>Ongoing, we will of course continue to make people aware of the availability of Pension Credit wherever appropriate and wherever we can, but in the absence of any funding from the DWP for wider activities, our Welfare Rights and Benefits</p>
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	<p>teams which are already working at full capacity, if not more, in the current cost of living crisis will be unable to undertake large scale programmes of pension credit take up activities. Responsibility for which does, of course, still lie with the DWP.</p>
2	<p>Councillor Stuart Rice</p> <p>In relation to Minute 73 - Councillor Questions (Q5).</p> <p>How much has the empty Debenhams building cost since the Council took it on.</p> <p>Response of the Leader</p> <p>The response is taking longer than expected to compile. A written response will be provided as soon as possible and incorporated into the agenda pack for the Ordinary Meeting of Council on 6 March 2025.</p>
3	<p>Councillor Peter May</p> <p>In relation to Minute 73 - Councillor Questions (Q8).</p> <p>When did the Council last an awareness raising campaign relating to fly tipping.</p> <p>Response of the Cabinet Member for Community (Services)</p> <p>We have an ongoing fly tipping campaign, highlighting the penalties of fly tipping and passing waste on to illegal waste carriers under the Householder Duty of Care legislation, this will continue to be a priority in 2025. Two fixed penalty notices for fly tipping have been issued, one was publicised in November 2023 and the second in February 2024 was not publicised.</p> <p>We will also liaise with other authorities and partnership bodies with a view to sharing good practice.</p>
4	<p>Councillor Lynda James</p> <p>In relation to Minute 74 - Councillor Questions (Q5).</p> <p>The response does not cover all the points raised in my original question. I would particularly like to know about Tetra Packs, and the destinations of where the recycling materials are being exported.</p> <p>Response of the Cabinet Member for Community (Services)</p> <p>Please find below further information on the following materials, where the end destinations are not shown on https://myrecyclingwales.org.uk/local_authorities/swansea:</p> <ul style="list-style-type: none"> • Tetra packs are collected and transported to a specialist recycling facility in Halifax that separates and recycles the fibre and plastic elements • Paper is sent to a UK facility where it is debagged and separated into differing grades before being sent to specialist mills. The location of the mills varies depending on the global market. As an example, in Qtr3 2023/24 the separated paper was sent to India and the separated cardboard was sent to Belgium

	<ul style="list-style-type: none">• Cardboard is sent to a UK facility where it is bulked up before being sent to specialist mills. The location of the mills varies depending on the global market. As an example, in Qtr3 2023/24 cardboard was sent to India and Malaysia.
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Agenda Item 8.



Report of the Cabinet Member for Corporate Services & Performance

Council - 30 January 2025

Swansea Local Development Plan 2023-2038 (LDP2) Pre-Deposit Plan (Preferred Strategy) and Revised Delivery Agreement

Purpose:	To inform Members of progress on LDP2 and endorse commencement of a statutory public consultation process on the Pre-Deposit Plan (known as the 'Preferred Strategy') and associated Integrated Sustainability Appraisal and Habitats Regulations Assessment Reports. In addition, approval is sought for the Revised LDP2 Delivery Agreement in accordance with the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended)
Policy Framework:	Swansea Local Development Plan (Adopted 2019); Planning and Compulsory Purchase Act 2004 (as amended); Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended); Well-being of Future Generations (Wales) Act 2015; Planning (Wales) Act 2015; Environmental Assessment of Plans and Programmes (Wales) Regulations 2004) (SEA regulations); Conservation of Habitats and Species Regulations 2017 (England and Wales) as amended; Planning Policy Wales (2024) and related policy and guidance
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	It is recommended that: <ol style="list-style-type: none">1) The contents of the report and corresponding documentation, including the account of the initial non-statutory stakeholder consultation and engagement undertaken for the LDP2 Pre-Deposit stage (see Appendix A), are noted2) The Council approve the LDP2 Pre-Deposit Plan (Preferred Strategy) - see Appendix B - to enable a comprehensive public consultation and stakeholder engagement process to be undertaken in accordance with statutory requirements3) The Integrated Sustainability Appraisal (ISA), Habitats Regulations Assessment and Candidate Site Register including Stage 1 Assessment (see Appendix C) documents be made available for comment alongside the

LDP2 Pre-Deposit Plan (Preferred Strategy) as part of the public consultation process, in accordance with statutory requirements

- 4) The Council approve the Revised LDP2 Delivery Agreement (see Appendix D) to be submitted to the Welsh Government for approval
- 5) The Head of Planning and City Regeneration, or appropriate delegated Officer, be authorised to make any outstanding factual, presentational, typographical, grammatical, or other minor amendments to the LDP2 Pre-Deposit Plan (Preferred Strategy), the Integrated Sustainability Appraisal (ISA), the Habitats Regulations Assessment and Candidate Site Register, prior to their publication for consultation.

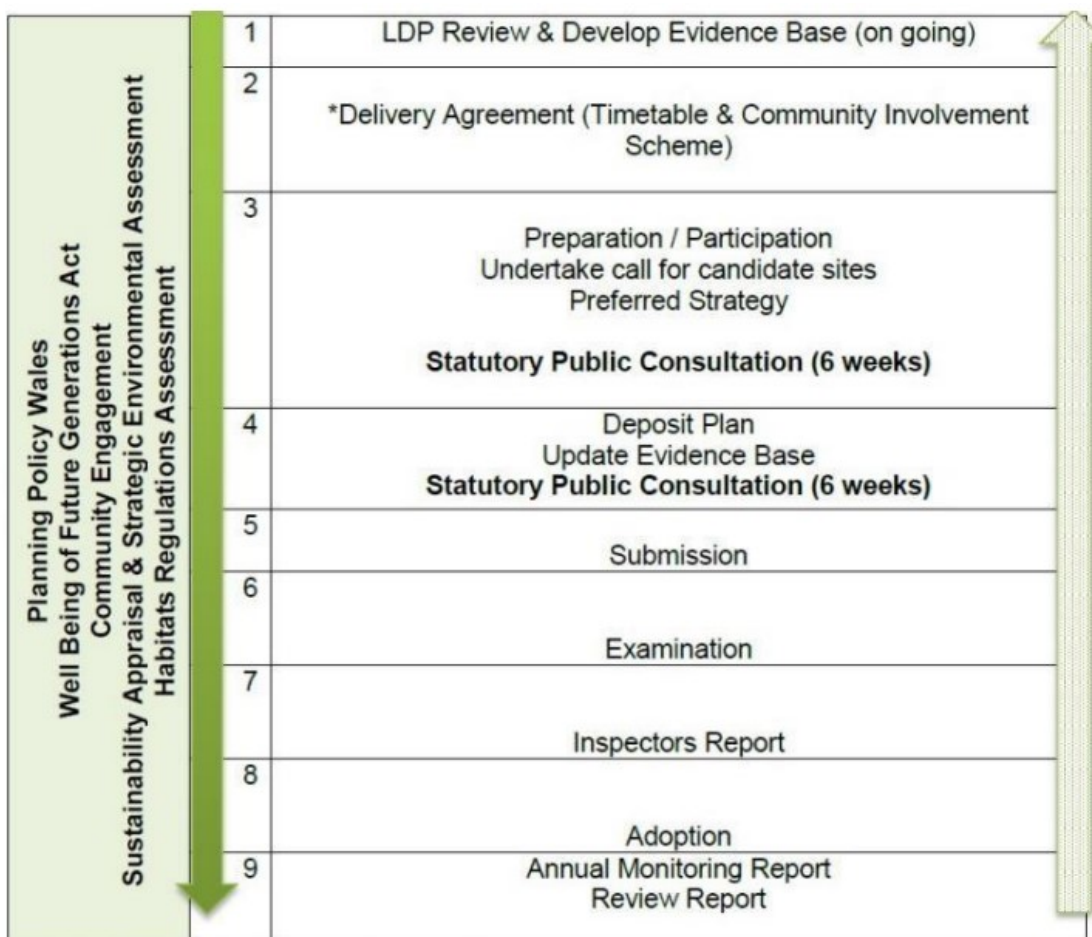
Report Author:	Tom Evans
Finance Officer:	Peter Keys
Legal Officer:	Jonathan Wills
Access to Services Officer:	Rhian Millar

1.0 Background and Context

- 1.1 The planning system in Wales is development plan-led and as such there is a statutory duty for the Council to prepare a Local Development Plan (LDP). The fundamental purpose of an LDP is to establish a clear, locally specific planning framework that will enable place-led, sustainable forms of development to come forward. **The primary consideration for all planning applications submitted to the Authority for determination are the policies and proposals of the adopted LDP.**
- 1.2 The Planning Act requires that adopted LDPs are comprehensively reviewed within 4 years from the date of Plan adoption. The current LDP (the Swansea LDP 2010-2025) was adopted on the 28th February 2019 and therefore after a formal review procedure, including the publication of the Swansea LDP Review Report, in July 2023 the Council approved a Delivery Agreement (DA) to pave the way for the preparation of the Swansea LDP 2023-2038. The new Plan is to be known as LDP2.
- 1.3 LDP2 will be the new planning blueprint for the whole County and once adopted it will replace the current Plan as the primary consideration for decision making on development proposals. LDP2 will confirm how, and where, development should come forward in Swansea to match the Council's ambitions and objectives. The overarching aim is to ensure place-led development happens in the right location at the right time, benefitting communities and the local economy, and affording protection and enhancement of our natural and built heritage. As a 15-year planning framework, the new Plan will help guide funding and investment decisions over the long term up to 2038. It will also influence the formation of a range of other plans and strategies, and therefore has potential to have profound impacts on people and places across Swansea.
- 1.4 LDPs have to be prepared in accordance with The Town and County Planning (Local Development Plan) Wales Regulations 2005 and in line with Welsh Government's Development Plans Manual, March 2020. Figure 1 below is taken from the Manual and highlights the Key Stages of LDP preparation. It highlights two Key Stages of the process requiring a public consultation for a minimum of 6 weeks.

One of these is the preparation of the Pre-Deposit Plan which is known as the 'Preferred Strategy'. The other is the 'Deposit' Plan that will contain the detailed planning policies, proposals and land allocations to guide development. It is the Deposit Plan (including any proposed amendments following consultation) that will be subject to an independent Examination in Public conducted by a Planning Inspector who will test the LDP for soundness, including if it fits with Future Wales: The National Plan 2040 and Planning Policy Wales. LDP2 can only be adopted if the binding recommendations made by the Inspector following Examination are incorporated into the Plan.

Figure 1 Key Stages of LDP Preparation Process



2.0 LDP2 Pre-Deposit Stage - The Preferred Strategy

Scope and Purpose

2.1 The Preferred Strategy is the main document produced at the 'Pre-Deposit' Plan stage of LDP2. Its purpose is to set the strategic direction and overarching principles from which the detailed plan - known as the 'Deposit' - will be formulated. The key requirements of the Preferred Strategy are to:

- confirm the **key issues, opportunities and challenges** of most importance and relevance to Swansea
- set out a **vision** and **strategic objectives** to guide the formation of planning policies and proposals

- define the **scale of housing and jobs growth** that evidence shows we should plan for
- identify the broad nature of **how growth will be met in spatial terms**
- identify the **potential for brownfield land and/or 'land-banks' to provide for future development needs.**
- highlight the **existing and future role and function of the range of settlements and neighbourhoods** across Swansea
- define a set of **strategic policies** that provide a high level policy framework for delivering on the identified Vision and Objectives

2.2 In overall terms the Preferred Strategy provides the platform to ensure that future development across the County comes forward in a manner that is consistent with the principles of the Placemaking Wales Charter and the duties of the Well-being and Future Generations Act, aligning with the sustainable development requirements defined in national planning policy.

Consultation and engagement

2.3 The formation of the Preferred Strategy benefited from a range of consultation and engagement exercises, reflecting the commitments made in the Community Involvement Scheme as set out within the LDP2 Delivery Agreement. In recognising the importance of a proactive approach to engagement, a wide-ranging informal public consultation was undertaken from April to June 2024 which was branded as '*Starting the Conversation on LDP2*'. A significant number of comments were received from a range of interested parties/individuals. Many of these comments have informed the formulation of the Preferred Strategy itself, as summarised in the document '*Starting the Conversation on LDP2 - Engagement Report, December 2024*' - see Appendix A of this report.

2.4 The consultation exercises undertaken so far have included face to face 'drop in' events at Swansea Civic Centre, stakeholder workshops and the use of an innovative virtual consultation room [Swansea Local Development Plan \(LDP2\) Virtual Public Consultation](#). The extensive LDP2 consultee database was also utilised to raise awareness of all the material and information available for review. Two key technical papers were published in May 2024; namely: '*Starting the Conversation on LDP2*' – *Key Issues, Vision and Objectives* and '*Starting the Conversation*' on LDP2 - *Growth Scenarios and Spatial Approaches*'.

2.5 In addition to the above, consultation with specific and general consultation bodies has been (and continues to be) undertaken. This includes officials in the Welsh Government, Natural Resources Wales, Dwr Cymru Welsh Water and the Swansea Bay University Health Board. Cross boundary regional discussions with officials from other Authorities within South West Wales are also continually undertaken. Importantly, the Council's Elected Members have inputted throughout the Pre-Deposit stage as part of seeking to build a broad consensus around LDP2 from the outset, most notably through the LDP2 Member Engagement Group (MEG). The MEG has met three times to date at intervals throughout 2024 and will continue to meet as part of the plan preparation process.

2.6 Key aspects of the emerging Pre-Deposit material amended as a result of the engagement undertaken are set out below. This is not exhaustive and further details are provided in the consultation summary document (see Appendix A).

- Amendments have been made to the **Key issues**, including adding in reference to the importance of the sustainable planning of the coastal and marine environments (including referencing erosion) therein.
- Amendments to the **Vision**, including adding in reference to the Swansea Bay and Llanelli National Growth Area therein.
- Amendments to the **Objectives**, including matters relating to housing need in Objective 11 and amending Objective 2 to refer to supporting appropriate proposals that improve vitality and vibrancy within all centres.
- In responding to comments made in respect of the emerging **growth options** (most notably concerns as to 'lack of ambition' in terms of the growth levels tabled), a 20% flexibility allowance for housing provision is built into the Preferred Strategy.
- In responding to comments made in respect of the **spatial approaches** (most notably the lack of consensus/support for a single option and concerns on the appropriateness of 'rolling forward' of the Adopted LDP option), the Preferred Strategy can be said to provide a 'hybrid preferred spatial option' based on the approaches considered.

2.7 Notwithstanding the engagement already undertaken, the publication of the LDP2 Preferred Strategy marks an opportunity for the public, stakeholders and indeed any individual or organisation with an interest in the development plan process to submit representations on the Pre-Deposit Plan (see Next Steps below).

Core Components of the Strategy

2.8 The LDP2 Pre-Deposit Plan (Preferred Strategy) is available at Appendix B of this report. The core components of the Strategy, including proposed growth levels and broad spatial approach, are set out in Chapter 7 of the document. These link to the key issues, opportunities and constraints that are identified in the Plan as being of most importance and relevance to Swansea (Chapter 3) and will deliver the LDP2 Vision and strategic objectives set out in the document (Chapter 4). The Preferred Strategy includes details of the alternative options that have been considered during the Pre-Deposit process (Chapter 6). The options explored have been genuine and reasonable, including new as well as existing approaches, and had regard to the evidence available.

2.9 The core components are as follows:

- **Embed a place led approach for new development to deliver sustainable, healthy and connected places, with the locations for new housing, employment, supporting services and facilities aligned as far as possible to reduce the need to travel and enable people to 'live well locally', having good access to day to day services by active travel and public transport.**
- **Plan for an ambitious level of housing and employment growth reflective of Swansea's position at the heart of the Swansea Bay and Llanelli National Growth Area, maximising development opportunities on viable brownfield sites but recognising the need for greenfield release to deliver transformational regeneration objectives.**
- **Promote strategic scale development, regeneration and placemaking across the urban area, including residential led sites of 400 or more homes**

alongside complementary mixed uses with economies of scale delivering supporting infrastructure and other facilities to benefit communities.

- **Provide a clear development framework to facilitate future transformative regeneration schemes at Swansea City Central Area and City Waterfront, Swansea Port and Docks, and at key sites on the Tawe Riverside.**
- **Promote a Centres First approach to locating significant retail, commercial and leisure development, with a continued focus on the regeneration of larger centres that support higher density populations alongside enhancement of the network of smaller centres**
- **Provide for key development opportunities in locations well connected to frequent public transport services, including future South Wales Metro stations, and facilitate improvements to strategic transport network infrastructure**
- **Maximise Affordable Housing delivery across Swansea's urban area and in sustainable locations across rural and semi rural locations to address identified housing needs and provide for a range and choice of housing, including through sites delivering a minimum of 50% affordable homes**
- **Facilitate an enhancement to biodiversity across Swansea, including strengthening connectivity to the County's Strategic Green Infrastructure Network to contribute towards addressing the nature emergency.**
- **Facilitate the just transition to a net zero, greener Swansea embedding the need to address the Climate Emergency.**
- **Provide the framework to sustain resilient economic growth and attract inward investment, including enhancing Swansea's status as a 'University City' and through a focus on green and creative industries and diversifying tourism**
- **Promote the continued protection and enhancement of our Cultural and Historic Environment, including the Welsh language, and facilitate positive change to historic buildings at risk**

2.10 The Preferred Strategy confirms that the level of growth the LDP2 will plan for is based on a jobs led, higher economic growth scenario. This suggests a requirement of 9,510 homes to be delivered over the plan period to support employment growth of 10,238 jobs. Unlike baseline forecasts produced to evidence the Plan, the higher economic growth scenario includes positive, upward adjustments for growth based on local knowledge of the latest economic impact forecasts for pipeline projects regarded as having a realistic level of certainty of coming to fruition, while also balancing this optimism with wider uncertainty and risks. The approach represents an ambitious yet deliverable level of housing growth representing an uplift on past building rates to contribute to market and significant affordable housing needs. The growth strategy includes a 20% flexibility allowance in terms of housing provision to ensure a range and choice of sites are provided to cater for unforeseen circumstances and so that the transformational regional regeneration objectives are not undermined. As such, the Preferred Strategy makes clear that **LDP2 will make**

provision for 11,410 new homes to be delivered on a range of sustainable, deliverable and financially viable sites.

- 2.11 Alongside the preferred level of housing and jobs growth, the potential amount of employment land to be provided for has been considered. This has involved the conversion of jobs to floorspace and floorspace to hectares. Factors including employment densities, past take up, allowing for improved availability, choice and flexibility, replacing losses and plot assumption ratios were considered. The analysis concluded that circa 11-25.2ha of employment land could be needed, with provision towards the lower end of this range enabling a continuation of recent take up, with some losses replaced while the upper end would support the growth scenario. Recognising the NGA as a focus for investment and economic growth **LDP2 will make provision at the higher end of 25ha to provide greater choice and flexibility and to align with the authority's economic ambitions to improve the quality of employment space available in Swansea.**
- 2.12 The spatial approach to meeting the identified growth levels is based on focussing strategic scale development within and on the edge of the urban area at locations where evidence shows new places (residential led, healthcare led and mixed use proposals) can be delivered that will accord with Plan objectives. This approach will be complemented by a relatively small number of non-strategic scale housing sites to provide a range and choice of homes in sustainable, well connected locations across the County, aligned to the needs identified in the latest Local Housing Market Assessment.
- 2.13 The Preferred strategy also contains a set of 21 Strategic Policies. These provide the initial policy framework for delivering the LDP2 Vision and emanate from corresponding strategic objectives, all of which are grouped under the national sustainable placemaking outcomes that Planning Policy Wales identifies should guide the preparation of development plans. LDP2 takes an iterative approach to strategic place-led policy formation, and public consultation and stakeholder engagement will allow for modifications and enhancements to the strategic policy framework as part of the preparation of the Deposit Plan.

Evidence Base

- 2.14 In order to prepare the Preferred Strategy an extensive evidence base has been formulated utilising as far as possible existing information as well as up to date assessments and technical reviews. The following provides a (not exhaustive) list of supporting evidence and background papers that informs and supports the Preferred Strategy, which will be available for review alongside the main document during the public consultation:
- Economic and Housing Growth Assessment
 - Employment land review
 - Local Housing Market Assessment
 - Green Infrastructure Assessment
 - Settlement Analysis
 - Gypsy Traveller Accommodation Assessment
 - Regional Strategic Flood Consequences Assessment
 - High Level Financial Viability Assessment
 - Stage 1 Renewable Energy Assessment

Tests of soundness

- 2.15 It is a key requirement of development plan formation to ensure, at each key stage, that the Plan is 'sound'. As such a 'Self-Assessment' of the Preferred Strategy has been undertaken against the tests of soundness, as set out by the Welsh Government and detailed in the Development Plans Manual (Edition 3 – March 2020).
- 2.16 The Self-Assessment has confirmed that the LDP2 Preferred Strategy is considered a sound strategic framework for the development of more detailed policies, proposals and specific land use allocations that will be included in the Deposit LDP2. It has also highlighted that a sound approach has been taken in terms of the processes followed to produce the document having regard to regulations and guidance.
- 2.17 The soundness of LDP2 will continue to be assessed against these tests as the Plan progresses, including to support preparation of the Deposit Plan. The overall soundness of the Plan will eventually be considered at an Examination in Public by the appointed Planning Inspector or Inspectors.

3.0 Integrated Sustainability Appraisal (ISA) and Habitats Regulations Assessment (HRA) Process

Integrated Sustainability Appraisal (ISA)

- 3.1 LDP2 must ensure it contributes to achieving the economic, social, environmental and cultural well-being goals of Wales, as required by the Well Being and Future Generation Act 2015. The Plan must be informed by Sustainability Appraisal (SA) as required under the Planning and Compulsory Purchase Act 2004 ('the 2004 Act') and Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015 ('the 2015 Regulations'). It must also be subject to Strategic Environmental Assessment (SEA) as required by the Environmental Assessment of Plans and Programmes (Wales) Regulations (2004) (the SEA regulations). As a matter of good practice the SA and SEA processes have been combined into one iterative process known as the Integrated Sustainability Appraisal (ISA), as set out at [Local Development Plan 2 - Integrated Sustainability Appraisal and Habitats Regulations Assessment - Swansea](#). The ISA should also include an Equalities Impact Assessment (as required by the Equality Act 2010), and a Welsh Language Impact Assessment (WLIA), as required under the 2004 Act, the Welsh Language Standards No 1 Regulations 2015 and PPW, and a non-statutory Health Impact Assessment (HIA). The Report also has regard to the Council's duty under the Environment Act (Wales) 2016.
- 3.2 The initial stage of the ISA process is the Scoping Report - an evidence gathering exercise to gain an understanding of the current economic, social, environmental and cultural baseline of the County and to identify key issues. The issues guide the development of a set of objectives to form the ISA framework and assess the effects of the plan's policies and proposals. The statutory Consultation Bodies (NRW and Cadw) were consulted on a draft Scoping Report between 30th August and 31st October 2023. Following good practice the Report was made publicly available for comment. Following consideration of

representations received, an amended Scoping Report was published in April 2024.

- 3.3 Draft versions of the LDP2 Vision, Objectives, Growth Scenarios and Spatial Approaches were published for public consultation between April and June 2024. This was a non-statutory stage of the plan making process. The Vision, Objectives, Growth Scenarios and Spatial Approaches were subject to a high level assessment against the SA Framework. Subsequently the Vision and Objectives have been amended and are presented alongside the Preferred Strategy.
- 3.4 The ISA Report of the LDP2 Preferred Strategy contains an assessment of the Vision and LDP Objectives against the ISA Framework. It outlines and assesses a number of alternative Strategic Growth Options and Spatial Approaches and provides an assessment and reasoning for the chosen Preferred Strategy. Finally, the Strategic Policies are assessed. The Report incorporates a WLIA, EqIA and consideration of a HIA. The purpose of the 'Interim Report' is to provide the findings of the ISA of the substantive proposals set out in the Preferred Strategy and identify likely significant effects and recommend mitigation and enhancement measures to enhance its effectiveness.
- 3.5 The ISA has found the LDP2 Vision and Objectives to provide a good coverage and compatibility across the sustainability topics and key sustainability objectives and generally compatible with achieving beneficial sustainability outcomes. Considered as a whole, the suite of proposed Objectives has good coverage of most of the ISA Objectives within the LDP2 ISA Framework. An assessment of the 21 Strategic Policies concluded that at this stage, none of the proposed policies are predicted to have a negative adverse effect on any of the ISA Objectives (16 in total), with many policies providing a positive contribution.
- 3.6 The Integrated Sustainability Appraisal (ISA) of the Swansea Local Development Plan 2023-2038 Pre-Deposit Plan (Preferred Strategy) will be published for comment as part of the statutory consultation process. Further information about the ISA is available at <https://www.swansea.gov.uk/ldp2ISA>

Habitats Regulations Assessment (HRA) Screening Report

- 3.7 Arup was commissioned to undertake a HRA of the Preferred Strategy, as set out at [Local Development Plan 2 - Integrated Sustainability Appraisal and Habitats Regulations Assessment - Swansea](#). The purpose of the HRA Screening Report is to test whether the emerging LDP2 is likely to have significant effects on the integrity of sites protected under European and national legislation, either alone, or in combination with other plans or projects. It is a critical tool for identifying any risks to protected habitats and species early in the development planning process, ensuring that environmental considerations are fully integrated into LDP2.
- 3.8 The HRA considers the impacts of the LDP2 Preferred Strategy and policies both individually and in combination with other plans and projects, detailing mitigation measures where necessary. The HRA process, guided by national regulations, involves screening European sites and assessing potential impact pathways. The assessment found that due to the strategic nature of the document and lack of detailed information at this stage in the development plan process, adverse

effects on site integrity could not be excluded for certain impact pathways at this stage, necessitating further evaluation and policy refinement at the Deposit Plan stage.

- 3.9 The HRA Screening of the Swansea Local Development Plan 2023-2038 Pre-Deposit Plan (Preferred Strategy) will be published for comment as part of the statutory consultation process. Further information about the HRA is available at <https://www.swansea.gov.uk/ldp2ISA>

4.0 Candidate Sites Register

- 4.1 A 'Call for Candidate Sites' process was undertaken from August to October 2023. This is a statutory early exercise in the LDP process and was widely publicised to provide an opportunity for any land owner, site promoter or other interested party to submit a site for potential inclusion in LDP2. A Candidate Sites Register has been produced detailing all sites submitted to the Council during this process (see Appendix C). It is important to emphasise that the sites listed in the Register are those submitted by promoters for consideration as part of the Plan preparation process, i.e. **the purpose of the Register at this stage is not to provide a list of sites that the Council considers suitable for development or allocation in LDP2.**

- 4.2 The sites submitted during the Call for Sites process have undergone initial assessment in line with an agreed and consistent Candidate Sites Assessment Methodology. The key principle of the assessment process is to consider information and evidence from site promoters with regard to demonstrating the suitability, deliverability and financial viability of sites for inclusion in LDP2. An initial assessment (the so-called Stage 1 sift) has been undertaken to determine whether sites should reasonably progress to the full and detailed process of site appraisal (so called Stage 2 and 3 Assessments). The role of the Stage 1 sift is to identify whether, on the basis of the agreed methodology and national planning policy, sites are fundamentally not appropriate to be subject to any detailed assessment, including their extent of alignment with the Preferred Strategy. The Register shows that 132 sites were submitted during the formal process for consideration. The Register identifies that 18 sites have failed the Stage 1 sift assessment and are considered at this stage to have no potential to be a proposed site in LDP2. To confirm, it is the Stage 2 and Stage 3 Assessment process that will identify the candidate sites considered most suitable to deliver the LDP2 Vision, Objectives and overall Plan Strategy. It should be noted that the subsequent stages of the assessment process will incorporate ISA by using a refined set of sustainability indicators and a transparent scoring system. Further information about the LDP2 candidate sites process is available at <https://www.swansea.gov.uk/ldp2candidatesites>.

5.0 Revised LDP2 Delivery Agreement

- 5.1 The Revised LDP2 Delivery Agreement (DA) - see Appendix D - is an essential project management tool to guide and structure the preparation of the Plan and is split into 3 parts. Part 1 sets out the very latest context within which the Plan will be set, including legislation, policy considerations and evidence base. Part 2 confirms the resources that will be committed to progress the Plan to adoption, alongside the timetable for delivering statutory 'Key Stages' of the process. Part 3 sets out the Community Involvement Scheme including the strategy for

encouraging engagement with individuals, groups and organisations. This part of the DA highlights how the Council will work in partnership with a range of stakeholders in preparing LDP2, with reference to Specific and General Consultation bodies, as well as consult widely with the general public. Elected Members are also a key stakeholder, and the DA emphasises that close engagement throughout the process with Members is crucial to ensure as far as possible that the Plan has wider community support.

- 5.2 The Town and County Planning (Local Development Plan) (Wales) Regulations 2005, as amended, require LPAs to keep the Delivery Agreement under regular review and for any revisions to be approved by resolution of the LPA and then submitted to Welsh Ministers for their agreement.
- 5.3 Having reviewed the LDP2 Delivery Agreement approved by Members in July 2023, the preparation timetable requires revision due to a combination of factors. Notably this is due to a more extended period having been taken to undertake stakeholder engagement during the non-statutory consultation process that informed the Preferred Strategy, and a slightly longer period dedicated to collating the wide-ranging evidence base, and also reflecting on timescales being experienced by other Authorities in regard to the completion of the Deposit Plan and Examination process.
- 5.4 The revised dates for preparation are summarised below in Table 1. The timetable is split into ‘Definitive Stages’ (those under direct control of the Council) and ‘Indicative Stages’ that are dependent on other bodies including Planning and Environment Decisions Wales (PEDW). The table below highlights that the Examination of the plan is anticipated to be in the spring/summer of 2027. Following this, the binding Inspectors Report is expected to be published late in 2027, at which time members will be required to consider recommendations in respect of adopting the Plan.

Table 1 – Timetable for LDP2			
Definitive Stages		From	To
1	LDP Evidence Base	January 2023	Ongoing
2a	Delivery Agreement Draft DA Consultation, submission of Final DA to Welsh Government for approval	March/April 2023	July 2023
2b	Revised Delivery Agreement – submission of amended DA to Welsh Government for approval	January 2025	February 2025
3	Pre-Deposit Preparation , participation and engagement Call for Candidate Sites Consultation on SA Scoping Report Preparation and Engagement on Vision, Objectives and Strategic Options	Aug 2023 Aug 2023 Sep 2023	Oct 2023 Sep 2023 Sep 2024

	Consultation on Preferred Strategy, Initial Sustainability Appraisal Report and Habitats Regulations Assessment Screening Report – 8 weeks	Feb 2025	April 2025
4	Deposit Plan Produce updated evidence base and detailed plan policies and proposals Consultation on Deposit Plan, ISA, HRA and Initial Consultation Report	April 2025 April 2026	March 2026 June 2026
5	Submission Submission of Deposit Plan and all supporting evidence to WG	February 2027	
Indicative Stages		From	To
6	Examination Pre hearing meeting and Examination Hearing Sessions	March 2027	July 2027
7	Publication of Inspectors Report Local Planning Authority to receive binding Inspectors Report, check for factual errors and to Publish on its website.	October 2027	
8	Adoption Full Council adopts the Replacement LDP	December 2027	

6.0 Next Steps

Submission of Revised Delivery Agreement to Welsh Government

- 6.1 Subject to Council approval, the Revised LDP2 DA will be submitted to the Welsh Government, in line with the Regulations. Once the WG formally approves the DA, the document will be published on the Council's LDP2 webpage and relevant consultees will be informed of the update. The Welsh Government must agree the Revised DA before the Council can commence statutory public consultation on the Preferred Strategy.

Statutory Engagement and Consultation Process

- 6.2 Subject to Council approval, the LDP2 Pre-Deposit Plan (Preferred Strategy) will be made available for public consultation, which will be undertaken for a minimum 6 week period to commence in early/mid February 2024. The consultation will utilise a wide range of techniques and events to encourage participation and promote the process, including the use of the virtual consultation room, drop in events, stakeholder workshops and engagement of Elected Members through the LDP2 MEG sessions.

- 6.3 As well as inviting representations to be made on the Preferred Strategy, the public consultation will allow for comments to be submitted in relation to the initial ISA and HRA Report, as well as in relation to LDP2 supporting evidence and the Candidate Site Register (see below).

Evidence Base

- 6.4 Work will continue to be undertaken on developing the necessary evidence base to support the preparation of LDP2, focussed on several technical areas. This work includes utilising specialist advisors and external consultants where necessary.

Candidate Sites Assessments

- 6.5 Following the close of the consultation period on the Preferred Strategy, detailed Stage 2 Assessment work will be undertaken on the candidate sites that have passed the initial Stage 1 assessment. Any new sites proposed for consideration as part of the consultation on the Preferred Strategy will be added to the Register, which will be updated to accompany the Deposit Plan. Any new sites submitted will be put through the Stage 1 Assessment and, if successful, will undergo detailed Stage 2 assessments alongside existing submitted sites.

Preparation of the Deposit Plan and subsequent Key Stages

- 6.6 Representations received at the Preferred Strategy stage, including any new candidate sites submitted as part of these, will be considered alongside the on-going accumulated evidence base in preparation of the Deposit LDP2. The Deposit Plan will set out detailed policies and site allocations and must also be considered and approved by the Council before a statutory minimum six-week period of public consultation commences.
- 6.7 Beyond the Deposit LDP stage, subject to Council approval LDP2 and relevant accompanying documents will be submitted to the Welsh Government for independent Examination in Public. Following the conclusion of the Examination, a binding Inspector's Report will be submitted to the Authority and incorporation of the Inspector's changes and subsequent adoption of LDP2 by the Council is required within eight weeks of receipt. On adoption, LDP2 will become a development plan for determining planning applications.

7.0 Integrated Impact 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 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.

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 An IIA has been done for the LDP2 Pre-Deposit Plan (Preferred Strategy). The IIA Screening Form is available at Appendix E of this report. This identifies that the Preferred Strategy is considered to have positive impacts on a range of people and/or communities. All people residing and visiting the County will be impacted by the Preferred Strategy's 'Placemaking Strategy for Abertawe 2038', which sets out the scale of growth for housing and employment that will be delivered over the plan period 2023-2038 to meet identified needs and sets out spatially how this growth will be accommodated reflecting the plan's settlement hierarchy and their role and function and contains strategic policies which will provide a specific framework against which planning applications will be considered (when eventually adopted as part of LDP2). The IIA includes reference to the Integrated Sustainability Appraisal (ISA) of the Preferred Strategy. The ISA includes an Equalities Impact Assessment (as required by the Equality Act 2010), and a Welsh Language Impact Assessment (WLIA), as required under the 2004 Act, the Welsh Language Standards No 1 Regulations 2015 and Planning Policy Wales, and consideration of a non-statutory Health Impact Assessment (HIA). The Report also has regard to the Council's duty under the environment Act (Wales) 2016. The IIA highlights that the Preferred Strategy seeks to ensure the wider determinants of health and wellbeing are considered and health and wellbeing is embedded throughout the plan, as is consideration of climate and nature resilience due to climate change. Strategic policies specifically address pollution, flood risk, the enhancement of Green Infrastructure and active lifestyles, including community food growing. Poverty and social exclusion are specifically addressed via the growth option of high employment, additional homes, particularly affordable housing, protection and enhancement of community and social facilities, the regeneration of areas and education facilities. The timeframe of LDP2 (2023-2038) means that policies contained therein will impact upon future generations, as will the legacy of the Preferred Strategy, for example in terms of provision of housing and employment.

7.5 An updated IIA screening has been completed for the Revised LDP2 DA (see Appendix E). This identifies that the CIS will facilitate engagement with a number of the selected groups identified in Q2 of the IIA screening. As a result, whilst there are no impacts on certain groups, impacts on a number of selected groups in Q2 of the IIA are considered to be 'medium', as they are specifically listed within the

CIS as ‘Seldomly Heard Stakeholders’. The impacts of the CIS will therefore be positive, as the CIS seeks to actively engage these groups in the Plan preparation process through liaison with the Council’s coordinator. Given only positive effects are highlighted with no cumulative impacts identified, it is concluded therefore that an IIA is not required. However as referred above IIA will be integrated into the preparation of the LDP2 throughout the process. The DA was subject to a full public consultation exercise in bilingual form allowing engagement from a wide range of stakeholders.

- 7.6 LDP2 will be fully aligned with the Well-being of Future Generations (Wales) Act 2015 and the duties of the legislation have informed the production of the Plans Key Issues, Objectives, Policies and overall strategy.

8.0 Financial Implications

- 8.1 The approval of the Revised DA for submission to Welsh Government will commit the Council to preparing the Plan in line with the timetable and projected costs set out in the document. The estimated costs for LDP2 are based on those incurred to produce and adopt the current LDP, and also the experience of other comparable Authorities progressing replacement LDPs. A sufficient budget will need to be made available to progress LDP2 to adoption, in order to discharge the Council’s statutory duties. This will cover expenditure relating to all elements of Plan preparation and the independent Examination process.

- 8.2 All costs associated with LDP2 production will continue to be monitored and cost reductions will be pursued wherever possible and reasonable having regard to meeting the statutory duties.

9.0 Legal Implications

- 9.1 The Swansea LDP2 need to be prepared in accordance with Welsh Government regulations and guidance, including The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended 2015) and the Local Development Plans Manual 2020 Edn 3 (The Manual). LDP2 will be subject to an ISA to assess the environmental, social and economic implications of the Plan’s strategy and policies pursuant to Section 39(2) of the Planning and Compulsory Purchase Act 2004.

- 9.2 The Revised DA sets out a clear preparation timetable for production of LDP2 and provides a basis for ensuring that the Council meets its statutory requirements in relation to LDP production. This includes enabling the required minimum 6 week public consultation and stakeholder engagement to be undertaken on the Pre-Deposit Plan known as the Preferred Strategy, alongside the associated Integrated Sustainability Appraisal (ISA) and Habitats Regulations Assessment Reports.

- 9.3 If the Authority achieves the anticipated adoption date of December 2027, there will be a time gap of 24 months whereby the LPA will not have a replacement LDP. During this time, planning applications will still be processed and determined based on Future Wales – The National Development Plan, however the lapsed Swansea LDP 2010-2025 will still be an important material consideration for decision making.

- 9.4 The Council has a duty to seek to continually improve in the exercise of its functions (which include where appropriate powers) in terms of strategic

effectiveness, service quality and availability, sustainability, efficiency and innovation pursuant to the Local Government (Wales) Measure 2009.

Background Papers: None

Appendices:

Appendix A [Starting the Conversation on LDP2 - Engagement Report, December 2024](#)

Appendix B [Swansea Local Development Plan 2023-2038 Pre-Deposit Plan \(Preferred Strategy\), December 2024](#)

Appendix C [Integrated Sustainability Appraisal \(ISA\), Habitats Regulations Assessment and Candidate Site Register, including Stage 1 Assessment documents](#)

Appendix D [Swansea Local Development Plan 2023-2038 Revised Delivery Agreement](#)

Appendix E [Integrated Impact Assessment Implications Screening Forms](#)

Agenda Item 9.



Report of the Section 151 Officer

Council – 30 January 2025

Adoption of the Council Tax Reduction Scheme

Purpose:

1. To outline the requirement to annually consider whether to revise or replace the Council's existing Council Tax Reduction Scheme and the requirement to either adopt a new scheme or re-adopt the existing scheme by 31 January 2025.
2. To recommend the re-adoption of the current scheme as set out in Section 3 of the report for the period 2025/26.

Policy Framework: None

Consultation: Legal, Finance and Access to Services.

Recommendation(s): It is recommended that:

- 1) The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 (the "Prescribed Requirements Regulations") by the National Assembly for Wales (Now the Senedd Cymru) on 26 November 2013, as amended, be noted.
- 2) The amendments to the "Prescribed Requirements Regulations" contained in The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Miscellaneous Amendments) (Wales) Regulations 2025 considered by the Senedd Cymru on 21 January 2025 be noted.
- 3) The outcome of the consultation exercise undertaken by the Council in November 2023 on the discretionary areas of the current scheme be noted.
- 4) The discretionary areas of the current scheme for the period 2024/25 (as set out in section 3 of this report) to remain unchanged for the period 2025/26.
- 5) The Council adopts the scheme as set out in section 3 of this report, to include any mandatory amendments which may be necessary as a result of The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Miscellaneous Amendments) (Wales) Regulations 2025.

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1 Background

- 1.1 Following the abolition of the national Council Tax Benefit scheme on 31 March 2013, responsibility for providing Council Tax support in Wales was devolved to the Welsh Government and is known as the Council Tax Reduction Scheme (CTRS).
- 1.2 The CTRS is governed by two sets of regulations. These regulations prescribe the main features of the schemes to be adopted in Wales: -
- The Council Tax Reduction Schemes (Default Scheme) (Wales) Regulations 2013 (the “Default Scheme Regulations”) as amended.
 - The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 (the “Prescribed Requirements Regulations”) as amended.
- 1.3 The regulations contain an obligation that an authority must consider each financial year whether to revise its scheme or to replace it with another scheme. Any revision or replacement must be made no later than 31 January preceding the financial year for which the revision or replacement scheme will take effect.
- 1.4 Although there is a national scheme for Wales, within the Prescribed Requirements Regulations there is limited discretion given to the Council to apply additional discretionary elements that are more generous than the national scheme. These are: -
- The ability to increase the statutory extended reduction period of 4 weeks given for example to persons who have ceased to receive qualifying benefits after they return to work, where they have previously been receiving a Council Tax Reduction (CTR) that is to end as a result of their return to work;
 - Discretion to increase the amount of War Disablement Pensions and War Widows and War Widowers Pensions which is to be disregarded when calculating income of the applicant; and
 - The ability to backdate applications for CTR for periods longer than the statutory period of three months before the claim is made.
- 1.5 The Council adopted a CTRS for 2024/25 on 25 January 2024. It is a requirement of the Prescribed Requirements Regulations that the

Council adopts a CTRS by 31 January 2025, regardless of whether it applies any of the discretionary elements set out in paragraph 1.4 above. If the Council fails to make a scheme, then a default scheme shall apply under the provisions of the Default Scheme Regulations. The Council can only apply discretion if it makes its own scheme under the Prescribed Requirements Regulations.

- 1.6 An amending set of regulations was laid before the Senedd Cymru on 10 December 2024. These regulations uprate certain figures used to calculate an applicant's entitlement under a Council Tax Reduction Scheme to reflect increases in the cost of living. They also make minor technical, presentational and consequential changes to the 2013 CTRS Regulations to ensure they remain up-to-date and fit for purpose and can take account of inter-related changes to welfare benefits and other legislation made by the UK Government.
- 1.7 The amendment regulations were debated by the Senedd Cymru on 21 January 2025 which was after the deadline date for the submission of this report. In the event that changes were made by the Senedd Cymru to the draft regulations in the authority's possession at the time of writing this report, the Chief Finance Officer will provide an update outlining any changes. The Council must take account of these regulations, The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Miscellaneous Amendments) (Wales) Regulations 2025 when adopting the scheme. These regulations can be accessed at:
<https://business.senedd.wales/mgIssueHistoryHome.aspx?Id=45006>

2 Consultation

- 2.1 A consultation exercise on the discretionary elements within the CTR scheme was conducted in Swansea over the period 5 November 2023 to 3 December 2023 and advertised in a press release. Additionally, an on-line survey form was placed on the Council's website and paper versions of consultation forms were available at the Contact Centre, Area Housing Offices and libraries. Information was also sent to members and precepting authorities. A summary of the responses to this consultation can be found in Appendix A.
- 2.2 The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2015, approved by Senedd Cymru on 20 January 2015, included a change which removed the requirement for Local Authorities to publish a draft scheme and consult interested persons where a Billing Authority revises a scheme in consequence of amendments made to the Prescribed Requirement Regulations. The effect of this amendment is to remove the requirement for local authorities to consult in relation to changes made by Welsh Ministers where authorities have no discretion (as opposed to the discretionary areas of the scheme outlined in 1.4).
- 2.3 As this report contains a recommendation that the current scheme is not replaced or changed from 2025/2026, other than to include amendments contained in the "Amendment Regulations" (explained in 1.6 above),

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

3 Adoption of the Council Tax Reduction Scheme

- 3.1 The Council is required to adopt a scheme by 31 January 2025 under the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013, as amended, regardless of whether it chooses to apply any of the discretionary elements. If the Council fails to make a scheme, then a default scheme will apply under the Council Tax Reduction Schemes (Default Scheme) (Wales) Regulations 2013 (as amended).
- 3.2 As explained in 1.6 above, each year Welsh Government needs to amend the CTR 2013 Regulations to ensure that the assessment calculation for CTR recipients is updated. The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Miscellaneous Amendments) (Wales) Regulations 2025 were laid on 10 December 2024. As well as the up-rating provisions, these “Amendment Regulations” incorporate various technical and consequential amendments.
- 3.3 It is recommended that the Council adopts a Scheme for the period 2025/26 under “the Prescribed Requirements Regulations”, and any amendments made to those regulations by the “Amendment Regulations”, to include all the elements that must be included in the scheme and those discretionary elements set out in the table at Paragraph 3.5 below.
- 3.4 Part 5 of The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 (Other matters that must be included in an authority’s scheme) identifies which elements of the prescribed requirements of a scheme are minimum only requirements and in respect of which local authorities have an element of discretion.
- 3.5 Taking account of:
- The consultation responses for the current local scheme, (see Appendix A) relating to the discretionary elements, noting that no changes have been proposed for 2025/26.
 - The current local scheme in relation to the treatment of War Disablement Pensions, War Widows Pensions and War Widowers Pensions for Housing Benefit, which disregards these payments in full,
 - The fixed funding available,

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

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

4 Integrated Assessment Implications

- 4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage.
 - Consider opportunities for people to use the Welsh language.
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 4.1.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the ‘well-being goals’.
- 4.1.2 The Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure require Local Authorities to have “due regard” to their public sector equality duties when exercising their functions.
- 4.1.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 4.2 The Welsh Government undertook a comprehensive regulatory impact assessment in respect of the national scheme regulations, in November 2013.
- 4.3 The Council has undertaken a consultation exercise in relation to the discretionary elements in November 2023. As a matter of good practice these are undertaken periodically.
- 4.4 An Integrated Impact Assessment Screening has been carried out in December 2024 which determined that a full Integrated Impact Assessment Report was not required. See Appendix B.

- 4.5 It should be noted that there are no significant changes in the scheme recommended from 2025/26 compared to 2024/25. As this is a national scheme, the Council cannot vary the provisions other than those discretionary areas detailed in 1.4 above, which are proposed to remain the same as exist in the current (2024/25) local scheme. The Revenues and Benefits service will continue to provide advice to maximise taxpayers' benefit income, award appropriate discounts and exemptions and signpost customers to relevant agencies, where appropriate, so they can obtain independent advice.
- 4.6 By adopting the scheme the Council is able to ensure that low-income households are able to access financial support to help with their Council Tax liability. There are no negative impacts. Adopting a CTR Scheme is a positive action for the authority and will reduce the Council Tax to be paid by Swansea Citizens by an estimated £25.6M based on 24/25 figures.

5. Financial Implications

- 5.1 Welsh local authorities receive a fixed sum provision from Welsh Government for the CTRS. This is fundamentally different to the funding received from DWP for the former Council Tax Benefit scheme which was demand led and almost fully funded on a pound for pound basis. Any changes that affect the amount of CTR to be paid, for example due to Council Tax increases, increases in customers' CTR entitlement or increases in the number of customers actually claiming CTR, exposes the Council to financial risk, as the shortfall between the amount of CTR paid out and the funding received from Welsh Government, results in local authorities having to bear the additional cost.
- 5.2 The table below shows the number of current CTR recipients in Swansea, the latest estimate of CTR paid for 2024/25 and the latest estimated shortfall of £6.668M which has to be met by the Council.

Current CTR Recipients 2024/25	Current CTR recipients who receive 100% CTR 2024/25	Latest estimate of CTR to be paid in 2024/25	Fixed funding received from Welsh Government for 2024/25	Estimated shortfall between funding and CTR paid to recipients 2024/25
20,992	17,834	£25.645M	£18.977M	-£6.668m

- 5.3 The amount of CTR funding for distribution in 2025/26 in Wales was detailed in the provisional settlement made on 11 December 2024. The funding available for the whole of Wales is £244M with this Council's provisional allocation being £19.458M. This provisional allocation is an increase of £481,000 compared to 2024/25 but the authority will again need to fund a very significant amount of Council Tax Reduction itself. Therefore, in 2025/2026, the contribution from this authority to meet the cost of providing CTR, over the above the amount provided by Welsh Government, is provisionally estimated to be at least £6.187M but is likely to be higher once the level of Council Tax for 2025/2026 is known.

5.4 The table in 5.2 shows the estimated shortfall between the CTR to be paid out and the fixed funding received from Welsh Government for 2024/25.

5.5 Based on these figures, for every 1% increase in Council Tax levels in 2025/26, the yield will be reduced by an estimated £256,445 to reflect the cost of the CTR Scheme.

6. Legal Implications

6.1 The Council is obliged to make a CTRS under the Prescribed Requirements Regulations, as amended, by 31 January 2025. Although the legislation provides for a default scheme to apply in the absence of the Council making a scheme, the Council is nevertheless under a statutory duty to adopt its own scheme, even if it chooses not to apply any of the discretionary elements.

6.2 The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Miscellaneous Amendments) (Wales) Regulations 2025 were debated by the Senedd Cymru on Tuesday 21 January 2025. That date was after the deadline date for the submission of this report but at the time of writing it was anticipated that the draft version of the regulations would be approved without change and come into force on 24 January 2025.

6.3 There are no other legal implications other than those already highlighted in this report.

Background Papers: None

Appendices:

Appendix A: Summary of the responses to the CTRS consultation undertaken in November 2023.

Appendix B: Integrated Impact Assessment screening document

1.1 A consultation exercise was conducted over the period 6th November 2023 to 3rd December 2023. An on-line survey form was placed on the Council’s website and consultation forms were available at the Contact Centre, Area Housing Offices and libraries. Information was also sent to members and precepting authorities and a press release was issued.

1.2 **Summary of Responses**

- a) A total of 53 responses were received. 44 were completed online and 9 written responses received.
- b) 50 responses were completed by individuals and 3 responses were completed by the following organisations: -
 - Mental Health and Money Advice.
 - Swansea Young Families, Action for Children.
 - Swansea Young Families.

1.3 **Responses to the Three Discretionary Areas**

i. **The ability to Increase the statutory Extended Payment Period of 4 weeks.**

Question 1 on the consultation form:		
Discretionary element	Proposal	Responses
The ability to increase the statutory extended payment period of 4 weeks given to people after they return to work when they have been in receipt of a relevant qualifying benefit for at least 26 weeks.	The Council currently restricts extended payment periods to 4 weeks. Do you think this is reasonable?	52 responses: <ul style="list-style-type: none"> • 23 said it was reasonable. • 22 said it was not. • 7 said “don’t know”.
	If you indicated no to the above, please outline what you consider the period should be?	Of the 22 who thought it was not reasonable: <ul style="list-style-type: none"> • 1 opted for no extended payment. • 1 for 2 weeks. • 13 for 6 weeks. • 7 stated other. There were 6 ‘please specify’ responses: <ul style="list-style-type: none"> • Depends on income. • 2 or 3 months for anyone on benefit. • 8 weeks. • 8 weeks. • Indefinitely. • 2 months seems fairer.

- ii. **The discretion to increase the amount of War Disablement and War Widows Pensions which will be disregarded when calculating income.**

Question 2 on the consultation form:		
Discretionary element	Proposal	Responses
Discretion to disregard part or the whole amount of War Disablement Pensions and War Widows Pensions when calculating income.	The Council currently disregards all income from war pensions and war widows' pensions. Do you think this is reasonable?	51 responses. <ul style="list-style-type: none"> • 30 said it was reasonable. • 9 said it was not. • 12 answered "don't know"

- iii. **The ability to backdate the application of Council Tax Reduction Awards for more than the statutory period of 3 months prior to the claim.**

Question 3 on the consultation form:		
Discretionary element	Proposal	Responses
The ability to back date the application of Council Tax Reduction awards for customers for more than the statutory period of 3 months prior to the claim.	The Council currently restricts backdates to 3 months. Do you think this is reasonable?	52 responses. <ul style="list-style-type: none"> • 24 said it was reasonable. • 23 said it was not. • 5 answered "don't know".
	If no, what period do you think is reasonable?	Of the 23 who thought it was not reasonable: <ul style="list-style-type: none"> • 6 opted for a period of 6 months. • 15 opted for a period of 12 months. • 2 did not express a preference. <p><i>There were also 4 'please specify' responses:</i></p> <ul style="list-style-type: none"> • 1 Month. • Minimum of 12 months but longer for claimants in arrears as they had not claimed. • At least 12 months. • Between 6 and 12 depending on individual circumstances. • 6 months.

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

Which service area and directorate are you from?

Service Area: Revenues and Benefits

Directorate: Finance

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:

The Council Tax Reduction Scheme (Default Scheme) (Wales) Regulations 2013 require that each Local Authority adopt the default scheme, with annual amendments for each year, by 31st January preceding the start date of 1st April. This proposal/report is to fulfil this requirement for 2025/2026.

Once again there are no significant changes for 2025/26 compared to 2024/2025. It was initially screened for relevance to Equality and Diversity in 2013, on 14/12/18, 7/1/20, 13/1/21, 02/12/21, 7/12/22, 19/12/23 and reviewed again on 20/12/24

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

Poverty/social exclusion	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input 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 type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Rights	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Council Tax Reduction Scheme (CTRS) is available to anyone that has a reduced income and satisfies the general eligibility criteria set by Welsh Government and includes most of the protected characteristics above.

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

There is very limited discretion within the scheme and consultation in respect of what discretionary decisions there are, is carried out periodically as a matter of good practice. The authority last carried out a consultation exercise on the discretionary areas from the 6th November 2023 to 3rd December 2023.

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

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

- 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

Long Term -

The CTRS is a pan Wales scheme, and the Authority has limited flexibility to amend it. As such, we cannot confirm that the scheme will operate in the same way year on year in the future as how it is written will reflect the wishes of the Welsh Government and its Ministers. Ministers are currently considering the future of the scheme, and it is likely that changes, significant or otherwise, will be made at some point.

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

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

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

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?

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

The Council Tax Reduction Scheme is available to anyone that has a reduced income and satisfies the general eligibility criteria.

The main positive impacts are:

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

The main negative impacts are:

No negative impacts have been identified against any groups/ communities. Adopting a CTR Scheme is a positive action for the authority and will reduce the Council Tax to be paid by Swansea Citizens by an estimated £25.6M based on 24/25 figures.

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)**

Summary of impacts identified and mitigation needed (Q2)

The report fulfils the legal requirement placed upon the Council under The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 to annually adopt a Council Tax Reduction Scheme for the coming financial year.

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

Summary of involvement (Q3)

Consultation on the small number of discretionary areas in the regulations takes place periodically and the exercise has been carried out in November 2023. A summary of the outcome of this consultation is provided as an appendix (A) to the report.

WFG considerations (Q4)

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

Any risks identified (Q5)

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

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

Cumulative impact (Q7)

By adopting the scheme, we are able to ensure that low income households are able to access financial support to help with their Council Tax liability. There are no negative impacts. Adopting a CTR Scheme is a positive action for the authority and will reduce the Council Tax to be paid by Swansea Citizens by an estimated £25.6M based on 24/25 figures.

(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: Julian Morgans
Job title: Head of Revenues and Benefits
Date: 20/12/24
Approval by Head of Service:
Name: Ben Smith
Position: Chief Finance Officer (Sec 151 Officer)
Date: 20/12/24

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

Agenda Item 10.

Report of the Cabinet Member for Education & Learning

Council – 30 January 2025

Co-ordinated School Admission Arrangements Scheme



Executive Summary	
Purpose of Report:	
To determine the Co-ordinated Admission Arrangements Scheme for Swansea schools. The scheme is a requirement under The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 which came into force on 28 June 2024.	
Recommendation(s):	
It is recommended that:	
1)	The proposed Co-ordinated School Admission Arrangements Scheme set out in Appendix A is approved.
Decision-Making Authority www.swansea.gov.uk/constitution :	
Select from the list the constitutional basis www.swansea.gov.uk/constitution on which a decision is being sought (Please tick all that apply):	
<input checked="" type="checkbox"/> Article 4 “The Council Meeting”	<input type="checkbox"/> Financial Procedure Rules
<input type="checkbox"/> Scheme of Delegation	<input type="checkbox"/> Land Transaction Procedure Rules
<input type="checkbox"/> Terms of Reference	<input type="checkbox"/> Other “Please Specify”
<input type="checkbox"/> Contract Procedure Rules	<input type="checkbox"/> Not Applicable. Explain Why
Article 4, Service Strategies, Policies and Plans: The Admission Arrangements for Schools (local discretion)	
Corporate Plan Wellbeing Objectives:	
Select which Wellbeing Objectives are relevant to this report (Please tick all that apply):	
<input checked="" type="checkbox"/> Education & Skills	<input type="checkbox"/> Tackling Poverty & Enabling Communities
<input type="checkbox"/> Economy & Infrastructure	<input type="checkbox"/> Transformation & Financial Resilience
<input type="checkbox"/> Nature Recovery & Climate Change	<input type="checkbox"/> All
<input type="checkbox"/> Safeguarding	<input type="checkbox"/> Not Applicable
Relevance to Corporate Plan Wellbeing Objectives:	
The Co-ordinated School Admission Arrangements Scheme will have a positive impact on learners in Swansea by ensuring equality of access to school places. The scheme is intended to simplify the ‘normal admission rounds’ (i.e. Reception and Year 7 years of entry) process whilst reducing the likelihood of any child being left without a school place. It will also help to avoid pupils being offered multiple schools and parents choosing to ‘hold’ offers for more than one school.	
Reviewed and approved by:	
Access to Services, Finance, Legal, & Relevant Cabinet Member	
Report Author & Job Title:	Melissa Taylor, Lead Admissions Officer

Introduction

1. The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 came into force on 28 June 2024. The regulations require the local authority (LA) to formulate and publish a qualifying scheme to co-ordinate admission arrangements for maintained schools (except for school sixth form places, maintained special schools and maintained nursery schools) within its area.
2. The scheme will apply to all admission authorities (local authority (LA) and Voluntary Aided (VA) schools) in the Swansea local authority area, in relation to applications for the 'normal admission rounds' at a maintained primary school (Reception) or maintained secondary school (Year 7) in Swansea from September 2027.
3. The first co-ordinated school admission arrangements scheme will apply to admission arrangements from September 2027.
4. The scheme will sit alongside the existing School Admission Arrangements policy and oversubscription criteria set out within that policy.

Advice

5. A copy of the proposed scheme for Swansea is attached at Appendix A.
6. The local authority (LA) is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in Swansea. Requests for admission to Voluntary Aided (VA) schools - Church schools (e.g. Roman Catholic, Church in Wales schools) are administered and determined by the admission criteria set by the governing body of that school. Voluntary Aided schools are responsible for determining their own admission arrangements.
7. The co-ordinated scheme does not affect the rights and duties of the governing bodies of Voluntary Aided schools to set and apply their own admissions arrangements and oversubscription criteria.
8. As outlined in Welsh Government Guidance on the co-ordination of school admission arrangements, 'co-ordinated schemes are an administrative process to make school admissions easier and less stressful for parents – they do not mean that all admission authorities in an area have to have the same or similar oversubscription criteria'.
9. The co-ordinated school admission arrangements will only apply to the 'normal admission rounds' for year of entry (i.e. Reception and Year 7). The scheme will not apply to applications for school places outside the 'normal admission rounds' (i.e. In-year transfer applications). Applications outside the 'normal admission rounds (i.e. In-year transfer applications) will continue to be administered by the relevant admission authority and not under the co-ordinated scheme.
10. The co-ordinated arrangements will apply to all Swansea community-maintained schools for which the LA is the admission authority and to the following Swansea VA Schools:

Bishop Vaughan Catholic Comprehensive
Christchurch Church in Wales Primary
St David's RC Primary
St Illtyd's RC Primary
St Joseph's Cathedral Primary
St Joesph's Catholic Primary

11. Details of the co-ordinated school admission arrangements scheme will be published in the Information for Parents booklet 2026-2027 in line with the requirements of The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations.

Administration of the scheme:

12. Currently, parents can apply for year or entry (Reception and Year 7) places as part of the 'normal admission rounds' directly with a VA school as they administer their own admissions. Parents/carers can also make a separate application with the LA for a community school for which the LA is the admission authority.
13. The co-ordinated scheme is intended to simplify the 'normal admission rounds' process whilst reducing the likelihood of any child being left without a school place. It will also help to avoid pupils being offered multiple schools and parents choosing to 'hold' offers for more than one school. Co-ordination establishes a mechanism to ensure, as far as is reasonably practicable, that every parent of a child living in the Swansea local authority area, who has applied to a Swansea maintained school using the common application form, is sent a single offer of a school place by the LA.
14. The co-ordinated scheme will allow parents to apply using a single application (the 'common application form') via the LA's 'normal admission round' process, and to express a preference for up to 3 Swansea schools of their choosing and in order of their preference.
15. Parents expressing a preference for a Voluntary Aided (VA) school may also be required, by the individual school admission authority (the VA school), to provide additional information or evidence relating to an application and as such, to complete a supplementary form.
16. Following consideration of expressed preferences, parents/carers who have applied for a place in a Swansea school as part of the normal admission round, will receive an offer of one school place from the local authority (LA).
17. All preferences from parents will be considered equally. In the event that one or more preferences can be met, the highest preference school will be offered, with all lower preferences being withdrawn.

Stakeholder Participation

18. The LA consulted with the 6 Voluntary Aided (VA) schools in Swansea (who are their own admission authority), on the proposed co-ordinated scheme, as required by the regulations. The Admission Forum and neighbouring local

authority's were also consulted as required. There was no requirement to consult with parents. The proposed scheme for Swansea was also sent to the Roman Catholic Diocese and Church in Wales Diocese.

19. There were no objections received on the consultation from the 6 own admission authority VA schools in Swansea. No comments were received from the Roman Catholic Diocese or Church in Wales Diocese.
20. The Co-ordinated Schools Admission Arrangements Scheme was considered by the Admission Forum at a meeting held on 6th November 2024. The Admission Forum is a statutory body that has a role in ensuring a fair admissions system that does not disadvantage one child compared with another and is straightforward and easy for parents to understand.

Risk and Issues Assessment

21. There are no risks or issues associated with the recommendation being made in this report. The scheme is a requirement under The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024.

Integrated Assessment Implications

22. 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. Further information is available at www.swansea.gov.uk/IIA
23. The Co-ordinated School Admission Arrangements Scheme will have a positive impact on learners in Swansea by ensuring equality of access to school places. The scheme is intended to simplify the 'normal admission rounds' (i.e. Reception and Year 7 years of entry) process whilst reducing the likelihood of any child being left without a school place.
24. The LA also has in place school admission arrangements that apply to all and take account of all protected characteristics to ensure that all applications for a school place are treated equally.
25. An Integrated Impact Assessment (IIA) screening has been undertaken and no adverse implications have been noted.

Financial Implications

26. There are no additional financial implications for the Council arising from the recommendations in this report.

Legal & Governance Implications

27. The scheme is a requirement under The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024.

Appendices:

Appendix A - Co-ordinated School Admission Arrangements Scheme

Background Papers:

The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 – [The Education \(Co-ordination of School Admission Arrangements and Miscellaneous Amendments\) \(Wales\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Welsh Government Guidance on the co-ordination of school admission arrangements - published 02 October 2024
<https://www.gov.wales/guidance-co-ordination-school-admission-arrangements>



SWANSEA COUNCIL / CYNGOR ABERTAWE

CO-ORDINATED SCHOOL ADMISSION ARRANGEMENTS SCHEME

Normal Admission Rounds - Reception and Year 7 (from September 2027)

INTRODUCION

The local authority (LA), under The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 is required to formulate and publish a qualifying scheme to co-ordinate admission arrangements for all admission authorities, (local authority (LA) and Voluntary Aided (VA) schools) in the Swansea local authority area, in relation to applications for the **‘normal admission rounds’** at a maintained primary school (Reception) or a maintained secondary school (Year 7) in Swansea.

Applications outside the ‘normal admission rounds (In-year transfer applications) will be dealt with by the relevant admission authority and not under the co-ordinated scheme.

The co-ordinated admission arrangements scheme does not affect the rights and duties of the governing bodies of the Voluntary Aided schools to set and apply their own admissions arrangements and oversubscription criteria.

BACKGROUND

The co-ordination scheme is intended to simplify the ‘normal admission rounds’ process whilst reducing the likelihood of any child being left without a school place. It will also help to avoid pupils being offered multiple schools and parents/carers choosing to ‘hold’ offers for more than one Swansea school. Co-ordination establishes a mechanism to ensure, as far as is reasonably practicable, that every parent of a child living in the Swansea local authority area, who has applied to a Swansea maintained school using the common application form, is sent a single offer of a school place by the LA.

The co-ordinated arrangements applies to all Swansea community-maintained schools for which the LA is the admission authority and to the admitting authorities for the following Swansea VA Schools:

- Bishop Vaughan Catholic Comprehensive
- Christchurch Church in Wales Primary
- St David’s RC Primary
- St Illtyd’s RC Primary
- St Joseph’s Cathedral Primary
- St Joesph’s Catholic Primary

Parents/carers who wish to apply for schools in areas outside of Swansea must apply to the admission authority for the school (the local authority/Council for that school).

APPLICATION PROCESS

1. There will be a standard application form known as the Common Application Form (CAF). This form will be available to parents/carers in the relevant year via an online system or as a paper copy on request from the local authorities School Admissions Team. Any common application forms (on-time or late forms) received directly by a school **must** be forwarded to the LA.
2. The CAF will be used for the purpose of admitting pupils at the normal point of entry to a primary or secondary school.
3. Parents/Carers of children for whom the LA holds an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP will not be required to make an application. School admissions at the normal point of entry for children with an LA IDP will be handled by the Additional Learning Needs Team. Any application for these children will be processed in accordance with the Special Educational Needs (SEN) Code of Practice for Wales and associated regulations and will not be dealt with under this Scheme.
4. The CAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents/carers resident in Swansea wishing to express a preference for their child.
5. The LA will invite parents/carers to:
 - (a) complete a single application (the 'common application form'), and to express a preference for up to 3 Swansea schools of their choosing and ranked in order of their preference.
 - (b) give their reasons for each preference. Parents/carers expressing a preference for a Voluntary Aided (VA) school may also be required, by the individual school admission authority (the VA school), to provide additional information or evidence relating to an application and as such, to complete a supplementary form.
6. Written information provided by the LA will:
 - (a) specify the closing date for applications.
 - (b) specify that all preferences expressed on the CAF will be considered equally. In the event that one or more preferences can be met, the highest preference school will be offered, with all lower preferences being withdrawn.
 - (c) explain that the parent/carer will receive no more than one offer of a place at a school.
7. Parents/Carers who reside outside of the Swansea Council Local Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.
8. There is a national deadline for applications, as stated in the 'Timetable' section of this Scheme. This is the date by which completed applications (paper or online) must be received by Swansea Council. Applications submitted by this date will be classed as 'on-time' applications. Parents/carers who apply on time (i.e. within the

deadlines published by the LA) for a place at any school will be given priority over those who have not.

9. Applications submitted after the published closing date will be deemed as late applications and will not be considered until after all on time applications received have been allocated and offered their places on the common offer day.
10. Completed paper or online CAFs for Reception and Year 7 places are to be returned direct to Swansea Council School and by the published closing date.
11. Parents/carers who have applied for a Swansea school, on time for a place in the normal admission round, will receive an offer of one school place from the local authority (LA).

ALLOCATION PROCESS

1. The relevant admission authority will be responsible for applying the oversubscription criteria and ranking applications in accordance with their admission criteria. For Voluntary Aided (VA) schools this will be the governing body. For community maintained schools this will be the LA.
2. By the date specified in the local authority's admissions timetable the LA will provide Swansea VA schools with details of the applications made for their schools to enable the governing body to consider and rank their applications.
3. By the date specified in the local authority's admissions timetable, governing bodies who are the admission authority for a school (i.e. Swansea VA schools) **must** provide the LA with a list of all children who applied for places at their school, ranked in their order of priority under their admission arrangements, showing which criteria apply to which child.
4. Swansea Council will rank all applications for those schools for which it is the admitting authority. Using these ranked lists and those provided by VA schools, Swansea Council will be able to determine the children who are eligible for places at each school. This will be done by comparing the number of children on each school's list to the admission number (AN) for that school. Requests for admission will be granted provided there are places available as determined by the published admission number. In the event that one or more preferences can be met, the highest preference school will be offered, with all lower preferences being withdrawn.
5. Where admission requests exceed the number of places available, as determined by the published admission number, places will be allocated to the eligible children with the highest priority ranking under the admission criteria, up to the school's AN.
6. Where a child living in the Swansea Council local authority area, whose parent/carer applied for a Swansea school, has been refused a parental preference school the child will be allocated a place at the nearest school in Swansea with a place available.

7. Swansea Council will inform other local authorities of places in schools in Swansea to be offered to their residents.
8. There will be a common offer day (see 'Timetable' section) when parents/carers will be notified which school their child has been allocated. Parents/Carers who applied online will be sent an outcome letter via email on this date. Parents/Carers who apply on a paper form will receive an outcome letter in the post. Parents/Carers who apply online will also be able to log back in to the online application system to check their allocation and respond to the offer.

LATE APPLICATIONS

Applications submitted after the published closing date will not be considered until after all on time applications received have been allocated and offered their places on the common offer day.

RIGHT OF APPEAL

Where an application has been refused parents/carers will be informed in writing that they have the right of appeal to an independent appeal panel. The correspondence will include information on how to appeal. The letter confirming the refusal will explain:

- the reason for the refusal;
- information about the right to appeal;
- the deadline for lodging an appeal; and
- contact details for making an appeal.

WAITING LISTS

Where parents/carers are refused a place for their child/ren they are automatically placed on the waiting list. Pupils' names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated in accordance with the oversubscription criteria.

All waiting lists will be based on the school's oversubscription criteria and children's places on the list are subject to change according to additional information received about applications or children being added to the list. No priority is given based on the length of time that a child has been on the list or if the application was late or on-time.

Timetable for Secondary (Year 7) Admissions 2027/2028

September 2026	Information for parents made available to schools and parents/carers on Swansea Council website or by hard copy (available on request).
31 October 2026	National deadline for applications. Closing date for Swansea Council common application forms (online or paper) to be received by Swansea Council School Admissions Team.
6 November 2026	By this date Swansea Council will notify the governing body of any school where it is the admission authority (i.e. Swansea VA schools) and does its own ranking, of every application for a place at that school.
15 January 2027	By this date own admission authority schools (Swansea VA schools) will provide Swansea Council with a list of all applicants ranked in order of priority according to the individual school's oversubscription criteria.
25 January 2027	Swansea Council will inform all other local authorities of offers to be made to applicants resident in their areas.
1 March 2027	Common offer day. Local authority notifies parents/carers of secondary school place offered.
26 March 2027	Date by which parents/carers lodge an appeal.

Timetable for Primary (Reception) Admissions 2027/2028

September 2026	Information for parents made available to schools and parents/carers on Swansea Council website or by hard copy (available on request).
15 January 2027	National deadline for applications. Closing date for Swansea Council common application forms (online or paper) to be received by Swansea Council School Admissions Team.
22 January 2027	By this date Swansea Council will notify the governing body of any school where it is the admission authority (i.e. Swansea VA schools) and does its own ranking, of every application for a place at that school.
12 March 2027	By this date own admission authority schools (Swansea VA schools) will provide Swansea Council with a list of all applicants ranked in order of priority according to the individual school's oversubscription criteria.
22 March 2027	Swansea Council will inform all other local authorities of offers to be made to applicants resident in their areas.
16 April 2027	Common offer day. Local authority notifies parents/carers of primary school place offered.
14 May 2027	Date by which parents/carers lodge an appeal.

EXPLANATION OF TERMS USED IN THIS DOCUMENT

Local Authority (LA) – an organisation that is officially responsible for all the public services and facilities in a particular area.

Admission Authority – responsible for setting and apply a school's admission arrangements. For community schools and the Admission Authority is Swansea Council. For voluntary aided schools the Admission Authority is the school's Governing Body.

Admission Number (AN) - means the Admission Number is the number of pupil places available in each year group. All maintained schools admit pupils up to their published admission number for the year of entry at a school i.e. the maximum number of children that the admission authority has agreed it can admit.

Maintained School – a school that is funded by the local education authority (LA).

Admission Arrangements - means the arrangements for a particular school which govern the procedures and decision-making for the purposes of admitting pupils to that school.

Normal admissions round - is the period during which parents are invited to express a minimum of three preferences for a place at any state-funded school on the common application form provided by their home local authority for the normal point of entry.

Normal point of entry - means the first entry point to a school i.e. starting in reception in an primary school or transferring from primary to year 7 of a secondary school.

In Year Application - means any application for a place in any year group at a school other than at the normal point of entry.

Parent/Carer - means a parent/carer which has Parental Responsibility for the child.

'Eligible for a place' - means that a child has been placed on a school's ranked list at such a point which falls within the school's AN or other agreed admission number.

Governing Body – a group of people who are responsible for running a school. They set a strategic direction and aim to promote a high standard of education achievement.

Catholic Archdiocese – a church district, made up of local parishes, under the leadership of a Catholic Archbishop.

Church in Wales Diocese – a church district, made up of local parishes, under the leadership of a Church in Wales Bishop.

Common Application Form (CAF) – a single application form (online or paper)

Agenda Item 11.

Report of the Cabinet Member for Corporate Services & Performance

Council – 30 January 2025



Pay Policy Statement 2025-26

Executive Summary	
Purpose of Report:	
The Localism Act (2011) requires Council to adopt a Pay Policy Statement for each financial year. This report proposes the 2025-26 policy statement.	
Recommendation(s). It is recommended that:	
1)	Council approves the Pay Policy Statement 2025-26 attached at Appendix A of the report with effect from 1 April 2025
Decision-Making Authority www.swansea.gov.uk/constitution :	
Select from the list the constitutional basis www.swansea.gov.uk/constitution on which a decision is being sought (Please tick all that apply):	
<input checked="" type="checkbox"/> Article 4 “The Council Meeting”	<input type="checkbox"/> Financial Procedure Rules
<input type="checkbox"/> Scheme of Delegation	<input type="checkbox"/> Land Transaction Procedure Rules
<input type="checkbox"/> Terms of Reference	<input type="checkbox"/> Other “Please Specify”
<input type="checkbox"/> Contract Procedure Rules	<input type="checkbox"/> Not Applicable. Explain Why
Article 4: The Council Meeting, Section 3: Policy Framework (Resource Management)	
Corporate Plan Wellbeing Objectives:	
Select which Wellbeing Objectives are relevant to this report (Please tick all that apply): Corporate plan 2023 / 2028 - Swansea	
<input type="checkbox"/> Education & Skills	<input type="checkbox"/> Tackling Poverty & Enabling Communities
<input type="checkbox"/> Economy & Infrastructure	<input checked="" type="checkbox"/> Transformation & Financial Resilience
<input type="checkbox"/> Nature Recovery & Climate Change	<input type="checkbox"/> All
<input type="checkbox"/> Safeguarding	<input type="checkbox"/> Not Applicable
Relevance to Corporate Plan Wellbeing Objectives:	
The Pay Policy Statement 2025-26 is a cornerstone of the council’s strategic objectives, directly supporting workforce development, financial resilience, and community well-being. By fostering fair, transparent, and equitable remuneration practices, the policy enhances the council’s ability to attract and retain talent, contribute to local economic stability, and lead by example in reducing inequality. Through alignment with the Workforce Development Strategy 2022-27 and the Transformation and Financial Resilience Well-being Objective, the pay policy not only addresses internal organisational needs but also sets a benchmark for public accountability and community engagement.	
Reviewed and approved by:	
Access to Services, Finance, Legal & Cabinet Member for Corporate Services and Performance	
Report Author & Job Title:	Martin Nicholls, Chief Executive

1. **Introduction**
2. Sections 38 to 43 of the Localism Act 2011 require English and Welsh Local Authorities, by 31st March each year, to produce and publish a Pay Policy Statement for the financial year, detailing:
 - a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers;
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
3. The Council recognises that there is public interest in the public sector pay and therefore the significance of being transparent in its decisions relating to pay. The context of managing resources effectively and appropriately is of importance to the Council and transparency on pay is relevant to publish for public scrutiny.
4. The Pay Policy Statement at Appendix A sets out the Council's approach to pay in accordance with the requirements for the financial year 2025-26.
5. **Advice**
6. The content of the Pay Policy Statement 2025-26 includes the most up to date pay rates for all workforce groups notwithstanding that annual uplifts are not usually agreed with trade unions in advance of the Pay Policy Statement needing to be approved locally. Therefore, the proposed Pay Policy Statement includes 2024-25 pay rates as the 2025-26 negotiations are not confirmed at the time of writing this report.
7. There is one change proposed in the Pay Policy Statement 2025-26.
8. Council approved a Chief Officer job evaluation scheme in March 2024 which has been implemented. All Chief Officers have been job evaluated independently by the Local Government Association (LGA) and placed in a rank order of score. Having been assimilated to pay bandings based on those scores, it is evident that the pay bandings do not align to the job evaluation outcomes.
9. As shown in the highlighted extract below, there is pay overlap between bands resulting in higher pay for lower graded roles, which conflicts with the purpose of job evaluation. A newly appointed Band 1 Head of Service would receive less pay than an existing Band 2 Head of Service despite being in a role which attracts a higher point score.

HEADS OF SERVICE BAND 1 £79,896 to £97,862 per annum						
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7
£79,896	£82,891	£85,884	£88,878	£91,872	£94,869	£97,862
HEADS OF SERVICE BAND 2 £67,919 to £85,884 per annum						
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7
£67,919	£70,913	£73,908	£76,901	£79,896	£82,891	£85,884

10. Whilst most of the bandings have a 7-point range, the Chief Officer range for the sole post of Monitoring Officer/Chief Legal Officer has a 9-point range – this is the largest range and spans a £22k pay progression when compared with circa £12k for all other pay bands.
11. Most Council employees are paid on the NJC pay structure with the majority on a 5-point range. Amending the Chief Officer pay structure to mirror the NJC pay bandings provides a consistent approach to pay progression across both workforce groups.
12. To address the disparity with pay overlap and the 9-point range, the proposed amendment is to move to a 5-point range for all Chief Officers by:
 - Removing pay points 1-2 for Directors
 - Removing pay points 1-2 from Heads of Service Bands 1 and 2
 - Reducing the number of pay points to 5 for the Chief Officer, deleting Points 1, 2, 8 and 9
13. The impact from approving this recommendation will not impact any substantive Chief Officer and there is no increase to pay for any permanent employees as a result.
14. There are two interim appointments which have been made by the Appointments Committee (Director of Social Services and Head of Adult Services and Tackling Poverty), with a third pending at the time of writing this report (Head of Building Services and Waste). Should the recommendation be approved, the lowest pay point for these post holders could increase.
15. The Chief Executive is not included in this proposal due to receiving a spot salary.
16. There would be a small financial saving by deleting points 8-9 from the Chief Officer post.

17. Council is therefore asked to approve the Pay Policy Statement 2025-26 to ensure ongoing compliance with the Localism Act 2011, including revised Chief Officer pay bandings for the reasons outlined in this report.
18. **Stakeholder Participation**
19. Chief Officers and trade unions have been consulted on the proposed changes to the pay bandings.
20. **Risk and Issues Assessment**
21. There are no risks associated with the report if the recommendation to adopt and publish the Pay Policy Statement 2025-26 is approved.
22. If the recommendations are not approved pay related risks could emerge given the job evaluation scores should reflect levels of pay i.e. salary should be determined by level of responsibility according to the rank order of job evaluation score.
23. **Integrated Assessment Implications**
24. 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. Further information is available at www.swansea.gov.uk/IIA
25. An Integrated Impact Assessment (IIA) screening has been undertaken (Appendix B) and no adverse implications have been noted.
26. **Financial Implications**
27. There are additional financial implications for the Council arising from the recommendations in this report. The cost of the existing interim arrangements is estimated to increase by less than £5,000, provided the term is not extended, this will be during 2024/25 only. The cost implications of the pending interim arrangement will need to be addressed during the process to appoint.
28. Whilst there is no immediate cost involved by removing the bottom points from each scale for the substantive posts, it should be borne in mind that removing the points will reduce the opportunity to make temporary savings in the future. There will be a small budgetary saving from removing the top two points of the Chief Officer grade, estimated at around £5,000 per annum.
29. The costs arising from the Council's Pay Policy Statement 2025-26 will be reflected in the 2025-26 budget. An assumption for pay has been made for 2025-26 but details of any likely offer or scope for agreed settlement remain unknown.

30. Legal & Governance Implications

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

Appendices:

Appendix A Pay Policy Statement 2025-26
Appendix B Integrated Impact Assessment Screening

Background Papers:

None



2025-26 PAY POLICY

January 2025

Mae'r ddogfen hefyd ar gael yn Gymraeg
This document is also available in Welsh

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1.0 Introduction

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power 'to appoint officers on such reasonable terms and conditions as the Council thinks fit'.
- 1.2 This Pay Policy statement sets out the Council's approach to pay policy in accordance with the requirements of sections 38 to 43 of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for each financial year, detailing the Council's policies towards all aspects and elements of the remuneration of Chief Officers, including:
- i. The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers
 - ii. The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - iii. The relationship between the remuneration of its Chief Officers and other employees
- 1.3 Local authorities are large, complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect the specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.
- 1.4 The Council recognises the role of trade unions in consultation and negotiation of pay at local, regional, and national levels. The Council supports the National Joint Councils and Joint Negotiating Committees, which govern the national agreements concerning pay and conditions of service, which are applicable to all of the employee groups referred to in this pay policy statement.
- 1.5 As required by legislation, full Council approved the first Pay Policy in 2012 and this policy statement came into immediate effect. The Policy is subject to review on a minimum of an annual basis in accordance with the relevant legislation. This pay policy is subject to full Council approval.
- 1.6 This policy has made reference to the Welsh Government Guidance Pay Accountability in Local Government, December 2020, and November 2021.
- 1.7 "Recognising Performance" is a key strand of the Council's Workforce Strategy for 2022-27 with the aim to *"achieve and recognise high levels of performance from direct and effective communication, regular evaluation and feedback, clear planning and understanding and supporting our workforce and incentivise appropriately"*. *"So that we have capable staff who are appropriately incentivised, recognised and motivated to achieve a high performance culture across all teams and demonstrating our core values."*

2.0 Policy Statement

- 2.1 This Policy includes matters concerning the remuneration of Chief Officers, as defined under the Localism Act 2011, including the publication of and access to information relating to all aspects of their remuneration.
- 2.2 The policy includes details on the remuneration of its lowest paid employees (including the definition adopted and reasons for it) and the relationship between the remuneration of its Chief Officers and other employees.
- 2.3 The Council will endeavour to maintain the constructive Social Partnership approach that it has developed with the recognised Trade Unions and will continue to work closely with them on pay related matters. Collective bargaining will be followed as appropriate for any proposed changes to pay and/or allowances.

3.0 Legislative Framework

- 3.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:
 - Equality Act 2010
 - Employment Rights Act 1996
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-term Employment (Prevention of Less Favourable Treatment) Regulations 2002
 - Working Time Regulations 1998
 - Agency Workers Regulations 2010
 - Transfer of Undertakings (Protection of Employment) Regulations 2006
 - National Minimum Wage (Amendment) Regulations 2021
- 3.2 The Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which relate salaries to the requirements, demands and responsibilities of the role.
- 3.3 The Act sets out the requirements for Pay Policy Statements and as part of this there are certain terms that are used to define different employee groups and in particular senior officers. This section explains these definitions, and how they apply in this Council. 'Chief Officers' are defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are as follows;
 - (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
 - (b) its monitoring officer designated under section 5(1) of that Act;

- (c) a statutory chief officer mentioned in section 2(6) of that Act;
- (d) a non-statutory chief officer mentioned in section 2(7) of that Act;
- (e) a deputy chief officer mentioned in section 2(8) of that Act.

3.4 As stated in the Local Government and Elections (Wales) Act 2021, with reference to the changes introduced by the Local Government (Wales) Measure 2011, the role of “Head of Paid Service” was replaced by the role of “Chief Executive” from May 2022.

3.5 The Council’s **Chief Officers** are:

- Chief Executive
- Statutory Chief Officers:
 - Director of Education
 - Director of Social Services
 - Section 151 Officer - Director of Finance
 - Monitoring Officer – Head of Legal & Democratic Services
- Non-statutory Chief Officers:
 - Director of Corporate Services
 - Director of Place

3.6 The Council’s **Deputy Chief Officers** are:

- Corporate Services:
 - Head of Communications, Corporate Planning and Performance
 - Deputy Monitoring Officer and Deputy Chief Legal Officer
 - Head of Human Resources and Service Centre
 - Head of Digital and Customer Services
- Education Directorate:
 - Head of Achievement and Partnerships
 - Head of Planning and Resources
 - Head of Vulnerable Learners
- Finance:
 - Deputy Section 151 Officer and Deputy Chief Finance Officer
 - Head of Revenues and Benefits
 - Head of Commercial Services
- Place Directorate:
 - Head of Building Services and Waste
 - Head of Cultural Services and Parks and Cleansing
 - Head of Highways and Transportation
 - Head of Housing and Public Health
 - Head of Planning and City Regeneration
 - Head of Property Services

- Social Services:
 - Head of Adult Services and Tackling Poverty
 - Head of Child and Family Services
 - Head of Integrated Services

4.0 Scope

- 4.1 The Localism Act 2011 required authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid', explaining their policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a policy covering all employee groups with the exception of school teachers (as the remuneration for this latter group is set by Welsh Government and is not within the Council's control).
- 4.2 The Council has autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. However, this policy will be complied with in setting remuneration levels for all groups within its scope.

5.0 Principles of the Pay Policy

- 5.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:
- Swansea Council's Employee Pay Scales, National Joint Council (NJC) Employees (Annex A)
 - Swansea Council's Chief Officer Pay Scales (Annex B)
 - National Pay Grades - Soulbury (Annex C)
- 5.2 The following are available on the Council's website:
- JNC Chief Officer Employment Rules (as per Council Constitution)
 - Redundancy Policy
 - Performance Management Policy
 - Annual Leave Policy
 - Travel and Subsistence Policy
 - Partnership arrangements
 - Swansea Public Services Board
 - Swansea City of Sanctuary
 - Swansea Poverty Partnership Forum
 - Regeneration Swansea
 - Safer Swansea Advice
- 5.3 In addition to the above, the Chief Executive and Directors also play key roles in regional agencies such as the South West Wales Corporate Joint Committee,

Partneriaeth, Swansea Bay City Deal, The West Glamorgan Partnership, and the Public Service Board. In this context, at the more senior grades in particular, remuneration levels need to enable the attraction of a suitably wide pool of talent. This would ideally include people from the private and public sector and from inside and outside Wales. It is recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.

- 5.4 The Council is also the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the City and County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark example on pay and conditions to other employers in the area for the same reasons.

6.0 Pay Structures within the Council

- 6.1 The Council uses different pay structures for different groups of employees:

Chief Officers' Pay Structure

- 6.2 A pay structure is used for Chief Officers as outlined in Annex B. The structure and any variation to it is determined by Council. It was last reviewed in 2024-25 when Chief Officer posts were job evaluated under the LGA scheme as determined by Council in March 2024.

National Joint Council Pay Structure

- 6.3 The Council uses the nationally negotiated NJC pay spine as the basis for its NJC grading structure for all employees who are not Chief Officers, Soulbury officers or teachers.
- 6.4 Pay increases for NJC staff are nationally negotiated. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 6.5 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.
- 6.6 Pay rates for the period 1 April 2024 to 31 March 2025 are detailed in Annex A.

Soulbury Committee Pay Structure

- 6.7 Educational Inspectors and Advisers and Educational Psychologists use Soulbury Committee pay structure. In addition to the annual pay increase, the Soulbury Committee determines the national salary framework. On other conditions of service issues, the Soulbury agreement ensures that officers have conditions which are not less favourable than other local government staff employed in the Council they work in.

6.8 All future nationally negotiated pay increases for Soulbury staff will follow the same process as for Chief Officers; see below. The Council will therefore pay future pay rises as and when determined in accordance with contractual requirements.

6.9 The 2023/24 pay rates for this group of staff are attached at Annex C.

Teachers' Pay Structure

6.10 Teachers' salaries are set nationally by the Welsh Government and each school is required to adopt a Pay Policy for Teachers.

7.0 Job Evaluation

7.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth, for the purpose of establishing a rational pay structure and pay equity between jobs.

7.2 The Council implemented Single Status for all staff in terms of Pay, Grading and Terms & Conditions on 1 April 2014. The concept of equality was central to this work and our Integrated Impact Assessment (IIA) process has been utilised throughout. It has informed the negotiating position of the Council in relation to a number of Terms and Conditions. The Council engaged Northgate to assist us to carry out an IIA in respect of our new pay model.

7.3 The Council currently uses 2 job evaluation schemes: the LGA JE scheme for Chief Officers and the methodology of Job Family Allocation.

8.0 Market Supplements

8.1 Job evaluation has enabled the Council to set appropriate remuneration levels based on internal job size relativities within the Council. However, from time to time it may be necessary to take account of the external pay market to attract and retain employees with particular experience, skills, and capacity.

8.2 Where there are specialist / technical roles required within a service, and the recruitment process has failed to deliver appropriately qualified suitable candidates for the role on offer, the Head of Service may submit to Corporate Management Team (CMT) a full business case (including current labour market research) for an additional market supplement payment.

8.3 It is the Council's policy that any such market supplements be kept to a minimum and be subject to a clear procedure to ensure they are reviewed on a regular basis so that they can be withdrawn where no longer considered necessary. The Market Supplement Policy and Procedure were last reviewed by CMT in January 2024 and will be reviewed on an annual basis.

9.0 Honoraria

- 9.1 The Council recognises that it may be necessary from time to time to apply an additional payment when an employee is requested to 'act up' into a higher graded post or to temporarily undertake additional duties associated with a higher graded post. In these circumstances an honoraria payment may be made. It is the Council's policy that honoraria be kept to a minimum and be subject to a clear procedure to ensure honoraria payments are transparent, carefully considered, subject to proper review and implemented on a consistent basis. The Honoraria Policy and Procedure were last reviewed by CMT in January 2024 and will be reviewed on an annual basis.

10.0 Pay and Performance

- 10.1 The Council expects high levels of performance from all employees and has a performance review process in place to monitor, evaluate and manage performance on an ongoing basis. No performance-related pay is currently applicable to any employee group.
- 10.2 The Chief Executive's performance review is undertaken by the Chief Executive's Appraisal and Remuneration Committee on an annual basis. The Chief Executive publishes the objectives set by the Council in the Chief Executive's blog.
- 10.3 For Chief Officers, the annual increment (if not already at top of scale) is awarded only when the Performance Review is deemed satisfactory.
- 10.4 The Council has an Employee Performance Management policy that is available on the Council's website.

11.0 Chief Executive

- 11.1 The role of Chief Executive involves coordination, management, staffing, advising the council, elections and dealing with emergencies. It is a full time and permanent appointment and the postholder is selected on merit against objective criteria, following public advertisement, and is appointed by full Council.
- 11.2 The Chief Executive works closely with elected members to deliver the Council's corporate plan and wellbeing objectives. The Local Government and Elections (Wales) Act 2021 introduced additional functions for the Chief Executive to keep certain matters including the organisation and appointment of the council's staff under review and where appropriate to do so to report to the council setting out proposals in respect of those matters.
- 11.3 The Chief Executive is employed on Joint National Committee for Chief Executives of Local Authorities (JNC for Chief Executives) terms and conditions. The JNC for Chief Executives negotiates on national annual pay awards. These pay awards are effective from 1 April each year however they are not normally confirmed in advance of this date. In respect of the nationally agreed JNC Pay Award for the Chief Executive's salary, half is afforded automatically with the

other half subject to the performance rating at the Annual Performance Review. The current Chief Executive is on a spot salary with no incremental progression.

- 11.4 The Chief Executive acts as the Returning Officer for Local Government Elections. The appointment of Electoral Registration Officer is required by Section 8 of the Representation of the People Act 1983 and the appointment of Returning officer by Section 35 of the Representation of the People Act 1983. All other elections and referenda are not included; and this is covered by the JNC Terms and Conditions of Employment.
- 11.5 The latest pay award for the Chief Executive increased the Chief Executive's salary to £166,439 per annum from 1 April 2024.

12.0 Chief Officers

- 12.1 The Council employs Chief Officers under JNC for Chief Officers terms and conditions. The JNC negotiates on national annual pay awards which are effective from 1 April each year, although they are not normally confirmed in advance of this date. The latest pay award for chief officers, which was effective from 1 April 2024, is attached at Annex B.
- 12.2 No bonus or performance related pay mechanism is applicable to Chief Officers' pay; although the annual increment (if not already at top of scale) is only awarded once the Annual Performance Review has been deemed as satisfactory.
- 12.3 Although annual pay increases referred to above are part of the nationally agreed terms and conditions, Chapter 8 of the Localism Act 2011 and the Council's Constitution provides that any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full Council. In accordance with these rules, the Council's decision to agree this Pay Policy constitutes agreement to implement future pay increases determined by the relevant negotiating body effective from 1 April 2025, as accounted for in the Budget set and agreed by Council. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.
- 12.4 The Council pays all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions. It also meets the fifty percent of the cost of membership to a professional body if it is deemed an essential requirement of the post.

13.0 Exit Payments

- 13.1 The Council's approach to statutory and discretionary payments on termination of employment of all employees, prior to reaching normal retirement age, is set out within its Early Retirement & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5)

and when an enhanced redundancy payment of up to 45 weeks' pay would be granted (Regulation 6).

- 13.2 Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Council does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 13.3 The Council will comply with Chapter 8 of the Localism Act 2011 and the Council's Constitution which provides that the Council must determine the level, and any change in the level of remuneration to be paid to a chief officer. This includes any amounts payable to a chief officer on the chief officer ceasing to hold office, other than amounts that may be payable by virtue of any enactment.
- 13.4 The Council will also comply with the Welsh Government's guidance that full Council should be given the opportunity to vote on chief officer severance packages to ensure any settlement represents value for money for taxpayers. In presenting information to full council, the Council will set out clearly all the components of the relevant severance package including any statutory or non-statutory components.
- 13.5 When calculating the value of any severance package, the following payments should be taken into account:
- Salary paid in lieu
 - lump sum redundancy/severance payment
 - cost to the Council of the strain on the pension fund arising from providing early access to an unreduced pension.
- 13.6 Since February 2021 there has been no cap on exit payments in England and Wales, nor has there been a requirement for public bodies to request waivers for exit payments over £95,000. UK Government started a consultation on introducing a cap in October 2022 and we await the Government's response, the next stage of which is due to take place in June 2025.
- 13.7 The Head of HR and Service Centre will ensure that if there are further decisions made regarding this matter, the appropriate actions will be taken to ensure compliance.

14.0 Voluntary Severance

- 14.1 The Council's Voluntary Redundancy Policy provides details of the position on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. Details of the Council's policy on whether to increase an employee's total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008 is included in our Employer's Pensions Discretions statement.

14.2 Further to the Employment Appeal Tribunal (EAT) decision *University of Sunderland v Drossou* (13 June 2017) the Council will take into consideration any pension contributions that form part of the overall package of ‘remuneration’ offered to an employee in return for their services. The result of this is that, where appropriate, the employer’s pension contributions are included in the calculation of weekly pay subject to the current maximum allowed.

15.0 Pay Relativities across the Council

- 15.1 The “lowest paid employees” under a Contract of Employment are defined as those employed on a full time [37 hours] equivalent salary in accordance with the minimum spinal column point currently in use within the Council’s grading structure. The Council employs Apprentices [and other such Trainees] who are not included within the definition of ‘lowest paid employees’ as they are not employed under Contracts of Employment.
- 15.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 15.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton ‘Review of Fair Pay in the Public Sector’ (2010). The Hutton Report explored the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government’s Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council’s workforce.
- 15.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:7 and between the lowest paid employee and average Chief Officer as 1:5. The multiple between the median (average) full time equivalent earnings and the Chief Executive is 1:4 and between the median (average) full time equivalent earnings and average Chief Officer is 1:3.
- 15.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council uses available benchmark information as appropriate.
- 15.6 The Council’s Gender Pay Gap 2023¹ report outlines the gender pay gap between men and women employed by the Council. As of 31st March 2023, the Council had a mean gender pay gap of 2.01% and a median gender pay gap of 3.73%. The 2023 data shows that the gap continues to close when compared to 2022 when the mean gap was 5.64% and the median gap was 12.64%, which in turn was lower than in 2021 when the mean gap was 6.32% and the median gap

1

was 13.6%. The 2024-25 gender pay gap will be reported at the end of March 2025.

16.0 Lower Paid Employees and Workers

- 16.1 The Localism Act 2011 requires the Council to define its 'lowest paid employee' within the Pay Policy Statement. Within the Council, the lowest paid employees are Grade 2 and are paid £12.45 per hour which is above the national living wage of £11.44 per hour. In April 2025, the national living wage will rise to £12.21 per hour.

17.0 Independent Remuneration Panel for Wales

- 17.1 Section 143A Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel for Wales (IRPW) and sets out their functions in relation to salaries of Chief Executives.
- 17.2 Any changes to remuneration for the Chief Executive role will be referred to the IRPW and any recommendations received from the IRPW will be put before Council when determining any change in remuneration. Council will have regard to any recommendation received from the IRPW when deciding whether or not to proceed with any change to Chief Executive salary.
- 17.3 The Council is required to identify in this pay policy statement whether any such referral has been made to the IRPW, and if so, the nature of the referral, the IRPW's decision and the council response. The Council has not made a referral to the IRPW relating to the salary payable to the Chief Executive.

18.0 Accountability and decision making

- 18.1 In accordance with the Constitution of the Council, full Council is responsible for decision making in relation to the pay, terms and conditions and severance arrangements in relation to Chief Officer employees of the Council.
- 18.2 This policy has considered all the recommendations in the Welsh Government guidance notes on Pay Accountability in Local Government in Wales and has been referred to throughout this Policy statement.

19.0 Non-guaranteed Working Hours

- 19.1 In December 2016, the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles which apply to those employees who are employed on a relief, casual or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional

workforce in order to cover peaks in workload or where the workload is on a one off basis.

20.0 Recruitment and Talent Management

- 20.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.
- 20.2 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for an interim appointment to provide cover for a vacant substantive Chief Officer post or for any other reason, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service.' These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

21.0 Re-employment Procedures

- 21.1 No Chief Officer who was previously made redundant or granted early retirement from the Council, will be later re-employed, or re-engaged. This would be either as an employee (Contract of Service), as a Consultant (Contract for Service) or through an external contractor commissioned to work on behalf of the Council unless in exceptional circumstances when a meeting of Council may waive this requirement.
- 21.2 The Council will inform Chief Officers on appointment who are in receipt of a pension under the LGPS from a previous employer that they must inform their Pension Fund Provider of their re-employment in Local Government. The appropriate abatement rules can then be applied.

22.0 Teachers' Pay

- 22.1 The Teachers' Pay Policy provides a framework for making decisions on Teachers' pay. It has been developed to comply with the requirements of the School Teachers' Pay and Conditions (Wales) Document (STPCWD) and has been the subject of consultation with ASCL, NAHT, NASUWT, NEU AND UCAC

23.0 Local Government Pension Scheme

- 23.1 All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible, they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out

of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.

- 23.2 The current level of contribution to the scheme by employees, effective from 1st April 2024, is outlined in the following table:

LGPS Contribution table 2024/25			
Band	Actual pensionable pay for an Employment (per annum)	Contribution rate for that employment	
		Main	50/50
1	Up to £17,600	5.50%	2.75%
2	£17,601 to £27,600	5.80%	2.90%
3	£27,601 to £44,900	6.50%	3.25%
4	£44,901 to £56,800	6.80%	3.40%
5	£56,801 to £79,700	8.50%	4.25%
6	£79,701 to £112,900	9.90%	4.95%
7	£112,901 to £133,100	10.50%	5.25%
8	£133,101 to £199,700	11.40%	5.70%
9	£199,701 or more	12.50%	6.25%

- 23.3 Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk.

- 23.4 The Council's Pensions Discretions Policy statement has been updated and agreed during 2023 and is published on the Council's website as required by regulations:

https://www.swansea.gov.uk/media/5047/Employers-pensions-discretions-policy2021/pdf/Employers_pensions_discretions_policy.pdf?m=1642597102047

24.0 Off Payroll Arrangements

- 24.1 Where the Council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the Council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the Council's Contract Procedure Rules, ensuring the council is able to demonstrate value for money from competition in securing the relevant service.

25.0 Publication

- 25.1 Upon approval by the full Council, this statement will be published on the Council's website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees, or allowances paid to or receivable by the person in the current and previous year
- any bonuses so paid or receivable by the person in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above

26.0 Monitoring and Review

- 26.1 This Policy outlines the current position in respect of pay and reward across the Council and it will continue to be monitored over the next year to ensure that it meets the principles of fairness, equality, accountability, and value for money for citizens of Swansea.
- 26.2 This Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Pay Policy Statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011.
- 26.3 This Pay Policy Statement will be reviewed and updated on an annual basis for consideration and agreement by full Council, with the next Pay Policy Statement to be in place for the 2026-27 financial year.

ANNEX A: NJC Pay Award 2024-25

GRADE	SCP POINT	HOURLY RATE 23/24	SALARY 23/24	HOURLY RATE 24/25	SALARY 24/25
GRADE 2	3	£11.79	£22,737.00	£12.45	£24,027.00
GRADE 3	4	£11.98	£23,114.00	£12.65	£24,404.00
GRADE 4	5	£12.18	£23,500.00	£12.85	£24,790.00
	6	£12.38	£23,893.00	£13.05	£25,183.00
GRADE 5	7	£12.59	£24,294.00	£13.26	£25,584.00
	8	£12.80	£24,702.00	£13.47	£25,992.00
	9	£13.02	£25,119.00	£13.69	£26,409.00
GRADE 6	11	£13.47	£25,979.00	£14.13	£27,269.00
	12	£13.69	£26,421.00	£14.36	£27,711.00
	14	£14.17	£27,334.00	£14.84	£28,624.00
	15	£14.41	£27,803.00	£15.08	£29,093.00
	17	£14.91	£28,770.00	£15.58	£30,060.00
GRADE 7	19	£15.43	£29,777.00	£16.10	£31,067.00
	20	£15.70	£30,296.00	£16.37	£31,586.00
	22	£16.26	£31,364.00	£16.93	£32,654.00
	23	£16.63	£32,076.00	£17.29	£33,366.00
	24	£17.12	£33,024.00	£17.79	£34,314.00
GRADE 8	25	£17.59	£33,945.00	£18.26	£35,235.00
	26	£18.06	£34,834.00	£18.72	£36,124.00
	27	£18.53	£35,745.00	£19.20	£37,035.00
	28	£19.00	£36,648.00	£19.66	£37,938.00
	29	£19.35	£37,336.00	£20.02	£38,626.00
GRADE 9	30	£19.81	£38,223.00	£20.48	£39,513.00
	31	£20.31	£39,186.00	£20.98	£40,476.00
	32	£20.85	£40,221.00	£21.52	£41,511.00
	33	£21.47	£41,418.00	£22.14	£42,708.00
	34	£21.98	£42,403.00	£22.65	£43,693.00
GRADE 10	35	£22.51	£43,421.00	£23.17	£44,711.00
	36	£23.03	£44,428.00	£23.70	£45,718.00
	37	£23.55	£45,441.00	£24.22	£46,731.00
	38	£24.08	£46,464.00	£24.75	£47,754.00
	39	£24.58	£47,420.00	£25.25	£48,410.00
GRADE 11	40	£25.13	£48,474.00	£25.79	£49,764.00
	41	£25.66	£49,498.00	£26.32	£50,788.00
	42	£26.18	£50,512.00	£26.85	£51,802.00
	43	£26.70	£51,515.00	£27.37	£52,805.00
	44	£27.26	£52,591.00	£27.94	£53,906.00
GRADE 12	45	£27.81	£53,653.00	£28.51	£54,995.00
	46	£28.36	£54,722.00	£29.07	£56,091.00
	47	£28.94	£55,824.00	£29.66	£57,220.00
	48	£29.52	£56,944.00	£30.25	£58,368.00
	49	£30.11	£58,089.00	£30.86	£59,542.00

ANNEX B: Chief Officers' Pay 2024-25

CHIEF EXECUTIVE				
£166,439 per annum (fixed point)				
DIRECTORS £119,467 to £131,211 per annum				
Point 1	Point 2	Point 3	Point 4	Point 5
£119,467	£122,403	£125,340	£128,275	£131,211
CHIEF OFFICERS £103,852 to £115,829 per annum				
Point 1	Point 2	Point 3	Point 4	Point 5
£103,852	£106,844	£109,839	£112,833	£115,829
HEADS OF SERVICE BAND 1 £85,884 to £97,862 per annum				
Point 1	Point 2	Point 3	Point 4	Point 5
£85,884	£88,878	£91,872	£94,869	£97,862
HEADS OF SERVICE BAND 2 £73,908 to £85,884 per annum				
Point 1	Point 2	Point 3	Point 4	Point 5
£73,908	£76,901	£79,896	£82,891	£85,884
HEADS OF SERVICE BAND 3 £61,931 to £73,908 per annum				
Point 1	Point 2	Point 3	Point 4	Point 5
£61,931	£64,867	£67,919	£70,913	£73,908

ANNEX C: Soulbury Pay Scales 2023

SCP	01.09.21	01.09.22	01.09.23
1	37056	38981	40540
2	38383	40308	41920
3	39637	41562	43224
4	40907	42832	44545
5	42168	44093	45857
6	43431	45356	47170
7	44758	46683	48550
8	46035*	47960*	49878*
9	47522	49447	51425
10	48849	50774	52805
11	50158	52083	54166
12	51425	53350	55484
13	52860**	54785**	56976**
14	54140	56065	58308
15	55553	57478	59777
16	56831	58756	61106
17	58113	60038	62440
18	59371	61296	63748
19	60668	62593	65097
20	61338***	63263***	65794***
21	62626	64551	67133
22	63749	65674	68301
23	64985	66910	69586
24	66093	68018	70739
25	67278	69203	71971
26	68434	70359	73173
27	69616	71541	74403
28	70815	72740	75650
29	72016	73941	76899
30	73215	75140	78146
31	74404	76329	79382
32	75611	77536	80637
33	76819	78744	81894
34	78056	79981	83180
35	79291	81216	84465
36	80560	82485	85784
37	81809	83734	87083
38	83071	84996	88396
39	84316	86241	89691
40	85561	87486	90985
41	86811	88736	92285
42	88061	89986	93585
43	89309	91234	94883
44	90564	92489	96189
45	91815	93740	97490

46	93069	94994	98794
47	94327	96252	100102
48	95574	97499	101399
49	96825	98750	102700
50	98079	100004	104004
51	108164****		
52	112491****		

Notes to Educational Improvement Professionals above

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

**normal minimum point for EIP undertaking the full range of duties at this level.*

***normal minimum point for senior EIP undertaking the full range of duties at this level.*

****normal minimum point for leading EIP undertaking the full range of duties at this level.*

*****extension to range to accommodate structured professional assessments.*

Two additional points after SCP 50 with effect from 1 September 2023.

Trainee Educational Psychologists

SCP 01.09.21 01.09.22 01.09.23

1	24970	26895		<ul style="list-style-type: none"> • SCP1 is deleted with SCP 2 the first point of the scale with effect from 1 September 2023.
2	26798	28723	29872	
3	28623	30548	31770	
4	30453	32378	33673	
5	32279	34204	35572	
6	34107	36032	37473	

Assistant Educational Psychologists

SCP 01.09.21 01.09.22 01.09.23

1	30694	32619		<ul style="list-style-type: none"> • SCP 1 is deleted with SCP 2 the first point of the scale with effect from 1 September 2023 • An additional point after SCP 4 with effect from 1 September 2023
2	31948	33873	35228	
3	33201	35126	36531	
4	34448	36373	37828	
5			39341	

Educational Psychologists - Scale A

SCP 01.09.21 01.09.22 01.09.23

1	38865	40790	42422	Notes to Educational Psychologists - Scale A: Salary scales to consist of six consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.
2	40838	42763	44474	
3	42811	44736	46525	
4	44782	46707	48575	
5	46755	48680	50627	
6	48727	50652	52678	

7	50584	52509	54609	<p>*Extension to scale to accommodate structured professional assessment points. Three additional SCPs after point 11 with effect from 1 September 2023 The SCPs added indicate the addition of three pay ranges to the current ranges, namely: A1 – 6, A2 – 7, A3 – 8, A4 – 9, A5 – 10 and A6 – 11 SPA points will not be conflated with range points. This allows those local authorities with recruitment and retention challenges and which have the budgetary flexibility, the option to utilise that additional headroom.</p>
8	52440	54365	56540	
9	54179	56104	58348	
10	55921	57846	60160	
11	57544	59469	61848	
12			62540*	
13			63836*	
14			65120*	

Senior and Principal Educational Psychologists

SCP	01.09.21	01.09.22	01.09.23
1	48727	50652	52678
2	50584	52509	54609
3	52440*	54365*	56540
4	54179	56104	58348
5	55921	57846	60160
6	57544	59469	61848*
7	58210	60135	62540
8	59456	61381	63836
9	60690	62615	65120
10	61945	36870	66425
11	63177	65102	67706
12	6443 1	66356	69010
13	65707	67632	70337
14	66941**	68866**	71621
15	68235**	70160**	72966
16	69514**	71439**	74297
17	70803**	72728**	75637**
18	72090**	74015**	76976**
19			80055**
20			83257**
21			86587**

Notes to Senior and Principal Educational Psychologists

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

**Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.*

***Extension to range to accommodate discretionary scale points and structured professional assessments.*

Three additional SCPs after point 18 with effect from 1 September 2023

Integrated Impact Assessment Screening Form – Appendix B

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

Which service area and directorate are you from?

Service Area: HR and Service Centre

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

(b) Please name and fully describe initiative here:

Pay Policy Statement 2025-26– a review and update of the existing policy outlining compliance requirements and procedures. Policy is reviewed annually as per legislative requirements.

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

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

Integrated Impact Assessment Screening Form – Appendix B

- 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 Pay Policy consultation process includes reviews of new draft policies and procedures by relevant specialists that include Finance, Legal, Service Centre and full Council.

- 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

The Well-being goals are overarching and are considered during the development of all Council HR Policies. The pay structure is agreed nationally and implemented according to Local TU agreement.

-
- 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

All Council services must comply with this policy.

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

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

The cumulative impact is to ensure that the Council has clearly outlined how employees and workers are paid, and the additional arrangements that are in place to provide remuneration and pension benefits. Overall the policy aims to ensure that how all employees and workers are

Integrated Impact Assessment Screening Form – Appendix B

paid for work, and also outlines the reasoning behind the policy, and to meet the guidance laid out by Welsh Government.

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)

All employees are directly affected by this policy, however the salary is set at UK national level. As such, it has been identified that there is a “Low Impact” on the Groups identified in Q2. It is a requirement that this Pay Policy is agreed at full Council, as a result, this has required consultation with Finance and Legal in its production (Q3) as well as consideration of the requirements of the WFG (Q4). There is “low risk” in adopting this policy relating to the impacts identified in Q5.

“The cumulative impact is to ensure that the Council has clearly outlined how employees and workers are paid, and the additional arrangements that are in place to provide remuneration and pension benefits. Overall the policy aims to ensure that how all employees and workers are paid for work, and also outlines the reasoning behind the policy, and to meet the guidance laid out by Welsh Government” (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: Rachael Davies
Job title: Head of HR and Service Centre
Date: 09/12/2024
Approval by Head of Service:
Name: Rachael Davies
Position: Head of HR and Service Centre
Date: 09/12/2024

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

Agenda Item 12.

Report of the Leader

Council - 30 January 2025



Cyngor **Abertawe**
Swansea Council

Panel Performance Assessment Arrangements

Executive Summary	
Purpose of Report:	
To make arrangements for a statutory Panel Performance Assessment.	
Recommendation(s). It is recommended that:	
1)	The requirements for the Panel Performance Assessment (PPA) be noted.
2)	The proposed timescale for undertaking the PPA, that is June 2025, be noted.
3)	Authority be delegated to the Leader & Chief Executive to confirm the appointment of the Panel and the Terms of Reference for the assessment.
Decision-Making Authority www.swansea.gov.uk/constitution :	
Select from the list the constitutional basis www.swansea.gov.uk/constitution on which a decision is being sought (Please tick all that apply):	
<input checked="" type="checkbox"/> Article 4 "The Council Meeting"	<input type="checkbox"/> Financial Procedure Rules
<input type="checkbox"/> Scheme of Delegation	<input type="checkbox"/> Land Transaction Procedure Rules
<input type="checkbox"/> Terms of Reference	<input type="checkbox"/> Other "Please Specify"
<input type="checkbox"/> Contract Procedure Rules	<input type="checkbox"/> Not Applicable. Explain Why
Corporate Plan Wellbeing Objectives:	
Select which Wellbeing Objectives are relevant to this report (Please tick all that apply):	
<input type="checkbox"/> Education & Skills	<input type="checkbox"/> Tackling Poverty & Enabling Communities
<input type="checkbox"/> Economy & Infrastructure	<input type="checkbox"/> Transformation & Financial Resilience
<input type="checkbox"/> Nature Recovery & Climate Change	<input checked="" type="checkbox"/> All
<input type="checkbox"/> Safeguarding	<input type="checkbox"/> Not Applicable
Relevance to Corporate Plan Wellbeing Objectives:	
The PPA, while not directly assessing well-being objectives, will evaluate the Council's operations and governance, indirectly supporting their achievement by promoting effective and efficient performance.	
Reviewed and approved by:	
Access to Services, Finance and Legal Services	
Report Author & Job Title:	Ness Young, Director of Corporate Services

1. Introduction

2. The Local Government and Elections (Wales) Act 2021 established a new legislative framework for local government governance and performance. The Act introduced key duties for councils in Wales, including:

- **Duty to Review Performance:** Section 89 requires councils to regularly assess how effectively they exercise their functions, use resources, and ensure effective governance to meet performance standards.
- **Duty to Consult:** Section 90 mandates councils to consult annually with local people, businesses, council staff, and recognised trade unions about how well the council is meeting its performance requirements.
- **Duty to Report on Performance:** Section 91 requires the council to produce a self-assessment report each financial year, outlining how well it met performance standards and any actions taken or planned for improvement.
- **Duty to Arrange a Panel Performance Assessment:** Section 92 requires councils to commission an independent external panel at least once between ordinary elections to assess how well the council meets performance requirements.
- **Duty to Respond to the Panel's Report:** Section 93 obliges councils to respond to each panel report, stating whether they accept the findings, intend to follow recommendations, and what actions they will take to improve performance.

3. In respect of the legislation, performance requirements are defined as the extent to which a council:

- is exercising its functions effectively.
- is using its resources economically, efficiently, and effectively; and
- has effective governance in place for securing the above.

4. The PPA, similar to the council's self-assessment, evaluates how effectively the council meets performance requirements without serving as a checklist, inspection, or audit. As a statutory requirement, it supports continuous improvement and good governance, offering valuable opportunities for the Council to:

- Promote continuous improvement and strengthen good governance.
- Gain insights into its operational effectiveness to support sustainable service delivery.
- Leverage external peer expertise to address key improvement areas.
- Allow for comparisons with other Welsh councils, inspiring higher performance standards.
- Influence stakeholder perceptions, including the public's view of the Council.

5. **Advice**

6. The PPA has three key stages:

Stage 1 Preparation: Setting the scope, identifying, and commissioning the panel, establishing the terms of reference, sharing information with the panel, and making practical arrangements.

Stage 2 Assessment: Desk-based review, discussions with relevant stakeholders, verbal presentation of panel findings.

Stage 3 Follow-up: Production of final report, the council's response to it and involvement of the Governance and Audit Committee.

7. **Stage 1 Preparation**

8. Officers are currently preparing a document which sets out the scope of the PPA. This document, which will help identify the skills and expertise needed from the panel, will provide an overview of the city and county of Swansea, as well as information on:

- the Council's vision and priorities.
- any challenges that have been highlighted in the most recent self-assessment report.
- recent audit, inspection, or regulator findings.
- details of political and organisational leadership, governance, resource management and culture.
- Improvement priorities and defined focus areas, aligned with the Council's goals.

9. The Council is responsible for appointing the independent panel to undertake the assessment. The panel should be peer-led and have a mix of experienced senior officers, councillors and others who work with local government including from the wider public and other sectors. The panel should include as a minimum:

- An independent panel chair – not currently serving in an official or political capacity within local government.
- A peer from the wider public, private, or voluntary sectors.
- A serving local government senior officer, likely to be equivalent to chief executive or director, from outside the council.
- A senior elected member, from outside the council.

10. To maintain independence and objectivity, the Council must ensure panel members have adequate distance from its operations. The Welsh Local Government Association (WLGA) is facilitating the panel appointment process across Wales and holds details of approved panel assessors. While the WLGA will work with councils to provide a list of suitable panel members for consideration the final decision on panel membership rests with individual councils.

11. Once appointed the panel will consider the content of the scoping document and then prepare a draft Terms of Reference to be agreed with the Council.
12. The WLGA Improvement Team will then work with the panel members and the Council to agree arrangements for the on-site assessment which will take place over a 4-day period, in our case Tuesday 3 June to Friday 6 June 2025.
13. **Stage 2 Assessment**
14. The panel will work collaboratively to assess how well the Council meets performance requirements, as specified in paragraph 3 above. The panel will review the Council's latest self-assessment along with historical trends but will not conduct in-depth service reviews or audits. While not verifying the self-assessment itself, the panel may consider the Council's approach to self-assessment when evaluating governance effectiveness.
15. The panel will also consult political leaders, senior officers, and the following groups:
 - Local residents and businesses
 - Council staff and recognised trade unions
 - Partners, inspection, and regulatory bodies
16. The consultation method, agreed in advance, may include a combination of interviews, focus groups, and digital surveys designed to capture diverse stakeholder feedback.
17. On the fourth day of the on-site visit, the panel will present key findings and recommendations to the Council, with the audience determined by the Leader and Chief Executive.
18. **Stage 3 Follow Up**
19. Following the assessment, the panel must produce a report outlining:
 - Its conclusions on how well the Council meets performance requirements.
 - Recommended actions the Council could take to improve its performance.
20. The panel should submit a draft report to the Council within 20 working days. The Council will have a further 20 working days to review it and highlight any factual inaccuracies. Once the final report is agreed, the Council must prepare a formal response stating:
 - The extent to which it accepts the panel's conclusions.
 - Whether it intends to follow the panel's recommendations.
 - Any actions it plans to take to improve performance.
21. A draft of the Council's response must be submitted to the Governance and Audit Committee (G&AC) for review. If the council does not adopt a G&AC

recommendation, it must document the reasons in the final response and make these publicly accessible alongside the assessment report.

22. The Council must then publish both the panel's report and its response and send copies to panel members, the Auditor General for Wales, His Majesty's Inspector of Education and Training in Wales, Welsh Ministers (including Care Inspectorate Wales). The response must be published at least four months before the next scheduled Council election, currently May 2027, i.e. by the end of December 2026.

23. Stakeholder Participation

24. The Cabinet, CMT and Senior Management Group have been consulted in the preparation of this report and the drafting of the scoping document.

25. Risk and Issues Assessment

26. While no immediate risks are identified, potential challenges such as panel member availability or stakeholder non-engagement should be monitored.

27. Integrated Assessment Implications

28. 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. Further information is available at www.swansea.gov.uk/IIA
29. An Integrated Impact Assessment (IIA) screening has been undertaken and no adverse implications have been noted.

30. Financial Implications

31. There are no additional financial implications for the Council arising from the recommendations in this report. WLGA is meeting the cost of PPAs across Wales in this first administrative term since the legislation was introduced.

32. Legal & Governance Implications

33. There are no additional legal & governance implications for the Council arising from the recommendations in this report.

Background Papers:

None

Appendices:

Appendix A - IIA

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

Which service area and directorate are you from?

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:

The Local Government and Elections (Wales) Act 2021 requires the council to commission an independent external panel at least once between ordinary elections to assess how well the council meets its performance requirements. This is known as a Panel Performance Assessment. This report seeks Council approval to make the necessary arrangements.

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"/>
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Consultation has taken place with Cabinet, CMT and Senior Management Group.

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 <input type="checkbox"/>	Medium risk <input type="checkbox"/>	Low risk <input checked="" type="checkbox"/>
---------------------------------------	---	---

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

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

The Panel Performance Assessment will evaluate the Council's operations and governance, indirectly supporting service areas to achieve effective and efficient performance.

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 direct 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)**

This report is seeking Council approval of the arrangements to commission a Panel Performance Assessment which will assist the council in assessing how well it is meeting its performance requirements. There is no direct impact on people or communities but the outcome should support effective and efficient council services.

(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: Chief Legal Officer
Date: 7.1.25
Approval by Head of Service:
Name: Ness Young
Position: Director of Corporate Services
Date:

Agenda Item 13.

Report of the Head of Democratic Services

Council - 30 January 2025

Nomination of Deputy Lord Mayor 2024-2025 and Lord Mayor Elect and Deputy Lord Mayor Elect 2025-2026



Executive Summary

Purpose of Report:

To elect a Deputy Lord Mayor for the remainder of 2024-2025.

To nominate a Lord Mayor elect and Deputy Lord Mayor elect 2025-2026 to enable the arrangements for the Inauguration of the Lord Mayor and Deputy Lord Mayor event to proceed.

Recommendation(s). It is recommended that:

- 1) Councillor Cheryl Philpott be elected Deputy Lord Mayor for the remainder of 2024-2025.
- 2) Councillor Cheryl Philpott be nominated Lord Mayor Elect 2025-2026.
- 3) Councillor Penny Matthews be nominated Deputy Lord Mayor Elect 2025-2026.
- 4) The Lord Mayor & Deputy Lord Mayor Protocol be amended as outlined in Paragraph 15-18 of the report.

Decision-Making Authority www.swansea.gov.uk/constitution:

Select from the list the constitutional basis www.swansea.gov.uk/constitution on which a decision is being sought (Please tick all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Article 4 "The Council Meeting" | <input type="checkbox"/> Financial Procedure Rules |
| <input type="checkbox"/> Scheme of Delegation | <input type="checkbox"/> Land Transaction Procedure Rules |
| <input type="checkbox"/> Terms of Reference | <input checked="" type="checkbox"/> Other "Please Specify" |
| <input type="checkbox"/> Contract Procedure Rules | <input type="checkbox"/> Not Applicable. Explain Why |

The proposed amendment requires an amendment to the Lord Mayor & Deputy Lord Mayor Protocol.

Corporate Plan Wellbeing Objectives:

Select which Wellbeing Objectives are relevant to this report (Please tick all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Education & Skills | <input type="checkbox"/> Tackling Poverty & Enabling Communities |
| <input type="checkbox"/> Economy & Infrastructure | <input type="checkbox"/> Transformation & Financial Resilience |
| <input type="checkbox"/> Nature Recovery & Climate Change | <input type="checkbox"/> All |
| <input type="checkbox"/> Safeguarding | <input checked="" type="checkbox"/> Not Applicable |

Relevance to Corporate Plan Wellbeing Objectives:

This report relates to an internal administrative issue which is not linked to the Corporate Plan Objectives.

Reviewed and approved by:

Access to Services, Finance, Legal, & Relevant Cabinet Member / Committee Chair.

Report Author & Job Title: Huw Evans, Head of Democratic Services.

1. Introduction

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

3. Election of Deputy Lord Mayor for the Remainder of 2024-2025

4. Following the recent death of the Deputy Lord Mayor, Councillor Wendy Fitzgerald, there is a need to elect a Councillor to fulfil the role of Deputy Lord Mayor for the remainder of 2024-2025.

5. In line with the Council's Lord Mayor & Deputy Lord Mayor Protocol, Councillor Cheryl Philpott is next in line to hold the role of Deputy Lord Mayor. It is proposed that she be elected to the Deputy Lord Mayor role for the remainder of 2024-2025.

6. The Head of Democratic Services has confirmed that Councillor Cheryl Philpott meets the criteria and that the Political Group Leaders and their Deputies have unanimously agreed that she is appropriate to hold the Office of Lord Mayor / Deputy Lord Mayor.

7. Deferment of Term of Office

8. Councillor P N May is next in line on the Councillors Seniority List to become Deputy Lord Mayor 2025-2026; however, following a request from Councillor P N May, the Political Group Leaders unanimously agreed on 3 January 2025 that he be allowed to defer his Term of Office for an unspecified length of time.

9. Those that have deferred their Term of Office for an unspecified length of time are Councillors P Lloyd, R C Stewart, E T Kirchner & P N May. They will be readded to the seniority list in line with the Paragraph 9.2 of the Protocol:

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

10. Nominations

11. In line with the Protocol, the Head of Democratic Services e-mailed the Political Group Leaders and their Deputies informing them that the candidates for the posts of Lord Mayor Elect and Deputy Lord Mayor Elect 2025-2026 met the criteria for nomination. The candidates being:

- Councillor Cheryl Philpott (To become Lord Mayor 2025-2026).
- Councillor Penny Matthews (To become Deputy Lord Mayor 2025-2026).

12. The e-mail asked the Political Group Leaders and their Deputies to consider whether the candidates are considered appropriate for the roles. The Appropriateness Test is set out within the Protocol. There was a unanimous decision that both candidates met the appropriateness test and were appropriate to undertake the roles.

13. Amendments to the Lord Mayor & Deputy Lord Mayor Protocol

14. It is proposed that the Lord Mayor & Deputy Lord Mayor Protocol be amended to include:

- i) Slight change to the “Criteria for the Nomination of Lord Mayor and Deputy Lord Mayor” section.
- ii) Slight change to the “Procedure for the Nomination of Lord Mayor and Deputy Lord Mayor” section.
- iii) Slight change to the “Deferment of Term of Office” section.
- iv) Add a “Death of a Councillor currently serving as Lord Mayor / Deputy Lord Mayor” section.

15. It is proposed that the “Criteria for the Nomination of Lord Mayor and Deputy Lord Mayor” section of the Protocol be amended to read:

“3. Criteria for the Nomination of Lord Mayor and Deputy Lord Mayor
3.1 *Councillors MUST satisfy the following criteria prior to being subjected to the Appropriateness Test and being nominated as Deputy Lord Mayor / Lord Mayor:*

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

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

3.2 *The Head of Democratic Services shall inform the Political Group Leaders and their Deputies via e-mail whether the candidate(s) meet the criteria in paragraph 3.1 i) above.”*

16. It is proposed that the “Procedure for the Nomination of Lord Mayor and Deputy Lord Mayor” section be amended to read.

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

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

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

17. It is proposed that the “Deferment of Term of Office” section of the Protocol be amended to read:

“9. Deferment of Term of Office

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

9.2 *Once a Councillor has completed their deferment, they will be replaced back on the Seniority List in accordance with their seniority. They shall follow the next person in line to be Deputy Lord Mayor but shall not be permitted to replace the next person in line if the period until the next selection is less than 6 months, unless it follows the death of a Councillor currently serving as Lord Mayor / Deputy Lord Mayor.”*

18. It is proposed that a “Death of a Councillor Serving as Lord Mayor / Deputy Lord Mayor section be added:

“14. Death of a Councillor Serving as Lord Mayor / Deputy Lord Mayor
14.1 *In the event of the death of a Councillor currently serving as Lord Mayor / Deputy Lord Mayor, the Head of Democratic Services shall prepare a report for the next Ordinary Meeting of Council or otherwise, seeking to fill the vacated role.”*

19. Stakeholder Participation

20. The Political Group Leaders, Chief Executive and Monitoring Officer have been consulted and support the proposal.

21. Risk and Issues Assessment

22. There are no risks associated with this report.

23. Integrated Assessment Implications

24. 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. Further information is available at www.swansea.gov.uk/IIA

25. An Integrated Impact Assessment (IIA) screening has been undertaken and no adverse implications have been noted.

26. Financial Implications

27. There are no additional financial implications for the Council arising from the recommendations in this report.

28. Legal & Governance Implications

29. There are no additional legal & governance implications for the Council arising from the recommendations in this report.

Appendices:

Appendix 1 Lord Mayor and Deputy Lord Mayor Protocol

Background Papers:

None.

Lord Mayor and Deputy Lord Mayor Protocol

1. Introduction

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

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

- 1.3 The Lord Mayor and Deputy Lord Mayor Protocol aims to cover all aspects relating to the eligibility, nomination, and behaviour of the Lord Mayor / Deputy Lord Mayor.
- 1.4 A “Civic Protocols and Guidance” document is provided to each Lord Mayor / Deputy Lord Mayor. The document is provided by the Lord Mayor’s Office and is maintained by the Civic and Corporate Marketing Manager.

2. Eligibility to be Lord Mayor / Deputy Lord Mayor

- 2.1 For the period that a person is elected as Lord Mayor / Deputy Lord Mayor, they must remain a Councillor of the City and County of Swansea.
- 2.2 From the moment that the person ceases to be a Councillor of the City and County of Swansea, they automatically also cease to be the Lord Mayor / Deputy Lord Mayor.
- 2.3 If the existing Lord Mayor / Deputy Lord Mayor is suspended or partially suspended from being a Councillor by the Standards Committee, Public Services Ombudsman for Wales and / or Adjudication Panel for Wales they shall not conduct any Lord Mayor / Deputy Lord Mayor duties.

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

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

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

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

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

4. Councillors Total Length of Service

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

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

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

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

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

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

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

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

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

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

6. Appropriateness Test

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

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

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

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

7. Constitution Working Group Report to Council

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

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

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

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

8. Role of Council

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

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

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

9. Deferment of Term of Office

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

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

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

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

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

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

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

12. Suspension from Office as a Councillor

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

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

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

Appendix A1

Councillors Total Length of Service with the City and County of Swansea and each of its predecessor Authorities (02/01/2025)

Last Name	First Name(s)	Total Time Served	Municipal Year served as LM
Lewis	Richard	51 years, 7 months, 24 days	2010-2011
Francis-Davies	Robert	41 years, 7 months, 29 days	2001-2002
Black	Peter	40 years, 8 months, 0 days	2019-2020
Holley	Christopher	39 years, 8 months, 1 days	2006-2007
Hopkins	David	33 years, 8 months, 1 days	2016-2017
Phillips	David	31 years, 7 months, 28 days	2018-2019
Downing	Philip	28 years, 7 months, 2 days	2017-2018
Lloyd	Paul	27 years, 9 months, 6 days	Deferred
Jones	Mary	25 years, 7 months, 28 days	2021-2022
Day	Mike	25 years, 7 months, 28 days	2022-2023
Thomas	Graham	25 years, 7 months, 28 days	2023-2024
Stewart	Robert	21 years, 8 months, 2 days	Deferred
Fitzgerald	Wendy	20 years, 6 months, 24 days	DLM - 2024-2025
Hood-Williams	Paxton	20 years, 6 months, 24 days	Current Lord Mayor
Kirchner	Erika	20 years, 6 months, 24 days	Deferred
Philpott	Cheryl	20 years, 6 months, 24 days	
May	Peter	18 years, 0 months, 13 days	Deferred
Matthews	Penny	17 years, 5 months, 15 days	
Doyle	Ryland	16 years, 8 months, 2 days	
Jones	Jeff	16 years, 8 months, 2 days	
Jones	Sue	16 years, 8 months, 2 days	
Jardine	Yvonne	16 years, 6 months, 28 days	
Curtice	Jan	12 years, 8 months, 0 days	
Evans	Mandy	12 years, 8 months, 0 days	
Gordon	Fiona	12 years, 8 months, 0 days	
Hale	Joe	12 years, 8 months, 0 days	
Hennegan	Terry	12 years, 8 months, 0 days	
Hopkins	Beverley	12 years, 8 months, 0 days	
James	Lynda	12 years, 8 months, 0 days	
Lewis	Andrea	12 years, 8 months, 0 days	
Smith	Robert	12 years, 8 months, 0 days	
Walker	Gordon	12 years, 8 months, 0 days	
Walton	Lesley	12 years, 8 months, 0 days	
White	Mike	12 years, 8 months, 0 days	
Rice	Stuart	10 years, 6 months, 28 days	
Anderson	Cyril	9 years, 7 months, 27 days	
Evans	Ceri	9 years, 7 months, 27 days	
King	Elliott	9 years, 7 months, 27 days	
Lewis	Mike	8 years, 7 months, 29 days	
Anthony	Alyson	7 years, 7 months, 29 days	
Durke	Mike	7 years, 7 months, 29 days	
Gibbard	Louise	7 years, 7 months, 29 days	
Griffiths	Kevin	7 years, 7 months, 29 days	
James	Oliver	7 years, 7 months, 29 days	
Jones	Lyndon	7 years, 7 months, 29 days	

Lewis	Wendy	7 years, 7 months, 29 days
Pritchard	Samuel	7 years, 7 months, 29 days
Roberts	Kelly	7 years, 7 months, 29 days
Rowlands	Brigitte	7 years, 7 months, 29 days
Stevens	Andrew	7 years, 7 months, 29 days
Thomas	William	7 years, 7 months, 29 days
Jones	Matthew	3 years, 7 months, 27 days
Lawson	Hannah	3 years, 7 months, 27 days
Bailey	Matthew	2 years, 7 months, 29 days
Bennett	Sam	2 years, 7 months, 29 days
Bentu	Patricia	2 years, 7 months, 29 days
Davis	Adam	2 years, 7 months, 29 days
Evans	Chris	2 years, 7 months, 29 days
Fogarty	Rebecca	2 years, 7 months, 29 days
Furlong	Nicola	2 years, 7 months, 29 days
Gwilliam	Hayley	2 years, 7 months, 29 days
Holland	Victoria	2 years, 7 months, 29 days
Jeffery	Allan	2 years, 7 months, 29 days
Jenkins	Dai	2 years, 7 months, 29 days
Joy	Sandra	2 years, 7 months, 29 days
Keeton	Sara	2 years, 7 months, 29 days
Locke	Michael	2 years, 7 months, 29 days
Matthews	Nicola	2 years, 7 months, 29 days
McGettrick	James	2 years, 7 months, 29 days
O'Brien	Francesca	2 years, 7 months, 29 days
O'Connor	Angela	2 years, 7 months, 29 days
Pritchard	Jess	2 years, 7 months, 29 days
Tribe	Mark	2 years, 7 months, 29 days
Williams	Andrew	2 years, 7 months, 29 days
Baker	Mair	1 years, 8 months, 7 days

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

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

Agenda Item 14.

Report of the Head of Democratic Services

Council - 30 January 2025



Dispensation for Councillor Leave of Absence – Councillor D Phillips

Executive Summary

Purpose of Report:

To seek dispensation for Councillor leave of absence in accordance with Section 85 of the Local Government Act 1972.

Recommendation(s). It is recommended that:

- 1) Councillor D Phillips be granted dispensation not to attend meetings for the period up to and including 31 May 2025 in accordance with Section 85 of the Local Government Act 1972.

Decision-Making Authority www.swansea.gov.uk/constitution:

Select from the list the constitutional basis www.swansea.gov.uk/constitution on which a decision is being sought (Please tick all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Article 4 “The Council Meeting” | <input type="checkbox"/> Financial Procedure Rules |
| <input type="checkbox"/> Scheme of Delegation | <input type="checkbox"/> Land Transaction Procedure Rules |
| <input type="checkbox"/> Terms of Reference | <input checked="" type="checkbox"/> Other “Please Specify” |
| <input type="checkbox"/> Contract Procedure Rules | <input type="checkbox"/> Not Applicable. Explain Why |

Dispensation is sought under Section 85 of the Local Government Act 1972.

Corporate Plan Wellbeing Objectives:

Select which Wellbeing Objectives are relevant to this report (Please tick all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Education & Skills | <input type="checkbox"/> Tackling Poverty & Enabling Communities |
| <input type="checkbox"/> Economy & Infrastructure | <input type="checkbox"/> Transformation & Financial Resilience |
| <input type="checkbox"/> Nature Recovery & Climate Change | <input type="checkbox"/> All |
| <input type="checkbox"/> Safeguarding | <input checked="" type="checkbox"/> Not Applicable |

Relevance to Corporate Plan Wellbeing Objectives:

This report relates to an internal administrative issue which is not linked to the Corporate Plan Objectives.

Reviewed and approved by:

Access to Services, Finance, Legal, & Relevant Cabinet Member / Committee Chair.

Report Author & Job Title: Huw Evans, Head of Democratic Services.

- 1. Introduction**
2. Councillor D Phillips has notified the Authority that due to illness he may be absent from Council meetings for some time. This could result in a breach of Section 85 of the Local Government Act 1972 whereby failure to attend meetings of the Authority for a period of 6 consecutive months would mean that the Councillor would cease to be a member.
3. In accordance with Section 85 of the Local Government Act 1972, Councillor D Phillips has requested dispensation not to attend meetings for the period up to and including 31 May 2025.
4. Section 85 of the Act allows an Authority to approve a leave of absence, however, the approval must be granted before the expiry of the six-month period. Councillor D Phillips last attended a meeting on 5 September 2024. The last meeting attended being a meeting of Council.
5. Council must therefore consider the request for leave of absence before 4 March 2025.
6. Councillor D Phillips' Ward duties will be undertaken by Councillor Colleagues within the Castle Ward.
- 7. Stakeholder Participation**
8. The Labour Political Group Leader and Head of Democratic Services have been consulted.
- 9. Risk and Issues Assessment**
10. There are no risks associated with this report.
- 11. Integrated Assessment Implications**
12. 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. Further information is available at www.swansea.gov.uk/IIA
13. An Integrated Impact Assessment (IIA) screening has been undertaken and no adverse implications have been noted.
- 14. Financial Implications**
15. There are no additional financial implications for the Council arising from the recommendations in this report.
- 16. Legal & Governance Implications**
17. There are no additional legal & governance implications for the Council arising from the recommendations in this report.

Appendices: None.

Background Papers: None.

Agenda Item 15.



Report of the Cabinet Member for Corporate Services & Performance

Council – 30 January 2025

Membership of Committees

Purpose:	Council approves the nominations/amendments to the Council Bodies.
Policy Framework:	None.
Consultation:	Political Groups.
Recommendation:	It is recommended that: 1) the amendments to the Council Bodies outlined in paragraph 2 be approved.
Report Author:	Gareth Borsden
Legal Officer:	Debbie Smith
Finance Officer:	N/A
Access to Services Officer:	N/A

1. Introduction

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

2. Changes to Council Body Membership

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

Climate Change & Nature Recovery STC

Delete Vacancy
Add Councillor C M J Evans

Social Care & Tackling Poverty STC

Delete Vacancy
Add Councillor B J Rowlands

3. Financial Implications

3.1 There are no financial implications associated with this report.

4. Legal Implications

4.1 There are no legal implications associated with this report.

Background Papers: None

Appendices: None



Council – 30 January 2025

Councillors' Questions

Part A – Supplementaries

1	<p>Councillors Peter Black, Lynda James & Jeff Jones</p> <p>Will the Cabinet Member make a statement on the reasons why Swansea has bid to the Department of Transport to host an e-scooter trial.</p> <p>Response of the Cabinet Member for Environment & Infrastructure</p> <p>Swansea Council has registered an interest in taking part in the Department for Transport (DfT) e-scooter trials, the only legally permitted way in which someone is able to utilise an e-scooter on the highway, and only within designated trial areas.</p> <p>Since 2020, e-scooter trials have been underway in a number of English local authorities, in order that the schemes could be monitored and evaluated by DfT to inform the subsequent legislation and regulatory changes that will be required to enable a wider rollout, if deemed successful.</p> <p>Registering an interest in the e-scooter trials does not commit, nor guarantee that a trial will be implemented in Swansea. It does however allow this proposal to be examined, and the opportunities and implications of such a trial to be established.</p> <p>The development of future / emerging transport options is an important part in establishing a sustainable and robust transport system, fit for current and future generations.</p> <p>There are currently no e-scooter trials being undertaken in Wales, and the authority awaits the formal outcome of the trials, which will consider a wider adoption of future rental e-scooter schemes, and is also anticipated to establish the future position on the use of private e-scooters, which are currently only permitted to be used on private land.</p> <p>Until the DfT sets out the future regulatory environment and requirements for e-scooters, it remains that the operation of any e-scooters in Swansea is not permitted on the public highway.</p>
2	<p>Councillors Lesley Walton, Mike Lewis, Andrew Williams, Mair Baker & Fiona Gordon</p> <p>Can the relevant Cabinet Members update us on how many families and residents received support over the Christmas period via the "here for you this winter" campaign.</p>

Response of the Cabinet Members for Community (Support) & Well-being

The 'Here for you this winter' campaign comprised a number of schemes to support people in Swansea during the winter period. Schemes being delivered as part of the Winter Wellbeing Grant are still ongoing throughout this period and monitoring will be completed in due course, however based on applications received and granted we have given estimates below.

Winter Wellbeing Grants (£650K)

COAST – Free activities for children, young people, families, and those aged 50+. 119 organisations, clubs, and groups were awarded COAST funding over the Winter period (Ending February 2025).

We anticipate that more than 15,000 participants will benefit from the activities, which run until the end of February.

Holiday Food – Food for pupils during school holidays – 47 initiatives.

We estimate that over 25,000 meals have been provided over the Christmas and February half term school holiday periods.

Swansea Spaces – provision of warm and welcome spaces – 80 Spaces funded.

We anticipate that 4,000 beneficiaries will make around 36,000 visits to the Spaces before the end of March 2025.

Direct Food Support – Tackling food poverty and food insecurity – 60 organisations.

Numbers of beneficiaries will be estimated following the grant monitoring process after the end of March 2025.

Councillor Supermarket Voucher Scheme

Over 1,000 vulnerable households supported.

All vouchers were distributed to households before Christmas.

Free bus journeys

Free bus services were provided on 19 dates in the run up to Christmas and New Year

Mr X

809 children and young people were supported by Mr X, in conjunction with Social Services and Housing teams within the Council

3 Councillors Francesca O'Brien, Will Thomas & Angela O'Connor

Would the Leader and Cabinet Member support Mumbles traders' request for one-hour free parking in council owned car parks in Mumbles.

Response of the Leader and Cabinet Member for Environment & Infrastructure

Mumbles main shopping areas contain a significant number of on street limited waiting spaces to allow shoppers to park for short durations to visit shops, with the car parks typically being used for slightly longer stays.

The Council owned car parks in the area see high usage, with limited spare capacity and as such discounting parking tariffs is unlikely to have any appreciable effect on footfall.

Councillors Peter May, Stuart Rice, Sandra Joy & Allan Jeffrey

Please can the Leader provide an update on the 24 projects for 2024 featured on a full page in the Labour Party leaflet circulated early last year.

Response of the Leader

Delivery of major initiatives and projects continued in 2024. These were promoted politically and corporately.

For the purposes of this answer, I have focussed on the 24 items highlighted by the council – and I am delighted that progress has been made on each of them.

Examples include the Palace Theatre building, which was reopened in November and is now being run by Tramshed Tech as an innovative shared workspace environment and business hub.

Led by Loft Co, the Albert Hall was also reopened last year. The venue features a main hall including food vendors, as well as accommodation, meeting rooms and office spaces.

Also completed in 2024 was a £7.5m investment into Cefn Hengoed Community School and leisure centre. This has led to a new indoor sports ban there with a 3G pitch that's suitable for a variety of sports.

Major concerts were held at Singleton Park including the Let's Rock Wales retro festival that included bands like the Boomtown Rats and ABC.

The Wales Airshow also returned to the city.

Many play areas across the city were also upgraded in 2024 to benefit children and families. This means over 50 play areas in Swansea have now been upgraded since the investment programme began.

Scores of projects also benefited last year from funding made available from the council through the UK Government's UK Shared Prosperity Fund. Examples include a series of free River Tawe cruises aboard the Copper Jack vessel for people aged over 50, as well as funding to Elysium Gallery and Studios to help with their plans to bring the city centre's former JT Morgan building back into use.

Elsewhere in the city centre, Swansea Market continues to be a success story. The market was named the UK's best large indoor market 2024 and proposals to improve the market's entrances are being developed.

Other 2024 achievements included the coastal park next to Swansea Arena being named the Amy Dillwyn Park in memory of one of our city's most accomplished novelists and businesswomen.

Utilities work to pave the way for Castle Square's transformation also took place in 2024, a contractor was appointed to carry out finishing works at the Copr Bay district, and plans were unveiled for a public sector hub development at the former St David's Shopping Centre site.

Other 2024 achievements included the selection of a preferred developer and operator for the new hotel that would be constructed on land which has been temporarily landscaped between Swansea Arena and the LC.

A new river pontoon was also installed close to the Hafod Morfa Copperworks site and a contractor was appointed late last year to renovate the site's grade two listed laboratory building.

2024 also saw the installation of over 300 energy efficient LED lighting bollards on the promenade, as well as considerable progress for the Mumbles coastal protection project.

Discussions with a number of leading high street retailers and leisure operators about moving into the former Debenhams unit in the city centre also gathered pace last year, and new visuals were released for the major renewable energy project that's being proposed for land in the area of Swansea Port as preparatory work continues.

Following-on from the opening of Swansea Arena, other projects in Swansea being part-funded by the City Deal are also either complete or nearing completion. These include the Innovation Matrix at the University of Wales Trinity Saint David's SA1 Waterfront Campus, as well as the new office development at 71/72 Kingsway.

Significant progress was also made on developments led by the private sector in 2024 too. Examples include the Princess Quarter development led by Kartay Investments, and the biophilic building led by Hacer Developments.

5 Councillors Mary Jones, Mike Day & Cheryl Philpott

Can the Cabinet Member/s reassure Council that owing to the horrific murder of Sara Shariff that all necessary steps have been taken to protect young people that are being educated at home.

Response of the Cabinet Member for Education & Learning

Swansea's Elective Home Education(EHE) team has robust procedures in place to support teaching and learning to ensure 'suitable education' is received. In addition, officers comply with visitation requirements and offer bespoke advice to parents who are considering off-rolling their children. Initial visits have been proactive and alternatives to EHE explored.

Under Section 436A of the Education Act 1996, the guidance places a duty on local authorities to identify children of compulsory school age who are not enrolled in school or receiving suitable education. "Suitable education" is defined as efficient, full-time education appropriate to the child's age, ability, and needs. Local authorities are expected to make reasonable efforts to identify such children. Legal precedent (Goodred v Portsmouth City Council) confirms that local authorities can informally inquire with parents about their child's education without needing to serve a formal notice, provided the information is sufficient. The new guidance outlines expectations of the LA to ensure an initial visit, a 3 month visit and at least 1 annual visit to assess the education being provided is efficient and suitable for learners.

However, if a parent decides that they will pursue a home education option, they must notify the school in writing, which will lead to the child's removal from the admissions register (Regulation 8(1)(d) Education (Pupil Registration) (Wales) Regulations 2010). The school must inform the local authority of the child's details within 10 school days. It is only if the child is educated at a special school arranged by the local authority, that the local authority has any authority to approve the request or not.

Through close work with many families, the EHE team has supported many children previously receiving EHE to re-integrate into school. The number of EHE in Swansea has reduced from the previous year. The team makes strong links with the EHE community and organises regular informal events to provide advice and guidance as well as educational items such as books and stationery.

In terms of safeguarding, Welsh Government guidance states that there is no evidence to suggest that home educated children are at a greater risk of neglect or abuse than children who are educated at school, and a parent's decision to home educate is not considered a ground for concern about the safety and well-being of the child. However, as with any child regardless of where they are educated, there may be circumstances which, individually or combined, give practitioners cause to seek further information about a child.

Welsh Government considers that effective safeguarding arrangements in every local authority area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each practitioner and organisation must play their full part both individually and in collaboration; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the personal outcomes for the child and what matters to them. The rights of the child should be central to the approach and their best interests should always be paramount.

In summary, the EHE team works within the statutory framework to support all children who are electively home educated to receive a suitable education. Visitation is undertaken in accordance with the Welsh Government's guidance, at least one visit annually, and our current number of annual home visits exceeds the Welsh average. Safeguarding duties are complied with and are in accordance with Swansea Council's pledge that "Safeguarding is everyone's business".

6 Councillors Andrew Williams, Lesley Walton, Mike Lewis, Bev Hopkins & Fiona Gordon

Will the relevant Cabinet Members update council on the proposed major development due to be delivered in 2025

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

Swansea's £1bn transformation will continue in 2025 following on from the completion of projects including Swansea Arena, the Copr Bay bridge, the coastal park and the reopening of both the Palace Theatre building and the Albert Hall.

Projects due for completion in early 2025 include the new office development at 71/72 The Kingsway. Developed by the council and part-funded by the Swansea Bay City Deal and Welsh European Funding Office, the new scheme will provide accommodation for 600 jobs in sectors including tech and digital. Over 75% of the office space there is now under offer and tenants will shortly start to be announced.

Also due for completion in 2025 is the Y Storfa community hub at the former BHS unit on Oxford Street. It will include some council services, the city's main public library, the Swansea office of Careers Wales, the Welsh Glamorgan Archive

Service, Citizens Advice Swansea Neath Port Talbot, the South Wales Miners Library and other public services.

A major project to strengthen and improve the sea defences and promenade in Mumbles is due for completion this year too, along with finishing works at the Copr Bay car park on the city centre side of Oystermouth Road.

A planning application from Skyline Enterprises is likely to be determined this year which - subject to approval - would lead to a major new outdoor leisure destination on Kilvey Hill.

Other progress will include the council continuing to work with the Ospreys to achieve their ambition of playing at St Helens from the 2025-26 season.

Construction work on a new hotel could start in Swansea by the end of 2025 on land between the arena and the LC, and plans are also in place to improve the entrances to our award-winning indoor market.

Work will start on a revamp of Castle Square Gardens this spring as part of a project that will feature a substantial increase in green space including lawns and planting. A new water feature for interactive play will also feature, along with new outdoor seating areas, a giant new TV screen above a bandstand facility, the retention of public use space and two new pavilion buildings for food, drink or retail businesses.

Stripping-out works at the former Debenhams unit will commence shortly in readiness for new tenants. Discussions with potential retail and leisure business tenants are ongoing and announcements will be made as soon as talks are finalised.

Construction work is also anticipated to start this year on a public sector hub at the former St David's Shopping Centre site as part of a partnership between the council and regeneration specialists Urban Splash.

Council workers and other public sector staff will work there once the building is complete, helping enable the redevelopment of the Civic Centre site on the seafront. We'll continue to work closely alongside Urban Splash on proposals for the Civic Centre site, other parts of the former St David's Shopping Centre site and an area of land on the riverfront in St Thomas. More information on these proposals will be made public as soon as we're in a position to consult on them.

Further work to restore and celebrate the Hafod-Morfa Copperworks site will also take place this year. Swansea-based John Weaver Contractors have been appointed to restore the grade two listed laboratory building and repurpose for a restaurant or a number of other possible uses.

Many private sector schemes will be complete in 2025 too. These include the biophilic building development being led by Hacer Developments, as well as the Princess Quarter scheme led by Kartay Investments, who are also continuing with their work to bring a number of retail units on Oxford Street back into use.

Other progress this year will include plans led by St Mary's Square Developments to bring the city centre's Mond building back into use, as well as plans led by Swansea.com for a Cosy Club restaurant at the Exchange Building in the Maritime Quarter.

Supported by the council, work led by Elysium Gallery to transform the former JT Morgan building in the city centre into arts centre is also now under way.

7 Councillors Lyndon Jones & Francesca O'Brien

Retail footfall in Wales declined by 2.9% in 2024. What is the Council doing to support businesses in Swansea.

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

The Council and its partners are making significant strides to support retail and other businesses. We are working to deliver and support new investment that will encourage a vibrant mix of uses, generating additional footfall and spend. Our work maximises the use of Council funding and other public sector funding sources, such as Transforming Towns, Shared Prosperity Fund, Levelling Up Fund, City Deal, and Town Centre Loans, to support business and leverage private sector investment.

Swansea Arena, the city's new coastal park and the landmark bridge over Oystermouth Road have been completed. Work to finish the major new office development at 71/72 Kingsway is also nearing completion. Led by the Council and part-funded by the Swansea Bay City Deal, that scheme will create space for 600 jobs.

Work led by the Council to restore and reopen the historic Palace Theatre building on High Street as a shared workspace scheme has been completed, and the transformation of the former BHS unit on Oxford Street into a public services hub called 'Y Storfa' is progressing at pace. Once complete in 2025, that development will be home to Swansea's main library, the West Glamorgan Archive Service and a number of other public-facing council services. Non-council services there will include the Swansea's Careers Wales service and Citizens Advice Swansea Neath Port Talbot.

A huge amount of investment by the private sector is taking place too. This includes major investments such as the completion of Princess Quarter on Princess Way, and construction of the living building at Mowbray Yard and a number of other investments to create new homes and bring empty units back into use in the City Centre core.

A public sector hub is also being proposed for the development site in the area of the former St David's Shopping Centre as part of a partnership scheme between the Council and long-term regeneration partners, Urban Splash. The public sector hub will also enable the redevelopment of the Civic Centre. The plan is for hundreds of council staff to be located at the public sector hub, as well as workers from other public sector organisations.

A specialist retail and leisure consultancy JDM retail were commissioned by Swansea Council to conduct a detailed review of the retail and leisure offer in the City Centre. This study has identified gaps in the range of retail and leisure occupiers and recommended a comprehensive spatial strategy to optimise the retail mix. This work is being used as baseline information to inform the preparation of a new strategy for the City Centre, also to be known as a Placemaking Plan which will replace the current Swansea Central Area Regeneration Framework which has previously guided investment in regeneration since 2016. The new Swansea

Central Area Placemaking Plan will present a new vision for the City Centre and identify new development zones and a deliverable action plan. It will make the best of the city's unique qualities with a range of medium/ long term actions and short-term interventions, with the aim of making it a better place to live, work and spend leisure time. Further public and stakeholder engagement will be taking place on this plan in the coming weeks.

Swansea Market continues to perform strongly. Occupancy is currently 94% which is well above the national average of 72%. Swansea Market is well respected across the sector. In January 2024, Swansea Market won Britain's Best Large Market award for the third time. Officers were also invited to present at the annual NTMF conference in April 2024 to share initiatives and best practice during which the Swansea Market Supervisor was awarded Market Manager of the Year. Following on from the installation of public toilets and opening of The Market Garden communal seating, eating and events space in the centre, works are advancing to upgrade the Market's external entrances. These works collectively represent an investment of around £1.1 million in the Market with core and external funding.

As part of the £135m Copr Bae district, Swansea Arena was developed by the Council and leased and operated by ATG entertainment. Since opening in March 2022 and up until April 2024, over 350,000 visitors have attended a variety of shows, conferences, and sports events. In addition, the Arena now hosts Swansea University graduation ceremonies. Artists who have already performed at the Arena include John Bishop, Michael McIntyre, Alice Cooper, the Hollywood Vampires and Katherine Jenkins. West End productions including Jersey Boys, Six, Bat Out of Hell and The Musical.

The Copr Bae district is a key attractor and has increased interest in Swansea evidenced by the level of inward investment and development across the city. To reinforce its position, in October 2022, The Estates Gazette, a specialist property publication, shortlisted Swansea with three other UK centres for the City of the Year award for its wider regeneration. The Arena and wider Copr Bae development has been a catalyst for development raising developer and investor confidence together with local retailer support.

Debenhams traded in Swansea City Centre for more than 42 years as the Quadrant's anchor store and was a key link in Swansea's wider retail circuit, alongside M&S and Primark before its corporate collapse in late 2020. The store closed permanently in mid-May 2021. The department store's closure, together with the loss of the corresponding local jobs, is one of the most significant events to disrupt retailing in the City Centre. To provide confidence to the market and local traders, the Council with the assistance Welsh Government grant support, purchased the store in May 2023. Since that time the Council has undertaken numerous surveys and instructed specialist agents to prepare a letting strategy to occupy the vacant space. The agents have subsequently held discussions with interested parties for various uses, including single occupation to a mix of tenure and uses. A number of these discussions are at an advanced stage and further detail will be provided once the interests are secured.

8	<p>Councillors Chris Holley, Jeff Jones & Peter Black</p> <p>We understand that a number of Capital Regeneration projects in the city have overspent their original budget. Will the Leader give details of each overspend and the particular identification of the financial liability borne by the council.</p>
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Response of the Leader

Within the current capital programme, two regeneration schemes have recently been physically completed that have costs incurred that have exceeded original approved budgets.

Updated financial implication positions have been reflected in subsequent FPR7 reports presented to Cabinet. The projects to be highlighted are the Palace Theatre and 71/72 Kingsway.

Both of these projects are subject to the final account with the principal works contractor being settled and as such, due to the commercial sensitivities related to this, it is not possible to place this information into the public domain at this time.

However a confidential briefing note can be provided to members outlining the current position, until such time as a full & final financial update position on both schemes can be provided when the final account positions have been agreed and commercial sensitivities have been addressed.

In terms of projects that experience additional cost pressure that exceed original estimates officers undertake a number of mitigation actions such as value engineering, and securing of additional external funding etc. Officers continue to actively manage projects to ensure they are affordable and deliverable within the capital programme which is currently among the biggest in Wales. Cabinet actively monitor progress on delivery of the capital programme, and revise the programme from time to time. As highlighted previously Cabinet will need to consider the priorities for next phase of schools modernisation within a revised capital programme in due course.

9 Councillors Andrew Williams, Lesley Walton, Mike Lewis, Bev Hopkins & Fiona Gordon

In the last few months winter storms have hit Wales and Swansea, being fallen trees, damage, and flooding. The response from the council teams was excellent. Will the relevant Cabinet Members update council on the work undertaken by the various council teams to help keep residents safe and recover from the storm damage

Response of the Cabinet Members for Community (Services), Environment & Infrastructure and Corporate Services & Performance

Preparation for and delivery of the response to the recent winter storms was a significant cross-service team effort. We are incredibly proud of the officers and operatives involved. Despite the difficult conditions they faced, the response was delivered with professionalism and without any injuries - a testament to the robust safety systems in place. All staff involved have been personally thanked for their outstanding dedication and hard work. Below is a summary of the service responses:

Tree Services Unit (TSU): As the first point of contact, the arborists responded to hundreds of reports of fallen trees, with many volunteering additional time to provide continuous support. Their exceptional skill and resilience under pressure ensured a swift and effective response to the unprecedented challenges. Recovery will take several months.

Parks Transport and Operations: Staff from these teams volunteered to assist despite not being on call, providing vital support to the arborists. They worked tirelessly, often in extremely challenging conditions, operating heavy agricultural plant and chainsaws to clear fallen trees and debris. Their collaborative efforts ensured roads and public spaces were made safe efficiently and effectively.

Highways: Highways emergency teams were inundated with calls and acted decisively, closing roads where necessary and working closely with both internal teams and external organisations such as BT and National Grid to address infrastructure damage. Their efforts extended to managing flooding incidents and ensuring essential roads and pathways were reopened safely.

Countryside Access: This team played a crucial role in reopening public rights of way, demonstrating exceptional commitment by clearing debris and ensuring accessibility for residents as quickly as possible.

Bereavement Services: Staff from this team volunteered to assist despite not being on call, providing vital support to the arborists and Parks operatives throughout the region, including at Morrision and Oystermouth cemeteries where fallen trees had blocked the main entrances. This ensured funerals were not affected so prioritising the needs of bereaved families.

In doing this vital work, these council teams, supported by other teams throughout the storm and since, fulfilled an important public duty in keeping the city moving and ensuring the safety of residents. The dedication and hard work shown by all involved under such difficult conditions was truly exceptional, and we extend our heartfelt thanks to every team member who contributed to this remarkable effort.

10 **Councillors Chris Holley, Jeff Jones & Peter Black**

It has been reported recently in the press that there is a shortfall in the number of apprenticeships available in the City Region. In relation to Swansea will the Leader tell Council what the shortfall is and in what sectors.

Response of the Leader

Clarity and context are needed regarding the recent City Deal Joint Committee meeting dialogue, what was reported in the press and how these relate to the query raised. The apprenticeship numbers reported were specifically linked to the Swansea Bay City Deal (SBCD) Skills and Talent Business Case and not the wider regional apprenticeships numbers.

In terms of the SBCD Skills and Talent Programme, the Apprenticeship recruitment figures are lower than the projected business case at this stage due to delays in delivery across several City Deal projects. Since approval of the Programme, there have also been changes in Welsh Government Funding for Apprenticeships and eligibility criteria.

Risks are being mitigated by working with regional strategic partners with plans in place to ensure targets are met by 2030 as per the Skills and Talent Business Case.

With regards apprenticeship figures within the Swansea Local Authority Area, there is no known shortfall in Apprenticeships available, with full allocations of Apprenticeship funding being spent and Swansea out-performing other Local Authorities within the region in terms of apprenticeship recruitment.

	<p>The Skills and Talent programme are working with key strategic partners across the region, including industry, training providers , Local Authorities and Welsh Government and are confident the target apprenticeship figures will be achieved by 2030.</p>
11	<p>Councillors Andrew Williams, Lesley Walton, Mike Lewis, Bev Hopkins & Fiona Gordon</p> <p>Will the Leader and relevant Cabinet Member update on local and regional support available to help those impacted by the decision to cease virgin steel production at Tata Steel in Port Talbot including the step being taken to help people find new employment.</p> <p>Response of the Leader/Cabinet Member for Well-being</p> <p>A £100m transition fund has been made available to help the estimated 2,800 Tata steel workers facing redundancy and the supply-chain. This fund is made up of £80m from the UK Government via the Wales Office and £20m from Tata to co-ordinate support and training opportunities for affected workers.</p> <p>The majority of the Tata direct workforce reside across South Wales; in NPT (52%), Swansea (15%) and Bridgend (14%), with the remaining 19% residing in another 14 LAs across Wales. There are further employees in the supply chain which hasn't been quantified. Equally the exact final numbers of workers as part of the overall headcount who will face redundancy hasn't officially been confirmed by Tata at this point. Of the overall headcount of approx. 3700 it was previously indicated that between 2000-2500 could face redundancy with others being furloughed, redeployed or retrained.</p> <p>Utilising this funding allocation the Tata Transition Board has increased capacity in NPTCBCs Employability service as NPT is expected to face the greatest level of redundancies. Alongside this a regional Employment and Skills Fund has been launched which will allow affected workers to re-train and develop new skills, regardless of where they reside. The fund can provide workers with a grant of £1000 provided this funding leads to a guaranteed job, up to £10k for skills development, qualifications, professional certificates and licences which lead to a meaningful new careers, and in exceptional circumstances grants of up to £20k may be available for more specialist qualifications.</p> <p>To access this funding affected workers who reside in Swansea will be signposted to our existing Welsh Government Funded Communities for Work and Shared Prosperity Funded Pathways to Work projects in the first instance. Further details on the support on offer in Swansea can be found here; Employment and Skills Flexible Fund - Swansea. From here an Employment Mentor will meet with the Tata or supply-chain worker, discuss their skills and goals with a view to developing an action plan which will likely include exploring training opportunities which may be funded from the regional Employment and Skills Fund.</p> <p>To-date 40+ affected employees have been supported by staff in our Swansea teams, some of which have received official redundancies. Staff are actively working with this group to source training and employment opportunities, working in partnership with the NPT council team to access funding support. Swansea staff also have a physical presences every Wednesday afternoon in the Workstation in</p>

	<p>NPT so that support is on hand for those who are unable to meet due to shift patterns.</p> <p>Alongside the employability support, the Business Swansea Team is on hand to support those workers who are interested in starting a business or becoming self-employed. Individuals living in Swansea are eligible to apply for the UK SPF funded Business Swansea pre-start grant that can provide up to £10,000 funding towards eligible start up costs.</p> <p>The Tata Transition Board is in the process of setting up a Business Start Up fund for all affected individuals in the Tata Steel UK supply chain and Tata Steel UK employees. A Supply Chain Transition Fund is available to impacted supply chain businesses that are reliant on Tata Steel for more than 30% of their turnover. The Tata Steel Transition Information Hub website provides further information on both these Funds: Tata transition business support - Neath Port Talbot Council. Other funds are available specifically for businesses based in NPTCBC, this includes the Business Growth Fund and Business Resilience Fund.</p>
	<p>Part B – No Supplementaries</p>
<p>12</p>	<p>Councillors Peter May, Stuart Rice, Sandra Joy & Allan Jeffrey</p> <p>Please can the Cabinet Member confirm how much has been spent in 2024 on renovations, structural works and developments at the current depot premises (including Pipehouse Wharf).</p> <p>Response of the Cabinet Members for Corporate Services & Performance</p> <p>Deferred to 6 March</p>
<p>13</p>	<p>Councillors Peter May, Stuart Rice, Sandra Joy & Allan Jeffrey</p> <p>The council issued a press release on the 25th September regarding the proposed Active Travel Scheme in Uplands being halted. In the release it said that the council were in discussions with the Welsh Government about retaining the grant. Has the grant been retained by the council for other schemes or has it been given back to the Welsh Government and what was the value of the grant.</p> <p>Response of the Cabinet Member for Environment & Infrastructure</p> <p>The Council remain in discussions with Welsh Government and Transport for Wales over reallocation of the grant award.</p> <p>Active Travel Fund can only be reallocated for approved schemes in development, there are proposals to reallocate £481k into other ongoing schemes, and we remain in discussions over the remaining £874k. Once agreed, these will be the subject of a further report to Cabinet.</p>
<p>14</p>	<p>Councillors Mike Day, James McGettrick & Kevin Griffiths</p> <p>Will the Leader tell Council how many visits has the Council received from potential inward investors for each of the previous 3 calendar years, who they are, what industry they are in, how many jobs would be created and what the outcome of these visits have been. Where the information is commercially sensitive, will the</p>

	<p>Leader provide a confidential means of communicating the information to Councillors.</p> <p>Response of the Leader</p> <p>Deferred to 6 March</p>
15	<p>Councillors Sam Bennett, Mark Tribe & Graham Thomas</p> <p>Can the relevant Cabinet Member tell Council how the work of all the Foodbanks across the City and County is coordinated.</p> <p>Response of the Cabinet Member for Well-being</p> <p>The work of foodbanks in Swansea is supported in a number of ways:</p> <ol style="list-style-type: none"> 1) A Swansea Food Poverty Network has been established, meeting every other month. The network, coordinated by the Tackling Poverty Service, provides a platform for the various foodbanks to network, share good practice and liaise with council officers on a number of issues, such as provision over holiday periods like Christmas. The network also allows for other relevant information to be timely circulated across foodbanks. 2) The Tackling Poverty Service maintains a listing of foodbank opening hours in Swansea on the council's website. www.swansea.gov.uk/foodbanks 3) The Tackling Poverty Service administers funding aimed at tackling food poverty and food insecurity via a number of grant application processes throughout the year. This funding provides essential support to foodbanks to meet ongoing high levels of demand.
16	<p>Councillors Kevin Griffiths, Mark Tribe & Gordon Walker</p> <p>Can the Cabinet Member update us on where we are with combustible external materials on council owned buildings and are we now compliant.</p> <p>Response of the Cabinet Member for Corporate Services & Performance</p> <p>Deferred to 6 March</p>
17	<p>Councillors Sam Bennett, Nicola Furlong & Michael Locke</p> <p>Could the Cabinet Member provide, an estimated date of delivery for the parks in SA1, and provide an outline for the reasons for the delay in the delivery of the parks in SA1.</p> <p>Response of the Cabinet Member for Investment, Regeneration, Events & Tourism</p> <p>The park areas in SA1 are expected to be delivered by Oct/Nov 2025. There has been a two year delay in their delivery for a combination of reasons. Firstly, the detailed design of the main park area could not be finalised until the planning applications on the adjoining sites had been determined. Secondly, the Landscape Architect responsible for the design of the park retired resulting in a transition period whilst resourcing capacity was addressed along with redrafting of the proposed designs. Thirdly, the main park area has been used as a builder's compound from May 24 until the end of last year to enable other works in the area to be</p>

	<p>delivered. The local ward member has been kept regularly informed of the situation and the procurement process has now commenced with works currently anticipated to start on site May 2025.</p>
18	<p>Councillors Mark Tribe, Mary Jones & Mike Day</p> <p>When dialling the Council contact telephone number 01792 636000 you are then given the option of pressing 1 for Welsh or 2 for English. How many callers request the response in Welsh and what percentage of the total calls does this represent. There also appears to be a significant number of internal contact numbers that are no longer in use, can the Cabinet Member advise us how often the system is updated.</p> <p>Response of the Cabinet Member for Service Transformation</p> <p>During the period 1/10/24 – 31/12/24 the main number received 188 calls to the Welsh Operator line, out of a total of 6,875 overall, being 2.8%</p> <p>With regards to internal phone numbers, the phone directory was reviewed in its entirety last Summer, with around 30% of entries being deleted after confirming the operating procedures and service provision with the departments concerned. Departments are reminded periodically to ensure the directory is kept up to date, particularly when staff join or leave, service names are updated, phone numbers change etc. These formed some of the actions presented to the Scrutiny Customer Contact Working Group in February 2024 to improve overall call handling across the Council.</p> <p>The Council is in the process of undertaking a Phone Access Review, which is due to complete by the end of March 2025. Any findings and recommendations from the review will be presented to the Corporate Management Team, Cabinet Members, and Scrutiny as part of the Customer Contact Scrutiny Panel work.</p>

Agenda Item 17.



Council – 30 January 2025

Notice of Motion - Women's Increase in the Pension Age - Compensation.

Notice of Motion from Councillors Chris Holley, Lynda James, Susan Jones, Nicola Furlong, Mike Day, Kevin Griffiths, Michael Locke, Sam Bennett & Mark Tribe

Council notes

(1) the decision by the UK Labour Government not to offer compensation to women who were not properly notified of the increase in the pension age as recommended by the Parliamentary and Health Service Ombudsman despite leading Cabinet Members and local Labour MPs campaigning for justice on this issue.

(2) that many women are out of pocket as a result of this change and deserve to be compensated for it.

Council resolves to mandate the Leader to write to the Prime Minister asking him to reconsider this decision and to provide the compensation that he and other members of his government campaigned for when in opposition.

Agenda Item 18.



Council – 30 January 2025

Notice of Motion - Financial Hardship for Many Vulnerable Residents.

Notice of Motion from Councillors Lyndon Jones, Francesca O'Brien, Angela O'Connor, Will Thomas & Richard Lewis.

January 2025 marks 6 months of the new UK Labour Government, and what a disastrous six months it has been for the people of Wales.

Despite Labour promising Governments at both ends of the M4 working together for the people of Wales, we have seen the complete opposite.

We call upon the Leader of the Council to write to the First Minister calling on her to support and challenge the UK Governments decision making which has and will cause financial hardship for many vulnerable residents due to the winter fuel cut, farming tax and NI increase for our hard working businesses.