

## GWŶS Y CYNGOR

Rydych dan wŷs trwy hyn i ddod i gyfarfod CYNGOR DINAS A SIR ABERTAWA i'w gynnal yn Siambr y Cyngor, Neuadd y Ddinas, Abertawe Dydd Iau, 22 Mehefin 2017 am 5.00 pm

Cynigir trafod y materion canlynol:

1. **Ymddiheuriadau am absenoldeb.**
2. **Datgeliadau o fuddiannau personol a rhagfarnol.**  
[www.abertawe.gov.uk/DatgeliadauBuddiannau](http://www.abertawe.gov.uk/DatgeliadauBuddiannau)
3. **Cofnodion.** **1 - 32**  
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod cywir
4. **Ymatebion ysgrifenedig i gwestiynau a ofynnwyd yng Nghyfarfod Cyffredinol Diwethaf y Cyngor.**
5. **Cyhoeddiadau'r Aelod Llywyddol.**
6. **Cyhoeddiadau Arweinydd y Cyngor.**
7. **Cwestiynau gan y Cyhoedd.**  
Rhaid i'r cwestiynau ymwneud â materion ar ran agored agenda'r cyfarfod, ac ymdrinnir â hwy o fewn 10 munud.
8. **Cyflwyniad Cyhoeddus - Dim.**
9. **Adnewyddu Tai'r Sector Preifat ac Addasiadau i'r Anabl: Polisi i ddarparu cymorth 2012-2017** **33 - 68**
10. **Lwfansau a Gwariant Arian Cynghorwyr ac Aelodau Cyfetholedig 2016-2017.** **69 - 75**
11. **Cyflwyno teitl yr Henadur Anrhydeddus.** **76 - 81**
12. **Aelodaeth Pwyllgorau.** **82 - 84**
13. **Newidiadau i'r Cyfansoddiad.** **85 - 88**
14. **Addewid Cynghorwyr ar Safonau.** **89 - 92**
15. **Dull Datrys Anghydfodau Lleol i Gynghorwyr.** **93 - 95**
16. **Cwestiynau gan y Cynghorwyr.** **96 - 102**

*Huw Evans*

**Huw Evans**  
**Pennaeth Gwasanaethau Democrataidd**  
**Dydd Mawrth, 13 Mehefin 2017**

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**I: Bob Aelod o'r Cyngor**

# Agenda Item 3.

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE COUNCIL

HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON  
THURSDAY, 25 MAY 2017 AT 4.00 PM

#### **PRESENT:**

##### **Councillor(s)**

C Anderson  
M C Child  
N J Davies  
C R Doyle  
C R Evans  
R Francis-Davies  
K M Griffiths  
T J Hennegan  
B Hopkins  
L James  
S M Jones  
J W Jones  
M A Langstone  
W G Lewis  
P Lloyd  
P N May  
J A Raynor  
B J Rowlands  
R V Smith  
D G Sullivan  
L G Thomas  
D W W Thomas  
T M White

##### **Councillor(s)**

P M Black  
S E Crouch  
A M Day  
M Durke  
W Evans  
L S Gibbard  
J A Hale  
C A Holley  
D H Hopkins  
Y V Jardine  
P Jones  
E J King  
M B Lewis  
A S Lewis  
I E Mann  
S Pritchard  
C Richards  
M Sherwood  
A H Stevens  
M Sykes  
W G Thomas  
L J Tyler-Lloyd

##### **Councillor(s)**

J E Burtonshaw  
J P Curtice  
P Downing  
V M Evans  
E W Fitzgerald  
F M Gordon  
D W Helliwell  
P R Hood-Williams  
O G James  
M H Jones  
L R Jones  
E T Kirchner  
R D Lewis  
C E Lloyd  
P M Matthews  
A Pugh  
K M Roberts  
P B Smith  
R C Stewart  
G J Tanner  
M Thomas  
G D Walker

#### **Apologies for Absence**

Councillor(s): S J Gallagher, H M Morris, D Phillips, C L Philpott and L V Walton

#### 1. **ELECTION OF PRESIDING MEMBER FOR 2017-2018 MUNICIPAL YEAR.**

A nomination was received for Councillor D W W Thomas. The nomination was proposed and seconded.

**RESOLVED** that Councillor D W W Thomas be appointed Presiding Member for the Municipal Year 2017-2018.

**Councillor D W W Thomas (Presiding Member) Presiding**

2. **ELECTION OF DEPUTY PRESIDING MEMBER FOR 2017-2018 MUNICIPAL YEAR.**

A nomination was received for Councillor J P Curtice. The nomination was proposed and seconded.

**RESOLVED** that Councillor J P Curtice be appointed Deputy Presiding Member for the Municipal Year 2016-2017.

3. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

The Head of Legal, Democratic Services and Business Intelligence gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

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

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

- 1) Councillors C Anderson, P M Black, J E Burtonshaw, M C Child, S E Crouch, J P Curtice, N J Davies, A M Day, P Downing, C R Doyle, M Durke, C R Evans, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, L S Gibbard, F M Gordon, K M Griffiths, J A Hale, D W Helliwell, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, O G James, L James, Y V Jardine, J W Jones, L R Jones, M H Jones, P Jones, S M Jones, E J King, E T Kirchner, M A Langstone, A S Lewis, M B Lewis, R D Lewis, W G Lewis, C E Lloyd, P Lloyd, I E Mann, P M Matthews, P N May, S Pritchard, A Pugh, J A Raynor, C Richards, K M Roberts, B J Rowlands, M Sherwood, P B Smith, R V Smith, A H Stevens, R C Stewart, D G Sullivan, M Sykes, G J Tanner, D W W Thomas, L G Thomas, M Thomas, W G Thomas, L J Tyler-Lloyd, G D Walker and T M White declared a Personal Interest in Minute 9 "Constitutional Matters 2017-2018".

4. **MINUTES.**

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

- 1) Ordinary Meeting of Council held on 20 April 2017.

5. **PUBLIC PRESENTATION - HAFOD PRIMARY (PEACE MALA AWARD)**

This item was withdrawn.

6. **ANNOUNCEMENTS OF THE PRESIDING MEMBER/HEAD OF PAID SERVICE.**

1) **Condolences**

a) **Manchester Arena Bombing**

The Presiding Member referred with sadness to the terrorist attack at Manchester Arena on 22 May 2017. The attack which happened at the end of a concert by American singer Ariana Grande whose music is popular with children and teenagers has left 22 people dead and 59 people injured.

Flags outside the Council's Civic buildings were flown at half-mast and a vigil was held at 18.00 on 23 May 2017 in Castle Square in order to mourn for the victims of the bombing. This vigil coincided with one held in the heart of the city of Manchester.

b) **Former First Minister Rhodri Morgan**

The Presiding Member referred with sadness to the recent death of former First Minister Rhodri Morgan. Rhodri Morgan was the First Minister of Wales from 2000 to 2009. As of 2017, he was the longest-serving First Minister of Wales. Rhodri was elected Chancellor of [Swansea University](#) in October 2011. He was described by many as the father figure of Welsh politics.

c) **Former Councillor Mansel Lewis**

The Presiding Member referred with sadness to the recent death of former Councillor Mansel Lewis. Mansel Lewis represented the Victoria and Castle Electoral Wards on the former West Glamorgan County Council.

All present stood as a mark of sympathy and respect.

2) **Welcome to the Newly Elected and Returning Councillors**

The Presiding Member congratulated and welcomed all newly elected and returning Councillors following their successful elections on 4 May 2017.

3) **Former Councillors not Re-elected on 4 May 2017**

The Presiding Member stated that the following former Councillors were not re-elected at the Local Government Election on 4 May 2017. He thanked them for serving their communities and the residents of Swansea during their terms of Office as Councillors.

Councillor	Council	Term of Office		Lord Mayor
		From	To	
A (Tony) C S Colburn	CCS	01.05.2008	04.05.2017	N/A
Ann M Cook	CCS	03.05.2012	04.05.2017	N/A
Jane E C Harris	CCS	03.05.2012	04.05.2017	N/A
Keith E Marsh	CCS	04.06.1998	04.05.2017	N/A
Geraint Owens	CCS	03.05.2012	04.05.2017	N/A
T Huw Rees	CCS	06.05.1999	04.05.2017	N/A

**Key:**

CCS	City and County of Swansea
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**4) Mike Hawes, Director of Resources**

The Presiding Member stated that tomorrow marked the last working day for our Corporate Director of Resources, Mike Hawes.

Mike was educated at Bishop Gore School and in 1976 he left to take up the post of Audit Clerk in a local accountancy firm. He earned his Diploma in Advanced Accounting in 1981 and joined Swansea City Council as an Audit Assistant on 1 February 1982. He has held 13 different posts in this Authority and has clocked up an impressive 35 years of public service. Mike retires tomorrow having reached the highest echelons of senior management in local government.

Mike has been a loyal servant to the City and to this Council and he has helped steer us through some difficult times. I am sure that Mike will have some exciting plans for his retirement and I hope I speak on behalf of Council when I wish him a long and happy retirement. Thank you Mike.

**5) Peace Mala Award**

The Presiding Member congratulated Hafod Primary School as the first school in the UK to achieve the Peace Mala Gold award. Peace Mala focuses on the golden rule "treat others as you would like to be treated yourself".

The school educates and reminds everyone that this rule is recognised by many scholars, teachers and philosophers. It promotes friendship, respect and peace between the faiths and all people in our World. It cuts through all forms of prejudice and celebrates what makes us different from each other.

Our vision is a vision for the future...where all children can be part of creating a better World. It tackles bullying of all kinds. With education of the different faiths comes tolerance and respect.

**6) Wales' First Professional Teaching Awards**

The Presiding Member stated that the Welsh Government established the Professional Teaching Awards Cymru to recognise the best in schools across the country and to celebrate the commitment, dedication and inspiration of the teaching profession in Wales.

At a special event in Cardiff City Hall on 7 May 2017, the winners were presented with a special Griffith Jones Award. Griffith Jones of Llanddowror turned the Welsh into one of the world's most literate nations during the 1700s.

He was delighted to announce that Mark Thompson, Head Teacher of St Helen's Primary School was named the best Head Teacher in Wales. Mark Thompson has led St Helen's Primary School since 2011.

Mr Thompson was not the only winner from Swansea. Bethan Baglow of Olchfa School won the award for School Business Manager / Bursar.

He congratulated Mark Thompson and Bethan Baglow for their achievement.

**7) Blue Flag Status**

The Presiding Member stated that the Blue Flag Award is a highly respected international award owned by the Foundation for Environmental Education (FEE) that runs in 49 countries across the world. Administered in Wales by Keep Wales Tidy, the awards are only given to beaches and marinas that boast the highest quality of water, environmental education and management, safety and services.

Keep Wales Tidy works with partners including the Welsh Government, Natural Resources Wales and Dŵr Cymru Welsh Water, as well with local authorities and volunteers across Wales, to help keep standards high by restoring, protecting and maintaining the beaches Wales has to offer.

He was delighted to announce that five Swansea attractions have retained their Blue Flag status. The attractions being Bracelet Bay, Caswell Bay, Langland Bay, Port Eynon and Swansea Marina.

**8) Purple Flag Award**

The Presiding Member stated that the Association of Town Centre Management (ATCM) has recently confirmed that Swansea City Centre has been successful in renewing its prestigious Purple Flag status, the only area in Wales to have such an accolade, following a comprehensive renewal process.

The Award, which like Blue Flag for beaches and Green Flag for Parks, recognises the effective management practices and continuing development of Swansea's evening and night time economy across a broad range of assessment criteria.

The Award, which was first received in 2014, demonstrates the ongoing partnership approach to the management and development of this sector and also forms a key part of the emerging long term strategy for Swansea's vibrant and diverse evening and night time economy. Congratulations to all involved.

**9) Amendments / Corrections to the Council Summons**

**Item 10 "Constitutional Matters 2017-2018"**

The Presiding Member stated that the following Changes / Amendments were required to be made to the Council Summons:

- a) **Page 14**, Paragraph 17.3 "Member Champions". An amended Member Champions list has been circulated.

- b) **Page 18**, Appendix C “Proposed Exemption from Committee Balance Rules”. Paragraph 1.4 “Student Liaison Forum”.  
**Remove** reference to “Killay North and Oystermouth”.  
**Add** reference to “Landore”.
- c) **Page 19**, Appendix D “Council Bodies & Number of Allocated Seats 2017-2018”.  
**Sustainable Development Fund Panel.** In the “Seats” column, delete reference to “2” and replace with “4”.  
Swansea Student Liaison Forum. In the “Seats” column, delete reference to “23” and replace with “27”.
- d) **Page 25**, Appendix F “Council Bodies Diary 2017-2018”  
**Delete** all five Policy Development & Delivery Committees scheduled for June 2017.

The dates being the 14<sup>th</sup>, 15<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> June 2017.

7. **ELECTION OF THE LEADER OF THE COUNCIL.**

A nomination was received for Councillor R C Stewart. The nomination was proposed and seconded.

**RESOLVED** that Councillor R C Stewart be elected Leader of the Council.

8. **NAMES OF COUNCILLORS THAT THE LEADER OF THE COUNCIL HAS CHOSEN TO BE MEMBERS OF THE CABINET. (FOR INFORMATION)**

The Leader of the Council outlined to Council the names of those Councillors that he had chosen to be members of the Cabinet. He also outlined their Cabinet Portfolios:

<b>Councillors Name</b>	<b>Cabinet Portfolio</b>
Rob C Stewart	➤ <b>Leader of the Council</b> ➤ Economy & Strategy
Clive E Lloyd	➤ <b>Deputy Leader of the Council</b> ➤ Service Transformation & Business Operations
Jennifer A Raynor	➤ Children, Education & Life Long Learning
David H Hopkins	➤ Commercial Opportunities & Innovation
Robert Francis-Davies	➤ Culture, Tourism & Major Projects
Mark Thomas	➤ Environment Services
June E Burtonshaw & Mary Sherwood	➤ Future Generations
Mark C Child	➤ Health & Wellbeing
Andrea S Lewis	➤ Housing, Energy & Building Services
Will Evans	➤ Stronger Communities



9. **CONSTITUTIONAL MATTERS 2017-2018.**

The Monitoring Officer and Head of Democratic Services jointly submitted a report which informed Council of necessary Constitutional matters that needed to be attended to at the Annual Meeting of Council. Such matters would in turn enable the efficient and lawful operation of Council.

The Head of Democratic Services reminded Councillors of the amendments made to the report as previously outlined by the Presiding Member.

**RESOLVED** that:

- 1) The Council Bodies and the Number of Seats allocated to them as listed below be appointed for the Municipal Year 2017-2018:

<b>Council Body (Committees)</b>	<b>Seats</b>
Appeals & Awards	7
Appointments	13
Audit	13
Chief Executive's Appraisal & Remuneration	9
Chief Officers Disciplinary	13
Chief Officers Disciplinary Appeals	13
Democratic Services	17
Family Absence Complaints (As per Council 12 August 2014)	-
Policy Development & Delivery 1	13
Policy Development & Delivery 2	13
Policy Development & Delivery 3	13
Policy Development & Delivery 4	13
Policy Development & Delivery 5	13
JCC	7
General Licensing	12
<i>General Licensing Sub</i>	3
Statutory Licensing	12
<i>Statutory Licensing Sub</i>	3
Pension Fund	6
Planning	12
Scrutiny Programme	17
Standards (3 Councillors, 5 Independent Members & 1 Community / Town Councillor).	9
West Glamorgan Archives	5
<b>Panels, Forums, Groups etc</b>	
Admissions Panel	6
Armed Forces Community Covenant Signatories Panel	1
Challenge Panel	13
Community / Town Councils Forum	12
Corporate Parenting Board	9
Constitution Working Group	9

Development Advisory Group (DAG)	3
External Funding Panel	10
Gower AONB Partnership Group	6
<i>Sustainable Development Fund Panel</i>	4
<i>Sustainable Development Fund Appeal Panel</i>	1
LA Governor Panel	13
Local Pension Board	1
Social Services Rota Visits Group	13
Standards Cttee Vacancy Panel	3
Swansea Student Liaison Forum (SSLF)	27
Trustees Panel	17
West Wales Valuation Tribunal Joint Appointments Panel	2

- 2) The “**Leader and Deputy Leader of the Council**” be paid a **Band 1, Group A, Senior Salary**:
  - a) Leader of the Council (£53,100);
  - b) Deputy Leader of the Council (£37,100).
  
- 3) The “**Executive Members**” be paid a **Band 2, Group A, Level 1, Senior Salary** (£32,100):
  - a) Cabinet Members **x 8**.
  
- 4) The “**Committee Chairs**” be paid a **Band 3, Group A, Level 1, Senior Salary** (£22,100):
  - a) Chair of General Licensing Committee;
  - b) Chair of Planning Committee;
  - c) Chair of Policy Development & Delivery Committee 1;
  - d) Chair of Policy Development & Delivery Committee 2;
  - e) Chair of Policy Development & Delivery Committee 3;
  - f) Chair of Policy Development & Delivery Committee 4;
  - g) Chair of Policy Development & Delivery Committee 5;
  - h) Chair of Scrutiny Programme Committee.
  
- 5) The Independent Remuneration Panel for Wales (IRP) determination that the “**Leader of the Largest Opposition Political Group**” must be paid a **Band 4, Senior Salary** (subject to the 10% rule) (£22,100) be noted;
  
- 6) The following positions be paid a **Level 1, Civic Salary** (subject to them not already being in receipt of a Senior Salary):
  - a) Lord Mayor (£24,100);
  - b) Deputy Lord Mayor (£18,100).
  
- 7) A **Presiding Member** and **Deputy Presiding Member** be re-established and that they Chair Council Meetings. These posts will not receive a Senior Salary;

- 8) The Committees listed in **Appendix C** of the report be exempted by Council from the Local Government (Committees and Political Groups) Regulations 1990 for the Municipal Year 2017-2018 in order to allow greater representation from the Opposition Political Groups;
- 9) Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups as outlined in **Appendix 1** to these minutes;
- 10) The Leader of the Council' decision to allocate Councillors to sit on Outside Bodies be noted as outlined in **Appendix 2** to these minutes;
- 11) The adoption of the Council Constitution which may be viewed at [www.swansea.gov.uk/constitution](http://www.swansea.gov.uk/constitution) be reaffirmed including those relating to the terms of reference of the 5 x Policy Development & Delivery Committees and any amendments made at this meeting;
- 12) The Council Bodies Diary 2016-2017 as listed in **Appendix F** of the report be confirmed and adopted;
- 13) Councillor Peter M Black be re-elected as Chair of the Democratic Services Committee;
- 14) Those Co-opted Members eligible for Co-opted Member payments be paid a maximum of 20 full days per Municipal Year;
- 15) The Councillors Handbook which may be viewed at [www.swansea.gov.uk/CllrsHandbook](http://www.swansea.gov.uk/CllrsHandbook) be reaffirmed;
- 16) The list of Member Champion Areas and responsible Councillors be noted:

<b>Member Champion Area</b>	<b>Councillor</b>
Animal Rights	Gloria J Tanner
Armed Forces	June E Burtonshaw
Carers	Paulette B Smith
Children & Family Services	Mark C Child
Councillor Support & Development	Wendy G Lewis
Disability & Access to Services	Paul Lloyd
Diversity	Erika T Kirchner
Domestic Abuse	Erika T Kirchner
Health & Wellbeing	Alyson Pugh
Healthy Cities & Sport	Terry J Hennegan
Language (Inc. Welsh)	Robert V Smith
LGBT+ (Lesbian, Gay, Bisexual & Transgender+)	Elliott J King
Natural Environment & Biodiversity	Peter Jones
Poverty Reduction	Rob C Stewart
Public Transport	Nick J Davies
Rural Economy	Andrew H Stevens
Safeguarding	Mark C Child
Sanctuary & Inclusion	Yvonne V Jardine

UNCRC (United Nations Convention on the Rights of the Child)	Christine Richards & Sam Pritchard
Vulnerable & Older People	Jan P Curtice
Women	Louise S Gibbard
Young Carers	Sam Pritchard

- 17) The new mileage distances as outlined in Appendix E of the report take effect immediately;
- 18) Any consequential amendments to the Council Constitution and / or Councillors as a result of this report be carried out.

10. **AMENDMENTS TO THE COUNCIL CONSTITUTION.**

The Presiding Member, Monitoring Officer and Head of Democratic Services jointly submitted a report, which sought to make amendments in order to simplify, improve and / or add to the Council Constitution

The proposed changes related to the following areas of the Council Constitution:

- i) Part 3 "Responsibility for Functions, "Terms of Reference of the Planning Committee".

**RESOLVED** that the following note be added to the Council Constitution:

**"Note:**

- 1) Pursuant to the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017**
  - i) Each meeting of the Planning Committee must have a quorum of 50% to make decisions; and
  - ii) The use of Substitute Members is prohibited.
- 2) Pursuant to the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017. (Section 39 of the Planning (Wales) Act 2015)**
  - i) The Planning Committee must contain no fewer than 11 members and no more than 21 members, but no more than 50% of the Authority Members (rounded up to the nearest whole number);
  - ii) Where wards have more than one elected member, only one member may sit on the Planning Committee, in order to allow other ward members to perform the representative role for local community interests."
- 3) Councillors must receive planning training prior to attending the Planning Committee as a member.**

11. **COMMON SEAL.**

**RESOLVED** that the Common Seal be affixed to any document necessary to carry into effect any resolution passed or confirmed at meetings during the previous municipal year.

The meeting ended at 4.44 pm

**CHAIR**

**APPENDIX 1 "COUNCILLORS ALLOCATED TO SERVE ON COUNCIL BODIES  
IN LINE WITH THE NOMINATIONS RECEIVED FROM THE POLITICAL GROUPS"**

**COUNCIL (72)**

**Councillors:**

Cyril Anderson	Erika T Kirchner
Peter M Black	Myles A Langstone
June E Burtonshaw	Andrea S Lewis
Mark C Child	Michael B Lewis
Sybil E Crouch	Richard D Lewis
Jan P Curtice <b>(Deputy Presiding Member)</b>	Wendy G Lewis
Nick J Davies	Clive E Lloyd
A Mike Day	Paul Lloyd
Phil Downing	Irene E Mann
C Ryland Doyle	Penny M Matthews
Mike Durke	Peter N May
Ceri R Evans	Hazel M Morris
V Mandy Evans	David Phillips
William Evans	Cheryl L Philpott
E Wendy Fitzgerald	Sam Pritchard
Robert Francis-Davies	Alyson Pugh
Steve J Gallagher	Jennifer A Raynor
Louise S Gibbard	Christine Richards
Fiona M Gordon	Kelly M Roberts
Kevin M Griffiths	Brigitte J Rowlands
Joe A Hale	Mary Sherwood
David W Helliwell	Paulette B Smith
Terry J Hennegan	Robert V Smith
Chris A Holley	Andrew H Stevens
Paxton R Hood-Williams	Rob C Stewart
Beverly Hopkins	D Gareth Sullivan
David H Hopkins	Mo Sykes
Oliver G James	Gloria J Tanner
Lynda James	Des W W Thomas <b>(Presiding Member)</b>
Yvonne V Jardine	L Graham Thomas
Jeff W Jones	Mark Thomas
Lyndon R Jones	Will G Thomas
Mary H Jones	Linda J Tyler-Lloyd
Peter Jones	Gordon D Walker
Susan M Jones	Lesley V Walton
Elliott J King	T Mike White

### **CABINET (10)**

#### **Labour Councillors: 10**

June E Burtonshaw / Mary Sherwood	Andrea S Lewis
Mark C Child	Clive E Lloyd ( <b>Deputy Leader</b> )
Will Evans	Jennifer A Raynor
Robert Francis-Davies	Rob C Stewart ( <b>Leader</b> )
David H Hopkins	Mark Thomas

### **APPEALS & AWARDS (7)**

#### **Labour Councillors: 5**

June E Burtonshaw	Hazel M Morris
Jan P Curtice	Des W W Thomas
Joe A Hale	

#### **Liberal Democrats/Independent Councillor: 1**

Jeff W Jones	
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#### **Conservative Councillor: 0**

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### **APPOINTMENTS COMMITTEE (13)**

#### **Labour Councillors: 9 (8 permanent and 1 selected by the Leader)**

Jan P Curtice	Rob C Stewart
Robert Francis-Davies	Mark Thomas
Andrea S Lewis	June Burtonshaw
Michael B Lewis	
Clive E Lloyd	

#### **Liberal Democrats/Independent Councillors: 2**

Chris A Holley	Mary H Jones
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#### **Conservative Councillors: 2**

Lyndon R Jones	Linda J Tyler-Lloyd
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**AUDIT COMMITTEE (13)**

**Labour Councillors: 9**

Cyril Anderson	Peter Jones
Terry J Hennegan	Robert V Smith
Beverly Hopkins	Lesley V Walton
Oliver G James	T Mike White
Mike Lewis	

**Liberal Democrats/Independent Councillors: 2**

Jeff W Jones	Lynda James
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**Conservative Councillors: 2**

Paxton R Hood-Williams	Will G Thomas
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**CHIEF EXECUTIVES APPRAISAL & REMUNERATION COMMITTEE (9)**

**Labour Councillors: 5**

Mark C Child	Jennifer A Raynor
Clive E Lloyd	Rob C Stewart
Andrea S Lewis	

**Liberal Democrats/Independent Councillors: 2**

Chris A Holley	E Wendy Fitzgerald
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**Conservative Councillor: 1**

Lyndon R Jones	
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**Uplands Councillor: 1**

Irene E Mann	
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**CHIEF OFFICERS DISCIPLINARY COMMITTEE (13)**

**Labour Councillors: 7**

Mark C Child	Michael B Lewis
Phil Downing	Wendy G Lewis
Yvonne V Jardine	Penny M Matthews
Elliott J King	

**Liberal Democrat/Independent Councillors: 2**

E Wendy Fitzgerald	Mary H Jones
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**Conservative Councillors: 1**

Paxton R Hood-Williams	
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**CHIEF OFFICERS DISCIPLINARY APPEALS COMMITTEE (13)**



Minutes of the Council (25.05.2017)  
Cont'd

**Labour Councillors: 9**

Sybil E Crouch	Christine Richards
Nick J Davies	Robert V Smith
William Evans	Rob C Stewart
Erika T Kirchner	Lesley V Walton
Clive E Lloyd	

**Liberal Democrats/Independent Councillors: 2**

Chris A Holley	D Gareth Sullivan
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**Conservative Councillors: 1**

Will G Thomas	
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**DEMOCRATIC SERVICES COMMITTEE (17)**

**Labour Councillors: 11**

Jan P Curtice	Sam Pritchard
Nick J Davies	Christine Richards
Louise S Gibbard	Kelly M Roberts
Joe A Hale	Gloria Tanner
Erika T Kirchner	Lesley V Walton
Wendy G Lewis	

**Liberal Democrats/Independent Councillors: 3**

Peter M Black (Chair)	Susan M Jones
Kevin M Griffiths	

**Conservative Councillors: 2**

Brigitte J Rowlands	Linda J Tyler-Lloyd
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**Uplands Councillor: 1**

Irene E Mann	
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**JOINT CONSULTATIVE COMMITTEE (7)**

**Labour Councillors: 5**

V Mandy Evans	Gloria J Tanner
Joe A Hale	Mark Thomas
Clive E Lloyd	

**Liberal Democrats/Independent Councillor: 1**

Chris A Holley
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**Conservative Councillor: 1**

Steve J Gallagher
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**PLANNING COMMITTEE (12)**

**Labour Councillors: 8**

Louise S Gibbard	Andrew H Stevens (Vice-Chair)
Elliott J King	Des W W Thomas
Michael B Lewis	Christine Richards
Paul Lloyd (Chair)	T Mike White

**Liberal Democrats/Independent Councillors: 2**

Peter M Black	Mary H Jones
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**Conservative Councillor: 2**

Richard D Lewis	Linda J Tyler-Lloyd
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**POLICY DEVELOPMENT AND DELIVERY COMMITTEE 1 (13)**

**Labour Councillors: 9**

Sybil E Crouch	Beverly Hopkins
Mike Durke	Yvonne V Jardine
Louise S Gibbard	Wendy G Lewis
Fiona M Gordon (Vice Chair)	Robert V Smith (Chair)
Joe A Hale	

**Liberal Democrats/Independent Councillors: 2**

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**Conservative Councillors: 2**

Lyndon R Jones	Brigitte J Rowlands
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**POLICY DEVELOPMENT AND DELIVERY COMMITTEE 2 (13)**

**Labour Councillors: 9**

Nick J Davies (Vice Chair)	Yvonne V Jardine
Mike Durke	Wendy G Lewis
V Mandy Evans (Chair)	Paul Lloyd
Louise S Gibbard	David Phillips
Oliver G James	

**Liberal Democrats/Independent Councillors: 2**

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**Conservative Councillors: 2**

Myles A Langstone	Linda J Tyler-Lloyd
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**POLICY DEVELOPMENT AND DELIVERY COMMITTEE 3 (13)**

**Labour Councillors: 9**

Jan P Curtice	Hazel M Morris
Ceri R Evans (Vice Chair)	Sam Prichard
Terry J Hennegan	Christine Richards
Erika T Kirchner (Chair)	Gloria Tanner
Penny M Matthews	

**Liberal Democrats/Independent Councillors: 2**

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**Conservative Councillors: 2**

David W Helliwell	Will G Thomas
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**POLICY DEVELOPMENT AND DELIVERY COMMITTEE 4 (13)**

**Labour Councillors: 9**

C Ryland Doyle (Chair)	Hazel M Morris
Terry J Hennegan	Sam Pritchard
Elliot J King (Vice Chair)	Des W W Thomas
Michael B Lewis	Lesley V Walton
Penny M Matthews	

**Liberal Democrats/Independent Councillors: 2**

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**Conservative Councillors: 2**

Steve J Gallagher	Richard D Lewis
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**POLICY DEVELOPMENT AND DELIVERY COMMITTEE 5 (13)**

**Labour Councillors: 9**

Cyril Anderson	Paulette Smith (Chair)
Peter Jones	Mo Sykes
Michael B Lewis	T Mike White
Alyson Pugh (Vice Chair)	Lesley V Walton
Kelly M Roberts	

**Liberal Democrats/Independent Councillors: 2**

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**Conservative Councillors: 2**

Paxton R Hood-Williams	Brigitte J Rowlands
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**STANDARDS COMMITTEE (3)**

**Labour Councillors: 2**

Joe A Hale	Michael B Lewis
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**Liberal Democrats/Independent Councillors: 1**

L Graham Thomas	
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**STATUTORY LICENSING COMMITTEE (12)**

**Labour Councillors: 8**

C Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews (Chair)
Phil Downing (Vice Chair)	Hazel M Morris
V Mandy Evans	Lesley V Walton

**Liberal Democrats/Independent Councillors: 2**

Cheryl L Philpott	L Graham Thomas
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**Conservative Councillors: 1**

Steve J Gallagher	
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**STATUTORY LICENSING SUB COMMITTEE (3)**

**Note** – 3 Councillors called on a rota basis.

**Labour Councillors: 8**

C Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews
Phil Downing	Hazel M Morris
V Mandy Evans	Lesley V Walton

**Liberal Democrats/Independent Councillors: 2**

Cheryl L Philpott	L Graham Thomas
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**Conservative Councillors: 1**

Steve J Gallagher	
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**GENERAL LICENSING COMMITTEE (12)**

**Labour Councillors: 8**

C Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews (Chair)
Phil Downing (Vice Chair)	Hazel M Morris
V Mandy Evans	Lesley V Walton

**Liberal Democrats/Independent Councillors: 2**

Cheryl L Philpott	L Graham Thomas
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**Conservative Councillors: 1**

Steve J Gallagher	
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**GENERAL LICENSING SUB COMMITTEE (3)**

**Note** – 3 Councillors called on a rota basis.

**Labour Councillors: 8**

C Anderson	Paul Lloyd
Jan P Curtice	Penny M Matthews
Phil Downing	Hazel M Morris
V Mandy Evans	Lesley V Walton

**Liberal Democrats/Independent Councillors: 2**

Cheryl L Philpott	L Graham Thomas
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**Conservative Councillors: 1**

Steve J Gallagher	
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**WEST GLAMORGAN ARCHIVES COMMITTEE (5)**

**Labour Councillors: 3**

Louise S Gibbard	Robert V Smith
Elliott J King	

**Liberal Democrats/Independent Councillor: 1**

Peter M Black
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**Conservative Councillor: 1**

Lyndon R Jones
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**ADMISSIONS PANEL (6)**

**Labour Councillors: 4**

Ceri R Evans	Sam Pritchard
Elliott J King	Kelly M Roberts

**Liberal Democrats/Independent Councillor: 1**

A Mike Day	
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**Conservative Councillor: 0**

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**ARMED FORCES COMMUNITY COVENANT SIGNATORIES PANEL (1)**

**Labour Councillor: 1**

Armed Forces Champion	
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**CHALLENGE PANEL (13)**

**Labour Councillors: 7**

June E Burtonshaw	Mary Sherwood
Nick J Davies	Paulette B Smith
Erika T Kirchner	Mo Sykes
Hazel M Morris	

**Liberal Democrats/Independent Councillors:2**

E Wendy Fitzgerald	Chris A Holley
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**Conservative Councillors: 2**

Lyndon R Jones	Myles A Langstone
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**GOWER AONB PARTNERSHIP STEERING GROUP (6)**

**Labour Councillors: 4**

Mark C Child	Paul Lloyd
Jan P Curtice	Andrew H Stevens

**Liberal Democrats/Independent Councillor: 1**

Lynda James	
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**Conservative Councillor: 1**

Paxton R Hood-Williams	
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**GOWER AONB SUSTAINABLE DEVELOPMENT FUND PANEL (4)**

**Labour Councillors: 3**

Paul Lloyd	Andrew H Stevens
Mark C Child	

**Liberal Democrats/Independent Councillors: 1**

Lynda James	
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**GOWER AONB SUSTAINABLE DEVELOPMENT APPEALS PANEL (1)**

**Labour Councillor: 1**

Jan P Curtice
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**LA GOVERNOR PANEL (13)**

**Labour Councillors: 9**

Cyril Anderson	Yvonne V Jardine
Jan P Curtice	Hazel M Morris
Ceri R Evans	Kelly M Roberts
V Mandy Evans	T Mike White
Joe A Hale	

**Liberal Democrats/Independent Councillors: 2**

Jeff W Jones	D Gareth Sullivan
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**Conservative Councillors: 0**

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**PENSION FUND COMMITTEE (6)**

**Labour Councillors: 4**

Phil Downing	Clive E Lloyd
Michael B Lewis	Mark Thomas

**Liberal Democrats/Independent Councillor: 1**

D Gareth Sullivan	
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**Conservative Councillor: 1**

Will G Thomas	
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**LOCAL PENSION BOARD (1)**

**Labour Councillor: 1**

Michael B Lewis
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**STANDARDS COMMITTEE VACANCY PANEL (3)**

**Labour Councillors: 2**

Andrea S Lewis	Michael B Lewis
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**Liberal Democrats/Independent Councillor: 1**

Mary H Jones	
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**SOCIAL SERVICES ROTA VISITS (13)**

**Labour Councillors: 9**

Ceri R Evans	Paul Lloyd
C Ryland Doyle	Alyson Pugh
Terry J Hennegan	Mary Sherwood
Elliott J King	Gloria Tanner
Wendy G Lewis	

**Liberal Democrats/Independent Councillors: 2**

Chris A Holley	Susan M Jones
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**Conservative Councillors: 1**

David W Helliwell	
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**TRUSTEES PANEL (17)**

**Labour Councillors: 11**

V Mandy Evans	Paulette B Smith
William Evans	Gloria J Tanner
Yvonne Jardine	Mark Thomas
Hazel M Morris	Lesley V Walton
Christine Richards	

**Liberal Democrats/Independent Councillors: 3**

Chris A Holley	D Gareth Sullivan
Susan M Jones	

**Conservative Councillors: 1**

Brigitte J Rowlands	
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**Uplands Councillor: 1**

Irene E Mann	
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**WEST WALES VALUATION TRIBUNAL  
JOINT APPOINTMENTS PANEL (2)**

**Labour Councillors:**

David H Hopkins	Paul Lloyd
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**CONSTITUTION WORKING GROUP (9)**

**Labour Councillors: 5**

Leader	Presiding Member of Council
Deputy Leader	Deputy Presiding Member of Council
1 Cabinet Member	

**Liberal Democrats/Independent Councillors: 2**

Group Leader	Deputy Group Leader
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**Conservative Councillor: 1**

Group Leader	
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**Uplands Councillor: 1**

Group Leader	
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**COMMUNITY / TOWN COUNCILS FORUM (12)**

**Labour Councillors: 12**

Cabinet Members x 10	
Chair of Licensing	
Chair of Planning	

**CORPORATE PARENTING BOARD (9)**

**Labour Councillors: 6**

Mark C Child	Erika T Kirchner
Jan P Curtice	Hazel M Morris
V Mandy Evans	Jennifer A Raynor
Ceri R Evans	

**Liberal Democrats/Independent Councillor: 1**

Susan M Jones	
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**Conservative Councillor: 1**

Brigitte J Rowlands	
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**Uplands Councillor: 1**

Irene E Mann	
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**SWANSEA STUDENT LIAISON FORUM (27)**

**Councillors**

<b>Cabinet Members</b>	TBC	TBC
	TBC	
<b>Castle Electoral Ward Members</b>	S E Crouch	E T Kirchner
	F M Gordon	D Phillips
<b>Gorseinon Electoral Ward Member</b>	K M Roberts	
<b>Kingsbridge Electoral Ward Member</b>	W Evans	
<b>Landore Electoral Ward Members</b>	B Hopkins	T M White
<b>Loughor Lower Electoral Ward Member</b>	C Richards	
<b>Loughor Upper Electoral Ward Member</b>	R V Smith	
<b>St Thomas Electoral Ward Members</b>	J A Hale	C E Lloyd
<b>Sketty Electoral Ward Members</b>	A M Day	S J Gallagher
	D W Helliwell	P Jones
	C L Philpott	
<b>Townhill Electoral Ward Members</b>	C Anderson	L V Walton
	D H Hopkins	
<b>Uplands Electoral Ward Members</b>	N J Davies	P N May
	I E Mann	M Sherwood

**SCRUTINY PROGRAMME COMMITTEE (17)**

**Labour Councillors: 11**

Cyril Anderson	Terry J Hennegan (Vice Chair)
Jan P Curtice	Beverly H Hopkins
Sybil E Crouch	Elliot J King
Nick J Davies	Mo Sykes
Ceri R Evans	Gloria Tanner
Louise S Gibbard	

**Liberal Democrats/Independent Councillors: 3**

E Wendy Fitzgerald	Mary H Jones (Chair)
Chris A Holley	

**Conservative Councillors: 2**

David W Helliwell	Will G Thomas
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**Uplands Councillor: 1**

Irene E Mann	
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**DEVELOPMENT ADVISORY GROUP (5)**

**Labour Councillors: 5**

Robert Francis-Davies	Andrea S Lewis
David H Hopkins	Rob C Stewart
Peter Jones	

**EXTERNAL FUNDING PANEL (10)**

**Labour Councillors: 10**

Cabinet Members x 10	

**APPENDIX 2 "COUNCILLORS ALLOCATED TO SIT ON OUTSIDE BODIES AS DETERMINED BY THE LEADER OF THE COUNCIL"**

<b>ABMU - Children and Young People Emotional and Mental Health Planning Group</b>	Mark Child
<b>ABMU Community Health Council</b>	Mark Child Hazel Morris Elliott King
<b>Adoption Panel</b>	Jan Curtice
<b>Association of Public Centre Excellence (APSE)</b>	Clive Lloyd
<b>Bay Leisure Ltd</b>	Mandy Evans Louise Gibbard
<b>Caer Las Cymru</b>	Beverley Hopkins Terry Hennegan
<b>Cambrian Educational Foundation for Deaf Children</b>	Andrea Lewis
<b>Consortium of Local Authorities in Wales</b>	Nick Davies
<b>Education Otherwise Committee</b>	Jennifer Raynor
<b>Environment Agency Wales (Natural Resources Wales)</b>	Mark Thomas
<b>Fostering Panel (Friends and Family)</b>	Mo Sykes
<b>Fostering Panel (Mainstream Panel)</b>	Mandy Evans
<b>Gower College Swansea</b>	Jennifer Raynor Christine Richards
<b>Gower Commoners Association</b>	Kelly Roberts
<b>Heart of Wales Line Forum</b>	Paul Lloyd
<b>Industrial Common Ownership Financial West Glamorgan Loans Fund (ICOFF)</b>	David Hopkins

Minutes of the Council (25.05.2017)  
Cont'd

<b>Inter Authority Agreement for Food Waste</b>	Wendy Lewis
	Mark Thomas
<b>Inter Authority Agreement Partnership Board (Food Waste)</b>	Mark Child
	David Hopkins
<b>Joint Council of Wales (South Wales Provincial Council)</b>	Rob Stewart
	Clive Lloyd
<b>Loans and Savings Abertawe (LASA) Credit Union</b>	Lesley Walton
<b>Local Government Association (LGA) Executive</b>	Mark Thomas
	Clive Lloyd
	Andrea Lewis
	Rob Stewart
<b>Merchant Navy Welfare Board</b>	Joe Hale
<b>Mid and West Wales Fire Authority</b>	Joe Hale
	Des Thomas
	Terry Hennegan
	Gloria Tanner
	Jan Curtice
	Gordon Walker
	Richard Lewis
<b>National Association of British Market Authorities</b>	Robert Francis-Davies
<b>National Waterfront Museum (Swansea) Ltd</b>	Erika Kirchner
	Joe Hale
	Robert Francis-Davies
<b>Oystermouth Castle Management Board</b>	Mark Child
<b>PATROL</b>	Joe Hale
<b>Public Service Board</b>	June Burtonshaw
	Erika Kirchner
	Mark Child
	Rob Stewart
	Andrea Lewis
	Clive Lloyd
	Jane Harris
	Mary Sherwood

Minutes of the Council (25.05.2017)  
Cont'd

<b>Reserve Forces &amp; Cadets Association for Wales</b>	Mike Lewis
<b>South Wales Police and Crime Panel</b>	Christine Richards
	Kelly Roberts
<b>South West Wales Economic Forum</b>	David Hopkins
	Rob Stewart
<b>South West Wales Regional Waste Consortium</b>	Mike White
	Mark Thomas
	Wendy Lewis
<b>South West Wales Regional Waste Management Committee</b>	Mark Thomas
	Wendy Lewis
	Mike White
<b>South West Wales Regional Waste Planning Group</b>	Mark Thomas
<b>Spatial Planning Network</b>	Paul Lloyd
<b>Standing Advisory Council on Religious Education</b>	Lynda James
	William Evans
	Beverley Hopkins
	Sam Pritchard
	Elliott King
	Peter Jones
<b>Suresprung Board of Trustees</b>	Ryland Doyle
	Alyson Pugh
	Jan Curtice
	Gloria Tanner
<b>Swansea Bay Futures</b>	Rob Stewart
<b>Swansea Bay Port Health Authority</b>	Hazel Morris
	Joe Hale
	Clive Lloyd
	Robert Smith
	Mike White
	Paul Lloyd
	Mike Lewis
	Chris Holley
	Jeff Jones
	Gareth Sullivan
<b>Swansea Bay Regional Equality Council</b>	Erika Kirchner

Minutes of the Council (25.05.2017)  
Cont'd

	Mo Sykes
<b>Swansea Business Improvements Ltd (Bids)</b>	Robert Francis-Davies
	Rob Stewart
<b>Swansea Children's Relief in Need (SCRIN)</b>	Robert Smith
	Erika Kirchner
	Paulette Smith
	Hazel Morris
	Cheryl Philpott
<b>Swansea City Waste Disposal Ltd (LAWDAC)</b>	Joe Hale
	Clive Lloyd
	Mark Thomas
	Mike White
	Wendy Lewis
	Philip Downing
<b>Swansea Council for Voluntary Service</b>	Lesley Walton
	Jan Curtice
	Ceri Evans
<b>Swansea Cycling Forum (Cycle Action Progress Group)</b>	Nick Davies
<b>Swansea Economic Regeneration Partnership</b>	Rob Stewart
	Robert Francis-Davies
<b>Swansea Environment Centre</b>	Peter Jones
<b>Swansea Festival of Music and the Arts</b>	Wendy Fitzgerald
	Mike Day
	Andrea Lewis
	Louise Gibbard
	Robert Smith
	Terry Hennegan
	Erika Kirchner
	Sybil Crouch
	Robert Francis-Davies
<b>Swansea Public Services Board</b>	Andrea Lewis
	Erika Kirchner
	Mark Child
	Rob Stewart
	Clive Lloyd
	June Burtonshaw

Minutes of the Council (25.05.2017)  
Cont'd

<b>Swansea St Mary's Choral Trust</b>	Sam Pritchard
<b>Swansea Stadium Management Company</b>	Christine Richards
	Rob Stewart
	Robert Francis-Davies
<b>Swansea Waste Forum</b>	Mark Thomas
<b>University of Swansea Court</b>	Kelly Roberts
	Sam Pritchard
<b>Vision in Wales (Wales Council for the Blind)</b>	Christine Richards
<b>Wales Council for Deaf People</b>	Andrea Lewis
<b>Wales National Pool (Swansea) Ltd</b>	Robert Francis-Davies
	Mike Lewis
	Robert Smith
<b>Wales Migration Partnership</b>	Yvonne Jardine
<b>Welsh Books Council</b>	Fiona Gordon
<b>Welsh Joint Education Committee</b>	Jennifer Raynor
<b>Welsh Local Government Association Council</b>	Mark Thomas
	Jan Curtice
	Mary Sherwood
	Clive Lloyd
	Rob Stewart
<b>Welsh Local Government Co-ordinating Committee</b>	Rob Stewart
<b>Welsh Purchasing Consortium</b>	David Hopkins
<b>West Glamorgan Council for Drug and Alcohol Abuse</b>	Terry Hennegan
	Erika Kirchner
<b>West Wales Valuation Tribunal</b>	Philip Downing
	Nick Davies
<b>Western Bay Regional Partnership Board</b>	Peter Jones
	Rob Stewart
	Mark Child
	Clive Lloyd



# **CITY AND COUNTY OF SWANSEA**

## **MINUTES OF THE COUNCIL**

**HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON FRIDAY,  
26 MAY 2017 AT 2.00 PM**

**PRESENT:** Councillor D H Hopkins (Lord Mayor) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
C Anderson	P M Black	J E Burtonshaw
M C Child	S E Crouch	J P Curtice
P Downing	C R Doyle	M Durke
V M Evans	W Evans	E W Fitzgerald
R Francis-Davies	K M Griffiths	J A Hale
D W Helliwell	T J Hennegan	C A Holley
P R Hood-Williams	B Hopkins	D H Hopkins
L James	Y V Jardine	S M Jones
L R Jones	E J King	E T Kirchner
M A Langstone	M B Lewis	R D Lewis
W G Lewis	A S Lewis	C E Lloyd
P Lloyd	I E Mann	P N May
D Phillips	S Pritchard	C Richards
K M Roberts	B J Rowlands	M Sherwood
P B Smith	R V Smith	A H Stevens
R C Stewart	G J Tanner	L G Thomas
W G Thomas	M Thomas	L J Tyler-Lloyd
G D Walker	T M White	

### **Apologies for Absence**

Councillor(s): N J Davies, A M Day, C R Evans, S J Gallagher, L S Gibbard, F M Gordon, O G James, M H Jones, P Jones, J W Jones, P M Matthews, H M Morris, C L Philpott, A Pugh, J A Raynor, D G Sullivan, M Sykes, D W W Thomas and L V Walton

### 12. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

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

### 13. **TO ELECT THE LORD MAYOR FOR THE MUNICIPAL YEAR 2017-2018.**

**RESOLVED** on the motion of Councillor R V Smith, seconded by Councillor J P Curtice that Councillor Philip Downing be elected to the office of Lord Mayor of the City and County of Swansea for the Municipal Year 2017-2018.

Councillor P Downing was robed and invested with the Chain of Office of Lord Mayor.

Lilian Downing was invested with the Chain of Office of Lady Mayoress.

The Lord Mayor then made and signed the declaration of acceptance of office.

**Councillor P Downing (Lord Mayor) presided**

14. **TO ELECT THE DEPUTY LORD MAYOR FOR THE MUNICIPAL YEAR 2017-2018.**

**RESOLVED** on the motion of Councillor J E Burtonshaw, seconded by Councillor P Lloyd that Councillor David Phillips be elected to the office of Deputy Lord Mayor of the City and County of Swansea for the Municipal Year 2017-2018.

Councillor D Phillips was robed and invested with the Chain of Office of Deputy Lord Mayor.

Councillor Sybil Crouch was invested with the Chain of Office of Deputy Lady Mayoress.

The Deputy Lord Mayor then made and signed the declaration of acceptance of office.

15. **INAUGURAL ADDRESS OF THE LORD MAYOR**

The Lord Mayor thanked Council for his election and congratulated Councillor David H Hopkins and Councillor Bev Hopkins on their successful term of office as Lord Mayor and Lady Mayoress.

The Lord Mayor, during his address announced that his Chaplain would be Pastor Jason Beynon.

He concluded by announcing that the Lord Mayor's charities for his period of office would be the Golau Cancer Foundation, The Poppy Appeal (Royal British Legion Swansea Branch) and Vision Impaired West Glamorgan.

16. **RETIRING LORD MAYOR**

**RESOLVED** on the motion of Councillor R C Stewart, seconded by Councillor A S Lewis that the Council's thanks be given to Councillor D H Hopkins for a successful term of office as Lord Mayor and Councillor Bev Hopkins as Lady Mayoress.

The Lord Mayor presented medallions on behalf of the Council to the retiring Lord Mayor and retiring Lady Mayoress.

Councillor D H Hopkins in response to the vote of thanks, thanked the Council for its support during his term of office. He also reflected on the many duties during his term as Lord Mayor.

The meeting ended at 3.10 pm

**CHAIR**

# Agenda Item 9.

## Report of the Cabinet Member for Housing, Energy & Building Services

Council – 22 June 2017

### PRIVATE SECTOR HOUSING RENEWAL AND DISABLED ADAPTATIONS: POLICY TO PROVIDE ASSISTANCE 2017-22

<b>Purpose:</b>	To outline proposed amendments to the current Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-17 and publish a new Policy for 2017-22.
<b>Policy Framework:</b>	1. Local Housing Strategy 2. Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017 approved by Council on 24 November 2011
<b>Consultation:</b>	Legal, Finance, Access to Services.
<b>Recommendation(s):</b>	It is recommended that: -  1) Council approves the changes to Policy outlined in this report and publishes a new Policy for 2017-22.
<b>Report Author:</b>	Mark Wade
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Sandie Richards
<b>Access to Services Officer:</b>	Rhian Millar

#### 1.0 Introduction

- 1.1 The Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017 details how the City and County of Swansea delivers assistance to help private owners and tenants to repair, maintain or adapt their homes.
- 1.2 The Policy was approved by Council on 24 November 2011. This report outlines proposed changes to this policy and seeks approval for publication of a renewed Private Sector Housing Renewal and Disabled Adaptations Policy 2017-22.

## **2 Policy principles**

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

- Disabled Facilities Grant (DFG) – Mandatory large scale adaptations for private home owners and tenants of private rented accommodation. For example, level access showers.
- Council House Adaptations – small and large scale adaptations for Council tenants
- Homefix Loans – Recyclable loans for homeowners needing large repairs. For example, roof repairs and damp proofing.
- Emergency Repair Fund – Small repairs of an emergency nature. For example, dangerous electrics.
- Grants for Nominations – For works to bring long term empty properties back into use. Grant is provided in exchange for nomination rights.
- Swansea Care & Repair – Small, rapid adaptations and repairs provided for elderly and disabled residents.
- Houses into Homes Loan Scheme – interest free loans to tackle empty homes. Loans to be repaid and recycled as further loans.
- National Home Improvement Loan Scheme – interest free loans for the repair or conversion of properties to make them safe, warm and/or secure. Loans to be repaid and recycled as further loans.
- Renewal Areas – Renewal Area funding to deliver an agreed programme of property repair and environmental improvement works in designated Renewal Areas.

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

3.1 A review of the current Policy has been carried out to ensure that the Council can continue to fulfil its obligations and responsibilities to households who require assistance. The changes outlined below have been influenced by available capital budgets, current demand for the different types of assistance offered and the need to set a Policy that continues to support Council objectives. The changes to Policy are

relatively minor in nature and have been incorporated into a proposed new Private Sector Housing Renewal and Disabled Adaptations Policy. The main changes are summarised as follows:

- 3.2 **Discretionary Disabled Facilities Grants** - Section 3 of the Policy describes the approach to offering assistance to vulnerable, older and disabled applicants needing help to adapt their homes. The principal aim is to promote independence at home.
- 3.3 The main form of assistance for home adaptations is the mandatory Disabled Facilities Grant (DFG). This is a means tested grant provided to help improve access into and around the property. The statutory maximum DFG is £36,000. Assistance to Council tenants is funded by the Housing Revenue Account (HRA) outside of the mandatory DFG framework but follows the same policy principles.
- 3.4 In addition to a mandatory DFG, the current Policy allows for provision of a Discretionary Disabled Facilities Grant of up to £10,000. This is provided to meet the cost of unforeseen works that may arise during the course of the DFG. Fees such as Planning and Building Regulations can also be included in the DDFG where works cannot be completed within the statutory maximum. It is usually the most complex adaptations for applicants with the highest level of need that require both a DFG and a DDFG. These are relatively small in number each year.
- 3.5 The DDFG limit of £10,000 was set in 2015. Since this time the cost of building works and fees associated with the works has continued to rise. There have also been changes to the application of VAT to certain types of work. This means the most complex adaptations cannot always now be fully funded within the DFG and DDFG maximum. The DFG limit is prescribed in law and cannot be changed. A review of the DDFG limit is therefore appropriate and it is proposed to increase the DDFG limit to £14,000.
- 3.6 **Emergency Repair Fund** - Due to a fall in demand attributable to applicants having to repay the funding when a property is sold, it is proposed that the Emergency Repair Fund be discontinued. In future, applicants needing repairs of this type, that are low cost, will be assisted by the funding provided to Care and Repair Western Bay.
- 3.7 **Assistance for Empty Properties – Grants for Nominations and Welsh Government (WG) Houses into Homes loans scheme.** The Council recognises that empty homes are a wasted resource and the need to encourage empty properties back into use. The Grants for Nominations scheme is available to the owners of long term empty homes to fund repair works. In return the landlord must allow the Council to nominate tenants to the reoccupied property from the Housing waiting list for a period of 12 months to provide much needed good quality, affordable private rented accommodation.

- 3.8 The maximum grant that can be awarded via the Grants for Nominations scheme is currently £5,000. The annual budget is £80,000. To encourage as many homes back into use as possible and to compliment the Welsh Government Houses into Homes empty homes loan scheme, this report proposes the introduction of a lower and upper grant limit.
- 3.9 For applicants wishing to provide 12 months nominations rights, it is proposed to introduce a lower limit of £5000 per unit (up to a maximum of 3 units/£15,000), plus associated fees, or 75% of the eligible costs, whichever is lowest.
- 3.10 For applicants wishing to provide 24 months nominations rights, it is proposed to introduce an upper limit of £7500 per unit (up to a maximum of 3 units/£22,500), plus associated fees, or 75% of the eligible costs, whichever is lowest.
- 3.11 It is further proposed that the length of time the property must be vacant before it can be considered for the Grants for Nominations scheme be reduced from 2 years to 6 months. This is intended to help maximise the number of empty homes reused and provision of affordable housing secured.
- 3.12 WG has recently announced changes to the Houses into Homes loan scheme. These relate to increasing the maximum loan amount per applicant to £250,000 for 10 units of accommodation (£25,000 per unit) and increasing the maximum loan term to 5 years. It is proposed that these changes be reflected in the Policy.
- 3.13 **National Home Improvement Loan Scheme.** WG are currently consulting on amending the fee structure for the scheme. Fees, once set by WG, will be reflected in charges to local applicants.
- 3.14 **Sandfields Renewal Area.** When the Renewal Area was declared in 2014 the maximum amount of assistance was set at £10,000 for both provision of external wall insulation assistance and repair assistance. Based on practical experience during the first 3 years of delivery of the programme, there is a need to review the maximum amount of assistance awarded. This is due to rising construction costs and complexity of repairs, for example structural works that have been encountered. In addition, works to minimise the risk of condensation problems and to preserve architectural features in Planning Conservation terms are carried out as part of the specification. It is proposed that new limits of £20,000 for external wall insulation works and £15,000 for repairs be introduced. It should be noted that landlords do not receive assistance towards repairs and a requirement for owners taking part in the programme to repay, via placing of a local charge, 50% of the assistance provided on sale/transfer will be retained.

#### **4.0 Equality and Engagement Implications**

- 4.1 An equality impact assessment (EIA) has been completed and consultation has been carried out. The EIA showed that the policy has a positive or neutral impact on the different protected characteristics and that customer feedback should continue to be used to monitor this.

#### **5.0 Financial Implications**

- 5.1 DFG, DDFG's and Grants for Nominations are funded via the Councils General Fund programme for disabled facilities and improvement grants. Council house adaptations are funded from the Housing Revenue Account (HRA).

1. For 2017/18 the programme budget is £5.2m.
2. The tenant adaptations budget for 2017/18 is £2.75m.

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

#### **6.0 Legal Implications**

- 6.1 The Council is under a statutory duty to provide disabled facilities grants, in accordance with the provisions of the Housing Grants Construction and Regeneration Act 1996 ("the HGCR").
- 6.2 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("the RRO") empowers local housing authorities to provide assistance to improve living conditions in their area, and requires them to adopt and publish a policy in accordance with which the power is to be exercised. The DDFG, Grants for Nominations and Houses into Homes schemes are provided via the powers detailed in the RRO.
- 6.3 Under the RRO discretionary assistance may be provided in any form, and may be unconditional or subject to conditions, including conditions as to the repayment of the assistance or of its value (in whole or in part), or the making of a contribution towards the assisted work, and may require security, including a charge on the property. However, before such a condition is imposed, or steps are taken to enforce it, the authority must have regard to the ability of the person concerned to make such contribution or repay the assistance.

**Background Papers:** None.

**Appendices:** Appendix 1 - Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2017-2022.

# **DIRECTORATE OF PLACE**

# **PRIVATE SECTOR HOUSING RENEWAL AND DISABLED ADAPTATIONS: POLICY TO PROVIDE ASSISTANCE 2017-2022**

# **CITY AND COUNTY OF SWANSEA**



## Section 1 - Introduction

### Overview of the Private Sector Housing Renewal Policy

- 1.1 The Private Sector Housing Renewal and Disabled Adaptations Policy details how the City and County of Swansea (the Council) delivers assistance to help private owners and tenants to repair, maintain or adapt their homes. It also provides information on the Council's approach to improving the energy efficiency of homes across all tenures.
- 1.2 The policy has been informed by a House Condition Survey undertaken in 2010. A summary of the key findings of the survey is available on request.
- 1.3 The policy helps the City and County of Swansea's Housing service to meet key Council priorities by improving housing quality, reducing fuel poverty, and promoting independence at home.

### Legal Framework

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

- The Housing Grants Construction and Regeneration act 1996 introduced a duty to assist people with disabilities to enable them to live independently within their own home.
- The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (Wales) Order 2008 increased the maximum DFG grant and additional eligible works.
- The Social Services and Well-being (Wales) Act 2014 introduced a legal framework for improving the well-being of people who need care and support.
- The Well-being of Future Generations (Wales) Act 2015 introduced a duty on public bodies to consider, when making decisions, what future impact this has on people in Wales.

Page 40 **Local Issues**

1.7 A range of issues have informed the development of this policy. In order to identify local issues, a number of surveys and studies have been undertaken including a Local House Condition survey, discussions with Western Bay Care and Repair and consideration of the conclusions and recommendations of the Wales DFG and Adaptations review. A summary of the issues that have informed the policy are:

- The age profile of the private sector stock in Swansea is similar to that of Wales as a whole but there are more properties in the 1919-44 age band (15.9% locally compared with 10.9% across Wales).
- Across Swansea approximately 15% of private houses have a Category 1 hazard (as defined by the Housing Health and Safety Rating System).
- Tackling fuel poverty is an important issue for the Council. The highest rate of fuel poverty was in the private rented sector.

- The most common hazard found was from 'excess cold' at 56%. The top three measures needed to improve energy efficiency and impact on fuel poverty were water cylinder insulation, loft insulation and new boilers.
- There is a clear association between Category 1 hazards and low income households.
- There are an estimated 3687 empty dwellings, 3.76 % of the private stock. As of April 2016 an estimated 2218 of these have been vacant for longer than 6 months.
- Certain areas or 'hotspots' have significantly higher rates of poor housing that would benefit from using area based approaches, subject to funding.
- Welsh Government studies indicate that older people are far more likely to occupy housing in poor condition. This has a significant impact upon their health and wellbeing and is likely to contribute to accident rates in the home as well as other illnesses. According to demographic forecasts the proportion of older persons in Swansea is set to increase significantly over the next 10 years.
- There is insufficient direct housing grant investment to deal with poor housing in the private sector meaning loan based initiatives such as the Welsh Government Houses into Homes and National Home Improvement Loan schemes should continue to be supported.
- In July 2016, the Welsh Government released statistics estimating there were 24,394 households in Fuel Poverty in Swansea. Research was carried out by the Building Research Establishment (BRE).

## Key principles and aims

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

- To provide a range of different types of assistance to tackle identified housing repair and maintenance issues in Swansea.
- To target assistance towards vulnerable, older and disabled persons.
- To use loans to create a funding source that is sustainable in that it can be recycled back into the repair and renewal of housing in the future.
- To work in partnership with others, in particular Western Bay Care and Repair, to maximise value for money and the help we provide to older persons in relation to minor repairs and adaptations.
- To provide adaptation services for disabled persons living in Council and private housing through a single Housing Adaptations Team.
- To identify and assist particular geographical areas through evidence based research to ensure that suitable forms of external funding available from the Welsh Government are brought to Swansea, for example the WG Arbed energy efficiency measures programmes.
- To lead on home energy efficiency services and seek to maximise funding to the Council and Swansea residents.
- To monitor and improve conditions in the private sector and work in partnership with colleagues in other agencies and services to reduce the number of long term empty properties.

## Partnership Working

- 1.9 The successful delivery of the Policy will be greatly assisted when opportunities to work with partners sharing common objectives are maximised. The Council will take every opportunity to further develop working relationships with existing partners and will actively seek new partners to ensure that key objectives are met. Partnerships include:
- The Welsh Government is a lead partner in enabling the renewal of private sector housing. Welsh Government acknowledges that the quality of people's homes is critical to the quality of their lives and that good quality housing is the cornerstone of strong, safe communities. In order to enable good quality affordable housing, the Welsh Government supports the regeneration, renovation and renewal of owner-occupied, rented and empty homes and funds energy efficiency improvement programmes.
  - Western Bay Care & Repair is a key partner in private sector housing renewal activities in the City and County of Swansea. They provide advice and practical support to older and disabled people who wish to undertake repairs, improvements and adaptations to their homes. Further detailed information about Care & Repair services can be found by visiting [www.careandrepair.org.uk](http://www.careandrepair.org.uk).
  - The ADAPT project is a partnership arrangement involving the City and County of Swansea and local Housing Associations. ADAPT aims to simplify the process for accessing adapted accommodation by ensuring that existing adapted accommodation across the City and County of Swansea is put to best use. Physically disabled people who require high level adaptations in their accommodation will be referred to the ADAPT register. Under the ADAPT scheme, the Council and Housing Associations will identify properties that are wheelchair accessible, or have received high level adaptations. These properties will be matched to people on the ADAPT register.
  - The Energy Savings Trust provide energy advice and signposting of clients to NEST which is the Welsh Government's scheme that offers householders a range of free, impartial advice and support to help them reduce their energy bills and for those who are eligible, a package of free home energy efficiency improvements, such as a new boiler, central heating or insulation. Resource Efficient Wales is a Welsh Government service providing people with a single point of contact for support on using resources (energy, materials and water) more efficiently.

- The Council is committed to ensuring that different services within the organisation work collaboratively on projects involving improving conditions in the private sector including housing renewal and energy efficiency. Key internal partners include the Occupational Therapy Service, Public Protection, Regeneration, Planning and Corporate Building and Property Services.
- The Council has an established Landlord's Forum that aims to provide information, share good practice, address concerns and develop co-operation, for example the Rent Smart Wales legislative requirements.

## **Section 2 - Overview of Assistance Available**

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

### **Adaptations (Section 3)**

- Disabled Facilities Grants (DFGs and Council House Adaptations)
- Discretionary Disabled Facilities Grants
- Adapted Home Relocation Grant

#### **Renewal Area Assistance (Section 4)**

- Sandfields Renewal Area Assistance :
  - External wall insulation (EWI) and other energy efficiency measures.
  - Boiler repairs and replacement.
  - External repairs.
  - Environmental improvement works.

#### **Housing Repairs and Maintenance (Section 5)**

- Home Fix loans
- Minor Adaptations Grant
- Comfort Safety and Security grants
- Grants 4 Noms.

#### **Welsh Government Initiatives (Section 6)**

- Houses into Homes loans.
- National Home Improvement Loans

## Section 3 - Adaptations

### Disabled Facilities Grants and Council House Adaptations

- 3.1 Disabled Facilities Grant (DFG) and Council House Adaptations are grants to help meet the cost of adapting a property in which disabled adults or children live. Owner-occupiers and tenants may apply for the grant for a disabled person in their household. The grant is intended to enable disabled people to continue living independently in their homes.
- 3.2 The Occupational Therapist undertakes assessments of disabled persons needs and recommends adaptations to meet those needs.
- 3.3 Surveyors within the Housing Service will determine works which are 'reasonable and practicable' to deliver adaptations which are 'necessary and appropriate' to meet the applicants needs as recommended by the Occupational Therapy Service.
- 3.4 DFGs and Council House Adaptations can be used to fund adaptations and alterations including:
- Improving access to and from the dwelling
  - Making the dwelling safe for the disabled occupant
  - Improving access throughout the home
  - Facilitating use of bathing facilities
  - Facilitating the preparation of food
  - Improving heating or facilitating the use of heating or lighting systems
  - Facilitating care provision by a disabled carer
  - Improving access to and from a garden
  - Making safe an access.
- 3.5 The Council operates a discretionary Agency Service to assist eligible applicants with the design, procurement of builders and the supervision of works.



3.6 The criteria for mandatory Disabled Facilities Grants and Council House Adaptations are outlined in the table below:

Who is eligible?	<ul style="list-style-type: none"> <li>• An owner, private tenant or Council tenant who either is disabled or has a disabled person living in the property. A definition of a disabled person is given in Section 100 of the Housing Grants, Construction and Regeneration Act 1996</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• Before awarding the grant the Council will need to satisfy itself that the proposed adaptations are "necessary and appropriate" to meet the disabled persons' needs. In order to do this they request that an Occupational Therapist undertakes an assessment.</li> <li>• The Council will ensure that the adaptations are "reasonable and practicable" depending on the age and condition of the property.</li> <li>• The Housing Service's Operational Standard for Adaptations will be referred to in order to determine the exact scope of works.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• All applications in respect of disabled adults are means tested.</li> <li>• Applications in respect of disabled children and young people under the age of 19, who are dependent, are exempt from means testing.</li> <li>• Council House Adaptations (CAD) are funded through the Housing Revenue Account with no contribution required from the applicant.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• The maximum amount for mandatory DFGs is £36,000.</li> <li>• Where the cost of works for Council Tenants exceed this amount consideration will be given to the best</li> </ul>

	<p>or most cost effective course of action including relocation through the ADAPT scheme, reduction of the scope of works, or where no other suitable option is available, the approval of a second adaptation.</p>
General conditions	<ul style="list-style-type: none"> <li>• For owners and private tenants the disabled person must normally occupy the property for five years following completion and all formal applications must be accompanied by a relevant certificate signed by the applicant to that effect.</li> <li>• Where the cost of a DFG exceeds £5,000 a charge will be placed on adapted properties which may be repayable up to 10 years after completion of the work.</li> <li>• There are conditions within the Council's Housing Allocations Policy limiting a Council tenant's right to housing need points in certain circumstances, should they wish to transfer following adaptations.</li> </ul>
Fast track adaptations	<ul style="list-style-type: none"> <li>• A DFG will be designated a fast track adaptation if the work comprises a simple bathroom adaptation, a stair lift, a small ramp, a combination of these or similar.</li> <li>• Applicants for fast track adaptations will be offered the Agency Service. The Agency Service assists with the design, procurement of builders and supervision of works.</li> </ul>
Eligibility for agency service	<ul style="list-style-type: none"> <li>• The Council Agency Service is not a mandatory service and will be offered to those applicants who wish to use it, subject to available resources.</li> </ul>

## Discretionary DFGs

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

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

Who is eligible?	<ul style="list-style-type: none"><li>• Owner and Tenants with approved DFG.</li></ul>
Eligible works/costs	<ul style="list-style-type: none"><li>• Unforeseen minor additional works or costs necessary to sustain the DFG works.</li><li>• The cost of fees if these cannot be contained within the statutory maximum allowance for a DFG.</li></ul>
Applicant's financial contribution	<ul style="list-style-type: none"><li>• No additional contribution required unless the cost of works exceeds the maximum level of this assistance.</li></ul>
Maximum level of financial assistance	<ul style="list-style-type: none"><li>• £14,000</li></ul>
General conditions	<ul style="list-style-type: none"><li>• As for mandatory DFGs</li></ul>

## Adapted Home Relocation Grant

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

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

Who is eligible?	<ul style="list-style-type: none"> <li>• Owners and tenants who are eligible for a DFG or Council House Adaption but costs of work exceed £36,000 at survey/approval stage.</li> <li>• The grant can also be available where required works are not feasible at the existing home.</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• For owner occupiers to help assist with the ancillary costs of purchasing a more appropriate or already adapted accommodation which includes estate agent fees, conveyance costs, stamp duty, removal expenses, redecoration allowance and eligible works to the new property.</li> <li>• For tenants, costs associated with moving to more appropriate rented accommodation.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• All applications in respect of disabled adults are means tested.</li> <li>• Applications in respect of disabled children and young people under the age of 19 who are dependent are exempt from means testing.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• The amount of grant will be calculated as the eligible costs incurred up to a maximum figure equivalent to that which would have been offered as a Disabled Facilities Grant to adapt the existing home to meet the needs of the disabled occupant, had that been practical. This will be determined by the Housing Surveyor.</li> <li>• The maximum grant payable is £36,000.</li> </ul>
General conditions	<ul style="list-style-type: none"> <li>• Following grant work, applicants must usually reside in the property for a minimum of 10 years and must comply with disposal (sale/transfer) conditions for 10 years following grant completion.</li> </ul>

## Section 4 - Renewal Area Assistance

- 4.1 Area based renewal is an integral part of the Council's Private Sector Housing Renewal Policy. Renewal Areas in Wales have been successful in regenerating communities by tackling deprivation through the creation of more confident and sustainable communities. An area based approach tackles concentrations of poor housing conditions and can provide significant improvements in environmental, social and economic conditions. The grants and financial assistance available for Renewal areas are detailed in this section.
- 4.2 Welsh Government ring-fenced funding for Renewal Areas came to an end in 2016-2017. The Council will continue to bid for suitable funding to support area based approaches to housing renewal and energy efficiency improvements.

### Sandfields Renewal Area

- 4.3 The Sandfields Renewal Area comprises 1038 properties and was declared at the beginning of 2014 for a 5 year period. The decision to declare a Renewal Area in Sandfields followed a Neighbourhood Renewal Assessment (NRA) study identifying housing conditions and deprivation levels in the area that warranted targeted intervention.
- 4.4 The Council works with external funding providers including Welsh Government and the Utility Companies to secure the maximum level of funding possible for insulation measures and other works offered as part of the Renewal Area programme. The Welsh Government Arbed Energy Efficiency scheme, Vibrant and Viable Places (V&VP) programmes and the Utility Companies 'Energy Company Obligation' (ECO) scheme are examples of current funding streams.
- 4.5 Sandfields Renewal Area Assistance will be available in the Renewal Area for the following types of works:
- External wall insulation (EWI) and other energy efficiency measures
  - Boiler repairs and replacement
  - External repairs
  - Environmental improvement works

Other forms of assistance detailed within this policy will be available to residents for works identified in the Renewal Area programme, including Homefix loans and Comfort, Safety and Security assistance.

Who is eligible?	<ul style="list-style-type: none"> <li>• <b>External Wall Insulation and other energy efficiency measures:</b> Owner occupiers and tenants.</li> <li>• <b>Boiler Replacement:</b> Owner occupiers and private tenants defined as being members of the 'affordable warmth group' according to the Energy Company Obligation (ECO) funding programme via the Utility Companies.</li> <li>• <b>External Repair Assistance:</b> Owner occupiers - Property must be within a block of properties identified as exhibiting serious disrepair problems within the Sandfields NRA Study report and must be verified at survey stage as suffering from serious items of external disrepair. This will be at the Council's discretion, and subject to available funding.</li> <li>• <b>Environmental Improvement Works:</b> Owner occupiers, private landlords, tenants with repairing obligations, commercial landlords and community organisations for environmental improvement or community enhancement schemes within the Renewal Area as selected by the Council.</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• <b>External Wall Insulation and other energy efficiency measures:</b> External wall insulation and associated works to all elevations / additions of the property. Works include application of a suitable external wall insulation render system, additional external wall architectural details, for example door porticos and associated works including removal and refixing of fixtures and fittings, for example rainwater goods and satellite dishes. Other insulation measures:             <ul style="list-style-type: none"> <li>➢ Loft Insulation: Renewal or top up of loft insulation, rafter insulation and / or installation of flat roof insulation.</li> <li>➢ Double Glazing (where existing windows are single glazed).</li> <li>➢ Hot Water Cylinder and primary pipework insulation.</li> </ul> <p>To comply with external funding provider requirements, other insulation measures will only be installed in conjunction with external wall insulation.</p> </li> <li>• <b>Boiler Repairs and Replacement:</b> To provide heating improvements to persons deemed members of the ECO 'Affordable Warmth Group'. Works include :</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Boiler installation, replacement, or repairs. All boilers are rated on a scale of A-G for efficiency. Boiler replacement will be offered to eligible households with C rated boilers and below. Repairs will be offered for B rated boilers and above including provision of heating controls.</li> <li>• <b>External Repair Assistance:</b> External Repair Assistance will be provided for owner occupiers to resolve serious and urgent items of repair such as serious roof defects. This assistance will only be available to blocks of properties identified as exhibiting serious disrepair problems within the Sandfields Neighbourhood Renewal Assessment (NRA) Study Report.</li> <li>• <b>Environmental Improvement works:</b> To assist in improving the environment or improving community facilities within the renewal area. The type of work will include minor planting / landscaping, improvement to small areas of land, minor highway alterations, and provision or improvement of community facilities (where suitable funds are available).</li> </ul>
Applicants financial contribution	<ul style="list-style-type: none"> <li>• <b>External Wall Insulation &amp; other energy efficiency measures / Boiler Repairs and Replacement:</b> <ul style="list-style-type: none"> <li>➤ Owner Occupiers: nil contribution.</li> <li>➤ Private Landlords: 40% contribution to any insulation costs not covered by grant.</li> <li>➤ Housing Associations: will be eligible to take part in the external wall insulation programme but all costs, with the exception of any external funding secured by the Council, are payable by the Housing Association.</li> </ul> </li> <li>• <b>External Repair Assistance:</b> owner occupiers nil contribution.</li> <li>• <b>Environmental improvement works:</b> nil contribution.</li> </ul>
Level of financial assistance	<ul style="list-style-type: none"> <li>• <b>External Wall Insulation &amp; other energy efficiency measures:</b> £20,000.</li> <li>• <b>External Repair Assistance:</b> £15,000.</li> <li>• <b>Environmental Improvement Works:</b> no limit on level of assistance, however schemes will be targeted to provide area / community benefits rather than specific property improvements, for example minor highway alterations.</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• Property must be within the Sandfields Renewal Area boundary, and selected for that particular phase of the External Wall Insulation programme.</li> <li>• Sandfields Renewal Area Assistance will be registered as a local charge and is repayable on sale or</li> </ul>

transfer of title (or upon applicants move into long term care or sheltered accommodation). For joint applicants, the assistance will become repayable on the death of the surviving final borrower (or the final surviving borrower move to long term care or sheltered accommodation).

**Note:** No more than 50% of the funding provided in relation to insulation measures will be included in the amount placed as a local charge against the property. This means 50% of the cost of the insulation measures provided will not be repayable, and as such, will be given as a grant. For example, where the cost of insulation measures is £15,000 for an owner-occupied property, only £7500 will be repayable. This will be subject to review for the remainder of the Renewal Area programme. The amount registered as a local charge will be confirmed to the owner prior to registration.

- Disposal conditions: See above. Sandfields Renewal Area Assistance will be registered as a local charge.
- Occupation conditions: Owner Occupiers and landlords must comply with the agreed certificate of future occupation for 5 years following certification of works. Breach of conditions will result in the Council claiming recovery of the assistance costs and compound interest from the date of the known breach of conditions.



## Section 5 - Housing Repairs, maintenance, advice and assistance

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

### Home Fix Loans

5.2 As part of the Council's strategy for dealing with private sector disrepair the Council offer interest free Home fix Loans.

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

Who is eligible?	<ul style="list-style-type: none"><li>• Property must be over 10 years old.</li><li>• Applications for loans will <u>not</u> be considered where the applicant(s) have savings of £16,000 or above.</li><li>• Applicants must be over 60 <u>and</u> in receipt of income support, guaranteed pension credit, council tax benefit, or income based job seekers allowance; <u>or</u> low income (based on a means test).</li><li>• Applicants must be over 18 <u>and</u> in receipt of a disability benefit; <u>and</u> in receipt of income support, guaranteed pension credit, council tax benefit, or income based job seekers allowance; <u>or</u> low income (based on a means test).</li><li>• Applicants must have owned and lived in house for over 3 years.</li></ul>
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	<ul style="list-style-type: none"> <li>• If capital funding limitations are encountered, and Homefix loans need to be prioritised, a points based prioritisation system will be used to take into account the extent of poor conditions and disrepair.</li> <li>• No repeat loan applications within 5 years of completion of works under a previous loan.</li> <li>• If the applicant cancels the loan at any time after acceptance, the Council may recover from the applicant any costs it has incurred, for example valuation fees.</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• Eligible works will be identified by a Council Surveyor and agreed by the applicant. The focus will be to carry out essential repairs to bring the property up to reasonable repair standards and to ensure that the property is free from serious and urgent items of disrepair. In addition to essential repairs, other works may be considered as part of the loan subject to the loan maximum.</li> <li>• In most cases the maximum loan value will be £25,000, plus fees. However in exceptional cases of severe disrepair, where it would not be appropriate to leave the property partly renovated (e.g. completed works being susceptible to deterioration, or the property being left in an unsafe condition), the loan maximum may be increased to £30,000, plus fees.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• Applicants are subject to a financial assessment.</li> <li>• Applicants may also need to contribute if costs exceed the maximum level of assistance.</li> </ul>
Levels of financial assistance	<ul style="list-style-type: none"> <li>• The minimum loan will be £1,000.</li> <li>• Maximum amounts depend on equity, but up to £25,000 plus fees can be borrowed as set out below: <ul style="list-style-type: none"> <li>➢ Property value under £60,000 - 50% of the free equity</li> <li>➢ Property between £60,000 and £100,000 - 40% of the free equity</li> <li>➢ Property over £100,000 - 30% of the free equity</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• In exceptional cases of severe disrepair, where it would not be appropriate to leave the property partly renovated (e.g. completed works being susceptible to deterioration, or the property being left in an unsafe condition), the loan maximum may be increased to £30,000, plus fees, at the Council's discretion.</li></ul>
General Conditions	<ul style="list-style-type: none"><li>• The loan application will be subject to the provision of a suitable Royal Institute of Chartered Surveyors (RICS) valuation if the loan applied for exceeds £5,000 or a mortgage is outstanding. For loans below £5,000, where no mortgage is outstanding, a RICS valuation will not be required and the Council will use other information available to assess the property value. For example, use of data on recent sold prices and current sale prices in the area.</li><li>• The loan will be registered as a legal charge where value is £3000 or above and is repayable in full on sale or transfer of title (or upon applicants move into long term care or sheltered accommodation). Loans below £3000 will be subject to a local charge.</li><li>• For joint applicants, the loan will become repayable on the death of the surviving final borrower (or the final surviving borrower moves to long term care or sheltered accommodation).</li></ul>

## Minor Adaptations Grant

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

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

Who is eligible?	<ul style="list-style-type: none"> <li>• Owner Occupiers or Private tenants</li> </ul>
Eligible works/costs	<ul style="list-style-type: none"> <li>• Internal and external handrails</li> <li>• Lever taps</li> <li>• Small ramps to aid access to reduce the risk of slips and falls</li> <li>• Key safes</li> <li>• Door entry systems</li> <li>• Replacement shower seats</li> <li>• Replacement shower heads/anti-scald</li> <li>• Installation of electrical sockets for community alarm system</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• Applicants may have to contribute where the costs of the works exceed the maximum grant.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• £2000</li> </ul>
General conditions	<ul style="list-style-type: none"> <li>• Applicants must reside at the property where the works are to be carried out.</li> <li>• An Occupational Therapist assessment is not usually required.</li> </ul>

## Comfort Safety and Security Grants

5.6 Comfort Safety and Security grants are available for properties requiring low cost repairs. These works will usually be carried out by Western Bay Care & Repair.

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

Who is eligible?	<ul style="list-style-type: none"> <li>• Owner Occupiers who have lived in and owned the property for 3 years or more.</li> <li>• Property must be over 10 years old.</li> <li>• Applications will not be considered where the applicant(s) has savings of £16,000 or above.</li> <li>• All applicants must be in receipt of one of the following income support, guaranteed pension credit, council tax benefit, Working Tax Credit (under £15,050) or Child Tax Credit (under £15,050) or income based job seekers allowance; or low income (based on a means test).</li> <li>• Tenants without a repairing obligation are not eligible on the basis that repairs are the responsibility of the owner of the property.</li> </ul>
Eligible Works	<ul style="list-style-type: none"> <li>• Minor repairs needed for Comfort , Safety or Security matters within a property.</li> </ul>
Applicant's financial contribution	<ul style="list-style-type: none"> <li>• Applicants may have to contribute where the costs of the works exceed the maximum grant.</li> </ul>
Maximum level of financial assistance	<ul style="list-style-type: none"> <li>• £1000 per 5 year period</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• Applicants must reside at the property where the works are to be carried out.</li> </ul>

## Grants4Noms

5.8 The Grants for Nominations scheme aims to encourage owners of empty properties to bring them back into use. Properties that have been identified as being empty for a minimum of 6 months may be eligible for the grant. This grant can be applied for on its own or in addition to a Houses into Homes loan application. The Council requires the property to be let via our preferred Social Letting Agent for a period of not less than 1 year at affordable rent levels or 2 years if the applicant wishes to receive a higher level of grant assistance from the date of grant certification and the property being deemed suitable for letting.

5.9 Criteria for Grants4Noms are outlined below.

Who is eligible	<ul style="list-style-type: none"> <li>• Owners of properties vacant for a minimum of 6 months in an area of housing need.</li> </ul>
Eligible Works.	<ul style="list-style-type: none"> <li>• Improvement to the overall quality of the accommodation to bring it up to a reasonable letting standard in accordance with operational guidance; and to ensure it is free from Category 1 hazards on inspection.</li> </ul>
Grant amounts and contribution	<ul style="list-style-type: none"> <li>• For applicants wishing to provide 12 months nominations rights the maximum grant is £5000 per unit (up to a maximum of 3 units/£15,000), plus associated fees, or 75% of the eligible costs, whichever is lowest. Property to be let via Council's preferred Social Letting Agent for a period of not less than 1 year at affordable rent levels.</li> <li>• For applicants wishing to provide 24 months nominations rights the maximum grant is £7500 per unit (up to a maximum of 3 units/£22,500), plus associated fees, or 75% of the eligible costs, whichever is lowest. Property to be let via Council's preferred Social Letting Agent for a period of not less than 2 years at affordable rent levels.</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• Property must be at least 10 years old.</li> <li>• Properties must be identified on the Council's Council Tax Register as being empty for a minimum of 6 months.</li> <li>• Priority will be given to properties in areas identified as being in the most housing need as determined by</li> </ul>

Housing / Public Protection officers and the Council's preferred Social Letting Agent.

- 100% grant is repayable for up to 3 years following the date of certification if the property is sold, or deeds transferred, the property is vacant for 6 months or more, the nomination agreement is not being met or the property is not let by the Council's preferred Social Lettings Agent.
- In relation to applications where a property is separated into a number of units, applicants will be permitted to apply for funding for all units, some units or an individual unit within the property subject to the terms of this Policy.

## Section 6 – Welsh Government Initiatives

### Houses into Homes Loans

6.1 The Houses into Homes initiative is a Welsh Government Scheme to offer interest free loans to tackle empty homes. Loans are available to enable the renovation and improvement of single properties or the conversion of empty properties into a number of units, so that they are suitable for use as residential accommodation.

6.2 Criteria for Houses into Homes are outlined below.

Who is eligible	<ul style="list-style-type: none"><li>• Owners of properties vacant for a minimum of 6 months. Individuals and companies can apply.</li><li>• Persons applying for loans may either be existing or prospective owners. The property must be registered in the applicants name before the loan can be approved.</li><li>• All loans are secured by placing a financial charge on the vacant property itself or any other property the applicant is able to offer as security against the loan.</li></ul>
Eligible Works.	<ul style="list-style-type: none"><li>• Improvements to the overall quality of the accommodation to bring it up to a reasonable standard for sale or letting referred to in operational guidance; and to ensure it is free from Category 1 hazards as defined by the Housing Act 2004 Housing Health and Safety Rating System on inspection.</li><li>• Works to convert an empty property or commercial building into one or more units to a reasonable standard so that it is suitable for immediate occupation.</li></ul>
Loan amounts and contribution	<ul style="list-style-type: none"><li>• The maximum loan amount will be £25,000 per property or unit, up to a total maximum of £250,000 (10 units) per applicant.</li><li>• Loans will be interest free.</li><li>• Fees are payable by applicants towards the costs of processing applications. These are as follows:</li></ul>



	<table border="0"> <thead> <tr> <th data-bbox="555 245 757 272"><b>Loan amount</b></th> <th data-bbox="983 245 1043 272"><b>Fee</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="555 284 734 311">£0 - £50,000</td> <td data-bbox="983 284 1099 311">£295.00</td> </tr> <tr> <td data-bbox="555 320 831 347">£50,001 - £100,000</td> <td data-bbox="983 320 1099 347">£395.00</td> </tr> <tr> <td data-bbox="555 357 831 384">£100,001-£150,000</td> <td data-bbox="983 357 1099 384">£495.00</td> </tr> </tbody> </table> <p data-bbox="566 432 846 459"><b>Land Registry Fee</b></p> <ul data-bbox="506 472 1977 499" style="list-style-type: none"> <li data-bbox="506 472 1977 499">• The Council is required to register a first or second charge on the property being offered as security.</li> </ul> <p data-bbox="566 547 1279 574">For loans up to £100,000 the fee is £43.00 per title</p> <p data-bbox="566 584 1272 611">For loans over £100,001 the fee is £53.00 per title</p> <p data-bbox="566 659 741 686"><b>Companies</b></p> <ul data-bbox="506 699 2033 762" style="list-style-type: none"> <li data-bbox="506 699 2033 762">• In addition to the above, a Company applying for a Loan will also be required to pay a fee of £45.00 to cover costs associated with registering the charge at Companies House.</li> </ul> <p data-bbox="566 810 730 837"><b>Valuations</b></p> <ul data-bbox="506 850 2033 951" style="list-style-type: none"> <li data-bbox="506 850 2033 951">• All applications must be supported by a valuation report undertaken by a member of the Royal Institute of Chartered Surveyors (RICS) qualified and certified to undertake valuations on the property offered as security for the loan. The cost of the valuation is payable by the applicant.</li> </ul>	<b>Loan amount</b>	<b>Fee</b>	£0 - £50,000	£295.00	£50,001 - £100,000	£395.00	£100,001-£150,000	£495.00
<b>Loan amount</b>	<b>Fee</b>								
£0 - £50,000	£295.00								
£50,001 - £100,000	£395.00								
£100,001-£150,000	£495.00								
General Conditions	<ul data-bbox="506 1038 2033 1289" style="list-style-type: none"> <li data-bbox="506 1038 2033 1102">• In the case of competing applications priority will be given to properties in areas identified as being in the most housing need.</li> <li data-bbox="506 1150 1115 1177">• Loan to value ratio will not exceed 80%.</li> <li data-bbox="506 1225 2033 1289">• Properties must be identified as being empty for a minimum of 6 months. This will be verified by Council Tax records.</li> </ul>								

- Where appropriate, Planning and Building Regulation consent will be required for proposed works.
- WG rules state the loan may be used for:
  - **Loans to return a property to use to sell** - maximum 2 year repayment period
  - **Loans to return a property to use for rent** - maximum 5 year repayment period

Loan assistance will not be available for the following: -

- Properties that are not of a permanent nature such as houseboats and caravans.
- Structures that do not have Building Regulations approval.
- Buildings not suitable for conversion to habitable dwellings.
- Buildings used by the applicant and/or his family as their home.

## National Home Improvement Loan Scheme

6.3 The National Home Improvement Loan scheme is a Welsh Government initiative to offer interest free loans to help improve housing conditions in the private sector. Loans are available to enable the renovation and improvement of single properties or the conversion of properties into a number of units, so that they are suitable for use as residential accommodation.

6.4 Criteria for National Home Improvement Loans are outlined below.

Who is eligible	<ul style="list-style-type: none"> <li>• Owners of sub-standard properties, landlords and owner occupiers, who pass an affordability check. Individuals, companies, charities and voluntary sector organisations can apply.</li> <li>• Persons applying for loans may either be existing or prospective owners. The property must be registered in the applicants name before the loan can be approved.</li> <li>• Tenants on repairing leases may be considered if the relevant interest offers adequate security.</li> <li>• All loans are secured by placing a financial charge on the property itself or any other property the applicant is able to offer as security against the loan. Note: any loans registered as local land charges in accordance with the Local Land Charges Act 1975 are binding on successive owners.</li> </ul>
Eligible Works.	<ul style="list-style-type: none"> <li>• Improvements to the standard and overall quality of the accommodation to make it warm, safe or secure. Works should bring it up to a reasonable standard for occupation referred to in operational guidance; and for private rented properties it must be free from Category 1 hazards as defined by the Housing Act 2004 Housing Health and Safety Rating System on completion.</li> <li>• Works to convert a property or commercial building into one or more units to a reasonable standard so that it is suitable for immediate occupation.</li> </ul>
Loan amounts, term and fees	<ul style="list-style-type: none"> <li>• The maximum loan amount will be £25,000 per property or unit, up to a total maximum of £250,000 (10 units) per applicant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Loans can be used to improve a property for continued ownership, for sale or for rent on completion of works.</li> <li>• The maximum loan term is 5 years if the property is to be rented, or 10 years for owner occupation until 2020. From 1<sup>st</sup> January 2020 the maximum loan term will be the period from approval until expiry of the scheme in 2029.</li> <li>• Loans will normally be repaid in monthly instalments. Owner occupiers will be subject to an affordability check.</li> <li>• Loans will be interest free.</li> <li>• Fees set by Welsh Government are payable by applicants to cover the costs of processing applications. Fees include costs such as application processing, affordability checks, credit checks, valuation where required, legal fees, Land Registry, Companies House, survey, supervision and contract management. These can be paid in advance or included in the loan.</li> </ul>
General Conditions	<ul style="list-style-type: none"> <li>• In the case of competing applications, priority will be given to owner occupiers over landlords and, where a loan is provided to a landlord, to those landlords offering affordable rents and / or nomination rights over market rents. Properties in areas identified as being in the most housing need will also be a consideration when prioritising competing applications.</li> <li>• Loan to value ratio will not exceed 80%.</li> <li>• A schedule of works will be agreed with the applicant prior to the offer of any loan and will form part of the loan conditions. Where appropriate, Planning and Building Regulation consent will be required for proposed works.</li> <li>• Applicants must not have any outstanding debt to the Council at the time of making an application or have adverse credit history which may include County Court Judgements, Individual Voluntary agreements (IVAs), Debt Relief Orders, Bankruptcy (within last 6 years), Company Insolvency/ Liquidation.</li> </ul>

Loan assistance will not be available for the following: -

- Properties that are not of a permanent nature such as houseboats and caravans.
- Structures that do not have Building Regulations approval.
- Buildings not suitable for conversion to habitable dwellings.

## **Section 7 - Resourcing the Policy and Conditions of Financial Assistance**

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

### **Reclaiming Grant Money**

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

### **Breach of Conditions**

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

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

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

### **Fees**

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

### **General Points**

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

7.7 Capital funding for private sector housing renewal and adaptations has traditionally been drawn down from 2 main sources:

- The Council General Capital Fund (GCF)
- External funding providers, for example Welsh Government.

7.8 Capital funding from WG for energy efficiency / fuel poverty reduction measures is expected to be made available through the Welsh Government Warm Homes – Arbed programme from 2017 to 2020 as well as other WG regeneration schemes, for example Vibrant and Viable Places.

7.9 Funding for Energy Efficiency Measures can be available through various schemes administered by the Utility Companies.

7.10 The Council acknowledges that the nature of the financial assistance it can make available and the number of grants and loans it can award is dictated by the amount of capital finance available. Capital Funding levels are agreed by the Council and are available on request.

# Agenda Item 10.

## Report of the Head of Democratic Services

Council – 22 June 2017

### COUNCILLORS AND CO-OPTED MEMBERS ALLOWANCES & EXPENSES 2016-2017

<b>Purpose:</b>	The report presents the amount of allowances and expenses paid to each Councillor and Co-Opted Member during 2016-2017 under the Councillors Allowances Scheme. There is a legal requirement to publish these amounts annually and no later than 31 July.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Legal, Finance.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	N/A
<b>FOR INFORMATION</b>	

#### 1. Introduction

- 1.1 The Independent Remuneration Panel for Wales (IRPW) operates under the provisions of the Local Government (Wales) Measure 2011 and the Independent Remuneration Panel for Wales Regulations made under the powers contained in the Measure.
- 1.2 Each year the IRPW must publish an Annual Report which sets out the type and levels of payments that Authorities may or must make available to their Councillors and Co-opted Members. Details of the latest IRPW Annual Report and other information may be viewed on their website. <http://wales.gov.uk/irpwsb/home/?lang=en>
- 1.3 The Councillors Allowances Scheme as laid out in Part 6 of the Council Constitution sets out a framework for the payment of allowances and expenses to Councillors.
- 1.4 Expenses paid represent reimbursement to Councillors for the cost of travel and subsistence they incurred in performing their approved duties.

1.5 **Appendix A** “Further Payments to Councillors” complies with the Independent Remuneration Panel’s, Annex 4 “Publication of Remuneration”. The requirement is to set out the further payments to City and County of Swansea Councillors by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the local Government (Democracy) (Wales) Act 2013.

1.6 **Appendix B** “Statement of Payments Made to Members of City and County of Swansea in 2016-2017”.

1.7 **Appendix C** “Statement of Payments Made to Statutory Co-opted Members of City and County of Swansea in 2016-2017”.

## 2. Explanation of Headings

2.1 **Basic Salary** is paid to Councillors who do not receive a Civic Salary or Senior Salary.

2.2 **Civic Salary** is paid to the Lord Mayor and Deputy Lord Mayor only.

2.3 **Senior Salary** is paid to the posts identified by Council i.e. Leader of the Council, Deputy Leader of the Council, Cabinet Members, Chairs of Committees. Additionally, the Leader of the Largest Opposition Political Group automatically receives a Senior Salary providing he has 10% of the total number of CCS Councillors within his Political Group.

2.4 The **ICT Allowance** is set at a maximum of £800 over a period of 4 years (2013-2017).

2.5 The **Broadband and Telephone Allowance** is set at £25 per month, however this amount is split as £15 Broadband per month and £10 Telephone per month.

2.6 **Mobile Telephone Allowance** - Qualifying members (Cabinet Members, Chair of Council / Presiding Member and Leader of the Largest Opposition Political Group) receive a £25 mobile telephone allowance per month.

2.7 **CCS Pension Contribution** – Councillors are entitled to be members of the City & County of Swansea Pension Fund. The Authority makes a contribution towards that entitlement.

2.8 **Travel Allowance** – These costs relate to any travel costs incurred.

2.9 **Subsistence Allowance** – These costs relate to any subsistence costs incurred.



2.10 **Car Parking Permit re-claim** relates to any Councillor who has re-claimed the amount they pay for their Car Parking Permit.

2.11 **Reimbursement of Care Costs** are paid to Councillors who claim for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers).

### **3. Financial Implications**

3.1 The amounts payable were paid from within existing budget. The expenses element of the report covers the period 1 April 2016 to 31 March 2017, whilst the Allowances element of the report cover the Municipal year (i.e. Annual Meeting of Council to following years Annual Meeting of Council).

### **4. Legal Implications**

4.1 This report is consistent with the provisions of The Local Government (Wales) Measure 2011 and the Independent Remuneration Panel of Wales requirements.

**Background Papers:** None.

#### **Appendices:**

**Appendix A** Further Payments to Councillors.

**Appendix B** Statement of Payments Made to Members of City and County of Swansea in 2016-2017.

**Appendix C** Statement of Payments Made to Statutory Co-opted Members of City and County of Swansea in 2016-2017.

## Further Payments to Councillors

Further Payments to CCS Cllrs by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:

a)	A Local Health Board;	b)	A Police and Crime Commissioner Panel;	c)	A Relevant Authority;
d)	A body designated as a Public Body in an order made by the Welsh Ministers.				

Councillor(s)	South Wales Police and Crime Panel / Notes	Amount
Paulette B Smith	-	£736.00
D Gareth Sullivan	-	£552.00

Councillor(s)	Mid and West Wales Fire and Rescue Service / Notes	Amount
Cyril Anderson	-	£1,700.04
Peter M Black	Started on 20/05/2016	£1,471.54
Jan P Curtice	-	£1,700.04
Joe A Hale	-	£1,700.04
Terry J Hennegan	-	£1,700.04
Richard D Lewis	Left on 19/05/2016	£233.07
Gloria J Tanner	-	£1,700.04
Gordon D Walker	-	£1,700.04

Councillor(s)	Community Council / Notes	Amount
N/A	Bishopston	Nil
N/A	Clydach	Nil
N/A	Gowerton	Nil
N/A	Grovesend & Waungron	Nil
N/A	Ilston	Nil
N/A	Killay	Nil
N/A	Llangennith, Llanmadoc & Cheriton	Nil
N/A	Llangyfelach	Nil
N/A	Llanrhidian Higher	Nil
N/A	Llanrhidian Lower	Nil
N/A	Mawr	Nil
N/A	Mumbles	Nil
N/A	Penllergaer	Nil
N/A	Pennard	Nil
N/A	Penrice	Nil
N/A	Pontlliw & Tircoed	Nil
N/A	Port Eynon	Nil
N/A	Reynoldston	Nil
N/A	Rhossili	Nil
N/A	Three Crosses	Nil
N/A	Upper Killay	Nil
Councillor(s)	Town Council / Notes	Amount
N/A	Gorseinon	Nil
N/A	Llwchwr	Nil
Phil Downing	Pontarddulais. Mayor's Allowance	£1,800.00

**Note:** Relevant Authorities are County Councils, County Borough Councils, Community Councils, Fire and Rescue Authorities and National Park Authorities.

Appendix B

Statement of Payments Made to Members of City & County of Swansea in 2016-2017 / Datganiad o Daliadau a Wnaed i Aelodau Dinas a Sir Abertawe yn 2016-2017

Councillor Name / Enw'r Cynghorydd	Role or Title / Swyddogaeth neu Deitl	Basic Salary / Cyflog Sylfaenol	Civic Salary / Cyflog Dinesgig	Senior Salary / Cyflog Uwch	Opted to Forgo / Wedi Dewis Ildio	ICT Allowance / Lwfans TGCh	Broadband & Telephone Allowance / Lwfans Bandeang a Ffôn	Mobile Telephone Allowance / Lwfans Ffôn Symudol	CCS Pension Contribution / Cyfraniad Pensiwn DASA	Travel Allowance / Costau Teithio	Subsistence Allowance / Costau Cynhaliath	Car parking permit re-claim / Hawlio Hawlen Parcio Car	Reimbursement of Care Costs / Ad-daliadau costau gofa	Total / Cyfanswm	Payments from other public body / Taliadau oddi wrth cyrff cyhoeddus eraill
		£	£	£	£	£	£	£	£	£	£	£	£	£	£
Anderson, Cyril		£ 13,299.96					£ 269.35		£ 2,979.24					16,548.55	£ 1,700.04
Bayliss, John		£ 13,299.96												13,299.96	
Black, Peter Malcolm	CC	£ 13,299.96				£ 750.93	£ 300.00		£ 3,147.44					17,498.33	£1,471.54
Burtonshaw, June Elizabeth		£ 13,299.96					£ 300.00							13,599.96	
Child, Mark Clive	CM			£ 32,000.04			£ 300.00	£ 300.00	£ 7,167.96	£ 422.78	£ 665.48			40,856.26	
Clay, Bob	CC			£ 21,999.96		£ 353.55	£ 300.00		£ 5,007.22	£ 296.10				27,956.83	
Clay, Uta		£ 13,299.96				£ 452.95	£ 120.00		£ 3,080.70	£ 329.85				17,283.46	
Colburn, Anthony Charles Saunders		£ 13,299.96					£ 300.00			£ 409.50				14,009.46	
Cole, David		£ 13,299.96				£ 479.99	£ 300.00							14,079.95	
Cook, Ann		£ 13,299.96					£ 300.00		£ 2,979.24	£232.20				16,811.40	
Crouch, Sybil		£ 13,299.96					£ 120.00		£ 2,979.24					16,399.20	
Curtice, Jan		£ 13,299.96					£ 300.00			£ 408.60				14,008.56	£ 1,700.04
Davies, Nick		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	
Day, Arthur Michael		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	
Downing, Philip	CC			£ 21,999.96			£ 300.00			£ 613.35	£ 316.00			23,229.31	£ 1,800.00
Doyle, Christopher Ryland		£ 13,299.96							£ 2,979.24					16,279.20	
Evans, Ceri		£ 13,299.96					£ 269.35							13,569.31	
Evans, Mandy	CC			£ 21,999.96					£ 4,928.04					26,928.00	
Evans, William	CM			£ 32,000.04		£ 38.99	£ 300.00	£ 300.00	£ 7,176.70	£ 634.50				40,450.23	
Fitzgerald, Elizabeth Wendy		£ 13,299.96					£ 300.00							13,599.96	
Francis-Davies, Robert	CM			£ 32,000.04				£ 600.00	£ 7,167.96					39,768.00	
Gordon, Fiona		£ 13,299.96				£ 698.00	£ 300.00		£ 3,135.59					17,433.55	
Hale, Joe		£ 13,299.96												13,299.96	£ 1,700.04
Harris, Cllr Jane	CM			£ 32,000.04			£ 300.00	£ 300.00			£ 473.33			33,073.37	
Hennegan, Terry		£ 13,299.96				£ 117.22	£ 300.00			£ 366.07	£ 110.84			14,194.09	£ 1,700.04
Holley, Christopher	LLOG			£ 21,999.96		£ 725.00	£ 300.00	£ 300.00	£ 5,090.44	£ 30.60				28,446.00	
Hood-Williams, Paxton Richard		£ 13,299.96					£ 300.00			£ 83.27	£ 110.84			13,794.07	
Hopkins, Beverley		£ 13,299.96					£ 75.00		£ 2,979.24					16,354.20	
Hopkins, David Henry	CM			£ 32,000.04			£ 225.00	£ 300.00			£ 1,501.92			34,026.96	
James, Lynda		£ 13,299.96												13,299.96	
Jardine, Yvonne		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	
Jones, Andrew		£ 13,299.96				£ 349.00	£ 300.00		£ 3,057.41					17,006.37	
Jones, Jeff William		£ 13,299.96					£ 120.00			£ 218.70				13,638.66	
Jones, Mary Helen	CC			£ 21,999.96			£ 300.00			£ 383.74	£ 110.84			22,794.54	
Jones, Susan Mary		£ 13,299.96					£ 300.00			£ 318.60				13,918.56	
King, Elliott		£ 13,299.96												13,299.96	
Kirchner, Erika Theresa	CC			£ 21,999.96			£ 300.00		£ 4,928.04	£ 11.60	£ 50.00			27,289.60	
Lewis, Andrea	CM			£ 32,000.04			£ 120.00	£ 475.00	£ 7,167.96	£ 79.20				39,842.20	
Lewis, David		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	
Lewis, Michael Bentley		£ 12,048.62				£ 133.44	£ 300.00							12,482.06	
Lewis, Richard David		£ 13,299.96				£ 554.97	£ 300.00			£ 176.40				14,331.33	£ 233.07
Lloyd, Clive *	CM			£ 32,000.04			£ 300.00	£ 300.00		£ 1,230.78	£ 549.33			34,380.15	
Lloyd, Paul	CC			£ 21,999.96			£ 300.00		£ 4,928.04	£ 690.01	£ 75.00			27,993.01	
Marsh, Keith Edmund		£ 13,299.96					£ 120.00			£ 418.50				13,838.46	
Matthews, Penny	CC			£ 21,999.96		£ 10.81	£ 300.00		£ 4,930.46	£ 288.45				27,529.68	
May, Peter Nicholas		£ 13,299.96				£ 324.08	£ 300.00		£ 3,051.83					16,975.87	
Meara, Paul Michael		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	
Morris, Hazel Mary		£ 13,299.96					£ 300.00							13,599.96	
Newbury, John		£ 11,476.58	£ 4,726.94											16,203.52	
Owen, Geraint		£ 13,299.96							£ 2,979.24					16,279.20	
Phillips, David		£ 13,299.96							£ 2,979.24					16,279.20	
Philpott, Cheryl Lynne		£ 13,299.96					£ 300.00		£ 2,730.97					16,330.93	
Raynor, Jennifer	CM			£ 32,000.04			£ 300.00	£ 300.00						32,600.04	
Rees, Thomas Huw		£ 13,299.96				£ 46.97	£ 300.00			£ 63.00				13,709.93	£ 736.00
Richard, Ioan Merritt		£ 13,299.96					£ 300.00		£ 2,979.24	£ 364.50				16,943.70	
Richards, Julie Christine	DL			£ 36,999.96			£ 300.00	£ 300.00	£ 8,288.04		£ 196.66			46,084.66	
Smith, Paulette		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	

## Appendix B

Councillor Name / Enw'r Cynghorydd	Role or Title / Swyddogaeth neu Deitl	Basic Salary / Cyflog Sylfaenol	Civic Salary / Cyflog Dinesgig	Senior Salary / Cyflog Uwch	Opted to Forgo / Wedi Dewis Ildio	ICT Allowance / Lwfans TGCh	Broadband & Telephone Allowance / Lwfans Bandeang a Ffôn	Mobile Telephone Allowance / Lwfans Ffôn Symudol	CCS Pension Contribution / Cyfraniad Pensiwn DASA	Travel Allowance / Costau Teithio	Subsistence Allowance / Costau Cynhaliath	Car parking permit re-claim / Hawlio Hawlen Parcio Car	Reimbursement of Care Costs / Ad-daliadau costau gofa	Total / Cyfanswm	Payments from other public body / Taliadau oddi wrth cyrff cyhoeddus eraill
		£	£	£	£	£	£	£	£	£	£	£	£	£	£
Smith, Robert		£ 13,299.96					£ 300.00							13,599.96	
Stanton, Rosina June		£ 13,299.96					£ 300.00							13,599.96	
Stewart, Robert Charles*	L			£ 53,000.04			£ 362.42	£ 300.00	£ 11,871.96	£ 981.70	£ 662.99			67,179.11	
Sullivan, David Gareth		£ 13,299.96					£ 300.00							13,599.96	£ 552.00
Tanner, Gloria		£ 13,299.96					£ 300.00							13,599.96	£ 1,700.04
Thomas, Ceinwen		£ 13,299.96					£ 300.00							13,599.96	
Thomas, Crawshay Miles		£ 13,299.96							£ 2,979.24					16,279.20	
Thomas, Desmond	CC			£ 21,999.96		£ 52.47	£ 300.00	£ 300.00	£ 4,939.79					27,592.22	
Thomas, Lewis Graham		£ 13,299.96				£ 379.00	£ 300.00							13,978.96	
Thomas, Mark		£ 13,299.96					£ 300.00		£ 2,979.24	£ 58.50	£ 196.66			16,834.36	
Tyler-Lloyd, Linda		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	
Walker, Gordon		£ 13,299.96												13,299.96	£ 1,700.04
Walton, Lesley		£ 13,299.96					£ 300.00		£ 2,979.24	£ 34.20				16,613.40	
White, Mike		£ 13,299.96					£ 300.00		£ 2,979.24					16,579.20	
Woollard, Neil		£ 13,299.96							£ 2,979.24					16,279.20	
<b>TOTAL / CYFANSWM</b>		<b>£ 701,823.16</b>	<b>£ 4,726.94</b>	<b>£ 543,999.96</b>	<b>£ -</b>	<b>£ 5,467.37</b>	<b>£ 16,501.12</b>	<b>£ 4,075.00</b>	<b>161,381.35</b>	<b>9,144.70</b>	<b>5,019.89</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,452,139.49</b>	

**\* Notes / Nodiadau:**

- 1) Lloyd, Clive. £812.55 of this amount was paid for by CCS. Return flight to China. The Conference, Accommodation and Food was paid for by UNESCO, Learning Cities - the amount of this is unknown.
- 2) Stewart, Rob. £273.50 of this amount was paid by Swansea Bay City Region for train travel. £127.00 from the subsistence was paid for by Swansea Bay City Region for accommodation. For a meeting with the Secretary of State for Wales.

Civic Salary = Lord Mayor / Deputy Lord Mayor (inclusive of Basic Allowance)

Senior Salary = Cabinet Member / Committee Chair / Leader of the Largest Opposition Group (inclusive of Basic Allowance)

**Key / Nodiadau**

CM - Cabinet Member / Aelod Y Cabinet

CC - Committee Chair / Cadeirydd y Pwyllgor

DL - Deputy Leader / Dirprwy Arweinydd

DLM - Deputy Lord Mayor / Dirprwy Arglwydd Faer

LLOG - Leader of the Largest Opposition Group / Arweinydd Grŵp yr Wrthblaid Fwyaf

L - Leader / Arweinydd

LM - Lord Mayor / Arglwydd Faer

## Appendix C

**Statement of Payments made to Co-opted Members of City & County of Swansea in 2016-2017 / Datganiad o Daliadau a wnaed i Aelodau Cyfetholedig Dinas a Sir Abertawe yn 2016-2017**

Co-Opted Member Name / Enw Aelod Cyfetholedig	Position / Swydd	Committee / Pwyllgor	Term of Office / Hyd y Swydd	Allowance / Lwfans	Travel Allowance / Costau Teithio	Subsistence Allowance / Costau Cynhaliaeth	Reimbursement of Care Costs / Ad- daliadau Costau Gofal	Total / Cyfanswm
				£	£	£	£	£
Anderson-Thomas, David	Education Scrutiny Member / Aelod Craffu Addysg	Scrutiny Programme Committee / Pwyllgor Rhaglen Chraffu	14.03.2014 - 13.03.2018	£ 2,475.00	£ 72.45	£ -	£ -	£ 2,547.45
Burgess, Jill	Ordinary Member & Chair from 07.10.2016 / Aelod Cyffredin a Chadeirydd o 07.10.2016	Standards Committee / Pwyllgor Safonau	19.10.2012 - 18.10.2018	£ 425.00	£ 22.50	£ -	£ -	£ 447.50
Crayford, Philip	Community/Town Council Representative / Cynrychiolydd	Standards Committee / Pwyllgor Safonau	05.12.2012 - 04.05.2017	£ 297.00	£ 12.17	£ -	£ -	£ 309.17
Evans, Gareth	Ordinary Member / Aelod Cyffredin	Standards Committee / Pwyllgor Safonau	01.04.2015 - 31.03.2021	£ 594.00	£ 110.70	£ -	£ -	£ 704.70
Gomes, Jennifer	Ordinary Member / Aelod Cyffredin	Standards Committee / Pwyllgor Safonau	05.12.2008 - 04.12.2016	£ -	£ -	£ -	£ -	£ -
Howells, Meirion	Chair until 31.07.2016 / Cadeirydd tan 31.07.2016	Standards Committee / Pwyllgor Safonau	01.08.2008 - 31.07.2016	£ -	£ -	£ -	£ -	£ -
Thomas, Alan	Chair / Cadeirydd	Audit Committee / Pwyllgor Archwilio	27.11.2012 - 04.05.2017	£ 1,408.00	£ 49.95	£ -	£ -	£ 1,457.95
Williams, Margaret	Ordinary Member / Aelod Cyffredin	Standards Committee / Pwyllgor Safonau	01.04.2015 - 31.03.2021	£ 594.00	£ 59.40	£ -	£ -	£ 653.40
<b>TOTAL / CYFANSWM</b>				<b>£ 5,793.00</b>	<b>£ 327.17</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,120.17</b>

# Agenda Item 11.

## Joint Report of the Presiding Member, Head of Democratic Services and Monitoring Officer

Council – 22 June 2017

### CONFERRING TITLE OF HONORARY ALDERMAN / HONORARY ALDERWOMAN

<b>Purpose:</b>	To agree in principal to confer the title of “Honorary Alderman or Honorary Alderwoman” on the former Councillors identified within the report in line with Council Criteria.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Political Group Leaders, Finance and Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) Council agree in principal to confer the title of Honorary Alderman / Honorary Alderwoman on former Councillors R G (Bob) Davies, John Newbury, Ioan M Richard, R June Stanton and Ceinwen Thomas in recognition of their eminent service rendered to the City and County of Swansea and its predecessor Authority’s;  2) A Ceremonial Meeting of Council be arranged in order to confer the titles on those former Councillors named above.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Phil Couch

#### 1. Introduction

1.1 Section 249 of the Local Government Act 1972 states that:

*“A Principal Council may by a resolution passed by not less than two-thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose, confer the title of Honorary Alderman on persons, who have in the opinion of the Council rendered eminent services to the Council as past Members of that Council, but who are not then Councillors of the Council.”*

1.2 Section 29 of the Local Democracy, Economic Development and Construction Act 2009 amended Section 249 of the Local Government Act 1972 to also allow the title “Honorary Alderwoman” to be used.

- 1.3 Council at its meeting on 15 March 2012 (Minute 194 refers) adopted a Criteria for the conferring the title of “Honorary Alderman”. Council amended the Criterion on 18 October 2012 in order to reflect the fact that the title “Honorary Alderwoman” may also be used. The current Criteria is as follows:

*“Council shall grant an Honorary Alderman / Honorary Alderwoman Status to:*

- a) *Those former Councillors who have served within the boundaries of the City and County of Swansea providing that they:*
  - i) *Do not intend returning or have failed to be re-elected as Councillors within the City and County of Swansea **and that,***
  - ii) *They have held the position of Lord Mayor of the City and County of Swansea or Lord Mayor / Mayor / Chair of the Council or any of the predecessor Authorities of the City and County of Swansea.*
  
- b) *Any individual that the Council deems appropriate.”*

- 1.4 Prior to and at the Local Government Election on 4 May 2017, a number of Councillors had chosen to resign from Office, stand down at the election or were not re-elected.

- 1.5 Six of these Councillors meet the criteria set for the granting of Honorary Alderman / Honorary Alderwoman Status. These persons being former Councillors R G (Bob) Davies, John Newbury, Ioan M Richard, R June Stanton and Ceinwen Thomas.

- 1.6 The Certificate presented to each Honorary Alderman / Honorary Alderwoman is bilingual and is shown at **Appendix A**.

## **2. Honorary Alderman / Honorary Alderwoman**

- 2.1 The title is derived from the Old English title of “Ealdorman”, literally meaning “Elder Man”, and was used by the Chief Nobles presiding over Shires. The position of Honorary Alderman / Honorary Alderwoman is non political.
- 2.2 The title is conferred within the City and County of Swansea as a reward for individuals who have reached the end long and eminent services to the Council providing the criteria has been met.
- 2.3 Honorary Aldermen / Honorary Alderwomen are often invited to attend Civic Ceremonies as the Council may from time to time decide, but shall not, as such, have the right to influence meetings of the Council or a Committee of the Council or to receive any allowance or other payment under the Councillors Allowances Scheme.

- 2.4 They are invited to Civic events and other events where the Honorary Aldermen's / Honorary Alderwomen's personal knowledge and interests would add value to the occasion. Examples of such events could include the Inauguration of the Lord Mayor, Civic Service, Christmas Carol Service, Celebratory and Commemorative Events, Regimental Events and Parades, Remembrance Day Service and Parade, Royal Visits, Lord Mayor's Appeal Events and Freedom Ceremonies.

### **3. Eminent Service of Former Councillors**

#### **3.1 Former Councillor R G (Bob) Davies**

- 3.1.1 Former Councillor R G Davies served the Landore community. He was Lord Mayor of the City and County of Swansea 1994-1995.

- 3.1.2 His periods of service are shown below.

<b>Authority</b>	<b>From</b>	<b>To</b>
Swansea City Council	12.12.1974	31.03.1996

- 3.1.3 These periods amount to a collective total of approximately 22 years' service representing the residents of the City and County of Swansea.

#### **3.2 Former Councillor John Newbury**

- 3.2.1 Former Councillor J Newbury served the Dunvant community. He was Lord Mayor of the City and County of Swansea 2015-2016.

- 3.2.2 His periods of service are shown below.

<b>Authority</b>	<b>From</b>	<b>To</b>
Swansea City Council	07.05.1987	31.03.1996
City and County of Swansea	04.05.1995	04.05.2017

- 3.2.3 These periods amount to a collective total of approximately 27 years' service representing the residents of the City and County of Swansea.

#### **3.3 Former Councillor Ioan M Richard**

- 3.3.1 Former Councillor I M Richard served the Mawr community. He was Lord Mayor of the City and County of Swansea 2011-2012.

- 3.3.2 His periods of service are shown below.

<b>Authority</b>	<b>From</b>	<b>To</b>
Lliw Valley Borough Council	14.11.1985	31.03.1996
City and County of Swansea	04.05.1995	04.05.2017

- 3.3.3 These periods amount to a collective total of over 31 years' service representing the residents of the City and County of Swansea.



### **3.4 Former Councillor R June Stanton**

3.4.1 Former Councillor R J Stanton served the Sketty community. She was Lord Mayor of the City and County of Swansea 2013-2014.

3.4.2 Her periods of service are shown below.

<b>Authority</b>	<b>From</b>	<b>To</b>
Swansea City Council	05.05.1988	31.03.1996
West Glamorgan County Council	04.05.1989	31.03.1996
City and County of Swansea	04.05.1995	04.05.2017

3.4.3 These periods amount to a collective total of approximately 29 years' service representing the residents of the City and County of Swansea.

### **3.5 Former Councillor Ceinwen Thomas**

3.5.1 Former Councillor C Thomas served the Mynyddbach community. She was Lord Mayor of the City and County of Swansea 2014-2015.

3.5.2 Her periods of service are shown below.

<b>Authority</b>	<b>From</b>	<b>To</b>
Swansea City Council	23.05.1990	31.03.1996
City and County of Swansea	04.05.1995	04.05.2017

3.5.3 These periods amount to a collective total of approximately 27 years' service representing the residents of the City and County of Swansea.

## **4. Equality and Engagement Implications**

4.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

## **5. Financial Implications**

5.1 There are no direct costs with conferring such titles other than ceremonial costs which will need to be contained within existing budgets.

## **6. Legal Implications**

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

### **Background Papers:**

None

### **Appendices:**

**Appendix A** Honorary Alderman / Alderwoman Certificate

Honorary Alderman / Honorary Alderwoman Certificate



*RESOLVED that the Council of  
the City and County of Swansea  
confer the title of*

*Honorary Alderman*

*on*

*XXX*

*a past member of the Council of the  
City and County of Swansea for eminent services  
rendered to the Council.*

*Dated: xx xxxx 2017*

*Phil Roberts  
Chief Executive*



*PENDERFYNWYD y dylai  
Cyngor Dinas a Sir Abertawe  
ro'i'r teitl yr*

*Henadur Anrhydeddus*

*í*

*XXX*

*am wasanaethau eithriadol  
a wnaed i'r Cyngor fel cyn-aelod o  
Gyngor Dinas a Sir Abertawe.*

*Dyddiad: xx xxxx 2017*

*Phil Roberts  
Prif Weithredwr*

# Agenda Item 12.

## Report of the Cabinet Member for Service Transformation and Business Operations

Council – 22 June 2017

### MEMBERSHIP OF COMMITTEES

<b>Purpose:</b>	Council approves the nominations/amendments to the Council Bodies.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Political Groups.
<b>Recommendation:</b>	It is recommended that: 1) the amendments to the Council Bodies listed in paragraph 2 be approved.
<b>Report Author:</b>	Gareth Borsden
<b>Legal Officer:</b>	Tracey Meredith
<b>Finance Officer:</b>	Carl Billingsley
<b>Access to Services Officer:</b>	N/A

#### 1. Introduction

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

#### 2. Changes to Council Body Membership

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

##### Planning Committee

Remove Councillor C Richards  
Add Councillor P B Smith

##### Chief Officer Disciplinary Committee

Add Councillor J A Hale

##### Policy & Development Committee 1

Add Councillor C L Philpott

##### Policy & Development Committee 2

Add Councillors J W Jones & S M Jones

##### Policy & Development Committee 3

Add Councillor C A Holley

##### Policy & Development Committee 4

Add Councillor L James

### **Policy & Development Committee 5**

Add Councillor L G Thomas

### **Trustees Panel**

Remove Councillor V M Evans

Add Councillors W Lewis & A Pugh

### **LA Governor Panel**

Remove Councillors C R Evan & V M Evans

Add Councillors W G Lewis & S Pritchard

### **Local Pension Board**

Remove Councillor M B Lewis

Add Councillor T M White

### **Corporate Parenting Board**

Remove Councillor H M Morris

### **Constitution Working Group**

Add Councillor W Evans

### **Social Services Rota Visits**

Remove Councillor W G Lewis

Add Councillor V M Evans

### **Student Liaison Forum**

Add Councillors R Francis-Davies, A S Lewis & M Thomas

### **Rota Visits**

Remove Councillor C R Evans

Add Councillor W G Lewis

## **3. Outside Bodies**

3.1 The Leader has made the following amendments to the bodies listed below:

**Adoption Panel** – Remove Councillor J P Curtice & Add Councillor E T Kirchner

**EOTAS Steering Group** - Add Councillor J A Raynor

**Gower Commoners** - Remove Councillor K M Rowlands & Add Councillor J A Raynor

**Inter Authority Agreement for Food Waste** - Remove Councillor W G Lewis, Add Councillor V M Evans

**PRU Management Board** - Add Councillor J A Raynor

**South West Wales Regional Waste Consortium** - Remove Councillor W G Lewis & Add Councillor V M Evans

**South West Wales Regional Waste Management Committee** - Remove Councillor W G Lewis & Add Councillor V M Evans

**Wales National Pool** – Remove Councillor M B Lewis & Add Councillor M C Child

**Welsh Local Government Association** - Remove Councillor M Sherwood & Add Councillor J A Raynor

**West Bay Regional Partnership Board** – Remove Councillor P Jones

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

4.1 There are no financial implications associated with this report.

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

5.1 There are no legal implications associated with this report.

**Background Papers:** Local Government & Housing Act 1989, the Local Government (Committees & Political Groups) Regulations 1990.

**Appendices:** None

# Agenda Item 13.

## Joint Report of the Presiding Member, Monitoring Officer and Head of Democratic Services

Council - 22 June 2017

### AMENDMENTS TO THE COUNCIL CONSTITUTION

<b>Purpose:</b>	To make amendments in order to simplify, improve and / or add to the Council Constitution.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal
<b>Recommendation(s):</b>	It is recommended that:  1) The 5 x Policy Development and Delivery Committees be renamed as outlined in Paragraph 4 of the report;  2) The changes to the Council Constitution as outlined in Paragraph 5 of the report together with any further consequential changes be adopted.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction

- 1.1 In compliance with the Local Government Act 2000, the City and County of Swansea has adopted a Council Constitution. A number of issues have arisen since adoption and in order to maintain the aims, principles and procedures set out in Articles 1 and 15 of the Council Constitution, it is proposed that the amendments set out below should be made to the Constitution.

#### 2. Delegated Minor Corrections to the Council Constitution

- 2.1 There are no delegated minor corrections to the Council Constitution.

#### 3. Amendments to the Council Constitution

- 3.1 This report outlines a suggested amendment to the Council Constitution. The amendments are within the following area of the Council Constitution:
- a) Part 3 - Responsibility for Functions – Terms of Reference.

3.2 The new Committees shall endeavour to allow Councillors to participate in Corporate Policy development. A report detailing the Councils Corporate Priorities shall be presented to Council for adoption in July 2017. A number of these priorities will form part of the work plans of the five PDDC's. The PDDC's will be supported by the Corporate Policy Development and Delivery Unit.

#### 4. Committee Name Change & Committee Chairs and Vice Chairs

4.1 Five Policy Development and Delivery Committees (1-5) were created at the Annual Meeting of Council on 25 May 2017. It is proposed that these five Committees be renamed as outlined below.

4.2 Following the Annual Meeting of Council on 25 May 2017, the 5 x Policy Development & Delivery Committees met and elected a Chair and Vice Chair to each of the five Committees. Those Chairs and Vice Chairs transfer to the Committees as outlined below.

Original Name	Proposed Name	Chair (Cllr)	Vice Chair (Cllr)
PD&DC 1	Education & Skills PD&DC	R V Smith	F M Gordon
PD&DC 2	Economy & Infrastructure PD&DC	V M Evans	N J Davies
PD&DC 3	Transformation & Future Council PD&DC	E T Kirchner	C R Evans
PD&DC 4	Safeguarding PD&DC	C R Doyle	E J King
PD&DC 5	Poverty Reduction PD&DC	P B Smith	A Pugh

#### 5. Part 3 - Responsibility for Functions - Terms of Reference – Policy Development & Delivery Committees x 5

5.1 The Annual Meeting of Council at its meeting on 25 May 2017 resolved to adopt the terms of reference of the 5 x Policy Development and Delivery Committees as follows:

##### “Terms of Reference

- 1) To drive the development of the Council’s main Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

**Note:** PD&D Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their role.”

5.2 It is proposed to amend the terms of reference of these Committees in order to better reflect their workload and to provide clarity as to their function. The proposed terms of reference are as follows:



### **5.2.1 Economy & Infrastructure Policy Development and Delivery Committee**

- 1) To drive the development of the Council's Economy and Infrastructure Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

**Note:** PD&D Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their role."

### **5.2.2 Education & Skills Policy Development and Delivery Committee**

- 1) To drive the development of the Council's Education and Skills Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

**Note:** PD&D Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their role."

### **5.2.3 Poverty Reduction Policy Development and Delivery Committee**

- 1) To drive the development of the Council's Poverty Reduction Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

**Note:** PD&D Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their role."

### **5.2.4 Safeguarding Policy Development and Delivery Committee**

- 1) To drive the development of the Council's Safeguarding Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

**Note:** PD&D Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their role."

### **5.2.5 Transformation & Future Council Policy Development and Delivery Committee**

- 1) To drive the development of the Council's Transformation and Future Council Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

**Note:** PD&D Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their role."

## **6. Equality and Engagement Implications**

- 6.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

## **7. Financial Implications**

- 7.1 There are no financial impacts associated with this report.

## **8. Legal Implications**

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

- 8.2 The amended version of the Council Constitution will be available at [www.swansea.gov.uk/constitution](http://www.swansea.gov.uk/constitution)

**Background Papers:** None

**Appendices:** None.

# Agenda Item 14.

## Report of the Head of Democratic Services

Council – 22 June 2017

### COUNCILLOR PLEDGE ON STANDARDS

<b>Purpose:</b>	To re-adopt the Councillor Pledge on Standards.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s)</b>	It is recommended that:  1) The Councillor Pledge on Standards be re-adopted; 2) It be compulsory that all Councillors sign the “Councillor Pledge on Standards”.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Phil Couch

#### 1. Introduction

- 1.1 The Standards Committee at its meeting on 12 April 2013 recommended to Council that the Pledge on Standards be adopted and that it be compulsory for all Councillors to sign up to the pledge.
- 1.2 The Annual Meeting of Council at its meeting on 9 May 2013 adopted the “Councillor Pledge on Standards” and that it be compulsory for Councillors to sign up to the pledge. The Pledge is attached as **Appendix A**.

#### 2. Councillor Pledge on Standards

- 2.1 This Pledge is made in conjunction with the Members’ Code of Conduct and forms part of an ethical code which binds all Councillors of the City and County of Swansea.

#### 3. Equality and Engagement Implications

- 3.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

**4. Financial Implications**

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

**5. Legal Implications**

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

**Background Papers:** None.

**Appendices:**

**Appendix A** City and County of Swansea - Councillor Pledge on Standards

## Councillor Pledge on Standards

This Pledge is made in conjunction with the Members' Code of Conduct and forms part of an ethical code, which binds all Councillors of the City and County of Swansea.

In accordance with the decision of Council on 9 June 2011 (Minute 29 refers) to adopt the "Dealing with Complaints by One Councillor against another" mediation process, I hereby confirm that I will always attempt to resolve any grievances through that mediation process.

As a Councillor elected to the City and County of Swansea, I am committed to the highest standards in public life and support the Nolan Principles of:

• Selflessness	• Objectivity	• Openness	• Leadership
• Integrity	• Accountability	• Honesty	

**In order to achieve the Nolan Principles, I Will:**

### Selflessness and Stewardship

- 1) Protect the interests of the Council, the City and County of Swansea and its people and never to act in my own interests in carrying out my duties as a Councillor.

### Integrity

- 2) Act according to the highest standards of probity in carrying out my various duties as a Councillor.

### Promotion of Equality and Respect for Others

- 3) Lead by example, promoting equality and respect for others whenever I am representing Swansea and its residents.

### Objectivity and Propriety

- 4) Consider all issues and cases on their merits and follow the principles of good decision making set out in Article 13 of the Council's Constitution.
- 5) Carry out my duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people and to consider all business of the Council whether it affects the interests of my Electoral Division (Locality) and / or the interests of the City and County of Swansea and its residents on this basis.

**Duty to uphold the Law**

- 6) Be fully aware of my duties and responsibilities under the Members' Code of Conduct and have regard to the advice and guidance issued by Standards Committee, Chief Executive, Monitoring Officer and Section 151 Officer.

**Accountability and Openness**

- 7) Be aware of and carry out my duty in dealing with confidential matters.
- 8) Support and Promote the conduct of the Council's business being carried out in an open and transparent manner.

**Training and Personal Development**

- 9) Regularly review my training needs and undertake appropriate development opportunities to properly fulfil my Councillor duties.

**Leadership**

- 10) Seek to work towards the City and County of Swansea becoming a beacon of best practice.

<b>Councillor</b>	
<b>Date</b>	
<b>Signature</b>	

# Agenda Item 15.

## Joint Report of the Head of Democratic Services and Monitoring Officer

Council - 22 June 2017

### COUNCILLORS LOCAL DISPUTE RESOLUTION

<b>Purpose:</b>	To re-adopt the Councillors Local Dispute Resolution.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s)</b>	It is recommended that:  1) The Councillors Local Dispute Resolution as outlined in <b>Appendix A</b> be readopted;  2) Councillors agree to attempt to resolve any grievances they may have with other Councillors through the internal mediation process whenever possible, before referring an issue to the Public Services Ombudsman for Wales.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Phil Couch

#### 1. Introduction

- 1.1 Council at its meeting on 9 June 2011 agreed a then innovative process of dealing with Councillor v Councillor Complaints. This process referred to as the "Councillors Local Dispute Resolution" is outlined by way of a flowchart set out **Appendix A**.

#### 2. Councillors Local Dispute Resolution

- 2.1 The concept for the Councillors Local Dispute Resolution stemmed from the Standards Committee when they sought ways to improve standards for Councillors in the Council. As part of that process the Political Group Leaders, Presiding Member, Chief Executive, Monitoring Officer, Democratic Services & Complaints Manager and the Public Services Ombudsman for Wales (PSOW) met with the Standards Committee. Following detailed consideration and strong support from the PSOW the Local Dispute Resolution was drafted and approved by Council.
- 2.2 The Councillors Local Dispute Resolution puts in place an Informal Mediation Process with the aim of seeking to address an issue by way of an apology in the first instance, and then through a meeting of the Political Group Leaders.

2.3 In order for the process to work, Councillors must sign up to the system and agree to seek to resolve any grievances (Councillor v Councillor) they may have through the informal procedure prior to escalating to the Public Services Ombudsman for Wales.

### **3. Councillors Local Dispute Resolution**

3.1 In the first instance a member who has a complaint should approach the Group Leader of the member who the complaint is about. If this approach is not effective the complaint is forwarded to the Monitoring Officer / Head of Democratic Services and a meeting of the Councillor Mediation Panel (CMP) will be arranged. The CMP will aim to reach an agreed way forward to resolve the complaint.

3.2 The process aims to resolve complaints informally; however, it cannot be used to deal with complaints alleging that a Councillor has not declared a personal and / or prejudicial interest.

### **4. Equality and Engagement Implications**

4.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

### **5. Financial Implications**

5.1 There are no financial implications associated with this report.

### **6. Legal Implications**

6.1 There are no legal implications associated with this report.

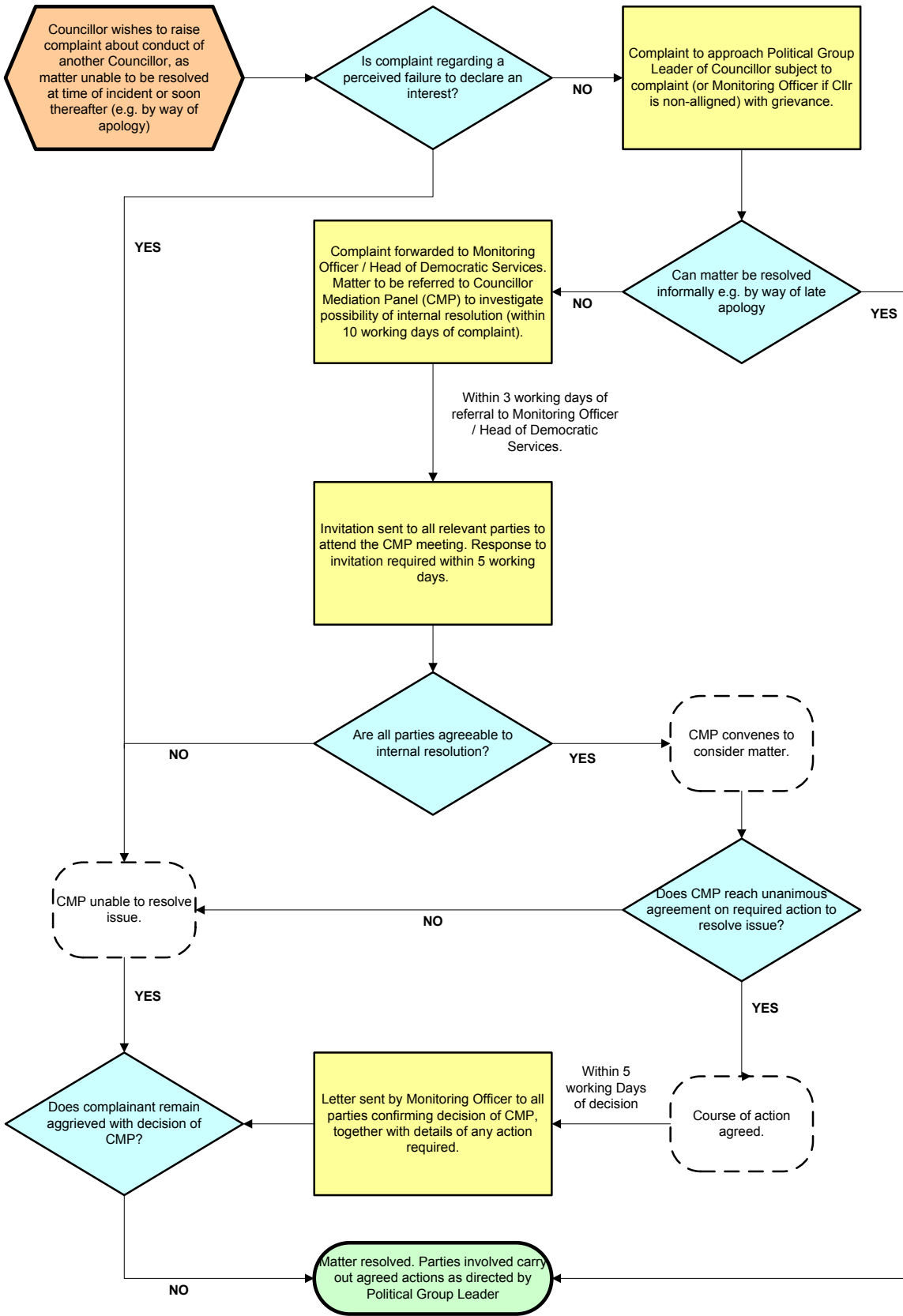
**Background Papers:** None.

### **Appendices:**

**Appendix A** Councillors Local Dispute Resolution “Councillor v Councillor Complaints”



### Councillors Local Dispute Resolution “Councillor v Councillor Complaints”



# Agenda Item 16.

Council – 22 June 2017

## COUNCILLORS' QUESTIONS

### PART A – SUPPLEMENTARIES

1	<p><b>Councillors P M Black, C A Holley &amp; L G Thomas</b> How many incidents of fly tipping were recorded by the Council in 2015/2016 and 2016/2017 in the Cwmbwrla, Landore, Mynyddbach, Penderry and Cockett Wards.</p> <p><b>Response of the Cabinet Member for Environment Services</b> The number of fly tipping incidents reported across Cwmbwrla, Landore, Mynyddbach, Penderry, and Cockett were 1355 in 15/16 and 1001 in 16/17.</p>
2	<p><b>Councillors E W Fitzgerald, S M Jones &amp; K M Griffiths</b> Will the Cabinet Member inform Council when Garngoch Civic Amenity site will be re-opening for black bag refuse.</p> <p><b>Response of Cabinet Member for Environment Services</b></p> <p>The Waste Commissioning Review approved by Cabinet in June 16 included for the conversion of Garngoch, Penlan, and Tir John HWRCs to Recycling Centres only, instead of site closures. This initiative was preferred as it both maximised recycling opportunities and encouraged recycling in the home by those residents who previously used the HWRCs to avoid recycling. WG led analysis showed that up to 70% of the waste being deposited in black bag skips was recyclable.</p> <p>The Review also included for an assessment of the impact of the HWRC changes prior to considering any further measures. Whilst a full year of data is not yet available, results to date show that the initiative has exceeded expectations with the amount of non-recyclable waste at the HWRCs reduced by 80%.</p> <p>The full assessment of the progress to date and options for residents in terms of maximising the amount of recycling from both black and green bags will be considered later in the year, after which Cabinet will consider all of the options going forward before making a decision.</p> <p>The aim remains to increase the rate of recycling and to make it as easy as possible to recycle as much as possible. This will include further consideration of the location and method of recycling as the review progresses.</p>
3	<p><b>Councillors I E Mann &amp; P N May</b> This question covers two aspects of the residents' parking service. <u>1. Extension of the duration of a temporary permit from one month to two months.</u> Uplands residents have expressed concern as to why this change was made and the manner by which it was implemented. The purpose of a temporary permit is to give a grace period to those who need time to get the correct documentation in order for their vehicle to apply for an annual permit. A common observation is that one month is more than enough time for someone to do this. Resident parking spaces can be at a premium in the Uplands ward and the</p>

perception is that extending duration of a temporary permit puts more pressure on available spaces. Please can the cabinet member answer the following questions:

- a. What consultation was carried out with residents before implementing the change.
- b. What was the evidential basis for making the change and please can the relevant numerical supporting data be published in the answer.
- c. Please can the cabinet member consider reverting the duration of the temporary permit back to a month.

## 2. Removal of the paper permit

Since the removal of the paper permit, feedback from Uplands residents has been that this has been a retrograde step. Observations include that wardens are spending more time to check individual vehicles by having to put details into their machines compared to quick visual checks.

Residents are also concerned that they can not see themselves who is and is not eligible to park in a bay and therefore now unable to challenge a motorist without a permit. Finally, residents have told us that they have seen that the absence of the paper permit encourages parking in bays by non-permit holders as they are no longer noticeable. These situations particularly affect overnight parking when there is little or no enforcement.

In a modern society residents often print off a variety of tickets after purchase online for events or travel. To protect against fraud these tickets often have bar codes or QR codes which can be quickly scanned.

In posing this question, we do appreciate that a small proportion of applicants would not have access to technology and would have to have their permits printed for them.

- a. How much of a saving (in pounds) has actually been made by removing the paper permit?
- b. Does the council have the capability to allow permits to be printed by the resident themselves on completion of a successful application.
- c. Would the cabinet member please consider looking into this as a way forward.

## **Response of the Cabinet Member for Environment Services**

1. This was an operational decision based on complaints from residents about having to apply for an extension and to reduce workload for the authority. As it is not a Policy change there was no requirement to formally consult. I can also confirm that unfortunately numerical data is not held as to the number of complaints received

Under the previous rules all residents could get two month temporary permits. They would be initially issued with a temporary virtual permit and if their doc's were not returned they would have to come in or apply for a second, therefore, increasing workload and leading to poor customer service and unnecessary demand. As such the overall demand for permits shouldn't change and there would be no benefit in changing the rules to allowing a temporary permit to only run for one month

All residents living in areas where there are resident bays are subject to same application process.

	<p>2. The removal of the Paper permit has generally received positive reaction from residents and signals the council clear intent to remove unnecessary processes and move to a digital agenda like most modern businesses. It has also allowed the council to look for financial savings and operational efficiencies as the process generates approximately 7500 permits each year which is both time consuming and laborious to print.</p> <p>The permits were created by the Contact Centre and by becoming paperless it is now controlled by the Parking Processing Team as part of their normal duties which has allowed the transition from Paper format to electronic version without compromising the residents.</p> <p>These permits are now fully automated and the residents will be provided with an acknowledgement when the application is successful which will not produce a paper permit to be displayed in the car. This works in the same way as the abolition of the paper tax disc which is not required to be displayed for vehicle excise duty and universally accepted as a positive step forward.</p> <p>I appreciate that this is not an ideal solution for some people who would prefer to see the permit however efficiencies prevail and this is a faster, more efficient option for residents than previously.</p> <p>In answer to your question as a saving in pounds I am afraid that this has not been quantified, however, it is less staff intensive, no printing necessary, no postage required and stationery needed.</p> <p>With regards to the residents printing the Permits – This is not possible as the permit is an electronic format and the only item that could be printed would be the Acknowledgment of a successful application.</p> <p>Civil Enforcement Officers, at this moment in time do take extra time to check the permits, however a database has been created to identify vehicles that have a permit and those that do not so that the handheld devices will not require the CEO's to input the details as it will notify the CEO with an Audible alarm as the CEO passes the vehicle thus removing the need for any input to check the Permit situation.</p>
4	<p><b>Councillors P M Black, L G Thomas &amp; C A Holley</b>  Will the Cabinet Member tell Council how many parking offence notices have been issued in the last 12 months to vehicles illegally parked in residents only parking bays.</p> <p><b>Response of the Cabinet Member for Environment Services</b>  Approximately 5150 PCNs were issued in RP bays during 2016 / 2017.</p>
5	<p><b>Councillors J W Jones, C L Philpott &amp; A M Day</b>  Will he Cabinet Member inform Council how many lease agreements are in place and will be in place in the next six months for areas of Singleton Park.</p> <p><b>Response of the Cabinet Member for Culture, Tourism &amp; Major Projects</b>  At the time of writing there is only one proposed lease agreement within Singleton Park between the Council and Swansea University relating to Swiss Cottage.</p>

	<p>Opportunities to work with community groups and public sector partners continue to be explored across the Council but there are no current plans for these arrangements to require any formal lease agreements.</p>
6	<p><b>Councillor K M Griffiths, E W Fitzgerald &amp; D G Sullivan</b>  Will Labour be honouring their pledge to Pontarddulais residents with regard to the 3D pitch and the rolling road programme that they promised in their Manifesto, and if so when.</p> <p><b>Response of the Cabinet Member for Culture, Tourism &amp; Major Projects</b>  The provision of 3G sports pitches will have a significant impact on the quality and quantity of sporting activity across Swansea. The first phase of publicly accessible 3G developments delivered by the Council at Morryston, Penyrheol and Cefn Hengoed are underway and there are ambitions to deliver a number of other such facilities. The council has made a forward commitment of £500k for future scheme as part of its capital budget and as each full size pitch will cost at least £1/2m, the Council will be actively seeking finances, including external sources of grant funding, to assist in this expansion following completion of this first phase.</p>
7	<p><b>Councillors A M Day, P M Black &amp; C L Philpott</b>  Can the Cabinet Member tell Council what plans there are to change the ticket machines to accept the new £1 coins and what is the cost. We note that users of Council car parks that are manned will be able to change 'new for old' but can the Cabinet Member list the council car parks that are unmanned and the dates that the machines in each car park will be altered.</p> <p><b>Response of the Cabinet Member for Environment Services</b>  Advice from manufacturers was that replacement “validators” which are installed in the machines to accept the new £1 coins were not able to also accept the old coins hence it was about choosing the most appropriate time to switch over.</p> <p>However after challenge by many councils and users the manufacturers have recently confirmed they have found a solution so that the replacement validators can accept both new and old £1 coins until the latter cease to be legal tender</p> <p>Orders have now been placed to supply replacement validators for all pay and display, and pay on foot machines at a cost of £29,493. Installation will be carried out by council staff and subject to delivery we expect all machines to be upgraded by the end of July</p> <p>The council operates the following “Unmanned Car Parks:- East Burrows, Mariner Street, Paxton Street, Pockets Wharf, The Strand (Post Office), Trawler Road, Northampton Road, Oxford Street, Park Street East &amp; West, Worcester Place, YMCA, Salubrious Place, Pell Street - surface, St Mary's, Waterfront / LC Oystermouth Road, The Dairy (Mumbles), The Quarry (Mumbles), Oystermouth Foreshore (Mumbles), Clyne, Southend, Bracelet Bay, Caswell Bay, Caswell Hill, Langland Bay, Port Eynon, Horton, Sketty Lane, The Baths, Knab Rock and St Helen's foreshore</p> <p>Over the half term holidays we have had cashiers in Caswell and Port Eynon to take payments.</p>

## **PART B – NO SUPPLEMENTARIES**

### **8 Councillors A M Day, C A Holley & M H Jones**

At the last full Council the report on Welsh medium education stated that there is surplus capacity in the secondary sector. Will the responsible Cabinet Member:

- a. Give the surplus capacity for the secondary sector for each of the last 10 academic years;
- b. For each school in the secondary sector, state the number and percentage of surplus places for each, and separately for 11-16 year olds and 16-18 year olds;
- c. Give the projected number and percentage of surplus places in each secondary school for each of the next 5 years;
- d. Tell Council what the approximate cost of 23.7% surplus places is to the authority;
- e. Tell Council what target number of surplus places the Cabinet Member is setting and when will this target be achieved;
- f. Indicate what action is being and will be taken to address the current number of surplus places;
- g. State how stakeholders are being involved in the process of addressing surplus places in the secondary sector;
- h. Commit to reporting to Council every six months on progress on reducing the number of surplus places.

### **Response of the Cabinet Member for Children, Education & Lifelong Learning**

I refer to the written responses and appendices in answer to questions about surplus places provided at Council meetings of:

4 November 2014 (Cllrs Day, M Jones, L Thomas)

25 June 2015 (Cllrs Day, Holley, L Thomas)

28 January 2016 (Cllrs Day, Holley, Philpott)

5 December 2016 (Cllrs Day, Black, Philpott)

20 April 2017 (Cllrs Day, M Jones, Hollley)

The attached table provides the surplus capacity for the last 10 years. It is not possible to separate 11-16 and 16-18 year olds as the capacity figures are not calculated in this way. The table also provides the latest projected number and percentage of surplus places for the period until 2023.

As Council is already aware there is a growth in pupils educated through the medium of Welsh and that provision is being made to meet the growing demand in both the primary and secondary sector.

Since the current number of places are required to meet anticipated future pupil numbers, and the vast majority of schools delegated funding reflects the actual number of pupils educated, the cost to the authority of such short term surplus places is modest. There is no adequate nor accepted basis for estimating such costs. Nor for providing a cash value to the enrichment activity and personalised support schools offer by utilising all available space. The frequency of visits by Kirsty Williams, the Welsh Government Minister for Education, other AMs and the Children's Commissioner for Wales suggest that Swansea schools are making profitable use of capacity.

	<p>As I have said in my previous answers there is a national guideline figure of 10% on average in relation to the level of surplus places generally considered appropriate to enable parental preferences and pupil numbers to be effectively managed through the admissions processes.</p> <p>Stakeholders have been fully involved in the development of the current WESP and will continue to be engaged as the Council continues to plan strategically for the future of education in the City and County of Swansea.</p>

**Secondary Welsh Medium Surplus Capacity Trend 2006 - 2023**

	Year	Bryn Tawe		Gwyr		Total Secondary Welsh Medium	
		Surplus Places	Surplus Places as % of available	Surplus Places	Surplus Places as % of available	Surplus Places	Surplus Places as % of available
Actual JAN PLASC	2006	296	46.8%	-8	-1.05%	288	20.6%
	2007	304	40.7%	86	10.94%	390	25.4%
	2008	296	33.9%	178	21.65%	474	27.9%
	2009	290	29.6%	253	27.96%	543	28.8%
	2010	300	27.7%	254	28.60%	554	28.1%
	2011	314	29.0%	318	33.33%	632	31.0%
	2012	310	28.6%	253	26.52%	563	27.6%
	2013	328	30.5%	199	21.51%	527	26.4%
	2014	354	32.3%	182	19.68%	536	26.5%
	2015	357	32.6%	115	12.42%	472	23.4%
Projected	2016	468	38.0%	108	11.48%	576	26.5%
	2017	440	35.7%	227	21.06%	667	28.9%
	2018	359	29.2%	124	11.50%	483	20.9%
	2019	276	22.4%	74	6.86%	350	15.2%
	2020	201	16.3%	22	2.04%	223	9.7%
	2021	130	10.6%	-30	-2.78%	100	4.3%
	2022	76	6.2%	-80	-7.42%	-4	-0.2%
	2023	22	1.8%	-139	-12.89%	-117	-5.1%