

Council

You are hereby summoned to attend a Meeting of the **Council of the City and County of Swansea** to be held in the Guildhall, Swansea on Thursday, 29 August 2019 at 5.00 pm.

The following business is proposed to be transacted:

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.**
www.swansea.gov.uk/disclosuresofinterests
3. **Minutes.** 1 - 12
To approve & sign the Minutes of the previous meeting(s) as a correct record.
4. **Written Responses to Questions asked at the Last Ordinary Meeting of Council.** 13 - 17
5. **Announcements of the Presiding Member.**
6. **Announcements of the Leader of the Council.**
7. **Public Questions.**
Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt with in a 10 minute period.
8. **Presentation - None.**
9. **Report of the Wales Audit Office - Audit of Financial Statements Report - City & County of Swansea.** 18 - 37
10. **Statement of Accounts 2018/19.** 38 - 39
11. **Application for Designation of Swansea Within the World Health Organisation (WHO) European Healthy Cities Network Phase VII.** 40 - 49
12. **Democratic Services Committee Annual Report 2018-2019 (24 May 2018 – 8 May 2019).** 50 - 56
13. **Membership of Committees.** 57
14. **Councillors' Questions.** 58 - 62

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

You are welcome to speak Welsh in the meeting.

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



Huw Evans
Head of Democratic Services
Guildhall,
Swansea.

Tuesday, 20 August 2019

To: All Members of the Council

Agenda Item 3.



City and County of Swansea

Minutes of the Ceremonial Council

Council Chamber - Guildhall, Swansea

Wednesday, 24 July 2019 at 2.00 pm

Present: Councillor P M Black (Chair) Presided

Councillor(s)

C Anderson
J E Burtonshaw
M C Child
J P Curtice
N J Davies
P Downing
M Durke
V M Evans
W Evans
R Francis-Davies
L S Gibbard
K M Griffiths
D W Helliwell
T J Hennegan
C A Holley
P R Hood-Williams
B Hopkins
D H Hopkins

Councillor(s)

O G James
L James
Y V Jardine
M H Jones
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 M Matthews
P N May

Councillor(s)

H M Morris
D Phillips
S Pritchard
C Richards
K M Roberts
P B Smith
R V Smith
A H Stevens
R C Stewart
D G Sullivan
G J Tanner
W G Thomas
D W W Thomas
L J Tyler-Lloyd
G D Walker
T M White

Officer(s)

Huw Evans	Head of Democratic Services
Adam Hill	Deputy Chief Executive / Director of Resources
Phil Roberts	Chief Executive
Ben Smith	Chief Finance Officer / Section 151 Officer

Apologies for Absence

Councillor(s): A M Day, J W Jones, A Pugh, J A Raynor, M Thomas and L V Walton

31. Disclosures of Personal and Prejudicial Interests.

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

The Head of Democratic Services reminded Councillors and Officers that the "Disclosures of Personal and Prejudicial Interests" sheet should only be completed if the Councillor / Officer actually had an interest to declare. Nil returns were not

required. Councillors and Officers were also informed that any declarable interest must be made orally and in writing on the sheet.

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

32. To Confer the Honorary Freedom of the City and County of Swansea to Catherine Zeta Jones.

The Lord Mayor welcomed the Lord Lieutenant, High Sheriff, Civic Dignitaries, Distinguished Guests, Members of the Council and Catherine Zeta-Jones to the Ceremonial Meeting of Council.

The Leader of the Council referred to the meeting of Council held on 27 June 2019 whereby Council resolved to confer the Honorary Freedom of the City and County of Swansea to Catherine Zeta-Jones.

Catherine Zeta-Jones was born in Swansea and began her career on the stage in London before becoming a TV star in the popular adaptation of HE Bates' *The Darling Buds of May*.

Catherine won an Academy Award for her portrayal of Velma Kelly in the screen adaptation of the Broadway musical *Chicago*. She was also nominated for a Golden Globe and won the Critics' Choice Award, a Screen Actors Guild Award and a BAFTA for Best Supporting Actress for her performance.

During her career Catherine has been an ambassador for Swansea and has worked with a number of charities. In 2010, she was awarded a Commander of the British Empire (CBE) in the Queen's Birthday Honours List for her services to the film industry and charity.

The Leader of the Largest Opposition Political Group and the other Political Group Leaders spoke in support of the motion.

Resolved that the Honorary Freedom of the City and County of Swansea be conferred on Catherine Zeta-Jones.

The Lord Mayor then presented Catherine Zeta-Jones with the Honorary Freedom Scroll, granting her the Freedom of the City and County of Swansea.

Catherine Zeta-Jones responded by thanking the Council for the honour.

The meeting ended at 2.22 pm

Chair



City and County of Swansea

Minutes of the Council

Council Chamber - Guildhall, Swansea

Thursday, 25 July 2019 at 5.00 pm

Present: Councillor D W W Thomas (Chair) Presided

Councillor(s)

C Anderson
P M Black
J E Burtonshaw
M C Child
J P Curtice
N J Davies
A M Day
P Downing
C R Doyle
M Durke
V M Evans
C R Evans
W Evans
E W Fitzgerald
R Francis-Davies
S J Gallagher
L S Gibbard
K M Griffiths
D W Helliwell
T J Hennegan

Councillor(s)

C A Holley
P R Hood-Williams
O G James
L James
Y V Jardine
M H Jones
L R Jones
J W 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 M Matthews
P N May

Councillor(s)

H M Morris
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
D G Sullivan
M Sykes
G J Tanner
W G Thomas
M Thomas
L J Tyler-Lloyd
T M White

Officer(s)

Huw Evans	Head of Democratic Services
Adam Hill	Deputy Chief Executive / Director of Resources
David Howes	Director of Social Services
Ben Smith	Chief Finance Officer / Section 151 Officer

Apologies for Absence

Councillor(s): J A Hale, B Hopkins, D H Hopkins, S M Jones, C L Philpott, A Pugh, J A Raynor, L G Thomas and L V Walton

33. Disclosures of Personal and Prejudicial Interests.

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

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

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

- 1) Councillors M C Child, P Downing, V M Evans, J W Jones, R D Lewis, B J Rowlands, R C Stewart, G J Tanner and M White declared a Personal Interest in Minute 40 "Annual Report on Regional Working 2018/19";
- 2) Councillors M C Child, R Francis-Davies, L S Gibbard, E T Kirchner and R V Smith declared a Personal Interest in Minute 42 "Leisure Partnerships Annual Report 2017/18";
- 3) Councillors V M Evans, R C Stewart and D G Sullivan declared a Personal Interest in Minute 43 "Joint Appointments Committee – Swansea Bay City Deal".

34. Minutes.

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

- 1) Ordinary Meeting of Council held on 27 June 2019.

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

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

36. Announcements of the Presiding Member.

1) Education Buildings Wales Awards 2019

The Presiding Member stated that he was delighted to announce that at the recent Education Buildings Wales Awards 2019, the Pentrehafod Comprehensive School scheme was awarded "Highly Commended" for the category of "Innovation in Delivering a Sustainable Education Facility" and "Winner" in the category "Innovation in Delivering Value".

The award recognised the innovation of the Team that helped to deliver a sustainable education facility that promotes sustainable practices and behaviours by all users and the innovation that helped contribute to value in the design of learning spaces, the value being both monetary and experiential for the users of the facility. He congratulated all involvement in the scheme.

2) Honorary Fellowship of University of Wales Trinity Saint David

The Presiding Member stated that he had great pleasure in announcing that Councillor Robert Francis-Davies has recently been awarded Honorary Fellowship by the University of Wales Trinity Saint David.

3) Local Authority Pension Fund Forum National Awards 2019

The Presiding Member stated that it was pleasing to note that the Swansea Pension Fund has been shortlisted for an award at the Local Authority Pension Fund Forum National Awards 2019. It is one of 4 Pension Funds in the UK to be nominated in the Best Approach to Sustainable Investing Category for their work in developing their Environmental, Social Governance Policy and withdrawal from carbon related investments whilst balancing their fiduciary responsibilities.

The winner will be announced on the 19 September 2019 at an event in London.

4) The Family that Learnt to Listen

The Presiding Member stated that it was pleasing to refer to a book which was written by a group of 7-11 year olds who have experience of our care system in Swansea. Their aim was to produce a book that can help Social Workers, Foster Carers, Families and other Children listen to each other better, show the benefits when everyone works together and highlight the fact that we all win when we take a children's rights approach.

The group created an amazingly sophisticated narrative device of a "magic mirror" in the story that allowed the family to reset their awful day when no-one listened and allowed the family to start again and make a positive difference. The key topic of paramount importance for the group was to help other children get the 'Best Start' in life, and essential to this was being listened.

The Children discussed their own memories and stories and used them to inform the story and direction the book would take, bearing in mind, the brief that the book would be used to promote positive messages for all families across Swansea and Wales. This was a challenging task for the children considering their own experiences in life.

A concurrent thread throughout the entire process and for the group as a whole was the importance of family, being listened, making a difference and the best hope of having their own family in the future.

The book was led by 'Best Start Swansea' who exist to help support parents and children across our city. The messages were developed with parents and children in Swansea, for the parents and children of Swansea by promoting helpful, positive, parenting messages that can help prepare parents for birth, and children for nursery, school and beyond.

This is the third book in a series of stories that have been written by parents around the Best Start Swansea Messages. The Jack family were created and developed by Swansea school children, and their stories have, so far, promoted the importance of play in early childhood, and also the importance of being as healthy as you can be, and spending time together. This third book focuses on the importance of listening, and the children have created a brilliant story from scratch to support this important aspect of early childhood and beyond.

Thomas and Helen Docherty are a team of author and illustrators who worked on the book and both preceding books. Other key partners who supported the creation of this book were Kate Phillips, Gary Mahoney and Tom Jones.

He congratulated all involved.

5) Corrections / Amendments to the Council Summons

- i) Item 10 "Annual Report 2018/19 – Director of Social Services". Amend the recommendation on Page 31 to read "2018/19" instead of 2017/18.
- ii) Item 13 "Amendments to the Council Constitution". Amend the renamed Committee to read "Equalities & Future Generations Policy Development Committee". References on Pages 125, 129 & 130.

37. Announcements of the Leader of the Council.

1) Swansea Bay Region City Deal - Update

The Leader of the Council stated that he was delighted at the commitment by the Welsh & UK Governments to release £18 million of the money committed to the City Deal.

He stated that further monies would be released once the Programme Director was appointed and the recommendations from the review actioned.

2) Local Authority Pension Fund Forum National Awards 2019

The Leader of the Council congratulated Councillor Clive Lloyd and the Pension Fund Committee as the Swansea Pension Fund has been shortlisted for an award at the Local Authority Pension Fund Forum National Awards 2019. It is one of 4 Pension Funds in the UK to be nominated in the Best Approach to Sustainable Investing Category for their work in developing their Environmental, Social Governance Policy and withdrawal from carbon related investments whilst balancing their fiduciary responsibilities.

3) West Wales Metro

The Leader of the Council reiterated his support for the West Wales Metro and stated that the recent announcement by the UK Government of £20

million towards a Swansea Parkway Railway Station would only work as part of a wider transport infrastructure.

4) Honorary Freedom of the City for Catherine Zeta-Jones

The Leader of the Council outlined the success of the events relating to Catherine Zeta-Jones being awarded the Honorary Freedom of the City. He thanked all those involved especially Councillor Robert Francis-Davies.

38. Public Questions.

There were no public questions.

39. Presentation - None.

No Public Presentations were received.

40. Annual Report on Regional Working 2018/19.

The Leader of the Council submitted a report which sought provided an update on the progress made in relation to Regional Working during 2018-2019 specifically for Education through Regional Working (ERW), Western Bay (West Glamorgan Regional Partnership) and the Swansea Bay City Deal.

Resolved that the report be noted.

Note: Councillor M H Jones asked a question relating to the lack of Scrutiny relating to Western Bay (West Glamorgan Regional Partnership). Councillor M C Child explained that the Regional Partnership would welcome being scrutinised.

The Leader of the Council stated that he would write to the Chair asking for an update on the issue of scrutiny.

41. Annual Report 2018/19 - Director of Social Services.

The Director of Social Services submitted a report which provided his account of the Council's improvement journey to 2018-2019, and how well the Council was at meeting statutory requirements under the Social Services and Wellbeing (Wales) Act 2014.

The report also looked back at the previous year's areas for improvement, the challenges faced and sets new priorities for 2019-2020. The report tells the story of changes that have taken place within Social Services to achieve progress towards national well-being outcomes.

Resolved that the Annual Report of the Director of Social Services 2018-2019 be received and noted.

Note: Councillor P M Black asked a question relating to the response that he received in relation to Councillor Question 10. He stated that the response did not

answer his question, instead it gave details of the Council's contract with the YMCA. The YMCA are not contracted to carry out statutory assessments of young carers. He asked that the Director of Social Services provide an amended answer addressing all the points in the original question?

The Director of Social Services stated that a written response would be provided.

42. Leisure Partnerships Annual Report 2017/18.

The Investment, Regeneration & Tourism Cabinet Member submitted a report which provided information regarding the partnership operations of key facilities within the Cultural Services Portfolio.

Resolved that the report be noted.

43. Joint Appointment Committee – Swansea Bay City Deal.

The Leader of the Council submitted a report which sought to establish a Swansea Bay City Region Joint Appointments Committee to appoint a Programme Director.

Resolved that:

- 1) A Swansea Bay City Region Joint Appointments Committee be established. The Joint Committee being responsible for the appointment of a Programme Director for the Swansea Bay Region City Deal;
- 2) The Leader of the Council (Councillor R C Stewart) and Councillor J P Curtice (Non-Executive Member) be appointed to the Swansea Bay City Region Joint Appointments Committee;
- 3) The shortlisting of the applicants be delegated to the Council Leaders of the four Authorities.

44. 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 area of the Council Constitution:

- a) Part 2 - Articles of the Constitution – Article 4 “The Council Meeting”;
- b) Part 3 - Responsibility for Functions – Scheme of Delegation;
- c) Part 3 – Responsibility for Functions – Terms of Reference – Policy Development Committees (PDCs);
- d) Part 4 - Rules of Procedure – Financial Procedure Rules.

The amendments to Part 4 - Rules of Procedure – Financial Procedure Rules as outlined in Appendix A of the report were presented for information only, as the changes had already been implemented by the Monitoring Officer following

discussions with the Chief Finance Officer under Article 15 "Review and Revision of the Constitution".

The Head of Democratic Services stated that the proposed change of name of the Transformation & Future Council Policy Development Committee should read Equalities & Future Generations Policy Development Committee. The Chair and Membership of the renamed Policy Development Committee remains the same as the original body.

Resolved that:

- 1) The amendments to Part 2 - Articles of the Constitution – Article 4 "The Council Meeting" as outlined in the report be approved;
- 2) The amendments to Part 3 - Responsibility for Functions – Scheme of Delegation as outlined in the report be approved;
- 3) The amendments to Part 3 – Responsibility for Functions – Terms of Reference – Policy Development Committees (PDCs) as outlined in the report be approved;
- 4) The Chair of the Equalities & Future Generations Policy Development Committee shall be paid a Senior Salary.

45. Membership of Committees.

The Business Transformation & Performance Cabinet Member submitted a report which sought Council approval to the nominations / amendments to the membership of Council Bodies. He also added some amendments to the report.

Resolved that the membership of the Council Bodies listed below be amended as follows:

- 1) **Trustees Panel**
Remove Councillor W Evans.
Add Labour Vacancy.

46. Scrutiny Dispatches – Quarterly Impact Report.

The Chair of the Scrutiny Programme Committee submitted an information report setting out the Scrutiny Dispatches - Quarterly Impact Report.

47. Councillors' Questions.

1) **Part A 'Supplementary Questions'**

Seven (7) Part A 'Supplementary Questions' were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

Those supplementary question(s) required a written response are shown below:

Question 1. Councillor P N May asked:

“What types of evidence does the Council require in order to gain the likely prosecution of a person for fly tipping?”

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

Question 5. Councillor E W Fitzgerald asked:

“How many residents wrote in, sending their car parking tickets in as proof of purchase following them having a Parking Enforcement Ticket due to a failure to display their ticket?”

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

Question 6. Councillor A M Day asked:

- 1) *Are Council's being consulted with as a body in relation to bank branch closures?*
- 2) *How will the digitally excluded access banking services following the closure of bank branches?”*

The Care, Health & Ageing Well Cabinet Member stated a written response would be provided.

2) Part B ‘Questions not requiring Supplementary Questions’

Four (4) Part B ‘Questions not requiring Supplementary Questions’ were submitted.

The meeting ended at 6.45 pm

Chair



City and County of Swansea

Minutes of the Ceremonial Council

Council Chamber, Guildhall, Swansea

Saturday, 27 July 2019 at 10.00 am

Present: Councillor P M Black (Chair) Presided

Councillor(s)

C Anderson
J E Burtonshaw
M C Child
J P Curtice
C R Doyle
M Durke
V M Evans
C R Evans
W Evans
R Francis-Davies
S J Gallagher
L S Gibbard
D W Helliwell
T J Hennegan

Councillor(s)

C A Holley
P R Hood-Williams
O G James
Y V Jardine
M H Jones
S M Jones
L R Jones
E T Kirchner
M B Lewis
R D Lewis
W G Lewis
A S Lewis
P Lloyd
I E Mann

Councillor(s)

P M Matthews
P N May
S Pritchard
C Richards
K M Roberts
P B Smith
R V Smith
A H Stevens
R C Stewart
G J Tanner
M Thomas
D W W Thomas
T M White

Officer(s)

Huw Evans
Adam Hill

Head of Democratic Services
Deputy Chief Executive / Director of Resources

Apologies for Absence

Councillor(s): N J Davies, A M Day, P Downing, K M Griffiths, J A Hale, B Hopkins, D H Hopkins, L James, J W Jones, E J King, M A Langstone, C E Lloyd, H M Morris, C L Philpott, A Pugh, J A Raynor, B J Rowlands, W G Thomas, L J Tyler-Lloyd and L V Walton

48. Disclosures of Personal and Prejudicial Interests.

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

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

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

49. To Confer the Honorary Freedom of the City and County of Swansea to 157 (Welsh) Regiment of the Royal Logistic Corps (RLC).

The Lord Mayor welcomed the Lord Lieutenant, High Sheriff, Civic Dignitaries, Distinguished Guests, Members of the Council and the 157 (Welsh) Regiment of the Royal Logistic Corps (RLC) to the Ceremonial Meeting of Council.

The Leader of the Council referred to the meeting of Council held on 20 December 2018 whereby Council resolved to confer the Honorary Freedom of the City and County of Swansea to the 157 (Welsh) Regiment of the Royal Logistic Corps (RLC).

The 157 (Welsh) Regiment of the Royal Logistic Corps (RLC), known colloquially as The Welsh Transport Regiment has a special friendship with the people of the City and County of Swansea. The Regiment's Squadron in Swansea started life within 53rd (Welsh) Divisional Train, Army Services Corps (ACS) whose origins date back to 1912. August, 1915 saw the 53rd (Welsh) Division take part in the landings at Gallipoli where it earned praise for its part in supplying ammunition to the 160th Brigade, now 160th Infantry Brigade and HQ Wales. Following the formation of the Royal Logistic Corps on 1 April 1993, 223 (Welsh) Squadron, Royal Corps of Transport (RCT) became 223 Artillery Support Squadron RLC. The 1998 Strategic Defence Review saw 223 Artillery Support Squadron RLC become 223 Transport Squadron RLC and in 2014, 223 (West Glamorgan) Transport Squadron RLC.

It was not only the Squadron that re-organised over the years, similarly in 2007, 157 (Wales and Midland) Regiment RLC was retitled The Welsh Transport Regiment RLC which became in 2014, 157 (Welsh) Regiment RLC as we know it today.

As titles have come and gone, the people within the Regiment have remained steadfast; support from the City and County of Swansea has also remained constant, ambassadors for our Armed Forces community at large.

The Leader of the Largest Opposition Political Group, the other Political Group Leaders, the Armed Forces Councillor Champion and Councillor J E Burtonshaw spoke in support of the motion.

Resolved that the Honorary Freedom of the City and County of Swansea be conferred on the 157 (Welsh) Regiment of the Royal Logistic Corps (RLC).

The Lord Mayor then presented the 157 (Welsh) Regiment of the Royal Logistic Corps (RLC) with the Honorary Freedom Scroll, granting it the Freedom of the City and County of Swansea.

Lieutenant Colonel Marcie Madams of the 157 (Welsh) Regiment of the Royal Logistic Corps (RLC) responded by thanking the Council for the honour.

The meeting ended at 10.23 am

Chair

Agenda Item 4.



Report of the Chief Legal Officer

Council – 29 August 2019

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

The report provides an update on the responses to Questions asked during the Ordinary Meeting of Council on 25 July 2019.

For Information

1. Introduction

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

2. Responses

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

Background Papers: None

Appendices: Appendix A (Questions & Responses)

**Providing Council with Written Responses to Questions asked at Council
25 July 2019**

1.	<p>Councillor M H Jones</p> <p>In relation to Annual Report on Regional Working 2018/19</p> <p>Asked a question relating to the lack of Scrutiny relating to Western Bay (West Glamorgan Regional Partnership). Councillor M C Child explained that the Regional Partnership would welcome being scrutinised</p> <p>Response of the Leader</p> <p>Response to follow.</p>
2.	<p>Councillor P M Black</p> <p>In relation to Annual Report – Director of Social Services</p> <p>Asked a question relating to the response that he received in relation to Councillor Question 10. He stated that the response did not answer his question, instead it gave details of the Council's contract with the YMCA. The YMCA are not contracted to carry out statutory assessments of young carers. He asked that the Director of Social Services provide an amended answer addressing all the points in the original question?</p> <p>Response of the Director of Social Services</p> <p>Thank you for your question in relation to what arrangements are in place to fulfil the Council's legal obligation to assess and support young carers under the age of 18 and what does the assessment consist of? How many young carers have such an assessment in place? Please see information below:</p> <p>Children who are caring for someone are legally entitled to a carers assessment by social services. This should be a proportionate assessment based on 'what matters' to them. This assessment may be completed by social workers at the 'front door' in the Integrated Information, Advice and Assistance Team or one of the various social work teams in the Supported Care Planning Section of Child and Family Services. Further detail on the content of the assessment is provided at the bottom of this response.</p> <p>Part of the proportionate assessment will be to look at the extent to which support, preventative services, or the provision of information, advice or assistance could assist in achieving the identified outcomes. Therefore, in many cases, the young carer's outcomes are entirely appropriately met by Social Services referring them to the Council commissioned young carer project run by the YMCA.</p> <p>However, it is accepted that there are deficiencies in terms of the information we (Social Services) capture in relation to young carers. We do not have any reliable information on the number of assessments being completed. Part of the difficulty is that it is possible, and often appropriate, to combine the assessments of the carer and the cared for person.</p>

For example, where the caring responsibilities are having a significant impact on the young carer, the best way to achieve their personal outcomes is often to change the care plan of the cared for person: By increasing the support package for the cared for person, the expectations and responsibilities of the young carer are reduced. Unfortunately, our existing information management system is not able to adequately capture these sort of nuances.

Notwithstanding these shortcomings, there is good reason to believe that we are becoming better at identifying and supporting more young carers. In 2015/16, there were 29 young carers known to the Council's commissioned services compared to 93 last year. There are a number of factors for this increase, but one is likely to be the greater awareness of the issue amongst practitioners.

Child and Family Services has recently formed a working group to look at young carers. One aspect of this work is how the forthcoming change of information management system (with the introduction of WCCIS) will hopefully allow us to better capture activity regarding young carers.

Another objective of the working group is to develop best practice guidance for practitioners assessing young carers. While the guidance is not yet complete, it is clear that, as with any other assessment of care and support needs, it is important that it covers:

- their individual circumstances;
- their personal outcomes;
- any barriers to achieving those outcomes;
- any risks to them (or others) if those outcomes are not achieved; and
- their personal strengths and capabilities.

In addition, an assessment of young carers must also include some specific questions:-

- How are the caring responsibilities impacting on their development? Do they need to be considered as a child in need of care and support by virtue of s21 of the Social Services and Wellbeing Act 2014 as opposed to as a young carer?
- What outcomes do those individuals with parental responsibility for the young carer wish to see them achieve?
- Are their caring responsibilities having such an impact that it is not appropriate for the young carer to continue caring?
- For Young Carers aged over 16 and 25, are there possible changes in relation to your education, employment or training?

A draft version of the Guidance is due to be circulated for consultation with stakeholders by the end of August 2019.

It is our understanding that these issues exist across all Welsh local authorities and this has prompted targeted inspection activity by CIW to be carried out in the next few months. Any feedback from CIW on required improvements will further inform local developments.

<p>3.</p>	<p>Councillor P N May</p> <p>In relation to Councillors Question – Question 1 What types of evidence does the Council require in order to gain the likely prosecution of a person for fly tipping.</p> <p>Response of the Cabinet Member for Environment & Infrastructure Management</p> <p>Each case of criminal activity, in particular fly tipping, is dealt with uniquely, however basic evidence to start an investigation would include:</p> <ul style="list-style-type: none"> • when the offence occurred, • any witnesses, • would witness be prepared to give a statement and possibly attend court if a prosecution were to be pursued • what type of waste had been illegally tipped, • the amount of waste, • evidence in the waste to lead to the owner, • if the owner of the waste can be traced, details of who took their waste away, • how much they paid, • details of the vehicle used to remove their waste, • would the owner of the waste be prepared to make a witness statement that they gave waste to a third party. <p>It is complicated, as each case is different.</p> <p>It would then be down to our legal department to decide if there is enough evidence to proceed with a prosecution in court.</p>
<p>4.</p>	<p>Councillor E W Fitzgerald</p> <p>In relation to Councillors Question – Question 5 How many residents wrote in, sending their car parking tickets in as proof of purchase following them having a Parking Enforcement Ticket due to a failure to display their ticket.</p> <p>Response of the Cabinet Member for Environment & Infrastructure Management</p> <p>The current parking management software does not enable a report to be obtained with information on how many appeals have been received due to failure to display a ticket correctly, when proof has been supplied of a valid pay and display ticket. However, we are currently in discussion with the software supplier to see if amendments can be made to separately identify these cases, which will allow this information to be easily identified to provide statistics in future.</p>

5.

Councillor A M Day

In relation to Councillors Question – Question 6

1. Are Council's being consulted with as a body in relation to bank branch closures.
2. What effect do bank branch closures have on digital inclusion?

Response of the Cabinet Member for Care, Health & Ageing Well

I very much regret that Councils are not consulted on bank closures, these are very much commercial decisions taken by banks and like you I am not sure that they truly appreciate the wider ramifications on communities. As I indicated in my previous answer, the Council offers a wide number of channels for payment, some of which are digital, and some not, fully recognising that digital exclusion could otherwise occur.

The Council does not hold data on the direct effects of bank decisions but it is clearly likely that some residents will be digitally excluded as a result of those commercial decisions.



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Archwilydd Cyffredinol Cymru
Auditor General for Wales

Audit of Financial Statements Report – **City and County of Swansea**

Audit year: 2018-19

Date issued: August 2019

Document reference: 1427A2019-20

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000.

The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at

infoofficer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The team who delivered the work comprised Anthony Veale, Jason Garcia, David Williams and the City and County of Swansea audit team.

Contents

The Auditor General intends to issue an unqualified audit report on your financial statements. There are some issues to report to you prior to their approval.

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Summary report

Introduction

- 1 The Auditor General is responsible for providing an opinion on whether the financial statements give a true and fair view of the financial position of the City and County of Swansea (the Council) and the City and County of Swansea Group (the Group) at 31 March 2019 and its income and expenditure for the year then ended.
- 2 We do not try to obtain absolute assurance that the financial statements are correctly stated, but adopt the concept of materiality. In planning and conducting the audit, we seek to identify material misstatements in your financial statements, namely, those that might result in a reader of the accounts being misled.
- 3 The quantitative levels at which we judge such misstatements to be material for the City and County of Swansea is £8.6 million. Whether an item is judged to be material can also be affected by certain qualitative issues such as legal and regulatory requirements and political sensitivity. We have defined both senior officer remuneration and related party disclosures as material by nature and have applied lower levels of materiality to these disclosures.
- 4 International Standard on Auditing (ISA) 260 requires us to report certain matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action.
- 5 This report sets out for consideration the matters arising from the audit of the financial statements of City and County of Swansea (including its Group), for 2018-19, that require reporting under ISA 260.
- 6 A separate report will be issued in respect of the City and County of Swansea Pension Fund which will be presented to the Pension Fund Committee meeting on 12 September 2019.

Status of the audit

- 7 We received the draft financial statements for the year ended 31 March 2019 on 20 May 2019, 14 days prior to the agreed deadline of 3 June 2019 and have now substantially completed our audit work.
- 8 We are reporting to you the more significant issues arising from the audit, which we believe you must consider prior to approval of the financial statements. The audit team has already discussed these issues with the Chief Finance Officer. Prior to its finalisation, this report was presented to the Council's Audit Committee on the 13th August 2019.

Proposed audit report

- 9 It is the Auditor General's intention to issue an unqualified audit report on the financial statements once you have provided us with a Letter of Representation based on that set out in [Appendix 1](#).
- 10 The proposed audit report is set out in [Appendix 2](#).

Significant issues arising from the audit

Uncorrected misstatements

- 11 One misstatement was identified in the financial statements which has been discussed with management, but management have chosen not to adjust. We do not consider this to be material to our audit opinion.
- 12 The adjustment relates to the correct classification of long and short term borrowing as disclosed in the balance sheet and supporting notes. A journal totalling £1.7m to correct this misstatement has not been processed. Management have confirmed that this will be corrected in the 2019-20 financial year.
- 13 Whilst auditing standards require us to request that this is corrected, we accept managements view that given the very tight timescale for closure of the audit. A statement explaining the rationale for choosing not to amend has been included in the Letter of Representation in [Appendix 1](#).

Corrected misstatements

- 14 There are misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process. They are set out with explanations in [Appendix 3](#).

Other significant issues arising from the audit

- 15 In the course of the audit, we consider a number of matters both qualitative and quantitative relating to the accounts and report any significant issues arising to you:
 - **We have no concerns about the qualitative aspects of your accounting practices and financial reporting.**

As was the case last year, we found the financial statements were compiled to a good standard. We found the information provided to be relevant, reliable, comparable, material and easy to understand. We concluded that accounting policies and estimates are appropriate and financial statement disclosures unbiased, fair and clear.

For 2018-19, the statutory deadline for producing the financial statements was 15 June 2019. By 2020-21 this deadline will be revised to 31 May. In completing the 2018-19 draft financial statements by 20 May 2019, the Council is already delivering their accounts well ahead of the future deadline. We are aware of the significant challenges delivering to earlier deadlines places on Council staff. As noted above, the delivery to these earlier deadlines has been achieved without any impact on the quality of the draft statements or the supporting documentation we have been provided. As such Council officers should be commended for this excellent achievement.

- **We did not encounter any significant difficulties during the audit.**

We generally received information in a timely and helpful manner and were not restricted in our work.

- **There was one significant matter discussed and corresponded upon with management which we need to report to you.**

Additional pension liability

In December 2018, the Court of Appeal ruled against the Government, holding the changes made to pension schemes discriminated against a group of public officers on the grounds of age. The changes surrounded a move from a final salary to a career average basis. On 27 June 2019, the Supreme Court denied the Government's application for leave to appeal the decision. This series of events is referred to as the McCloud judgement.

This judgement impacts on many public sector pension schemes and all of these schemes have had to consider the impact of this judgement on their 2018-19 financial statement disclosures. Where the impact has been considered to be material in value, amendments to the financial statements have been made.

The cost of providing a remedy to affected employees is likely to be significant. We have concluded that the McCloud judgement gives rise to a past service cost and liability within the scope of accounting for pensions within local authorities which should be accounted for as an increased liability where a reasonable estimate can be made.

The Council's actuary assessed the financial impact of this legal judgement as £26 million. The impact on the financial statements is an increase in gross expenditure in the Comprehensive Income and Expenditure Statement and an increase in long-term liabilities in the Balance Sheet. It also impacted on a number of other notes in the financial statements but had no impact on usable reserves. The actuary also provided a further assessment of the impact on the pension liability in respect of the Guaranteed Minimum Pension. This assessment further increased the pension liability by £6 million. The Council has made an adjustment of £32 million which is referenced within [Appendix 3](#) of this report.

- **There are no other matters significant to the oversight of the financial reporting process that we need to report to you.**
- **We did not identify any material weaknesses in your internal controls, but we have identified some areas for improvement.**

During 2018-19 the Council has continued to make progress in improving its arrangements for capital accounting. However, there are several areas where further work is required in 2019-20. We also identified some areas for improvement in the preparation of the Annual Governance Statement and the annual completion of declaration of interest forms by senior officers.

[Appendix 4](#) sets out our detailed findings and recommendations.

- **There are not any other matters specifically required by auditing standards to be communicated to those charged with governance.**

Recommendations arising from our 2018-19 financial audit work

- 16 The recommendations arising from our financial audit work are set out in [Appendix 4](#). Management has responded to them and we will follow up progress on them during next year's audit. Where any actions are outstanding, we will continue to monitor progress and report it to you in next year's report.

Independence and objectivity

- 17 As part of the finalisation process, we are required to provide you with representations concerning our independence.
- 18 We have complied with ethical standards and in our professional judgment, we are independent, and our objectivity is not compromised. There are no relationships between the Wales Audit Office and City and County of Swansea (and the Group) that we consider to bear on our objectivity and independence.

Appendix 1

Final Letter of Representation

Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

29 August 2019

Representations regarding the 2018-19 financial statements

This letter is provided in connection with your audit of the financial statements of City and County of Swansea and City and County of Swansea Group for the year ended 31 March 2019 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

Management representations

Responsibilities

We have fulfilled our responsibilities for:

- the preparation of the financial statements in accordance with legislative requirements and CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom UK 2018-19; in particular the financial statements give a true and fair view in accordance therewith; and
- the design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

Information provided

We have provided you with:

- Full access to:
 - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;
 - additional information that you have requested from us for the purpose of the audit; and

- unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- Our knowledge of fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
- Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- The identity of all related parties and all the related party relationships and transactions of which we are aware.

Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

All contingent liabilities have been identified and properly assessed. Contingent liabilities are considered to be not material to the financial statements.

The financial statements are free of material misstatements, including omissions. The effect of one uncorrected misstatement identified during the audit is immaterial to the financial statements taken as a whole. The adjustment of £1.7m relates to the correct classification of long and short term borrowing as disclosed in the balance sheet and supporting notes. This will be corrected in the 2019-20 financial year.

Representations by the City and County of Swansea

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by Members of the City and County of Swansea on 29 August 2019.

We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Chief Finance Officer (S151 Officer)

Date: 29 August 2019

Signed by:

Chair of the Council – signed on behalf
of those charged with governance

Date: 29 August 2019

Appendix 2

Proposed audit report of the Auditor General to the City and County of Swansea

The independent auditor's report of the Auditor General for Wales to the members of City and County of Swansea

Report on the audit of the financial statements

Opinion

I have audited the financial statements of:

- City and County of Swansea; and
- City and County of Swansea Group

for the year ended 31 March 2019 under the Public Audit (Wales) Act 2004.

The City and County of Swansea's financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Movement on the Housing Revenue Account Statement and the Housing Revenue Account Income and Expenditure Statement and the related notes, including a summary of significant accounting policies.

The City and County of Swansea's Group financial statements comprise the Group Movement in Reserves Statement, the Group Comprehensive Income and Expenditure Statement, the Group Balance Sheet and the Group Cash Flow Statement and the related notes, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and the Code of Practice on Local Authority Accounting in the United Kingdom 2018-19 based on International Financial Reporting Standards (IFRSs).

In my opinion the financial statements:

- give a true and fair view of the financial position of City and County of Swansea and City and County of Swansea Group as at 31 March 2019 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with legislative requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2018-19.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the council and its group in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the responsible financial officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Council's or group's ability to continue to adopt the going concern basis of accounting for a period of at least 12 months from the date when the financial statements are authorised for issue.

Other information

The responsible financial officer is responsible for the other information in the statement of accounts. The other information comprises the Narrative Report and Annual Governance statement included in the financial statements. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated later in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

Report on other requirements

Opinion on other matters

In my opinion, based on the work undertaken in the course of my audit:

- the information contained in the Narrative Report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Narrative Report has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018-19; and
- the information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and the Governance Statement has been prepared in accordance with guidance.

Matters on which I report by exception

In the light of the knowledge and understanding of the council and the group and its environment obtained in the course of the audit, I have not identified material misstatements in the Narrative Report or the Governance Statement.

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- proper accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of City and County of Swansea and City and County of Swansea Group in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

Responsibilities

Responsibilities of the responsible financial officer for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts, the responsible financial officer is responsible for the preparation of the statement of accounts, including City and County of Swansea's Group financial statements, which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of statements of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the statement of accounts, the responsible financial officer is responsible for assessing the council's and group's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Anthony J Barrett
For and on behalf of the Auditor General for Wales
30 August 2019

24 Cathedral Road
Cardiff
CF11 9LJ

Appendix 3

Summary of corrections made to the draft financial statements which should be drawn to the attention of the City and County of Swansea

During our audit we identified the following misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

Exhibit 1: summary of corrections made to the draft financial statements

Value of correction	Nature of correction
£32,310,000	Pension Fund Liability - Various The pension liability figure was increased by £32,310,000 on the advice of the actuary to reflect the estimated impact of the McCloud judgement on pension fund age discrimination and the Guaranteed Minimum Pension adjustment. These adjustments increased gross expenditure in the Comprehensive Income and Expenditure Statement and increased long term liabilities in the Balance Sheet. It had no impact on usable reserves.
£73,570,000	Post-Employment Benefits - Note 34 - Page 122 The reversal of net charges made to the surplus or deficit on Provision of Services for post-employment benefits line within the table was updated to correctly reflect the movement in the reserves statement. This adjustment had been correctly processed on the ledger but was not reflected in the statement of accounts and therefore had no impact on usable reserves.
£32,908,000	Short Term Debtors - Note 18 – classification adjustment – page 95 Other receivable amounts of £32,908,000 were incorrectly classified as prepayments. There was no overall impact on the net assets of the Council.
£5,500,000	Liquidity Risk – Note 38 – classification adjustment – page 138 Loans outstanding between 2 and 5 years at 31 March 2018 were incorrectly classified. There was no overall impact on the net worth of the Council.
£3,105,000	Liquidity Risk – Note 38 – Various – Page 138 Loans outstanding for less than one year at 31 March 2019 were increased by £3,105,000 to correctly state the year end position. Smaller corrections were also made to loans outstanding between 2 and 5 years, 5 and 10 years and

Value of correction	Nature of correction
	more than 10 years. There was no overall impact on the net worth of the council.
£3,193,000	<p>Financial liabilities – Note 17 – Various – Page 92</p> <p>The carrying amount and fair value of long-term creditors at 31 March 2019 were corrected to correctly state the year end position. There was no overall impact on the net worth of the Council</p>
Narrative disclosure in Annual Governance Statement	There were some narrative adjustments made to the Annual Governance Statement included in the Council's financial statements.
Various presentational amendments	<p>Various other minor presentational amendments were made to the draft financial statements.</p> <p>These included an amendment to pension disclosure of the Chief Education Officer in the remuneration report and enhanced disclosure of the change in MRP policy.</p> <p>There was no overall impact on the net expenditure or net assets of the Council.</p>

Appendix 4

Recommendations arising from our 2018-19 financial audit work

We set out all the recommendations arising from our audit with management's response to them. We will follow up these next year and include any outstanding issues in next year's audit report:

Exhibit 2: Matter arising 1

Matter arising 1 – Capital Accounting	
Findings	<p>During 2018-19, the Council has continued to make progress in improving its arrangements for capital accounting. However, there are some areas where further work is required in 2019-20 including:</p> <ul style="list-style-type: none">• the Council is unable to fully reconcile its Revaluation Reserve to the net historical cost of its assets.• the Council's asset registers are spreadsheet based which takes significant officer time to maintain. A more efficient approach to capital accounting would help to streamline the production of the Council's financial statements.
Recommendation	<p>The Council needs to continue to improve its capital accounting arrangements in 2019-20 in the above areas.</p>
Benefits of implementing the recommendation	<p>Implementation of the recommendation would improve capital accounting arrangements.</p>
Accepted in full by management	<p>Yes</p>
Management response	<p>There is an accepted need to strengthen further still a number of aspects of capital accounting as set out above. The findings are accepted and steps will be taken to address these where practicable and proportionate to do so. The Council is looking to implement Oracle Fusion ERP which the Council thinks will give a better technical ICT solution that can help automate the Council's asset registers.</p>
Implementation date	<p>2020/21</p>

Exhibit 3: Matter arising 2

Matter arising 2 – Preparation of the Annual Governance Statement	
Findings	On receipt of the draft financial statements, the Annual Governance Statement was not fully completed. The Internal Audit and Audit Committee sections were blank. The Council has also been refining its processes for producing its annual governance statement over the last couple of years and improvements have been made. However, a further improvement would be to incorporate a member of the audit committee as an observer onto the governance group. This would give audit committee members an independent form of assurance as to the ongoing work being carried out during the year to produce the annual governance statement.
Recommendations	The Annual Governance Statement needs to be fully completed at the same time as the draft financial statements. A member of the audit committee should be invited to join the governance group as an observer.
Benefits of implementing the recommendation	Implementation of the recommendation would improve the reporting of governance arrangements and help to facilitate early closure.
Accepted in full by management	Yes
Management response	Due to the timings of the Internal Audit Annual Report and the Audit Committee Annual Reports the Annual Governance Report was unable to be finalised at the same time as the draft financial statements. All efforts will be made to incorporate any assurance at the time of submission. The recommendation relating to the governance group is accepted and will add an additional layer of assurance to the governance arrangements.
Implementation date	Immediate

Exhibit 4: Matter arising 3

Matter arising 3 – Declaration of Interests	
Findings	We identified that senior officers are not required to complete a declaration of interest form on an annual basis. Officers are only required to update their declaration of interest form following a change in circumstances. Eleven officers had not initially submitted a form in 2018-19.
Recommendation	We recommend that Senior Officers are required to complete a declaration of interest form on an annual basis even if they have no disclosures to be made.
Benefits of implementing the recommendation	Implementation of the recommendation would improve internal controls and ensure that any conflicts of interest that should arise can be actively managed.
Accepted in full by management	Yes
Management response	The Head of Democratic Services will monitor to ensure that all senior officers submit a declaration of interest form even where a nil declaration is to be submitted.
Implementation date	Immediate.

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Agenda Item 10.



Report of the Section 151 Officer

Council – 29 August 2019

Statement of Accounts 2018/19

Purpose:	The Council is required to approve the 2018/19 accounts on or before 15 th September 2019.
Policy Framework:	Budget and Accounts 2018/19.
Consultation:	Legal, Finance and Access to Services.
Recommendation(s):	1) It is recommended that the 2018/19 Statement of Accounts in Appendix A be approved.
Report Author:	Amanda Thomas
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Catherine Window

1. Introduction

1.1 The Statement of Accounts for the year 2018/19 is attached in Appendix A and is recommended to Council for approval.

2. Timetable for completion and audit of the 2018/19 accounts

2.1 The key dates in relation to the 2018/19 accounts process are as follows:-

20 th May 2019	The draft Statement of Accounts was completed and certified by the Section 151 Officer in line with the requirements of the Accounts and Audit Regulations.
13 th August 2019	Audit Committee has reviewed the draft Statement of Accounts and the draft Auditor's

	report.
29 th August 2019	Council is asked to formally approve the 2018/19 Statement of Accounts.
15 th September 2019	Statutory date for the completion of the external audit of the Statement of Accounts.

3. Changes to the format and content of the Statement of Accounts

3.1 There are no major changes to the format and content of the 2018/19 Statement of Accounts.

4. Financial Implications

4.1 There are no direct financial implications arising from this report.

5. Legal Implications

5.1 There are no legal implications associated with this report.

6. Equalities and Engagement Implications

6.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Our Equality Impact Assessment process ensures that we have paid due regard to the above.

6.2 There are no equality and engagement issues associated with this report; any relevant items within the budget for the past three years have been subject to the Equality Impact Assessment process.

Background Papers: None

Appendices: Statement of Accounts given as an Appendix to the Council Agenda.

Agenda Item 11.



Report of the Cabinet Member for Care, Health & Ageing Well

Council — 29 August 2019

Application for Designation of Swansea Within the World Health Organisation (WHO) European Healthy Cities Network Phase VII

Purpose:	To inform the Council about the opportunity to apply for designation within Phase VII of the WHO European Healthy Cities Network, the goals and benefits of the programme and the application requirements
Policy Framework:	Local Well Being Plan/The Well being of Future Generations Act (Wales) 2015 – this is referred to as the Policy Framework in other reports for Council about the Well Being Plan – rather than Plan itself)
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) the Council supports the application by the Council for the City of Swansea to be designated as a member of the WHO European Healthy Cities Network under Phase VII
Report Author:	Sharon Miller /Joanne Portwood
Finance Officer:	Paul Roach
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The World Health Organisation (WHO) European Healthy Cities Network has been in place since 1988, and is currently taking applications for its seventh phase. The aim of the Network is to address the growing health challenges in cities by using best public health practice, learning from

previous experience of other cities within the Network and showing evidence.

1.2 There are four overarching action elements whatever the phase:

- Action to address the determinants of health, equity in health and the principles of health for all
- Action to integrate and promote European and global public health priorities
- Action to put health on social and political agenda of cities
- Action to promote good governance and integrated planning for health.

1.3 Healthy Cities provide active leadership in implementing WHO strategies at urban and local levels. They have the potential to provide essential public health leadership and create the preconditions for healthier living. Further, in times of economic downturns, city governments have a key role to play as guardians of the health needs of the people who are most vulnerable and socially disadvantaged.

1.4 This is an opportunity for Swansea to apply for designation to continue as part of the Network. Swansea has been a designated city during Phase V and Phase VI and it is a requirement to have a resolution from Council as a part of this application.

2. Healthy City Network Phase VII

2.1 There are three overarching goals for Phase VII, namely

- Goal 1 – Fostering health and well-being for all and reducing health inequities
- Goal 2 – Leading by example nationally, regionally and globally
- Goal 3 – Supporting implementation WHO strategic priorities

2.2 There are six core theme for Phase VII based on the Copenhagen Consensus of Mayors:-

- Investing in the people who make up our cities;
- designing urban places that improve health and well-being;
- fostering greater participation and partnerships for health and well-being;
- improving community prosperity and access to common goods and services;
- promoting peace and security through inclusive societies; and
- protecting the planet from degradation, including through sustainable consumption and production.

For each of the core themes, highly relevant priority areas are set out in the table below. These core themes are interdependent.

Core themes					
People	Place	Participation	Prosperity	Peace	Planet
Highly relevant priority issues					
Healthy early years	Healthy places and settings	Healthy older people	Community resilience	Healthy urban planning and design	Climate change mitigation and adaptation
Healthy older people	Integrated planning for health	Reduced vulnerability	Healthy older people	Health as a Bridge for Peace	Protected biodiversity
Reduced vulnerability	Healthy transport	Increased physical activity	Mental health and well-being	Violence and injury prevention	Waste, water and sanitation
Mental health and wellbeing	Green spaces	Transformed service delivery	Healthy housing and regeneration	Human security	Health promoting and sustainable municipal policies
Revitalized public health capacity	Energy and healthy	Health literacy	Integrated planning for health	Health security	
Healthy diet and weight		Culture and health	Indicators of health and well-being	Mental health and well-being	
Reduced harmful use of alcohol			Transformed economic models		
Tobacco control			Ethical investment		
Human capital			Universal social protection		
Social trust and capital			Commercial determinants of health		

2.3 Despite improving life expectancy there are considerable and increasing gaps between the most and least deprived areas. The life expectancy gap stands at 12 years for men and seven years for women. The gaps for Healthy Life Expectancy and Disability Free Life Expectancy are greater at 22.9 years and 17 years respectively for

males, and 14 years and 13 years for females. Regrettably, these gaps are amongst the worst in Wales.

2.4 These priorities for the European programme reflect local priorities in Swansea, particularly those of the Council and its anti-poverty programme (Tackling Poverty Strategy for Swansea 2017 – 2020) and there is significant support from other agencies for such an application from Swansea. As well as the anti-poverty agenda, the Health City programme and its aims align strongly with and support delivery of the Council's Prevention Strategy for Swansea 2018-20. It also supports;

- The Local Well Being Plan as developed by Swansea Public Service Board.
- The priorities as set out by the Swansea Bay University Health Board Director of Public Health There will be 3 key strategic areas of focus and objectives:
 - Children and young people – maximising children's potential and achieving optimal health and well being outcomes.
 - Reducing the burden of disease – through using a needs based approach with targeted interventions where appropriate, based on defined need.
 - Supporting the development of resilient communities – through partnership working and co-production with communities, using an assets based approach.

2.5 The programme aligns with the Future Generations and Well Being Act (Wales) 2015 and supports both the five ways of working and the well-being objectives.

2.6 Partners involved in the Healthy City programme, to date, include Swansea Bay University Health Board, Swansea Council, Swansea University, Swansea Council for Voluntary Services, South Wales Police and the Mid and West Wales Fire and Rescue Service. For Phase V11 it is proposed that the Public Service Board will oversee the programme supported by a new agency Healthy City Steering Group.

2.7 The following list outlines the 13 specific requirements for cities to be members of the WHO European Healthy Cities Network in Phase VII.

1. **Sustained local support.** Cities must have sustained local governmental support as well as support from key decision-makers (stakeholders) across sectors for the Healthy Cities principles and goals. Cities must submit with their applications a letter of commitment from their mayor or lead politician, together with a council resolution supporting the city's participation in Phase VII and a commitment to partnership with different stakeholders.
2. **Coordinator and steering group.** Cities must have a full-time coordinator (or equivalent) who is fluent in English, and

administrative and technical support for their initiative. Cities must also have a steering group involving political and executive-level decision-makers from the key sectors necessary to ensure delivery of the requirements for Phase VII.

3. **City health profile.** City health profiles provide invaluable insight into the factors that influence the health of citizens and the degree of health inequality within a city. All cities must prepare a city health profile. For new members, this may be prepared as a new report for the city in accordance with the WHO guidance for city health profiling. Cities that have prepared a profile in the past must produce an updated version for this phase. Profiles should actively inform city-based planning processes and indicate changes in health within the city. In Phase VII, cities should ensure that their health profiles focus as much attention as possible on inequalities in health and the health of vulnerable groups.
4. **Phase VII analysis.** Cities must apply the Phase VII lens to make an initial assessment of their local situation in relation to the goals and core themes of Phase VII. The situation analysis should be 2–3 pages long. This will identify major health and well-being challenges and opportunities at the city level, and provide the basis for identifying and assigning priority issues for Phase VII.
5. **City statement.** Cities must make a statement on how they will benefit from being a member of the Network.
6. **Integrated planning for health and well-being.** To implement the goals and core themes of Phase VII, cities must work systematically through processes that support the creation of a comprehensive vision for health, and that use integrated ways of planning that involve different sectors. Cities must demonstrate progress on integrated strategic planning related to the Phase VII core themes. This may comprise a city health development plan, a city policy and strategy for health and well-being, or equivalent document(s). These plans are strategy documents that present a comprehensive picture of a city's specific and systematic efforts to develop health, its vision and values, and a strategy to achieve this vision. They draw on the contribution of the numerous statutory and non-statutory sectors and agencies whose policies and activities influence health. As such, they provide a process and framework for Phase VII at the local level.
7. **Health-promoting, equitable and sustainable local development.** To implement the goals and core themes of Phase VII, cities must work systematically through processes that support the creation of a comprehensive local system for health and well-being using a whole-of-city approach. Cities must demonstrate a commitment to health and well-being in their overall strategic development. This may involve the inclusion of health and well-being in a city development plan, a city economic development strategy or equivalent

document(s). These plans are strategy documents that present a comprehensive picture of a city's development that includes the dimension of health and well-being, its vision and values, and a strategy to achieve this vision. They draw on the contribution of the numerous statutory and non-statutory sectors and agencies whose policies and activities influence urban development.

8. **Partnership.** Cities must work in and strengthen partnerships as the testing ground for developing knowledge, tools and expertise on the Phase VII goals and core themes. This will require developing and implementing programmes of action in relation to the core themes. Cities must also participate in the wider work of the Network and its thematic subnetworks, and contribute to disseminating knowledge and products.
9. **Capacity-building.** Cities must create and invest in learning environments for individuals, politicians and organizations to achieve the Phase VII goals and core themes. This should focus on developing city leadership and diplomacy for health and well-being; facilitating intersectoral work through whole-of-city and whole-of society approaches; and measuring and monitoring health and its determinants.
10. **Attendance at Network meetings and other relevant WHO meetings.** Cities must make an executive and political commitment that the project coordinator and nominated politician will attend meetings and conferences of the Network. At each meeting, the city should be represented by at least the coordinator and politician responsible.
11. **Attendance at meetings of mayors.** Cities should ensure that their mayor (or leading politician) attends any meetings of mayors or politicians held during Phase VII.
12. **Participation in networking activities.** Cities should participate in various networking activities, actively support the national network and participate in at least one thematic subnetwork. Cities must be connected to the internet and have access to teleconferencing and WebEx videoconferencing.
13. **Monitoring and evaluation mechanisms.** Cities must have monitoring and evaluation mechanisms that enable the ongoing assessment of progress and annual reporting to WHO. Cities must also have an annual plan for activities based on achieving progress on all Phase VII core themes; complete the annual reporting template; and participate in any external evaluation processes WHO initiates.

2.8 Partner agencies in Swansea were extremely pleased to have received

Healthy City status during Phase V and Phase VI. Improvement in health and wellbeing and a reduction in the inequalities that exist are recognized as long term goals. The benefits that have been realized in a relatively short space of time have been outlined in Appendix one.

2.9 Application for Phase VII would facilitate a renewed commitment to the Healthy City Programme and its aims. As part of WHO leadership for Phase VII, an implementation package is being developed to support cities. The package will comprise guidance and tools as well as services aimed at advancing the capacity of cities to understand and implement the strategic aims within their own localities.

2.10 Reflecting on the experience of Phase V and VI membership the following have been identified as key areas to address going forward. The Healthy City designation would be used to support the Public Service Board in its implementation of the agreed Local Well Being Plan through:-

- Using the **networking opportunity** across the UK/ Europe to directly contribute to and learn from best practice – apply to areas within the wider well-being plan
- Accelerating programmes to improve **health literacy** in the population - increasing community participation and ownership
- Facilitating a **health inequality lens** to other partnership and agency work being undertaken
- Continuing the work on **Early Years** and the Best Start as a delivery vehicle for the PSB e.g. for promoting the natural environment through outdoor play
- Establishing a particular **health and culture work** stream which would look to maximise work identified through the bid for the UK City of Culture
- Improving and embedding the relationship of access to **green space and health**, emphasising and equalising access to quality green environments
- Continuing to promote **smoke free Swansea**

2.11 Swansea has submitted a formal expression of interest to the WHO and is now seeking to make a formal application. Following application, there is an assessment process, and if successful, then an offer of designation will be made.

3. Equality and Engagement Implications

3.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.

- Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process will ensure that we have paid due regard to the above.

- 3.2 The report itself does not have any equality implications, although the implementation of the next phase of the programme will have equality implications. Assuming the report is approved by Council, the programme will adhere to the Council's equality processes and undertake a full EIA at the start of the process.

4. Financial Implications

- 4.1 There is a requirement to make an annual financial contribution to the Phase VII programme. In Phase V and Phase VI this amounted to £4,000 per annum and was split 50/50 between the Health Board and Swansea Council. It is anticipated that Phase VII would involve a similar amount, and the agreement to split costs 50/50 with the Health Board remains. There will be a cost associated with attendance at Network meetings, though this cannot be calculated at this stage. It is assumed that existing staff will conduct the work programme and that the work will add value and build upon existing programmes within the different strategic partnership initiatives already in place across Swansea. Shared costs will be met from existing budgets.

- 4.2 Whilst there are limited and containable immediate financial implications arising from this report, acceptance of this proposed application for Healthy City designation will further embed and reinforce the wider obligations and requirements on the authority as set out in section 2.8. Acceptance of the report does not mean that additional resources will be made available and it should be assumed that future spending needs will need to be contained within existing budget provision as set out in section 4.1 and furthermore also have full and due regard to the likely heavily constrained resources available to the authority in future.

5. Legal Implications

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

Background Papers: None

Appendices: Appendix 1 - Previous achievements through the Healthy City Programme in Swansea.

Appendix 1

Achievements – Section 1: Partnership working to put Health in All Policies

Extensive programme of capacity building and raising awareness across partner agencies with over 250 stakeholders briefed on the social model of health, the inequalities that currently exist and the need to reduce these.	Included four major workshops on improving health (three supported by the Institute of Health Equity) Training on Healthy Urban Planning Two year partnership with UCL Marmot team
Single Integrated Plan agreed on framework of with six population outcomes based on the evidence base for reducing health inequality. Early Years adopted as one of the four wellbeing objectives in the well-being plan.	Population outcomes measures are based on the six recommendations on how to effectively reduce health inequalities as set out by the institute of Health Equity. Supported by the development of primary and secondary driver diagrams.
Development of an integrated impact assessment tool	Assessment of a number of policies for their impact on health and well being with recommendations made to improve the final policy Recognition of the tool in the European Compendium of good practice Recommendation of the tool to the Future Generations and Well Being Team
Creation and Dissemination of the Healthy City Directory which incorporates over 400 voluntary sector organisations	Healthy City Directory widely signposted to within Swansea particularly by GP practices and Cluster networks as part of the social model of health
Attendance by Political Lead and Healthy City Co-ordinators at five international healthy city conferences with shared learning and dissemination of abstracts form European good practice.	See Appendix 2

Achievements – Section 2: Programmes in action

Tobacco Control Swansea – development and agreement of a partnership Tobacco Control Strategy	Smoke free homes (ASH Award) playgrounds and beaches. Launch of smoke free school gates.
Early Years	Early Year Strategy agreed City wide 'Best Start Campaign – positive parenting Pilot early years worker within primary care cluster – Penderi
Healthy Nightlife	Help point established saving Ambulance call outs

	<p>Creation of a drop off point with safety and behaviour messaging</p> <p>Achievement of the purple flag status</p>
Healthy University	<p>Membership of UK healthy University network, wide range of projects and initiatives each linked to the Healthy City Phase VI core themes.</p>
Creating An Active and Healthy Swansea – strategy and action plan agreed	<p>Partnership work on a range of initiatives, including future of food project.</p> <p>Introduction of Community led Active Schools Programme (CLASP) with resulting HAPPEN network incorporating multi agency primary school network to share learning and implement initiatives on physical activity and nutrition.</p>
Community Voice Programme	<p>Six community voice projects established attracting funding from the Big Lottery (720k) with 10 citizen groups established, over 330 citizens receiving training and 25 decision making bodies having direct citizen engagement. This includes patient and carer forums for each of the cluster networks in Swansea.</p>

Achievements – Section 3: Gaining and sharing learning on a wider basis

Founding member city of UK Healthy City network
Delegation hosted from South Korea
Presentation to Belfast on Early Years work 2016
Case studies presented at a number of international healthy city technical and business conferences. Most recently PECS Hungary March 2017 on Early Years and Belfast 2018 Narrowing the Gap in Speech and Language and Communication Skills in Readiness for School; A Call to Arms - using the 2017 Director of Public Health's Annual Report to raise awareness of local health literacy and how it can affect health outcomes; The HAPPEN Wales Primary School Network – Health & Attainment of Pupils in a Primary Education Network
Healthy City programme included in the Annual Charter Celebration Conference “Networks and Partnerships: Wales Collaborating for Global Health” on the 27 th of March 2017 Cardiff.
Range of media (newspapers and television) coverage on Health Inequalities, Smoke Free beaches, Early Years work, Smoke Free Schools and Purple Flag.
Partnership with Belfast on health literacy training 2018

Agenda Item 12.



Report of the Head of Democratic Services

Council - 29 August 2019

Democratic Services Committee Annual Report 2018-2019 (24 May 2018 – 8 May 2019)

Purpose:	To provide the Democratic Services Committee Annual Report 2018-2019 for the period 24 May 2018 to 8 May 2019. The report outlines the work of the Committee during that period.
Report Author:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar
For Information	

1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 required each Principal Council to establish a Democratic Services Committee. The Annual Meeting of Council held on 24 May 2012 originally established the Democratic Services Committee.
- 1.2 Councillor P M Black was originally elected Chair of the Democratic Services Committee at the Annual Meeting of Council on 19 May 2016 and has been re-elected annually ever since.
- 1.3 The Democratic Services Committee is serviced by the Head of Democratic Services, Huw Evans.
- 1.4 The Democratic Services Annual Report is attached as **Appendix A**.

2. Equality and Engagement Implications

- 2.1 There are no equality and engagement implications associated with this report.

3. Financial Implications

3.1 There are no financial implications associated with this report.

4. Legal Implications

4.1 There are no legal implications other than those set out in the body of the report.

Background Papers: None.

Appendices:

Appendix A - Democratic Services Committee Annual Report 2018-2019
(24 May 2018 to 8 May 2019)

**Democratic Services Committee Annual Report 2018-2019
(24 May 2018 to 8 May 2019)**

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1	Foreword by the Chair of the Democratic Services Committee
2	Membership of the Democratic Services Committee
3	Dates of the Democratic Services Committee Meetings
4	Democratic Services Committee - Terms of Reference
5	Activities of the Democratic Services Committee
6	Democratic Services Team 24 May 2018 to 8 May 2019
7	Governance
8	General Information

1. Foreword by the Chair of the Democratic Services Committee

- 1.1 During 2018-2019, the Democratic Services Committee focussed its work on Social Media, Councillor Safety and a Review of Councillors' Broadband and Telephone, ICT and Mobile Phone Allowances - May 2017 & Beyond.
- 1.2 The "Social Media - Guidance" was shared with Councillors and it is hoped that this will allow greater use of these platforms by Councillors in order to engage with the public. The ready flow of information, allows Councillors to update their constituents quickly and easily.
- 1.3 The safety of Politicians generally has been an area of concern throughout the UK. This led to the Head of Democratic Services putting together useful guidance for Councillors in order to ensure that they understand the potential risks and the actions that they can take to reduce them.
- 1.4 This has been a busy period for the Democratic Services Committee. I would like to extend my thanks and appreciation to the Committee for their time, dedication and support.
- 1.5 A number of officers have helped considerably with the work of the Committee. In particular, I would like to thank Huw Evans, Head of Democratic Services, Allison Lowe, Democratic Services Officer and the Democratic Services Team for their support and professionalism.

Councillor P M Black
Chair of Democratic Services Committee

2. Membership of the Democratic Services Committee

2.1 The membership of the Democratic Services Committee for the period 24 May 2018 to 8 May 2019:

Councillor	Councillor
Peter Black (Chair)	Wendy G Lewis (Vice Chair)
Nick J Davies	Sam Pritchard
Mike Durke	Brigitte J Rowlands
Louise S Gibbard	Gloria J Tanner
Joe A Hale	Linda J Tyler-Lloyd
Susan M Jones	Lesley V Walton
Erika T Kirchner	

3. Dates of the Democratic Services Committee Meetings

3.1 The Democratic Services Committee met on these dates during 2018-2019:

31 July 2018	29 January 2019
6 November 2018	

4. Democratic Services Committee - Terms of Reference

4.1 The remit of the Democratic Services Committee is set out in **Section 11 of the Local Government (Wales) Measure 2011** and is to:

4.2 Exercise the function of the local authority under section 8(1)(a) Local Government (Wales) Measure 2011 (designation of Head of Democratic Services).

4.3 Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions, including:

- a) Achievement of the Welsh Local Government Association's (WLGA) Member Support and Development Charter;
- b) Councillor Training;
- c) Improvements and innovations such as electronic voting, web casting etc.

4.4 Make reports and recommendations to the authority in relation to such provision.

4.5 It is for a Democratic Services Committee to determine how to exercise those functions.

4.6 To determine whether or not the Councillors period of family absence should be cancelled in accordance with Regulation 34 of the Local Government (Wales) Measure 2011.

4.7 To determine whether or not to withhold a Councillor's Remuneration should they fail to return following a period of family absence on the date specified in the notice provided.

5. Activities of the Democratic Services Committee

5.1 During the municipal year 2018-2019 the Democratic Services Committee has undertaken a range of activities. The activities are listed below together with a brief synopsis of the work.

5.2 Democratic Services Annual Report 2017-2018.

5.2.1 The Head of Democratic Services presented the Democratic Services Annual Report 2017-2018 which outlined the work of the Committee during that period.

5.3 Review of Councillors' Broadband and Telephone, ICT and Mobile Phone Allowances - May 2017 & Beyond

5.3.1 The Committee considered the above policy prior to its submission to Cabinet, and suggested various changes in order to modernise and update it and make it easier for Councillors and Co-opted Members to read.

5.4 Social Media - A Guide for Members - WLGA First Draft

5.4.1 The Committee considered a report circulated by the Welsh Local Government Association (WLGA) seeking their comments on their Draft Social Media - A Guide for Members. Relevant comments were fed back to the WLGA and incorporated. The guide has subsequently been published on line and the link circulated to all Councillors.

5.5 Independent Remuneration Panel for Wales (IRPW) - Draft Annual Report 2019-2020 - Consultation

5.5.1 The Committee considered the draft Annual Report published by the Independent Remuneration Panel for Wales and provided a draft response, which was considered by Council prior to submission to the IRPW.

5.6 Personal Safety for Councillors

5.6.1 The Committee were provided with guidance on issues of Personal Safety and Lone Working in relation to their role as Councillors. This was shared with all Councillors.

6. Democratic Services Team 24 May 2018 - 08 May 2019

6.1 The Team Structure for Democratic Services and Scrutiny for the period 2018-2019 are set out below. The Posts are all 1 Full Time Equivalent (fte) unless otherwise stated.

6.2 Democratic Services Team

Job Title	Officer Name
Head of Democratic Services	Huw Evans
Democratic Services Officer (0.5 fte)	Samantha Woon
Democratic Services Officer (0.5 fte)	Kate Jones
Democratic Services Officer	Gareth Borsden
Democratic Services Officer	Jeremy Parkhouse
Democratic Services Officer	Allison Lowe
Democratic Services Support Officer	Caroline Davies
Democratic Services Administrative Assistant	Karen Thomas
Democratic Services Support Assistant	Diane Clatworthy

6.3 Scrutiny Team

Job Title	Officer Name
Scrutiny Team Leader	Brij Madahar
Scrutiny Officer	Michelle Roberts
Scrutiny Officer	Liz Jordan
Scrutiny Officer	Bethan Hopkins
Scrutiny Research Officer (0.6 fte)	Selma Abdalla

7. Governance

- 7.1 The Head of Democratic Services is content with the good work of the Committee during this term. Some significant work has been done, which should ensure clarity, ease and safety to the Councillors and the Co-opted Members.

8. General Information

- 8.1 The Democratic Services Committee is keen to see members of the public attending its Meetings. With the exception of confidential items, all business is held in public. All of the public papers are published online www.swansea.gov.uk/democracy
- 8.2 Further information can be provided by Democratic Services: Democratic.Services@swansea.gov.uk or on 01792 636923

Agenda Item 13.



Report of the Cabinet Member for Business Transformation & Performance

Council – 29 August 2019

Membership of Committees

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

1. Introduction

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

2. Changes to Council Body Membership

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

Equalities & Future Generations PDC

Remove Councillors J E Burtonshaw & M B Lewis
Add Councillors P K Jones & M Sherwood

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: None

Appendices: None

Agenda Item 14.



Council – 29 August 2019

Councillors' Questions

Part A – Supplementaries

1	<p>Councillors Peter Black, Mary Jones & Susan Jones</p> <p>Can the Cabinet Member provide an update on the move to a Housing First model for homeless people?</p> <p>Response of the Cabinet Member for Homes & Energy</p> <p>A key objective of the Council's Homelessness Strategy (2018-2022) is to provide a robust response to the need for rough sleeping. The delivery of a high quality Housing First model is a key component of this, providing accommodation for people who are homeless, often with high level and complex needs. A core principle of Housing First is that any person identified for the programme is assisted to move straight into their own self-contained accommodation, and offered intensive support based on their individual needs. The aim is to end the cycle of homelessness, promote the development of independent life skills, build resilience, and help social inclusion.</p> <p>Following a procurement exercise a provider has been appointed for the pilot which seeks to assist up to 20 individuals at any one time. The contract is to run for 3 years until 31st July 2022 and the successful candidate is The Wallich Clifford Community, known as the Wallich.</p> <p>The Wallich are currently commencing the recruitment of suitable candidates to work on the project, to be in post by the end of September/early October.</p>
2	<p>Councillors Chris Holley, Graham Thomas & Peter Black</p> <p>Will the Cabinet Member tell Council what is the current number of council properties that are being planned to be built this year. What is the projected cost per property?</p> <p>Response of the Cabinet Member for Homes & Energy</p> <p>The approved More Homes Development Plan details the Council's ambitions to increase the much needed supply of the affordable housing in Swansea. This will be achieved by a variety of means including property acquisitions in addition to the construction of new Council homes.</p> <p>There are currently 2 new build schemes scheduled for completion this financial year 2019/20. The Parc yr Helig scheme, which is 16 properties, is due for completion in full this year. Colliers Way phase 2, which is 18</p>

	<p>properties, is progressing with an anticipated completion of 10 properties this year.</p> <p>Therefore, the anticipated number of Council properties completed this financial year is 26.</p> <p>The individual property costs will vary between sites depending on factors such as property sizes, the presence / specification of renewable technologies and site-specific costs.</p> <p>The property costs for Parc Y Helig are as follows:</p> <p>Build cost per unit - £108,483</p> <p>Renewables per unit - £25,981 (Grant Funded)</p> <p>In addition this particular site has above average 'abnormal' costs of £66,418 per unit.</p> <p>These include:</p> <ul style="list-style-type: none"> - External Works - Significant retaining walls over 5m high - Landscaping - Substantial cut & fill due to sloping site (in excess of 5,000 M³ of soil being displaced) - Diversion and relocation underground of overhead power cables - Attenuation works to surface water drainage <p>The individual property costs for Colliers Way phase 2 are not yet available. These are currently being calculated taking into account site-specific costs.</p> <p>Following completion of the Welsh Housing Quality Standard programme of works to existing Council homes, it is anticipated the More Homes programme will be accelerated into the next decade to meet the ever-growing demand for affordable housing.</p>
3	<p>Councillors Jeff Jones, Mike Day & Cheryl Philpott</p> <p>There is widespread public concern over any plans to develop housing in Home Farm, which is an integral and historical part of Singleton Park. I understand that it has been agreed that a working group be formed to look at possible options. Can the Cabinet Member give some indication as to the makeup of the working group, the meeting timescales and the implication on relocating the services presently using Home Farm?</p> <p>Response of the Cabinet Member for Business Transformation & Performance</p> <p>As discussed at Council, the Cabinet Member and Leader have committed to setting up a cross Council working group which will include all parties plus Ward Member representatives. This will be supported by officers from Corporate Property, Planning and Parks. Other attendees may be "co-opted" as necessary. The first meeting will be arranged early in September to</p>

	<p>ensure maximum representation with the intention that the group will conclude prior to the end of the calendar year.</p>
4	<p>Councillors Chris Holley, Mary Jones & Jeff Jones</p> <p>What is the time scale for the work on the Kingsway to be finished, and what are the additional costs incurred with the appointment of a new contractor.</p> <p>Response of the Cabinet Member for Environment & Infrastructure Management</p> <p>Considerable efforts have been made to ensure that work has continued on the Kingsway site, despite the original contractor, Dawnus going into administration. The Swansea Highway Partnership, has been used to progress the works, whilst discussions are ongoing with the contractor, placed second in the original contract tender process.</p> <p>A completion date for the project can only be developed once the contractor's original tender programme has been altered to reflect the works already undertaken by Dawnus, agreed remedial works, progress to date made by the Swansea Highways Partnership, any potential compensation events and revised supply chain implications.</p> <p>As you will appreciate this is a rather complex situation to resolve, good progress has been made to date and I will advise further on completion of the review and negotiation.</p> <p>At present, our best indications are that the amount paid to Dawnus, SHP, together with the revised tender sum from the proposed new contractor does not exceed the approved budget. However, this does not reflect any potential Compensation Events that may arise as the works progress.</p> <p>The cost of correcting any defective works, undertaken by Dawnus will eventually be claimed against the bond that was taken out at the start of the scheme.</p> <p>A key priority of the phasing for the remaining works is to ensure that Kingsway is available for the Christmas parade and we are confident that this will be achieved.</p>
	<p>Part B – No Supplementaries</p>
5	<p>Councillors Irene Mann & Peter May</p> <p>There has been a documented admission that there has been a mistake in applying the Council's new policy H9 on HMOs.</p> <p>The application in question was: "2019/0474/FUL, Change of use from residential (Class C3) to a 3 bedroom HMO for 3 people (Class C4), 35 Crymlyn Street Port Tennant Swansea SA1 8NX."</p>

	<p>The error was that the Planning Department's calculation had produced an incorrect concentration percentage which was below the allowable threshold. The result was wrongly granted permission was given to create an HMO from a family home.</p> <p>a. Was legal advice sought to reverse the decision and if so, what was it b. Is the Council open to challenge as a result of this error c. How is public confidence going to be restored that any future decisions by the Planning Department will be based on robust and defensible calculations</p> <p>Response of the Cabinet Member for Delivery</p> <p>5a: Yes, legal advice was sought but the contents of any legal advice is privileged and so cannot be in the public domain.</p> <p>5b: This has been the subject of confidential legal advice.</p> <p>5c: Each application is determined on the basis of the published information available at the time. The Council is in the process of preparing Supplementary Planning Guidance which will provide further clarification on the interpretation of Policy H9 of the Local Development Plan.</p>
6	<p>Councillors Jeff Jones, Susan Jones & Chris Holley</p> <p>With regards to the announcement that funding for the City Deal has been agreed in principal and subject to terms and conditions, can the Leader give some indication of the level and timescale for the funding and the implications this will have for the proposed sums the Authority will have to borrow in order to take the City Deal forward.</p> <p>Response of the Leader</p> <p>As I referred to at last Council, it is indeed very pleasing to receive such positive news that our city centre projects are making the fastest progress under the City Deal.</p> <p>The timing of the terms and conditions and release of grant rests with Ministers and then the Joint Committee but I continue to press for early release of funding for advanced schemes like ours . The overall scale of ambition and broad funding package was set out fully in the report to Cabinet last November.</p> <p>A revised and fully updated report is due to come back to Cabinet within the next month or so. This will address the latest on the overall likely capital cost, future capital receipts, revenue costs and income, capital grant terms and conditions and how the always planned significant borrowing will be ultimately afforded.</p> <p>Following the decision to change the MRP policy at Council last December I do expect the overall package to be materially cheaper to afford than previously reported.</p>

7	<p>Councillors Mary Jones, Lynda James & Jeff Jones</p> <p>Will the Cabinet Member tell Council how many Pay and Display machines are currently not working to their full capacity (eg only accept coins not cards and vice versa) and what is the timescale for any repairs.</p> <p>Response of the Cabinet Member for Environment & Infrastructure Management</p> <p>The Council currently has 77 Pay and Display Machines installed throughout its car parks. All of these machines accept coins and 33 have card readers, however at present 21 of these card readers are not working.</p> <p>We are unable to repair the card readers as the manufacturer no longer supports these and spare parts are no longer available. The Council has looked into replacing the card readers on all its machines but due to the cost of carrying out this work and the fact that the five year lease on the machines has now expired we have gone out to tender to replace the 75 of the older leased machines with new.</p> <p>These new machines will all be fitted with the latest card readers (which will have maintenance support) and contactless card readers. Once we have the tenders returned Officers will evaluate the cost difference between taking a new five year lease of new equipment or purchasing the existing machines out of the lease and upgrading the card readers. It is anticipated that all the machines will either be replaced or have the new card payment equipment installed by the end of the year.</p>
8	<p>Councillors Mary Jones, Susan Jones & Mike Day</p> <p>Can the Cabinet Member confirm if there is any costs to schools that have been involved in the Rights Respecting Schools Award scheme.</p> <p>Response of the Cabinet Member for Education Improvement, Learning & Skills</p> <p>Previously schools have paid for Rights Respecting Schools Assessments. Swansea Council currently has a service level agreement with UNICEF whereby the Life Stages Team pay £6,000 annually for UNICEF to train, shadow and verify our assessments. Currently this removes the charge for assessment to schools as they are carried out by Council staff and a number of head teachers. Discussions are on-going on a future sustainable model.</p>