



# Mumbles

Community Council

Committee Members: Ruth Cronin, Pamela Erasmus, Rebecca Fogarty, Gareth Ford, Ed Hall, Richard Jarvis, Sara Keeton & Carrie Townsend Jones

You are **SUMMONED** to a **MEETING** of the **ENVIRONMENTAL WELL-BEING COMMITTEE** of Mumbles Community Council to be held on Monday, 7 June 2021 at 6pm via Zoom

Steve Heydon  
Clerk to the Council  
Dated 2 June 2021

## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes of the Last meeting**
- 4. Action Points from last meeting**
- 5. Environmental Officer's Report**
- 6. Planting for Schools – To agree Briefing**
- 7. Free Wooden Bodyboards**
- 8. Mumbles in Bloom - Update**
- 9. Green Underhill**
- 10. SMUGS Project Steering/Operational Groups Report**
- 11. Cleansing – Report from Mark Thomas**
- 12. Programme of Litter Picks / Volunteer Days**
- 13. Budget Monitoring Report**
- 14. Items for JEC/social media/Website**
- 15. Review of the Committee Structure of the Council** – report produced by Paul Egan, Deputy Chief Executive of One Voice Wales

**MINUTES** of the **ENVIRONMENTAL WELL-BEING COMMITTEE MEETING** of Mumbles Community Council held on Monday, 10 May 2021 at 6 pm via Zoom

**EV.21.060 Present:**

Councillors: Pam Erasmus, Rebecca Fogarty, Ed Hall, Richard Jarvis, Sara Keeton & Carrie Townsend Jones

**EV.21.061 Apologies:**

Councillor: Gareth Ford  
Members: Ruth Cronin

**EV.21.062 In attendance**

Mr Steve Heydon (Clerk)  
Mx Jasmine Weedon (Environmental Engagement Officer)

**EV.21.063 Declarations of Interest**

None.

**EV.21.064 Minutes of the Meeting held on 7 April 2021**

**RESOLVED** that these be accepted as a true record.

**EV.21.065 Outstanding Action Points**

**JASMINE** to submit article for website and social media on gift of foxgloves from Lower Norton Allotment Association. RF suggested we link it to the previous awarding of a grant to the association.

**JASMINE** to Investigate MCC acting as a broker for Woodlands Trust Saplings/Natural Hedge

**STEVE** to set-up a meeting with Swansea Council, Carrie & Sara to represent MCC.

**EV.21.066 The Junction Blackpill – Development of Site**

Deferred to next meeting

**ACTION POINT** – Steve to chase Santander for latest news on Blackpill Hub.

**AGREED** to investigate providing a covered bike rack.

**AGREED** to investigate recycling of bamboo coffee cups.

**AGREED** to investigate placing a recyclable litter bin.

**ACTION POINT** – Steve to set-up site visit with Swansea Council and Andrew to discuss issues of bike routes, bike racks and provision of a recycle bin.

**EV.21.067 Report on appointment of the Environmental Officer**

Chair welcomed Jasmine who started in the role. Matt Green will be joining us at the end of June.

**EV.21.068 Planting for Schools**

Suggestions:

- User-friendly guide to groups of plants – e.g., native UK species
- Plants with different sensory plants, e.g., rosemary/lavender – smell, plants which encourage butterflies. Bee-friendly perennials.
- Have clear expectation of schools as recipients of MCC-funding.

**ACTION POINT** – Jasmine to produce materials.

**EV.21.069 Public Toilets Working Group – Survey Results**

Results were discussed.

**ACTION** – Public toilets Working Group to reconvene.

**EV.21.070 Big Skips Proposal**

Swansea Council refuse to put skips in because they feel it discourages recycling. Other Town/Community Councils asked expressed similar

**RECOMMEND** that we do not provide a big skip.

**EV.21.071 Mumbles in Bloom – Update**

Suggested the following categories this year:

- Back gardens
- Kerb appeal
- Wildflower
- Edible growing
- Commercial
- Most bio-diverse (identify species) – need to explain what that means in this context.
- Best year-round garden

First stage - Residents to send in photos. Keep it going until the end of September.

**ACTION** – Jasmine to produce guidance and liaise with Claire to publicise.

**ACTION** - Jasmine to investigate ways of seeing wildlife activity in gardens.

**EV.21.072 Green Underhill**

Environmental Report on Underhill has been completed.

**ACTION** – Steve to send to committee

**ACTION** – Jasmine to look at report

**EV.21.073 SMUGS Project Steering/Operational Groups Report**

Meetings are being held this week.

**EV.21.074 Cleansing – Report from Mark Thomas**

SLA – no progress as SC have not got the resources to do additional hours we require. Chair awaiting clarification from Mark Thomas.

**EV.21.075 Programme of Litter Picks**

**ACTION** – Jasmine to set up a list of monthly litter picks.

**EV.21.076 Budget Monitoring Report – Year End**

Defer to next month when final report will be ready.

**EV.21.077 Items for JEC/Social Media/Website**

As above.

**Meeting Closed at 7.30 pm**

**ACTION POINTS** from the **ENVIRONMENTAL WELL-BEING COMMITTEE MEETING** of Mumbles Community Council held on Wednesday, 10 May 2021 at 6 pm via Zoom

<b>1.</b>	<b>JASMINE</b> to submit article for website and social media on gift of foxgloves from Lower Norton Allotment Association. RF suggested we link it to the previous awarding of a grant to the association.	
<b>2.</b>	<b>JASMINE</b> to Investigate MCC acting as a broker for Woodlands Trust Saplings/Natural Hedge	
<b>3.</b>	<b>Steve</b> to set-up a meeting with Swansea Council, Carrie & Sara to represent MCC.	
<b>4.</b>	<b>Steve</b> to chase Santander for latest news on Blackpill Hub.	
<b>5.</b>	<b>Steve</b> to set-up site visit with Swansea Council and Andrew (the Junction) to discuss issues of bike routes, bike racks and provision of a recycle bin.	
<b>6.</b>	<b>Jasmine</b> to produce materials for Planting for Schools	
<b>7.</b>	<b>Jasmine</b> to produce guidance for Mumbles in Bloom and liaise with Claire to publicise.	
<b>8.</b>	<b>Jasmine</b> to investigate ways of seeing wildlife activity in gardens.	
<b>9.</b>	<b>Steve</b> to send Underhill Report to committee	
<b>10.</b>	<b>Jasmine</b> to look at Underhill Report	
<b>11.</b>	<b>Jasmine</b> to set up a list of monthly litter picks.	

## **Environmental Engagement officer report: May 2021**

### Summary:

In May a number of environmental projects have progressed, including plans for water fountains, schools outreach trips and a rescheduled climate emergency meeting. Initial site surveys were conducted at the SMUGS site. A volunteering day was also carried out at Jubilee garden. This month Jasmine Weedon started work as the new Environmental Engagement Officer.



### **Jubilee Garden**

This month we successfully ran the first volunteering day of the summer. Volunteers helped to clear the paths in Jubilee garden and weed the site. The benches and paths are now more accessible, and further volunteering days are being plans. The planted beds have grown well, and a good number of pollinators were seen on the site.



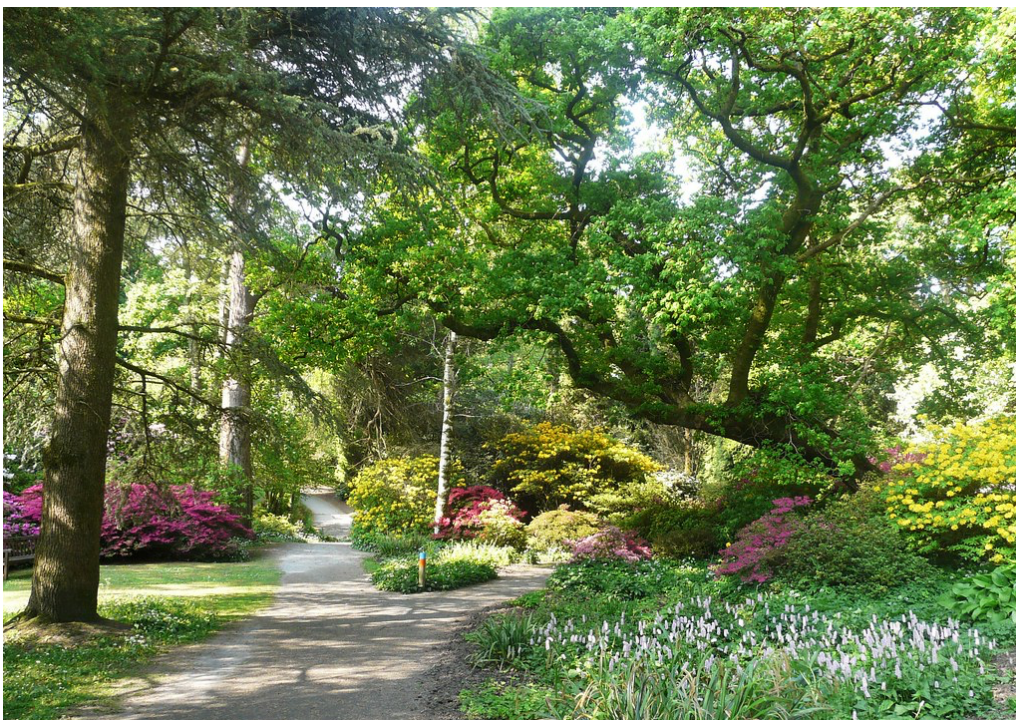
Photo of the site following the volunteering day.



Bees seen on flowers in Jubilee Garden.

## **Water fountains**

Initial site visits were carried out at Clyne gardens and Oystermouth castle. Dennis at Ripples has also been contacted, with the potential to set up a water fountain near the mumbles cycle and foot path.



Clyne gardens, the water fountain is proposed along the main path, near to the bathrooms' water supply. Source: <https://www.flickr.com/photos/lesmontsdore/5732807331/>

## Work with schools

Within the school planting project, a guide for schools is being designed to advise which types of plants we recommend would be beneficial to plant on school grounds.

Alongside this, schools visits to the SMUGS site and other green spaces in the mumbles are in the initial planning stage. We have confirmation from Swansea University that they will allow us to borrow some supporting equipment for this outreach, including camera traps and quadrats for interactive site sampling. Schools across the mumbles will be contacted shortly to discuss their availability and how trips can tie in to their current curriculum subjects.



Quadrat for plant sampling,  
[fineartamerica.com](http://fineartamerica.com)



Hedgehog tunnel, [www.gardenersworld.com](http://www.gardenersworld.com).



Photo of a fox taken with a camera trap.  
<https://www.nationaltrust.org.uk/prior-park-landscape-garden/features/nighttime-wildlife>



## **SMUGS**

Dr Deborah Sazer from Sazer Ecology carried out the initial ecological surveys at the SMUGS site to determine which species are present, and inform our future management decisions. She will be carrying out a follow up survey in early July, following this we will be able to begin volunteer management work.

## **Social media**

This month the mumbles community council environmental page was successfully used to promote our volunteering day at Jubilee garden. An acknowledgement post for the Norton foxgloves is also being written for upload onto the environmental pages on the website and on Facebook.



## **Climate emergency meeting**

Initial research and planning is being carried out to reschedule the climate emergency meeting that was planned for last year. We hope to run this as a hybrid event, with some attendees in the Ostreme hall, alongside offering live attendance online.





**Outline Energy & Renewable/ LZC  
Appraisal**

**Changing Rooms and Community Café,  
Underhill Park,  
Mumbles, Swansea.**

9<sup>th</sup> April 2021



# Quality Management

Issue/ Revision	Issue 1	Revision 1	Revision 2	Revision 3
Remarks	First issue			
Date	09/04/2021			
Prepared by	G Davies			
Signed				
Reviewed by	G Forwood			
Signed by				
Project Number	663			



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## **1.0 EXECUTIVE SUMMARY**

- 1.1 This report outlines the sustainable consideration appropriate to the project at Underhill park, Mumbles, which could be incorporated into the building design and construction to minimise energy demand, energy use and resultant carbon dioxide emissions.
- 1.2 The proposed development should target meeting the energy demand as efficiently as possible through passive design measures and fabric energy efficiency improvements as the main component of the energy design strategy, prior to detailed assessment and application of any renewable energy or Low/Zero Carbon energy system.
- 1.3 This report only provides an outline appraisal of factors which should be further considered during detailed/ technical design and no energy modelling or simulation has been undertaken as part of this exercise.

## 2.0 INTRODUCTION

- 2.1 RedSix have been commissioned to prepare an outline appraisal of energy reduction and renewable/ LZC systems for the proposed development at Underhill Park, Mumbles.
- 2.2 This report presents the outcome of this appraisal and outlines the features that may be incorporated into the design proposals which aim to reduce the energy demand, energy use, resultant carbon dioxide emissions and therefore environmental impact of the scheme.

## THE PROPOSED DEVELOPMENT

- 2.6 The application site is found at Underhill Park, Newton Road, Newton, SA3 4QU and comprises the refurbishment of existing changing rooms and construction of an extension to provide a café / community room, new shower / changing rooms, first aid room, plant room and secure storage areas.

It is assumed that the proposed development will be designed and constructed to operate with a high level of energy efficiency and consequently result in lower levels of carbon production, when compared to a 'business as usual' building constructed to current Building Regulations.



Aerial view front elevation and Seating Area (Huw Griffiths Architects Drawing no HG.18.23-HG-A-P21)

### 3.0 FABRIC EFFICIENCY MEASURES

- 3.1 The Energy Hierarchy adopts a set of principles to guide design development and decisions regarding energy, balanced with the need to optimise environmental and economic benefits.
- 3.2 Consequently, a key stage in the energy strategy for any proposed development is the consideration of fabric energy efficiency measures to ensure that the base energy demand and CO<sub>2</sub> emissions is minimized as far as practically possible.
- 3.3 In order to ensure the proposed development complies with current (2014) Building Regulations and improves upon the baseline compliance threshold, a reduction in specific fabric measures to make the building more energy efficient should be considered within the proposed scheme design.
- 3.4 Any refurbishment works to the existing changing rooms should look to improve on the thermal characteristics of the building, for both external fabric elements and internal components. Improvements to achieve substantial reductions in energy demand are potentially unlikely given their spatial implications, however any improvement would provide some benefit.
- 3.5 The new building/extension could provide an excellent opportunity to deliver a highly thermally efficient structure, which would provide a direct reduction in operational energy demand.
- 3.6 The following table includes an example of key fabric design improvements to reduce emissions and energy demand, which could be incorporated into the design of the project (please note the feasibility of these u-values depends on the construction type/method selected)

Key Fabric Elements		Improvement over Part L2a 2014 minimum values
External walls	0.21 W/m <sup>2</sup> k	40.00%
Ground Floor	0.20 W/m <sup>2</sup> k	20.00%
Roof	0.18 W/m <sup>2</sup> k	28.00%
New Glazing Parameters		
u-values	1.4 W/m <sup>2</sup> k	36.36%
Air Permeability		
5 m <sup>3</sup> /hr.m <sup>2</sup> @50Pa		50.00%

- 3.7 In relation to the refurbishment works, existing air leakage paths could be carried identified and minimised to avoiding further heat losses. This could range from draught proofing/sealing existing doors and openings to the full replacement of windows and

doors with thermally efficient alternatives, in conjunction with air tightness improvements from potential external fabric treatments.

For the new extension works, construction to best practice air tightness levels (or better) would provide a reduction in operation energy demand. Consideration should be given to achieving an air permeability figure which minimises heat loss but does not dictate the need for mechanical ventilation (3 to 5 m<sup>3</sup>/hr.m<sup>2</sup>@50Pa).

## 4.0 LZC TECHNOLOGIES ASSESSMENT

- 4.1 An initial appraisal of feasible renewable energy sources has been carried out and the results are detailed below. The renewable energy feasibility study for the proposed development has assessed the use of solar thermal collectors, biomass heating, ground/air source heat pumps, wind turbines and photovoltaic modules.

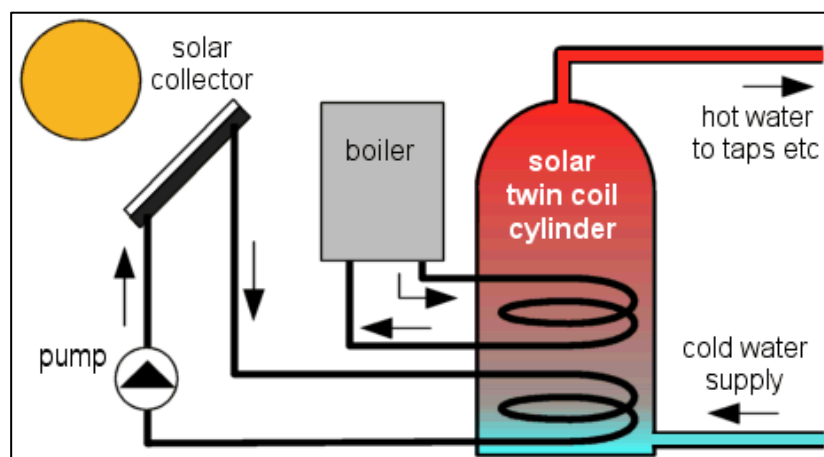
### WIND TURBINE GENERATORS

- 4.2 Given the relatively exposed nature of the site, energy generation through small wind turbine could be technically feasible, however its application and potential energy and CO<sub>2</sub> savings are likely to be far less than those associated with the systems described above. The installation of a wind turbine may also have an implication on the approved planning application.

### SOLAR WATER

- 4.3 Solar thermal panels are used to produce hot water and consist of roof mounted collector panels that make use of heat energy from the sun to heat water circulating in a closed loop. Usually this heat is then transferred via a heat exchanger into a hot water storage tank that is also heated by a gas or other boiler.

- 4.4 Two main types of solar water heating system are used in the UK; flat plate collectors and evacuated glass heat tubes. Flat plate collectors circulate water around a black coloured receiver plate that is heated



by direct sunlight and to some extent by indirect light; heat being retained by a thermally glazed panel above. Evacuated glass heat tubes are more efficient, particularly in the UK, as they can work more effectively at low solar radiation levels. They are however, more expensive than flat plate collectors. They consist of rows of

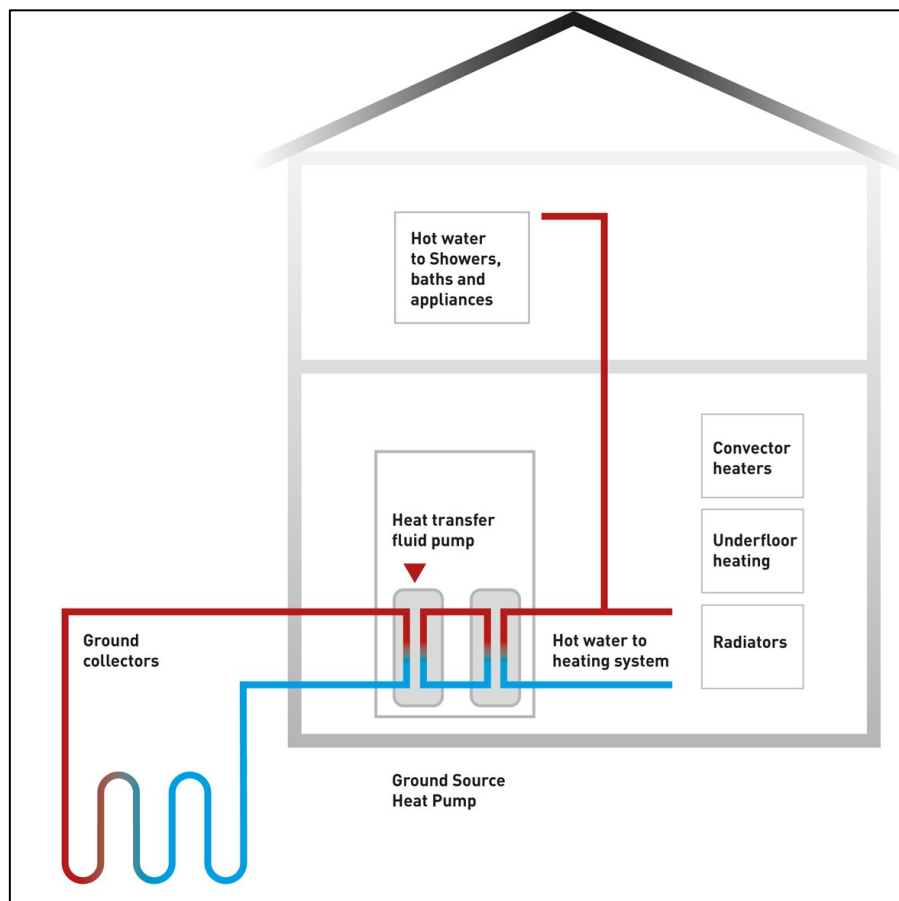


parallel transparent glass tubes, each containing an absorber tube which converts the sunlight into heat energy.

- 4.5 At the proposed development solar hot water linked to a dedicated hot water cylinder should be considered feasible, particularly in regard to the provision of hot water for shower use and its potential ability to offset the grid-energy required to provide this large demand.

#### GROUND SOURCE HEATING

- 4.6 Ground source heat pumps (GSHP) extract heat from the ground. GSHPs work on the principle that the below ground temperature is more constant compared to above ground. In the winter months, the below-ground temperature is warmer than above ground and the heat carrier fluid circulating within the absorber pipes absorbs the heat. This heat energy is then raised by a compressor (using the compression cycle) and through a heat exchanger, distributed via a low temperature distribution system such as under floor heating, to satisfy a proportion of space heating requirements. GSHP systems are not suitable for satisfying high temperature hot water demands.

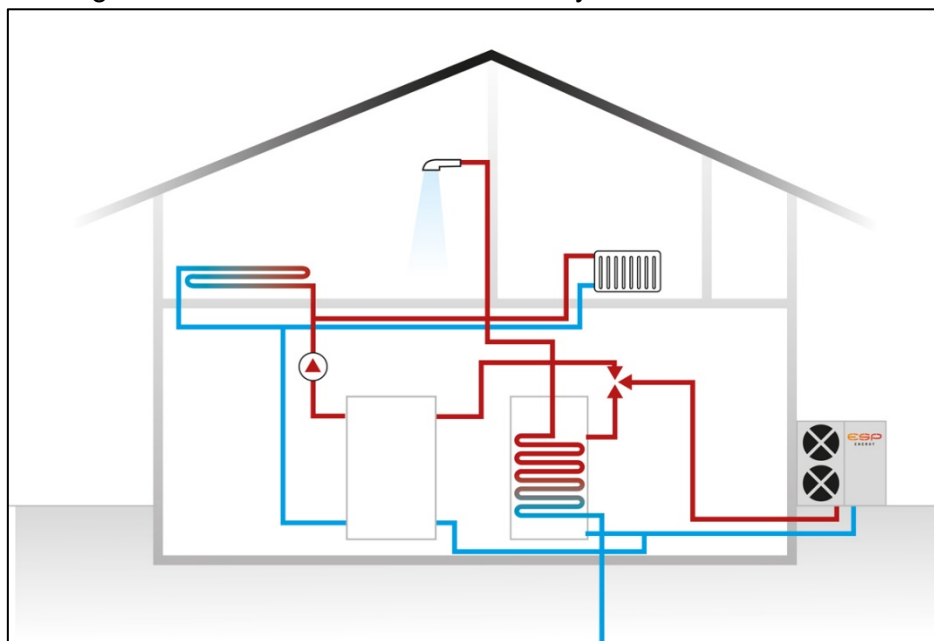


- 4.7 In the summer months, the below-ground temperature is colder than above ground and heat carrier fluid circulating within the buried pipes rejects building heat. This heat rejecting capacity is then raised by a compressor (using the compression cycle), and through a heat exchanger, is then distributed via a chilled water distribution system to satisfy a proportion of space cooling requirements.

- 4.8 There are a number of configurations for GSHP systems, however the installation of a vertical collector system or horizontal collector system is not considered technically feasible for the project, given the restricted areas available for their installation.
- 4.9 Given the site location, using a GSHP system is technically feasible given the quantity of land available, however the financial feasibility of such a system may prove prohibitive, particularly when an ASHP system provides a more flexible and cost-effective alternative.

#### AIR SOURCE HEATING

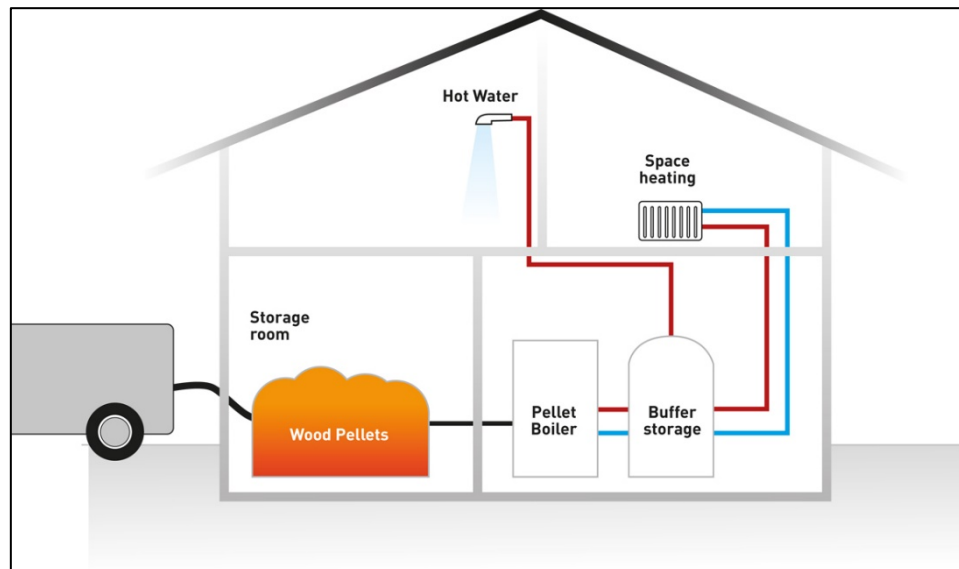
- 4.10 Air source heat pumps (ASHPs) utilise the outside air as a heat source or heat sink. Heat can be used to warm water for radiators or underfloor heating systems, or to warm the air within a dwelling. ASHPs work on a similar principle to a fridge, which extracts heat from its inside. An evaporator coil mounted outside absorbs or expels the heat; a compressor unit then drives refrigerant through the heat pump and compresses it to the right level to suit the heat distribution system.



- 4.11 ASHP could provide a suitable means of providing low-carbon heating & hot water to the building. The hot water generation could also be coupled with Solar Thermal system to further improve carbon emissions and reduce running costs. Careful consideration would also be required in relation to integrating the external ASHP units within the final design.

## BIOMASS

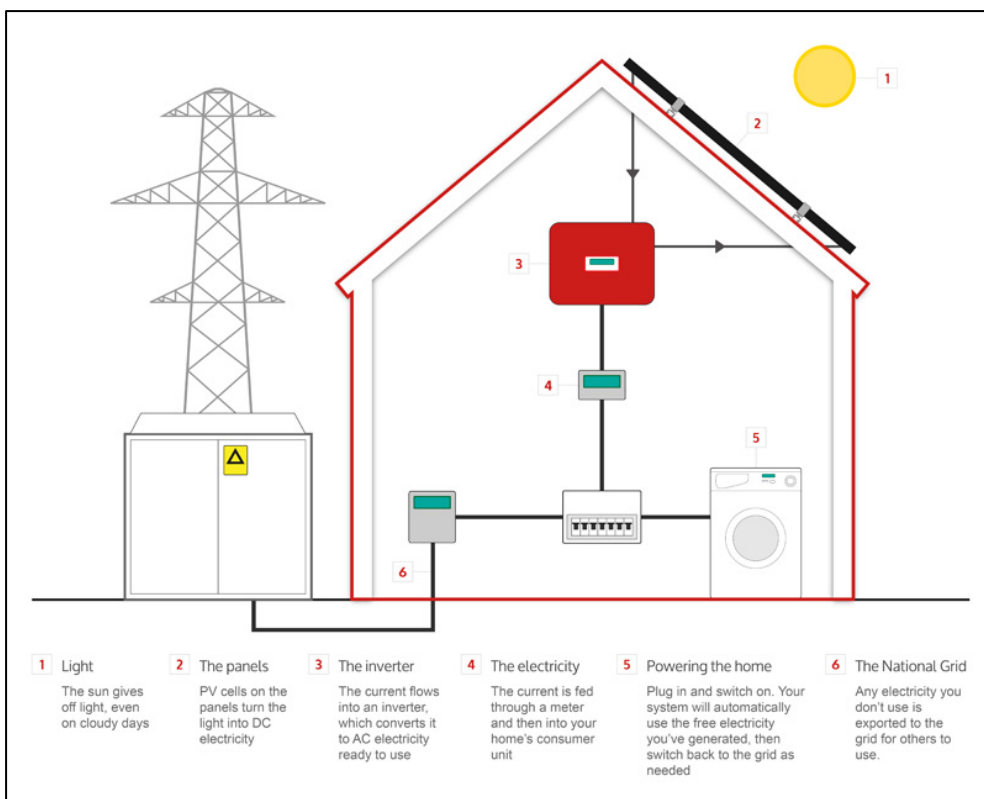
- 4.12 Biomass boilers replace conventionally powered boilers with an almost carbon neutral fuel such as wood pellets or wood chips. The fuel is classed as almost carbon neutral because the CO<sub>2</sub> released during the burning of biomass is balanced by that absorbed by the plants during their growth.



- 4.13 Although many biomass burners will meet Clean Air Act requirements, combustion of wood biomass releases higher quantities of NO<sub>x</sub>, SO<sub>x</sub> and particulates (PM<sub>10</sub> and PM<sub>2.5</sub>) compared to a comparable system fuelled by natural gas, which can adversely affect local air quality.
- 4.14 Biomass could technically be burned at the application site for space heating and hot water but is not preferred given potential site spatial implications (location of boiler hopper and fuel storage), the management burden of fuel deliveries and removal of ash, and the potential impact on local air quality given the proximity of existing residential dwellings.

## PHOTOVOLTAIC CELLS

- 4.15 Solar Photovoltaics (PVs) are solar panels which generate electricity through photon-to-electron energy transfer, which takes place in the dielectric materials that make up the cells. The cells are made up from layers of semi-conducting silicon material which, when illuminated by the sun, produces an electrical field which generates an electrical current. PVs can generate electricity even on overcast days, requiring daylight, rather than direct sunlight. This makes them viable even in the UK, although peak output is obtained at midday on a sunny summer's day. PVs offer a simple, proven solution to generating renewable electricity.



4.16 The main types of commercially available PV panels on offer in the UK are constructed from cells as described below:

- Monocrystalline silicon cells are the most efficient of the PV technologies with a conversion efficiency of between 15-18% (available solar energy to electricity produced). They are cut from single ingots of silicon, have an unbroken crystal lattice and are the most expensive of PVs;
- Polycrystalline silicon cells have a conversion efficiency of between 13-16%. They are less expensive than monocrystalline cells, are constructed of a number of smaller crystals and are recognisable from a visible 'grain' on the panel; and



4.17 Given location of the proposed Site, and availability of southerly orientated roof space, a Solar PV installation would be feasible to provide a proportion of energy demand.

Further consideration should also be sought with regard the use of such a system with battery storage to capture and use as much solar power as possible throughout the day.

## 5.0 CONCLUSION

- 5.1 This appraisal has shown how the proposed development at Underhill park could utilise the Energy Hierarchy to make the fullest contribution to minimizing carbon dioxide emissions and energy demand, as compared to a Part L 2013 compliant, 'business as usual' building.
- 5.2 Following the energy hierarchy will allow the proposed project to deliver a thermally efficient building fabric construction, which will exceed regulatory minimum requirements and provide a building envelope which will aid in reducing energy demand, and operational running costs.
- 5.3 The outline appraisal has also identified the site would benefit from the installation of renewable and Low/Zero carbon systems. In relation to space heating, consideration should be given to the use of air source heat pumps, whilst the domestic hot water demand could be partially served from dedicated hot water cylinders linked to solar hot water system. In relation to electrical demand reduction, the proposed building would also benefit from a Solar PV installation, with connection to a battery storage system providing the ability to fully harness the solar yield throughout the day.



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# **MUMBLES COMMUNITY COUNCIL**

## **REVIEW OF THE COMMITTEE STRUCTURE OF THE COUNCIL**

**April 2021**

*Prepared by Paul Egan, Deputy Chief Executive of One Voice Wales*

## 1. INTRODUCTION

Mumbles Community Council commissioned One Voice Wales to undertake an assessment of its Committee structure based on the following agreed specification:

- a) To review the current terms of reference of the Council.
- b) To compare the terms of reference of Committees and other Groups in four selected Councils of a similar population size and budget level.
- c) To set out the terms of reference of comparable Councils in a tabulation to enable an effective comparison to be made.
- d) To offer several options for changing the terms of reference of the Council if this was considered to be desirable along with the likely benefits that could be achieved.

## 2. COMPARATORS USED FOR THE REVIEW

The four comparator Councils used for the assessment were as follows:

South Wales Town Council

West Wales Town Council

Mid Wales Town Council

South East Wales Town Council

**Table 1** – This provides the Council with details of population, precept level, charge per band D household, summary of services and facilities and the committee structures of the comparators.

## 3. ADVANTAGES AND DISADVANTAGES OF COMMITTEE STRUCTURES

There are a range of advantages and disadvantages associated with Committee structures which can be summarised as follows:



## Advantages

- Can be appointed on a short term or long-term basis as dictated by organisational needs, activities and resources of the Council
- They can work on behalf of the Council and they can establish Sub-Committees which enable them to break down the work further into more manageable quantities
- They can be established as advisory Committee saving Council time whilst at the same time enabling the Council to consider recommendations from Committees rather than going into depth in relation to all matters relating to their work
- Those with full delegated powers can make the Council's decision-making process more efficient and without them the full Council must meet whenever it needs to decide about Council business, responsibility for which has not been delegated to staff. Very regular meetings of the Council or indeed Committees if there are many of them can place a burden on Councillor's time
- Committees and Sub-Committees can include non-Councillors giving a wider perspective on matters
- They can harness the special interests, skills and knowledge of members
- They can be dissolved when there is no longer a need for them

## Disadvantages

- ❖ If a Council or Committee assumes the responsibilities that it has delegated to a Committee or Sub-Committee, which it is free to do, this duplicates efforts and undermines the appointment of the Committee or the Sub-Committee
- ❖ If a Council or Committee routinely challenges the decisions of a Committee or Sub-Committee with delegated responsibilities, confidence in the Council as a whole is likely to suffer
- ❖ There may be an insufficient number of Councillors or non-Councillors available to appoint to Committees

- ❖ A Council may not have adequate staff resources to support the meetings of Committees and Sub-Committees.

#### **4. KEY POINTS IDENTIFIED FROM THE COMPARISON**

a) Mumbles CC has seven appointed Committees which appear to have some overlapping themes. These are supplemented by two sub-committees arranged of Working Groups detailed in Table 1 to this report.

b) Of the comparator Councils, the South Wales Town has 5 Committees, the West Wales Town has 3 Committees, the Mid Wales Town has 5 Committees, and the South East Wales Town has 4 Committees.

c) Some of the functions of comparator Towns have full delegation where appropriate.

d) The budget level of Mumbles CC is less than the comparator Towns and does not currently have such a wide range of facilities and services that as is the case with the comparator towns.

e) It would appear that the design of Committee structures in the comparator towns is cognisant of the level of staff resources available to support their structures coupled with the fact that I am aware that they have schedules of delegation in place for officers to deal with a range of appropriate matters.

f) Looking at the commonality of the structures (see Table 2) it can be seen that: -

a) All Councils have a **Personnel Committee** or something similar with differing descriptions such as Management Committee, Resources Committee or having the function linked to a Committee with wider terms of reference.

b) Four of five Councils have a **Finance Committee** or something similar with differing descriptions such as Resources Committee and in one case with wider terms of reference encompassing Policy and HR.

c) Only one Council has an **Appeals Committee** which is essential to enable the Council to deal with any appeals against disciplinary or grievance matters.

d) Mumbles CC has 4 different **Well Being** Committees based on a range of themes. Other Councils have different arrangements in place with one Council having an all-encompassing General Purposes Committee, another with

separate Regeneration and Community Engagement/Well-Being Committees, another with an Economy and Environment Committee and one with an Environmental, Planning and Development Committee.

e) Mumbles has a **Premises** Committee, one has a Services Committee and another with an Events, Venues and Open Spaces Committee.

f) None of the comparator Councils have a Joint Enabling Committee.

**Table 3-6** will enable the Council to compare in more depth how other Councils manage their business through their respective Committee structures.

## 5. OPTIONS FOR CONSIDERATION

The structure of Committees in Mumbles CC is quite unique and differs markedly from the comparator Councils. Possible issues arising from the structure might be that terms of reference are over-lapping which can cause difficulties in relation to coordination of the different work streams. There may also be a difficulty in relation to the staff resources required to service each of the Committees and the amount of member time involved in relation to attendance.

If the Council wishes to review and possibly change the current structure there appear to be a few options available to it. These might include: -

a) The possibility of linking Finance, Personnel and Building Management matters within one Committee (e.g., One of the comparator Councils has what it calls a Management Committee, another calls it a Resources Committee and another example is one called a Policy Resources Finance HR and Appeals Committee).

b) I would suggest that an Appeals Committee should be a separate standing committee required to meet as and when required to deal with grievance and disciplinary appeals. This would enable the Council to have in place an appeals mechanism with members who are sufficiently independent and objective to hear appeals.

c) One Council has a Strategy and Corporate Projects Committee which does appear to be a sensible option given that the focus is on planning and developing corporate projects. Projects once completed come within the remit of a Services Committee. Other Councils consider such duties to be the responsibility of the full Council.

d) In terms of the focus that Mumbles CC has on 'well-being' in the title of all Committees, the Council might want to consider the creation of a single well-being Committee to focus on those elements of the well-being agenda of most importance to the community such as community engagement, special events tourism and leisure.

e) When the Council has sufficient facilities and services to manage it may be necessary to consider the creation of a separate Services Committee.

f) It is currently accepted that the environmental impact associated with all economic progress should be built into forward planning, and indeed, that there are intrinsic benefits to business and commerce adopting environmentally friendly practices. Accordingly, it would make sense to link environmental and economic matters.

In summary, the Council might want to consider creating a Committee structure comprising of no more than 3-4 active Committees plus full Council, with an Appeals Committee in place to meet on an ad hoc basis when needed. It is suggested that the possible structure might look as follows with a clear need for the first three and possible consideration of the fourth or incorporating the responsibilities of four into an overreaching full Council: -

**Resources Committee** (To deal with Finance, Premises and other physical resources such as parks, HR and Governance matters).

**Community Engagement and Well-Being Committee** (Engagement plans, partnership working and steering the well-being agenda)

**Strategy and Corporate Projects Committee** (Development of the corporate strategy, identification of corporate projects and review and monitoring of the strategy and project advancement)

**Economy and Environment Committee** (Specific focus on economic issues including tourism as well as the environmental issues affecting the community)

In time it may be necessary to create a **Services Committee** to create a governance arrangement for the practical elements relating to services and facilities delivered by the Council.

## 6. CONCLUSION

This report is intended to provide the Council with information to enable it to compare its own structure with comparator Councils and to generate discussion in relation to an assessment of its current governance structure enabling it to consider what might be a more effective arrangement for the future. The issue of the time-consuming nature of the existing structure was mentioned in the brief provided to me and I am aware that not all Councils operate to a strict monthly timetable for every Committee with many having a break from meetings in August each year. The Council might consider the main committees meeting on a minimum of 10 times a year and the specialist committees meeting less frequently according to need or on a six weekly cycle given the time often needed to progress matters with a small team of support staff. I am aware that the Clerk and Assistant Clerk have a range of project delivery responsibilities as well as Committee responsibilities and regard should be given to the extent to which it is reasonable to expect them to continue to resource such a large number of Committee, Sub-Committee and Working Group support needs. Furthermore, I am aware that budgets have been aligned to the current governance structure and the timing of any changes will need to be cognisant of the financial accounting changes that will be required.