

Document Pack



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FRIDAY, 9 NOVEMBER 2018

TO: ALL MEMBERS OF THE ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE WHICH WILL BE HELD IN THE CHAMBER, 3 SPILMAN STREET, CARMARTHEN AT 10.00 AM ON FRIDAY, 16TH NOVEMBER, 2018 FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

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Ref:	AD016-001

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

14 MEMBERS

PLAID CYMRU GROUP – 8 MEMBERS

- | | | |
|----|------------|--------------------------------|
| 1. | Councillor | Karen Davies |
| 2. | Councillor | Jeanette Gilasbey |
| 3. | Councillor | Andrew James |
| 4. | Councillor | Dorian Phillips |
| 5. | Councillor | Susan Phillips |
| 6. | Councillor | Alan Speake |
| 7. | Councillor | Dai Thomas |
| 8. | Councillor | Aled Vaughan Owen (Vice Chair) |

LABOUR GROUP – 4 MEMBERS

- | | | |
|----|------------|--------------------|
| 1. | Councillor | Penny Edwards |
| 2. | Councillor | Amanda Fox |
| 3. | Councillor | Tina Higgins |
| 4. | Councillor | John James (Chair) |

INDEPENDENT GROUP – 2 MEMBERS

- | | | |
|----|------------|---------------|
| 1. | Councillor | Arwel Davies |
| 2. | Councillor | Joseph Davies |

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM.
3. PUBLIC QUESTIONS (NONE RECEIVED)
4. MANAGEMENT OF MOTORISED TRAFFIC ON PUBLIC RIGHTS OF WAY 5 - 12
5. ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE ANNUAL REPORT 2017/18 13 - 36
6. SERVICE DELIVERY PLAN 2018/19 - ENVIRONMENTAL PROTECTION 37 - 88
7. REVENUE & CAPITAL BUDGET MONITORING REPORT 2018/19 89 - 102
8. ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE ACTIONS UPDATE 103 - 110
9. FORTHCOMING ITEMS 111 - 112
10. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 1ST OCTOBER 2018 113 - 120

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ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

MANAGEMENT OF MOTORISED TRAFFIC ON PUBLIC OF RIGHTS OF WAY

Purpose

This report will outline how the Countryside Access team presently manage use of the County's Public Rights of Way (PRoW) network by Motorised Vehicles.

To consider and comment on the following issues:

To consider and comment on the extent that motorised vehicles using the PRoW network in Carmarthenshire, whether lawfully or unlawfully, are managed, the methods used and their effectiveness.

Reasons:

A report for the committee's information following a suggested topic for Scrutiny submitted by Myddfai Community Council as a result of reported regular and unlawful use of footpaths and bridleways by motorbikes and 4x4's in the Myddfai area. The community council anticipated that methods of monitoring and control of the issue raised could come from a review of the subject.

To be referred to the Executive Board / Council for decision: NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Councillor H.A.L Evans (Environment)

Directorate

Name of Head of Service:

Stephen Pilliner

Report Author:

Caroline Ferguson

Designations:

Head of highways and
Transport

Acting Countryside Access
Manager

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EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

MANAGEMENT OF MOTORISED TRAFFIC ON PUBLIC OF RIGHTS OF WAY

At its meeting held on 29th June, the Committee considered a Scrutiny Topic Suggestion received from Myddfai Community Council regarding the illegal use of Public Rights of Way (PRoW) by excessive numbers of off road bikes and 4x4's.

This report outlines the basis for lawful use of motorised vehicles in the Countryside and how the Countryside Access team presently manage use of the County's PRoW network by motorised traffic. It also highlights the problem of unlawful use of the PRoW network in the County by motorised vehicles and what actions are taken by the Authority in order to prevent it.

Other departments/organisations with a responsibility towards managing lawful and responsible access to the countryside in vehicles are identified in the report for information purposes.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **S G Pilliner** Head of Highways & Transport

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **S G Pilliner** Head of Highways & Transport

1. Local Member(s) N/A
2. Community / Town Council N/A
3. Relevant Partners N/A
4. Staff Side Representatives and other Organisations - CCC Highway Service (Darren King)

Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Definitive Map & Statement of Public Rights of Way for Carmarthenshire	N/A	Countryside Access Unit Mynydd Mawr Woodland Park Heol Hirwaun Olau Tumble Llanelli. SA14 6HU
Myddfai Community Council letter dated 8 th October 2018	N/A	Countryside Access Unit Mynydd Mawr Woodland Park Heol Hirwaun Olau Tumble Llanelli. SA14 6HU

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REPORT TO ENVIRONMENT AND PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

Management of Motorised Traffic on Public of Rights of Way in Carmarthenshire

1.0 Background

Carmarthenshire's Public Right of Way (PRoW) network consists predominantly of routes for non-motorised traffic. 2,951 public footpaths make up 2198km of the County's total network, with 136 bridleways totalling 164.8km and a single Restricted Byway which measures 1.6km (the status 'Restricted Byway' was introduced in 2006 as part of the CROW Act (2000) and is defined as a carriageway specifically for non-motorised vehicles).

The remaining 77.9km of the PRoW network is made up of no. 88 Byways Open to All Traffic (BOATs). A BOAT is defined as a carriageway with no specific restrictions and thus is a right of way for all vehicular traffic although it is recognised that they are mainly used for the purposes of walking, horse-riding and cycling.

Despite their predominant use for non-vehicular traffic, the status of a BOAT does enable the public to lawfully use these routes in motorised vehicles. The physical nature and condition of the majority of Carmarthenshire's BOATs means that use in vehicles is rarely for the purposes of travel from A to B but more often for recreational use and for the enjoyment and challenge of driving vehicles in the countryside.

There are conflicting views regarding the lawful use of motorised vehicles on PRoWs, those who are in favour of motorised vehicles using the PRoW network and those who believe motorised vehicles should be excluded. These opposing views often lead to confrontation between motorised users and other users of the network and between motorised users and landowners.

It is worth highlighting, although not in the scope of this report, that a significant amount of vehicular access to the countryside uses the unsurfaced unclassified road (UCR) network in conjunction with the BOAT network, the former being more extensive. The two forms of highway have very similar characteristics, carry the same rights for public use and are used similarly for recreation in the most part.

2.0 Lawful Vehicular Use of Public Rights of Way

BOATs should be kept in a condition which allows all lawful users to enjoy them, it is a duty of the Local Authority to assert and protect the rights of the public to that use and enjoyment.

If an instance of motorised vehicular use is lawful then whether or not an individual agrees with the rights of motorised users or not, it is not permissible for them to prevent that use.

Obstructive and/or intimidating behaviour intended to restrict or prevent access to vehicular traffic along a BOAT is an offence under the Highways Act (1980). Obstructive actions or behaviour often restricts more than one user group, other lawful users such as horse riders and carriage drivers can often be impacted as well.

The County's statutory duties in respect of BOATs is divided between the Countryside Access team and the Highways department. The Countryside Access team manage and maintain the legal record of BOATs on the Definitive Map and Statement of PRowS for Carmarthenshire.

Maintenance and enforcement is addressed by the Highways department as part of their wider responsibilities for the vehicular highway network. There are occasional exceptions to this rule at present; if a BOAT creates a valuable link in the wider PRow network then the Countryside Access unit take full responsibility for all statutory duties.

Given the management arrangement for BOATs, any complaints of obstruction are predominantly referred to the Highways department or occasionally dealt with by the Countryside Access team; in either case they are addressed by the Authority under the provisions of the Highway Act (1980) for which there are specific statutory procedures.

We coordinate a Byway User Group (BUG) where relevant user groups meet with Officers from the Authority on a quarterly basis to prioritise maintenance and enforcement across the BOAT network. The Carmarthenshire Local Access Forum (LAF) also keeps abreast of the needs of the BOAT network and petitions the Authority if they feel particular routes/areas are being neglected.

3.0 Unlawful Vehicular Use of Public Rights of Way

Although opportunities for lawful access to the countryside in motorised vehicles exist, there are incidents of unlawful use of PRowS and trespass; the Scrutiny topic requested by Myddfai Community Council goes some way to evidencing this.

Despite there being PRowS, there are also areas of open land and private lanes/tracks which are physically accessible to vehicles, if a right of public access in a mechanically propelled vehicle does not exist then the access is considered unlawful, a trespass against the landowner and in the case of PRowS a criminal offence under the Road Traffic Act (1988) could have been committed.

The fragmented nature of lawful vehicular access opportunities across Carmarthenshire, and in other Counties, has created a tendency for less responsible vehicular users to establish 'off road' routes away from the BOAT and UCR networks, often negatively impacting the rest of the PRow network. This use can often involve use of a non-vehicular PRow to create a more direct links between BOATs/UCRs. Additionally offenders may deviate from a vehicular route onto another PRow of lower status to extend a driving excursion or perhaps to create an additional challenge.

This issue, where it does occur, is very difficult to manage given the difficulty of policing the vast areas of countryside in Carmarthenshire. We have a primarily rural County with a low population density more apparent in rural areas than in the more urban centres. With a small team of Rangers and Officers the Countryside Access unit relies on reporting of issues by members of the public and landowners; only when we are made aware of issues can we take necessary action. Unfortunately with such a sparse population in many of the affected areas, offences often go unreported and where a report is made, it tends to come in after the event when the offender(s) have moved on.

However, when instances of unlawful use of the PRow network by motorised vehicles are reported we do have systems in place. Given the criminal nature of the offence, we refer any case of unlawful use of a PRow in motorised vehicles to the police, we recommend that complainant(s) do the same. In most cases they already do this as incidents tend to occur out of hours (usually at weekends).

Although we have limited resources to monitor the network for unlawful use and do not have powers to deal with the criminal act, the Countryside Access team, in conjunction with the landowner(s), will always look for possible mitigation measures to prevent future offences.

Provision and installation of furniture or bollards to restrict the accessibility along non-motorised routes to only those who have rights to use them is the most effective method used and is usually welcomed by landowners. Given the criminal offences being committed are also civil trespass against the landowner, the responsibility for mitigation should actually fall to the landowner with the Authority only ensuring lawful access rights are not compromised by the measure(s) adopted. However where resources allow the Countryside Access unit assist in this regard as far as possible.

Our assistance ensures the measures taken are appropriate to the status of PRow involved, do not deter lawful users, are of good quality and meet the British Standard. Our actions also ensure that we maintain a good working relationship with the affected landowner. The trespass being committed is not considered the fault of the landowner and therefore not dealt with in the same way as day to day furniture maintenance or replacement.

It is not always easy to find structural solutions to unlawful vehicular use as often the furniture required to permit lawful access also creates opportunities for unlawful users, for example bridleways must be gated to allow horse riders access, often motorbikes can make use of these gates. In these circumstances we recommend the landowner adopt suitable signage and work closely with the police to identify areas/times of regular offence so that police patrols can be considered in order to catch offenders. The Authority will support the landowner in these circumstances, providing supporting information and any advice to the police as required.

The Carmarthenshire Rights of Way Improvement Plan (presently in draft) outlines the Authorities commitment to least restrictive access on the PRow network. This must be kept in mind when looking for solutions to unlawful vehicular use of footpaths, bridleways and restricted byways. Thankfully, companies continue to develop furniture designs which serve to assist in restricting unlawful use whilst providing easy access for permitted users.

4.0 Conclusions

Motorised Vehicles in the countryside is an emotive issue which attracts strongly opposing views.

Vehicular use of PRowS should be managed and maintained allowing the public to lawfully make use of them in motorised vehicles, unimpeded.

If the public can easily use and enjoy the routes that they are entitled to access in vehicles then instances of trespass against the landowner (in our experience) reduces, a trend attributed to responsible users having no need to deviate from the definitive line as a result of route condition or obstruction.

Unfortunately there will be instances of wilful obstruction of BOATs by landowners opposed to the access awarded to the public which often come into conflict with their farming/land management priorities.

The Countryside Access unit and the Highways department manage the network as efficiently as possible within the available resources. This involves route prioritisation and partnership working where possible to keep the network open and to prevent, as far as possible, any negative impact on the land/landowner(s).

There will also always be occurrences of irresponsible use of the countryside in motorised vehicles, the cause of which is likely largely due to the fragmented nature of Carmarthenshire's BOAT network providing little opportunity for recreational vehicular use. This isn't something that can be changed, the opportunity for adding BOATs to the Definitive Map ceased in 2005, as a provision in the NERC (Natural Environment and Rural Communities) Act 2006. The Authority in conjunction with the Police will use enforcement resources where possible to reduce unlawful use.

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE ANNUAL REPORT 2017/18

To consider and comment on the following issues:

- That members consider and approve the Environmental & Public Protection Scrutiny Committee's annual report for the 2017/18 municipal year.

Reasons:

- The Council's Constitution requires scrutiny committees to report annually on their work.

To be referred to the Executive Board for decision: NO

**Chair of the Environmental and Public Scrutiny Committee –
Councillor J. James**

Directorate: Chief Executive's	Designations:	Tel Nos. / E-Mail Addresses:
Name of Head of Service: Linda Rees-Jones	Head of Administration & Law	01267 224010 lrjones@carmarthenshire.gov.uk
Report Author: Janine Owen	Democratic Services Officer	01267 224030 JanineOwen@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE ANNUAL REPORT 2017/18

The attached report has been prepared in order to comply with Article 6.2 of the County Council's Constitution which states that a scrutiny committee must:

"Prepare an annual report giving an account of the Committee's activities over the previous year."

The report provides an overview of the workings of the Environmental & Public Protection Scrutiny Committee during the 2017/18 municipal year and includes information on the following topics:

- Overview of the Scrutiny Work Programme
- Key issues considered
- Investigative Scrutiny
- Member attendance at meetings

DETAILED REPORT ATTACHED?

**YES –
Environmental and Public Protection
Scrutiny Annual Report 2017/18**

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Linda Rees-Jones Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities – In line with requirements of the County Council's Constitution.

2. Legal – In line with requirements of the County Council's Constitution.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees-Jones Head of Administration & Law

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Environmental & Public Protection Scrutiny Committee Reports and Minutes	<p>Meetings held up to July 2015: http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/agendas-minutes-(archive)/</p> <p>Meetings from September 2015 onwards: http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?Committeeld=134</p>

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Environmental and Public Protection Scrutiny Committee

Annual Report 2017-18



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Chair's Foreword

As the Chair of this Committee I take great pleasure in presenting this Annual Report of the Environmental & Public Protection Scrutiny Committee covering the period May 2017 to April 2018.

It has been a very interesting and busy year for this Committee and this report provides a valuable opportunity for Members to reflect on all our hard work whilst looking forward to the coming year.



The Committee received a wide range of reports and the varied work programme continues to reflect the wide range of services within our remit. These reports have enabled us to gain an appreciation for the excellent work being carried out by officers within the different services.

The Committee considered and scrutinised a number of reports and I am grateful to Officers and Executive Board Members for taking the time to provide us with information and for being so constructive in their sessions with us.

It is great to see that there has been a good level of media coverage for scrutiny work over the last 12 Months and I hope this will continue.

I am sincerely looking forward to being the Chairing for 2018/19 and hope together as a Committee we will have a positive impact on the outcomes for the Communities within Carmarthenshire.

Cllr. John James

Chair of Environmental and Public Protection Scrutiny Committee

1. Introduction

Article 6.2 of the Council's Constitution requires all scrutiny committees to *"prepare an annual report giving an account of the Committees activities over the previous year."*

The main aims of the report are to highlight the work that has been undertaken by the Environmental and Public Protection Scrutiny Committee during 2017/18 It outlines the potential future work of the Committee. The document may also facilitate discussions on other items that could be included within future work programmes.

The Committee is chaired by the Cllr John James and is made up of 14 Elected Members. Support is provided to the Panel by the Democratic Services Team and other Council officers as and when required.

The Committee helps deliver a number of key outcome measures within the Council's Corporate Strategy 2018-23:

- Wellbeing objective 8 –
Live Well-Help people live healthy lives
- Wellbeing objective 9–
Live Well/Age Well – Support good connections with friends, family and safer communities
- Wellbeing objective 12–
Healthy and Safety Environment – Look after the environment now and in the future.
- Wellbeing objective 13 –
Healthy and Safe Environment – Improve the highway and transport infrastructure and connectivity

Some of the measures and actions within Wellbeing objective 12 overlap with Community Scrutiny, however the necessary information would also be provided to this Committee.

This report provides an overview of the work of the Environmental and Public Protection Scrutiny Committee during 2017/18 municipal year. It aims to give Members the opportunity to reflect on the achievements during the year and to identify what worked well and where improvements could be made. This analysis is instrumental in developing scrutiny.

2. The Work of the Scrutiny Committee during 2017/18

2.1 Number of Meetings

The Environmental and Public Protection Scrutiny Committee met on 6 occasions between May 2017 and April 2018. The Joint Scrutiny Committee meeting with the Social Care and Health Committee scheduled for 17th November 2017 was postponed and rearranged to take place in March 2018, which unfortunately had to be cancelled due to adverse weather conditions. The Joint Scrutiny Committee took place on 21st May 2018 within in the 2018/19 municipal year.

2.2 The Forward Work Programme

Following the election process in May 2017 the Environmental and Public Protection Scrutiny Committee, in the main, was made up of a new cohort of Members.

The Environmental & Public Protection Scrutiny Committee's key responsibilities are as follows:-

- Visible front line services (e.g. highways, street cleaning, waste and recycling services, town-centre management, grounds maintenance, public conveniences, bus shelters and maintenance of car parks)
- Regional Waste Plan
- Transport
- Trading Standards
- Vehicle Maintenance
- Road Safety
- On/Off Street and Residents' Car Parking
- Conservation
- Shoreline Management & Coastal Protection
- Contaminated Land
- Public Protection (Air Pollution, Trading Standards, Pest control & Environmental Health)
- Community Safety issues —identified in the Corporate Community Safety and Crime and Disorder Reduction Strategies, working with the relevant partners
- Environmental Enforcement (e.g. litter, dog fouling)
- Planning Enforcement
- Pest Control

In July 2017, the Committee met informally to meet Officers and identify, discuss and programme agenda items for the next year. This included the inclusion of standard items such as performance and budget monitoring reports and action plan monitoring reports. Additional reports were also requested by the scrutiny committee during the year and the Forward Work Programme was amended accordingly.

The Scrutiny Committee developed its own Forward Work Programme (FWP) and in the main, meeting agendas were consistent with those outlined by the FWP, which was confirmed by the Committee at its meeting on 2nd October 2017.

To complement the work undertaken during formal meetings the Committee also undertakes other scrutiny activities, such as task and finish and Members development sessions.

The following sections will provide a snapshot of the main areas of the Committee's work.

2.3 Performance Management

The Environmental and Public Protection Scrutiny Committee considered performance monitoring reports at its meetings in October 2017 and April 2018. The reports provided the Committee with detailed progress against the actions and measures in the 2017/18 Well-being Objectives delivery plan relevant to the Committee's remit.

As part of its performance management role the Committee received relevant information from the Council's key strategies and plans. In October, 2017 the Committee considered the Council's draft Annual Report for 2016/17 which included the second year progress report on the Corporate Strategy 2015-20. Annual reporting was one of the prime opportunities for review, monitoring and reflection and an opportunity to capture on-going activity around meeting the Authority's general and specific duties.

The Committee, noted that when the Corporate Strategy was published in 2015/20 it was agreed that an annual progress report would be produced setting out 24 outcome measures to judge our progress against. The Corporate Strategy would be reviewed for 2018/19 as the Well-being of Future Generations (Wales) Act 2015 required the Well-being Objectives to be incorporated within the Corporate Strategy.

Outcome:

In October, 2017, the Executive Board approved the Council's Annual Report for 2016/17.

2.4 Revenue & Capital Budgets

The Committee received quarterly reports on the departmental and corporate revenue and capital budgets. These reports enabled members to monitor the level of spend in each area and the progress made in any capital works.

As well as monitoring the current budget, the Committee was also consulted on the Revenue Budget Strategy 2018/19 to 20/21. The report provided the Committee with the current proposals for the Revenue Budget for 2018/19 together with the indicative figures for the 2019/20 and 2020/2021 financial years.

The consultation of the Five Year Capital Programme 2018/19 – 2022/23 was considered by the Policy and Resources Scrutiny Committee on 12th January 2018. The feedback from this consultation process along with the final settlement informed the final budget report was presented to full Council in February 2018.

Outcome:

As part of the widespread consultation undertaken on the Revenue Budget Strategy 2018/19 to 20/21, the Environmental and Public Protection Scrutiny Committee considered the budget proposals and whilst a number of comments were raised the Committee did not put forward any recommendations to change the budget proposals.

With regard to the Five Year Capital Programme 2018/19 – 2022/23, Council at its meeting in February noted that within the Environment Department there was continued support for Highways Improvements, Bridge maintenance and Road safety schemes into 2022/23 and, as a consequence of additional Welsh Government Funding, spend on 'roads refurbishment' next year had been increased by a further £2.2m.

2.5 Annual Reports and Service Improvement

Performance Management and budget information provides the Committee with a basis to consider how well services are performing and whether or not further improvement is required. Members also receive other reports and presentation that complements performance management information and adds to the picture of how well a service is performing and the plans for continued development. For example, they receive business plans for their relative directorates, which outlines the plans each department has for the forthcoming years.

In addition to the standard business plans the Environmental and Public Protection Scrutiny Committee also received:

- **The Service Delivery Plan – Environmental Protection Services for 2017/18** - included a breakdown of resources provided, including staffing costs, administration, supplies and services, training etc. with comparisons between financial years
- **Environmental Health and Licensing Services Annual Report 2016/17** – outlined the roles and responsibilities of the Environmental Health and Licensing Service. The service encompassed food safety, communicable disease, health and safety, licensing, pollution (including air, land and noise), nuisances (including noise, odour, smoke etc), pest control advice and dog warden services. The work was predominantly statutory and illustrated the demands on the service and the challenges during 2016/17.
- **Fair and Safe Communities Annual Report 2016/17** - The Environmental and Public Protection Scrutiny Committee as the nominated Scrutiny Committee for Crime and Disorder considered the Annual Report which was presented by Councillor Cefin Campbell, Chair of the Fair and Safe Communities Group. The report provided Members with the progress made by the Fair and Safe Communities group and its predecessor, the Community Safety Partnership, in tackling crime and disorder in 2016/17. The report also reviewed progress made against the Integrated Community Strategy.

2.6 Progress Monitoring

The Committee receives update reports not only to ensure that progress is monitored but to provide an opportunity to scrutinise and properly question practices and methods. The Committee considered and noted the following reports.

➤ **Carmarthenshire Rights of Way Improvement Plan (ROWIP)**

The Carmarthenshire's ROWIP 2007-2017 was published in 2007 and under s60 (3) of the Countryside and Rights of Way Act (2000) all Local Authorities in Wales are required to undergo a statutory review of their present ROWIP not more than ten years after first publishing. Therefore, October 2017, the Scrutiny Committee considered the progress on the revision and amendments proposed to the existing ten year policy document - Carmarthenshire ROWIP 2007-2017.

Revisions to the actions and policies contained within the current plan were necessary in order to keep the document up to date and properly steer PROW management in the County.

➤ **Air Quality Management Area (AQMA) Annual Update**

The Environment Act 1995 placed a duty on local authorities to assess and manage air quality in its area. At its meeting in January, the Committee considered an update report on Current Air Quality Management Area (AQMA) in Carmarthenshire which provided the levels of NO² specifically with in the town of Llandeilo and areas of Carmarthen and Llanelli which had experienced increasing levels of NO² over the last few years. The increase had breached the air quality objective for NO² and had resulted in the Welsh Government requesting that the Council carry out a Detailed Assessment to ascertain the extent and level of exceedance of the Air Quality Objective.

The Committee receives annual updates in respect of the Air Quality Management Areas. Following consideration of the report at its meeting in January 2018, the Committee took the opportunity to raise concerns with regard to the significant congestion problems caused by the new traffic light system on Sandy Road, Llanelli. The Committees concerns were noted and it was confirmed that NO² levels were regularly monitored and that the matter was included as part of an ongoing action plan.

A suggestion was raised regarding the provision of real-time information on the current air quality. Whilst this was good idea, unfortunately, due to the method of collection, the data was only collated on a monthly basis and therefore currently it was not possible for 'live' or 'current' updates to be provided.

➤ **Highway Footway and Road Safety Investment Programme Update**

In February, 2018 the Committee considered a Highway Footway and Road Safety Investment Programme Update report which included information on the current investment programme in relation to road safety and associated infrastructure. The report provided a summary of funding for road safety related and other infrastructure schemes for 2017/18 and set out the prioritised programme for road safety, footway and other infrastructures.

➤ **Review of LED Conversion Project**

An update report providing information on the phasing and progress of the LED lantern conversion program was considered by the Committee in February 2018. The report provided details of the phasing and the savings achieved approaching the end of the second phase of the program.

The Committee raised queries regarding the likely impact this project had on Community Councils. The Committee was informed that whilst a number Community Councils were not part of the current scheme, work was being carried out to develop a package in order to discuss further with Community Councils who were. Furthermore, with regard to the cost to Community Councils for lighting, it was confirmed that recharges would be modified and charged accordingly.

➤ **Highways Network Hierarchy**

In November 2017, the Committee received for consideration a report which provided an update on the proposed implementation of a functional hierarchy for highways infrastructure investment. The hierarchy supported the overall Highway Asset Management Plan which prioritised highway infrastructure investment through a risk based approach in accordance with the new updated National Codes of Practice – “Well Managed Highway Infrastructure.”

The Committee raised relevant questions which included:

- how the safety of roads in rural areas were prioritised?;
- if the impact on climate change had been considered particularly when laying tarmac? (with regard to the Well Being of Future Generations (Wales) Act 2015 and the 5 ways of working;
- how much work was undertaken with utility companies and was there any scope for improving integration?;
- could the Highways Network Hierarchy include the protection of green lanes/tracks?

Responses to the queries were duly provided by Officers present at the meeting.

➤ **Garden Waste**

In January, 2017 the Committee received a report on the Garden Waste Scheme which provided a summary of the position and outcomes from the first year of the separate chargeable Garden Waste service and set out the arrangements and operational delivery for the scheme for 2018-19. In addition, the report provided a detailed analysis of the first year operation along with the proposal for year two (2018/19).

Outcome:

As a result of the Committee's scrutiny, the following outcomes prevailed:-

- In relation to compost generation, the new Teckal Company would need to research the market and look to seek future arrangements for the outputs arising from the composting of grass and food waste.
- As the current scheme couldn't be made available to all members of the public where access is difficult and as the hessian sacks did not provide a viable long term solution to this problem, the Council would continue to review alternative options.
- The Committee unanimously resolved to receive the Garden Waste Scheme and note the proposal set out within the report.

2.7 Pre-Decision Scrutiny and Consultation

➤ **Future Waste Treatment and Disposal Arrangements**

During the end of 2016, the Council was in the process of exploring the latter stages of its options in establishing its future waste management arrangements. This was due to the Council's current contract with CWM Environmental who managed the provision of waste and recycling was coming to end in March 2018

In January 2018, the Committee were provided with a report on the future waste treatment and disposal arrangements which included an outline of the progress that has been made throughout the County.

The Committee considered a detailed analysis of an options appraisal which found that there were several advantages to using a Teckal¹ approach for the procurement of the Council's new waste treatment contract. Based on the results of the options appraisal, a business case methodology for the suggested option was also included within the report.

Outcome:

Following scrutiny of the report and in light of the clarification and responses to queries provided by officers from the Waste and Environmental Services department, the Committee unanimously resolved to receive the report and note the

- Outcome of options review for future waste treatment and disposal services;
- Current development of business case for the preferred option;
- The next steps for project delivery.

The report was then considered by the Executive Board at its meeting on 22nd January 2018 and unanimously resolved:

- To approve the business case for establishing a new Teckal compliant company for future waste treatment and disposal services;
- to delegate authority to the Director of Environment and Director of Corporate Services to establish the new company arrangements and finalise the governance structures, ensuring appropriate external legal, financial and technical advice as necessary (in consultation with Executive Board Members for the Environment and Resources);
- to delegate authority to the Director of Environment and Director of Corporate Services to develop a detailed business plan for the Council's proposed Shareholder Board.

¹Teckal' is a piece of European Union law allowing Councils to deliver services through externally managed entities without having to follow competitive tendering rules and procedures.

➤ Carmarthenshire Parking Strategy

The Executive Board, at its meeting held in July, 2016 endorsed the recommendations of the Environmental and Public Protection Scrutiny Committee's Task and Finish Group on Car Parking Charges. One of the recommendations required a review to be undertaken of the existing car parking strategy.

In accordance with that decision, in April, 2018 a revised car parking strategy had been developed and was considered by the Scrutiny Committee. The strategy had taken regard of a number of issues including parking policy, demand and capacity performance data, comparable technology, economic case for charging together with car park management.

Outcome:

Following scrutiny of the report and in light of the clarification and responses to queries provided by officers, the Committee resolved to recommend to the Executive Board that the Parking Strategy be approved.

Subsequently, the Executive Board at its meeting held on 30th July 2018 unanimously resolved to approve the updated Carmarthenshire Parking Strategy.

2.8 Referrals from other Scrutiny Committees

At its meeting in December 2017, the Policy and Resources Scrutiny Committee resolved that 'the Environment and Public Protection Scrutiny Committee be requested to scrutinise expenditure on the Towy Valley Path. The Environmental and Public Protection Scrutiny Committee duly accepted the referral and requested a detailed report be provided in order for the Committee to scrutinise the expenditure accordingly.

In February, 2018 the Committee scrutinised a comprehensive report which included:

- The project introduction and background
- Expenditure to date
- Expenditure profile including the funding breakdown to date
- Future Funding Profile
- Future Benefits

It was observed that the report had not included the financial aspects for the future maintenance of the path. Confirmation was provided that as part of the project, maintenance would be considered and that it would be included as part of the capital expenditure.

Following scrutiny of the report, the Committee unanimously resolved to receive the report on the Towy Valley Path – Expenditure, however, in order for the Committee to gain a better understanding of the project as a whole a presentation on the Towy Valley Project was requested to be provided to the Committee.

The Committee received the presentation on the Towy Valley Path at its meeting in April 2018 which provided information and illustrated key aspects of the project which included:-

- The background and key objectives of the project;
- The proposed route;
- Economic benefits to the region;
- Associated health benefits;
- Impact on road safety;
- Benefits realised on other similar schemes.

Following the presentation a number of queries were raised including:

- would have a detrimental impact on the other cycle routes within the County?
- could Officers provide further information with regard to opportunities for the local building trade?
- What would the costs be per kilometre of the path?
- what measures were being put in place to encourage cyclists to stick to the path?
- how many employment opportunities would the project create?
- would there be a cleaning plan for the leaves and debris which could prove to be hazardous to users?
- Would motorised vehicles (emergency) be able to gain access?
- how much was the total scheme was to the Authority?

Officers present provided in-depth responses to all queries raised at the meeting.

Recognition was given to the benefits and the Committee welcomed the project and unanimously resolved to receive the report.

2.9 Additional reports requested

➤ Energy Consumption in the Council's Non-Domestic Buildings

The Committee, at its meeting held in November, 2017 resolved to receive a report on the Council's energy consumption. In response to the request, the Committee at its meeting in January 2018 received a report which provided information on the energy consumption in the Council's non-domestic buildings. The Committee considered its contents which included details on:-

- Performance Measures
- Energy Efficiency programmes
- New Build Programme
- Opportunities for renewable energy

The Committee was informed that currently no targets had been set by the Welsh Government or internally, however the team were proactive in their work and sought ways to further reduce the Council's energy consumption. Any opportunities to improve would be researched and considered.

The Committee expressed thanks to the Officers for producing a clear and informative report and subsequently unanimously resolved to receive the report.

3. Other Scrutiny Activity

3.1 Task and Finish

At the Committee's forward work programme session held in July, there was some discussion about Task and Finish work and following on from this, Members were keen to ensure that this year the Environment and Public Protection Scrutiny Committee take up the opportunity of undertaking a Task and Finish review.

The Committee to provided suggestions for potential Task and Finish projects which were considered at the Committee's Scrutiny pre-meeting on 2nd October, 2017. Following the consideration of a number of suggestions, Members agreed to set up a task and finish group to '**Review the maintenance provision of Highway Hedgerows and Verges**'

At its meeting in November, 2017 the Committee considered the task and Finish scoping document and agreed on the following 6 group members:

- Councillor Alun Davies (Vice Chair)
- Councillor Jeanette Gilasbey
- Councillor Dorian Phillips
- Councillor Penny Edwards
- Councillor John James (Chair)
- Councillor Andrew James

The Task and Finish group considered of a range of evidence over a series of meetings between January 2018 and April 2018.

The sessions were structured and designed to provide the Group with the relevant information, context and background to the topic.

Based on the research and evidence provided the Task and Finish Group members worked together to formulate recommendations which would be included within the final report to be presented to the Executive Board for approval.

3.2 Site Visits

Whilst developing the Environmental and Public Protection Scrutiny Committee Forward Work Programme 2017/18, the Environmental and Public Protection Scrutiny Committee requested to a site visit relevant to their thematic responsibilities. A visit was arranged to two major facilities:-

- Waste recycling provision at Cwm Environmental;
- Winter maintenance fleet at Cillefwr, Johnstown.

The aim of the site visit was to provide Committee members with experience and gain a better understanding of these service areas. Members were afforded the opportunity to see the recycling plant in operation, view the current winter fleet and speak to operatives. The Site Visit also provided those present with operational knowledge with regard to the reception and processing of blue bag recycling, residual waste (black bag waste) and composting facilities.

To update those Members who were unable to attend the site visit, a presentation of the site visit was provided by Officers to the Environment and Public Protection Scrutiny Committee held on 18th May. The Managing Director and Operations Director of CWM Environmental were also present at the meeting.



3.3 Development sessions/seminars

Following the Elections held in May 2017, all Elected Members were provided a Councillor Induction programme. The programme was designed primarily for new Councillors but was also open to re-elected Councillors. The programme was aimed to provide Members with sufficient knowledge and understanding to enable a good start as a serving Councillor for Carmarthenshire County Council.

In addition to the Committee training, the following all-member development sessions were held during 2017/18, to which all Scrutiny Committee members were invited:

- Decisions for Future Generations (Well-being of Future Generations Act) – July 2017
- Safeguarding & Violence Against Women & Domestic Abuse & Sexual Violence Act– September 2017
- Violence Against Women & Domestic Abuse & Sexual Violence Act – September 2017
- Social Services and Well-being (Wales) Act – September 2017
- Data Management & Freedom of Information Act – September 2017
- Health & Safety (including Corporate Manslaughter) – September 2017
- Welsh Local Government (WLGA) Regional Workshop – October 2017
- Education Consortia – The National Model for Regional Working’ – October 2017
- Substance Misuse – December 2017

4. Challenges

Following the elections in May, 2017 the Environmental and Public Protection Scrutiny Committee saw a new cohort of Members. The newly formed Committee worked together as a team to familiarise themselves with the decision making process and the subjects within the remit of the Scrutiny portfolio. Scrutiny pre-meetings, provides Members with an opportunity to discuss matters freely, without judgement empowering Members to embrace their Scrutiny role.

5. Future Work

Throughout 2017/18 the Committee has made significant progress and will continue to concentrate on topics where Member’s input will result in positive outcomes to drive forward service improvement. To ensure that the best use is being made of Scrutiny meeting time, with the benefit of pre-meetings, the Committee is keen to work as a team to ensure a more streamlined scrutiny process.

The future work of the Committee will be considered regularly as part of the Forward Work Programme and will continue to be monitored during the course of the year. The Committee are keen to promote the work of Scrutiny within Carmarthenshire and hope to see a greater participation from Town and Community Councils.

6. Support for the Scrutiny Function

Support for Carmarthenshire County Council's Scrutiny function is provided by the Democratic Services Unit, based in the Administration & Law Division of the Chief Executive's Department.

Support for the Scrutiny function includes:

- Providing support and constitutional advice to the Council's Scrutiny Committees and to members of those Committees as well as producing minutes of their meetings and ensuring items arising from those meetings are actioned
- Giving support and advice in relation to the functions of the Council's Scrutiny Committees to executive and non-executive members of the Council and its officers;
- Managing the strategic development of Scrutiny in Carmarthenshire through engaging in national and regional Scrutiny networks and initiatives, supporting the Chairs and
- Vice-Chairs of Scrutiny Forum, and the Scrutiny Chairs and Vice-Chairs Executive Board
- Forum;
- Advising and supporting the implementation of the requirements of the Local
- Government (Wales) Measure 2011 as guidance is published;
- Managing the co-ordination and development of the Scrutiny forward work programmes in conjunction with Scrutiny members;
- Managing and co-ordinating Scrutiny review work, including the operation of scrutiny task and finish groups, authoring reports in conjunction with the groups, and assisting in the implementation and monitoring of completed reviews;
- Managing the Scrutiny member development programme;
- Despatching agendas for Scrutiny Committee meetings a minimum of 4 working days prior to the meeting.

For more information on scrutiny in Carmarthenshire including work programmes, task and finish reports and annual reports, visit the County Council's website at: www.carmarthenshire.gov.wales/scrutiny

To contact the Democratic Services Unit, please call 01267 224028 or e-mail scrutiny@carmarthenshire.gov.uk

7. Committee Member Attendance

A total of 6 meetings were held between May 2017 and April 2018. Attendance by members of the Education & Children Scrutiny Committee during the 2017/18 year is shown in the table below.

Scrutiny Committee Member	No. of meetings attended	%
Councillor Arwel Davies	6	100
Councillor Alun Davies	2	33
Councillor Joseph Davies	6	100
Councillor Penny Edwards	6	100
Councillor Tina Higgins	5	83
Councillor Amanda Fox	5	83
Councillor Jeanette Gilasbey	4	67
Councillor Andrew James	2	33
Councillor John James	6	100
Councillor Aled Vaughan Owen	6	100
Councillor Dorian Phillips	4	67
Councillor Susan Phillips	5	83
Councillor Alan Speake	0	0
Councillor Dai Thomas	5	83

Substitutes	No. of meetings attended
Councillor Kim Broome	5
Councillor Deryk Cundy	1
Councillor Tyssul Evans	2
Councillor Jean Lewis	1
Councillor John Prosser	1
Councillor Elwyn Williams	2

Executive Board Members	No. of meetings attended
Cllr. Hazel Evans (Environment)	6
Cllr. Philip Hughes (Public Protection)	4
Cefn Campbell (Communities & Rural Affairs)	1

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ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

SERVICE DELIVERY PLAN 2018/19 – ENVIRONMENTAL PROTECTION

Purpose:

The purpose of this report is to outline the roles and responsibilities of the Environmental Protection Section. It illustrates the demands and challenges on the service and how we plan to positively address these for 2018/19. The work is predominantly statutory.

To consider and comment on the following issues:

To recommend to Executive Board that the Service Delivery Plan for 2018/19 be approved.

Reasons:

1. There is a requirement that the food service delivery plan is approved annually in accordance with the Food Standards Framework agreement.
2. To provide a basis for the Environmental Protection section priorities and programmed work during 2018/19.
3. To formulate views for submission to the Executive Board for consideration.

To be referred to the Executive Board/Council for decision:

Exec Board Decision Required YES – 19th November, 2018

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Cllr. P. Hughes, Environmental and Public Protection Portfolio Holder

Directorate Communities Name of Head of Service: Jonathan Morgan Report Author: Jonathan Morgan	Designation Acting Head of Homes and Safer Communities Designation Acting Head of Homes and Safer Communities	Tel No. 01267 228960 E Mail Addresses: JMorgan@carmarthenshire.gov.uk
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EXECUTIVE SUMMARY
ENVIRONMENTAL & PUBLIC PROTECTION
SCRUTINY COMMITTEE

16TH NOVEMBER 2018

**SERVICE DELIVERY PLAN 2018/19 –
ENVIRONMENTAL PROTECTION**

The purpose of this report is to outline the roles and responsibilities of the Environmental Protection Section. It illustrates the demands and challenges on the service and how we plan to positively address for 2018/19. The work is predominantly statutory.

The attached report provides an Executive Summary of the plan as well as the more detailed delivery plan.

DETAILED REPORT ATTACHED ?

YES –

- **Executive Summary - Environmental Protection Services Service Delivery Plan 2018-19**
- **Environmental Protection Services Service Delivery Plan 2018-19**

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed; Jonathan Morgan, Acting Head of Homes and Safer Communities.

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed; Jonathan Morgan, Acting Head of Homes and Safer Communities

1. Local Member(s) - N/A
2. Community / Town Council – N/A
3. Relevant Partners - N/A
4. Staff Side Representatives and other Organisations - N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE.

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Environmental Protection Services

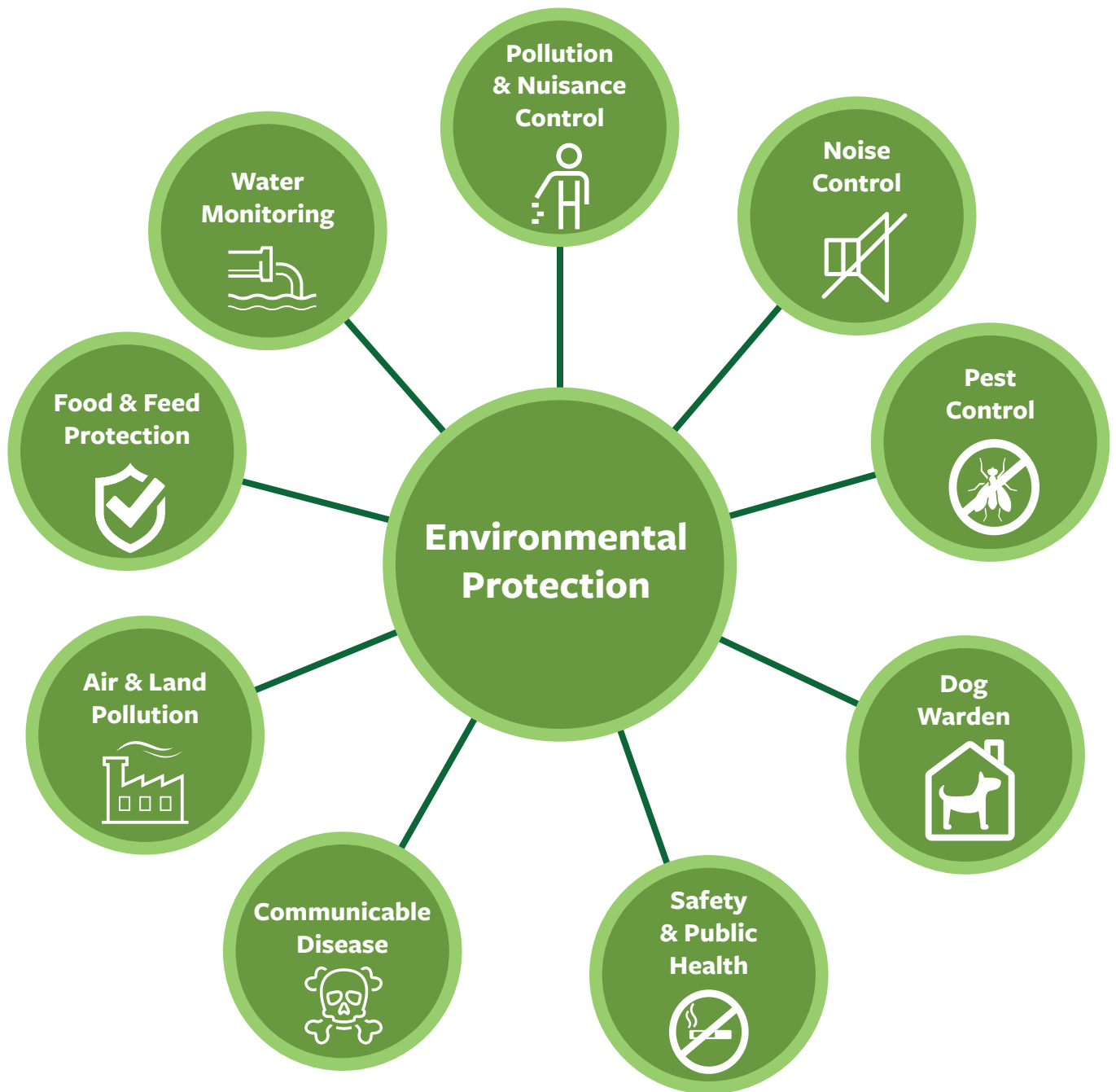
Service Delivery Plan 2018-19

EXECUTIVE SUMMARY



Environmental Protection Department

KEY RESPONSIBILITIES





Executive Summary

Background

- 1 The report outlines the roles and responsibilities of the Environmental Protection Section within the Homes and Safer Communities Division. It illustrates the demands on the service and the challenges that must be addressed for 2018/19.
- 2 Environmental Protection Services encompasses food hygiene, standards and feed safety, communicable disease, public health and safety (including tattooing and skin piercing), pollution (including air quality, contaminated land and noise), nuisances (including noise, odour, smoke, waste, drainage etc), anti-social behaviour, drinking water, Gypsy and Traveller support, pest control advice and dog warden services. The Local Authority has a statutory duty to carry out these functions.

The Division has recently re-aligned. The main areas affected in terms of Environmental include the following but will be discussed in more detail in the relevant sections:

- The Licensing function transferring to the Businesses and Consumer Affairs Section;
- The Food section will expand to include standards and feed regulation in order to provide a 'farm to fork' policy; and
- The Public Health Section will include tenure neutral nuisance and wider anti-social behaviour regulation in addition to the management of and support for the Gypsy and Travellers at the Penybryn site, Llanelli.

Service Aims and Objectives

Environmental Protection Service is committed to protecting the health, safety and wellbeing of citizens and visitors to the County. It is one of the main regulatory sections of the Council.

The work includes preventative and reactive responses which links with various objectives and strategies including those in the Wellbeing of Future Generations Act, Corporate Strategy, Councils Well-Being Objectives and Welsh National Enforcement Priorities.

The Plan gives an overview of the work carried out by the team and how they link to such strategies. In order to meet demands with limited resources, innovative and collaborative work has been and will continue to be utilised. Officers work closely with other Authorities, agencies and customers which is identified in the plan.

Challenges

The service has undertaken a large re-alignment as described above. This has resulted in a change of approach in some areas, however, as part of the transitional period, officers have been and will continue to be supported with opportunities for training, support, shadowing and such.

Particular impacts for 2018/19 include:-

- “Bedding in” the realignment of services within the Division. We now have one team responsible for Food Hygiene, Standards and Food to provide a ‘farm to fork’ service. This was being delivered between three teams. The services will monitor performance measures to understand demands and ensure that there are adequate resources in each section. The re-alignment has also resulted in further investment in officers to provide them with knowledge and abilities to deliver hygiene and standards services. It is felt that the outcome will result in a better and more efficient service to the customer;
- Implementing the monitoring of shellfish in accordance with Welsh Government and Food Standards Agency to ensure that the beds satisfy standards for commercial gathering. Sampling of biotoxin and hygiene levels are essential to determine both the health status of commercial shellfish beds and also the continual monitoring of their classified status;
- Exploring the opportunity for implementing Primary Authority Principal and provision of tailored advisory services at a cost to new and existing food businesses, with the intention of encouraging businesses to ‘strive for a rating of 5’;
- Delivering a tenure neutral approach to statutory nuisances and anti-social behaviour. This will include close working partnerships to improve problem solving collaboratively. The service will monitor performance measures to understand demands and ensure that there are adequate resources in each section. It is felt that the outcome will result in a better and more efficient service to the customer;
- Exploring the possibility of extending the current Pest Control services to commercial contracts and private dwelling treatment;
- Preparing for the implementation of the relevant section of the Public Health (Wales) Act in relation to the registration and licensing of skin treatments, Health Impact Assessments and extension of smoking restricted areas. There will also be an input into the Local Toilet Strategy in conjunction with the Environment Department. There will be an opportunity to obtain fees for the licensing and registration of the above;
- Producing information relating to noise control that is readily available for developers to assist in their Planning application process. We will explore the possibility of providing a tailored advisory service where further, in depth information may be requested, the cost of which will be borne by the developer;
- Working with partners that are delivering the Wellness and Life Science village at Delta Lakes to ensure that the risks from potential land contamination are fully addressed and mitigated where necessary;
- Implementing action plans for the Air Quality Management areas in Carmarthen, Llanelli and Llandeilo. The section is enhancing the plans by working in conjunction with Swansea University to observe the health impact of the action plans to improve air quality. Work is also planned to engage with local schools in the areas to raise awareness of poor air quality and to instigate change in school journey behaviours;
- Exploring the possibility of working collaboratively with Swansea University through the Wellness and Life Science Centre to assess radon levels within local housing stock (and remediate as necessary), and to observe the health impact; and
- Improving the support and engagement services for the Gypsy and Travellers community.

Review

The plan contains information and details of quality assessments and illustrates the various ways that the Section ensures consistency, efficiency and competency. Additionally, there is information on resources within the team both staffing and financially.

The Service Delivery Plan is subject to annual review.

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Environmental Protection Services

Service Delivery Plan 2018-19

Towy Valley, Carmarthenshire

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Cenarth Falls, Newcastle Emlyn

1.0 SUMMARY

- 1.1 The report outlines the roles and responsibilities of the Environmental Protection Section. It illustrates the demands on the service and the challenges that will be addressed for 2018/19. The work is predominantly statutory.
- 1.2 The Division has recently re-aligned. The main areas affected in terms of Environmental include the following but will be discussed in more detail in the relevant sections:
 - The Licensing function transferring to the Businesses and Consumer Affairs Section;
 - The Food section will expand to include standards and feed regulation in order to provide a 'farm to fork' policy; and
 - The Public Health Section will include tenure neutral nuisance and wider anti-social behaviour regulation in addition to the management of and support for the Gypsy and Travellers at the Penybryn site, Llanelli.
- 1.3 Staff within the Environmental Protection Section work flexibly and inspections and visits are undertaken out of core hours on a pre-planned basis, where necessary.
- 1.4 The service is experiencing increased demands. This is set against an increase in demand in some reactive and proactive statutory requirements, such as the implications of the food hygiene rating act, planning applications and introduction of additional legislation (such as dog chipping, anti-social behaviour, sampling for water/food quality, smoking in vehicles with children etc). The main priority for the Service is the protection of public health, consumers, local businesses and animal health. Decisions on priorities of work are based on risks that may affect those groups.
- 1.5 Impacts that may influence the proactive/programmed work such as food hygiene inspection programme are the team's response to major food incidents, food poisoning outbreaks, investigation of the illegal meat trade, food fraud, etc. Additionally, a large proportion of Pollution and Public Health teams' work is reactive, such as noise control and the investigation of statutory nuisance. There are occasions when the demand may exceed the capacity of the teams'. This is continually monitored and addressed where possible, by re-prioritising workloads and utilising qualified officers (Environmental Health Practitioners) to ensure that there is flexibility to meet high pressures/demands.

- 1.6 There is also a considerable amount of collaborative working with partners. Examples of this include:
- Regulation and advice of large events and sports ground safety inspection through a Safety Advisory Group. This is made up of senior representatives of the Police, Fire and Rescue Service, Ambulance Service and Local Health Board;
 - Joint problem solving group for issues relating to anti-social behaviour; and
 - Sharing of procedures/information with neighbouring authorities to deliver consistent services to businesses and consumers. This is demonstrated by active engagement with the Welsh Heads of Environmental Health Expert Panels and regional groups.
- 1.7 One particular issue being considered is the united approach to the current proposals by the Food Standards Agency in relation to the Regulation for Change agenda. This is looking to alter the current (successful) implementation of the food legislation from the responsibility of the Local Authority Environmental Health Officers (EHOs) to consultants (at a cost to the business) with the EHO's having the responsibilities for enforcement. This will have the potential impact on the current team, by altering the demands within the section and may need the officers to 'do things differently'.
- 1.8 Particular impacts for 2018/19 include:
- "Bedding in" the realignment of services within the Division. We now have one team responsible for Food Hygiene, Standards and Food to provide a 'farm to fork' service. This was being delivered between three teams. The services will monitor performance measures to understand demands and ensure that there are adequate resources in each section. The re-alignment has also resulted in further investment in officers to provide them with knowledge and abilities to deliver hygiene and standards services. It is felt that the outcome will result in a better and more efficient service to the customer;
 - Implementing the monitoring of shellfish in accordance with Welsh Government and Food Standards Agency to ensure that the beds satisfy standards for commercial gathering. Sampling of biotoxin and hygiene levels are essential to determine both the health status of commercial shellfish beds and also the continual monitoring of their classified status;
 - Exploring the opportunity for implementing Primary Authority Principal and provision of tailored advisory services at a cost to new and existing food businesses, with the intention of encouraging businesses to 'strive for a rating of 5';
 - Delivering a tenure neutral approach to statutory nuisances and anti-social behaviour. This will include close working partnerships to improve problem solving collaboratively. The service will monitor performance measures to understand demands and ensure that there are adequate resources in each section. It is felt that the outcome will result in a better and more efficient service to the customer;
 - Exploring the possibility of extending the current Pest Control services to commercial contracts and private dwelling treatment;
 - Preparing for the implementation of the relevant section of the Public Health (Wales) Act in relation to the registration and licensing of skin treatments, Health Impact Assessments and extension of smoking restricted areas. There will also be an input into the Local Toilet Strategy in conjunction with the Environment Department. There will be an opportunity to obtain fees for the licensing and registration of the above;
 - Producing information relating to noise control that is readily available for developers to assist in their Planning application process. We will explore the possibility of providing a tailored advisory service where further, in depth information may be requested, the cost of which will be borne by the developer;

- Working with partners that are delivering the Wellness and Life Science village at Delta Lakes to ensure that the risks from potential land contamination are fully addressed and mitigated where necessary;
- Implementing action plans for the Air Quality Management areas in Carmarthen, Llanelli and Llandeilo. The section is enhancing the plans by working in conjunction with Swansea University to observe the health impact of the action plans to improve air quality. Work is also planned to engage with local schools in the areas to raise awareness of poor air quality and to instigate change in school journey behaviours;
- Exploring the possibility of working collaboratively with Swansea University through the Wellness and Life Science Centre to assess radon levels within local housing stock (and remediate as necessary), and to observe the health impact; and
- Improving the support and engagement services for the Gypsy and Travellers community.



2.0 SERVICE AIMS AND OBJECTIVES

2.1 Introduction

The Plan is intended to inform residents and the business community about the arrangements Carmarthenshire County Council has in place with regard to the delivery of Environmental Protection Services.

Environmental Protection Services encompasses food hygiene, standards and feed, communicable disease, health and safety, pollution (including air quality, contaminated land and noise), nuisances (including noise, odour, smoke, waste, drainage etc), anti-social behaviour, drinking water, pest control advice and dog warden services. The Local Authority has a statutory duty to carry out these functions.

The Plan relates to work that will be undertaken by the Environmental Protection Services from the 1st April 2018 until 31st March 2019. It details how the teams are managed, organised, how they operate and includes an analysis of the current costs and challenges facing the service.

2.2 Service Aims and Objectives

The Environmental Protection Service is committed to protecting the health, safety and wellbeing of residents and visitors to the County. It is one of the main regulatory sections of the Council. To achieve this, the service aims to:

- (i) promote, provide advice and information, guidance and education on all matters relevant to Environmental Protection Services;
- (ii) carry out a range of programmed statutory inspections and other visits in accordance with relevant legislation, codes of practice and guidance. This will include re-inspections and re-sampling or other subsequent action as necessary, in accordance with the Council's Enforcement Policies;
- (iii) respond in a timely manner to service requests;
- (iv) liaise with a range of partners. This will include the Food Standards Agency, Welsh Government, Department for Health, Public Health Wales, Public Analysts, Better Regulation

Delivery Office, Natural Resources Wales, the Health and Safety Executive, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service, Hywel Dda Local Health Board, the Communicable Disease Surveillance Centre, Directors of Public Protection Wales, its Expert Panels and other local authority Task Groups, together with other appropriate bodies to achieve consistency in enforcement;

- (v) work collaboratively with other local authorities and agencies where possible, to provide a consistent, effective and efficient service for customers;
- (vi) promote the work being carried out by the section with regards to preventative measures to improve health and wellbeing for future generations in Carmarthenshire;
- (vii) ensure that staff receive regular, appropriate training and are able to access up-to-date reference material at all times; and
- (viii) ensure that food imported/produced/or sold in Carmarthenshire is safe to eat.

2.3 Links to Corporate Objectives and Plans

The Well-being of Future Generations Act

This places a well-being duty on specified public bodies across Carmarthenshire to act jointly and establish a statutory Public Services Board (PSB). The Carmarthenshire PSB was established in May 2016 and is tasked with improving the economic, social, environmental and cultural well-being of Carmarthenshire. It must do so by undertaking an assessment of well-being in the County and then preparing a county Well-being Plan to outline its local objectives.

Carmarthenshire PSB's draft well-being objectives are:-

- **Healthy Habits:** people have a good quality of life, and make healthy choices about their lives and environment;
- **Early Intervention:** to make sure that people have the right help at the right time, as and when they need it;
- **Strong Connections:** strongly connected people, places and organisations that are able to adapt to change; and
- **Prosperous People and Places:** to maximise opportunities for people and places in both urban and rural parts of our county.

The Corporate Strategy

Our new Corporate Strategy consolidates the following plans into one document and it:

- supersedes the 2015-20 Corporate Strategy;
- incorporates our improvement objectives as required by the Local Government Measure 2009;
- includes our well-being objectives as required by the Well-being of Future Generations (Wales) Act 2015; and
- includes Carmarthenshire County Council's Executive Board key projects and programmes for the next 5 years as set out in '*Moving Forward in Carmarthenshire: the next 5 years*'.

Welsh National Enforcement Priorities for Wales

Nationally, the service also contributes to the Welsh National Enforcement Priorities for Wales for local regulatory delivery which highlight the positive contribution that regulatory services, together with local and national partners, can make in delivering better outcomes. They are:

- Protecting individuals from harm and promoting health improvement;
- Ensuring the safety and quality of the food chain to minimise risk to human and animal health;
- Promoting a fair and just environment for consumers and business; and
- Improving the local environment to positively influence quality of life and promote sustainability.

Environmental Protection Services links to these objectives are as follows:

- providing the statutory regulatory framework for food, safety and health, public health and pollution control;
- enforcing no smoking in public places and regulating the use of sunbeds, tattooing practices, body piercing and skin treatments;
- investigating notifications of communicable disease, food poisoning and zoonoses (animal health infections);
- promoting the 'preventive' outcome of the work carried out by the service;
- implementing the Food Hygiene Rating legislation;
- sampling food, including shellfish to monitor safety and quality;
- ensuring food sold and produced in Carmarthenshire is safe to eat and as described (including accurate information on allergens);
- investigating allegations of food fraud, such as illegal slaughter and the illegal movement of shellfish; and
- ensuring that officers are equipped with adequate resources and understanding to assess the safety and safeguarding of the community when engaging with customers.



Llandelilo

3.0 BACKGROUND

3.1 Profile

Around 185,100 people currently live in Carmarthenshire making it the county with the fourth highest population in Wales. In line with trends across Wales, Carmarthenshire has an ageing population with the over 40's accounting for 56% of the population, and over 65's for 23%. This trend is set to continue with projections suggesting that increases in overall Carmarthenshire population to 2021 will be primarily in the 65+ age group.

The Carmarthenshire population is one of the sparsest in Wales at just 78 people per km², who live across a diverse County of both urban and rural communities. The three major towns are Llanelli, Carmarthen and Ammanford which are home to 25% of the population. 60% of the population live in rural areas which cover 53% of the County geographically. The remaining 40% of the total County population all live within 400m of natural or semi-natural green space.

Carmarthenshire is the third largest County in Wales, covering some 2,365 sq. kilometres, which represents 11.5% of the total landmass of Wales.

Carmarthenshire is a County of contrasts. The agricultural economy and landscape of rural Carmarthenshire contrasts to the urban and industrial south-eastern area. The County has over 6,200 registered agricultural holdings managing, some 210,500 ha of land, with 1400 of these being over 50ha (125 acres) in size.

Carmarthenshire has a rich natural and cultural environment, including sites designated at the international level to protect important biodiversity features, as well as striking landscapes and distinctive historic towns and villages.

The County also has the highest number of Welsh speakers in Wales, with 78,048 speakers according to the Office of National Statistics, with 80% of Welsh speakers speaking Welsh on a daily basis.

3.2 Organisational Structure

Appendix 1 outlines the Political Structure in Carmarthenshire County Council.

Appendix 2 outlines the Corporate Strategic Management Structure.

3.3 External Services

The following support us in providing specialist services:

Food and Agricultural Analysts

Formal and informal feeding stuffs samples are examined by the Public Analyst at Minton Treharne & Davies, Unit 5, Llwyn yr Eos, Parc Menter, Crosshands.

Food Examiners

Informal samples and faecal testing for communicable disease investigation is carried out in the Public Health Wales Laboratory in Carmarthen.

Both of the above are accredited.

3.4 Service Delivery

The service is provided from three centres in the County, at Ammanford, Llanelli and Carmarthen, which are open from 8:50am to 5:10pm Mondays to Thursdays and 8:50am to 4:30pm on Fridays. Staff can work flexible hours between 7:00am and 7:00pm. Officers are moving towards more 'agile' working. As many complaints occur and businesses open only in evenings and weekends, officers work flexibly where necessary. Enforcement visits are carried out outside core hours on a pre-planned basis.

3.5 Enforcement Policy

The Authority adopted a Corporate Enforcement Policy in April 2018 which follows the Regulators Compliance Code.

3.6 Cultural and Ethnic Diversity

Translated versions of several business leaflets are available and the Council has sourced translators which have been used to translate Notices and or letters when required.

The Sections' also implement the Council's Welsh Language Policy and provide Welsh speaking officers when dealing with service requests.

3.7 Education and Partnership Working

The Teams work closely with Public Health Wales, Local Authorities, Hywel Dda Local Health Board, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service etc. This has been illustrated in many of the actions identified from the Integrated Community Strategy.



4.0 FOOD, SAFETY AND HEALTH

4.1 Scope of the Service

During this year the feeding-stuffs and standards work will be carried out by officers within the Food, Safety and Hygiene section. The responsibility for enforcing food standards and feeding-stuffs legislation previously lay with the Business and Consumer Affairs Section. The vision of the realignment includes officers (Environmental Health Practitioners) being able to deliver both hygiene (cleanliness, prevention of food poisoning) and standards (labelling, allergens, use-by-dates etc) responsibilities. This way of working will deliver not only more efficiencies, but also a better experience for the businesses and customers. As a result, many of the Environmental Health Officers have attended a comprehensive Food Standards training. This will ensure more collaborative working and consistency of approach.

The feeding stuffs responsibility are included in an all Wales service delivery plan. However, in order to achieve the targets, two Animal Health Officers have joined the team from Business and Consumer Affairs as part of the realignment. The team is working collaboratively with other Authorities within the region (Dyfed Powys).

The Environmental Protection Section is based at Carmarthen, Llanelli and Ammanford as and when required and in line with the agile working policy. The table below indicates the breakdown of employee numbers (FTEs) for food hygiene, food standards and health and safety.

	Food safety* 2017/18 FTE (EHP)	Food safety 2018/19FTE	Food stand^ 2017/18 FTE (TSO)	Food stand 2018/19 FTE	Health and Safety** 2017/18 FTE (EHP)	Health and Safety 2018/19
Environmental Protection Manager	0.2	0.2			0.05	0.2
Principal Officer	0.7	0.3	0.6	0.3	0.3	0.2
Senior officer *	0.8	0.3	2.9		0.2	0.3
EHP'S	6.95	7		0.9	1.2	0.3
Technical Assistant - sampling	0.8					
Animal Health Officers	0.05				0	
Food Officers **		1.5				
Total	9.5	9.3	3.5	1.2	1.75	1

* 0.4 FTE additional involved in Feed responsibilities

**0.5 FTE additional involved in Feed responsibilities

The figures above illustrate the current proportion of officer resources. The re-alignment has resulted in some efficiencies. For example, officers will carry out a standards inspection at the same time as a hygiene inspection which will save duplication. It may be necessary, however, to regularly review the workloads and demands on the service.

4.2 Demands on the Service and Food Premises Profile

Table 1 shows the number and type of premises in the County. There are 1,986 registered food businesses.

Table 1

Type of business	Apr-16	Apr-17	Apr-18
Primary Producer (registered)	8	7	6
Manufacturer/Packer	88	84	81
Importer/Exporter	1	0	0
Distributor/Transporter	6	8	8
Supermarket/Hypermarket	31	32	34
Small Retailer	303	301	298
Retailer/Other	129	117	113
Restaurants and other caterers	355	359	362
Hotel/Guest House	87	81	77
Pub/Club	303	293	288
Take Away	142	146	146
Caring Premises	152	154	158
School/College	136	140	142
Mobile Food Unit	80	82	84
Restaurant and Caterers – Other	173	182	168
TOTAL	1,994	1,986	1,965

Food businesses in Carmarthenshire are very diverse and further detail is provided below:

- 30 EU approved businesses in Carmarthenshire which produce a variety of meat, dairy, fish and egg products. Some of these businesses only manufacture on a small scale, but the majority prepare high risk foods with complex and specialised procedures. They supply food to businesses outside the County on a considerable scale;
- Shellfish gathering continues to be a large industry in Carmarthenshire, which requires regular sampling, monitoring and enforcement. A sampling regime is essential to maintain / review bed classification and biotoxin monitoring in order to permit commercial gathering. This can be a very lucrative business and multi-agency monitoring is carried out regularly to prevent, where possible, incidents of food fraud;
- Two water bottling plants (spring water and natural mineral water) plus an additional Natural Mineral Water plant, currently being established;
- Two large ice cream manufacturers;
- Approximately 5,000 primary producers of food, predominantly falling under the category of dairy, beef or sheep farms. Of these, approximately 1,000 are considered to be high risk as they operate multi-species businesses;
- Officers also look for ethnic products of animal origin and products not of ethnic origin during their enforcement duties, particularly in wholesale premises and pound shops; and
- Various organisations and businesses use the County for large out-door events and thematic street markets. These need to be regulated and checked for hygiene, water supply, refrigeration and basic public health standards.



Carmarthenshire Fishmonger



Carmarthenshire Cheese Producer



Carmarthenshire Butcher

4.3 Service Delivery

4.3.1 Food Safety Inspections and Education

Premises liable for food safety inspections are risk assessed and the risk assessment category dictates the frequency and level of inspection they receive.

The inspection programmes for 2017/18 are found in the following table:

Category	Planned Inspections 2018/19
A	1
B	43
C	440
D	186
E	255
Unrated	25
Total Inspections	950
FHRS Revisits (estimated)	28
Estimated revisits	50
FSM projected visits	0
Total visits	78

Inspections are grouped geographically where possible for reasons of economy and efficiency.

All food safety high risk premises receive a full inspection/audit in order to attain the targets set locally and to issue a food hygiene rating to the business (following an unannounced inspection). Low risk premises could be subject to an inspection or alternative intervention depending on:

- 1) Whether they are excluded from FHRS or
- 2) It is the first official control visit following a full programmed inspection which resulted in the premises being deemed broadly compliant.

There is only one National PI for food safety for 2018/19 - the percentage of food establishments which are 'broadly compliant' with food law.

Deviation from the programmes outlined above may occur in response to major food incidents e.g. food poisoning outbreaks, investigation of illegal meat trade, special projects referred from the Food Standards Agency, new legislation etc.

In order to determine whether a revisit is necessary, consideration will be afforded to:

- The number and seriousness of the offences;
- The willingness of the proprietor to comply;
- Issues related to public health protection; and
- Premises awarded a FHR score of 2 or less

4.3.2 Food Standards

The rating for food standards has recently been altered from the previous LACORS system to the Food Law Code of Practice. As a result, there is an alteration to previous years risk ratings and inspection programme as detailed below:

Category	Total numbers	Planned inspections 2018/9
A	43	26 (+17)
B	979	77
C	598	6
UNRATE	211	156
TOTAL	1,831	265 +17 = 282

We will inspect all high risk (A) businesses and the inspections that are aligned with the hygiene inspections.

The actual resource available to cover this service is 1.0FTE

4.3.3 Primary Producers

The role of the Food Officers will include inspection of Primary Producers.

The estimated resource required to deliver this service is 0.1FTE

4.3.4 Safety

The section will continue to inspect and review all the Sports Grounds certificates within the County. In addition to this, there will be representation to the Safety Advisory Group which will advise organisers in the planning of larger events.

The national guidance relating to enforcement and inspection of workplaces suggests that only high risk, i.e. 'A' category premises, should be prioritised in the planned programme of inspections regime. In addition, local authorities are encouraged to participate in national and regional health and safety initiatives. The initiatives are set 'thematically' as a result of intelligence led data.

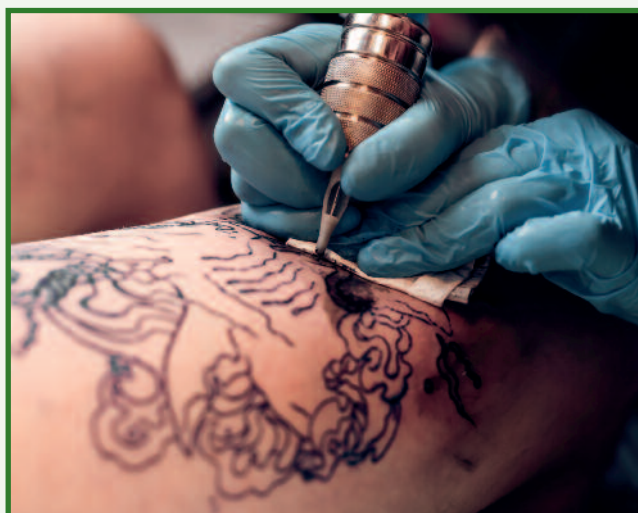
This year, the number of 'A' risk premises included in the programme of inspections is 3.



4.3.5 Health

The introduction of the Public Health (Wales) Act will look to regulate and extend current responsibilities of the section. The first of these is to require persons and premises to be registered/licensed in order to carry out tattooing and/or body modifications. This section is aware of its businesses through ongoing proactive work and, therefore, the implementation of the legislation next year should be reasonably straight forward. It will, however, provide additional, more effective tools which may be used where there is found to be non-compliance.

In addition, the Public Health (Wales) Act proposes Regulations to extend the Smoke Free Premises legislation. This will require officers to enforce no smoking in a wider public attendance remit. It is the intention that initially the section will support the introduction by means of general publicity and working with educational services to focus on concerns with parents in vehicles outside schools etc. Officers will also work with the Leisure section (and schools) to support smoke free playgrounds.



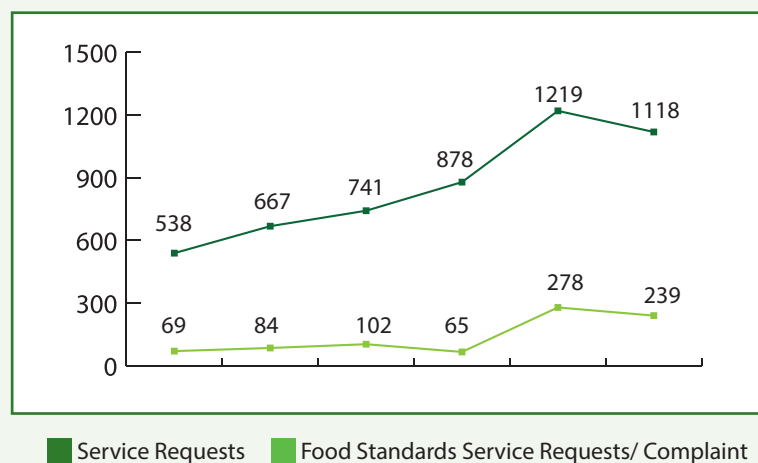
The estimated resources required to deliver this service is 0.8FTE

4.3.6 Food Hygiene, Safety and Standards Service Requests

Service requests that are recorded on the data base systems include food and premises advice, complaints and legislation queries, etc. Officers no longer visit businesses pre-opening to offer setting up advice. Individuals are signposted to advice and information on the website, however, the section is considering offering onsite, tailored advisory visits at a cost later in the year.

A further example of service requests include notification from Dwr Cymru/Welsh Water of potential water disconnections that have an impact on food safety and standards, together with workplace health and safety. Where businesses providing high risk foods are threatened by disconnection, the businesses are contacted or visited to ensure that the water supply remains constant during operation or if the disconnection proceeds, that the businesses do not trade until such time as the supply is reconnected.

Food Standards complaints and requests for service are handled in accordance with the Quality Manual and Food Law Code of Practice. The manner of recording such requests have improved over the past year thereby providing a more accurate picture of the demand. There is a steady increase in the number of service requests year on year. The nature of this work varies greatly from simple advice to complex manufacturing/labelling enquiries to criminal investigations.



The estimated resources required to deliver this service is 1.5FTE

The estimated resources is based on previous years. However, with the introduction of tailored, chargeable advice, as well as a better resourced website, it is anticipated that this will reduce the service request demand.

4.3.7 Home Authority Principle and Primary Authority

The Council does not act as a Primary Authority nor is it a Home Authority for any food business in the area. Carmarthenshire is, however, classified as an originating authority for approximately 77 manufacturers, thus being the initial point of contact for any food complaints arising outside the authority in relation to such products. The section is currently exploring the possibility of becoming a Primary Authority for businesses within Carmarthen. It is anticipated that this will be progressed significantly this year.

4.3.8 Advice to Businesses

Officers provide information during the inspection process. Information packs are available for new businesses and the website is currently under review. It is anticipated that information for consumers and traders will be available, with links to other sources of information from which advice can be obtained free of charge.

As an additional resource, the service now offers a food hygiene advice service which can be tailored to business specific needs at cost. The onsite visit will provide advice on:

- Food Hygiene specifics e.g. cross contamination, 2-stage cleaning, temperature control etc;
- Structure - layout, facilities, equipment, work flow etc;
- Training and Food Hygiene Management Systems e.g. completion and use of Safer Food Better Business; and
- Food Hygiene Rating Scheme advice to help business reach your full potential.

This service is offered to current businesses who are striving to improve standards but the aim is to target 10% of new businesses to achieve a higher score on the first inspection.

The estimated resources required to deliver this service is 0.3FTE

4.3.9 Food Sampling

Food sampling programmes are developed annually in response to perceived local needs and problems. The hygiene sampling follows the Welsh Food Microbiological Forum Sampling Programme and this year it will focus on sampling local producers, manufacturers and retailers as part of these surveys. It is anticipated that the section will procure 120 samples during the year.

Shellfish sampling is carried out on a rolling programme, to ensure the continual classification of beds for commercial gathering. In light of the fact that Welsh Government is intending to open the Three Rivers for Commercial Gathering, there may be a requirement for the section to carry out more sampling on a monthly basis. The section must have the capacity to retrieve 96 toxin and bacterial flesh samples and 36 water samples throughout the year. It is anticipated, however, that the number may fluctuate pending quality results and incident occurrence. This may result in approximately 120 flesh samples and 48 water samples. Additionally, Welsh Government has confirmed that there is an intention to open additional beds which may increase the sample demand. The resources required to deal with an increase in number is also affected by the geography, access and the tidal periods. The team are working on the premise that there will be additional resources sought should this request to increase the sampling programme be extended.



The estimated resources required to deliver this service is 0.5FTE

4.3.10 Control and Investigation of Outbreaks and Food Related Infectious Disease

This year, the section have been utilising a multi-agency electronic web portal for recording and notification of cases. The system is called TARIAN. The system also sets response times thereby making the approach to investigation of notifiable diseases consistent throughout Wales. There have been teething problems, including double handling of information and difficulty in cross referencing information. It is anticipated, however, that these issues will be resolved in time. All cases of food poisoning or suspected food poisoning are investigated and contact is made in person, by telephone or by letter. The Council also participates in the all Wales Enhanced Surveillance Projects for individual cases of Lymes Disease.

All outbreaks are investigated on the same day as the notification is received. All outbreaks to date have a viral origin.

The County also has a high prevalence of zoonotic disease, primarily TB in food animals. The section has a duty to ensure that any milk produced from affected dairy farms is pasteurised.

Notification Type	2012	2013	2014	2015	2016	2017
Campylobacter	182	193	319	233	240	240
Salmonella	7	18	18	22	15	14
E Coli	5	9	3	5	3	4
Cryptosporidium	24	18	29	32	25	23
Giardiasis	5	12	9	14	7	13
Other Food Poisoning	0		13	15	30	8
Clostridium	0	4	3	5	11	14
Listeria	0	0	1	0	1	0
Shigella	0		3	0	0	1
Legionnaire's Disease	8	4	0	1	3	0
Typhoid Fever	1	0	0	0	0	1
TOTAL	232	258	398	324	335	318

The estimated resources required to deliver this service is 1.4FTE

4.3.11 Food Incidents

All officers are notified of food incidents electronically. Action is taken in accordance with the hazard warning category and on the basis of additional advice given in the warning.

Allegations of food fraud will instigate investigations as necessary. Any intelligence received is reported to the Food Fraud Co-ordination Unit.

The estimated resources required to deliver this service is 0.3FTE

4.3.12 Accident Investigations

Notifiable accidents which occur in workplaces regulated by the Council must be reported to the local authority or the Health and Safety Executive by the responsible person in charge of the premises. The section has developed a procedure for dealing with those notifications and they are investigated in accordance with the revised LAC 22/13 circular.

	Nos of accidents reported
2012/13	75
2013/14	61
2014/15	86
2015/16	78
2016/17	89
2017/18	83

The Estimated resources required to deliver this service is 0.2FTE

4.3.13 Liaison

We have arrangements to ensure that enforcement action is consistent with those of neighbouring local authorities and we are represented on the following groups:

- Directors of Public Protection Wales Expert Panels and Task Groups dealing with Food Safety, Communicable Disease and Health and Safety;
- South Wales Shellfish Liaison Group;
- Mid and West Wales regional Food/Feed Panel; and
- All Wales Welsh Heads of Trading Standards Food/Feed Panel.

The service has good working relationships with the Centre for Environment, Fisheries and Aquaculture Science (CEFAS) and Welsh Government's Fisheries Unit, together with Public Health Wales.

There is also a good working relationship with the Health and Safety Executive and other local authorities. It also works closely with Dyfed Powys Police, the Mid and West Wales Fire and Rescue Service and the Welsh Ambulance Service particularly with regards to the Safety Advisory Groups for events and Sports Grounds.

The estimated resources required to deliver this service is 0.5FTE



5.0 POLLUTION AND WELLBEING

5.1 Scope of the Service

The Pollution Team responsibilities include monitoring and enforcing a wide range of regulatory controls dealing with noise, air quality and contaminated land issues.

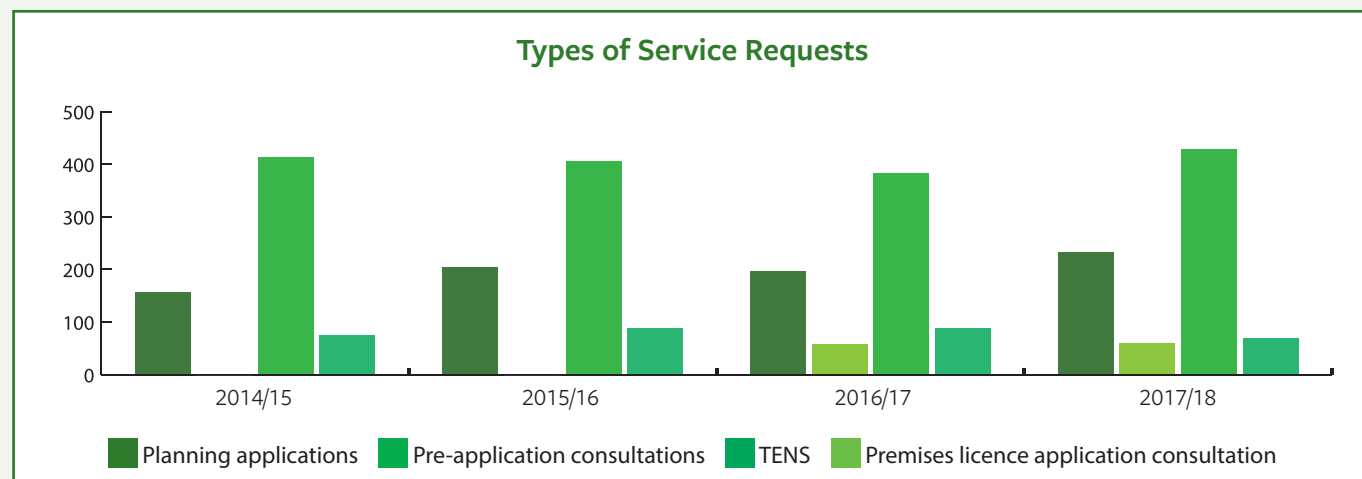
The table below indicates the breakdown of FTEs involved in Pollution work:

Officers by title	Noise	Air quality	Permit	Land	Other
Environmental Protection Manager	0.1	0.1			
Lead Officer	0.3	0.2	0.1	0.2	0.2
Environmental Health Practitioners*	3.4	0.7	0.3	0.5	0.1
Scientific Officers	1				
Total (7.2)	4.8	1	0.4	0.7	0.3

5.2 Service Delivery

5.2.1 Noise (prevention)

Responding to planning consultations forms a considerable proportion of the work of the team. The noise assessment process is complex and extremely time consuming, involving work at the pre-application stage as well as during the formal planning consultation.



The service responded to 233 planning consultations during 2017/18 (compared to 198 the previous year and 204 the year before that), 59 pre-planning consultations and 10 scoping opinions. Some applications are complex and very detailed.

In order to improve the efficiency of the consultation process, particularly in regards to noise specific issues, the section has developed a comprehensive guide for applicants outlining the requirements to reduce noise impacts from developments. The section will also be exploring the possibility of charging developers for more detailed, tailored advice.

Environmental Health Practitioners have a role as a Responsible Authority in respect of Temporary Event Notices (TEN), by providing responses and assessments in relation to noise, public safety and nuisance. The team received 428 TEN consultations in 2017/18, and 69 consultations relating to Premise Licenses, 36 of which related to new applications. In addition to this, officers are consulted on events that are held on Council owned land, even if the event does not fall within the remit of the Licensing Act 2003.

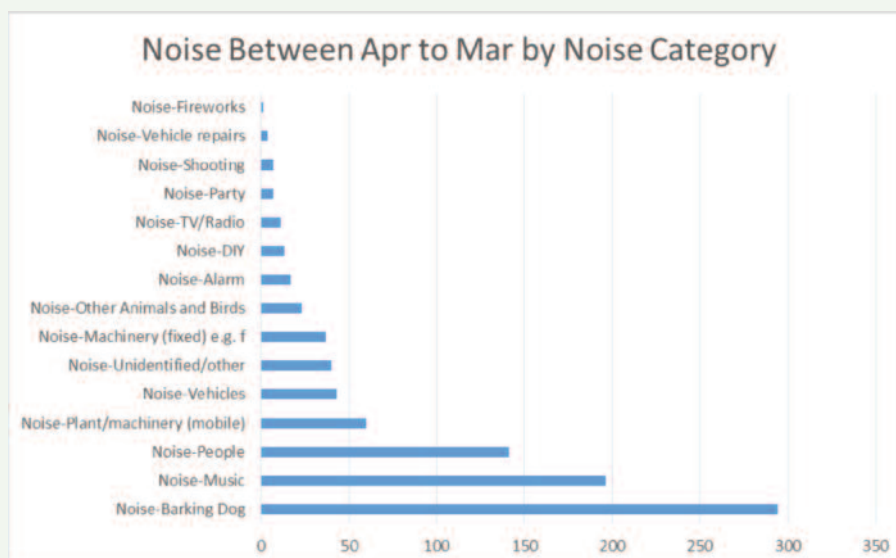
Officers also provide expertise in relation to noise and public safety at Safety Advisory Groups for large scale events. The officers from this team and the Licensing team have produced a document to assist organisers in setting up a management plan for events. This is to take into account issues such as impact by noise, public health and licensing. Currently, they will also offer advice on a case by case basis. The section also, in liaison with Licensing, respond to any issues arising from the Police's weekly incident list.

In 2018/19 we will use Noise Action Week to target advisory information for our greatest source of noise complaints, which is barking dogs. This will involve working with others to raise awareness of issues. For the action week, the section have developed an information sheet for dog owners to provide information to help minimise dog barking.

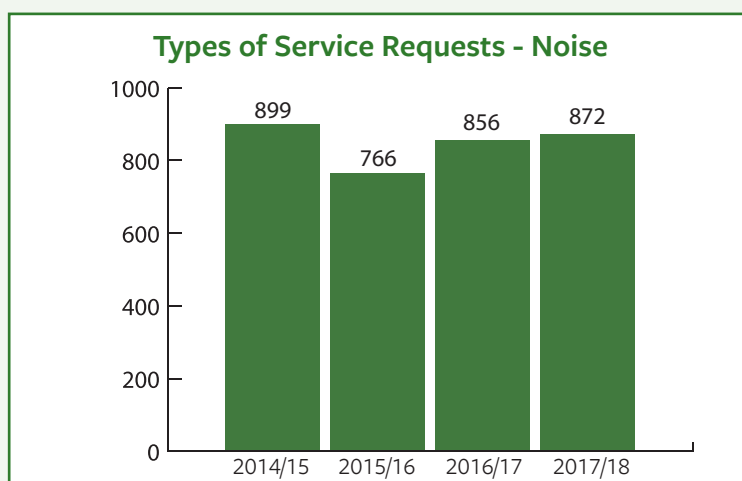
The estimated resources required to deliver this service is 2FTE

5.2.2 Noise (reactive)

The team deals with service complaints relating to noise from a wide range of sources, including those from a domestic, commercial and industrial setting. The team received 852 service requests in regards to noise for 2017/18. Some complaints are highly complex, sensitive and long standing which involved multi-national companies and a range of stakeholders. Work with these will continue into 2018/19, together with any similar issues that arise.



There continues to be a high demand for service requests in relation to noise (as seen in the graph below). The section has invested heavily in noise monitoring equipment and officers are often required to work unsociable hours in order to witness and assess noise disturbances as part of the investigation process.



In order to ensure that we are able to communicate as efficiently as possible with our service users, the section has invested in the use of the Noise App. This is a service that can be used by anyone that has a smart phone, and allows service users to take noise recordings of their own which they then send directly to officers via the App. This has proven to be a popular and useful method of communication

A substantial number of noise service requests relate to Council Owned homes and many of these include an element of anti-social behaviour. Where noise is an issue, officers take a lead in assessing the impact of activities on nearby residents and the community as a whole. There are provisions contained within the Antisocial Behaviour, Crime & Policing Act 2014 that can be used to deal with such issues, along with those already contained in the Environmental Protection Act 1990.

This does require close working with housing colleagues and the Police to resolve issues. It is also the intention of the team to work more closely with tenants and landlords, with the aim of raising noise awareness and preventing problems from occurring in the first place.

The estimated resources required to deliver this service is 2.8FTE

5.2.3 Air Quality

The Air Quality Management Area (AQMA) declared for Llandeilo in November 2011 continues to progress. The action plan to improve air quality in the town has been implemented, and a review of its effectiveness has been reported to the Action Planning Group and Welsh Government.

Two further Air Quality Management Areas were declared in 2016/17; one in Carmarthen and the other in Llanelli. Action Plans have now been produced that incorporates both areas. Close collaboration with colleagues in other Divisions will continue throughout the process and data will continue to be gathered.

In addition to working towards legislative requirements regarding air quality, the team have taken an opportunity to work collaboratively alongside Swansea University with the aim measuring health impacts and of improving our monitoring capabilities. We will also continue to link in with the local Eco –schools coordinator in the Air Quality Management Areas to attempt to engage with the school and school pupils to raise awareness of poor air quality and to instigate change in school journey behaviours.

A project to measure air quality commenced at one of the County's Primary Schools in 2017/18, and will continue into 2018/19. These actions firmly align with the principles contained within the Wellbeing of Future Generations Act.

Local screening assessments of air quality will continue throughout the County, with detailed assessments undertaken in areas which are near or exceed the EU intervention level for NO₂ in the atmosphere.

An annual progress report was submitted to and approved by Welsh Government in 2017/18 and one will also be submitted in 2018/19, outlining and summarising the work that has been done in relation to Air Quality in the preceding year.

A study focussing on radon levels in Council owned homes is going to be considered for commencement in 2018/19. It is anticipated that this will be carried out in conjunction with Swansea University to assess possible health impact of radon within the County.



The estimated resources required to deliver this service is 1FTE

5.2.4 Environmental Permitting

Legislation requires the Council to manage certain industrial processes that have the potential to pollute the atmosphere. These include petrol stations, dry cleaners, timber processing plants, cement batching and pet food manufacture.

At the start of 2018/19 there were 70 processes that benefit from Environmental Permits. Some of the processes are very complicated and require a degree of specific knowledge and understanding of the operation to ensure that they are operating within conditions attached to the Environmental Permit. In 2018-19, permit holders will receive an inspection as determined by DEFRA's risk rating scheme and they are required to pay an annual fee, which is prescribed by Welsh Government.



Filling Station, St Clears

The estimated resources required to deliver this service is 0.4FTE

5.2.5 Land Contamination

The section has previously identified areas of land within Carmarthenshire that have potential for ground contamination to exist, mainly as a legacy of its industrial heritage. The legislation regulating contaminated land has not changed and there remains an explicit duty conferred on local authorities to inspect land with a view to determining whether or not it is classed as contaminated land.

The Contaminated Land Inspection Strategy was reviewed and approved during 2015 as a result of updated statutory guidance. This reflects the current proactive approach following the withdrawal of Welsh Government Capital Funding with the emphasis being to remediate potentially Contaminated Land through the Development Management and Regeneration processes and working with landowners / developers. In 2018-19 we will continue with this approach and will also identify Council owned land that may require investigation.

As with other service areas, the option of charging for some areas of this work, e.g. property searches, may be explored.



Soil Testing

The estimated resources required to deliver this service is 0.7FTE

5.2.6 Advice to Businesses and Customers

Officers provide information during inspections, telephone calls and also to personal complainants at the County's Customer Service Centres'. The website is currently under review and it is anticipated that information to both consumer and businesses will be available with links to other sources of information, from which advice can be obtained free of charge.

The section will explore the possibility of charging developers for more detailed, tailored advice.

5.2.7 Liaison

Enforcement action in relation to pollution control is consistent with those of neighbouring local authorities and officers' represent the Council on the Directors of Public Protection Wales Expert Panels. These working relationships with DEFRA, Natural Resources Wales, Welsh Government, Public Health Wales, Dyfed Powys Police and other departments' of the Council will continue in 2018-19.

The team will continue to work collaboratively with Neighbouring Authorities and other bodies such as Swansea University

5.2.8 Promotion

Owners information to prevent barking dogs

As part of the Noise Action week, the section have developed an information sheet for dog owners to provide information to help minimise dog barking.

The section will be using Social Media to share the information.

The estimated resources required to deliver this service is 0.3 FTE



6.0 PUBLIC HEALTH

6.1 Scope of the Service

The Public Health Team is based County-wide with Officers working from the Ammanford, Llanelli and Carmarthen offices, as and when required and in line with the Agile Working Policy. The team delivers a tenure neutral approach to statutory nuisances and anti-social behaviour. This will include close working partnerships to improve problem solving collaboratively. The proactive responsibilities include monitoring and enforcing a wide range of regulatory controls dealing with water quality monitoring, shellfish monitoring, good dog ownership etc. The reactive services include dealing with nuisances, such as odours, smoke, dust and light, drainage and waste as well as poor property conditions resulting in concerns from neighbours, e.g. animal waste / waste accumulations, fly tipping, intimidation/drugs use/threatening behaviour of tenants.

The section also provides an enforcement and advisory service for pest control to the public, as well as a treatment service for council housing stock. As a result of the realignment we also now manage the Traveller site at Penybryn, Llanelli.

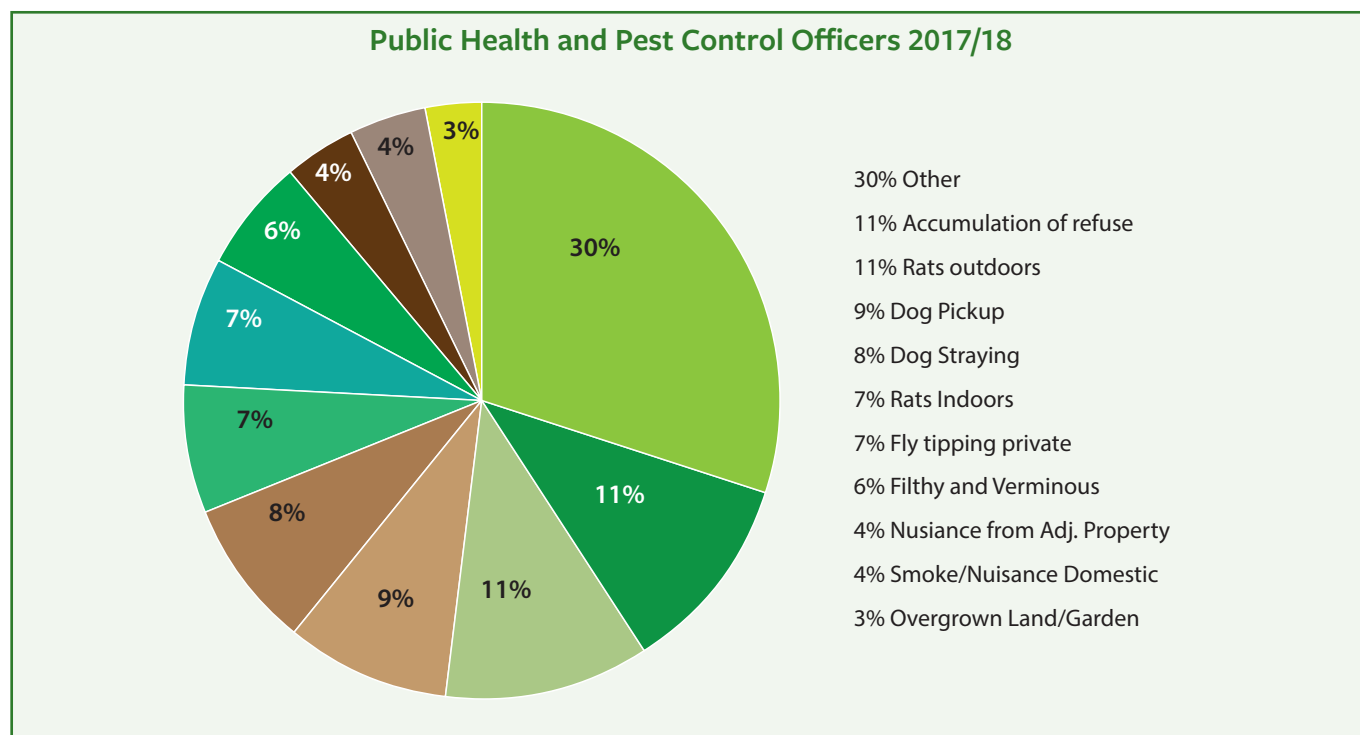
The table below indicates the breakdown of FTEs involved in Public Health work:

Officers by title	Nuisance/ASB	Water	Pests/Dog	Gypsy/Travellers	Other
Environmental Protection Manager	0.2				0.1
Lead Officer	0.2	0.1	0.2	0.1	0.4
Environmental Health Practitioners	1.3	0.7			
Technical Officers	2				
Public Health Assistants			4		
Senior Neighbourhood Officer	0.8			0.2	
Housing Officers	2			1	
Housing Assistant					1
Total (14.3)	6.5	0.8	4.2	1.3	1.5

6.2 Demands on the Service

Most functions are statutory. Officers handle high and often complex caseloads which can, at times, exert pressures on other service delivery areas and on the Team as a whole. The team deal with both reactive and proactive work. With regards to the proactive, this can be programmed over the year, however, the reactive can, at times, be a real challenge for the team with regards to demand and complexity.

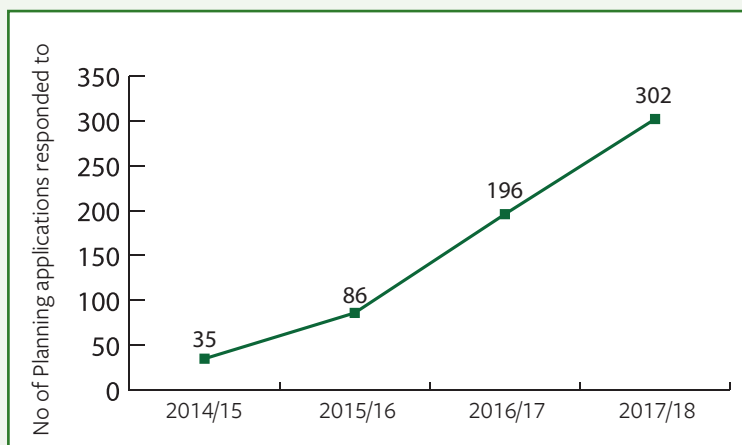
The chart below demonstrates the breakdown of demands of the team during 2017-2018:



6.3 Service Delivery

6.3.1 Prevention work

Responding to planning applications forms a considerable proportion of work within the team. Certain applications require input from the section in order to consider and prevent future nuisances. Some of the applications are quite complex and require careful consideration and discussions with the applicant and Planning. The numbers of the application responses have increased over the last couple of years:

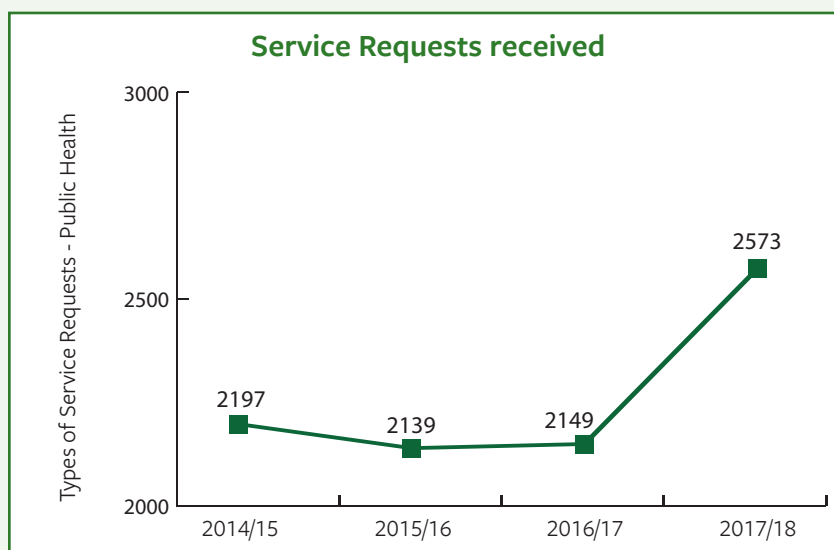


The estimated resources required to deliver this service is 0.5 FTE

6.3.2 Statutory Nuisance/Anti-Social Behaviour

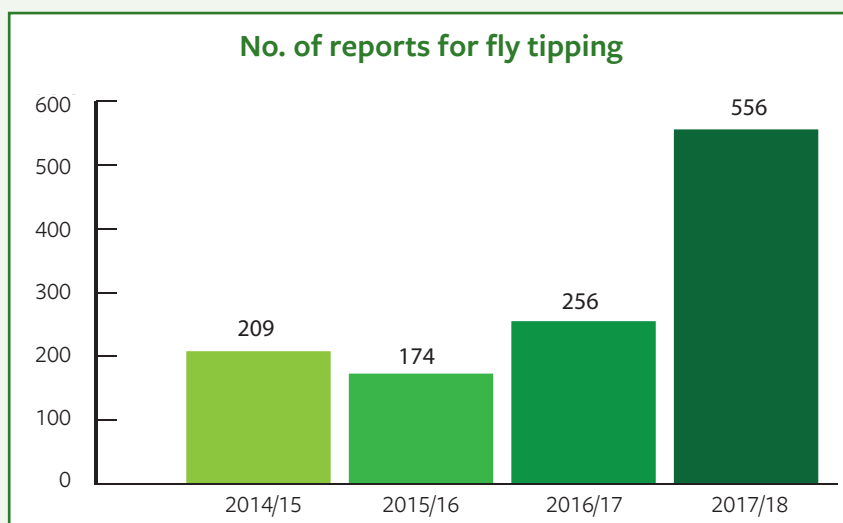
The Public Health team received over 2,500 service requests last financial year (an increase of 400 from the previous year) and many of these requests related to statutory nuisance. Where the investigation of a complaint reveals that action is required, the officer will attempt to resolve the issue through advice or mediation, but where this is unsuccessful, a Notice will be served. A total of 83 statutory notices were served in 2017/18, a large increase from the previous year.

The majority of notices were served in relation to prevention of damage by pests and statutory nuisances such as waste, odour, smoke light etc.



Any works or actions necessary to abate or remedy the statutory nuisance will be monitored and if there is non-compliance, legal proceedings will be instituted or works undertaken in default. In cases of accumulations of waste on land, the section will take action against landowners and occupiers to require its removal, if the person(s) responsible cannot be found. Works undertaken in default of any Notice will have an impact on budgets, as some costs for works may not be recoverable.

High numbers of fly tipping cases are reported on private land, and these cases require high amounts of time for investigation including finding evidence to identify the offender etc. The number of reports for fly tipping has increased year on year as outlined below:



This has placed more work on officers with additional CCTV work and investigations to try and identify perpetrators.

In order to ensure that we are able to build a clear picture of the pattern of fly tipping 'sites', the section is considering the use of a national App. This is a service that can be used by anyone that has a smart phone which the section will be investing in for officers to help provide more efficient means of working. Officers will continue to monitor and categorise inert/harbourage waste and link with the Waste Section to explore different options for collections. In addition, the team will investigate possible relationships between the pattern for fly tipping and waste collection and any potential link with alteration to waste pick-ups /access to amenity sites

The re-alignment will result in 'anti- social behaviour' enforcement sitting in the Environmental Protection section. This will enhance the 'one team' and coordinated approach to problem solving cross tenure issues.

Officers are extending their role rather than simply 'dealing' with the complaint. We are also trying to look at why/what are the wider causes of the issues. It has been identified that many complaints may appear to be 'resolved' at one time, but return into the system soon after and escalate. Whilst some may be neighbour disputes, it is recognised that through awareness training, many cases are aligned to welfare and vulnerability.



The re-alignment is timely as the Police Commissioner has recognised demands on agencies for this type of work and it is in the process of making changes to Multi Agency Problem Solving Groups of which officers and cases from this team contribute considerably. The changes include:

- A newly established central Community Safety hub, with a proposal to support this with four divisional Community Safety hubs;
- ASB Co-ordinators being allocated to each Authority. These are PSCO's who will be responsible for coordinating Problem Solving Groups (PSG);
- Each Authority being allocated a Partnership Inspector;
- PSGs being diarised every 2 months;
- The development of a more inclusive model to information sharing; and
- The development for a more consistent approach to risk assessment through an ASB model.

The section will be looking to develop a role within the team which will coordinate a corporate response to problem solving for Anti-Social Behaviour that will assist the above in providing a single point of contact for Police and other Agencies.

The estimated resources required to deliver this service is 6.6 FTE

6.3.3 Water quality

Under the Private Water Supply (Wales) Regulations 2010, there are currently 52 large or commercial supplies, and 13 small supplies (shared source). There are also 2,080 single domestic properties within the County which are sampled on request by the owner (for a charge).

In addition to the above, EU legislation requires Local Authorities to carry out sampling for private waters to include tests for the presence of radon. There are areas in Carmarthenshire where radon is prevalent. Risk assessments have been carried out and to date there have been approximately 30 supplies identified which will require further investigations. Sampling has not yet begun as the section is still awaiting clarity from the Welsh Government on the specifics of sampling.

The team will work closely with Dwr Cymru to ensure that water supplies for large events are fit for purpose and present no public health risk.



Water Testing

The estimated resources required to deliver this service is 0.6FTE

6.3.4 Bathing Water

Natural Resources Wales has responsibility for the two EU designated bathing beaches at Pembrey and Pendine. Officers of the Public Health team used to sample bathing water at Burry Port beach, which is a non-designated bathing water, under EU legislation. A policy decision has previously been made to stop sampling at locations that are not designated bathing water.

North Dock in Llanelli is sampled monthly throughout the year, as it is used for recreational purposes.



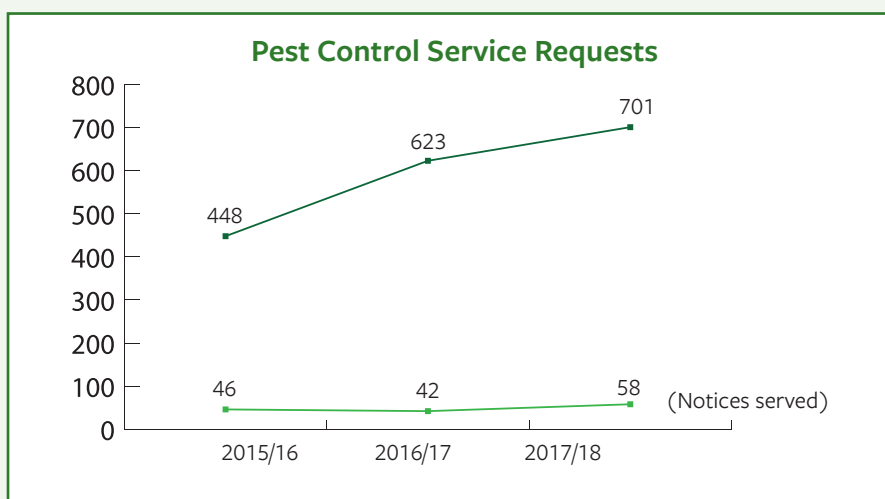
Cefn Sidan Beach, Pembrey

The estimated resources required to deliver this service is 0.2 FTE

6.3.5 Pests

The team's Public Health Assistants roles cover both pest control and dog warden duties. This assists in delivering a wider coverage over the county and, as a result of officers being equipped with better technology, a more responsive, efficient service.

In relation to the pest control side of the work the section has been providing advice to treat for pests, prevention access/harbourage for pests and surveys of drainage to identify, where possible, areas of damage leading to points of access and remedial work required. The numbers reported and areas are monitored annually.



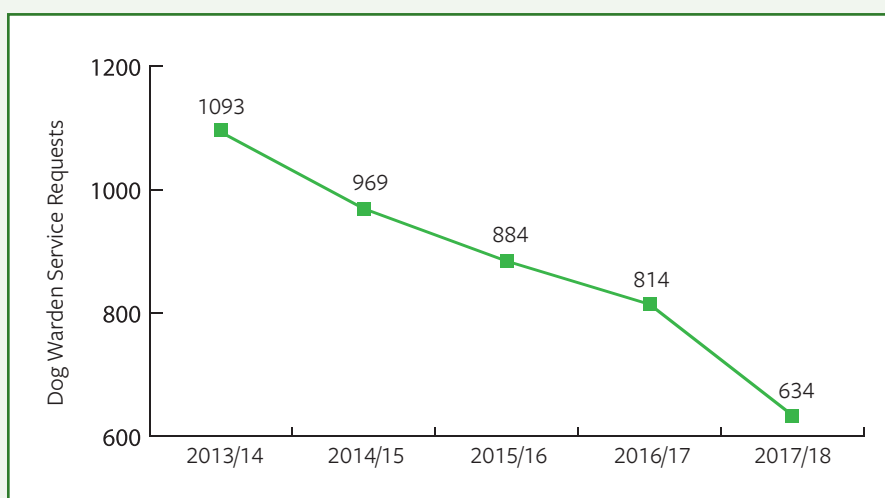
In cases where there are no improvements in the situation i.e. advice has not been implemented and there is still a pest problem, the team will undertake enforcement as indicated in the table above.

As a result of feedback from the public, evidence seen during investigations and closer working with other Divisions, the section has introduced a monitoring and treatment service (for rats, mice and wasps) to Local Authority premises (where agreed). This will be carried out at an agreed cost. The provision of advice, however, will still be free. This is monitored to ensure that there is adequate capacity in place to continue with the service. Providing a pest treatment service to Housing properties has been very successful, and provides a faster more effective service to tenants.

The team is now developing a business case to see whether it could be viable to extend the service to the public in general.

6.3.6 Dog Warden

In relation to the dog warden duties, the team operates County-wide and covers the collection of stray dogs and provides a response to irresponsible dog ownership.



Approximately 630 stray dogs were dealt with by the dog warden service last year with some being impounded and some being returned to their owners, where known. This reduction may be due to the dogs being re-united with owners as a result of the information on the microchips. This will be monitored regularly. The service has continued to hold a number of free dog identity micro-chipping events in various parts of the County which proved to be very successful. Legislation requiring all dogs to be micro chipped is also enforced by staff when possible, but currently only on dogs collected during patrols or pick-ups.

In addition to this, enforcing complaints about 'nuisance' dogs, including where dogs have been straying on numerous occasions, has increased workloads for staff though the collection of evidence prior to serving Community Protection Notices under the relevant Anti-Social legislation. The team is also looking to develop a LEAD project which will refresh/develop a Memorandum of Understanding with the Police in respect to dangerous and nuisance dogs (causing intimidation).

The estimated resources required to deliver this service is 4 FTE

6.3.7 Gypsy and Travellers

As part of the realignment, the section will be responsible for the management of the Local Authority designated site at Penybryn and providing support for the residents.

Moving forward, the section will develop a better means of recording actions on the site including the support provided for the residents. In addition to this, more engagement will be undertaken to understand the needs and concerns of the residents which will assist in any improvements to the site. The officers will also be responsible for engaging and managing illegal encampments.



The estimated resources required to deliver this service is 1.3 FTE

6.3.8 Scrap Dealers Registration

The section has been working closely with Dyfed Powys Police to register applicants upon application under the Scrap Dealers Act on identifying scrap dealers across the County, to help reduce the levels of metal crime.

Currently, 26 collectors are licensed to collect, and there are currently 7 scrap yards licenced to operate, which includes motor salvage operators.

The requirement to register is currently being promoted through scrap yards and the press, and anyone caught trading without the necessary registration will be prosecuted.



The estimated resources required to deliver this service is 0.2 FTE

6.3.9 Enforcement in Local Authority stock

As a result of the re-alignment the section will also now be responsible for non- access issues in council stock e.g. gas servicing.

The estimated resources required to deliver this service is 1 FTE

6.3.7 Advice to Businesses and Customers

Officers provide information during inspections telephone calls and also to personal complainants at the County's Customer Service Centres'. The website is currently under review and it is anticipated that information to both consumer and businesses will be available with links to other sources of information, from which advice can be obtained free of charge.

6.3.8 Liaison

Enforcement action in relation to public health is consistent with those of neighbouring local authorities and officers' represent the Council on the Directors of Public Protection Wales Expert Panels. These working relationships with DEFRA, Natural Resources Wales, Welsh Government, Public Health Wales, Dyfed Powys Police and other departments' of the Council will continue in 2018-19.

6.3.9 Promotion

Responsible dog ownership

The service will continue to hold a number of free dog identity microchipping events in various parts of the County to promote responsible dog ownership. In addition to this, the team will also extend the promotion to clearing up after their dog. This will run alongside the enforcement work that may be required with the legal requirements for dogs to be chipped.

Carbon Monoxide awareness

During colder months, officers will be undertaking proactive monitoring for carbon monoxide inside properties during visits to investigate other service requests. The team will be participating in the Carbon Monoxide Awareness week in November.

The estimated resources required to deliver this service is 0.2 FTE Page 81



7.0 RESOURCES

7.1 Budget and Staffing Allocation

The staffing level of the Environmental Protection Section is described using Full Time Equivalents (FTEs') for the various responsibilities of the service and they have been highlighted in the previous sections of this report.

The budget for food safety and health as required by the Food Law Code of Practice is outlined in Appendix 3.

8.0 QUALITY ASSESSMENT

8.1 Consistency

Senior officers of the team attend all Wales Expert Panels and local or regional Task Group meetings where local and national information is discussed and exchanged.

Officers utilise standardised inspection forms and standard paragraphs to ensure consistency and reviews of documentation and procedures are developed or implemented through the team meeting process. Regular monitoring is undertaken by Principal Environmental Health Practitioners.

As a result of the re-alignment, the section have taken the opportunity to conduct cross boundary training with neighbouring Authorities. It is also the intention that each of the participating Authorities share inspection proforma to ensure a consistent approach.

The section will continue to implement 'challenge sessions' as part of continuous improvement.

8.2 Competency of Officers

All officers that carry out food safety and standards functions must fulfil the statutory qualification prescribed in the Food Law Code of Practice and they must also hold Registration Board Membership with the Chartered Institute of Environmental Health. Officers that carry out food inspections must also undertake a minimum of 10 hours (core) food related training annually, together with 20 hours Continuing Professional Development (CPD) annually. In addition to this, four of the current EHP's will attend the standard courses.

Officers carrying out noise assessments hold a post graduate qualification, the Institute of Acoustics Diploma in Acoustics and Noise Control.

Over the last four years, the Department has supported /continues to support five officers (holding satisfactory degrees) in expanding their current knowledge and in developing new skills through the Masters in Environmental Health distance learning course, which will enable them to become Environmental Health Practitioners. To date, four of the officers have completed the qualification. This has resulted in the teams offering more flexibility to cover areas of higher demand.

The budget allocation of £10,000 for staff training is shared between all officers of the Environmental Protection Section and officers are encouraged to attend 'free' courses by the Food Standards Agency for example, and cascade to the rest of the team. Individual training needs are assessed during the 'Helping People to Perform' Process.

8.3 Staff Development Plans

The Section implements the corporate appraisal process and this will continue in 2018/19. The appraisal process defines a set of work objectives for each member of staff which is agreed between the officer and his or her line manager. The principles of Investors in People will be applied throughout the team in 2018/19.

8.4 Enforcement

All enforcement action is taken in accordance with the recently approved Corporate Enforcement Policy which takes into account the Regulators Compliance Code.



9.0 REVIEW

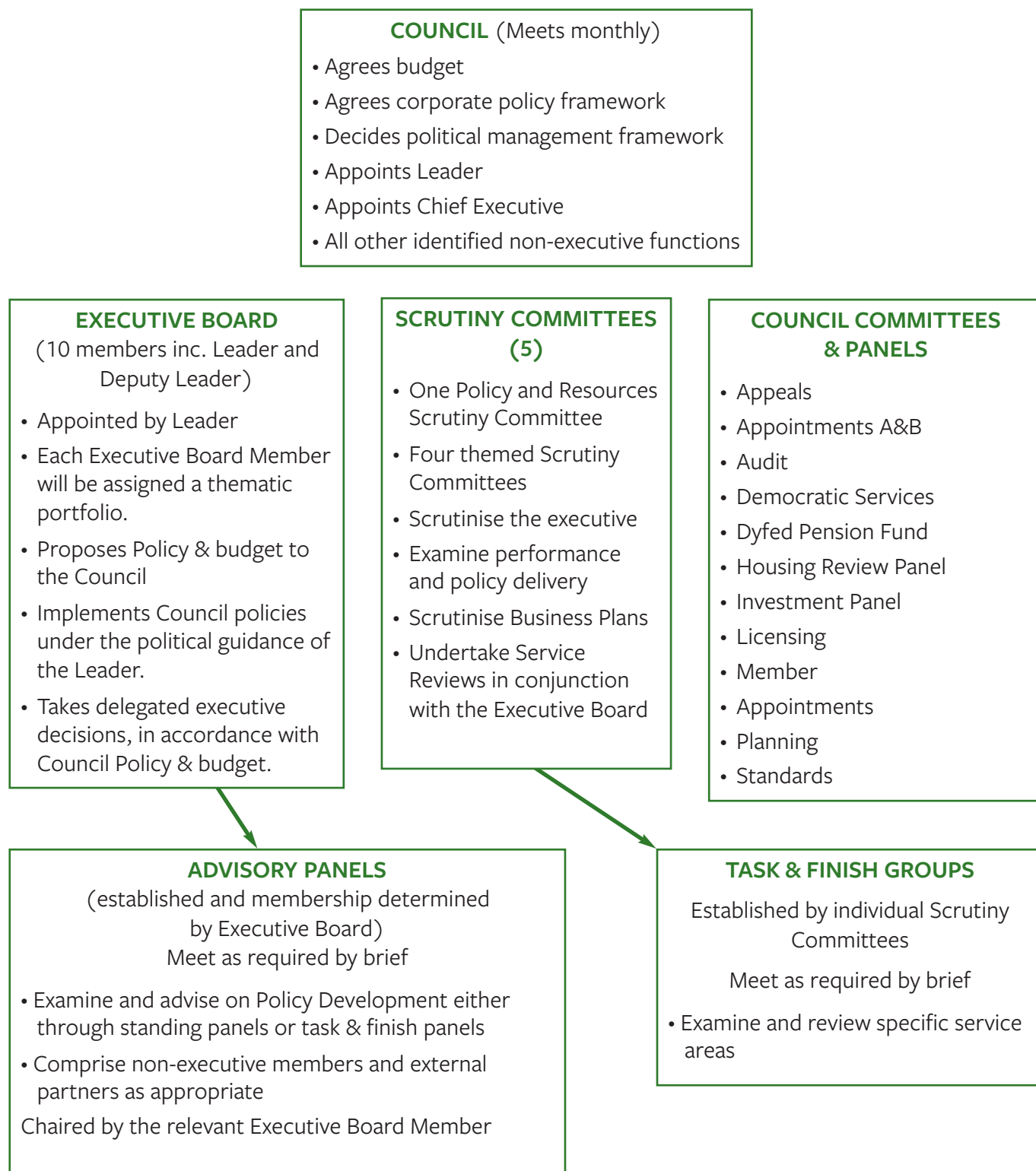
9.1 Review

The Service Delivery Plan will be reviewed on an annual basis, alongside the Departmental Business Plan and quarterly Performance Indicators.

An annual report will be produced for the Environmental and Public Protection Scrutiny Committee at the end of the financial year, which will identify any variances in performance.

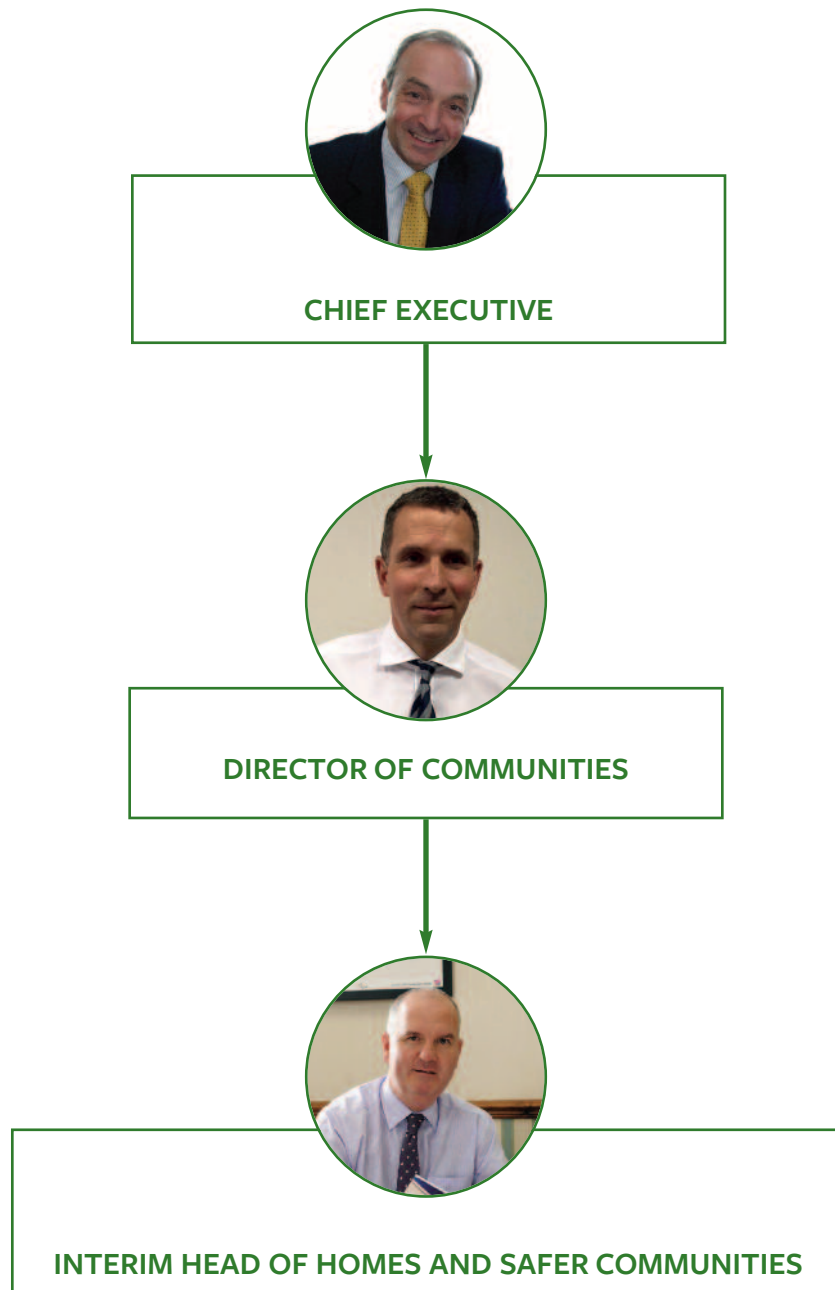
Appendix 1

Political Decision-Making Structure



Appendix 2

Strategic Management Structure



Appendix 3(i)

Local Authority Expenditure

The following table illustrates the overall budgets (Council Fund) for the Environmental Protection Services. Alongside this are columns outlining the actual costs (2017/18) and budgeted costs (2018/19) for food safety, standards and health and safety work outlined in the plan and budget as requested by the Food Standards Agency Framework Agreement.

	Budget for Environmental Protection 2018/19 £	Actual for food safety, standards 2017/18 £	Budget for food safety, standards 2018/19 £
EMPLOYEE COSTS Include: basic pay, overtime, employer's superannuation, employer's national insurance SSP due, pay arrears, other allowances/payments, car allowances/payments, car allowances/ mileage/leases/ travel expenses and fares, subsistence, pension increases and other employee costs.	1,199,998	641,638	599,410
Property costs	0	0	0
SUPPLIES, SERVICES AND ADMINISTRATION Include: computer equipment (purchase/rental/ maintenance), furniture, equipment and other tools including protective clothing, publications, journals, newspapers, printing, advertising and other supplies and services and contractors.	66,442	8,180	9,971
SAMPLING COSTS Include: purchases made for the purposes of sampling/testing	2,660	2,484	2,660
TRANSPORT AND PLANT Include: hire of external vehicles	38,291	1,222	2,417
TRAINING AND CONFERENCES Include: training, conferences, membership fees/subscriptions and exam fees.	15,235	15,134	13,738
PAYMENT TO OTHER BODIES For example, public analyst, test unit, cross-boundary projects	38,452	14,492	29,272
FINANCING CHARGES Include: central support costs	182,804	104,789	112,072
GROSS COSTS (total of all above costs)	1,543,882	787,939	769,707
INCOME	116,588	2,000	2,000

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ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16 NOVEMBER 2018

REVENUE & CAPITAL BUDGET MONITORING REPORT 2018/19

To consider and comment on the following issues:

That the scrutiny committee receives the budget monitoring reports for the Environment Service, Public Protection Service and the Community Safety Service and considers the budgetary position.

Reasons:

To provide the Committee with an update on the latest budgetary position, as at 31st August 2018 in respect of 2018/19.

To be referred to the Executive Board for decision: NO

Executive Board Member Portfolio Holders:

- Cllr. Hazel Evans (Environment)
- Cllr. Philip Hughes (Public Protection)
- Cllr. Cefin Campbell (Community Safety)
- Cllr. David Jenkins (Resources)

Directorate: Corporate Services	Designation:	Tel No. / E-Mail Address:
Name of Service Director: Chris Moore	Director of Corporate Services	01267 224120 CMoore@carmarthenshire.gov.uk
Report Author: Chris Moore		

EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16 NOVEMBER 2018

REVENUE & CAPITAL BUDGET MONITORING REPORT 2018/19

The Financial monitoring Report is presented as follows:

Revenue Budgets

Appendix A

Summary position for the Environment and Public Protection Scrutiny Committee. Services within the Environment & Public Protection Scrutiny remit are forecasting a £526k overspend.

Appendix B

Report on main variances on agreed budgets.

Appendix C

Detail variances for information purposes only.

Capital Budgets

Appendix D

Details the main variances, which shows a forecasted net spend of £16,368k compared with a working net budget of £16,470k giving a **-£102k** variance. The variance will be incorporated into future years budgets.

Appendix E

Details a full list of schemes.

DETAILED REPORT ATTACHED?

YES – A list of the main variances is attached to this report

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Chris Moore Director of Corporate Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	YES	NONE	NONE	NONE	NONE

3. Finance

Revenue –Overall, the Environment, Public Protection and Community Safety services are projecting to be over the approved budget by £526k.

Capital – The capital programme shows a net variance of -£102k against the 2018/19 approved budget.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Chris Moore Director of Corporate Services

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
2018/19 Budget	Corporate Services Department, County Hall, Carmarthen

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Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2018 - Summary

Division	Working Budget				Forecasted				August 18 Forecasted Variance for Year £'000	June 18 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Business Support & Performance	-6	-51	146	89	28	-68	146	107	18	0
Waste & Environmental Services	23,690	-4,407	1,384	20,666	23,950	-4,490	1,384	20,844	178	75
Highways & Transportation	48,560	-29,467	9,129	28,223	50,575	-31,258	9,129	28,446	223	250
Property	39,686	-36,415	-1,632	1,640	40,844	-37,632	-1,632	1,580	-60	-4
Public Protection	3,081	-835	588	2,834	3,073	-826	588	2,834	-0	-3
Community Safety Service	65	0	9	75	57	0	9	66	-9	-10
Corporate Standby Efficiency	-177	0	0	-177	0	0	0	0	177	0
GRAND TOTAL	114,900	-71,175	9,625	53,350	118,526	-74,275	9,625	53,876	526	307

Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2018 - Main Variances

Page 94

Division	Working Budget		Forecasted		August 2018	Notes	June 2018
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Waste & Environmental Services							
Cleansing Service	2,257	-83	2,334	-81	79	Service reviews have commenced to look at ways of reducing costs within the cleansing service	0
Green Waste Collection	86	0	265	-140	38	The green waste collection service is not yet self-financing	30
Closed Landfill Sites Wernddu	85	0	128	0	42	IWEC pumps failed Dec17 which resulted in a leachate outbreak, NRW involved. Needed to overpump leachate from lagoons into raising mains - 2 sets of pumps used to lower level of lagoon so that CCTV investigation could commence and vavles fitted and blockages removed to reinstate IWEC pumps - To be completed Dec18	42
Highways & Transportation							
Civil Design	954	-1,442	982	-1,487	-16	Increased income recovery	-3
Car Parks	2,136	-3,577	1,847	-2,990	299	Unachievable income target as the income target is increased every year but parking fees have not been increased.	282
Nant y Ci Park & Ride	77	-32	93	-31	16	Increase in NNDR bills.	12
Bridge Maintenance	764	0	746	0	-18	Variance due to 'Highways structures Inspector' post being vacant - should be filled by Oct 18	-18
Street Works and Highway Adoptions	408	-350	426	-412	-45	Vacant posts - street works inspector (filled by Nov 18), Technician & Licensing Officer (to be filled by Dec18)	-23
Public Rights Of Way	303	-12	289	-12	-14	Vacant posts	0
Property							
Strategic Asset Management Business Unit	707	-4	677	-3	-29	Vacant post	-10
Industrial Premises	481	-1,396	387	-1,331	-29	Based on very high occupancy levels which may be subject to variation	-5
Livestock Markets	57	-201	65	-194	14	Dependent on new lease negotiation and variable turnover rent	23
Public Protection							
Air Pollution	121	-33	117	-18	12	Potential underachievement of income	13
Corporate Standby Efficiency	-177	0	0	0	177		0
Other Variances					-1		-36
Grand Total					526		307

Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2018 - Detail Monitoring

Division	Working Budget				Forecasted				August 2018	Notes	June 2018
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Business Support & Performance											
Emergency Planning	75	0	11	86	78	0	11	89	4		0
Business Support	-173	0	176	3	-173	0	176	3	-1		0
Operational Training	35	-51	16	0	52	-60	16	8	8		0
Departmental - Core	58	0	-58	0	63	0	-58	4	4		0
Departmental - Policy	-1	0	1	-0	1	0	1	2	2		0
Rechargeable Works	0	0	0	0	8	-8	0	0	0		0
Business Support & Performance Total	-6	-51	146	89	28	-68	146	107	18		0
Waste & Environmental Services											
Waste & Environmental Services Unit	-11	0	4	-7	-3	-0	4	1	9		7
Flood Defence & Land Drainage	514	-2	16	528	513	-0	16	529	0		0
WG-Flood & Coastal Erosion Risk Management Revenue Grant	65	-65	0	0	65	-65	0	0	0		0
Environmental Enforcement	539	-25	53	567	540	-23	53	571	4		7
Ammanford Cemetery	25	-8	0	17	25	-8	0	17	0		-4
Public Conveniences	558	-12	62	609	563	-16	62	609	0		-7
Cleansing Service	2,257	-83	81	2,255	2,334	-81	81	2,333	79	Service reviews have commenced to look at ways of reducing costs within the cleansing service	0
Waste Services	15,367	-1,702	865	14,530	15,309	-1,644	865	14,530	-0		0
Green Waste Collection	86	0	1	88	265	-140	1	126	38	The green waste collection service is not yet self-financing	30
ESD Revenue grant - Local Env Quality	67	-32	1	36	71	-32	1	40	4		0
Grounds Maintenance Service	3,830	-2,478	130	1,483	3,833	-2,481	130	1,483	-0		1
Urban Parks	84	-1	157	241	84	-0	157	241	-0		-1
Closed Landfill Sites Nantycaws	145	0	4	149	144	0	4	149	-0		0
Closed Landfill Sites Wernddu	85	0	4	89	128	0	4	131	42	IWEC pumps failed Dec17 which resulted in a leachate outbreak, NRW involved. Needed to overpump leachate from lagoons into raising mains - 2 sets of pumps used to lower level of lagoon so that CCTV investigation could commence and vavles fitted and blockages removed to reinstate IWEC pumps - To be completed Dec18	42
Landfill sites	0	0	0	0	-0	0	0	-0	-0		0
Coastal Protection	79	0	5	84	79	0	5	84	0		0
Waste & Environmental Services Total	23,690	-4,407	1,383	20,666	23,950	-4,490	1,383	20,844	177		75
Highways & Transportation											
Departmental - Transport	4	0	-12	-8	4	0	-12	-8	0		0
Departmental Pooled Vehicles	0	0	6	6	-0	0	6	6	-0		0
Civil Design	954	-1,442	115	-373	982	-1,487	115	-389	-16	Increased income recovery	-3
Transport Strategic Planning	297	0	55	352	296	-0	55	351	-1		0
Fleet Management	6,208	-7,736	1,691	163	6,294	-7,822	1,691	163	-0		0
Passenger Transport	4,153	-2,551	137	1,738	4,741	-3,140	137	1,738	-0		0
School Transport	10,676	-1,084	135	9,727	10,608	-1,016	135	9,727	0		0

Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2018 - Detail Monitoring

Page 96	Division	Working Budget				Forecasted				August 2018	Notes	June 2018
		Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
	LINC - Local Integrated Network Collaboration	770	-769	24	24	752	-752	24	24	-0		0
	Spark & Drive	11	-11	0	0	11	-11	0	-0	-0		0
	Traffic Management	517	-39	63	540	572	-95	63	540	0		0
	Car Parks	2,136	-3,577	158	-1,283	1,847	-2,990	158	-985	299	Unachievable income target as the income target is increased every year but parking fees have not been increased.	282
	Nant y Ci Park & Ride	77	-32	1	46	93	-31	1	62	16	Increase in NNDR bills.	12
	Regional Transport Consortia Grant	136	-134	0	2	136	-133	0	2	0		0
	Road Safety	176	0	31	207	175	-0	31	206	-1		-3
	School Crossing Patrols	147	0	32	179	148	0	32	180	1		3
	Bridge Maintenance	764	0	31	795	746	0	31	777	-18	Variance due to 'Highways structures Inspector' post being vacant - should be filled by Oct 18	-18
	Remedial Earthworks	310	0	6	316	310	0	6	316	-0		0
	Street Works and Highway Adoptions	408	-350	38	97	426	-412	38	52	-45	Vacant posts - street works inspector (filled by Nov 18), Technician & licensing Officer (to be filled by Dec18)	-23
	Technical Surveys	325	0	26	351	326	0	26	352	1		-1
	Highway Maintenance	12,176	-4,895	518	7,799	10,836	-3,555	518	7,799	0		0
	Capital Charges	0	0	5,928	5,928	0	0	5,928	5,928	0		0
	Western Area Works Partnership	5,685	-5,677	66	74	7,901	-7,893	66	74	0		0
	Highway Lighting	2,326	-1,156	65	1,234	3,078	-1,909	65	1,234	-0		0
	Public Rights Of Way	303	-12	17	309	289	-12	17	295	-14	Vacant posts	0
	Highways & Transportation Total	48,560	-29,467	9,129	28,223	50,575	-31,258	9,129	28,446	223		250
	Property											
	Renewable Energy Fund	0	0	0	0	5	-5	0	0	0		0
	Carbon Reduction Programme	277	0	0	277	277	0	0	277	-0		0
	Building Maintenance Operational	23,438	-25,247	463	-1,345	24,671	-26,479	463	-1,345	-0		0
	Building Maintenance Business Unit	1,894	-1,659	-492	-256	2,095	-1,860	-492	-256	0		0
	Strategic Asset Management Business Unit	707	-4	-733	-30	677	-3	-733	-59	-29	Vacant post	-10
	Corporate Property Maintenance	2,512	0	12	2,524	2,512	-4	12	2,520	-4		0
	Building Services Schools SLA	327	-327	0	0	327	-327	0	-0	-0		0
	Pumping Stations	40	0	0	40	38	0	0	38	-2		0
	Property Design	2,634	-2,927	234	-59	2,189	-2,482	234	-59	-0		0
	Design Framework	0	0	0	0	385	-385	0	-0	-0		0
	Building Cleaning	3,902	-3,605	386	683	3,808	-3,511	386	683	0		0
	Operational Depots	303	0	58	362	302	0	58	360	-2		0
	Administrative Buildings	3,041	-660	-2,459	-78	3,036	-661	-2,459	-84	-5		-11
	Commercial Properties	1	-66	82	17	0	-69	82	13	-3		-2
	Industrial Premises	481	-1,396	416	-498	387	-1,331	416	-527	-29	Based on very high occupancy levels which may be subject to variation	-5
	County Farms	71	-322	394	143	71	-322	394	143	0		0
	Livestock Markets	57	-201	4	-139	65	-194	4	-126	14	Dependent on new lease negotiation and variable turnover rent	23
	Property Total	39,686	-36,415	-1,632	1,640	40,844	-37,632	-1,632	1,580	-60		-4

Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2018 - Detail Monitoring

Division	Working Budget				Forecasted				August 2018	Notes	June 2018
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Public Protection											
PP Management support	99	-8	132	223	106	-15	132	223	-0		-2
PP Business Support unit	146	0	4	151	141	0	4	145	-6		-1
Public Health	268	-12	29	286	269	-16	29	282	-4		-0
Noise Control	205	0	8	213	205	-2	8	211	-2		-2
Air Pollution	121	-33	6	93	117	-18	6	105	12	Potential underachievement of income	13
Other Pollution	26	0	3	29	26	0	3	29	-0		-1
Water - Drinking Quality	44	-4	3	42	45	-6	3	42	-1		-7
Dog Wardens	94	-27	29	96	85	-15	29	100	4		-0
Public Health Services Management	104	-106	79	77	102	-109	79	72	-5		-4
Food Safety & Communicable Diseases	471	-38	23	457	472	-39	23	457	-0		-1
Occupational Health	128	-2	8	134	128	-1	8	135	1		1
Stray Horses	5	0	0	5	6	0	0	6	1		0
Animal Welfare	72	-78	7	1	72	-78	7	2	0		-1
Diseases Of Animals	46	-38	3	11	46	-42	3	6	-5		0
Animal Safety	141	0	36	177	144	-0	36	180	3		2
Licensing	332	-315	95	112	327	-317	95	104	-7		-1
Trading Standards Services Management	115	-37	85	163	125	-37	85	173	9		1
Metrology	121	-13	6	114	120	-8	6	117	3		0
Food & Agricultural Standards & Licensing	88	0	6	94	87	0	6	93	-1		0
Civil Law	220	0	13	232	220	-1	13	232	-0		-0
Fair Trading	140	-62	8	85	138	-62	8	83	-2		-1
Safety	67	-9	3	60	66	-11	3	58	-2		-0
Financial Investigator	28	-52	3	-21	26	-51	3	-21	-0		-0
Public Protection Total	3,081	-835	588	2,834	3,073	-826	588	2,834	-0		-3
Community Safety Service											
CCTV	35	0	1	36	27	0	1	27	-9		-10
Community Safety-Revenue	30	0	9	39	30	0	9	39	-0		0
Community Safety Service Total	65	0	9	75	57	0	9	66	-9		-10
Corporate Standby Efficiency	-177	0	0	-177	0	0	0	0	177		0
TOTAL FOR ENVIRONMENTAL AND PUBLIC PROTECTION	114,900	-71,175	9,625	53,350	118,526	-74,275	9,625	53,876	526		307

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Environment

Capital Budget Monitoring - Scrutiny Report for August 2018 - Detailed Variances

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Coastal Protection Works	Mar-19	270	0	270	248	0	248
Fleet Replacement	Ongoing	113	0	113	113	0	113
Murray Street Car Park, Llanelli	Ongoing	257	0	257	125	0	125
Bridge Strengthening & Replacement	Ongoing	1,047	0	1,047	1,047	0	1,047
Road Safety Improvement Schemes	Ongoing	355	0	355	355	0	355
Street Scene Infrastructure	Ongoing	2,851	0	2,851	2,905	0	2,905
Integrated Waste Strategy	Mar-19	100	0	100	100	0	100
TG & Regional Transport Plan Grant Projects	Ongoing	607	-588	19	607	-588	19
Public Lighting Works	Ongoing	658	0	658	658	0	658
RTC Grant - Road Safety Projects	Ongoing	513	-513	0	513	-513	0
Local Gov't Borrowing Initiative (LGBI) - Safety	Completed	0	0	0	1	0	1
Trebeddrod Reservoir, Furnace, Llanelli	Completed	21	0	21	21	0	21
Local Transport Plan Grant Projects	Ongoing	5,196	-2,182	3,014	5,313	-2,298	3,015
Carmarthen Western Link Road	Mar-19	2,591	-1,112	1,479	2,612	-1,112	1,500
Pantolyn Retaining Wall, Llanybydder (Principal	Mar-19	345	0	345	345	0	345
St Davids Park	Mar-19	1,122	0	1,122	1,122	0	1,122
Rural Estates Capital Schemes	Jun-19	255	0	255	230	0	230
Capital maintenance	Ongoing	3,394	0	3,394	3,394	0	3,394

Variance for year £'000	Comment
-22	
0	
-132	Expenditure profile being planned in accordance with whole of life care plan. Funding required for future year maintenance.
0	
0	
54	Unforeseen additional scheme costs.
0	
0	
0	
0	
1	
0	
1	
21	
0	
0	
-25	
0	

Environment

Capital Budget Monitoring - Scrutiny Report for August 2018 - Detailed Variances

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Industrial Redevelopments	Completed	163	0	163	163	0	163
Agile Working	Ongoing	889	0	889	889	0	889
East Gate Development	Mar-19	118	0	118	118	0	118
NET BUDGET		20,865	-4,395	16,470	20,879	-4,511	16,368

Variance for year £'000	Comment
0	
0	
0	
0	
-102	

Capital Programme 2018/19						
Capital Budget Monitoring - Report for August 2018 - Main Variances						
	Working Budget			Forecasted		
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
DEPARTMENT/SCHEMES						
ENVIRONMENT	20,865	-4,395	16,470	20,879	-4,511	16,368
Murray Street Car Park, Llanelli	257	0	257	125	0	125
Major Structural Highway Improvements	2,851	0	2,851	2,905	0	2,905
Other Projects with Minor Variances	17,757	-4,395	13,362	17,849	-4,511	13,338

Variance for Year £'000	Comment
-102	
-132	Expenditure profile being planned in accordance with whole of life care plan. Funding required for future year maintenance.
54	Unforeseen additional scheme costs.
-24	

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ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16th NOVEMBER 2018

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE ACTIONS UPDATE

To consider and comment on the following issues:

To scrutinise the progress made in relation to actions, requests or referrals recorded during previous meetings of the Committee.

Reasons:

To enable members to exercise their scrutiny role in relation to monitoring performance.

To be referred to the Executive Board for decision: **NO**

Executive Board Member Portfolio Holder: *NOT APPLICABLE*

Directorate: Chief Executive's	Designations:	Tel Nos. / E-Mail Addresses:
Name of Head of Service: Linda Rees-Jones	Head of Administration & Law	01267 224010 lrjones@carmarthenshire.gov.uk
Report Author: Janine Owen	Democratic Services Officer	01267 224030 JanineOwen@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE ACTIONS UPDATE

During the course of a municipal year, several requests for additional information are made by the Committee in order to assist it in discharging its scrutiny role.

The attached report provides members of the Committee with an update on the progress made in relation to these requests.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Linda Rees-Jones Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees-Jones Head of Administration & Law

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Environmental & Public Protection Scrutiny Committee Reports and Minutes	Meetings from September 2015 onwards: http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?CommitteeId=134

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Environmental and Public Protection Scrutiny Committee Actions 2018-2019

Ref No	Meeting Date	Recommendation / Action / Referral	Description	Progress Update	Member / Officer	Status
E&PP 001-18/19	18th May 2018	Recommendation	6. ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE TASK & FINISH GROUP FINAL REPORT 2017/18 RESOLVED that the report be received and referred to the Executive Board for its consideration.	Following the Executive Board Members informal discussion, the Chair of the Task and Finish Group agreed to return the comments raised to the Task and Finish group for further consideration. Task and Finish Group are currently considering a referral from Council meeting on 12th September 2018 (minute 8.3 refers).	Cllr J James Richard Waters Janine Owen	In progress <i>The final report is scheduled to be considered by Environmental and Public Protection Scrutiny Committee on 14th January 2018</i>
E&PP 002-18/19	29th June 2018	Action	6. REVENUE & CAPITAL BUDGET MONITORING REPORT "It was suggested that it may be beneficial for the Committee to receive a presentation on the Authority's approach to amenity grass cutting at a future meeting. The Committee agreed to the suggestion and the Highways and Transportation Manager stated that he would arrange for a presentation to be provided. "	A presentation on amenity grass cutting will be presented at the meeting on 14th January 2018	Richard Waters	Forward Work Plan updated Presentation scheduled to take place on 14th January 2018
E&PP 003-18/19	29th June 2018	Action	7. DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2017/18 "In light of the Council's decision to reduce the use of single-use plastic where possible, it was requested that these issues be considered when drawing up the new catering offer. <i>[to include the reduction in the availability of sugary drinks]</i> ."	Update received by Ian Jones, Head of Leisure - 19/9/18 - The communities department are moving forward with a strategy to bring all of its catering provision in-house. This service will focus on healthy food and drink options, promoting healthier, low or zero sugar drinks, whilst sourcing local produce, along with environmentally sustainable or bio-degradable cups and packaging, wherever possible.	Jane Evans Ian Jones	Complete As per progress update
E&PP 004-18/19	29th June 2018	Action	7. DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2017/18 "The Acting Head of Homes & Safer Communities stated that..... he would consider the provision of real-time air quality information further and include in the update report. "	Research currently being undertaken regarding the communication options of real-time air quality monitoring.	Jonathan Morgan Sue Watts	Complete This will be included in the Annual AQMA report to be considered by the committee on 14th January 2018

Environmental and Public Protection Scrutiny Committee Actions 2018-2019

E&PP 005-18/19 Page 108	29th June 2018	Action	7. DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2017/18 [Welsh Language and the processes the Council have in place to recruit Welsh Speakers] "In order to gain a greater understanding of the process as a whole, it was suggested an outline of the process along with the levels of fluency be forwarded to Committee members by e-mail."	20-7-18 An e-mail was sent to all E&PP Scrutiny Committee Members providing information on the Council's Welsh Language fluency standards and the process with regards to recruitment.	Ainsley Williams	Complete
	29th June 2018	Action	7. DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2017/18 "Clarity was sought on the ambitious targets set in relation to the amount of energy generated from renewable technologies and how close the Council was in achieving these targets. an update would be provided at the next meeting."	05-09-18 An e-mail was sent to all E&PP Scrutiny Committee Members providing information in relation to Welsh Government aspirations, together with the Council's energy use and generation from renewable technologies.	Jonathan Fearn	Complete
	29th June 2018	Recommendation	11. FORTHCOMING ITEMS Additional report - "In light of the recent incident involving the fly infestation in Llanelli, the Committee requested to receive a report on the management process and response arrangements for dealing with similar infestation incidents."	Report currently being developed in readiness for E&PP Scrutiny Committee on 1st October 2018. Additional report added to the Committee Forward Work Programme.	Jonathan Morgan Sue Watts Janine Owen	To be provided to the E&PP Scrutiny Committee on 1st October 2018 Complete
	29th June 2018	Recommendation	11. FORTHCOMING ITEMS Additional report - "The Committee acknowledged that whilst matters relating to the illegal use of PRoW would typically be a matter for Police enforcement, the Committee was minded that in some cases there would be a maintenance cost attributed to Council in the aftermath of such incidents and requested to receive a report outlining the ways in which the Council could assist in controlling the issues through prevention."	Requested received by Myddfai Community Council to postpone until after their Council meeting. Chair accepted and report has been rearranged to be considered at the next Committee meeting on 16th November 2018.	Steve Pilliner Caroline Ferguson	To be considered by E&PP Scrutiny Committee on 16th November 2018
	1st October 2018	Action	4. DEALING WITH INFESTATION INCIDENTS - ENVIRONMENTAL PROTECTION SERVICE The Acting Head of Homes and Safer Communities agreed to provide an update to Committee members following the completion of the investigation by NRW.	Awaiting the completion of the investigation by NRW	Jonathan Morgan Sue Watts	On hold

Environmental and Public Protection Scrutiny Committee Actions 2018-2019

E&PP 010-18/19	1st October 2018	Action	<p>5. BUDGET MONITORING 2017/18</p> <p>The Director of Environment to arrange for trends in relation to vacant posts (within the Environment department) to be forwarded to the Committee for their information.</p>	Currently collating statistics	Ruth Mullen	In progress
E&PP 011-18/19	1st October 2018	Action	<p>5. BUDGET MONITORING 2017/18</p> <p>In response to a further query regarding s106 contributions, the Director of Environment stated that each developer would negotiate the amount of s106 contributions at a different levels. The Director of Environment offered to provide Members with each developments summary of the contributions.</p>	Work in progress	Ruth Mullen	In progress
E&PP 012-18/19	1st October 2018	Action	<p>8. QUARTER 1 - 1ST APRIL TO 30TH JUNE 2018 PERFORMANCE MONITORING REPORT</p> <p>Following the success in drawing significant Welsh Government local transport funding to progress walking and cycling linkages, the Council had submitted bids for further Active Travel Funds.</p> <p>The Head of Transportation and Highways offered to provide Members of the Committee information on which areas have submitted bids.</p>	Work in progress	Steve Pilliner	In progress

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ENVIRONMENTAL AND PUBLIC PROTECTION SCRUTINY COMMITTEE

16TH NOVEMBER 2018

FORTHCOMING ITEMS for next meeting to be held on 10th December 2018

In order to ensure effective Scrutiny, Members need to be clear as to the purpose of requesting specific information and the outcome they are hoping to achieve as a consequence of examining a report. Limiting the number of agenda items may help to keep meetings focused and easier to manage.

Proposed Agenda Item	Background	Reason for report
3-year Revenue Budget Consultation	The report will provide an initial view of the Budget Strategy for 2018/19, together with indicative figures for the 2019/20 and 2020/21 financial years.	To provide members with an opportunity to consider and comment on the budget settlement, departmental service budgets and efficiency savings proposals.
Environment Departmental Business Plan 2019/20 - 2022	This item will enable the Committee to consider and comment on the Environment Business Plan 2019/20 – 2022.	To integrate financial and business planning to ensure the sustainability of services To give an opportunity for scrutiny to have oversight and development of the business plans.
Communities Departmental Business Plan 2019/20 – 2022	This item will enable the Committee to consider and comment on the Communities Departmental Business Plan 2019/20 – 2022 relevant to its remit (Public Protection).	To integrate financial and business planning to ensure the sustainability of services To give an opportunity for scrutiny to have oversight and development of the business plans.
Chief Executives departmental Business Plan 2019/2022	This item will enable the Committee to consider and comment on the Chief Executives Departmental Business Plan 2019/20 – 2022 relevant to its remit (Community Safety).	To integrate financial and business planning to ensure the sustainability of services To give an opportunity for scrutiny to have oversight and development of the business plans.
Trading Standards Annual Performance Report	The report will provide members with information and statistics on work carried out by Carmarthenshire Business and Consumer Affairs Services in 2017/18.	To illustrate to members of the Environmental and Public Protection Scrutiny Committee, of the multi functions and duties discharged by officers of the Business and Consumer Affairs Section for the year 2017/8 and provide for Scrutiny of the same.

**Items circulated to the Committee under separate cover
since the last meeting held on 1st October 2018**

Date Circulated via email	Item	Reason for circulation
8 th October 2018	Environmental Crime - A guide for 10-17 year olds	<p>Members at the Environmental and Public Protection Scrutiny Committee litter pick on 27th September 2018 discussed the enforcement procedure and how the Authority had engaged with local secondary schools on the Authority's proposals in dealing with children and young people under the age of 18 committing environmental crime offences.</p> <p>Background information along with the guidance which had been provided to secondary schools was circulated by e-mail to all E&PP Scrutiny Members.</p>

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

1ST OCTOBER 2018

PRESENT: Councillor J.D. James (Chair)

Councillors:

J.A. Davies, K. Davies, P.M. Edwards, A.L. Fox, S.J.G. Gilasbey, T.M. Higgins, A.D.T. Speake, T.A.J. Davies, A. Vaughan Owen, B.D.J. Phillips, J.S. Phillips, and D. Thomas.

Also in attendance:

Councillor P.M. Hughes, Executive Board Member for Public Protection;
Councillor D.M. Jenkins, Executive Board Member for Resources.

The following Officers were in attendance:

R. Mullen, Director of Environment;
R. Hemingway, Head of Financial Services;
J. Morgan, Acting Head of Homes and Safer Communities;
S. Pilliner, Head of Transportation and Highways;
A. Williams, Head of Waste and Environmental Services;
K. Thomas, Community Safety Manager;
S.E. Watts, Environmental Protection Manager;
H. Morgan, Economic Development Manager;
R. D. Williams, Public Health Lead;
R. James, Performance Planning & Business Officer;
E. Jones, Licensing Lead;
L. Morris, Senior Press Officer;
J. Tillman, Information Governance and Complaints Manager;
J. Owen, Democratic Services Officer.

Chamber, County Hall, Carmarthen – 10:00am - 11:05am

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A. James and Councillor H.A.L. Evans – Executive Board Member for Environment.

The Chair welcomed Councillor Karen Davies to the Committee.

**2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS
ISSUED IN RELATION TO ANY AGENDA ITEM**

There were no declarations of interest.
There were no declarations of prohibited party whips.

3. PUBLIC QUESTIONS

The Chair advised that no public questions had been received.

4. DEALING WITH INFESTATION INCIDENTS - ENVIRONMENTAL PROTECTION SERVICE

The Committee at its meeting held on the 29th June, 2018, gave consideration to a Scrutiny Topic Suggestion received from Llanelli Town Council (Minute 11 Refers) in which the Committee duly accepted and requested a report to be submitted to its next meeting.

In accordance with that recommendation, the Committee received a report on dealing with infestation incidents which outlined how the Council manages infestation incidents and confirmed the statutory obligations. The Committee noted that the report had been prepared in the context of the fly infestation in South Llanelli during May/June 2018.

It was brought to the attention of the Committee that Natural Resource Wales (NRW) were in the process of carrying out an investigation in relation to the recent fly infestation and therefore it was not appropriate for a representative to be present at this meeting.

The following queries were raised during consideration of the report:-

- In response to a query regarding departmental cutbacks, the Acting Head of Homes and Safer Communities informed the Committee that the Authority had stopped the pest control treatment service in 2010 to support efficiency savings at the time. However, a business case is currently being considered to ascertain if it is viable to deliver this service in the future.
- It was asked, if the site had a Pest Management Plan in place? The Acting Head of Homes and Safer Communities stated that this matter was being considered as part of the ongoing investigation by NRW. In response to a further query, he confirmed that going forward a Pest Management Plan would be developed by the operators in conjunction with NRW.
- With regard to the complaints received, the Acting Head of Homes and Safer Communities explained that from the time the initial sporadic complaints were received, officers worked to investigate certain areas in order to ascertain the source of the flies. As the numbers of complaints increased, this investigative work escalated.
- It was queried if the public were entitled to compensation and if legal action could be taken in the future? The Acting Head of Homes and Safer Communities stated that an investigation was ongoing by NRW and it was too early to speculate at this time on the outcome of this investigation and any likely recommendations.
- It was suggested that an update on this matter be provided to the Committee. The Acting Head of Homes and Safer Communities agreed to provide an update to Committee members following the completion of the investigation by NRW.

UNANIMOUSLY RESOLVED that the report on Dealing with Infestation Incidents – Environmental Protection Service be noted.

5. BUDGET MONITORING 2017/18

The Committee considered the Revenue and Capital Budget Monitoring Report as at 30th June in respect of the 2018/19 financial year. The report provided members with budget monitoring information for the Environment Service, Public Protection Service and the Community Safety Service and considered the budgetary position.

In summary, the revenue budget for the services within the Environment and Public Protection Scrutiny remit were forecasting a £307k overspend.

Whereas, the main variances on capital schemes showed a forecasted net spend of £16,589k compared with a working net budget of £16,565k giving a £24k variance.

The following issues were raised during consideration of the report:-

- In response to a number of concerns raised in relation to vacant posts, the Head of Transportation and Highways confirmed that the Street Works Inspector and Technician posts had recently been filled. The Director of Environment explained that vacancies, if necessary, would be covered temporarily by agency staff and that due to this there would be a variance throughout the year. The Director of Environment offered to forward trends in relation to vacant posts to the Committee for their information.
- Reference was made to Appendix D, in relation to the ongoing projects, concern was raised that the provision of play areas had not been considered. The Director of Environment stated that the projects listed within Appendix D were facilitating and enabling projects and that it was anticipated such community provisions would be included through s106 contributions which would not be available until the project reached the necessary trigger point.
- Clarification was sought on the availability of s106 contributions outside of affordable housing. The Director of Environment explained that s106 contributions could also be utilised for open spaces, play areas, etc. in order to mitigate against the developments impact on local facilities.
- In response to a further query regarding s106 contributions, the Director of Environment stated that each developer would negotiate the amount of s106 contributions at a different levels. The Director of Environment offered to provide Members with each developments summary of the contributions.

UNANIMOUSLY RESOLVED that the report be received.

6. REVIEW OF GAMBLING POLICY

The Committee received a report on the review of the Gambling Policy which included the Consultation Document 2018 and revised Gambling Policy -Gambling Act 2005.

Members noted that the current Gambling Policy was adopted by the authority in February 2016 which came into effect on the 11th of March 2016. The legislation required it to be reviewed at least every three years to ensure that it reflects feedback from the local community that the statutory objectives were being met.

The Gambling Policy document reflected the results of the consultation and review process and complied with relevant legislation and guidance.

The following issues were raised during consideration of the report:-

- Reference was made to the disappointingly low number of 23 submissions received as a result of the consultation exercise. The Licensing Officer agreed and reported that a survey had been made available through the Council's website with the link being widely distributed. Furthermore, despite consultation invites being sent to over 1000 individuals and organisations, it was a difficult subject to engage the local community in due to the technical nature of Gambling laws and policies.
- With the Well-being of Future Generations Act in mind, it was suggested that in addition to Carmarthen Citizen Panel and 50+ Forum, to include the younger generation in future consultations, such as the Carmarthenshire Youth Forum. The Licensing Officer agreed and noted the suggestion.

UNANIMOUSLY RECOMMEND TO THE EXECUTIVE BOARD that the amended Gambling Policy be approved.

7. LICENSING POLICY REVIEW

The Committee received a report on the Licensing Policy Review which included the Licensing Policy Survey, Consultation Document 2018 and the revised Licensing Policy Statement.

The Committee noted that when the current Licensing Policy was adopted in February 2016, it was resolved that a further consultation would be undertaken regarding the possible adoption of a Cumulative Impact Policy in relation to Lammas Street, Carmarthen. In April 2018 the legislation was amended to refer to Cumulative Impact Assessments instead of Cumulative Impact Policies.

The consultation exercise was undertaken between the 3rd of April and the 1st of June 2018 and was aimed at responsible authorities, local residents, businesses, existing licence holders and their representatives reaching 1000 individuals and organisations.

The survey was undertaken using the consultation facility on the Council's web site which enabled the majority of consultees to be contacted via e-mail, thus reducing the cost.

The Committee noted that the revised licensing policy document appended to the report, reflected the results of the consultation and review process. As a result of the consultation exercise, the key issue raised was that sufficient evidence had been provided to justify the adoption of a Cumulative Impact Assessment in respect of Lammas Street, Carmarthen. The scheme of delegation had been amended to reflect good practice and changes to the legislation.

UNANIMOUSLY RECOMMEND TO THE EXECUTIVE BOARD that the amended Licensing Policy be approved.

8. QUARTER 1 - 1ST APRIL TO 30TH JUNE 2018 PERFORMANCE MONITORING REPORT

The Committee considered the Performance Monitoring report which provided the progress against the actions and measures in the New Corporate Strategy 2018-2023 to deliver the 2018/19 Well-being Objectives relevant to the Committee's remit, as at 30th June 2018

The Committee noted that out of the 62 actions, 52 were on target with 4 being off target. Reporting was not yet required on the remaining 9 actions, in accordance with the start date of the action.

The following issues were raised during consideration of the report:-

- With regard to the review of existing household recycling participation rates to maximise landfill diversion, it was asked, if there was a possibility of a bespoke collection service and subsequent incineration of soiled nappies, similar to the incineration of clinical waste. The Head of Waste and Environmental Services stated that whilst the bespoke collection of nappies was a possibility for those who would qualify, it would be costly solution. Nappy waste was currently collected in our black bags and incinerated to avoid landfilling, as part of the black bag waste treatment process. He highlighted that alternative methods could be considered in future when we next come to review our waste collection service.
- A comment was raised in relation to the amount of fast food litter that affected the A48 dual carriageway leading to Crosshands and also along the A483 leading to Tycroes, which could possibly be attributed to the food outlets at Pont Abraham services. With regard to working with local stakeholders to pilot litter management arrangements, it was asked if there was anything the Council could do. The Head of Waste and Environmental Services stated that he would arrange for the Local Environment Quality Officer to engage with the management of the facility to highlight the problem.
- In response to a query, the Head of Waste and Environmental Services confirmed that the door knocking activity did take place throughout the summer period which targeted hotspot areas.

- A verbal update was requested in relation to the action – ‘we will work with Welsh Government to develop the County’s highways infrastructure in order to improve air quality particularly in Llandeilo’. The Head of Transportation & Highways reported that the Welsh Government was actively working on the Welsh Transport Appraisal Guidance (WelTAG) which was a framework for proposed changes to the transport system and used in the development and appraisal of transport proposals promoted or funded by Welsh Government. In addition, the initiation of the preparatory work had started and upon completion, a further update would be provided to members.
- Reference was made to the action relating to developing active travel routes for key settlements. The Head of Transportation & Highways informed Members that this action was predominantly linked to the Active Travel (Wales) Act 2013, which placed a statutory requirement on local authorities to identify and continuously improve routes for walkers and cyclists and to prepare maps that identifying current and potential future routes. Following the success in drawing significant Welsh Government local transport funding to progress walking and cycling linkages, the Council had submitted bids for further Active Travel Funds.

The Head of Transportation and Highways offered to provide Members of the Committee information on which areas have submitted bids.

RESOLVED that the Quarter 1 – 1st April to 30th June 2018 Performance Monitoring Report be received.

9. COMPLAINTS & COMPLIMENTS ANNUAL REPORT 2017/18

The Committee considered the Council’s Annual Complaints and Compliments report for the period 2017/18 with specific attention having been paid to Sections 9.4 and 9.6 which were relevant to its remit.

It was noted the report detailed:-

- the numbers of complaints investigated and responded to between April 2017 – March 2018 by department,
- statistics on communications received by the Complaints Team and redirected. Those related to enquiries and requests for assistance which, once presented, offered the opportunity to try and rectify difficulties before complaints arose,
- complaints with any equalities or Welsh language issues,
- complaints determined by the Ombudsman,
- analysis of complaints and compliments by department.

In response to a query regarding the recording of Councillor enquiries, the Information and Data Protection Officer highlighted that Council Enquiry Forms collected by the Democratic Services Unit would be included within future Complaints and Compliments reports.

RESOLVED that the Complaints and Compliments Annual Report 2017/18 be received.

10. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT

The Committee considered the list of non-submission of scrutiny reports and noted the explanations and revised submission dates.

The Chair highlighted that due to administrative error, the Compliments and Complaints Annual Report 2017/18 had been included within this report as a non-submission, but had been considered at today's meeting.

RESOLVED that the non-submission of scrutiny reports be noted.

11. FORTHCOMING ITEMS

The Committee received the forthcoming items for the next meeting scheduled to take place on 16th November 2018.

Appended to the report was a revised Environmental and Public Protection Scrutiny Committee Forward Work Programme for 2018/19 along with the Executive Board Forward Work Programme 2018/19/20 as at 30th July 2018.

UNANIMOUSLY RESOLVED

11.1 that the list of forthcoming items be received;

11.2 that the revised Environmental and Public Protection Scrutiny Committee Forward Work Programme 2018/19 be received;

11.3 that the revised Executive Board Forward Work Programme 2018/19/20 as at 30th July 2018 be noted.

12. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 29TH JUNE 2018

RESOLVED that the minutes of the Environment and Public Protection Scrutiny Committee held on the 29th June, 2018 be signed as a correct record.

CHAIR

DATE

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