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Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

TUESDAY, 26 JUNE 2018

TO: ALL MEMBERS OF THE EXECUTIVE BOARD

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD** WHICH WILL BE HELD IN THE **CHAMBER, - COUNTY HALL, CARMARTHEN AT 2.00 PM, ON MONDAY, 2ND JULY, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Kevin Thomas
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Ref:	AD016-001

EXECUTIVE BOARD

MEMBERSHIP - 10 MEMBERS

Councillor	Portfolio
Councillor Emlyn Dole	Leader Corporate Leadership and Strategy; Chair of Executive Board; Represents Council at WLGA; Economic Development Represents the Council on the Swansea Bay City Region; Collaboration; Marketing and Media; Appoints Executive Board Members; Determines EBM Portfolios; Liaises with Chief Executive; Public Service Board
Councillor Mair Stephens	Deputy Leader Council Business Manager; Human Resources; Performance Management; Wales Audit; Training; I.C.T.; T.I.C. (Transformation, Innovation and Change); Strategic Planning
Councillor Cefin Campbell	Communities and Rural Affairs Rural Affairs and Community Engagement; Community Safety; Police; Counter-Terrorism and Security Act 2015; Tackling Poverty; Wellbeing of Future Generations; Third Sector Liaison ;Equalities
Councillor Glynog Davies	Education and Children Schools; Children's Services; Special Education Needs; Safeguarding; Respite Homes; Regional Integrated School; Improvement Service; Adult Community Learning; Youth Services; School Catering Services, Lead Member for Children and Young People; Youth Ambassador
Councillor Hazel Evans	Environment Refuse; Street Cleansing; Highways and Transport Services; Grounds Maintenance; Building Services; Caretaking; Building Cleaning; Emergency Planning; Flooding
Councillor Linda Evans	Housing Housing – Public; Housing – Private, Ageing Well
Councillor Peter Hughes Griffiths	Culture, Sport and Tourism Town and Community Councils Ambassador; Development of the Welsh Language; Theatres; Sports; Leisure Centres; Museums; Libraries; Country Parks; Tourism.
Councillor Philip Hughes	Public Protection Trading Standards; Environmental Health. Environmental Enforcement; Planning enforcement; Unlicensed Waste; Parking Services; Bio diversity
Councillor David Jenkins	Resources Finance & Budget; Corporate Efficiencies; Property/Asset Management; Procurement; Housing Benefits; Revenues; Statutory Services (Coroners, Registrars, Electoral, Lord Lieutenancy); Armed Forces Champion Contact Centres and Customer Service Centres
Councillor Jane Tremlett	Social Care & Health Adult Social Services; Residential Care; Home Care; Learning Disabilities; Mental Health; NHS Liaison/Collaboration/ Integration; Care Home Catering Services, Carers' Champion; Dementia Care Champion; Disability Ambassador

AGENDA

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST.
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 4TH JUNE, 2018 5 - 18
4. QUESTIONS ON NOTICE BY MEMBERS
5. PUBLIC QUESTIONS ON NOTICE
6. CARMARTHENSHIRE ARTS STRATEGY 19 - 58
7. DRAFT LOCAL DEVELOPMENT ORDER - LLANELLI TOWN CENTRE 59 - 84
8. SOCIAL MEDIA POLICY 85 - 100
9. FUTURE PROVISION OF CCTV IN CARMARTHENSHIRE 101 - 112
10. HIGHWAY ASSET MANAGEMENT PLAN (HAMP) 113 - 164
11. CAPITAL PROGRAMME 2017-18 UPDATE 165 - 176
12. ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2017-2018 177 - 194
13. AMMANFORD AFC 195 - 200
14. TO NOTE THAT THE LABOUR GROUP HAS NOMINATED COUNCILLOR TINA HIGGINS TO REPLACE COUNCILLOR SHAHANA NAJMI ON THE WELSH IN EDUCATION FORUM
15. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.

NB: Reports are only printed in black and white to reduce costs. All reports however are available on-line so that members of the Committee / County Council and the public can view photographs/graphs in colour

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EXECUTIVE BOARD

Monday, 4 June 2018

PRESENT: Councillor E. Dole (Chair)

Councillors:

C.A. Campbell, G. Davies, H.A.L. Evans, L.D. Evans, P.M. Hughes, D.M. Jenkins, P. Hughes-Griffiths, L.M. Stephens and J. Tremlett

Also in attendance:

Councillor J.M. Charles, D.M. Cundy, R. James, M.J.A. Lewis and J.G. Prosser

The following Officers were in attendance:

M. James, Chief Executive
 J. Morgan, Director of Community Services
 C. Moore, Director of Corporate Services
 G. Morgans, Director of Education & Children's Services
 W. Walters, Director of Regeneration & Policy
 L.R. Jones, Head of Administration and Law
 P.R. Thomas, Assistant Chief Executive (People Management & Performance)
 R. Staines, Head of Homes and Safer Communities
 S. Pilliner, Head of Transportation & Highways
 J. Morgan, Acting Head of Homes & Safer Communities
 D. Hockenull, Marketing and Media Manager
 I.R. Llewelyn, Forward Planning Manager
 H. Morgan, Economic Development Manager
 J. Jones, Property and Major Projects Manager
 S Charles, Transport Strategy and Infrastructure Manager
 C. Jones, Principal Procurement Officer
 K. Thomas, Democratic Services Officer

Chamber, - County Hall, Carmarthen. SA31 1JP. - 9.30 - 11.18 am

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. DECLARATIONS OF PERSONAL INTEREST.

Councillor	Minute Number	Nature of Interest
H.A.L. Evans	8 – Cartrefi Croeso Ltd – Financing Requirement, Appointment of Directors and Shareholders Agreement Delegation	Sister is Chief Executive of Bro Myrddin Housing Association
H.A.L. Evans	17 – Homelessness Strategy	Sister is Chief Executive of Bro Myrddin Housing Association

P.M. Hughes	18 – Amendment to the Private Sector Renewal Policy	Landlord in the private sector
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3. QUESTIONS ON NOTICE BY MEMBERS

The Chair advised that no questions on notice had been submitted by members.

4. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions on notice had been received.

5. MINUTES

5.1. 5TH FEBRUARY, 2018;

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 5th February, 2018 be signed as a correct record.

5.2. 30TH APRIL, 2018;

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 30th April, 2018 be signed as a correct record.

5.3. 14TH MAY, 2018.

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 14th May, 2018 be signed as a correct record.

6. SWANSEA BAY CITY DEAL

The Executive Board considered a report on the formal establishment of the Swansea Bay City Deal (SBCD) Joint Committee and associated funding streams.

The Executive Board was reminded that the Council, together with the three local authorities of Swansea, Neath and Port Talbot and Pembrokeshire, had previously agreed to sign a City Deal Agreement (Heads of Terms) worth a total of £1.3b, which had been signed by both the U.K. and Welsh Governments on the 20th March, 2017. Subsequent thereto, the SBCD had been operating in shadow form to maintain momentum and develop the governance arrangements to enable the region to deliver the programme, which included the development of the Joint Agreement to provide the legal framework within which the SBCD would operate.

The Executive Board noted that discussions had also been undertaken with the Welsh Government where it had agreed that as part of the arrangements for the City Deal's operation:-

- The City Deal local authorities would be able to retain 50% of the additional net yield in the non-domestic rates generated by the 11 projects to be delivered under the deal;
- The SBCD local authorities would be able to utilise funding flexibilities in respect of the revenue based project expenditure, as detailed within the Joint Agreement.

The Executive Board noted that if approved, the report would need to be formally adopted by Council on the 13th June, 2018 and also by the other three SBCD local authorities by the end of July, 2018.

Reference was made to the Council's role as lead authority for the City Deal, and Board Members expressed their appreciation to all of the Council's Officers for their commitment and dedication in leading the city deal project over the previous two years.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT:-

- 6.1 The establishment of the Swansea Bay City Deal (SBCD) Joint Committee and associated governance structure be approved;**
- 6.2 The Draft Joint Committee Agreement be endorsed and delegated authority be granted to the Chief Executive, in consultation with the Leader, to make such minor amendments to the Agreement as are required and agreed between the partner authorities and the U.K and Welsh Governments to finalise the Agreement;**
- 6.3 The establishment of the Swansea Bay City Deal Joint Scrutiny Committee be endorsed;**
- 6.4 It endorse the proposal that Carmarthenshire County Council contributes £50k per annum over 5 years to jointly cover operating costs for the Joint Committee, Economic Strategy Board, Programme Board, Joint Scrutiny Committee, Accountable Body and Regional Office functions and approves the principle that further funding is provided equivalent to the 1.5% top slice of the City Deal funding allocation, The agreement of the basis of the provision of this funding to be delegated to the Director of Corporate Services in consultation with the Executive Board Member for Resources;**
- 6.5 The Director of Corporate Services (Section 151 Officer) be authorised to explore and implement the most appropriate proportionate borrowing to fund regional projects delivered in Council respective areas;**
- 6.6 The Director of Corporate Service be authorised to negotiate with colleague Directors the most appropriate allocation basis for the regional non domestic rate retention in respect of the 11 projects.**

7. DRAFT NEW CORPORATE STRATEGY 2018-23

The Executive Board received for consideration the draft new Corporate Strategy 2018-23 which, if adopted, would replace the current strategy published in 2015 and also consolidate the following plans into one document:-

- the 2015-20 Corporate Strategy;
- the Improvement Objectives, as required by the Local Government Measure 2009;
- The Wellbeing Objectives as required by the Wellbeing of Future Generations (Wales) Act 2015 – these did not have to change every year, or be deliverable within one year and it was perfectly legitimate to set objectives which spanned more than one year;

- 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".

The Executive Board noted that the Draft Strategy had been subject to consultation with the Council's Scrutiny Committees and a number of changes and clarification had been made thereto to reflect the views of those Committees.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT:

- 7.1 A new Corporate Strategy be introduced to replace the current Corporate Strategy published in 2015 to include the Well-being Objectives and Improvement Objectives and incorporating the key projects and programmes set out in "Moving Forward in Carmarthenshire the next Five Years;**
- 7.2 The same set of Well-being Objectives for 2018/19 be retained together with an additional objective on Building a Better Council and Making Better Use of Resources.**

8. CARTREFI CROESO LTD FINANCING REQUIREMENT, APPOINTMENT OF DIRECTORS AND SHAREHOLDERS AGREEMENT DELEGATION.

(NOTE: Councillor H.A.L. Evans having earlier declared an interest in this item left the Council Chamber during its determination)

The Executive Board was reminded that at its meeting held on the 27th November, 2017 it had agreed to establish a wholly owned council housing company to build homes for sale and rent and act as a catalyst for further regeneration activities. In accordance with that decision, the Board gave consideration to a report detailing:

- The company's financing requirement – incorporating the company's high level 2018-2023 Business Plan;
- The process for the appointment of directors;
- Shareholders Agreement Delegation.

Councillor D. Cundy, in accordance with CPR 11 referred to the appointment and role of the company directors and enquired how the Council, as 100% shareholder would measure the company's success in terms of quality, quantity, financially and timeliness, and to how County Councillors would be able to peruse those factors for example via an AGM, Community Scrutiny Committee or other method.

The Executive Board Member, for Resources advised that the Company would have five directors comprising two Council Officers (unpaid) one county councillor (unpaid) and two external (paid) to be appointed by the Chief Executive, in accordance with the agreed procedures and in consultation with the Leader of the Council. The success of the company would be measured and monitored against the Business Plan, which may require revision as time progressed. The Council's Section 151 Officer would be responsible for monitoring that and ensuring the Council's interests were maintained.

The Chief Executive confirmed the company's Business Plan would be submitted to the Community Scrutiny Committee annually. He also saw no reason why the

company should not produce an annual report for submission to both the Executive Board and the Community Scrutiny Committee.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT:

Financing Requirements

- 8.1** To note the Company's high level 2018-2023 Business Plan as developed by the Council's Housing Department/Communities Directorate, which will be refined following the detailed project feasibility studies and site investigations;
- 8.2** To agree to meet the Company's 2017/18 establishment costs from existing revenue budgets to a maximum of £100,000;
- 8.3** To agree an Operating Cost Loan to the Company in respect of its 2018/19 operating costs to a maximum of £280,000. This to be transferred in 25% tranches, quarterly, in advance;
- 8.4** To agree a further Project Development Loan of a maximum of £750k, to be released in agreed tranches, to develop the detailed business of the company for further Council consideration, This loan will be utilised to progress:
- Further development appraisal of eight sites, including 2 rural projects. This is to include detailed valuation, state aid , legal and taxation advice;
 - Detailed and comprehensive scheme development proposals/site investigations for three sites, including one rural, including:
 - Completing detailed financial modelling and securing associated legal and taxation advice.
 - Developing an effective procurement strategy.
 - Commissioning detailed technical appraisals and associated surveys such as site, soil, transport and ecological.
 - Undertaking liaison with utilities and statutory bodies.
 - Commissioning of detailed design brief and specification statement (which will also be utilised for following projects).
 - Receiving pre planning advice and completing pre planning consultation;
- 8.5** An initial £250,000 of the detailed Project Development Loan will be made available to the Company to progress the proof of concept. Approval of the release of further tranches of funding (up to the loan limit) is delegated to The Chief Executive and Director of Corporate Services, which will be released upon satisfactory commercial appraisal of the initial three proof of concept sites;
- 8.6** It is noted that requests for further loans for major development expenditure (for example, land transfer, professional fees, construction costs) will come forward as and when necessary and will form part of the detailed business plan to be completed once the individual site appraisals have been finalised;
- 8.7** Loan finance will be available at 3.5% above the rate set by the Public Works Loan Board (PWLB) for the Operating Cost Loan and 2.2% above the PWLB rate for the Project Development Loan. The conclusion of the detailed loan agreement to be delegated to the Chief Executive and Director of Corporate Services;

Appointment of Directors

- 8.8 The appointment and removal of Company Directors will be made by the Chief Executive, in consultation with the Leader of the Council, on behalf of the Executive Board;
- 8.9 That the Director for Communities (Jake Morgan), and Director of Regeneration and Policy (Wendy Walters) are appointed as directors of the company;
- 8.10 That a formal process is agreed for the appointment of the remaining Directors

Delegation of Issues relating to the Shareholder Agreement

- 8.11 To delegate (where possible) to the Chief Executive, following consultation with the Director of Corporate Services, authority to act on behalf of the shareholder with relation to the Shareholder Agreement.

9. COUNCIL'S REVENUE BUDGET MONITORING REPORT

The Executive Board considered the revenue budget monitoring report which provided an update on the latest budgetary position as at the 28th February, 2018.

Overall, the report forecast an end of year underspend of £1,421k on the Authority's net revenue budget, with an overspend at departmental level of £220k. The Housing Revenue account was predicting a £57k underspend at year-end.

UNANIMOUSLY RESOLVED that the budget monitoring report be received.

10. CAPITAL PROGRAMME 2017-18 UPDATE

The Executive Board considered a report providing an update on the capital programme spend against the budget for 2017/18 as at the 28th February, 2018. The in-year slippage of £-10, 843k would be incorporated into future years of the programme.

UNANIMOUSLY RESOLVED that the capital programme update budget monitoring report, as detailed in Appendix A and B, be received.

11. BUSINESS RATES - HIGH STREET RATE RELIEF SCHEME 2018/19

The Executive Board considered a report on proposals to adopt the Welsh Government's High Street Rate Relief Scheme for 2018/19 aimed at providing assistance to high street retailers such as shops, pubs and restaurants which had seen their rates increase as a result of the 2017 revaluation undertaken by the Valuation office. It was noted the scheme was fully funded by the Welsh Government and would provide £170k of relief to approximately 600 businesses within the County.

It was reported that as the scheme was a temporary measure, the Welsh Government was not making any legislative changes but would allow billing authorities to grant relief under the discretionary relief powers available under Section 47 of the Local Government Finance Act 1988. Accordingly, the Council would formally need to adopt the scheme.

UNANIMOUSLY RESOLVED:

- 11.1 **The Council formally adopt the High Street Rate Relief Scheme for 2018/19;**
- 11.2 **That rate relief be granted in accordance with Welsh Government Guidelines;**
- 11.3 **That applications that were not specifically governed by the guidelines or otherwise required specific consideration be determined by the Executive Board Member for resources.**

12. CARMARTHENSHIRE COUNTY COUNCIL'S PROCUREMENT STRATEGY 2018-2022

The Executive Board considered the proposed Procurement Strategy 2018-2022 the aim of which was to have a framework in place so that procurement and commissioning decisions played a key role in supporting the delivery of the Council's Corporate Strategy and Well-being Plan. The Strategy outlined priorities on how procurement would contribute towards achieving those aims with the key priorities being:-

- Delivering spend effectively;
- Delivering compliant processes and procedures;
- Maintaining and developing the local economy;
- Supporting Collaboration.

Councillor D. Cundy, in accordance with CPR 11 referred to the Council's use of the National Procurement Service and enquired whether that use was mandatory.

The Executive Board Member for Resources assured that membership was not mandatory and the Council had, on previous occasions, opted out of the Service in order to support, where possible, local businesses within Carmarthenshire.

UNANIMOUSLY RESOLVED that Carmarthenshire County Council's Procurement Strategy 2018-2022 be adopted.

13. WELSH GOVERNMENT CODE OF PRACTICE - ETHICAL EMPLOYMENT IN SUPPLY CHAINS

The Executive Board considered a report on the adoption of the Welsh Government's Code of Practice relating to Ethical Employment in the Supply Chain which all recipients of public sector funding were expected to sign up to.

It was noted the Code covered six key subjects, containing twelve recommendations, ranging from unlawful and unethical practices to good and best practice. Additionally, if adopted, there was an expectation the Council would also appoint an Anti-Slavery and Ethical Employment Champion.

UNANIMOUSLY RESOLVED:

- 13.1 **That the Council formally sign up to the Welsh Government's Code of Practice on Ethical Employment in the Supply Chain and agree to comply with the twelve commitments designed to eliminate slavery and support ethical employment practices;**
- 13.2 **That Councillor D. Jenkins, Executive Board Member for Resources, be appointed as the Council's Anti-Slavery and Ethical Employment Champion.**

14. SCHOOL UNIFORM GRANT.

The Executive Board considered a report on proposals for the Authority to establish a scheme to provide financial assistance to disadvantaged families towards the cost of purchasing a School Uniform, on transition to secondary school, as detailed in appendix 1, in lieu of the previous Welsh Government Funded Scheme discontinued as part of its 2018/19 budget.

UNANIMOUSLY RESOLVED that the Council establish a local scheme for helping disadvantaged families with the cost of school uniform, on transition to secondary schools, following the discontinuation of the Welsh Government School Uniform Grant.

15. MODERNISING EDUCATION PROGRAMME - PROPOSAL TO INCREASE THE CAPACITY OF GORSLAS COMMUNITY PRIMARY SCHOOL FROM 110 TO 210

The Executive Board, in accordance with minute 6 of its meeting held on the 23rd October, 2017 considered a report on the outcome of the Statutory Consultation undertaken on proposals to increase the capacity of Gorslas Community Primary School from 110 – 210. It was noted the proposal had been considered, and endorsed, by the Education and Children Scrutiny Committee at its meeting held on the 14th May, 2018

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that being satisfied there were no other related proposals; that the statutory proposal had been consulted upon and published in accordance with the School Organisation Code and contained all the relevant information and, having considered the consultation document and consultation report, and that no objections had been received in response to the Statutory Notice, the Council implement the proposal as laid out in the Statutory Notice.

16. MODERNISING EDUCATION PROGRAMME - PROPOSAL TO PROVIDE NURSERY PROVISION AT YSGOL PARC Y TYWYN BY INCREASING ITS AGE RANGE FROM 4-11 TO 3-11

The Executive Board, in accordance with minute 7 of its meeting held on the 23rd October, 2017 considered a report on the outcome of the Statutory Consultation undertaken on proposals to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11. It was noted the proposal had been considered, and endorsed, by the Education and Children Scrutiny Committee at its meeting held on the 14th May, 2018

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that being satisfied there were no other related proposals; that the statutory proposal had been consulted upon and published in accordance with the School Organisation Code and contained all the relevant information and, having considered the consultation document and consultation report, and that no objections had been received in response to the Statutory Notice, the Council implement the proposal as laid out in the Statutory Notice.

17. HOMELESSNESS STRATEGY

(NOTE: Councillor H.A.L. Evans had previously declared an interest in this item but remained in the meeting and took part in its determination)

The Executive Board considered a report on the development of a Homelessness Strategy produced in accordance with the requirements of the Housing Act Wales (2014) which introduced new responsibilities on local authorities to prevent homelessness. The report outlined the approach adopted by the Authority to date and the following 5 key areas to be addressed prior to formal adoption of the Strategy by the December 2018 deadline:-

- Review of data and information;
- Stakeholder engagement;
- Strategy Development and Statement of Principles;
- Development of local action plans;
- Formal public consultation on Draft Strategy and Action Plan.

Councillor D. Cundy, in accordance with CPR 11 referred to the issue of 'sofa surfers' and 'rough sleepers' and enquired whether it would be possible to enquire with them why homelessness had become their lifestyle and what the authority could do to help them before they were in extremis.

The Executive Board Member for Housing advised the relationship between the department and the homeless was important with 1:1's undertaken with clients as part of the process of gaining their confidence and trust to assist them to change their situation. Whilst an important part of the Council's outreach service was information gathering, it must be accepted that some people would not wish to divulge personal information.

With regard to a question on the level of consultation to be undertaken it was confirmed the authority could liaise with the farming unions. Additionally, any person/organisation would be welcome to respond to the consultation.

UNANIMOUSLY RESOLVED

- 17.1 That the approach and consultation plan be approved;**
- 17.2 That the Council's intention to develop opportunities to work on a regional basis be confirmed.**

18. AMENDMENT TO THE PRIVATE SECTOR RENEWAL POLICY

(NOTE: Councillor P.M. Hughes, declared an interest in this item and left the Chamber during its consideration)

The Executive Board received for consideration an amendment to the Council's Private Sector Renewal Policy reflecting changes introduced by the Welsh Government to its Home Improvement Loan and Houses into Homes Schemes. As part of that proposal, the Authority would receive £1.25m to support all forms of financial assistance for homeowners to maintain their home.

UNANIMOUSLY RESOLVED that the Welsh Government's revised Home Improvement Loan and Houses to Homes Scheme Criteria be adopted and that the Authority's Private Sector Renewal Policy be amended to reflect those changes.

19. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING GUIDANCE - REFRESH CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN

The Executive Board considered a report on the Refresh to the Affordable Housing Supplementary Planning Guidance – Adopted Carmarthenshire Local Development Plan. It noted that the refresh was intended to provide further clarity in the interpretation and implementation of the Adopted Local Development Plan. This would also assist with the understanding and usability of the SPG.

Councillor D. Cundy, in accordance with CPR 11 sought clarification on the definition of the term 'Affordable Housing' and who was responsible for setting the cost thereof, the developer or the Council.

The Executive Board Member – Deputy Leader- referred to page 439 of the report and to paragraph 2.2 thereof which set out the definition of Affordable Housing as detailed within the Welsh Government's Technical Advice Note 2 – Planning and Affordable Housing 2006. That included a definition of both Social Rented Housing and Intermediate Housing where prices or rents were above those of social rented housing but below market house prices and rents which included low cost home ownership models such as shared equity or assisted purchase schemes. With regard to the setting of the price of affordable homes and any commuted sum to be paid, that would be via negotiation with developers in accordance with policy requirements, as set out in the UDP.

UNANIMOUSLY RESOLVED:

- 19.1 That the refresh to the Affordable Housing Supplementary Planning Guidance be approved;**
- 19.2 That delegated authority be granted to the Head of Planning to correct typographical, cartographical or grammatical errors, and to make amendments in order to enhance accuracy and clarity of meaning prior to its publication.**

20. REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN 2018-2033 DRAFT DELIVERY AGREEMENT

The Executive Board received for consideration a Draft Delivery Agreement produced in response to the Council's decision on the 10th January, 2018 to formally commence preparation on a revised (replacement) Local Development Plan (LDP) following a period of public consultation that expired on the 23rd March. It was noted that subject to Council confirming the Draft Agreement, it would then need to be submitted to the Welsh Government for its approval.

The Executive Board noted that as a consequence of a letter received from Lesley Griffiths A.M, Cabinet Secretary for Energy, Planning and Rural Affairs in March 2018 regarding the preparation of LDP's and their associated timescales, the timescale for the application for inclusion of candidate sites would extend from the end of May to the 29th August, 2018

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL:

- 20.1 That the representations received be noted and the recommendations in respect of the Draft Delivery Agreement be ratified.**

- 20.2 The amendments to the timetable be approved.
- 20.3 That the submission of the Delivery Agreement (inclusive of the report recommendations) to the Welsh Government for agreement be approved
- 20.4 The extension of the consultation period for the submission of candidate sites to the 29th August, 2018 be noted.

21. CARMARTHENSHIRE CYCLING STRATEGY.

The Executive Board received for consideration the Carmarthenshire Cycling Strategy, the purpose of which was to ensure the council had a clear strategic direction that supported its aspirations to be a national lead in the provision of cycling infrastructure events and development, enhanced Council's desire to become the cycling hub of Wales and also to meet a number of objectives set out in the Active Travel Act (Wales) 2013, Welsh Cycling Strategy and Well-being of Future Generations Act.

Reference was made to the statement within the report that according to the Carmarthenshire LDP 54% of Carmarthenshire's population was overweight or obese. It was clarified that the figure had been identified by consultants working on the LDP and the primary source thereof was Carmarthenshire Heart – Public Health Wales Obesity Tool Kit. It was confirmed the Strategy would be amended to reflect that Primary Source.

Councillor D. Cundy, in accordance with CPR 11 referred to the social aspect of cycle paths etc and the need for the preparation of local maps to inform the public of appropriate ways to access shops and other social venues etc via back lanes and to whether it would be possible for such maps to be produced.

The Executive Board Member for Environment advised that the Council's website included its Active Travel Map containing 17 maps of local areas detailing both walking and cycling routes. Additionally, by accessing the Council's 'i local' facility on the website the public could access information on public footpaths in their locality.

UNANIMOUSLY RESOLVED that the Carmarthenshire Cycling Strategy be adopted.

22. EXCLUSION OF THE PUBLIC

UNANIMOUSLY RESOLVED, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following item as the report contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.

23. AMMANFORD CALL CENTRE/PARC AMANWY OFFICES.

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 22 above, to consider this matter in private, with the public excluded from the meeting as it would involve the disclosure of exempt information relating to the financial or

business affairs of any particular person (including the Authority holding that information).

The Executive Board considered a report on the Council's Parc Amanwy Offices and the former call centre building in Ammanford.

UNANIMOUSLY RESOLVED that the recommendations detailed within the report be adopted.

24. LAND DISPOSAL AT SOUTH EAST LLANELLI AND LLANELLI TOWN CENTRE.

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 22 above, to consider this matter in private, with the public excluded from the meeting as it would involve the disclosure of exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information).

The Executive Board considered a report on proposals in relation to land disposal at South East Llanelli and Llanelli Town Centre.

UNANIMOUSLY RESOLVED that the recommendations detailed within the report be adopted.

CHAIR

DATE

EXECUTIVE BOARD 2ND JULY, 2018

SUBJECT: CARMARTHENSHIRE ARTS STRATEGY

Purpose:

To consider and approve the Carmarthenshire Arts Strategy 2018 - 2022

Recommendations/Key Decisions required:

Approval of Carmarthenshire Arts Strategy 2018 - 2022

Reasons:

The strategy provides a framework for service development through to 2022 in support of our vision of Carmarthenshire as a place where exceptional arts experiences engage and enthuse our communities and celebrate the unique and bilingual culture of the County.

Relevant scrutiny committee to be consulted : YES - Community Scrutiny –
25th June, 2018

Scrutiny Committee recommendations / comments:

Verbal comments from Community Scrutiny Committee will be provided to Executive Board on the day

Exec Board Decision Required Yes - 2nd July, 2018

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Cllr. Peter Hughes-Griffiths, EBM for Culture, Sport & Tourism

Directorate:

Communities

Name of Head of Service: Ian Jones

Report Author: Jane Davies

Designations:

Head of Leisure

Senior Cultural Services Manager

01267 228309:

IJones@sirgar.gov.uk

01554 742180

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EXECUTIVE SUMMARY
EXECUTIVE BOARD
2ND JULY, 2018

SUBJECT:
CARMARTHENSHIRE ARTS STRATEGY 2018 - 2022

1. BRIEF SUMMARY OF PURPOSE OF REPORT

This strategic plan informs service development for the period 2018 – 2022. The Arts and Theatre services have been fortunate to have secured significant investment in the flagship Ffwrnes theatre aligned to the previous strategy 2008 – 2013. In the development of this strategy we recognise that the contribution from participatory arts activities must provide demonstrable benefits in order to secure a positive future against a backdrop of continued austerity. The arts in Carmarthenshire are well placed from a firm foundation to support the development of the Wellbeing Objectives and the strategy pays particular attention to the development of Welsh language programming in arts and cultural activities across the County as well as the development of projects utilising the arts and culture for improved health and wellbeing. Approval of the Carmarthenshire Arts Strategy 2018- 2022 is sought in order to provide a framework for delivery.

Carmarthenshire Arts Strategy 2018 - 2022 identifies four key objectives that underpin the vision of Carmarthenshire as a place where exceptional arts experiences engage and enthuse our communities and celebrate the unique and bilingual culture of the County.

The strategic priorities focus on:

- Cultural wellbeing;
- Physical and mental wellbeing
- Economic wellbeing through supporting creative and cultural organizations; and
- Developing and sustaining an efficient and effective arts service (through improved income generation, innovative ways of working, collaboration and deepening public engagement).

One of the key developmental areas during the period of this strategy is the contribution of arts projects to improved physical and mental health and wellbeing. We already undertake a range of small scale activities in this area such as our tea dances and encouraging people to age creatively through our arts workshops in the theatres and gallery. We also support ArtsCare, who are the lead organization in this area with their “Young Carers” project. We want to extend this to develop a broader social prescription scheme in collaboration with colleagues across the department, other arts organizations and the Health Board. The recently published research from Arts Council Wales entitled “Arts and Health in Wales” will be an invaluable reference source as the plan develops.

The strategic priorities are supported by key aims and measureable actions.

A one page analysis of the outturn 2013-14 to 2017-18 and the budget for 2018-19 is included as an appendix to this report.

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

Evidence of strategic planning is a key indicator taken into consideration by external funding bodies when considering applications. Whilst the plan recognises that much can be done to contribute to key corporate priorities from existing resources there has to be an acknowledgement that future capital investment and the potential to secure for example internal production development support would rely on support from funders such as Arts Council Wales.

The plan provides a measurable framework for service improvement.

DETAILED REPORT ATTACHED?	YES – <ul style="list-style-type: none">• Carmarthenshire Arts Strategy• Appendix - Outturn 2013-14 to 2017-18 and the budget for 2018-19
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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: *Ian Jones*

Head of Leisure

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

1. Policy, Crime & Disorder and Equalities

The Carmarthenshire Arts Strategy 2018 - 2022 is informed by Carmarthenshire County Council Corporate Strategy 2015-2020; Well-being of Future Generations (Wales) Act 2015; Carmarthenshire County Council Strategic Equality Plan 2015-2020; and Inspire – the Arts Council of Wales strategic vision for creativity and the arts in Wales.

The strategy informs service development and supports attendances at participatory arts, culture and heritage events, measured as an National Indicator for Wales – a requirement for section 10(1) of the Well-being of Future Generations (Wales) Act 2015.

3. Finance

The Carmarthenshire Arts Strategy 2018 - 2022 refers to a number of service developments. The financial implications of these will be addressed separately as part of the Council's approved project management process. To include the proposed redevelopment of Oriel Myrddin Gallery.

6. Staffing Implications

A review of the theatres staffing structure will be undertaken in accordance with the corporate policy in order to support the structural requirements of the service to deliver this strategy.

7. Physical Assets

Property has been acquired on King Street in order to support the proposed development of Oriel Myrddin gallery. Should the project not progress an alternative use / disposal of the property will be necessary.

CONSULTATIONS

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

Signed: *Ian Jones*

Head of Leisure

1. Scrutiny Committee – Community Scrutiny Committee will be consulted on 25th June, 2018. Verbal comments will be provided to Executive Board on the day.

2. Local Member(s)

N/A

3. Community / Town Council

N/A

4. Relevant Partners

Arts Council Wales are regularly consulted on program support and the redevelopment of Oriel Myrddin Gallery in particular.

5. 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:

AS OUTLINED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Carmarthenshire County Council Corporate Strategy 2015-2020		https://www.carmarthenshire.gov.wales/home/council-democracy/strategies-and-plans/corporate-strategy/
Well-being of Future Generations (Wales) Act 2015		http://www.legislation.gov.uk/anaw/2015/2/contents/enacted
Carmarthenshire County Council Strategic Equality Plan 2015-2020		https://www.carmarthenshire.gov.wales/media/2337/strategic-equality-plan-2016-20.pdf
Inspire – the Arts Council of Wales strategic vision for creativity and the arts in Wales		http://www.arts.wales/about-us/plans-and-strategies/inspire
Arts and Health in Wales – A Mapping Study of Current Activity		http://www.arts.wales/140333

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Carmarthenshire County Council

Arts Strategy 2018-22

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1. Introduction

Carmarthenshire County Council recognises the importance of arts and culture; we believe that the arts should touch everyone's lives and be a part of our work, leisure, education and environment. A vibrant and diverse arts and culture scene is essential for economic, social and personal wellbeing.

We also recognise the importance of the local authority's role in developing the arts, and that public funding of the arts enables citizens to access quality arts activities, to become more creatively active, and to benefit from a higher quality of life.

The introduction of the Wellbeing of Future Generations Act 2015 places a duty on all public bodies in Wales to demonstrate a commitment to seven wellbeing goals, one of which being a *Wales of vibrant culture and a thriving Welsh language*. The arts, however, have the power to make a difference across all seven goals.

We pride ourselves on being a pro-active and high performing Council, providing high quality services that make Carmarthenshire a better place in which to live, work, and visit. Carmarthenshire has a rich culture and is fortunate to have a portfolio of excellent local authority run arts venues and a rich history of local voluntary and community arts. The Council has a good track record of supporting the arts, and has been leading the way as one of the most culturally-committed local authorities in Wales, as we continue to value and invest in the arts despite the challenge of austerity and public funding cuts.

This strategy sets out the vision and objectives required to make a positive impact on health and cultural wellbeing in the county, and Wales as a whole. Through this strategy we aim to continue putting Carmarthenshire on the map.

However, public funding continues to decrease and it is anticipated that pressures on local services will continue to be challenged over the lifetime of this strategy. Therefore it's important for us to focus on diversifying and increasing income to continually improve our services, to collaborate effectively, and to reflect and keep abreast and ahead of developments, to ensure that we continue to provide the best possible arts service on the allocated resources.

2. Context

2.1 The Current Arts Services

The arts service sits within the Leisure Division of the Communities Directorate under the Cultural Services section of Carmarthenshire County Council, and comprises the Arts Development service and Theatres services, sitting alongside Libraries, Museums, and the Archives.

The main aim of the Leisure division is to get *More People, More Active, More Often*, in whatever their interest – whether that's sport, artistic or any other cultural activity. Success is currently measured through a departmental performance management framework looking at attendances and participation, Income generation and the quality of our services whilst we are also moving towards demonstrating and measuring benefit through preventative health interventions.

2.1.1 Arts Development

The Arts Development Section oversees community participation and engagement within the Arts. It financially supports the Arts Council of Wales Night Out scheme to enable professional performances in the community.

The section line manages three very different venues which contribute different cultural experiences for residents and visitors to Carmarthenshire, these are

- Dylan Thomas Boathouse & Writing shed.
- Oriol Myrddin Gallery
- The Gate Craft Centre

The Arts development section employs 1 FTE Officer plus the facility based staff and has a controllable budget of £66,732 (2018/19) with visitor numbers to the three facilities of 86,000 per annum and arts participation numbers in the region of three hundred and thirty thousand based on outreach work and events hosted by Crafts from Carmarthenshire.

Dylan Thomas Boathouse

The Boathouse in Laugharne is where Dylan Thomas lived for the last 4 years of his tragically short life. The facility offers a museum/tourist destination and gives an insight into the life of Dylan Thomas and the parlour has original artefacts. It also houses a small bookstore and an award winning tearooms. It is operational for 51 weeks of the year and is open daily. It attracts in the region of twenty three thousand visitors per annum from around the globe.

The facility operates with 3.26 FTE with additional seasonal staff. Income of £97,312 (2018/19 budget) is generated from the tearooms, admission charges and retail sales. Expenditure is £147,898 giving a net controllable budget for 2018/19 of £50,586.

The writing shed sits off Dylan's walk overlooking the estuary and allows visitors to view through a window off the walkway.

The Gate

This facility in the heart of St Clears has been developed into an evolving arts facility and rural community hub attracting around thirty seven thousand visitors per annum. It comprises of 3 floors:

- a) Top Floor – 4 artists’ studios and kiln room. It operates on a 100% occupancy rate with a waiting list.
- b) Middle floor – accommodates a community hub with offices for St Clears Town Council, Police and local library. It also has two meeting rooms available for hire.
- c) Ground Floor – houses a retail area showcasing Welsh arts & crafts, an exhibition area programmed to develop emerging and established artists in a variety of mediums as well as a tearoom.

The facility operates on 3 FTE. Income of £33,733 (2018/19 budget) is generated from arts activities at this venue which is currently the subject of discussions around improving sustainability. Expenditure is £85,009 giving a net controllable budget for 2018/19 of £51,276.

Oriel Myrddin

Oriel Myrddin Gallery is run by the Oriel Myrddin Trust with primary funding and operational support from Carmarthenshire County Council.

Oriel Myrddin Gallery is the main publicly funded art and craft gallery for the south-west Wales region. It presents ambitious contemporary programming and is highly regarded within the sector. Located in a listed Victorian building in the centre of Carmarthen, the gallery is pivotal to the cultural energy and identity of the town. As a member of Arts Portfolio Wales, the Gallery receives a recurrent grant from Arts Council Wales for core activities.

The programme generally includes exhibitions of 50% craft and/or design and 50% fine art. Approximately 50% of exhibitions will represent Welsh artists and makers, with at least one originated by the gallery. The gallery works in partnership with other established and prestigious organisations to research and develop exhibitions or to present existing touring exhibitions.

Oriel Myrddin Gallery offers exciting artist led opportunities for schools to engage with the exhibitions programme which link with a range of cross-curricular subjects and are often applicable to cwricwlwm Cymreig (Welsh curriculum). Tailor-made projects and guided visits are promoted to support creative learning, literacy and oracy, visual literacy and other transferable skills.

Community participation is vital to the life of the gallery, which also offers a range of workshops, events and off site projects for all ages and abilities to complement the exhibition programme.

The gallery houses a retail space which reflects and compliments its ethos of stocking and promoting the work of local, national and international makers of quality.

Beautifully designed and made, the items on sale are unique, desirable and collectable.

The gallery trust receives a net annual grant from CCC of £88,206 (2018/19). The Gallery is also an Arts Council Wales revenue funded organisation attracting a grant of £47,762 per annum (2017/18).

Ambitious proposals for the expansion of the Gallery taking into consideration the opportunity to house exhibitions of national standards, broaden the education program and improve access to arts and creativity are in development. The plans will also consider the opportunity to expand income generating opportunities to secure a sustainable future for the gallery which lies at the corner of the Cultural Quarter in Carmarthen.

2.1.2 Theatres

The theatres service comprises three performing arts venues which are all major cultural assets to the local community. These being:

- Y Ffwrnes, Llanelli
- Lyric Theatre, Carmarthen
- Miner's Theatre, Ammanford

The service's aim is to bring to the people of Carmarthenshire and beyond a varied programme of high quality arts and entertainment events across all theatres. The theatres also encourage people to get involved in arts participation whether as part of a local performing amateur company, classes or workshops.

Each theatre is very different in nature; Y Ffwrnes is a modern state-of-the-art venue opened in 2013 in a prime town-centre location. It comprises two adaptable multi-function performance spaces; a main house seating up to 504, a studio theatre seating up to 100, and the Ffwrnes Fach, a listed chapel which has been developed as a social enterprise centre occupied by clusters of cultural social enterprises, arts organisations, and practitioners.

The Lyric, originally a 1930's art deco cinema which was repurposed as a traditional proscenium arch theatre in the late 1980's, seats up to 665. And the Miners', which was originally a miners' welfare hall built in 1935, seating up to 144 with fantastic acoustics. The three distinct theatres give the service the flexibility to put on a varied programme that appeals to all.

Through the theatres we enjoy an opportunity to further develop the work of the Council in supporting the development of the Welsh language where we are committed to attracting and promoting the Welsh language and bilingual performances within the county theatres.

The theatre service work under one umbrella: Theatrau Sir Gâr / Carmarthenshire Theatres, and employs 30.5FTE. Income of £687,920 (2018/19 budget) is generated from the ticket sales, theatre hires, booking and conference fees and secondary retail sales. Expenditure is £1,535,968 giving a net controllable budget for 2018/19 of £848,048. The theatres service attracts around one hundred and eight thousand visitors per annum.

2.2 Council Priorities

2.2.1 Carmarthenshire County Council Corporate Strategy 2015-2020

The Corporate Strategy sets out the Council's strategic priorities and aspirations and outlines what the Council plans to do to achieve its vision for Carmarthenshire over the next five years. The vision is for a Carmarthenshire that enables people to live healthy and fulfilled lives by working together to build strong, bilingual and sustainable communities.

The Corporate Strategy, in line with the current Annual Report and Improvement Plan, outlines the core values, overarching themes and strategic objectives, which are:

- Making better use of resources
- Building a better Council
- People in Carmarthenshire are healthier
- People in Carmarthenshire fulfil their learning potential
- People who live, work and visit Carmarthenshire are safe and feel safer
- Carmarthenshire's communities and environment are sustainable
- Carmarthenshire has a stronger and more prosperous economy.

2.2.2 Moving Forward In Carmarthenshire: The next 5 Years

In addition to the Corporate Strategy the Council published Moving Forward In Carmarthenshire: The Next 5 Years in February 2018 which confirms a commitment to the review and re-development of the Council's Theatre services provision focussing specifically on participation, community engagement and the development of the Welsh Language program.

2.2.3 Carmarthenshire County Council Strategic Equality Plan 2015-2020

This plan describes the Council's legal duties and its commitment to equality and diversity as an employer and a service provider, and its key actions in promoting tolerance, understanding and respect within the wider community. It also refers to the need to have regard of the Welsh Language, which ties in with the Welsh Language Measure 2011.

2.2.4 A Curriculum for Carmarthenshire

The New Curriculum for Wales has been warmly welcomed in Carmarthenshire as we strive to ensure that we support our pupils to become both well qualified and well educated. A practitioner-led design approach and the flexibility to interpret the architecture of the curriculum (Subsidiarity) permits flexibility for school leaders and teachers to design learning activities according to specific needs and local circumstances. This will assist with developing an authentic and relevant curriculum for our learners, which is consistent with the high level design principles of the new curriculum.

These ideals assist us in developing a local curriculum for Carmarthenshire – a curriculum which is firmly referenced within the national framework, with an added emphasis on incrementally building young peoples' global citizenship and sense of

place and historical context, by drawing upon the attributes of school localities, Carmarthenshire, the Welsh Dimension and further afield.

Within the context of the Arts and other relevant council strategies, there are fertile opportunities for schools to capitalise upon the resources available locally. Pupils' education can be enriched and extended by interacting with our theatres, arts facilities, museums and libraries, where rich learning tasks and activities can be built around these valuable facilities. The aim, therefore, is that our learners can draw upon, and actively contribute to, the vibrant and evolving cultural scene in Carmarthenshire.

2.3 Regional Context

2.3.1 Strategic Regeneration Plan for Carmarthenshire 2015-2030

The regeneration of Carmarthenshire is well underway and many major developments came into fruition in 2015. The economic landscape is evolving with Carmarthenshire's position in the new Swansea Bay City Region for which the strategy has been adopted by the Council; by 2030, Carmarthenshire will be a confident, ambitious and connected component of a European City Region.

The Regeneration plan will encourage collaboration by key partners on key opportunities in relation to Sport, Culture & Heritage which raise Carmarthenshire's profile, nationally and globally, to new and existing audiences.

There are 6 key transformational projects within the regeneration plan: Ammanford, Carmarthen, Carmarthenshire Coastal Belt, Cross Hands Growth Zone, Llanelli, and The Rural Economy. Notable strategic regeneration sites include Delta Lakes (a 'world class' Wellness and Life Science Village), The Beacon centre for enterprise, and Yr Egin.

The decision by S4C to re-locate to Carmarthen will catapult the county into one of significance for the Creative Industries sector in Wales. 'Yr Egin – The Creative Exchange', a new media and culture hub at the University of Wales Trinity Saint David's Carmarthen campus will be developed with the Welsh broadcaster as the anchor tenant for the site. Yr Egin will also excel in promoting Carmarthen as a gateway to 'Y Fro Gymraeg', the Welsh-speaking heartland.

2.3.2 Swansea Bay City Deal

The City Deal is expected to give the Swansea Bay City Region, which includes Carmarthenshire, a permanent uplift in its gross added value (GVA) of £1.8billion and will generate almost 10,000 new jobs over the next 15 years.

The City Deal programme encompasses 11 projects across 4 key themes of Economic Acceleration, Life Science and Well-being, Energy, and Smart Manufacturing. An enhanced Digital Infrastructure & next generation wireless networks and the development of workforce skills and talent will underpin each.

2.3.3 Destination Management Plan

The Destination Sir Gâr Management Plan outlines the future opportunities for Carmarthenshire and how to realise them. Carmarthenshire has 5 key priorities to achieve economic growth in tourism:

- Priority 1: Raising the profile of Carmarthenshire
- Priority 2: Improving the tourism infrastructure
- Priority 3: Enhancing the tourism experience
- Priority 4: Enhancing the Sense of Place
- Priority 5: Invest in people

Carmarthenshire's vision for its tourism economy is:

“To develop a prosperous visitor economy in Carmarthenshire based on its unique strengths and character, which generates higher spend and local income, enhances its image and reputation and improves the quality of life for local communities.”

2.4 National Context

2.4.1 Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of Wales. The Act also establishes Public Services Boards (PSBs) for each local authority area in Wales. Each PSB must improve the economic, social, environmental and cultural well-being of its area by working to achieve the well-being goals, and publish a county Well-being Plan by May 2018.

The well-being objectives identified for Carmarthenshire for 2017-18 are:

1. Help to give every child the best start in life and improve their early life experiences
2. Help children live healthy lifestyles
3. Continue to improve learner attainment for all
4. Reduce the number of young adults that are Not in Education, Employment or Training
5. Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty
6. Create more jobs and growth throughout the county
7. Increase the availability of rented and affordable homes
8. Help people live healthy lives (tackling risky behaviour and obesity)
9. Support good connections with friends, family and safer communities
10. Support the growing numbers of older people to maintain dignity and independence in their later years

11. A Council-wide approach to support Ageing Well in the County
12. Look after the environment now and for the future
13. Improve the highway and transport infrastructure and connectivity
14. Promote Welsh Language and Culture
15. Governance and use of resources

2.4.2 Arts Council of Wales

Inspire is the Arts Council of Wales (ACW)'s strategic vision for creativity and the arts in Wales. Its vision is of a creative Wales where the arts are central to the life of the nation, and is centred around three key principles:

- Make
- Reach
- Sustain

Ten creative challenges provide the focus and drive the funding and developmental decisions for ACW, and for anyone seeking the financial support of ACW. These are:

1. Creating the right environment for the artist and the arts to flourish
2. Being fit for Purpose
3. Leading from the front – our National organisations
4. Making more of our Arts buildings
5. Wales in the world
6. More people creating, enjoying and taking part in the arts
7. Nurturing young talent, lighting the spark
8. Putting communities first
9. Making new places
10. Our Digital Times

Key initiatives of the Arts Council Wales include 'Creative learning through the arts – An action plan for Wales, 2015-2020'; a joint initiative with the Welsh Government which seeks to improve attainment through creativity and increase and improve arts experiences in schools, and a 3-year agreement with the Welsh NHS Confederation to promote the arts for Welsh health and wellbeing.

2.4.3 New Curriculum for Wales

Wales is embarking upon a major curriculum reform programme for 3-16 year olds, instigated by Professor Graham Donaldson's Successful Futures Report (2015). The Arts and creativity feature prominently within the overarching architecture of the new curriculum:

- There are **4 curriculum purposes** – one being to nurture ‘Enterprising, creative contributors’ where there are opportunities to ‘express ideas and emotions through different media’
- There are **6 Areas of Learning and Experience** - one being the ‘Expressive Arts’ – where opportunities will be afforded to young people to ‘develop their creative appreciation and talent and their artistic and performance skills’ in areas which cover areas such as Art, Music, Drama, Dance, Digital Media and wider creative competencies such as improvisation.
- **Cross curriculum links** to other core purposes and areas of learning will be encouraged such as design, literature and creative writing
- **Creativity and innovation** feature amongst the curriculum’s **wider skills** and encompass generating ideas, openness and courage to explore ideas and express opinions

The new Curriculum will be available for feedback by April 2019, and will be implemented for nursery to year 7 from September 2022 onwards.

3. Current Position

The previous arts strategy covered the period 2008-2013, and much has changed since then. Most notably, the previous strategy called for a strengthened physical infrastructure of cultural facilities; The Ffwrnes has since replaced Llanelli Entertainment Centre with a £15 million investment in Llanelli, the case was successfully made for refurbishment of the Lyric, and restoration of the Dylan Thomas Writing Shed ahead of the Centenary Celebrations in 2014. Some of the previous strategy’s themes continue to be relevant; the need for more to be done around Welsh language, the scope for collaboration, and meeting national and government priorities.

Today, it is clear that due to the importance of wellbeing featuring in all local, regional and national strategies, (a direct impact of Welsh Government’s Wellbeing of Future Generations Act on all public bodies in Wales), that there is a need for this current arts strategy to focus on, reflect, and to support a broad range of wellbeing objectives. Some excellent examples of work in arts and wellbeing have already been developed within the arts service, such as the theatres’ programme for people affected by Dementia, but there is potential for this to be developed further over the duration of this strategy. The arts service will need to make stronger links to internal council departments and external organisations to deliver targeted arts and health-based interventions.

The Welsh Government recently revealed its vision for one million Welsh speakers by 2050. Nearly half of the population of Carmarthenshire speak Welsh, the largest number of Welsh speakers in Wales. The long term vision within the *Strategy to Promote the Welsh Language in Carmarthenshire 2016-2021* is to make the Welsh language the county’s main language. This presents some real opportunities for the authority to take the lead on Welsh language cultural activity. However, it is acknowledged that there is not enough Welsh language cultural provision, particularly for the bought-in professional programme at Theatrau Sir Gâr, to sustain audience development from the theatres, and demand from audiences. There is a need for a

wider conversation around the Wales-wide provision and support for Welsh language theatre, but this provides an opportunity for the authority's arts services to take a leading developmental role for culture and the Welsh language, and by working closer in partnership with key partners such as Theatr Genedlaethol, and other Welsh language theatre companies and artists it could make great strides ahead.

The Ffwrnes is the county's flagship performing arts venue. Opened in 2013, it is one of Wales' newest and most modern theatres, and one of the nation's best technically equipped venues. However, there still lies a challenge of developing it to its full potential. Some of the social enterprise units for let in the Ffwrnes Fach remain unoccupied at the time of writing this strategy, and the facilities have contributed to a handful of smaller co-productions. There are exciting opportunities for more partnerships and stronger collaborations between the Ffwrnes and key partners, and the theatres service will need to keep ahead of regional infrastructure projects, e.g. Yr Egin, to ensure it can contribute to and benefit from key cultural developments, and to take more of a leading role as a producing and social hub.

The Lyric Theatre and the Miner's Theatre in Ammanford however, under the shadow of the investment in the Ffwrnes, are challenged in finding ways to present a balanced and sustainable programme. The management of these theatres transferred from local charitable trusts to the local authority in the 2000's. The Ammanford Miners' Theatre Trust continues to exist, to support community and participatory arts and to raise funds to promote the theatre. There is the potential for stronger partnership working between the arts service and the Miners' trust, in order to sustain a balanced programme with strong local engagement. A replication of this model could also be explored for the Lyric.

A major source of programming across all three theatres comes from the amateur sector, and Carmarthenshire is fortunate to have a wealth of community and amateur organisation and a rich history of voluntary arts. This brings opportunities for developing audiences, against the backdrop of a challenge of balancing the programmes and of maximising income. The theatres' programme aims to strike the right balance between work that is popular with audiences, (and generates an income), but also by being bold and programming more challenging work which usually requires additional or external subsidy to sustain. There is room to develop the distinct programmes further and build on what's already been achieved, but also to be proactive in addressing the gaps, and to support the sector to develop the programme that is ultimately going to sustain the theatre industry.

The Arts Development Section has the responsibility of overseeing Arts networks within the County as well as line-managing three facilities namely The Gate, Oriol Myrddin Gallery and Dylan Thomas Boathouse.

Future developments will focus on delivering arts activities that contribute to the reduction of isolation and loneliness in rural communities and link to social prescribing. Links are being made with local surgeries in order to develop a pilot scheme that focuses on engaging with vulnerable people and groups. Support has been given over the years to Young Carers who have an Arts Break during the Summer holidays and this has always produced poignant results for children who become adults before their time. Crafts from Carmarthenshire remain a strong force – set up by the Arts Development (AD) Unit in 2006. They currently have 20 members who produce Crafts

in the County and regularly exhibit and sell their artwork within Carmarthenshire and beyond. During the last year the AD section of CCC (who successfully applied for funding in 2007 for this Project) were gifted back the 9 market stalls by St Clears Town Council. These are now hired out to various groups for Arts events and attendance/footfall figures for this 2017/18 have topped 330k. Llais the umbrella body for Youth Theatres set up in 2001 was deemed no longer fit for purpose and was dissolved in November 2017 as it emerged all Companies are time poor and use their limited resources and man-power to concentrate on their own productions . Individually the Companies remain robust and there have been a number of new Youth Theatre Companies over the last few years so the future seems very bright. One of the Arts Development Unit key objectives during the course of this strategy is to resurrect the Community Arts Fund which support local groups within the Community to champion the arts in whatever genre for the benefit of all within their local Community.

The Gate, Craft Centre in St Clears looks forward to an exciting robust future. It is currently challenged in relation to its sustainability but the current team are lively, energetic, full of ideas and ready to take this facility to the next level. The artists' studios are all currently full with a waiting list which demonstrates the need. The second floor houses the Community hub of the Library, The Town Council and Police. The conference and meeting rooms' infrastructure was invested in recently and remains a vital source of income. The customer experience is paramount so staff training remains high on the agenda. Catering at this facility has recently been brought back in house and will be at the forefront of the development of the Carmarthenshire catering brand also providing an exciting opportunity to re-examine the space to ensure arts and craft are at the core of the facility. The Health and Wellbeing agenda and tackling isolation and befriending in a rural community will be worked into the immediate future programming. The ground floor also houses an exhibition area and retail space with emphasis on Welsh Crafts and makers as a high percentage of its offering so it is an important platform to showcase work that otherwise might not have an opportunity to come to market or public view.

Dylan Thomas Boathouse remains as popular as ever with approx. 30k visitors per year. Since the last Strategy it has hosted a Royal visit, was the Anchor leg of the Queen's Commonwealth Baton visit as well as the Rugby World Cup. DT100 (the centenary year in 2014) saw a surge in visitor numbers and the legacy remains that footfall is strong. The Dylan Thomas mobile Writing Shed commissioned during that year remains available and will be used during the next few years as pop-up spaces for artists and writers. To look at alternative income sources we are applying for the Writing Shed to be a venue for Civil Ceremonies. In future the venue will need infrastructure investment to update the visitor experience sympathetically with technology.

Oriel Myrddin Gallery remains an Arts Council of Wales Portfolio revenue client with an exciting Capital development project in development. The scheme aims to transform the Gallery and enable it to extend the offering to a much wider client base as well as catering on the educational front for those who are less mobile as the Old School of Art building is not wholly DDA compliant. The Oriel aims to remain the main Gallery in West-Wales programming local, national and international work of standard.

4. Vision, Mission, Values

4.1 Vision

Our vision is of Carmarthenshire as a place where exceptional arts experiences engage and enthuse our communities and celebrate the unique and bilingual culture of our County.

4.2 Mission

Our mission is to ensure that the arts make a positive contribution to the County's cultural output, its prosperity, wellbeing, and sustainable development, and to make Carmarthenshire a place where people want to live, work and visit.

4.3 Values

We believe that...

- Attending and participating in the arts enhances the quality of life of local citizens.
- The arts have a positive impact on the physical and mental well-being of people and the environment in which they live.
- Quality arts practice can be used to create a healthy local economy, provide local job opportunities and contribute to where people choose to live and work.
- The arts are a good way for local authorities to deliver key priorities, can help key services run better, and are crucial to the preventative agenda.
- That everybody deserves to have equal access to high quality arts in the language of their choice.

Strategic Aims & Objectives / Action plan

Strategic Priority 1: To contribute to the **Cultural Wellbeing** of Carmarthenshire; where the arts help support culture, heritage and the Welsh language, and encouraging as many people as possible to participate in and attend high quality cultural experiences.

Key Aims:

- To use the arts in supporting Carmarthenshire's aim of leading with the Welsh language, and to be the gateway to 'Y Fro Gymraeg'
- To encourage and deliver cultural provision of the highest quality and of artistic excellence
- To reach as many audiences as possible
- To develop and support the local arts community

Actions:

Objective:	Action:	Measure:	Timescale:	Resources:
Increase use of Welsh throughout arts programme	To ensure programming in all Arts Facilities features the Welsh Language, and to increase the amount of Welsh language activity programmed and presented.	% of programmed activity in Welsh language	April 2018 & ongoing	Both Theatre & Arts Development revenue budget ACW Lottery grants.
Increase use of Welsh throughout arts programme	Theatrau Sir Gâr to take a leadership role in programming, producing or co-producing Welsh language or work made in Wales.	Increase in % of programmed activity in Welsh language	April 2019 & ongoing	ACW Lottery grants Officer time
Quality & Excellence	Deliver high quality participatory art sessions in a range of artforms.	Number of participants engaged	April 2018	Both Theatre and Arts Development revenue budget. External/Internal Project funding
Quality & Excellence	Bold and high quality professional arts programmed and presented in all of the arts venues including the best national and international work	Customer Satisfaction Increased audience frequency Increased attendances	April 2019	APW Revenue funding ACW lottery grants
Quality & Excellence	Maintain VAQAS accreditation in arts	Accreditation maintained	April 2018	Arts Development

	facilities	each year		revenue budget
Audience Development	Continue delivering the Night Out Scheme to support professional theatre programming in community venues.	Number of Night Out events supported	April 2018	Arts Development revenue budget
Local arts community	Develop arts facilities as cultural and social hubs and to facilitate networking and co-working opportunities for artists and arts organisations.	Footfall in CCC's arts venues Number of units occupied at Y Gat and Ffwrnes Fach	April 2019	Both Theatre & Arts Development budgets Officer time
Local arts community	Supporting community and amateur organisations to access our quality arts facilities, showcase and celebrate local talent	Number of local artists and arts groups supported	April 2018	Both Theatre & Arts Development revenue budgets

Strategic Priority 2: Ensure the arts contribute to the **Health & Wellbeing** of Carmarthenshire, encourage people to attend and participate in creative activities to promote good physical and mental wellbeing, and to use the arts as a mechanism for delivering positive health, social, and wellbeing outputs

Key Aims:

- a) To promote and encourage widespread access and regular participation in the arts
- b) To develop arts projects which promote good physical and mental health and wellbeing
- c) To work in partnership with health and social care services to explore the importance of creativity as a tool for improved wellbeing

Actions:

Objective:	Action:	Measure:	Timescale:	Resources:
Widespread access & regular participation	A wide range of participatory arts provision delivered to promote good mental and physical health	Number of audiences and participants regularly engaged in directly delivered arts activity	April 2018 & ongoing	ACW Lottery and/or Internal and External Project Funding
Promote good health and wellbeing	Deliver and support a range of events and activity targeted at promoting creativity in older age, and for the wellbeing of older people, and tackling isolation and loneliness.	Number of Dementia friendly events/projects	April 2019 & ongoing	ACW lottery funding External funding targeted at older people, e.g. Baring Foundation, Gwanwyn / Age Concern
Widespread access & regular participation	Promote increased equality & inclusion across all arts programmes including Theatres service joining the HYNT scheme	Number of accessible events Concessions schemes Number of Hynt card-holders accessing events	October 2018	Both Theatre & Arts Development revenue budgets
Arts as a tool for improved wellbeing	. Ensure a range of targeted arts activity interventions are put in place to support the wellbeing of those who are experiencing or at risk of experiencing health problems and social isolation.	Number of participants in projects targeting arts and health interventions	April 2021	Internal social care budget External non-arts funding Arts Development revenue budget
Arts as a tool for	To work in partnerships with health and	Arts and wellbeing	April 2022	CCC Budget

Improved wellbeing	social care services, other internal departments within the Council to develop a framework to measure health outputs and to advocate for the use of arts to deliver wellbeing outcomes	evaluation framework developed		Officer time
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Strategic Priority 3: Ensure the arts contribute towards the **Economic Wellbeing** of Carmarthenshire, by supporting the regeneration of

communities, supporting local creative and cultural industries, and making the county a more attractive place to visit, live and work.

Key Aims:

- a) To be a key contributor to cultural tourism in the county and to support the tourism economy
- b) To make Carmarthenshire an attractive place to visit, live and work
- c) To contribute to the lifelong learning of local residents, and to promote valid and rewarding career paths in the arts and creative industries

Actions:

Objective:	Action:	Measure:	Timescale:	Resources:
Cultural tourism	Work in partnership with CCC'S Marketing & Tourism Departments and other partners to ensure that arts activity is featured in regional events.	Number of regional events held which include arts activity	April 2019	CCC Events Budget Officer time
Living & working	To support initiatives for the continued professional development of artists and people working in the creative industries	No of training opportunities delivered	April 2020	ACW Lottery grants or External Lottery Funding
Living & working	To promote the venue's creative facilities, and to attract and persuade creative individuals and organisations to be based in the county.	Number of units occupied in Ffwrnes Fach & The Gate	April 2018	Marketing budget Officer Time
Living & working	To develop good working partnerships with Yr Egin, Y Llwyfan, Theatre Genedlaethol Cymru and regional media companies, to ensure the arts service's contribution to the county's cultural economy.	No of projects / events delivered in partnership	April 2020	Officer time
Lifelong learning	Develop partnerships with the education department and consortia, local schools,	Number of formal learning opportunities	Sept 2018	Officer time

	Coleg Sir Gar and UWTSD to link the service's offer with formal and informal learning opportunities.	delivered within or in partnership with arts service. Arts and education implementation plan developed		
Community Development	Engaging and contributing to the anti-poverty agenda through the Arts	No of participants engaged in arts activities through anti-poverty programme	April 2019	Officer time & Anti-poverty programme funding
Community development	Support community development through the Community Arts Fund	No of events supported via Community Arts Fund	March 2019	Arts Development budget

Strategic Priority 4: To develop and **sustain** an efficient and effective arts service; to develop innovative ways of working, to deepen public engagement, and to value, understand and celebrate the arts, and the impact they can make to resident's lives.

Key Aims:

- a) To develop effective services, by improving working practices, working in partnership, and ensuring value for money.
- b) To ensure that arts facilities and practices are environmental sustainable.
- c) To celebrate and champion the arts, and to advocate for the positive impact they create.
- d) To develop efficient services, reducing costs and increasing or diversifying income where possible.

Actions:

Objective:	Action:	Measure:	Timescale:	Resources:
Increasing and Diversifying income	To develop robust business plans for the theatre and arts development service; identification and exploitation of commercial opportunities and increased revenue.	Number of audiences engaged Earned income as % of total turnover	April 2018	Both Theatres and Arts Development Revenue budgets Officer time
Increasing and Diversifying income	To develop robust marketing & audience development initiatives, and implement a customer relationship management (CRM) approach to engaging audiences.	Customer satisfaction Number of new audiences engaged Increased frequency Earned income as % of total turnover	April 2018	Officer time
Develop strong partnerships	To develop partnerships and collaborations with other organisations and agencies, including other arts services, charitable trusts, town councils, educational establishments, and third sector organisations, by sharing resources, joint projects, and accessing external and non-arts funding.	Number of audiences and participants engaged	April 2018	Officer time

Advocacy for the arts	To develop the arts service's performance management framework and key indicators, to capture and evidence the impact of our services	Qualitative data collected to evidence impact	April 2019	Officer time
Infrastructure development	To advocate and make applications for capital improvements to ensure sustainability and to reduce environmental impact, and explore capital improvements to develop the viability of the venues, Such as Oriel Myrddin	Reducing energy costs, increasing income, number of new participants / audiences engaged.	April 2020	CCC Capital funding , External funding from ACW
Effective service delivery	To invest in the development of our staff and value our staff as the service's most valuable asset, and to ensure a staffing structure that is fit for purpose. Review of theatres staffing structure.	Staff satisfaction Sickness days lost. No of performance reviews conducted	April 2019	Officer time Training budget
Effective service delivery	To exploit, utilise and embrace digital and emerging technology, to broaden access, and to deepen public engagement with the arts service.	% of people booking online Increased visitor numbers	April 2021	External grant funding
Diversifying income	Contribute and mirror ACW strategic priorities and to make applications for arts grant funding	ACW funding as % of total turnover	April 2018	Officer time
Advocacy for the arts	Celebrate local success and excellence, and publicly showcase the richness and diversity of local culture.	Annual regional cultural events (e.g. Culture Awards, Town/Village of Culture)	March 2019	CCC Budget and inter departmental working group. Officer time
Efficiency	Contribute to council's efficiency programme.	External income as % of total turnover in order to support reduction in net budget	April 2019/20	Both Theatres & Arts Development Revenue budget.
Environmental	Develop an arts service environmental	Reduction in energy use	April 2019	Both Theatres & Arts

Sustainability	impact action plan and adapting buildings & practices to reduce energy consumption & carbon foot-print.	and waste consumption		Development Revenue budget. Officer time.
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Key Milestones

	Arts Development	Theatres	Oriel Myrddin	Y Gat	Dylan Thomas Boathouse
2018-19	<p>Manage and oversee the smooth and cost effective running of three facilities namely The Gate St Clears, Dylan Thomas Boathouse and Oriel Myrddin Gallery</p> <p>Support the development of the Town and Village of Culture and deliver the Cultural awards celebrations</p> <p>Distribute monies for Cultural activity via the Community Art Fund making a case for the reintroduction of said Fund.</p> <p>Support and administrate the Performing Arts activity via the ACW Night Out Scheme.</p>	<p>At least 8 professional Welsh language theatre productions presented</p> <p>Submit grant application to ACW for theatres artistic programme support</p> <p>New theatres staffing structure to be implemented (with new recruitment)</p> <p>Celtic Media Festival hosted in the county</p> <p>Theatres part of Circus 250 Festival</p> <p>Theatres joint the national Hynt scheme</p> <p>Increase attendances by 7.5%</p>	<p>Present 6 exhibitions – 2 major international exhibitions/3 Welsh artists/1 media installation</p> <p>Increased attendance by 10%</p> <p>Develop and strengthen connections, collaborations and partnership with the visual arts sector in Wales</p> <p>Develop ‘off-site’ programme and partnership with ‘Fusion’</p> <p>Secure a funding decision on the Gallery Redevelopment</p>	<p>Through a programme of arts activities and exhibitions we will encourage the development of the Welsh Language.</p> <p>Operate Café in house incorporating Arts activities within the space.</p> <p>Apply for Brown sign to signpost The Gate off the A40 to divert traffic to the facility.</p> <p>We will forge links and partnerships to promote the health & wellbeing agenda ensuring arts at the heart within the Community.</p> <p>We will work on a programme to tackle isolation and</p>	<p>Maintain VAQAS accreditation</p> <p>Work to maintain high rating on Trip Advisor.</p> <p>Align closer with The Gate as a Sister organisation by driving traffic to the facility – one action will be to park the Dylan Thomas mobile shed on a temporary basis outside the Gate for Artists to hire out on a weekly basis.</p> <p>Launch the Writing Shed as a venue for Civil Ceremonies to a UK and Worldwide platform to drive income.</p>

	<p>Commission arts activities aligned to various strategies and notable events.</p> <p>Support and assist the development of Crafts from Carmarthenshire.</p> <p>Align and work closely with strategic partners and funding bodies e.g ACW, Arts & Business, ADUK. ETC</p> <p>Arts and education implementation plan developed in partnership with the education department.</p>			<p>befriending and submit grant applications/apply for funding to under-pin.</p> <p>Maintain VAQAS accreditation.</p>	
2019-20	<p>Arts on referral scheme researched and recommendation report drafted</p>	<p>Submit grant application to ACW for Research & Development grant for new Welsh language production</p> <p>Submit grant application to ACW</p>	<p>SCENARIO 1. Gallery Redevelopment delivery phase (assuming funding is in place)</p> <p>Present 2 exhibitions (Jan – March, March</p>	<p>Increase substantially through occupancy rates the Conference and Meeting room facilities by ensuring quality offering and great customer service</p>	<p>Re introduce a substantial Literary events programme throughout the year with particular emphasis on Schools and Young People.</p>

		<p>for theatres artistic programme support</p> <p>At least 10 professional Welsh language theatre productions presented</p> <p>Environmental action plan developed</p> <p>Increase attendance by 10%</p> <p>Relationships developed with UWTSD & Coleg Sir Gar</p>	<p>– Jul) GALLERY CLOSED FOR REFRUBISHMENT Redevelopment complete – RELAUNCH</p> <p>SCENARIO 2. Present 6 exhibitions – 2 major international exhibitions/3 Welsh artists/1 media installation. Increased attendance by 10%</p> <p>Develop and strengthen connections, collaborations and partnership with the visual arts sector in Wales</p>	<p>Underpin the arts offering through grant applications to various bodies through project funding.</p> <p>Look at the feasibility of setting up a Community Cinema/Film Club</p>	<p>Continue to promote and establish the venue for Civil Ceremonies.</p>
2020-21	Arts on referral scheme piloted	<p>Formal learning opportunities offered in partnership with UWTSD / Coleg Sir Gar</p> <p>Submit grant application to ACW grant for Welsh</p>	<p>SCENARIO 1. Present 7 exhibitions – 2 major international exhibitions/3 Welsh artists/2 media installation.</p>	<p>Look at developing and securing funding for a Rebecca Riots Festival linking both facilities with the legacy being a Heritage trail.</p>	<p>Build on previous year's events programme and aim to extend reach and inclusion with a varied programme underpinning the offering with grant funding.</p>

		<p>language production (and national touring)</p> <p>Submit grant application to ACW for community & outreach work in the Welsh language to support audience and participation development.</p> <p>Friends of the Lyric Theatre established</p> <p>Increase participant numbers by 10%</p> <p>Feasibility study on adaptations for the Lyric to become more suitable for the presentation of drama.</p> <p>At least 12 professional Welsh language theatre productions presented</p>	<p>Increased attendance by 15%</p> <p>To create relationship across Wales and international with individual artists and artist networks</p> <p>To be a champion and launch-pad for emerging Welsh artists nationally and internationally</p> <p>Provide workshop and learning opportunities that develops the skills and understanding of fine and applied art for all</p> <p>SCENARIO 2. Present 6 exhibitions – 2 major international exhibitions/3 Welsh artists/1 media installation.</p>	<p>Work with partners across both facilities to strengthen the arts and literary offering.</p>	
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			<p>Increased attendance by 7.5%</p> <p>To develop and strengthen connections, collaborations and partnership with the visual arts sector in Wales</p> <p>To contribute to at least 3 national events seminars, conferences etc. to share learning and raise the profile of the arts in Wales</p>		
2021-22		<p>100% occupancy rate in Ffwrnes Fach</p> <p>Increase participant numbers by 10%</p> <p>Develop bilingual participatory activity for young people (e.g. bilingual county youth theatre).</p> <p>At least 14 professional Welsh</p>	<p>SCENARIO 1. Present 8 exhibitions – 2 major international exhibitions/3 Welsh artists/1 media installation/2 contemporary design. Increased attendance by 15%</p> <p>Engage with education and learning institutions</p>	<p>Expand the arts offering through continued partnership working</p>	<p>Look at applying for funding to enhance the visitor experience through the latest technology on offer.</p>

		<p>language theatre productions presented</p>	<p>across the region to experience learning and participatory engagement with artists, exhibitions and contemporary art Expand the reach of learning opportunities to the community in particular young people, elderly and social deprived</p> <p>SCENARIO 2. Present 6 exhibitions – 2 major international exhibitions/3 Welsh artists/1 media installation. Increased attendance by 7.5%</p> <p>To develop and strengthen connections, collaborations and partnership with the visual arts sector in Wales</p> <p>To contribute to at least 3 national</p>		
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			events seminars, conferences etc. to share learning and raise the profile of the arts in Wales		
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7.0 Monitoring & Ownership

This strategy was adopted by Carmarthenshire County Council on xxxx.

The strategy will be delivered on an operational level by the Theatres Development Manager, Principle Arts Officer and the respective operational arts teams and at a strategic level by the Senior Cultural Services Manager.

It will underpin the divisional annual Leisure Services business plan.

The strategy will be monitored, reviewed, and reported on an annual basis.

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	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
	Amount	Amount	Amount	Amount	Amount	Budget
ARTS AND THEATRES TOTAL						
Expenditure	1,834,930	1,802,047	1,835,976	1,749,702	1,976,268	1,923,813
Fees & Charges	-716,644	-745,351	-757,997	-644,612	-718,589	-789,249
Grants	-4,000	-25,716	-27,000	-30,000	-16,500	-29,716
Controllable	1,114,286	1,030,981	1,050,980	1,075,090	1,241,179	1,104,848
Visitor Numbers	203,190	205,794	195,905	184,594	182,763	
Net Cost per visitor	£ 5.48	£ 5.01	£ 5.36	£ 5.82	£ 6.79	
Income %	39%	43%	43%	39%	37%	43%

DETAIL:

7701 Lyric Theatre

Expenditure	202,839	273,922	307,366	279,396	303,632	322,360
Fees & Charges	-114,161	-166,077	-200,088	-138,595	-155,236	-199,287
	88,679	107,846	107,278	140,801	148,396	123,073
Visitor Numbers	30,298	32,407	32,718	27,488	27,618	
Net Cost per visitor	£ 2.93	£ 3.33	£ 3.28	£ 5.12	£ 5.37	
Income %	56%	61%	65%	50%	51%	62%

7702 Y Ffwrnes

Expenditure	736,363	707,074	732,320	745,130	910,198	717,480
Fees & Charges	-438,489	-378,542	-383,869	-337,969	-386,279	-427,007
	297,874	328,532	348,451	407,161	523,919	290,473
Visitor Numbers	79,255	79,150	72,878	73,864	70,370	
Net Cost per visitor	£ 3.76	£ 4.15	£ 4.78	£ 5.51	£ 7.45	
Income %	60%	54%	52%	45%	42%	60%

7706 Ammanford Miners Theatre

Expenditure	36,171	40,052	47,097	48,329	51,886	54,938
Fees & Charges	-10,677	-7,021	-8,908	-12,942	-14,932	-16,630
	25,494	33,031	38,189	35,387	36,954	38,308
Visitor Numbers	3,882	2,467	2,339	3,082	3,710	
Net Cost per visitor	£ 6.57	£ 13.39	£ 16.33	£ 11.48	£ 9.96	
Income %	30%	18%	19%	27%	29%	30%

7710 Entertainment Centres General

Expenditure	397,416	375,119	356,200	284,275	276,013	441,190
Fees & Charges	-19,451	-11,143	-13,886	-10,286	-16,395	-15,280
Grants	-4,000	-25,716	-27,000	-30,000	-16,500	-29,716
	373,965	338,259	315,314	243,989	243,118	396,194

7704 St Clears Craft Centre

Expenditure	74,948	48,857	56,826	70,285	110,747	85,009
Fees & Charges	-27,962	-30,035	-30,043	-30,206	-35,826	-33,733
	46,986	18,822	26,783	40,079	74,921	51,276
Visitor Numbers	37,745	41,765	37,647	35,768	36,240	
Net Cost per visitor	£ 1.24	£ 0.45	£ 0.71	£ 1.12	£ 2.07	
Income %	37%	61%	53%	43%	32%	40%

7705 Laugharne Boathouse

Expenditure	150,171	191,807	169,521	168,640	184,023	147,898
Fees & Charges	-105,904	-152,533	-121,202	-114,613	-109,922	-97,312
	44,267	39,274	48,320	54,027	74,101	50,586
Visitor Numbers	22,956	23,666	26,150	23,457	22,715	
Net Cost per visitor	£ 1.93	£ 1.66	£ 1.85	£ 2.30	£ 3.26	
Income %	71%	80%	71%	68%	60%	66%

7703 Arts General

	135,826	63,772	62,202	65,441	51,563	66,732
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7659 Oriel Myrddin - contribution from CCC

	101,194	101,444.00	104,444.00	88,206.00	88,206.00	88,206.00
Visitor Numbers	29,054	26,339	24,173	20,935	22,110	
Net Investment per visitor	£ 3.48	£ 3.85	£ 4.32	£ 4.21	£ 3.99	

Grand Total	1,114,286	1,030,981	1,050,980	1,075,090	1,241,179	1,104,848
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Executive Board 2ND July 2018

Draft Local Development Order – Llanelli Town Centre

Recommendations / key decisions required:

- To consider the representations received in respect of the Draft Local Development Order (LDO) for Llanelli Town Centre.
- To approve the recommendations of the report.
- To approve the submission of the LDO (inclusive of the recommendations of this report, and evidence updates) to the Welsh Government for agreement.
- Grant officers delegated authority to make non-substantive typographical or factual amendments as necessary to improve the clarity and accuracy of the LDO.
- To grant Officer delegated Authority to update the evidence base and make any consequential changes to the LDO, and to ensure any additional matters of legal compliance are also integrated.

Reasons:

- To reflect the corporate regeneration objectives within the Llanelli Town Centre.
- To ensure that the issues of ongoing vitality and viability within the Llanelli Town Centre are appropriately considered, and to utilise the provisions of national Planning Policy in this regard.

Relevant scrutiny committee to be consulted : YES - Community Scrutiny – 25th June, 2018

Scrutiny Committee recommendations / comments:

Verbal comments from Community Scrutiny Committee will be provided to Executive Board on the day

Exec Board Decision Required YES

Council Decision Required YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Mair Stephens

Directorate : Environment

Designations :

Tel Nos. 01267 228918

Name of Head of Service:

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EXECUTIVE SUMMARY

Executive Board

2ND July 2018

Draft Local Development Order – Llanelli Town Centre

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

This Report sets out progress and proposals in relation to the preparation of a Local Development Order (LDO) within Llanelli Town Centre, and seeks authorisation to proceed subject to supporting evidence, and Welsh Government approval to adopt.

The consultation period for the Draft LDO commenced on the 18th December 2017 and closed on the 9th February 2018. In total some 12 duly made representations were received from a range of organisations and interested parties - details of which, along with officer responses and recommendations are set out in the Appendices to this report.

2. Background

It should be noted that this report has been prepared in the context of the Carmarthenshire Local Development Plan (LDP), with the progress towards the adoption of a LDO for Llanelli Town centre emerging from the need to continually monitor and assess its successful implementation. In this respect, both of the published LDP Annual Monitoring Reports (AMR) include specific reference to consideration being given to identifying a LDO within Llanelli Town Centre (Notably Policy Targets 17 and 18).

The LDO will seek to consider and address issues of vacancy and activity on both ground and upper floors, and to examine the potential for alternative uses within a defined spatial area of Llanelli Town Centre. The LDO will, in conjunction with other regeneration initiatives seek to assist in enhancing the vitality and vibrancy of the town centre through developing a 'living centre'.

3. What is a LDO?

A LDO is made by Local Planning Authority (LPA) and grants planning permission for the type of development specified within the terms of the LDO, and within a defined spatial area. It offers a LPA the opportunity in particular circumstances, to streamline the planning process by removing the need for developers/applicants to make a planning application to the LPA. This can allow an LPA to act proactively in response to locally specific circumstances within their area. As stated above it should relate to a geographical area, and should reflect the focused purpose of the LDO and the nature of its intended outcomes. An LDO may also be permanent or time limited depending on their objective. A time limited LDO provides for increased flexibility in fast changing and developing areas which would allow for easy revision and updating, or to deliver a set objective over a fixed timescale.

Certain types of development as set out within the Town and Country Planning (General Permitted Development) Order 1995 (GPD) are already permitted without the need for planning permission. The GPD grants a general permission for various types of relatively small scale and normally non contentious development without the need to make a planning application. LDOs can therefore be seen as an extension of permitted development, but decided upon locally in response to specific local circumstances.

For information a LPA can revoke a LDO at any time. Where it is proposed to modify a Local Development Order, re-consultation may be required.

The appended report provides further information in respect of the Legislative and Policy Framework and outlines some of the core considerations and limitations in respect of an LDO.

4. Developing a LDO - Llanelli Town Centre

Whilst the LDP sets a strong policy direction for retail within Carmarthenshire, the challenges facing Llanelli require specific consideration. Opportunities exist to co-ordinate with, and develop upon the successful grant award under the Vibrant and Viable Places initiative and the 'Opportunity Street' scheme for properties at the eastern end of Stepney Street. In addition, the establishment of a 'Task Force' to address matters surrounding the decline of the town centre and its environs, presents an opportune time evaluate options. There is potential to review and develop an effective strategy to promote uses to complement the town centre and out of town retail offer. In this respect it should not be predicated on an abandonment of the town centre's overall retail focus, but the consideration of a flexible approach to complement activities which support the centre's vitality and viability.

As part of its consideration and preparation of the LDO, the Llanelli Town Centre Task Force has received regular reports on progress and potential outcomes with spin off discussions held with Llanelli Town Council and Llanelli Rural Council. Further discussion have also be held with Natural Resources Wales, Dwr Cymru and representatives of the Business Improvement District. Further engagement has also been held with representative of pertinent internal service areas, including Public Health and Protection, Legal services in ensuring the effective development and operation of the LDO.

5. Spatial Extent of the LDO

The extent of the town centre to which the proposed LDO's provisions will relate is shown on the appended plan. Also appended is the extent of the C2 Flood Zone as defined through Technical Advice Note 15. The Draft LDO also includes further details in relation to the extent of the Llanelli Conservation Area and the location of Listed Buildings.

6. What will the LDO Permit

The table as set out below outlines the relevant use classes which will be permitted or otherwise through the LDO, and within its defined spatial area.

Use Class	WITHIN C2 ZONE		OUTSIDE C2 ZONE	
	Ground Floor (GF)	Other Floors (OF) (Excluding basements)	GF	OF (Excluding basements)
A1 Shops	Yes	Yes	Yes	Yes
A2 Financial and Professional Services	Yes	Yes	Yes	Yes
A3 Food and Drink <i>Restaurants and Cafes</i>	Yes	Yes	Yes	Yes
A3 Food and Drink <i>Drinking establishments (but not night clubs)</i>	Yes	Yes	Yes	Yes
A3 Food and Drink <i>Hot food takeaways</i>	Yes	No	Yes	No
B1 Business (offices other than those within A2)	No	Yes	No	Yes
C1 Hotels, boarding houses and guest houses	No	Yes	No	Yes
C3 Dwellings (residential incl. flats)	No	Yes	No	Yes
D1 Non-residential institutions (Note - LDO excludes Law Courts, Church Halls and Libraries)	No	Yes	Yes	Yes
D2 Assembly and leisure buildings (Note LDO only permits gymnasiums and area	No	Yes	Yes	Yes

for indoor sports or recreations - except for motor sports, or where firearms are used)				
Other (specified sui) Laundrettes and taxi businesses only	Yes	Yes	Yes	Yes

7. Lifetime of the LDO

It is proposed that the LDO operates for an initial period of three years from its adoption. This period will however be subject to ongoing review and may be extended or reduced in light of the success or failure of the LDO.

Development that commences while the LDO is in effect may be completed and/or continued after this three-year period (subject to the conditions of the LDO). Once the LDO has expired, however, no new changes of use will be allowed under its terms without conventional planning permission. Reference should be had to the content of Appendices in relation to the legislative framework in respect of revocation and revision and the potential for compensation should an LDO be withdrawn.

8. Operation of the LDO

The LDO is subject to a 2 stage process (Certificate of Conformity and Commencement Notice Approval).

Where a 'development' is proposed which is within the LDO area, and conforms with the schedule of approved use classes (as referenced above), a Certificate of Conformity will be issued by the Council. Applicants will be required to submit their proposals and pay the nominal fee of £90 to the LPA.

A change of use cannot commence however until a Commencement Notice Approval is released by the LPA. In this respect an applicant will need to satisfy any requirements as set out in those regulatory regimes that are outside of the planning system e.g. building regulations and any required pre-conditions as set out within the LDO.

A Commencement Notice Approval will not be issued where the necessary information to support the proposal has not been provided and/or where the required pre-conditions have not been met.

The initial consultations undertaken to date have indicated a requirement to develop a notification system whereby key consultees (e.g. Town/Rural Councils, Dwr Cymru or Natural Resources Wales) are informed of LDO proposals. This reflects that such bodies would ordinarily be notified/consulted through the planning application process.

Further details on the operation of the LDO are set out within the document itself and the Statement of reasons. See the link below:

<http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/draft-local-development-order-llanelli-town-centre/#.Wt2jO-aoumQ>

9. Monitoring and Measuring Success

Throughout the three-year period the Council will assess the impact of the LDO and decide whether to (i) renew the LDO with no revisions, (ii) renew the LDO with new terms and conditions or (iii) revoke the LDO.

Further details of the monitoring process are set out within the LDO and its supporting documentation. See the link below:

<http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/draft-local-development-order-llanelli-town-centre/#.Wt2jO-aoumQ>

10. Evidential Requirements and Documents

As part of a co-ordinated strategic approach, evidence has been developed in relation to matters of Flood Risk (to satisfy the provisions of TAN 15) and Infrastructure, as part of the Llanelli Town Centre Masterplan being prepared through the Regeneration and Policy Division. This evidence is necessary to support the LDO's adoption and was published as part of the public consultation. It should be noted that further matters in relation to Flood Risk raised as part of the consultation is currently being considered concurrent with the reporting of the LDO. The adoption of the LDO is subject to the satisfactory resolution of these issues.

The consultants commissioned in respect of the Town Centre Masterplan also advised upon and inform any other required supporting documentation – including Environmental Impact Assessment and Habitats Regulations- Test of Likely Significant Effect (TLSE). These documents will be updated as necessary as part of the adoption of the LDO. An updated screening as part of the Equalities Impact Assessment process will form part of the supporting documentation.

Reference is also made to the Carmarthenshire Retail Study Update 2015 and the Carmarthenshire Town Centre Retail Audits.

11. Next Steps

Subject to Council's deliberations, approval will be sought from the Welsh Government in accordance with the established provisions to adopt the LDO.

Prior to adoption, the necessary amendments/additions in terms of the evidence presented within the Flood Risk Assessment will be undertaken in conjunction with discussions with Natural Resources Wales. It should also be noted that further feedback has been sought on aspects of wording in relation to the pre-conditions set out within the LDO from Legal services.

Prior to adoption, any further changes in relation to the wording of aspects of the LDO will be undertaken to ensure its accuracy and usability. In addition, the evidence base will be updated to reflect the changes emanating from this report.

DETAILED REPORT ATTACHED ?	YES
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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: L Quelch

Head of Planning

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

1. Policy, Crime & Disorder and Equalities

Reflects the provisions of National Planning Policy, and the evidential information set out within the report support, and where appropriate, will be utilised in the implementation of the LDO and will inform a review of the Local Development Plan. It also ensures alignment with the national Well-being Goals set out within the Well-being of Future Generations Act 2015.

National and local planning policies seek to promote the principles of sustainability and sustainable development by facilitating the creation of communities and local economies which are more sustainable.

The integration of sustainability and the evidential requirements in preparing the LDO ensures an iterative approach to policy making which ensures sustainability is at its heart and that it is reflective of the requirements emanating from the Wellbeing and Future Generations Act.

2. Legal

A Local Planning Authority may issue an LDO under section 61 (A, B, C and D) of the Town and Country Planning Act 1990, as inserted by section 40(1) of the Planning and Compulsory Purchase Act 2004 and amended by sections 188 and 238 and Schedule 13 of the Planning Act 2008. This power became effective in Wales on 30 April 2012. The Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (DMPWO) sets out the procedural requirements for making LDOs, including preparation, notices, publicity, consultation, and adoption.

Guidance on the procedures relating to the use of LDOs is contained in Welsh Government Circular 003/2012: Guidance on using a Local Development Order

3. Finance

Financial costs (including preparation of the LDO) will be covered through the financial provisions in place - including reserves. Established policy provisions are in place in relation to the gathering and apportionment of financial contributions from developer contributions (incl. planning obligations). The impact of the LDO on the collection of such contributions is unknown and can only be established through the monitoring of the LDOs implementation.

The implication on planning fees through the removal of the need for planning permission is at this stage unknown. Whilst this is not expected to be significant it will be off-set by the economic and regeneration benefits accrued through the successful implementation of the LDO. Reference is made to the potential that Compensation may be payable should an LDO be subsequently withdrawn. The potential for this is subject to the provisions of statutory instruments.

CONSULTATIONS

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

Signed: L Quelch

Head of Planning

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

Scheduled 11th May 2018 – Community Scrutiny

2. Local Member(s)

Members were notified as part of the consultation process.

3. Community / Town Council

Llanelli Town Council and Llanelli Rural Council have been consulted as part of the preparatory process.

4. Relevant Partners

Identified partners including the membership of the Llanelli Task Force have been party to ongoing discussion and consultation, as have identified external technical consultees.

5. Staff Side Representatives and other Organisations

Contributions have been sought from relevant internal consultees.

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
Adopted Carmarthenshire Local Development Plan		http://www.carmarthenshire.gov.wales/home/residents/planning/policies-development-plans/local-development-plan/
Annual Monitoring Report 2015/16		http://www.carmarthenshire.gov.wales/media/1643860/Annual-monitoring-report-201516-AMR-Document-for-web.pdf
Annual Monitoring Report 2016/17		http://www.carmarthenshire.gov.wales/media/2172900/amr-16-17-eng.pdf
LDP Review Report		http://www.carmarthenshire.gov.wales/media/1213042/ldp-review-report-english-version.pdf
Draft Local Development Order and Supporting Documents		http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/draft-local-development-order-llanelli-town-centre/#.Wt2jO-aoumQ

A1. Local Development Orders

A1.1 The following should be read in conjunction with the content of the main report. It sets out further detail in relation to the legislative framework underpinning an LDO and some specific limitations in their use. In addition in preparing an LDO consideration will be given to any potential implications arising from its designation. The following identifies some specific examples drawn from Welsh Government Good Practice.

Legislative and Policy Framework

A1.2 A Local Development Order (LDO) may be issued by an LPA may under section 61 (A, B, and C) of the Town and Country Planning Act 1990, as inserted by section 40(1) of the Planning and Compulsory Purchase Act 2004 and amended by sections 188 and 238 and Schedule 13 of the Planning Act 2008. This power became effective in Wales on 30 April 2012. Reference is also made to the Development Management Manual 2016 whilst the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (DMPWO), sets out the procedural requirements for making LDOs.

A1.3 The Community Infrastructure Levy (CIL) Regulations 2010 state that permission granted by a LDO will constitute “planning permission” (regulation 5(3)(a)ii). As a consequence, an LDO may obviate the need to submit a planning application for a certain type of development, but it will not prevent a levy through CIL from being charged, when appropriate and where a CIL charge applies.

A1.4 It should be noted however that Section 106 planning obligations cannot be required under an LDO; however, this does not prevent section 106 agreements being offered by a developer. For example, if a condition attached to a Local Development Order requires mitigation of an impact from development then a section 106 agreement could be used to secure this.

Considerations associated with LDO's

A1.7 Welsh Government Good Practice prepared in relation LDO's identified a number of areas for Welsh local authorities to consider. Specific examples are as follows:

- Would an LDO lead to a loss of democratic control over development, undermining the role of elected members and local communities? In response WG Good Practice points to case studies undertaken which indicate that where an LDO is in place, Local Planning Authorities and communities still exercise democratic control over development. In this respect clear rules are required in advance as part of the LDO, as opposed to any case-by-case discretion.
- Is there a potential for an increase in workloads and would additional layers of complexity be added to the planning process? – WG Good Practice suggests that it may ultimately reduce workload in development management, cutting out routine work within the defined LDO area.

A1.8 Any LDOs will result in a reduced income from planning applications fees, as developers only need to submit a pre-notification, for which they pay the Council a token sum. However, will only be quantifiable once the LDO and its geographical extent is defined. Subject to its scope and extent the impact may be potentially minor in income terms (based on the potential number of applications likely to be received), however it should be recognised that there will none the less be an impact.

Revision and revocation

A1.9 An LDO may be revoked or revised at any time by the LPA on its own initiative. The Welsh Government also has reserve powers to direct an LPA to revoke an LDO or prepare a revision of it. Where an LPA revokes an LDO the authority must :-

- Publish on their website a statement that the LDO has been revoked
- Give notice of the revocation by local advertisement. This is a requirement to publish the notice in as many newspapers as necessary to secure that the press coverage (taken as a whole) extends to the whole of the area to which the LDO relates, and
- Give written notice of the revocation to every person whom the authority consulted before the making of the order.

Compensation where local development order is withdrawn

A1.10 Section 189 of the Planning Act 2008 amends Sections 107 and 108 of Town and Country Planning Act 1990, which provide for compensation where a development order or local development order is withdrawn. In summary, where planning permission granted by a LDO is withdrawn, there will be no entitlement to compensation where notice of the withdrawal is published not less than 12 months or more than the prescribed period (24 months) before the withdrawal takes effect.

A1.11 If development is started before the notice is published, compensation will be available unless the order in question contains provision permitting the completion of development. The reform may therefore offer LPAs reassurance, through providing additional flexibility when considering the revision or withdrawal of LDO permissions, although the Welsh Government considers that an LPA would only rarely need to do this where the merits and effect of an LDO have been properly considered during its preparation.

Link to Welsh Government Circular 003/2012:

<http://gov.wales/docs/desh/publications/120427ldoguidanceen.pdf>

Appendix – Summary of Representations and Officer Recommendations

The consultation period ran from 18 December 2017 to 9 February 2018. 12 duly made representations were received (note that the representations from the Council's Environmental Protection and Licensing Departments have been sub divided for ease of reference). Further proposed changes, in light of emerging information, are also set out at the end of the report.

1 Mr C Jones

Summary: The respondent supports the proposed Local Development Order (LDO).

Response: Support welcomed.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment.

2 Mrs Veronica Haines

Summary: The respondent is generally supportive of the proposed LDO, stating that anything that “cuts red tape” is welcomed. However the respondent states that the monitoring indicators are not ambitious enough and these should be exceeded in any case (with or without the LDO). The respondent would also like the 3 years lifetime extended. The schedule of permitted uses is supported, however it is stated that it is important that investors/shops/residents are firstly encouraged in making the offer attractive. It is stated that the LDO Area should include Murray Street and more buildings in Church Street.

In terms of wider comments, the respondent states that the LDO needs to be in conjunction with measures to encourage people to visit the centre to use these premises, mainly by scrapping parking charges and improving public transport. It is also stated that there is a need for evening buses bringing people in to enjoy the entertainment facilities and late shopping evenings. Furthermore, the respondent outlines concerns as to cleanliness and states that Llanelli currently has a bad reputation for litter and that it is unpleasant to walk into and through the centre when there is so much litter. It is stated that the place looks rundown and uncared for which puts off potential investors, whilst there is a need for more green areas (flower beds, trees) to make it a pleasant place to be.

Response: Support welcomed – the representation is largely supportive of the proposed LDO as drafted. In relation to comments on the LDO's monitoring indicators, its area and 3 year lifetime, it should be noted that the LDO will be subject to ongoing review and as such there is scope for the Council to intervene if required (including the lifetime). It should be noted that the Town Centre Task Force provides the overarching mechanism for framing the wider package of support for the Town Centre as well as exploring those wider considerations such as parking charges, public transport and cleanliness which are not matters for the LDO. The Task Force also provides an opportunity to integrate the LDO with those wider Council programmes such as grants or loans.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment. Feedback will be provided to the Town Centre Task Force in relation to wider considerations.

3 Carmarthenshire County Council – Building Control

Summary: The respondent agrees with the 2 stage process for the implementation of the LDO in that a change of use cannot commence until Building Regulations are content and a buildings regulations application (where required) has been submitted and approved. The respondent also requests that the following wording be included in Condition 10 *"The contractor/developer will need to ensure that Local Authority Building Control (LABC) approval is sought prior to any works commencing on site" Contact Tel: 01267 246044 email Building.control@carmarthenshire.gov.uk"*

Response: These comments reflect the 2 stage process (Certificate of Conformity and Commencement Notice Approval). A change of use cannot commence until a Commencement Notice Approval is released and to attain such an approval a developer will need to satisfy any requirements as set out in those regulatory regimes that are outside of the planning system eg building regulations. The clarity suggested by the additional wording provided by the respondent is welcomed in this regard.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: Include the wording as submitted by the respondent in condition 10. No change to supporting evidence or Equalities Impact Assessment. Reference is also made to 4 below.

4 Mid and West Wales Fire and Rescue Service

Summary: The respondent supports the proposed LDO and is reassured that no relevant Building Regulations works will be permitted to be undertaken without following the current Building Regulations consultation process. Mid and West Wales Fire and Rescue Service wish to ensure that the Service is notified of all proposals which would be of interest under the LDO.

Response: Support welcomed. These comments reflect that the LDO is subject to a 2 stage process (Certificate of Conformity and Commencement Notice Approval). A change of use cannot commence until a Commencement Notice Approval is released and to attain such an approval a developer will need to satisfy any requirements as set out in those regulatory regimes that are outside of the planning system eg building regulations. Building regulations has its own consultation process of which Mid and West Wales Fire and Rescue Service is a part – therefore they will not see a change in this regard.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment. Reference is also made to 3 above.

5 Mrs Amanda Davies

Summary: The respondent is supportive of the proposed LDO. It is stated that those areas that are turned into housing should be suitably “*allocated*” – for example there are plenty of older people who are living in poverty and this group would also benefit in living closely to other same aged people to address loneliness etc. Concerns are expressed in relation to potential negatives with anti-social behaviour etc if they are “*allocated*” to the younger generation. The respondent states that the current allocation in 10 - 12 Stepney Street has been a success and needs to be replicated.

Response: Support welcomed. In relation to those comments on the allocation of homes (whether they are within our outside Council ownership), it should be noted that this is not a matter for the LDO – albeit reference is made to condition 11 (Lettings Policy). In relation to Council owned property, it should be noted that the Local Housing Authority is represented on the Town Centre Task Force.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment. Feedback will be provided to the Town Centre Task Force in relation to wider considerations.

6 Miss Rhyanne O'Hara

Summary: Whilst supporting facets of the proposed LDO (including its lifetime and supporting notes), the respondent also objects to and questions aspects in relation to the justification for its introduction, monitoring indicators and permitted uses. The respondent states that the problems in the town centre are attitudinal rather than the buildings themselves. It is stated that the solution should not solely involve spending money on the town and requires the creation of sustainable work opportunities. The respondent states that it is important that buildings are affordable for the people of Llanelli to rent out and live in (including the rent on shops).

Response: Noted, there the policy justification for the introduction of the LDO is robust and based upon credible evidence as set out within the statement of reasons. In relation to the monitoring indicators and permitted uses, it should be noted that the LDO will be subject to ongoing review and as such there is scope for the Council to intervene in the future if required.

Rental costs, job creation and investment priorities are not matters for the LDO, however it should be noted that the Town Centre Task Force provides the overarching mechanism for framing the wider package of support for the Town Centre. This could provide a forum for exploring those wider considerations such as rents and the need to facilitate sustainable economic development / job creation opportunities.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment. Feedback will be provided to the Town Centre Task Force in relation to wider considerations.

7 Carmarthenshire County Council – Environmental Protection

Summary: The respondent supports the proposed LDO. It is however considered that the inclusion of a condition is essential to minimise the likelihood of a nuisance (e.g. noise, light, dust, and odour) on a development within the LDO area. Previous experience and case law is cited demonstrating how mixed uses such as residential, retail and night time economy developments can have a negative impact on each other, especially when they are not considered at the planning stage. The respondent provides the suggested condition as follows:

Public Amenity

“Where required and requested; a detailed Risk Assessment (the scope of which must be agreed with the Homes and Safer Communities team (HSC)) should be submitted to, and approved by the HSC prior to the Local Planning Authority (LPA) issuing a commencement notice approval. The Risk Assessment should assess/predict the likely impact of the proposed development as a whole on the existing commercial and residential properties within the area and/or predict the likely impact of existing commercial and residential properties on the proposed development. Where necessary the risk assessment shall identify the required mitigation in the form of a Management Plan. The change of use shall thereafter be carried out in accordance with any approved Management Plan”

Reason: *“In the interests of protecting the amenity of people using the surrounding area.”*

Response: Support welcomed. In relation to the proposed condition, these comments seek to strengthen the emphasis on public amenity and reflect the fact that the implementation of the LDO is subject to a 2 stage process (Certificate of Conformity and Commencement Notice Approval). A change of use cannot commence until a Commencement Notice Approval is released and to attain such an approval a developer will need to satisfy any requirements made by Environmental Protection.

It is accepted that condition 9 as worded in the Draft LDO is unclear in that public amenity and licensing are grouped together. The issue of public amenity is a matter for the LDO / land use planning, however licensing is governed by a separate regime and as such it should be removed from this condition. It is noted that the powers contained in the Licensing Act 2003 relate to the four licensing objectives and does not include the protection of amenity.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: **Replace** condition 9 with the condition set out in the above representation. Reference is made to 8 and 13 below. No changes to Supporting evidence of Equalities Impact Assessment.

8 Carmarthenshire County Council – Environmental Protection

Summary: The respondent requests that the above condition (see 7 above) is ratified to ensure its compliance to the relevant tests applied to conditions. The respondent states that Section 6 of the Draft LDO (compliance) states that the Council will monitor changes of use within the Town Centre and, when appropriate, may take enforcement action. The respondent suggests removing the word ‘may’ as it should be assumed that no enforcement action would be taken if it was inappropriate to do so, stating that *“With the current wording, it sounds very unlikely that any enforcement action would be taken if a breach of non-compliance was witnessed and it sounds very unlikely that any enforcement action would be taken if a breach of non-compliance was witnessed”*

The respondent would also welcome further detailed information regarding the proposed LDO consultation process (for both the Certificate of Conformity and Commencement Notice Approval), including notification, recording of applications, consultation timescales etc. The respondent is also seeking clarity on who will be responsible for compliance in terms of monitoring and taking action.

Response: Comments noted. Discussions in relation to the compliance or otherwise of the conditions identified within the LDO have been undertaken to ensure that the Council is adherence to the necessary regulatory requirements.

It should be noted that the LDO is based on a notification process and there will not be consultation as would the case with a planning application. All applications for Certificates of Conformity and Commencement Notice Approvals will appear on the weekly planning list which is on the Council’s website, a link to which will be sent to the respondent. The LDO seeks to provide a positive means of information sharing whereby partners who may not normally be part of the planning application process have an opportunity to be aware of any proposal.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment. Reference is made to 8 above.

9 Cadw

Summary: The respondent states that this is a consultation to grant blanket planning permission for non-contentious, though not necessarily minor, forms of “development”/ changes in use within Llanelli Town Centre. As it is not applicable to listed buildings, the respondent cannot see any issues that require comment.

Response: Comments noted.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment.

10 Natural Resources Wales (NRW)

Summary: The respondent recommends that the Council should only adopt the LDO once issues identified in their representation regarding flood risk are addressed.

In relation to the supporting SFCA, the respondent summarises as follows:

- The SFCA has correctly identified the key flood risk to the site is from the River Lleidi but has used NRW flood risk data that is out of date to establish the magnitude of that risk;
- Blockage of hydraulic structures has not been reported;
- Flood risk mitigation is proposed in the form of management of vulnerability groups that are appropriate for the flood risk identified. This would be an acceptable form of mitigation but the data being used is out of date and may therefore be inaccurate.

In relation to protected species, the respondent is in agreement that the LDO is unlikely to have a significant effect alone or in combination on the Carmarthen Bay and Estuaries marine site. In relation to drainage, the respondent supports the inclusion of two proposed pre-commencement conditions in relation to the public sewerage system (as proposed in the supporting evidence). The respondent asks that the Council is mindful that the River Lleidi culvert runs under part of the LDO Area and would encourage any opportunity for betterment by removing surface water from the foul main sewer.

Response: Comments noted. A copy of NRW's full representation has been sent to the Council's flood risk consultants who have been asked to address the matters raised. It is however noted that NRW's comments in this regard relate to the content of the supporting evidence (SFCA) and not the LDO itself. The flood risk consultants been tasked with securing confirmation from NRW that the revisions to the SFCA meets their approval.

In relation to betterment, it should be noted that the Memorandum of Understanding (MoU) does not apply to the LDO and this is referenced within the supporting evidence. However any opportunities to secure improvements may be explored on a case by case basis. In relation to the two proposed pre-commencement conditions in relation to the public sewerage system, reference is made to 12 below.

Any implications on supporting evidence: Update the SFCA as required.

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO or Equalities Impact Assessment. Confirmation to be **secured** from NRW in relation to their concerns relating to the content of the supporting evidence (SFCA) prior to the adoption of the LDO.

11 The Coal Authority

Summary: The respondent has reviewed the document and can confirm the Coal Authority has no specific comments to make on the LDO as proposed.

Response: Comments noted.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment.

12 Dwr Cymru Welsh Water (DCWW)

Summary: The respondent supports the proposed LDO identifying that the Order’s lifetime the ongoing review process allows for appropriate flexibility. In relation to conditions, the respondent requests the inclusion of 2 additional conditions as follows:

“Drainage Strategy

No change of use shall commence where it will result in the hydraulic overload of the public sewerage system. Where required and requested; a drainage strategy should be submitted to, and approved by, Dwr Cymru Welsh Water.”

Reason: *“To enable the implementation of the LDO drainage strategy”*

“Assessment of Assets

No change of use shall commence where it will result in the compromising of the integrity of any public sewer and/or water main assets within and/or adjacent to the site. Where required and requested; an assessment should be submitted to, and approved by, Dwr Cymru Welsh Water which clarifies any impact and where necessary any mitigation.”

Reason: *“To support the implementation of the LDO Drainage Strategy”*

Response: Support welcomed. The representations seeks to introduce 2 additional conditions into the LDO in order to implement and support the LDO drainage strategy which is reflective of the recommendations made within the supporting evidence (infrastructure study). These comments reflect the fact that the LDO is subject to a 2 stage process (Certificate of Conformity and Commencement Notice Approval). In this respect a change of use cannot commence until a Commencement Notice Approval is released and to attain such an approval a developer will need to satisfy any requirements made by DCWW.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: **Insert 2 new conditions** (to be numbered 13 and 14 respectively) as set out above into the LDO. No change to supporting evidence or Equalities Impact Assessment. Reference is also made to 10 above.

13 Carmarthenshire County Council – Licensing

Summary: The respondent supports the proposed LDO. They respondent notes that the draft LDO indicates that proposals requiring a licence must obtain the necessary authorisation prior to commencement. The respondent advises that an effective consultation mechanism must

be implemented with the licensing section as well as other regulatory regimes is undertaken prior to the granting of each Commencement Notice Approval. Clear signposting of applicants to licensing information as part of the initial information provided would allow individuals to consider any licensing requirements at an early stage in the process. For developers of residential and other non-licensed premises it will enable them to obtain information regarding the proximity of licensed premises forming part of the night time economy within the area.

Response: Support welcomed. These comments reflect the fact that the LDO is subject to a 2 stage process (Certificate of Conformity and Commencement Notice Approval). A change of use cannot commence until a Commencement Notice Approval is released and to attain such an approval a developer will need to satisfy any requirements made by Licensing. It should be noted that the LDO is based on a notification process. The importance of effective sign posting is noted and will be implemented, whilst the below proposed condition provides contact details (as will be done with the building regulations condition).

“Licensable Activity

Non planning related requirements must be satisfied prior to commencement of change of use. Reference is made to Condition 1 of this LDO and the requirement to attain Commencement Notice Approval from the Council. The contractor/developer will need to ensure that Licensing approval is sought prior to any works commencing on site. Contact Tel: 01267 234567, email publicprotection@carmarthenshire.gov.uk

Reason: To ensure compliance with legislative provisions”.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: Replace condition 7 as set out in the draft LDO with above condition. No change to supporting evidence or Equalities Impact Assessment. Reference is also made to 7 above and the Council’s further proposed changes set out at the end of this report.

14 Carmarthenshire County Council – Licensing

Summary: The respondent notes that the LDO is likely to stimulate a number of development proposals and queries as to whether there will be a mechanism, such as a public register, to enable individuals to view details of other applications as well as approvals made under the LDO prior to submitting an application. The respondent endorses the representation submitted by the Council’s Environmental Protection Team and clarifies the powers contained in the Licensing Act 2003 relating to the four licensing objectives.

Response: Comments noted. It should be noted that the LDO is based on a notification process and there will not be consultation as would the case with a planning application. All applications for Certificates of Conformity and Commencement Notice Approvals will appear on the weekly planning list which is on the Council’s website, a link to which will be sent to the respondent. The LDO seeks to provide a positive means of information sharing whereby partners who may not normally be part of the planning application process have an opportunity to be aware of any proposal. In relation to the representation submitted by the by the Council’s Environmental protection Team, reference is made to 7 above.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

Recommendation: No change to LDO, supporting evidence or Equalities Impact Assessment.

Further proposed changes

The following proposed changes reflect the ongoing and iterative approach to the development of the LDO and are intended to aid in the clarity and implementation of the Order.

(1) Condition 9 as worded in the draft LDO is not required and should be **deleted**. The condition as worded in the draft LDO stated that internal floor plans should be submitted with a view to confirming a proposal meets the minimum standard. It is proposed given that there are no minimum standard in place and as such the requirement to submit internal floor plans is obsolete. Reference is made to 13 above.

Any implications on supporting evidence: None

Any implications on the Equalities Impact Assessment: None

(2) Include National grid (plant protection) on the notification list alongside Western Power as set out in the Annex – Statement of Reasons.

(3) Include the Council's Highways Planning Liaison Officer to the Annex – Statement of Reasons.

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8.0 Llanelli Town Centre

Draft Local Development Order

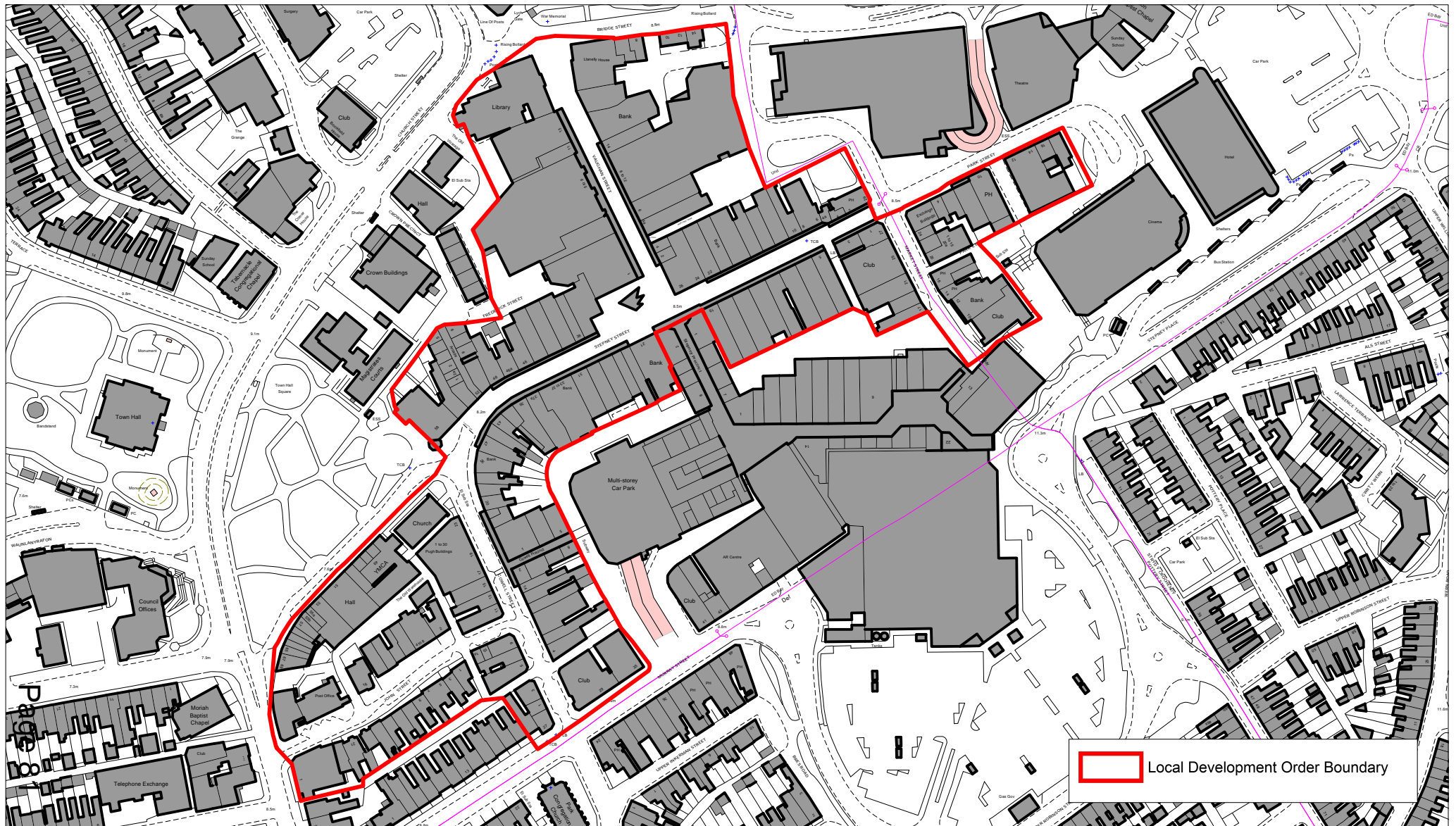
Compiled by on 27 January 2017

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10.0 Development Advice Maps

Flood Risk

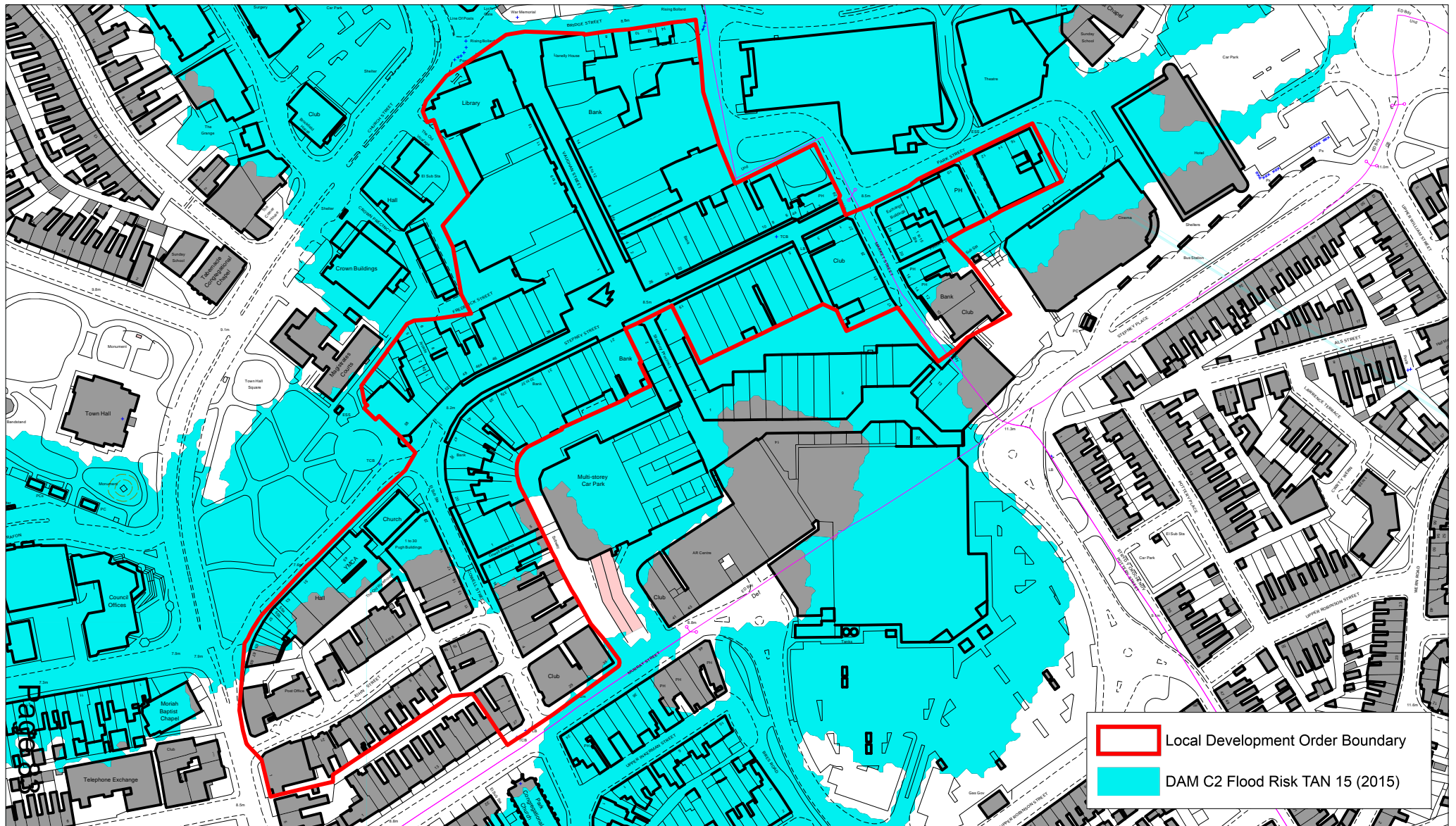
Compiled by on 27 January 2017

Cyngor Sir Caerfyrddin,
Gwasanaethau Cynllunio, Adran Amgylchedd,
8 Heol Spilman, Caerfyrddin. SA31 1JY

Carmarthenshire County Council
Planning Services, Environment Department,
8 Spilman Street, Carmarthen. SA31 1JY



Scale 1:2500



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Executive Board 2nd JULY 2018

Social Media Policy		
Recommendations / key decisions required:		
<ul style="list-style-type: none"> To consider a new Social Media Policy which updates and strengthens existing Social Media Guidelines 		
Reasons:		
<ul style="list-style-type: none"> Social Media is considered an area of medium risk to the authority, and as such is subject to formal annual audit and informal six-monthly audit With increasing use of social media for work and personal purposes, this policy seeks to clarify how and why staff should exercise responsibility and caution when using social media Developing a Social Media Policy was a recommended outcome of a recent audit in 2017/18 		
Relevant scrutiny committee to be consulted		
N/A		
Exec Board Decision Required	YES	
Council Decision Required	NO	
EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Mair Stephens		
Directorate: Regeneration & Policy Wendy Walters Report Author: Deina Hockenull	Director of Regeneration and Policy Designations: Marketing & Media Manager	Tel Nos. 01267 224654 E Mail Addresses: DMHockenull@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY
EXECUTIVE BOARD
2ND JULY 2018**

Social Media Policy

To consider a new Social Media Policy which updates and strengthens existing Social Media Guidelines.

- Social Media is considered an area of medium risk to the authority, and as such is subject to formal annual audit and informal six-monthly audit
- With increasing use of social media for work and personal purposes, this policy seeks to clarify how and why staff should exercise responsibility and caution when using social media
- Developing a Social Media Policy was a recommended outcome of an audit in 2017/18

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: Wendy Walters

Director of Regeneration and Policy

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

2. Legal

This policy impacts on a number of existing policies, legislation and guidance relating to the management of data and information. These are referenced in point 10 and 11 of the draft policy. They include:

- Internet Usage and Monitoring Policy Version 2.0
- Social Media Best Practice Guidelines
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Covert Surveillance Policy
- Customer Complaints and Complaints Procedure
- Welsh Language Standards (No.1) Regulations 2015
- Close Personal Associations/ Relationships at Work Guidance
- Breaches of Security Policy
- The General Data Protection Regulation (GDPR) (EU) 2016/679

Advice from the Authority's legal department and data protection officer has been sought in development of this draft policy.

4. ICT

This policy impacts on a number of existing policies, legislation and guidance relating to the management of data and information. These are referenced in point 10 and 11 of the draft policy. They include:

- Internet Usage and Monitoring Policy Version 2.0
- Social Media Best Practice Guidelines
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Covert Surveillance Policy
- Customer Complaints and Complaints Procedure
- Welsh Language Standards (No.1) Regulations 2015
- Close Personal Associations/ Relationships at Work Guidance
- Breaches of Security Policy
- The General Data Protection Regulation (GDPR) (EU) 2016/679

Advice from the Authority's ICT department has been sought in development of this draft policy.

5. Risk Management Issues

Social media is classed a medium risk to the Authority. The development and adoption of a Social Media Policy was a recommendation of the most recent annual audit.

7. Staffing Implications

This policy impacts on all employees of the Authority and on a number of existing policies. These are referenced in point 10 and 11 of the draft policy. They include:

- Internet Usage and Monitoring Policy Version 2.0
- Social Media Best Practice Guidelines
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Covert Surveillance Policy
- Customer Complaints and Complaints Procedure
- Welsh Language Standards (No.1) Regulations 2015
- Close Personal Associations/ Relationships at Work Guidance
- Breaches of Security Policy
- The General Data Protection Regulation (GDPR) (EU) 2016/679

CONSULTATIONS

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

Signed: Wendy Walters

Director of Regeneration and Policy

1. Scrutiny Committee

2. Local Member(s)

3. Community / Town Council

4. Relevant Partners

5. Staff Side Representatives and other Organisations

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

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

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection



CARMARTHENSHIRE COUNTY COUNCIL

DRAFT

Use of Social Media policy

This policy applies to all employees of Carmarthenshire County Council

Contents

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5.	Using Social Media for work purposes	5.
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1. Policy statement

- 1.1 This is the Carmarthenshire County Council Social Media Policy. Carmarthenshire County Council will ensure all employees are aware of what is considered to be acceptable use of social media, both professionally and personally.

2. Purpose and scope

- 2.1 This policy sets out Carmarthenshire County Council's (the Council's) policy regarding the use of social media for both work-related and personal purposes. It applies to all employees employed by the Council.
- 2.2 This policy does not relate to Members of The Council who should refer to the Code of Conduct applicable to them.
- 2.3 Used appropriately and within the prescribed guidelines, social media is a useful way through which the Council can communicate, connect and engage with the people of Carmarthenshire and wider afield. It is key to the corporate strategy of the Council, to demonstrate the Council's commitment to meaningful open and interactive participation.
- 2.4 This policy aims to provide a guide to help the Council its employees to avoid problems which arise when social media is not used appropriately, including the risk of disciplinary action, damage to the Council's reputation and/or legal action being taken against the Council. When using social media, it is important that any activities are performed in line with the Council's policies, procedures and guidance listed in point 10.1 of this policy.
- 2.5 This policy relates to the use of social media across all platforms including but not limited to Facebook, Twitter, Vimeo, Youtube, Pinterest and Wordpress (Blogs).

3. Standards of Behaviour in relation to internet use

3.1 Procedures for the use of the internet by employees using Council-owned equipment and facilities is governed by the Internet Usage and Monitoring Policy Version 2.0, Employees are reminded that this guidance states: -

'No employee, consultant or contractor will attempt to access or transmit content that in any way may be interpreted as insulting, disruptive or offensive or which may be harmful to employees' morale. Examples of prohibited material include but are not limited to:

- *Sexually explicit messages, images, cartoons, jokes or movie files*
- *Profanity, obscenity, slander, or libel*
- *Ethnic, religious, or racial slurs*
- *Any content that could be construed as harassment or disparagement of others based on their race, colour, nationality, ethnic or national origins, language, disability, religion,*

age, gender, gender reassignment, sexual orientation, parental status, marital status or political beliefs'

4. Personal use of Social Media

4.1 Whilst the Council respects the legal rights of all individuals, employees need to be aware that what they do and say outside of work can often compromise their position inside work. It is important to note that other people's perceptions need to be considered when using social media.

4.2 This policy covers the responsibilities of employees both inside and outside of work time. All employees must pay due regard to the standards set out in the policies, procedures and guidance which are listed in full, in point 10.1.

4.3 Social networking sites must not be accessed during working hours for personal use. Employees should note that this includes personal mobile phone and internet enabled products e.g. tablets.

4.4 Employees should never publish or disclose on social media any information about the Council which is not already in the public arena. A breach of confidentiality could result in disciplinary and / or legal action being taken against the employee.

4.5 Do not publish or report on conversations that are private or internal to the Council. Do not cite or reference customers, service users, employees, managers, partners or suppliers. Be mindful that whatever you publish may be in the public arena for a long time and that doing so may result in disciplinary action being taken against you. You must also ensure compliance with the EU General Data Protection Regulation.

4.6 Ensure that your online activities do not interfere with your job, your colleagues or commitments to customers and the public. Your online activities must always adhere to the relevant policies, procedures and guidance listed in point 10.1.

4.7 Employees identified as working for the council must act reasonably and responsibly at all times and uphold the reputation of Carmarthenshire County Council. Work related issues should not be discussed on social networking sites even when the issue is anonymised. Employees must not use the Council's logo on personal web pages.

4.8 Even when using social media for personal use, relationships with all persons should always be regardful. The Council acknowledges that in smaller communities, the lines can become blurred particularly where the service user is also a friend or acquaintance – in such cases, employees should disclose an interest to their line manager - common sense and discretion should be applied and all employees must be aware of the provisions of the Employees Code of Conduct in this regard. In all cases, clarity should be sought from your line manager. The guidance in relation to service users is that employees should not befriend service users that they have to maintain a professional relationship with or individuals they support. Employees should adhere to the Close Personal Associations guidance.

4.9 Employees using personal social media accounts in a personal capacity should be mindful that they may still be seen as a representative of the Council. Therefore the Council's Behavioural Standards in the Workplace policy should be adhered to at all times, which includes consideration about bringing the Council into disrepute. It is recommended that employees carefully consider

making reference to their employment with the Council in 'about' or 'personal information' sections of their social media pages as this does not provide a clear boundary between professional and personal conduct. It should be noted that statements confirming personal use of the account (for example 'these views are my own and not of my employer') do not have any legal basis.

4.10 It is advisable that employees do not use a personal social media account for work-related activities. In the rare circumstances where this is necessary, the employee should seek advice from the Marketing and Media team, and be aware of the Council's existing policies including Behavioural Standards in the Workplace. There should be a clear statement to confirm professional capacity and the account should never be used in a personal capacity or to give personal or political views.

4.11 Using social media to attack or abuse colleagues, customers/the public or suppliers (harassment and "cyber" bullying) will not be tolerated by the Council. Respect the privacy, feelings, reputation, and position of others you work with. Don't upload or tag colleagues in posts which are defamatory, discriminatory, offensive or sensitive. Complaints of this nature will be dealt with under the Council's policies, e.g. Disciplinary, Equality and Diversity and behavioural standards in the workplace guidance.

5. Using social media for work purposes

5.1 Employees should ensure that with any use of social media in their professional capacity that they must have formal authorisation to use social media on behalf of the Council and follow all set protocols. **All service areas wishing to use social media to communicate with the public by setting up a corporate social media account must first gain authorisation. This involves completing a business case which is reviewed by the Marketing and Media team who will provide advice and make recommendations before seeking authorisation from the relevant Head of Service.** The business case requires that services first make use of the main corporate social media accounts for a minimum three-month period in order to trial posts and gauge engagement. In some cases, authorisation will not be granted and alternative options recommended with reference to the council's 'social media best practice guidelines'. The form can be found on the intranet. Once authorisation is obtained, the relevant employee - with assistance from the Marketing and Media team - must ensure all social media applications are consistent with the required policies. All new social media accounts must be registered with the corporate marketing and media team. All corporate social media accounts are subject to six-monthly audits.

5.2 Social media accounts set up for work purposes must be appropriate to the business activity and should be clearly marked as a business page, i.e., a business page on Facebook, not a personal page. This could potentially breach articles 7 and 8 of the Data Protection Act.

5.3 The Marketing and Media team carries out a social media audit every six months, which feeds in to the Council's annual risk audit. The audit will identify areas of non-compliance with this policy and the best practice guidelines. The Marketing and Media team has the authority to close, or request the closure, of poorly performing accounts or accounts that do not comply with policy or best practice. Failure to heed a request to close an account will be referred to the relevant Head of Service.

5.4 The Marketing and Media team must be provided with passwords of all corporate social media accounts, and these must not be changed by employees. Passwords will be stored in a secure

password management system maintained by the Marketing and Media team and regularly changed and updated to ensure compliance with the Council's password management guidance (<http://intranet/our-people/it-support/manage-your-password/>). This will be reviewed as part of the six-month audit.

5.5 The Marketing and Media team must be provided with details of all employees with administrative rights. Service areas in control of social media accounts must not add new administrators without first contacting the Marketing and Media team. All new administrators will need authorisation from the relevant Head of Service.

5.6 All administrators must receive social media training and have a licence to use the Council's preferred social media management platform (for example, Crowd Control HQ). All administrators need to be aware that all social media activity is audited with a full audit trail including record of deleted content and comments. Administrative rights may be removed at any time.

5.7 The Marketing and Media team should be notified when an administrator leaves the employment of the Council or changes roles. All access to the administrator's Council's social media accounts will be terminated and passwords will be updated.

5.8 Any unauthorised social media accounts, pages, or administrators identified will be reported to CMT for consideration. This may result in disciplinary action.

5.9 All social media activity, including content management, monitoring and engagement with members of the public, must be conducted through the approved and audited social media management platform that the Council is in contract with. This is to ensure audit compliance. The only exception is where, due to API restrictions, certain functions (for example, event listings and sponsored posts) can only be conducted on the native platform. This will be referenced in the audit record for each account.

5.10 All Facebook pages must be linked to the Council's Facebook Business Manager account.

5.11 Corporate social media accounts should not be accessed on personal devices without authorisation from a Head of Service.

5.12 Any proposed use of unsupported or genre based social media will be considered subject to reviewing the security and suitability of the proposed service.

5.13 **You must ensure that all communications are compliant with the Welsh Language Standards (No.1) Regulations 2015** that are applicable to all Council employees and communications made on the Council's behalf. All communications must be bilingual. In order to safeguard you and your department it is important that you note that any **failure to adhere to the standards set out in the regulations can result in a substantial fine of up to £5,000** which in the event of a breach will be the responsibility of the department from which the breach originates. The necessary guidelines and training on the standards of practice necessary to be compliant with the regulations will be supplied by the Marketing and Media Team.

5.14 All content, including text, images, videos or gifs, must be free from copyright or royalty restrictions. Failure to carry out necessary checks may result in a third party initiating legal proceedings against the Council.

- 5.15** All of the information, data and communications held on social media platforms and services in the name of the Council is subject to the Breaches of Security policy, which sets out the duties owed under the Data Protection Act and General Data Protection Regulations (GDPR). There is a duty to report any inadvertent / accidental disclosure of information in respect of the Act.

6. Monitoring Social Media

- 6.1** If a social media account is to be used to view or monitor another account, care must be taken to avoid inadvertently conducting covert online surveillance which is covered by the Council's Covert Surveillance Policy. Advice should be sought from Legal Services.

7. Ensuring adequate safeguarding measures are in place

- 7.1** Current corporate safeguarding policies apply to any activity on social media and should be adhered to at all times.
- 7.2** You must not access any information pertaining to a vulnerable adult or minor under the age of 18, unless expressly required to do so as part of your role (in which circumstances you will have a DBS check). If you are in any doubt, you should discuss any concerns or queries with your line manager.

8. Retaining professional integrity

8.1 For the Council's protection as well as your own always be mindful that it is important that you stay within the legal framework and be aware that libel, defamation, copyright, and data protection laws apply.

8.2 Privacy settings are frequently changed by social media providers and so you need to be aware of any changes to the settings which relax privacy.

8.3 Don't assume your information will be kept private.

8.4 Don't forget that social media tools are owned by external companies and data breaches are possible.

8.5 If in doubt, hold back and seek advice from the Marketing and Media Team. Always consider the content carefully and also be sensible about disclosing personal details about yourself as an employee of the Council.

8.6 When using social media tools to interact with any person in a professional capacity do not treat the tool as a confidential space for confidential or personal conversations. Always assume that anything you share on such tools are in the public domain given that such sites are often subject to attack and data theft from hackers.

8.7 The use of work e-mail to log in to social media should be cleared along with the business case for setting up social media accounts. When using a Council e-mail address (@Carmarthenshire.gov.uk) as a login for a Council social media account **never** use your current network password along with it as this creates significant security risks. Employees must not use their work e-mail for a personal social media account.

8.8 When using social media on behalf of the Council you must act in accordance with the standards set out in the officers code of conduct in relation to political neutrality (Part 5.4 – Paras 5.0-5.4).

8.9 If you are publishing pictures of people or quoting people or naming employees members you must make them aware that you are doing so and you must obtain the consent of people so pictured, named or quoted. You must obtain express consent to share personal information, including pictures of individuals, and clearly set out where, how and why their information will be shared. If you decide to use this personal information or picture for any other reason, you must obtain new consent. They must be made aware that they can withdraw this consent at any time and their information or picture deleted immediately.

9. Monitor and Respond

9.1 Whilst social media can be used to broadcast information it is also a communication exchange and when creating public spaces it is important to monitor what people are sharing or placing on spaces controlled by the Council, the nature of social media carries with it the inherent risk associated with feedback / criticism in the public arena.

9.2 It is the service area's responsibility to manage their social media accounts. Daily monitoring is advised to ensure any comments which breach the Core values and principles of the Council posted by persons using any public forum for comment are removed.

9.3 You should advise any persons communicating with the Council via social media that any comments they make are subject to the core values of the Council and that any comment that breaches those values will be removed. This must be clearly visible in the 'about' section of each social media page.

9.4 If it becomes necessary to remove offensive, defamatory or libelous comments from other users, inform the Marketing and Media Team. You should inform the user who made the comments of the reason for the removal after consultation with the Marketing and Media Team and legal services.

9.5 Should any comments be of a criminal nature they, and the identity insofar as it is known, should also be reported to the appropriate authorities.

10. Related Policies

10.1 In considering this policy, please refer to all of the policies, legislation and guidance relating to the management of data and information.

- Internet Usage and Monitoring Policy Version 2.0
- Social Media Best Practice Guidelines
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Covert Surveillance Policy
- Customer Complaints and Complaints Procedure
- Welsh Language Standards (No.1) Regulations 2015
- Close Personal Associations/ Relationships at Work Guidance
- Breaches of Security Policy
- The General Data Protection Regulation (GDPR) (EU) 2016/679

11. Further Considerations

11.1 The Council will treat as serious any use of social media which does not accord with the principles and guidelines set out in this policy. Any incidents of such will be considered on their own merit and may be dealt with under the Council's disciplinary procedures.

11.2 Further advice and guidance on this policy can be gained from the Marketing and Media Team or Human Resources Advisory Team and from the Legal department in respect of the protection of children or vulnerable adults.

12. Appendices:

Appendix 1 – Business Case Request Form (copy of online form)

Appendix 2 – Corporate Social Media account best practice guidance

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EXECUTIVE BOARD 2ND JULY 2018

FUTURE PROVISION OF CCTV IN CARMARTHENSHIRE

Recommendations / key decisions required:

1. To note the proposed approach and implications for the Council of the introduction of a new Heddlu Dyfed Powys Police (HDPP) CCTV system.
2. The Council agrees to allow HDDP to utilise designated lighting columns and CCTV poles to host the new HDPP CCTV system.
3. The Council agrees to fund electricity fees associated with the HDPP CCTV cameras.
4. That ownership of the CCTV poles is transferred from the Community Safety Team to the Highways Division. An allocation of the budget for electricity costs is transferred and that the Highways Department be responsible for paying related electricity costs.
5. To agree future approach for remaining Council cameras, either
Option 1
 Shut down and de-commission the remaining 42 Council cameras; or
Option 2
 County Council commissions a review of the cameras outside of the scope of the HDPP CCTV system. The review would ascertain the costs of bringing the cameras that Council departments or Town Councils wish to retain back into service. This may include renewal of cameras due to dated/out of service technology.
6. Discussions are held with affected Council departments and Town or Community Councils regarding the chosen option.

Reasons: To ensure the Council responds to the implications of introducing the new HDPP CCTV system.

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Cefin Campbell

Directorate: Chief Executive

Name of Head of Service:

Wendy Walters

Report Author:

Gwyneth Ayers & Kate Thomas

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EXECUTIVE SUMMARY
EXECUTIVE BOARD
2ND JULY 2018

FUTURE PROVISION OF CCTV IN CARMARTHENSHIRE

Heddlu Dyfed Powys Police (HDPP) is to install a new 116 camera CCTV system across the Force area with 46 of those cameras being located in Carmarthenshire. The new HDPP CCTV system will have new cameras with a higher technical specification and, with dedicated monitoring staff, will enhance police response to incidents.

The introduction of the new cameras in Carmarthenshire will take part as Stage 1 of the HDPP programme and is due to be completed by July 2018. The chosen locations for the cameras are based on crime pattern analysis which has identified an operational requirement for a camera at that site. The Force-wide system will be proactively monitored from Police Headquarters in Llangunnor (monitoring hours to be confirmed).

This new 46 camera HDPP CCTV system will replace the cameras in the current Council-owned system. The total Council-owned system consists of 87 cameras. These cameras are not actively monitored but are recorded at police stations with retrospective viewing taking place of footage when required.

The attached report outlines in more detail the proposals for the HDDP CCTV system and the further implications and possible options for the 42 Council-owned cameras which are not included in the new HDPP CCTV system.

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 : Wendy Walters Director of Regeneration and Policy

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

1. Policy, Crime & Disorder and Equalities

The introduction of the HDPP CCTV system which is proactively monitored will assist in the detection of crime and disorder.

2. Legal

Further transfer of assets may be required for CCTV cameras to be owned by Town Councils. If the Council decides to continue with the existing system or introduce a new system of its own a privacy impact assessment will need to be undertaken.

3. Finance

Costs for managing the new HDPP CCTV system would be managed by the Police. If the Council agree to fund the electricity costs of the new HDPP CCTV system this will cost approximately £3,000-£3,500 per annum.

If the 42 cameras outside of the scope of the HDPP CCTV are shut down and de-commissioned (Option 1) there will be an initial cost for the removal of existing equipment but a reduction in the on-going costs of managing the system funded by the Council's CCTV budget.

If the proposal to undertake a review of cameras (Option 2) to confirm the costs for bringing the system back into use and on-going maintenance and running costs of the system is preferred, the initial review would need to be funded by the Council and if it is then decided to continue with any cameras, the associated costs would need to be covered by either Council departments or Town Councils. It must be noted that many cameras are currently not working and the system is considered out of date in terms of technology.

4. ICT

Existing ICT equipment in the control rooms at the three police stations will need to be removed. Further ICT requirements dependent on final option agreed.

5. Risk Management Issues

Memorandum of Understanding drafted between the Council and Police for matters relating to the new HDPP CCTV system.

Any risks associated with the continuation of the remaining Council cameras would need to be considered as part of the review.

6. Physical Assets

Once future provision is confirmed, agreement to be reached about the possible transfer of equipment relating to cameras outside of the HDPP CCTV system.

CONSULTATIONS

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

Signed: Wendy Walters

Director of Regeneration and Policy

1. Scrutiny Committee

N/A

2. Local Member(s)

To be undertaken with members in the areas affected.

3. Community / Town Council

To be undertaken with Llanelli Town, Llanelli Rural, Ammanford, Carmarthen and Pembrey & Burry Port once agreed way forward is confirmed.

4. Relevant Partners

On-going discussions between Council, Dyfed Powys Police and Office of the Police & Crime Commissioner.

5. 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

FUTURE PROVISION OF CCTV IN CARMARTHENSHIRE

Introduction

The Council owned CCTV system is to be replaced by a new system being introduced by the Heddlu Dyfed Powys Police (HDPP). This report outlines the current system, planned new system and implications the Council needs to consider.

Existing Council CCTV system

The Council owns an 87 camera system which covers Llanelli (39), Carmarthen (31), Ammanford (14) and Burry Port (3), with the majority of these based in the town centres.

At the Council's Executive Board on the 11 May 2015, it was:

UNANIMOUSLY RESOLVED to confirm the proposal supported by Council on 24th February 2015 [resolution 4.1.4 thereof refers] to "withdraw the remaining funding for live CCTV monitoring and cease the service generating a potential further saving of £104k; CCTV cameras will remain on and recording but any reviewing of recorded footage would have to be undertaken by the Police".

As a result, since July 2015 the cameras have not been proactively monitored but continue to be recorded for the police to review footage if required. There was an informal agreement with the Police that maintenance relating to the upkeep of the camera equipment would be funded by the Police on a case-by-case basis. However, due to reductions in funding and a change in direction by the new Dyfed Powys Police and Crime Commissioner (appointed May 2016) regarding the re-introduction of a new CCTV system across the Police force area, the existing cameras have not been proactively maintained and, as a result, only 32 cameras (of the 87) are currently working.

New Heddlu Dyfed Powys Police (HDPP) CCTV system

When elected in May 2016 one of the Dyfed Powys Police and Crime Commissioner's pledges was to reinvest in the CCTV system across Dyfed Powys. As a result, the Heddlu Dyfed Powys Police (HDPP) CCTV Project, which was approved in 2017, will see a reinvestment in a modern CCTV infrastructure which will be centrally monitored (by the Police) and will consist of 116 camera sites in 17 towns across the Heddlu Dyfed Powys Police Force area. 46 of those cameras will be in Carmarthenshire, located as follows:

- Llanelli (19);
- Carmarthen (17);
- Ammanford (10).

45 of these cameras will be at existing CCTV locations with 1 new camera location to be added in Ammanford. The location of these cameras have been determined as a result of crime pattern analysis which demonstrates an operational requirement for a camera at that site.

The new cameras are due to be installed by the end of July 2018. A briefing document has been produced by the Police outlining the vision, scope and timescales for the HDPP CCTV project which will be delivered in 4 Stages (attached as Appendix 1). The introduction of the new system in Carmarthenshire is included in Stage 1 (along with Builth Wells, Newtown and Saundersfoot). Stage 2 will cover Ceredigion and the remainder of Powys and Stage 3 will cover the remainder of Pembrokeshire. Stage 4 of the project is yet to be confirmed, but will be scoped over the next few months. This will consider if there is an option to further increase the number of camera sites in each county. This is dependent on the capacity of the system, available budget and crime pattern analysis of identified additional sites.

Memorandum of Understanding

The HDPP CCTV Project Team have drafted a Memorandum of Understanding for the Police and Council relating to the new system. Key considerations for the Council are as follows:

- HDPP have requested consent to utilise designated lighting columns (6) and/or CCTV poles (27) owned by the Council for the purpose of installing the new CCTV cameras. The lighting columns are owned by the Highways Division and the CCTV poles are owned by the Community Safety Team. In addition, it is recommended that the CCTV poles are transferred from the Community Safety Team to the Highways Division. There is no allocated budget for the management of the CCTV poles.
- The Council is asked to agree to fund the electricity fees associated with the HDPP CCTV system. The Council currently pays these costs for the existing 87 cameras and costs circa £6,200 per annum. Based on funding the 46 cameras to be included in the new system, an approximate annual cost of between £3,000-£3,500 would be incurred. In addition, it is recommended that £4,000 of revenue budget is transferred to the Highways Division to fund the electricity costs of the HDPP CCTV system.
- The Council would remain responsible for the on-going maintenance and repair of street furniture (poles and columns).

Council cameras not being taken on by the HDPP CCTV system

A total of 42 existing Council cameras are not included within the initial scope of the HDPP CCTV new system. Based on information provided by the Police in January 2018 only 15 of these cameras are currently working. The current system is now almost 20-years old and is therefore dated compared to the new HDPP CCTV system which is being introduced.

The Council will need to take a decision on the future use of the remaining 42 cameras.

If continuation of the cameras is agreed, funding will need to be allocated to get the camera working (if currently not working) and to ensure on-going maintenance of camera and running costs of BT links for the system back to the designated base where footage would be reviewed. Cameras would continue to feed back to a police station but would not be monitored as part of the new system at Headquarters, just reviewed retrospectively if needed, or alternative recording arrangements could be

put in place by the new owner. The BT links that have been established to enable viewing at police stations currently incur an annual fee. The current Carmarthen links run from Friars Park Police Station which is due to be vacated by the Police by the end of 2018. If the system is to continue those BT links at Friars Park would need to be moved to other police premises which would incur a further capital cost. This could also be an issue if planned changes at Llanelli Police Station progress.

Certain Council departments have been identified as being directly affected by the change in system:

- Leisure (Ian Jones);
- Highways and Transport services (Stephen Pilliner, Meirion Jones and John McEvoy).

Officers in those departments have been notified of the proposed scheme and of the cameras which are not included within its scope. They have been asked to confirm if they would wish on-going CCTV coverage at the locations that affect their services.

Leisure Services have indicated an interest in maintaining certain cameras at Llanelli Leisure Centre and Millennium Coastal Path and Parking Services have indicated that they would want to maintain 3 cameras at the multi-storey car park in Llanelli. A final decision would need to be made once the associated costs are known.

No contact has yet been made with the relevant town councils (Llanelli Town, Llanelli Rural, Ammanford, Carmarthen and Pembrey & Burry Port) who will be interested and/or affected by the change in CCTV system. The County Council will need to inform these partners so that they can begin discussions relating to the cameras affected and seek agreement of future use of assets. This is likely to be a particular issue in Burry Port as the current system includes 3 cameras, none of which are included in the new HDPP CCTV system.

Once Council departments and Town Councils have identified any cameras which they would like to maintain, costs for repairing any cameras/links currently not working will need to be obtained in order for final decisions to be made.

Any cameras which are no longer needed would need to be disposed of (along with removal of any wall brackets and poles used exclusively for hosting the CCTV camera) as they are of no residual value due to their age and technological improvements. Disposal arrangements, including costs, will need to be confirmed but the works could be undertaken by the Council's Highways Department.

There are two options to consider:

Option 1

Shut down and de-commission the remaining 42 Council cameras. Discussion with any Council departments and Town Councils affected by this change would need to be taken forward. If any Council departments or Town Councils want to ensure future CCTV coverage they will need to make their own arrangements in terms of establishing new kit and arrangements for monitoring recorded footage. Any new systems would be the responsibility of the relevant Council department or Town Council. There is a possibility that additional cameras could be introduced as part of the HDPP CCTV system, this will be considered as part of Stage 4 of their programme in 2019. The Police and Crime Commissioner has also indicated that one-off capital funding may be available for services/organisations wanting to develop stand-alone systems where current coverage may be lost.

Option 2

County Council commissions a review of the cameras outside of the scope of the HDPP CCTV system. The review would ascertain the costs of bringing the cameras that Council departments or Town Councils wish to retain back into service along with the maintenance and running costs of the system. Decision on future continuation would then need to be made.

Transfer of assets

As a result of the Police moving premises from Friars Park Police Station, Carmarthen to Headquarters a small number of assets from the existing Council system have already been formally transferred to the Police. This consists of two plasma television screens and a digital recorder.

Recommendations

1. To note the proposed approach and implications for the Council of the introduction of a new HDPP CCTV system.
2. The Council agrees to allow HDDP to utilise designated lighting columns and CCTV poles to host the new HDPP CCTV system.
3. The Council agrees to fund electricity fees associated with the HDPP CCTV cameras.
4. That ownership of the CCTV poles is transferred from the Community Safety Team to the Highways Division. An allocation of the budget for electricity costs is transferred and that the Highways Department be responsible for paying related electricity costs.
5. To agree future approach for remaining Council cameras, either
Option1
Shut down and de-commission the remaining 42 Council cameras
or
Option2
County Council commissions a review of the cameras outside of the scope of the HDPP CCTV system. The review would ascertain the costs of bringing the cameras that Council departments or Town Councils wish to retain back into service. This may include renewal of cameras due to dated/out of service technology.
6. Discussions are held with affected Council departments and Town or Community Councils regarding the chosen option.

Dyfed Powys Police (DPP) CCTV Project

Carmarthenshire County Council

The Vision

To deliver a sustainable CCTV infrastructure across the four counties of Dyfed and Powys according to demand, crime, anti-social behaviour and calls for service. This will include a suitable staffing model to monitor cameras in order to keep our communities safe, and will utilise modern technology and software to deliver a system that is future-proofed and supports operational policing.

Scope of DPP CCTV Project

The scope of the DPP CCTV Project will see a reinvestment in a modern CCTV infrastructure which will be centrally monitored, and will consist of 116 camera sites in seventeen towns across the Dyfed-Powys Police force area, as detailed below:

Carmarthenshire	Ammanford
	Carmarthen
	Llanelli
Ceredigion	Aberystwyth
	Cardigan
	Fishguard
Pembrokeshire	Haverfordwest
	Milford Haven
	Pembroke
	Pembroke Dock
	Saundersfoot
	Tenby
	Powys
Llandrindod Wells	
Brecon	
Newtown	
Welshpool	

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The project is divided into four stages.

Stage one consists of constructing and connecting the control room to the force's network. It will also involve installing and interconnecting the cameras within Carmarthenshire, namely those in Ammanford, Carmarthen and Llanelli, as well as Builth Wells and Newtown in Powys and Saundersfoot in Pembrokeshire.

Stage two consists of installing and interconnecting the cameras within Ceredigion, namely those in Aberystwyth and Cardigan. Stage two also involves installing and interconnecting the remaining cameras within Powys, namely Brecon, Llandrindod Wells and Welshpool.

Stage three consists of installing and interconnecting the cameras within Pembrokeshire, namely those in Fishguard, Haverfordwest, Milford Haven, Pembroke, Pembroke Dock and Tenby.

Stage four will be scoped over the coming months and will include a review of the camera sites adopted in Stages 1 to 3. Further crime pattern analysis will also be conducted on locations detailed below that currently fall outside the initial scope of the project.

If there is capacity within the system and available budget or finance, consideration will be given to increasing the number of camera sites, according to the demand analysis.

- Burry Port
- Newcastle Emlyn
- Lampeter
- Aberaeron
- New Quay
- Tregaron
- St Davids
- Machynlleth
- Ystradgynlais

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Analytics will also be considered to future-proof the CCTV solution to ensure value for money and best use of technology and resources in a digital age.

Timescales

The procurement process commenced on 27 December 2017.

Invitation to Tender will be published on 12 February 2018 and a presentation day for shortlisted Tenderers will take place on 11 April 2018. Following approval of award recommendation it is anticipated that the Contract Award will take place on 27 April 2018.

The initial projected timescales for each stage of roll-out are as follows:

Stage	Time for Completion
Stage 1 - Complete CCTV Control Room in the FCC and install CCTV in Carmarthenshire, Builth Wells, Newtown and Saundersfoot	End of July 2018
Stage 2 - Install CCTV in Ceredigion and remaining Powys	End of September 2018
Stage 3 - Install CCTV in Pembrokeshire	End of March 2019
Stage 4 – To be confirmed	To be confirmed

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Executive Board 2nd July 2018

Highway Asset Management Plan (HAMP)

Purpose:

To consider and comment on the Highway Asset Management Plan 2018. The Plan sets out the objectives, policy and strategy framework for managing the highway network and is in line with the recommendations of the new *Well-Managed Highway Infrastructure – A Code of Practice*.

Recommendations / key decisions required:

To approve the Highway Asset Management Plan 2018.

Reasons:

The HAMP policy and framework sets out the Council's objectives, policies and strategy for managing its highway infrastructure assets and recognises the importance of its highway infrastructure in supporting corporate, national, regional and local objectives. The Plan adopts a risk based approach in accordance with the Code of Practice and recognises resource availability and the prioritisation of resources to target areas of greatest benefit and need.

Relevant scrutiny committee to be consulted - **NO**

EXECUTIVE BOARD / COUNCIL : 2nd July 2018 / 11th July 2018

Exec Board Decision Required **YES**

Council Decision Required **YES**

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Directorate: Environment

Name of Head of Service:

Stephen Pilliner

Report Author:

Richard Waters

Chris Nelson

Designations:

Head of Transportation and
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Highways and Transportation
Manager

Principal Engineer – Network and
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EXECUTIVE SUMMARY

Executive Board 2nd July 2018

Highway Asset Management Plan (HAMP)

1. BRIEF SUMMARY OF PURPOSE OF REPORT

The Highway Asset Management Plan 2018 (HAMP) complies with the new *Well-Managed Highway Infrastructure – A Code of Practice* for the management of the highway network. The HAMP sets out our objectives and strategy in managing the network and how these play a key role in supporting corporate, national, regional and local goals.

In line with the code of practice the HAMP sets out the adoption of a risk based approach to target our resources to areas where they are most needed and where our investment will derive greatest value. The HAMP explains how an evidence led methodology will be utilised in the management of our highway infrastructure. The HAMP will also facilitate the analysis and reporting of how the asset has been managed, its condition and how future investment will impact.

The HAMP consists of four key parts which set out the strategy and policy, a management framework, an annual statement of condition and investment all of which will guide the development of a maintenance manual for the various element comprising the highway asset. The HAMP will act as an overarching portfolio with respect to evolving individual strategies for elements of the asset, such as gully cleaning for example, and how they are to be maintained going forward.

Part 1 explains the supporting role of the highway network in the wider policy context. At the national level, this includes key legislation such as the Future Generations (Wales) Act 2015 and Active Travel (Wales) Act 2013. At regional level highway infrastructure the Joint Local Transport Plan for South West Wales (2015-2020) and the developing Swansea Bay City Region. Corporately the HAMP supports the objectives set out in the recent Corporate Strategy 2018- 2023.

Part 2 sets out the overarching highway network policies which are in place, or will be developed, and our objectives adopted in managing the highway network. This includes areas such as our Network Hierarchy, Parking and Cycling strategies. Further strategies will develop as we move forward.

Part 3 provides a template for providing an annual report which will set out the condition of the asset, our progress over the last 12 months and our plans for the forthcoming 12 months. It will assist in informing decision making around future spending and priorities.

Part 4 will be developed as a Maintenance Manual which will set out the way we will manage and plan the individual elements which comprise our highway infrastructure asset. The maintenance manual will set out technical processes and procedures for day to day delivery of the highway maintenance service. As we adapt to changing demands, resources and technology and continuously implement best asset management practice, aspects of the plan will be updated. We will work closely with neighbours and other local authorities in a collaborative manner and with engagement through the County Surveyors Society (Wales) asset management project.

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

Do nothing option

Should the authority decide not to develop its Highway Asset Management Plan we will not be in a position to demonstrate our approach to the new *Well-Managed Highway Infrastructure – a Code of Practice*. There is a deadline of October 2018 by which time all authorities are expected to have developed plans to adopt a risk based approach to maintenance and management of the highway asset. The authority may be more vulnerable to claims as a result and may lose out on funding opportunities.

It is a condition of recent Welsh Government funding that the authority has in place an effective Highway Asset Management plan and can demonstrate how its resources are targeted.

The authority is part of the County Surveyors Society’s collaborative Highway Asset Management project. This enables us to work with our neighbours and similar authorities in developing a joint approach to Highway Asset Management and to support the potential for shared resources in the future. This updated HAMP will enable to us to demonstrate how we are adopting initiatives from the all Wales approach.

3. Recommendation

That the Highway Asset Management Plan be approved.

DETAILED REPORT ATTACHED ?	YES – Carmarthenshire Highway Asset Management Plan (Parts 1-3) 2018
----------------------------	-------------------------------------------------------------------------

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 Transportation and Highways

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

Policy, Crime & Disorder and Equalities

The HAMP sets the policy for the prioritisation of the resources, it complies with the Well Managed Highways Code of Practice and meets the key goals of the Future Generations Act in taking a long term view of needs, acting proactively to prevent problems occurring, supporting well-being objectives, working collaboratively with partners and involving all stakeholders.

Finance

The Highways Asset Management Plan (HAMP) will enable Highways Infrastructure investment to be targeted on a more strategic and risk based approach. Allocated budgets will be prioritized in accordance with the principles of the HAMP.

Part 3 of the HAMP forms a template for reporting annually on the condition of the asset, progress over the last twelve months and the investment options for the coming twelve months.

ICT

Part 2 of the HAMP includes reference to the Information and Data strategy and this will be an important aspect in adopting an evidence-led approach. The strategy will set out how we will collect, manage and use asset data and information. Key to this is an integrated asset management system. In essence, this inventory of highway assets, maintenance records and condition information will be stored with sufficient detail to be both fit for purpose and meet the business needs of the council. The Department will work closely with the ICT teams to develop and agree its strategy and computer systems to comply with the corporate policies.

Risk Management Issues

Risk Management forms a central pillar of this HAMP and is a key recommendation of the Code of Practice. In brief, our strategy will be to identify and rank assets with a risk based scoring mechanism. This scoring mechanism will then guides our investment in the asset to optimise the benefit to road users and ensure the integrity of the asset.

This management system will incorporate activities from the strategic to operational levels, ensuring a continuity of asset management approach to asset condition and status.

Physical Assets

The HAMP is specifically drafted to ensure that our physical highway assets are optimally managed with respect to the resources available. The HAMP will allow investment and maintenance priorities to be targeted at the highest priority sections of the network subject to risk and needs assessment. Subject to funding we will move towards adopting a long-term Lifecycle Planning approach.

CONSULTATIONS

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

Signed: S. G. Pilliner Head of Transportation and Highways

1. Scrutiny Committee

NA

2. Local Member(s)

NA

3. Community / Town Council

NA

4. Relevant Partners

NA

5. Staff Side Representatives and other Organisations

NA

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

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

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection

HIGHWAY ASSET MANAGEMENT PLAN -2018

**Carmarthenshire County
Council**

Environment Directorate,
Highways and Transport
Division

Cabinet member for Highways

As the Cabinet Member for Highways I am pleased to see the planned approach being further developed in managing our highway network.

We are all aware of the significant financial pressures on the public sector and this makes it all the more important that we manage our resources to achieve the important outcomes we need from our road system.

Residents, businesses and visitors to Carmarthenshire all rely on the access our highway network provides and it is difficult to identify many aspects of daily life in fact where good transport links have not played an important supporting role.

Looking to the future the good management of our highway network will be essential to facilitate our ambitions, regeneration aims and to encourage walking, cycling and the use of our passenger transport network.

As budgets tighten it becomes ever more important that we focus the resources we have available to maximum effect. Against this background, the Highway Asset Management Plan will be a key tool in channelling our resources towards the areas where investment is most urgently needed.

It is inevitable that difficult decisions will have to be made regarding how our funds are invested and this plan will form a key framework in guiding those decisions.



Cllr. Hazel Evans – Executive board member for Environment

Director of Environment

Welcome to Carmarthenshire County Council's Highway Asset Management Plan (HAMP). The highway network within Carmarthenshire is the second largest in Wales with over 3,500 Km of roads to be managed and maintained against a backdrop of ever increasing traffic, varied weather conditions, and a high public expectation.

The transport network, and particularly our roads, play an important role in supporting many of the services provided by the County Council and good management of the highway network is key to how well we function as a county.

The roads system within Carmarthenshire supports not just our aspirations as a county but also the wider region and will be an important component in delivering the Swansea Bay City Region Strategy.

The Highways Asset Management Plan (HAMP) provides the framework and route map towards the effective management of our highway network. National guidance and increasing financial pressures move us towards the risk based approach adopted within this plan which will help ensure that we invest our funding where it is most needed and to best effect.

The HAMP will be subject to annual review and performance reporting through an Annual Statement and Options Report which will allow us to monitor progress and make informed investment decisions.



Ruth Mullen – Director of Environment

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Executive Summary

This Highway Asset Management Plan (HAMP) is designed to comply with guidance and reflect best practice in the management of what is often referred to as a local authority's most valuable asset, its highway network.

Whilst the highway network can be ascribed a monetary value it plays a far more fundamental role in the social, economic and environmental well-being of the county. It connects communities, underpins the economy and enables people to enjoy leisure pursuits, access learning opportunities, commute to and from work and much more. Many of these high level objectives are encompassed within national statute and policy, and guide regional and county aspirations as set out in the Joint Transport Plan for South West Wales.

As a Highway Authority how we manage this key asset is of vital importance. In common with Highway Authorities across the country we face significant financial pressures and against a backdrop of reducing budgets there is an increasing need to ensure that the investments we make in our highway network are targeted to achieve greatest benefit.

This HAMP sets out how, in line with national codes of practice, we are adopting a risk based approach to target our resources to areas where they are most needed and where our investment will derive greatest value. This will mean that difficult decisions will have to be made. This HAMP sets out the overarching policies and methodology to ensure that those decisions are evidence led and based on an equitable and objective analysis aimed at reducing the authority's exposure to risk and achieving best value for the long term integrity of the highway asset.

Part 1 of the HAMP explains the supporting role of the highway network in the wider policy context. At the national level, this includes key legislation such as the Future Generations Act, at regional level it particularly includes the Swansea Bay City Region and at county levels the recent Corporate Strategy 2018- 2023.

Part 2 sets out the highway network policies which are in place or being developed and our objectives adopted in managing the highway network.

Part 3 of the HAMP provides an understanding of the components of the asset, their condition and performance, and how investment options impact on the lifecycle of the asset. This part of the HAMP is structured to provide an annual reporting framework.

Part 4 will sit as a portfolio of specific manuals, some of which are in place and some of which will be redrafted to reflect how we manage elements of the asset in line with the risk based approach. This will include, for example, our Highway Safety Policy, SCRIM (skid risk management) policy and maintenance intervention levels.

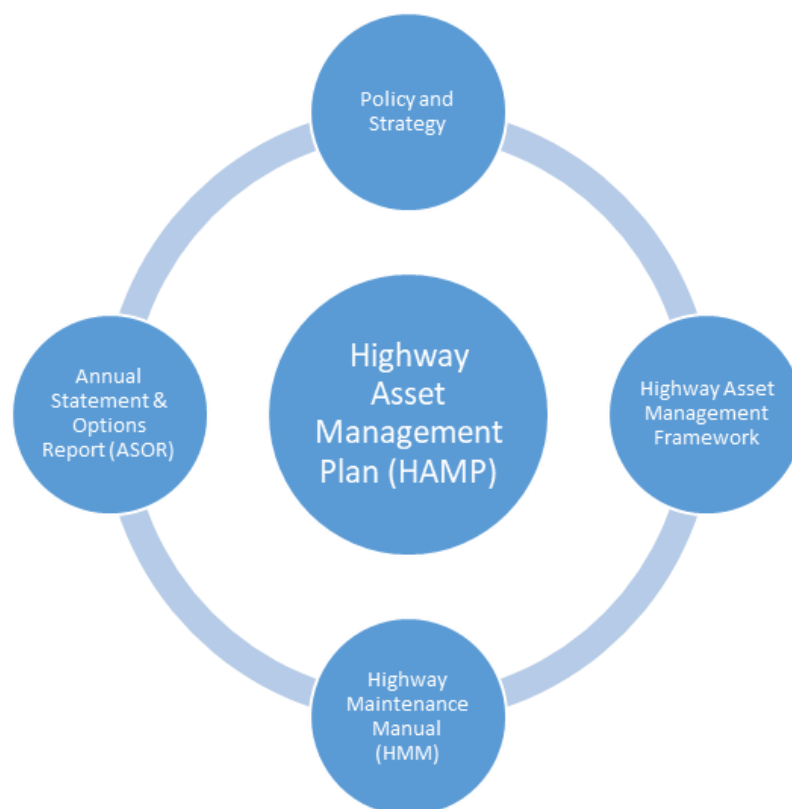
PART 1

1.1 An introduction to our Highway Asset Management Plan (HAMP)

This HAMP has been developed to guide the management of all highway infrastructure assets under the control of Carmarthenshire County Council as defined by the highways register. The key assets included in this plan are carriageways (roads), footways, street lighting, bridges, other structures, drainage and cycle-ways. This plan will update existing policies and plans for highway infrastructure management and set out the authorities' means of compliance and response through a risk based approach in line with *Well-Managed Highway Infrastructure – A Code of Practice* (see 1.3).

The HAMP sets out the Council's strategy for managing its highway infrastructure assets and recognises the importance of its highway infrastructure in contributing to corporate, regional and local objectives.

The HAMP has four key components and aims to provide the flexibility to accommodate changes in resources, demands and priorities. There are four main components to the HAMP:



Part 1 – The Policy and Strategy

The policy sets out Carmarthenshire’s approach to highway infrastructure asset management. The asset management strategy sets out the key objectives for the highway asset and how they will be met, including statutory obligations, stakeholder needs and the overall performance of highway infrastructure within the context of any constraints such as funding.

Part 2 – The Highway Asset Management Framework (HAMF)

The framework sets out the strategies and processes necessary to develop, document, implement and continually improve asset management. The strategies within the framework are developed with due regard to the regional, corporate and local strategies.

Part 3 – The HAMP Annual Statement and Options Report (ASOR)

This is a commitment to provide an annual report setting out our progress over the previous 12 months and our plans for the forthcoming 12 months. It will assist in informing any decisions around future highway maintenance spending and priorities.

Part 4 – The Highway Maintenance Manual (HMM)

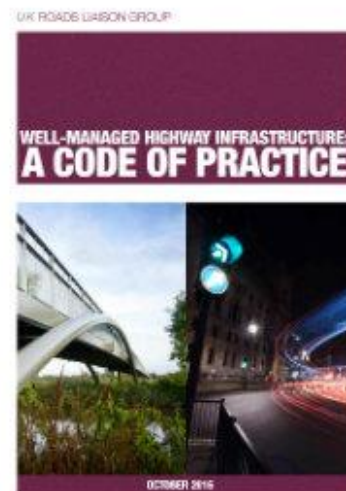
This will be developed to set out the way we will manage and plan the operational maintenance of our highway infrastructure assets. The maintenance manual will be developed over a period of time and will set out technical processes and procedures for day to day delivery of the highway maintenance service. As we adapt to changing demands, resources and technology and continuously implement best asset management practice, aspects of the plan will be updated. We will work closely with neighbours and other local authorities in a collaborative manner and with engagement through the County Surveyors Society Wales (CSSW) asset management project.

The HAMP underpins and improves the management, prioritisation and service levels for highway maintenance and infrastructure investment. When implementing the HAMP, we will work to the Council’s set of core values when delivering our policy objectives.

1.2 Highway Asset Management – A National and Regional Context

Well-managed Highway Infrastructure (WMHI): A Code of Practice

This document is the first edition and it replaces Well-maintained Highways, Management of Highway Structures and Well-lit Highways. The code is intended to apply throughout the United Kingdom and its production has been overseen by the UK Roads Liaison Group (UKRLG¹) and its Road, Bridges and Lighting Boards. The code is designed to promote the adoption of an integrated asset management approach to highway infrastructure based on the establishment of local levels of service through risk-based assessment. A further consideration in the development of this HAMP is the Well-being of Future Generations (Wales) Act 2015.



We are currently reviewing our existing management plans, policies and practice in line with the recommendations in the Code of Practice (CoP) and are fully engaged with the collaborative CSS (Wales) asset management project.

All 36 recommendations in the CoP have been considered and evidence of our implementation, response or development plans can be found in Part 4 – Highway Maintenance Manual. There is an expectation that local authorities across England and Wales will update practices and adopt the recommendations of the new code by October 2018. This plan is critical in setting out our plans for compliance by this deadline and proposals going forward.

By implementing this HAMP to manage our highway infrastructure assets efficiently and effectively we will also be contributing to delivering Carmarthenshire’s ambition to be the cycling hub of Wales.



¹ The UK Roads Liaison Group includes representation from Welsh Government, Scottish Government, Department for Transport and local authorities.

1.3 National Policy

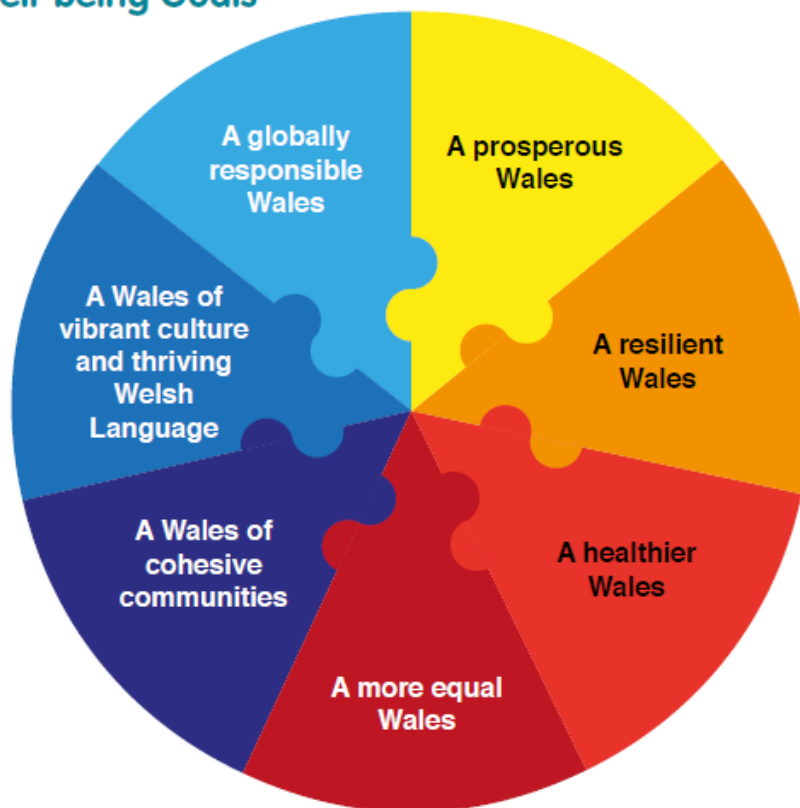
Well-being of Future Generations (Wales) Act 2015

Aimed at improving the social, economic, environmental and cultural well-being of Wales, this Act will influence most aspects of our work. The general purpose of the Act is to ensure that the governance arrangements of public bodies for improving the well-being of Wales take the needs of future generations into account. The Act places a duty on public bodies to carry out sustainable development and in doing so public bodies must set and publish objectives (“well-being objectives” that are designed to maximise its contribution to achieving the well-being goals and take all reasonable steps (in exercising its functions) to meet those goals.

The Well-being of Future Generations (Wales) Act encourages public bodies to think more about the long-term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. This will help us to create a Wales that we all want to live in, now and in the future.

The Act provides a shared vision for all public bodies to work towards, and puts in place seven well-being goals, which are noted below:

Well-being Goals



The Act puts in place a 'sustainable development principle' which sets out a requirement to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Public bodies need to make sure that when making decisions they take into account the impact they could have on people lives and specifically consider the following five ways of working:



Long term

The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.



Prevention

How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.



Integration

Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.



Collaboration

Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.



Involvement

The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

This HAMP directly supports the aims of the Act and will, within Part 3 of the HAMP include measurements and indicators which will help monitor our performance and progress. The HAMP will align with the Highways and Transport Department Business Plan. Both will be reported on an annual basis.

Active Travel (Wales) Act 2013

The Active Travel (Wales) Act 2013, places a number of legal obligations on Local Authorities to create and map fully integrated transport networks as well as wider cross cutting obligations relating to continued Active Travel improvements as part of policy development, decision making and new scheme delivery. These include:

- Identifying and mapping the network of routes within their areas that are safe and appropriate for walking and cycling to access services/facilities
- Identifying and mapping the enhancements that would be required to create a fully integrated network for walking and cycling to access services/facilities
- Deliver an enhanced network by securing new and improved active travel routes and facilities each year

The Act places a statutory requirement on us to identify and continuously improve routes for walkers and cyclists and to prepare maps that identify current and potential future routes.



The Act aims to make active travel the most attractive option for shorter journeys and to connect key sites such as workplaces, hospitals, schools and shopping areas with traffic free routes and cycle lanes.

Following public consultation and our own research in 2015 the Existing Route Maps (ERM) were created. They do not show all possible walking and cycling routes, however the routes have undergone an audit which shows that they meet the standards set out in Welsh Government Guidance.

Integrated Network Map (INM)

The second stage was to create an INM that sets out Carmarthenshire Council's 15-year vision to improve cycling and walking routes across the county, in order to meet the requirements of the Active Travel (Wales) Act 2013. The plan encompasses the provision and improvement of routes for active travel within built up areas (BUA's) as designated by Welsh Government (this requires a minimum population of 2000 in a prescribed density). This also ties into our long term ambition to become the cycling hub of Wales.



Following public consultation events undertaken in Summer/Autumn 2017, the INM has been revised, taking on board suggestions and comments. The revised maps have been approved by Welsh Government and can be seen on our website using the link below:

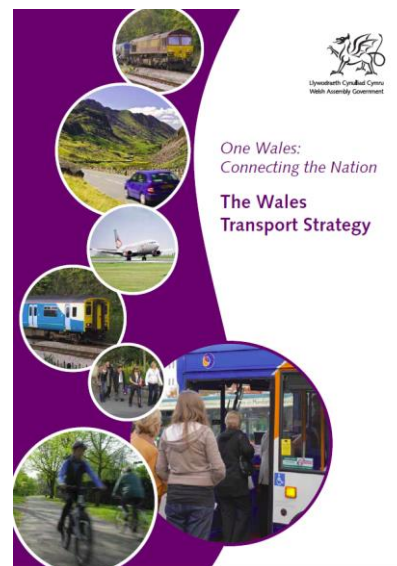
<http://www.carmarthenshire.gov.wales/home/council-services/travel-roads-parking/active-travel/#.Wruo78Koubh>

1.4 Wales Transport Strategy

The Wales Transport Strategy sets out the vision for efficient, reliable and sustainable links between the north, south, east and west of Wales. The strategy recognises the challenges facing Wales and identifies five key priority areas for action

- reducing greenhouse gas emissions and other environmental impacts;
- integrating local transport;
- improving access between key settlements and sites;
- enhancing international connectivity; and
- increasing safety and security.

The Strategy identifies a number of social, economic and environmental ambitions which the transport system contributes towards.



One Wales: Connecting the nation long-term outcomes		
Social	Economic	Environmental
<ul style="list-style-type: none"> ④ improve access to healthcare ④ improve access to education, training and lifelong learning ④ improve access to shopping and leisure facilities ④ encourage healthy lifestyles ④ improve the actual and perceived safety of travel 	<ul style="list-style-type: none"> ④ improve access to employment opportunities ④ improve connectivity within Wales and internationally ④ improve the efficient, reliable and sustainable movement of people ④ improve the efficient, reliable and sustainable movement of freight ④ improve access to visitor attractions 	<ul style="list-style-type: none"> ④ increase the use of more sustainable materials ④ reduce the contribution of transport to greenhouse gas emissions ④ adapt to the impacts of climate change ④ reduce the contribution of transport to air pollution and other harmful emissions ④ improve the impact of transport on the local environment ④ improve the impact of transport on our heritage ④ improve the impact of transport on biodiversity

1.5 Joint Transport Plan for South West Wales (2015–20)

Carmarthenshire County Council sits within the Swansea Bay City Region; a region comprising of Carmarthenshire County Council, City and County of Swansea, Neath Port Talbot County Borough Council, and Pembrokeshire County Council. Transport has for many years been considered at this regional level (previously through the formally constituted body The South West Wales Integrated Transport Consortium SWITCH and more recently through the development of the Joint Local Transport Plan for South West Wales (2015-20).

The Joint Local Transport Plan (LTP) for South West Wales 2015-20 vision and its objectives for a better connected region will also play an integral part in the development of the key objectives for this HAMP. The LTP includes the following vision for the region:

To improve transport and access within and beyond the region to facilitate economic regeneration, reduce deprivation and support the development and use of more sustainable and healthier modes of transport

(Source: Joint Local Transport Plan 2015-20)



1.6 Highways Context in Carmarthenshire

Moving Forward in Carmarthenshire: The Council's New Corporate Strategy 2018-2023

The New Corporate Strategy provides a consolidation and alignment of a number of previous plans and strategies into a single document which incorporates key aspirations for the next 5 years. Informed by the Carmarthenshire Well-being Assessment (2017) the Strategy recognises a number of challenges facing the authority and set out how these would be faced whilst maintaining our core values in everything we do.



The Strategy sets out the Council's vision that:-

*'Life is for living, let's start, live and age well
in a healthy safe and prosperous environment'*

The HAMP will play a role in supporting the realisation of this vision and many of the following Well-being Objectives which have been incorporated into the Strategy. The key objectives supported by this HAMP are indicated in bold below:-

1. Help to give every child the best start in life and improve their early life experiences
2. **Help children live healthy lifestyles**
3. Continue to improve learner attainment for all
4. Reduce the number of young adults that are Not in Education, Employment or Training
5. Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty
6. **Create more jobs and growth throughout the county**
7. Increase the availability of rented and affordable homes
8. **Help people live healthy lives (tackling risky behaviour and obesity)**
9. **Support good connections with friends, family and safer communities**
10. Support the growing numbers of older people to maintain dignity and independence in their later years
11. A Council-wide approach to support Ageing Well in the County
12. **Look after the environment now and for the future**
13. **Improve the highway and transport infrastructure and connectivity**
14. Promote Welsh Language and Culture
15. **Building a Better Council and Making Better Use of Resources.**



Carmarthenshire Well-being Plan (2018-2023)

Although in draft form at present the Carmarthenshire Well Being Plan provides a more holistic view of Carmarthenshire's endeavours to improve the economic, social, environmental and cultural well-being and is a requirement of the Well-being of Future Generations (Wales) Act 2015. The Plan, which has been drafted on behalf of Carmarthenshire Public Services Board (PSB), has through public engagement identified four key well-being objectives for attention over the next few years. These objective align well with those of the County Council's New Corporate Strategy.



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



Prosperous People and Places

To maximise opportunities for people and places in both urban and rural parts of our county

1.7 HAMP Policy

Policy Statement

This HAMP defines highway asset management as

“A systematic approach to meeting the strategic need for the management and maintenance of highway infrastructure assets through long term planning and optimal allocation of resources in order to manage risk and meet the performance requirements of the authority in the most efficient and sustainable manner”.

Against this backdrop this HAMP has been developed to ensure the council has well-managed highway infrastructure assets in line with the recommendations of the national code of practice and to deliver Carmarthenshire County Council’s key aspirations.

The following policy objectives for this HAMP have been developed to support these aspirations:

Key objectives:

1. The Highway Authority will manage its resources to support the safe and expeditious movement of goods and people by means of a risk based and prioritised approach.
2. Continue to manage and maintain the network to enable sustainable modes of travel including cycling and walking.
3. National, Corporate and Business planning objectives will underpin this policy.
4. The Council will adopt effective asset management practices leading to more efficient and effective maintenance activities.
5. To put in place appropriate inspection and maintenance regimes, data collection, condition surveys, inventory management and information systems to enable informed decision making, to ensure our statutory duties are met and to minimise the County Councils exposure to claims.

1.8 Delivery of the HAMP key objectives

Carmarthenshire's HAMP will enable the delivery of key highways objectives whilst supporting regional and authority wide objectives as follows:

Our stated highways objectives are:

Key objective 1: The Highway Authority will manage its resources to support the safe and expeditious movement of goods and people by means of a risk based and prioritised approach. We will do this by:

- a) providing a highway network which is fit for purpose
- b) supporting national, regional and local transport and road safety strategies
- c) co-ordinating the works on the network to minimise congestion
- d) using a risk matrix and network hierarchy to target resources

Key objective 2: Continue to manage and maintain the network to enable sustainable modes of travel including cycling and walking. We will do this by:

- a) supporting Active Travel initiatives
- b) maintaining and managing the highway cycle network within Carmarthenshire
- c) developing footway and cycleway maintenance hierarchies
- d) supporting the infrastructure for passenger transport networks
- e) recognising cycle usage as part of our highway investment prioritisation model

Key objective 3: National, Corporate and Business planning objectives will underpin this policy. We will do this by:

- a) liaising with internal and external partners to ensure that highway maintenance activities are aligned with wider objectives
- b) recognising changes in legislation and policies
- c) acting on feedback received from the Authority's Strategic Asset Steering Group to ensure appropriate oversight of capital investment
- d) producing an Annual Statement and Options Report which will provide a positional statement and investment options

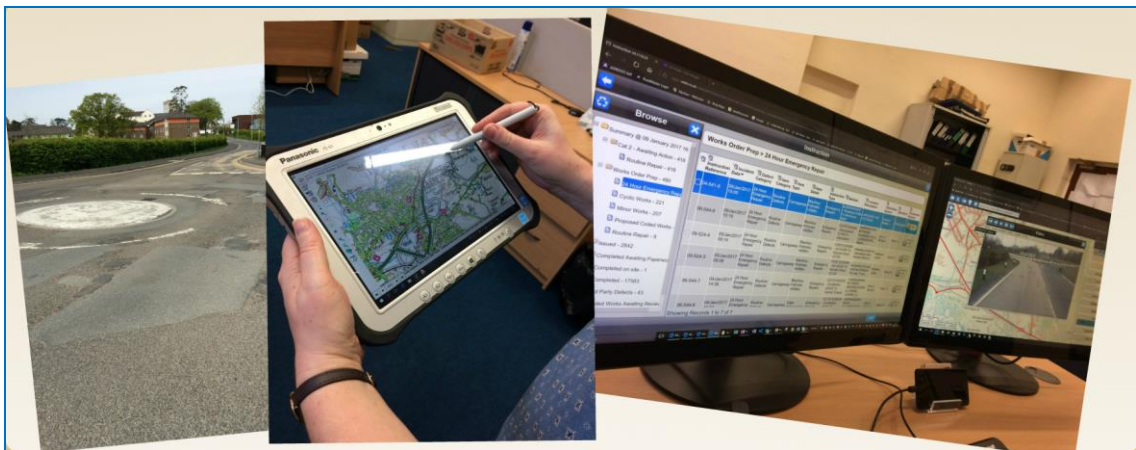
Key objective 4: The Council will adopt effective asset management practices leading to more efficient and effective maintenance activities. We will do this by

- a) recognising whole life costs, long-term sustainability, technical advancement and environmental considerations, in relation to the available resources.
- b) developing life cycle plans for the whole life of our infrastructure assets to enable us to carry out preventative maintenance at the right time to avoid costly repairs to our highways
- c) Working collaboratively with other Welsh authorities within the County Surveyors Society Wales asset management project

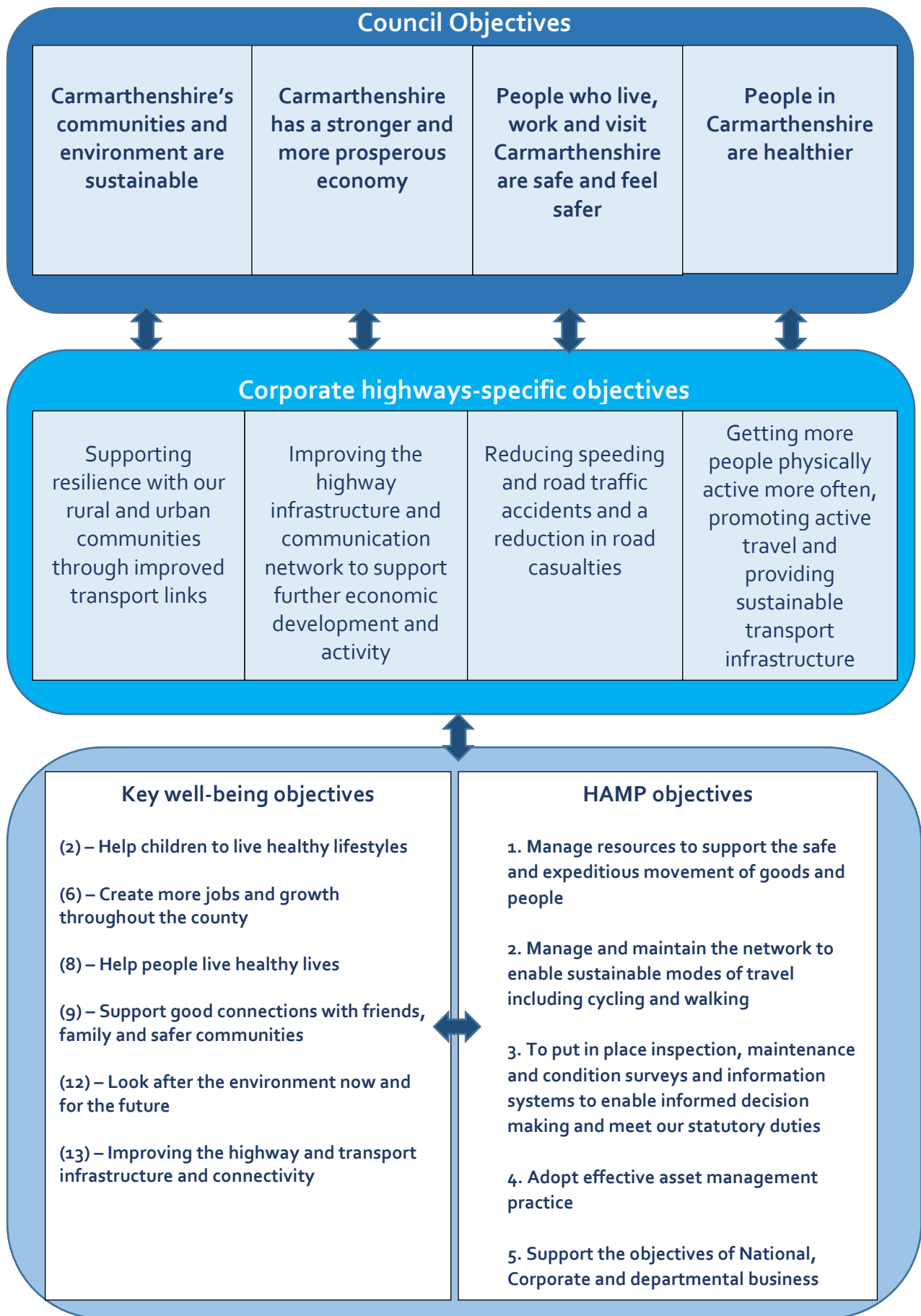
Key objective 5: To put in place appropriate inspection and maintenance regimes, data collection, condition surveys, inventory management and information systems to enable informed decision making, to ensure our statutory duties are met and to minimise the County Councils exposure to claims. We will do this by:

- a) maintaining an appropriate highway infrastructure assets inspection procedure. This will take into account national guidance such as the Well-Managed Highway Infrastructure code of practice
- b) ensuring that highway defects, whether identified by inspectors or reported by the public, are investigated and repaired in accordance with the criteria set out in our highway maintenance manual
- c) maintaining our investment in our asset management systems
- d) carry out appropriate inventory and condition surveys of our infrastructure assets
- e) investing in data capture and mobile technology to capture asset information, condition data and keep accurate records of works undertaken on the assets

The detailed procedures used to ensure the Council provides data to inform its decision- making process are set out in the Information and Data Management Strategy. The strategy is set out in Part 2, the HAMP, the supporting framework document, and engagement activities undertaken will be reported each year in the Annual Statement and Options Report.



Key objective relationships



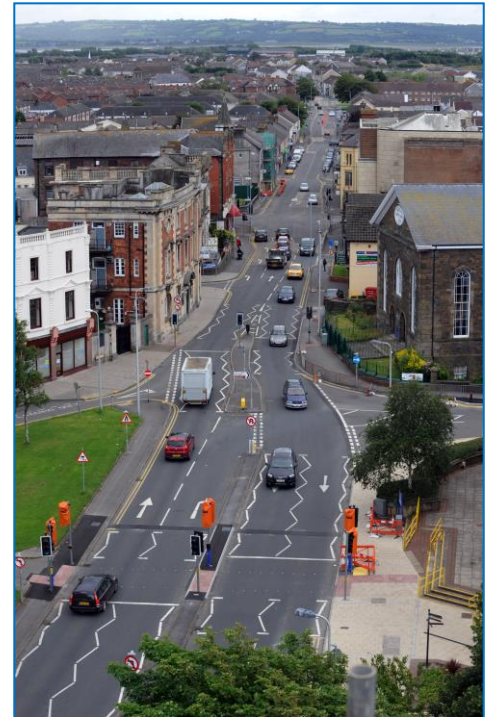
1.9 Scope of our Policy

This Policy covers highway infrastructure assets on Carmarthenshire County Council's publically maintainable highway network. The infrastructure assets include:

- Roads
- Footways
- Highway Bridges and related structures
- Highway drainage
- On and off-road Cycle routes
- Geotechnical assets
- Highway Lighting, traffic signals and illuminated signs
- Highway street furniture and traffic calming measures
- Highway trees and verges

This Policy does not cover the following assets:

- Trunk Roads/motorways
- Public Rights of Way
- Car Parks
- Land Drainage
- Non-adopted carriageways / footways
- Non-adopted highway council assets
- Coastal defences
- Speed cameras/CCTV/ANPR
- Community or transferred Assets



PART 2

2.1 Highway Asset Management Framework

2.2 Introduction to Carmarthenshire's Framework

Our framework is developed against the backdrop of national, regional and local guidance as a basis for delivering a consistent approach to implementing asset management principles.

The framework contains highway and transport specific strategies which set out the way key policies and objectives outlined in Part 1 will be supported.

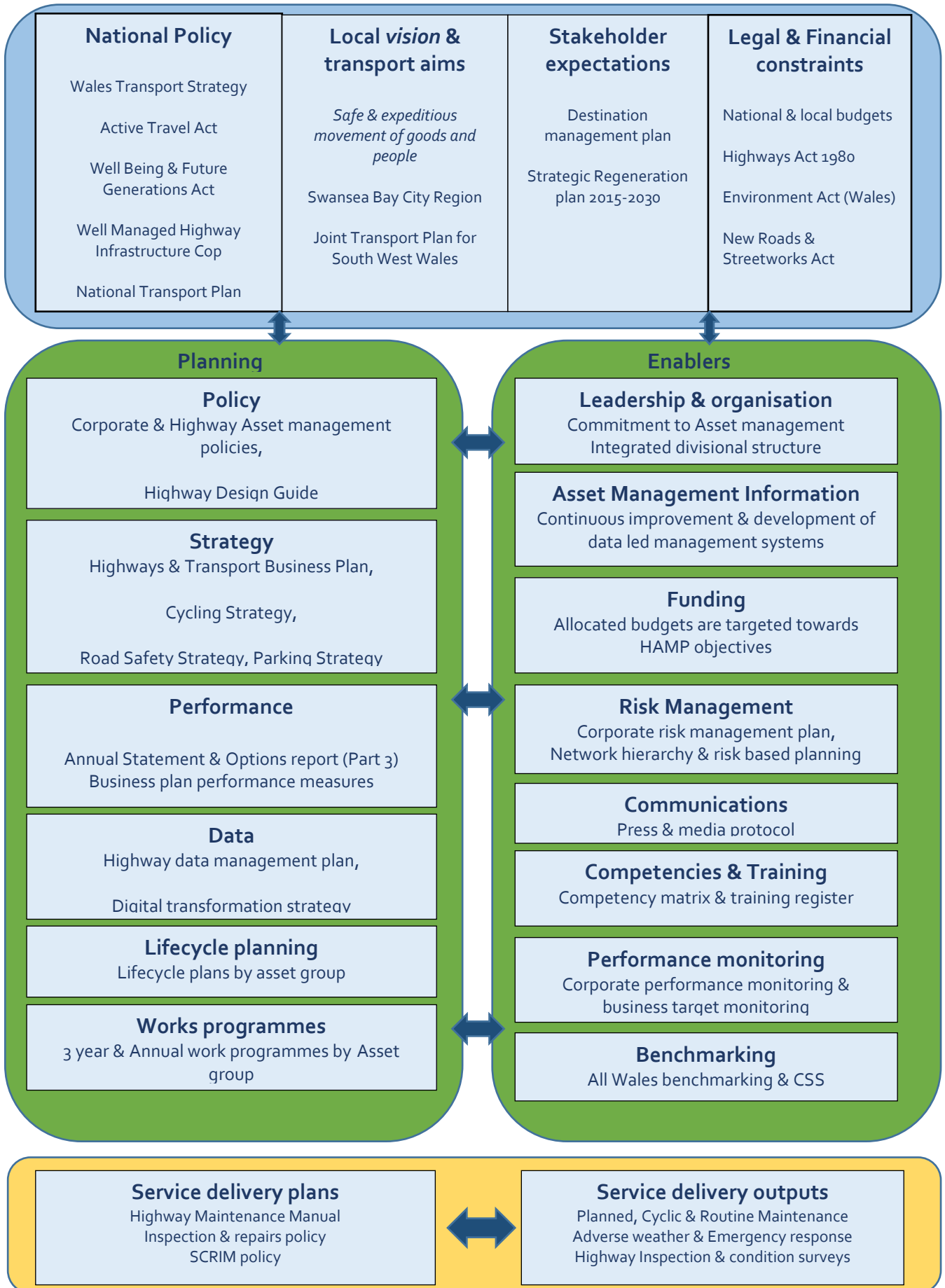
These strategies will also set out how we will manage and plan the long term maintenance of our highway infrastructure assets and guide investment decisions along a risk based approach.

It is recognised that specific highway and transport strategies will develop and change over time to reflect changing needs and demands. The HAMP will therefore act as an overarching framework which provides strategic direction and enables specific strategies to support the management and long-term maintenance of our highway infrastructure assets.

The framework will be supported by a Highway Maintenance Manual (HMM) which will set out how we manage specific assets and technical procedures for day to day delivery of the highway maintenance service.

The HMM will contain specific policy and service delivery details either currently in place or under development. Where policies are under review against the recommendations of WMHI we will work with the CSS (Wales) Asset management project to develop robust and consistent standards appropriate for this authority.

The framework diagram on page 22 sets out the wider inputs and mechanisms for delivering the high level objectives through local policies, plans and service delivery.



2.3 Information and Data Management Strategy

Information and data are integral to supporting a risk-based approach to highway maintenance. It shall be recorded and managed using secure and sustainable systems and procedures, whilst being available to all required network users for effective asset management to take place. Key to this is an integrated asset management system. In essence, this inventory of highway assets, maintenance records and condition information will be stored with sufficient detail to be both fit for purpose and meet the business needs of the council.

The system allows for regular reviews to take place, ensuring the currency, quality, relevance and completeness of the records held therein. Being in compliance with recommendations 8, 9, 10, 11 and 17 of the Well-managed Highway Infrastructure: A Code of Practice with the Freedom of Information Act, 2000, Data Protection Act, 1998 and CSSW templates for Data management Plan and Software Data Assessment.

The Information and data strategy will form the basis for the planning, implementation, nature and frequency of asset condition and inventory surveys, allowing for the effective updating of existing records and data. We are developing our strategy in line with the CSS (Wales) Asset management project guidance.

The information and data strategy will specifically support the following Well-Managed Highway Infrastructure Code of Practice recommendations:

RECOMMENDATION	Description
8–INFORMATION MANAGEMENT	Information to support a risk based approach to highway maintenance should be collected, managed and made available in ways that are sustainable, secure, meet any statutory obligations, and, where appropriate, facilitate transparency for network users.
9 – NETWORK INVENTORY	A detailed inventory or register of highway assets, together with information on their scale, nature and use, should be maintained. The nature and extent of inventory collected should be fit for purpose and meet business needs. Where data or information held is considered sensitive, this should be managed in a security-minded way.
10 & 11– ASSET DATA MANAGEMENT & SYSTEMS	The quality, currency, appropriateness and completeness of all data supporting asset management should be regularly reviewed. An asset register should be maintained that stores, manages and reports all relevant asset data.
17 – CONDITION SURVEYS	An asset condition survey regime, based on asset management needs and any statutory reporting requirements, should be developed and implemented.

Data Owner

The Highway Asset Manager is the 'data owner' and is responsible for annually reviewing the method of data collection, the percentage of the asset to be surveyed, procuring the surveys and managing the collected data.

The data owner is responsible for collating data to provide annual highways returns including:

- Public Accountability Measures (PAM)
- Whole of Government Accounts (WGA) Asset Valuation
- Network length returns – TP1
- Performance measurement including APSE and CSS Wales

In addition, the data owner is responsible for providing the condition data to inform the development of the HAMP Annual Statement and options Report, ad-hoc requests for condition data, such as the ALARM annual survey and data to respond to Freedom of Information requests across all aspects of the highways service.

2.4 Communications Strategy

The Highways Authority aims to develop a communications strategy for highways that will ensure that the relevant information is actively communicated to the appropriate parties, through engaging with stakeholders and responding to customer needs.

This will need to incorporate the elements of decision making, and be able to report on performance, allowing for reviews to take place allowing for continuous improvement needed for this flexible and responsive network.

Currently the Highway Authority has the communication requirements outlined in its previous HAMP under 'Community Requirements', this will need to be further developed in line with the Council's existing communication policy for Emergency Communications (used for highways-related incidents along with extreme weather toolkit) along with Press and Media protocols.

The communications strategy will support the following Well-Managed Highway Infrastructure Code of Practice recommendation:

RECOMMENDATION	Description
4 – ENGAGING AND COMMUNICATING WITH STAKEHOLDERS	Relevant information should be actively communicated through engagement with relevant stakeholders in setting requirements, making decisions and reporting performance.

2.5 Performance Management Strategy

The performance of the HAMP will be key to enhancing its functionality and identifying any issues and challenges, as processes transfer from the theory to practice. It will also help maintain the effectiveness and relevance of existing policies and procedures. The performance management framework should be accessible to the relevant stakeholders, with the required information and data presented in a clear and comprehensive format.

The system will allow for regular reviews by senior decision makers within the Authority, this will ensure that any improvements needed to the system are expedited in a timely manner, in compliance with recommendations 26 and 27 of the Well-managed Highway Infrastructure: A Code of Practice.

The Highway Authority will measure, monitor and report its performance in line with the performance indicators within our Departmental and Divisional Business Plans and engage with the APSE and CSSW Report for Annual Performance Indicators.

The performance management strategy will support the following WMHI Code of Practice recommendations:

RECOMMENDATION	Description
26 – PERFORMANCE MANAGEMENT FRAMEWORK	A performance management framework should be developed that is clear and accessible to stakeholders as appropriate and supports the asset management strategy.
27 – PERFORMANCE MONITORING	The performance of the Asset Management Framework should be monitored and reported. It should be reviewed regularly by senior decision makers and when appropriate, improvement actions should be taken.

2.6 Risk Management Strategy

Risk Management forms a central pillar of this HAMP, and is a key recommendation of the code of practice. Our strategy is to identify and rank assets with a risk based scoring mechanism. This scoring mechanism then guides our investment in the asset to optimise the benefit to road users and ensure the integrity of the asset.

This management system will incorporate activities from the strategic to operational levels, ensuring a continuity of asset management approach to asset condition and status.

The risk management strategy will support the following WMHI Code of Practice recommendations:

RECOMMENDATION	Description
5 – CONSISTENCY WITH OTHER AUTHORITIES	To ensure that users’ reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies.
14 – RISK MANAGEMENT	The management of current and future risks associated with assets should be embedded within the approach to asset management. Strategic, tactical and operational risks should be included as should appropriate mitigation measures.

As the highway authority, we are required to manage a variety of risks at all levels within our organisation. The likelihood and consequences of these risks can be used to inform and support the approach to asset management and inform key decisions on the following:

- Maintenance hierarchies
- All highway assets within the scope of the Highway Maintenance Plan
- Inspection frequency
- Levels of service
- Service standards
- Performance
- Investment decisions
- Development and implementation of works programmes.

A risk can be defined as an uncertain event which, should it occur, will have an effect on the desired performance of an asset or series of assets.

It consists of a combination of the likelihood of a perceived threat or opportunity occurring and the magnitude of its impact on the objectives where:

- **Threat** is used to describe an uncertain event that could have a negative impact on the levels of service; and
- **Opportunity** is used to describe an uncertain event that could have a favourable impact on the levels of service.

DEFINITIONS OF RISK

“Risk is the **threat** that an event or action will adversely affect an organisation’s ability to achieve its objectives”¹

“Risk can be the failure to take advantage of **opportunities** to enable the organisation to best achieve its objectives.

DEFINITION OF RISK MANAGEMENT

“Risk management is the process by which risks and opportunities are identified, evaluated, prioritised, monitored and managed”



The most commonly understood risks affecting the highway service relate to safety. However, there are a wide range of other risks and their identification and evaluation is a crucial part of the asset management process. Risks may include:

- Safety
- Reputation
- Asset loss or damage
- Service reduction or failure
- Operational
- Environmental
- Financial
- Contractual

We will adopt and develop risk models in conjunction with CSS (Wales) Asset management project. This model will be applied to all aspects of prioritisation and resource allocation. A typical risk matrix is shown overleaf and the adopted model will be in line with the corporate risk model.

LIKELIHOOD OF EVENT OCCURRING	CONSEQUENCE OF EVENT OCCURRING				
	NEGLIGIBLE	LOW	MEDIUM	HIGH	SEVERE
NEGLIGIBLE	1	2	3	4	5
VERY LOW	2	4	6	8	10
LOW	3	6	9	12	15
MEDIUM	4	8	12	16	20
HIGH	5	10	15	20	25
KEY TO RISKS					
LOW		MEDIUM		HIGH	

[Typical risk matrix](#)

2.7 Network Hierarchy

The hierarchy will support an overall Highway Asset Management Plan that prioritises highway infrastructure investment through a risk based approach in accordance with the new updated National Codes of Practice – “Well Managed Highway Infrastructure.”

The hierarchy shall underpin and improve the management, prioritisation and service levels for highway maintenance and infrastructure investment and will support the Council’s Key outcomes from the Corporate Strategy 2018 /2023 that include:

- Making better use of resources
- People who live, work and visit Carmarthenshire are safe and feel safer
- Carmarthenshire’s communities and environment are sustainable
- Carmarthenshire has a stronger and more prosperous economy

We have developed a highways network hierarchy based on the latest guidance in the National Code of Practice – Well Managed Highway Infrastructure (WMHI) 2016. We continue to work closely with other Welsh Authorities via the County Surveyors Society (CSS) Wales collaborative Highways Asset Management project both in the development of Asset management best practice and the development of common Hierarchy principles and its subsequent application. The Network Hierarchy will determine the budget priorities through the use of a four stage process.

The four stage processes are:

1. Determine the Network Hierarchy
2. Determine inspection regime
3. Determine repair regime
4. Allocate budget priorities

Following the implementation of the Highways network hierarchy via this HAMP the same approach will be adopted for footways and cycle routes as recommended by the Code of Practice WMHI 2016.

The hierarchy has been applied to all sections of highway network and will be updated following any changes or additions to the network. There will be further refinement of the initial categorisation as we develop this HAMP. The proposed network hierarchy and functional descriptions are set out in Table 1.

Table 1. Carmarthenshire Highways Network Hierarchy

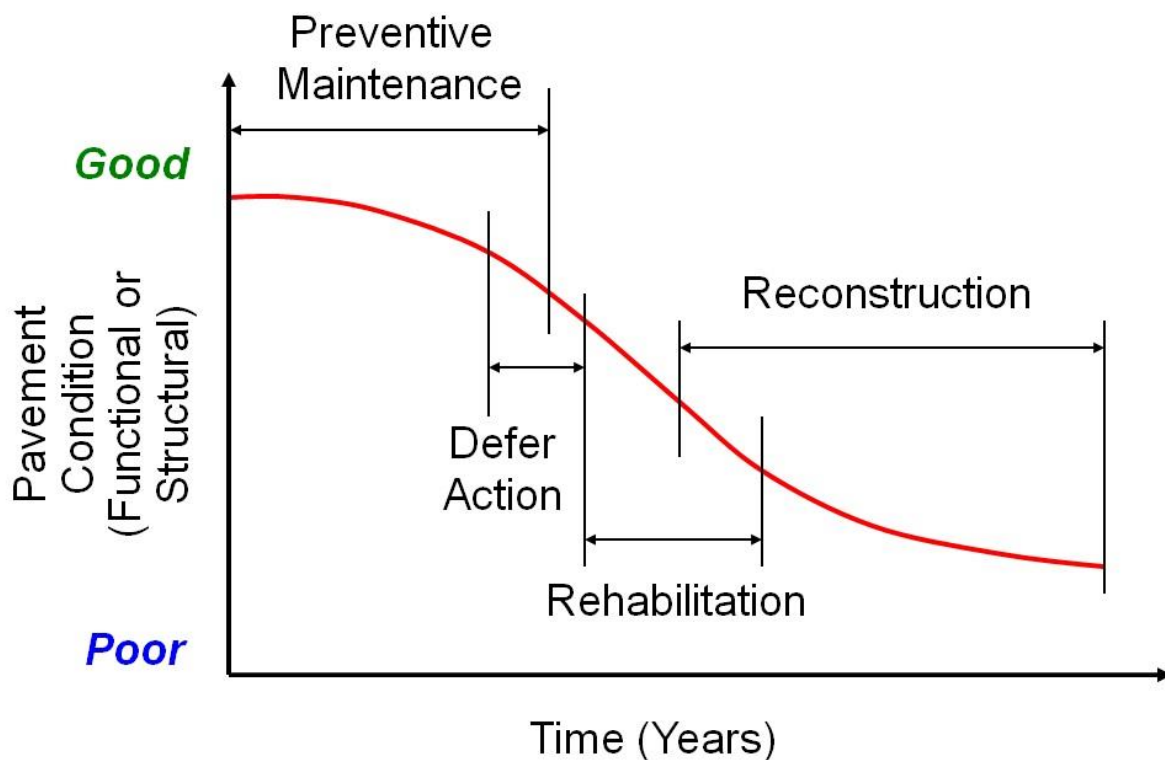
Category	Type of road General Description	Description
1.Motorway	Limited access - motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use
2. Strategic Route	Trunk and some Principal 'A' class roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a. Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety
3b. Secondary Distributor	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.
4a. Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In urban areas these are often residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic.
4b. Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.
5a. Minor Road	Little used roads serving very limited numbers of properties.	Locally defined roads
5b. Lane	Minor routes and low use tracks that provide access to isolated properties	In rural areas these often narrow roads serving isolated agricultural buildings or properties. In urban areas these are often metalled lanes serving garages or the rear of properties
5c. Green lane or track	Lanes and tracks that are generally unsuitable for vehicular traffic	Lanes and tracks that are unsuitable for vehicular traffic but may be used as a footpath, part of a Cycle Trail or by horse riders, generally for leisure purposes
5d. Disused track	Unmetalled tracks that are unrecognisable as a road	Roads that have become un-useable having fallen into disuse through regression or agricultural use

2.8 Lifecycle Planning

The continual decrease in Highway asset funding means that the highway authority will need to target its funds in an ever-more effective manner. Financial constraints necessitate a risk based approach with increasingly targeted and prioritised investment including reactive as well as planned maintenance.

Lifecycle Planning should inform future spending profiles, in compliance with recommendation 29 of the Well-managed Highway Infrastructure: A Code of Practice. Planned preventative maintenance reduces abortive reactive maintenance costs and provides better value in the longer term. Current resources do not support a full lifecycle approach however the principles of targeted investment by providing the right treatment at the right time will be adopted where possible.

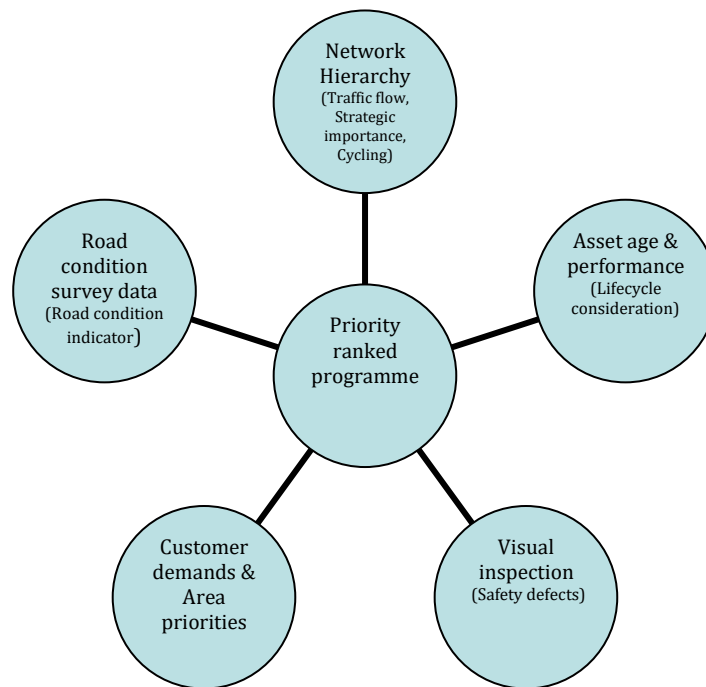
The coordination of short, medium and long-term highway maintenance budgets is central to lifecycle planning, with the apparent immediate spend on asset repair and improvement being balanced with the longer-term outcomes to help achieve value for money with diminishing budget levels; this will select the most appropriate form of maintenance for the best long-term outcome.



We will set out and manage rolling multi-year programmes of improvement, allowing the culmination of annual budgets into concentrated expenditure peaks to focus limited financial budgets to help maximise their impact on the asset stock.

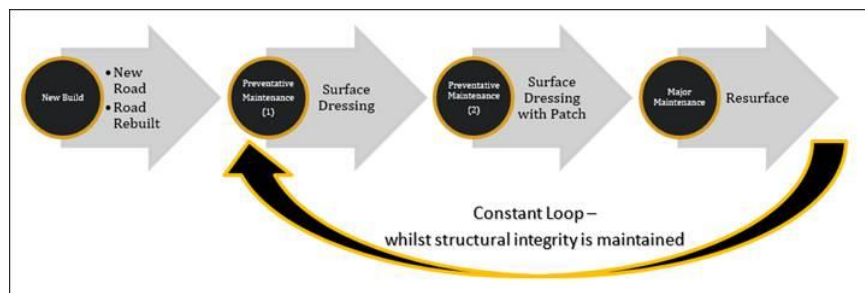
The method of prioritisation will incorporate asset condition within particular asset classes and across the asset register, this should inform appropriate decisions in a timely manner and focus budgets accordingly.

The prioritisation model for carriageway surfacing is shown below. Similar models will be developed for all Assets in line with these principles and in conjunction with best practice developed via the CSS (Wales) asset management project.



The authority recognises the value of lifecycle planning and will aim to adopt a “whole life” approach to managing the highway assets.

The illustration below shows how a typical road might be maintained over 60 years. It demonstrates how preventative maintenance can extend the life of the carriageway and lead to better value for money.



2.9 Cycling Strategy



The County has become a magnet for cyclists from all across Wales, the UK and beyond. Following years of investment Carmarthenshire now has an effective and growing cycling infrastructure.

To ensure this continues, the council have produced the Carmarthenshire Cycling Strategy 2017-27, which sets out the programme of change along with an infrastructure action plan that will link in with education, development & training, marketing, tourism and coordinated events to advance the improvement to the cycleway network throughout the county.

The HAMP supports our Cycling Strategy and priority commitments set out in the Joint Transport Plan for South West Wales. Decision making for highway investments will recognise the role of cycling within the County.

2.10 Parking Strategy

The management of on and off street parking is a key priority for the authority due to the increasing demand and the impact on the highway network. The Councils parking strategy 2005 is currently under review and we plan to have a new policy in place by April 2019. The parking strategy objectives shall align with our corporate, strategic and operational objectives and also meet statutory obligations and customer needs.

2.11 Service standards

Levels of service in simple terms are: "the defined service quality for a particular activity or service against which performance may be measured". Levels of Service (LoS) may relate to safety, availability, accessibility, condition, environmental impact, customer service and financial performance (cost).

Levels of service are an integral component of the asset management process. They are used to determine service delivery levels (or Service Options) for each asset group, which can be

measured and evaluated against each other using common criteria. Typically this would include cost, benefit and risk analysis.

Initially, levels of service will be predominantly based on current practice and predicted future asset performance and will be the subject of regular monitoring and subsequent development. Suitable new (local) performance measures may need to be introduced and annual reviews undertaken to determine actual asset performance against pre-defined targets.

Level of Service Descriptions	
Level of Service	Description
Statutory Minimum	Meeting statutory or legislative requirements only
Existing	Is in effect of a continuance of current funding levels
Steady State	Retention of current levels of condition and performance
Requested Service	Based on customer expectations and or political aspirations
Optimum Service (Desirable)	Assesses constraints as well as desires to identify an economically optimal level of service. This option is determined from the life cycle planning process.
Attainable Service	Re-interprets the optimum option in the light of available resources. (e.g. budget constraints)

Levels of service shall be developed on an asset basis in conjunction with CSS (Wales) Asset management project. The monitoring of levels of service will be dependent on the availability of robust and repeatable data that can reliably measure the required performance.

An example of how Service Options could be developed and which factors should be considered for an asset group is shown below. However in order to develop these further, we also need to look at and develop the risk factors involved relating to the particular levels of service.

2.12 Road Safety Strategy

Carmarthenshire has had a Road Safety Strategy since 2006, it has most recently produced an updated version for 2016-20. This strategy focuses on casualty reduction targets set out to reduce death and serious injury on Carmarthenshire’s county roads. There is a collaborative approach across a range of public safety agencies with the County Council and its partners are committed to improving road safety for all users.

The Road Safety Action Group (RSAG) brings together the partner agencies in Carmarthenshire and continues to deliver road safety engineering measures, education initiatives and enforcement action to reduce the risk to road users.

<http://www.carmarthenshire.gov.wales/home/council-services/travel-roads-parking/road-safety/>

2.13 Competency Framework

Within this HAMP the competency and training of staff at all levels needs to be assessed and reviewed at regular intervals. This is to ensure that personnel that are observing, recording and processing the asset information and data will be compliant with the processes and procedures set out within the Plan (HMM).

The Highway Authority will develop and maintain training and competency matrices for all staff carrying out functions within the HAMP, ensuring that these requirements are reviewed for their relevance and kept up-to-date.

Currently the Highway Authority has identified the need to develop a Competency Framework Strategy, this will be further developed in line with the Well-managed Highway Infrastructure: A Code of Practice and in conjunction with other Welsh authorities through the CSS (Wales) asset management project.

The competency framework strategy will support the following WMHI Code of Practice recommendations:

RECOMMENDATION	
5- CONSISTENCY WITH OTHER AUTHORITIES	To ensure that users' reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies.
15 – COMPETENCIES AND TRAINING	The appropriate competency required for asset management should be identified, and training should be provided where necessary.

Scope

All officers responsible for managing the highway infrastructure assets will be required to use the competency framework. For each role a prescribed number of competencies will be necessary to manage the highway assets.

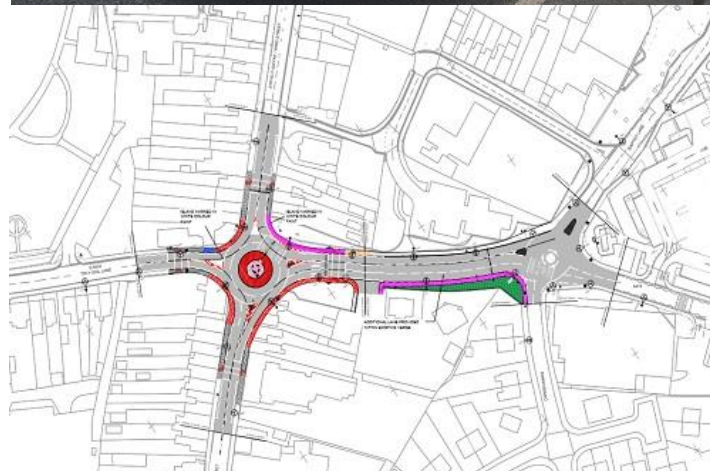
There is a competency requirement for the lead cabinet member to be familiar with the principles of highway asset management.

Competencies and training are covered in the UKRLG Highway Infrastructure Asset Management Guidance, Part C. This document should also be referred to.

Competence is especially important in the case of inspections and surveys where the quality and treatment of data could have significant legal and financial implications. All training, experience and other forms of staff development will be recorded and documented.

We define a 'competent person' as follows;

- someone is competent where they have sufficient training and experience or knowledge and other qualities to enable them to properly undertake the roles referred to in this competency framework.
- someone who has the ability, appropriate training, knowledge and experience to carry out the work being undertaken against defined standards, assessed consistently, over time, in the workplace.



PART 3

3.1 The HAMP Annual Statement and Options Report (ASOR)

The ASOR will provide the council with a regular update on the current state of the highways assets and their performance over the preceding 12 months. The report will highlight key outputs and achievements during the period and also highlight any in year pressures affecting the network and resources. The report will identify significant risks, set out the detailed condition of the key asset groups and the anticipated future performance based on forecast investment levels. The report complements the Highway Asset Management Plan.

The report will provide summary information on the following key asset groups:

Asset Group	Reporting information
Carriageways (roads)	<ul style="list-style-type: none"> • Asset value • Summary of work undertaken during the last 12 months • Planned investment in the asset • Condition and Performance • Customer engagement • Future plans and issues • Investment scenarios • Conclusions
Footways and Cycle ways	
Highway Bridges and structures	
Highway Lighting, traffic signals and illuminated signs	

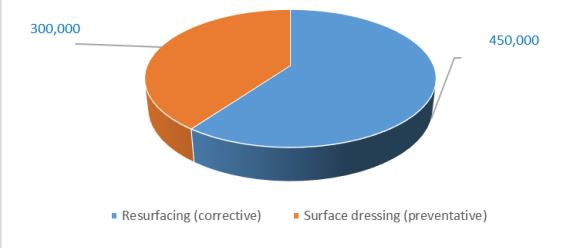
A template of the report format is included in this HAMP to demonstrate the minimum level of reporting proposed and with illustrative information based on recent data. Additional information may be provided either within this report or as Appendices.

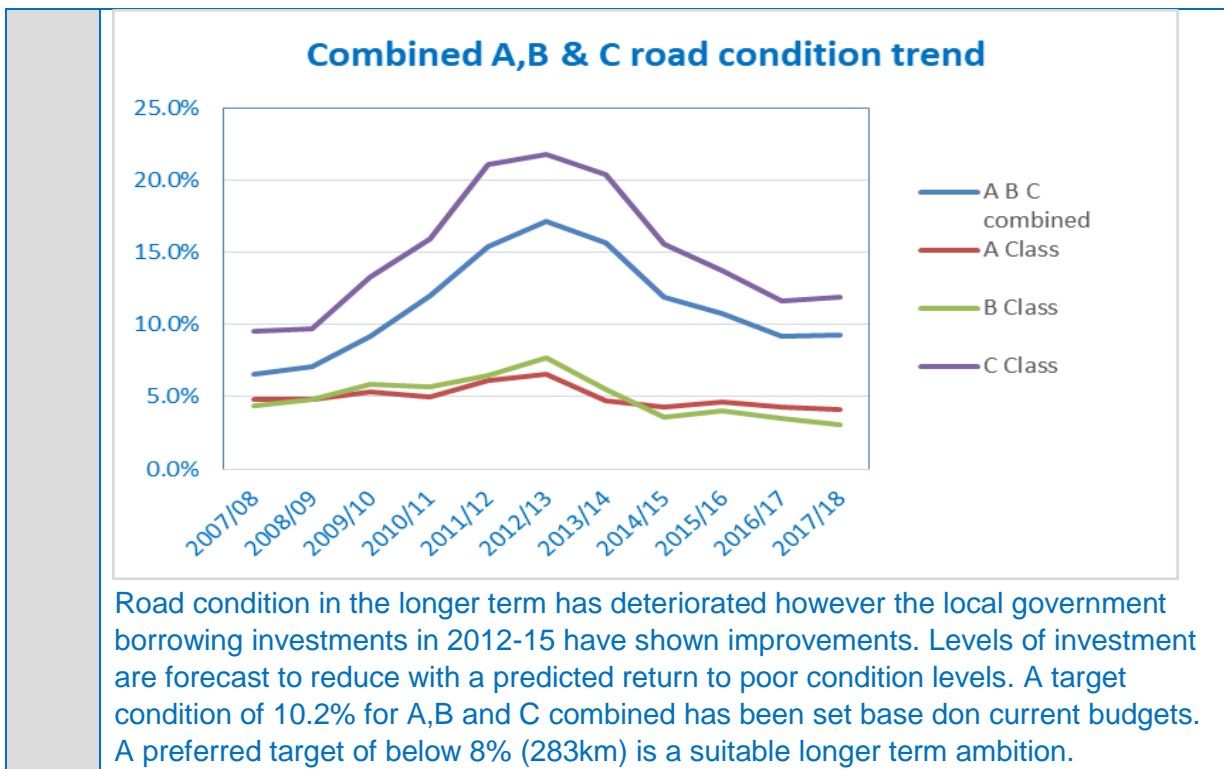
The report will generally be submitted in July of each year to inform decision making by the authority.

Template Carriageway Annual Status and Options Report

(NOTE: template is for illustrative purposes only and based on draft data)

Asset Group: Carriageways																																									
The Asset	<ul style="list-style-type: none"> The total length of carriageway is 3,536 km broken down as: 																																								
	<table border="1"> <thead> <tr> <th>Standard Road Classification</th> <th>Length (km)</th> <th>Road Hierarchy</th> <th>Length (km)</th> </tr> </thead> <tbody> <tr> <td>A Roads (Urban)</td> <td>92</td> <td>Strategic Route</td> <td>108</td> </tr> <tr> <td>A Roads (Rural)</td> <td>159</td> <td>Main Distributor</td> <td>148</td> </tr> <tr> <td>B Roads (Urban)</td> <td>105</td> <td>Secondary distributor</td> <td>522</td> </tr> <tr> <td>B Roads (Rural)</td> <td>226</td> <td>Link road</td> <td>1166</td> </tr> <tr> <td>C Roads (Urban)</td> <td>89</td> <td>Local access road</td> <td>323</td> </tr> <tr> <td>C Roads (Rural)</td> <td>1193</td> <td>Minor roads</td> <td>1108</td> </tr> <tr> <td>Unclassified Roads (Urban)</td> <td>402</td> <td>Lanes</td> <td>34</td> </tr> <tr> <td>Unclassified Roads (Rural)</td> <td>1270</td> <td>Green lane/track</td> <td>127</td> </tr> <tr> <td>Total</td> <td>3536</td> <td>Total</td> <td>3536</td> </tr> </tbody> </table>	Standard Road Classification	Length (km)	Road Hierarchy	Length (km)	A Roads (Urban)	92	Strategic Route	108	A Roads (Rural)	159	Main Distributor	148	B Roads (Urban)	105	Secondary distributor	522	B Roads (Rural)	226	Link road	1166	C Roads (Urban)	89	Local access road	323	C Roads (Rural)	1193	Minor roads	1108	Unclassified Roads (Urban)	402	Lanes	34	Unclassified Roads (Rural)	1270	Green lane/track	127	Total	3536	Total	3536
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<ul style="list-style-type: none"> Carmarthenshire has the second largest highway network in Wales 																																									
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<p>The highway assets are valued at £3.2 billion based on the 2016/17 WGA asset valuation with annual depreciation assessed at £32.6 m (equates to 1% of the asset value).</p>																																									
<ul style="list-style-type: none"> The annualised depreciation charge £32.6m represents the assessed amount by which the carriageway asset will depreciate in one year if no investment in asset renewal is made. Planned maintenance expenditure of £7m compares with £32.6m of assessed depreciation. Note: DRC is the current cost of replacing the asset with its modern equivalent asset, less deductions for physical deterioration and impairment. ADC is the estimated annual depreciation cost. 																																									

Summary of work during last 12 months	<p>Capital and revenue investment in carriageway surfacing of £1,728k provided the following outputs:</p> <ul style="list-style-type: none"> • Resurfacing – 3.8km • Surface dressing – 74km <p>This totals 77.8km or 0.2% of the network length.</p> <p>Reactive maintenance (revenue) resulted in 1633 recorded pothole repairs.</p>	<p>Capital Expenditure 17-18 Highway Surfacing £750,000</p>  <p>Surfacing works (corrective) accounted for 60% of the Capital expenditure whilst thin surfacing or surface dressing (preventative) accounted for 40%.</p>																												
	<p>The current approach is to maintain road condition using a combination of corrective and preventative treatments. We will use the network hierarchy to prioritise investment within the current budget resources. On lower classes of road this will result in a more reactive approach with priority given to safety defects.</p>																													
Expenditure Summary by category	<table border="1"> <thead> <tr> <th></th> <th>Cost Category</th> <th>£</th> <th>Output</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Capital</td> <td>Planned Maintenance - Corrective</td> <td>£450,000</td> <td>• 3.8km Resurfacing</td> </tr> <tr> <td>Planned Maintenance - Preventative</td> <td>£1,278,000</td> <td>• 74km Surface Dressing</td> </tr> <tr> <td rowspan="5">Revenue</td> <td>Routine Cyclic Maintenance</td> <td>£2,699,000</td> <td>• Cyclic gangs & routine works</td> </tr> <tr> <td>Routine – Reactive Repairs (emergency)</td> <td>£190,000</td> <td>• Pothole repairs etc.</td> </tr> <tr> <td>Routine – Reactive Repairs (non-emergency)</td> <td>£1,650,000</td> <td>• Drainage and surface repairs, sign repairs</td> </tr> <tr> <td>Routine – Inspection & Survey</td> <td>£260,000</td> <td>• Asset management & condition surveys</td> </tr> <tr> <td>Operating Costs</td> <td>£1,574,000</td> <td>• Includes Winter Maintenance</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The above cost categories are based on groupings developed for national reporting and to inform budget planning. The outputs stated are high level only and for illustrative purposes. • These cost groupings are based on currently available data. As we develop improved tracking and recording the details and breakdown will improve. 				Cost Category	£	Output	Capital	Planned Maintenance - Corrective	£450,000	• 3.8km Resurfacing	Planned Maintenance - Preventative	£1,278,000	• 74km Surface Dressing	Revenue	Routine Cyclic Maintenance	£2,699,000	• Cyclic gangs & routine works	Routine – Reactive Repairs (emergency)	£190,000	• Pothole repairs etc.	Routine – Reactive Repairs (non-emergency)	£1,650,000	• Drainage and surface repairs, sign repairs	Routine – Inspection & Survey	£260,000	• Asset management & condition surveys	Operating Costs	£1,574,000	• Includes Winter Maintenance
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Carriageway Investment Options

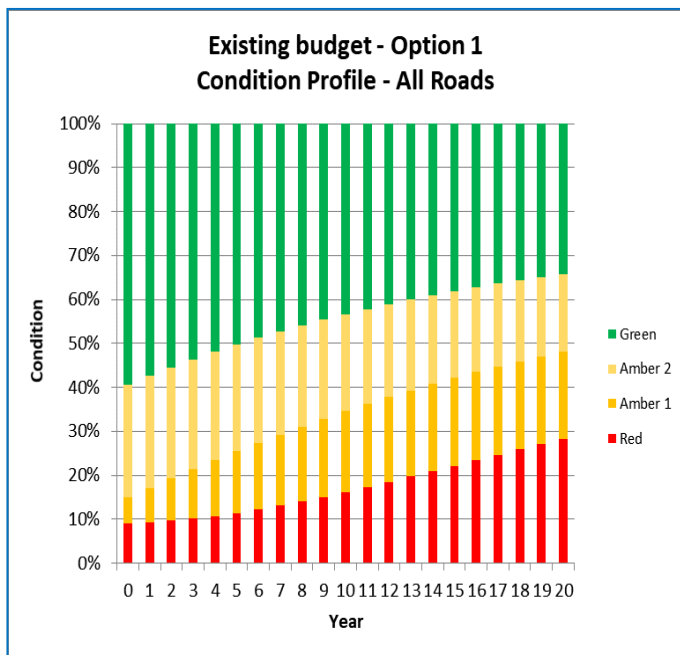
There are 3 investment options that have been considered for comparison:

Budget year/ Option	17/18 - £000	18/19 - £000	19/20 - £000	20/21 - £000	2021/22 £000	2022/23 £000
Option 1 – Existing budgets	750	2800	600	600	600	600
Option 2 – Moderate increase	750	2800	800	800	2100	2100
Option 3 – Steady State	6000	6000	6000	6000	6000	6000

The following options show the predicted levels of road deterioration using a national model using known treatment costs and current condition values from SCANNER data. The condition indicators are as follows:

- Green – As new condition - No planned works anticipated in next 3 years
- Amber 2 – Preventative maintenance on 3-5 year programme
- Amber 1 – (Imminent Red) Works should be planned by Year 3 – part Preventative/Corrective
- Red – Maintenance work needed now – Corrective maintenance

Option 1 Existing budgets

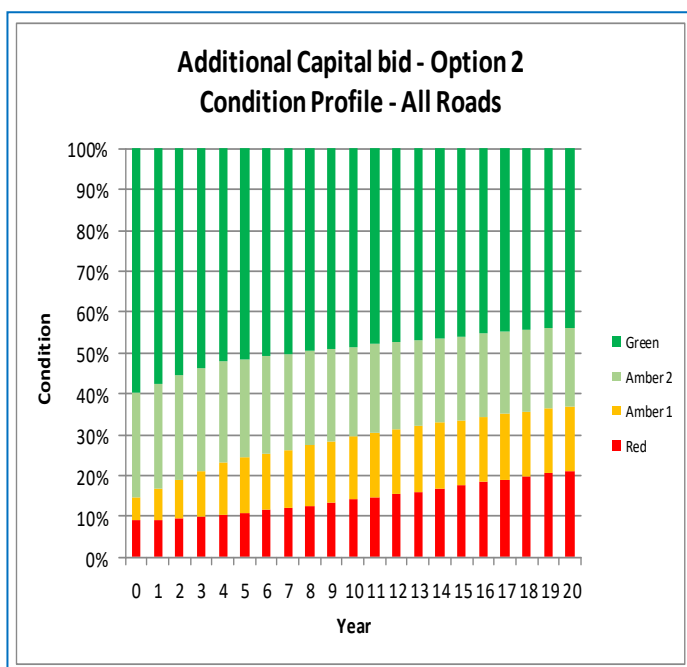


The percentage of Red increases from 9% (311km) to 16% (553km) at ten years and 28% (967km) at 20 yrs.

The percentage of Green falls from 59% to 43% at ten years and 34% at 30 years. A reduction of 863km of highway in a good condition.

Option 2 – Moderate increase

Based on additional funding over and above Option 1 (existing Capital 5 year indicative budgets).



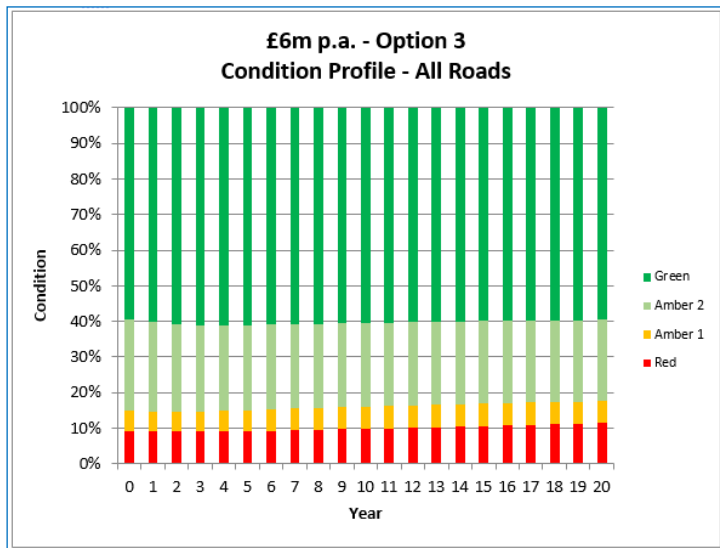
The percentage of Red increases from 9% (311km) to 14% (484km) at ten years and 21% (726km) at 20 yrs.

The percentage of Green falls from 59% to 48% at ten years and 43% at 30 years. A reduction of 550km of highway in a good condition.

However this is an improvement of 313km 'Green' over current budget levels (option 1).

Option 3 - Steady State Investment

A more suitable level of investment of £6,000,000 per annum.



The percentage of Red increases from 9% (311km) to 10.5% (362km) at ten years and 12.5% (432km) at 20 yrs.

The percentage of Green increases from 59.5% to 62% at ten years and 61% at 30 years. An increase of 34km of highway in a good condition.

This provides for an almost Steady state and maintains the highway network to a level consistent to overall current condition levels.

Carriageway Asset Recommendation

Reductions in preventative maintenance are leading to higher levels of reactive repair placing further pressure on the reducing resources. Unplanned works are by nature less economical and increase safety risk for road users and increased risks to the authority due to potential personal injury or damage claims. In addition unplanned works are less environmentally friendly due to wasted resources and the short term benefits.

The carriageway asset is significant and requires long term investment to protect the investment and provide fit for purpose transport for future generations. The authority should consider the longer term impact of reduced budget levels and develop a strategy to return to a steady state funding level.

Part 4

4.1 Highway Maintenance Manual (HMM)

The HMM will be developed separately to this document and in line with the policies and objectives framework set out in Parts 1 and 2.

The HMM will set out the way we plan, prioritise, manage, maintain and operate our highway infrastructure assets in the day to day delivery of the highway maintenance service. It will define key areas including:

- Statutory responsibilities
- Customer response
- Inspection management
- Condition Assessment
- Service and investigatory levels
- Programming and prioritisation
- Lifecycle planning
- Inventory management
- Data and Information management
- Emergency response
- Routine maintenance management
- Winter Service and adverse weather plan
- Environmental impact
- Boundary interfaces (neighbours including local authorities and Trunk Roads)
- Streetworks and Licencing
- Technical approval procedures
- New asset handover requirements

The HMM will develop as a portfolio of specific manuals, some of which are in place and some of which will be redrafted to reflect how we manage elements of the asset in line with the risk based approach. As we adapt to changing demands, best practice, available resources, emerging technology and improved information, aspects of the plan will be updated. We will work in a collaborative manner with neighbours and other local authorities with engagement through the County Surveyors Society Wales (CSSW) asset management project.

Carmarthenshire County Council
Environment Directorate
Highways and Transport Division
Parc Myrddin
Carmarthen
SA31 1HQ



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Executive Board 2nd July 2018

CAPITAL PROGRAMME 2017-18 UPDATE		
Purpose: To report the variances within the capital programme		
RECOMMENDATIONS / KEY DECISIONS REQUIRED:		
That the capital programme update report is received.		
REASONS:		
To provide an update of the final budgetary position for the 2017/18 capital programme as at year end.		
Relevant scrutiny committees to be consulted		
N/A		
Exec Board Decision Required		YES
Council Decision Required		NO
EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr David Jenkins		
Directorate: Corporate Services Name of Director of Corporate Services: Chris Moore Report Author: Chris Moore	Designation: Director of Corporate Services	Tel No. 01267 224120 E Mail Address: CMoore@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

Executive Board

2nd July 2018

This report provides an update on the Capital programme spend against budget for 2017/18 as at the year end for the financial year 2017/18.

Variances

Appendix A which is shown departmentally, shows a forecasted net spend of £43,853k compared with a working net budget of £55,969k giving a **£-12,116k** variance. The variance will be slipped into future years, as the funding will be required to ensure that the schemes are completed.

Appendix B details the main variances within each department.

DETAILED REPORT ATTACHED	YES
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IMPLICATIONS

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

Signed: **C. Moore**

Director of Corporate Resources

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

Finance

The capital programme shows an in year under spend of **£-12,116k** for 2017/18 which will be incorporated into future years of the programme.

Physical Assets

The capital programme will have an impact on the physical assets of the Authority.

CONSULTATIONS

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

Signed: C. Moore

Director of Corporate Services

1. Scrutiny Committee

Relevant Scrutiny Committees will be consulted.

2. Local Member(s) N/A

3. Community / Town Council N/A

4. Relevant Partners N/A

5. 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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2017-18 Capital Programme		Corporate Services Dept., County Hall, Carmarthen

Capital Programme 2017/18							Variance for Year £'000
Capital Budget Monitoring - Report for EOY 2017-18							
	Working Budget			Forecasted			
DEPARTMENT	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	
COMMUNITIES							
- Public Housing	21,088	-6,170	14,918	17,931	-6,662	11,269	-3,649
- Private Housing	2,958	-301	2,657	3,488	-727	2,761	104
- Social Care	1,475	-689	786	650	-616	34	-752
- Leisure	4,530	-1,405	3,125	1,982	-158	1,824	-1,301
ENVIRONMENT	17,205	-5,218	11,987	14,212	-6,105	8,107	-3,880
EDUCATION & CHILDREN	25,231	-9,888	15,343	22,983	-7,411	15,572	229
CHIEF EXECUTIVE	2,369	-400	1,969	1,884	-400	1,484	-485
REGENERATION	5,387	-203	5,184	3,335	-533	2,802	-2,382
TOTAL	80,243	-24,274	55,969	66,465	-22,612	43,853	-12,116

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Capital Programme 2017/18

Capital Budget Monitoring - Report for EOY 2017-18 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
COMMUNITIES								
- Public Housing	21,088	-6,170	14,918	17,931	-6,662	11,269	-3,649	
Sheltered Housing Investment	198	0	198	0	0	0	-198	Anticipated boiler replacement not required.
Voids To Achieve The CHS (VOI)	2,060	0	2,060	1,585	0	1,585	-475	Works programmed to bring Major Works Voids back into use but actual works will slip into 2018/19.
Housing Minor Works (HMO)	603	0	603	1,038	0	1,038	435	Additional pressures identified during year, mainly in terms of structural walls on estates and paths in and around homes.
Rendering and External Works (EXP & EXI)	2,386	0	2,386	2,961	0	2,961	575	Additional remedial work identified as well as some properties being brought forward that will result in saving in future years programme.
Adaptions For The Disabled	1,280	0	1,280	1,342	0	1,342	62	Increase in demand and additional large scale adaptations.
Stock Condition Survey 2017/18 - Cost Certainty Gaps and Verification	150	0	150	0	0	0	-150	Specification for work currently being drafted. Surveys to commence in 2018/19.
Housing Development Programme (New builds & Stock Increase Programme)	10,957	0	10,957	7,451	-447	7,004	-3,953	Housing Development Programme being re-profiled to take account of slight slippage in council new build programme due to unforeseen circumstances. Planning permission for Garreglwyd granted on 5th April and work to commence in coming months. Dylan site planning permission to be considered at beginning of May. Our Affordable Homes target has been met for 2017/18, however, with 235 additional homes being delivered against a target of 225. Over 400 homes have now been delivered in first two years of plan. There has also been a slight delay in the timing of completions on 18 homes linked to our stock increase programme- these will happen in the next couple of months and will be accounted for in the 2018/19 affordable homes figures.
Other Projects with Minor Variances	3,454	-6,170	-2,716	3,554	-6,215	-2,661	55	Small overspends on Environmental Works and Gas infrastructure works along with retentions on Waddle's Court development
- Private Housing	2,958	-301	2,657	3,488	-727	2,761	104	
Disabled Facility Grants	2,353	0	2,353	2,457	0	2,457	104	Overspend the result of a significant increase in demand/activity due to an improved delivery process and reduction in waiting times. Approach moving forward being re-assessed in order to better understand future implications for budget and waiting times.
Other Projects with Minor Variances	605	-301	304	1,031	-727	304	0	

Capital Programme 2017/18

Capital Budget Monitoring - Report for EOY 2017-18 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
- Social Care	1,475	-689	786	650	-616	34	-752	
Learning Disabilities Developments	228	0	228	0	0	0	-228	Options being considered for the modernisation of Learning Disability service provision in response to the Social Services and Wellbeing Act.
Cartref Cynnes Development Carmarthen	337	0	337	7	0	7	-330	Contingencies included in contract not fully utilised to date - final sum yet to be agreed. Budget required in 2018/19.
Older People's Accommodation (including Llanelli Area)	200	0	200	16	0	16	-184	Budget being re-profiled to reflect investment that will be needed in existing care home provision, as well as any extra provision that may be identified. Detailed work is being undertaken on confirming future needs around residential (including EMI), extra care and sheltered housing as well as future standards.
Other Projects with Minor Variances	710	-689	21	627	-616	11	-10	
- Leisure	4,530	-1,405	3,125	1,982	-158	1,824	-1,301	
Oriel Myrddin Redevelopment	763	-750	13	116	-103	13	0	£750k external grant unsuccessful, thus resulting in a variance in income. Council net budget target met with additional other external funding.
Rights of Way Bridge Strengthening Programme	450	-200	250	90	0	90	-160	£160k to slip to 18/19 to ensure priority works are completed. Remaining budget being considered for other priority schemes within department. External income of £200k not now realisable.
Strategic Open Spaces - Site Development & Linkages	400	-400	0	0	0	0	0	Virement approved in March 2018 to vire to Pembrey Country Park (actioned). External income of £400k not now realisable.
Countryside Projects - General	149	0	149	90	0	90	-59	Monies being retained for potential Rights of Way grant match funding.
Burry Port Harbour Dredging	173	0	173	267	0	267	94	Additional works ahead of schedule within year, however, the whole project is within budget - negative slippage to 2018/19.
Closed Circuit Track	499	0	499	22	0	22	-477	Delay due to the need for additional surveys. Contractor on site early April for completion by mid / late June '18
Pembrey Country Park - Strategic Infrastructure Development	1,112	0	1,112	460	0	460	-652	Slip balance into 18/19 to deliver various schemes including new amenity block with is underway and due for completion for Summer '18. Variance includes virements of £400k and £172k previously agreed.
Other Projects with Minor Variances	984	-55	929	937	-55	882	-47	

Capital Programme 2017/18							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for EOY 2017-18 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
ENVIRONMENT	17,205	-5,218	11,987	14,212	-6,105	8,107	-3,880	
Coastal Protection Works	432	0	432	163	0	163	-269	Scheme delayed due to change in contract specification. Budget required for future years.
Murray Street Car Park	198	0	198	1	0	1	-197	Expenditure profile being planned in accordance with whole of life care plan. Funding required for future year maintenance.
Bridge Strengthening & Replacement	904	0	904	660	0	660	-244	Land acquisitions having a delay on structural works.
Towy Valley Path - Abergwili to Nantgaredig	1,061	-763	298	636	-636	0	-298	Land acquisitions still in negotiations, potential CPO. Slipping the County council and external grant element of funding towards land purchase.
Ammanford Economic Regeneration Highway Infrastructure	1,110	-985	125	974	-944	30	-95	Additional local transport grant secured within year. Overall scheme funding unchanged, council funding required in 18/19.
Cross Hands Economic Link Road Phase 2	2,312	-2,106	206	2,236	-2,139	97	-109	Additional local transport grant secured within year. Overall scheme funding unchanged, council funding required in 18/19.
Carmarthen Western Link Road	392	-110	282	135	-128	7	-275	Scheme currently behind schedule due to land issues. Land purchase currently at CPO stage.
St Davids Park	1,185	0	1,185	63	0	63	-1,122	Works delayed due to planning and additional works on asbestos related matters.
Rural Estates Capital Schemes	570	0	570	315	0	315	-255	Delay in design & procurement of works due to lack of available resource - buildings will be occupied over winter months.
Capital maintenance	3,295	0	3,295	2,801	0	2,801	-494	Re-tender required on a particular scheme due to change of specification and certain projects delayed due to capacity issues.
Industrial Redevelopments	935	0	935	772	0	772	-163	Scheme due to complete in early in 2018/19
East Gate Development	241	0	241	36	0	36	-205	Savings on scheme due to external funding secured in prior year.
Other Projects with Minor Variances	4,570	-1,254	3,316	5,420	-2,258	3,162	-154	Additional local transport grant secured to increase external funding actual based on budget.

Capital Programme 2017/18

Capital Budget Monitoring - Report for EOY 2017-18 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
EDUCATION & CHILDREN	25,231	-9,888	15,343	22,983	-7,411	15,572	229	
MEP External Funding Income	0	-9,130	-9,130	0	-7,223	-7,223	1,907	Grant within year reduced due to individual schemes not progressing as envisaged, no overall impact on grant at project end.
Dinefwr Project - Dyffryn Aman	131	0	131	23	0	23	-108	Issues with playing fields being discussed with contractor
Dinefwr Project - Ysgol Bro Dinefwr	474	0	474	55	0	55	-419	Claim against contractor, potential payment in 18/19.
Ysgol Pen Rhos CP School - New School	4,299	0	4,299	5,217	0	5,217	918	Scheme progressed well. No overall scheme overspend.
Llangadog - Major Redevelopment	1,955	0	1,955	425	0	425	-1,530	Delayed start. No overall scheme underspend.
Ysgol Trimsaran - New School Building	1,813	0	1,813	3,071	0	3,071	1,258	Delayed start in previous years resulting in increased expenditure in 2017/18.
Llandeilo Primary	203	0	203	0	0	0	-203	Options for the future of primary education in the area currently being considered. Re profile required.
Ammanford Primary	173	0	173	0	0	0	-173	Options for the future of primary education in the area currently being considered. Re profile required.
Parc Y Tywyn	6,051	0	6,051	5,633	0	5,633	-418	Scheme progressing well. No overall scheme underspend.
Ysgol Dewi Sant	500	0	500	329	0	329	-171	Delay pending resolution of land issues.
Gorslas - New School	505	0	505	273	0	273	-232	Slight delay with scheme - progressing land acquisition issues.
Rhydygors - Refurbishment/Re-configuration	568	0	568	0	0	0	-568	Scheme development on hold pending outcome of Behavioural Services Review.
Laugharne VCP Works	283	0	283	5	0	5	-278	Scheme delayed pending resolution of land acquisition issues.
Pontyberem CP - Refurbishment/Re-configuration	1,088	0	1,088	1,644	0	1,644	556	Scheme ahead of schedule. No overall scheme overspend.
Carmarthen West New School - Phase 1	570	-570	0	528	0	528	528	Land issues. Project delayed.
Rhys Prichard Relocation	505	0	505	60	0	60	-445	Scheme development issues caused initial delay - now resolved.
Ysgol Coedcae - Phase 1	1,583	0	1,583	1,179	0	1,179	-404	Expenditure carried forward to 18/19, no overall underspend.
St John Lloyd	2,458	0	2,458	2,296	0	2,296	-162	Scheme progressing well. No overall scheme underspend.
MEP - Future Projects	481	0	481	951	0	951	470	Design costs and some land purchase accelerated on various Band B schemes in order to take full advantage of grant funding in 2018/19.
Burry Port Schools Development	191	0	191	5	0	5	-186	Retention payment now due 2018/19
Llanelli Vocational Village	147	0	147	32	0	32	-115	Scheme savings - Awaiting completion of St John Lloyd phase.
Other Projects with Minor Variances	1,253	-188	1,065	1,257	-188	1,069	4	

Capital Programme 2017/18							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for EOY 2017-18 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
CHIEF EXECUTIVE	2,369	-400	1,969	1,884	-400	1,484	-485	
IT Strategy Developments	1,893	0	1,893	1,408	0	1,408	-485	Delays relating to PSBA core network re-design and phase 5 & 6. Budget required in 2018/19.
Other Projects with Minor Variances	476	-400	76	476	-400	76	0	
REGENERATION	5,387	-203	5,184	3,335	-533	2,802	-2,382	
Rural Enterprise Fund	1,092	0	1,092	552	0	552	-540	Funding fully committed, third party schemes behind claim profile.
Transformation Commercial Property Development Fund	632	0	632	190	0	190	-442	Fund fully committed, third party schemes behind claim profile.
Health & Safety Remediation Works	95	0	95	31	0	31	-64	Committed for demolition works in 2018/19
Cross Hands East strategic Employment Site	144	0	144	44	0	44	-100	Final contractor payment and land compensation not incurred in 2017/18 - funding required to be rolled forward into 18/19 to meet these obligations.
Opportunity Street (Llanelli)	478	0	478	334	0	334	-144	Funds committed to 18-19 town centre demolitions.
Ammanford Town Centre Regeneration	63	0	63	3	0	3	-60	Railway works commencing April 18 slip to 18/19
Carmarthen Town Regeneration - Jacksons Lane	929	0	929	64	-3	61	-868	Re-direction of sewer required to accommodate scheme, commencement of works in 18/19.
Laugharne Carpark	208	0	208	0	0	0	-208	Discussion are ongoing with the developer regarding the remedial works for the proposed development.
Pendine Iconic International Visitors Destination	45	0	45	543	-333	210	165	Profile of external grant and council funding to be amended, scheme on target overall.
Margaret St - Retaining Wall & Road Widening	167	0	167	83	0	83	-84	Delays with British Telecom works to relocate cabinets have resulted in the road widening scheme works being rescheduled for summer holidays 2018.
Other Projects with Minor Variances	1,534	-203	1,331	1,491	-197	1,294	-37	
TOTAL	80,243	-24,274	55,969	66,465	-22,612	43,853	-12,116	

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EXECUTIVE BOARD

2nd JULY 2018

Subject Purpose: ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2017-2018		
Recommendations / key decisions required: That the report be received and presented to Full Council.		
Reasons: To comply with the CIPFA Code of Practice on Treasury Management in the Public Sector.		
Relevant scrutiny committee to be consulted YES Policy & Resources Scrutiny Committee 19 th July 2018		
Exec Board Decision Required	YES	
Council Decision Required	YES	
EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. D.M. Jenkins		
Directorate: Corporate Services Name of Director: Chris Moore Report Author: Anthony Parnell	Designation: Director of Corporate Services Designation: Treasury and Pension Investments Manager	Tel No. 01267 224120; E Mail: CMoore@carmarthenshire.gov.uk Tel No. 01267 224180; E Mail: AParnell@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Executive Board
2ND JULY 2018

SUBJECT ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2017-2018

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The Council adopted the Treasury Management Policy and Strategy and the five year capital programme for 2017-2018 on the 22nd February 2017. This Annual Report lists the activities that took place in 2017-2018 under the headings of :

Investments

Borrowing

Treasury Management Prudential Indicators

Prudential Indicators

MRP Policy Review

Leasing

Rescheduling

DETAILED REPORT ATTACHED ?	YES
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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: C 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

1. Finance

The authority's investments during the year returned an average rate of 0.38%, exceeding the 7 day LIBID rate.

£21m new PWLB borrowing took place during the year. Long term debt outstanding at the year end amounted to £400m.

The Authority did not breach any of its Prudential Indicators during the year.

85.5% of the submitted claim has been received from the administrators of KSF to 31st March 2018.

CONSULTATIONS

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

Signed: C Moore Director of Corporate Services

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee

For information to Policy and Resources Scrutiny Committee on the 19th July 2018.

2. Local Member(s)

Not Applicable

3. Community / Town Council

Not Applicable

4. Relevant Partners

Not Applicable

5. Staff Side Representatives and other Organisations

Not Applicable

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
CIPFA Treasury Management in the Public Services - Code of Practice Revised 2017		County Hall, Carmarthen

AGENDA ITEM NO.

EXECUTIVE BOARD

2ND JULY 2018

ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2017-2018

1. Introduction

The Treasury Management Policy and Strategy for 2017-2018 was approved by Council on 22nd February 2017. Section B 1.1(2) stated that a year end annual report would be produced.

This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code) and outlines the Treasury Management activities in the 2017-2018 financial year.

2. Investments

One of the primary activities of the Treasury Management operation is the investment of surplus cash for which the Authority is responsible. As well as the Authority's own cash the County Council invests School Funds, Trust Funds and other Funds, with any interest derived from these investments being passed over to the relevant Fund.

All surplus money is invested daily with the approved counterparties either via brokers on the Money Markets or direct. The security of the investments is the main priority, appropriate liquidity should be maintained and returns on the investments a final consideration. It continues to be difficult to invest these funds as the market continues to be insecure and as a consequence appropriate counterparties are limited.

For 2017-2018 investments to individual counterparties were limited to:

	Maximum to Lend £m
Upper Limit Any one British Bank and Building Society with a credit rating of at least F1, P-1 or A-1 short term or AA-, Aa3 or AA- long term	10
Middle Limit Any one British Bank and Building Society with a credit rating of at least F1, P-1 or A-1 short term	7
UK Banks Part Nationalised Included as investment counterparties, as long as they continue to have appropriate UK Government support	7
Any one Local Authority	10
Any one AAA Rated Money Market Fund	5
Debt Management Office	40

The total investments at 1st April 2017 and 31st March 2018 are shown in the following table:

Investments	01.04.17				31.03.18			
	Call and notice £m	Fixed Term £m	Total £m	%	Call and notice £m	Fixed Term £m	Total £m	%
Banks and 100% Wholly Owned Subsidiaries	15.00	5.63	20.63	51	19.00	0.58	19.58	45
Building Societies	0.00	0.00	0.00	0	0.00	0.00	0.00	0
Money Market Funds	15.00	0.00	15.00	37	10.00	0.00	10.00	23
Local Authorities	0.00	5.00	5.00	12	0.00	14.00	14.00	32
TOTAL	30.00	10.63	40.63	100	29.00	14.58	43.58	100

An analysis of the daily cash schedules indicates that the minimum balance lent over the twelve month period was £36.48m and the maximum balance lent was £92.49m. The average balance for the year was £65.67m.

The total investments made by the Council and repaid to the Council (the turnover) amounted to £1,215.85m. This averaged approximately £23.32m per week or £3.33m per day. A summary of the turnover is shown below:

	£m
Total Investments 1st April 2017	40.63
Investments made during the year	609.40
Sub Total	650.03
Investments Repaid during the year	(606.45)
Total Investments 31st March 2018	43.58

The main aim of the Treasury Management Strategy is to manage the cash flows of the Council and the risks associated with this activity. Lending on the money market secures an optimum rate of return, allows for diversification of investments and consequently reduction of risk, which is of paramount importance in today's financial markets.

The benchmark return for the money market is the "7 day LIBID rate". For 2017-2018 the Council has compared its performance against this "7 day LIBID rate". The average "7 day LIBID rate" was 0.22% whereas the actual rate the Council earned was 0.38%, an out performance of 0.16%.

This outperformance can be quantified as £110k additional interest earned compared to the "7 day LIBID rate".

The gross interest earned on investments for 2017-2018 amounted to £0.244m, which was more than the estimated figure of £0.200m. The Bank of England Official Rate was raised from 0.25% to 0.50% on 2nd November 2017 which resulted in an increase in investment returns.

The income from investments is used by the Authority to reduce the net overall costs to the Council taxpayer.

3. Update on the investments with Kaupthing Singer & Friedlander (KSF)

The latest position with the Council's investments with KSF was reported in the Quarterly Treasury Management and Prudential Indicator Reports to Executive Board during the year.

In June 2017 the Council received a fifteenth dividend from the Administrators. This equated to 0.90p in the £ and amounted to £36k principal.

A sixteenth dividend was received from the Administrators in December 2017. This equated to 0.35p in the £ and amounted to £14k principal.

As at 31st March 2018 the sum of £3.42m principal and £210k interest had been received from the Administrators, which equates to 85.50% of the claim submitted. Further dividends are expected to be paid in 2018-2019 and 2019-20. The Administrators estimate total dividends payable to non-preferential creditors at a minimum of 86.25%.

4. Security, Liquidity and Yield (SLY)

Within the Treasury Management Strategy Statement for 2017-2018, the Council's investment priorities are:

- Security of Capital
- Liquidity and
- Yield

The Council aims to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is still considered appropriate to keep investments short term to cover cash flow requirements.

Attached at Appendix 1 is a list of the individual investments (excluding the £0.58m in KSF) held as at the 31st March 2018 together with their credit ratings, historic risk of default and the risk weighting attached to each investment.

5. Borrowing

As Members are aware the Authority has a substantial capital investment programme. For 2017-2018 actual capital expenditure was £66.4m. This was financed from:

	£m
Borrowing	25.78
Grants and Contributions	26.57
Usable Capital Receipts Applied	8.52
Revenue and Reserves	5.56
Total	66.43

Under the Treasury Management Strategy it was resolved:

- To borrow to meet the funding requirements of the Authority, after allowing for capital grants, capital receipts and capital contributions, and to stay within the Prudential Indicators to ensure affordability, prudence and sustainability.
- To borrow when interest rates are at their most advantageous, after considering cash flow requirements.

The following loans were borrowed during 2017-18 to fund the capital programme:

Loan Reference	Amount (£m)	Interest Rate	Start Date	Period	Maturity Date
506262	2.00	2.38%	14th August 2017	46yrs	28th March 2063
506263	2.00	2.38%	14th August 2017	47yrs	28th March 2064
506264	2.00	2.38%	14th August 2017	48yrs	28th March 2065
506265	2.00	2.38%	14th August 2017	49yrs	28th March 2066
506266	2.00	2.38%	14th August 2017	50yrs	28th March 2067
506570	5.00	2.36%	10th November 2017	50yrs	28th September 2067
506864	2.00	2.47%	31st January 2018	44yrs	28th March 2062
507082	2.00	2.40%	19th March 2018	42yrs	28th March 2060
507083	2.00	2.39%	19th March 2018	43yrs	28th March 2061
Total	21.00				

The weighted average interest rate of these new loans was 2.39% which compares favourably with the weighted average rate of the respective loan periods throughout the year.

The total loans outstanding at 1st April 2017 and 31st March 2018 were:

Loans	Balance at 01.04.17 £m	Balance at 31.03.18 £m	Net Increase/ (Net Decrease) £m
Public Works Loan Board (PWLB)	380.82	392.11	11.29
Market Loan	3.00	3.00	0.00
Salix, Invest-to-Save, HILS & TCL	4.15	4.74	0.59
Total	387.97	399.85	11.88

In 2017-18 the Council received £0.895m from the Welsh Government in relation to Town Centre Loans (TCL). The purpose of the scheme is to provide loans to reduce the number of vacant, underutilised and redundant sites and premises in town centres and to support the diversification of the town centres by encouraging more sustainable uses for empty sites and premises, such as residential, leisure and for key services. The term of the funding is until 31st March 2033, with advances to third parties repayable interest free.

The total external interest paid in 2017-2018 amounted to £17.62m, which compares favourably with the budget of £19.77m. The savings have arisen due to a reduction in the borrowing for the Modernisation Education Programme for current and previous years.

6. Treasury Management Prudential Indicators

Under the requirements of the Prudential Code of Practice for Capital Finance in Local Authorities, the Council are required to set a number of treasury management prudential indicators for the year 2017-2018. The indicators set and the performance against those indicators is shown below:

6.1 The estimated and actual interest exposure limits as at 31st March 2018 were:

	Estimate 31.03.18 £m			Actual 31.03.18 £m		
	Fixed Interest Rate	Variable Interest Rate	Total	Fixed Interest Rate	Variable Interest Rate	Total
Borrowed	401.00	3.00	404.00	396.85	3.00	399.85
Invested	(20.00)	(30.00)	(50.00)	(14.58)	(29.00)	(43.58)
Net	381.00	(27.00)	354.00	382.27	(26.00)	356.27
Proportion of Total Net Borrowing	108%	(8%)	100%	107%	(7%)	100%
Limit	125%	5%				

6.2 Maximum principal sums invested > 365 days

	2017-2018 Limit £m	2017-2018 Actual £m
Maximum principal sums invested > 365 days	10	NIL

6.3 Interest rate exposure limits

	2017-2018 Limit £m	2017-2018 Actual £m
Limits on fixed interest rates based on net debt	444.00	382.27
Limits on variable interest rates based on net debt	20.00	(26.00)

6.4 The upper and lower limits set for the maturity structure of borrowing along with the actual maturity structure as at 31st March 2018.

	Estimated Upper Limit 2017-2018 %	Estimated Lower Limit 2017-2018 %	Actual 31.03.18 %
Under 12 months	15	0	1.76
12 months to 2 years	25	0	1.32
2 years to 5 years	50	0	7.40
5 years to 10 years	50	0	10.00
10 years to 20 years	50	0	18.10
20 years to 30 years	50	0	20.26
30 years to 40 years	50	0	23.48
40 years and above	50	0	17.68
Total			100.00

Details of the above maturity structure are shown below:

Loan Maturities	PWLB Debt £m	Average Interest Rate %	Market Loans/ Invest to Save/Salix/ HILS/TCL £m	Average Rate %	Total Debt Outstanding £m
Before 1st April 2019	6.69	9.87	0.34	0	7.03
1st April 2019 to 31st March 2020	5.00	5.00	0.29	0	5.29
1st April 2020 to 31st March 2023	28.81	6.14	0.75	0	29.56
1st April 2023 to 31st March 2028	39.98	4.73	0	0	39.98
1st April 2028 to 31st March 2038	69.03	4.53	3.36	0	72.39
1st April 2038 to 31st March 2048	81.00	4.04	0	0	81.00
1st April 2048 to 31st March 2058	90.90	5.29	3.00	4.72	93.90
After March 2058	70.70	2.81	0	0	70.70
Total as at 31.03.18	392.11		7.74		399.95

7. Prudential Indicators

7.1 Affordability

7.1.1 Actual and estimated ratio of financing costs to net revenue stream.

Ratio of Financing Costs to Revenue Stream		
	2017-2018 Estimate %	2017-2018 Actual %
Non-HRA	5.98	4.58
HRA	34.98	34.58

The indicator shows the proportion of income taken up by capital financing costs.

7.2 Prudence

7.2.1 The Capital Financing Requirement (CFR).

	31.03.18 Estimate £m	31.03.18 Actual £m
Non-HRA	265	263
HRA	143	145
HRAS	76	76
Total	484	484

The Capital Financing Requirement reflects the underlying need to borrow for capital purposes.

7.2.2 Gross Borrowing against the Capital Finance Requirement indicator.

To ensure that borrowing levels are prudent over the medium term the Council's external borrowing must only be for a capital purpose. Gross borrowing must not exceed the CFR for 2017-2018 plus the expected changes to the CFR over 2018-2019 and 2019-2020 but can in the short term due to cash flows. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

£m	2017-2018 Estimate	2017-2018 Actual
Debt at 1 st April 2017	390	388
Expected Change in Debt	26	12
Gross debt at 31st March 2018	416	400
CFR	484	484
Under / (Over) borrowing	68	84

7.2.3 The Authorised Limit and Operational Boundary.

The Authorised Limit is the “Affordable Borrowing Limit” required by Section 3 of the Local Government Act 2003. The Council does not have the power to borrow above this level. The table below demonstrates that during 2017-2018 the Council has maintained gross borrowing within its Authorised Limit.

The Operational Boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the Boundary is acceptable subject to the Authorised Limit not being breached.

The actual financing costs as a proportion of net revenue stream identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2017-2018 £m
Authorised Limit	532.00
Gross borrowing	399.85
Operational Boundary	484.00
Average gross borrowing position	391.94
Financing costs as a proportion of net revenue stream	7.70%

8. Revised CIPFA Codes

In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued a revised Treasury Management Code and Cross Sectoral Guidance Notes, and a revised Prudential Code.

The main recommendation, from 2018-2019, is that local authorities produce a capital strategy to members which is intended to give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services.

9. Leasing

No finance leases were negotiated during the year.

10. Rescheduling

No rescheduling was undertaken during the year.

11. Conclusion

This report demonstrates compliance with the reporting requirements of the CIPFA Treasury Management Code of Practice.

12. Recommendations

It is recommended that this report be received by the Executive Board.

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Investment Summary as at 31st March 2018

Carmarthenshire County Council

Totals		
Total	£43,000,000	
Calls & MMFs	£29,000,000	67%
Fixed Deposits	£14,000,000	33%
Specified	£43,000,000	100%

Weighted Average		
Yield		0.50%
Maturity (Days)		
Total Portfolio	Total Portfolio	11.63
Long Term		
Short Term		
AAA	-	1.00
AA	F1	33.64
A	F1	1.00
BBB	F2	0.00
CCC	C	0.00

Risk Factors		
< 1 year	£264	0.005%
1 - 2 years	£0	0.000%
2 - 3 years	£0	0.000%
3 - 4 years	£0	0.000%
4 - 5 years	£0	0.000%
Total Portfolio	£264	0.005%

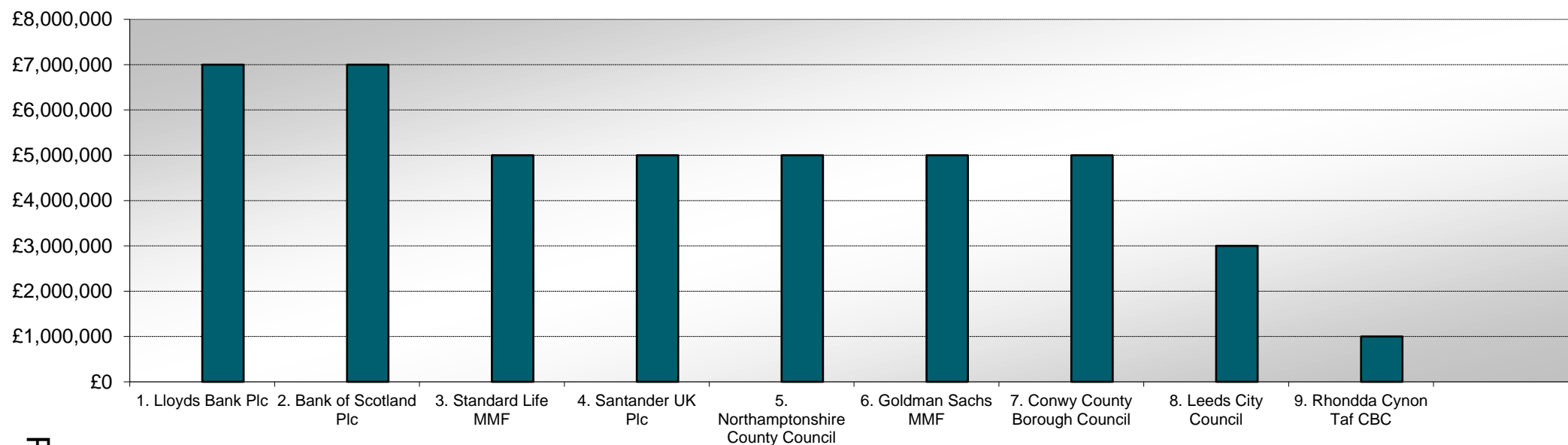
Maturity Structure		
< 1 Week	£30,000,000	70%
< 1 Month	£8,000,000	19%
2 - 3 Months	£5,000,000	12%
3 - 6 Months	£0	0%
6 - 9 Months	£0	0%
9 - 12 Months	£0	0%
12 Months+	£0	0%
Total	£43,000,000	100%

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Top 10 Counterparty Holdings

Carmarthenshire County Council

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. Lloyds Bank Plc	£7,000,000	16.28%	1	0.70%	0.000%
2. Bank of Scotland Plc	£7,000,000	16.28%	1	0.40%	0.000%
3. Standard Life MMF	£5,000,000	11.63%	1	0.45%	0.000%
4. Santander UK Plc	£5,000,000	11.63%	1	0.45%	0.000%
5. Northamptonshire County Council	£5,000,000	11.63%	62	0.55%	0.003%
6. Goldman Sachs MMF	£5,000,000	11.63%	1	0.37%	0.000%
7. Conwy County Borough Council	£5,000,000	11.63%	16	0.40%	0.001%
8. Leeds City Council	£3,000,000	6.98%	25	0.80%	0.001%
9. Rhondda Cynon Taf CBC	£1,000,000	2.33%	4	0.50%	0.000%



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Executive Board 02.07.18

Subject: Ammanford AFC

Purpose: Financial Assistance to Ammanford AFC

Recommendations / key decisions required:

To approve the financial assistance to Ammanford AFC up to the value of £125,000.

The final contribution value (within the limits) and the payment schedule being agreed by the Director of Corporate Services in liaison with the Executive Board Member for Culture, Sport and Tourism.

Reasons:

Provide financial assistance to Ammanford AFC to enable them to improve existing facilities. This forms part of the criteria set by FAW which will enable them to compete in the FAW Championship Division 1 of the Welsh Football League.

Relevant scrutiny committee to be consulted NA

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Councillor Peter Hughes Griffiths /Cllr David Jenkins (Resources)

Directorate

Name of Head of Service:

Chris Moore

Report Author:

Chris Moore

Designations:

Director of Corporate Services

Director of Corporate Services

Tel Nos. 01267 224121

E Mail Addresses:

cmoore@carmarthenshire.gov.uk

FINANCIAL ASSISTANCE TO AMMANFORD AFC

BRIEF SUMMARY OF PURPOSE OF REPORT

Ammanford AFC was founded in 1946 and originally started their playing career within the Ammanford and District League. Over the last 70+ years, the Club has achieved various success. The 2017/18 season has to date been their most successful season, with them gaining promotion into the FAW Championship Division 1 of the Welsh Football League.

The continued success of Ammanford AFC is a contributing factor in attracting both players and volunteers to the club. The Club currently have in excess of 300 playing members. They are able to support a number of senior, youth and junior teams. Ammanford AFC have the largest junior participation in Wales, having been awarded a Gold FAW Accreditation. Participation at all levels continues to grow.

The Club play at Ammanford Recreational Ground. To allow promotion into the FAW Championship League the current facilities will require significant upgrade to bring in line with the TIER 2 criteria which is set by the FAW. Failure to make these improvements will prevent the Club from playing within the FAW Championship Division 1 FAW and be demoted.

The requirements of the criteria is to provide a 250 seater stand, tea room, PA system, disabled access, perimeter fencing, security shuttering, floodlights.

The Club have therefore approached the County Council requesting support for this project. The total cost of the project is estimated at £201,000. The funding shortfall is in the region of £123,000

The Club have currently identified the following funding:

Funding confirmed:

£5,000	Ammanford Town Council
£39,000	Sponsorship and Donations
£25,000	Football Association of Wales
£9,000	MYB Funding

The County Council has therefore been requested to support the project with a contribution to match the shortfall. The contribution would be payable to the Club in phases, in line with project developments and will be adjusted should more external funding be become available. The payment schedule will be agreed by the Director of Corporate Services.

The local community is supportive of the improvements to the facilities as it is recognised that the Club does not have the adequate facilities to maintain the highest level of football. The project also has the full support of the local council member, and the member of parliament. The project is fully supported by both the Football Association of Wales and local Town Council who have committed some funding towards the project.

1. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

Failure to meet the criteria set by the FAW to improve the will result in the Club being excluded from the Championship League as they will receive automatic relegation. The Club and community will also miss out on a number of opportunities these developments will bring.

DETAILED REPORT ATTACHED?	NO
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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

2. Finance

Total cost currently of this project is estimated to be £201k, with funding being provided from other external sources currently up to the value of £78k, although its I possible that further funding may be sourced. The County Council is therefore being asked to fund up to a maximum of £125k .

Funding for this contribution can be provided from Departmental Reserves.

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. Scrutiny Committee

n/a

2. Local Member(s)

Cllr Deian Harries is fully supportive of the project

3. Community / Town Council

Ammanford Town Council is fully supportive of the project

4. Relevant Partners

Football Association of Wales

5. 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
Correspondence from Ammanford AFC		CFP/Economic Development

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