

Document Pack



Mark James LLM, DPA, DCA
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Chief Executive,
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County Hall, Carmarthen. SA31 1JP

WEDNESDAY, 4 JULY 2018

TO: ALL MEMBERS OF THE COUNTY COUNCIL

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE COUNTY COUNCIL WHICH WILL BE HELD IN THE CHAMBER, COUNTY HALL, CARMARTHEN AT **9.30 AM**, ON WEDNESDAY, 11TH JULY, 2018 FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Janine Owen
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www.sirgar.llyw.cymru
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AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTERESTS
3. CHAIR'S ANNOUNCEMENTS
4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 13TH JUNE 2018 5 - 20
5. PUBLIC QUESTIONS (NONE RECEIVED).
6. QUESTIONS BY MEMBERS:-
 - 6.1 QUESTION BY COUNCILLOR TINA HIGGINS TO COUNCILLOR PHILIP HUGHES, EXECUTIVE BOARD MEMBER FOR PUBLIC PROTECTION

“Would the Executive Board Member with responsibility for public protection give a statement on the actions the council has taken to tackle the fly infestation in Llanelli, including when the Council became aware of the infestation, when it responded, and details of any specialist advice it has sought?”
 - 6.2 QUESTION BY COUNCILLOR BILL THOMAS TO COUNCILLOR GLYNOG DAVIES, EXECUTIVE BOARD MEMBER FOR EDUCATION AND CHILDREN

“Wales’ largest supply teaching provider paid two directors almost £1 million over two years. Yet supply teachers’ pay and conditions are well below those of permanent staff. This unfairness has prompted a demonstration in Cardiff on 7th July.
What is the Executive Board member for Education & Children doing to arrange for the commissioning and deployment of supply teachers via alternative arrangements including via direct employment?”
7. TOUR OF BRITAIN 2018 23 - 26
8. TO CONSIDER THE FOLLOWING NOTICES OF MOTION:-
 - 8.1 NOTICE OF MOTION SUBMITTED BY COUNCILLOR ANDRE MCPHERSON

“I ask this council to ratify this motion that blue recycling bags are upgraded to a thicker more durable type”. This being more cost effective and fit for purpose.

- 9. TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEMS**
- 9 .1 HIGHWAY ASSET MANAGEMENT PLAN (HAMP) 25 - 76**
- 9 .2 ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2017-18 77 - 94**
- 10. TO CONSIDER THE RECOMMENDATION OF THE DEMOCRATIC SERVICES COMMITTEE IN RESPECT OF THE FOLLOWING ITEM**
- 10 .1 PAPERLESS WORKING 95 - 102**
- 11. TO RECEIVE THE REPORT OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 4TH JUNE 2018 103 - 116**
- 12. MEMBERSHIP OF COMMITTEES:**
- 12 .1 TO NOTE THAT THE LABOUR GROUP HAS NOMINATED COUNCILLOR FOZIA AKHTAR TO REPLACE COUNCILLOR ANDRE MCPHERSON ON THE LICENSING COMMITTEE**
- 13. TO CONFER THE FREEDOM OF THE COUNTY OF CARMARTHENSHIRE ON MR DAVID TOM DAVIES OBE, BERLLAN FACH, DRYSLWYN, CARMARTHEN [PLEASE NOTE THAT THIS ITEM WILL BE TAKEN AT 11:30 A.M.]**
- 14. MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE WEBSITE)**
- 14 .1 DYFED PENSION FUND COMMITTEE - 14TH MARCH, 2018**
- 14 .2 DYFED PENSION FUND COMMITTEE - 4TH MAY, 2018**
- 14 .3 COMMUNITY SCRUTINY COMMITTEE - 11TH MAY, 2018**
- 14 .4 EDUCATION AND CHILDREN SCRUTINY COMMITTEE - 14TH MAY, 2018**
- 14 .5 PLANNING COMMITTEE - 15TH MAY, 2018**
- 14 .6 JOINT ENVIRONMENTAL & PUBLIC PROTECTION AND SOCIAL CARE & HEALTH SCRUTINY COMMITTEE - 21ST MAY, 2018**
- 14 .7 SOCIAL CARE AND HEALTH SCRUTINY COMMITTEE - 21ST MAY, 2018**
- 14 .8 LICENSING COMMITTEE - 24TH MAY, 2018**
- 14 .9 PLANNING COMMITTEE - 31ST MAY, 2018**
- 14 .10 DEMOCRATIC SERVICES COMMITTEE - 11TH JUNE, 2018**
- 14 .11 STANDARDS COMMITTEE - 15TH JUNE, 2018**

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

COUNTY COUNCIL

WEDNESDAY, 13 JUNE 2018

PRESENT: Councillor J.M. Charles (Chair)

Councillors:

S.M. Allen	L.R. Bowen	K.V. Broom	C.A. Campbell
D.M. Cundy	S.A. Curry	C.A. Davies	T.A.J. Davies
G. Davies	H.L. Davies	I.W. Davies	J.A. Davies
S.L. Davies	W.R.A. Davies	E. Dole	J.S. Edmunds
P.M. Edwards	H.A.L. Evans	L.D. Evans	R.E. Evans
W.T. Evans	A.L. Fox	S.J.G. Gilasbey	C.J. Harris
P. Hughes-Griffiths	T.M. Higgins	J.K. Howell	P.M. Hughes
A. James	J.D. James	R. James	D.M. Jenkins
J.P. Jenkins	G.H. John	C. Jones	B.W. Jones
D. Jones	G.R. Jones	H.I. Jones	A. Lenny
M.J.A. Lewis	K. Lloyd	K. Madge	S. Matthews
A.S.J. McPherson	E. Morgan	A.G. Morgan	D. Nicholas
B.D.J. Phillips	J.S. Phillips	D. Price	J.G. Prosser
B.A.L. Roberts	E.M.J.G. Schiavone	H.B. Shepardson	A.D.T. Speake
L.M. Stephens	B. Thomas	D. Thomas	E.G. Thomas
G.B. Thomas	J. Tremlett	A.Vaughan Owen	D.T. Williams
D.E. Williams	J.E. Williams		

Also Present:

M. James, Chief Executive
J. Morgan, Director of Community Services
C. Moore, Director of Corporate Services
Mrs R. Mullen, Director of Environment
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)
H. Morgan, Economic Development Manager
L. Quelch, Head of Planning
R Llewellyn, Performance, Governance and Policy Officer
K. Thomas, Democratic Services Officer

Chamber, - County Hall, Carmarthen. SA31 1JP. 10.00 am - 1.35 pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Evans, D. Harries, J. Jones, S. Najmi and G. Thomas

2. DECLARATIONS OF PERSONAL INTERESTS.

Councillor	Minute Number	Nature of Interest
M.J.A. Lewis	8.1- Draft Supplementary Planning Guidance – Wind and Solar Energy Carmarthenshire Local Development Plan	Has Wind Turbines on her land
M.J.A. Lewis	8.2 – Change of Name of Quarter Bach Community Council and Trelech Community Council	Husband is a member of Trelech Community Council
Glynog Davies	8.2 – Change of Name of Quarter Bach Community Council and Trelech Community Council	Member of Quarter Bach Community Council
H.A.L. Evans	8.5 – Cartrefi Croeso Ltd – Financing requirement, appointment of Directors and Shareholders Agreement Delegation	Sister is the Chief Executive of the Bro Myrddin Housing Association
H.B. Shepardson	8.7 – Modernising Education Programme – Proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11	Personal – School Governor
A Vaughan Owen	8.1 – Draft Supplementary Planning Guidance – Wind and Solar Energy Carmarthenshire Local Development Plan	Works in the energy sector
A Vaughan Owen	8.6 – Modernising Education Programme – Proposal to increase the capacity of Gorslas Community School from 4-11 to 3-11	Personal – Member of Gorslas Community Council and involved with the sale of land to the County Council
K. Madge	7.1 – Notice of Motion submitted by Councillor K. Lloyd	Daughter works in Social Care

J.D. James	8.7 – Modernising Education Programme – Proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11	School Governor
A Fox	8.7 – Modernising Education Programme – Proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11	School Governor
D. Price	8.6 – Modernising Education Programme – Proposal to increase the capacity of Gorslas Community School from 4-11 to 3-11	Member of Gorslas Community Council and involved with the sale of land to the County Council
B. Jones	8.7 – Modernising Education Programme – Proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11	Son is a teacher in Parc y Tywyn
J. Morgan – Director of Communities	8.5 - Cartrefi Croeso Ltd – Financing requirement, appointment of Directors and Shareholders Agreement Delegation	Company Director
W. Walters – Director of Regeneration and Policy	8.5 - Cartrefi Croeso Ltd – Financing requirement, appointment of Directors and Shareholders Agreement Delegation	Company Director

3. CHAIR’S ANNOUNCEMENTS.

Condolences were extended to the family of the late Councillor Alun Davies. All members of Council stood in silent tribute in memory of Councillor Davies following which tributes were paid by Councillors E. Dole, L.M. Stephens and K. Madge on behalf of each of the political parties.

Condolences were expressed to former County Councillor D. Williams on the death of his wife.

Congratulations were extended to:-

- Meinir Lloyd from Carmarthen (also known as Meinir Hughes Griffiths) on being awarded the T.H. Parry-Williams Medal at the National Eisteddfod
- The following persons welcomed into the Gorsedd Y Beirdd at the National Eisteddfod:-
 - Elaine Edwards, Carmarthen – former president of UCAC
 - Huw Edwards, Llangennech – Broadcaster
 - Margarette Hughes – Whitland – contribution to the Welsh Language and Culture
 - Eric Jones – Pencader – Steward and Inspector at the National Eisteddfod and Urdd since 1984
 - Dr Rhys Thomas – New Inn Llandeilo – contribution to medicine
 - Rosemary Williams – Crickhowell – (originally from Llandeilo) – contribution to Welsh Culture in the Abergavenny area.
- The following recipients of Royal Recognition:
 - Order of the British Empire MBE
Dr Gareth Collier – Dryslwyn – Consultant Respiratory Physician - Glangwili Hospital for services to lung cancer treatment in Wales;

Tracy Pike – Llanelli – CEO of Carmarthenshire Youth and Children’s Association – Services to young people (Llanelli);

Michael James Worthington Williams – Cenarth – services to the automotive industry;
 - British Empire Medal – BEM
William Henry Gerwyn Jenkins – Llanelli – services to the Samaritans in Swansea
- The Cottage Pub in Llandeilo on winning the title Countryside Alliance ‘Pub of the Year’
- Ysgol Gymraeg Brynsierfel on being the first Welsh school in Carmarthenshire to receive the Welsh Charter Silver Award
- Staff within the Planning Department on winning the UK Royal Town Planning Institute Excellence in Planning Award for the Natural Environment in respect of the Caeau Mynydd Mawr Special Area of Conservation Supplementary Planning Guidance Marsh Fritillary Project.
- Councillor Ann Davies on gaining a Masters’ Degree in Education and on being appointed Chair-Elect of the Farmers’ Union of Wales, Carmarthenshire

The Chair referred to the number of events he’d attended since commencing his term of office, particularly the Robert Hobbs Memorial Race in Carmarthen won by Marcin Bialoblocki from Poland

The Chair thanked all those in attendance at his recent Civic Service where over £1,000 was raised for his charities – The Wales Air Ambulance and Alzheimer’s Cymru

The Executive Board Member for Culture, Sport and Tourism apprised Council of the recent announcement that Carmarthenshire would, on the 2nd September, 2018 host the Grand Depart of the 2018 OVO Energy Tour of Britain Cycle Race commencing at Pembrey Country Park and traveling through Carmarthenshire on its way to Newport. He referred to a variety of events being held to mark the event and urged all communities, especially those through which the tour would pass, to similarly mark the event and show Carmarthenshire off to the world television audience.

The Executive Board Member for Public Protection apprised Council of the difficulties encountered from recent fly infestations in South Llanelli and to its probable source, being a metal recycling plant in the vicinity of Seaside in the Glanymor Ward. He outlined the actions taken by Council staff and the council's partners in addressing the outbreak and advised that Natural Resources Wales, being the permit issuing body for the plant, would now be assuming responsibility for overseeing the treatment and removal of waste from the site and to whether any enforcement action should be taken. He also confirmed the owners of the company had taken action to remediate the difficulties and to endeavour to prevent any future outbreak.

4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE FOLLOWING DATES:

4.1. 18TH APRIL, 2018

UNANIMOUSLY RESOLVED that the minutes of the meeting of Council held on the 18th April, 2018 be signed as a correct record.

4.2. 16TH MAY, 2018

UNANIMOUSLY RESOLVED that the minutes of the meeting of Council held on the 16th May, 2018 be signed as a correct record.

5. PUBLIC QUESTIONS (NONE RECEIVED).

The Chair advised that no public questions had been received,

6. QUESTIONS BY MEMBERS:-

6.1. QUESTION BY COUNCILLOR ROB EVANS TO COUNCILLOR GLYNOG DAVIES, EXECUTIVE BOARD MEMBER FOR EDUCATION AND CHILDREN

Councillor R. Evans advised that he was withdrawing his question

UNANIMOUSLY RESOLVED that the withdrawal of the question be noted.

7. TO CONSIDER THE FOLLOWING NOTICES OF MOTION

7.1. NOTICE OF MOTION SUBMITTED BY COUNCILLOR KEN LLOYD

(NOTE: Cllr K. Madge had earlier declared an interest in this item and remained in the meeting during its consideration)

Council considered the following Notice of Motion submitted by Councillor Ken Lloyd:

“In accordance with Council’s Well-being Objective 10

‘Age Well – Support the growing numbers of older people to maintain dignity and independence in their later years’

we request that the Council explores the feasibility of making Carmarthenshire a dementia friendly county on the lines of the Alzheimer’s Society’s Dementia Friendly Communities programme. With the county’s aging population and the increasing focus on care and treatment in the community, rather than in hospital or a care home, more people in Carmarthenshire are living in our communities with dementia; so we need to determine what ‘dementia-friendly’ looks like and what the key areas for action are in working to achieve a ‘dementia-friendly’ Carmarthenshire.”

The motion was duly seconded.

The proposer and seconder of the Motion were afforded the opportunity of speaking in support thereof and outlined the reasons for its submission, as set out in the Motion.

A number of statements were made in support of the Motion

UNANIMOUSLY RESOLVED that the Motion be supported.

7.2. NOTICE OF MOTION SUBMITTED BY COUNCILLOR GARETH JOHN

Council considered the following Notice of Motion submitted by Councillor Gareth John:

“We call on Welsh Government to finally acknowledge that Hywel Dda Health Board is unable to cope with the challenges it faces and that the position has become unsustainable. Despite some additional government funding, key services have become increasingly fragile with patient safety being called into question.

Fully integrated community care would be an effective way of relieving much of the pressure being placed on our hospitals but despite the consensus for this change there has been frustratingly slow movement in this direction.

Separate management structures do not support such an integrated approach and, as it has proved, neither Health nor the local Authorities can deliver the required degree of change alone.

For integrated care to become a reality the capacity within primary, community and social care must be significantly increased and work seamlessly across boundaries. Integrated primary healthcare and public health teams comprising of a comprehensive range of clinical, non-medical and social care professionals would be in a far better position to address the challenges of an ageing population than the inconsistent nature of the existing organisational arrangements.

We therefore call on Welsh government to facilitate the establishment of a Community Health and Care service charged with the delivery and overall management of an integrated social model for health and care throughout the Hywel Dda area. The service would be democratically accountable to the electorate through the three local authorities and to the health board who would retain statutory responsibility for their functions and staff”.

The following amendment to the motion was proposed by Cllr R. James and duly seconded:

“Delete paragraph 1 to 4 and replace with:

On the 26th of March, the Executive Board voted unanimously for new regional pooled funding arrangements and the West Wales Area Plan 2018 - 23 to deliver seamless services between health and social care.

Primary care in West Wales has a number of challenges, due to the ongoing austerity measures of the UK Government coupled with the Prime Minister's skilled workers migration target that is impacting our ability to recruit, and we need to ensure that health boards are in the best possible position to deal with these challenges.

In paragraph 5, delete after 'We therefore call on the Welsh Government to' and replace with:

Conduct an urgent review to assess each health boards ability to deliver the Welsh Government's objectives”.

The Head of Administration and Law was asked by the Chair to provide legal advice on the amendment and advised that, in her view, it did not constitute an amendment and was, in effect, a motion in its own right.

The Chair, having considered the advice ruled the amendment to be inappropriate and could not be accepted.

The proposer and seconder of the Motion were afforded the opportunity of speaking in support thereof and outlined the reasons for its submission, as set out in the Motion.

A number of statements were made both for, and against, the Motion and, following a vote, Council

RESOLVED that the Motion be supported.

8. TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEMS:-

8.1. DRAFT SUPPLEMENTARY PLANNING GUIDANCE - WIND AND SOLAR ENERGY CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN

(NOTE: Councillors M.J.A. Lewis and A. Vaughan Owen, having earlier declared interests in this item left the Council Chamber during its consideration by the Council)

Council was informed that the Executive Board, at its meeting held on the 30th April, 2018 (Minute 9 refers) considered a report on the council consulting on a Draft Supplementary Planning Guidance SPG on Wind and Solar Energy Carmarthenshire County Council Local Development Plan, which had been prepared to support and elaborate on the policies and provisions of the adopted Carmarthenshire Local Development Plan prior to its formal adoption, reelecting the commitment set out within the LDP.

UNANIMOUSLY RESOLVED that the following recommendations of the Executive Board be accepted:

“ that the Draft Supplementary Planning Guidance set out within the report be approved for formal public consultation for 6 weeks;

that the publication of the Cumulative Impact of Wind Turbines on Landscape and Visual Amenity Guidance and the Landscape Capacity and Sensitivity Studies be approved as supporting documentation to the SPG and the forthcoming Revised LDP;

to authorise the Head of Planning to correct typographical, cartographical or grammatical errors, and to make amendments in order to enhance accuracy and clarity of meaning.”

8.2. CHANGE OF NAME OF QUARTER BACH COMMUNITY COUNCIL AND TRELECH COMMUNITY COUNCIL

(NOTE: Councillors G. Davies and M.J.A. Lewis declared an interest in this item and remained in the Council Chamber during its consideration by the Council)

Council was informed that the Executive Board, at its meeting held on the 30th April, 2018 (Minute 10 refers) considered a report on requests received from the Clerks of Quarter Bach Community Council and Trelech Community Council to change the names to 'Cwarter Bach Community Council and Trelech a'r Betws Community Council respectively.

UNANIMOUSLY RESOLVED that the following recommendation of the Executive Board to Council be accepted

“that it approves the change of names of Quarter Bach Community Council to Cwarter Bach Community Council and Trelech Community Council to Trelech a'r Betws Community Council.”

8.3. SWANSEA BAY CITY DEAL

The Council was informed that the Executive Board at its meeting held on the 4th June, 2018 (Minute 6 refers) had considered a report on the formal establishment of the Swansea Bay City Deal (SBCD) Joint Committee and Associated funding streams.

Council was reminded that it had previously, together with the three local authorities of Swansea, Neath and Port Talbot and Pembrokeshire signed a City Deal Agreement (Heads of Terms) worth a total of £1.3bn which had been signed by both the U.K. and Welsh Governments on the 20th March 2018. Subsequent thereto the SBCD had been operating in shadow form and the current report set out a legal framework within which it could operate as a Joint Committee incorporating governance arrangements and associated funding streams for Council's approval. It was noted that, if adopted by the Council, the report would require the endorsement of the other three SBCD local authorities by the end of July 2018.

During consideration of the report reference was made to part 5.0 thereof relating to the membership of the Joint Committee comprising 12 members, three from each of the constituent local authorities. An assurance was sought, and given, that Carmarthenshire's representations on the Joint Committee would be politically balanced with one member from each of its political groups

UNANIMOUSLY RESOLVED that the following recommendations of the Executive Board be adopted:

“The establishment of the Swansea Bay City Deal (SBCD) Joint Committee and associated governance structure be approved;

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;

The establishment of the Swansea Bay City Deal Joint Scrutiny Committee be endorsed;

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;

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;

The Director of Corporate Services 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”.

8.4. DRAFT NEW CORPORATE STRATEGY 2018-23

The Council was informed that the Executive Board at its meeting held on the 4th June, 2018 (Minute 7 refers) had considered the Council’s Draft New Corporate Strategy for 2018-23. If adopted by the Council, it would replace the existing Strategy published in 2015 and 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”.

UNANIMOUSLY RESOLVED that the following recommendations of the Executive Board be adopted:-

“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; 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”.

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

(NOTE:

- Councillor H.A.L. Evans having previously declared an interest in this item left the Council Chamber during its consideration by the Council.
- J. Morgan – Director of Communities and W. Walters (Director of Regeneration and Policy) declared an interest in this item and left the meeting during its consideration by the Council)

The Council was informed that the Executive Board at its meeting held on the 4th June, 2018 (Minute 8 refers) had considered a report on the Council’s previous decision to establish Cartrefi Croeso Ltd, a wholly owned council housing company to build homes for sale and rent and to act as a catalyst for further regeneration activities.

In accordance with that decision the Council was being requested to consider a report on the following items in relation to the Company's operation:

- 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.

RESOLVED that the following recommendations of the Executive Board be adopted:-

Financing Requirements:

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;

To agree to meet the Company's 2017/18 establishment costs from existing revenue budgets to a maximum of £100,000;

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;

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.

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;

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;

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

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;

That the Director for Communities (Jake Morgan), and Director of Regeneration and Policy (Wendy Walters) are appointed as directors of the company;

That a formal process is agreed for the appointment of the remaining Directors.

Delegation of Issues relating to the Shareholder Agreement

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”.

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

(NOTE: Councillors D. Price and A. Vaughan Owen declared an interest in this item and remained in the Council Chamber during its consideration by the Council)

DURATION OF MEETING

At 1.00 p.m. duration consideration of this item the Council’s attention was drawn to Corporate Procedure Rule 9 ‘Duration of Meeting’ and the fact the meeting had been underway for three hours. It was therefore

UNANIMOUSLY RESOLVED that Corporate Procedure Rules be suspended to allow the remaining items on the agenda to be considered.

The Council was informed that the Executive Board at its meeting held on the 4th June, 2018 (Minute 15 refers) had considered a report on the outcome of the Statutory Consultation undertaken by the Council on its proposal to increase the capacity of Gorslas Community Primary School from 110-210.

UNANIMOUSLY RESOLVED that the following recommendation of the Executive Board be adopted:-

“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”.

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

(NOTE:

- Councillor B. Jones declared an interest in this item and left the Council Chamber during its consideration by the Council
- Councillors A. Fox, J.D James and H.B. Shepardson declared an interest in this item and remained in the Council Chamber during its consideration by the Council)

The Council was informed that the Executive Board at its meeting held on the 4th June, 2018 (Minute 16 refers) had considered a report on the outcome of the Statutory Consultation undertaken by the Council on its proposal to provide nursery provision at Ysgol Parc Y Tywyn by increasing its age range from 4-11 to 3-11.

UNANIMOUSLY RESOLVED that the following recommendation of the Executive Board be adopted:-

“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”.

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

The Council was informed that the Executive Board at its meeting held on the 4th June, 2018 (Minute 20 refers) had considered a report on the Draft Delivery Agreement, produced in response to its decision on the 10th January, 2018 to formally commence preparation on a revised (replacement) Local Development Plan and following public consultation thereon which expired on the 23rd March, 2018. It was noted that subject to Council confirming the Draft Agreement, it would then need to be submitted to the Welsh Government for Approval. Subject to that approval, the Council would then have a period of 3.5 years to deliver the Plan by the 2021 deadline.

UNANIMOUSLY RESOLVED that the following recommendations of the Executive Board be adopted:

**“That the representations received be noted and the recommendations in respect of the Draft Delivery Agreement be ratified;
The amendments to the timetable be approved;**

That the submission of the Delivery Agreement (inclusive of the report recommendations) to the Welsh Government for agreement be approved;

The extension of the consultation period for the submission of candidate sites to the 29th August, 2018 be noted”.

9. TO RECEIVE THE REPORT OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-

9.1. 30TH APRIL, 2018

UNANIMOUSLY RESOLVED that the report of the above meeting be received.

9.2. 14TH MAY, 2018

UNANIMOUSLY RESOLVED that the report of the above meeting be received

10. 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 13 of Part 4 of Schedule 12A to the Act.

11. NOMINATION FOR THE HONORARY FREEDOM OF THE COUNTY OF CARMARTHENSHIRE

Following the application of the public interest test it was UNANIMOUSLY RESOLVED, pursuant to the Act referred to in Minute 10 above, to consider this matter in private, with the public excluded from the meeting as the report contains information which reveals the identity of an individual being nominated for the Freedom of the County. Although the public interest would normally favour transparency and openness this is outweighed by the public interest in maintain confidentiality in this case because the nominee would be unaware of the nomination and should not be placed in the position of having his or her identity disclosed when a vote had yet to be taken on whether the freedom of the County was to be awarded.

The Council considered a report on a request received for the conferment of Honorary Freedom of the County.

UNANIMOUSLY RESOLVED that the Freedom of the County be conferred upon the individual detailed in the report, and that a suitable acceptance

ceremony be arranged as part of the Council meeting scheduled to be held on the 11th July, 2018.

CHAIR

DATE

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COUNTY COUNCIL 11TH JULY, 2018

TOUR OF BRITAIN 2018

Purpose:

Presentation to members on the Tour of Britain race which starts in Carmarthenshire on the 2nd September 2018.

Recommendations / key decisions required:

For information and comment

Reasons:

- To update members on the benefits and opportunities associated with the high profile event.
- To update on the event management plan to maximise promotional opportunities for the County.

Relevant scrutiny committee to be consulted: **No**

Exec Board Decision Required: **No**

Council Decision Required: **No, For information**

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Cllr. Peter Hughes-Griffiths (Culture, Sport & Tourism Portfolio Holder)

Directorate:

Communities

Designation:

Head of Leisure

Tel No. 01267 228309

Name of Head of Service/Report Author:

Ian Jones

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IJones@sirgar.gov.uk

EXECUTIVE SUMMARY COUNTY COUNCIL

11TH JULY, 2018

TOUR OF BRITAIN 2018

SUMMARY OF REPORT

Presentation on the 2018 Tour of Britain which is starting in Carmarthenshire on the 2nd September.

The presentation will explain more about the Tour of Britain Race, and the route of the first stage starting from Pembrey Country Park, onwards to Carmarthen, up the Tywi Valley and from Llandovery on to the end of the stage in Newport, Gwent.

The presentation will also summarise the benefits of staging the 'Grand Depart' (start) of the race, and what the County is doing to maximise the potential benefits from the event.

DETAILED REPORT ATTACHED?

NO – Members will receive a Presentation on the day

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 & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	YES	NONE	YES

1. Policy, Crime & Disorder and Equalities

The event supports the Carmarthenshire Cycling strategy recently approved by members.
Gwyneth Ayres Corporate Policy and Partnership Manager.

2. Legal

The event is underpinned by a legal agreement between the Tour of Britain event organisers and the County Council.

3. Finance

- There is a £20k cost to staging the event, with support funding provided by Welsh Government's Major Events unit.
- Additional marketing and promotional costs are covered from existing budget resources with anticipated financial benefits outlined in the presentation.

5. Risk Management Issues

The event management plan has been discussed in detail by the multi-agency Safety Advisory Group.

6. Physical Assets

Use of County Council Assets including Pembrey Country Park for the start of the stage, and the County's highway network

CONSULTATIONS

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

Signed : *Ian Jones*

Head of Leisure

Community / Town Council

Relevant T&C Councils where race passes through, were consulted on the 7th June 2018, and are listed in the presentation.

Relevant Partners

Welsh Cycling

Welsh Government Major Events Team

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
Event agreement with Tour of Britain organisers	ToB01	Head of Leisure Office, 3 Spilman Street, Carmarthen

COUNTY COUNCIL

11TH JULY 2018

HIGHWAY ASSET MANAGEMENT PLAN (HAMP)

EXECUTIVE BOARD RECOMMENDATIONS:

To approve the Highway Asset Management Plan 2018.

Purpose:

The Highway Asset Management Plan 2018 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*.

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**

Exec Board Decision Required **YES** 2nd July 2018

Council Decision Required **YES** 11TH July 2018

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr H.A.L Evans - Environment

Directorate: Environment

Name of Head of Service:

Stephen Pilliner

Report Author:

Richard Waters

Chris Nelson

Designations:

Head of Transportation and Highways

Highways and Transportation Manager

Principal Engineer – Network and Asset Management

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EXECUTIVE SUMMARY

COUNTY COUNCIL

11TH 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 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

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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.

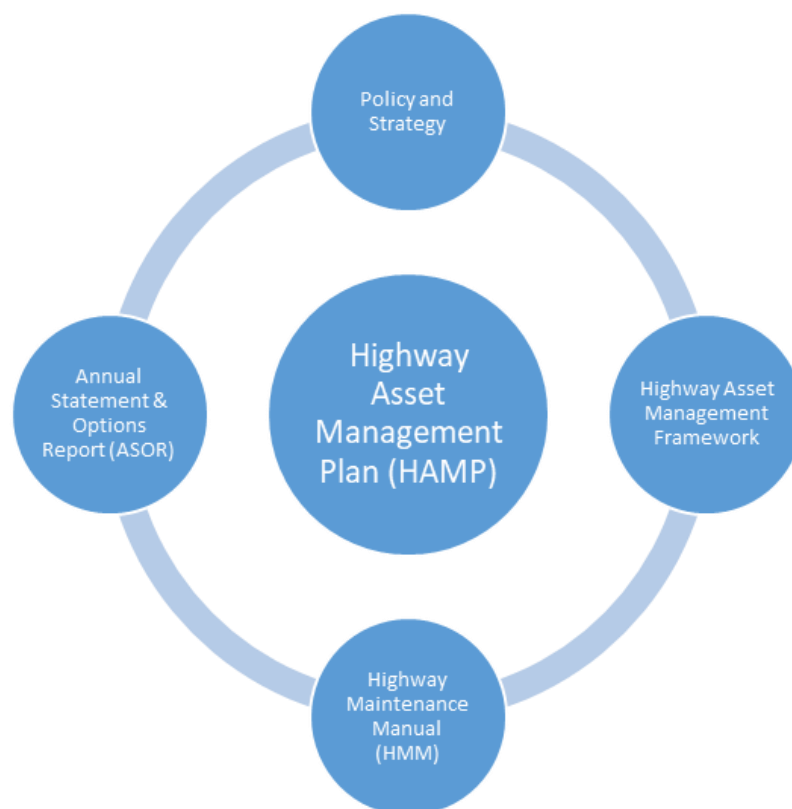
PART 1

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)

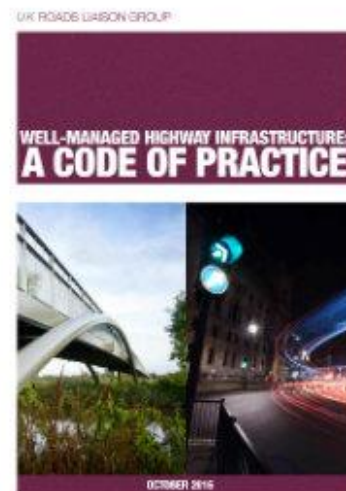
This will be developed to set out the way we will manage and plan the operational maintenance of our highway infrastructure assets. The maintenance manual will be developed over a period of time and will set out technical processes and procedures for day to day delivery of the highway maintenance service. 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

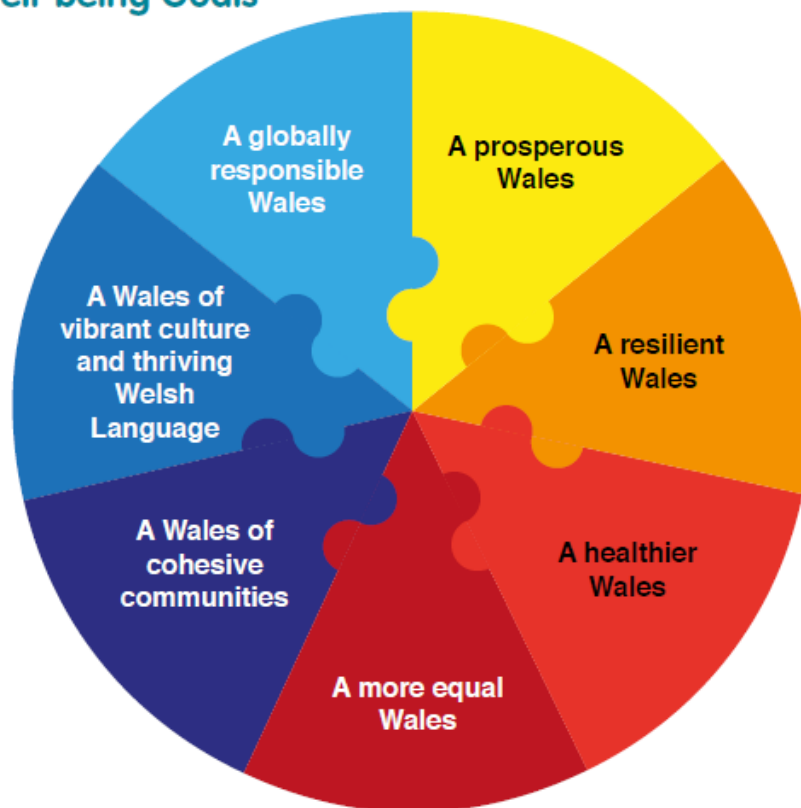
Well-being of Future Generations (Wales) Act 2015

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:

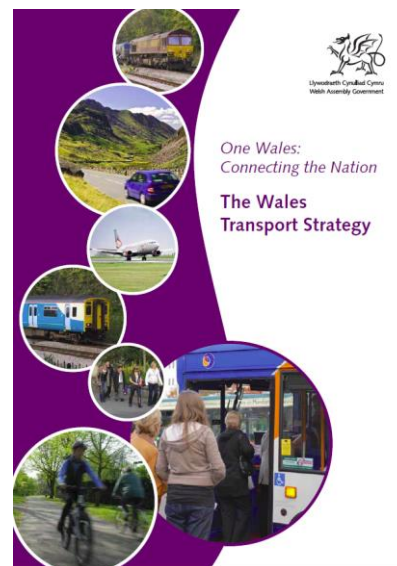
<http://www.carmarthenshire.gov.wales/home/council-services/travel-roads-parking/active-travel/#.Wruo78Koubh>

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

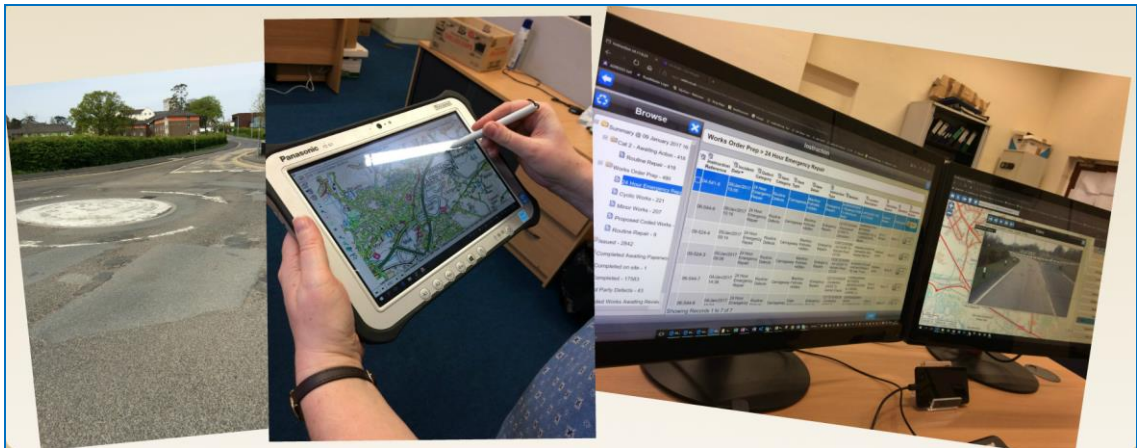
Key objective 4: The Council will adopt effective asset management practices leading to more efficient and effective maintenance activities. We will do this by

- 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

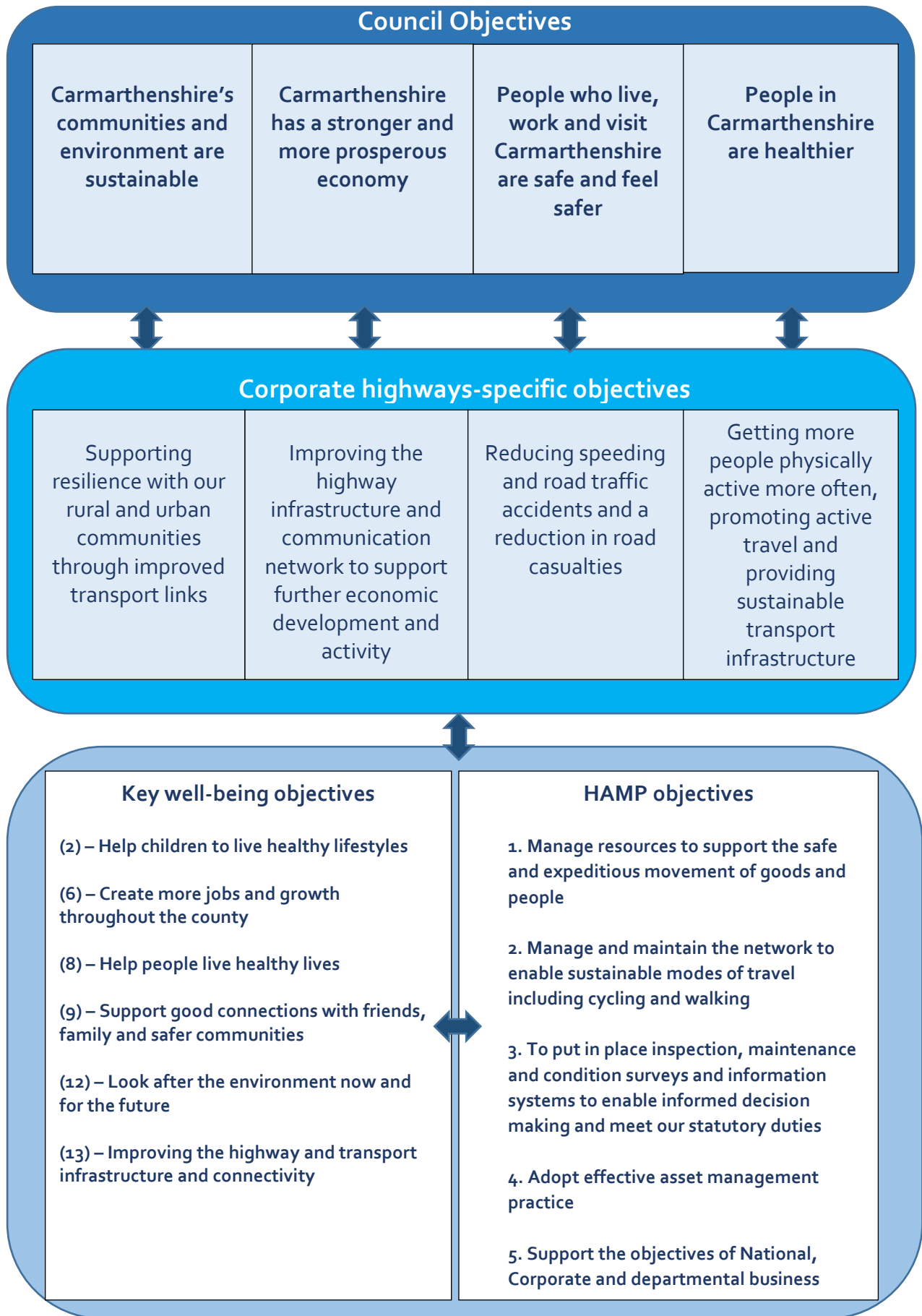
Key objective 5: To put in place appropriate inspection and maintenance regimes, data collection, condition surveys, inventory management and information systems to enable informed decision making, to ensure our statutory duties are met and to minimise the County Councils exposure to claims. We will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



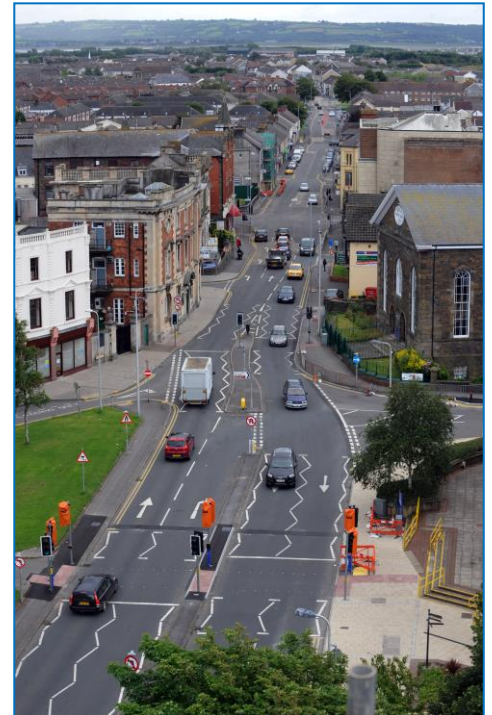
1.9 Scope of our Policy

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.

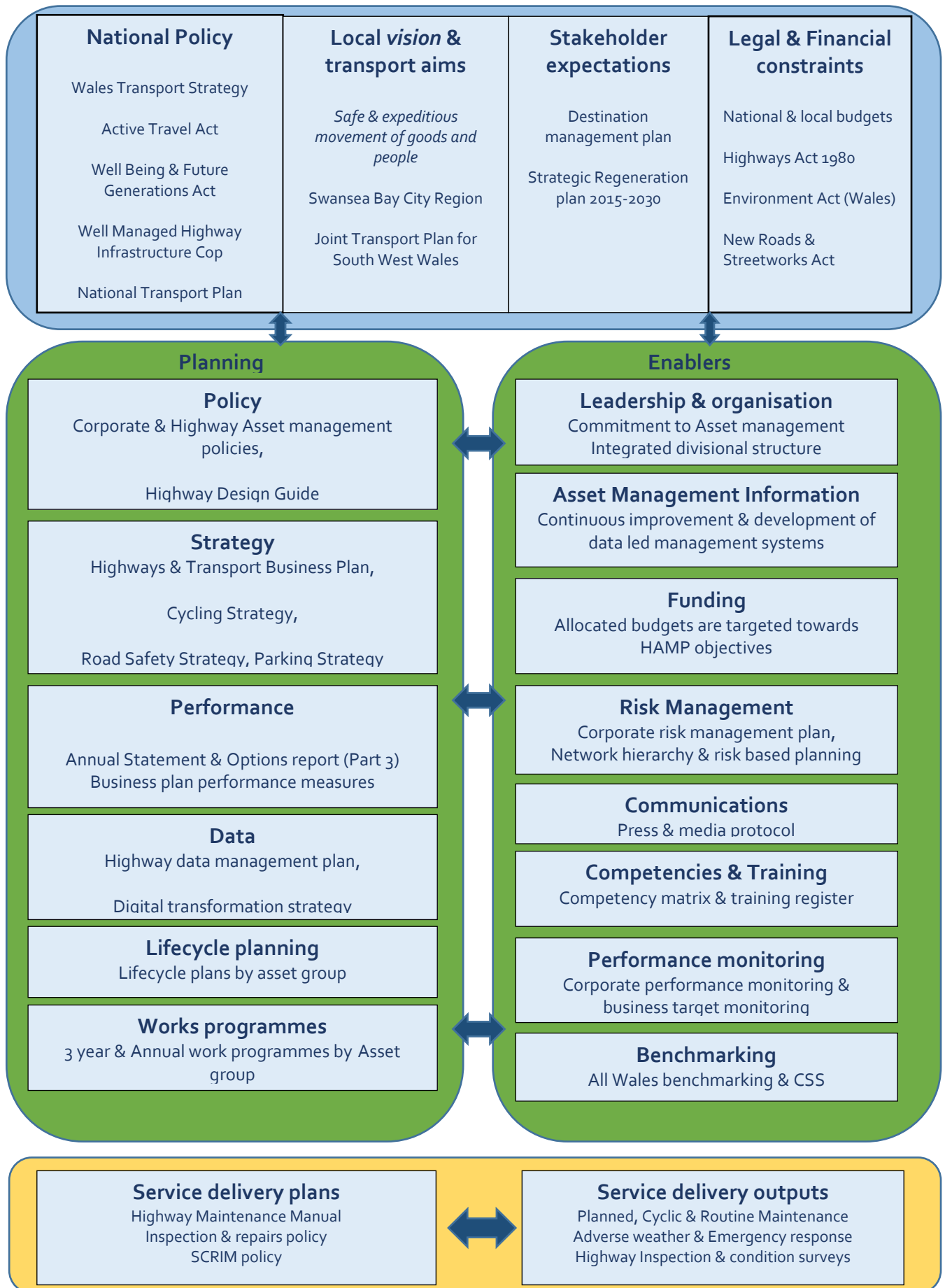
These strategies will also set out how we will manage and plan the long term maintenance of our highway infrastructure assets and guide investment decisions along a risk based approach.

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

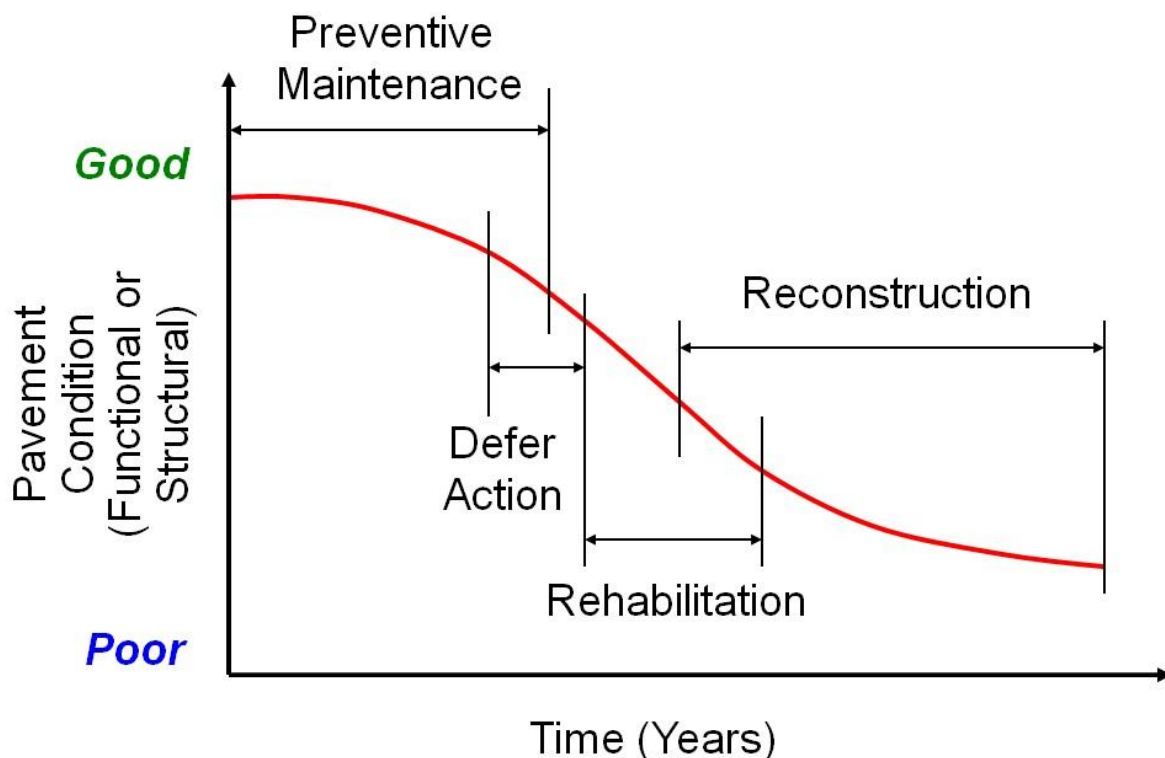
Category	Type of road General Description	Description
1.Motorway	Limited access - motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use
2. Strategic Route	Trunk and some Principal 'A' class roads between Primary Destinations	Routes for 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.

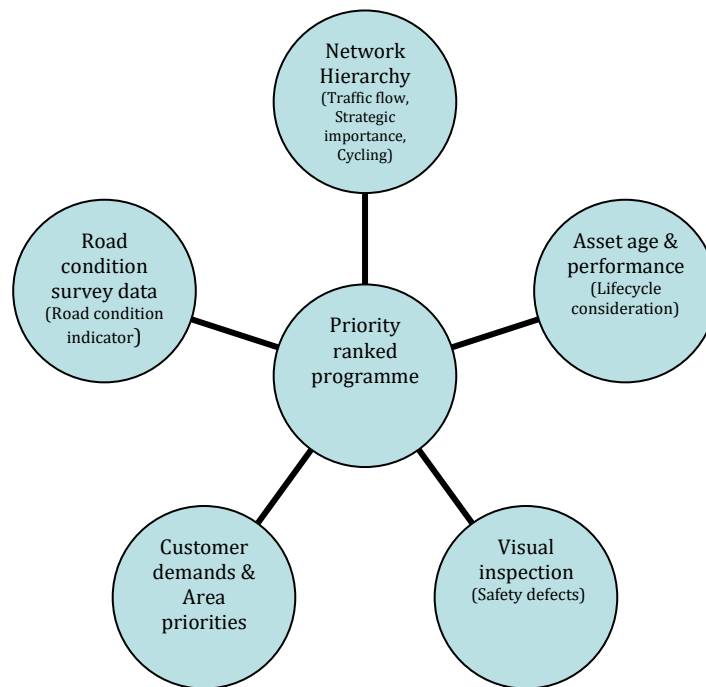
The coordination of short, medium and long-term highway maintenance budgets is central to lifecycle planning, with the apparent immediate spend on asset repair and improvement being balanced with the longer-term outcomes to help achieve value for money with diminishing budget levels; this will select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

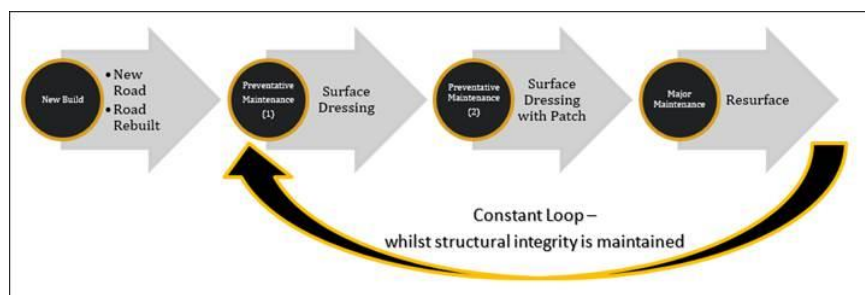
The method of prioritisation will incorporate asset condition within particular asset classes and across the asset register, this should inform appropriate decisions in a timely manner and focus budgets accordingly.

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.

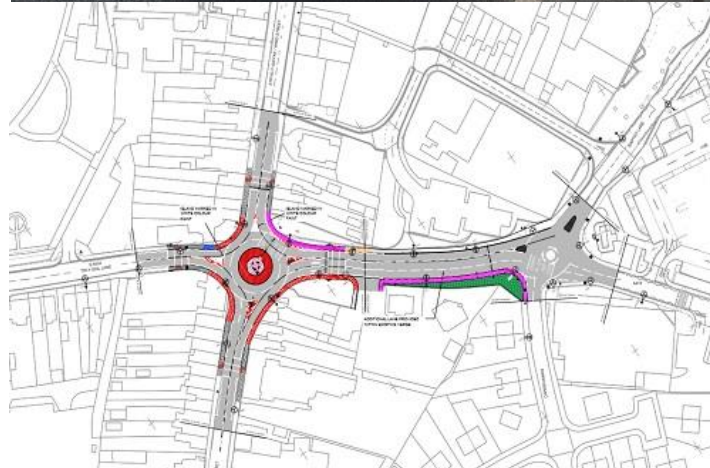
There is a competency requirement for the lead cabinet member to be familiar with the principles of highway asset management.

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	

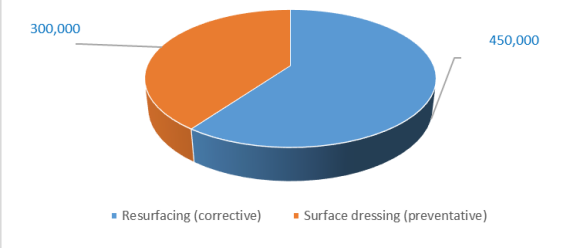
A template of the report format is included in this HAMP to demonstrate the minimum level of reporting proposed and with illustrative information based on recent data. Additional information may be provided either within this report or as Appendices.

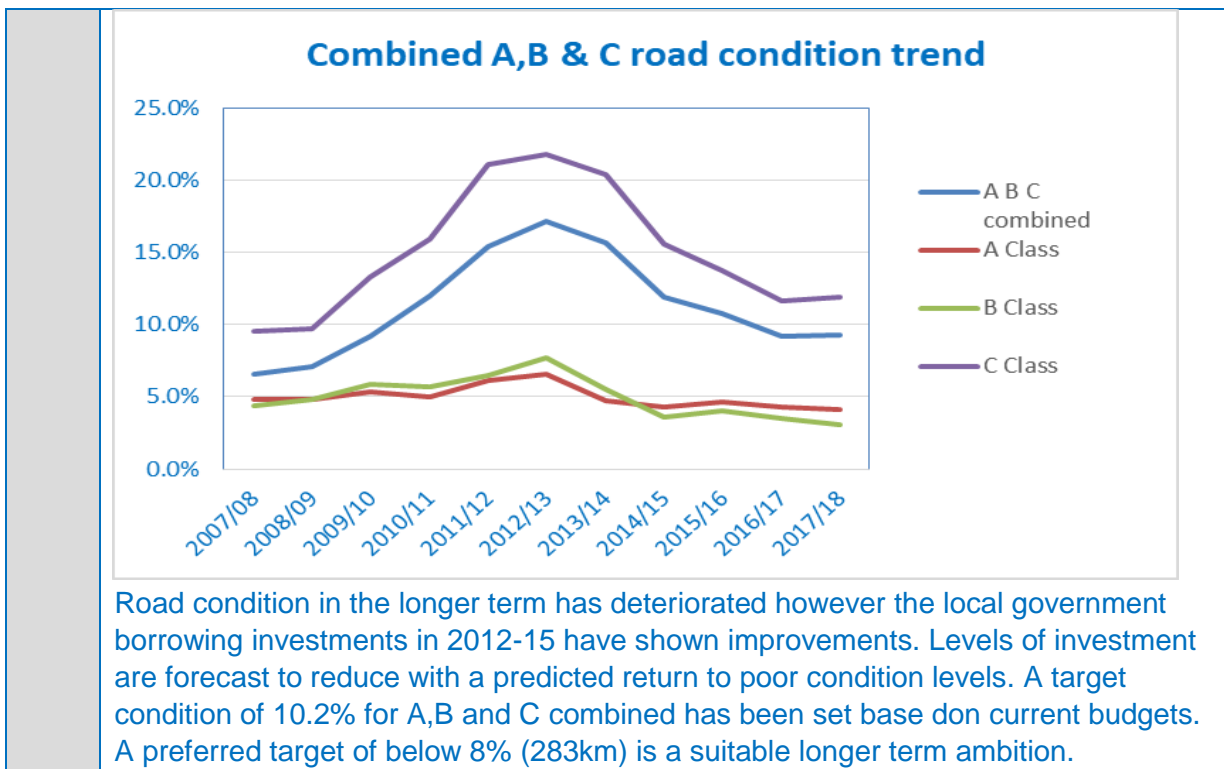
The report will generally be submitted in July of each year to inform decision making by the authority.

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> </tr> </thead> <tbody> <tr> <td>A Roads (Urban)</td> <td>92</td> </tr> <tr> <td>A Roads (Rural)</td> <td>159</td> </tr> <tr> <td>B Roads (Urban)</td> <td>105</td> </tr> <tr> <td>B Roads (Rural)</td> <td>226</td> </tr> <tr> <td>C Roads (Urban)</td> <td>89</td> </tr> <tr> <td>C Roads (Rural)</td> <td>1193</td> </tr> <tr> <td>Unclassified Roads (Urban)</td> <td>402</td> </tr> <tr> <td>Unclassified Roads (Rural)</td> <td>1270</td> </tr> <tr> <td>Total</td> <td>3536</td> </tr> </tbody> </table>		Standard Road Classification	Length (km)	A Roads (Urban)	92	A Roads (Rural)	159	B Roads (Urban)	105	B Roads (Rural)	226	C Roads (Urban)	89	C Roads (Rural)	1193	Unclassified Roads (Urban)	402	Unclassified Roads (Rural)	1270	Total	3536	<table border="1"> <thead> <tr> <th>Road Hierarchy</th> <th>Length (km)</th> </tr> </thead> <tbody> <tr> <td>Strategic Route</td> <td>108</td> </tr> <tr> <td>Main Distributor</td> <td>148</td> </tr> <tr> <td>Secondary distributor</td> <td>522</td> </tr> <tr> <td>Link road</td> <td>1166</td> </tr> <tr> <td>Local access road</td> <td>323</td> </tr> <tr> <td>Minor roads</td> <td>1108</td> </tr> <tr> <td>Lanes</td> <td>34</td> </tr> <tr> <td>Green lane/track</td> <td>127</td> </tr> <tr> <td>Total</td> <td>3536</td> </tr> </tbody> </table>		Road Hierarchy	Length (km)	Strategic Route	108	Main Distributor	148	Secondary distributor	522	Link road	1166	Local access road	323	Minor roads	1108	Lanes	34	Green lane/track	127	Total	3536
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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

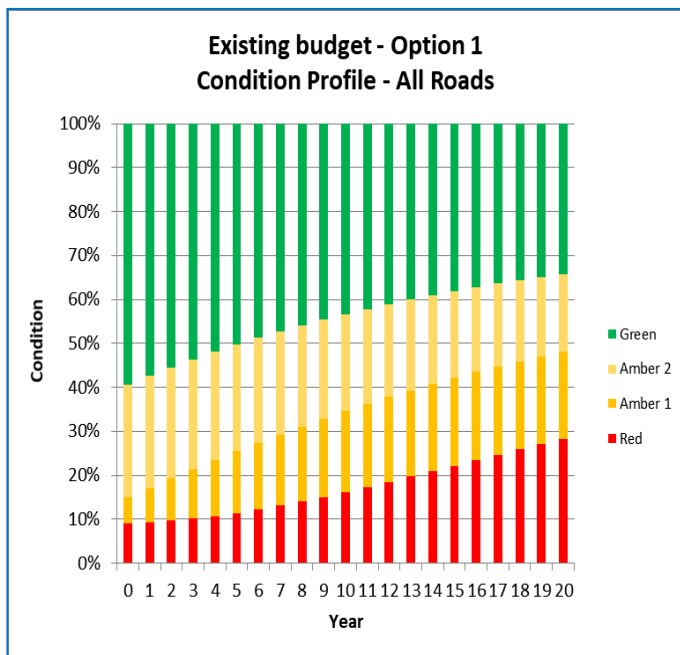
There are 3 investment options that have been considered for comparison:

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

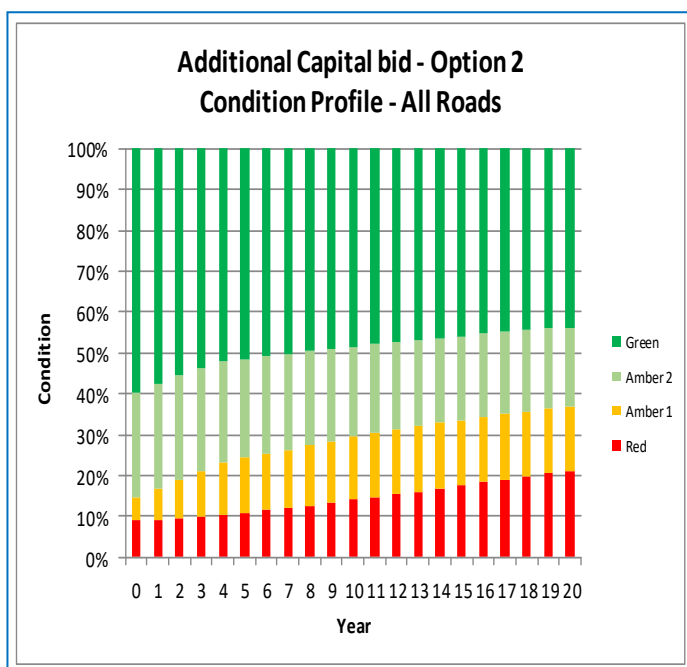


The percentage of Red increases from 9% (311km) to 16% (553km) at ten years and 28% (967km) at 20 yrs.

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).



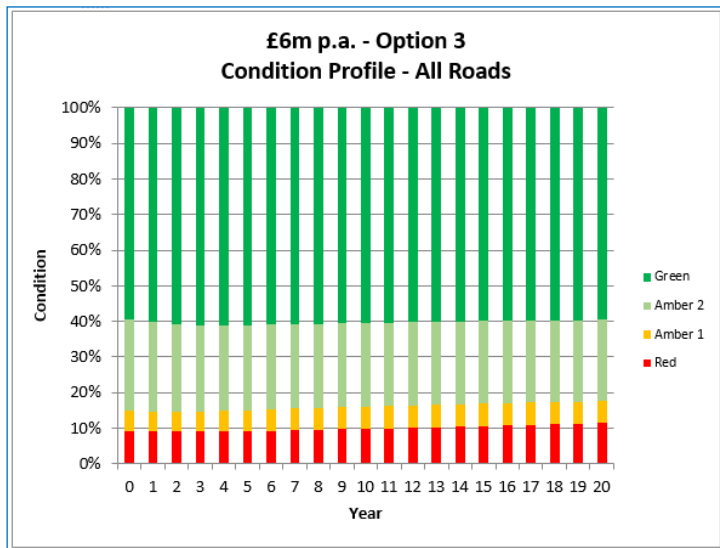
The percentage of Red increases from 9% (311km) to 14% (484km) at ten years and 21% (726km) at 20 yrs.

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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COUNCIL

11TH JULY 2018

ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2017-2018

EXECUTIVE BOARD RECOMMENDATIONS:

That the Annual Treasury Management and Prudential Indicator Report 2017-18 be received.

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 19th July 2018

Exec Board Decision Required YES 2nd July 2018

Council Decision Required YES 11th July 2018

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. D.M. Jenkins - Resources

Directorate: Corporate Services

Name of Director: Chris Moore

Designation: Director of
Corporate Services

Tel No. 01267 224120;

E Mail:

CMoore@carmarthenshire.gov.uk

Report Author:
Anthony Parnell

Designation: Treasury and
Pension Investments
Manager

Tel No. 01267 224180;

E Mail:

AParnell@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
COUNCIL

11TH JULY 2018

**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

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

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	Locations that the papers are available for public inspection
CIPFA Treasury Management in the Public Services - Code of Practice Revised 2017	County Hall, Carmarthen

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**COUNTY COUNCIL
11TH 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.

	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		399.85

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

The Section 151 Officer reports that the authority had no difficulty meeting this requirement in 2017-2018.

7.2.3 The Authorised Limit and Operational Boundary.

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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%

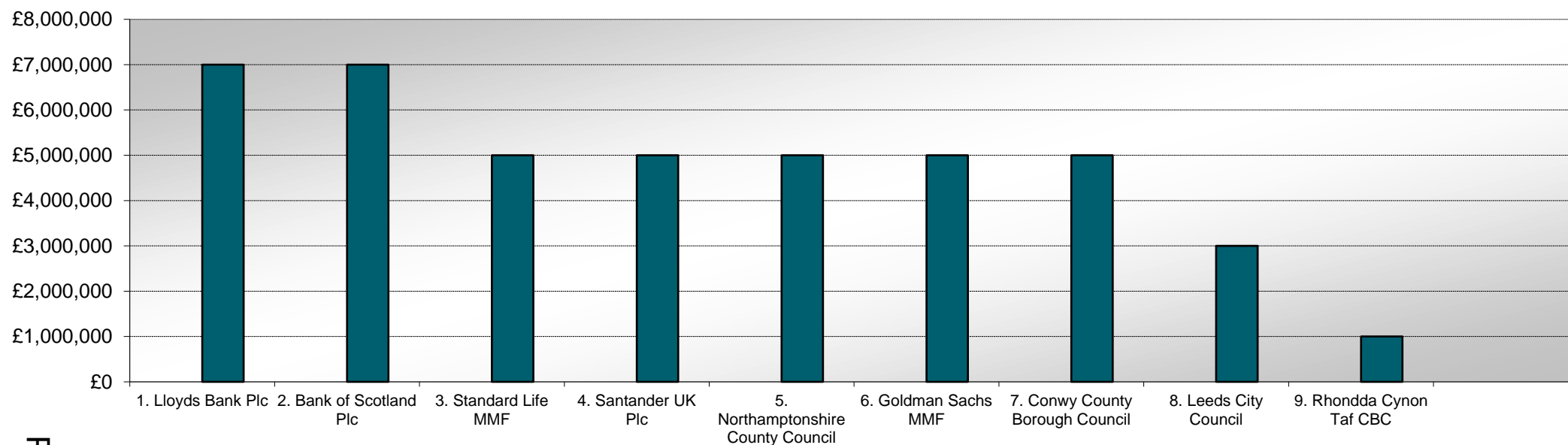
Maturity Structure		
< 1 Week	£30,000,000	70%
< 1 Month	£8,000,000	19%
2 - 3 Months	£5,000,000	12%
3 - 6 Months	£0	0%
6 - 9 Months	£0	0%
9 - 12 Months	£0	0%
12 Months+	£0	0%
Total	£43,000,000	100%

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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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COUNTY COUNCIL

11TH JULY 2018

PAPERLESS WORKING

DEMOCRATIC SERVICES COMMITTEE RECOMMENDATION:-

That the Authority move towards a paperless system of communication with all Councillors with effect from 1st January 2019 and that an appropriate training programme be arranged prior to this date.

REASONS:

The Council at its meeting held on the 14th January 2015 approved a notice of motion and agreed to move as soon as possible to a paperless system of Communication with all Councillors

A committee management system is in place which allows the Authority to hold meetings electronically and the Democratic Services Unit as part of a Transform, Innovate and Change review has identified paperless working as a means of delivering efficiency savings.

Relevant Scrutiny Committee Consulted	N/A
Exec Board Decision Required	NO
Council Decision Required	YES (11TH July 2018)

Executive Board Portfolio Holder – Cllr Emlyn Dole (Leader)

<p>Directorate</p> <p>Name of Head of Service: Linda Rees Jones</p> <p>Report Author Gaynor Morgan</p>	<p>Chief Executive's</p> <p>Designations: Head of Administration & Law Democratic Services Manager</p>	<p>Tel Nos.</p> <p>01267 224012 LRJ 01267 224026 GM</p> <p>E Mail Addresses:</p> <p>Lrjones@carmarthenshire.gov.uk GMorgan@carmarthenshire.gov.uk</p>
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COUNTY COUNCIL

11TH JULY 2018

PAPERLESS WORKING

The Council at its meeting held on the 14th January 2015 (Minute 7.2 refers) considered and supported the following notice of motion submitted by Councillor E. Dole:-

“In light of the financial crisis facing local Government and the proposed budget efficiencies required – this Council believes that there is a need to identify savings wherever they can be achieved. This Council therefore proposes that all Councillors should accept their responsibility in contributing towards efficiency savings and therefore move as soon as possible to a paperless system of communication with all Councillors”.

As part of a Transform, Innovate and Change review of the Democratic Services function, the Democratic Services Committee is being asked to consider whether it is now appropriate for the Authority to move towards a paperless system of communication with all Councillors.

A discussion paper is attached.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

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

Legal

The Local Government Act 1972 specifies that

“a summons to attend the meeting, specifying the business to be transacted thereat, and signed by the proper officer of the Council, shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the Council”

The Authority will need to consider all legal implications prior to a final decisions being made.

FINANCE

Funding will need to be identified for any electrical works required to install charging facilities within meeting rooms, this is required in order to move towards digital delivery of the democratic process.

ICT

The relevant Committee management software and IT kit were procured in 2015.
No additional costs are envisaged at this stage.

PHYSICAL ASSETS

Electrical works will be required to install appropriate charging facilities within meeting rooms.

CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

1. **Scrutiny Committee**- Not applicable
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:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
The Local Government Act 1972		https://www.legislation.gov.uk/ukpga/1972/70/contents
Council Meeting – 14 th January 2015 (Minute 7.2)		http://online.carmarthenshire.gov.uk/agendas/eng/COCO20150114/MINUTES.HTM

PAPERLESS SYSTEM OF COMMUNICATION FOR DEMOCRATIC SERVICES PROVISION

DISCUSSION PAPER

WHERE ARE WE?

The Council at its meeting held on the 14th January 2015 (Minute 7.2 refers) considered and supported the following notice of motion submitted by Councillor E.Dole:-

“In light of the financial crisis facing local Government and the proposed budget efficiencies required – this Council believes that there is a need to identify savings wherever they can be achieved. This Council therefore proposes that all Councillors should accept their responsibility in contributing towards efficiency savings and therefore move as soon as possible to a paperless system of communication with all Councillors”.

As a result of this decision, the Council purchased iPads for all elected members/senior officers together with Modern.gov software a committee management system which is used to create and publish agendas, reports and minutes of the Council’s Committees. The system also allows users to download via an app committees of interest and will then automatically keep itself updated with all the latest meeting papers including the full agenda pack. The Apps allow users to highlight sections of the pack and make annotations just as you would with a paper copy. The first agenda using Modern.gov was published in September 2015.

It is acknowledged that there have been some teething problems in terms of the use of electronic equipment and a decision to move to paperless working has been delayed in order for those issues to be resolved. Officers are also mindful of the need to upgrade the meeting rooms so that adequate charging facilities are available.

To date 4 Members have chosen not to have paper copies.

SPEND TO DATE ON PAPERLESS WORKING (following Council decision on the 14th January 2015 and based on roll out in July 2015 to Councillors & Chief Officers):-

KIT	INITIAL COSTS	ONGOING COSTS
Hardware (change of kit required to provide access to the mod.gov app.) and data sim	£37,596.35	Data sim £9 per kit. (£9x 74 £666 per month) IT equipment will be updated as necessary in accordance with IRWP determinations for member support.
Software – Mod.gov	£28,510	£11,010.00

APPROXIMATE ADDITIONAL SPEND REQUIRED:-

Supply and installation of 44no twin 13A socket outlets, each complete with 2no USB ports, one twin socket to be located between a pair of members seating locations.	£5278.90 (minimum cost)*
*Chamber County Hall only – additional spend required if Spilman Street and Llanelli Town Hall are to be included	

It is acknowledged that the Authority will need to make changes to some of its meeting rooms in order to move towards digital delivery. It is considered that the Authority will need to install power sockets for use by members during meetings to ensure sufficient power for their devices. Initial costs for this provision comes in at £5278.90. The quotation price does not include an allowance for builders works associated with lifting of existing carpets and floorboards around the chamber, to allow access under the suspended floor to run cables, and replacing same after new circuits have been installed.

The Committee table in the Committee Room, County Hall has been installed with charging points thus the meeting room is fit for digital delivery.

POTENTIAL AVERAGE ANNUAL SAVING (Based on April 2016-March 2017 figures – does not include staff costs)

Postage Costs	£4,525.34
Printing Costs	£7953.37
The above figure is based on the current re-charge to the Democratic Budget following efficiencies already achieved through the Konika printer rationalisation project.	
There is further potential to deliver savings by reducing the number of print machines in the Print Room at County Hall,	
It is anticipated that further savings in terms of productivity and environmental factors can also be achieved.	

LEGAL CONSIDERATIONS:-

The Local Government Act 1972 specifies that

“a summons to attend the meeting, specifying the business to be transacted thereat, and signed by the proper officer of the Council, shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the Council”

Both the All Wales Monitoring Officer Group and the Heads of Democratic Network have raised with Frank Cuthbert - Head of Local Government Democracy - Welsh Assembly Government the need for legislation to be updated to keep up with modern technology/ readily accessible information via electronic means. The Local Government (Electronic Communications) (England) Order 2015 has amended the Local Government Act 1972 to allow a summons to be sent to members by an appropriate method however this does not apply in Wales.

However, sub-paragraph (3) of the Local Government Act (1972) states that:

“If a member of a principal council gives notice in writing to the proper officer of the council that he desires summonses to attend meetings of the council to be sent to him at some address specified in the notice other than his place of residence, any summons addressed to him and left at or sent by post to that address shall be deemed sufficient service of the summons”

This allows Members to specify an alternative address and in some other local authorities across Wales Members have used this clause to specify that their usual place of residence is the Members Room/Lounge. This has allowed for the summons to be hand-delivered and/or displayed at the County Hall rather than being sent by post to their home address.

Under the current law this would be optional and according to the preference of the individual Member.

WHERE DO WE GO FROM HERE?

The Carmarthenshire Democratic Process could move to a paperless system of working immediately, as the team have been operating the software since September 2015.

Options for consideration:-

Option 1	No change
Option 2	Proceed with the installation of charging points in the Council Chamber at a cost of approx.£6k. – 7k. Encourage more members to ‘opt out’ of paper copy agendas in order to deliver an element of saving.
Option 3	Proceed with the installation of charging points (as per option 2). Recommend via the Democratic Process, that the Authority moves towards paperless communication with councillors (including all committee documentation) and to identify an implementation date .

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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