

# Document Pack



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

**TUESDAY, 29 MAY 2018**

**TO: ALL MEMBERS OF THE EXECUTIVE BOARD**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD** WHICH WILL BE HELD IN THE **CHAMBER, - COUNTY HALL, CARMARTHEN AT 9.30 AM, ON MONDAY, 4TH JUNE, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Mark James* CBE

**CHIEF EXECUTIVE**



PLEASE RECYCLE

<b>Democratic Officer:</b>	<b>Kevin Thomas</b>
<b>Telephone (direct line):</b>	<b>01267 224027</b>
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<b>Ref:</b>	<b>AD016-001</b>

# EXECUTIVE BOARD

## MEMBERSHIP - 10 MEMBERS

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



# A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST.
3. QUESTIONS ON NOTICE BY MEMBERS
4. PUBLIC QUESTIONS ON NOTICE
5. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-
  - 5 .1 5TH FEBRUARY, 2018; 5 - 10
  - 5 .2 30TH APRIL, 2018; 11 - 14
  - 5 .3 14TH MAY, 2018. 15 - 16
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11. BUSINESS RATES - HIGH STREET RATE RELIEF SCHEME 2018/19 231 - 238
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<b>19. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING GUIDANCE - REFRESH CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN</b>	<b>431 - 454</b>
<b>20. REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN 2018-2033 DRAFT DELIVERY AGREEMENT</b>	<b>455 - 482</b>
<b>21. CARMARTHENSHIRE CYCLING STRATEGY.</b>	<b>483 - 550</b>
<b>22. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.</b>	
<b>23. EXCLUSION OF THE PUBLIC</b>	
THE REPORTS RELATING TO THE FOLLOWING ITEMS ARE NOT FOR PUBLICATION AS THEY CONTAIN EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007. IF, FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST, THE BOARD RESOLVES PURSUANT TO THE ACT TO CONSIDER THESE ITEMS IN PRIVATE, THE PUBLIC WILL BE EXCLUDED FROM THE MEETING DURING SUCH CONSIDERATION.	
<b>24. AMMANFORD CALL CENTRE/PARC AMANWY OFFICES.</b>	<b>551 - 560</b>
<b>25. LAND DISPOSAL AT SOUTH EAST LLANELLI AND LLANELLI TOWN CENTRE.</b>	<b>561 - 580</b>

*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*

Monday, 5 February 2018

**PRESENT:** Councillor E. Dole (Chair)

**Councillors:**

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

**Also in attendance:**

Councillor J.S. Edmunds, J.D. James, R. James, K. Lloyd, J.G. Prosser, B.A.L. Roberts and B. Thomas

**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  
R. Mullen, Director of Environment  
W. Walters, Director of Regeneration & Policy  
L.R. Jones, Head of Administration and Law  
D. Hockenhull, Marketing and Media Manager  
J. Morgan, Acting Head of Homes & Safer Communities  
K. Thomas, Democratic Services Officer

**Chamber, County Hall, Carmarthen - 10.00 - 10.50 am**

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors H.A.L. Evans and P.M. Hughes.

**2. DECLARATIONS OF PERSONAL INTEREST.**

There were no declarations of personal interest.

**3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 8TH JANUARY 2018**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Executive Board held on the 8<sup>th</sup> January, 2018 be signed as a correct record.

**4. QUESTIONS ON NOTICE BY MEMBERS**

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

**5. PUBLIC QUESTIONS ON NOTICE**

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

**6. REVENUE BUDGET STRATEGY 2018/19 TO 2020/21**

The Executive Board considered a report which brought together the latest proposals for the Revenue Budget 2018/2019, provided indicative figures for the 2019/2020 and 2020/2021 financial years and summarised the latest budgetary position giving an update on the budget validation, spending pressures, the Welsh Government final settlement and the responses from the budget consultation.

The Executive Board Member – Resources outlined to the Board a number of factors influencing the budget, including, the final settlement received from the Welsh Government on the 20<sup>th</sup> December, 2017 which had been more favourable than originally anticipated thereby enabling the Council to revisit some of its initial budget proposals and consider further options including taking account of the latest pay award offer. Whilst the final settlement for this authority had increased by 0.2%, amounting to an additional £1.48m on the provisional settlement, it still represented a reduction in funding in real terms having regard to inflation and other price movements. The settlement also came with extra responsibilities including, increasing the capital limits for residential care, targeted relief for small businesses, which would be pass-ported to those services, together with an additional £399k for homelessness prevention. In addition, whilst a number of gaps had been transferred into the final settlement, confirmation was still awaited on a proportion of those which would support the budget plan, and until such time as those had been announced an element of risk existed on the current plan.

The Executive Board Member - Resources referred to the validation costs within the strategy totalling £8.8m, and advised the most significant thereof related to the pay award offer for staff of 2% plus the bottom loading of the lower pay scales. If implemented, that would result in a bottom pay point of £8.68 from April 2018 (an increase of 8.98%) increasing to £9.18 in April 2019 (a further 5.76% increase) together with the introduction of a new pay spine from April 2019 consolidating some of the existing spinal points and “ironing out” some of the current random grants between pay points. It was noted, however, that the pay offer did not apply to teachers who were covered by a separate national pay arrangement set at 2% from September 2018.

The Executive Board Member – Resources also drew the Board’s attention to the Council’s current three year budget proposal, set in February 2017, which assumed no protection for schools for 2018/19. However, having regard to the need to support schools wherever possible, and as a consequence of additional funding received from the Welsh Government as part of the settlement, it had once again been possible to protect schools and not reduce their budgets, with the 2018/19 delegated budget being held at £108.7m. In addition, and to support schools further with the work being undertaken by the Transformation, Innovation and Change Team, it was proposed to establish a ‘Schools Development Fund’ to operate on an “invest to save” basis similar to the Council’s Development Fund.

The Executive Board Member - Resources advised that in light of the Authority having benefitted from a more positive settlement than originally anticipated and changes in validation together with an element of one-off funding, an opportunity had arisen for the initial proposed efficiencies to be reviewed in light of the consultation responses and to make some critical adjustments to the Strategy. As a result, the following amendments were proposed to be made to some of the report’s budget and efficiency proposals:-

- The proposed reduction of £50k in the budget for Inclusion services be removed;
- The proposal for the Care and Support Day Services be revisited resulting in a reduction in the proposed efficiencies of £50k for 2018/19 and a further £25k for 2019/20;
- The Respite Centre proposal be reviewed and the department give further consideration to service provision options resulting in a reversal in budget of £200k in 2018/19 and £200k in 2019/20;
- A schools Development Fund of £0.5m be established to support schools to look at invest to save projects thereby strengthening the opportunities for the Schools Efficiency Officer to work with the schools to identify effective alternative ways to deliver the service.

In concluding, the Executive Board Member recommended that the Council Tax increase for 2018/19 be set at 4.45% to enable the Council to deliver the strategy whilst having regard to the above amendments.

#### **UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL:-**

- 6.1 that the Budget Strategy for 2018/19, be approved subject to the amendments and proposals detailed above;**
- 6.2 that the Band D council Tax for 2018/19 be set at £1,196.60 (an increase of 4.45% for 2018-2019);**
- 6.3 That a School Development Fund of £0.5m be established from the “one-off” funding made available in 2018-19 and it be operated on a similar basis to the General Development Fund;**
- 6.4 That the allocation of the £148k one-off funding balance identified in paragraph 3.23 and the £77k identified in paragraph 7.1 of the report be utilised in full to support the proposed amendments and proposals detailed above;**
- 6.5 That the provisional medium term financial plan be approved as a basis for future years planning.**

#### **7. FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) - 2018/19 TO 2022/23**

The Executive Board considered a report which brought together the latest proposals for the Five Year Capital Programme (Council Fund) 2018/19 to 2022/2023 taking into account the consultation exercise undertaken and the revenue implications arising from the capital programme.

The Board noted that the capital programme proposed gross expenditure for 2018/19 of £51.531m, with projected funding of £34.976m from the County Council through the use of borrowing, capital receipts, reserves and general capital grant and the balance of £16.735m coming from external sources. The Board was advised that the capital programme was projected to be fully funded over the first 3 years from 2018/19 through to 2020/21 and the final year of 2022/23. The fourth year, 2021/2022, showed a £1.5m shortfall which would be reviewed over the coming year.

The Executive Board Member – Resources informed the Board that, in total, the five year rolling programme would realise investment of nearly £200m (County Council funding estimated at £143m and £55m external funding) and the Authority,

as part of that programme, had included additional new projects important to the county, for example the Community Department's new schemes for Pembrey Country park, Carmarthen Museums Collection, Parc Howard and the continuation of support for private Sector Housing in 2022/23. The Environment Department would receive continued support for Highway Improvement, Bridge Maintenance and Road Safety Schemes into 2022/23. Coupled with that, as a consequence of additional Welsh Government Funding, the spend on roads refurbishment for 2018/19 would increase by an additional £2.2m

## **UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT**

- 7.1 the Five Year Capital Programme and funding, as detailed in Appendix B to the report, with 2018/19 being a hard budget and 2019/20 to 2022/23 soft/indicative budgets be approved;**
- 7.2 the 2021/22 budget be reviewed over the coming year in order to address the funding shortfall;**
- 7.3 the programme be reviewed, as usual, if anticipated External or, County Council funding did not materialise.**

## **8. HOUSING REVENUE ACCOUNT BUDGET 2018/19 TO 2020/21 AND HOUSING RENT SETTING FOR 2018/19**

The Executive Board considered a report prepared by the Director of Corporate Services, in conjunction with officers from the Communities Department that brought together the latest proposals for the Revenue and Capital Budgets for the Housing Revenue Account 2018/19 to 2020/21. It was noted that the report had been considered, and endorsed, by the Community Scrutiny Committee at its meeting held on the 30th January 2018 as part of the budget consultation process.

The Executive Board Member – Resources advised that the report had been prepared reflecting the latest proposals contained in the Housing Revenue Account (HRA) Business Plan, being the primary financial planning tool for delivering the Carmarthenshire Homes Standard *Plus* (CHS+) for the future. It was noted that the proposed investment within the current business plan had delivered the CHS by 2015 (to those homes where tenants had agreed to have the work undertaken) provided investment to maintain the CHS+ and commenced investment for the Council's Affordable Housing Commitment.

The Executive Board Member – Resources advised that by the end of 2017/18 over £250m of capital had been invested to deliver the Carmarthenshire Homes Standard to date, and the current business plan proposed to invest £30m in maintaining and upgrading the stock over the next three years coupled with £26m to support the Affordable Housing Programme

The Executive Board Member- Resources reminded the Board that with regard to the setting of the Housing Rents, the Authority had previously adopted the Welsh Government Social Housing Rent Harmonisation Policy with the aim of progressing to the mid-point target rent. However, whilst that policy had not changed, the Welsh Government had indicated that due to a relatively high CPI of 3%, local authorities may wish to consider using a lower option for 2018/19. Having regard to the Welsh Government's indication, it was being proposed that the Authority set its rent at the lowest allowable level representing a 3.5% increase



plus £1.62 progression producing an average rent of £85.27 resulting in an increase of 4.34% or £3.55.

The Executive Board having considered the recommendations of the Carmarthenshire Homes Standard Steering group

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL TO:-**

- 8.1 increase the average housing rent as per the Welsh Government's Social Housing Rents Policy (low end target) i.e.:-**
- Properties at target rents to increase by 3.5%(CPI + 0.5%)
  - Properties where rent was below target rent to increase by 3.5% (CPI + 0.5%) plus a maximum progression of £1.62
  - Properties above target rent be frozen until such time as they met the target

**thereby producing an average housing rent increase of 4.34% or £3.55, producing a sustainable Business Plan, which maintains CHS+ and resources the Affordable Homes Programme;**

- 8.2 To implement the maximum progression of £1.62 for rents below target, until target rents were achieved;**
- 8.3 That garage rents be not increased for 2018/19 and be held at the same level as 2017/18 with the rents being set for garages at £9.00 per week and garage bases at £2.25 per week;**
- 8.4 Apply the service charge policy to ensure tenants who received the benefit from specific services paid for those services;**
- 8.5 Increase charges for using the Council's sewerage treatment works in line with the rent increase;**
- 8.6 Approve the proposed Capital Programme, and applicable funding, for 2018/19 and the indicative spends for future years 2018/19 to 2020/21, as set out in Appendix A to the report,**
- 8.7 Approve the Housing Revenue Account Budget for 2018/19 (with 2019/20 and 2020/21 being soft budgets), as set out in Appendix B to the report**

**9. THE CARMARTHENSHERE HOMES STANDARD PLUS (CHS+) BUSINESS PLAN 2018-21**

The Executive Board considered the Carmarthenshire Homes Standard Plus (CHS+) Business Plan 2018-2021 plan the purpose of which was to:

- explain the vision and detail of the Carmarthenshire Homes Standard Plus over the next three years, and what it meant for tenants;
- confirm the financial profile, based on current assumptions, for the delivery of CHS+ over the next three years; and
- produce a business plan for the annual application to Welsh Government for Major Repairs Allowance (MRA) for 2018/19 equating to £6.1m.

The Executive Board Member for Housing advised that if the report and its recommendations were to be adopted, it would result in some £56m being spent

over the next three years in maintaining and further improving the CHS+ (£30M) and delivering the Affordable Homes Plan (£26m) through a range of solutions including, new build.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT:-**

- 9.1 The vision of CHS+ and the financial and delivery programme over the next three years be confirmed;**
- 9.2 the submission of the Plan to the Welsh Government be confirmed.**

## **10. TREASURY MANAGEMENT POLICY AND STRATEGY 2018-19**

The Executive Board was reminded that as part of the requirements of the revised CIPFA Code of Practice on Treasury Management, the Council had agreed to maintain a Treasury Management Policy detailing the policies and objectives of the Authority's treasury management activities and to also approve a Treasury Management Strategy annually before the start of the financial year to which it related. In addition, under the Local Government Act 2003, the Council was required to approve the Treasury Management Indicators for the coming year.

In accordance with the above requirements, the Executive Board considered the Council's Treasury Management Policy and Strategy for the 2018-19 financial year prior to its formal submission to the Council for final adoption.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that:-**

- 10.1 the Treasury Management Policy and Strategy for 2018-19 and the recommendations contained therein be approved,**
- 10.2 the Treasury Management Indicators, Prudential Indicators, Minimum Revenue Provision Statement and recommendations therein be approved.**

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**CHAIR**

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**DATE**



## EXECUTIVE BOARD

Monday, 30 April 2018

**PRESENT:** Councillor E. Dole (Chair)

**Councillors:**

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

**Also in attendance:**

Councillors D.M. Cundy, S.L. Davies, J.S. Edmunds, J.D. James and K. Lloyd

**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  
Mrs R. Mullen, Director of Environment  
W. Walters, Director of Regeneration & Policy  
L.R. Jones, Head of Administration and Law  
D. Hockenhull, Marketing and Media Manager  
I.R. Llewelyn, Forward Planning Manager  
J. Williams, ICT Operational Delivery Manager  
M.S. Davies, Democratic Services Officer

**Chamber, County Hall, Carmarthen: 10.00 am - 10.45 am**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTEREST**

Councillor	Minute Number	Nature of Interest
G. Davies	10 – Change of name of Quarter Bach Community Council and Trelech Community Council;	Member of Quarter Bach Community Council.

**3. MINUTES - 26TH MARCH 2018**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Executive Board held on the 26<sup>th</sup> March 2018 be signed as a correct record.

**4. QUESTIONS ON NOTICE BY MEMBERS**

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

**5. PUBLIC QUESTIONS ON NOTICE**

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

**6. DIGITAL TECHNOLOGY STRATEGY 2018-2021**

The Executive Board considered a proposed Digital Technology Strategy 2018-2021 setting out the Authority's digital technology priorities and aspirations over the next 3 years. Its purpose was to identify the key technologies and initiatives

that would facilitate and underpin the vision and delivery of the organization's existing and overarching Digital Transformation Strategy. The Authority would make use of appropriate emerging and existing technologies to facilitate and underpin service transformation, improvement and efficiencies.

Councillor D. Cundy, in accordance with CPR 11.1, referred to the Authority's Computer (and Cloud) Disaster Recovery Plan and enquired as to what services would be affected in a continued "blackout" scenario, approximately how many people would be disadvantaged and how the Authority could provide a service.

The Executive Board Member - Deputy Leader – reassured Councillor Cundy that the Authority's ICT Division had a robust disaster recovery plan in place and that tests were scheduled annually. Both the data centres in County Hall and 3 Spilman Street had back-up power generators on site with capacity to power the data centre fully in the event of a power failure. The last test had been held on the 1<sup>st</sup> September 2017 which had been successful. The length of time services could be maintained in the event of a power outage would extend well beyond the 24 hours provided there was enough fuel to top-up the generators which was no doubt the case. The Data Centres also had uninterrupted power supply [UPS] units which would ensure that the transition from main power to generator was seamless and that there was no loss or downtime to critical systems and services. Both the UPSs and generators were tested biannually by the ICT services and the next one was due on the 1<sup>st</sup> June 2018. Councillor Cundy was also assured that when the Authority was working with the Cloud Microsoft's Data Centre in Cardiff also had resilient power supplies, the UPS and generators and each of those had a back-up so there was definite contingency should one fail. The likelihood of Microsoft having that power failure would, Councillor Stephens suggested, be very minimal because of the issues she had referred to. Also, with the greater use of agile technology, staff could maintain normal service and no one could be disadvantaged by the continued 'blackout' scenario. She hoped, therefore, that Councillor Cundy was reassured that the Authority had everything under control.

**UNANIMOUSLY RESOLVED that the Digital Technology Strategy 2018-2021 be approved.**

**7. DIGITAL SCHOOLS STRATEGY 2018-2021**

The Executive Board considered the first ever Digital Schools Strategy for Carmarthenshire in which was set out the Authority's vision, underpinned by overarching principles and key priorities areas, for the provision of ICT Services to Schools.

The schools' use of technology promoted innovative learning by digitally confident students, inspired by skilled and creative teaching. This three year Digital Schools Strategy outlined where the Authority intended to take the ICT provision within schools over the coming years, to ensure that schools had the appropriate technology to deliver the Digital Competence Framework.

**UNANIMOUSLY RESOLVED that the content of the Digital Schools Strategy 2018-2021 be approved.**

**8. USAGE POLICY FOR PUBLIC ACCESS COMPUTERS**

The Executive Board considered a proposed policy to govern how the Council provided its computers with internet access to members of the public. The policy

specified that acceptance of the Terms & Conditions and proof of ID must be provided before access was granted to use a public access computer. This was to ensure that the identity of the user could be tracked should a subject access request be received from the Police or there is a breach of the Terms & Conditions.

**UNANIMOUSLY RESOLVED to endorse the usage policy for public access computers.**

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

The Executive Board considered the Draft Supplementary Planning Guidance (SPG) on Wind and Solar Energy prepared to support and elaborate on the policies and provisions of the adopted Carmarthenshire Local Development Plan (LDP) with a view to authorising it for public consultation prior to its formal adoption which would reflect the commitment set out within the LDP.

Members spoke of the need to ensure that communities derived benefits from the exploitation of natural resources for energy in the county possibly by establishing arms-length companies.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL**

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

**9.2 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;**

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

**10. CHANGE OF NAME OF QUARTER BACH COMMUNITY COUNCIL AND TRELECH COMMUNITY COUNCIL**

(NOTE: Councillor G. Davies had earlier declared an interest in this item)

The Executive Board considered a report detailing requests 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. If the change of name for both Community Councils was approved, notice of this change was required to be sent to the National Assembly for Wales, to the Director General of the Ordnance Survey and to the Registrar General for England and Wales. It must also be published in each respective Community area. It was noted that a change of name of the Community Council would not affect any rights or obligations of the Community nor render defective any legal proceedings which may be commenced or continued as if there had been no change of name.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that it approves the change of names for Quarter Bach Community Council to Cwarter Bach Community Council and Trelech Community Council to Trelech a'r Betws.**

**11. CWMAMMAN AFC.**

The Executive Board considered a report detailing a request from Cwmamman AFC for assistance towards the shortfall in the region of £43k in regards to a project to upgrade its ground estimated at £136,228. The local community was supportive of the improvements to the ground and facilities as were local council members, assembly members and a member of parliament. The project was also fully supported by the Football Association of Wales which had awarded the Club a financial contribution of £41,250.

**UNANIMOUSLY RESOLVED to approve financial assistance to Cwmamman AFC to the value of up to £45k**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**

## EXECUTIVE BOARD

14<sup>TH</sup> MAY 2018

**PRESENT:** Councillor L.M. Stephens (Chair)

**Councillors:**

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

**The following Officers were in attendance:**

M. James, Chief Executive;  
J. Morgan, Director of Community Services;  
C. Moore, Director of Corporate Services;  
R. Mullen, Director of Environment;  
G. Morgans, Director of Education & Children's Services;  
W. Walters, Director of Regeneration & Policy;  
P.R. Thomas, Assistant Chief Executive (People Management & Performance);  
L.R. Jones, Head of Administration and Law;  
D. Hockenhull, Marketing and Media Manager;  
J. Owen, Democratic Services Officer.

**Chamber, County Hall, Carmarthen – 2:00pm - 2:30pm**

**1. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor E. Dole.

**2. DECLARATIONS OF PERSONAL INTEREST.**

There were no declarations of personal interest.

**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. ANY OTHER ITEMS OF BUSINESS**

There were no other items of business raised.

## 6. 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.

## 7. LLESIANT DELTA WELLBEING LTD BUSINESS PLAN.

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 6 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 which appended a detailed 2018/19 business plan for the Local Authority Trading Company, Llesiant Delta Wellbeing Ltd. The business plan had been prepared as a requirement of the decisions made by the Executive Board on 22<sup>nd</sup> January, 2018 and the subsequent Full Council on 14<sup>th</sup> February, 2018.

The Board noted that the business plan 2018/19 had been endorsed by the Llesiant Delta Wellbeing Ltd Governance Group and that the plan submitted sought Executive Board approval in order to enable Llesiant Delta Wellbeing Ltd to commence trading from 1<sup>st</sup> June, 2018.

### **UNANIMOUSLY RESOLVED:**

- 7.1 To approve the detailed Business Plan for Llesiant Delta Wellbeing Ltd in line with the requirements of full council on 14<sup>th</sup> February 2018, specifically;**
- 7.2 the set up costs of the Company be recovered by way of a loan arrangement between the County Council and the Company at a commercial rate of interest with the value being set out within the Company's detailed business plan and being agreed by the Executive Board.**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**

## Executive Board Meeting 4<sup>th</sup> June, 2018

### **Subject: Swansea Bay City Deal**

#### **Purpose:**

To approve the establishment of the Swansea Bay City Deal Joint Committee and the associated funding streams.

#### **Recommendations / key decisions required:**

- Members to approve the establishment of the Swansea Bay City Deal (SBCD) Joint Committee and associated governance structure
- Members to endorse the draft Joint Committee Agreement and grant delegated authority 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 UK and Welsh Governments to finalise the agreement.
- Members to endorse the establishment of a Swansea Bay City Deal Joint Scrutiny Committee.
- Members to 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.
- Members to authorise the Director of Corporate Services (Section 151 officer) to explore and implement the most appropriate proportionate borrowing to fund Regional projects delivered in Council respective areas.
- Members to authorise the Director of Corporate Services to negotiate with colleague Directors the most appropriate allocation basis for the regional non domestic rate retention in respect of the 11 projects.

#### **Reasons:**

To establish governance structures in order to progress the Swansea Bay City Deal. It should be noted that the other three local authorities, Pembrokeshire County Council, Neath Port Talbot County Borough Council and the City and County of Swansea, are taking similar reports to their Cabinets and Councils at this time.

Relevant scrutiny committee to be consulted: NA

Exec Board Decision Required	YES
Council Decision Required	YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr Emlyn Dole - Leader		
Directorate: Chief Executives		
Mark James	Designation: Chief Executive	Tel No: 01267 224110
Report Author: SBCD Regional Office		Email: mjames@carmarthenshire. gov.uk



# EXECUTIVE SUMMARY

## Executive Board

### 4<sup>th</sup> June, 2018

## Swansea Bay City Deal

### 1. BRIEF SUMMARY OF PURPOSE OF REPORT

Council approval was received from each of the four local authorities of Swansea, Neath Port Talbot, Carmarthenshire and Pembrokeshire to sign a City Deal agreement (Heads of Terms), worth a total value of £1.3bn. This was subsequently signed with UK and Welsh Governments on the 20th March, 2017. The signing of the document confirmed joint commitment by all four local authorities to implement the Swansea Bay City Deal proposals along with other specific areas namely wider economic development matters including planning and transport.

Since the signing, the Swansea Bay City Deal has been operating in Shadow form in order to maintain momentum and develop the necessary governance arrangements that will enable the region to deliver the Swansea Bay City Deal programme. This has involved the development of the Joint Committee Agreement (JCA) which provides the legal framework within which the Swansea Bay City Deal will operate

Detailed discussions with the WG have also taken place and it has been agreed that:

- SBCD Local Authorities are able to retain 50% of the additional net yield in the non-domestic rates generated by the 11 projects which are to be delivered by the Deal.
- That the SBCD Local Authorities are able to utilise funding flexibilities in respect of the revenue based project expenditure, details of which are now included with the Joint Agreement.

The attached report sets out governance proposals and related financial requirements as well as key functions that need to be formally established.

### 2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

There are currently no alternative options of the scale of the City Deal, particularly with the current situation around Brexit and EU funds.

The £1.3 billion City Deal investment programme provides a once in a generation opportunity to increase prosperity and opportunity in the urban and rural areas across Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea.

Through an innovative private and public partnership, the Swansea Bay City Deal will considerably boost growth in sectors including digital enterprise, life science and well-being, smart manufacturing and sustainable energy production. The Deal will also work to ensure that our current and future workforces are equipped with the skills, knowledge and experience to take advantage of opportunities created through the City Deal. This will help build the region for local people and local businesses as the major projects unfold.

With the Swansea Bay City Deal Heads of Terms firmly signed, there is a need set in place robust governance arrangements and to continue the momentum and excellent progress already made to ensure that the Region is in a position to begin delivering against its ambitious and extremely exciting transformational plans.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b> <b>Draft Joint Committee Agreement</b> <b>WG Capital Funding Guidance document</b>

## 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: Mark James

Chief Executive

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

### 1. Policy, Crime & Disorder and Equalities

The Swansea Bay City Deal is an excellent example of working in partnership with other councils, universities and education providers, health boards, UK and Welsh Governments, and the business community. It demonstrates what collaboration and joined-up thinking can achieve for our citizens.

The Well-being of Future Generations (Wales) Act 2015 - the City Deal is a good example of the 5 Ways of Working promoted by the Act and will make a significant contribution to the 7 well-being goals.

The City Deal is a 15 year programme which provides an opportunity to address persistent challenges such as climate change, poverty, inequality, jobs and skills and rurality in a transformational and preventative way.

It is also an opportunity for the 4 authorities to demonstrate how they are using the 5 Ways of Working to maximize their contribution to the well-being goals required under the Act, through a major public and private investment programme.

### 2. Legal

The Swansea Bay City Deal Joint Committee shall be governed by the provisions of the Joint Committee Agreement.

The terms of the Joint Committee Agreement commits Carmarthenshire County Council to discharge its responsibilities to meet the requirements of the Heads of Terms document signed on 20<sup>th</sup> March, 2017.

### 3. Finance

The structure of the deal in terms of financing will be based on a 15 year programme. The four local authorities will be asked to borrow the required sum (each Local Authority will fund its relevant projects) and the funding will be drawn down as projects develop over a period of 5 years.

The capital borrowing (in respect of the Government funded element) for the SBCD projects will be re-paid by Government funds (UK & Welsh government) over the 15 year period. The exact level of borrowing and the structure and terms of the borrowing is yet to be confirmed, however it will be calculated based on the amount required per relevant local authority and will be agreed based on the principles of the Prudential Code and the Treasury Management Strategy and Policy for each Authority. When further details of the investments required for each project are known, a full business case appraisal for each individual project will be completed and submitted to the relevant local authority for approval before submission to the Joint Committee. These full business cases will include the detailed funding proposals and requirements of the local authority.

To support the interest costs for each Authority, Welsh Government have agreed that SBCD Local Authorities are able to retain 50% of the additional net yield in the non-domestic rates generated by the 11 projects. The basis of the allocation of the rates generated within the SBCD is yet to be agreed.

The Accountable Body has set-up a Swansea Bay City Deal Financial & Legal Group which comprises representatives from each of the four local authorities. The group is tasked at looking at the accounting and reporting implications that will arise from the implementation of the City Deal Programme as well as the borrowing requirements of the City Deal proposal.

There will be a requirement for each Local Authority to contribute £50k per annum over 5 years plus equivalent to 1.5% top slice of the City Deal allocation (Government funding) to cover the operating costs of the Accountable Body and Regional Office functions.

### 4. ICT

There will be implications on ICT requirements in relation to governance although it is not envisaged that this will be of a significant nature.

The Digital Infrastructure project will present significant opportunities for the Region and each local authority's ICT departments will be engaged in the developments.

## **5. Risk Management Issues**

Each Swansea Bay City Deal project will carry its associated risks which will be mitigated throughout the application and delivery process. A detailed risk analysis will be undertaken for all projects by the Project Delivery Lead as part of the development of the 5 base business model process, and a project specific Risk Register established to assist in the management and mitigation of all risks.

## **6. Physical Assets**

Project Delivery Leads will take full responsibility and ownership of all physical assets funded through the Swansea Bay City Deal.

Associated revenue costs and sustainability will be fully addressed in the respective 5 case business models for each project. Ongoing maintenance and insurance of all such assets will be the responsibility of the respective Project Delivery Lead.

## **7. Staffing Implications**

Each Swansea Bay City Deal project will establish their own project delivery team.

Carmarthenshire County Council, as Accountable Body for the Swansea Bay City Deal, will recruit and host staff responsible for fulfilling the functions of the Accountable Body and Regional Office.

# CONSULTATIONS

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

Signed: Mark James

Chief Executive

## 1. Scrutiny Committee

A report on the SBCD City Deal proposals went through the political process in February 2017 with Full Council Approval received in March 2017.

## 2. Local Member(s)

A member's seminar on the City Deal was held on the 27th July 2016.

A report on the SBCD City Deal proposals went through the political process in February 2017 with Full Council Approval received in March 2017.

The Region has also consulted with Assembly Members last year and recently on 7<sup>th</sup> February 2018 as well as Members of Parliament through specific briefing sessions held on the 3<sup>rd</sup> and 10<sup>th</sup> February 2017.

## 3. Community / Town Council

## 4. Relevant Partners

Reports outlining the proposals of the SBCD were submitted and subsequently approved by each of the four local authorities in March 2017.

## 5. Staff Side Representatives and other Organisations

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

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Swansea Bay City Deal Heads of Terms Agreement	N/A	Available from Swansea Bay City Deal Regional Office: <a href="mailto:citydeal@carmarthenshire.gov.uk">citydeal@carmarthenshire.gov.uk</a>

# **Swansea Bay City Deal**

## **Programme Governance and Financial Arrangements**

**May 2018**

### **1.0 Purpose of the Report**

1.1 To provide an overview of the proposed governance arrangements for the Swansea Bay City Deal (SBCD) and outline the roles of the Accountable Body and Regional Office.

1.2 To seek Members' approval of the establishment of the Swansea Bay City Deal Joint Committee and associated governance structure as outlined in this report and in the draft Joint Committee Agreement annexed to this report.

1.3 To seek Members' endorsement of the draft Joint Committee Agreement and grant delegated authority 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 UK and Welsh Governments to finalise the Agreement.

1.4 To seek Members' endorsement of the establishment of a Swansea Bay City Deal Joint Scrutiny Committee.

1.5 To seek Members' approval that Carmarthenshire County Council contributes towards the operating costs of the City Deal governance functions with any variation being agreed with the Director of Corporate Services (Section 151 Officer) in consultation with the Executive Board Member for Resources.

1.6 To seek Members' authorisation for the Director of Corporate Services to suit to explore and implement the most appropriate proportionate borrowing to fund Regional projects delivered in Council respective areas in consultation with Executive Board Member for Resources.

1.7 To seek Members' authorisation for the Director of Corporate Services to negotiate with colleague Directors on the most appropriate allocation basis for the Regional non-domestic rate retention in respect of the 11 projects.

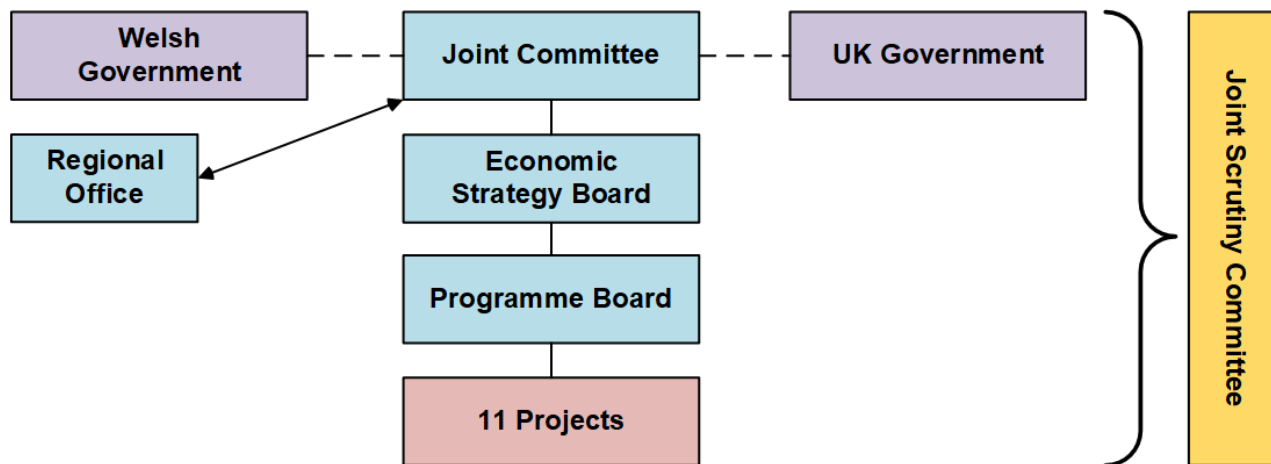
### **2.0 Background**

Last year, Council Approval was received from each of the four local authorities to sign a City Deal Head of Terms agreement with the UK and Welsh Governments. This was subsequently signed on the 20<sup>th</sup> March, 2017. The signing of the document confirmed joint commitment by all four local authorities in ensuring full implementation of the Swansea Bay City Deal proposals along with other specific areas, namely, wider economic development matters including planning and transport.

Since the signing, the Swansea Bay City Deal has been operating in Shadow form in order to maintain momentum and develop the necessary governance arrangements that will enable the region to deliver the Swansea Bay City Deal programme. Much progress has been made and 8 of the 11 projects are currently with Governments for formal business case assessment.

In order to formalise the current shadow governance arrangements officers have been developing a draft Joint Committee Agreement (JCA) which provides the legal framework within which the Swansea Bay City Deal will operate.

### 3.0 Proposed Governance Arrangements



#### 3.1 Joint Committee

The Swansea Bay City Deal Joint Committee, as outlined in the Swansea Bay City Deal Heads of Terms document, will comprise of the four local authority Leaders. The Joint Committee will be chaired by a local authority Leader and will be governed by the provisions of the Joint Committee Agreement.

The Committee will be supported by the Monitoring Officer and Section 151 Officer from Carmarthenshire County Council.

The Leaders will co-opt representation from the University of Wales Trinity Saint David, Swansea University, Hywel Dda University Health Board and Abertawe Bro Morgannwg University Health Board.

Voting rights will be reserved for the four local authority Leaders.

Meeting on a monthly basis, the role of the Joint Committee is to:

- Have ultimate responsibility and accountability for decisions taken in respect of the Swansea Bay City Deal including all financial and legal decisions;
- Make investment decisions on the basis of the recommendations received from the Swansea Bay City Deal Economic Strategy Board and Swansea Bay City Deal Programme Board;
- Monitor the impact of the Swansea Bay City Deal programme;
- Embrace the wider opportunities presented through a regional approach to strategic functions such as planning, transport and economic development as well as the progression of the regionalisation agenda.



### **3.2 Economic Strategy Board**

Reporting to the Joint Committee, the Economic Strategy Board will represent the wider community, including the private sector. It will act as the voice of business and provide strategic direction to the City Deal. It will also have a role in advising the Joint Committee on opportunities to strengthen the City Deal's impact. The Economic Strategy Board will not have any formal decision-making powers and it will reach agreement by consensus.

Specifically the role of the Economic Strategy Board will be:

- Submit strategic objectives for the Swansea Bay City Region;
- Monitor progress with regard to the delivery of the Swansea Bay City Deal;
- Oversee the production of business cases and put forward recommendations to the Joint Committee for approval.

A preferred candidate to become chair of the Economic Strategy Board has been selected and the appointment will be confirmed through a vote at the first meeting of the Joint Committee.

The process of appointing other members of the Economic Strategy Board, through an open recruitment and nomination process, is underway. Membership will be drawn from across the wider public and private sectors. The Economic Strategy Board membership will also be agreed through a vote of the Joint Committee.

### **3.3 Programme Board**

Accountable to the Joint Committee, the Swansea Bay City Region Programme Board will meet on a monthly basis and will comprise the Chief Executive of each of the Councils or another officer nominated by the Chief Executive, and the Monitoring Officer and Section 151 Officer from Carmarthenshire County Council. The Chair will be agreed by the Joint Committee.

The Programme Board may co-opt additional representatives to the Board. Co-opted members may include representatives of the University of Wales Trinity St David, Swansea University, Hywel Dda University Health Board and Abertawe Bro Morgannwg Health Board.

The Programme Board shall have the following distinct roles:

- (a) Preparing recommendations on the Swansea Bay City Deal programme:
  - (i) Ensuring that all schemes are developed in accordance with the agreed package
  - (ii) Overseeing production of business cases
  - (iii) Preparing recommendations to the Joint Committee and Economic Strategy Board on all schemes whilst ensuring that due regard is given to all advisory/consultation bodies
- (b) Providing advice to the Economic Strategy Board as appropriate
- (c) Overseeing performance and delivery of the delivery of projects
- (d) Overseeing the funding arrangements of the projects

- (e) Working on a regional basis to improve public services especially in the areas of economic development, transport, planning and strategic land use, housing and regeneration.

The Programme Board will not have any formal decision-making powers and decisions shall be reached by consensus.

### **3.4 Accountable Body**

The Councils have agreed that Carmarthenshire County Council will act as the Accountable Body responsible for discharging the Councils' Obligations in relation to the Swansea Bay City Deal in accordance with the Joint Committee Agreement.

The role of the Accountable body is to:

- Act as the primary interface with Welsh Government, UK Government and any other funding bodies necessary to discharge the Councils' Obligations
- Hold and release any Government funding in relation to the Swansea Bay City Deal and only to use and release such funds as agreed in accordance with the terms of such funding and the Joint Committee Agreement
- Comply with the Funding Condition
- Discharge its Monitoring Officer and Section 151 responsibilities
- Undertake the accounting and auditing responsibilities set out in this Agreement.
- Employ the Regional Office staff

The Joint Committee will designate the Chief Executive of the Accountable Body as Lead Chief Executive to act as its principal adviser and as Accountable Officer, to manage and oversee the work of the Accountable Body and the Regional Office team.

### **3.5 Regional Office**

Reporting directly to the Accountable Officer and the Joint Committee, the Regional Office plays a pivotal co-ordinating and supporting role and it is responsible for the day to day management of matters relating to the Joint Committee and the Swansea Bay City Deal.

Key activities of the Regional Office include:

- Strategic liaison with UK Government and Welsh Governments and policy advisors
- Governance support for all aspects of the City Deal governance structure, the Joint Committee, Programme Board and Economic Strategy Board
- Programme implementation co-ordination, monitoring and evaluation
- Undertake research, analysis and report on findings as requested by groups within the governance structure
- Strategic project co-ordination include advising on and coordinating the development and submission of 5 case business models for City Deal projects
- Liaison and engagement with government funding bodies and programmes, and with the Universities and Health Boards
- Responsibility for managing the identification, assessment, approval, monitoring and evaluation processes for Regional interventions and projects
- Communications and engagement management for the Swansea Bay City Deal
- Private sector involvement, business development and inward investment

## **Recommendation**

**Members endorse the establishment of the Swansea Bay City Deal Joint Committee and associated governance structure as outlined in this report and in the draft Joint Committee Agreement annexed to this report.**

### **4.0 Joint Committee Agreement (JCA)**

Carmarthenshire County Council, on behalf of the four authorities, commissioned Geldards to draft a Joint Committee Agreement between the four authorities. A copy of the draft agreement is appended as Annex 1.

The terms of the draft Joint Committee Agreement commits this local authority to discharge its responsibilities to meet the requirements of the Heads of Terms document signed on 20<sup>th</sup> March, 2017.

As will be noted from the draft Joint Committee Agreement, certain decisions have been identified as ones which will need the approval of the Constituent Authorities rather than the Joint Committee, and any decisions on those matters will come back to Full Council as and when they arise.

## **Recommendation**

**Members endorse the draft Joint Committee Agreement and grant delegated authority 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 UK and Welsh Governments to finalise the Agreement**

### **5.0 Joint Scrutiny Committee**

The Joint Scrutiny Committee will provide a scrutiny function to ensure greater public accountability over decisions made by the Joint Committee and any of its sub-committees and related entities.

The Joint Scrutiny Committee will consist of 12 non-executive members, three from each local authority as nominated by the individual Councils. The nominated Chair of the Joint Scrutiny Committee may not be from the same Council as the Chair of the Joint Committee. The member nominated by each Council shall be an elected member of that Council but shall not be a member of that Council's executive and shall not be a member of the Joint Committee.

The role of the Joint Scrutiny Committee is to provide advice, challenge and support to the Joint Committee.

## **Recommendation**

**Members endorse the establishment of a Swansea Bay City Deal Joint Scrutiny Committee**

### **6.0 Finances**

The structure of the deal in terms of financing will be based on a 15 year programme. The four local authorities will be asked to borrow the required sum (each local authority will fund

its relevant projects) and the funding will be drawn down as projects develop over a period of 5 years.

The capital borrowing (in respect of the Government funded element) for the SBCD projects will be re-paid by Government funds (UK & Welsh Government) over the 15 year period. The exact level of borrowing and the structure and terms of the borrowing is yet to be confirmed, however it will be calculated based on the amount required per relevant local authority, and will be in line with the individual local authority internal requirements. All borrowing will be agreed based on the principles of the Prudential Code and Treasury Management Policy and Strategy for each Authority. When further details of the investments required for each project are known, a full business case appraisal for each individual project will be completed and submitted to the relevant local authority for approval before submission to the Joint Committee. These full business cases will include the detailed funding proposals and requirements of the local authority.

Significant discussions have already taken place with Welsh Government in respect of funding arrangements and in particular in respect funding arrangements of revenue based project expenditure and the funding of the ongoing interest payments for the 15 year borrowing.

Agreement has been reached with Welsh Government that the SBCD local authorities are able to retain 50% of the additional net yield in the non-domestic rates generated by the 11 projects which are to be delivered by the Deal. The basis of the allocation of the rates generated within the SBCD is yet to be agreed and a further report will be presented by the S151 Officers to the Joint Committee for formal approval.

Welsh Government has also provided significant support in assisting local authorities to identify a means to provide the appropriate funding for the revenue based project expenditure. Within the Joint Agreement appendices there is additional information that provides Authorities with the support to utilise funding flexibilities.

The Accountable Body has set up a Swansea Bay City Deal Financial & Legal Group which comprises representatives from each of the four local authorities. The group is tasked at looking at the accounting and reporting implications that will arise from the implementation of the City Deal Programme as well as the borrowing requirements of the City Deal proposal.

There will be a requirement for each local authority to contribute £50k per annum over 5 years plus 1.5% top slice of the City Deal allocation (Government funding) to cover the operating costs of the Joint Committee, Programme Board, Joint Scrutiny Committee, Accountable Body and Regional Office functions.

## **Recommendations**

**(i) Members 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 Executive Board Member for Resources.**

**(ii) Members authorise the Director of Corporate Services (Section 151 Officer) to explore and implement the most appropriate proportionate borrowing to fund Regional projects delivered in Council respective areas in consultation with Executive Board Member for Resources.**

**(iii) Members authorise the Director of Corporate Services to negotiate with colleague Directors the most appropriate allocation basis for the Regional non domestic rate retention in respect of the 11 projects.**

## **7.0 Conclusion**

To conclude, the £1.3 billion Swansea Bay City Deal investment programme provides a once in a generation opportunity to increase prosperity and opportunity in the urban and rural areas across Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea.

Through an innovative private and public partnership, the Swansea Bay City Deal will considerably boost growth in sectors including digital enterprise, life science and well-being, smart manufacturing and sustainable energy production. The programme will also work to ensure that our current and future workforces are equipped with the skills, knowledge and experience to take advantage of opportunities created through the City Deal. This will help build the region for local people and local businesses as the major projects unfold.

With the Swansea Bay City Deal Heads of Terms firmly signed, there is a need set in place robust governance arrangements and to continue the momentum and excellent progress already made to ensure that the region is in a position to begin delivering against its ambitious and extremely exciting transformational plans.

## **Annex 1**

**Draft SBCD Joint Committee Agreement**

## **Annex 2**

**Copy of NNDR letter received from Mark Drakeford, Cabinet Secretary for Finance, WG  
- 11<sup>th</sup> April, 2018**

## **Annex 3**

**Copy of letter received from Deputy Director Local Government Finance Policy  
Division - 3<sup>rd</sup> May, 2018 - Treatment of Certain Costs as Capital Expenditure**

## **Annex 4**

**WG Document - Guidance on Flexible Use of Capital Receipts - April 2018**

## **Annex 5**

**Table showing indicative SBCD programme level financial and economic impact**

## **Annex 6**

**Letter received from WG 16th May 2018 Judith Cole, Deputy Director Finance re SBCD  
Financing Arrangements**

**DATED**

**2018**

**(1) CARMARTHENSHIRE COUNTY COUNCIL**

**and**

**(2) NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**(3) PEMBROKESHIRE COUNTY COUNCIL**

**(4) THE COUNCIL OF THE CITY AND COUNTY OF SWANSEA**

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**AGREEMENT FOR THE ESTABLISHMENT OF A JOINT COMMITTEE FOR THE  
SWANSEA BAY CITY REGION**

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THIS AGREEMENT IS MADE ON 2018

**BETWEEN:**

- (1) **Carmarthenshire County Council of County Hall**, Carmarthen, Carmarthenshire SA31 1JP ("Carmarthenshire"); and
- (2) **Neath Port Talbot County Borough Council** of Port Talbot Civic Centre, Port Talbot SA13 1PJ ("Neath"); and
- (3) **Pembrokeshire County Council** of County Hall, Haverfordwest, Pembrokeshire SA61 1TP
- (4) **The Council of the City and County of Swansea** of Civic Centre, Oystermouth Road, Swansea SA1 3SN

(together referred to as "the Councils")

**WHEREAS:**

- (A) The Councils have agreed to work together in order to discharge their obligations to one another, the Welsh Government and the United Kingdom Government ("UK Government") to promote and facilitate projects funded under the Swansea Bay City Deal in order to further the growth of the Swansea Bay City Region which comprises the areas of the Councils.
- (B) The Councils have accordingly agreed to enter into this Agreement to document and regulate their respective rights and obligations to each other and to enable the Councils to work together to establish and to participate in a joint committee.
- (C) The Councils have agreed heads of terms with the UK Government and the Welsh Government which set out the key elements of the Swansea Bay City Deal the investment themes and the governance arrangements which the UK Government and the Welsh Government expect the Councils to apply to the Swansea Bay City Deal.
- (D) The Councils acknowledge that the Government Funding of £241 million shall be provided to the projects in the Swansea Bay City Deal for a 15 year period from the Commencement Date and shall be paid by the Welsh Government to the Accountable Body.
- (E) The Welsh Government has agreed to allow the Swansea Bay City Region to retain 50% of the additional yield in non-domestic rates generated by the projects in the Swansea Bay City Region and has agreed to support the Councils in enabling them to fund revenue costs of the Swansea Bay City Deal projects. This support will be provided by allowing Councils to utilise the flexibility in the funding methods provided by the Guidance on the Flexible Use of Capital Receipts and reserves (documents appended at Schedule 11)

- (F) The Councils acknowledge that the Accountable Body may pay the Government Funding to the Delivery Lead for the relevant project in the Swansea Bay City Deal.
- (G) The Councils acknowledge that the Government Funding is subject to the following conditions: entry into this Agreement by the Councils; satisfying the Government Reviews; further Funding Conditions approved by the Councils; and approval of the Implementation Plan.
- (H) The Councils acknowledge that the Regional Learning and Skills Partnership for South West and Mid Wales shall have a central role to play in leading on the strategic approach to the delivery of employment and skills in the region.

## IT IS AGREED AS FOLLOWS:

### 1. Interpretation

1.1 The following definitions and rules of interpretation apply in this Agreement:

<b>“Accountable Body”</b>	the Council appointed under clause 6.1 of this Agreement who shall be responsible for receiving and distributing funds for and on behalf of the Councils in relation to the Swansea Bay City Deal and whose duties are set out in clause 7;
<b>“Accountable Body Costs”</b>	the operational and management costs incurred by the Accountable Body in carrying out its role of Accountable Body;
<b>“Accountable Officer”</b>	the officer designated by the Joint Committee in accordance with clause 9 to manage and oversee the work of the Regional Office staff;
<b>“Accounting Period”</b>	those periods set out in 0 as may be amended from time to time in accordance with the terms of this Agreement;
<b>“this Agreement”</b>	this agreement entered into by Carmarthenshire County Council, Neath Port Talbot County Borough Council, Pembrokeshire County Council and the Council of the City and County of Swansea ;
<b>“Allocated Sum”</b>	the funding allocated to a project in the Swansea Bay City Deal as recorded in its Project Business Case and in Schedule 7 to this Agreement subject to approval of the Project Business Case
<b>“Annual Costs Budget”</b>	the approved annual costs budget held by the Regional Office for and on behalf of the Councils in relation to the payment of any Accountable Body Costs, Economic Strategy Board Costs, Joint Committee Costs (including

Joint Scrutiny Committee Costs, Programme Board Costs and Regional Office Costs) in accordance with this Agreement;

<b>“Applicable Law”</b>	means all applicable laws, statutes, regulations, regulatory requirements, guidance and codes of practice in any relevant jurisdiction as amended, updated or replaced from time to time, including the Data Protection Laws;
<b>“Business Day”</b>	any day other than a Saturday or Sunday or a public or bank holiday in Wales;
<b>“Commencement Date”</b>	the date of this Agreement;
<b>“Conditions Longstop Date”</b>	the date agreed by the Joint Committee by when the Funding Conditions must be agreed by the Councils;
<b>“Confidential Information”</b>	all know-how and other information relating to the business, affairs or methods of all or any Council and any other participant in the Swansea Bay City Deal and any applicant for funding from the Swansea Bay City Deal, which is contained in or discernible in any form whatsoever (including without limitation software, data, drawings, films, documents and computer-readable media) whether or not marked or designated as confidential or proprietary or which is disclosed orally or by demonstration and which is described at the time of disclosure as confidential or is clearly so from its content or the context of disclosure;
<b>“Co-opted Body”</b>	a body from which a representative is co-opted as a non-voting member of the Joint Committee in accordance with Schedule 1;
<b>“Co-opted Member Protocol”</b>	the protocol agreed by the Councils specifying the standard of conduct required of co-opted members of the Joint Committee;
<b>“Council Contribution”</b>	the funding provided by each Council to the Annual Budget Costs as set out in clause 19;
<b>“Councils”</b>	Carmarthenshire County Council, Neath Port Talbot County Borough Council, Pembrokeshire County Council and the Council of the City and County of Swansea and “Council” shall be construed accordingly;
<b>“Councils’ Obligations”</b>	the obligations set out in clause 3;
<b>“DPA”</b>	the Data Protection Act 1998;
<b>“DP Regulator”</b>	any governmental or regulatory body or authority with responsibility for monitoring or enforcing compliance with the Data Protection Laws;

<b>“Data”</b>	any data, document, code, information, Personal Data in connection with this Agreement;
<b>“Data Incident”</b>	the reasonable suspicion of, discovery by, or notice to a party that (a) Data has been or is likely to be accessed or obtained by an unauthorised person; or (b) a party’s systems have been or are likely to be compromised or vulnerable; or a person has threatened the unauthorised access to or obtaining of any Data;
<b>“Data Protection Laws”</b>	any applicable laws and regulations in any relevant jurisdiction relating to privacy or the use or processing of Personal Data relating to natural persons, including: (a) EU Directives 95/46/EC and 2002/58/EC (as amended by 2009/139/EC) and any legislation implementing or made pursuant to such directives, including the Data Protection Act 1998 (the <b>“DPA”</b> ) and the Privacy and Electronic Communications (EC Directive) Regulations 2003; and (b) from 25 May 2018 EU Regulation 2016/679 ( <b>“GDPR”</b> ); (c) any laws or regulations ratifying, implementing, adopting, supplementing or replacing GDPR; in each case, to the extent in force, and as such are updated, amended or replaced from time to time; and (d) the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000;
<b>“Data Subject”</b>	shall have the meanings set out in the DPA until 25 May 2018 and thereafter the meaning set out in the GDPR;
<b>“Delivery Lead”</b>	the organisation responsible for the preparation and submission of the Project Business Case for and delivery of each project as set out in the Implementation Plan;
<b>“Economic Strategy Board”</b>	the board established in accordance with clause 17 and Schedule 6;
<b>“Economic Strategy Board Costs”</b>	the operational and management costs of the Economic Strategy Board;
<b>“FOI Legislation”</b>	the Freedom of Information Act 2000 and subordinate legislation made under this and the Environmental Information Regulations 2004
<b>“Funding Conditions”</b>	any conditions imposed by the UK Government or the Welsh Government for the release of the Government Funding to be signed by the Accountable Body;
<b>“Government Funding”</b>	funding of £241 million to be made available to the Swansea Bay City Deal from the UK Government and the Welsh Government consisting of £115.6 million from the UK Government and £125.4 million from the Welsh Government;

<b>“Government Review”</b>	an examination carried out by the UK Government and Welsh Government jointly once a year of projects in the Swansea Bay City Deal in order to assess the progress and likelihood of the Councils’ successful delivery of the Swansea Bay City Deal such reviews to take place no more than once in each calendar year during the currency of this Agreement;
<b>“IP Material”</b>	the Intellectual Property in the Material;
<b>“Implementation Plan”</b>	the implementation plan agreed by the Joint Committee setting out the activities that shall support the delivery of the Swansea Bay City Deal;
<b>“Intellectual Property”</b>	patents, rights to inventions, copyright and related rights, trade-marks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets), and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world;
<b>“Internal Costs”</b>	the costs associated with each Council providing internal Council resources in relation to the Swansea Bay City Deal which includes but is not limited to: staffing costs and associated overheads; project management; technical and administrative support; communications; costs incurred in respect of managing Requests for Information;
<b>“Joint Committee”</b>	a committee of elected members from the Councils which shall be responsible for ensuring and overseeing the delivery of the functions set out in Schedule 1 (Terms of Reference of the Joint Committee) with a view to securing their more efficient, economical and effective discharge;
<b>“Joint Committee Costs”</b>	the operational and management costs of the Joint Committee;
<b>“Joint Committee Meeting”</b>	a meeting of the Joint Committee;
<b>“Joint Committee Withdrawal Notice”</b>	a notice issued by one of the Councils in accordance with clause 22 to give notice of its withdrawal from the Swansea Bay City Deal and this Agreement;
<b>“Joint Scrutiny Committee Costs”</b>	the operational and management costs of the Joint Scrutiny Committee

<b>“Lead Chief Executive”</b>	the local authority officer designated by the Joint Committee in accordance with clause 9 to act as principal adviser to the Joint Committee and to manage and oversee the work of the Regional Office staff;
<b>“Local Authority”</b>	a principal council as defined in section 270 of the Local Government Act 1972 or any body established as a successor of a principal council;
<b>“Material”</b>	all data, text, graphics, images and other materials or documents created, used or supplied by a Council in connection with this Agreement unless before the first use or supply the Council notifies the other Councils that the data, text supplied is not to be covered by this definition;
<b>“Personal Data”</b>	shall have the meanings set out in the DPA until 25 May 2018 and thereafter the meaning set out in GDPR for personal data governed by such laws and shall also include “Personal Information” classified as “personal information” or “personally identifiable information” or similar term under the Applicable Law governing a person’s processing of personal information about an individual;
<b>“Powers”</b>	<p>the powers of Welsh local authorities under:</p> <ul style="list-style-type: none"> <li>(i) 101, 102, 111, 112 and 113 of the Local Government Act 1972 and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts to make arrangements to discharge functions jointly and to employ staff and place them at the disposal of other local authorities;</li> <li>(ii) the powers in section 9 of the Local Government (Wales) Measure 2009 to collaborate;</li> <li>(iii) the well-being power in section 2 of the Local Government Act 2000;</li> <li>(iv) the incidental powers in section 111 of the Local Government Act 1972;</li> <li>(v) the powers in section 1 of the Local Authorities (Goods and Services) Act 1970 and section 25 of the Local Government (Wales) Act 1994 to provide services;</li> <li>(vi) all other powers them so enabling;</li> </ul>
<b>“PR Protocol”</b>	a protocol agreed by the Councils for the release of public statements and press releases relating to the Swansea Bay City Region
<b>“Programme Board”</b>	the board established in accordance with clause 16 and Schedule 2 for the purpose of implementing the

	Swansea Bay City Deal and the Councils' obligations in relation to the Swansea Bay City Deal;
<b>“Programme Board Costs”</b>	the operational and management costs of the Programme Board;
<b>“Project Authority Lead”</b>	the Council responsible for the Government Funding element of funding for each project as set out in clause 12 and the Implementation Plan
<b>“Project Business Case”</b>	a document setting out details of a project proposed for inclusion in the Swansea Bay City Deal and explaining why it should be included in the Swansea Bay City Deal;
<b>“Project Conditions”</b>	the project funding conditions proposed by the Welsh Government or the UK Government for each project as referred to in clause 12;
<b>“Regional Office”</b>	the office established by the Councils to manage the Swansea Bay City Deal;
<b>“Regional Office Costs”</b>	the operational and management costs of the Regional Office;
<b>“Regional Office Costs Budget”</b>	the budget for the Regional Office Costs;
<b>“Regional Project”</b>	a project located in the area of more than one of the Councils;
<b>“Regional Project Delivery Lead”</b>	the organisation responsible for preparation and submission of the Project Business Case for and delivery of a Regional Project;
<b>“Resolution”</b>	a decision taken by or on behalf of one of the Councils in compliance with that Council's constitution and scheme of delegation;
<b>“Shadow Board”</b>	a board of representatives of the Councils who took provisional decisions on matters relevant to the Swansea Bay City Deal before the establishment of the Joint Committee;
<b>“Swansea Bay City Deal”</b>	a programme supported by the UK Government and the Welsh Government and administered through the joint committee established in accordance with clause 4 of this Agreement to provide the Swansea Bay City Region and its partners with new ways of working and resources to unlock significant economic growth across the Swansea Bay City Region and with an opportunity to continue tackling the area's barriers to economic growth through developing higher value sectors and higher value employment opportunities to match, increasing the number of businesses within these sectors to widen the economic base, and improving the region's GVA level against the UK average;



<b>“Swansea Bay City Region”</b>	the administrative area covered by Carmarthenshire County Council, Neath Port Talbot County Borough Council, Pembrokeshire County Council and City and County of Swansea Council for Local Authority services;
<b>“Withdrawing Council”</b>	a Council that has given notice of its intention to withdraw from the Swansea Bay City Deal and this agreement in accordance with clause 22

- 1.2 The headings are inserted for convenience only and shall not affect the construction of this Agreement.
- 1.3 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.
- 1.4 A reference in this Agreement to any clause, paragraph or schedule is, except where it is expressly stated to the contrary, a reference to a clause or paragraph of or schedule to this Agreement.
- 1.5 Any reference to this Agreement or to any other document unless otherwise specified shall include any variation, amendment or supplements to such document expressly permitted by this Agreement or otherwise agreed in writing between the relevant parties.
- 1.6 Words preceding “include”, “includes”, “including” and “included” shall be construed without limitation by the words which follow those words unless inconsistent with the context, and the rule of interpretation known as “*eiusdem generis*” shall not apply.
- 1.7 Any reference to the title of an officer of any of the Councils shall include any person holding such office from time to time by the same or any title substituted thereafter or such other officer of the relevant Council as that Council may from time to time appoint to carry out the duties of the officer referred to.
- 1.8 The Schedules form part of this Agreement and shall have the same force and effect as if expressly set out in the body of this Agreement and references to this Agreement includes the Schedules.
- 1.9 References to “the parties” shall be to the parties to this Agreement.

## **2. Commencement and Duration**

- 2.1 This Agreement shall commence on the Commencement Date and shall continue in force for fifteen years from the Commencement Date or until the earlier of the following dates:
  - (a) The condition subsequent set out in clause 2.2 (Condition Subsequent) is not satisfied or otherwise waived in writing by the Councils prior to the Conditions Longstop Date;
  - (b) All the Councils agree in writing to its termination; or

- (c) There is only one remaining Council which has not withdrawn from this Agreement in accordance with clause 22 (Withdrawal from this Agreement).
- 2.2 The Condition Subsequent is that the Councils shall have approved the Funding Conditions before the Conditions Longstop Date.

### **3. The Councils' Obligations**

- 3.1 The Councils agree to work together to carry into effect the Swansea Bay City Deal pursuant to and in accordance with this Agreement.
- 3.2 To that end the Councils shall develop, agree and promote the Swansea Bay City Deal and (without prejudice to the generality of that obligation) shall comply with their duties as set out at clauses 7 (Duties of the Accountable Body) and 8 (Duties of the other Councils). This is subject to the fiduciary financial and legal duties of each Council.
- 3.3 Without prejudice to the specific terms of this Agreement, the Councils further agree that they shall conduct their relationship:
  - (a) In accordance with the strategic aims of the Swansea Bay City Deal as follows:
    - (i) The Internet of Economic Acceleration.
    - (ii) The Internet of Life Science & Well-Being.
    - (iii) The Internet of Energy.
    - (iv) Smart Manufacturing.and
  - (b) In accordance with the following principles:
    - (i) Openness and trust: The Councils shall be open and trusting in their dealings with each other, make information and analysis available to each other, discuss and develop ideas openly and contribute fully to all aspects of making the joint working successful. The Councils shall embrace a commitment to transparency in their dealings and shall recognise the need to comply with statutory access to information requirements including FOI Legislation and supporting codes of practice.
    - (ii) Commitment and drive: The Councils shall be fully committed to working jointly, shall seek to fully motivate employees and shall address the challenges of delivering the Swansea Bay City Deal with enthusiasm and a determination to succeed.
    - (iii) Skills and creativity: The Councils recognise that each brings complementary skills and knowledge which they shall apply creatively to achieving the Councils' objectives, continuity, resolution of difficulties and the development of the joint working relationship and the personnel working within it. It is recognised that this shall involve the appreciation and adoption of common values.

- (iv) Effective relationships: The roles and responsibilities of each Council shall be clear with relationships developed at the appropriate levels within each organisation with direct and easy access to each other's representatives.
- (v) Developing and adaptive: The Councils recognise that they are engaged in a potentially long term business relationship which needs to develop and adapt and shall use reasonable endeavours to develop and maintain an effective joint process to ensure that the relationship develops appropriately and in line with these principles and objectives.
- (vi) Reputation and Standing: The Councils shall pay the utmost regard to the standing and reputation of one another, and act with regard to each Council's own employer and member codes of conduct and shall not do or fail to do anything which may bring the standing or reputation of any other Council into disrepute or attract adverse publicity to any other Council.
- (vii) Reasonableness of decision making: The Councils agree that all decisions made in relation to this Agreement and the Swansea Bay City Deal shall be made by them acting reasonably and in good faith.
- (viii) Members and Officers' Commitments: Each Council shall use its reasonable endeavours to procure that their respective members and officers who are involved in the Swansea Bay City Deal shall at all times act in the best interests of the Swansea Bay City Deal, and act compatibly with regard to each Council's own employer and member codes of conduct, devote sufficient resources to deliver the Swansea Bay City Deal and respond in a timely manner to all relevant requests from the other Councils.

#### **4. Establishment of a Joint Committee**

- 4.1 In exercise of their Powers under sections 101(5) and 102 of the Local Government Act 1972, sections 19 and 20 of the Local Government Act 2000 and all other enabling powers the Councils hereby create a joint committee to be known as the Swansea Bay City Region Joint Committee with effect from the Commencement Date.
- 4.2 The Councils shall use their Powers in sections 101, 102, 111, 112 and 113 of the Local Government Act 1972, sections 2, 19 and 20 of the Local Government Act 2000, section 1 of the Local Authorities (Goods and Services) Act 1970, section 25 of the Local Government (Wales) Act 1994, section 9 of the Local Government (Wales) Measure 2009 and all other enabling powers available from time to time to facilitate their effective participation in the Joint Committee and the effective delivery of the Swansea Bay City Deal.
- 4.3 The terms of reference of the Joint Committee as at the date of signature of this Agreement are set out at Schedule 1 to this Agreement.
- 4.4 The Councils may from time to time vary the terms of reference of the Joint Committee and this shall be a matter reserved to the Councils. In the event that the Councils agree to vary the terms of reference of the Joint Committee they shall notify the Regional Office and the Regional Office shall arrange

for Schedule 1 to this Agreement to be amended. The reservation to the Councils does not preclude the Joint Committee from making recommendations to vary the terms of the reference where it considers they shall promote the Council's Obligations.

- 4.5 The Joint Committee shall operate and conduct its business in accordance with the terms of this Agreement including the Terms of Reference of the Joint Committee as set out at Schedule 1 to this Agreement.
- 4.6 The Joint Committee shall not have power to approve any matter which has been reserved to the Councils as set out in 0 to this Agreement.
- 4.7 The Joint Committee may delegate functions to sub-committees and officers.
- 4.8 This Agreement is without prejudice to each Council's other powers and responsibilities for its area.

## **5. Arrangements for the discharge of functions**

- 5.1 The Councils agree to use their powers under section 101(1) of the Local Government Act 1972, sections 19 and 20 of the Local Government Act 2000 and all other enabling powers to enter into arrangements under which the Joint Committee shall discharge on their behalf the functions set out in the terms of reference of the Joint Committee in Schedule 1 to this Agreement.
- 5.2 Each Council hereby represents and confirms to the other Councils that it has obtained all necessary consents sufficient to ensure the delegation of functions and responsibilities provided for by this Agreement.
- 5.3 Each Council warrants that entering into this Agreement and its participation in the Joint Committee is consistent with its own constitution.

## **6. Appointment of the Accountable Body**

- 6.1 The Councils have agreed that with effect from the Commencement Date Carmarthenshire County Council shall act as the Accountable Body responsible for discharging the Councils' Obligations in relation to the Swansea Bay City Deal pursuant to and in accordance with this Agreement.
- 6.2 If the Accountable Body defaults on any of the provisions of this Agreement and the Joint Committee decides that a replacement Accountable Body should be appointed or the Accountable Body withdraws pursuant to clause 22, then the Joint Committee shall appoint another Council as the Accountable Body with the consent of that Council such appointment to take effect when the withdrawal or termination takes effect or as soon as possible after that occurs.
- 6.3 If a replacement Accountable Body is appointed pursuant to clause 6.2 any reference to Carmarthenshire County Council in its capacity as the initial Accountable Body shall be read with reference to the replacement Accountable Body.
- 6.4 The Accountable Body shall act as the Accountable Body as set out in this Agreement and shall receive the Government Funding for and on behalf of the Councils and shall hold and manage such Government Funding in

accordance with the terms of this Agreement. The Accountable Body shall receive the Councils' Contributions and shall hold and manage the Councils' Contributions in accordance with the terms of this Agreement.

- 6.5 If the Accountable Body is replaced as Accountable Body in accordance with clause 6.2 the Accountable Body shall comply with its duties in clause 7.2.

## **7. Duties of the Accountable Body**

- 7.1 The Accountable Body shall:

- (a) Act diligently and in good faith in all its dealings with the other Councils.
- (b) Act with reasonable skill and care and in accordance with best practice.
- (c) Act in accordance with the principles and strategic aims of this Agreement and any applicable policies agreed by the Joint Committee.
- (d) Comply with any investigation by any statutory ombudsman or tribunal relating to the Swansea Bay City Deal.
- (e) Act as the primary interface with Welsh Government, UK Government and any other funding bodies necessary to discharge the Councils' Obligations.
- (f) Hold and release any Government Funding in relation to the Swansea Bay City Deal and only to use and release such funds as agreed in accordance with the terms of such funding and this Agreement.
- (g) Comply with the Funding Conditions.
- (h) Undertake the accounting and auditing responsibilities set out in this Agreement.
- (i) Employ the Regional Office staff

- 7.2 If the Accountable Body is replaced as Accountable Body in accordance with clause 6.2 the Accountable Body shall take any action required by any or all of the other Councils to allow another of the Councils to take on the role of Accountable Body and to allow the other Councils to continue with this Agreement and the Swansea Bay City Deal. Without prejudice to the generality of the foregoing the Accountable Body shall promptly:

- (a) Transfer any information which it holds in its role as Accountable Body to any person or body to whom the Chair of the Joint Committee instructs it to transfer;
- (b) Co-operate with the other Councils to identify whether the Regional Office staff shall transfer to the replacement Accountable Body and shall promptly facilitate any such transfer unless otherwise agreed by the Councils;
- (c) Transfer any other assets which it holds in its role as Accountable Body to any person or body to whom the Chair of the Joint Committee instructs it to transfer;

## **8. Duties of the Other Councils**

- 8.1 The Councils other than the Accountable Body shall act diligently and in good faith in all their dealings with the Accountable Body and shall assist the Accountable Body to discharge the Councils' obligations in relation to the Swansea Bay City Deal pursuant to and in accordance with this Agreement and all applicable legislation.

## **9. Regional Office**

- 9.1 The Accountable Body shall establish a Regional Office to be responsible for the day to day management of matters relating to the Joint Committee and the Swansea Bay City Deal. The Regional Office shall have day to day responsibility for managing the identification assessment approval monitoring and evaluation processes for interventions and projects. The Regional Office shall deliver all administrative functions necessary to the implementation of the Swansea Bay City Deal. The Regional Office shall maintain a register of interests of co-opted members of the Joint Committee and the Economic Strategy Board. The Regional Office shall provide monitoring reports to the Joint Committee and to the Economic Strategy Board. Persons employed to work in the Regional Office shall be employed by the Accountable Body.
- 9.2 The Joint Committee shall designate the Head of Paid Service of the Accountable Body as Lead Chief Executive to act as its principal adviser and as Accountable Officer to manage and oversee the work of the Regional Office staff.
- 9.3 The Accountable Body shall be responsible for accommodating the Regional Office in accordance with arrangements approved by the Joint Committee.

## **10. Implementation Plan**

- 10.1 The Joint Committee shall approve the Implementation Plan at its first meeting which complies with the provisions of clause 10.2 below. The Implementation Plan in order to be adopted must also be approved by the Welsh Government and the UK Government which may be given either before or after it is considered for adoption by the Joint Committee.
- 10.2 The Implementation Plan shall set out the high level activities that shall support the delivery of the Swansea Bay City Deal and shall include details of the nature of each of the projects, their outcomes and benefits, key tasks and the indicative timeline and interdependencies between the projects.
- 10.3 The Joint Committee shall review the Implementation Plan annually. The first review shall take place no later than one year after the approval of the Implementation Plan. Reviews in later years shall take place no later than one year after the previous review.

## **11. Projects Funded by The Swansea Bay City Deal**

- 11.1 The Swansea Bay City Deal shall fund local and regional projects in the following themes:
- (a) Internet of Economic Acceleration.

- (b) Internet of Life Science and Wellbeing.
  - (c) Internet of Energy.
  - (d) Smart Manufacturing.
- 11.2 Details of the allocation of Government Funding, private and public funding and local government contributions for each project are set out at 0.
- 11.3 The proportion of the Government Funding shall be in accordance with the details set out at 0 unless the Councils agree to vary this.

## **12. Processes for Funding Projects**

- 12.1 The Delivery Lead for projects in the Swansea Bay City Deal shall be as set out in the Implementation Plan.
- 12.2 The Project Authority Lead for projects in the Swansea Bay City Deal shall be as set out in the Implementation Plan.
- 12.3 In order to receive funding from the Swansea Bay City Deal every project must observe the following procedure:
- (a) The Delivery Lead must submit a Project Business case to the Regional Office in accordance with the Implementation Plan. The Project Business case shall include a Resolution of the Project Authority Lead and all Councils in whose area the project shall take place that they approve the submission of the Project Business case.
  - (b) If one or more of the Councils does not approve the Project Business Case for a Regional Project for submission to the UK Government and the Welsh Government the Regional Project shall be referred directly to the Joint Committee for the Joint Committee to decide whether:
    - (i) Additional time is to be allowed to address concerns of the particular Council; or
    - (ii) A revised Project Business Case is to be prepared omitting the Council which does not approve in which case a revised Project Business Case shall be resubmitted and approved in accordance with this clause 12; or
    - (iii) Whether a project is no longer viable and should no longer be progressed in which case clause 12.6 shall be followed.
  - (c) All Project Business Cases for projects to be considered for funding from the Swansea Bay City Deal must meet the requirements of extant guidance from the UK and Welsh Governments which at the Commencement Date of this Agreement is guidance on the preparation of "five case business models" and accordingly every Project Business Case must include full details of:
    - (i) The strategic case (strategic fit and clear investment objectives)
    - (ii) The economic case (optimising value for money)

- (iii) The commercial case (attractiveness to the market and procurement arrangements)
  - (iv) The financial case (affordability – including the contributions to be made by other public and private sector partners and the basis for them); and
  - (v) The management case (deliverability – including confirmation of decisions made and required by the governance arrangements of third party funders of a project - and plans for delivery)
- (d) Upon receipt of a Project Business case the Regional Office shall assess the quality and financial profile of the Project Business Case and shall pass a copy of the Project Business Case to the UK Government and the Welsh Government to carry out their own assessments of the Project Business Case.
- (e) If the Regional Office is not satisfied with the quality of the Project Business Case it shall return the Project Business Case to the Delivery Lead and notify the Project Authority Lead. The Project Authority Lead shall request all Councils involved in the project to pass any resolutions necessary to agree to amendments of the Project Business Case. The Project Business Case shall be amended as necessary and resubmitted.
- (f) When the Regional Office is satisfied with the Project Business Case it shall send the Project Business Case to: the Programme Board with a request for the Programme Board to analyse the financial viability, deliverability and risk of the proposal and make a recommendation on whether or not the business case should proceed.
- (g) When the Regional Office has received a recommendation from the Programme Board it shall send the Project Business Case to the Economic Strategy Board with a request for the Economic Strategy Board to assess the Project Business Case against the strategic aims and objectives of the Swansea Bay City Deal and make a recommendation on whether or not the Project Business Case should proceed. The Economic Strategy Board shall make its recommendation to the Regional Office within one month of receiving the Project Business case. In the absence of any recommendation within such timescale the Regional Office shall be permitted to submit the recommendation for the Programme Board to the Joint Committee for consideration.
- (h) The Regional Office shall submit the recommendations from the Programme Board and the Economic Strategy Board to the Joint Committee.
- (i) The Joint Committee shall consider the Project Business Case and the recommendations of the Programme Board and the Economic Strategy Board and decide whether or not to approve the project for submission to the UK Government and the Welsh Government for approval by the UK Government and the Welsh Government for the release of Government Funding for the project
- (j) If the Joint Committee approves a project for submission to the UK Government and the Welsh Government it shall request the Project Authority Lead and all Councils in whose areas the project shall take place consider and approve the Project Conditions proposed by the Welsh



Government for the project. Upon approval of the Project Conditions the Joint Committee shall direct the Accountable Body to release the Government Funding for that element of the project.

- (k) If the Joint Committee does not approve a project for submission to the UK Government and the Welsh Government or the Council or Councils in whose area the project shall take place does not approve the submission the Joint Committee shall inform the Regional Office and the Regional Office shall inform the Economic Strategy Board, the Programme Board, the Delivery Lead and the Project Authority Lead. The Joint Committee shall decide whether a revised Project Business Case shall be prepared or whether the project should no longer be progressed in which case the process in clause 12.6 shall be followed.
- 12.4 The Project Authority Lead shall be responsible for ensuring compliance with the Project Conditions imposed by the Welsh Government. Government Funding paid to any project must not exceed the amount allocated to the project in accordance with the Implementation Plan or as otherwise agreed by the Joint Committee.
- 12.5 If a Council wishes to withdraw from a project in the Swansea Bay City Deal, it shall do so in accordance with any funding agreement into which it has entered for the project and shall notify the Regional Office.
- 12.6 The Councils may agree to withdraw a project identified in the Implementation Plan and to replace it with another project or to change the Project Authority Lead for a project in the Implementation Plan in accordance with the following process as set out in Schedule 10 to this Agreement:
  - (a) The Project Authority Lead responsible for the project which is to be withdrawn or given a change of Project Authority Lead must inform the Regional Office of the need for the project to be withdrawn or given a change of Project Authority Lead. If the Project Authority Lead informs the Regional Office of the need for a project to be withdrawn the Project Authority Lead may propose a new project to take the place of the project to be withdrawn.
  - (b) The Regional Office shall inform the Programme Board of the need for the project to be withdrawn or given a change of Project Authority Lead. The Regional Office shall also provide the Programme Board with details of any proposal for a new project from the Project Authority Lead which has informed the Regional Office of the need to withdraw a project in accordance with clause 12.6(a).
  - (c) The Programme Board shall review the financial implications of the proposed withdrawal of a project or change of Project Authority Lead including consideration of abortive costs and any proposal for a new project in accordance with clause 12.6(a) and submit a report to the Economic Strategy Board.
  - (d) The Economic Strategy Board shall consider the implications of the proposed withdrawal of a project or change of Project Authority Lead and any proposal for a new project in accordance with clause 12.6(a). The Economic Strategy Board shall provide recommendations to the Joint Committee on whether the new project proposed in accordance with

clause 12.6(a) should replace the project to be withdrawn and if not the process for selecting new projects or reallocation of funding.

- (e) The Joint Committee shall consider the recommendations of the Economic Strategy Board and decide whether the new project proposed in accordance with clause 12.6(a) should replace the project to be withdrawn or whether there should be a bidding process for a new project for the Swansea Bay City Deal or reallocation of funding to another project in the Swansea Bay City Deal.
  - (f) The Regional Office shall notify the Welsh Government and the UK Government of the decision of the Joint Committee and seek their approval for the release of Government Funding for the new project.
  - (g) On receipt of the Welsh Government and UK Government approval the Regional Office shall, depending on the decision of the Joint Committee:
    - (i) Direct the Accountable Body to reallocate any funds in accordance with the Joint Committee decision to replace the project or reallocate and notify the relevant Project Authority Lead(s) and Delivery Lead(s); and/or
    - (ii) Commence a bidding process by inviting the Councils to submit strategic outline cases for Government Funding for replacement projects.
  - (h) The Programme Board and the Economic Strategy Board shall assess the strategic outline cases and make recommendations to the Joint Committee as to which Councils should be invited to submit outline business cases in respect of which projects.
  - (i) The Joint Committee shall consider the recommendations of the Programme Board and the Economic Strategy Board and may invite one or more of the Councils to submit outline business cases for replacement projects in the Swansea Bay City Deal.
  - (j) The Joint Committee shall consider the outline business cases and may invite one or more of the Councils to submit full business cases for replacement projects in the Swansea Bay City Deal.
  - (k) If a Council submits a full business case for a replacement project in the Swansea Bay City Deal this shall be considered for funding from the Swansea Bay City Deal in accordance with the process set out in clauses 12.3(a) to 12.3(k).
- 12.7 A diagram representing the process for approving business cases is set out at 0.
- 12.8 Diagrams representing the process for the flow of finances to local projects and Regional Projects in the Swansea Bay City Deal are set out at 0. Funding shall be released from the Accountable Body on a project by project basis. Allocation shall be based on 1/15 of the Allocated Sum per project. No funding shall be released from the Accountable Body until the Project Business Case is approved. If project approval is delayed and funding not released in 2018/19 the release in future years shall be greater than the 1/15 allocated subject to the equivalent level of expenditure being incurred until funding is back in line with the 1/15 allocation. This profile

shall be agreed with the Accountable Body when the Project Business Case is agreed with the Welsh Government.

### **13. Borrowing**

- 13.1 Each Council shall be responsible for borrowing to provide funding or otherwise securing funding for projects located in its own area.
- 13.2 The Councils may agree that borrowing for a Regional Project should be made by all the Councils equally or in proportions agreed by the Councils or that borrowing should be carried out by one Council on behalf of the other Councils if they so agree. The decisions as to whether borrowing for any project shall be carried out by one Council on behalf of the other Councils and the proportions shall be determined by the Councils as a matter reserved to the Councils.

### **14. Funding from other bodies**

- 14.1 If any body other than the Councils, the UK Government or the Welsh Government provides funding for a project funded by the Swansea Bay City Deal the Project Authority Lead may decide to enter into a funding agreement with the body providing funding or with the Delivery Lead.
- 14.2 If a project is located in the areas of more than one Council that project shall be regarded as a Regional Project. The Councils shall agree which Council may enter into a funding agreement with the body providing funding for a Regional Project or with the Regional Project Delivery Lead. This decision shall be a matter reserved to the Councils.
- 14.3 The retention of 50% of the additional net yield of non-domestic rates from projects in the Swansea Bay City Deal shall be applied across the Swansea Bay City Region proportionate to the Swansea Bay City Deal projects subject to the method of ascertaining the proportions to be determined by the Joint Committee at the relevant time.

### **15. Sub-committees**

- 15.1 The Joint Committee shall establish the membership and terms of reference for any sub-committees or sub-groups which it establishes and may dissolve such sub-committees or sub-groups. Sub-committees to which the Joint Committee delegates functions are bound by the provisions of this Agreement regulating the taking of decisions by the Joint Committee. The Joint Committee may create additional sub-committees from time to time as it sees fit.

### **16. Programme Board**

- 16.1 The Joint Committee shall establish a Programme Board ("PB") which shall report to the Joint Committee. The Programme Board shall have the terms of reference set out at Schedule 2.

### **17. Economic Strategy Board**

- 17.1 The Joint Committee shall facilitate the establishment of an Economic Strategy Board ("ESB"). The Economic Strategy Board shall have the terms of reference set out at 0. The process for recruitment of the Economic

Strategy Board's membership shall be approved by the UK and Welsh Governments.

## **18. Commitment of the Councils**

- 18.1 Subject to clause 22 the Councils agree and undertake to commit to the Swansea Bay City Deal in accordance with the terms of this Agreement.

## **19. Costs**

### **19.1 Three Year and Annual Budget**

(a) The Joint Committee shall agree a budget for the Accountable Body costs, ESB costs, Joint Committee costs, Joint Scrutiny Committee costs, Programme Board costs and Regional Office costs on a rolling 3 year basis. The Joint Committee shall review this budget annually and shall agree the Annual Costs Budget each year with the year 1 being confirmed and years 2 and 3 being indicative.

### **19.2 Internal Costs**

- (a) The Internal Costs incurred by each Council for a project in its own area shall be borne in the first instance by the Council providing that internal resource but may subsequently be included as costs within a Project Business Case.
- (b) If the Regional Office undertakes work to assist the development of an individual project the costs incurred may be included in the Project Business Case.
- (c) All Internal Costs for a Regional Project shall be agreed by the Regional Lead Body.

The Internal Costs incurred for a Regional Project shall be paid by the Project Authority Lead for the project. The Project Authority Lead for each project shall make provision for reimbursement of its Internal Costs in the business case it submits to the Regional Office for the project

### 19.3 Accounts

(a) The Accountable Body shall prepare accounts for any Accountable Body, Joint Committee, Economic Strategy Board, Programme Board, Joint Scrutiny Committee and Regional Office costs incurred for the relevant accounting periods.

### 19.4 Annual Costs Budget

(a) The Annual Costs Budget for Years 1-5 shall be funded from the £50,000 paid by each Council each year. The funding of the Annual Costs Budget for future years shall be a matter for the Constituent Authorities to agree.

(b) Costs in the Annual Costs Budget not funded from Council Contributions shall be recovered as project costs.

(c) The Joint Committee shall if necessary consider and recommend to the Councils alternative funding options for the Annual Costs Budget. The Councils shall decide whether or not to agree to alternative funding options proposed by the Joint Committee.

## **20. Audit and Scrutiny**

20.1 In exercise of their powers under sections 101 and 102 of the Local Government Act 1972, sections 19 and 20 of the Local Government Act 2000 and all other enabling powers the Councils hereby create a Joint Scrutiny Committee with effect from the Commencement Date. The Joint Scrutiny Committee shall provide a scrutiny function to ensure greater public accountability over decisions made by the Joint Committee and any of its sub-committees and related entities.

20.2 The terms of reference of the Joint Scrutiny Committee are set out at Schedule 12 to this Agreement.

20.3 The membership of the Joint Scrutiny Committee shall consist of 12 members. Each of the Councils shall nominate three members for appointment to the Joint Scrutiny Committee. The member nominated by each Council shall be an elected member of that Council but shall not be a member of that Council's executive and shall not be a member of the Joint Committee.

20.4 The Chair of the Joint Scrutiny Committee shall not be a member of the Council which is providing the Chair of the Joint Committee.

20.5 The role of the Joint Scrutiny Committee is to provide advice, challenge and support to the Joint Committee. The Joint Scrutiny Committee shall be required to:

- (a) Review and scrutinise the Joint Committee's financial affairs.
- (b) Review and assess the Joint Committee's risk management, internal control and corporate governance arrangements.
- (c) Review and assess the economy, efficiency and effectiveness with which resources have been used.

- (d) Make reports and recommendations to the Joint Committee in relation to the points in (a) to (c).
- 20.6 The Accountable Body shall audit the finances and the discharge of functions relating to the Swansea Bay City Deal.
- 20.7 If any Council is provided with funding from the Government Funding to implement a project in the Swansea Bay City Deal it shall audit the finances and the discharge of functions relating to that project.
- 20.8 Any Council which is provided with funding from the Government Funding to implement a project in the Swansea Bay City Deal shall keep records of time worked by any person working on the project and any other cost relating to the project. Any Council which holds such records shall permit the Accountable Body, the Joint Committee and the other Councils and any of their representatives to examine and copy those records in order to undertake any audit pursuant to this Agreement.
- 20.9 The Accountable Body shall keep records of time worked by any person working for the Accountable Body on any matter relating to the Joint Committee or the Swansea Bay City Deal.
- 20.10 Each Council shall permit all records referred to in this Agreement to be examined and copied from time to time by the Accountable Body or any representatives of the Accountable Body or any other representatives who reasonably require access to the same in order to undertake any audit of the funds received and spent pursuant to this Agreement. The Accountable Body shall permit all records held by it which are referred to in this Agreement or relate to this Agreement to be examined and copied from time to time by any representatives of any of the Councils. If a representative of any of the Councils requests from the Accountable Body a copy in electronic form of any record held by the Accountable Body which is referred to in this Agreement or relates to this Agreement the Accountable Body shall provide a copy of the requested record in electronic form if the record exists in electronic form when the Accountable Body receives the request.
- 20.11 The Auditor General for Wales shall have access to any document relating to the Joint Committee for the purpose of the Auditor General's examination of any auditable accounts, for the purpose of undertaking studies under section 145A of the Government of Wales Act 1998 or for the purpose of carrying out in accordance with any enactment other examinations or studies into the economy, efficiency and effectiveness with which a person has used resources in discharging the person's functions and any officer of the Wales Audit Office, the Welsh Government and the European Commission shall have access to any document relating to the Joint Committee and shall be permitted at reasonable notice to visit the premises of the Accountable Body and the other Councils and to inspect activities funded by the Government Funding and to examine and take copies of books of account and other documents and records relating to activities funded by the Government Funding.

## **21. Mitigation**

- 21.1 Each Council shall at all times take all reasonable steps to minimise and mitigate any loss for which the relevant Council is entitled to bring a claim against any other Council pursuant to this Agreement.

## **22. Withdrawal from this Agreement**

- 22.1 If a Council wishes to withdraw from the Swansea Bay City Deal and this Agreement, it shall provide not less than twelve months' written notice terminating at the end of a financial year of its intention to withdraw to the Regional Office ("Joint Committee Withdrawal Notice"). The Councils may require any Council which seeks to withdraw from the Swansea Bay City Deal and this Agreement to meet specified conditions before the Councils agree to accept the Joint Committee Withdrawal Notice. The specified conditions may include but shall not be limited to payment of any amounts due to be paid in accordance with this Agreement by the Council which seeks to withdraw and payment by that Council of any costs which the other Councils identify that they shall incur as a result of the withdrawal of that Council. The Regional Office shall notify the Accountable Body no later than ten Business Days after it receives a Joint Committee Withdrawal Notice and the Accountable Body shall notify the Welsh Government and the UK Government no later than 10 Business Days after it receives notification from the Regional Office.
- 22.2 In the event that a Joint Committee Withdrawal Notice is issued by the Accountable Body the Accountable Body shall during the period of notice comply with its obligations under clause 7.2.

## **23. Termination of This Agreement**

- 23.1 The Councils agree that this Agreement may be determined upon terms agreed by all the Councils.

## **24. Liabilities of the Councils**

- 24.1 The Accountable Body shall indemnify and keep indemnified each of the other Councils against any losses, claims, expenses, actions, demands, costs and liability suffered by that Council to the extent arising from any wilful default or breach by the Accountable Body of its obligations under this Agreement or negligent act or omission in relation to such obligations (and "wilful" in this context shall, for the avoidance of doubt, not include matters which are outside the reasonable control of the Accountable Body).
- 24.2 No claim shall be made against the Accountable Body to recover any loss or damage which may be incurred by reason of or arising out of the carrying out by the Accountable Body of its obligations under this Agreement unless and to the extent such loss or damage arises from a wilful default or breach or negligent act or omission by the Accountable Body under clause 24.1.
- 24.3 Each of the other Councils (acting severally) shall indemnify and keep indemnified the Accountable Body and the other Councils against all losses, claims, expenses, actions, demands, costs and liabilities which the Accountable Body or the other Councils may incur by reason of or arising out of any wilful default or breach by a Council of its obligations under this Agreement (and "wilful" in this context shall, for the avoidance of doubt, not include matters which are outside the reasonable control of that Council or matters arising from any negligent act or omission in relation to such obligations) unless and to the extent that the same result from any breach by the Accountable Body of any such obligations.
- 24.4 The amount to be paid to the Accountable Body by any of the other Councils under Clause 24.3 shall be borne by each of the Councils to the extent of

its responsibility, however in the event that the responsibility is a shared one between the Councils (so that it is not reasonably practicable to ascertain the exact responsibility between the Councils) then the amount to be paid shall be divided between the Councils equally unless the Councils agree otherwise.

- 24.5 A Council which receives a claim for losses, expenses, actions, demands, costs and liabilities which relates to this Agreement shall notify and provide details of such claim as soon as is reasonably practicable to the other Councils.
- 24.6 No Council shall be indemnified in accordance with this clause 24 unless it has given notice in accordance with clause 24.5 to the other Council against whom it shall be enforcing its right to an indemnity under this Agreement.
- 24.7 Each Council shall not be obliged to indemnify the other Councils to the extent that the insurances maintained by the other Councils at the relevant time provide an indemnity against the loss giving rise to a claim and to the extent that another Council recovers under a policy of insurance save that the Council responsible for liabilities suffered by another Council shall be responsible for the deductible under any such policy of insurance and any amount over the maximum amount insured under such policy of insurance.

## **25. Dispute Resolution**

- 25.1 The Councils undertake and agree to pursue a positive approach towards dispute resolution which seeks in the context of this joint working arrangement to identify a solution at the lowest operational level that is appropriate to the subject of the dispute and which avoids legal proceedings and maintains a strong working relationship between the parties.
- 25.2 Any dispute arising in relation to any aspect of this Agreement shall be resolved in accordance with this clause 25. This is without prejudice to the right of any Council under section 103 of the Local Government Act 1972 to refer a dispute about the expenses of a joint committee to be determined by a single arbitrator agreed by the appointing authorities or, in the absence of agreement to be determined by the Welsh Ministers.
- 25.3 All disputes, claims or differences between the Councils arising out of or in connection with this Agreement or its subject matter or formation, including any question regarding its existence, validity or termination, (a "Dispute") shall, at the written request of any Council, be referred by each Council to its head of paid service.
- 25.4 If the Councils' heads of paid service do not agree a resolution of the Dispute within twenty Business Days of the date of service of any such request, either party may require the other party by notice in writing to attempt to settle the Dispute by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure. Within five Business Days of the date of service of such notice the parties shall each propose a mediator and shall seek to agree as to the selection of a mediator.
- 25.5 If the Councils are unable to agree on a mediator within ten Business Days of date of service of the notice referred to in clause 25.4 or the mediator agreed upon is unable or unwilling to act and the Councils cannot agree



upon a substitute, any of the Councils may apply to CEDR to appoint a mediator as soon as practicable.

- 25.6 The Councils shall within five Business Days of the appointment of the mediator (the “Mediator”) meet with him in order to agree a programme for the exchange of any relevant information and the structure to be adopted for the negotiations. If considered appropriate, the Councils may at any stage seek assistance from CEDR to provide guidance on a suitable procedure.
- 25.7 All negotiations connected with the Dispute shall be conducted in strict confidence and without prejudice to the rights of the Councils in any future proceedings.
- 25.8 If the Councils reach agreement on the resolution of the Dispute, such agreement shall be reduced to writing and, once it is signed by the Councils or their duly authorised representatives, shall be and remain binding upon the parties.
- 25.9 The costs and expenses of the mediation shall be borne equally by the Councils. Each Council shall bear its own costs and expenses of its participation in the mediation.
- 25.10 If mediation fails to secure a resolution within ten Business Days of the Mediator being appointed, the Councils shall attempt to settle the Dispute by arbitration under the Rules of the London Court of International Arbitration (which Rules are deemed to be incorporated by reference into this clause) and otherwise in accordance with clause 25.11.
- 25.11 In the event that an arbitration is commenced pursuant to clause 25.10, the parties agree that:
- (a) the tribunal shall consist of one arbitrator who is to be a chartered accountant who is a full member of one of the CCAB bodies if the dispute relates to a financial matter or a solicitor of at least ten years standing as a qualified solicitor if the dispute relates to any other matter;
  - (b) the place of the arbitration shall be Swansea;
  - (c) the decision of the arbitrator shall be final and binding on the parties (save in the case of manifest error).
- 25.12 In the event that an arbitration is commenced pursuant to clause 25.10 the Regional Office shall notify the Welsh Government and the UK Government.

OR (reference of dispute to independent expert)

- 25.13 All disputes, claims or differences between the Councils arising out of or in connection with this Agreement or its subject matter or formation, including any question regarding its existence, validity or termination shall, at the written request of any Council be referred to:
- (a) such chartered accountant who is a full member of one of the CCAB bodies if the dispute relates to a financial matter or a solicitor of at least ten years standing as a qualified solicitor if the dispute relates to any other matter as the Councils may agree in writing; or

- (b) failing agreement on the identity of the chartered accountant for a dispute relating to a financial matter or the solicitor for a dispute relating to any other matter within seven days of the date of service of the request, such chartered accountant as may be appointed for this purpose on the application of any Council by the President for the time being of one of the CCAB bodies if the dispute relates to a financial matter or such solicitor as may be appointed by the President for the time being of the Law Society of England and Wales if the dispute relates to any other matter.

25.14 The chartered accountant or solicitor appointed under clause 25 (the "Expert") shall act on the following basis:

- (a) he shall act as expert and not as arbitrator;
- (b) his terms of reference shall be to determine the matter in dispute, as notified to him in writing by either party within thirty days of his appointment;
- (c) the Councils shall each provide the Expert with all information which he reasonably requires and the Expert shall be entitled (to the extent he considers it appropriate) to base his opinion on such information;
- (d) the Expert's determination shall (in the absence of manifest error) be conclusive; and
- (e) the Experts' costs shall be borne in such proportions as the Expert may direct or, failing any such direction, shall be borne equally between the Councils unless agreed otherwise by the Councils.

## **26. Notices**

### **26.1 Form of Notice**

Any demand, notice or other communication given in connection with or required by this Agreement shall be made in writing and shall be delivered to or sent by pre-paid first class post or special delivery post to the recipient at the address stated in 0 (or such other address as may be notified in writing from time to time to all of the other Councils) or sent by facsimile to the number stated at 0 (or such other number as may be notified in writing from time to time to all of the other Councils).

### **26.2 Service**

Any such demand, notice or communication shall be deemed to have been duly served:

- (a) If delivered by hand, when left at the proper address for service;
- (b) If given or made by pre-paid first class or special delivery post two Business Days after being posted; or
- (c) If sent by facsimile at the time of transmission provided that a confirmatory copy is on the same day that the facsimile is transmitted sent by pre-paid first class post in the manner provided for in clause 26.1 (Form of Notice)

Provided in each case that if the time of such deemed service is either after 4.00pm on a Business Day or on a day other than a Business Day

service shall be deemed to occur at 9.00am on the next following Business Day.

## **27. Information and Confidentiality**

- 27.1 Each Council shall keep confidential the Confidential Information and Intellectual Property Rights of any of the Councils and shall use all reasonable endeavours to prevent their employees and agents from making any disclosure to any person of the Confidential Information and Intellectual Property Rights of the Councils other than as permitted under the provisions of this Agreement. Each Council shall not use or disclose other than as permitted under the provisions of this Agreement any Confidential Information about the business of or belonging to any other Council or third party which has come to its attention as a result of or in connection with this Agreement.
- 27.2 The obligation in clause 27.1 shall not apply to:
- (a) Any disclosure of information that is reasonably required by persons engaged in the performance of their obligations under this Agreement.
  - (b) Any matter which a party can demonstrate is already generally available and in the public domain otherwise than as a result of a breach of this clause.
  - (c) Any disclosure which is required by any law (including any order or a court of competent jurisdiction) any statutory obligation or the rules of any stock exchange or governmental or regulatory authority having the force of law.
  - (d) Any disclosure of information which is already lawfully in the possession of the disclosing Council without restrictions as to its use prior to its disclosure by the disclosing Council.
  - (e) Any disclosure which is required or recommended by the rules of any governmental or regulatory authority including any guidance from time to time as to openness and disclosure of information by public bodies.
  - (f) Any disclosure which is necessary to be disclosed to provide relevant information to any insurance broker in connection with obtaining any insurance required by this Agreement.
  - (g) Any disclosure by a party to a department, office or agency of the Government.
  - (h) Any disclosure for the purpose of the examination and certification of a party's accounts.
- 27.3 Where disclosure is permitted under clauses 27.2(a), 27.2(f), 27.2(g) or 27.2(h) the recipient of the information shall be placed under the same obligation of confidentiality as that contained in this Agreement by the disclosing Council.
- 27.4 No Council shall make any public statement or issue any press release or publish any other public document relating to, connected with or arising out of this Agreement or any other agreement relating to the Swansea Bay City Deal other than in accordance with any PR Protocol agreed by the Councils.

## **28. Data Protection**

- 28.1 The Councils shall comply with the provisions and obligations imposed on them by the Data Protection Laws at all times when processing Personal Data in connection with this Agreement, which processing shall be in respect of the types of Personal Data, categories of Data Subjects, nature and purposes, and duration, set out in a document to be agreed by the Councils.
- 28.2 Each Council shall maintain records of all processing operations under its responsibility that contain at least the minimum information required by the Data Protection Laws, and shall make such information available to any DP Regulator on request.
- 28.3 To the extent any Council processes any Personal Data on behalf of another Council the processing Council shall:
- (a) Process such Personal Data only in accordance with the other Council's written instructions from time to time and only for the duration of this Agreement.
  - (b) Not process such Personal Data for any purpose other than those set out in this Agreement or otherwise expressly authorised by the other Council.
  - (c) Take reasonable steps to ensure the reliability of all its personnel who have access to such Personal Data, limit such access to its personnel who require access, and remove, when no longer required, such access to the Personal Data, and ensure that any such personnel are committed to binding obligations of confidentiality when processing such Personal Data.
  - (d) Implement and maintain technical and organisational measures and procedures to ensure an appropriate level of security for such Personal Data, including protecting such Personal Data against the risks of accidental, unlawful or unauthorised destruction, loss, alteration, disclosure, dissemination or access.
  - (e) Not transfer such Personal Data outside the European Economic Area without the prior written consent of the other party.
  - (f) Inform the other Council within twenty four (24) hours if any such Personal Data is (while within the processing Council's possession or control) subject to a personal data breach (as defined in Article 4 of GDPR) or within such other time period as required under other Data Protection Laws, or is lost or destroyed or becomes damaged, corrupted or unusable.
  - (g) Only appoint a third party to process such Personal Data with the prior written consent of the other Council.
  - (h) Not use or disclose any Personal Data to any Data Subject or to a third party other than at the written request of the other Council or as expressly provided for in this Agreement.
  - (i) Return or irretrievably delete all Personal Data on termination or expiry of this Agreement and not make any further use of such Personal Data.

- (j) Provide to the other Council and any DP Regulator all information and assistance necessary or desirable to demonstrate or ensure compliance with the obligations in this clause and the Data Protection Laws.
  - (k) Permit the other Council or its representatives to access any relevant premises, personnel or records of the processing Council on reasonable notice to audit and otherwise verify compliance with this clause.
  - (l) Take such steps as are reasonably required to assist the other Council in ensuring compliance with its obligations under Articles 30 to 36 (inclusive) of GDPR and other applicable Data Protection Laws.
  - (m) Notify the other Council within two (2) Business Days if it receives a request from a Data Subject to exercise its rights under the Data Protection Laws in relation to that person's Personal Data; and
  - (n) Provide the other Council with its full co-operation and assistance in relation to any request made by a Data Subject to exercise its rights under the Data Protection Laws in relation to that person's Personal Data.
- 28.4 If any Council receives any complaint, notice or communication which relates directly or indirectly to the processing of Personal Data by another Council or to another Council's compliance with the Data Protection Laws, it shall as soon as reasonably practicable notify the other Council and it shall provide the other Council with reasonable co-operation and assistance in relation to any such complaint, notice or communication.
- 28.5 If a Council requires another Council to make any disclosures or provide any information in respect of this Agreement in order to enable that party to meet its obligations under the Data Protection Laws the other Council shall do so.
- 28.6 The provisions of this clause shall apply during the continuance of this Agreement and indefinitely after its expiry or termination.

## **29. Intellectual Property**

- 29.1 Each Council shall retain all Intellectual Property in its Material.
- 29.2 Each Council shall grant all of the other Councils and any other person specified by the Joint Committee a non-exclusive, perpetual, non-transferable and royalty free licence to use, modify, amend and develop its IP Material for the discharge of the Councils' obligations in relation to the Swansea Bay City Deal and any other purpose resulting from the Swansea Bay City Deal whether or not the Council party granting the licence remains a party to this Agreement.
- 29.3 Any Intellectual Property in Material which is produced by the Joint Committee or the Regional Office shall be held by the Accountable Body on behalf of the Councils jointly.
- 29.4 Without prejudice to clause 29.1, if more than one Council owns or has a legal or beneficial right or interest in any aspect of the IP Material for any reason (including without limitation that no one Council can demonstrate that it independently supplied or created the relevant IP Material without the help of one or more of the other Councils), each of the Councils who contributed to the relevant IP Material shall grant to all other Councils to this

Agreement a non-exclusive, perpetual, non-transferable and royalty free licence to use and exploit such IP Material as if all the other Councils were the sole owner under the Copyright Design and Patents Act 1988 or any other relevant statute or rule of law.

- 29.5 Any entity or person who is at the date of this Agreement a party to this Agreement and who has licensed any Intellectual Property under this Agreement shall have a non-exclusive, perpetual right to continue to use the licensed Intellectual Property.
- 29.6 Each Council warrants that it has or shall have the necessary rights to grant the licences set out in clause 29.2 and 29.4 in respect of the IP Material to be licensed.
- 29.7 Each Council agrees to execute such further documents and take such actions or do such things as may be reasonably requested by any other Councils (and at the expense of the Council or Councils making the request) to give full effect to the terms of this Agreement.

### **30. Freedom of Information**

- 30.1 Each Council acknowledges that it and the other Councils are subject to the requirements of FOI Legislation and therefore recognise that information relating to this Agreement may be the subject of an Information Request. The Councils shall comply with the Accountable Body's policy on FOI Legislation in respect of information disclosure obligations to the extent that they relate to the Swansea Bay City Deal.
- 30.2 Where a Council receives a request for information under either the FOI Legislation in relation to information which it is holding on behalf of any of the other Councils in relation to the Swansea Bay City Deal, it shall inform the Accountable Body and the other Councils of the request and its response.
- 30.3 The Accountable Body shall be required to assist any of the Councils in responding to a request for information to the extent that it relates to the Swansea Bay City Deal. This shall include co-ordinating the response when requested to do so by any of the Councils. All costs incurred by the Accountable Body in assisting a Council with a response to a request for information relating to the Swansea Bay City Deal shall be accounted for as Joint Committee Costs. Any Council which requests the Accountable Body to assist with or co-ordinate a response to a request for information relating to the Swansea Bay City Deal shall:
  - (a) Provide the Accountable Body with a copy of the request for information as soon as practicable after receipt and in any event within two Business Days of receiving an Information Request.
  - (b) Provide the Accountable Body with a copy of all information in its possession or power in the form the Accountable Body reasonably requires within ten Business Days (or such longer period as the Accountable Body may specify) of the Accountable Body requesting that information.
  - (c) Provide all necessary assistance as reasonably requested by the Accountable Body to enable the Accountable Body to provide any required

assistance or co-ordination of a response to a request for information within the time for compliance set out in FOI Legislation.

30.4 Any Council which receives a request for information under FOI Legislation shall be responsible for determining in their absolute discretion whether any information requested under FOI Legislation:

- (a) Is exempt from disclosure under FOI Legislation.
- (b) Is to be disclosed in response to an Information Request.

30.5 Each Council acknowledges that the Accountable Body and any of the Councils may be obliged under FOI Legislation to disclose information:

- (a) Without consulting the other Councils where it has not been practicable to achieve such consultation; or
- (b) Following consultation with the other Councils and having taken their views into account.

### **31. Language**

31.1 The Joint Committee and Joint Scrutiny Committee shall undertake their functions in such a way as to comply with each of the Councils compliance notices issued under the Welsh Language Standards (No 1) Regulations 2015.

### **32. Severability**

32.1 If at any time any clause or part of a clause or schedule or appendix or part of a schedule or appendix to this Agreement is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid or unenforceable in any respect:

- (a) That shall not affect or impair the legality, validity or enforceability of any other provision of this Agreement.
- (b) The parties shall in good faith amend this Agreement to reflect as nearly as possible the spirit and intention behind that illegal, invalid or unenforceable provision to the extent that such spirit and intention is consistent with the laws of that jurisdiction and so that the amended Agreement complies with the laws of that jurisdiction.

### **33. Relationship of Councils**

33.1 Each of the Councils is an independent Local Authority and nothing contained in this Agreement shall be construed to imply that there is any relationship between the parties of partnership or principal/agent or of employer/employee. No party shall have any right or authority to act on behalf of another party nor to bind another party by contract or otherwise except to the extent expressly permitted by the terms of this Agreement.

### **34. Third Party Rights**

34.1 The Councils as parties to this Agreement do not intend that any of its terms shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

### **35. Entire Agreement**

- 35.1 This Agreement and all documents referred to in this Agreement set forth the entire agreement between the parties with respect to the subject matter covered by them and supersede and replace all prior communications, representations (other than fraudulent representations), warranties, stipulations, undertakings and agreements whether oral or written between the parties. Each party acknowledges that it does not enter into this Agreement in reliance on any warranty, representation or undertaking other than those contained in this Agreement and that its only remedies are for breach of this Agreement, provided that this shall not exclude any liability which either party would otherwise have to the other in respect of any statements made fraudulently by or on behalf of it prior to the date of this Agreement.

### **36. Law of Agreement or Jurisdiction**

- 36.1 This Agreement shall be governed by the laws of England and Wales as they apply in Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

### **37. Assignment**

- 37.1 The rights and obligations of the Councils under this Agreement shall not be assigned, novated or otherwise transferred to any person other than to any public body acquiring the whole of the Agreement and having the legal capacity, power and authority to become a party to and to perform the obligations of the relevant Council under this Agreement being:
- (a) The Welsh Ministers,
  - (b) A devolved Welsh authority as defined in the Wales Act 2017.
  - (c) A Minister of the Crown pursuant to an Order under the Ministers of the Crown Act 1975,
  - (d) A UK public body exercising functions in Wales or in England and Wales.

### **38. Waiver**

- 38.1 No failure or delay by any Council to exercise any right, power or remedy shall operate as a waiver of it nor shall any partial exercise preclude any further exercise of the same or some other right, power or remedy unless a waiver is given in writing by that Council.
- 38.2 Each Council shall pay its own costs incurred in connection with the preparation, execution, completion and implementation of this Agreement.

### **39. Counterparts**

- 39.1 This Agreement may be executed in any number of counterparts each of which so executed shall be an original but together shall constitute one and the same instrument.



**40. Discretion of the Councils**

- 40.1 The discretion of any Council shall not be fettered or otherwise affected by the terms of this Agreement.

**41. Withdrawal of the United Kingdom from the European Union**

- 41.1 The parties shall keep this Agreement under review in the context of the withdrawal of the United Kingdom from the European Union and any changes in any law which applies to the parties.
- 41.2 Any adjustments which are required to this Agreement as a result of a change in any law resulting from the withdrawal of the United Kingdom from the European Union shall be referred to the Joint Committee to implement under the Joint Committee's terms of reference.

THE COMMON SEAL OF  
the Carmarthenshire County Council  
was hereunto affixed in the presence of

THE COMMON SEAL OF  
The Neath Port Talbot County Borough Council  
was hereunto affixed in the presence of

THE COMMON SEAL OF  
the Pembrokeshire County Council  
was hereunto affixed in the presence of

THE COMMON SEAL OF  
the Council of the City and County of Swansea  
was hereunto affixed in the presence of

## **Schedule 1 Terms of Reference of the Joint Committee**

### **1 Governance**

- 1.1 Leaders of the four local authorities

### **2 Purpose**

- 2.1 The Joint Committee has ultimate responsibility and accountability for decisions taken in relation to the Swansea Bay City Deal, in line with the visions and interests of all participating parties and the Swansea Bay City Deal document signed on 20 March 2017.

- 2.2 The Joint Committee's functions shall include:

- (a) Identifying and implementing appropriate governance structures for the implementation of any projects within the Swansea Bay City Deal programme. This shall include the formation of bodies corporate and any other structures which the Councils can lawfully establish or participate in.
- (b) Agreeing and planning the overall strategy for and delivery of the programme for the Swansea Bay City Deal.
- (c) Performance management of the Swansea Bay City Deal programme.
- (d) Strategic communications.
- (e) Monitoring of the impact of the Swansea Bay City Deal programme and reporting on this to the Councils.
- (f) Authorising the Accountable Body to:
  - (i) Commission external support and
  - (ii) Oversee the delivery and management of project expenditure.
- (g) Progressing a regional approach for the Swansea Bay City Region for the discharge of strategic functions. These functions may include land use planning, transport planning and economic development.
- (h) Approval and adoption of the Implementation Plan.
- (i) Approval of any extension agreed by the Councils to the deadline for approval of the Implementation Plan.
- (j) Agreeing the terms and conditions of Government Funding.
- (k) Overseeing the proportion of each Council's responsibility for borrowing to provide funding for regional projects.
- (l) Reviewing performance of the Chair of the Economic Strategy Board on an annual basis.
- (m) Agreeing the Annual Costs Budget.

### **3 Membership**

- 3.1 Each of the Councils shall appoint its leader or equivalent as its representative as a member of the Joint Committee and all such members shall have full voting rights.
- 3.2 Each Council may appoint a deputy for its member on the Joint Committee who may attend meetings of the Joint Committee as a substitute for the Council's appointed member on the Joint Committee but such deputy shall only be entitled to attend meetings of the Joint Committee in the absence of the Council's appointed member.
- 3.3 The Joint Committee shall be entitled to co-opt on terms acceptable to the Joint Committee one representative of each of the following organisations to the Joint Committee as non-voting members of the Joint Committee for a period of five years from the Commencement Date.
- (a) Swansea University.
  - (b) University of Wales Trinity St David.
  - (c) Hywel Dda University Health Board.
  - (d) Abertawe Bro Morgannwg Health Board.
- 3.4 The Joint Committee may co-opt one representative of Milford Haven Port Authority to the Joint Committee as a non-voting member of the Joint Committee for a period of five years from the Commencement Date.
- 3.5 The Joint Committee may appoint additional persons to the Joint Committee as non-voting members of the Joint Committee for a period of five years from the Commencement Date. The Joint Committee shall not co-opt an additional person to the Joint Committee unless the Joint Committee has decided that the person has expertise relevant to one or more themes in the Swansea Bay City Deal.
- 3.6 The co-option of any person as a non-voting member shall be subject to that person confirming in writing to the monitoring officer of the Accountable Body that he or she agrees to comply with the Co-opted Member Protocol. No co-option shall take effect until such confirmation has been given.
- 3.7 The head of paid service, monitoring officer and section 151 officer of each of the Councils shall be entitled to attend meetings of the Joint Committee as an adviser and shall not have a vote.

### **4 Chair**

- 4.1 The Chair of the Joint Committee shall be an elected member representative of a Council appointed to the Joint Committee.
- 4.2 The Chair of the Joint Committee shall be elected for a two year term in the first instance, reviewed annually thereafter.
- 4.3 The three Leaders of the remaining local authorities shall be appointed as Deputy Chairs.

## **5 Voting**

- 5.1 Each member of the Joint Committee shall have one vote. Decisions of the Joint Committee shall be made by simple majority vote. In the event of an equality of votes, the Chair of the Joint Committee shall have a casting vote.

## **6 Conflict of Interest**

- 6.1 To allow the Joint Committee to undertake all its functions a clear distinction shall be drawn between those involved in specific scheme development and those preparing recommendations on those schemes. A robust system of declaration of conflict of interest shall be put in place.
- 6.2 Occasions shall arise where conflicts of interest preclude specific named members and/or local authorities from taking part in discussions which shall form views and recommendations on specific matters. Members have an obligation to declare any such interests which shall then be recorded.

## **7 Proceedings of Meetings**

- 7.1 The rules of procedure in the constitution of the Accountable Body shall apply to meetings of the Joint Committee.
- 7.2 The leaders of the Councils shall be subject to the codes of conduct of their Councils.
- 7.3 Co-opted members of the Joint Committee who are not members of the Councils shall be subject to the rules of conduct in Schedule 13 and shall sign an undertaking in the form set out at Schedule 13 to confirm that they shall abide by those rules of conduct.

## **8 Quorum**

- 8.1 The quorum for a meeting of the Joint Committee shall be one representative from each of the four Councils.

## **9 Frequency**

- 9.1 The Joint Committee shall meet monthly initially until at such point it agrees otherwise. Additional meetings may be called by the Chair on at least seven clear days' notice issued through the Regional Office.

## **10 Allowances**

- 10.1 No allowances shall be paid.

## **11 Servicing**

- 11.1 The Regional Office shall organise appropriate servicing for the meetings.

## **12 Sub groups**

- 12.1 The Joint Committee by agreement can introduce sub-groups or Task & Finish groups for any matters which they feel would be better dealt with in this way. These sub-groups shall report to the Joint Committee with any recommendations or draft papers or reports.

### **13 Letters of Support**

- 13.1 The Joint Committee may authorise the Chair of the Joint Committee to send letters of support on behalf of the Councils to businesses for projects which the Joint Committee decides are complementary to the Swansea Bay City Deal. The Joint Committee shall not give such authorisation to the Chair of the Joint Committee unless the Joint Committee is satisfied that the project for which a letter of support will be provided meets criteria agreed by the Joint Committee.

### **14 Review**

- 14.1 To be reviewed annually.

## **Schedule 2 Programme Board**

### **1 Governance**

#### **1.1 Officer Governance**

### **2 Purpose**

#### **2.1 The Programme Board shall have four distinct roles:**

- (a) Preparing recommendations on the Swansea Bay City Deal programme:
  - (i) Ensuring that all schemes are developed in accordance with the agreed package.
  - (ii) Overseeing production of business cases.
  - (iii) Preparing recommendations to the Joint Committee and Economic Strategy Board on all schemes whilst ensuring that due regard is given to all advisory/consultation bodies.
- (b) Advising on the strategic direction of the Economic Strategy Board.
- (c) Overseeing performance and delivery of the delivery of projects in accordance with diagram B in 0.
- (d) Working on a regional basis to improve public services especially in the areas of: economic development; transport, planning and strategic land use; housing and regeneration.

### **3 Accountable to**

#### **3.1 Joint Committee**

### **4 Reporting**

#### **4.1 All reports prepared by the Board pertaining to Swansea Bay City Deal and regional or sub-regional matters, once approved by the Board, shall be submitted as draft to the Joint Committee for approval via the Regional Office.**

### **5 Membership**

#### **5.1 The Swansea Bay City Region Programme Board shall consist of the head of paid service of each of the Councils or another officer nominated by the head of paid service.**

#### **5.2 The Programme Board may co-opt additional representatives to the Board. Co-opted members may include representatives of the following organisations:**

- (a) Swansea University.
- (b) University of Wales Trinity St David.

- (c) Hywel Dda University Health Board.
- (d) Abertawe Bro Morgannwg Health Board.

## **6 Chair**

- 6.1 The Chair shall be agreed by the Joint Committee.
- 6.2 The Chair shall be reviewed annually.

## **7 Voting/Agreement**

- 7.1 The Programme Board shall not have any decision making Powers.
- 7.2 Agreement shall be reached by consensus.
- 7.3 Where alternative views and opinions are expressed these shall be recorded and included in any reporting process.

## **8 Conflicts of Interest**

- 8.1 To allow the Programme Board to undertake all its functions a clear distinction shall be drawn between those involved in specific scheme development and those preparing recommendations on those schemes to the Joint Committee. A robust system of declaration of conflicts of interest shall be put in place.
- 8.2 Occasions shall arise where conflicts of interest preclude specific named officers and/or local authorities from taking part in discussions which shall form views and recommendations on specific matters. Members have an obligation to declare any such interests which shall then be recorded.

## **9 Proceedings of meetings**

- 9.1 The chair of the Board shall arrange for minutes of the proceedings of each meeting to be taken, approved and recorded. This role shall be undertaken by the Regional Office.

## **10 Quorum**

- 10.1 For the Board to agree and submit recommendations, the Councils must be represented up to a quorum equivalent to that of half of the representatives of the Councils on the membership of the Programme Board and must include the 4 Chief Executives or their representatives .

## **11 Frequency**

- 11.1 The Programme Board shall meet monthly before the Joint Committee meeting and before all quarterly meetings of the Economic Strategy Board.

## **12 Allowances**

- 12.1 No allowances shall be paid.

## **13 Servicing**

- 13.1 The Regional Office shall organise appropriate servicing for the meetings.





### **Schedule 3 Notices**

Chief Legal Officer  
Carmarthenshire County Council  
County Hall  
Carmarthen  
Carmarthenshire  
SA31 1JP

Chief Legal Officer  
Neath Port Talbot County Borough Council  
Port Talbot Civic Centre  
Port Talbot  
SA13 1PJ

Chief Legal Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP

Chief Legal Officer  
City and County of Swansea Council  
Civic Centre  
Oystermouth Road  
Swansea  
SA1 3SN

#### **Schedule 4 Accounting Periods**

The initial Accounting Period shall be the date of this Agreement until 31 March and thereafter shall be:

Start of Accounting Period	End of Accounting Period
1 April	30 June
1 July	30 September
1 October	31 December
1 January	<b>31 March</b>

## **Schedule 5 Matters Reserved to The Councils**

- 1 Approving the Funding Conditions.
- 2 Making decisions on borrowing and on finding other sources of funding other than Government Funding for projects. Each Council shall be responsible for borrowing or providing other funding for projects located in its area. If a project is located in the areas of more than one Council each of the Councils in whose area the project is located may agree that borrowing or providing other funding should be shared between all of the Councils in whose areas the project is located equally or in proportions agreed by all of the Councils in whose areas the project is located.
- 3 Deciding which Council should enter into a funding agreement for a project located in the areas of more than one of the Councils.
- 4 Agreeing to replace a project identified in the Implementation Plan with a project which has completed the process set out in clause 12.6.
- 5 Varying the terms of reference of the Joint Committee.
- 6 Deciding whether to accept a Joint Committee Withdrawal Notice from one of the Councils and to allow a Council to withdraw from the Swansea Bay City Deal and this Agreement.
- 7 Deciding on conditions to impose on a Council which issues a Joint Committee Withdrawal Notice.
- 8 Deciding whether to continue or discontinue with any procurement or project forming part of the Swansea Bay City Deal in the administrative area of a Council which withdraws from the Joint Committee.
- 9 Agreeing the terms for termination of this Agreement by agreement of all the Councils.
- 10 Deciding on actions to implement the provisions of the dispute resolution procedure in clause 25.
- 11 Agreeing alternative funding options for the Annual Costs Budget.
- 12 Approving Project Conditions for projects in their areas in accordance with clause 12.

## **Schedule 6 Economic Strategy Board**

### **1 Purpose**

- 1.1 To provide strategic direction for the Swansea Bay City Deal and provide strategic advice to the Joint Committee on matters relating to the Swansea Bay City Region. Specifically the role shall:
- (a) Submit strategic objectives for the Swansea Bay City Region.
  - (b) Monitor progress with regard to the delivery of the Swansea Bay City Deal in accordance with diagram B in Schedule 8.
  - (c) Oversee the production of business cases and put forward recommendations to the Joint Committee for approval.
  - (d) Make recommendations to the Joint Committee.

### **2 Reporting**

- 2.1 Joint Committee

### **3 Membership**

- 3.1 Members shall be appointed through an open recruitment and nomination process. Members including co-opted members of the Joint Committee shall submit proposals to the Joint Committee for the recruitment and nomination process. Those proposals shall be subject to unanimous agreement by members of the Joint Committee the Welsh Government and the UK Government. Members shall include:
- (a) 1 private sector chair or other suitable representative.
  - (b) 5 private sector representatives.
  - (c) 2 higher education or further education representatives.
  - (d) 2 life sciences or well-being representatives.
  - (e) The leaders of the Councils or their nominated representatives.
- 3.2 The head of paid service of each of the Councils or their nominated representative shall be entitled to attend meetings of the Economic Strategy Board as an adviser or an observer but shall not have a vote.

### **4 Chair**

- 4.1 The Chair shall be appointed following nominations by the unanimous agreement of: the Welsh Government, the UK Government and the Joint Committee.
- 4.2 The Chair shall be a private sector representative or other suitable representative.
- 4.3 The Chair shall be accountable to the Joint Committee.
- 4.4 The Chair shall be reviewed annually.

## **5 Voting/Agreement**

- 5.1 The Economic Strategy Board shall not have any formal decision-making powers.
- 5.2 The Economic Strategy Board shall reach agreement by consensus.
- 5.3 Where alternative views and opinions are expressed these shall be recorded and included in any reporting process.

## **6 Conflicts of Interest**

- 6.1 To allow the Economic Strategy Board to undertake all its functions a clear distinction shall be drawn between those involved in specific scheme development and those preparing recommendations on those schemes to the Joint Committee. A robust system of declaration of conflict of interest shall be put in place.
- 6.2 Occasions shall arise where conflicts of interest preclude specific named officers, individuals, committee members and local authorities from taking part in discussions which shall form views and recommendations on specific matters. Members have an obligation to declare any such interests which shall then be recorded.
- 6.3 The leaders of the Councils shall be subject to the codes of conduct of their Councils. Co-opted members of the Economic Strategy Board who are not members of the Councils shall be subject to the rules of conduct set out at Schedule 13 and shall sign an undertaking in the form set out at Schedule 13 to confirm that they will abide by those rules of conduct.

## **7 Proceedings of meetings**

- 7.1 The Regional Office shall arrange for minutes of the proceedings of each meeting to be taken, approved and recorded.

## **8 Quorum**

- 8.1 For the Economic Strategy Board to agree and submit recommendations, membership must be represented up to a quorate equivalent to that of half of the membership of the Economic Strategy Board which must include leaders or their representatives from each of the Councils.

## **9 Frequency**

- 9.1 The Economic Strategy Board shall meet with the following frequency or as and when required:
  - (a) Quarterly in advance of any Joint Committee meeting; and
  - (b) When necessary to deal with business as agreed by the Chair of the Economic Strategy Board.

## **10 Allowances**

- 10.1 There shall be no allowances paid.

## **11 Servicing**

11.1 The Regional Office shall organise appropriate servicing for the meetings.

## **12 Sub groups**

12.1 Thematic sub committees may be established as and when required and shall report to the Economic Strategy Board.

## Schedule 7 Projects Funded By the Swansea Bay City Deal

PROJECT NAME	Private (£ m)	Public (£ m)	City Deal (£ m)	Total Project Costs (£ m)
<b>Internet of Economic Acceleration</b>				
Digital Infrastructure	30.0	0.0	25.0	55.0
Swansea City & Waterfront Digital District	23.9	94.3	50.0	168.2
Creative Digital Cluster - Yr Egin	3.0	16.3	5.0	24.3
Centre of Excellence in Next Generation Digital Services (CENGs)	27.0	5.5	23.0	55.5
Skills & Talent Initiative	4.0	16.0	10.0	30.0
<b>Internet of Life Science &amp; Wellbeing</b>				
Life Science & Well-being Campuses	10.0	20.0	15.0	45.0
Life Science & Well-being Village	127.5	32.0	40.0	199.5
<b>Internet of Energy</b>				
Homes as Power Stations	382.9	119.2	15.0	517.1
Pembroke Dock Marine	25.9	22.4	28.0	76.3
<b>Smart Manufacturing</b>				
Factory of the Future	3.2	10.3	10.0	23.5
Steel Science Centre	0.0	60.0	20.0	80.0
<b>TOTALS</b>	<b>637.4</b>	<b>395.9</b>	<b>241.0</b>	<b>1,274.3</b>

Funding allocations are subject to approval of Project Business Cases



## Schedule 8 Project Approval Process

**DIAGRAM A** - Full Business Case Approval Process for agreed Swansea Bay City Deal Projects.

Completed Full Business Cases for each of the 11 projects will undergo initial quality assessment by the Regional office and Accountable Body before being considered by the respective Swansea Bay City Deal governance structures as highlighted below.

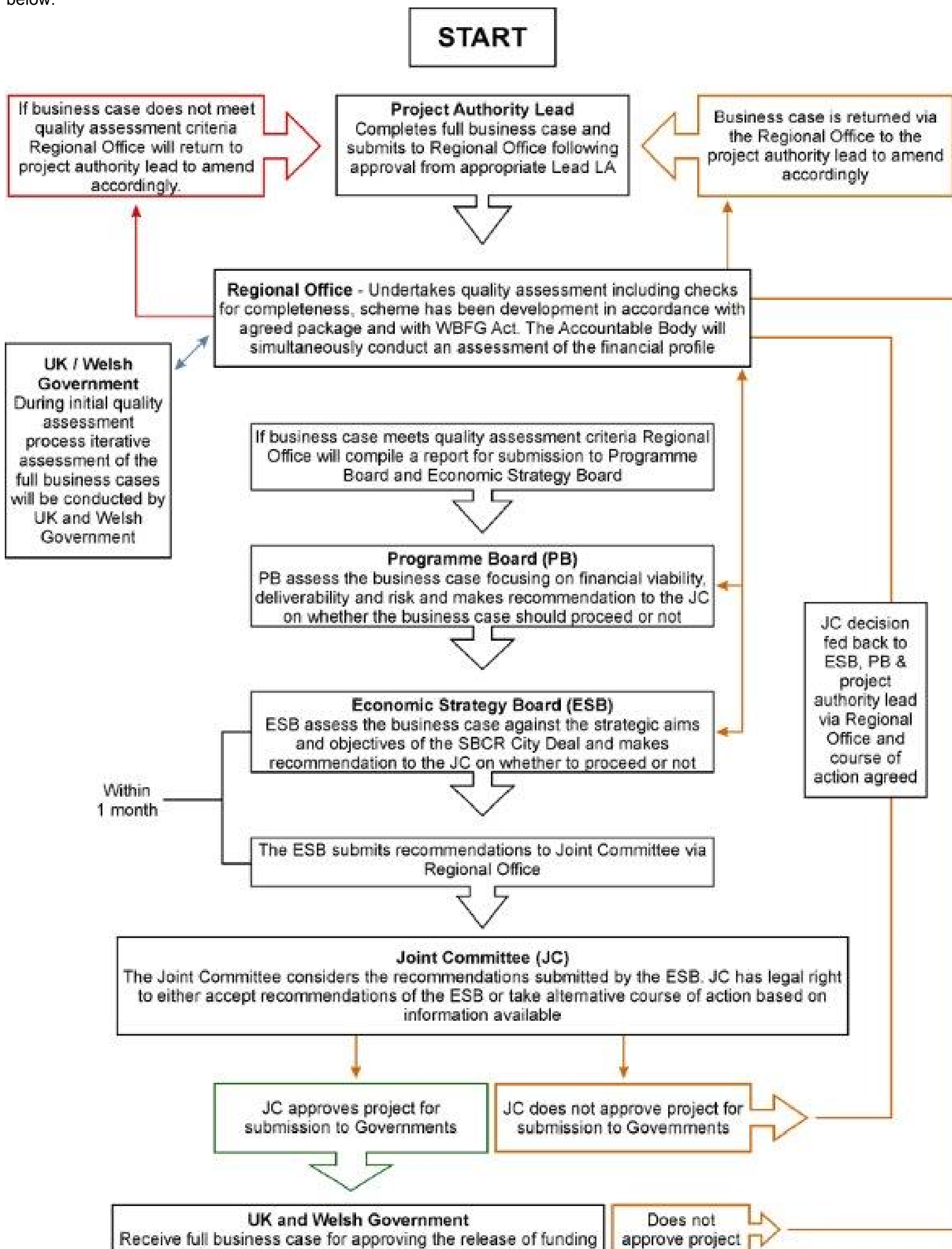
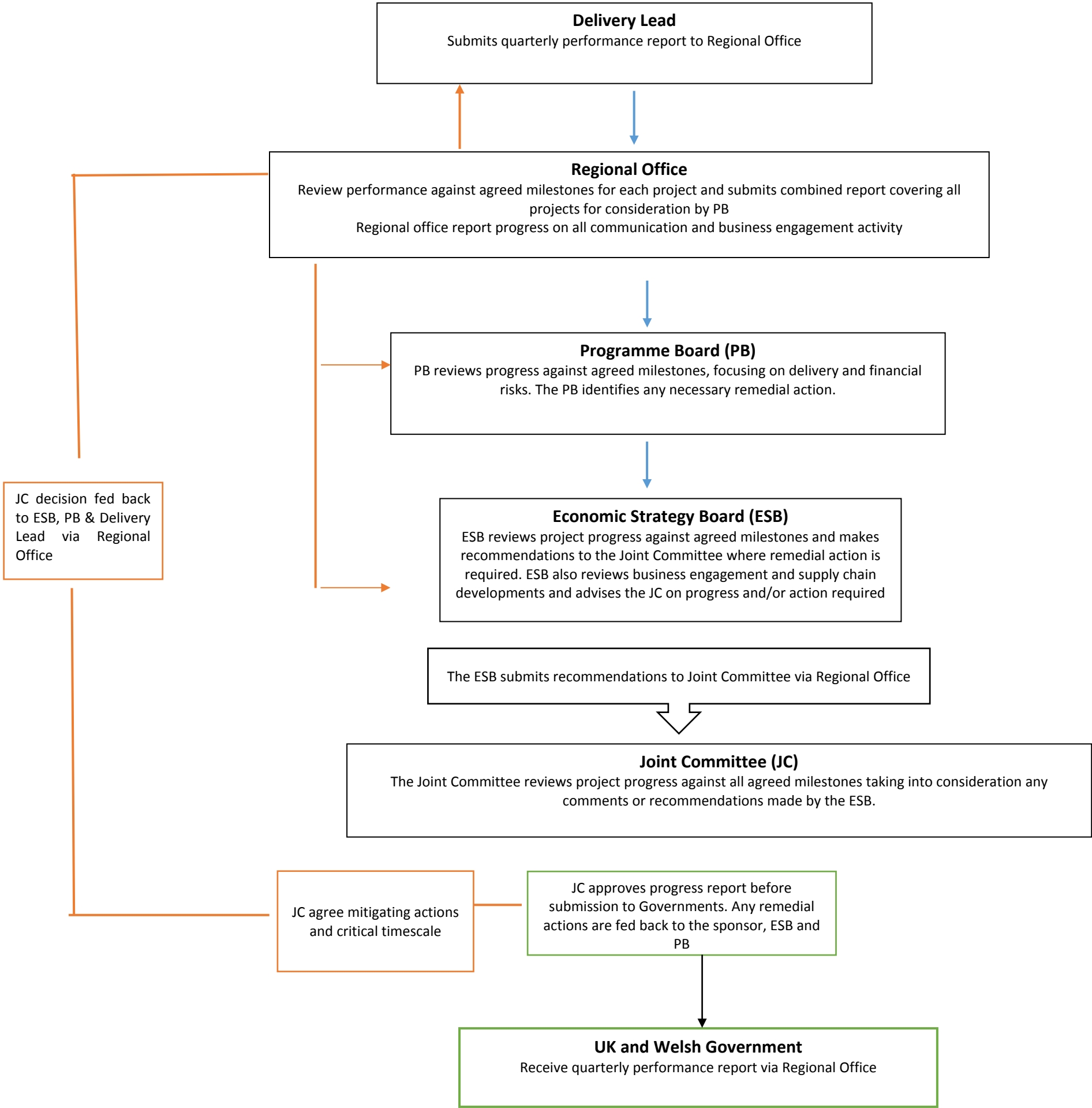
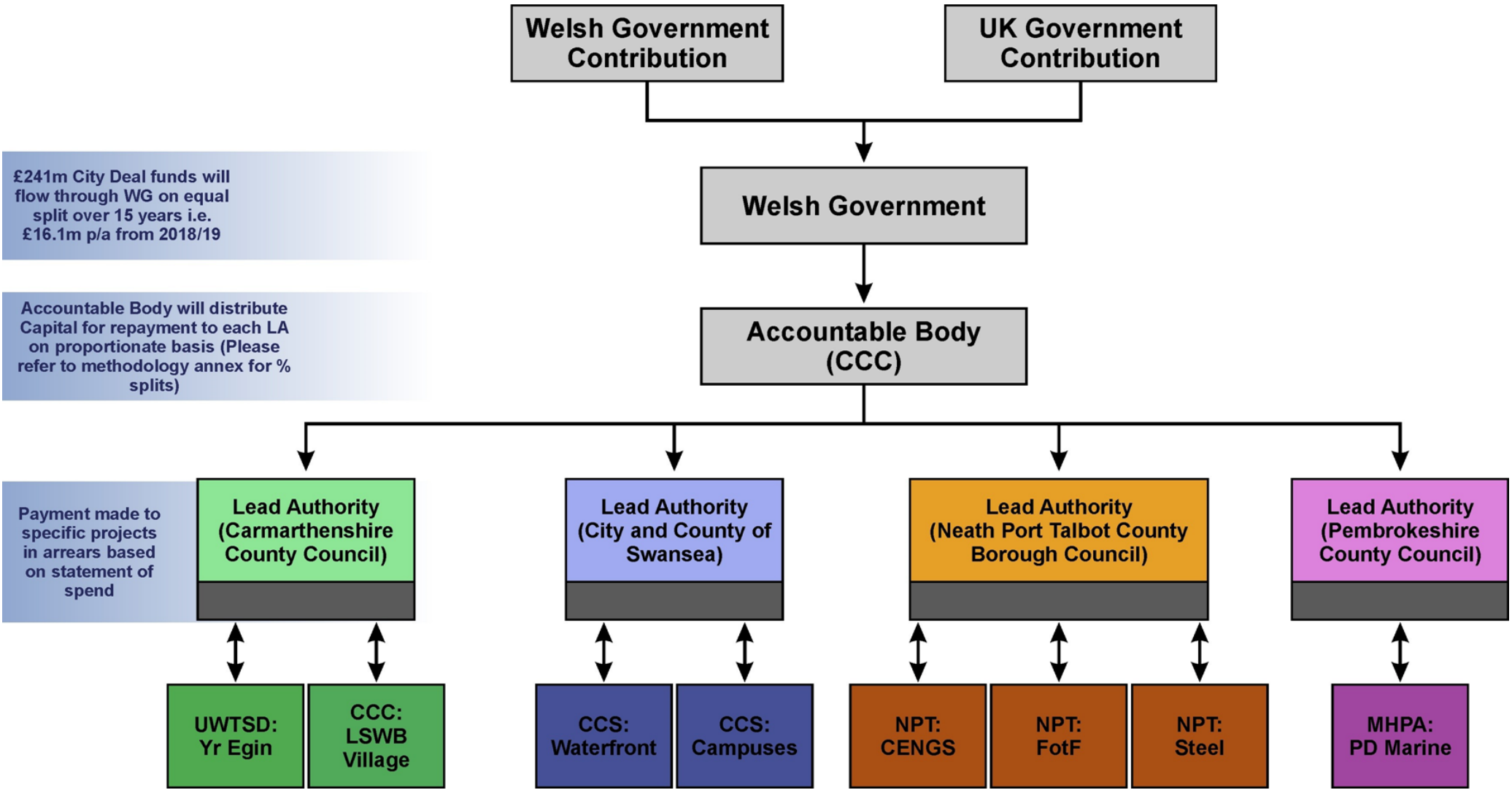


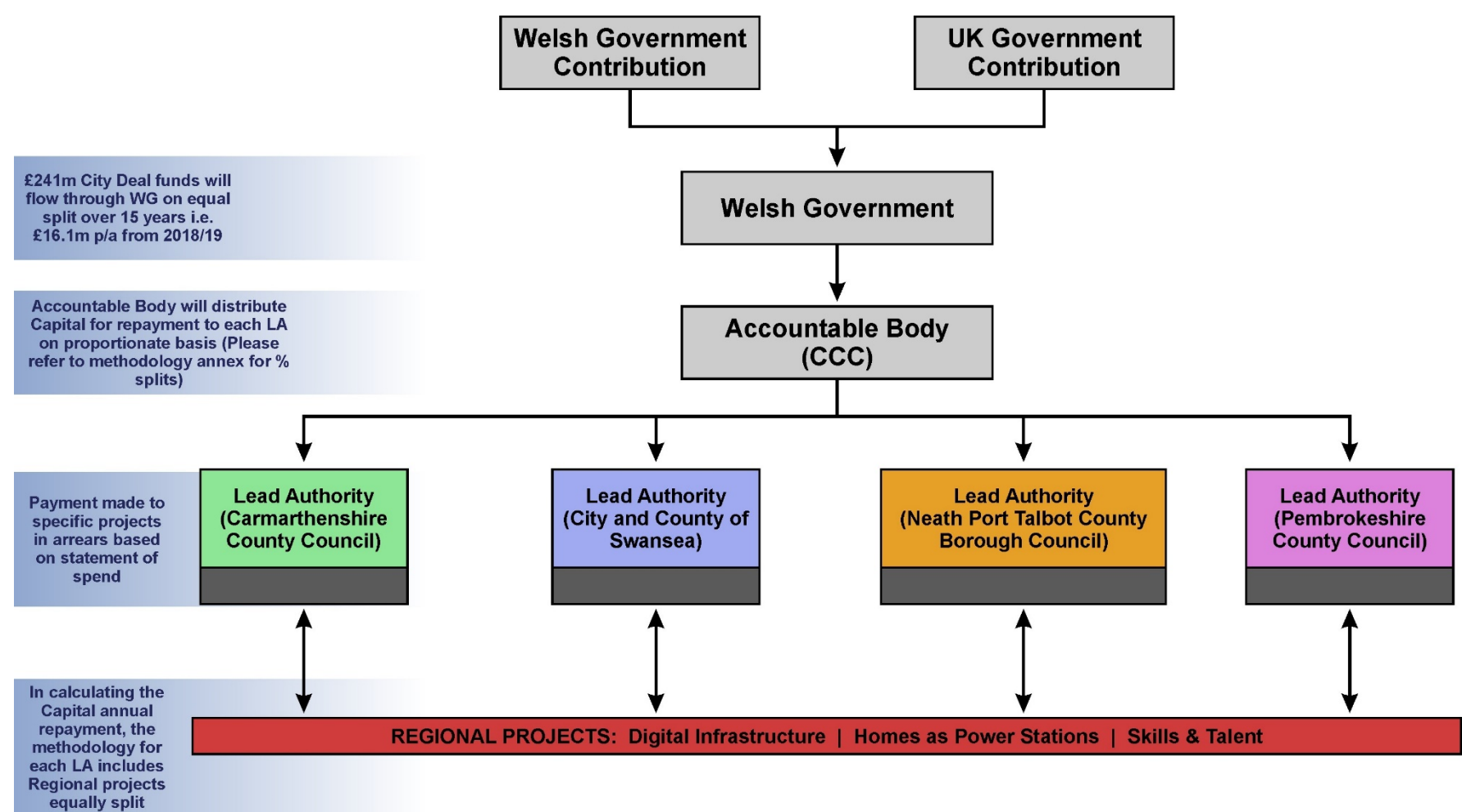
Diagram B - Project Monitoring

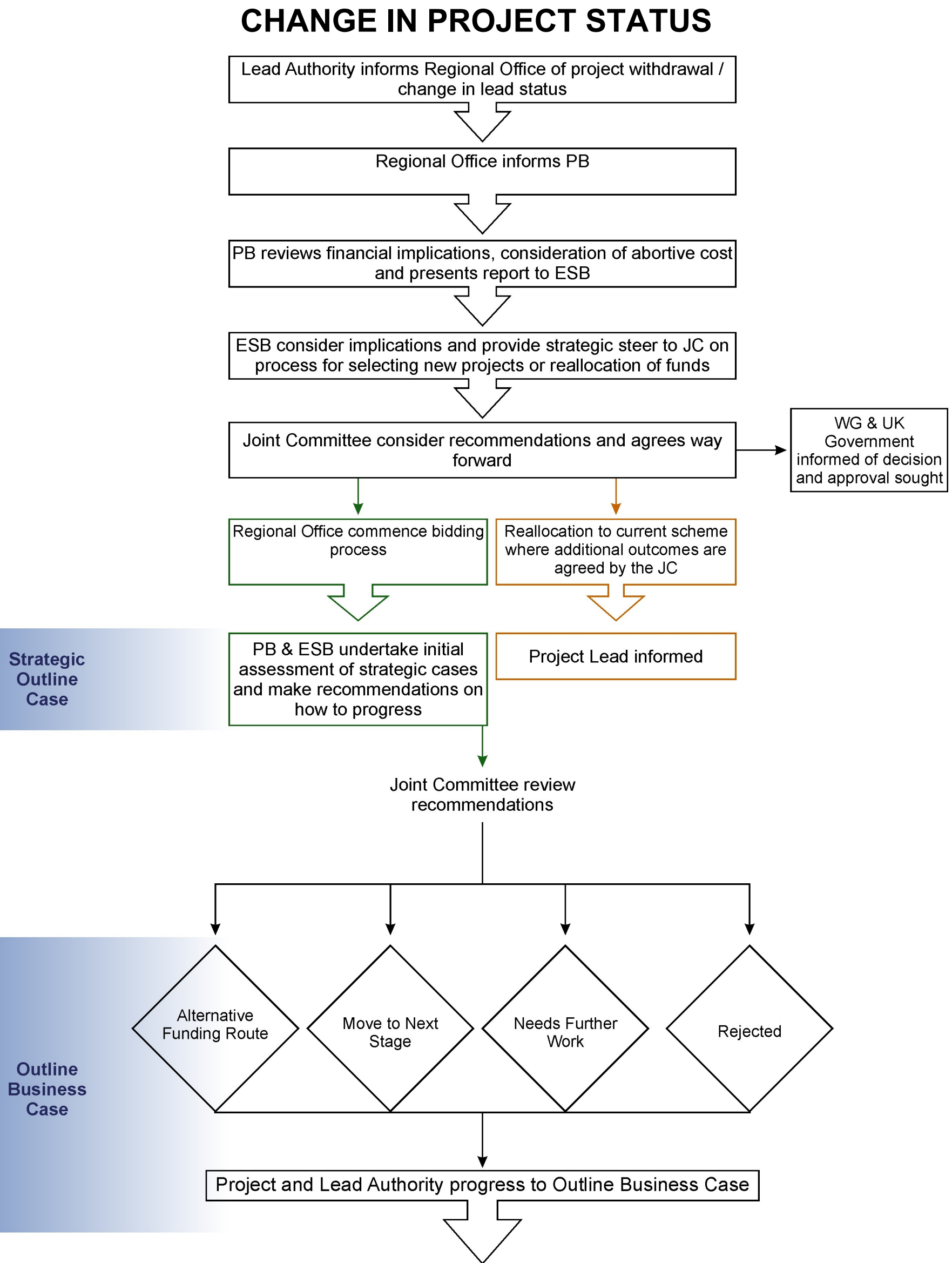


SWANSEA BAY CITY DEAL FLOW OF FINANCES (LOCAL)



SWANSEA BAY CITY DEAL FLOW OF FINANCES (REGIONAL)





**Education and Public Services Group**  
**Y Grŵp Addysg a Gwasanaethau Cyhoeddus**



Llywodraeth Cymru  
Welsh Government

To:  
Chief Finance Officers  
Local Authorities listed in Annex A

cc:  
Chief Finance Officers of Police Forces in Wales

03 May 2018

Dear Chief Finance Officers

**LOCAL GOVERNMENT ACT 2003 SECTIONS 16(2) (b) AND 20: TREATMENT OF CERTAIN COSTS AS CAPITAL EXPENDITURE**

1. This direction supersedes the previous direction issued on 15 March 2016.
2. In December 2017, the Secretary of State announced, the continuation of the capital receipts flexibility programme for a further three years, to give local authorities in England the continued freedom to use capital receipts from the sale of their own assets (excluding Right to Buy receipts) to help fund the revenue costs of transformation projects and release savings.
3. Accordingly, the Cabinet Secretary for Local Government and Public Services directs, in exercise of his powers under sections 16(2)(b) and 20 of the Local Government Act 2003 ("the Act"), that the local authorities listed in Annex A ("the Authorities") treat as capital expenditure, expenditure which:
  - a. is incurred by the Authorities that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners; and
  - b. is properly incurred by the Authorities for the financial years that begin on 1 April 2016, 1 April 2017, 1 April 2018, 1 April 2019, 1 April 2020 and 1 April 2021.



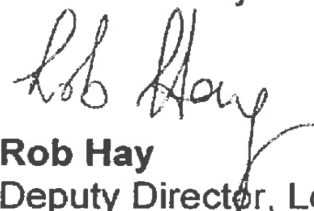
Parc Cathays • Cathays Park  
Caerdydd • Cardiff  
CF10 3NQ

Llinell Ymholiadau Cymraeg 0845 010 4400  
English Enquiry Line 0845 010 3300  
Ebost • Email: LGFPMail@wales.gsi.gov.uk



4. In further exercise of Welsh Ministers' powers under section 20 of the Act, it is a condition of this direction that expenditure treated as capital expenditure in accordance with it, may only be met from capital receipts – within the meaning of section 9 of the Act and regulations made under that section (see Part 3 of SI 2003/3239(W319) as amended), which have been received in the years to which this direction applies.
5. This direction is given for the purposes of Chapter 1 of Part 1 of the Act only. It does not convey any other consent that may be required or any view as to the propriety of the expenditure. It is for each Authority to be satisfied that any amount to which this direction is applied is properly incurred in the financial year concerned.
6. When applying the direction, authorities are required to have regard to the *Guidance on Flexible Use of Capital Receipts* issued by Welsh Ministers under section 15(1)(a) of the Act.
7. If you have any queries in connection with the above, please do not hesitate to contact Local Government Finance Policy Division at:  
[LGFPMail@wales.gsi.gov.uk](mailto:LGFPMail@wales.gsi.gov.uk)

Yours faithfully



**Rob Hay**  
Deputy Director, Local Government Finance Policy Division

Authorised to sign this direction by the Cabinet Secretary for Local Government and Public Services

## Annex A: List of Authorities to which this direction applies

Welsh Local Authorities
Isle of Anglesey County Council
Gwynedd County Council
Conwy County Borough Council
Denbighshire County Council
Flintshire County Council
Wrexham County Borough Council
Powys County Council
Ceredigion County Council
Pembrokeshire County Council
Carmarthenshire County Council
Swansea City and County Council
Neath Port Talbot County Borough Council
Bridgend County Borough Council
Vale of Glamorgan County Borough Council
Rhondda Cynon Taff County Borough Council
Merthyr Tydfil County Borough Council
Caerphilly County Borough Council
Blaenau Gwent County Borough Council
Torfaen County Borough Council
Monmouthshire County Council
Newport City Council
Cardiff City and County Council

Welsh Fire & Rescue Authorities
North Wales Fire and Rescue Authority
South Wales Fire and Rescue Authority
Mid and West Wales Fire and Rescue Authority

Welsh Police and Crime Commissioner
Police and Crime Commissioner for Dyfed-Powys
Police and Crime Commissioner for Gwent
Police and Crime Commissioner for North Wales
Police and Crime Commissioner for South Wales



## Welsh Government

### GUIDANCE ON FLEXIBLE USE OF CAPITAL RECEIPTS

April 2018

*PART 1 of this document provides an informal commentary on Part 2.*

*PART 2 contains the statutory guidance to which local authorities must have regard.*

#### [PART 1]

#### INFORMAL COMMENTARY ON THE GUIDANCE ON FLEXIBLE USE OF CAPITAL RECEIPTS

*[References to the paragraphs in the formal guidance are in square brackets]*

##### POWER UNDER WHICH THE GUIDANCE IS ISSUED [1.1]

1. The **Local Government Act 2003** ("the Act"), section 15(1) requires a local authority "...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify..." and section 24 of the Act states "In its application to Wales, ...for any reference to the Secretary of State there were substituted a reference to the Welsh Ministers."
2. The guidance on the flexible use of capital receipts in Part 2 of this document is issued under section 15(1) of the Act and authorities are therefore required to have regard to it.
3. Two codes of practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) contain guidance on capital receipts and local authority accounting that complements the Welsh Government guidance. These publications are:
  - *The Prudential Code for Capital Finance in Local Authorities*
  - *The Code of Practice on Local Authority Accounting.*

4. Local authorities are required to have regard to the current edition of *Treasury Management in Public Services: Code of Practice and Sectoral Guidance Notes* by Regulation 19 of the *Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 (SI 2003/3239 (W319))* and to the *Local Authority Accounting Code* as proper practices for preparing accounts under section 21(2) of the Act.

#### **APPLICATION [3.1- 3.2]**

5. This guidance should be read alongside the relevant direction issued by Welsh Ministers.
6. This guidance applies with effect from 1 April 2016 to 31 March 2022 – i.e. for the financial year 2016-17 and for each subsequent financial year to which the flexible use of capital receipts direction applies.
7. The direction makes it clear that local authorities cannot borrow to finance the revenue costs of service reform. Local authorities can only use capital receipts from the disposal of property plant and equipment assets received in the years in which this flexibility is offered. Local Authorities may not use their existing stock of capital receipts to finance the revenue costs of qualifying projects..

#### **QUALIFYING EXPENDITURE [4.1 - 4.3]**

8. Welsh Ministers believe that individual authorities and groups of authorities are best placed to decide which projects will be most effective for their areas. The key criterion to use when deciding whether expenditure can be funded by the capital receipts flexibility is that it is forecast to generate ongoing savings or reduce revenue costs or pressures over the longer term to an authority, or several authorities, and/or to another public body.
9. A list of types of project that would qualify for the flexible use of capital receipts is included in the guidance. This list is not meant to be prescriptive or exhaustive and individual authorities with projects that will generate ongoing savings or reduce revenue costs or pressures over the longer term which are not included in the list can apply the flexibility to fund those projects.

#### **ACCOUNTABILITY AND TRANSPARENCY [5.1 - 5.6]**

10. Welsh Ministers believe it is important that individual authorities demonstrate the highest standards of accountability and transparency. The guidance recommends that each authority should prepare a separate disclosure note of the individual projects that have been funded or part funded through capital receipts flexibility. The disclosure note should be approved by the Responsible Financial

Officer at the same time the statutory accounts are certified and can be included as part of the year-end accounts documentation. The disclosure note should be considered and approved by the person presiding at the committee or meeting at which approval of the statement of accounts was given.

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[PART 2]

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**Welsh Government**  
**GUIDANCE ON FLEXIBLE USE OF CAPITAL RECEIPTS**

Issued under section 15(1)(a) of the *Local Government Act 2003*  
and effective from 1 April 2016

**(1) POWER UNDER WHICH THE GUIDANCE IS ISSUED**

1.1 The following guidance is issued by Welsh Ministers under section 15(1)(a) of the *Local Government Act 2003*.

**(2) DEFINITION OF TERMS**

2.1 In this guidance, **the Act** means the *Local Government Act 2003*.

2.2 **Local authority** has the meaning given in section 23 of the Act (and in regulations made under that section).

2.3 **Capital receipt** has the meaning given in section 9 of the Act (and in regulations made under that section).

2.4 **Qualifying expenditure** means expenditure on a project where incurring up-front costs will generate ongoing savings; reduce revenue costs or pressures over the longer term. The main part of this guidance details the types of project that will generate qualifying expenditure.

2.5 The **direction** means a direction made under section 16(2)(b) of the Act, to allow named local authorities to treat qualifying expenditure as being capital expenditure.

2.6 **Prudential indicators** has the meaning given in the CIPFA code of practice, *The Prudential Code for Capital Finance in Local Authorities*.

### **(3) APPLICATION**

#### **Effective date**

3.1 This guidance applies with effect from 1 April 2016, for the period for which flexible use of capital receipts will apply. This will be set out in the direction.

#### **Local authorities**

3.2 This guidance applies to all local authorities in Wales named in the directions issued by Welsh Ministers.

### **(4) QUALIFYING EXPENDITURE**

#### **Types of qualifying expenditure**

4.1 Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery in a way that reduces costs or demand for services in future years for the Authority or any of the delivery partners. This includes investment which supports economic growth projects which are also designed to reduce revenue costs or pressures over the longer term. Within this definition, it is for individual local authorities to decide whether or not a project qualifies for the flexibility.

4.2 The set up and implementation costs of any new processes or arrangements can be classified as qualifying expenditure. The ongoing revenue costs of the new processes or arrangements cannot be classified as qualifying expenditure.

#### **Examples of qualifying expenditure**

4.3 There are a wide range of projects that could generate qualifying expenditure and the list below is not prescriptive. Examples of projects include:

- Preparatory work necessary to support local authority mergers as part of the programme to reform local government in Wales;
- Sharing back-office and administrative services with one or more other council or public sector body;
- Investment in service reform feasibility work, eg. setting up pilot schemes;
- Collaboration between local authorities and central government to free up land for economic use;

- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief Executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using the National Procurement Service, Crown Commercial Services or other central purchasing bodies which operate in accordance with the Wales Procurement Policy Statement;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others); and
- Integrating public facing services across two or more public sector bodies (for example children's social care, trading standards) to generate savings or to transform service delivery.
- Investment which supports economic growth projects which are also designed to reduce revenue costs or pressures over the longer term, across one or more local authorities and/or other public sector bodies.

## **(5) ACCOUNTABILITY AND TRANSPARENCY**

### **Preparation**

5.1 Following the end of each financial year, as part of the preparation of its annual accounts, a local authority should ensure it prepares a disclosure note in accordance with the timetable in paragraph 5.5

### **Content**

5.2 As a minimum, the disclosure note should list each project that made use of the capital receipts flexibility, ensuring that it details the split of up-front funding for each project between capital receipts and other sources, and that on a project-by-project basis, setting out the expected savings and/or benefits of investment.

5.3 The disclosure note may also include any other matters considered to be relevant.

### **Approval**

5.4 The disclosure note should be considered and approved by resolution of the committee or of the members meeting as a whole.

### **Timing**

5.5 For any financial year, a disclosure note should be prepared and approved no later than approval of the statement of accounts.

### **Publication**

5.6 Welsh Ministers expect the disclosure note once approved, to be made available to the public free of charge, in print or online.



Llywodraeth Cymru  
Welsh Government

Mr C Moore  
S. 151 Officer – Swansea Bay City Region  
Director of Corporate Services  
Carmarthenshire County Council  
County Hall  
CARMARTHEN  
SA31 1JP

16 May 2018

Dear *Chris*

**Swansea Bay City Region City Deal: Financial Arrangements**

I refer to the ongoing discussions you and others have been having with my predecessor and other colleagues in Welsh Government regarding the Swansea Bay City Region financing arrangements. In particular these have covered how the authorities within the city region are seeking flexibility to manage the financing of the City Deal projects, in the same way that authorities have flexibility to effectively and efficiently manage the funding of their own Capital Programmes.

As set out in the Heads of Terms, the Welsh Government and UK Government have committed to invest a combined total of up to £241 million on specific interventions, subject to the submission and approval of the full business cases in relation to the 11 identified projects and the agreement of governance arrangements. This funding is to be provided as capital funding. However, the Region has indicated that the nature of some projects means they require revenue rather than capital support.

Subject to confirmation by HM Treasury, the government capital grant funding is to be provided on a flat profile with payments of the grant being made over a 15-year period. The local authorities within the City Deal region are expected to manage the funding in respect of the individual projects in the most cost effective and efficient way. There are no plans for Welsh Government to set additional terms and conditions on the use of the capital grant funding or restrict any otherwise permitted funding mechanism beyond those already set out in the Heads of Terms and the standard requirements of grant offers to ensure the maintenance of the highest standards of regularity and propriety for the use public monies. Within this, we expect each local authority to optimise its own funding position.

As indicated previously, the Welsh Government will expect the equivalent value of the allocated grant funds to be clearly expended on the projects as per the business cases submitted.



BUDDSODDWR MEWN POBL  
INVESTOR IN PEOPLE

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In light of the Swansea Bay City Region's need for revenue funds to support some of its projects, the Welsh Government recognises the four authorities will need to manage their capital funding so as to enable revenue expenditure to be supported. If this is to be achieved (at least in part) through the use of the local authorities' available Capital Receipts, local authorities will need to have reference to the latest Direction from Welsh Ministers on the use of capital receipts, issued under section 15(1) (a) of the Local Government Act 2003 and the accompanying statutory *Guidance on Flexible Use of Capital Receipts*.

This may involve each local authority allocating borrowing against other capital projects within its capital programme, to maximise flexibility and make most effective use of resources (including the use of Reserves). This will be a matter for the local authorities concerned, provided they clearly identify that the total value of the City Deal funding provided has been incurred as expenditure on City Deal projects.

As was set out in the Heads of Terms, the Swansea Bay City Region will need to work with the UK Government and the Welsh Government to develop an agreed implementation, monitoring and evaluation plan for whole Deal which sets out the proposed approach to evaluating the impact of delivery.

Linked to this, as part of the grant procedures, the authorities will need to demonstrate clearly that all expenditure has been incurred on each project in line with the relevant business case. This is in line with the City Deal ethos of local accountability, where we have already set out in our letter of 7 July 2017 to the City Deal Accountable Officer (Mark James) that we do not intend to impose additional terms and conditions on the grant offers beyond those required as a matter of course to ensure financial propriety and good governance.

I hope this letter gives you and your colleagues within the City Region sufficient reassurance and confidence in relation to the available funding flexibilities to ensure all the projects can be delivered.

Yours sincerely



Judith Cole  
Deputy Director  
Local Government Finance Policy, Workforce and Social Partnerships

Mark Drakeford AC/AM  
Ysgrifennydd y Cabinet dros Gyllid  
Cabinet Secretary for Finance



Llywodraeth Cymru  
Welsh Government

Ein cyf/Our ref: MA-P-MD-1201-18

Rob Stewart

Leader, City and County of Swansea

[rob.stewart@swansea.gov.uk](mailto:rob.stewart@swansea.gov.uk)

11 April 2018

Dear Rob

I write further to recent correspondence and discussions with Leaders and yourself regarding the retention of non-domestic rates in relation to the Swansea Bay City Region City Deal.

This letter sets out an offer of an in-principle agreement to the original proposal which you put forward at the meeting with Leaders and the Secretary of State for Wales. I intend to initiate arrangements to allow the region to retain 50% of the additional net yield in non-domestic rates generated by the 11 projects which are to be delivered by the Deal.

Such an arrangement, of course, will rely upon a commitment from all four authorities to provide the information needed to enable my officials to assess the impact of the changes and to implement them.

Taking this forward will also involve each authority engaging in subsequent discussions with my officials in line with the principles set out in my letter of 10 August. Any change to the current arrangements for non-domestic rates will have significant wider implications for both local authorities and for the budgetary processes of the Welsh Government. These implications need to be fully understood and managed.

I need to be clear that my offer is predicated on the original proposal put to me by the four local authorities. That means that all four authorities will need to meet the forecast borrowing costs and manage any risk of the retained share of the rates yield being lower than estimated. Project business cases will still need to demonstrate that viable financial plans are in place for each project.

Bae Caerdydd • Cardiff Bay  
Caerdydd • Cardiff  
CF99 1NA

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:  
0300 0604400  
[Correspondence.Mark.Drakeford@gov.wales](mailto:Correspondence.Mark.Drakeford@gov.wales)



It is also the case that the changes needed to enable any share of the rates yield to be retained must be carried out within the relevant legal and financial governance requirements. The advice provided to me suggests that this is not a simple matter. The non-domestic rates system is complex and governed by a detailed statutory framework, consultative arrangements and public finance requirements. Whilst we will, as always, make every effort to ensure the administrative procedures are as simple and effective as possible, we will all have to operate within the required standards. I therefore ask that the four authorities work with my officials to ensure that the necessary changes are effected in line with these long-standing requirements.

I am very pleased that our work together has led to the proposals set out in this letter. I would be grateful for your confirmation that the four authorities wish to accept this offer and make the commitments outlined above so that we may move forward and focus our efforts on the delivery of the Deal.

I am copying this letter to the four Leaders and the Secretary of State for Wales.



**Mark Drakeford AM/AC**  
Ysgrifennydd y Cabinet dros Gyllid  
Cabinet Secretary for Finance

*Copies to:*

Secretary of State for Wales  
Cllr Emlyn Dole, Leader, Carmarthenshire County Council  
Cllr Rob Jones, Leader, Neath Port Talbot County Borough Council  
Cllr David Simpson, Leader, Pembrokeshire County Council  
Cllr Mark James, Chief Executive, Carmarthenshire County Council

## **Schedule 12 - Terms of Reference of Joint Scrutiny Committee**

### **1. Membership.**

- 1.1 The Joint Scrutiny Committee shall comprise of 12 members in total, 3 each from the 4 Constituent Authorities.
- 1.2 The membership may not include Executive Members

### **2. Purpose**

#### **2.1** The purpose of the Joint Scrutiny Committee shall be:

- 2.1.1 Performing the overview and scrutiny function for the Swansea Bay City Region City Deal (as specified in the Swansea Bay City Deal Joint Committee Agreement) on behalf of the 4 Constituent Authorities;
- 2.1.2 To develop a Forward Work Programme reflecting the functions under cl. 2.1.1 above
- 2.1.3 To seek reassurance and consider if the City Deal is operating according to the Joint Committee Agreement, its Business Plan, timetable and / or is being managed effectively;
- 2.1.4 To monitor any City Deal Regional projects against its Programme Plan
- 2.1.5 To make any reports and recommendations to the Constituent Authorities, whether to their executive Boards or Full Council as appropriate, in respect of any function which has been delegated to the Joint Committee pursuant to the Joint Committee Agreement

- 2.2 For the avoidance of doubt scrutiny of individual Authorities projects' shall be a matter for the relevant Constituent Authorities' Scrutiny Committee

### **3. Chair**

- 3.1 The chair and Vice-Chair of the Joint Scrutiny Committee shall be elected by the Joint Scrutiny Committee
- 3.2 The chair of the Scrutiny Committee shall not be from the same Authority as the Chair of the Joint Committee

### **4. Voting**

- 4.1 Each member of the Joint Scrutiny Committee shall have one vote. Decisions of the Joint Scrutiny Committee shall be made by simple majority vote.
- 4.2 In the event of equality of votes the Chair of the Joint Scrutiny Committee shall have a casting vote.

### **5. Conflicts of Interest**

- 5.1 Members of the Joint Scrutiny Committee must declare any interest either before or during the meetings of the Joint Scrutiny Committee (and withdraw from that meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

### **6. Proceedings of Meetings**

- 6.1 The rules of procedure of the Host Authority for the scrutiny function shall apply to meetings of the Joint Scrutiny Committee
- 6.2 Members of the Joint Scrutiny Committee shall be subject to the Codes of Conduct for Members of their Councils.

### **7. Quorum**

- 7.1 The quorum for meetings shall be no less than 8 members, which must include at least 1 member from each of the 4 Authorities

### **8. Frequency**

- 8.1 The Joint Scrutiny Committee shall meet quarterly. Additional meetings may be convened by the Chair on at least 7 clear days notice.

### **9. Allowances**

- 9.1 No allowances shall be paid

### **10. Servicing**

- 10.1 The Host Authority for the joint scrutiny functions shall be Neath Port Talbot County Borough Council

### **11. Sub-Groups**

- 11.1 The Joint Scrutiny Committee by agreement may create Task and Finish Groups.

### **12. Review**

- 12.1 The Terms of reference of the Joint Scrutiny Committee shall be reviewed annually

### **Schedule 13 - Rules of Conduct of Co-opted Members of the Joint Committee and the Economic Strategy Board**

- 1 These rules apply to you in your capacity as:
  - 1.1 a co-opted member of the Joint Committee or
  - 1.2 the Economic Strategy Board of the Swansea Bay City Region.

You must observe these rules whenever you attend a meeting of the Joint Committee or the Economic Strategy Board.
- 2 You shall conduct yourself appropriately and shall treat others with respect at meetings of the Joint Committee and the Economic Strategy Board.
- 3 You shall not conduct yourself in a manner which could reasonably be regarded as bringing the Joint Committee or the Economic Strategy Board or the Swansea Bay City Region into disrepute.
- 4 You shall abide by any policies and procedures adopted by the Joint Committee.
- 5 You shall prepare fully for meetings of the Joint Committee and the Economic Strategy Board including reading papers and seeking advice from the Regional Office when necessary.
- 6 You shall comply with any request for information from the Accountable Officer or the monitoring officer of the Accountable Body properly and reasonably required in connection with your role as a member of the Joint Committee or the Economic Strategy Board.
- 7 As part of your role you may be requested by the Joint Scrutiny Committee to provide information or to attend a meeting and answer questions in connection with your activities as a member Joint Committee the Economic Strategy Board or the Swansea Bay City Deal, as the case may be and you are expected to comply with any such request.
- 8 You shall not disclose confidential information nor any information relating to business of the Joint Committee or the Economic Strategy Board which is exempt from public access
- 9 You shall avoid situations where your interests will conflict with the interests of the Swansea Bay City Region.
- 10 You shall regard yourself as having a personal interest in any business of the Joint Committee or Economic Strategy Board if it relates to or is likely to affect:
  - 10.1 Any employment or business carried on by you or any person who employs or has appointed you.
  - 10.2 Any firm in which you are a partner or any company for which you are a remunerated director.
  - 10.3 Any corporate body which has a place of business or land in the Swansea Bay City Region and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body.
  - 10.4 Any land in which you have a beneficial interest which is in the Swansea Bay City Region.
  - 10.5 Any land in the Swansea Bay City Region in which you have a licence to occupy for 28 days or longer.
- 11 You shall regard yourself as having a prejudicial interest in any business of the Joint Committee or Economic Strategy Board if you have a personal interest which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgment of the public interest.
- 12 You shall inform the Regional Office of your personal interests so that the Regional Office may register your interests on a register of interests of co-opted members of the Joint Committee and the Economic Strategy Board. You shall inform the Regional Office of your personal interests:
  - 12.1 No later than 28 days after your acceptance of co-option to the Joint Committee or the Economic Strategy Board; and
  - 12.2 No later than 28 days after you become aware of any new personal interests.
- 13 If you have a personal interest in any business which is considered at a meeting that you attend of the Joint Committee or the Economic Strategy Board you must disclose to that meeting the existence and nature of your interest before or at the commencement of the consideration of the business or when the interest becomes apparent.
- 14 If any of the following circumstances apply in respect of an item of business of the Joint Committee or the Economic Strategy Board you shall subject to paragraph 15 withdraw from the meeting and you shall not participate in the consideration of the business if:
  - 14.1 The business relates to project for which the body which nominated or appointed you to the Joint Committee or the Economic Strategy Board is the Delivery Lead.
  - 14.2 You have a prejudicial interest in the business.
- 15 Where you have a prejudicial interest in any business considered by the Joint Committee or the Economic Strategy Board you may attend a meeting of the Joint Committee or the Economic Strategy Board at which the business is considered for the purpose of making representations answering questions or giving evidence to the same extent that members of the public are allowed to attend the meeting for the purpose of making representations answering questions or giving evidence.

Undertaking to abide by the rules of conduct

I (name of co-opted member) undertake to abide by the rules of conduct of co-opted members of the Joint Committee and the Economic Strategy Board of the Swansea Bay City Region

Signed -----

Date -----



Ein cyf/Our ref: MA-P-MD-1201-18

Rob Stewart

Leader, City and County of Swansea

[rob.stewart@swansea.gov.uk](mailto:rob.stewart@swansea.gov.uk)

11 April 2018

Dear Rob

I write further to recent correspondence and discussions with Leaders and yourself regarding the retention of non-domestic rates in relation to the Swansea Bay City Region City Deal.

This letter sets out an offer of an in-principle agreement to the original proposal which you put forward at the meeting with Leaders and the Secretary of State for Wales. I intend to initiate arrangements to allow the region to retain 50% of the additional net yield in non-domestic rates generated by the 11 projects which are to be delivered by the Deal.

Such an arrangement, of course, will rely upon a commitment from all four authorities to provide the information needed to enable my officials to assess the impact of the changes and to implement them.

Taking this forward will also involve each authority engaging in subsequent discussions with my officials in line with the principles set out in my letter of 10 August. Any change to the current arrangements for non-domestic rates will have significant wider implications for both local authorities and for the budgetary processes of the Welsh Government. These implications need to be fully understood and managed.

I need to be clear that my offer is predicated on the original proposal put to me by the four local authorities. That means that all four authorities will need to meet the forecast borrowing costs and manage any risk of the retained share of the rates yield being lower than estimated. Project business cases will still need to demonstrate that viable financial plans are in place for each project.

It is also the case that the changes needed to enable any share of the rates yield to be retained must be carried out within the relevant legal and financial governance requirements. The advice provided to me suggests that this is not a simple matter. The non-domestic rates system is complex and governed by a detailed statutory framework, consultative arrangements and public finance requirements. Whilst we will, as always, make every effort to ensure the administrative procedures are as simple and effective as possible, we will all have to operate within the required standards. I therefore ask that the four authorities work with my officials to ensure that the necessary changes are effected in line with these long-standing requirements.

I am very pleased that our work together has led to the proposals set out in this letter. I would be grateful for your confirmation that the four authorities wish to accept this offer and make the commitments outlined above so that we may move forward and focus our efforts on the delivery of the Deal.

I am copying this letter to the four Leaders and the Secretary of State for Wales.

A handwritten signature in dark ink, appearing to read 'Mark', with a stylized, cursive flourish extending from the end.

**Mark Drakeford AM/AC**

Ysgrifennydd y Cabinet dros Gyllid  
Cabinet Secretary for Finance

*Copies to:*

Secretary of State for Wales

Cllr Emlyn Dole, Leader, Carmarthenshire County Council

Cllr Rob Jones, Leader, Neath Port Talbot County Borough Council

Cllr David Simpson, Leader, Pembrokeshire County Council

Cllr Mark James, Chief Executive, Carmarthenshire County Council





To:  
Chief Finance Officers  
Local Authorities listed in Annex A

cc:  
Chief Finance Officers of Police Forces in Wales

03 May 2018

Dear Chief Finance Officers

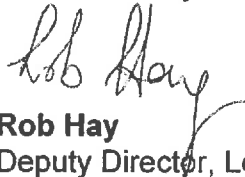
**LOCAL GOVERNMENT ACT 2003 SECTIONS 16(2) (b) AND 20: TREATMENT OF CERTAIN COSTS AS CAPITAL EXPENDITURE**

1. This direction supersedes the previous direction issued on 15 March 2016.
2. In December 2017, the Secretary of State announced, the continuation of the capital receipts flexibility programme for a further three years, to give local authorities in England the continued freedom to use capital receipts from the sale of their own assets (excluding Right to Buy receipts) to help fund the revenue costs of transformation projects and release savings.
3. Accordingly, the Cabinet Secretary for Local Government and Public Services directs, in exercise of his powers under sections 16(2)(b) and 20 of the Local Government Act 2003 ("the Act"), that the local authorities listed in Annex A ("the Authorities") treat as capital expenditure, expenditure which:
  - a. is incurred by the Authorities that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners; and
  - b. is properly incurred by the Authorities for the financial years that begin on 1 April 2016, 1 April 2017, 1 April 2018, 1 April 2019, 1 April 2020 and 1 April 2021.



4. In further exercise of Welsh Ministers' powers under section 20 of the Act, it is a condition of this direction that expenditure treated as capital expenditure in accordance with it, may only be met from capital receipts – within the meaning of section 9 of the Act and regulations made under that section (see Part 3 of SI 2003/3239(W319) as amended), which have been received in the years to which this direction applies.
5. This direction is given for the purposes of Chapter 1 of Part 1 of the Act only. It does not convey any other consent that may be required or any view as to the propriety of the expenditure. It is for each Authority to be satisfied that any amount to which this direction is applied is properly incurred in the financial year concerned.
6. When applying the direction, authorities are required to have regard to the *Guidance on Flexible Use of Capital Receipts* issued by Welsh Ministers under section 15(1)(a) of the Act.
7. If you have any queries in connection with the above, please do not hesitate to contact Local Government Finance Policy Division at:  
[LGFPMail@wales.gsi.gov.uk](mailto:LGFPMail@wales.gsi.gov.uk)

Yours faithfully



**Rob Hay**

Deputy Director, Local Government Finance Policy Division

Authorised to sign this direction by the Cabinet Secretary for Local Government and Public Services

## **Annex A: List of Authorities to which this direction applies**

<b>Welsh Local Authorities</b>
Isle of Anglesey County Council
Gwynedd County Council
Conwy County Borough Council
Denbighshire County Council
Flintshire County Council
Wrexham County Borough Council
Powys County Council
Ceredigion County Council
Pembrokeshire County Council
Carmarthenshire County Council
Swansea City and County Council
Neath Port Talbot County Borough Council
Bridgend County Borough Council
Vale of Glamorgan County Borough Council
Rhondda Cynon Taff County Borough Council
Merthyr Tydfil County Borough Council
Caerphilly County Borough Council
Blaenau Gwent County Borough Council
Torfaen County Borough Council
Monmouthshire County Council
Newport City Council
Cardiff City and County Council
<b>Welsh Fire &amp; Rescue Authorities</b>
North Wales Fire and Rescue Authority
South Wales Fire and Rescue Authority
Mid and West Wales Fire and Rescue Authority
<b>Welsh Police and Crime Commissioner</b>
Police and Crime Commissioner for Dyfed-Powys
Police and Crime Commissioner for Gwent
Police and Crime Commissioner for North Wales
Police and Crime Commissioner for South Wales

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# Welsh Government

## GUIDANCE ON FLEXIBLE USE OF CAPITAL RECEIPTS

April 2018

*PART 1 of this document provides an informal commentary on Part 2.*

*PART 2 contains the statutory guidance to which local authorities must have regard.*

### [PART 1]

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#### INFORMAL COMMENTARY ON THE GUIDANCE ON FLEXIBLE USE OF CAPITAL RECEIPTS

*[References to the paragraphs in the formal guidance are in square brackets]*

##### POWER UNDER WHICH THE GUIDANCE IS ISSUED [1.1]

1. The **Local Government Act 2003** (“the Act”), section 15(1) requires a local authority “...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify...”. and section 24 of the Act states “In its application to Wales, ...for any reference to the Secretary of State there were substituted a reference to the Welsh Ministers.”
2. The guidance on the flexible use of capital receipts in Part 2 of this document is issued under section 15(1) of the Act and authorities are therefore required to have regard to it.
3. Two codes of practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) contain guidance on capital receipts and local authority accounting that complements the Welsh Government guidance. These publications are:
  - *The Prudential Code for Capital Finance in Local Authorities*
  - *The Code of Practice on Local Authority Accounting.*

4. Local authorities are required to have regard to the current edition of *Treasury Management in Public Services: Code of Practice and Sectoral Guidance Notes* by Regulation 19 of the *Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 (SI 2003/3239 (W319))* and to the *Local Authority Accounting Code* as proper practices for preparing accounts under section 21(2) of the Act.

### **APPLICATION [3.1- 3.2]**

5. This guidance should be read alongside the relevant direction issued by Welsh Ministers.
6. This guidance applies with effect from 1 April 2016 to 31 March 2022 – i.e. for the financial year 2016-17 and for each subsequent financial year to which the flexible use of capital receipts direction applies.
7. The direction makes it clear that local authorities cannot borrow to finance the revenue costs of service reform. Local authorities can only use capital receipts from the disposal of property plant and equipment assets received in the years in which this flexibility is offered. Local Authorities may not use their existing stock of capital receipts to finance the revenue costs of qualifying projects..

### **QUALIFYING EXPENDITURE [4.1 - 4.3]**

8. Welsh Ministers believe that individual authorities and groups of authorities are best placed to decide which projects will be most effective for their areas. The key criterion to use when deciding whether expenditure can be funded by the capital receipts flexibility is that it is forecast to generate ongoing savings or reduce revenue costs or pressures over the longer term to an authority, or several authorities, and/or to another public body.
9. A list of types of project that would qualify for the flexible use of capital receipts is included in the guidance. This list is not meant to be prescriptive or exhaustive and individual authorities with projects that will generate ongoing savings or reduce revenue costs or pressures over the longer term which are not included in the list can apply the flexibility to fund those projects.

### **ACCOUNTABILITY AND TRANSPARENCY [5.1 - 5.6]**

10. Welsh Ministers believe it is important that individual authorities demonstrate the highest standards of accountability and transparency. The guidance recommends that each authority should prepare a separate disclosure note of the individual projects that have been funded or part funded through capital receipts flexibility. The disclosure note should be approved by the Responsible Financial

Officer at the same time the statutory accounts are certified and can be included as part of the year-end accounts documentation. The disclosure note should be considered and approved by the person presiding at the committee or meeting at which approval of the statement of accounts was given.

---

## [PART 2]

---

# Welsh Government GUIDANCE ON FLEXIBLE USE OF CAPITAL RECEIPTS

Issued under section 15(1)(a) of the *Local Government Act 2003*  
and effective from 1 April 2016

### (1) POWER UNDER WHICH THE GUIDANCE IS ISSUED

1.1 The following guidance is issued by Welsh Ministers under section 15(1)(a) of the *Local Government Act 2003*.

### (2) DEFINITION OF TERMS

2.1 In this guidance, **the Act** means the *Local Government Act 2003*.

2.2 **Local authority** has the meaning given in section 23 of the Act (and in regulations made under that section).

2.3 **Capital receipt** has the meaning given in section 9 of the Act (and in regulations made under that section).

2.4 **Qualifying expenditure** means expenditure on a project where incurring up-front costs will generate ongoing savings; reduce revenue costs or pressures over the longer term. The main part of this guidance details the types of project that will generate qualifying expenditure.

2.5 The **direction** means a direction made under section 16(2)(b) of the Act, to allow named local authorities to treat qualifying expenditure as being capital expenditure.

2.6 **Prudential indicators** has the meaning given in the CIPFA code of practice, *The Prudential Code for Capital Finance in Local Authorities*.



### **(3) APPLICATION**

#### **Effective date**

3.1 This guidance applies with effect from 1 April 2016, for the period for which flexible use of capital receipts will apply. This will be set out in the direction.

#### **Local authorities**

3.2 This guidance applies to all local authorities in Wales named in the directions issued by Welsh Ministers.

### **(4) QUALIFYING EXPENDITURE**

#### **Types of qualifying expenditure**

4.1 Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery in a way that reduces costs or demand for services in future years for the Authority or any of the delivery partners. This includes investment which supports economic growth projects which are also designed to reduce revenue costs or pressures over the longer term. Within this definition, it is for individual local authorities to decide whether or not a project qualifies for the flexibility.

4.2 The set up and implementation costs of any new processes or arrangements can be classified as qualifying expenditure. The ongoing revenue costs of the new processes or arrangements cannot be classified as qualifying expenditure.

#### **Examples of qualifying expenditure**

4.3 There are a wide range of projects that could generate qualifying expenditure and the list below is not prescriptive. Examples of projects include:

- Preparatory work necessary to support local authority mergers as part of the programme to reform local government in Wales;
- Sharing back-office and administrative services with one or more other council or public sector body;
- Investment in service reform feasibility work, eg. setting up pilot schemes;
- Collaboration between local authorities and central government to free up land for economic use;

- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief Executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using the National Procurement Service, Crown Commercial Services or other central purchasing bodies which operate in accordance with the Wales Procurement Policy Statement;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others); and
- Integrating public facing services across two or more public sector bodies (for example children’s social care, trading standards) to generate savings or to transform service delivery.
- Investment which supports economic growth projects which are also designed to reduce revenue costs or pressures over the longer term, across one or more local authorities and/or other public sector bodies.

## **(5) ACCOUNTABILITY AND TRANSPARENCY**

### **Preparation**

5.1 Following the end of each financial year, as part of the preparation of its annual accounts, a local authority should ensure it prepares a disclosure note in accordance with the timetable in paragraph 5.5

### **Content**

5.2 As a minimum, the disclosure note should list each project that made use of the capital receipts flexibility, ensuring that it details the split of up-front funding for each project between capital receipts and other sources, and that on a project-by-project basis, setting out the expected savings and/or benefits of investment.

5.3 The disclosure note may also include any other matters considered to be relevant.

### **Approval**

5.4 The disclosure note should be considered and approved by resolution of the committee or of the members meeting as a whole.

**Timing**

5.5 For any financial year, a disclosure note should be prepared and approved no later than approval of the statement of accounts.

**Publication**

5.6 Welsh Ministers expect the disclosure note once approved, to be made available to the public free of charge, in print or online.

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PROJECT NAME	Private (£ m)	Public (£ m)	City Deal (£ m)	Total Project Costs (£ m)	IMPACT					
					GVA 5 years	GVA 10 years	GVA 15 years	Net Jobs 5 year	Net Jobs 10 year	Net Jobs 15 year
<b>Internet of Economic Acceleration</b>										
Digital Infrastructure	30.0	0.0	25.0	55.0						
Swansea City & Waterfront Digital District	23.9	94.3	50.0	168.2	64 m	190 m	318 m	265	1176	1323
Creative Digital Cluster - Yr Egin	3.0	16.3	5.0	24.3	18 m	51 m	91 m	41	203	203
Centre of Excellence in Next Generation Services (CENGs)	27.0	5.5	23.0	55.5	31 m	104 m	154 m	100	500	500
Skills & Talent Initiative	4.0	16.0	10.0	30.0						
<b>Internet of Life Science &amp; Well-being</b>										
Life Science & Well-being Campuses	10.0	20.0	15.0	45.0	31 m	61 m	153 m	224	710	1120
Life Science & Well-being Village	127.5	32.0	40.0	199.5	93 m	286 m	467 m	371	1853	1853
<b>Internet of Energy</b>										
Homes as Power Stations	382.9	119.2	15.0	517.1	50 m	96 m	251 m	361	1168	1804
Pembroke Dock Marine	25.9	22.4	28.0	76.3	25 m	67 m	126 m	119	553	595
<b>Smart Manufacturing</b>										
Factory of the Future	3.2	10.3	10.0	23.5	28 m	36 m	140 m	280	719	1402
Steel Science Centre	0.0	60.0	20.0	80.0	19 m	43 m	95 m	133	350	665
<b>TOTALS</b>	<b>637.4</b>	<b>395.9</b>	<b>241.0</b>	<b>1,274.3</b>	<b>359 m</b>	<b>934 m</b>	<b>1795 m</b>	<b>1893</b>	<b>7232</b>	<b>9465</b>

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Llywodraeth Cymru  
Welsh Government

Mr C Moore  
S. 151 Officer – Swansea Bay City Region  
Director of Corporate Services  
Carmarthenshire County Council  
County Hall  
CARMARTHEN  
SA31 1JP

16 May 2018

Dear *Chris*

#### Swansea Bay City Region City Deal: Financial Arrangements

I refer to the ongoing discussions you and others have been having with my predecessor and other colleagues in Welsh Government regarding the Swansea Bay City Region financing arrangements. In particular these have covered how the authorities within the city region are seeking flexibility to manage the financing of the City Deal projects, in the same way that authorities have flexibility to effectively and efficiently manage the funding of their own Capital Programmes.

As set out in the Heads of Terms, the Welsh Government and UK Government have committed to invest a combined total of up to £241 million on specific interventions, subject to the submission and approval of the full business cases in relation to the 11 identified projects and the agreement of governance arrangements. This funding is to be provided as capital funding. However, the Region has indicated that the nature of some projects means they require revenue rather than capital support.

Subject to confirmation by HM Treasury, the government capital grant funding is to be provided on a flat profile with payments of the grant being made over a 15-year period. The local authorities within the City Deal region are expected to manage the funding in respect of the individual projects in the most cost effective and efficient way. There are no plans for Welsh Government to set additional terms and conditions on the use of the capital grant funding or restrict any otherwise permitted funding mechanism beyond those already set out in the Heads of Terms and the standard requirements of grant offers to ensure the maintenance of the highest standards of regularity and propriety for the use public monies. Within this, we expect each local authority to optimise its own funding position.

As indicated previously, the Welsh Government will expect the equivalent value of the allocated grant funds to be clearly expended on the projects as per the business cases submitted.



BUDDSODDWR MEWN POBL  
INVESTOR IN PEOPLE

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gov.uk

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In light of the Swansea Bay City Region's need for revenue funds to support some of its projects, the Welsh Government recognises the four authorities will need to manage their capital funding so as to enable revenue expenditure to be supported. If this is to be achieved (at least in part) through the use of the local authorities' available Capital Receipts, local authorities will need to have reference to the latest Direction from Welsh Ministers on the use of capital receipts, issued under section 15(1) (a) of the Local Government Act 2003 and the accompanying statutory *Guidance on Flexible Use of Capital Receipts*.

This may involve each local authority allocating borrowing against other capital projects within its capital programme, to maximise flexibility and make most effective use of resources (including the use of Reserves). This will be a matter for the local authorities concerned, provided they clearly identify that the total value of the City Deal funding provided has been incurred as expenditure on City Deal projects.

As was set out in the Heads of Terms, the Swansea Bay City Region will need to work with the UK Government and the Welsh Government to develop an agreed implementation, monitoring and evaluation plan for whole Deal which sets out the proposed approach to evaluating the impact of delivery.

Linked to this, as part of the grant procedures, the authorities will need to demonstrate clearly that all expenditure has been incurred on each project in line with the relevant business case. This is in line with the City Deal ethos of local accountability, where we have already set out in our letter of 7 July 2017 to the City Deal Accountable Officer (Mark James) that we do not intend to impose additional terms and conditions on the grant offers beyond those required as a matter of course to ensure financial propriety and good governance.

I hope this letter gives you and your colleagues within the City Region sufficient reassurance and confidence in relation to the available funding flexibilities to ensure all the projects can be delivered.

Yours sincerely



Judith Cole  
Deputy Director  
Local Government Finance Policy, Workforce and Social Partnerships



## EXECUTIVE BOARD MEETING 4<sup>th</sup> JUNE 2018

### Subject:

### DRAFT NEW CORPORATE STRATEGY 2018-23

### Purpose:

To consolidate and align key strategies in order to deliver the Administration's Plan '*Moving Forward in Carmarthenshire: the next 5 years*'.

### Recommendations / key decisions required:

1. Introduce a New Corporate Strategy to:-
  - a. replace the current Corporate Strategy published in 2015
  - b. include our Well-being Objectives and Improvement Objectives and to incorporate key projects and programmes set out in *Moving Forward in Carmarthenshire the next 5 years*
2. Keep the same set of Well-being Objectives for 2018/19 and an additional one on *Building a Better Council and Making Better Use of Resources*

### Reasons:

- In January 2018, the new Administration published its plan – *Moving Forward in Carmarthenshire: the next 5 Years*. It required that a new Corporate Strategy should be developed to reflect its plans and programmes, in line with the Well-being Future Generations Act (WbFG).

PEB: **26<sup>th</sup> March 2018**

Relevant scrutiny committee to be consulted - **YES:**

**19<sup>th</sup> April Social Care & Health / 20<sup>th</sup> April Environmental & Public Protection / 23<sup>rd</sup> April Education & Children / 27<sup>th</sup> April Policy & Resources / 11<sup>th</sup> May Community**

EXECUTIVE BOARD / COUNCIL / COMMITTEE:

Scrutiny Committee recommendations / comments:

- *A number of changes and clarifications have been made to the report as a result of the Scrutiny process*

Exec Board Decision Required: **YES** - 4<sup>th</sup> June 2018

Council Decision Required: **YES** – 13<sup>th</sup> June 2018

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-  
Cllr Mair Stephens and Cllr Cefin Campbell

Directorate <b>Regeneration &amp; Policy</b>  Name of Head of Service: <b>Wendy Walters</b>  Report Author: <b>Robert James</b>	Designations:  <b>Director of Regeneration &amp; Policy</b>  <b>Improvement Planning Officer</b>	Tel Nos./ E Mail Addresses:  <b>01267 224112</b> <a href="mailto:wswalters@carmarthenshire.gov.uk">wswalters@carmarthenshire.gov.uk</a>  <b>01267 224486</b> <a href="mailto:rnjames@carmarthenshire.gov.uk">rnjames@carmarthenshire.gov.uk</a>
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# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

### 4<sup>th</sup> JUNE 2018

#### **Draft New Corporate Strategy 2018-23**

To consolidate and align key strategies in order to deliver the Administration's Plan '*Moving Forward in Carmarthenshire: the next 5 years*'.

#### **1. BRIEF SUMMARY OF PURPOSE OF REPORT:**

This new Corporate Strategy consolidates the following plans into one document:-

1. The 2015-20 Corporate Strategy
2. The Improvement Objectives, as required by the Local Government Measure 2009.
3. It includes our Well-being Objectives as required by the Well-being of Future Generations (Wales) Act 2015. Our Well-being Objectives do not have to change every year, or be deliverable within one year. It is perfectly legitimate to set objectives which span more than one year
4. 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 New Corporate Strategy is framed by our Well-being Objectives.**

As part of budget consultation in December 2017, we consulted on our Well-being objectives. Over 600 responses were received, with agreement that all should remain.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
----------------------------------	------------

# IMPLICATIONS

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

Signed: Wendy Walters - Director of Regeneration & Policy

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	YES

## 1. Policy, Crime & Disorder and Equalities

Our key strategic policies are addressed throughout our Well-being Objectives

Crime and disorder is identified and addressed through the *Well-being Objective 9: Supporting good connections with friends, family and communities*

Equality implications are addressed within the *Well-being Objective 15: Building a Better Council and Making Better Use of Resources*

## 2. Legal

The law states that:-

- a) We must carry out sustainable development, improving the economic, social, environmental and cultural well-being of Wales. The sustainable development principle is '*... the public body must 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.*'
- b) We must demonstrate 5 ways of working:  
Long term, integrated, involving, collaborative and preventative
- c) We must work towards achieving all of the 7 national well-being goals in the Act. Together they provide a shared vision for public bodies to work towards.
  1. A prosperous Wales
  2. A resilient Wales
  3. A healthier Wales
  4. A more equal Wales
  5. A Wales of cohesive communities
  6. A Wales of vibrant culture and thriving Welsh Language
  7. A globally responsible Wales

## 3. Finance

We need to continue to strengthen the links between Strategic and Financial Planning.

The Act requires the publication of a statement detailing how a public body proposes to ensure that resources are allocated annually for the purpose of taking such steps to meet the well-being objectives. Para 53 SPSF 1

Our AGS has been revised to take account of the new CIPFA/SOLACE, 7 Principles of Corporate Governance. This is addressed in the Building a Better Council and Use of Resources Action Plan aligned to the 7 Principles. Internal Audit undertook a stocktake during

2017/18 against the guidance specifications and identified any gaps to be addressed.

#### **4. ICT**

ICT implications are being taken forward within our Digital Transformation Strategy and feature within the *Well-being Objective 15: Building a Better Council and Making Better Use of Resources*

#### **5. Risk Management Issues**

Our key strategic risks are identified and addressed within Service Business Plans that underpin our Well-being Objectives

#### **6. Physical Assets**

The key strategic Asset Management Plan incorporates our Well-being Objectives, Capital prioritisation takes into account the Objectives.

#### **7. Staffing Implications**

People Management Strategy issues are identified in Well-being Objective 15: *Building a Better Council and Making Better Use of Resources*

# CONSULTATIONS

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

Signed: Wendy Walters - Director of Regeneration & Policy

1. Scrutiny Committee

2. Local Member(s)

3. Community / Town Council

4. Relevant Partners

5. Staff Side Representatives and other Organisations

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

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

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Well-being of Future Generations (Wales ) Act 2015	-	<a href="#">The Essentials Guide</a>
Shared purpose:shared future Statutory guidance on the Well-being of Future Generations (Wales ) Act 2015	-	<a href="#">SPSF 1 Core guidance</a> <a href="#">SPSF 2 Individual Role (public bodies)</a>
Local Government Measure (2009)	-	<a href="#">Local Government Measure (2009)</a>
Corporate Strategy 2015-2020	-	<a href="#">Corporate Strategy 2015-2020</a>
Moving forward in Carmarthenshire: the next 5 years	-	<a href="#">Moving forward in Carmarthenshire: the next 5 years</a>
Well-being Objectives 2017-18	-	<a href="#">Well-being Objectives 2017-18</a>

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# Moving Forward in Carmarthenshire

The Council's New Corporate Strategy 2018-2023



June 2018



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# Moving Forward in Carmarthenshire: the next 5 years

In January 2018, Carmarthenshire County Council's Executive Board presented its key aspirations for the next 5 years – '*Moving Forward in Carmarthenshire: the next 5 years*'. This plan identified a number of key projects and programmes that the Council will strive to deliver over the next five years. It seeks to continuously improve economic, environmental, social and cultural well-being in the County.

Given this direction, the Council needs to publish a New Corporate Strategy that consolidates and aligns our existing plans.

## The Challenges facing the Council

Following a period of engagement and consultation, the Carmarthenshire Well-being Assessment was published in March 2017. The assessment looked at the state of economic, social, environmental and cultural wellbeing in Carmarthenshire through different life stages and provides a summary of the key findings.

A copy of the Carmarthenshire Well-being Assessment (2017) can be found on: [www.thecarmarthenshiREWewant.wales](http://www.thecarmarthenshiREWewant.wales). A precis of the Assessment's Executive Summary is outlined in **Appendix 5**

As the Council plans for the future we must take account of a number of challenges that we face. Most of these challenges are driven by factors outside of the Council's control but they are factors that we have to consider as we develop and, in some instances, change the way that we work and do things.

1. Acting 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 (WbFG principle)
2. Increasing demand and complexity for services
3. Increasing expectations of provision at the same time as managing decreasing budget
4. Challenging economic climate and local economy
5. Increasing need to strengthen the digital infrastructure and support digital inclusion for individual residents as well as public, private and third sector organisations looking to develop economic prosperity and agile working
6. Changing demographic profile of the county and in particular its ageing population
7. Increasing risks to ensure children and young people are protected from harm
8. Adapting to environmental change
9. Increasing deprivation and poverty with growing inequities between communities
10. Increasing legislation and regulation from Welsh Government
11. Managing the workforce risks associated with the pace of change required by the organisation.
12. Developing a dynamic economy in the context of Brexit

# The Council's Core Values

In delivering this strategy it is important that we maintain our core values in everything we do:-



**Customers First** – we put the needs of our citizens at the heart of everything that we do

**Listening** – we listen to learn, understand and improve now and in the future

**Excellence** – we constantly strive for excellence, delivering the highest quality possible every time by being creative, adopting innovative ways of working and taking measured risks

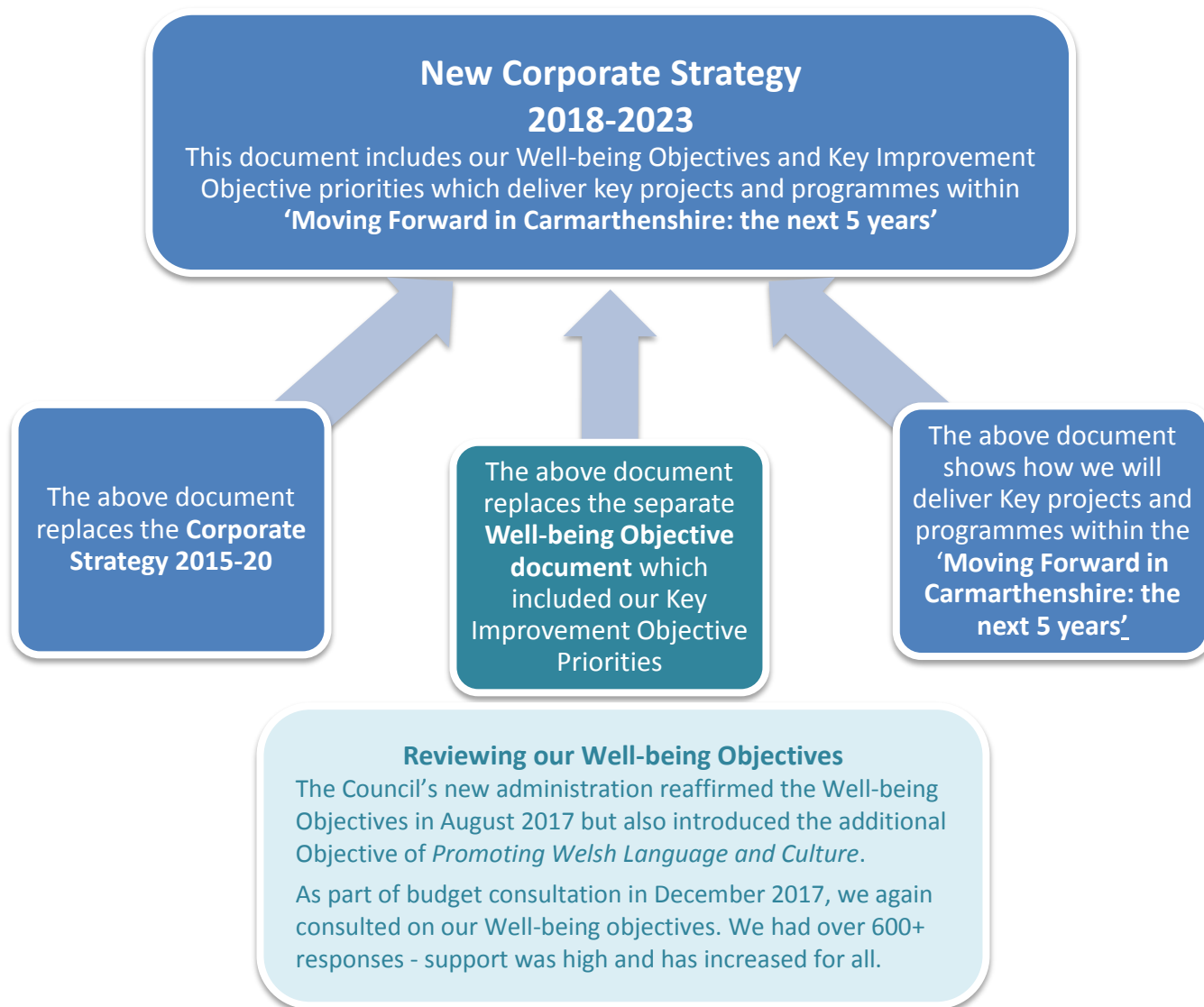
**Integrity** – we act with integrity and do the right things at all times

**Taking Responsibility** – we all take personal ownership and accountability for our actions

## Bringing Plans together

**This New Corporate Strategy consolidates the following plans into one document:-**

1. It supersedes the 2015-20 Corporate Strategy
2. It incorporates our Improvement Objectives as required by the Local Government Measure 2009 (See *Appendix 1*)
3. It includes our Well-being Objectives as required by the Well-being of Future Generations (Wales) Act 2015. For the first time in Wales, there is a shared vision and set of goals for all public bodies to work towards, our Well-being Objectives are set to maximise our contribution to these (See *Appendix 1*)
4. It includes Carmarthenshire County Council's Executive Board key projects and programmes for the next 5 years as set out in '*Moving Forward in Carmarthenshire: the next 5 years*'



## Priorities

*‘Moving Forward in Carmarthenshire: the next 5 years’* makes it clear that regeneration is the Council’s number one priority. Our 15 Well-being Objectives cover the broad range of Council Services to ensure economic, environmental, social and cultural well-being.

The allocation of resources to deliver these objectives is outlined in *Appendix 2*.

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

### Start Well



### Live Well



### Age Well



### Healthy, Safe & Prosperous Environment



## Well-being Objectives

**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, helping people into work & improving the lives of those living in poverty.

**6.** Creating 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 & obesity).

**9.** Supporting good connections with friends, family and safer communities.

**10.** Support the growing numbers of older people to maintain dignity & independence in their later years.

**11.** A Council wide approach to supporting Ageing Well in Carmarthenshire.

**12.** Looking after the environment now and for the future.

**13.** Improving the highway and transport infrastructure and connectivity.

**14.** Promoting Welsh language and culture.

**15.** Building a Better Council and Making Better Use of Resources



# Start Well

**18%** (32,800) of Carmarthenshire's population are aged between 0 and 15

**29.4%** of 4-5 year olds being overweight or obese

**12.3%** of children in Carmarthenshire are living in workless households

There are **97** Primary Schools (16,000 pupils) and **12** Secondary schools (11,000 pupils) in the County

There are currently; **92** children on the Child Protection Register; **193** Looked After Children and **761** Children in receipt of Care and Support in Carmarthenshire



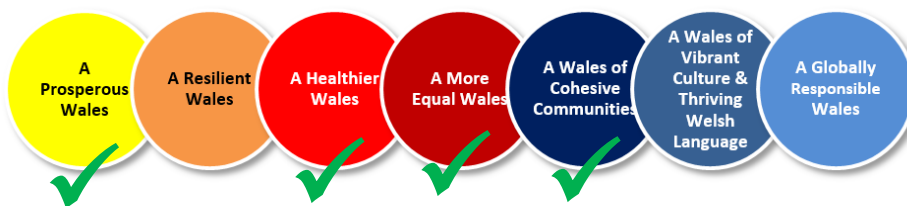


## Well-being Objective 1

Start Well - Help to give every child the best start in life and improve their early life experiences

### So why is this important?

- Giving every child the best start in life is crucial to reducing inequalities across the life course.
- What happens during these early years has lifelong effects on many aspects of health and well-being - from obesity, heart disease and mental health, to educational achievement and economic status.
- Looked After Children (LAC) are more likely to have been exposed to Adverse Childhood Experiences (ACE's) associated with poor long term outcomes before entering care (Jones, 2011<sup>1</sup>).



### Why this should concern us?

- For every 100 adults in Wales, 47 have suffered at least one ACE during their childhood and 14 have suffered 4 or more. Children who experience stressful and poor quality childhoods are more likely to adopt health harming behaviours.
- 12.3% of children in Carmarthenshire are living in workless households, lower than the 2015 figure of 15.3 and just below Wales (13.9%) but above UK (11.6%).
- In Carmarthenshire there are currently 92 children on the Child Protection Register, 193 Looked After Children and 761 children in receipt of care and support.

### What do we need to do?

- We need to give every child the best start in life and ensure development throughout early childhood.
- We need to build resilience against adverse experiences.

### How will we do this?

#### A. We will **support families** by:

- a. promoting bonding and attachments to support positive good parent-child relationships.
- b. better equipping parents and care-givers with the necessary skills to avoid ACEs arising within the home environment and encourage development of social and emotional well-being and resilience in the child.
- c. identifying and intervening where children may already be victims of abuse, neglect or living in an adverse environment.
- d. continuing to provide attachment awareness training in schools to ensure they become *attachment awareness schools*.
- e. ensuring that our specialist substance misuse team meets the needs of children by:
  - i. Providing specialist advice and support for front line teams
  - ii. Raising awareness of the dangers of substance misuse and support people to make informed decisions to prevent the harm caused by substance misuse.

- B.** We will ensure that every child with identified **additional learning needs (ALN)** in all Carmarthenshire schools will have access to delegated ALN funding and appropriate integrated support services – e.g. Educational and Child Psychology, Sensory Impairment support and Advisory Teachers.

We will continue to develop the **Flying Start** programme, promoting early intervention for disadvantaged families with children (0-3) living in specific deprived communities.

We will ensure the Council fully responds and delivers key childcare and play requirements moving towards delivering 30 hours of free education and care for working parents.



More Information - You can see our **detailed action plan** to achieve this objective here

<sup>1</sup> Jones (2011). Factors associated with outcomes for looked after children and young people: a correlates review of the literature Child: care, health and development

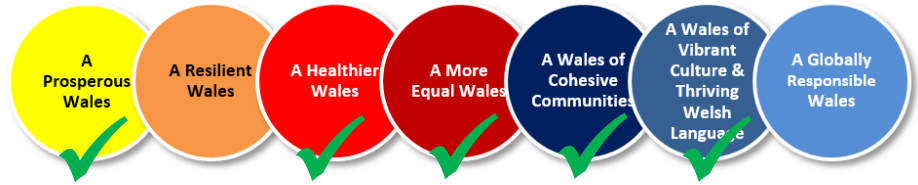


## Well-being Objective 2

### Start Well - Help children live healthy lifestyles

#### So why is this important?

- Projections suggest an increase in trends for childhood obesity going forward with figures showing males between the ages of 2 – 15 being at greatest risk.
- The [Play Sufficiency Assessment](#) identified playing outside as the most popular setting for children but also found that 32% of parents worried so much about their child's safety that it affected their children's opportunity to play. This was mostly concerned with road traffic.
- Assessment engagement activity with primary school children showed being physically active to be the second most important factor for positive well-being of children aged 6 – 11, after connections with family and friends.
- Living healthy lives allows children to fulfil their potential and meet education aspirations.
- Habits established early in life remain with people to allow them to play a full part in the economy and society of Carmarthenshire.



#### Why this should concern us?

- Carmarthenshire has the 9<sup>th</sup> highest (previously 3<sup>rd</sup> highest) levels of childhood obesity in Wales with 29.4% (560) of 4-5 year olds being overweight or obese, higher than the Welsh average of 27.1%
- Engagement with primary schools identified a strong link between physical activity and opportunities to play in outside spaces, and to feel safe in that environment.
- Mental health disorders in children and young people are equally as prevalent, with 1 in 10 children and young people aged five to sixteen suffering from a diagnosable mental health disorder. Between the ages of one to twelve, 1 in 15 young people deliberately self-harm.

Source: - *Our Health Our Future, Hywel Dda Interim Integrated Medium Term Plan 2016/7 - 2018/19* (page 56)

#### What do we need to do?

- We need to work with partners to ensure children across Carmarthenshire: eat healthily, are physically active and maintain good mental health.
- We need to review if current measures and actions are making any difference.
- We need to measure activity through schools.

#### How will we do this?

- We will increase the range of **physical activity** opportunities available for children, and target those at higher risk of inactivity, using activities such as swim sessions (Free, Splash, School, Wave, Skills Clubs), Actif Play and Storytime, Actif Passport to Physical Literacy, Dragon Multi-Skills and Sport, 5x60 and Focus Sport activity developments.
- We will **address mental health** including reducing exposure to adverse childhood experiences.
- We will **promote eating healthy**, including through school meals, the *Healthy Schools scheme* and the *School Holiday Enrichment Programme* (previously *Holiday Hunger scheme*).
- We will **increase awareness** of healthy lifestyles including promoting the Public Health Wales' *10 Steps to a healthy weight* preventative programme to help beat childhood obesity.
- We will continue to develop, promote and deliver the **Flying Start Programme**.

We shall implement the School Holiday Enrichment (Holiday Hunger) Programme (SHEP), supporting families and children during school vacations to cook healthy meals, particularly aimed at pupils eligible for Free School Meals.

Through the Healthy Schools Scheme we will continue to increase the level of physical activity by developing the Carmarthenshire Outdoor Schools Project



More Information - You can see our **detailed action plan** to achieve this objective **Page 137**



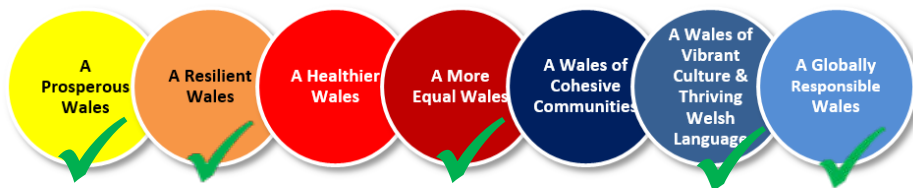


## Well-being Objective 3

Start Well - Continue to improve learner attainment for all

### So why is this important?

- We all want all of our children and young people to have the best possible start in life by supporting them to gain the skills and knowledge they need to lead happy, healthy, fulfilling lives.
- We want to improve outcomes for all ages through lifelong learning, to enable them to thrive in 21<sup>st</sup> Century living and the world of work.
- Research by *The Institute of Education* suggests that attending a good pre-school and primary school can have more impact on children's academic progress than their gender or family background (Taggart, 2015)
- Our service remains committed to both the principles and priorities as outlined in the Welsh Government's most recent strategic document '[Education in Wales: Our National Mission.](#)'



### Why this should concern us?

- There is currently a gap nationally (including Carmarthenshire) between the performance of pupils eligible for free school meals (eFSM) and those who are not. This aspect of our end of key stage performance and achievement continues to challenge and concern us.
- We have schools that need to improve in specific areas as recognised through the National Categorisation system\* (for 2017; 27% of Primary schools are rated 'Amber Support Category' and 1% of Primary schools is rated 'Red Support Category').  
\*Four levels of 'Support Category' exist – Green, Yellow, Amber and Red. All Secondary schools are currently rated in the Green or Yellow Support Category.
- The [2015 PISA results](#) (Programme for International Student Assessment), for which Kirsty Williams, Welsh Government Cabinet Secretary for Education, has stated "*remains the recognised international benchmark for skills*", continue to show Wales adrift from the rest of the UK.

### What do we need to do?

- We need to continue to improve results further for all learners, placing a focus on those entitled to Free School Meals and vulnerable learners - see also **Tackling Poverty Well-being Objective 5**.

### How will we do this?

- A. We will ensure a relentless emphasis on **improvement in education outcomes** for all children and young people across all learning phases, with a particular focus on vulnerable learners and those entitled to *Free School Meals*.
- B. We will continue to **improve school attendance** and learner well-being.
- C. We will provide **an excellent school in the right place** by:
  - a. Improving the condition, suitability and resource efficiency of our schools network through the *Modernising Education Plan*.
  - b. Developing an engaging, relevant and authentic *Local Curriculum*, within a clear framework of national guidance, which will fully prepare our children and young people for the challenges and opportunities of adult life.
- D. We will continue **workforce development and succession planning** by:
  - a. Developing and supporting a collaborative self-improving school system to ensure high quality leadership and provision for all learners.
  - b. Investing in further developing the skills of our teachers and support staff.
- E. We will continue the **development of Welsh in all our services**, thus moving towards ensuring that every pupil is confidently bilingual. Pupils can fulfil their potential in gaining skills to operate as bilingual citizens in their communities, the workplace and beyond.

We will increase the *Average Capped 9 points score* which is currently regarded as the key measure of achievement at the end of compulsory education.



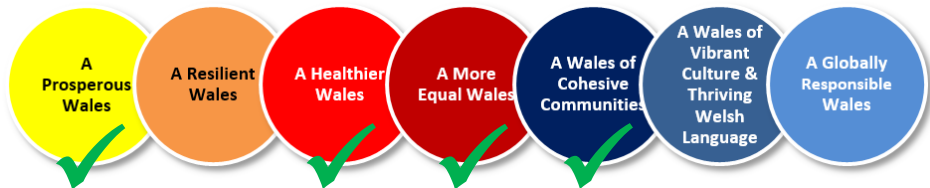


## Well-being Objective 4

Start Well - Reduce the number of young people that are Not in Education, Employment or Training (NEET)

### So why is this important?

- Reducing the number of NEET young people reduces the effects of poverty and the wider cost to society of support services, reliance on benefits and offending.
- It is essential to maximise the life opportunities of children, ensuring that as many young people as possible are able to progress to school 6<sup>th</sup> forms, Further Education Colleges, apprenticeships, training provision or work.
- It enables young people to contribute positively to their local communities.



### Why this should concern us?

- The % of Carmarthenshire Year 11 pupils who became NEET in 2017 was 1.4% (27 pupils) although it is a reduction on 2016 of 2.1% (40 pupils), the % of Carmarthenshire Year 13 pupils who became NEET was 3% (20 pupils) in 2017 up from 2.0% (14 pupils) in 2016.
- Carmarthenshire ranks 13<sup>th</sup> (of 22) Local Authorities in Wales for Year 11 pupils becoming NEET and above the All-Wales average of 1.6%.

### What do we need to do?

- We need to ensure that all children and young people in Carmarthenshire have the best possible opportunities to study, train and gain worthwhile employment locally, regionally or nationally.
- We will ensure that all vulnerable learners including those with a disability or additional learning needs are not excluded from programmes.
- We need to continue to deliver the six elements of the Welsh Government's Youth Engagement and Progression Framework (YEPF) which comprises of:
  - Identifying young people at risk of becoming NEET;
  - Providing brokerage and co-ordinated support for young people;
  - Improve tracking and transition support;
  - Ensuring provision meets the needs of young people;
  - Strengthening employability skills and entrepreneurship;
  - Ensuring we are accountable for our actions.

### How will we do this?

- We will implement the six **Youth Engagement and Progression Framework** Actions above.
- We will deliver the local elements of the *Cynnydd* and *Cam Nesa* **European Social Fund projects** (guaranteed funding till 2018-2020) which assists young people in progressing to further education, training and employment during the Post 16 education phase.
- We will implement the recommendations of the **Carmarthenshire 11-19 Education Strategic Review**.
- We will build on existing partnership relationships with local businesses and the public sector through the **Carmarthenshire Curriculum Review** to focus skills demands and employability of new and existing labour market entrants within Carmarthenshire to ensure that local and regional demands are met.

Also see Well-being Objectives 5+6 Action Plans re Hub and Regional Learning Partnership

We will work with partners to develop further opportunities for apprenticeships within the County. We shall support care leavers where possible to ensure that they are in education, training or employment at 24 months after leaving care.



More Information - You can see our [\*\*detailed action plan\*\*](#) to achieve this objective [here](#)



# Live Well

**59%** (110,102) of Carmarthenshire's population are of working age (16-64)

We created **352.5** jobs and accommodated **195** jobs with Regeneration assistance during 2017/18

Over **7 in 10** (73%; 78,600) of Carmarthenshire's working age population (16-64) are economically active

There were almost **1.6 million** visits to our leisure centres during 2017/18

Over **1 in 3** (35%) of households are living in poverty, according to the Welsh Government definition  
– households with less than 60% of GB median income



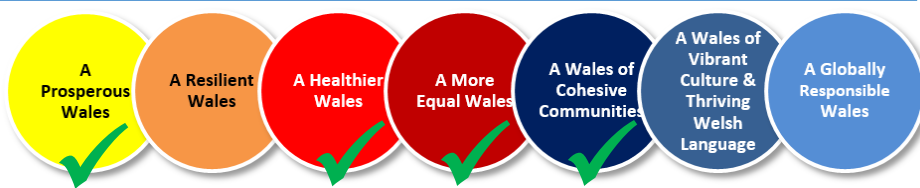


## Well-being Objective 5

Start Well/Live Well - Tackle poverty by doing all we can to prevent it, help people into work & improve the lives of those living in poverty

### So why is this Important?

- Poverty and deprivation have serious detrimental effects across all aspects of well-being. It limits the opportunities and prospects for children and young people, damages the quality of life for families and communities.
- Poverty can be a barrier to full participation in society and is too often an intergenerational experience which poses a significant threat to experiencing positive well-being both now and in the future.
- Research shows that children growing up in workless households experience consistently poorer outcomes than other children whose parents are always working, in relation to educational attainment and cognitive ability.



### Why this should concern us?

- 35% (28,223) of households in Carmarthenshire can be defined as **living in poverty**, 15<sup>th</sup> highest in Wales (Welsh average 33%). *Welsh Government defines poverty as when “household income is less than 60% of the GB median income”. This means a household where income is **less than £18,553** a year (2017 - 60% of £30,921)*

### What do we need to do?

- We need to **prevent poverty** – There is a strong correlation between being born poor and experiencing a lifetime of poverty and many of the triggers of poverty experienced in childhood and later life are preventable if identified and addressed in a timely manner. Providing early, targeted and holistic interventions can therefore help reduce the likelihood of poverty occurring in our communities.
- We need to **help people into work** - work is one of the most fundamental and effective means of tackling poverty in all its forms. Work provides income and opportunities for social, emotional and cerebral development as well as improved health and well-being.
- We need to **improve the lives of people living in poverty** by supporting those in poverty and improving access to help to maintain basic standards of living.

### How will we do this?

- Our children and education services will work to **prevent poverty** through delivering key early intervention programmes such as flying start, team around the family (TAF) and financial literacy is on the school curriculum. In addition services such as housing will take a more proactive, preventative approach to addressing key triggers of poverty to prevent escalation of issues such as homelessness and fuel poverty.
- We will **help people into work** by building their confidence and skills through the dedicated Communities 4 Work programme and targeted support for those who are furthest from the labour market e.g. those who are Not in Employment, Education or Training (NEET).
- We will **improve the lives of those living in poverty** through promoting and supporting greater financial literacy via services such as trading standards and housing benefits. We will also deliver initiatives to support key vulnerable groups including the School Holiday Enrichment Programme (SHEP), Toy Box and Hamper appeal.

We will develop a pilot project in the Tyisha ward to develop ways of addressing poverty in the area. We will undertake a comprehensive multi-service community engagement programme with a view to identifying key community and physical regeneration actions the Council, in partnership with other stakeholders, can take to support the community to develop future opportunities and prospects.

**Rural Poverty** – see also Well-being objective 6 - Create more jobs and growth throughout the County, Part C - By identifying and addressing the issues facing rural communities.





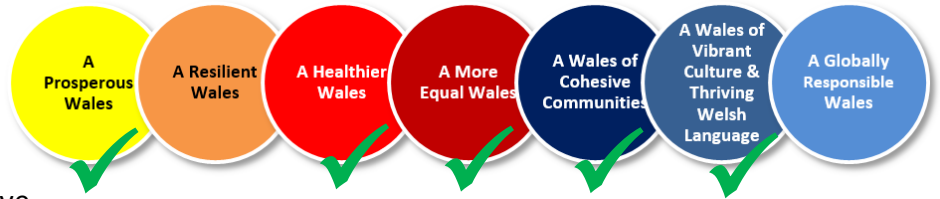


## Well-being Objective 6

### Live Well - Create more jobs and growth throughout the county

#### So why is this important?

- Providing secure and well paid jobs for local people is central to everything we are seeking to achieve.
- Increasing employability is fundamental to tackling poverty, reducing inequalities and has a dramatic impact on our health and ability to function in everyday society.
- With an ageing workforce, feeling stimulated, using skills and social interaction are much more important to positive well-being in work than wage levels or job stability (well-being assessment survey).



#### Why this should concern us?

- Out of Carmarthenshire's 73.4% employed working age workforce @Sep 2017, 58% of the workforce are within the professional/technical/skilled trade occupations – well *below* the Welsh average of 63%, whilst 42% are within the caring/leisure/customer service/machine operative occupations – well *above* the 37% Welsh average.

Also see Well-being Objective 4 –Reduce the number of young adults that are NEET (Not in Education, Employment or Training)

- We must tackle a GVA (gross value added) gap that is widening between UK GVA & Wales GVA; *GVA is the measure of the value of the wages and profits from goods and services produced in an area.*

#### What do we need to do?

- We need to build a knowledge-rich, creative economy by maximising employment & training places for local people through creating jobs and providing high quality apprenticeships, training and work experience opportunities, in order to have an on-going skilled & competent workforce to face the future.
- We need to evolve Carmarthenshire's position in the Swansea Bay City Region (Swansea, Carmarthenshire, Pembrokeshire and Neath Port Talbot) into a confident, ambitious and connected county.
- We need to continue to invest in our local rural, infrastructure, including transportation to attract businesses, tourism/leisure to the county to promote economic growth and activity by building better connections and generating a strong tourism industry (see *Improving the highway & transport infrastructure and connectivity* Well-being Objective 13).
- We need to continue to invest in the strategic regeneration of our 3 principal towns, key strategic employment sites and continue to support business growth.
- We need to support Welsh Governments' - [\*Prosperity for All-the National Strategy:Economic Action Plan\*](#)

#### How will we do this?

- Regionally, by co-ordinating and delivering the Swansea Bay City Deal and specifically the Carmarthenshire based projects – Yr Egin and the Life Science and Wellness Village
- Locally, by delivering the Transformational Strategy Area Plans targeting bilingual urban, coastal and rural Carmarthenshire
- By identifying and addressing the issues facing rural communities
- By developing learning, skills, employability and encouraging a spirit of entrepreneurship throughout the county to support new businesses in the county (Regional Skills & Learning Partnership)
- By developing Carmarthenshire as a dynamic economy, in the context of BREXIT.

We will ensure the County fully benefits from the opportunities that will be created through the £1.3 billion investment through the Swansea Bay City Deal  
We will establish regeneration initiatives to focus on the development of the rural market towns in the County.



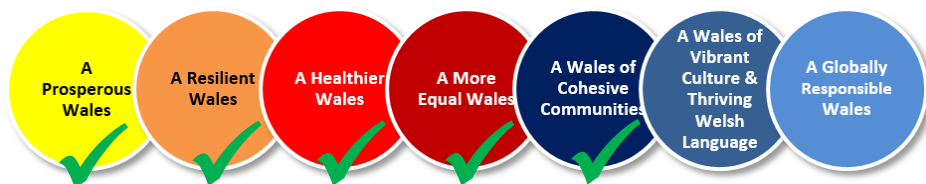


## Well-being Objective 7

### Live Well - Increase the availability of rented and affordable homes

#### So why is this important?

- Good quality affordable homes promote **health and well-being**, meeting the individual needs of the residents, building strong sustainable communities and places where people want to live.
- Good quality energy efficient affordable homes are good for the **People and the Environment** - as the energy use within the home will be reduced, having a significant effect on reducing the fuel costs for the occupying residents. It will also have a significant effect on reducing pollutants in the atmosphere and mitigating fuel poverty in our communities.
- It's good for the **Social Structure** - well-placed affordable housing developments allow communities to welcome a wide range of families and to create a vibrant, diverse, group of residents.
- It's good for the **Economy** - in order to thrive, new businesses need easy access to its workforce. Affordable housing developments ensure that working families will remain in their community.



#### Why this should concern us?

- People told us during our consultation on affordable Housing in 2015 that we need to:
  - Target help where the need is highest, in both urban and rural areas, by delivering more affordable homes for rent.
  - Be more flexible - whether by bringing wasted homes back into use, buying existing homes or building new ones.
  - Do whatever it takes by developing innovative and creative ways to deliver more homes.
  - Use our resources in the best possible way to ensure as many new homes as possible.
  - Use the expertise, skills and resources of those we work with.

#### What do we need to do?

- We need to provide additional affordable homes to meet the needs of residents in Carmarthenshire.
- We need to build new council homes across the County.
- We need to actively work with private landlords to encourage them to make their properties available at affordable rental levels, including bringing more private sector homes into the management of our in-house 'Simple Lettings Agency'.
- We need to work in partnership with Housing Associations in Carmarthenshire to maximize the supply of new build affordable homes.
- We need to actively work with property owners to bring empty homes back into use.
- We need to purchase homes from the private sector and increase the Council Social Housing stock.
- We need to maximize the number of affordable homes delivered through developer contributions from the planning system.
- We need to maximize all funding opportunities for both the Council and Housing Associations.

#### How will we do this?

- A. We will deliver all of the above through our [Affordable Homes Delivery Plan](#) by building new council homes directly through the Housing Revenue Account. By bringing empty homes back into use to increase choice and accessibility of homes in the areas of greatest housing need.

We will develop a wider range of homes through our recently established Housing Company. We will purchase private sector homes to increase the Council's housing stock in the areas of greatest housing need. We will continue to manage private sector homes, for Private Landlords, through the 'Simple Lettings Agency'.

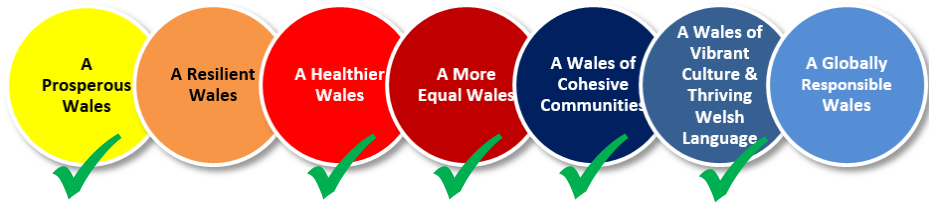


## Well-being Objective 8

### Live Well - Help people live healthy lives (tackling risky behaviour and obesity)

#### So why is this important?

- Our way of life is changing, people are living longer with a higher quality of life.
- The challenge is to prevent ill health.
- Living healthy lives allows people to fulfil their potential, meet educational aspirations and play a full part in the economy and society of Carmarthenshire.
- Many of the preventive services and interventions required to maintain health, independence and well-being lie outside health and social care.
- Playing a part in providing accessible, inclusive, exciting, sustainable services, which promote and facilitate learning, culture, heritage, information, well-being and leisure.



#### Why this should concern us?

- There is a significant gap in life expectancy and a healthy life expectancy. In Carmarthenshire:-
  - Life expectancy for *males* is 78.6 years (2014-16) compared to a healthy life expectancy of 65 years (2010-14)
  - Life expectancy for *females* is 82.2 years (2014-16) compared to a healthy life expectancy of 66 years (2010-14)
  - Healthy life expectancy of *both males and females* are below the Welsh average of 65.3 and 66.7 years.
- 21% of adults are still smoking in Carmarthenshire and 57% of adults are overweight or obese (Welsh Average of 59%) National Survey of Wales 2016/17

#### What do we need to do?

- We need to work with partners to ensure people across Carmarthenshire:
  - Eat and breathe healthily
  - Are physically active; and
  - Maintain good mental health.
- We need to remove inequalities around opportunities for people to address these 3 key areas

#### How will we do this?

- Eat and breathe healthily:** We will provide healthy vending and food options as part of their catering provision at our Leisure facilities and continue to ensure that our outdoor recreation facilities i.e. Country Parks, rights of way networks remain well maintained and accessed safely and enjoyed by everyone.
- Physical Activity:** We will continue investment in the new state of the art Wellness Village in Llanelli; promote in partnership the ethos of getting “more people more active more often” and enable employers in the workplace to support the health and well-being of their workforce through Workplace Health initiatives.
- Mental Health:** We will continue to work with health and third sector partners to transform mental health services and improve access to information, advice, preventive and crisis services in Carmarthenshire. We will aim for people to experience the positive health benefits of taking inspiration from museum collections to promote creativity, mindfulness and self-confidence and imbed the New Mobile Library Fleet to improve information, digital and health literacy across the county.

We shall invest in the County's leisure centre provision with the development of a new facility in Llanelli as part of the Wellness Village.

We will implement the Cycling Strategy for Carmarthenshire that will focus on 5 key strategic themes: Education, Development & Training; Infrastructure & Facilities; Marketing & Branding; Tourism & Events







# Age Well

Almost **1 in 4** (23%, 42,662) of Carmarthenshire's population are of pensionable age (65+)

Life Expectancy is **78.6** for men and **82.2** for women but a Healthy Life Expectancy is 65 for men and 66 for women

Carmarthenshire has an ageing population. By 2039, around **1 in 3** (31%; 58,900) of residents will be aged 65 and over

**48%** (close to the National average of 50%) of Carmarthenshire residents feel they live in cohesive communities

**1 in 3** have a limiting illness



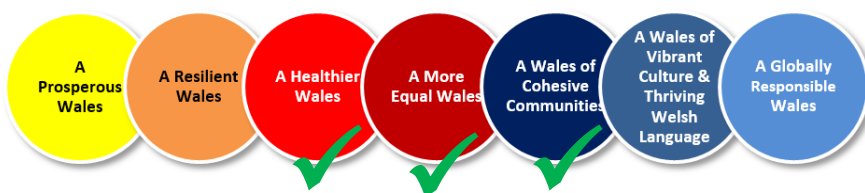


## Well-being Objective 9

Live Well/Age Well - Support good connections with friends, family and safer communities

### So why is this important?

- Loneliness and social isolation are harmful to our health, with research showing that lacking social connections is as damaging to our health as smoking 15 cigarettes a day and is worse for us than well-known risk factors such as obesity and physical inactivity.
- Social networks and friendships not only have an impact on reducing the risk of early death and illness, but they also help individuals to recover when they do fall ill.
- Social isolation puts individuals at greater risk of cognitive decline with one study concluding that lonely people have a 64% increased chance of developing clinical dementia
- The lack of connectedness is not just an issue of older people with a recent report suggesting that almost two-thirds (65%) of 16-24-year-olds said they feel lonely at least some of the time, and almost a third (32%) feel lonely often or all the time.
- Loneliness amongst young people has been shown to increase the likelihood of poor physical & mental health, the risk of becoming involved in criminal activity and reduce future employment opportunities.



### Why this should concern us?

- In our well-being survey of 2,500 residents, good relationships and a sense of belonging was the 3<sup>rd</sup> highest thing that mattered.
- The importance of family in positively influencing well-being is evident in findings from primary engagement activities delivered as part of Carmarthenshire's Well-being assessment. Family and friends were overwhelmingly identified as the most important factor in experiencing positive well-being by over 500 adults and children taking part in an exercise.
- 48% (close to the National average of 50%) of Carmarthenshire residents feel they live in cohesive communities. 72% agreed that local people treat each other with respect and consideration, 68% agreed that people from different backgrounds get on well together and 70% feel they belong to their local area. (*National Survey for Wales, 2016/17*).
- Safety-related issues were highlighted throughout the Carmarthenshire Wellbeing Assessment and feeling safe at home and in the local community impacts on everyone's sense of well-being

### What do we need to do?

- We need to ensure services respond to the needs of families and communities.
- We need to continue to build greater community cohesion and to support and empower communities to address their safety, collective well-being and the well-being of those within the community, including the building of social bonds within groups and social bridges between groups in our communities.
- We need to encourage promotion of independence, wellbeing, community engagement & social inclusion.
- We need to keep our communities safe when delivering our services.

### How will we do this?

- A. We will continue to develop and implement how we provide information, advice and assistance across social care services.
- B. We will promote and develop strong connections for people, places and organisations.
- C. We will identify the strengths and resources within communities which can contribute to promoting and supporting the health and wellbeing of neighbours.
- D. We will continue to support community safety to help increase people's sense of personal security and their feelings of safety in relation to where they live, work and spend their leisure time.

We will implement the new Mid and West Wales Community Cohesion Regional Delivery Plan.



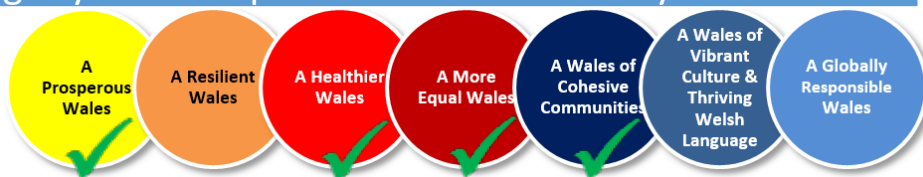


## Well-being Objective 10

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

### So why is this important?

- Consultations have demonstrated that 'what matters' to individuals is to be able to be as independent and well as possible for as long as possible.
- 'Being respected as an older person and not being seen as a burden on the local health and social care system'**
- Research shows that a vital factor of healthy aging is for older people to feel included and useful.
  - Older people contribute to the economy in Carmarthenshire by caring for their grandchildren or other family members. Figures from the Family and Childcare trust report that 2.3 million grandparents say that they look after their grandchildren in order to enable the children's parents to go to work. In the UK as a whole those aged 65 and over contributed £61bn to the economy through employment, informal caring and volunteering.
  - The Royal Voluntary Service have described older people as the '*social glue*' of communities.



### Why this should concern us?

- The census in 2011 found that 28% of the adult population is over the age of 65, and by 2030 the proportion of older adults will increase to 34%, although age is increasingly redundant as a means to analyse need, evidence does indicate that older people are more likely to need care and support.
- Life expectancy in Carmarthenshire is increasing but this is not matched by disability free life expectancy, we have lower expectancy of disability at 71 for males and 72.2 for females compared to the national average.
- Our frail population demographic is increasing & will require support to remain as independent as possible.
- It is essential that we lay robust foundations to future proof the availability of services that promote and support ongoing well-being and independence for our frail older adult population.

### What do we need to do?

- We need to continue to integrate health and social care at population health level to address the complex needs associated with age related multiple conditions and frailty.
- We need to work with individuals and communities together with the public, private and voluntary sectors to develop and promote innovative and practical ways to make Carmarthenshire a good place to grow older for everyone (see Objective 11 on *Ageing Well*).
- We need to develop service provision on a smaller footprint which are population based, integrated across health & social care and seek to reduce demand and growth in the future

### How will we do this?

- A. We will improve population health which requires efforts to change behaviours and living conditions across communities. It also means that accountability for population health is spread widely across these communities. We will develop a '*social*' model of health and care that focuses on physical, mental and social wellbeing rather than ill health. This will be done on a population level.
- B. We will continue to promote our '*offer*' across three tiers – Tier 1, Help to help yourself; Tier 2 – Help when you need it and Tier 3 – Ongoing help when you need it.
- C. We will strive to develop '*place based systems of care*' that will enable health and care providers to work together for the population they serve. We will modernise our workforce to ensure they are fit for purpose and sustainable into the future. A multi-professional and multi-organisational approach to care is required. (Also see Well-being Objective 9 - Support good connections with friends, family and safer communities)

We shall provide support for carers, and young carers in particular, to enable them to continue providing the invaluable care they offer to family and friends in need



More Information - You can see our [\*\*detailed action plan\*\*](#) to achieve this objective here





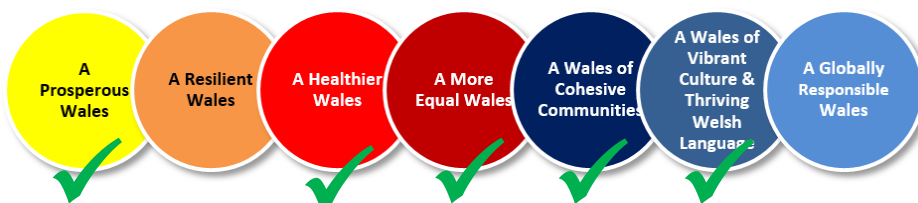
# Well-being Objective 11

## Age Well - A Council-wide approach to support Ageing Well in Carmarthenshire

*This Well-being Objective now supersedes the Councils Ageing Well Plan 2015-2018*

### So why is this important?

- Wider services can make an important contribution in supporting and sustaining the independence of older people and reducing the demand on Social Services and Health Care.
- When planning services for older people, we need to listen to what they have told us.
- In deciding what to do, we need to ask ourselves, would this service *be ok for me or my relatives?* If not, *how can we improve?*
- Tackling the causes of loneliness and social isolation is a national priority for the Welsh Government.
- Older people's rights must be promoted and protected so they can live free of abuse, neglect, ageism and discrimination and are able to participate fully in their communities and thrive in older age.
- We fully support the 'Dublin Declaration on Age-Friendly Cities and Communities in Europe, 2013'. We are committed to delivering the expectations of this Declaration within our local approach to the Ageing Well in Wales Programme through this well-being objective.



### Why this should concern us?

- Older people are a significant asset to Wales, worth over £1bn to the Welsh economy annually. We must take forward an asset-based approach which, rather than focusing on the costs of providing services for older people, considers instead the cost of not investing in older people. Older people provide around £469m worth of volunteering every year, including childcare - the value of which is around £750m per annum.
- Carmarthenshire has an ageing population and by 2039 around 1 in 3 residents will be aged 65 +.
- Older people who are supported by tailored services and living in inclusive communities, are able to contribute more to the local economy and society.
- When surveyed older people have told us that they want as much support as possible to help them do the things they enjoy and to be able to manage day to day.

### What do we need to do?

- We need to 'join-up' our diverse divisions and departments to support independent living and to help older people live in their communities. Making sure that the impact of all service changes on elderly people are carefully thought through.
- We need to consult in a meaningful way with older people who are often 'experts by experience' and know the services they need to remain active and independent in their communities.
- We need to focus on an outcome based approach to draw out the changes and improvements seen in an individual's life – we need to build services around the outcomes older people need.
- We need to examine how we will work with the Public Service Board (PSB) to achieve the Older People's Commissioner for Wales's targets for inclusion in the PSBs *Well-Being Plan*.

### How will we do this?

- We will take forward the 5 priority aims of the [National](#) Ageing Well in Wales Plan 2014-19
  - By developing Age Friendly Communities
  - By developing Dementia Supportive Communities
  - By working to help prevent falls
  - By creating opportunities for employment and new skills
  - By supporting people who are experiencing loneliness and isolation

We will work with partners to provide more opportunities for vulnerable and older people to socialise in order to reduce loneliness.

# Healthy, Safe & Prosperous Environment

Carmarthenshire has a population of **185,610**

55 crimes per 1000 population (10,137 recorded crimes during 2016/17); **79%** feel safe in their area

**64%** of waste from 87,000 households was recycled during 2017/18

There are over **3,300km** of roads in Carmarthenshire

Carmarthenshire has the highest number of Welsh speakers in Wales at **80,700**

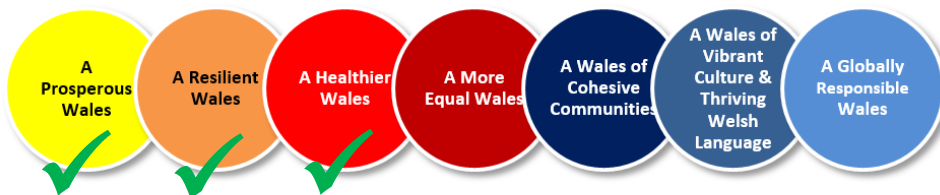


## Well-being Objective 12

Healthy & Safe Environment - Look after the environment now and in the future

### Why is this important?

- The *Natural Environment* is a core component of sustainable development. The Environment (Wales) Act 2016 expands the duty placed on public bodies, requiring them to *maintain & enhance biodiversity and promote ecosystem resilience*.
- A biodiverse natural environment, with healthy functioning ecosystems, supports social, economic and ecological resilience. Carmarthenshire's natural environment is the natural resource on which much of our economy is based – tourism, farming, forestry, and renewable energy. It is a major factor that attracts people, both young and older to live, work and visit the county, bringing inward investment with them.
- The conservation and enhancement of biodiversity is vital in our response to climate change and key ecosystem services such as food, flood management, pollination, clean air and water.
- 60% of the County's people live in rural areas and the remaining 40% live within 400m of natural or semi-natural green space.
- The Well-being Needs Assessment survey identified a strong relationship between residents' well-being and their surrounding environment from providing recreational opportunities, to psychological positivity, health benefits and a connection to heritage and culture.
- The 'Resilient Wales' goal set out in the Well-being Future Generations Act requires public bodies to set objectives to achieve a 'biodiverse natural environment with healthy functioning ecosystems'



### Why this should concern us?

- The environment contributes £8.8 billion of goods and services annually to the Welsh economy, 9% of Welsh GDP and 1 in 6 Welsh jobs; with the environment being relatively more important to the Welsh economy than is the case for the other UK nations.
- A biodiverse natural environment, with healthy functioning ecosystems, supports social, economic and ecological resilience, as well as our health and well-being.
- Responses from the Well-being Assessment survey showed that a clean environment is important to well-being and that residents are concerned with preserving and enhancing the local environment with repeated references to tipping, littering and recycling.
- Rising sea levels are likely to impact not only the 5,587 properties in Carmarthenshire already at risk of tidal and rising river level flooding, but additional properties along the coastal & river communities. A biodiverse natural environment will be more resilient to both climate change, and changes in sea level.

### What do we need to do?

- We need to ensure that in delivering all our strategies, plans, projects and programmes for development, economic growth and the attraction of inward investment, we deliver our S6 Environment (Wales) Act duties and actively maintain and protect biodiversity and promote ecosystem resilience.
- We need to sustain and enhance natural & built spaces to encourage healthy living for residents & visitors.
- We need to support resilience within our rural and urban communities.

### How will we do this?

- We will advise the whole Authority and partners on our need to address the environmental requirements of the Environment (Wales) Act 2016.
- We will monitor delivery of CCC's Environment Act Forward Plan, as required by the Environment (Wales Act 2016), so demonstrating its compliance with the Biodiversity & Resilience of Ecosystems Duty
- We will continue to implement and promote the increased use of renewable energy.
- We will protect our environment and properties through delivering our *Flood & Waste Management Plan*; and protect and manage our coast by delivering the *Shoreline Management Plan*.
- We will deliver actions from the 'Towards Zero Waste strategy', to become a high recycling nation by 2025 and a zero waste nation by 2050.

We will finalise Flood Risk Management Plans as part of the strategy for identifying, managing and mitigating flood risk within our communities.



More Information - You can see our [detailed action plan](#) to achieve this objective here



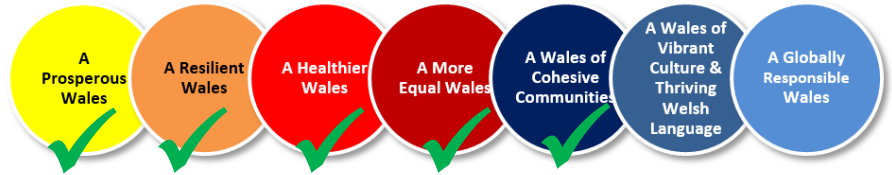


## Well-being Objective 13

### Healthy & Safe Environment - Improve the highway and transport infrastructure and connectivity

#### Why is this important?

- Transportation & highways play a key role in sustaining our community and deliver '*Prosperity for All.*' A modern, successful economy is reliant upon the safe and efficient movement of people and goods; providing opportunities for people to gain access to employment, education, health, leisure, social and retail services.
- *United & connected* is one of the four Welsh Governments' aims in its '*Taking Wales Forward*' plan. Providing integrated and affordable access for businesses, for residents and visitors can stimulate economic development, reductions in deprivation and social exclusion and an increase in well-being.
- Sustaining access to services will deliver improvements in health and wellbeing for all sections of the community e.g. that includes: walking, cycling, passenger and road transport.
- By 2030 South West Wales will be a confident, ambitious and connected City Region.



#### Why this should concern us?

- Our survey identified *transportation and highways as important* and in the top 10 priorities for the community was road maintenance, bus services and pavement maintenance.
- In our survey on satisfaction with services and the importance of services - *Road Maintenance and Repairs* were identified as one of the highest importance with low satisfaction.
- Our highway network is the second largest in Wales covering 3,343 Kilometres, more than double the Welsh average of 1,566 Kilometres; covering 16 million square metres of carriageway.
- The condition of our roads was ranked 17<sup>th</sup> out of 22 across Wales in 2016/17.
- 18.8% of residents do not have access to a car or van. However, 43.5% of households have one car per household, which may indicate reduced accessibility in areas not well served by public transport.
- Only 55% aged 80 or over have access to a car/van therefore public transport and community based services are important to enable people to continue to live within their communities; it can mean the difference between a person staying independent at home or entering residential care.
- Air quality is emerging as a concern in Llandeilo, Carmarthen and Llanelli.

#### What do we need to do?

- We need to develop and support access to services to improve connectivity, reduce congestion and improve competitiveness.
- We need to sustain investment into our public and community transport systems and facilitate travel to and from schools to support our Modernising Education Programme.
- We need to also invest in infrastructure to support more sustainable journeys. For example through cycle ways, footpaths and public transport infrastructure.
- We need to continue to sustain investment in our existing highway infrastructure to improve connectivity;
- We need to maintain our focus on road safety and deliver our road safety strategy priorities.
- We need to ensure our fleet of vehicles is modern, efficient and safe.

#### How will we do this?

- A. We will develop the highway infrastructure to meet the priorities of our Regeneration Plan. We will develop new highways at Carmarthen West, Cross Hands and Ammanford and continue to develop key active travel sites and the Towy Valley Path.
- B. We will continue the successful integrated public transport network such as Bwcabus/LINC and Traws Cymru.
- C. We will plan to redesign our school transport network to support the Modernising Education Programme.
- D. We will continue to support community transport.
- E. We will meet our objectives set out in our Road Safety Strategy.
- F. We will continue to modernise our vehicle fleet to improve efficiency and reduce emissions.

We will continue to invest in strategic transport infrastructure links to support economic development.

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More Information - You can see our [detailed action plan](#) to achieve this

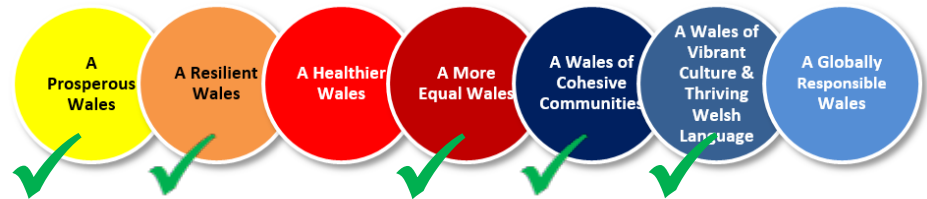


## Well-being Objective 14

### Healthy & Safe Environment - Promote Welsh Language and Culture

#### So why is this important?

- Carmarthenshire is a stronghold for the Welsh language and is considered to be of high strategic importance in its future.
- There are many advantages to bilingualism, including increased cognitive skills,
- It is a unique selling point. Tourist and hospitality industries throughout Europe are now realising the importance of offering unique experiences. Having two languages and a sense of Welsh history and culture places Carmarthenshire in a strong position.
- Engaging in cultural activity has demonstrable positive impact on starting well, living well & ageing well.



#### Why this should concern us?

- According to result of the 2016/17 National Survey for Wales **40%** of people in Carmarthenshire said that they spoke Welsh.
- The 2011 Census showed that the number of welsh speakers in Carmarthenshire had reduced to **43.9%** compared to 50.1% in 2001.
- The Welsh Government's ambition through the [Cymraeg 2050 - Welsh language Strategy](#) is to see the number of people able to enjoy speaking and using Welsh reach a **million by 2050**.
- The Welsh Government's [Light Springs through the Dark: A Vision for Culture in Wales](#) is reinforcing the importance of culture as a priority.

#### What do we need to do?

- We need to ensure compliance with the [Welsh Language Standards](#) under the Welsh Language Measure (Wales) 2011 and monitor progress across the Authority.
- We need to promote the use of the Welsh Language in our communities and work with partners such as the Mentrau Iaith, the Urdd and Mudiad Meithrin to realise the vision and outcomes set out in our [Welsh Language Promotion Strategy](#)
- We need to promote and support adult learners through our [Welsh for Adults](#) provision. Support and encourage our children and young people to become confident bilingual citizens, who chose to continue with bilingual education throughout their educational pathway and encourage more people to learn the Language.
- We need to increase the number of people participating in cultural activity.
- We need to ensure that our collections and our County's heritage assets are protected and accessible for future generations

#### How will we do this?

- A. We will implement and monitor the **Welsh Language Standards** under the Welsh Language Measures 2011 across the Council, to the citizens of Carmarthenshire and other public services
- B. We will implement the **Welsh Language Promotion Strategy** - which will facilitate the use of Welsh in everything we do across all communities
- C. We will continue the **development of Welsh in all our Education services**, thus moving towards ensuring that every pupil is confidently bilingual. Pupils can fulfil their potential in gaining skills to operate as bilingual citizens in their communities, the workplace and beyond/worldwide.
- D. We will promote our **Welsh Culture & Heritage**

To promote the *Strategy for Welsh Language* - We will increase the numbers acquiring basic and further skills in Welsh through the education system and through language transmission in the home. We will also deliver a new archives and storage service for Carmarthenshire.



More Information - You can see our [detailed action plan](#) to achieve this objective here



# Building a Better Council & Better Use of Resources

Carmarthenshire County Council  
Employs over **7,700 people**

Over **34,000** 'Do it online'  
payments

**1.4 million** visits to our website

The Council's Budget is **£345.8 million** for 2018/19





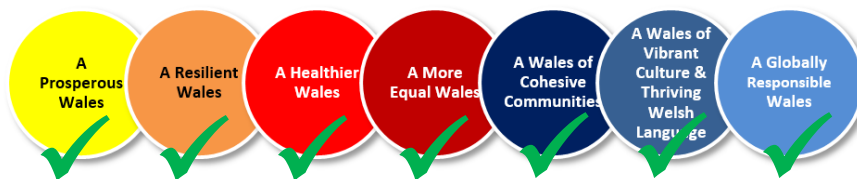


## Well-being Objective 15

### Building a Better Council and Making Better Use of Resources

#### So why is this important?

- The general purpose of the Well-being of Future Generations Act (Wales) 2015, 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.
- There are increasing demands and expectations yet less resources are available. Under these conditions we need to work even more efficiently and effectively to maintain services and improve where we can, delivering 'more (or even the same) for less'.



#### Why this should concern us?

- We need to further improve links between our financial, strategic and business planning. Improving these links was a *Proposal for Improvement in Wales Audit Office's Corporate Assessment*.
- Further financial pressures are likely to arise from such things as rising energy costs, an increasing number of older people needing services from us, offices, school buildings and highways that require significant investment, and this is in addition to the current uncertainty in the economic outlook as the UK embarks on the process of leaving the European Union.

#### What do we need to do?

- Our Transform, Innovate and Change (TIC) programme will support the achievement of a sustainable financial future by delivering more efficient and effective services.
- We will conduct the work of the Council in an open and accessible way, ensuring we are properly accountable for the decisions we make.
- We intend to invest somewhere in the region of *an additional £200 million pounds of capital funding* in our corporate priorities over the next five years.
- We will make better use of our resources which will help to minimise the impact on services primarily by making smarter use of our buildings, our people and our spending.

#### How will we do this?

##### A. By transforming innovating and changing the way we work and deliver services.

Our Transform, Innovate and Change (TIC) programme is aimed at thinking differently, acting differently and therefore delivering differently. The programme takes into account factors such as the potential to deliver financial efficiencies, service improvement, opportunities to work collaboratively with other public sector partners and transformational projects with potential to deliver greater efficiency savings.

##### B. We shall follow the 7 Principles of Good Governance set out Chartered Institute of Public Finance and Accountancy (CIPFA)/ Society of Local Authority Chief Executives (SOLACE) :-

**B1. Integrity and Values** - *(Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law)*

**B2. Openness and engagement** – *(Ensuring openness and comprehensive stakeholder engagement)*

**B3. Making a difference** - *(Defining outcomes in terms of sustainable economic, social, & environmental benefits)*

**B4. Making sure we achieve what we set out to do** - *Determining the interventions necessary to optimise the achievement of the intended outcomes.*

**B5. Valuing our people; engaging, leading and supporting** - *(Developing capacity and the capability of leadership and individuals).*

**B6. Managing risks, performance and finance.**

*(Managing risks and performance through robust internal control and strong public financial management)*

**B7. Good transparency and accountability**

*(Implementing good practices in transparency, reporting, and audit to deliver effective accountability)*

We will further develop the Council's consultation and engagement approaches.



# APPENDICES

## Local Government (Wales) Measure 2009 and Well-being of Future Generations Act (Wales) 2015

The Local Government (Wales) Measure 2009 and the Well-being of Future Generations Act (Wales) 2015 are separate but interconnected legal obligations and it makes sense to ensure that these requirements are fully aligned and combined in this New Corporate Strategy.

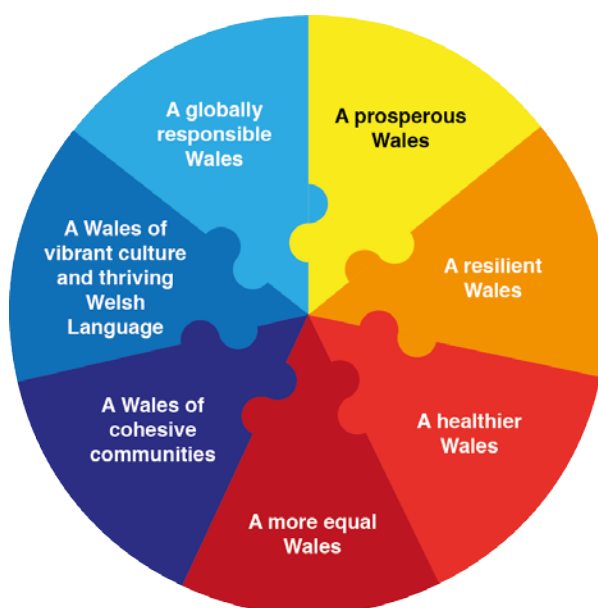
### The Local Government (Wales) Measure 2009

- The Local Government (Wales) Measure 2009 requires the Council to set Improvement Objectives every year. They do not have to change every year, or be deliverable within one year.
- Our Improvement Objectives are essentially the same as our Well-being Objectives as they are based on a thorough evidence-based understanding of the communities we serve and local needs. We compare our Service performance and satisfaction results with all Councils in Wales to make sure we improve where we most need to.
- We have a duty to improve, often delivering 'more (or even the same) for less'.

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

This is an Act introduced by the Welsh Government which will change aspects of how we 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 is designed to improve the economic, social and environmental well-being of Wales, in accordance with sustainable development principles. The new law states that:-

- a) We must carry out sustainable development, improving the economic, social, environmental and cultural well-being of Wales. The sustainable development principle is ***'... the public body must 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.'***
- b) We must demonstrate 5 ways of working:  
Long term, integrated, involving, collaborative and preventative (see **Appendix 1**)
- c) We must work towards achieving all of the 7 national well-being goals in the Act. Together they provide a shared vision for public bodies to work towards.



For the first time in Wales, the Well-being of Future Generations Act, provides a shared vision for all public bodies in Wales to work towards. As a public body subject to the Act we were required to set and publish Well-being Objectives that maximised our Contribution to the Well-being Goals.

## How our Well-being Objectives contribute to the 7 National Well-being Goals

Carmarthenshire's 2017/18 Well-being Objectives / KIOPs			7 National Well-being Goals						
			Prosperity	Resilience	Healthier	More equal	Cohesive Communities	Vibrant culture & Welsh Language	Global responsibility
Start Well	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	✓		✓	✓	✓		
Live Well	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 & obesity)	✓		✓	✓	✓	✓	
Age Well	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	✓		✓	✓	✓	✓	
In a Healthy, Safe & Prosperous Environment	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	✓	✓	✓	✓	✓	✓	✓

## Financing the Council's Well-being Objectives

The financial position faced by local authorities has had a consistent theme over recent years, with the level of resources available to public services seeing significant reductions, which means that we have less money to invest in services now than we have in the past. Over the last five years we have had to manage reductions in service budgets of £53m, whilst at the same time the pressures on the budget have been increasing in terms of demand and expectations. So far, we have been able to manage this situation by reducing our spending without any significant impact on the frontline services valued by our communities.

### 1. Help to give every child the best start in life and improve their early life experiences



Our *Flying Start* programme is reliant on grant funding from Welsh Government of nearly £3.8m annually. To achieve it we need to ensure we recruit and retain trained Health Visitors.

The *Families First* programme for this area has Welsh Government revenue funding of £1.3m for 2017-18.

To achieve this objective we need to ensure appropriate investment in the early years and through our community resources such as Integrated Children's Centres and Family Centres.

### 2. Help children live healthy lifestyles



In order to deliver against this objective the key points above also apply.

School meals in Carmarthenshire follow healthy eating legislation, for which annual core funding is £1.8m. This includes the cost of the Primary School Free Breakfast initiative.

Healthy activities for younger people are supported by existing sports development, and leisure facility programming budgets, supplemented by the Local Authority Partnership Agreement (LAPA) Grant of over £500k (17/18) which we access from the Welsh Government via Sport Wales. This helps pay for activities such as Free Swimming and the Active Young People Programme.

### 3. Continue to improve learner attainment for all



This key objective requires comprehensive support and resourcing from across our services.

Carmarthenshire is committed to ensuring a detailed and forward-thinking programme in support of improved attainment for all our children and young people. Schools receive £108.8m of delegated funding as well as approximately £18.5m through Welsh Government grants

In addition, our *Modernising Education/21st Century Schools Programme* will cost £87m to deliver the first tranche of priority projects (Band A), with £43m coming from the Welsh Government. The second tranche of projects (Band B) is projected to cost £129m, with £65m coming from the Welsh Government. To ensure ongoing comprehensive support and challenge for our schools, we require some £6.5m to resource our School Improvement and Additional Learning Needs (ALN) Teams and their valuable provision. A further £3m is needed to continue to provide wider learning and achievement experiences and resources such as museum, gallery and archive services.

### 4. Reduce the number of young adults that are Not in Education, Employment or Training (NEET)



The Youth Support Service has a lead role in delivering this work in school and community settings. Annual core funding for this service is £530k. The service depends on annual external grants including the Welsh Government Youth Support Service (YSS) Grant (£204k) and Families First (£660k). Securing further funding from the Families First successor grant will be essential for this well-being target to be met.

In addition to these funding sources, we have been successful in gaining European Social Funding (ESF) for the Regional *Cynnydd* project which is further supported by match funding. There is a further £700k of ESF for the Regional *Cam Nesa* project which is also supported by £400k of match funding has been awarded. Both of these projects seek to reduce the number of young people becoming NEET in the county.

## 5. Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty



It is difficult to estimate the resource implications for delivering initiatives to tackle poverty as this work is delivered across a wide spectrum of services. Some of this work is our core business for example homelessness support (£1m), and other targeted elements are grant funded such as previously mentioned *Families First* and *Flying Start*, along with the Pupil Deprivation Grant (£4.8m). In addition, as a result of the diverse nature of poverty and the many different influences that can result in someone experiencing poverty, many of the councils services contribute towards tackling poverty indirectly. For these services tackling poverty is not the ultimate goal but is a result of the work they do to support individuals and communities.

## 6. Create more jobs and growth throughout the county



Carmarthenshire's spend per head of the population on Economic Development is above the Welsh Average in Wales. Regeneration of the economy and jobs is the number one priority of the Council. Our 15 year regeneration plan will create over 5,000 jobs and see over £199 million investment over the next 5 years alone.

As part of the Swansea Bay City Deal we will have two major projects in Carmarthenshire:-

- At the *Creative Digital Cluster at Yr Egin* a total project cost worth £24m (£5m City Deal+£16m Public Sector £3m Private) will be delivered creating 200+ jobs over the next 15 years.
- At the *Life Science & Well-being Village project*, a total project cost of £200m (£40m City Deal, £32m Public Sector Funding and £127m Private Sector) will create 1800+ jobs over the next 15 years.

Also see Objective 3 for the 21<sup>ST</sup> Century Schools building programme and Objective 7 Affordable Homes.

## 7. Increase the availability of rented and affordable homes



Our Affordable Homes Delivery Plan aims to deliver over 1000 homes and invest £60m into our communities. This will be funded through £31m from the HRA, £17m of Social Housing Grant, £11m private finance and £1m Welsh Government grant.

## 8. Help people live healthy lives (tackling risky behaviour and obesity)



This objective will bring together a lot of work done by services and in some cases it is difficult to isolate expenditure under this heading. However Capital expenditure over the next 5 years will be:

- £16m on a new Llanelli leisure centre
- £700k on Rights of Way, £2.5m on the development of open spaces including at Pembrey Country Park
- £5m for the Tywi Valley cycle way and £1.7m on walking and cycling linkages
- In addition to over £600k on safer routes in communities

In Revenue expenditure for 2017/18 we will be investing:-

- £1.4m on children getting 60 minutes of exercise 5 times a week and the exercise referral scheme
- £5.8m running leisure, sports and swimming facilities
- £5.2m on outdoor, countryside and coastal park
- In ensuring cultural well-being across facilities we will be spending £6.8m on delivering services
- For Learning Disability Services £34m and Mental Health services £9.7m and Support Services including Safeguarding and Transport £6.2m
- To support the physically disabled we will be spending £6.4m and £2.5m on supported employment
- We ensure Public Health Services (Food Safety, Air and Water Quality etc.) £2.3m
- Provision of Trading Standards £1m





## 9. Support good connections with friends, family and safer communities

When we ask people *what things in life matter to you?* They tell us that loved ones, family, friends, neighbours and community matter to them. In Children's Services our range of family support services contribute to this objective and it is difficult to break down the costs of this from some of our other objectives on helping children get the best start in life and improving early life experiences. In total nearly £23m is spent across the Children's Services Division.

Services to support carers and home support services help people to continue to live at home, with their families and in their communities – Also see Objective 10

We are also working to ensure broader community cohesion with a range of initiatives - Link to Objective 13



## 10. Support the growing numbers of older people to maintain dignity and independence in their later years

In terms of Capital expenditure we will be spending £10m on disabled facility grants over the next five years and £7m on the Llanelli Area Review in 2017/18.

We will be spending nearly £55m of our revenue budget in 2018/19 on Older People Services. This will include:

- £3.7m on Commissioning, £8.1m on Local Authority (LA) Residential homes, nearly £20m on Private Sector Residential Homes and £700k on extra care
- On Homecare Services £5.8m LA provision and £10.2M on Private provision
- Meals on Wheels £300k, Direct Payments £600K and grants to voluntary organisations £500k
- £1.7m on care-line service, £2.2m on enablement and £1.1m on Community Support & Day Services

Also see Objective 11



## 11. A Council wide approach to supporting Ageing Well in Carmarthenshire

It is difficult to estimate the level of investment in this objective because it cuts across diverse services. This is about making sure that in everything we do, we think about supporting Ageing Well in Carmarthenshire.

Put simply, older people are net contributors to the economy rather than beneficiaries with their contributions to the employment market, volunteering, mentoring and caring sectors. The work Council services deliver to help people live independent lives reduces the need for expensive health and social care interventions - Also see Objective 10



## 12. Look after the environment now and for the future

This priority can be addressed without the need for large additional investment. We will mainly focus on achieving this objective through the existing work we do within the Rural Conservation Team, advising and educating colleagues with regard to how our existing services can be further improved, so as to help sustain and enhance the natural environment.

With regard to delivery of actions relating to the *Towards Zero Waste Strategy, Flood & Waste Management Plan and Shoreline Management Plan*, these actions are already covered by the relevant budgets. The Waste & Environmental Services division's revenue budget of £20.5m (18/19) aims to fund the collection and disposal of waste which incorporates numerous recycling initiatives, street cleansing, environmental enforcement, grounds and parks maintenance, flood and coastal defence as well as maintaining public conveniences ensuring that we look after the environment now and in the future.

In addition the Welsh Government's *Environment & Sustainable Development Directorate Single revenue grant* (£3.7m in 2017/18) supports the integrated delivery of results and multiple benefits across three priority areas – namely Natural resource management, Waste & resource efficiency and Local environment quality and conservation. Consideration of resource implications for actions in future years will form part of the discussion during 2017/18, in putting together the forward plan for Services.



### 13. Improve the highway and transport infrastructure and connectivity



Carmarthenshire's *Local Transport Plan* sets out our priorities for infrastructure investment. The priorities are aligned to our corporate objectives and set within the objectives of the Swansea Bay City Region. Our current approved capital programme includes over £30m for investment into the highway infrastructure, with around £14m reliant on external grant funding if available, along with developer contributions as new development is commenced.

The Highways and Transport division's revenue budget of £28.6m includes a sum of £8.2m for the highways infrastructure as well as funding for school and public transport, car park maintenance and administration, the upkeep of public lighting for the county and the development of transport strategies to maintain the connectivity of the highways infrastructure for Carmarthenshire.

The introduction of the transformation projects such as those included within the City Deal and integrated transport projects, supported through external funding, will provide opportunities for investment into the infrastructure and transportation services to support the safe movement of people and goods.

### 14. Promote Welsh Language and Culture



This priority can be addressed without the need for large additional investment. We will mainly focus on achieving this objective through the existing work we do within Regeneration & Policy, Leisure & Culture and Education & Children's Services, advising and educating colleagues with regard to how our existing services can be further improved and how we can promote a vibrant culture and ensure the Welsh language is thriving.

Additional support may become available through the Welsh Government's '*Cymraeg 2050 – Welsh Language Strategy*' and we will closely monitor any opportunities for Carmarthenshire to access this support.

### 15. Building a Better Council and Making Better Use of Resources



Addressing this priority cuts across all service areas and is both about investment as well as efficiency savings. The Council is committed to financially sustainable delivery models - there are many examples of this across different departments, such as increased Extra Care provision where it better meets service user needs, a move towards agile working, thus reducing the Council's estate costs in the future.

Over a sustained period of budget reductions, the council has sought to maximise the proportion of managerial savings, thus minimising the impact on frontline services. The Council's medium term financial plan includes £11.1 million of "managerial" proposals, or 43% of total budget reduction proposals.

The council has committed to improving ways of working through the work of the "Transformation, Innovation & Change" programme (TIC), which is underpinned by the TIC team (£208k)

## Statements of Intent

### Well-being Statement

We welcome our duties under the Well-being of Future Generations Act. We have already addressed much of the new Acts requirements but recognize that we can do more.

1. We feel that our Well-being Objectives contribute significantly to the achievement of the National Well-being Goals. Our Well-being Objectives relate to different aspects of life's course and address well-being in a systematic way.
2. These Well-being Objectives have been selected with considerable consultation feedback and a basket of different sources of information on need, performance data and regulatory feedback. In developing action plans to achieve these objectives we will involve people (in all their diversity) with an interest in achieving them.
3. The steps we take to achieve the Well-being Objectives (our action plans) will look to ensure that long term, preventative, integrated, collaborative and involvement approaches are fully embraced.
4. An Executive Board member has a specific responsibility for the overall Act. In addition, each Executive Board portfolio holder will have responsibility for the relevant Well-being Objectives.
5. To ensure that we take these action plan steps we will use our in house developed Performance Information Monitoring System dashboard. All the action plans will be monitored and reported on quarterly to Department Management Teams, Corporate Management Team and Executive Board. In addition progress will be reported to Scrutiny Committees. The Council will prepare an Annual report on its Well-being Objectives and revise the objectives if required.
6. The content of action plans to achieve the Well-being Objectives are adequately resourced and embedded in Service business plans (see financial breakdown Appendix 2). To achieve these objectives services will 'join-up' and work together, work with partners and fully involve citizens in all their diversity.
7. Our Objectives are long term but our action plans will include milestones that will enable monitoring and assurance of progress.
8. To ensure that our Well-being Objectives are deliverable and that the expectations of the Act are embraced we will adapt financial planning, asset management, risk assessment, performance management and scrutiny arrangements.

### Community Covenant

In delivering these Well-being Objectives we will uphold the principles of the Community Covenant. These are, that the Armed Forces Community:



- Should not face disadvantage compared to other citizens in the provision of public and commercial services; and that
- Special consideration is appropriate in some cases, especially those who have given the most, such as the injured or bereaved.

## The County of Carmarthenshire's Well-being Plan – To be published by May 2018

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

- The assessment looks at well-being in Carmarthenshire through different life stages. The key findings can be found at [www.thecarmarthenshirewewant.wales](http://www.thecarmarthenshirewewant.wales)
- The PSB must publish a Well-being plan which sets out its local objectives to improving the economic, social, environmental and cultural well-being of the County and the steps it proposes to take to meet them. The first Carmarthenshire Well-being Plan will be published May 2018

**The Well-being Objectives of the Carmarthenshire PSB are not intended to address the core services and provision of the individual partners, rather they are to enhance and add value through collective action. The statutory partners of the PSB (Council, Health Board, Fire & Rescue Service and Natural Resources Wales) each have to publish their own Well-being Objectives**

Carmarthenshire PSB's draft Well-being Objectives are:-

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

Precis of Carmarthenshire's Well-being of Future Generations Assessment - Executive Summary			WBO Ref No
Start Well	A Good Start	Adverse childhood experiences are hugely detrimental, and have effects that can last through life.	1
	Prevention	Poor maternal and infant health can have significant long term impacts for children and families. Prevention is better than cure	1
	Levelling the playing field	Not all children have the same start in life and too many are born into circumstances that make it harder for them to thrive.	1
	Healthy Habits	Healthy habits learned early can last a lifetime. With one of the highest rates of overweight or obese children in Wales.	2
	Play	Carmarthenshire's children want to play, particularly in outdoor settings	2
	Learning Environments	Carmarthenshire's learning environments offer opportunities to nurture children's educational, social and personal development. Consideration needs to be given as to how to facilitate these aspects of well-being for those who cannot or chose not to attend formal school settings.	3
	Forging futures	Gaps in attainment levels of young people from the least and most deprived backgrounds.	3
	Poverty	35% of households and 20% of Carmarthenshire's children are living in poverty	4/5/6
Live Well	Making connections	People feel strongly that tolerance and respect is key to positive well-being.	9
	Nurturing networks	Building community networks can act as a support to parents and families and build a sense of belonging and resilience.	9
	Virtual World	Socialising, communicating and playing safely in the 'virtual world' are important to young people.	9
	Staying on track	Adolescence presents a range of opportunities to develop a sense of identity and independence, some of which have negative implications for well-being. Risks include smoking, alcohol and drugs	9
	Strong communities	Fewer people in Carmarthenshire feel they belong to their community however engagement activity identified community togetherness and cohesion as important for positive well-being in Carmarthenshire.	7/9
	Staying connected	Older people want to remain in- dependent for as long as possible & remaining embedded within one's community enhances social, emotional and physical well- being, whilst also helping to build and enhance community resilience.	9
	Caring	Carers improve the well-being of those they care for and also support economic well-being of wider society however their own needs are often misunderstood so it is important we listen and respond to our carers.	10
Age Well	Ageing well	Carmarthenshire has an ageing population.	11
	Nature Connectedness	A connection to nature has a positive effect on well-being, physical & psychological health and cooperative behaviour. It also encourages environmentally sustainable attitudes and behaviours.	8/11/12
In A Healthy, Safe & Prosperous Environment	Rurality	Rurality and the significant distances to cover in Carmarthenshire, poses challenges to well-being in terms of connectivity and access to services for example. The recent rise in alternative technologies such as telehealth may provide a potential resource for accessing some services & support.	6/12/13
	Climate Change	Action is required to harness the positive and mitigate the negative and longer-term effects of climate change.	12/13
	The right time and place	Celebrating the heritage, history, traditions and language of Carmarthenshire is important to residents and in the main opportunities to do so are well-used and enjoyed. However, 1 in 3 cannot access cultural activities and this is particularly pronounced in some areas (e.g. rural) and within some groups (e.g. disabled).	14

## How we will measure success

The Council, working with local, regional and national partners, will strive to improve the following measures.

Well-being Objective		Success Measures
1	Best Start in Life	Children in care who had to move 3 or more times <i>(PAM/029)</i>
2	Children - Healthy Lifestyles	Childhood obesity <i>(Child Measurement Programme NHS)</i>
3	Improve Learner Attainment for all	Educational attainment - Average Capped 9 points score (Year 11 pupils) <i>(ref tbc)</i> <i>(Pupils best 9 results including English/Welsh, Mathematics–Numeracy, Mathematics and Science)</i>
		School attendance rates (Primary) <i>(PAM/007)</i> (Secondary) <i>(PAM/008)</i>
		Satisfaction with child's primary school <i>(NSW)</i>
4	Reduce NEETs	Number of leavers Not in Education, Employment or Training (NEETs) <i>(PAM/009)</i> Year 11 & Year 13 <i>(5.1.0.2)</i>
5	Tackle Poverty	Educational attainment - Average Capped 9 points score (Year 11 pupils) who are eligible for Free School Meals <i>(ref tbc)</i> <i>(NWBI)</i> <i>(Pupils best 9 results including English/Welsh, Mathematics–Numeracy, Mathematics and Science)</i>
		Households successfully prevented from becoming homeless <i>(PAM/012)</i> <i>(NWBI)</i>
		Households in material deprivation <i>(NWBI)</i>
		Households Living in Poverty <i>(CACI's 'PayCheck' Data)</i>
		Adults that are able to keeping up with bills without any difficulties <i>(NSW)</i>
6	Creating Jobs and Growth	Employment figures <i>(ONS – Annual Population Survey)</i> <i>(NWBI)</i>
		Average Gross weekly pay <i>(ONS – Annual Survey of hours and earnings)</i>
		Number qualified to NVQ Level 4 or above <i>(Stats Wales)</i> <i>(NWBI)</i>
		People moderately or very satisfied with their jobs <i>(NSW)</i> <i>(NWBI)</i>
7	Affordable Homes	Number of affordable homes in the County <i>(7.3.2.24)</i>
8	Healthy Lives	Adults who say their general health is Good or Very Good <i>(NSW)</i>
		Adults who say they have a longstanding illness <i>(NSW)</i>
		Adult mental well-being score <i>(NSW)</i> <i>(NWBI)</i>
		Adults who have fewer than two healthy lifestyle behaviours <i>(NSW)</i> <i>(NWBI)</i> (Not smoking, drinking > 14 units or lower, eating at least 5 portions fruit & veg the previous day, having a healthy body mass index, being physically active at least 150 minutes the previous week).

Well-being Objective		Success Measures
9	Supporting Good Connections	% Say they have a sense of community (NSW)(NWBI) (Derived from feeling of belonging; different backgrounds get on, treat with respect'.)
		People feeling safe (NSW)(NWBI) (At home, walking in the local area, and travelling)
10	Independent Lives	The rate of people kept in hospital while waiting for social care (PAM/025)
		Agree there's a good Social Care Service available in the area (NSW)
		Number of calendar days taken to deliver a Disabled Facilities Grant (PAM/015)
11	Ageing Well	People who are lonely (NSW)(NWBI)
12	Healthy and Safe Environment	Use of renewable energy
		Rates of recycling (PAM/030)
13	Highways & Transport	Road conditions (PAM/020, PAM/021 & PAM/022)
		Road casualties (5.5.2.21)
14	Welsh Language & Culture	Can speak Welsh (NSW)(NWBI)
		Pupils assessed in Welsh at the end of the Foundation Phase (PAM/033)
		People attended arts events in Wales in last year (NSW)
		People visited historic places in Wales in last year (NSW)
		People visited museums in Wales in last year (NSW)
15	Building a Better Council and Making Better Use of Resources	'Do it online' payments
		People agree that they can access information about the Authority in the way they would like to. (NSW)
		People know how to find what services the Council provides (NSW)
		People agree that they have an opportunity to participate in making decisions about the running of local authority services. (NSW)
		Staff sickness absence levels (PAM/001)
		Organisational 'running costs'
		People agree that the Council asks for their views before setting its budget. (NSW)

**Key:** PAM – Public Accountability, National Measures; ONS –Office for National Statistics; NSW - National Survey for Wales; NWBI – National Well-being Indicator

One of the fundamental approaches advocated by the Well-being Future Generations Act is a shift in focus from gains in service output to a stronger link between the actions of public bodies and the outcomes that enhance the quality of life of citizens and communities both now and in the future. The Act is founded on Outcome Based Accountability which encourages a focus on the difference that is made, rather than just the inputs and processes that an organisation has. Success in the context of this Act is seeing positive action drive a positive contribution to the achievement of all the well-being goals through individual or collective action. (Paragraph 9 SPF2 – Statutory guidance)



We would welcome your feedback,  
please send your thoughts, views and opinions to:



**Performance Management**  
Regeneration and Policy  
Chief Executive's Department  
County Hall  
Carmarthen  
Carmarthenshire SA31 1JP



Tel: **01267 224486**  
Email: **[performance@carmarthenshire.gov.uk](mailto:performance@carmarthenshire.gov.uk)**



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Follow this plan and add your Tweets on our **[Twitter](#)** page - **#CarmsReport**

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## EXECUTIVE BOARD 4<sup>TH</sup> JUNE 2018

### CARTREFI CROESO LTD

#### **Financing requirement, appointment of directors and shareholders agreement delegation**

**Purpose:** The purpose of this report is to secure an appropriate finance facility, by way of a loan, to the housing company to sustain its operating and scheme development costs. It is also to agree the process for appointing directors and delegating authority to deal with issues relating to the shareholder agreement.

#### **Recommendations / key decisions required:**

##### **Financing requirements:**

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.
2. To agree to meet the Company's 2017/18 establishment costs from existing revenue budgets to a maximum of £100,000.
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.
4. To agree a further Project Development Loan of a maximum of £750,000, 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 appraisals of eight sites, including 2 rural projects. This 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.

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.
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.
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. 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.
9. That the Director for Communities (Jake Morgan), and Director of Regeneration and Policy (Wendy Walters) are appointed as directors of the company.
10. That a formal process is agreed for the appointment of the remaining Directors.

#### **Delegation of issues relating to the shareholder agreement**

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.

#### **Reasons**

To agree financial assistance to support the Company to deliver its detailed business plan.

To ensure a clear process for the appointment and removal of Directors of the Company.

To ensure delegated authority is used in a timely and appropriate way to progress the business of the Company.

Relevant scrutiny committee to be consulted

No – A Member Seminar was held on 19th March 2018

Exec Board Decision Required YES

Council Decision Required YES

#### **EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-**

Cllr David Jenkins, Executive Board Member for Resources

**Directorate:** Communities

**Designations:**

**E Mail Addresses:**

**Name of Head of Service:**  
Chris Moore

Director of Corporate Services

cmoore@sirgar.gov.uk

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

4<sup>TH</sup> JUNE 2018

### CARTREFI CROESO LTD

#### Financing requirement, appointment of directors and shareholders agreement delegation

##### Background

The Executive Board agreed on the 27th November 2017:

1. That a wholly council owned Housing Company ('the Company') is created to build homes for sale and rent and act as a catalyst for further regeneration activities.
2. That the Company is incorporated as a limited company with the Council as the sole shareholder.
3. That the Articles of Association and Shareholder consent for the Company be approved.
4. That the Company's Business Plan is prepared and agreed by the Board of the Company and submitted for formal approval by the Executive Board of the Authority prior to its implementation.
5. Any loan from the Council, as agreed in the Company's business plan, be repaid at a commercial rate of interest as agreed by the Director of Corporate Services.
6. That the set up costs of the Company (estimated to be £100,000 in 2017/8), be recovered by way of a loan arrangement (at a commercial rate set by the Director of Corporate Services) with the duration to be agreed within the detailed business plan. In the event that the Company is not established, then the costs of implementation will be met from reserves.
7. That the board of directors comprises one member of the Council, two officers and two external appointments.

The purpose of the Company is to:

- Deliver the affordable housing commitment, and offer additionality to the commitment
- Support economic growth and strategic regeneration initiatives
- Respond to demographic trends and meet housing needs & aspirations
- Generate a return on investment and dividend for the Council by delivering a commercial return
- Develop housing for rent and sale
- Provide additional temporary accommodation to meet housing needs
- Pursue a mixed tenure approach to maximise the level of affordable housing
- Act as a catalyst to unlock development potential
- Help to ensure that the housing market has sufficient competition to drive value for money and choice.

Following the agreement to establish the Company, the attached business plan shows the Company's significant commercial assumptions regarding its scheme development costs, including:

- Land purchase and Section 106 obligations
- Completion of detailed financial modelling and associated legal and taxation advice
- Developing an efficient procurement strategy
- Detailed technical appraisal and associated site, soil, transport and ecological surveys
- Liaison with utilities and statutory bodies
- Commissioning of detailed design and specification
- Managing the planning process and planning fees
- Legal, sales, tax, marketing and home purchaser warranty fees
- A reasonable contingency provision
- Loan financing
- Corporation tax obligations

It is assumed that the social housing provision will be cost neutral as it will be resold to the Council, via outright purchase or a lease agreement.

The Plan also makes assumptions regarding the Company's operating costs, including:

- Staffing costs and Board remuneration fees
- Charges levied by the Council for support services
- Insurance, tax, audit and legal costs
- Office, administration, IT and company infra structure costs

Some assumptions have not been explicitly identified as they are commercially sensitive and need to remain confidential. Assumptions have been constructed reasonably cautiously to ensure the Plan is not over ambitious or undeliverable. It is also designed to mitigate unknown costs. The Plan shows that the Company will begin to generate revenues in 2019/20 and will move to a position of surplus in 2021/22. Based on the working assumptions, the key financial expectations set for the Company are:

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Revenues	0	684	1734	1877	1078
Operating costs	-396	--288	-285	-280	-280
Pre tax profit	0	396	1449	1597	798
Corporation tax	0	-75	-275	-303	-152
Net profit	-396	321	1174	1294	646
Brought forward	0	-396	-75	1098	2392
Surplus (deficit)	(396)	(75)	1098	2392	303

n.b. forecast figures exclude the impact of any loan financing

## Appointment of Directors

The Company has a board of five directors as defined in its Articles of Association. This comprises two officers of the Council (unpaid), one member of the Council (unpaid) and two external independent directors (remunerated). A clear process is required to make these appointments. It is

recommended that these appointments are made by the Chief Executive following consultation with the Leader of the Council.

**Delegated authority regarding the Shareholders Agreement.**

As part of the decision to establish the Company, a shareholders agreement was ratified which details any decisions which must be referred back to the shareholder before the company can proceed. The issues covered in the Shareholders Agreement vary in terms of impact and significance. It is therefore recommended to delegate authority to the Chief Executive, following consultation with the Director of Corporate Services, on those issues which do not require consent of the Executive Board or Council.

**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: **Chris Moore** Director of Corporate Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	YES

### 1. Policy, Crime & Disorder and Equalities

The housing company will help to deliver the Council's strategic objectives regarding economic growth and delivering additional affordable housing. It will also contribute to ensuring the Council's commitment to enabling sustainable communities and prosperous & healthy future generations are met.

### 2. Legal

The legal background to establishing the Company and the Council's powers to do so are set out in the report to the Executive Board of the 27<sup>th</sup> November 2017.

### 3. Finance

The development of the new housing company, like all new ventures, inherently carries higher risk until the concept is proven and projects are successfully delivered. The release of funding and phasing of project development has been set to balance the financial risk to the council with its aspiration of rapid progress. On the approval of this report, the maximum value at risk for the council will not exceed £1.130 Million, albeit a significant element is mitigated as surveys etc are all on council owned sites and may have value to outside developers if not progressed by the housing company.

It should be noted that, following successful completion of this feasibility development work, substantial additional loan funding will be required by the company to enable site acquisition and project construction, which can be repaid from the proceeds of sales or rentals. A further approval for this funding will be sought at the appropriate time.

### 4. ICT

The Company will utilise the Council's IT section. A charge will be made to the Company for the supply of these services.

## 5. Risk Management Issues

The Council will manage the risks faced by the Company by the appointment of suitably qualified and experienced directors. The Company will produce its own risk register and be explicit in terms of how these risks are managed and mitigated.

An initial risk assessment forms part of the report approved by Executive Board on the 27<sup>th</sup> November 2017.

## 6. Physical Assets

It is envisaged that the company will be in a position to purchase assets from the Council in due course (subject to additional loan funding being agreed by the Council). The process for this will follow general disposal procedures and guidance.

## 7. Staffing Implications

The Company will utilise council staff. A charge will be made to the Company for the supply of these services.

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below  
Signed Chris Moore Director of Corporate Services

## 1. Scrutiny Committee

Communities Scrutiny was consulted on the establishment of the Company on the 24<sup>th</sup> November 2017.

**2. Local Member(s)** - An all member seminar took place on the 19<sup>th</sup> March 2018 regarding the Company.

**3. Community / Town Council** - None

**4. Relevant Partners** - None

**5. Staff Side Representatives and other Organisations** - None

## 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
Report to the Executive Board	27 <sup>th</sup> November 2017	<a href="http://www.carmarthenshire.gov.uk">www.carmarthenshire.gov.uk</a>

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# Cartrefi Croeso



WELCOME HOMES

2018 - 2023

*Cwmni sy'n eiddo i | Company owned by*



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# The Purpose

Cartrefi Croeso has been established by Carmarthenshire County Council to develop new homes. By doing this, it can support economic growth, meet housing needs (and aspirations) and provide a financial return to the Council. The Company aims to provide a range of homes for rent and sale, in urban and rural areas. The Company has an ambition to provide 500 new homes over the next five years.

## **This business plan demonstrates that the Company is:**

- *Financially viable and sustainable*
- *Self-sustaining*
- *Offers ongoing demonstrable benefits to the Council*

Detailed design and scheme development work now needs to be commissioned on each site to verify the business planning assumptions.

***The vision of Cartrefi Croeso is to deliver quality, affordable homes for local people***

## **Cartrefi Croeso's homes will be:**

- *Creatively designed and well built*
- *Part of a well-designed built environment*
- *Affordable to live in*
- *Developed to deliver value for the community and the Council*
- *Aimed at local people*

## **To achieve this, the Company will:**

- *Meet the Council's key objectives*
- *Deliver a financial return to the shareholder*
- *Be responsive to local housing markets, needs and ambitions*
- *Bring forward developments that add to the quality of the built environment*
- *Act with integrity and with a focus on social responsibility*
- *Manage risk to ensure sustainability*

This first five year Business Plan is built on some key assumptions. It is likely these will change over time.

## **However the initial objective is to give members sufficient confidence to make the necessary loan finance available to the Company in year one (2018/19) to:**

- *Complete comprehensive and accurate site feasibility/viability studies on eight sites (of which two are rural)*
- *Commission detailed design, standards and engineering options for the sites*
- *Commence the formal planning process*
- *Receive detailed legal and finance advice on how to treat each site*
- *Develop a procurement strategy to deliver both quality and value for money*
- *Develop a range of construction options, including off site manufacturing*
- *Meet Company overheads, including a full revision of the Business Plan on completion of the above.*

The loan finance for land purchase/transfer has not been built into this initial year one loan requirement request as further detailed advice is required (for both parties) on the timing, phasing and taxation treatment of the transfer.

Six sites, (in Council or joint venture ownership) across the County are currently being assessed for viability. A further two rural exception sites have been identified. The eight sites would deliver, in total, approximately 500 new homes (which includes homes for both sale and rent). The strategy at this stage is to progress sites in Carmarthen West and Crosshands, plus the two rural sites – should all the general development issues be resolvable. It is assumed that lower risk greenfield sites will progress first – however this needs to be balanced with the Council's strategic regeneration goals, the overall tax position of the Company, and how the Company treats potentially less profitable sites.

# Why Cartrefi Croeso?

## **Cartrefi Croeso was set up by Carmarthenshire County Council to:**

- *Support economic growth and strategic regeneration initiatives*
- *Respond to demographic trends and meet housing needs & aspirations*
- *Generate a return on investment for the Council by operating in a commercially driven manner*
- *Deliver social value - the Company will increase investment in socially responsible regeneration*
- *Deliver mixed tenure developments which include a variety of affordable homes for rent and sale*
- *Act as a catalyst to unlock development potential*
- *Help to ensure effective competition in the housing market to drive value for money and choice*
- *Develop new thinking and skills in the construction industry*

## **To do this, the Company will:**

- *Develop a range of homes for sale and rent in urban and rural areas to counter the under-delivering private sector*
- *Make best use of council land*
- *Deliver and maintain a viable and sustainable business plan*
- *Recruit, train and retain knowledgeable and experienced directors*
- *Develop its infrastructure including staffing, specialist support, approach to procurement and key strategies, policies and plans*
- *Secure financial viability by delivering quality homes and managing risk*
- *Provide scale and economies for the supply chain and contractors, but ensure local businesses have access to become a provider for the Company.*
- *Develop well designed homes with high standards that are affordable to live in*



*Carmarthen West site*



# The Context

Carmarthenshire has seen several years of broadly stable purchase prices and rents. This has reduced the supply of second hand homes coming onto the market, so sales volumes have remained far lower than before 2007. Sales in 2016 were 2,976 of which 12% were new build. A combination of factors has had the effect of reducing completion rates. The county has seen a reduction in the number of active construction firms involved in new house building. Some firms have ceased trading, whilst others have re-structured to concentrate on non-housing construction, or on repairs and maintenance. Larger national firms have retreated from the County.

In terms of population, Carmarthenshire is now expected to grow only at a modest rate for the next two decades.

Across Carmarthenshire, property values and household income varies significantly.

***The average house price in July 2017 was £151,000***

The highest household income was £31,900 (Abergwili) compared to the lowest of £16,500 (Tyhisa). Overall, the average household income was £ 23,825, compared to £24,944 (Wales) and 29,333 (UK). Mortgage providers tend to lend on a ratio of 3.5 times the income of the household. However the ratio of household income to property affordability ranges from 5.1 to 8.9. This confirms that buying a first home (without considerable assistance) is a significant challenge.

In terms of rent, the average for a three bedroomed home was £115 a week. However the local housing allowance rate was £103. This suggests that entry to the private rented sector is difficult for many and there is a growing reliance on social housing.

Many rural areas have low numbers of social housing. This tends lead to an under-reporting of housing need in many areas. New housing development in these areas has been limited. Furthermore, many rural areas have the highest income to property value ratio, making entry to the market ever more difficult.

The Company will focus on areas of the market that would not otherwise be developed through the Council's Housing Revenue Account funding e.g. redevelopment of existing HRA sites as well as new opportunities. The establishment of the Company will support wider Council objectives in terms of promoting good health and well-being, providing more jobs and training opportunities for local people and ensuring that homes are targeted to those in need.



*Burry Port site*



*Llansteffan site*

# The Company and the Council

Cartrefi Croeso is wholly owned by Carmarthenshire County Council but will act independently to ensure strategic objectives are realised by acting flexibly and being adaptive. The main considerations of the relationship are:

## **That the Council:**

- *sets the key strategic aims of the Company*
- *appoints the five directors to the Company*
- *makes finance available for the Company to progress*
- *provides key support services to the Company*
- *will be clear regarding the housing it wishes to see the Company develop in terms of location, type and tenure*
- *meets the obligations of the Shareholders Agreement*

## **That the Company will:**

- *deliver the strategic priorities of the Council*
- *deliver its Business Plan*
- *act responsibly and flexibly, but at all times within the Shareholder Agreement*
- *manage its finances with integrity and probity*
- *train its directors to be good governors*

The relationship is formally governed by the Articles of Association of the Company and Shareholder Agreement between the Council and the Company. It is acknowledged that the Council will finance both the development and acquisition of homes by the Company. The Council will be free to decide where Company surpluses are utilised. Furthermore the Council will levy a premium on lending to the income. The financing of the Company's development programme adds to economic growth in the County and provides further opportunities to develop new supply chains, local labour supply and apprenticeships which all adds to ensuring future prosperity. Through the adoption of sensible risk-mitigated assumptions around sales values and rent levels, the Company can act to prevent unnecessary risks being taken with Council resources towards the provision of long term rented homes.

The Company will purchase a number of services from the Council to support its operations. This includes accountancy, IT, and communications. Council staff will also be seconded to the Company (either full or part time) to manage its affairs. Full recharges will be levied by the Council to the Company for any services provided. It is not anticipated that the Company will provide any construction, management or maintenance services directly. A partnership with the Council's management, lettings, and maintenance functions is imagined to provide key services.



*Carmarthen West site*

## **Set up costs**

The start-up budget for the Company to 31st March 2018 is £100,000 and has been funded by a loan from Council reserves. This will be rolled up into the long term revenue funding of the operational costs of the Company. This funding has been utilised for external assistance to establish the Company including legal, financial and project development advice.



# The Homes

It is planned that the Company will provide a range of size of homes and tenures. Each development will reflect the housing market, need, demand and strategic objectives. It is anticipated that each scheme will potentially contain a mix of home sizes, types and tenures – like any community.

There are varying needs across the County in terms of housing needs and community aspirations. It is therefore planned to develop a range of type of homes from one bedroom apartments through to four bedroom houses, as well as a number of bungalows. Each development will have a specific mix of size of homes reflecting local needs, demands and aspirations as well as to mitigate risk while ensuring a robust return on investment. Overall, it is anticipated that 50% of the homes will be one or two bedroom, while 35% will be three bed and 15% will be four bed.

It is envisaged that the sites will also reflect local conditions and characteristics to ensure sympathetic but innovative design and specification. While wishing to secure economies of scale in design and construction, it is doubtful that any two sites will be the same given the nature of the county. A range of approaches will be adopted to achieve the balance of each site and home feeling individual but retaining a firm control on costs. New construction techniques such as off-site manufacturing will be evaluated.

Individual developments will have varying degrees of housing for owner occupation, as this is the tenure of choice in the County. This will include not only outright sales, but also a focus on helping local people become owners through shared ownership or rent to buy options. The level of these type of products will have to take into account development viability and planning obligations.

It is also envisaged that the Company will provide homes for rent. This could include rents set at social or market levels, or somewhere in-between. This will very much depend on the level of local need, the local housing market and the viability of the scheme. There may be occasions when a provision of private rented homes is desirable.

Current land in the Council's ownership and available for development by the Company suggests the delivery of around 500 homes (of which at least 74 will be affordable) generating a cumulative surplus in excess of £3m over the next five years.



*Gwynfryn South site*



*Gwynfryn South site*

# Key assumptions

## *Financing the Company and its developments*

**It is anticipated that the Council will provide loan finance to:**

- *Cover the operational running costs of the Company until such time it breaks even*
- *Fund short term development commitments (such as land transfer, professional fees, construction costs) until such time sales are realised and the Company generates revenues*
- *Fund any long term residual finance for rental homes (after any rental income is deducted)*

The assumption is that, initially, the Company will be funded through a loan and equity investment by the Council, itself utilising Public Works Loan Board finance. Debt funding would be secured through a debenture (effectively a comprehensive legal charge over the Company and its assets). Further security would exist through the Council's ability as shareholder to control the Company through the appointment and removal of directors. Loans will have to take into account the Council's overall funding and treasury management strategy and relevant regulations.

It is anticipated that Council would charge a premium on all loans to the Company - hence providing an income stream to the Council. All lending would be subject to a loan agreement and would include pre-conditions on draw down, as well as ongoing performance measurement. This Plan has been modelled on a 1.25% margin on drawn down. It is planned that finance will be drawn down in a timely way and only when necessary. Any loan is subject to the obligations in the Shareholder agreement.

The Company will be subject to Corporation Tax on the profits of its activities. The financial modelling for this plan has assumed a 19% rate over its duration. The plan has not modelled tax reliefs or the planned future reduction of the rate of Corporation Tax to 17%. Hence the model is very conservative in terms of the Companies tax liabilities. The Company will seek to effectively manage any tax incurred by the Company and the individual scheme viability analysis will include a detailed tax analysis.

## *Land phasing and purchase*

This Plan has been modelled on land initially becoming available from the Council (and its joint venture partners). However the Company will consider land purchase from third parties should the opportunity be favourable and strategically relevant. Initially it is anticipated that the Company will purchase land for development from the Council. It is anticipated that given lead in times on some strategic sites, greenfield sites with lower risk will be initially prioritised. These will generate surpluses that could be directed towards the more financially challenging developments later in the programme.

The transfer of land from the Council to the Company will, usually, be for best consideration. The type and timing of transfer and the valuation method (for example, open market or residual value) will be decided on a scheme by scheme basis to ensure taxation and state aid issues are clear, favourable and fully accounted for.

For example, payment of the land price to the Council could be deferred to assist with cash flow for the Company, subject to the state aid rules. The phasing of land transfer will also be devised on a site by site basis and the most favourable contracting arrangement between the parties be secured. Timing of sites will be considered to ensure any potential market saturation is carefully managed. The timing of developments will also need to take into account the capacity of the local construction industry and the procurement strategy will have to reflect the need to support community benefits such as apprenticeships.

The timing of the transfer of land from the Council to the Company would also be determined by the most tax efficient process for both parties. Transfer of property between different entities can give rise to a liability to pay Stamp Duty Land Tax (SDLT). However, there is relief from this liability where the Company is a wholly owned subsidiary of the Council. Specialist legal and tax advice will be taken on each development.



## Operating and development costs

The business plan has been modelled on realistic estimates for all professional residential development fees and charges, including:

- *Land purchased at open market value*
- *Detailed financial modelling and associated legal and taxation advice*
- *Developing an efficient procurement strategy*
- *Detailed technical appraisal and associated site, soil, transport and ecological surveys*
- *Liaison with utilities and statutory bodies*
- *Commissioning of detailed design and specification*
- *Managing the planning process and planning fees*
- *Legal, sales, tax and marketing fees*
- *Home purchaser warranty fees*
- *Section 106 obligations*
- *A reasonable contingency provision*
- *Loan financing*
- *Corporation tax obligations*
- *Company operating costs*

The Company will look to ensure that developments reflect the local built environment and have an individual feeling. However this will be balanced against the need to control costs through the use of similar designs, reducing waste in construction and off site pre-fabrication techniques. It is anticipated that the Company will utilise the most efficient and risk free contracting processes such as design and build contracts. An early priority for the company will be to produce a procurement strategy to ensure value for money in the design and construction of the homes. Each home for sale will come with a nationally recognised warranty for peace of mind. It is anticipated that sales will be achieved reflecting the local industry average time. Development costs will be disaggregated back into individual schemes to understand and control costs. Construction costs, professional fees and charges have been estimated at local industry averages. Estimated sales values have been provided by independent valuers.

Operating costs will be closely managed to ensure the maximum return for the Shareholder. Both initial and ongoing costs will be wrapped up into loan finance which will be repaid at the earliest opportunity as the Company begins to break even.

## Sales values and margin

Sales values will reflect the anticipated market condition at the time. Generally, values across the county tend to remain either constant or rise slowly. This makes planning easier and mitigates risk. For the purpose of this Plan, values have been modelled by independent valuers and are considered to be conservative and are achievable. At the point of sale, values will reflect the local housing market, the quality of the homes and attractiveness of each site. To protect commercial confidentiality, it is not appropriate to identify anticipated sales values in this Plan.

For outright sale, the Plan has been constructed on a realistic sales margin. This is to ensure a reliable sales rate and mitigates risk as well as constructing a realistic business plan. Margins will be modelled against the viability and attractiveness of each site. However the general assumption is that the Company will generally operate on a reduced sales margin given its wider social responsibilities. It has been assumed that homes will sell in line with the local sales average times.

Low cost home ownership products will be available across all sites, but especially in rural areas where higher values and lack of supply of entry level owner occupation have been identified as a real issue. The level of low cost home ownership will be agreed on a site by site basis and may be treated as the affordable housing commitment as per planning policy.

## Rent levels

The Company will provide rental accommodation at social, intermediate and potentially private rented levels. This will very much reflect the local market and the housing needs/aspirations in the area. It is assumed that social and intermediate housing will be offered to the Council to let and manage in return for the rental income. Private rent levels will reflect local market conditions and again can be managed by the Council's Simple Lettings Agency.

Alternatively the Council can purchase the homes outright through the Housing Revenue Account should borrowing be available.

Social homes will be built at the general Company standard (which will meet the Carmarthenshire Homes Standard and WHQS) unless there are specific requirements or the Welsh Government's Design Quality Requirement is commissioned. The sales value will reflect any additional standards of design or specification. Generally, the homes will be above the minimum housing space standard.

## Approach to planning policy and S106

The Company will meet its obligations for the delivery of affordable housing as detailed in planning policy. This varies across the County from 10% to 30% on a development.

The type of affordable housing delivered (rent, rent to buy, shared ownership) will depend on local need and demand plus the viability of each site. It is anticipated that social rented housing will be funded, in part, by rental income for the Company. Management and maintenance services will be provided by the Council. Additional levels of affordable housing (for rent or part-sale) can be negotiated for each site should the need be proven.

Like any developer, the Company will meet its obligations for Section 106 contributions as negotiated on each development and an average allowance based on historic trend has been included in the modelling underpinning this business plan.

## Treatment of any surplus

Given the lead in times for developing homes, it is unlikely that the Company will achieve a turnover to sustain itself for a number of years. However it is anticipated that revenues will not only meet initial start-up costs but also generate a surplus over time. The Council, as sole shareholder, can either repatriate the surplus or decide to re-invest into the Company and further affordable homes.



*Nant Y Dderwen site*



*Nant Y Dderwen site*

# Funding profile 2018 - 2023

Following modelling the Plan on the key assumptions above, the five year financial forecast suggests:

	2018/19	2019/20	2020/21	2021/22	2022/23
Revenues	0	684	1734	1877	1078
Operating costs	-396	-288	-285	-280	-280
Pre tax profit	0	396	1449	1597	798
Corporation tax	0	-75	-275	-303	-152
Net profit	-396	321	1174	1294	646
Brought forward	0	-396	-75	1098	2392
Surplus (deficit)	(396)	(75)	1098	2392	3038

## The financial forecast is based on the following further assumptions:

- The above relates to the sales provision in each scheme. It does not take into account sales back to the Council of the affordable housing commitment in each scheme. These will be profiled once the design and specification has been agreed and whether the Housing Revenue Account will purchase or rent the homes.
- It has also not taken into account treatment of surpluses and if these are to be paid as a dividend to the Council, re-invested or both – therefore no investment income for the Company has been assumed.
- It is based on greenfield sites currently in the Council's ownership and has not included the potentially more complex and riskier regeneration sites.
- It also assumes all development based costs (such as design fees, construction costs, legal fees, marketing costs and development finance costs) are aggregated back to individual developments. This will help to understand and control individual site viability and costs. Costs detailed below relate to the overall operating costs of the Company including appropriate revenue funding until it becomes sustainable.
- It does not make a provision for any profit allocation with joint venture partners as this is yet to be agreed. This relates to approx. 30% of the initial development pipeline modelled in this Plan. This will have to be concluded on a site by site basis.
- While it assumes a corporation tax rate of 19%, this has not been modelled on the planned reduction of the general rate. Furthermore no consideration has been given to formal relief. No allowance has been made for VAT.
- It takes into account and allows for repayment of the initial £100,000 start-up costs loan.
- Construction times and sales are phased on the local industry average.



Cross Hands site



Cross Hands site



# Initial loan requirement

## Operating costs

The Company will require access to loan funding to meet its initial operating costs until it secures sufficient and sustainable revenues. The initial requirement will be repaid from future surpluses.

**While operating costs will be carefully controlled, the Company will have expenditure obligations, such as:**

- *Secondment/staffing costs*
- *Insurances*
- *Audit and accountancy*
- *IT and infrastructure costs*
- *Board member remuneration*
- *Accommodation costs*
- *Charges from the Council for back office services*

The initial operating costs of the Company have been budgeted at £280k a year (plus a further £100k in year one for previous set up costs).

## Development costs

The six sites currently modelled for the above will produce a capital receipt for the Council in the region of £4m.

Building costs are likely to be in the region of £20m, producing approximately 20 apprenticeships in the construction industry. Design, construction, planning, sales and marketing fees are likely to be in the region of £2.2m.

The initial request to the Council is for a loan facility of up to 60% of the likely fees (plus year one operating costs), to be drawn down as and when required.

**This is to enable the following detailed work on the initial phase of three sites:**

- *Detailed financial modelling and associated legal and taxation advice*
- *Developing an efficient procurement strategy*
- *Detailed technical appraisal and associated site, soil, transport and ecological surveys*
- *Liaison with utilities and statutory bodies*
- *Commissioning of detailed design and specification (which will also be utilised for following projects)*
- *Planning process costs and fees*
- *Legal fees*

The remaining fees will be requested on site purchase/commencement on site.

The Company aims to approach the Council at the appropriate time for further loans to cover land purchase and construction costs. It should be noted that the shareholder agreement does not allow the Company to enter into significant financial contracts without the permission of the shareholder.



*Llansteffan site*



*Burry Port site*

# Risk Analysis

A risk analysis has been completed for the business plan, together with mitigating actions.

Risk	Impact	Action
<i>Lack of commitment from members/senior Council Officers</i>	<i>LHC may not develop successfully; Schemes not prioritised</i>	<i>Commitment through resolution/all party support secured</i>
<i>Council staff unable/lack skills to deliver LHC plan</i>	<i>LHC may not develop successfully- or delays</i>	<i>Secondment/identification of specific Officers</i>
<i>Funding costs increase over time</i>	<i>Company may not be able to cover debt</i>	<i>Flexibility in loan agreement (at a commercial rate)</i>
<i>Construction cost inflation</i>	<i>Scheme viability affected</i>	<i>Partnerships with contractors, link to other programmes</i>
<i>Lack of supply chain/labour and skills locally lead to delays in delivery and/or higher cost</i>	<i>Scheme viability affected</i>	<i>Partnerships with contractors, link to other programmes</i>
<i>Problems with the ground lead to delays and/or higher costs</i>	<i>Scheme viability affected</i>	<i>Early identification and sources of funding</i>
<i>Unable to sell units at values identified</i>	<i>Surpluses not able to subsidise rented homes</i>	<i>Rent unsold homes- adjust lending agreement</i>
<i>Cost of sales rise beyond those assumed-lack of experience in selling homes</i>	<i>Surpluses not able to subsidise rented homes</i>	<i>Firm agreement with agencies; also homes larger than those that are usually developed</i>
<i>Rent arrears</i>	<i>LHC viability affected</i>	<i>Rents at LHA level</i>
<i>Failure to let homes</i>	<i>LHC viability affected</i>	<i>Local lettings policy for LHC homes flexibility</i>
<i>Costs of management and repairs increase over time</i>	<i>LHC viability affected-and/or HRA knock-on impact</i>	<i>Regular review of management arrangements</i>
<i>House prices reduce</i>	<i>Reduces surpluses on sale</i>	<i>Asset base remains strong-renting can see out cycles in prices</i>
<i>Inflation in general increases over time</i>	<i>Issue if costs exceed LHA/rents</i>	<i>Value for money in procurement of services</i>
<i>Unable to move land or people into the LHC free or cheaply</i>	<i>Scheme viability affected</i>	<i>Expert legal and technical advice from outset</i>
<i>State Aid challenges from external parties</i>	<i>LHC viability affected-including some activities</i>	<i>Expert legal and technical advice from outset</i>

# Governance

Cartrefi Croeso is registered as a Company limited by shares. The Council, as the only shareholder, appoints the five Directors of the Company (who are under the duty to ensure that all their decisions were in the interests of the Company).

## **This includes the duties to:**

- *Act with powers*
- *Promote the success of the Company*
- *Exercise judgment*
- *Exercise reasonable care, skill and diligence*
- *Avoid conflicts of interest*
- *Not to accept benefits from third parties*
- *Declare interest in proposed transaction or arrangement*

## **From a practical perspective, they are charged with the responsibility of:**

- *Ensuring the business plan that is approved by the Council is delivered*
- *Submitting the annual return to Companies House*
- *Producing and submitting annual accounts to Companies House and HM Revenue and Customs*
- *Notifying any changes in the Company's officers or in their personal interests*
- *Notifying a change to the companies registered office*
- *Allocating shares and proposing dividends*
- *Registering charges.*

The Council, (as sole shareholder) will determine the composition of the Board, including the number of directors and their status. Initially, the Board will comprise one member of the Council, two officers of the Council and two third party appointments.

The Company would be responsible for the remuneration policy for the Directors (except members of the Council and council officers who cannot be remunerated).

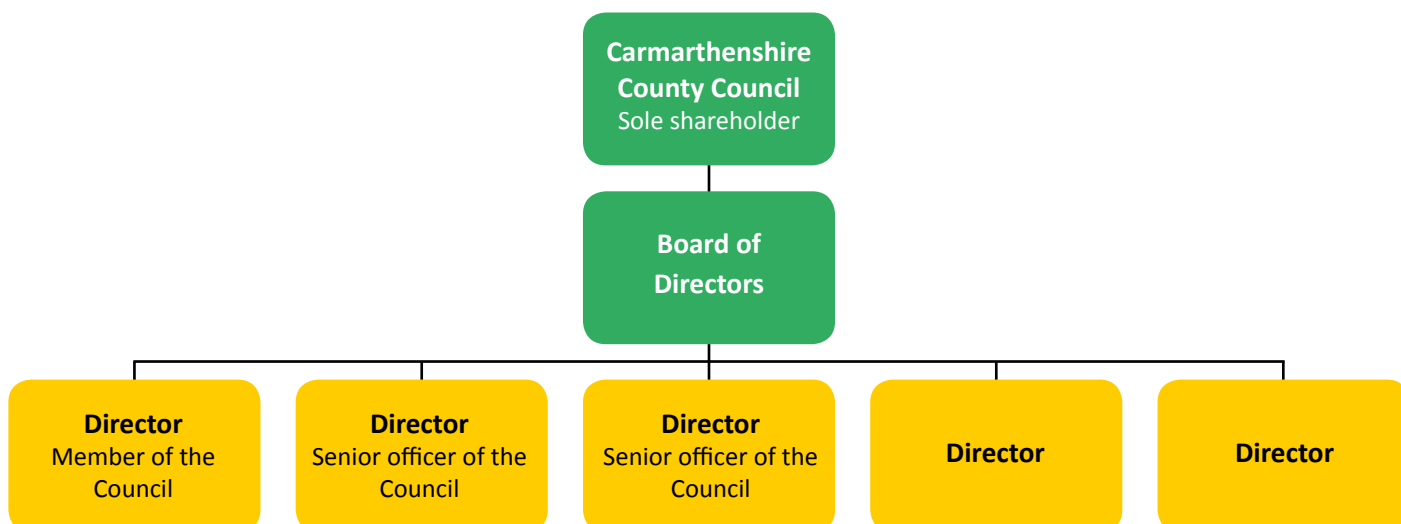
The Companies Act also governs the liability of the Directors and in order to avoid conflicts of interest, they should not be involved in the Council's decision making process for lending money, transferring land or the planning process.

It is important that the Council's representatives nominated to serve as Directors have the necessary skills to discharge these duties and responsibilities. It is therefore proposed that up to two officers of the Council are appointed to act as Directors of the Company ensuring they have the experience and capability to make decisions in relation to the management of housing development schemes as well as having large scale financial and project management experience.

The Company will also require employees who will be responsible for the day to day operational management of the Company. As the Company will not initially require full time directly employed staff it is proposed to second existing staff whose time will be recharged by the Council to the Company.

*The execution of the above duties will be governed by the terms of the Shareholder agreement between the Company and the Council.*

These staff will provide the general leadership of the company, the production and delivery of the business plan, property development skills and company secretariat skills.



## Running the company

Initially the company will have access to a range of council officers and services. Over time, the Company may become an employer in its own right.

Council staff will be seconded (either full or part time) to cover the following roles:

**Managing Director** – responsibility for overall management of the Company and developing/delivering the Company's strategy and business plan

**Finance Director** – ensuring the day to day financial probity of the Company

**Company secretary** - ensuring the Company keeps the correct records and make the necessary returns in a timely way.

The Company will also utilise other skills and services of the Council which includes:

- *Accountancy, treasury management, internal audit, risk and insurance*
- *Accommodation*
- *Information technology and communications*
- *Marketing*
- *Technical services such as design and construction*
- *Planning advice*
- *Administrative/back office functions*

For either good governance and/or statutory requirement, some functions of the Company will have to be provided by external independent organisations, such as Audit.

Where Council services do not exist, under developed, lack capacity or suggest a conflict of interest, other partnerships will be developed to provide:

- *Legal and financial advice*
- *Land acquisition*
- *Risk management*
- *Taxation advice*
- *Scheme and site viability assessments*
- *Design and construction delivery*
- *Strategic procurement and contracting advice*
- *Sales and marketing*

## Company details

The directors of the company, with their date of appointment are:

- Director (member, date)
- Director (officer, member, date)
- Director (officer, member, date)
- Director (independent, member, date)
- Director (independent, member, date)



**Registered Office:**  
**County Hall, Carmarthen, SA31 1LE**



**07863 981414**



**info@cartreficroeso.cymru**



**www.cartreficroeso.cymru**

*Cwmni sy'n eiddo i | Company owned by*





## EXECUTIVE BOARD 4<sup>th</sup> JUNE 2018

<b>Council's Revenue Budget Monitoring Report</b>		
<b>Recommendations / key decisions required:</b>  <p>That the Board receives the Budget Monitoring report and considers the budgetary position.</p>		
<b>Reasons:</b>  <p>To provide the Executive Board with an update on the latest budgetary position as at 28th February 2018, in respect of 2017/18.</p>		
<p>Relevant scrutiny committee to be consulted: NA</p> <p>Exec Board Decision Required                      YES</p> <p>Council Decision Required                              NO</p>		
EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. David Jenkins (Resources)		
<p>Directorate: Corporate Services</p> <p>Name of Director: Chris Moore</p> <p>Report Author: Chris Moore</p>	<p>Designations:</p> <p>Director of Corporate Services</p>	<p>Tel No. 01267 224886</p> <p>E Mail Addresses: CMoore@carmarthenshire.gov.uk</p>

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD**  
**4th June 2018**

**Council's Revenue Budget Monitoring Report**

The revenue budget monitoring reports for the period to 28<sup>th</sup> February 2018 are attached and indicate that:

**COUNCIL FUND REVENUE ACCOUNT( Appendix A)**

Overall, the monitoring report forecasts an end of year underspend of £1,421k on the Authority's net revenue budget with an overspend at departmental level of £220k.

**Chief Executive's Department**

The Chief Executive Department is anticipating an underspend of £222 for the year.

In relation to the application of Standby and Health & Safety training, proposed savings have yet to be fully achieved £580k – standby of £295k and Health & Safety training £285k. Work is ongoing with the TIC teams in relation to delivering the full efficiencies identified. There is a £40k underspend due to a vacant post in the Chief Executives division.

The Regeneration, Policy and Property Division is anticipating a £303k underspend. This consists of a £14k overspend on a counter terrorism post, £17k overspend on an income shortfall in Registrars, a £46k overspend on Industrial Premises due to set up costs associated with new site at Cross Hands East, a £128k overspend on Marketing and Media due to unfunded posts and a shortfall in income and a £41k overspend due to premises maintenance at the Guildhall in Carmarthen. This was offset by a £293k underspend due to staff vacancies. There was also an underspend of £47k on coroners due to the delayed implementation of a pay award until 2018-19, an underspend on Registration of Electors of £41k due to contribution from the electoral commission towards implementing individual electoral registration, £25k underspend on Welsh Language due to a reduction in external projects whilst internal Welsh standards were implemented. County Council Elections is underspent by £58k due to the actual cost of running the elections being less than originally budgeted for. Commercial Properties and Provision Markets are anticipated to be £90k underspent due to high occupancy levels and low premises related costs during the year.

The Admin & Law division is showing a £205k underspend as a result of £154k of vacant posts, a £51k saving on low uptake of members superannuation.

The People Management & Performance Division is expected to underspend by £255k as a result of a £206k net saving on vacant posts during the year along with a £45k underspend on DBS checks.

The ICT division is expecting to break even.

## Department for Communities

The Department for Communities is forecasting an overspend of £124k for the year.

Services supporting Older People / Physical Disabilities are projecting an underspend of £532k; -£167k on Residential Care which has benefitted from additional residents income and Welsh Government grant, -£819 on Domiciliary Care as significant departmental work is undertaken to monitor and manage demand along with WG grant, offset by overspend of £289k on Day Services due to an unmet efficiency proposal in previous years which is being addressed with the TIC team, £188k on Direct payments and the Careline service is showing an overspend of £43k due to a reduction in the number of connections provided to other local authorities – managers have a clear strategy in place to address this..

Learning Disabilities / Mental Health is projecting £471k overspend; £660k on packages of care including residential care, supported living, direct payments, and day services, £40k on a shortfall of Workchoice grant income and £35k relating to catering day opportunities underachieving sales income.

Staffing vacancies and miscellaneous underspends are -£346k; mainly in Care Management Teams- £270k.

Leisure Services are forecasting an overspend of £174k due in the main to issues in the Outdoor Recreation sub division. Health & Safety works at both Llyn Llech Owain and Pembrey Country Parks account for £60k and £50k respectively, whilst a shortfall of income across the sub division accounts for the balance.

Housing & Public Protection Services are predicting a nil variance.

## Corporate Services

The Corporate Services Department is projecting a £389k underspend for the year This is as a result of a net underspend on staff vacancies of £381k, a £170k underspend on council tax reduction scheme based on mid-year estimates ,a £67k reduction in grant audit fees and a £39k underspend on Rent Allowances. This is offset by an anticipated £51k charge for costs relating to sales of assets and £219k to develop the Hub in Ammanford.

## Department for Education and Children

The Department for Education and Children is forecasting a net overspend of £262k at year end.

The main adverse budget variations relate to: new school based EVR and redundancy costs £494k; increased boarded out payments and residence orders within Fostering £236k; increased number of care proceedings entering the Legal system £184k; shortfall in the Music Service SLA income from schools £170k; additional Out of County educational placements

£93k; additional Out of County Care placements £89k; reduced uptake and loss of sales due to adverse weather of School Meals £89k and increased staffing costs at Garreglwyd Residential Unit £55k.

These are partially offset by under-spends across the department in: staff vacancies and secondments -£598k, utilisation of grant income to support core spend -£415k and reduced numbers in early years non maintained provision -£95k

#### Environment

The department is anticipating an overspend of £447k for the year.

The Highways and Transport division is projecting a £402k overspend. This is due to a £466k overspend in car parks as a result of the non achievement of income targets and a £23k overspend on school transport due to demand. Highways Maintenance is expected to overspend by £67k due to increased winter maintenance. This is offset by underspends in Passenger transport of £48k due to tender efficiencies, £26k additional income in Civil Design and a £39k underspend in Public rights of way due to vacant posts. Transport Strategic Planning is underspent by £32k as a result of core staff being charged to grant schemes and Remedial Earthworks will underspend by £23k due to a vacant post.

The Waste and Environmental Services division and Property Division are expecting to break even.

The Business Support & Performance division is expecting to underspend by £48k due to staff vacancies.

The Planning Division is anticipating a £94k overspend. This is due to a decrease in planning applications and the resultant loss of income of £269k; This is offset by a reduction in planning admin expenditure and additional street naming income of £73k, an underspend due to staff vacancies of £47k, £33k was also released following confirmation that there would be no clawback for two grants.

#### Capital Charges

Reduced borrowing/interest savings

## HOUSING REVENUE ACCOUNT ( Appendix B)

The HRA is predicting a £57k underspend to the year end.

Repairs and maintenance is £80k over budget due to the Servicing element of the budget of £134k and additional spend on Minor Works of 159k. This is offset by reduction in responsive/other of -£213k .

Supervision and Management costs are forecasted to be overspent by £171k due to savings on staffing costs of -£66k and travelling expenses of -£6k, offset by overspends in premises related expenditure, mainly energy costs of £243k.

Predicted increased costs on central recharges will result in £13k overspend on the budget.

Capital financing charges will be £42k less than budgeted due to a slight reduction in interest rates. There is also a reduction in borrowing due to an underspend on the capital programme which also reduces the direct revenue funding by £10k.

There is a reduction in the provision required for debt write-offs, based on arrears levels and age debt analysis to year end of -£65k

Rental income/service charges/other income is forecasted to be -£90k higher due primarily to settlement of insurance claims.

Lists of the main variances are attached to this report.

**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: **Chris Moore**

**Director of Corporate Services**

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>NONE</b>	Finance <b>YES</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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### 1. Finance

Council Fund

Overall, the Authority is forecasting an underspend of £1,421k.

HRA

The HRA is forecasting that it will be £57k under its approved budget.

## CONSULTATIONS

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

Signed: **Chris Moore**

**Director of Corporate Services**

**1. 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:**

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
<b>2017/18 Budget</b>		<b>Corporate Services Department, County Hall, Carmarthen</b>

**REPORT OF THE DIRECTOR OF CORPORATE SERVICES**

**PRELIMINARY EXECUTIVE BOARD 30th April 2018**

**COUNCIL'S BUDGET MONITORING REPORT 2017/18 as at 28th February 2018**

Director and Designation	Author & Designation	Telephone No	Directorate
C Moore, Director of Corporate Services	C Moore, Director of Corporate Services	01267 224120	Corporate Services

Table 1

Forecasted for year to 28th February 2018

Department	Working Budget				Forecasted				Feb 18 Forecasted Variance for Year £'000	Dec 17 Forecasted Variance for Year £'000
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Chief Executive	24,313	-8,163	-3,192	12,959	24,553	-8,625	-3,192	12,736	-222	45
Communities	131,213	-51,032	9,706	89,888	132,993	-52,688	9,706	90,011	124	494
Corporate Services	76,210	-51,162	-1,451	23,597	77,467	-52,809	-1,451	23,207	-389	-367
Education & Children	159,703	-21,554	22,876	161,024	178,020	-39,610	22,876	161,286	262	516
Environment	117,494	-77,231	8,809	49,073	116,542	-75,832	8,809	49,520	447	660
<b>Departmental Expenditure</b>	<b>508,933</b>	<b>-209,142</b>	<b>36,748</b>	<b>336,540</b>	<b>529,575</b>	<b>-229,563</b>	<b>36,748</b>	<b>336,760</b>	<b>220</b>	<b>1,348</b>
Capital Charges/Interest/Corporate				-11,627				-13,127	-1,500	-1,350
<b>Levies and Contributions:</b>										
Brecon Beacons National Park				138				138	0	0
Mid & West Wales Fire & Rescue Authority				9,349				9,349	0	0
<b>Net Expenditure</b>				<b>334,401</b>				<b>333,121</b>	<b>-1,280</b>	<b>-2</b>
Transfer from Balances/Earmarked Reserves				-200				-200	0	0
Transfers to/from Departmental Reserves										
- Chief executive				0				111	111	0
- Corporate Services				0				195	195	184
- Environment				0				-447	-447	-660
<b>Net Budget</b>				<b>334,201</b>				<b>332,780</b>	<b>-1,421</b>	<b>-479</b>



**Chief Executive Department**  
**Budget Monitoring as at 28th February 2018**

Division	Working Budget				Forecasted				Feb 18 Forecasted Variance for Year £'000	Dec 17 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Chief Executive	-264	0	-322	-586	276	0	-322	-46	540	467
People Management	3,716	-1,072	-2,375	269	3,944	-1,554	-2,375	15	-255	-117
ICT	4,479	-826	-3,823	-169	4,722	-1,068	-3,823	-169	0	-0
Admin and Law	3,902	-550	1,094	4,447	3,672	-524	1,094	4,242	-205	-207
Regen, Policy & Property										
Policy	5,440	-1,356	-1,748	2,336	5,313	-1,337	-1,748	2,229	-107	-54
Statutory Services	1,107	-2	141	1,246	1,044	-94	141	1,092	-154	-120
Property	1,107	-1,269	157	-4	1,125	-1,325	157	-42	-38	76
Major Projects	101	-76	0	25	316	-291	0	25	0	-0
Regeneration	4,725	-3,013	3,683	5,396	4,140	-2,432	3,683	5,392	-4	0
<b>GRAND TOTAL</b>	<b>24,313</b>	<b>-8,163</b>	<b>-3,192</b>	<b>12,959</b>	<b>24,553</b>	<b>-8,625</b>	<b>-3,192</b>	<b>12,736</b>	<b>-222</b>	<b>45</b>

# Chief Executive Department - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Chief Executive</b>							
Chief Executive-Chief Officer	316	0	276	0	-40	Part year vacant post and reduction in supplies and services	-41
Corporate Savings Target	-580	0	0	0	580	Efficiency proposals not yet delivered (Standby £295k and Health & Safety £285k)	508
<b>People Management</b>							
People Services – HR	963	-208	934	-217	-38	Part year vacant posts	-20
Employee Well-being	816	-352	821	-461	-103	Part year vacant posts	-106
Organisational Development	505	-13	585	-144	-51	Vacant posts	-2
Support	374	0	362	-3	-14	Part year vacant posts	19
DBS Checks	116	0	79	-8	-45	Less demand for service in year.	0
<b>Admin and Law</b>							
Democratic	1,684	0	1,634	-0	-51	Low take up of Members superannuation	-62
Land Charges Administration	81	-282	48	-266	-17	Part year vacant post	-19
Corporate Serv-Democratic	487	0	399	0	-88	Part year vacant posts	-88
Corporate Serv-Legal	1,522	-268	1,473	-258	-38	Part year vacant posts	-26
Corporate Serv-Land Charges	65	0	54	0	-11	Part year vacant posts	-11
<b>Regeneration, Policy &amp; Property</b>							
<b>Policy</b>							
Registrars	379	-251	446	-301	17	Income shortfall and sickness cover	30
						Less external projects in year while focusing on internal implementation of Welsh standards.	-4
Welsh Language	172	0	147	0	-25	Unfunded posts	57
Marketing and Media	689	-352	677	-212	128	Part year vacant posts	-99
Corporate Serv-Translation	501	-15	412	-16	-90	Vacant Post	-35
Performance Management	568	-50	508	-31	-41	Vacant posts	-25
Corporate Serv-Administration	484	-33	421	-4	-34	CCC has recently purchased the building, but no budget has been allocated to cover any costs. Significant premises maintenance costs incurred have therefore resulted in this projected overspend	39
						Vacant posts	-107
The Guildhall Carmarthen	0	0	53	-12	41	Unfunded post	40
Customer Services Centres	1,092	-294	997	-296	-97		
Safeguarding & Counter-Terrorism	0	0	14	0	14		

## Chief Executive Department - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Statutory Services</b>							
Elections-County Council	302	0	244	0	-58	Expenditure on running local elections less than anticipated.	-3
Coroners	385	0	337	0	-47	Implementation of pay award anticipated for 2017-18 not taking place until 2018/19	-62
Electoral Services - Staff	265	0	257	-33	-41	Contribution from the Electoral Commission to assist with individual registration.	-6
<b>Property</b>							
Industrial Premises - JV's	41	-128	103	-143	46	Costs associated with Cross Hands East	-11
Commercial Property - Chief Executives	29	-404	14	-461	-71	High occupancy levels during year	85
Provision Markets	534	-611	492	-589	-19	Lower than normal premises related costs in year	2
<b>Regeneration - Core Budgets</b>							
West Wales European Centre	425	-315	227	-140	-23	Vacant posts	-24
Amman Gwendraeth Community	99	0	57	-5	-47	Mainly due to staff vacancies	-33
3 T's Community Dev Core Budget	297	0	313	0	16	Overspend mainly due to staff member being upgraded as part of Divisional Staffing Realignment - associated budget virements pending	10
Physical Regeneration	458	0	402	0	-56	Vacant posts and movement of staff to new cost centres as part of Divisional Staffing Realignment	-63
The Beacon	134	-130	152	-128	20	Mainly due to additional cleaning costs	16
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	0	0	52	0	52	New cost centre, including cost of new posts appointed as part of Divisional staffing realignment - associated budget virements pending	62
Econ Dev-Llanelli, C Hands, Coastal,Business, Inf & Ent	0	0	93	0	93	New cost centre, including cost of new posts appointed as part of Divisional staffing realignment - associated budget virements pending	93
Community Development and External Funding	0	0	48	0	48	New cost centre, including cost of new posts appointed as part of Divisional staffing realignment - associated budget virements pending	45
Business Services	314	0	200	0	-114	Mainly due to staff vacancies	-115
<b>Other Variances</b>					-17		0
<b>Grand Total</b>					-222		45

**Department for Communities**  
**Budget Monitoring as at 28th February 2018**

Division	Working Budget				Forecasted				Feb 18 Forecasted Variance for Year £'000	Dec 17 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Adult Services</b>										
Older People	52,230	-18,780	2,216	35,666	53,259	-20,285	2,216	35,190	-476	126
Physical Disabilities	6,091	-732	74	5,433	6,166	-862	74	5,377	-56	-113
Learning Disabilities	30,799	-8,550	1,199	23,448	31,363	-8,565	1,199	23,997	549	501
Mental Health	9,321	-3,463	125	5,983	9,267	-3,487	125	5,905	-78	-31
Support	5,921	-2,719	799	4,001	5,623	-2,411	799	4,010	10	12
<b>Homes &amp; Safer Communities</b>										
Public Protection	2,970	-712	535	2,794	2,891	-667	535	2,760	-34	-11
Council Fund Housing	8,967	-8,162	294	1,099	9,527	-8,687	294	1,133	34	11
<b>Leisure &amp; Recreation</b>										
Leisure & Recreation	14,915	-7,914	4,464	11,465	14,898	-7,723	4,464	11,639	174	-0
<b>GRAND TOTAL</b>	<b>131,213</b>	<b>-51,032</b>	<b>9,706</b>	<b>89,888</b>	<b>132,993</b>	<b>-52,688</b>	<b>9,706</b>	<b>90,011</b>	<b>124</b>	<b>494</b>

## Department for Communities - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Adult Services</b>							
<b>Older People</b>							
Older People - Commissioning	3,328	-475	3,171	-422	-104	Staff vacancies - natural slippage due to timing of recruiting social workers: equivalent to 2 Full Time Equivalents	-138
Older People - LA Homes	7,044	-4,196	7,253	-4,489	-84	Additional residents income	6
Older People - Private/ Vol Homes	18,885	-8,851	19,734	-9,747	-48	Work continuing to promote independent living and reduce cost of care packages accordingly. Performance data shows trend for demand remains at similar levels as previous financial years despite demographic pressures as preventative work begins having a positive effect. The efficiency target will be met slower than anticipated whilst being largely offset by additional residential income and Welsh Government Grant	389
Older People - LA Home Care	5,965	-431	5,718	-505	-321	Significant departmental work to monitor and manage demand by continuing to promote independent living through Integrated Care Fund initiatives such as Releasing Time to Care resulting in lower demand eg for double handed care packages. Welsh Government Workforce grant has offset some additional costs caused by National Living wage increase.	-207
Older People - Direct Payments	614	0	860	0	246	Direct Payments increasing across client groups linked to promoting independence and reduce spend in other areas.	194
Older People - Private Home Care	9,210	-2,201	9,291	-2,601	-319	Significant departmental work to monitor and manage demand by continuing to promote independent living through Integrated Care Fund initiatives such as Releasing Time to Care resulting in lower demand eg for double handed care packages. Welsh Government Workforce grant has offset some additional costs due to winter pressures	-65
Older People - Careline	1,233	-1,502	1,397	-1,623	43	Additional staffing costs in respect of new Information, Advice & Assistance requirement of SSWBA (Social Services & Wellbeing Act); reduction in income due to other local authorities reducing support in this area which impacts on income levels as contracts are based on number of connections. managers have a clear strategy in place to address this.	63
Older People - Enablement	2,244	-586	1,827	-387	-218	Staff vacancies - recruitment issues being addressed.	-204
Older People - Day Services	1,049	-65	1,339	-65	290	Outstanding unmet efficiency relating to in house Day services provision from 2016-2017 £202k. Additional demand for private day services as part of promoting independent living. Significant review underway with TIC team (Transform, innovate, Change) to address.	70

# Department for Communities - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Physical Disabilities</b>							
Phys Dis - Direct Payments	1,875	0	1,917	-100	-58	Audit processes recovering direct payment overprovision in previous financial periods	-42
<b>Learning Disabilities</b>							
Learn Dis - Employment & Training	2,422	-855	2,261	-623	72	Reduction in Department for Work and Pensions grant for Work choice programme due to changes in terms and conditions of funding.	122
Learn Dis - Private/Vol Homes	9,828	-3,232	10,210	-3,506	108	Work continuing to promote independent living and reduce cost of care packages accordingly. Performance data shows trend for demand remains at similar levels as previous financial years despite demographic pressures. The efficiency target will be met slower than anticipated whilst being largely offset by additional residential income and Welsh Government Grant	113
Learn Dis - Direct Payments	1,306	0	1,412	0	106	Direct Payments increasing across all client group linked to promoting independence and reduce demand elsewhere	105
Learn Dis - Group Homes/Supported Living	5,945	-1,007	6,144	-1,007	198	Work continuing to promote independent living and reduce cost of care packages accordingly. Performance data shows trend for demand increasing due to promoting independent living and demographic pressures. The efficiency target will be met slower than anticipated whilst being largely offset by Welsh Government Grant relating to changes to the sleep-in allowances and national living wage which we have been required to meet	248
Learn Dis - Adult Respite Care	943	-812	894	-812	-50	Staff vacancies	-17
Learn Dis - Day Services	3,140	-308	3,220	-270	117	Work continuing to promote independent living and reduce cost of care packages accordingly. Performance data shows trend for demand increasing due to promoting independent living and demographic pressures and to control residential beds costs.	54
Learn Dis - Transition Service	509	0	418	0	-91	Staff vacancies and reduced transport costs	-83
Learn Dis - Community Support	2,202	-140	2,333	-140	132	Work continuing to promote independent living and reduce cost of care packages accordingly. Performance data shows trend for demand increasing due to promoting independent living and demographic pressures.	15

## Department for Communities - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Mental Health</b>							
M Health - Private/Vol Homes	6,418	-2,943	6,453	-2,919	59	Work continuing to promote independent living and reduce cost of care packages accordingly. Client group difficult to forecast costs as demand led at short notice.	1
M Health - Group Homes/Supported Living	601	-189	720	-189	119	Work continuing to promote independent living and reduce cost of care packages accordingly. Client group difficult to forecast costs.	-2
M Health - Direct Payments	136	0	144	-50	-41	Audit processes recovering direct payment overprovision in previous financial periods	4
M Health - Community Support	665	-110	554	-110	-111	Work continuing to promote independent living and reduce cost of care packages accordingly.	19
M Health - Substance Misuse Team	330	-142	284	-146	-51	Staff vacancies	-38
<b>Other Variances - Adult Services</b>					-45		-113
<b>Homes &amp; Safer Communities</b>							
<b>Public Protection</b>							
PP Management support	98	-8	94	-15	-11	Offsetting overspends elsewhere in Housing	-11
PP Business Support unit	141	0	120	0	-21	Offsetting overspends elsewhere in Housing	-8
Air Pollution	97	-33	95	-19	12	Underachievement of income - offset by an underspend in Other Pollution	19
Other Pollution	41	0	29	0	-12	Offsetting overspends in Air Pollution	-9
Food Safety & Communicable Diseases	347	0	331	-2	-18	General underspends covering the overspend in Dog Wardens and Licensing	-16
Stray Horses	5	0	18	0	13	Overspend due to a call out incident relating to Pigs	0
Animal Welfare	71	-76	70	-49	27	Underachievement of licence fee income	25
Food & Agricultural Standards & Licensing	119	-38	103	-38	-16	Underspend covering overspends elsewhere in Trading Standards	-12
Civil Law	212	-5	184	-2	-26	Underspend due to vacant post early part of the year	-15
Safety	65	-19	72	-16	10	Overspend in analyst fees covered by underspends elsewhere in Trading Standards	6
<b>Other Variances - Public Protection</b>					8		9



**Department for Communities - Budget Monitoring as at 28th February 2018**  
**Main Variances**

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Council Fund Housing</b>							
Local Housing Company	0	0	32	0	32	Housing LATC - legal costs and employee costs	0
Benefit Reforms	12	-10	1	-14	-15	Underspend due to repair costs being covered by WG grant relating to the Landlord Incentive Programme	0
<b>Other Variances - Council Fund Housing</b>					17		11
<b>Leisure &amp; Recreation</b>							
Burry Port Harbour	188	-165	133	-126	-16	Forecast underspend on dredging which is now capitalised £50k, offset by projected income shortfall from mooring	-30
Pendine Outdoor Education Centre	469	-319	475	-337	-12	Increased income from Board & Accommodation	-34
Pembrey ski shop	0	-9	0	3	12	Effect of reduced stock valuation on Revenue account	-2
Pembrey Ski Slope	291	-253	334	-311	-15	Overachieving income re: new catering outlet	-25
Newcastle Emlyn Sports Centre	268	-122	301	-130	25	NCE management fee £23k re: 2016-17 not accrued	0
Carmarthen Leisure Centre	1,212	-1,209	1,239	-1,182	53	Project costs re: electricity system upgrade £14k, purchase of cleaning equipment £14k, underachieving income £25k	17
Sport & Leisure East	218	-64	205	-65	-13	In year vacancy	-7
Amman Valley Leisure Centre	695	-554	684	-632	-89	Increased income forecast from Gym £54k and Swim 35k	-101
Sport & Leisure General	825	-59	868	-72	30	Planned delivery of play and spin projects at Carmarthen Leisure Centre	59
Sport & Leisure South	189	-33	172	-33	-17	In year vacancy	-7
Llanelli Leisure Centre	1,110	-958	1,127	-961	14	Additional instructor costs	34
Outdoor Recreation - Staffing costs	914	-893	803	-726	56	Under achievement of income target	22
Pembrey Country Park	658	-651	703	-644	52	Planned health & safety expenditure £50k on Marquee and fencing	40
Llyn Lech Owain Country Park	85	-28	140	-31	51	Planned health & safety expenditure £60k on Playground equipment	-0
Parc Howard Museum	42	-8	71	-18	19	Staffing increase to move away from lone working £14k, plus minor supplies & services overspends	5
Museums General	188	0	164	0	-25	Vacant post	3
Archives General	126	-2	116	-4	-12	Various minor underspends	-12
Sw Clearys Craft Centre	80	-33	96	-35	14	Operational consumables - to kit out café	1
Sw Laugharne Boathouse	140	-97	175	-109	24	Employee costs not budgeted	16
Sw Ffwrnes	696	-385	705	-364	29	Agency Fees	7
<b>Other Variance - Leisure &amp; Recreation</b>					-7		13
<b>Grand Total</b>					<b>124</b>		<b>493</b>

**Corporate Services Department**  
**Budget Monitoring as at 28th February 2018**

Division	Working Budget				Forecasted				Feb 18 Forecasted Variance for Year £'000	Dec 17 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Financial Services	4,769	-2,232	-2,698	-161	4,743	-2,296	-2,698	-252	-91	-104
Revenues & Financial Compliance	4,589	-1,642	-2,056	891	4,259	-1,587	-2,056	615	-277	-267
Other Services	66,851	-47,288	3,303	22,866	68,466	-48,925	3,303	22,844	-22	3
<b>GRAND TOTAL</b>	<b>76,210</b>	<b>-51,162</b>	<b>-1,451</b>	<b>23,597</b>	<b>77,467</b>	<b>-52,809</b>	<b>-1,451</b>	<b>23,207</b>	<b>-389</b>	<b>-367</b>

# Corporate Services Department - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Financial Services</b>							
Accountancy	1,665	-302	1,634	-349	-79	Vacant Posts and additional receivership income	-78
Grants and Technical	277	-97	253	-60	12	Lower than anticipated recovery of staffing costs	-0
Payroll	555	-334	554	-334	-0		0
Payments	486	-83	474	-79	-7		-7
<b>Revenues &amp; Financial Compliance</b>							
Procurement	515	-5	481	-5	-34	Vacant Post	-34
Audit	610	-21	490	-27	-127	Vacant Posts	-127
Risk Management	132	-2	142	-2	10	Maternity cover	15
Business Support Unit	81	0	69	0	-12	Staff member reduced hours	-10
Corporate Services Training	55	0	56	-2	-1		-1
Local Taxation	881	-720	879	-742	-24	Vacant Posts	-24
Housing Benefits Admin	1,416	-749	1,291	-670	-45	Vacant Posts	-44
Revenues	850	-144	805	-139	-39	Vacant Posts	-39
<b>Other Services</b>							
Audit Fees	373	-86	306	-86	-67	Reduction in grant audit fees	-51
Bank Charges	63	0	52	0	-11	Savings from bank tender	-7
Council Tax Reduction Scheme	15,470	0	15,300	0	-170	Forecast figures show expenditure / cases, below provision	-170
Rent Allowances	47,077	-47,090	48,514	-48,566	-39	Forecast figures show expenditure / cases, below provision	-41
						Projected overspend due to cost of sales of assets being charged to revenue and £219k to develop the Hub at Ammanford	272
Miscellaneous Services	3,869	-112	4,294	-273	265		
<b>Other Variances</b>					-20		-21
<b>Grand Total</b>					-389		-367

**Department for Education & Children**  
**Budget Monitoring as at 28th February 2018**

Division	Working Budget				Forecasted				Feb 18 Forecasted Variance for Year £'000	Dec 17 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Director & Strategic Management	896	0	-148	747	758	0	-148	610	-137	-142
Education Services Division	117,447	-1,701	19,152	134,898	134,962	-18,762	19,152	135,352	453	632
Strategic Development	9,273	-7,505	881	2,649	9,014	-7,227	881	2,667	19	-14
School Improvement	4,135	-1,842	504	2,797	4,631	-2,422	504	2,713	-84	14
Learner Programmes	5,086	-3,980	384	1,490	4,959	-3,855	384	1,489	-1	43
Children's Services	22,865	-6,526	2,103	18,443	23,695	-7,344	2,103	18,455	12	-16
<b>GRAND TOTAL</b>	<b>159,703</b>	<b>-21,554</b>	<b>22,876</b>	<b>161,024</b>	<b>178,020</b>	<b>-39,610</b>	<b>22,876</b>	<b>161,286</b>	<b>262</b>	<b>516</b>

**Department for Education & Children - Budget Monitoring as at 28th February 2018**  
**Main Variances**

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Director &amp; Strategic Management</b>							
Director & Management Team	896	0	758	0	-137	Part year vacant post. Increased budget (£100k) relating to transfers from other areas of the department in readiness to meet a departmental efficiency proposal in 2018-19.	-142
<b>Education Services Division</b>							
School Expenditure not currently delegated	161	0	180	5	24	Additional costs incurred to provide temporary replacement for suspended staff	5
School Redundancy & EVR	1,838	0	2,332	0	494	Budget utilised on existing commitments. Schools are supported and challenged on staffing structure proposals.	494
School Modernisation	93	-5	97	-37	-28	NNDR Valuation Office have recently revised the treatment of closed schools £-68k. Transport recharges outside of Transport Policy for former pupils of closed schools £41k.	143
Early Years Non-Maintained Provision	469	0	374	0	-95	Reduced take-up of 10 hours per week free entitlement for 3 year olds in non-maintained settings.	-97
Special Educational Needs	2,908	-1,484	3,106	-1,551	131	Additional statementing costs within smaller schools £38k. Recent agreement and settlement of outstanding costs for four out of county complex individual cases £93k.	173
Education Other Than At School (EOTAS)	1,974	-212	2,028	-298	-33	Part year vacant posts	-50
Sensory Impairment	362	0	350	0	-12	Part year vacant posts	-14
Educational Psychology	898	0	879	-10	-29	Part year vacant posts	-21
<b>Strategic Development</b>							
Business Support	448	0	408	0	-40	Part year vacant posts	-31
Participation	89	0	68	0	-20	Part year vacant posts	-16
School Meals & Primary Free Breakfast Services	7,959	-7,143	7,773	-6,867	89	Reduced uptake and some loss of sales due to adverse weather	37
<b>School Improvement</b>							
School Effectiveness Support Services	292	-59	285	-65	-13	Additional income received from Prosiect Cymraeg	3
National Model for School Improvement	1,154	-56	1,216	-175	-57	Part year vacancies and utilisation of grant, enabling core budget to support other pressures	-29
Welsh Language Support	468	-176	504	-226	-15	Part year vacant posts	40

## Department for Education &amp; Children - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Learner Programmes</b>							
Music Services for Schools	1,083	-984	1,237	-968	170	Reduced take-up of school Service Level Agreements (SLA), due to school budgetary pressures.	190
Families First Grant (Youth)	674	-654	657	-654	-17	Part year vacant posts	-13
Behaviour Management	141	0	67	0	-75	Vacant post for Behaviour and Wellbeing manager	-68
Youth Offending & Prevention Service	1,625	-785	1,575	-827	-92	Proceeds from sale of vehicles, additional staffing recharge to Youth Justice Board grant and part year vacant posts	-66
Adult & Community Learning	420	-416	408	-392	12	Fewer learners than projected in Term 2	0
<b>Children's Services</b>							
Commissioning and Social Work	6,474	-20	6,868	-393	20	High Legal costs projected due to a high number of cases £184k. This is offset by secondment and part year vacancy savings -£164k	-71
Corporate Parenting & Leaving Care	1,263	-418	1,249	-495	-91	Utilisation of grant, enabling core budget to support other pressures	-66
Fostering Services & Support	3,696	0	3,772	-41	36	The taxi's budget faces ongoing pressure £14k due to the high number of placement moves, some away from school areas. The Fostering Support Team have increased transport costs, boarding out payments and residence orders (even though CCC current rates are set at the minimum allowed by Welsh Government) £236k. This is offset by part year vacancies in the Fostering Team -£127k and additional grant - £70k savings on recruitment costs -£17k.	80
Adoption Services	524	-56	598	-146	-16	Fewer families receiving Boarding out payments than previously forecasted	-9
Out of County Placements (CS)	739	-54	778	-3	89	More use of independent care agencies that are more expensive to use due to a lack of in house placements including 4 young people being accommodated out of county due to their complex needs requiring 24 hour support.	85
Short Breaks and Direct Payments	519	-30	571	-102	-20	Additional grant income received enables core budget to support other pressures	-46
Aids & Adaptions	13	0	43	0	30	Additional demand for appliances	11
Family Aide Services	212	0	168	0	-44	Part year vacancies	-34
Other Family Services incl Young Carers and ASD	424	-230	397	-268	-64	Utilisation of grant, enabling core budget to support other pressures	-65
Out of Hours Service	144	0	188	-23	21	Service has been realigned and will be transferring to Adult services next financial year	18
Garreglwyd Residential Unit	541	-159	655	-218	55	Additional staffing costs to cover periods of sickness and a young person being moved in which reduces the out of county placement costs.	52
Education Welfare	409	0	389	-1	-21	Utilisation of grant, enabling core budget to support other pressures	-22
<b>Other Variances</b>					7		45
<b>Grand Total</b>					<b>262</b>		<b>516</b>

**Environment Department**  
**Budget Monitoring as at 28th February 2018**

Division	Working Budget				Forecasted				Feb 18 Forecasted Variance for Year £'000	Dec 17 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Buisness Support & Performance	2,304	-35	36	2,305	2,344	-123	36	2,257	-48	-2
Waste & Environmental Services	24,096	-7,797	1,608	17,907	23,892	-7,593	1,608	17,908	1	-1
Highways & Transportation	49,454	-31,491	8,328	26,291	48,345	-29,980	8,328	26,694	402	220
Property	37,839	-35,534	-1,593	712	38,265	-35,962	-1,593	710	-2	83
Planning	3,801	-2,373	429	1,858	3,696	-2,174	429	1,952	94	360
<b>GRAND TOTAL</b>	<b>117,494</b>	<b>-77,231</b>	<b>8,809</b>	<b>49,073</b>	<b>116,542</b>	<b>-75,832</b>	<b>8,809</b>	<b>49,520</b>	<b>447</b>	<b>660</b>

## Environment Department - Budget Monitoring as at 28th February 2018

## Main Variances

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Buisness Support &amp; Performance</b>							
Business Support	1,703	0	1,708	-55	-49	Vacant posts	-0
<b>Waste &amp; Environmental Services</b>							
Green Waste Collection	0	0	211	-177	34	The green waste collection service is not yet self-financing.	34
Closed Landfill Sites Nantycaws	144	0	120	0	-25	Reduced licence fee premiums from NRW and reduced operational activity that reflects the reduction in environmental risks associated with leachate control and treatment as a result of the sustained success of the new leachate treatment plant.	-25
<b>Highways &amp; Transportation</b>							
Civil Design	867	-1,330	924	-1,414	-26	Additional income through greater productivity than projected and additional staff sourced through framework secondment.	-20
Transport Strategic Planning	302	-78	394	-203	-32	Core staff recharged to grant schemes	0
Passenger Transport	4,355	-2,957	4,931	-3,582	-48	Tender and service efficiencies.	-37
School Transport	10,392	-1,077	10,328	-990	23	Estimated overspend based on an initial assessment of demand.	37
Car Parks	1,772	-3,311	1,947	-3,020	466	£36k Change in John/St Peters short/long delayed due to major works affecting the car park in 2016/17. Unachievable income target as the income target is increased every year but parking fees have not been increased. PCN income also lower than anticipated. Increased winter maintenance costs due to adverse weather conditions.	284
Bridge Maintenance	723	0	710	-10	-23	Variance due to Asst. Engineer post being vacant.	-10
Highway Maintenance	14,641	-7,668	11,479	-4,439	67	Increased winter maintenance	0
Public Rights Of Way	237	-11	198	-11	-39	Underspend due to vacant posts, recruitment process underway	-38
<b>Property</b>							
Building Maintenance Operational	22,765	-24,459	23,528	-25,068	154	Under recovery of surplus target.	201
Strategic Asset Management							
Business Unit	655	-80	634	-118	-59	Vacant posts	-37
Industrial Premises	399	-1,290	369	-1,349	-89	Based on very high occupancy levels which may be variable	-86



**Environment Department - Budget Monitoring as at 28th February 2018**  
**Main Variances**

Division	Working Budget		Forecasted		Feb 18	Notes	Dec 17
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Planning</b>							
Planning Admin Account	327	-3	509	-258	-73	Reduced expenditure £64k to partly offset under-achievement of Planning Application Fee income. Also projected over-achievement of Street naming and numbering income £9k.	-75
Building Control - Other	177	0	169	-7	-15	Underspend against various expenditure headings £8k and also income generated from carrying out safety and fire risk assessments £7k	1
Minerals	325	-188	287	-183	-33	Underspend mainly due to staff vacancies and staff being budgeted at top of scale, but actually being employed on lower points	-1
Development Management	1,392	-1,251	1,282	-872	269	Ongoing shortfall in income - although improvement in January & February income resulting in improved projected outturn position.	469
South Wales Regional Aggregates Working Party (E)	50	-50	33	-50	-17	2016/17 underspend was held in reserves, pending WG confirmation that specific outcomes have been achieved and that there will be no clawback of grant. This has now been confirmed, so surplus released back into revenue account.	0
Waste planning monitoring report (E)	25	-25	9	-25	-16	2016/17 underspend was held in reserves, pending WG confirmation that specific outcomes have been achieved and that there will be no clawback of grant. This has now been confirmed, so surplus released back into revenue account.	-16
<b>Other Variances</b>					-22		-21
<b>Grand Total</b>					<b>447</b>		<b>660</b>

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## Housing Revenue Account - Budget Monitoring as at 28th February 2018

	Working Budget £'000	Forecasted Actual £'000	Feb 2018 Variance for Year £'000	Notes	Dec 17 Previous period forecasted variance for Year £'000
<b>Expenditure</b>					
<b>Repairs &amp; Maintenance</b>					
Responsive	1,720	1,517	-203		-7
Minor Works	2,749	2,908	159		299
Voids	2,297	2,297	1		-2
Servicing	1,575	1,709	134		93
Drains & Sewers	125	115	-10		1
Grounds	715	715	0		0
Unadopted Roads	100	100	0		0
<b>Supervision &amp; Management</b>					
Employee	3,959	3,893	-66		-72
Premises	1,378	1,610	231		74
Transport	67	61	-6		-9
Supplies	1,380	1,381	1		-29
Recharges	1,127	1,138	11		0
Provision for Bad Debt	472	407	-65		-193
Capital Financing Cost	13,940	13,898	-42		-22
Central Support Charges	1,560	1,573	13		13
DRF	3,793	3,783	-10		-300
<b>Total Expenditure</b>	<b>36,957</b>	<b>37,105</b>	<b>147</b>		<b>-154</b>

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Housing Revenue Account - Budget Monitoring as at 28th February 2018

	Working Budget £'000	Forecasted Actual £'000	Feb 2018 Variance for Year £'000	Notes	Dec 17 Previous period forecasted variance for Year £'000
<b>Income</b>					
Rents	-37,739	-37,740	-1		-11
Service Charges	-739	-749	-10	Forecast small overachievement of service charge income	-11
Supporting People	-135	-135	0		0
Mortgage Interest	-3	-3	0		0
Interest on Cash Balances	-46	-57	-11	Forecast rate increase from 0.3% to 0.38%	0
Insurance	0	-62	-62	Insurance settlement of claims income received	0
Other Income	-584	-590	-6		14
<b>Total Income</b>	<b>-39,245</b>	<b>-39,336</b>	<b>-91</b>		<b>-7</b>
<b>Net Expenditure</b>	<b>-2,288</b>	<b>-2,231</b>	<b>57</b>		<b>-161</b>

<b>HRA Reserve</b>	<b>£'000</b>
Balance b/f 1/4/17	14,011
Budgeted movement in year	2,288
Variance for the year	-57
Balance c/f 31/3/18	<b>16,242</b>

## Executive Board 4<sup>th</sup> June 2018

### CAPITAL PROGRAMME 2017-18 UPDATE

Purpose: To report the variances within the capital programme

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

That the capital programme update report is received.

#### REASONS:

To provide an update of the latest budgetary position for the 2017/18 capital programme as at the 28<sup>th</sup> February 2018.

#### Relevant scrutiny committees to be consulted

N/A

Exec Board Decision Required	YES
Council Decision Required	NO

#### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr David Jenkins

<b>Directorate:</b> <b>Corporate Services</b> <b>Name of Director of Corporate Services:</b> <b>Chris Moore</b> <b>Report Author:</b> <b>Chris Moore</b>	<b>Designation:</b> <b>Director of Corporate Services</b>	<b>Tel No.</b> <b>01267 224120</b> <b>E Mail Address:</b> <b>CMoore@carmarthenshire.gov.uk</b>
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# EXECUTIVE SUMMARY

## Executive Board

4<sup>th</sup> June 2018

This report provides an update on the Capital programme spend against budget for 2017/18 as at the 28<sup>th</sup> February 2018.

### Variances

**Appendix A** which is shown departmentally, shows a forecasted net spend of £44,399k compared with a working net budget of £55,242k giving a **£-10,843k** variance. The variance will be slipped into future years, as the funding will be required to ensure that the schemes are completed.

**Appendix B** details the main variances within each department.

DETAILED REPORT ATTACHED	YES
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## IMPLICATIONS

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

Signed: C. Moore

Director of Corporate Resources

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

### Finance

The capital programme shows an in year under spend of **£-10,843k** for 2017/18 which will be incorporated into future years of the programme.

### Physical Assets

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

## CONSULTATIONS

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

Signed: C. Moore

Director of Corporate Services

### 1. Scrutiny Committee

Relevant Scrutiny Committees will be consulted.

### 2. Local Member(s) N/A

### 3. Community / Town Council N/A

### 4. Relevant Partners N/A

### 5. Staff Side Representatives and other Organisations N/A

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

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

**THERE ARE NONE**

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

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Capital Programme 2017/18						
Capital Budget Monitoring - Report for February 2018						
	Working Budget			Forecasted		
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
DEPARTMENT						
COMMUNITIES						
- Public Housing	21,087	-6,170	14,917	17,829	-6,215	11,614
- Private Housing	2,886	-228	2,658	3,467	-669	2,798
- Social Care	1,462	-629	833	465	-389	76
- Leisure	4,314	-1,405	2,909	1,843	-244	1,599
ENVIRONMENT	16,793	-5,201	11,592	14,185	-5,692	8,493
EDUCATION & CHILDREN	24,811	-9,781	15,030	22,963	-8,135	14,828
CHIEF EXECUTIVE	1,894	0	1,894	1,732	-52	1,680
REGENERATION	6,041	-632	5,409	4,103	-792	3,311
TOTAL	79,288	-24,046	55,242	66,587	-22,188	44,399

Variance for Year £'000
-3,303
140
-757
-1,310
-3,099
-202
-214
-2,098
-10,843

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## Capital Programme 2017/18

## Capital Budget Monitoring - Report for February 2018 - Main Variances

	Working Budget			Forecasted			Variance for Year £'000	Comment
DEPARTMENT/SCHEMES	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
<b>COMMUNITIES</b>								
- Public Housing	21,087	-6,170	14,917	17,829	-6,215	11,614	-3,303	
Sheltered Housing Investment	103	0	103	3	0	3	-100	Anticipated boiler replacement not required.
Voids To Achieve The CHS (VOI)	2,060	0	2,060	1,560	0	1,560	-500	Works programmed to bring Major Works Voids back into use but actual works will slip into 2018/19.
Housing Minor Works (HMO)	603	0	603	864	0	864	261	Additional pressures identified during year, mainly in terms of structural walls on estates and paths in and around homes.
Rendering and External Works (EXP & EXI)	2,386	0	2,386	2,850	0	2,850	464	Additional remedial work identified as well as some properties being brought forward that will result in saving in future years programme.
Stock Condition Survey 2017/18 - Cost Certainty Gaps and Verification	150	0	150	0	0	0	-150	Specification for work currently being drafted. Surveys to commence in 2018/19.
Housing Development Programme (New builds & Stock Increase Programme)	10,957	0	10,957	7,605	0	7,605	-3,352	Housing Development Programme being re-profiled to take account of slight slippage in council new build programme due to unforeseen circumstances. Planning permission for Garreglwyd granted on 5th April and work to commence in coming months. Dylan site planning permission to be considered at beginning of May. Our Affordable Homes target has been met for 2017/18, however, with 235 additional homes being delivered against a target of 225. Over 400 homes have now been delivered in first two years of plan. There has also been a slight delay in the timing of completions on 18 homes linked to our stock increase programme- these will happen in the next couple of months and will be accounted for in the 2018/19 affordable homes figures.
Other Projects with Minor Variances	4,828	-6,170	-1,342	4,947	-6,215	-1,268	74	Small overspends on Environmental Works and Gas infrastructure works along with retentions on Waddle's Court development
- Private Housing	2,886	-228	2,658	3,467	-669	2,798	140	
Disabled Facility Grants	2,372	0	2,372	2,516	0	2,516	144	Overspend the result of a significant increase in demand/activity due to an improved delivery process and reduction in waiting times. Approach moving forward being re-assessed in order to better understand future implications for budget and waiting times.
Other Projects with Minor Variances	514	-228	286	951	-669	282	-4	
- Social Care	1,462	-629	833	465	-389	76	-757	
Learning Disabilities Developments	228	0	228	0	0	0	-228	Options being considered for the modernisation of Learning Disability service provision in response to the Social Services and Wellbeing Act.
Cartref Cynnes Development Carmarthen	337	0	337	7	0	7	-330	Contingencies included in contract not fully utilised to date - final sum yet to be agreed. Budget required in 2018/19.
Extra Care - Llanelli Area	200	0	200	11	0	11	-189	Budget being re-profiled to reflect investment that will be needed in existing care home provision, as well as any extra provision that may be identified. Detailed work is being undertaken on confirming future needs around residential (including EMI), extra care and sheltered housing as well as future standards.
Other Projects with Minor Variances	697	-629	68	447	-389	58	-10	

## Capital Programme 2017/18

## Capital Budget Monitoring - Report for February 2018 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
<b>- Leisure</b>	<b>4,314</b>	<b>-1,405</b>	<b>2,909</b>	<b>1,843</b>	<b>-244</b>	<b>1,599</b>	<b>-1,310</b>	
<b>Oriel Myrddin Redevelopment</b>	961	-750	211	400	-189	211	0	£750k external grant unsuccessful, thus resulting in a variance in income. Council net budget target met with additional other external funding.
<b>Rights of Way Bridge Strengthening Programme</b>	622	-200	422	70	0	70	-352	£180k to slip to 18/19 to ensure priority works are completed. Remaining budget being considered for other priority schemes within department. External income of £200k not now realisable.
<b>Strategic Open Spaces - Site Development &amp; Linkages</b>	800	-400	400	0	0	0	-400	Budget being considered for other priority schemes within department. Virement approved in March 2018 to vire to Pembrey Country Park. External income of £400k not now realisable.
<b>Countryside Projects - General</b>	149	0	149	98	0	98	-51	Monies being retained for potential Rights of Way grant match funding.
<b>Burry Port Harbour Dredging</b>	173	0	173	253	0	253	80	Additional works ahead of schedule within year, however, the whole project is within budget - negative slippage to 2018/19.
<b>Closed Circuit Track</b>	498	0	498	13	0	13	-485	Delay due to the need for additional surveys. Contractor on site early April for completion by mid / late June '18
<b>Pembrey Country Park - Strategic Infrastructure Development</b>	540	0	540	452	0	452	-88	Slip balance into 18/19 to deliver various schemes including new amenity block with is underway and due for completion in the the Summer '18.
<b>Other Projects with Minor Variances</b>	571	-55	516	557	-55	502	-14	
<b>ENVIRONMENT</b>	<b>16,793</b>	<b>-5,201</b>	<b>11,592</b>	<b>14,185</b>	<b>-5,692</b>	<b>8,493</b>	<b>-3,099</b>	
<b>Coastal Protection Works</b>	407	0	407	137	0	137	-270	Scheme delayed due to change in contract specification. Budget required for future years.
<b>Murray Street Car Park, Llanelli</b>	198	0	198	98	0	98	-100	Expenditure profile being planned in accordance with whole of life care plan. Funding required for future year maintenance.
<b>Bridge Strengthening &amp; Replacement</b>	739	0	739	515	0	515	-224	Land acquisitions having a delay on structural works.
<b>Towy Valley Path - Abergwili to Nantgaredig</b>	1,061	-763	298	411	-411	0	-298	Land acquisitions still in negotiations, potential CPO. Slipping the County council and external grant element of funding towards land purchase.
<b>Carmarthen Western Link Road</b>	392	-110	282	295	-119	176	-106	Scheme currently behind schedule due to land issues. Land purchase currently at CPO stage.
<b>St Davids Park</b>	1,185	0	1,185	70	0	70	-1,115	Works delayed due to planning and additional works on asbestos related matters.
<b>Rural Estates Capital Schemes</b>	570	0	570	302	0	302	-268	Delay in design & procurement of works due to lack of available resource - buildings will be occupied over winter months.
<b>Capital maintenance</b>	3,295	0	3,295	2,789	0	2,789	-506	Re-tender required on a particular scheme due to change of specification and certain projects delayed due to capacity issues.
<b>East Gate Development</b>	241	0	241	99	0	99	-142	Savings on scheme due to external funding secured in prior year.
<b>Other Projects with Minor Variances</b>	8,705	-4,328	4,377	9,469	-5,162	4,307	-70	Additional local transport grant secured to increase external funding actual based on budget.

Capital Programme 2017/18						
Capital Budget Monitoring - Report for February 2018 - Main Variances						
	Working Budget			Forecasted		
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
DEPARTMENT/SCHEMES						
EDUCATION & CHILDREN	24,811	-9,781	15,030	22,963	-8,135	14,828
MEP External Funding Income	0	-9,130	-9,130	0	-8,016	-8,016
Dinefwr Project - Dyffryn Aman	131	0	131	20	0	20
Dinefwr Project - Ysgol Bro Dinefwr	474	0	474	60	0	60
Ysgol Pen Rhos CP School - New Two Form Entry	4,299	0	4,299	5,100	0	5,100
Llangadog - Major Redevelopment	1,955	0	1,955	450	0	450
Ysgol Trimsaran - New School Building	1,813	0	1,813	3,100	0	3,100
Llandeilo Primary	203	0	203	0	0	0
Ammanford Primary	173	0	173	0	0	0
Parc Y Tywyn - New School	6,051	0	6,051	5,500	0	5,500
Gorslas - New School	505	0	505	280	0	280
Rhydygors - Refurbishment/Re-configuration	568	0	568	0	0	0
Laugharne VCP Works	283	0	283	0	0	0
Pontyberem CP - Refurbishment/Re-configuration	1,088	0	1,088	1,650	0	1,650
Carmarthen West New School - Phase 1	570	-570	0	527	0	527
Rhys Prichard Relocation	505	0	505	60	0	60
Ysgol Coedcae - Phase 1	1,583	0	1,583	1,200	0	1,200
St John Lloyd	2,458	0	2,458	2,300	0	2,300
MEP - Future Projects	329	0	329	965	0	965
Llanelli Vocational Village	132	0	132	35	0	35
Other Projects with Minor Variances	1,691	-81	1,610	1,716	-119	1,597

Variance for Year £'000	Comment
-202	
1,114	Grant within year reduced due to individual schemes not progressing as envisaged, no overall impact on grant at project end.
-111	Issues with playing fields being discussed with contractor
-414	Claim against contractor, potential payment in 18/19.
801	Scheme progressing well. No overall scheme overspend.
-1,505	Delayed start. No overall scheme underspend.
1,287	Delayed start in previous years resulting in increased expenditure in 2017/18.
-203	Options for the future of primary education in the area currently being considered. Re profile required.
-173	Options for the future of primary education in the area currently being considered. Re profile required.
-551	Scheme progressing well. No overall scheme underspend.
-225	Slight delay with scheme - progressing land acquisition issues.
-568	Scheme development delayed pending outcome of Behavioural Services Review.
-283	Scheme delayed pending resolution of land acquisition issues.
562	Scheme ahead of schedule. No overall scheme overspend.
527	Land issues. Project delayed.
-445	Scheme development issues caused initial delay - now resolved.
-383	Expenditure carried forward to 18/19, no overall underspend.
-158	Scheme progressing well. No overall scheme underspend.
636	Design costs and some land purchase accelerated on various Band B schemes in order to take full advantage of grant funding in 2018/19.
-97	Scheme savings - Awaiting completion of St John Lloyd phase.
-13	

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## Capital Programme 2017/18

## Capital Budget Monitoring - Report for February 2018 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
<b>CHIEF EXECUTIVE</b>	<b>1,894</b>	<b>0</b>	<b>1,894</b>	<b>1,732</b>	<b>-52</b>	<b>1,680</b>	<b>-214</b>	
IT Strategy Developments	1,894	0	1,894	1,680	0	1,680	-214	Delays relating to PSBA core network re-design and phase 5 & 6. Budget required in 2018/19.
Other Projects with Minor Variances	0	0	0	52	-52	0	0	
<b>REGENERATION</b>	<b>6,041</b>	<b>-632</b>	<b>5,409</b>	<b>4,103</b>	<b>-792</b>	<b>3,311</b>	<b>-2,098</b>	
Rural Enterprise Fund	1,075	0	1,075	690	0	690	-385	Funding fully committed, third party schemes behind claim profile.
Transformation Commercial Property Development Fund	622	0	622	294	0	294	-328	Fund fully committed, third party schemes behind claim profile.
Opportunity Street (Llanelli)	541	0	541	469	-136	333	-208	Funds committed to 18-19 town centre demolitions.
Carmarthen Town Regeneration - Jacksons Lane	929	0	929	64	0	64	-865	Re-direction of sewer required to accommodate scheme, commencement of works in 18/19.
Laugharne Carpark	208	0	208	1	0	1	-207	Discussion are ongoing with the developer regarding the remedial works for the proposed development.
Margaret St - Retaining Wall & Road Widening	167	0	167	110	0	110	-57	Delays with British Telecom works to relocate cabinets have resulted in the road widening scheme works being rescheduled for summer holidays 2018.
Other Projects with Minor Variances	2,499	-632	1,867	2,475	-656	1,819	-48	
<b>TOTAL</b>	<b>79,288</b>	<b>-24,046</b>	<b>55,242</b>	<b>66,587</b>	<b>-22,188</b>	<b>44,399</b>	<b>-10,843</b>	

## EXECUTIVE BOARD

4<sup>TH</sup> JUNE 2018

### SUBJECT:

## Business Rates – High Street Rate Relief Scheme 2018/19

### Purpose:

To consider the adoption of a rate relief scheme being made available to billing authorities by Welsh Government for 2018/19

### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

It is recommended that the 2018/19 High Street Rate Relief scheme outlined in this report be adopted

### REASONS:

The proposed scheme will reduce the 2018/19 business rates liability for qualifying businesses that have been detrimentally affected by the 2017 Revaluation, at no cost to the Authority.

Relevant scrutiny committee to be consulted - NA

Exec Board Decision Required YES

Council Decision Required NO

#### Directorate: Resources

#### Executive Board Member:

Cllr. David Jenkins

#### Name of Head of Service:

Helen Pugh

#### Report Author:

John Gravelle

#### Designations:

Head of Revenues & Financial Compliance

Revenue Services Manager

#### Tel No.

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# EXECUTIVE SUMMARY

## EXECUTIVE BOARD 4<sup>TH</sup> JUNE 2018

### Business Rates – High Street Rate Relief Scheme 2018/19

#### 1. Background

- 1.1. As a result of the national non-domestic rates revaluation many ratepayers were faced with an increase in their rates liability with effect from 1<sup>st</sup> April 2017. Some increases were very significant. To support ratepayers Welsh Government introduced a Transitional Relief scheme whereby ratepayers that occupy small premises (less than £12,000 Rateable Value) and receive Small Business Relief in 2016/17 will have any increase arising from the revaluation, “dampened”. i.e. the increase is limited to 25% in 2017/18, 50% in 2018/19 and 75% in 2019/20.
- 1.2. In addition to the Transitional Relief scheme, Welsh Government also introduced a “**High Street Rate Relief scheme**” for 2017/18.
- 1.3. Welsh Government has recently confirmed that the High Street Rate Relief scheme will be extended to 2018/19 albeit with reduced overall funding and therefore lower levels of relief for individual ratepayers
- 1.4. This scheme is aimed specifically at high street retailers, such as shops, pubs, restaurants and cafes that have seen their rates increase as a result of the 2017 revaluation undertaken by the Valuation Office Agency.
- 1.5. As was the case previously, this is a temporary measure which means Welsh Government is not making any legislative changes but instead will allow billing authorities to grant relief under the general discretionary relief powers available under section 47 of the Local Government (Finance) Act 1988. However, being a discretionary power, it is necessary for Council to formally adopt the scheme.
- 1.6. The scheme is fully funded and therefore at no cost to the authority provided relief is granted in accordance with the Welsh Government guidelines.

#### 2. High Street Rate Relief scheme 2018/19

- 2.1. The scheme continues to provide for 2 tiers of relief:

**(a) Tier 1 – lower level of support: £250 (or the total remaining liability if this is less than £250) (reduced from £500 in 2017/18)**

Eligible ratepayers will be high street retailers whose properties have a rateable value of between £6,001 and £12,000 and who meet the following criteria:

- In receipt of Small Business Rates Relief (SBRR) on 1 April 2018; and / or
- In receipt of Transitional Relief on 1 April 2018.

**(b) Tier 2 – higher level of support: up to £750 (reduced from £1,500 in 2017/18)**

Eligible ratepayers will be high street retailers whose property has a rateable value between £12,001 and £50,000 and who meet the following criteria:



- Not in receipt of SBRR or Transitional Relief on 1 April 2018; and
- Have an increase in their liability on 1 April 2017 as a result of the 2017 Revaluation.

2.2. Welsh Government has indicated the types of business that they consider appropriate for this relief, and those which are not. The non-exhaustive list of business types is given in **Appendix A**

### 3. Other Factors

3.1. The scheme guidelines also confirm that premises will not attract relief despite being retail in nature if they are:

- Not reasonably accessible to visiting members of the public
- Situated in out-of-town retail parks or industrial estates
- Unoccupied
- Already qualify for charitable rate relief

3.2. As the granting of relief is discretionary, authorities may choose not to grant the relief if they consider that it would go against the authority's wider objectives for the local area.

3.3. Qualifying properties must be occupied and used *wholly or mainly* for "retail"; it is therefore a test on use rather than occupation. For the purposes of the scheme this means that it is being used for the sale of goods, food and/ or drink, or certain other services

3.4. Eligibility for the relief will be calculated based on the circumstances of the property and ratepayer as at 1 April 2018. Changes to properties which occur after this date will have no impact on eligibility for this relief.

3.5. Empty properties becoming occupied after 1 April 2018 will not qualify for this relief. Also, if there is a change in occupier part way through the financial year after relief has already been provided, the new occupier will not qualify.

3.6. Ratepayers that occupy premises with a Rateable Value exceeding £50,000 will not qualify for this relief, but authorities have other discretionary powers to reduce rates liability (such as Hardship Relief) in cases where it is considered appropriate.

3.7. Ratepayers will be subject to State Aid limits and will therefore be required to inform authorities if the granting of this relief would exceed the threshold for State Aid (this will be most relevant for companies with a large number of outlets, nationwide)

### 4. Scheme Adoption

4.1. As stated in paragraph 1.4 above, being a discretionary power, it is appropriate for the Council to formally adopt the scheme. It is therefore recommended that:

- The High Street Rate Relief Scheme be adopted for 2018/19
- Relief be granted in accordance with the Welsh Government guidelines
- Applications that are not specifically covered by the guidelines or otherwise require specific consideration, to be determined by the Executive Board Member for Resources

**DETAILED REPORT ATTACHED?**

**No**

# IMPLICATIONS

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

Signed: **Chris Moore**

**Director of Corporate Resources**

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

## 1. Policy, Crime & Disorder and Equalities

## 2. Legal

The decision on whether or not to adopt these schemes is an Executive function.

## 3. Finance

The relief granted under the scheme is fully funded, provided Welsh Government guidelines in terms of qualifying ratepayers, are adhered to.

The scheme will impose an administrative burden with associated costs, to implement and administer. Welsh Government is making a payment to authorities to help cover these costs. In Carmarthenshire's case this amounts to £5,999.02

## CONSULTATIONS

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

Signed: Chris Moore

Director of Corporate Resources

**1. Scrutiny Committee**

N/A

**2. Local Member(s)**

N/A

**3. Community / Town Council**

N/A

**4. Relevant Partners**

N/A

**5. Staff Side Representatives and other Organisations**

N/A

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

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
<b>Business Rates – High Street Rate Retail Scheme</b> (various documents)	N/A	<b>File Plan (Finance/Local Taxation/Retail Rate Relief)</b>

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## **Appendix A -**

### **Qualifying & Non-Qualifying Premises (extract from Welsh Government Guidelines)**

*“It is intended that, for the purposes of this scheme, high street properties such as, “shops, restaurants, cafes and drinking establishments” will mean the following (subject to the other criteria in this guidance).*

#### **i. Hereditaments that are being used for the sale of goods to visiting members of the public**

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licences, newsagents, hardware stores, supermarkets, etc)
- Opticians
- Pharmacies
- Post offices
- Furnishing shops or display rooms (such as carpet shops, double glazing, garage doors)
- Car or caravan showrooms & Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale or hire)

#### **ii. Hereditaments that are being used for the provision of the following services to visiting members of the public**

- Hair and beauty services
- Shoe repairs or key cutting
- Travel agents
- Ticket offices, eg. for theatre
- Dry cleaners & Launderettes
- PC, TV or domestic appliance repair
- Funeral directors
- Photo processing
- DVD or video rentals
- Tool hire
- Car hire
- Cinemas
- Estate and letting agents

#### **iii. Hereditaments that are being used for the sale of food and / or drink to visiting members of the public**

- Restaurants
- Drive-through or drive-in restaurants
- Takeaways & Sandwich shops
- Cafés
- Coffee shops
- Pubs & Wine Bars

“The list set out above is not intended to be exhaustive as it would be impossible to list all the many and varied high street retail uses that exist.

There will also be mixed uses. However, it is intended to be a guide for local authorities as to the types of uses that the Welsh Government considers for this purpose to be high street and retail. Local authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief”

### **Types of hereditaments that are not considered to be eligible for the high street relief**

The list below sets out the types of uses that the Welsh Government does not consider to be high street retail use for the purpose of this relief and would not be deemed eligible for the relief. However, it will be for local authorities to determine if hereditaments are similar in nature to those listed below and if they would not be eligible for relief under the scheme.

#### ***Hereditaments that are being used wholly or mainly for the provision of the following services to visiting members of the public***

- Financial services (eg. banks, building societies, cash points, ATMs, bureaux de change, payday lenders, betting shops, pawn brokers)
- Medical services (eg. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (eg. solicitors, accountants, insurance agents, financial advisers, tutors)
- Post office sorting office
- Tourism accommodation, eg. B&Bs, hotel accommodation and caravan parks
- Sports clubs
- Children’s play centres
- Day nurseries
- Outdoor activity centres
- Gyms
- Kennels and catteries
- Show homes and marketing suites
- Employment agencies

There are a number of further types of hereditaments which the Welsh Government believes should not be eligible for the high street relief scheme:

#### ***ii. Hereditaments with a rateable value of more than £50,000***

#### ***iii. Hereditaments that are not reasonably accessible to visiting members of the public***

#### ***iv. Hereditaments that are in out-of-town retail parks or industrial estates***

#### ***v. Hereditaments that are not occupied***

#### ***vi. Hereditaments that are in receipt of mandatory charitable rates relief***

# EXECUTIVE BOARD

## 4<sup>th</sup> JUNE 2018

### Carmarthenshire County Council's Procurement Strategy 2018-2022

#### Recommendations / key decisions required:

- That the Executive Board approves and adopts the Strategy.

#### Reasons:

- The Strategy provides a vision for procurement across the Council for the next 4 years.

**Relevant scrutiny committee consulted: YES**

**Scrutiny Committee and date: Policy & Resources Scrutiny Committee (27th April 2018)**

**Executive Board Decision Required: YES**

**Council Decision Required: NO**

**Executive Board Member Portfolio Holder: Cllr. David Jenkins (Resources)**

<p><b>Directorate:</b> Corporate Services</p> <p><b>Name of Head of Service:</b> Helen Pugh</p> <p><b>Report Author:</b> Clare Jones</p>	<p><b>Designations:</b></p> <p>Head of Revenues &amp; Financial Compliance</p> <p>Principal Procurement Officer</p>	<p><b>Tel Nos. / E-Mail Addresses:</b></p> <p>01267 246223 <a href="mailto:hlpugh@carmarthenshire.gov.uk">hlpugh@carmarthenshire.gov.uk</a></p> <p>01267 246240 <a href="mailto:clajones@carmarthenshire.gov.uk">clajones@carmarthenshire.gov.uk</a></p>
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## EXECUTIVE SUMMARY

# EXECUTIVE BOARD 4<sup>th</sup> JUNE 2018

## Carmarthenshire County Council's Procurement Strategy 2018-2022

The aim of this procurement strategy is to have a framework in place so that procurement and commissioning decisions play a key role in supporting the delivery of the aims of the Council's Corporate Strategy and Carmarthenshire's Well-Being Plan.

The overarching themes and core values include making better use of resources and a commitment to ensuring that the economic, social and environmental wellbeing of Carmarthenshire is at the heart of our activities. This strategy will outline priorities for 2018-2022 to inform how procurement will contribute towards achieving these aims.

Our Vision for Carmarthenshire is "to apply strategic thinking to all our procurement activities."

### Our Priorities

In line with our support for the delivery of the aims of the Council's Corporate Strategy, Carmarthenshire's Well-Being Plan and 'Moving Forward – The next 5 Years' Plan we have identified the following key priorities for the Corporate Procurement Unit:



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:**        **Helen Pugh – Head of Revenues & Financial Compliance**

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

### 1. Policy, Crime & Disorder and Equalities

We need to ensure that all Procurement during the life of the Strategy promotes equality and diversity in line with the Equality Act 2010.

### 2. Legal

We need to ensure that all Procurement complies with various legislation.

### 3. Finance

The Strategy aims to support departments in delivering greater efficiencies through a Category Management approach to Procurement.

## CONSULTATIONS

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

Signed: Helen Pugh – Head of Revenues & Financial Compliance

**1. Scrutiny Committee** – The Policy & Resources Scrutiny Committee considered the draft Procurement Strategy at its meeting on the 27th April 2018 and unanimously resolved that the Strategy be endorsed.

**2. Local Member(s)** – N/A

**3. Community / Town Council** – N/A

**4. Relevant Partners** – N/A

**5. Staff Side Representatives and other Organisations** – N/A

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

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Welsh Government's Wales Procurement Policy Statement	<p><b>Cymraeg</b>  <a href="http://gov.wales/topics/improvingervices/bettervfm/publications/procurement-policy-statement/?skip=1&amp;lang=cy">http://gov.wales/topics/improvingervices/bettervfm/publications/procurement-policy-statement/?skip=1&amp;lang=cy</a></p> <p><b>English</b>  <a href="http://gov.wales/topics/improvingervices/bettervfm/publications/procurement-policy-statement/?lang=en">http://gov.wales/topics/improvingervices/bettervfm/publications/procurement-policy-statement/?lang=en</a></p>
Carmarthenshire County Council's Procurement Strategy 2018-2022 – Policy & Resources Scrutiny Committee (27th April 2018)	<p><b>Agenda a Chofnodion Cymraeg</b>  <a href="http://democratiaeth.sirgar.llyw.cymru/ieListDocuments.aspx?MId=1172&amp;x=1">http://democratiaeth.sirgar.llyw.cymru/ieListDocuments.aspx?MId=1172&amp;x=1</a></p> <p><b>English Agenda &amp; Minutes</b>  <a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?MId=1172&amp;x=1">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?MId=1172&amp;x=1</a></p>

# Carmarthenshire County Council's Procurement Strategy

2018-2022

# DRAFT

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## Foreword

Welcome to Carmarthenshire County Council's Procurement Strategy for 2018-2022.

The launch of this strategy is a good opportunity to look back at the progress made by our commitment to a more strategic approach to procurement and to look ahead to the challenging times which we face.

It is more important than ever that we have the best arrangements in place to deliver innovative solutions that help us reduce costs and improve the services that we deliver to our residents.

We will continue to use procurement to positively impact on Carmarthenshire's economy and communities in delivering social, economic and environmental benefits.

This strategy outlines our priorities for 2018-2022 and shows how procurement will contribute to achieving the Council's objectives and reduce the budgetary pressures over the next 4 years.

Carmarthenshire County Council spends more than £215 million annually with external organisations and we have a duty to make sure that this spending represents value for money for the residents of the County through efficient and effective procurement policies and practices.

As the Director with responsibility for this key area, I recognise that innovative procurement is fundamental to achieving our vision, protecting our front line services and supporting a socially sustainable economic environment.

I am pleased to report that since the summer of 2017, we have entered a Joint Procurement Shared Service collaboration arrangement with Pembrokeshire County Council. This has benefited both Authorities and has allowed us to jointly develop the Category Management model of procurement in the most efficient and effective way.



*Cllr. David Jenkins*  
*Executive Board Member for Resources*



*Chris Moore*  
*Director of Corporate Services*

# Introduction

## Our Purpose

Carmarthenshire is the third largest county in Wales and this Council is responsible for providing a diverse range of services to over 185,000 residents.

In doing so, we spend approximately £215 million annually on goods, services and works.

The aim of this procurement strategy is to have a framework in place so that procurement and commissioning decisions play a key role in supporting the delivery of the aims of the Council's Corporate Strategy, Carmarthenshire's Well-Being Plan and 'Moving Forward – The Next 5 Years' Plan.

The overarching themes and core values include making better use of resources and a commitment to ensuring that the economic, social and environmental well-being of Carmarthenshire is at the heart of our activities.

This strategy will outline priorities for 2018 – 2022 to inform how procurement will contribute towards achieving these aims.

## What is procurement?

"The process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment." <sup>1</sup>

## What do we mean by commissioning?

"The cycle of assessing the needs of the people in the area, designing and then securing appropriate services." <sup>2</sup>

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<sup>1</sup> Procuring the Future 2006 – Sustainable Procurement Task Force definition and Wales Public Procurement Policy Statement 2015.

<sup>2</sup> UK Cabinet Office 2006.

# Our Vision for Carmarthenshire

***“To apply strategic thinking to all our procurement activities.”***

We are facing unprecedented challenges in delivering quality, value for money and sustainable services in Carmarthenshire.

We need, as an organisation, to be creative and do things differently maximising the impact of the money we spend in the form of added benefit for the people in Carmarthenshire.

This Strategy aims to ensure that we obtain best value for money on all procurement activities.

To this end:

- We will recognise and manage procurement as a strategic corporate function that organises and understands expenditure;
- We will influence early planning and service design and will be involved in decision making to support delivery of the Council's overarching objectives through the introduction of a Category Management approach.

## Procurement Route Map



# Our Governance

## Transformation, Innovation and Change Procurement Board

The Transformation, Innovation and Change (TIC) Procurement Board was put in place following a review by the Council's TIC Team which highlighted the need for a more strategic vision for commissioning and procurement activities across the organisation.

Chaired by the Director of Community Services - who is also the Strategic Lead - the Board has oversight of all procurement spend with a view to identify areas of spend for challenge 'why' and 'how' spend is being packaged. It includes representatives from all Directorates.

The TIC Procurement Board provides updates to the Corporate Management Team as and when key decisions are required.

Regular updates are also presented to the TIC Programme Board chaired by the Chief Executive.

## The Corporate Procurement Unit

Carmarthenshire County Council's Corporate Procurement Unit is based within the Revenues & Financial Compliance Division of the Corporate Services Department.

In late 2017, the team expanded to consist of 4 Principal Procurement Officers supported by 5 Senior Procurement Officers, following investment in the Unit to support the move to Category Management.

Demands for high quality advice from the procurement function are increasing year on year and staff are supported to develop their professional development. Officers are experienced and qualified (with 2 currently

working towards) to a Professional Level (Chartered Institute of Procurement and Supply).

## Joint Procurement Shared Service

Since the Summer of 2017, our procurement officers have been working with Pembrokeshire County Council's Procurement Unit as part of a Joint Procurement Shared Service for an initial period of 2 years.

The aim of the Shared Service is to work collaboratively to deliver one Category Management approach across both Councils thus reducing duplication and identifying opportunities for cashable savings together.

The Shared Service Procurement Team includes 5 joint leads in different category spend areas (please see page 9 for a breakdown of Carmarthenshire's spend in these Categories) and a joint lead for wider policy and compliance themes.

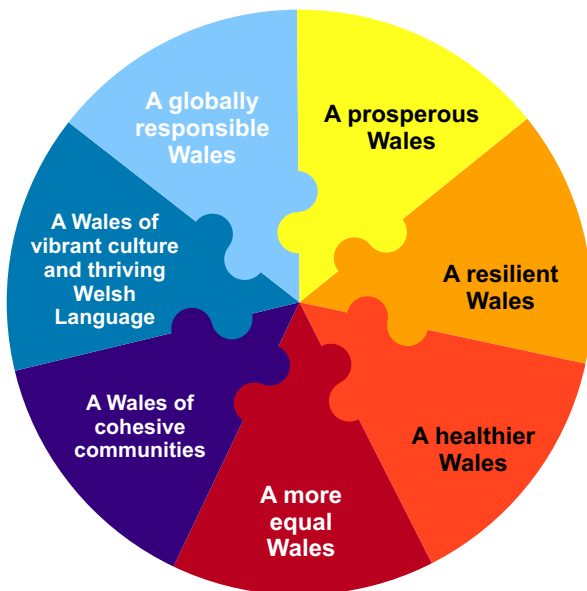
This approach will provide both Councils with skills, capacity and resilience to respond to the increasing scale and complexity of operational procurement activity.

The Mid & West Wales Fire Service are now being supported by the Shared Service, which has enhanced the benefits, skills and resilience across the three teams.



# Our Statutory Context

## Welsh Government's Seven Well-Being Goals of the Future Generations Act



Carmarthenshire County Council has 15 Well-being Objectives drawn from the seven Well-Being Goals identified in the Welsh Government's Future Generations Act.

Procurement, as a strategic function will feed into all 15 with its work with the departments, although we will directly contribute to the following 5:

- Reduce the number of young adults that are Not in Education, Employment or Training (NEET)
- Create more jobs and growth throughout the county
- Look after the environment now and for the future
- Promote Welsh Language and culture
- Governance and use of resources

The Well-being of Future Generations (Wales) Act (2015) requires each public body to carry out sustainable development, which means the process of improving the economic, social, environmental and cultural well-being of Wales. The role of procurement will be an important part of how a public body allocates resources under the Act.



Procurement is governed by the EU Public Sector Procurement Directive 2014 which was transposed into UK Law by the Public Contract Regulations 2015. It is not currently envisaged that the outcome of the Brexit vote in June 2016 will result in any significant changes in the regulations during the life of this Strategy. However, the situation will be closely monitored and the strategy reviewed annually to ensure compliance with any changes.

***“the role of procurement will be an important part of how a public body allocates resources under the Act”.***

## Key Policy Drivers

The Welsh Government's Wales Procurement Policy Statement (2015) clearly lays out the principles by which public sector procurement should be delivered in Wales.

The 10 principles are embedded throughout this Strategy which demonstrates our continued commitment to achieving them.

We will continue to pursue Community Benefits in all appropriate procurement exercises which will contribute to the social, economic and environmental well-being of the wider community. This might include training and employment opportunities, improved supply-chain opportunities, increased educational contributions, environmental benefits and/or community initiatives.

A key principle for procurement in Carmarthenshire is supporting successful and sustainable SMEs who are critical to the Welsh economy as a whole and to the local economy of this county in particular. They comprise 99.3% of all businesses in Wales.

In Carmarthenshire, more than 99% of businesses are SMEs and 86% are Micro Enterprises with less than 10 employees.

We will ensure our procurement activity is in accordance with all relevant legislation and policy, including the Equalities Act (2010), the Welsh Language (Wales) Measure 2011, and the Welsh Government's Code of Practice for Ethical Employment in Supply chains.

As one of the partners of the Swansea Bay City Deal, Carmarthenshire County Council is leading on a key project to create a 'Wellness and Life Science Village' at Delta Lakes, Llanelli. With a total investment of more than £200million, the aim is to improve the health and wellbeing of people across the region,

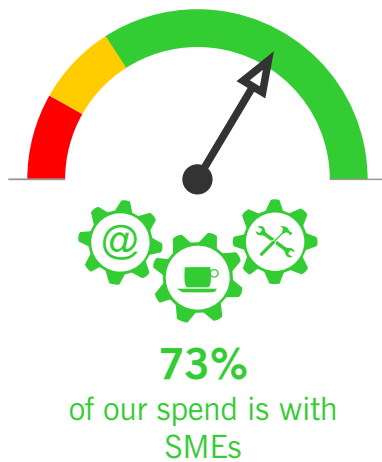
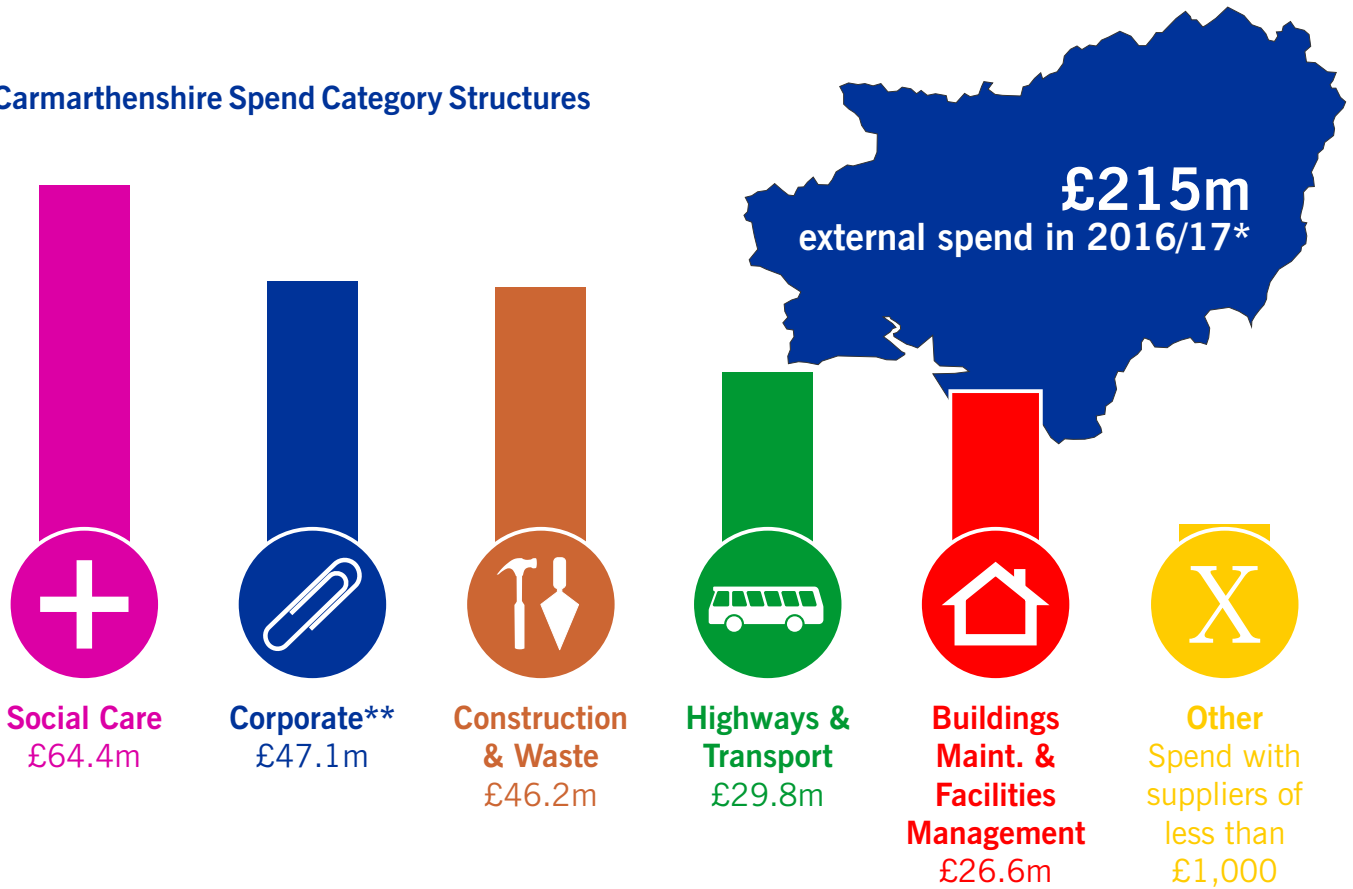
creating high quality jobs and boosting the economy. Through the project's procurement process the Council is seeking to appoint a delivery partner who will pursue targeted community benefits and will be required to work with local suppliers and local organisations to improve sustainability, to contribute to supply chain initiatives and support the development of social enterprises to deliver targeted site services.



*Cross Hands East Strategic Employment Site - Contractor delivering work experience opportunities on site.*

# Our Spend

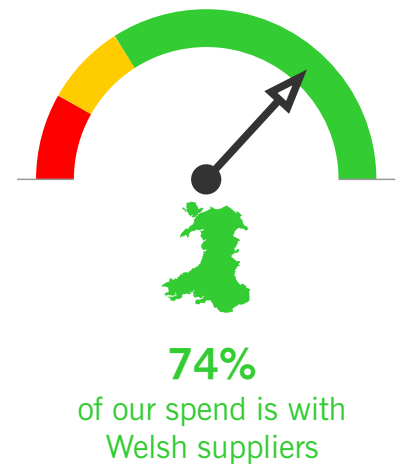
## Carmarthenshire Spend Category Structures



Average Welsh local authority spend with SMEs is **65%**



Average Welsh local authority spend within county is **29%**



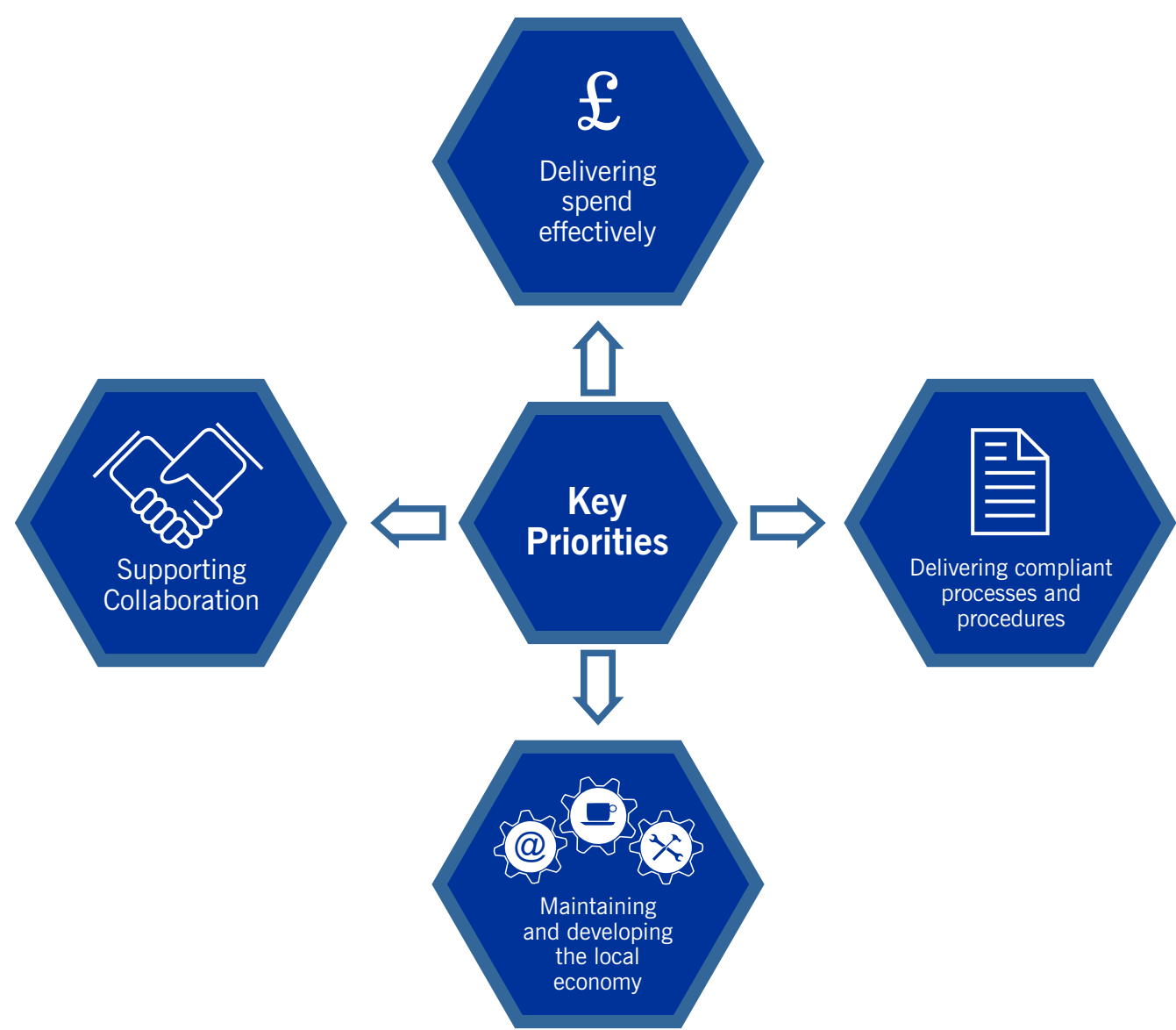
Average Welsh local authority spend with Welsh suppliers is **59%**

\* ATAMIS Spend Data 2016/17 which includes schools expenditure

\*\* 'Corporate' spend includes ICT, Catering, Agency Staff, Culture & Leisure, Financial Services and Public Protection

# Our Priorities

In line with our support for the delivery of the aims of the Council’s Corporate Strategy (2015-2020) and the Integrated Community Strategy we have identified the following key priorities for the Corporate Procurement Unit:



## Delivering Spend Effectively

### Why is this important?

We need to ensure we are spending money in a way that is efficient and delivers value for money. We must buy the right things and take into account the whole life costs of our commissioning and procurement decisions and their impact on the local economy, society and environment.

### What do we want out of it?

Strategic Sourcing is the key process at the heart of effective procurement and category management. This approach is based on an understanding of our business needs and market analysis. To adopt this approach, projects will adopt the following route map:



Through the introduction of Category Management we will apply a strategic approach which organises procurement resources to focus on specific areas of spend. This enables Category Managers to focus their time and conduct in depth market analysis to fully leverage their procurement decisions on behalf of the whole organisation.

We will use the Category Management approach to identify, develop and deliver cashable savings through innovative procurement which will deliver sustainable services.

### How are we going to achieve this?

#### Key actions:

- We will design and implement a Category Management approach to ensure that we manage supply and demand across all our procurement activities to ensure we achieve value for money.
- We will support the identification and delivery of efficiencies delivered through the Category Plans, and monitor and capture savings.

## Delivering Compliant Processes and Procedures

### Why is this important?

The complexity of EU Procurement Law and developing case law necessitates that the Council runs effective tender processes that are compliant and transparent with current and emerging legislation and best procurement practices.

In an increasingly litigious marketplace the Council must safeguard itself against potential challenges which, if proved successful, could bring about significant damages and legal costs.

### What do we want out of it?

We want to ensure our officers throughout the Council who are responsible for procuring goods/works or services are aware of their responsibilities to undertake compliant procurement activities.

### How will we achieve it?

Key actions:

- We will continue to develop standard processes and templates which are compliant with current legislation, emerging case law and national policy.
- We will monitor single tender actions and report to Audit Committee.
- We will work with departments to implement effective contract management across the Council.

- We will ensure we have an informed and continuously trained core Corporate Procurement Team who are able to offer professional procurement guidance to departmental officers.
- We will continue to develop a range of Training courses and e-learning modules to support the Category Management teams and departmental officers.
- We will consider our eProcurement approach following direction provided by Welsh Government.



## Maintaining and Developing Local Economy

### Why is this important?

What we spend has a profound impact on the local economy in terms of sector sustainability and job creation. It also carries a risk to our local businesses when that spend is withdrawn and placed elsewhere. We want a strong supply base who have equal opportunities to bid for work with the Council.

There is a strong political will in this Council to support the local economy whilst remaining compliant with EU procurement legislation. This has led to innovative approaches in terms of early supplier engagement and simplified processes.

### What do we want out of it?

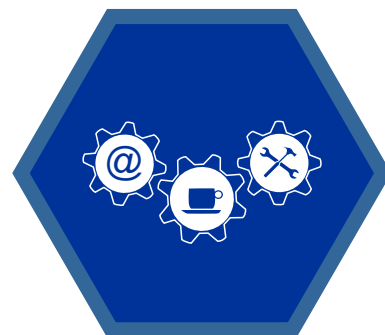
We want to assist in the development of a vibrant, local and broader Welsh economy which is capable of delivering strong and sustainable growth. We want to achieve maximum value for every pound we spend in the widest sense; building stronger communities, reducing social exclusion and poverty and encouraging the development of our economy.

### How will we achieve it?

Key actions:

- We will consider Value for Money as the optimum combination of whole-of-life costs in terms of not only generating efficiency savings and good quality outcomes for the Council, but also benefit to society and the economy, whilst minimising damage to the environment.

- We will continue to ensure that local small to medium sized enterprises are given full opportunity to compete for and provide goods, services and works to the Authority.
- We will continue to apply Community Benefits to all procurements where such benefits can be realised, and will record and report these utilising the Welsh Government's Community Benefits Measurement Tool.
- We will continue to use Welsh Government supported tools such as the Sustainable Risk Assessment to ensure that maximum consideration is given to sustainability issues early in the procurement process and the Joint Bidding Guide, to encourage collaborative bids.





## Supporting Collaboration

### Why is this important?

We recognise that as budgets contract, new and innovative ways of providing services such as partnering, joint working and collaboration with other public and not for profit organisations need to be examined. The Welsh Government are promoting alternative delivery models in public service delivery.

### What do we want out of it?

We acknowledge the value that collaboration has within the public sector in order to maximise economies of scale and our buying power, and to drive efficiencies and innovative solutions.

### How will we achieve it?

Key actions:

- We will continue to implement the Procurement Shared Service pilot with Pembrokeshire County Council to implement a joint Category Management approach.
- We will continue to work in partnership with other local authorities and agencies to identify other potential areas which would benefit from a regional procurement approach.
- We will ensure that collaborative opportunities are used where they add value and contribute positively to the Council's priorities.
- We will continue to actively engage in the

production and use of National Procurement Service (NPS) collaborative contracts and frameworks where appropriate and in the best interests of the Authority.





## Monitoring delivery and performance

The delivery of this Strategy will be managed through a Delivery Plan with progress reported on an annual basis. The Delivery Plan will contain detailed actions and appropriate measures:

- Monitor the Council's spend to inform the Category Management Plans and capture Efficiencies identified and delivered.
- Monitor Effective Contract Management.
- Monitor what we have achieved through the pursuit of Community Benefits.
- Monitor the level of procurement training delivered throughout the organisation.
- Review the procurement performance measures in the Departmental Business Plan and replace this with a new set of Key Performance.

## Useful Links

Carmarthenshire County Council – Tenders and Contracts

<http://www.carmarthenshire.gov.wales/home/business/tenders-contracts/>

Chartered Institute of Procurement & Supply (CIPS)

[www.cips.org](http://www.cips.org)

National Procurement Service (NPS)

<http://nps.gov.wales/about-us/procurement-in-wales?lang=en>

Official Journal of the European Union

<https://www.ojeu.eu>

Sell2Wales

<https://www.sell2wales.gov.wales>

Tenders Electronic Daily (TED)

<http://ted.europa.eu>

Value Wales

<http://gov.wales/topics/improving-services/better-vfm/?lang=en>

Welsh Government Procurement Route Planner

<http://prp.gov.wales/splash?orig=/>

The Corporate Procurement Unit is part of the Revenues & Financial Compliance Division, within the Corporate Resources Department.

To contact the Corporate Procurement Unit, please call 01267 234567 or email:

[procurement@carmarthenshire.gov.uk](mailto:procurement@carmarthenshire.gov.uk)

# Glossary of Terms

ATAMIS - Spend Analysis and Contract Management Software

CCC - Carmarthenshire County Council

CIPS - Chartered Institute of Procurement & Supply

EU - European Union

ICT - Information & Communication Technology

NEET - Not in Education, Employment or Training

NPS - National Procurement Service (Wales)

OJEU - Official Journal of the European Union

SMEs - Small Medium Enterprises

TED - Tenders Electronic Daily

TIC - Transform, Innovate & Change

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# EXECUTIVE BOARD

## 4<sup>th</sup> JUNE 2018

### Welsh Government Code of Practice – Ethical Employment in Supply Chains

#### Recommendations / key decisions required:

- The Executive Board is requested to consider signing up to the Code. In signing up, the County Council will agree to comply with 12 Commitments designed to eliminate modern slavery and support ethical employment practices.
- If a decision is made to sign up to the Code, the Executive Board is requested to nominate an Anti-Slavery and Ethical Employment Champion, in line with the expectations outlined in the Code of Practice Commitments.

#### Reasons:

- The Code of Practice has been established by Welsh Government to support the development of more ethical supply chains to deliver contracts for the Welsh Public Sector.
- To enable the Executive Board to consider Carmarthenshire County Council formally signing up to the Code.

**Relevant scrutiny committee consulted: YES**

**Scrutiny Committee and date: Policy & Resources Scrutiny Committee (27th April 2018)**

**Executive Board Decision Required: YES**

**Council Decision Required: NO**

#### Executive Board Member Portfolio Holders:

- Cllr. David Jenkins (Resources)
- Cllr. Mair Stephens (Council Business Manager – including Human Resources)

<b>Directorates:</b> Corporate Services / Chief Executive's	<b>Designations:</b>	<b>Tel Nos. / E-Mail Addresses:</b>
<b>Names of Heads of Service:</b> Paul R. Thomas	Assistant Chief Executive	01267 246123 <a href="mailto:prthomas@carmarthenshire.gov.uk">prthomas@carmarthenshire.gov.uk</a>
Helen Pugh	Head of Revenues & Financial Compliance	01267 246223 <a href="mailto:hlpugh@carmarthenshire.gov.uk">hlpugh@carmarthenshire.gov.uk</a>
<b>Report Authors:</b> Clare Jones	Principal Procurement Officer	01267 246240 <a href="mailto:clajones@carmarthenshire.gov.uk">clajones@carmarthenshire.gov.uk</a>
Colleen Evans	Senior HR Advisor	01267 246122 <a href="mailto:collevans@carmarthenshire.gov.uk">collevans@carmarthenshire.gov.uk</a>

## EXECUTIVE SUMMARY

# EXECUTIVE BOARD

## 4<sup>th</sup> JUNE 2018

### Welsh Government Code of Practice – Ethical Employment in Supply Chains

The Welsh Government expects all public sector organisations, businesses and third sector organisations in receipt of public sector funding to sign up to this Code of Practice. Other organisations operating in Wales from any sector are also to be encouraged to adopt the Code.

The Corporate Procurement Unit has been advised that a letter addressed to the Leader of the Council from Mark Drakeford (Welsh Government Cabinet Secretary for Finance) and Alun Davies (Welsh Government Cabinet Secretary for Local Government & Public Services), was received on the 9th February 2018, requesting the Council's adoption of the Code.

The new code covers six key subjects, containing 12 commitments, ranging from unlawful and unethical practices to good and best practice. It has been developed with the support of the Workforce Partnership Council and social partners including Unions.

The first subject is Modern Slavery, estimated to affect fifty million people worldwide including in the UK and Wales. The Code of Practice, and accompanying guidance, will enable staff to spot and deal with allegations and to identify and assess spend areas at higher risk of modern slavery and human right abuses.

The second area in the Code is Blacklisting, when workers are discriminated against if they join a Union or raise Health and Safety concerns. The Code of Practice, and accompanying guidance, contains a commitment to ensure suppliers are not using blacklists and sets out how to avoid companies that have not taken the issue seriously.

The next three areas relate to terms and conditions of employment, including zero-hours contracts, Umbrella Schemes and False Self-Employment. The Code of Practice, and accompanying guidance, will help staff to differentiate between fair and unfair practices. The Guide also includes a Fair Work Practices tender question to deal with these issues through procurement.

The final area relates to the Living Wage Foundation's Living Wage and contains a commitment to consider paying all staff the Foundation Living Wage as a minimum.

In signing up to the Code, organisations will agree to comply with the 12 commitments designed to eliminate modern slavery and support ethical employment practices.

If we decide to adopt the Code, a draft Action Plan has been produced (Attached), highlighting our proposed response to each of the 12 Commitments. We will need to review our organisational and operational implications in respect of training and contract management if the Code is to be successfully implemented.

The Trade Unions raised the matter of the Code at the Corporate ER Forum (CERF) in August 2017 and are aware of the Council's intention to sign up to the Code.

**DETAILED REPORT ATTACHED?**

**YES**



## IMPLICATIONS

We 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: Paul R. Thomas – Assistant Chief Executive

Helen Pugh – Head of Revenues & Financial Compliance

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

**1. Policy, Crime & Disorder and Equalities** – To ensure ethical employment in our supply chains.

**2. Legal** – We need to ensure that the Council complies with all relevant legislation.

**5. Risk Management Issues** – The Council will be required to carry out regular reviews of expenditure and undertake a risk assessment on the findings, to identify products and/or services where there is a risk of modern slavery and/or illegal or unethical employment practices within the UK and overseas.

## CONSULTATIONS

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

Signed: Paul R. Thomas – Assistant Chief Executive

Helen Pugh – Head of Revenues & Financial Compliance

**1. Scrutiny Committee** – The Policy & Resources Scrutiny Committee considered the Welsh Government Code of Practice on Ethical Employment in Supply Chains at its meeting on the 27th April 2018. The Committee unanimously resolved to endorse the proposal to sign up to the Code.

**2. Local Member(s)** – N/A

**3. Community / Town Council** – N/A

**4. Relevant Partners** – N/A

**5. Staff Side Representatives and other Organisations** – N/A

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

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Welsh Government Code of Practice: Ethical employment in supply chains (Last Updated: 20th June 2017)	<p><b>Cymraeg</b>  <a href="http://gov.wales/topics/improvingervices/bettervfm/code-of-practice/?skip=1&amp;lang=cy">http://gov.wales/topics/improvingervices/bettervfm/code-of-practice/?skip=1&amp;lang=cy</a></p> <p><b>English</b>  <a href="http://gov.wales/topics/improvingervices/bettervfm/code-of-practice/?skip=1&amp;lang=en">http://gov.wales/topics/improvingervices/bettervfm/code-of-practice/?skip=1&amp;lang=en</a></p>
Code of Practice for Ethical Employment launched – Welsh Government Press Release (9th March 2017)	<p><b>Cymraeg</b>  <a href="http://gov.wales/newsroom/finance1/2017/58948814/?skip=1&amp;lang=cy">http://gov.wales/newsroom/finance1/2017/58948814/?skip=1&amp;lang=cy</a></p> <p><b>English</b>  <a href="http://gov.wales/newsroom/finance1/2017/58948814/?lang=en">http://gov.wales/newsroom/finance1/2017/58948814/?lang=en</a></p>
Welsh Government Code of Practice on Ethical Employment in Supply Chains – Policy & Resources Scrutiny Committee (27th April 2018)	<p><b>Agenda a Chofnodion Cymraeg</b>  <a href="http://democratiaeth.sirgar.llyw.cymru/ieListDocuments.aspx?MId=1172&amp;x=1">http://democratiaeth.sirgar.llyw.cymru/ieListDocuments.aspx?MId=1172&amp;x=1</a></p> <p><b>English Agenda &amp; Minutes</b>  <a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?MId=1172&amp;x=1">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?MId=1172&amp;x=1</a></p>

**Carmarthenshire County Council's Action Plan for meeting the Commitments in the Welsh Government's Code of Practice – Ethical Employment in Supply Chains**

<b>Code of Practice Commitment</b>	<b>Action Required</b>	<b>Target date for Implementation</b>	<b>Carms Responsibility / Plan</b>
<p>1. Produce a written policy on ethical employment within our own organisation and our supply chains. Once produced we will communicate the policy throughout our organisation and we will review it annually and monitor its effectiveness. As part of this we will:</p> <p>1.1. Appoint an Anti-Slavery and Ethical Employment Champion.</p>	<p>1. Review relevant Policy and expand if necessary.</p> <p>Direct Employment - Include in Recruitment Policy a statement about ethical employment.</p> <p>Indirect Employment (Via suppliers) – Draft Ethical Employment Policy</p> <ul style="list-style-type: none"> <li>• Include employment guidance on Internet</li> <li>• Ask Executive Board for commitment</li> </ul> <p>1.1 Request Executive Board to nominate an Anti-Slavery and Ethical Employment Champion</p>	<p>2018</p> <p>Agreed in corporate safeguarding meeting (1<sup>st</sup> Feb) – that CCC will produce a separate Ethical Employment Policy.</p>	<p>Procurement &amp; Policy/HR</p> <p>Champion – Suggested this is an Executive Board Member – to be considered by Executive Board.</p> <p>(Suggested by Welsh Govt often this is the Member with the remit for Anti-poverty).</p>
<p>2. Produce a written policy on whistle-blowing to empower staff to raise suspicions of unlawful and unethical employment practices, and which places a responsibility on staff to report criminal activity taking place within our own organisation and our supply chains. Once produced we will communicate the policy throughout our organisation. We will review the policy</p>	<p>2. Review current Policy and expand if necessary to include employment &amp; supply chain / procurement issues.</p>	<p>2018.</p> <p>On-going review.</p>	<p>HR</p> <p>Procurement - Review how we cascade this to our supply chain via tender documentation. Incorporate into Contract Management Process.</p>

<p>annually and monitor its effectiveness. We will also:</p> <p>2.1. Provide a mechanism for people outside our organisation to raise suspicions of unlawful and unethical employment practices.</p>	<p>2.1 will review existing complaints procedure.</p>		
<p>3. Ensure that those involved in buying/procurement and the recruitment and deployment of workers receive training on modern slavery and ethical employment practices, and keep a record of those that have been trained.</p>	<p>Identify staff and source appropriate training</p>	<p>Await modules from Welsh Govt.</p> <p>Await advice on Modern Slavery Training sessions.</p>	<p>L&amp;D:- e-learning modules</p> <ul style="list-style-type: none"> <li>• Welsh Government producing e-learning module</li> <li>• Seek existing modules we could utilize (Sustainability School might be one source).</li> <li>• 'Train the trainer' Modern Slavery sessions scheduled for early April which would be useful for some CCC officers to attend (who to be determined).</li> </ul> <p>Consideration needs to be given to staff without IT access.</p>
<p>4. Ensure that employment practices are considered as part of the procurement process. We will:</p> <p>4.1. Include a copy of our Policy on ethical employment (Commitment 1) in all procurement documentation.</p>	<p>4.1 to 4.4 will be met by continuing to ensure that all procurement activity £25,000 and above is undertaken via the Corporate Procurement Unit.</p>	<p>2018 – On-going</p>	<p>Procurement</p> <p>Look through Code guidance for question suggestions.</p> <p>Update guidance Procurement Guidance section of the Intranet for ALL Procurement activity (including</p>

<p>4.2. Include appropriate questions on ethical employment in tenders and assess the responses provided.</p> <p>4.3. Incorporate, where appropriate, elements of the Code as conditions of contract.</p> <p>4.4. Ask our suppliers to explain the impact that low costs may have on their workers each time an abnormally low quote or tender is received.</p>			below £25k) – Consider updating clause in CPR's to cover this.
<p>5. Ensure that the way in which we work with our suppliers does not contribute to the use of illegal or unethical employment practices within the supply chain. We will:</p> <p>5.1. Ensure that undue cost and time pressures are not applied to any of our suppliers if this is likely to result in unethical treatment of workers.</p> <p>5.2. Ensure that our suppliers are paid on time – within 30 days of receipt of a valid invoice.</p> <p>5.3. Ask our suppliers to explain the impact that low costs may have on their workers each time an abnormally low quote or tender is received.</p>	<p>5.1 This will be highlighted by the relevant Category Manager when working with the Service area concerned.</p> <p>5.2 This is already a Key Performance Indicator for the Council which is monitored annually.</p> <p>5.3 This will be addressed as and when required as part of the procurement process.</p>	On-going review	<p>Procurement</p> <ul style="list-style-type: none"> <li>• Category Management</li> <li>• Contract Management</li> </ul>

6. Expect our suppliers to sign up to this Code of Practice to help ensure that ethical employment practices are carried out throughout the supply chain.	We will publicise this Code of Practice and ask all suppliers to the Council to sign up.	Once Council have signed up	Procurement  New Suppliers – Consider including as a condition of contract – Revising T&C's currently.
<p>7. Assess our expenditure to identify and address issues of modern slavery, human rights abuses and unethical employment practice. We will:</p> <p>7.1. Carry out regular reviews of expenditure and undertake a risk assessment on the findings, to identify products and / or services where there is a risk of modern slavery and / or illegal or unethical employment practices within the UK and overseas.</p> <p>7.2. Investigate any supplier identified as high risk, by direct engagement with workers wherever possible.</p> <p>7.3. Work with our suppliers to rectify any issues of illegal or unethical employment practice.</p> <p>7.4. Monitor the employment practices of our high risk suppliers, making this a standard agenda item for all contract management meetings / reviews.</p>	<p>7.1 We will undertake an annual review of all third party expenditure and identify those products and/or services at potentially high risk.</p> <p>7.2 As and when required.</p> <p>7.3 As and when required.</p> <p>7.4 We will incorporate this into our contract management processes and monitor all high risk suppliers.</p>	On-going	<p>Procurement</p> <ol style="list-style-type: none"> <li>1. Workshop session with the Category teams to determine where there might be potential issues in the supply chain.</li> <li>2. Look at forward work plan to identify any potential issues.</li> <li>3. Identify potential areas where issues could potentially come from</li> </ol>
8. Ensure that false self-employment is not undertaken and that umbrella schemes		On-going	Procurement (in conjunction with HR)

<p>and zero hours contracts are not used unfairly or as a means to:</p> <p>8.1. Avoid, or facilitate avoidance of, the payment of tax, National Insurance contributions and the relevant minimum wages.</p> <p>8.2. Unduly disadvantage workers in terms of pay and employment rights, job security and career opportunities.</p> <p>8.3. Avoid Health and Safety responsibilities.</p>	<p>Clear expectation from Welsh Govt for a commitment on this one.</p> <p>We will incorporate this into our contract management processes and monitor all high risk suppliers.</p>		<ul style="list-style-type: none"> <li>Look at content of specifications in tender exercises.</li> </ul>
<p>9. Ensure that workers are free to join a Trade Union or collective agreement and to undertake any related activity and raise worker concerns without risk of discrimination. We will:</p> <p>9.1. Not make use of blacklists / prohibited lists.</p> <p>9.2. Ensure that our suppliers do not make use of blacklists / prohibited lists.</p> <p>9.3. Not contract with any supplier that has made use of a blacklist / prohibited list and failed to take steps to put matters right.</p> <p>9.4. Ensure that Trade Union representatives can access members and contracted workers.</p>	<p>We will incorporate this into our contract management processes and monitor all high risk suppliers.</p>	On-going	<p>Procurement</p> <ul style="list-style-type: none"> <li>Understand what our obligations are regarding existing contracts.</li> </ul>

<p>10. Consider paying all staff the Living Wage Foundation's Living Wage as a minimum and encourage our suppliers to do the same. We will:</p> <p>10.1. Consider paying at least the Living Wage Foundation's Living Wage to all our staff in the UK.</p> <p>10.2. Consider becoming an accredited Living Wage Employer.</p> <p>10.3. Also encourage our suppliers based overseas to pay a fair wage to all staff, and to ensure that staff working in the UK are paid at least the minimum wage.</p>	<p>CCC confirmed for this year and next, the Council is committed to ensure that our lowest paid staff are paid the equivalent of the Foundation Living Wage.</p>		<p>HR</p>
<p>11. Produce an annual written statement outlining the steps taken during the financial year, and plans for future actions, to ensure that slavery and human trafficking are not taking place in any part of our organisation and its supply chains. We will:</p> <p>11.1. Ensure that the statement is signed off at senior management / board level.</p> <p>11.2. Publish the statement on our website. If this is not possible, we will provide a copy to anyone within 30 days of a request being made.</p>	<p>CMT /Executive Board</p>	<p>2018</p> <p>Option – to produce a statement of where we are upon sign up.</p>	<p>Procurement &amp; HR</p> <p>Needs referring to CMT (for info), corporate governance group, then to executive board – Monitored by P&amp;R scrutiny.</p> <p>Consider mechanism for reporting this via wider and existing reporting streams (well-being etc.).</p>



<p>12. Ensure all those undertaking work on an outsourced contract are treated fairly and equally. We will:</p> <p>12.1. Ensure that public sector staff who are transferred as part of a public service which is outsourced to a third party retain their terms and conditions of employment.</p> <p>12.2. Ensure that other staff working on an outsourced public service are employed on terms and conditions that are comparable to the transferred public sector staff.</p>	<p>This already underway in two tier HR report to Welsh Govt.</p>	<p>On-Going</p>	<p>HR</p> <p>Outsourcing services – Procurement liaise with HR</p> <p>Procurement and HR to review existing Tupe documents used in tender exercises with an aim of reviewing content.</p>
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## EXECUTIVE BOARD

4<sup>TH</sup> JUNE 2018

### SCHOOL UNIFORM GRANT

**Purpose:**

To establish a local scheme for helping disadvantaged families with the costs of school uniform, on transition to secondary schools, following the discontinuation of the Welsh Government School Uniform Grant

**Recommendations / key decisions required:**

Create a funding scheme that assists with the cost of school uniform at the start of secondary school for those families eligible for Free School Meals

Reasons: the Welsh Government have announced their School Uniform Grant will not continue in 2018-19

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required YES

Council Decision Required NO

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-** Cllr Glynog Davies

Directorate:	Education & Children	Tel Nos. 01267 246450 / 246426
Name of Head of Service: Gareth Morgans	Director of Education & Children's Services	E Mail Addresses: <a href="mailto:edgmorgans@carmarthenshire.gov.uk">edgmorgans@carmarthenshire.gov.uk</a>
Report Author: Andi Morgan	Head of Education Services	<a href="mailto:AndiMorgan@carmarthenshire.gov.uk">AndiMorgan@carmarthenshire.gov.uk</a>

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

4<sup>TH</sup> JUNE 2018

### SCHOOL UNIFORM GRANT

In its budget for 2018-19 the Welsh Government has decided to discontinue the School Uniform Grant. Details of the 2017-18 grant & the amounts for Carmarthenshire are contained within Appendix 1, but in summary:

- The grant paid £105 to each family of eligible children towards the cost of school uniform at the commencement of secondary education
- Parents applied to the local authority, and provided they were in receipt of free school meals, a cheque for £105 was issued to them, made out to a specific local supplier of school uniform
- The parent had up to 6 months to redeem the cheque (which did sometimes cause problems with late claims)
- In 2017-18, a total of 309 applications were processed, to a value of £32,445
- The grant also paid a contribution to the LA for administration, in 2017-18 this was £3,518
- By ending the grant, the Welsh Government are leaving it up to the LA's discretion as to whether to offer support to families for school uniform, and to what level
- Although budget has been transferred into the RSG the responsibility has not been noted in the expectations on County Councils

Following discussion at Corporate Management Team, £15k of core funding has been set aside to assist 'families in need' with school uniform at the start of secondary school. As the best proxy indicator for disadvantage we have is Free School Meals, it is proposed that we retain the same criteria as the former WG grant and provide families with £50 of assistance (based on expected numbers) to ensure the scheme is affordable.

A scheme would need to be created to set the parameters, it is proposed that this follows the original WG scheme (see Appendix 1).

DETAILED REPORT ATTACHED?

YES – Appendix 1 (details of former WG grant)

## 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:** Andi Morgan      **Head of Education Services**

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>NONE</b>	Finance <b>YES</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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### 1. Finance

£15k has been set aside corporately to provide assistance to eligible families, therefore £50 per eligible child will be affordable assuming c.300 families are eligible each year.

## CONSULTATIONS

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

**Signed:** Andi Morgan      **Head of Education Services**

**1. Scrutiny Committee - N/A**

**2. Local Member(s) - N/A**

**3. Community / Town Council - N/A**

**4. Relevant Partners**

We have canvassed other LAs in the ERW region to see if they are considering establishing their own scheme in light of the demise of the Welsh Government Grant. At the time of writing, only Neath Port Talbot have stated that they are.

**5. Staff Side Representatives and other Organisations - N/A**

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

**List of Background Papers used in the preparation of this report:**  
**THERE ARE NONE**

## Appendix 1

### Extract from the 2017-18 School Uniform Grant Award Letter from the Welsh Government

#### SCHEDULE 1

##### The Purposes

The Purpose of the Funding is to enable you to provide grant assistance to families on low incomes for the purchase of school uniforms. The Funding is available to pupils entering year 7 of maintained secondary schools in September 2017 who are eligible for free school meals and pupils in special schools, special needs resource bases and pupil referral units who are aged 11 at the start of the 2017/18 school year and who are eligible for free school meals.

In 2017-18 the grant available across the whole of Wales is £700,000 to provide a one off payment of £105 to eligible pupils and £73,520 to fund Councils' administration costs. We estimate there are 6,148 pupils eligible for the grant in 2017-18. However, the grant scheme is demand led and these figures are indicative.

The Funding for administration costs is being distributed on the basis of 50% flat rate (£1,671 in 2017-18) and 50% pro rata to the number of eligible pupils within each Council. You will receive **£3,518** as your share of those administration costs.

The indicative number of pupils eligible for the grant in your area is **309**. The estimated amount of Funding that you will receive in respect of pupils eligible for the grant is **£32,445**. However, if the number of eligible pupils under the scheme is greater than the estimate and therefore the amount needed is more than the indicative figure quoted, we will award that amount to you.

##### Grants to Third Parties

**£32,445** of the Funding must be used by you to provide grants to eligible pupils (the "Beneficiaries"). The maximum amount of grant per Beneficiary is **£105** and must be used by the Beneficiary for school uniforms (the "Scheme").

You are responsible for managing all grants to Beneficiaries and ensuring that all necessary procedures and processes are put in place before any grant is awarded.

You must undertake appropriate due diligence before awarding any funding to a Beneficiary.

You must put in place appropriate grant terms and conditions ensuring that they are in line with and, not in conflict with any of the requirements set out in the Conditions.

In accordance with Condition 10, we may from time to time request information about the Scheme and any grant paid under the Scheme. The information you provide must comply with your Application. Any failure by you to provide satisfactory information will be deemed a Notification Event.

Nothing in this Schedule shall relieve you of any of your obligations to us as set out in the Conditions.

Eligible Costs for **Carmarthenshire County Council**

<b>Cost</b>	<b>Value</b>
One off payment for eligible pupils	£105 per eligible pupil
Estimated number of eligible pupils	309
Total estimated cost of individual grants to eligible pupils	£32,445
Total cost for administering scheme	£3,518
Total Funding	£35,963

**To note:**

Asylum Seeker pupils entering Year 7 in the 2017/18 school year are entitled to assistance under this Funding if they fulfil the eligibility criteria.

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# EXECUTIVE BOARD

## 4<sup>TH</sup> JUNE 2018

### MODERNISING EDUCATION PROGRAMME

### PROPOSAL TO INCREASE THE CAPACITY OF GORSLAS COMMUNITY PRIMARY SCHOOL FROM 110 TO 210

#### Recommendations / key decisions required:

It is recommended that Executive Board approves:

1. That being satisfied that there are no other related proposals; that the statutory proposal has been consulted upon and published in accordance with the School Organisation Code and contains all the relevant information and, having considered the consultation document and consultation report, and that no objections were received in response to the Statutory Notice, recommending to the Council the implementation of the proposal as laid out in the Statutory Notice.

#### Reasons:

- To comply with statutory procedures and guidance in relation to school re-organisation.
- To formulate views for submission to the Council for consideration.

**Relevant Scrutiny Committee Consulted:** YES – Education & Children Scrutiny Committee 14<sup>th</sup> May 2018

The Education & Children Scrutiny Committee unanimously resolved:

1. To recommend to the Executive Board the implementation of the proposal to increase the capacity of Gorslas Primary School from 110 to 210 as laid out in the Statutory Notice.

**Executive Board Decision Required** YES 4<sup>th</sup> June 2018

**Council Decision Required** YES 13<sup>th</sup> June 2018

**Executive Board Member Portfolio Holder:** Cllr. Glynog Davies (Education & Children)

<b>Directorate:</b> Education & Children	<b>Designations:</b>	<b>Tel Nos. / E-Mail Addresses:</b>
<b>Name of Head of Service:</b> Gareth Morgans	Director of Education and Children's Services	01267 246522 <a href="mailto:EDGMorgans@carmarthenshire.gov.uk">EDGMorgans@carmarthenshire.gov.uk</a>
<b>Report Author:</b> Simon Davies	Modernisation Services Manager	01267 246471 <a href="mailto:SiDavies@carmarthenshire.gov.uk">SiDavies@carmarthenshire.gov.uk</a>

## EXECUTIVE SUMMARY

# EXECUTIVE BOARD 4<sup>TH</sup> JUNE 2018

## MODERNISING EDUCATION PROGRAMME

### PROPOSAL TO INCREASE THE CAPACITY OF GORSLAS COMMUNITY PRIMARY SCHOOL FROM 110 TO 210

#### Background

Gorslas Primary School is a Welsh medium primary school located in the centre of the village of Gorslas, near Cross Hands. The school has a capacity for 110 pupils between the ages of 4-11 years old. The school was established in the 1920's and caters for pupils within the area of Gorslas and the surrounding areas. Over the last few years, the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for pupil numbers at the school, where the school is currently over capacity **(further details on the capacity issues are documented within the attached Consultation Document).**

A review of the problems, difficulties and service gaps associated with the existing arrangements at Gorslas Primary school has clearly established that:

- There is a misalignment between the capacity of the school and the demand for Welsh medium education places.
- The existing school building does not meet Welsh Government standards in terms of the facilities it offers and the area space required.
- The site and buildings are insufficient in meeting the needs of the wider community.
- Staff and pupils have to transfer between the mobile classrooms and the main school building.
- There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.
- Access/car parking at the school is limited and causes disruption at school drop off/pick up times.

On 20<sup>th</sup> June 2016, the Executive Board approved a revised Modernising Education Programme and 21<sup>st</sup> Century Schools Band A Programme and within Carmarthenshire County Council's 21<sup>st</sup> Century Schools Band A funding envelope of £86.7m a scheme is being developed to provide Gorslas Primary School with a new school building which will address the issues noted above.

It is proposed that the capacity of the new school will be 210, which will allow the school to accommodate current and future demand for Welsh medium education places. The

new school building will also provide space to accommodate a 30 place external nursery and facilities suitable for teaching and learning in the 21<sup>st</sup> Century. The scheme is currently in development and it is proposed that the new school building will be ready for occupation by 1<sup>st</sup> September 2019.

As it is proposed to increase the capacity of the school by more than 25% of its current capacity (110), a statutory process must be followed in accordance with the School Organisation Code 2013 to formalise this arrangement.

### **Statutory Proposal**

Due to the increase in demand for Welsh medium education places, the Local Authority propose to increase the capacity of Gorslas Primary School from 110 to 210 from 1<sup>st</sup> September 2019 when occupation at the new school building is proposed.

### **The Process**

In accordance with Executive Board's instructions, a formal consultation exercise was undertaken from 6<sup>th</sup> November 2017 to 17<sup>th</sup> December 2017. The results of the consultation exercise are contained in the attached Consultation Report and were presented to the ECS Scrutiny Committee and then to the Executive Board for consideration and determination on whether or not to publish a Statutory Notice.

On the 26<sup>th</sup> February 2018, approval was granted by the Executive Board for the publication of the Statutory Notice. The Statutory Notice (attached) was published on 5<sup>th</sup> March 2018. The notice provided objectors with 28 days in which to forward their objections in writing to the Council which ended on the 1<sup>st</sup> April 2018. No objections were received in response to the notice therefore there is no Objections Report.

The full suite of documents (attached) which consists of: Consultation Document, Consultation Report and the Statutory Notice has been presented to the ECS Scrutiny Committee and ultimately will be presented to the County Council for their determination.

This provides the ECS Scrutiny Committee and Executive Board the opportunity to offer comment and a recommendation to the County Council whether or not to implement the proposal as laid out in the Statutory Notice.

Should the County Council agree to implement the proposal, the capacity of Gorslas Primary School will be increased from 110 to 210 from 1<sup>st</sup> September 2019 when occupation at the new school building is proposed.

### **Recommendation**

Being satisfied that there are no other related proposals; that the statutory proposal has been consulted upon and published in accordance with the School Organisation Code and contains all the relevant information and, having considered the consultation document and consultation report, and that no objections were received in response to the Statutory Notice, that the Executive Board recommend to the Council the implementation of the proposal as laid out in the Statutory Notice.

<p><b>DETAILED REPORT ATTACHED?</b></p>	<p><b>YES:</b></p> <p><b>Consultation Document</b>  <b>Consultation Report</b>  <b>Statutory Notice</b></p>
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## IMPLICATIONS

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

Signed: **G. Morgans** Director of Education and Children's Services  
**S. Davies** Modernisation Services Manager

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

### 1. Policy, Crime & Disorder and Equalities

Developments are consistent with the Authority's Welsh in Education Strategic Plan 2014-2017, Corporate Strategy and the Modernising Education Strategic Outline Programme.

### 2. Legal

Appropriate consultation will need to be initiated in accordance with the relevant statutory procedures.

### 3. Finance

Revenue implications will be catered for within the Local Management of Schools Fair Funding Scheme.

### 4. ICT

None

### 5. Risk Management Issues

Continuing with the current capacity of the school would not reflect the present position and would not address the capacity issues experienced. The statutory consultation is required to formalise the arrangements. The proposal to increase the capacity of Gorslas Primary School from 110 to 210 may impact on the demand for school places within the area. The situation will be monitored as part of the Schools Admission Process and ongoing data forecasting and analysis through the Authority's Modernising Education Programme

### 6. Physical Assets

As a result of the scheme to provide Gorslas Primary School with a new school building, the school will re-locate to a new building with a capacity of 210 school places.

# CONSULTATIONS

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

Signed:      **G. Morgans**                      **Director of Education and Children's Services**  
                  **S. Davies**                              **Modernisation Services Manager**

**1. Scrutiny Committee** – The Scrutiny Committee were formally notified of the Statutory Notice period.

**2. Local Member(s)** – Cllrs. Darren Price and Aled Vaughan Owen were formally notified of the Statutory Notice period. No formal objections were received to the statutory notice.

**3. Community / Town Council** – Gorslas Community Council were formally notified of the Statutory Notice period. No formal objections were received to the statutory notice.

Observations were received from Gorslas Community Council during the formal consultation period – the observations are included within the attached Consultation Report.

**4. Relevant Partners** – All relevant partners were formally notified of the Statutory Notice period.

**5. Staff Side Representatives and other Organisations** – Staff side representatives and other organisations were formally notified of the Statutory Notice period.

## **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
Stage 2 Approval – Permission to Notice	<a href="http://democracy.carmarthenshire.gov.wales/documents/s18974/Summary.pdf">http://democracy.carmarthenshire.gov.wales/documents/s18974/Summary.pdf</a>
Stage 1 Approval – Permission to Consult	<a href="http://democracy.carmarthenshire.gov.wales/documents/s16462/SUMMARY.pdf">http://democracy.carmarthenshire.gov.wales/documents/s16462/SUMMARY.pdf</a>
Carmarthenshire's Welsh in Education Strategic Plan 2014-2017	<a href="http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en">http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en</a>
MEP Biennial Review	<a href="http://www.carmarthenshire.gov.uk">www.carmarthenshire.gov.uk</a> Executive Board 20 <sup>th</sup> June 2016
21 <sup>st</sup> Century Schools Website	<a href="http://www.21stcenturyschools.org">www.21stcenturyschools.org</a>

# DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION DOCUMENT

Consultation on the proposal to increase the capacity of

Gorslas Primary School from 110 to 210

***Our Vision.....Carmarthenshire is a community where children are  
safe and nurtured and learners of all ages are supported to  
achieve their full educational potential***

**6 November 2017**

**Gareth Morgans**

**Director of Education and Children's Services**



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

**YOUR COUNCIL doitonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

## **Modernisation Services Section**

**Simon Davies, Modernisation Services Manager**

**If you require this information in large print, Braille or on audiotape please contact the Department for Education & Children**

**Telephone: 01267 246618**

**E-mail: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk)**



## Foreword

As part of its statutory obligation to keep the number and type of school places under review, the County Council has adopted a wide-ranging programme designed to improve school buildings and enhance opportunities for learning. The strategy reflects the vision and policies established by the County Council which embraces the requirement to deliver services, to clear standards – covering both cost and quality – by the most economic and effective means. In our drive to continually improve on the services made available to all learners, we must maximise the finite resources available to the Council, and continue to work in partnership with all those who have a contribution to make to the process of learning and the well-being of both children and their families. Schools of the future will need to serve as a focus for a wide range of services dedicated to serving the needs of the community through a joined up approach.

Carmarthenshire is blessed with many very able teachers but the continuing changes to the curriculum places a heavy demand on their skills to meet the wide ranging demands of all children. Although the processes of learning, and skills of teaching, are extremely important, deep subject knowledge on the part of the teacher is essential if learners with their various gifts in different areas are to discover and develop their talents to the full.

Schools designed to meet current demands are expected to provide a broad and balanced curriculum through high quality and inspirational teaching. In the planning of new provision it will be important to ensure that our schools are properly equipped to enhance opportunities for social inclusion, sustainable development, equal opportunities and bilingualism. In practical terms we need to ensure that provision reflects the changing patterns of population, with schools based in the right location with accommodation and facilities fit to serve the needs of all learners in the twenty first century.

Consultation will follow the guidelines established by the Welsh Government and will involve identified interested parties. The information set out in this document is intended to clarify the proposals for your school and support the consultation process.



**Gareth Morgans**

**Director of Education and Children's Services**

## Glossary of Abbreviations

<b>ALN</b>	Additional Learning Needs
<b>AN</b>	Admission number
<b>CCC</b>	Carmarthenshire County Council
<b>CP</b>	Community Primary
<b>DS</b>	Dual Stream
<b>EM</b>	English medium
<b>Estyn</b>	Her Majesty's Inspectorate for Education and Training in Wales
<b>FTE</b>	Full Time Equivalent
<b>LA</b>	Local Authority
<b>MCSW</b>	Measuring the Capacity of Schools in Wales
<b>MEP</b>	Modernising Education Programme
<b>NOR</b>	Number on Roll
<b>PLASC</b>	Pupil Level Annual School Census Data
<b>PT</b>	Part time
<b>WESP</b>	Welsh in Education Strategic Plan
<b>WG</b>	Welsh Government
<b>WM</b>	Welsh medium

## Content

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## 1. Introduction

The County Council has its legal responsibility to review the number and type of school it has in the area and whether or not it is making the best use of the resources and facilities to deliver the opportunities that children deserve.

As part of this process the Council has published its vision on how it sees the future for all of the primary schools in the County and this includes consulting on the future shape of education in the Gorslas area. The proposals for change included in this document are in line with that long term objective.

This document seeks to stimulate the process of consultation by explaining the Authority's preferred option for the future provision of primary education for the pupils of the Gorslas area. The document offers an opportunity for consultees to put forward any comments, observations or alternative proposals they wish to be considered.

Consultation on this proposal will follow the guidelines established by the Welsh Government as stated in the School Organisation Code (2013) and will involve identified interested parties, including school governors, school staff, parents and pupils.

It is intended that the formal changes be implemented from September 2019 when occupation is proposed at the new building.

The main purpose of this document is to provide information and to gather the views of identified interested parties. You may wish to make use of the attached response pro-forma included in **Appendix E** on the last page of this document or by e-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) for any response.

## 2. Context – Present Arrangements (Status Quo)

### 2.1 Background

Gorslas Primary School is a Welsh medium primary school located in the centre of the village of Gorslas, near Cross Hands. The school has a capacity for 110 pupils between the ages of 4-11 years old. Gorslas Primary School was established in the 1920's and caters for pupils within the area of Gorslas and the surrounding areas. Over the last few years, the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for pupil numbers at the school, where the school is currently over capacity.

A review of the problems, difficulties and service gaps associated with the existing arrangements at Gorslas Primary school has clearly established that:

- There is a misalignment between the capacity of the school and the demand for Welsh medium education places.
- The existing school building does not meet Carmarthenshire's standards in terms of the facilities it offers and the area space required.
- The site and buildings are insufficient in meeting the needs of the wider community.
- Staff and pupils have to transfer between the mobile classrooms and the main school building.
- There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.
- Access/car parking at the school is limited and causes disruption at school drop off/pick up times.

As a result, it is the Local Authority's intention to provide Gorslas Primary School with a new school building suitable for teaching and learning in the 21<sup>st</sup> Century with space to accommodate an external nursery. In relation to the new school building, the proposal is to increase the capacity of the school from 110 to 210 when the new school building is ready for occupation. The proposal at Gorslas is a key element of the Modernising Education Programme in that it will deliver a key element of the future strategic provision for future primary education in the Gorslas area.

### 2.2 Schools which may be affected by this proposal

The catchment area of Gorslas Primary School is surrounded by the following Community Primary Schools:

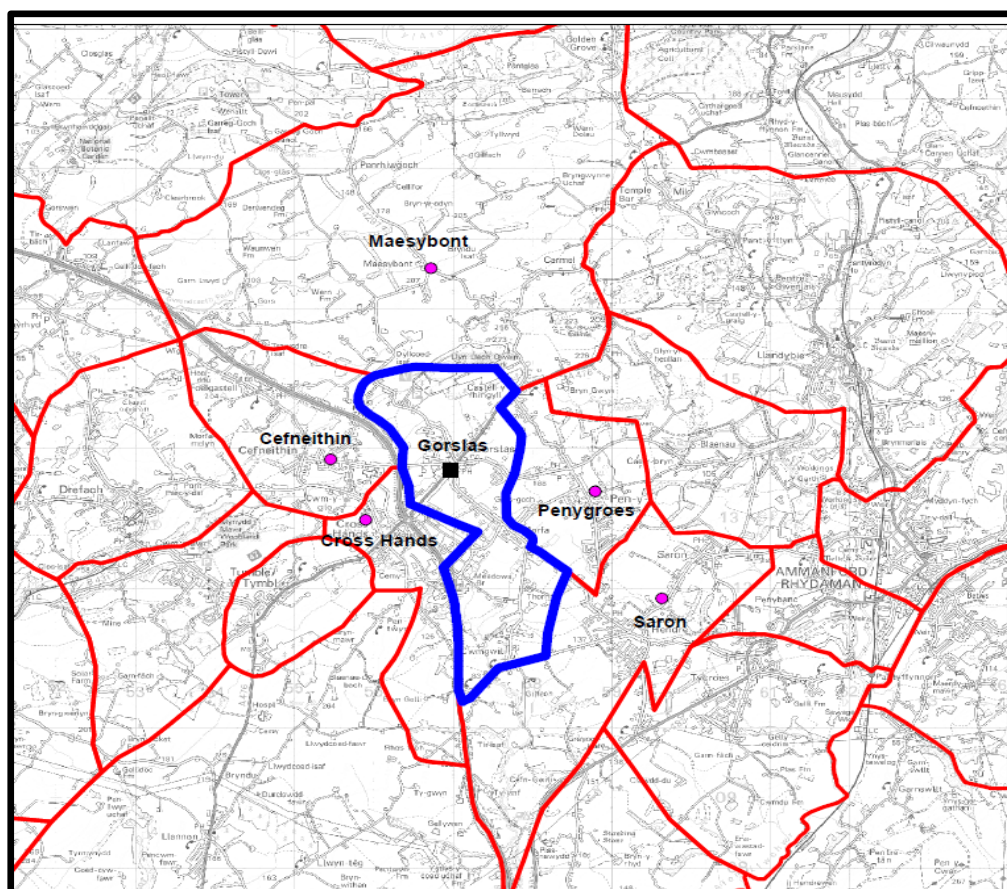
Maesybont Primary School, Maesybont, Llanelli, SA14 7SU  
Cefneithin Primary School, Cefneithin, Llanelli. SA14 7DE  
Cross Hands Primary School, Cross Hands, Llanelli, SA14 6SU  
Saron Primary School, Saron, Ammanford, SA18 3LH  
Penygroes Primary School, Penygroes, Llanelli, SA14 7NT

## 2.3 General School Information

Name of School	Type of School	Language Category	Admission Number	Capacity	NOR – January 2017 PLASC	Nursery age pupils – January 2017 PLASC	Total Head Count - January 2017 PLASC	Age Range
Gorslas	Community Primary	WM	13	110	107	15	122	4-11
Maesybont	Community Primary	WM	5	44	22	1	23	4-11
Cefneithin	Community Primary	WM	12	97	69	7	76	4-11
Cross Hands	Community Primary	WM	19	168	118	26	144	3-11
Saron	Community Primary	WM	30	240	208	21	229	4-11
Penygroes	Community Primary	WM	23	186	171	10	181	4-11

WM – Welsh Medium

The following diagram outlines the catchment areas of schools surrounding Gorslas Primary School's catchment area.



## 2.4 Pupil Numbers

The table below shows the pupil numbers for Gorslas Primary School for January 2017 and the previous four years:

Gorslas Primary School	3yrs (PT)	3yrs	4yrs (PT)	4yrs	5yrs	6yrs	7yrs	8yrs	9yrs	10yrs	NOR	Nursery Age Pupils	Total Head Count
Jan-17	0	15	0	15	14	16	14	23	13	12	107	15	122
Jan-16	0	3	0	14	16	12	21	13	14	18	108	3	111
Jan-15	0	6	0	15	10	22	13	14	19	13	106	6	112
Jan-14	0	6	0	10	22	13	14	20	13	13	105	6	111
Jan-13	0	5	0	23	15	14	20	13	13	12	110	5	115

## 2.5 Pupil Projections

The following table shows the actual pupil total and the pupil projections for the next five years for Gorslas Primary School.

	Actual (Total Head Count) Jan 2017	Projected Pupil Total (Total Head Count)				
		Jan 2018	Jan 2019	Jan 2020	Jan 2021	Jan 2022
Gorslas Primary School	122	127	129	122	124	124

## 2.6 Pupil Capacity Information

The methodology for the calculation of school capacities was changed in 2006 following the implementation of new Welsh Government guidelines "Measuring the Capacity of Schools in Wales" (MCSW) which was implemented by the Authority in 2008. Prior to 2008, the More Open Enrolment methodology was used. Spare places numbers for Gorslas Primary School are shown in the following table.



	MSCW Capacity				
	Jan-17	Jan-16	Jan-15	Jan-14	Jan-13
<b>Gorslas Primary School Capacity</b>	97	95	104	104	104
Pupil Numbers (NOR)	107	108	106	105	110
Surplus	+10	+13	+2	+1	+6
% Surplus	10.30% over capacity	13.68% over capacity	1.92% over capacity	0.96% over capacity	5.77% over capacity

As can be seen from the table, Gorslas Primary School has been over capacity for a number of years. This proposal will have a significant positive impact on the capacity issues at the school, as is clearly demonstrated by the table.

## 2.7 School Attendance Data

Improving attendance is a national priority, if children are not in school, they cannot learn.

The Authority analyses and shares data for every primary school on a half-termly basis to help schools to maintain a focus on attendance. The analysis uses data for pupils in years 1 to 6 and follows the same approach as the statutory attendance return each September. The most recent attendance data for the school is shown in the following table:

School	Attendance Data 13/14	Attendance Data 14/15	Attendance Data 15/16
Gorslas Primary School	94.6	94.9	94.4

## 2.8 Building Facilities

Gorslas Primary School was built around the 1920's and is located on a flat site in the centre of the village. The school is of a brick walled and slate roofed traditional construction with a flat roofed corridor extension at the front and an extension to the rear accommodating the toilet facilities.

The following information was taken from the most recent property building survey carried out at the school in 2010 by EC Harries as part of the National 21<sup>st</sup> Century School Programme assessment of all schools in Wales on behalf of the Authority.

The school was banded from A to D according to building condition and ranked in priority from 1 to 3 depending on when the work was recommended to be carried out



Condition	
A	Good (No Deterioration)
B	Satisfactory (Minor Deterioration)
C	Poor (Major Deterioration)
D	Bad (Life Expired)

Priority	
1	Urgent (Year 1)
2	Essential (Year 2)
3	Desirable (Years 3 to 5)

The suitability of the building as an education resource was also banded from A to D as shown in the following table:

Suitability	
A	Good – Suitable levels for teaching, learning and well-being in schools
B	Reasonable – Behaviour / morale and management adversely affected
C	Poor – Teaching methods inhibited
D	Bad – Severe situation and / or unable to teach the curriculum

The findings from the survey for Gorslas Primary School is as follows:

School	Condition Rating	Suitability Rating
Gorslas Primary School	B3	B

In October 2015, the Authority conducted a further desktop exercise to review the existing school buildings. It was determined that the condition of Gorslas Primary School had **deteriorated** during this period.

School	Condition Rating	Suitability Rating
Gorslas Primary School	C	B

## 2.9 National School Categorisation System

The Minister for Education and Skills announced the introduction of the national School Categorisation System in September 2014. The system is not purely data-driven but also takes into account the quality of leadership and teaching and learning in our schools. The system will not take the place of Estyn reports, Estyn will continue to inspect schools and provide an external check on the national school categorisation system when inspecting.

The new system evaluates and assesses schools and places them in a support category using the following information:

- A range of performance measures provided by the Welsh Government.
- Robust self-evaluation by the school on its capacity to improve in relation to leadership and teaching and learning.
- Assessment of the school's self evaluation by challenge advisers in the regional consortia, agreed with the local authority.

The new categorisation system will give a clear and fair picture of a school's progress. There is a three step process in generating a category for a school, firstly after the performance data and self-evaluation have been analysed a draft support category is generated for each school. This category is discussed with the school by regional consortia and then agreed with the local authority.

There are four support categories:

<b>Green Support Category</b>	A highly effective school which is well run, has strong leadership and is clear about its priorities for improvement. These schools have a track record in raising the standards that pupils achieve and have the capacity to support other schools to do better.
<b>Yellow Support Category</b>	An effective school which is already doing well and knows the areas it needs to improve. By identifying the right support and taking action, it has the potential to do even better.
<b>Amber Support Category</b>	A school in need of improvement which needs help to identify the steps to improve or to make change happen more quickly. Through discussions with the regional school improvement service and local authority, the school will receive a tailored package of support.
<b>Red Support Category</b>	A school in need of greatest improvement and will receive immediate, intensive support. Progress will be closely monitored to make sure that the necessary improvements take place as quickly as possible.

The table below summarises the data for Gorslas Primary School for 2016/2017;

<b>School</b>	<b>Standards Group*</b>	<b>Improvement Capacity*</b>	<b>Support Category</b>
Gorslas	1	B	Yellow

\* Framework and criteria for self-evaluation and ability to self-improve in relation to leadership, teaching and learning (standards group 1–4, with 1 being the highest group and 4 the lowest), and the capacity to improve (A–D, schools with an improvement capacity of A showing the greatest capacity to improve and those with an improvement capacity of D showing the least capacity to improve).

As can be seen from the table above Gorslas Primary School has been categorised in the Yellow category reported as an effective school which is doing well and knows the areas it needs to improve.

## 2.10 Estyn Inspections

As part of a national programme of school inspections, Estyn commissions reviews of all schools. The most recent Estyn inspection for Gorslas Primary School took place in March 2014 and consultees may access the finding either via the Estyn website at [www.estyn.gov.uk](http://www.estyn.gov.uk) or you may request a copy from the Local Authority (for which a charge in respect of photocopying may be made).

During each inspection, inspectors aim to answer three key questions. Inspectors also provide an overall judgement on the school's current performance and its prospects for improvement. In these inspections, inspectors use a four point scale:

Judgement	What the judgement means
Excellent	Many strengths, including significant examples of sector-leading practice.
Good	Many strengths and no important areas requiring significant improvement.
Adequate	Strengths outweigh areas for improvement.
Unsatisfactory	Important areas for improvement outweigh strengths.

The inspection judgements awarded for Gorslas Primary School are shown in the following table:

Summary	Inspection Judgement
The school's current performance	Adequate
The school's prospects for improvement	Good
Key Questions	Inspection Judgement
How good are the outcomes?	Adequate
How good is provision?	Good
How good are leadership and management?	Good

Following the inspection in March 2014, Estyn evaluated the school's progress during a monitoring visit in June 2015. It was judged that that the school had made good progress in respect of the key issues for action and therefore was subsequently removed from the list of schools requiring Estyn monitoring.

## 3. Evaluation of Present Arrangements

### 3.1 Quality and standards in education

#### 3.1.1 Outcomes (standards and wellbeing)

As noted in section 2.10, Estyn inspected Gorslas School in March 2014, judging its Current Performance to be 'Adequate' and its Capacity to Improve to be 'Good.' The school's good progress against the recommendations then witnessed its removal from the 'Estyn Monitoring' category in June 2015. Since then, the school has continued to strengthen and improve outcomes for pupils, achieving Welsh Government Standards Group 1 status in January 2017. This reflects the Core Subject Indicator at the end of KS2 continuing to improve over the last four years in addition to other specific areas of improvement in end of Key Stage outcomes. In addition to such achievements, the school focuses strongly on developing all pupils' wellbeing. This is well-evidenced through pupils consistently demonstrating high levels of understanding, care, politeness and courtesy. The school prides itself on the standards of pupil behaviour and emotional well-being. This makes a significant contribution to an ethos that promotes and supports effective learning throughout the school.

#### 3.1.2 Provision

The school continues to enhance and refine its provision for all pupils in a creative and sustainable manner. Staff interact well through collaborative planning systems which are effective in underpinning a strong school ethos of a joint community approach focused on high expectations. This work has resulted in progress and improvement on an annual basis across the school. Effective interventions are extended to all pupils who have specific individual needs. These are identified in an early and supportive manner, linking with parents and partners to ensure the highest levels of provision relevant to each child. The quality of teaching continues to flourish and benefit from specifically targeting areas such as AfL strategies, consistency in pupil feedback and marking etc. The school's provision also benefits greatly from an effective team of support staff working in close collaboration with teachers and pupils.

#### 3.1.3 Leadership and Management

The Governing Body, Headteacher and staff share an enthusiastic and defined vision for their school. An effective model of distributed leadership has evolved across the school resulting in clear improvements in pupil provision and outcomes. An ongoing culture of high expectation exists throughout the school. As a result, teachers, staff and governors are industrious, passionate and wholly focused on developing every child to his/her full potential within a fully inclusive environment. The school benefits from a wide range of effective partnership working with parents, the community and networks of schools and various support agencies.

### 3.1.4 Impact of the proposal on Quality and Standards in Education

The proposed revised provision will provide all pupils currently educated at Gorslas School with access to an enhanced school environment. This will facilitate further improvement upon the existing good standards, provision and leadership.

## 3.2 Need for places and the impact on accessibility of schools

The Local Authority has considered the sufficiency of places and the likely demand for places in the future. Over the last few years, the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for demand at Gorslas Primary school, where the school is currently over capacity. As can be seen in section 2.6, the school has been over capacity for the last five years and as a result a mobile classroom was installed in September 2015, with a further additional mobile installed ready for academic year 2017/2018.

In addition, based on January 2017 PLASC data:

Number of pupils living within Gorslas Primary School catchment area attending Gorslas Primary School	78
Number of pupils living within Gorslas Primary School catchment area but attending other schools	140
Total number of pupils living within the Gorslas Primary School catchment area	<b>218</b>

Whilst not all pupils living within the Gorslas Primary School catchment area are currently attending the school, the Local Authority is proposing to increase the capacity of the school from 110 to 210 to manage current and future demand for Welsh medium education places.

## 3.3 Resourcing of education and other financial implications

### 3.3.1 Surplus Places / Capacity Issues

As documented in section 2.6, the school is currently over capacity and has been for the last few years. As a result, a mobile classroom was installed in September 2015 and a further additional mobile classroom was installed ready for the 2017/2018 academic year. As there is a clear misalignment between the capacity of the school and the demand for Welsh medium education places, this proposal will alleviate the current capacity issues at the school and will ensure that there is sufficient number of places available to accommodate future demand.

### 3.3.2 Transport Costs

Transport arrangements will be made in accordance with the County Council's home to school transport policy. There will be no change to transport costs.

### **3.3.3 Capital Costs / Capital Receipts**

Within Carmarthenshire County Council's 21<sup>st</sup> Century Schools Band A funding envelope of £86.7m a scheme is being developed to provide Gorslas Primary School with a new school building. This will be funded by the Welsh Government and the Local Authority subject to business case approval by Welsh Government.

Any capital receipts received as a result of the scheme to provide Gorslas Primary School with a new school building will be re-invested into the Modernising Education Programme.

### **3.3.4 School Budgets**

Based on 2017/18 data the budget cost per pupil is £3,354 at Gorslas Primary School which is lower than the county average of £3,649.

## 4. Objectives

Our vision in Carmarthenshire is to provide viable, sustainable and efficient schools which are fit for purpose for the 21<sup>st</sup> Century with the right school in the right place for current and future pupils ensuring access to high quality learning opportunities for all children. Our long term aim as part of our 21<sup>st</sup> Century Schools Programme is to create school learning environments that meet the needs of the communities and provide the best learning provision for the area.

The mission of our Modernising Education Programme is to:

*“transform the network of nursery, primary and secondary schools serving the county into a strategically and operationally effective resource that meets current and future need for school based and associated community focused education, where appropriate investing in the development and improvement of buildings, infrastructure and spaces, so that schools are appropriately located, designed, constructed or adopted to foster the sustainable development of the people and communities of Carmarthenshire.”*

The strategic aims of our Modernising Education Programme are to:

- Develop a schools network that is educationally sustainable and resource efficient for the long term.
- Develop a structure of provision so that every learning setting is capable of providing a high quality education to all of its registered learners, either as an individual institution or as part of a formal federation or collaboration with other settings or providers.
- Develop infrastructure at all schools that is equipped for learning in the 21<sup>st</sup> century and supports the achievement of core objectives for raising educational standards and maintaining them at high levels of performance.
- Deliver a strategic approach to capital investment, integrated with a programme for the rationalisation of provision across the schools network to effectively match supply with demand.
- Rebuild, remodel, refurbish or modernise all school settings that are to be retained for the long-term, so that they conform as closely as practicable with adopted design standards.
- Contribute to the achievement of wider policy objectives, for example, community regeneration and renewal, healthy lifestyles, etc, through the development of appropriate enabling infrastructure.

- Improve the efficiency and educational viability of the schools sector by reducing the number of empty places to a reasonable level, whilst facilitating wherever practicable the expression of parental preference, responding effectively to demographic change.
- Configure schools and invest in modern school premises so that the whole school system in Carmarthenshire is equipped to support the effective implementation of the Schools Effectiveness Framework and secure improving outcomes for children and young people.

The strategic objectives of the MEP align neatly with the national objectives;

- Improved learning environments for children with better educational outcomes.
- Greater economy through better use of resources to improve the efficiency and cost-effectiveness of the education estate.
- A more sustainable education system reducing the recurrent cost and carbon footprint.



## 5. Options for Change

In developing a preferred option the Authority considered a range of alternative options. Each option was evaluated against key objectives and criteria to determine which options best suited the aspiration of Carmarthenshire to provide a viable and sustainable school which is suitable for teaching and learning in the 21<sup>st</sup> Century.

### 5.1 Main Options Considered

Option 1	Status Quo – Maintain the school in its present format with no investment.
Option 2	Increase the capacity of Gorslas Primary School by 30 places (by installing a mobile classroom).
Option 3	Increase the capacity of Gorslas Primary School to 180 places (by refurbishing the current school building and constructing a new block at the existing site).
Option 4	Increase the capacity of Gorslas Primary School to 210 places (by providing a replacement building).

### 5.2 Advantages / Disadvantages of Each Option

Option 1	
Status Quo - Maintain the school in its present format with no investment	
Advantages	Disadvantages
<ul style="list-style-type: none"> <li>No change for stakeholders.</li> <li>No statutory procedures necessary.</li> </ul>	<ul style="list-style-type: none"> <li>This option does not address the current capacity issues at the school.</li> <li>This option does not allow opportunities to increase the number of pupils accessing Welsh medium education at the school.</li> <li>Does not allow the highest quality teaching and learning provision.</li> <li>There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.</li> </ul>

<b>Option 2</b> <b>Increase the capacity of Gorslas Primary School by 30 places (by installing a mobile classroom)</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• No change for stakeholders.</li> <li>• No statutory procedures required.</li> <li>• Addresses short term capacity issues at the school.</li> </ul>	<ul style="list-style-type: none"> <li>• This option does not meet the long term demand for Welsh medium education within the area.</li> <li>• Two mobile classrooms are currently installed at the school site – there is insufficient space to accommodate a further additional mobile classroom.</li> <li>• Pupils and staff have to travel between the main school building and mobile classroom.</li> <li>• Does not allow the highest quality teaching and learning provision.</li> <li>• There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.</li> </ul>

<b>Option 3</b> <b>Increase the capacity of Gorslas Primary School to 180 places (by refurbishing the current school building and constructing a new block at the existing site)</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• No change for stakeholders.</li> <li>• Addresses medium term demand for Welsh medium primary places.</li> <li>• Improved facilities for teaching and learning in the 21<sup>st</sup> Century.</li> <li>• Moving along the Welsh language continuum by providing greater</li> </ul>	<ul style="list-style-type: none"> <li>• This option does not meet the long term demand for Welsh medium primary education within the area and does not meet the Local Authority's strategic objectives.</li> <li>• Statutory process required.</li> </ul>

opportunities to access Welsh medium within the area.	<ul style="list-style-type: none"> <li>• There is insufficient space available at the current site to accommodate a new block construction.</li> <li>• Transitional arrangements would need to be in place whilst construction works are undertaken.</li> <li>• Capital investment required.</li> </ul>
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<b>Option 4 (Preferred Option)</b> <b>Increase the capacity of Gorslas Primary School to 210 places (by providing a replacement building)</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• This option meets the current and long term demand for Welsh medium primary places within the area.</li> <li>• Moving along the Welsh language continuum by providing greater opportunities to access Welsh medium within the area.</li> <li>• No transitional arrangements are required whilst construction works are undertaken.</li> <li>• Improved facilities for teaching and learning in the 21<sup>st</sup> Century.</li> <li>• Ensures that the highest quality teaching and learning provision for WM primary education is available.</li> <li>• Provides space to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.</li> <li>• An opportunity to share facilities with the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory process required.</li> <li>• Slight increase in travel distance and time for pupils.</li> <li>• Capital investment required.</li> </ul>

## 6. The Proposal

### 6.1 Rationale for Change

As outlined previously, Carmarthenshire County Council has a legal responsibility to review the number and type of schools it has in the area and is required to make sure that they are located in the right place, have the right facilities for the future and have the right resources to deliver education and learning for pupils.

The school currently has a capacity for 110 pupils between the ages of 4-11. However as noted previously, over the last few years the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for pupil numbers at the school. The school is currently over capacity; and as documented in section 2.6; has been for the last few years. This has demonstrated that there is a clear misalignment between the capacity of the school and the demand for Welsh medium education within the area. As a result a mobile classroom was installed in September 2015, with a further additional mobile classroom installed ready for the 2017/2018 academic term.

As a result, the Local Authority are currently developing a scheme to provide Gorslas Primary School with a new school building suitable for teaching and learning in the 21<sup>st</sup> Century, which will accommodate current and future demand for Welsh medium education.

### 6.2 The Proposal

Due to the increasing demand for Welsh medium education places in the Gorslas area, it is the Local Authority's proposal to:

- increase the capacity of Gorslas Primary School from 110 to 210 from 1<sup>st</sup> September 2019 when occupation at the new building is proposed.

### 6.3 Additional Learning Needs Provision

There will be no change to the current provision offered for pupils with additional learning needs at the school. However when the new school building has been completed, the improved facilities will directly enhance teaching and learning for all learners including those from more vulnerable groups including ALN learners.

## 6.4 School Catchment Area

There will be no change to the current school catchment area.

The preferred location of the site for the new school building is Gorslas Park which remains within the existing catchment area of Gorslas Primary School, therefore the designated catchment area will be based on that of the existing school.

## 6.5 Secondary School Transfers

There will be no change to the current transfer arrangements for pupils in respect of Secondary education.

## 6.6 Transitional Arrangements

There will be no change for pupils whilst building works are undertaken, pupils will remain on their current school site until the building works are complete. Pupils would relocate to their new school in September 2019 when occupation is proposed.

## 6.7 Advantages and Disadvantages of the Proposal

### Advantages

- Increased opportunities for access to Welsh medium education.
- Addresses current capacity issues at the school.
- Ensures that the school can accommodate future demand for Welsh medium school places.

### Disadvantages

- Statutory process required to implement the proposal.

## 6.8 Risks and Counter Measures

Risk		Counter Measure
1.	Failure to obtain statutory approval to implement the process.	- Follow guidelines as set out in the School Organisation Code 2013.
2.	Failure to gain approval of business cases.	- Follow guidelines as set out in the 21 <sup>st</sup> Century Schools and Education Funding Programme business case guidance.

## 6.9 Financial Implications - Revenue

Gorslas Primary School is funded in accordance with the County Council's Fair Funding policy and will receive resources on the same basis as any other school within the County Council, based on the new school's pupil numbers and facilities.

## 6.10 Admission Arrangements

The County Council is the Admissions Authority for Gorslas Primary School. The current admission number (AN) is 13. If the proposal is implemented the admission number (AN) will be increased to 30. If you have any queries in relation to admission to the school the contact details for Carmarthenshire LA are as follows:

The School Governance and Admissions Unit,  
Carmarthenshire Local Authority,  
Department for Education and Children,  
Block 2,  
Main Building,  
St. David's Park,  
Carmarthen. SA31 3HB

Tel No: 01267 246449

Fax : 01267 246746

E-mail: [rjonesevans@carmarthenshire.gov.uk](mailto:rjonesevans@carmarthenshire.gov.uk)

## 6.11 Transport Impact Assessment

Based on January 2017 PLASC address data 78 (total NOR and nursery age) pupils attending Gorslas Primary school lived within the catchment area, whilst 44 pupils lived outside the catchment area. It must also be noted that again based on January 2017 PLASC address data, there were 140 pupils living within the Gorslas catchment area attending other schools.

Based on January 2017 PLASC address data, on average pupils travelled 2.8 miles to reach the current Gorslas Primary School site with an average travel time of 7.1 minutes. Using the same data, pupils on average would travel 2.9 miles to reach the new site with an average travel time of 7.2 minutes. Based on this assessment, there would be a very slight increase of 0.1 miles in travel distance and 0.1 minutes in travel time for pupils.

## **6.12 Community Impact Assessment**

Please refer to Appendix A of this consultation document for full details of the Community Impact Assessment undertaken.

## **6.13 Welsh Language Impact Assessment**

Please refer to Appendix B of this consultation document for full detail of the Welsh Language Impact Assessment undertaken.

## **6.14 Equality Impact Assessment**

Please refer to Appendix C of this consultation document for full details of the Equality Impact Assessment undertaken.

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## 7. The Statutory Process

### The Consultation Process

The consultation on this proposal will follow guidelines established by the Welsh Government as stated in the School Organisation Code (2013).

### Who will be consulted?

This document will be sent to the following interested parties:

Staff (Teaching and Ancillary) – Gorslas Primary School	Director of Education – All Neighbouring Authorities
Governors and Parents/Guardians – Gorslas Primary School	Diocesan Director of Education Church in Wales and RC
Local County Councillors	Estyn
Community Councillors – Gorslas Community Council	Regional Transport Consortium
Assembly Member (AM) / Regional Members / Members of Parliament (MP)	*Neighbouring Primary and Secondary schools in Carmarthenshire
Welsh Ministers	National Union of Teachers (NUT)
SEN Partners	Undeb Cenedlaethol Athrawon Cymru (UCAC)
LA Special Educational Needs Division	National Association of Head Teachers (NAHT)
ERW – Education through Regional Working	UNISON
	Voice the Union
Families First Carmarthenshire	National Association of Schoolmasters and Union of Women Teachers (NASUWT)
Flying Start	
Child Care / Early Years	Association of Teachers and Lecturers (ATL)
Communities First Partnership	GMB Union
Public Services Board	UNITE the Union
Local Police and Crime Commissioner	Cae'r Ffair Nursery
Welsh Language Commissioner	Cylch Meithrin Cefneithin Gorslas

\* Consultation document sent to Headteacher and Chair of Governors (Maesybont CP, Cefneithin CP, Cross Hands CP, Saron CP and Penygroes CP) and Secondary Schools (Ysgol Maes y Gwendraeth, Ysgol Bro Dinefwr)



## **Consultation with Pupils**

There will be an opportunity for the pupils of Gorslas Primary School to participate in the consultation process during a session which will be conducted at the school with the challenge adviser.

The information gathered from the consultation with pupils will form part of the consultation report which will be submitted to the Executive Board for consideration following the consultation period.

## **Consultation Period**

The consultation period for this proposal starts on 6<sup>th</sup> November 2017 and ends on 17<sup>th</sup> December 2017. During this period you can ask questions and express your views by writing a letter or completing the attached response form in Appendix E. Letters and response forms should be sent to the following address by no later than noon on 17<sup>th</sup> December 2017.

Mr Gareth Morgans, Director of Education and Children's Services,  
Building 2, St. David's Park, Jobs Well Road, Carmarthen, SA31 3HB  
Or E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk)

Consultees can submit their views in favour of or against a proposal. Responses received during the consultation period will not be treated as statutory objections. If consultees wish to object, they will need to do so in writing during the statutory objection period outlined below.

## **Considering your Views**

Within 13 weeks of 17<sup>th</sup> December 2017 a consultation report will be published on Carmarthenshire County Council's website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees and provide Carmarthenshire County Council's response to these issues. The report will also contain Estyn's view of the proposal and details of consultation undertaken with the pupils.

The Executive Board of Carmarthenshire County Council will consider the consultation report and decide whether or not to proceed with the proposal.

If the Executive Board decides to continue with the proposal Carmarthenshire County Council must publish a statutory notice.

## **Statutory Notice**

The statutory notice will be published on Carmarthenshire County Council's website and posted at Gorslas Primary School. Copies of the notice will be made available to

the school to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email).

The notice will set out the details of the proposal and invite anyone who wishes to object to do so in writing within a period of 28 days. If objections are received an objection report will be published on the Carmarthenshire County Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised and provide Carmarthenshire County Council's response to those objections.

### **Determination of Proposal**

Carmarthenshire County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications. In doing so, the County Council will take into account any statutory objections that it received.

### **Decision Notification**

Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.

### **The Statutory Process Time-Table**

The statutory process and timetable will be as follows:

6 <sup>th</sup> November 2017	Issue of this consultation document to identified and other interested parties.
17 <sup>th</sup> December 2017	Closing date for views on the proposal to be received by the Department for Education and Children.
	<p>Within 13 weeks of 17<sup>th</sup> December 2017 a Consultation Report will be taken to the Executive Board and published on Carmarthenshire County Council's website. Decision to proceed to publish statutory notice. OR alternatively proposal ends.</p> <p>If the decision is made to proceed then a statutory notice will be published. The notice will outline details of the proposal and be published on the Council's web site and be displayed near the entrance of the school and schools which are subject to the proposals. Copies of the notice will be made available to the school to distribute to parents, guardians and staff members.</p> <p>Following publication there will be a 28 day period during which time formal written objections will be invited.</p>

	The statutory notice will give details on how you may record your objections to the proposal.
April 2018	End of formal 28 day notice period for objections. County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications, in doing so the County Council will take into account any statutory objections received.
July 2018	Deadline to notify parents of intention to implement proposal.  Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.

## Appendix A – Community Impact Assessment

### **Catchment Area Analysis – January PLASC 2017 Data**

Each school has an area that it serves, referred to as the catchment area. Each school is expected to accommodate pupils from within its catchment area and schools must have regard for this ongoing demand.

Most parents send their child to their local school but parents have a right to state a preference for other schools.

### **Pupils attending the school from inside / outside the catchment**

Based on January PLASC 2017 data, the geographical data in relation to the pupil distribution for Gorslas Primary School catchment area indicated that of the 122 pupils on roll, 78 lived within the catchment area, whilst the remaining 44 were from outside the catchment area.

### **Pupils living in the catchment area attending other schools.**

Based on January PLASC 2017 data, 140 pupils lived within the Gorslas Primary School catchment area attended other schools as follows.

Taking into consideration the 78 pupils living within the catchment area attending Gorslas Primary School, and the 140 pupils living within the catchment area but attending other schools, a total of 218 pupils are living within the catchment area of Gorslas Primary School.

### **Other facilities the school accommodates e.g youth club / play group**

The school accommodates Gorslas Community Council meetings as and when required.

### **Other facilities or services the school provides e.g. after school clubs / community library**

The school currently hold a breakfast club for pupils during the weekdays between 8-8.30am.

The pupils also benefit from several after school clubs, which are held on various nights of the week at the school. A local organisation, Menter Cwm Gwendraeth hold a “Clwb Joio” on Monday nights between 3.30-5pm. The “Clwb Joio” provides pupils with an hour and a half of specific activities, which expands the opportunities available for pupils between the ages of 4-11 to socialise through the medium of Welsh outside of school hours. School staff also hold a sports club on Tuesdays and an “Urdd” club on Wednesdays. On Thursdays, school staff hold an afterschool club, where the activities vary from week to week. In this club, pupils benefit from developing skills such as gardening, cooking, science and IT.

## **Community Impact**

If approved, the proposal will allow increased opportunities for access to Welsh medium education within the Gorslas area, in line with national and local policies. The space for an external nursery provider will allow early years' pupils with access to nursery provision within a school environment which will strengthen relationships and links between the external provider and the school and will ensure a smooth transition between facilities.

As a result of the scheme itself, the new school building will significantly benefit the community of Gorslas through the use of facilities such as the car park, the sports pitch, MUGA and the main hall which could be used for a number of activities.

## Appendix B - Welsh Language Impact Assessment

Carmarthenshire County Council's vision is to provide a service, which will ensure access to high quality learning opportunities for all children, young people and adults, this enabling the achievement of their full potential within the context of the unique bilingual nature of the county.

This proposal supports the Council's vision and aims for Welsh medium education as set out in Carmarthenshire's Welsh in Education Strategic Plan (WESP) 2014 – 2017. The proposal will allow greater opportunities for access to Welsh medium education within the Gorslas area and will ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in both Welsh and English languages.

### **Language Category**

Gorslas Primary School are categorised as a Welsh medium primary school. As noted in the Admission to School – Information to Parents booklet this means that in the Foundation Phase, pupils are taught through the medium of Welsh and that in KS2, at least 70% of teaching is through the medium of Welsh. Welsh is the language of communication with pupils and the language of the day to day business of the school.

### **Standards**

In Foundation Phase, pupils are assessed in different areas of learning. Based on 2016 data, 83.3% of pupils achieved at least Outcome 5 in "Language, literacy and communication skills in Welsh, whilst 33.3% of pupils achieved at least Outcome 6. In Key Stage 2, pupils are assessed in each of the core subjects. Based on 2016 data, 70.6% of pupils achieved at least Level 4 in Welsh first language.

### **After school activities which provide additional opportunities to use the Welsh language**

The pupils benefit from several after school clubs, which are held on various nights of the week at the school. A local organisation, Menter Cwm Gwendraeth hold a "Clwb Joio" on Monday nights between 3.30-5pm. The "Clwb Joio" provides pupils with an hour and a half of specific activities, which expands the opportunities available for pupils between the ages of 4-11 to socialise through the medium of Welsh outside of school hours. School staff also hold an "Urdd" club on Wednesdays.

## Appendix C - Equalities Impact Assessment

### Carmarthenshire County Council Assessing Impact

#### The Equality Act 2010

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws with a single Act. It simplifies and strengthens the law, removes inconsistencies and makes it easier for people to understand and comply with it. The majority of the Act came into force on 1 October 2010.

The Act includes a new public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011.

#### What is the general duty?

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services and that they are kept under review. This will achieve better outcomes for all.

The duties are legal obligations. Failure to meet the duties may result in authorities being exposed to legal challenge.

Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, as well as to promote good race relations. The Equality Act 2010 introduces a new public sector duty which extends this coverage to age, sexual orientation, pregnancy and maternity, and religion or belief. The law requires that this duty to pay 'due regard' be demonstrated in the decision making process. It is also important to note that public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act and it is therefore wise also to consider the potential impact that decisions could have on human rights as part of the same process.

### **Carmarthenshire's approach to Equality Impact**

In order to ensure that the council is considering the potential equality impact of its proposed policies and practices, and in order to evidence that we have done so, every proposal will be required to be supported by the attached Equality Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

### **Reporting on assessments**

Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

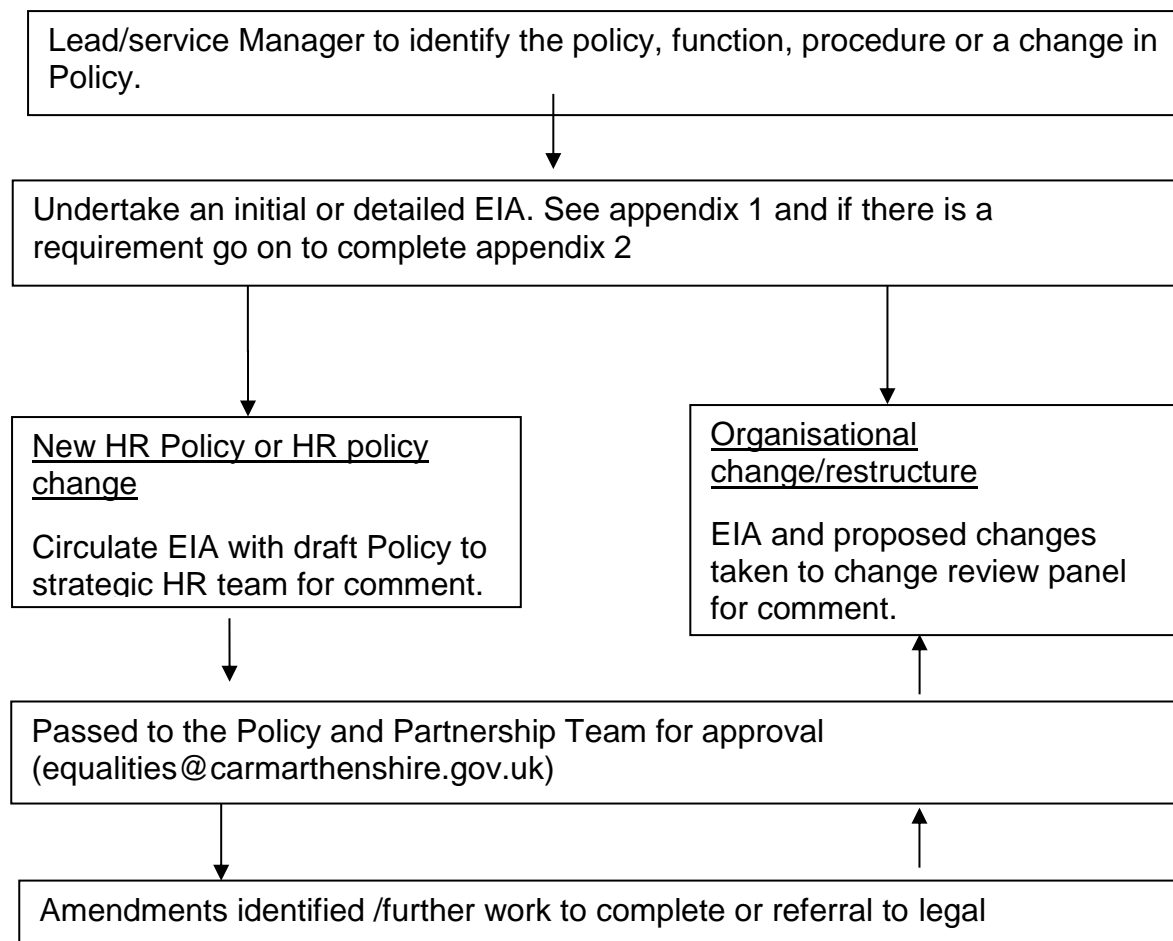
### **Initial and Detailed Equality Impact Assessments**

The initial EIA (appendix 1) is a simple and quick method of assessing the effect of a policy, function, procedure, decision including financial cuts on one or more of the protected characteristics.

The Service Manager responsible for the relevant new or revised policies, functions, procedures and financial decisions must undertake, at least, an initial EIA and where relevant a detailed Equality Impact Assessment (appendix 2); EIA must be attached as background paper with reports to Executive and Scrutiny .



## **Equality impact assessment – Process to follow where HR implications have been identified**



## Initial Equalities Impact Assessment Template

## Appendix 1

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Sara Griffiths	<b>Date of initial assessment:</b> June 2017  <b>Revision Dates:</b> TBC
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	The scheme is to provide a new school building with 21 <sup>st</sup> Century facilities for Gorslas Primary School. As part of this scheme, the proposal is to increase the capacity of the school from 110 to 210.	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	School Re-organisation Proposal – Modernising Education Programme	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>• 21<sup>st</sup> Century Schools Programme</li> <li>• Modernising Education Programme</li> <li>• School Organisation Code 2013</li> <li>• PLASC Data 2016/2017</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	The aim of the scheme is to provide the pupils and staff of Gorslas Primary School with a new school building and facilities which are suitable for teaching and learning in the 21 <sup>st</sup> Century. The increase in capacity will benefit the school by addressing the capacity issues experienced in recent years and will also ensure that the school can accommodate future demand. Providing space to accommodate an external nursery will also strengthen the relationship between nursery providers and the school and will help to ensure a smooth transition between facilities.		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups</p> <p>(see guidance notes)</p>		high (H) medium (M), low (L), no effect (N) for each.	Risks	Positive effects	
Protected characteristics	Age	L		The proposal will provide nursery age pupils with access to nursery provision within a school building.	
	Disability	L		The new school building will be fully DDA compliant ensuring full accessibility for all.	
	Gender reassignment	N	Neutral		
	Race	N	Neutral		
	Religion/Belief	N	Neutral		
	Pregnancy and maternity	N	Neutral		
	Sexual Orientation	N	Neutral		

Sex	N	Neutral		
Welsh language	L		The increase in capacity will allow greater opportunities for access to Welsh medium education within the Gorslas area in line with national and local policies.	
Any other area	L	The increase in capacity of the school may have an effect on schools surrounding the Gorslas catchment area.		

5. Has there been any consultation/engagement with the appropriate protected characteristics?

YES ☒ NO ☐

The Project Officer has liaised with the Headteacher, Staff and Parents of Gorslas Primary School with regards to the proposal. Local members have also been fully informed of the scheme. Consultation has been undertaken with the Community Council and local residents regarding the location of the new school building.

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?** Ensure that all key stakeholders are fully informed throughout the statutory process.

#### **7. Procurement**

**Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.** N/A

**Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.**

#### **8. Human resources**

**Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?** As there will be an increase in capacity, additional staffing may be required. However, this will be addressed as the scheme progresses and Human Resources will be fully consulted.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?** (recommended if one or more H under section 2)

**YES** ☐

**NO** ☒

**Approved by:**

Andi Morgan

**Date:** August 2017

Head of Service

## Appendix D – Area Profile Gorslas Ward

Policy Research and Information Section, Carmarthenshire County Council, May 2017

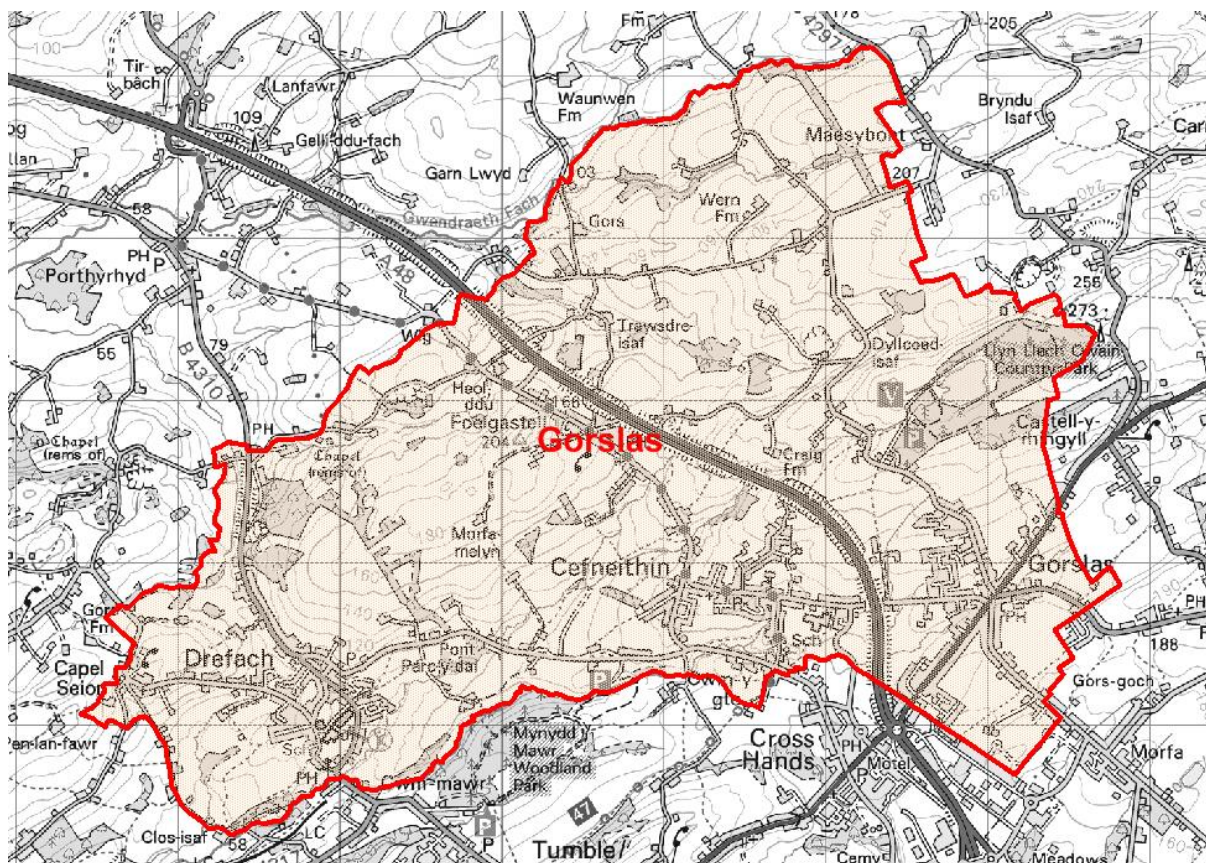
**Councillors (Electoral Vote 2017, Turnout = 47.28%):** Darren Price and Aled Owen (Plaid Cymru).

**Electorate (December 2016):** 3,586

**Population:** 4,301 (2015 Mid Year Population Estimates, ONS)

**Welsh Assembly and UK Parliamentary Constituency:** Carmarthenshire East & Dinefwr

**Council owned Facilities:** Cefneithin C.P. School, Drefach C.P. School, Gorslas C.P. School, Ysgol Gyfun Maes Y Gwendraeth Cefneithin, Ysgol Maes Y Gwendraeth Drefach, Llyn Llech Owain Country Park, Gorslas Park Toilets.



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**Location: Approximately 20km from Carmarthen Town**

- ⇒ Regeneration Designations: Rural Development Plan 2007-2013 eligible ward
- ⇒ Area: 16.51km<sup>2</sup>
- ⇒ Population Density: 261 people per km<sup>2</sup>
- ⇒ Population Change: 2001-2015: +584 (+15.7%)
- ⇒ Major Employers: Carmarthenshire County Council (schools and leisure)

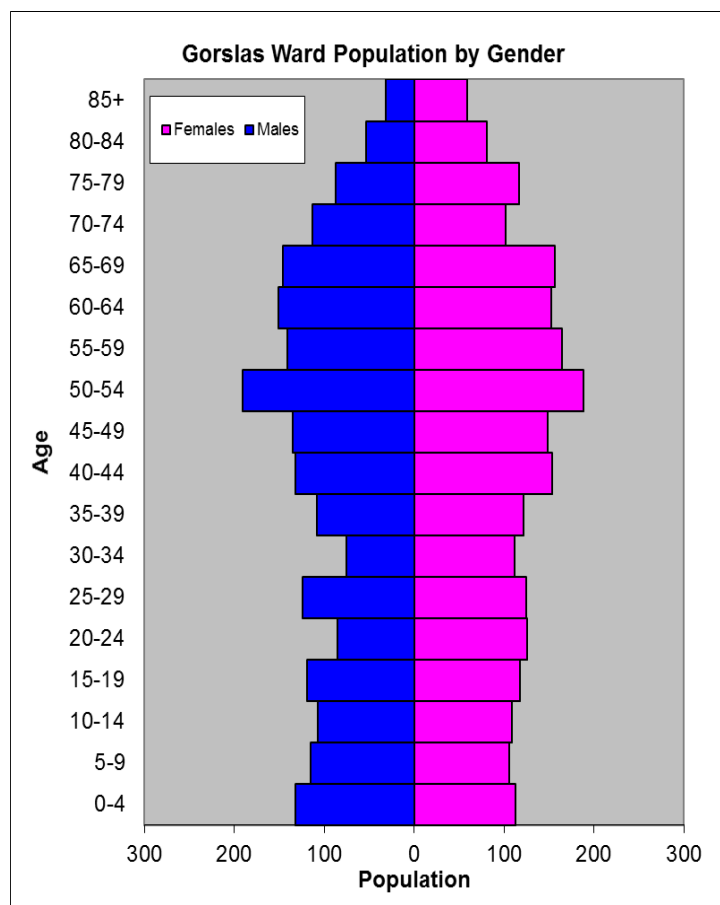


## POPULATION STATISTICS

### 2015 Mid Year Population Estimates

Age Structure	Gorslas Population	Gorslas %	Carmarthenshire %
Aged: 0-4	245	5.7	5.4
5-14	437	10.2	11.2
15-24	448	10.4	11.2
25-44	952	22.1	21.7
45-64	1273	29.6	27.8
65-74	518	12.0	12.7
75+	428	10.0	10.0
<b>Total</b>	<b>4,301</b>	<b>100</b>	<b>100</b>

Source: aggregated lower Super Output Area (LSOA) Small Area Population Estimates, 2015, Office for National Statistics (ONS)



- ⇒ 9<sup>th</sup> highest ward population in Carmarthenshire, and 20<sup>th</sup> highest population density.
- ⇒ Highest proportion of people aged over 45.
- ⇒ Slightly higher proportion of people with limiting long term illness
- ⇒ Over 20% higher proportion of Welsh Speakers than the Carmarthenshire average.

## 2011 Census Data

Population: Key Facts	Gorslas	Gorslas %	Carmarthenshire
<b>People:</b> born in Wales	3211	79.0	76.0
born outside UK	87	2.2	4.1
in non-white ethnic groups	39	0.9	1.9
with limiting long-term illness	1082	26.7	25.4
with no qualifications (aged 16-74)	853	25.1	26.8
with higher level qualifications (aged 16-74)	878	25.8	23.9
able to speak Welsh	2523	64.1	43.9

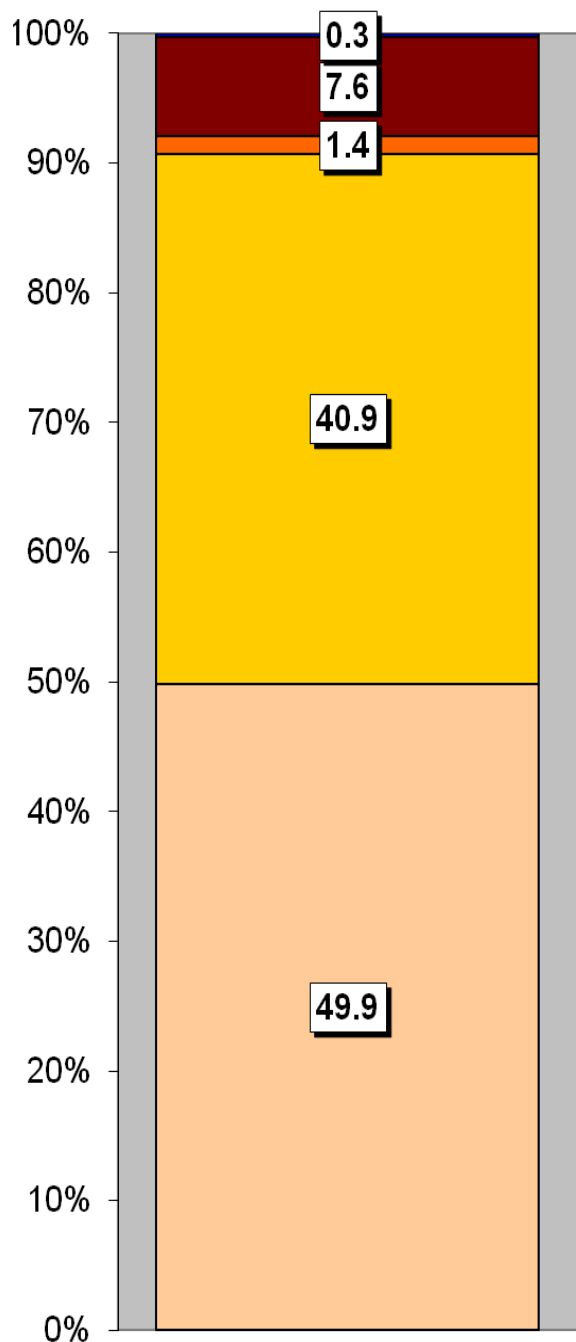
Household Composition	Gorslas	Gorslas %	Carmarthenshire
<b>Total Households/</b> (Average Household Size)	1735	(2.3)	(2.3)
Household Type: one person: pensioner	285	16.4	14.8
one person: other	212	12.2	15.4
one family: all pensioners	181	10.4	9.8
one family: married couple	658	38.0	34.1
one family: cohabiting couple	138	7.9	8.7
one family: lone parent	169	9.7	11.3
one family: other	92	5.4	5.9

Source: 2011 Census, ONS

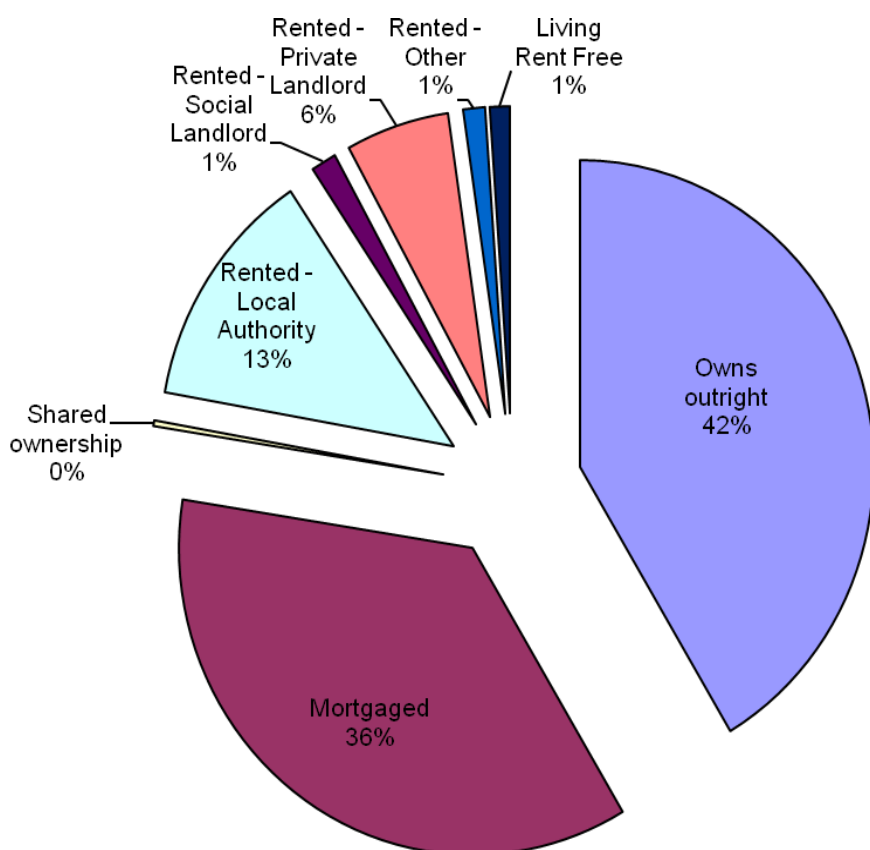
## HOUSING

The area's housing consists largely of detached and semi-detached accommodation, which combined is over 90% of the accommodation. The smallest proportion of housing is the caravan or other mobile temporary accommodation. The ward consists of 222 local authority owned properties and 24 Housing Association properties.

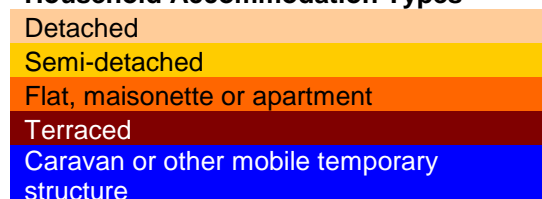
### Household Accommodation Types



Household Tenure	%
Owns outright	41.5
Mortgaged	36.1
Shared ownership	0.3
Rented - Local Authority	12.8
Rented - Social Landlord	1.4
Rented - Private Landlord	5.7
Rented - Other	1.2
Living Rent Free	1.1



### Household Accommodation Types





## SOCIO-ECONOMIC CHARACTERISTICS

- ⇒ The estimated median household income for Gorslas, based on CACI's 2016 'PayCheck' data, is £27,288 which is the 11<sup>th</sup> highest (of 58 wards) in Carmarthenshire and 12.7% above the Carmarthenshire median of £23,825.
- ⇒ The social profile information indicates a higher than average level of people being in higher and lower managerial and professional administrative occupations (Levels 1-2).

Social Profile	Gorslas	%	Carmarthenshire %
<i>All people aged 16-74 in households</i>	2997	100	100
<b>1: Higher Managerial &amp; Professional Admin. Occupations</b>	464	15.5	13.8
<b>2: Lower Managerial &amp; Professional Admin. Occupations</b>	673	22.5	19.9
<b>3: Intermediate Occupations</b>	397	13.2	11.6
<b>4: Small Employers &amp; Own Account Workers</b>	296	9.9	12.6
<b>5: Lower Supervisory &amp; Technical Occupations</b>	231	7.7	7.6
<b>6: Semi-routine Occupations</b>	448	14.9	16.7
<b>7: Routine Occupations</b>	405	13.5	13.0
<b>8: Never Worked &amp; Long Term Unemployed</b>	117	3.9	4.9

Source: 2011 Census, ONS

## ECONOMY AND LABOUR MARKET

Benefit Claimants	Gorslas	Rate %	Carmarthenshire Working Population %
Unemployment Benefit (JSA): March 2017	18	0.7	1.4
Incapacity Benefits (ESA/IB/SDA) August 2016	230	8.8	8.9
Income Support: August 2016	25	1.0	1.8
Disability Living Allowance: August 2016	270	10.3	9.6
Pension Credit: August 2016 (Population 65+)	175	18.5	17.1
State Pension Claimants: August 2016	1,010	-	-

Source: Jobcentre Plus administrative system Dept. for Work & Pensions

Economic Status (people aged 16-74)	Gorslas	Gorslas %	Carmarthenshire %
<b>Economically Active</b>	1943	64.8	64.9
Employees: Part-time	399	13.3	13.9
Employees: Full-time	1132	37.8	33.7
Self-employed	256	8.5	11.0
Unemployed	86	2.9	3.7
Full-time Student	70	2.3	2.5
<b>Economically Inactive</b>	1054	35.2	35.1
Retired	585	19.5	18.1
Student	135	4.5	4.5
Looking after home/family	86	2.9	3.8
Permanently sick/disabled	192	6.4	6.8
Other	56	1.9	1.9

Source: 2011 Census, ONS

## WELSH INDEX OF MULTIPLE DEPRIVATION (WIMD)

WIMD 2014 based on fine-grained geography of lower Super Output Areas (LSOAs).

The WIMD 2014 is compiled from eight domains, Income, Employment, Health, Education, Housing, Access to Services, Physical Environment and Community Safety and is published at Lower Super Output Area of which there are 112 in Carmarthenshire.

Under WIMD, where Rank 1 is the most deprived, **Gorslas 1** ranks 96 out of 112 LSOAs in Carmarthenshire and is ranked 1352 in Wales from 1909 LSOAs. **Gorslas 2** ranks 90 most deprived area in Carmarthenshire and is ranked 1277 in Wales.

The highest level of deprivation attributed to **Gorslas 1** is the Education Domain, being ranked 67<sup>th</sup> in Carmarthenshire and 1121 in Wales for this domain. In **Gorslas 2** the Physical Environment domain is also the most prominent ranking 35<sup>th</sup> in Carmarthenshire and 586 in Wales.

### Gorslas 1 – Drefach Gorslas 2 – Maes yr Yrfa School

LSOA	Overall Index		Income		Employment		Health		Education		Access to Services		Community Safety		Physical Environment		Housing	
Gorslas 1	1352	96	1139	72	1236	85	1067	76	1121	67	810	71	1702	90	1110	68	1453	88
Gorslas 2	1277	90	1215	80	931	56	1302	89	1059	61	900	76	1853	103	586	35	1459	89

Source: Welsh Index of Multiple Deprivation 2014 (updated August 2016), Welsh Assembly Government.

Note: LSOAs ranked 1-112 (Carmarthenshire), 1-1909 (Wales).

## CRIME

Gorslas	Offence Group												Annual Total
	Arson & Criminal Damage	Burglary – Business & Community	Burglary – Residential	Drug Offences	Miscellaneous Crime Against Society	Possession of Weapons	Public Order Offences	Robbery	Sexual Offences	Theft	Vehicle Offences	Violence Against the Person	
Fiscal Year (1st April to 31st March)													
2016/2017	19	5	3	18	2	2	3	0	2	20	5	31	110

Source: Dyfed Powys Police, Headquarters, Llangunnor.

## Appendix E – Response Pro-Forma

Please provide us with your comments on the proposal regarding future provision for primary pupils residing in the Gorslas catchment area.

Your comments:

Do you have any other issues that you wish to bring to our attention?

☐

Please tick box if you wish to be notified of the publication of a consultation report and your language of preference.

☐

Welsh Version

☐

English Version

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Position / \_\_\_\_\_

Category of \_\_\_\_\_

Respondent \_\_\_\_\_

(E.g. parent) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

**Please note that unless you indicate otherwise your comments will be open to the public as part of the formal records of the consultation.**

Please detach this form and return to: Mr Gareth Morgans, Director of Education and Children's Services, Building 2, St David's Park, Jobs Well Road, Carmarthen, SA31 3HB or E-mail to [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) by no later than **17<sup>th</sup> December 2017**.

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# DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION REPORT

For the proposal to increase the capacity of

Gorslas Primary School from 110 to 210

***Our Vision.....Carmarthenshire is a community where children are  
safe and nurtured and learners of all ages are supported to  
achieve their full educational potential***

**January 2018**

**Gareth Morgans**

**Director of Education and Children's Services**



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

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[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

## **Modernisation Services Section**

**Simon Davies, Modernisation Services Manager**

## Content

No.	Subject	Page
1.	Executive Summary	4
2.	Summary of observations received and Local Authority related responses	6
3.	Estyn's Observations regarding the Proposal	9
3.1	Local Authority response to Estyn's observations	12
4.	Consultation with the Pupils	15

## 1. Executive Summary

### **The Consultation Period**

On the 6<sup>th</sup> November 2017 Carmarthenshire County Council published proposals to change primary school provision within the community of Gorslas. The County Council's proposal is to:

- increase the capacity of Gorslas Primary School from 110 to 210 from 1<sup>st</sup> September 2019 when occupation at the new building is proposed.

The consultation period commenced on the 6<sup>th</sup> November 2017 in line with the publication of the proposals and closed on 17<sup>th</sup> December 2017 with a total of 5 observations received (excluding the responses received from Estyn and the pupils' consultation) in response to the formal consultation.

It must be noted that of the 5 observations received, 4 were received prior to the end of the consultation period whilst 1 observation was received following the end of the consultation period. However, all responses received have been included for the purposes of this report.

### **Observations Received**

The proposal to increase the capacity of Gorslas Primary School from 110 to 210 is the formal statutory procedure that must be undertaken and completed to legally increase the number of Welsh medium places available at Gorslas Primary School and must be undertaken regardless of the method of implementation. As part of the wider scheme to provide an increased number of places, it is the Local Authority's intention to provide a new, replacement school building which will also provide space to accommodate an external nursery provider.

Whilst the consultation document focused primarily on the formal proposal to increase the capacity of Gorslas Primary School from 110 to 210, observations were also received with regards to other elements of the wider scheme. For completeness, these observations have also been included within this report and the themes of all comments received are as follows:

- Safeguarding of Jobs;
- Welsh in Education Strategic Plan;
- Capacity;
- Loss of Green Space; and
- School Nursing Service.



Carmarthenshire County Council acknowledges that there are concerns in relation to the wider scheme, in particular to the location of the proposed new school building and the implications that accommodating an external nursery may cause. These issues are being addressed separately to this proposal.

Observations were received from the following:

- NASUWT
- Welsh Language Commissioner
- Gorslas Community Council
- Children's Public Health – Hywel Dda University Health Board

One anonymous observation was also received.

A complete summary of all of the observations received to the consultation document together with the response of the County Council's professional officers can be found in section 2 on the next page.

### **Next Steps**

The Consultation Report will be presented to the Education & Children's Scrutiny Committee for comments and a recommendation and then ultimately to the Executive Board for determination on whether or not to proceed with the proposal and publish a statutory notice. Should the Executive Board decide to proceed to the next stage, a Statutory Notice will be published during the Spring Term 2018.

## 2. Summary of Observations received and Local Authority Responses

Point Number	Point Raised	Local Authority Response
1.	<p><b><u>Safeguarding of Jobs</u></b></p> <p>It is expected that consideration is be given to safeguard the jobs of staff.</p>	The Authority has staffing policies and procedures in respect of school reorganisation and these can be recommended for implementation if needed. However, it is expected that should this proposal be implemented there is potential for further job opportunities.
2.	<p><b><u>Welsh in Education Strategic Plan</u></b></p> <p>The scheme shows positive ambition in developing Welsh medium education within the county and falls in line with the strategic plan.</p>	Carmarthenshire County Council welcomes the comments in recognition of the development of Welsh medium education within the county. During the last few years the demand for Welsh medium education within the Gorslas catchment area has been steadily increasing and Carmarthenshire County Council recognises the need for an increased capacity in order to support the current and future demand for Welsh medium education.
3.	<p><b><u>Capacity</u></b></p> <p>Observations were received enquiring as to how the figure of 210 was calculated as the proposed capacity and whether this was restricted to the Gorslas catchment only. Enquiries were also made regarding whether the loss of pupils from the Cwmgwili area to other closer schools had been taken into</p>	A range of elements were analysed when considering the increase in capacity for Gorslas Primary School namely: annual PLASC data; pupil yield expected from dwellings and pupil projections – these were based on the Gorslas catchment area. Consideration was also given to the fact that a mobile classroom was installed in September 2015 and that a further one was required for the 2017/2018 academic year along with a conservative estimate for a new school building factor.

	<p>account and whether there is any potential revision to the current catchment area.</p>	<p>When analysing the annual PLASC data, information is provided on how many pupils attend each school from within the catchment area, outside of the catchment area and how many pupils live within specific catchment areas but attend other schools. January 2017 PLASC data indicated that 218 pupils live within the catchment area of Gorslas (78 attending Gorslas Primary School and 140 attending other schools). Whilst it is accepted that not all pupils living within the catchment area attend/or will attend Gorslas Primary School in the future, consideration must be given to pupils living within the catchment area.</p> <p>As part of the proposal to increase the capacity of Gorslas Primary School, it is proposed that there will be no change to the current school catchment area.</p>
4.	<p><b><u>Loss of Green Space</u></b></p> <p>Whilst there is support for the proposals, there are concerns regarding the loss of green space as a result of the new school building development at Gorslas Park. The area is regularly used by children for a variety of outdoor activities and is situated away from traffic. Although part of the school grounds could be openly available to the public, the increased traffic density and the construction involved would alter the character of the area. Therefore, consideration should be given to converting the current school site into a publicly accessible green space to serve as an alternative to the current park.</p>	<p>Carmarthenshire County Council accepts that there are concerns with regards to the loss of green space as a result of the intention to build the new school building on land at the site of Gorslas Park. However, it must be noted that whilst the school building will be built on part of the land, the intention is to provide a multi-use games area and sports pitch which will be available for community use along with the use of the school hall, outside of school hours. It is intended that the use of these facilities and the expansion of opportunities that will be available to the community as a result of these facilities will help strengthen the community relationships that already exist in the area.</p>

		<p>Whilst it is accepted that the increased traffic density and construction involved could alter the character of the area, it is hoped that the additional facilities available for community use afforded through the scheme would provide further advantages and opportunities to the wider community.</p> <p>With regards to the current school site no longer being used then the County Council Policy, approved on the 12<sup>th</sup> April 2006, in relation to buildings not being required for educational purposes will apply. In essence this allows the community to make a case to the council for the retention of the building as a community resource. If there is no viable community interest the premises will be offered to the market.</p>
5.	<p><b><u>School Nursing Service</u></b></p> <p>The only impact this will have on the School Nursing service is possibly some increase in caseload numbers for the School Nurses who are assigned to the school in question. Caseload numbers for School Nurses are regularly monitored by the Senior Nurse/Quality Assurance Manager for School Nursing and are managed through workforce planning.</p>	<p>Carmarthenshire County Council accepts that the increase in capacity may have an effect on caseload numbers for the School Nurses who are assigned to the school, however agree that any effect can be monitored and managed by workforce planning and communication between organisations.</p>

### 3. Estyn's Observations regarding the Proposal

#### **Estyn's response to the proposal to extend Ysgol Gorslas, Carmarthenshire**

Her Majesty's Inspectors of Education and Training in Wales have prepared this report.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body that is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortium, which deliver school improvement services to the schools within the proposal.

#### **Introduction**

This is a consultation proposal by Carmarthenshire County Council.

The consultation to increase the pupil capacity of Ysgol Gorslas from 110 to 210 is to be conducted between 6th November 2017 and 17th December 2017.

#### **Summary/Conclusion**

The proposal identifies clearly the local authority's reasons for increasing the capacity of Ysgol Gorslas and responds to the increasing demand for Welsh-medium education in the village of Gorslas and the surrounding area. It takes into consideration the increase in the number of pupils who apply to attend the school. The consultation identifies the community schools in the area that this proposal may affect. The authority identifies clearly that there are more children at Ysgol Gorslas than there are places available, and this has been the case for a number of years. However, it appears that there are a number of surplus places in the Welsh community primary schools in the catchment area. Estyn is of the opinion that the proposal is likely to at least maintain provision and standards for pupils in the Gorslas area.

## **Description and benefits**

The consultation provides a clear rationale for the expected advantages and disadvantages for Ysgol Gorslas.

The proposal outlines clearly the plans to construct a new building on land that is around 0.1 miles from the school's current site. The local authority claims that the current building has deteriorated and is in poor condition, and that there is not enough land on the school's site to add to the two mobile buildings that are already on the school grounds.

It appears that the Council has discussed a variety of relevant models as part of its strategic objectives in its modernising education programme. It takes into consideration the negative effect that another mobile building on the school grounds will have on the school's ability to provide foundation phase education in full. It appears that the proposal to build a new school ensures more space to improve learning environments for children. The proposal gives reasonable consideration to the parking problems that already exist. By building a new school on a different site, it appears that the arrangements will reduce the possible disruption for pupils, teachers and parents, and will allow the school to continue with the curriculum on the current site during the construction period.

The proposer lists the schools that may be affected by the proposal and identifies that approximately 140 pupils who live the Gorslas catchment area currently attend other schools. There is not enough information in the proposal about the possible effect on those schools.

The proposal is unlikely to have an undue effect on the current travel arrangements, except for the possibility that more pupils may attend the school.

The proposal appears to have given reasonable consideration to the effect on the local community. Estyn is of the opinion that this consultation provides more opportunities for the community to use the facilities for a number of activities, which would strengthen the community element that already exists. It appears that the new building will improve the learning environment for all of the school's pupils, and improve access for pupils with additional learning needs.

## **Educational aspects of the proposal**

The local authority has provided an appropriate analysis of the school's current performance. It identifies that the school is in group 1 for standards and in the yellow category, which shows that Ysgol Gorslas is an effective school that is already doing well and knows which areas need to be improved. The authority has included the findings of the most recent Estyn inspection in the proposal.

The consultation does not include the proposal's effect on the quality of outcomes, provision, and leadership and management clearly enough, other than to identify that the proposal would 'provide all pupils currently educated at Gorslas School with access to an enhanced school environment. This will facilitate further improvement upon the existing good standards, provision and leadership'.

The proposal has not considered robustly enough the effect on provision in other schools in the catchment area. It appears that the proposal will not have an effect on provision for learners with additional learning needs nor have a negative effect on the Church in Wales's provision.

## 3.1 Local Authority Response to Estyn's Observations

### Effect on other schools

**The authority identifies clearly that there are more children at Ysgol Gorslas than there are places available, and this has been the case for a number of years. *However, it appears that there are a number of surplus places in the Welsh community primary schools in the catchment area.***

Carmarthenshire County Council accepts that whilst Gorslas Primary School is currently oversubscribed, there are some surplus places in neighbouring catchment schools. There is a clear increasing demand for Welsh medium education within the Gorslas area and whilst 140 pupils living within the Gorslas area currently attend other schools, the school is still over capacity. Whilst it is accepted that not all pupils living within the catchment area attend/or will attend Gorslas Primary School, consideration must be given to all pupils within the catchment area and the current school capacity proves insufficient in being able to accommodate this.

Pupil places within all of the county's schools are monitored and surplus and oversubscription issues are reviewed on a regular basis. Where required, appropriate and strategic action is implemented as and when necessary.

**The proposer lists the schools that may be affected by the proposal and identifies that approximately 140 pupils who live in the Gorslas catchment area currently attend other schools. *There is not enough information in the proposal about the possible effect on those schools.***

The proposal under consultation refers to the need to increase the capacity of Gorslas Primary School from 110 to 210 places due to the increasing demand for Welsh medium education places. Whilst Carmarthenshire County Council has considered the neighbouring catchment schools that may be affected by the proposal, the proposal does not and nor is it Carmarthenshire County Council's intention to directly affect these schools through this reorganisation.

Carmarthenshire County Council accepts that as a result of this proposal some neighbouring schools may be indirectly affected. It is accepted that pupils who live within the Gorslas catchment area that currently attend other schools may want to attend the new Gorslas Primary School. As is the case with all community primary schools within the county, admission to the school will be controlled and managed through the admissions process should this situation occur. Whilst Carmarthenshire County Council accepts that some neighbouring schools may be indirectly affected as a result of this proposal, it is very difficult to estimate the result and impact that this may have. Nevertheless, Carmarthenshire County Council will monitor the effect



of the proposal on neighbouring schools and will consider whether appropriate action is required as and when necessary.

***The proposal has not considered robustly enough the effect on provision in other schools in the catchment area.***

As mentioned previously, whilst Carmarthenshire County Council accepts that the proposal to increase the capacity of Gorslas Primary School may have an indirect effect on neighbouring catchment schools, the proposal does not nor is it Carmarthenshire County Council's intention to directly affect provision in other schools as part of this reorganisation. However, Carmarthenshire County Council will monitor the effects of the proposal on neighbouring schools and should the proposal have any detrimental effects on provision, then appropriate action will be considered.

#### **Effect on quality of outcomes, provision, and leadership and management**

***The consultation does not include the proposal's effect on the quality of outcomes, provision, and leadership and management clearly enough, other than to identify that the proposal would 'provide all pupils currently educated at Gorslas School with access to an enhanced school environment. This will facilitate further improvement upon the existing good standards, provision and leadership'.***

It is expected that the proposal to increase the capacity of Gorslas Primary School through the provision of a new school building will positively affect the outcomes, provision, and leadership and management at the school.

The provision of a greater capacity will firstly enable all pupils and staff to be situated in one building, rather than having to move and operate between the main school building and additional cabins. This will provide a secure, safer and more manageable environment for pupils as well as staff and will enable across school teaching, learning and events to take place more efficiently and effectively.

The provision of greater space, both indoors and outdoors will allow for curriculum expansion and will provide opportunities for a broader and more varied learning environment for all pupils, in particular the Foundation Phase, which in turn is expected to have a positive effect on the outcomes and development of all pupils. The provision of a multi-use games area and sports pitch will provide exciting opportunities for a varied physical education curriculum and will allow all learning and sporting events to take place at one location. Currently, the school sports take place at Gorslas Park due to limited facilities at the current school site and therefore the provision of these facilities will help the management of school events. The provision of the large school hall, provides further opportunities for school events to take place

ensuring that the whole school can work together at the same time efficiently. The hall also provides opportunities for the physical education curriculum etc. to still be fulfilled in times of bad weather when events cannot take place outside.

The accessibility of facilities will ensure that the community has use of the school hall, multi-use games area and sports pitch, demonstrating how the school and community can work together to strengthen relationships and maximise potential opportunities for all. The increased capacity and intended new building will provide the community with facilities suitable for teaching and learning in the 21<sup>st</sup> century in which provision and outcomes can be enhanced.

### **Statements of support for this proposal by Estyn**

The proposal identifies clearly the local authority's reasons for increasing the capacity of Ysgol Gorslas and responds to the increasing demand for Welsh-medium education in the village of Gorslas and the surrounding area.

Estyn is of the opinion that the proposal is likely to at least maintain provision and standards for pupils in the Gorslas area.

The consultation provides a clear rationale for the expected advantages and disadvantages for Ysgol Gorslas.

Estyn is of the opinion that this consultation provides more opportunities for the community to use the facilities for a number of activities, which would strengthen the community element that already exists.

It appears that the new building will improve the learning environment for all of the school's pupils, and improve access for pupils with additional learning needs.

## 4. Consultation with the Pupils

**School:** Gorslas Primary School

**Date:** 11<sup>th</sup> December 2017

**Consultation undertaken by:** Mrs Catrin Griffiths – Challenge Adviser

**Interviewed:** School Council

### Summary

The School Council were interviewed regarding the proposal to increase the capacity of school and the intention to provide the school with a new, replacement school building. Informative discussions were had and were based on the questions below:

- Have you seen plans for the new school building?
- Are you happy to move to a new building and why?
- What do you think will be advantageous in being in a new building?
- Will it be easier for you to learn in a new building?
- What about Foundation Phase pupils? What effect will moving have on the younger pupils?

### School Council Feedback

The pupils had the opportunity to look and browse through the plans of the new school and the word “exciting” was often used in describing the new building.

Without exception, all of the pupils were looking forward to having a large, safe and spacious school yard with plenty of space to play a variety of sports including football, rugby and hockey at the same time. Pupils were also looking forward to having a less dangerous yard, especially with the bad weather in the winter.

Pupils noted that the hall was important in ensuring a place to play football and hockey when the weather was poor and to hold concerts and services as a whole school.

Pupils were also looking forward to having space to move around the school. The importance of broad corridors and wide doors was mentioned to save pushing and to feel safer when walking around. The importance of no cabins was also mentioned so that all the pupils were in the same building.

They liked the fact that there would be enough room to hang coats and so they would be less likely to lose or dirty them as they walk on the floor.

The location in the village was important to them because it is said that it will mean more families can walk to school and therefore less cars will be needed. There will also be a car park and so the site will be a much safer site.

The lift was mentioned as an important factor in being able to accommodate and help disabled children and children who have been treated to reach the upper floor without walking the stairs.

In terms of clubs the pupils mentioned that there will be a lot more space for after-school clubs as well as a breakfast club and so it will help facilitate arrangements for parents. The garden was also mentioned and therefore there would be opportunities to grow vegetables and plants and sell them to raise money for the school. The fact that there would be a library in the new school was very important to them in order to save reading in the corridor.

It was mentioned that the carnival could be held in the new school and not in the cold tent because there will be enough room in the school for the community to join the pupils. The carnival is the highlight of the year for the pupils.

The area for Foundation Phase pupils will be safe and will enable them to receive more opportunities especially when learning in the outside area.

The pupils were unanimous in agreeing that a brand new, larger building will offer additional, quality opportunities towards their education.

The only negative comments were about feeling sad when leaving the old building and moving to a new building and year 5 and 6 pupils were sad in losing the opportunity to be educated at the new school because of their age.

**CYNGOR SIR CAERFYRDDIN**

**Neuadd y Sir, Caerfyrddin, SA31 1JP**

Hysbysir trwy hyn yn unol ag Adran 42 o Ddeddf Safonau a Threfniadaeth Ysgolion (Cymru) 2013 (y Ddeddf) a'r Côd Trefniadaeth Ysgolion fod Cyngor Sir Caerfyrddin (y Cyngor) ar ôl ymgynghori â'r cyfryw bersonau ag sy'n ofynnol, yn cynnig cynyddu nifer y lleoedd yn Ysgol Gynradd Gorslas, Gorslas, Llanelli, SA14 6RS, o 110 i 210. Caiff yr ysgol ei chynnal gan Gyngor Sir Caerfyrddin. Y bwriad yw rhoi'r cynnig ar waith ar 1 Medi 2019 pan argymhellir symud i mewn i'r adeilad newydd.

Cynhaliodd y Cyngor gyfnod ymgynghori cyn penderfynu cyhoeddi'r cynigion hyn. Mae adroddiad ar yr ymgynghoriad sy'n cynnwys crynodeb o'r materion a godwyd gan ymgynghoreion, ymatebion y cynigwyr a barn Estyn ar gael ar [www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

Nifer y disgyblion yn yr ysgol ar hyn o bryd yw 122, ac mae gan yr ysgol 110 o leoedd ar gyfer disgyblion a'r nifer o leoedd arfaethedig unwaith y caiff y cynnig ei weithredu fydd 210. Y nifer derbyn ar gyfer disgyblion 4/5 oed yn yr ysgol yn ystod y flwyddyn ysgol gyntaf pan gaiff y cynnig hwn ei weithredu fydd 30.

Ni fydd dalgylch yr ysgol yn newid.

Cyn pen 28 diwrnod ar ôl dyddiad cyhoeddi'r cynnig hwn, hynny yw erbyn 1 Ebrill 2018, gall unrhyw berson wrthwynebu'r cynnig hwn. Dylid anfon gwrthwynebiadau at Mr Gareth Morgans, Y Cyfarwyddwr Addysg a Gwasanaethau Plant, Cyngor Sir Caerfyrddin, Adeilad 2, Parc Dewi Sant, Heol Ffynnon Job, Caerfyrddin, SA31 3HB neu gellir anfon neges e-bost at [aaprma@sirgar.gov.uk](mailto:aaprma@sirgar.gov.uk)

**Llofnod: Gareth Morgans**  
**Cyfarwyddwr Addysg a Gwasanaethau Plant**  
**Ar ran Cyngor Sir Caerfyrddin**

**Dyddiad: 5 Mawrth 2018**

**NODYN ESBONIADOL**

(Nid yw'r Nodyn Esboniadol hwn yn rhan o'r Hysbysiad – yn hytrach fe'i cynigir er mwyn eglurder)

1. Bwriad yr Awdurdod yw cynyddu nifer y lleoedd yn Ysgol Gynradd Gorslas o 110 i 210, gyda lle ychwanegol ar gyfer darpariaeth feithrin â 30 o leoedd (allanol).

**CARMARTHENSHIRE COUNTY COUNCIL**

**County Hall, Carmarthen, SA31 1JP**

Notice is hereby given in accordance with Section 42 of the School Standards and Organisation (Wales) Act 2013 (the Act) and the School Organisation Code that Carmarthenshire County Council (the Council) having consulted such persons as required, propose to increase the capacity of Gorslas Primary School, Gorslas, Llanelli, SA14 6RS from 110 to 210. The school is maintained by Carmarthenshire County Council. It is proposed to implement the proposal on 1 September 2019 when occupation at the new school building is proposed.

The Council undertook a period of consultation before deciding to publish these proposals. A consultation report containing a summary of the issues raised by consultees, the proposer's responses and the views of Estyn is available on [www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

The current number of pupils at the school is 122, the pupil capacity of the school is 110 and the proposed capacity once the proposal is implemented will be 210. The admission number (AN) for pupils aged 4/5 at the school in the first school year in which the proposal has been implemented will be 30.

There will be no change to the school's catchment area.

Within a period of 28 days after the date of publication of this proposal, that is to say by 1 April 2018, any person may object to this proposal. Objections should be sent to Mr Gareth Morgans, Director of Education and Children's Services, Carmarthenshire County Council, Building 2, St David's Park, Job's Well Road, Carmarthen, SA31 3HB or e-mail to [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk)

**Signed: Gareth Morgans**  
**Director of Education and Children's Services**  
**For Carmarthenshire County Council**

**Dated: 5 March 2018**

**EXPLANATORY NOTE**

(This Explanatory Note does not form part of the Notice but is offered by way of clarification)

1. It is the Authority's intention to increase the capacity of Gorslas Primary School from 110 to 210 with additional space for a 30 place (external) nursery.

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# EXECUTIVE BOARD

## 4<sup>TH</sup> JUNE 2018

### MODERNISING EDUCATION PROGRAMME

#### Proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11

#### Recommendations / key decisions required:

It is recommended that Executive Board approves:

1. Being satisfied that there are no other related proposals; that the statutory proposal has been consulted upon and published in accordance with the School Organisation Code and contains all the relevant information and, having considered the consultation document and consultation report, and that no objections were received in response to the Statutory Notice, recommending to the Council the implementation of the proposal as laid out in the Statutory Notice.

#### Reasons:

- To comply with statutory procedures and guidance in relation to school re-organisation.
- To formulate views for submission to County Council for consideration.

**Relevant Scrutiny Committee Consulted:** YES – Education & Children Scrutiny Committee 14<sup>th</sup> May 2018

The Education & Children Scrutiny Committee unanimously resolved:

To recommend to the Executive Board the implementation of the proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11

**Executive Board Decision Required** YES 4<sup>th</sup> June 2018

**Council Decision Required** YES 13<sup>th</sup> June 2018

**Executive Board Member Portfolio Holder:** Cllr. Glynog Davies (Education & Children)

<b>Directorate:</b> Education & Children	<b>Designations:</b>	<b>Tel Nos. / E-Mail Addresses:</b>
<b>Name of Head of Service:</b> Gareth Morgans	Director of Education and Children's Services	01267 246522 <a href="mailto:EDGMorgans@carmarthenshire.gov.uk">EDGMorgans@carmarthenshire.gov.uk</a>
<b>Report Author:</b> Simon Davies	Modernisation Services Manager	01267 246471 <a href="mailto:SiDavies@carmarthenshire.gov.uk">SiDavies@carmarthenshire.gov.uk</a>



**EXECUTIVE BOARD**  
**4<sup>TH</sup> JUNE 2018**

## **Proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11**

1) To standardise the **local authority part time nursery provision** in the areas of Burry Port and Pembrey:

Outlined in blue below is the catchment area for Ysgol Parc y Tywyn.

The map displays the Burry Port / Porth Tywyn area with two distinct catchment areas highlighted. The **Ysgol Parc y Tywyn (WM) Catchment** is shown in red, covering a large central area. The **Burry Port (EM) Catchment** is shown in blue, covering a smaller area to the east. A third area, **Pembrey (EM) Catchment**, is also labeled in red. The map includes various geographical features, roads, and landmarks such as the Motor Sports Centre, Airfield (dis), Country Park, and several schools. The text 'BURRY PORT / PORTH TYWYN' is visible in the bottom right corner.

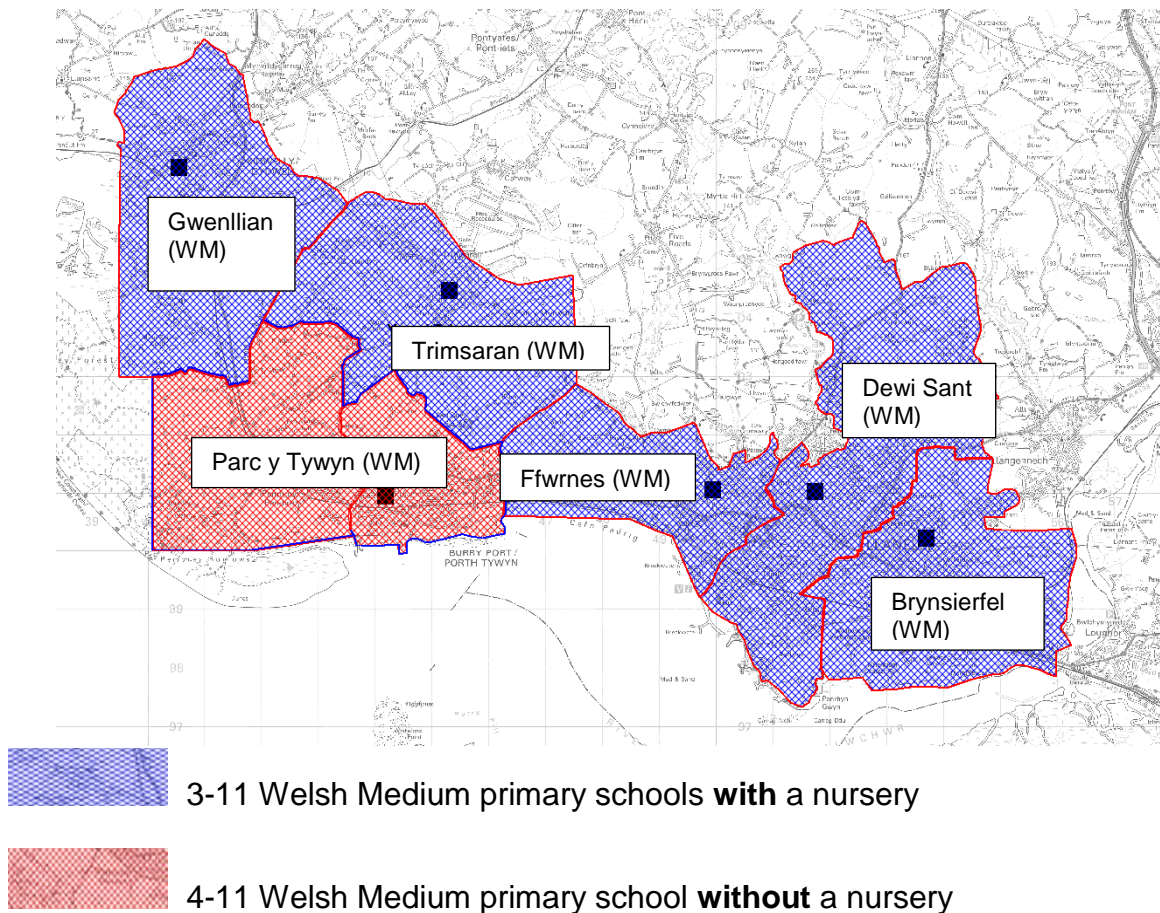
EM – English Medium



Burry Port Community School and Ysgol Pembrey are categorised as English Medium language schools. The age range at the schools is 3-11. Nursery provision is being provided at both schools.

This proposal seeks to standardise the nursery education for the area by ensuring that the same level of provision is provided at both the Welsh and English medium schools in the areas of Burry Port and Pembrey.

- 2) To standardise the local authority **part time Welsh Medium nursery provision** in the area:



As can be seen above, Ysgol Parc y Tywyn is surrounded by Welsh Medium schools that provide local authority nursery provision.

This proposal seeks to standardise the nursery provision in Welsh Medium schools by ensuring that the same level of provision is provided at all **Welsh medium schools** in the area, including Burry Port and Pembrey.

## The Process

In accordance with Executive Board's instructions, a formal consultation exercise was undertaken from 6<sup>th</sup> November 2017 to 17<sup>th</sup> December 2017. The results of the consultation exercise are contained in the attached Consultation Report and were presented to the ECS Scrutiny Committee and then to the Executive Board for consideration and determination on whether or not to publish a Statutory Notice.

On the 26<sup>th</sup> February 2018, approval was granted by the Executive Board for the publication of the Statutory Notice. The Statutory Notice (attached) was published on 5<sup>th</sup> March 2018. The notice provided objectors with 28 days in which to forward their objections in writing to the Council which ended on the 1<sup>st</sup> April 2018. No objections were received in response to the notice.

The full suite of documents (attached) which consists of: Consultation Document, Consultation Report and the Statutory Notice will be presented to the ECS Scrutiny Committee, Executive Board and ultimately will be presented to the County Council for their determination.

This provides the ECS Scrutiny Committee and Executive Board the opportunity to offer comment and a recommendation to the County Council whether or not to implement the proposal as laid out in the Statutory Notice.

Should the County Council agree to implement the proposal, Ysgol Parc y Tywyn will be able to provide nursery provision in the school's new building from 1 September 2018.

The new building is expected to be completed at the beginning of July 2018, when the existing primary aged pupils will transfer over from the old building.

### **Recommendation**

Being satisfied that there are no other related proposals; that the statutory proposal has been consulted upon and published in accordance with the School Organisation Code and contains all the relevant information and, having considered the consultation document and consultation report, and that no objections were received in response to the Statutory Notice, that the Executive Board recommend to the County Council the implementation of the proposal as laid out in the Statutory Notice.

<b>DETAILED REPORT ATTACHED?</b>	<b>Yes - Consultation Document Consultation Report Statutory Notice</b>
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# IMPLICATIONS

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

Signed: **G. Morgans** Director of Education and Children's Services  
**S. Davies** Modernisation Services Manager

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

## 1. Policy, Crime & Disorder and Equalities

Developments are consistent with the Authority's Welsh in Education Strategic Plan 2014-2017, Corporate Strategy and the Modernising Education Strategic Outline Programme.

## 2. Legal

Appropriate consultation will need to be initiated in accordance with the relevant statutory procedures.

## 3. Finance

To provide part time nursery places in a school setting will have revenue funding implications for the authority in terms of appointing additional teaching and support staff for the nursery. The Revenue implications will be catered from within the existing Local Management of Schools Fair Funding Scheme.

This proposal will have a detrimental effect on employment for local private providers as provision is currently being provided for 3 year olds by local nurseries and childminders.

## 4. ICT

None

## 5. Risk Management Issues

The disparity between Welsh and English nursery provision with the catchment of Ysgol Parc y Tywyn.

## 6. Physical Assets

None

# CONSULTATIONS

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

Signed:      **G. Morgans**              **Director of Education and Children's Services**  
                 **S. Davies**                      **Modernisation Services Manager**

**1. Scrutiny Committee** – The Scrutiny Committee were formally notified of the Statutory Notice period.

**2. Local Member(s)** – Local members in the Wards of Pembrey (Cllr. Shirley Matthews and Cllr. Hugh Shepardson) and Burry Port (Cllr. John James and Cllr. Amanda Fox) were formally notified of the Statutory Notice period.

**3. Community / Town Council** – The Pembrey & Burry Port Town Council were formally notified of the Statutory Notice period.

**4. Relevant Partners** – All relevant partners were formally notified of the Statutory Notice period.

**5. Staff Side Representatives and other Organisations** – Staff side representatives and other organisations were formally notified of the Statutory Notice period.

**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
Stage 2 Approval – Permission to Notice	<a href="http://democracy.carmarthenshire.gov.wales/documents/s18977/Summary.pdf">http://democracy.carmarthenshire.gov.wales/documents/s18977/Summary.pdf</a>
Stage 1 Approval – Permission to Consult	<a href="http://democracy.carmarthenshire.gov.wales/documents/s16464/SUMMARY.pdf">http://democracy.carmarthenshire.gov.wales/documents/s16464/SUMMARY.pdf</a>
Carmarthenshire's Welsh in Education Strategic Plan 2014-2017	<a href="http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en">http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en</a>
MEP Biennial Review	<a href="http://www.carmarthenshire.gov.uk">www.carmarthenshire.gov.uk</a> Executive Board 20 <sup>th</sup> June 2016
21 <sup>st</sup> Century Schools Website	<a href="http://www.21stcenturyschools.org">www.21stcenturyschools.org</a>

# DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION DOCUMENT

Proposal to change the age range of **Ysgol Parc y Tywyn**  
from 4–11 to 3–11

***Our Vision.....Carmarthenshire is a community where children  
are safe and nurtured and learners of all ages are supported  
to achieve their full educational potential***

**6 November 2017**

**Gareth Morgans  
Director of Education & Children's Services**

## School Modernisation Section

**Simon Davies**, Modernisation Services Manager

If you require this information in large print, Braille or on audiotape please contact the Department for Education & Children

**Email:** [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk)

**Telephone:** 01267 246475

## Foreword

As part of its statutory obligation to keep the number and type of school places under review, the County Council has adopted a wide-ranging programme designed to improve school buildings and enhance opportunities for learning. The strategy reflects the vision and policies established by the County Council which embraces the requirement to deliver services, to clear standards – covering both cost and quality – by the most economic and effective means. In our drive to continually improve on the services made available to all learners, we must maximise the finite resources available to the Council, and continue to work in partnership with all those who have a contribution to make to the process of learning and the well-being of both children and their families. Schools of the future will need to serve as a focus for a wide range of services dedicated to serving the needs of the community through a joined up approach.

Carmarthenshire is blessed with many very able teachers but the continuing changes to the curriculum places a heavy demand on their skills to meet the wide ranging demands of all children. Although the processes of learning, and skills of teaching, are extremely important, deep subject knowledge on the part of the teacher is essential if learners with their various gifts in different areas are to discover and develop their talents to the full.

Schools designed to meet current demands are expected to provide a broad and balanced curriculum through high quality and inspirational teaching. In the planning of new provision it will be important to ensure that our schools are properly equipped to enhance opportunities for social inclusion, sustainable development, equal opportunities and bilingualism. In practical terms we need to ensure that provision reflects the changing patterns of population, with schools based in the right location with accommodation and facilities fit to serve the needs of all learners in the twenty first century.

Consultation will follow the guidelines established by the Welsh Government and will involve identified interested parties. The information set out in this document is intended to clarify the proposals for your school and support the consultation process.



**Gareth Morgans**  
**Director of Education & Children's Services**

## Glossary of Abbreviations

<b>ALN</b>	Additional Learning Needs
<b>AN</b>	Admission number
<b>CCC</b>	Carmarthenshire County Council
<b>CP</b>	Community Primary
<b>DS</b>	Dual Stream
<b>EM</b>	English medium
<b>Estyn</b>	Her Majesty's Inspectorate for Education and Training in Wales
<b>FTE</b>	Full Time Equivalent
<b>LA</b>	Local Authority
<b>MCSW</b>	Measuring the Capacity of Schools in Wales
<b>MEP</b>	Modernising Education Programme
<b>NOR</b>	Number on Roll
<b>PLASC</b>	Pupil Level Annual School Census Data
<b>PT</b>	Part time
<b>WESP</b>	Welsh in Education Strategic Plan
<b>WG</b>	Welsh Government
<b>WM</b>	Welsh medium



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## 1. Introduction

Carmarthenshire County Council has a legal responsibility to review the number and type of schools it has in the area and whether or not it is making the best use of the resources and facilities to deliver the opportunities that children deserve.

As part of this process the Council has published its vision on how it sees the future for all of the primary schools in the County and this includes consulting on the future shape of education in Ysgol Parc y Tywyn. The proposals for change included in this document are in line with that long-term objective.

This document seeks to stimulate the process of consultation by explaining the Authority's preferred option for the future provision of primary education for the pupils of **Ysgol Parc y Tywyn**. The document offers an opportunity for consultees to put forward any comments, observations or alternative proposals they wish to be considered.

Consultation on this proposal will follow the guidelines established by the Welsh Government and will involve identified interested parties.

The main purpose of this document is to provide information and to gather the views of identified interested parties. You may wish to make use of the attached response Pro-forma included in **Appendix E** of this document or by E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) for any response.

### 1.1 The Consultation Process

The consultation process will be outlined in detail in **section 6** of this consultation document. The consultation on this proposal will follow guidelines as established by the Welsh Government.

### 1.2 Who else will be consulted?

This document has been sent to the following interested parties:

Staff (Teaching and Ancillary) Ysgol Parc y Tywyn	Governors and Parents Ysgol Parc y Tywyn
Carmarthenshire Children's Partnership Child Care / Early Years Communities First Partnership	Community Councillors Pembrey & Burry Port Town Council
Local County Councillors	Welsh Language Commissioner
Assembly Member (AM) Regional Assembly Members	National Association of Schoolmasters and Union of Women Teachers (NASUWT)

National Union of Teachers (NUT)	Association Of Teachers & Lecturers (ATL)
Undeb Cenedlaethol Athrawon Cymru (UCAC)	The Professional Association of Teachers (PAT) / Voice the Union
National Association Of Head Teachers (NAHT)	GMB Union
UNISON	*Neighbouring Primary and Secondary schools in Carmarthenshire
UNITE the Union	LA Special Educational Needs section
Director of Education – All Neighbouring Authorities	ERW – Education through Regional Working
Public Services Board	Regional Transport Consortium
Local Police and Crime Commissioner	Welsh Ministers
Estyn	Diocesan Director of Education
Flying Start	Families First Carmarthenshire
Additional Learning Needs Partners	Mudiad Ysgolion Meithrin and any current local nursery or childminder

\*Consultation document sent to Headteachers and Chair of Governors of - **Primary Schools** - Burry Port Community Primary School, Ysgol Pembrey, Ysgol Trimsaran, Ysgol Y Castell and Ysgol Gwenllian, and **Secondary Schools** - Ysgol Glan-y-Môr and Ysgol Y Strade.

### 1.3 Consultation with Pupils

There will be an opportunity for the pupils of Ysgol Parc y Tywyn to participate in the consultation process during a session which will be conducted at the school with the challenge adviser.

### 1.4 Consultation Period

There will be a period from **6 November 2017** to **17 December 2017** when you can express your views.

You can express your views by writing a letter or alternatively completing the attached response form in **Appendix E** which should be received by the Department for Education and Children's Services, Building 2, St. David's Park, Jobs Well Road, Carmarthen, SA31 3HB, or by E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) no later than noon on **17 December 2017**.

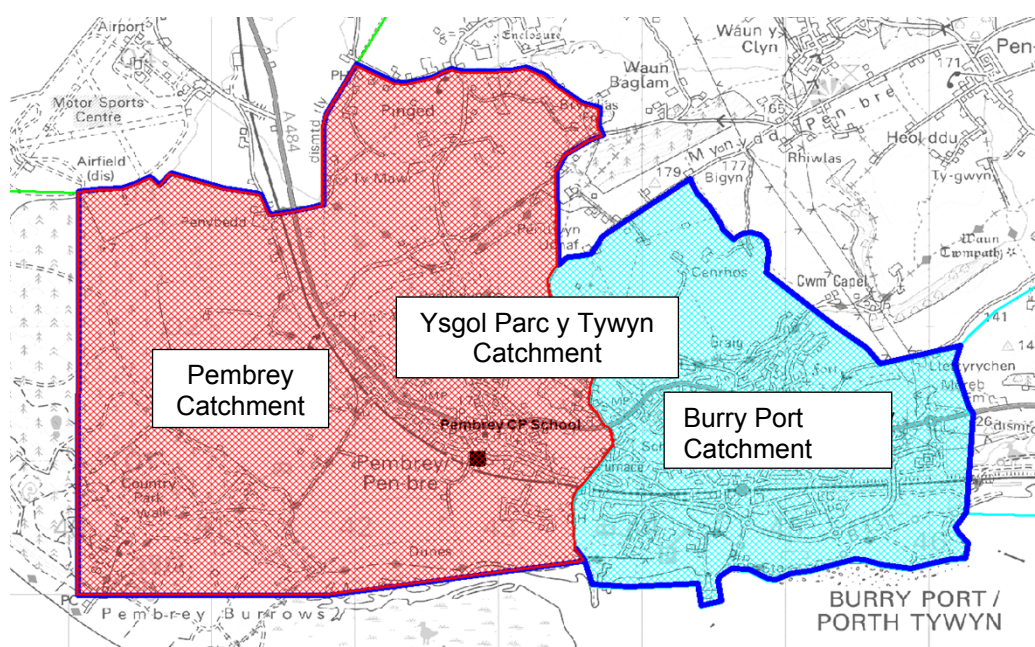
## 2. Background

Carmarthenshire County Council is committed to providing each child with the best possible start in life and meeting the aspirations of Welsh Government as set out in their strategic documents e.g. *Building a Brighter Future: The Early Years and Childcare Plan* , *Qualified for life: An education improvement plan*.

The provision of high quality early years education is key to realising this ambition.

Currently the age range of this school is 4-11.

Outlined in blue below is the catchment area for Ysgol Parc y Tywyn. The school shares the same catchment as the combined catchments of Burry Port Community School and Ysgol Pembrey.



The association between the catchments of Ysgol Parc y Tywyn, Pembrey and Burry Port primary schools can be seen in the above map, with Pembrey catchment to the West site of Ysgol Parc y Tywyn and Burry Port catchment to the East side of Ysgol Parc y Tywyn catchment area.

Burry Port Community School and Ysgol Pembrey are both categorised as English Medium language schools. The age range at the schools is 3 -11, therefore nursery provision is provided at both schools.

This proposal seeks to standardise the nursery education for the area by ensuring that the same level of provision is provided for both the **Welsh and English medium schools**.

## Current position within Carmarthenshire

Designated early years provision is offered in **36 schools** across the County Council.

Ysgol	Age Range
Betws	3-11 years
Bigyn	3-11 years
Bro Brynach	3-11 years
Bryn	3-11 years
Bryn Teg	3-11 years
Brynaman	3-11 years
Brynsierfel	3-11 years
Burry Port	3-11 years
Bynea	3-11 years
Cross Hands	3-11 years
Dafen	3-11 years
Dewi Sant	3-11 years
Gymraeg Ffwrnes	3-11 years
Griffith Jones	3-11 years
Gwenllian	3-11 years
Halfway	3-11 years
Johnstown	3-11 years
Llangain	3-11 years
Llangynnwr	3-11 years
Maes y Morfa	3-11 years
Model	3-11 years
Myrddin	3-11 years
Nantgaredig	3-11 years
Pembrey	3-11 years
Pen Rhos	3-11 years
Pen-y-Gaer	3-11 years
Pwll	3-11 years
Richmond Park	3-11 years
St Mary's , Llanelli	3-11 years
St Mary's	3-11 years
Carmarthen	
Stebonheath	3-11 years
Teilo Sant	3-11 years
Trimsaran	3-11 years
Ysgol y Bedol	3-11 years
Y Castell	3-11 years
Y Dderwen	3-11 years

Ysgol Feithrin Rhydaman provides for Bro Banw and Ysgol Gymraeg Rhydaman.

- There are **65 schools** in Carmarthenshire that do not have designated early years provision.
- Early Years Foundation Phase Learning Provision in Carmarthenshire is being offered in **47 non-maintained settings**.

This document sets out the proposal to formally change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11 as from the beginning of the 2018/19 autumn term, to enable the incorporation of nursery provision in to the school's new building.

The County Council has a legal duty to look at the number and type of schools it has in Carmarthenshire and is required to make sure that they are located in the right place, have the right facilities for the future and have the right resources to deliver education and learning for pupils. We think that both our pupils and staff deserve nothing less.

Changes in the curriculum and the way in which children will be taught in the future also means that we also have to look at whether or not, it is possible to review the age range of its schools to meet the future needs of the pupils.

### 3. What are we aiming achieve?

We are seeking to standardise the nursery provision at both the Welsh and English schools in the Burry Port and Pembrey areas. This will ensure that there is seamless transition through from nursery age to primary aged pupils in the Welsh Medium sector.

Nursery provision for the community is currently provided by privately run nurseries and childminders. Although the provision is of high quality, the introduction of a Local Authority Nursery will in the authority's opinion, lead to a more integrated approach for the education of young children.

The Welsh Medium provision for children at a 3-11 Primary School will allow young children in the area to smoothly progress from nursery provision on to foundation phase.

The benefits of this transition will ensure continuity of progression whilst providing a seamless progression from nursery into primary and from primary into secondary education. It is known that children benefit educationally from the elimination of stages of transfer.

On average 75% of the pupils that arrive at Ysgol Parc y Tywyn have very little, or no Welsh at all, as it is not the language spoken at home. This proposal will immerse these pupils sooner in the Welsh language.

Pupils with Additional Learning Needs will also benefit greatly. Parents will have a specialist Additional Learning Needs Coordinator to help them access necessary services and to advise parents on how to help their children begin their formal education on a more level playing field with their cohorts.

It is important that the pupils of Ysgol Parc y Tywyn begin their educational continuum at the earliest point of provision. All pupils transfer to Ysgol Y Strade and continue their studies through the medium of Welsh. It is vital that pupils begin at Ysgol Parc y Tywyn as early as possible, to ensure that their educational journey is a success as possible and for their full potential to be reached.

### Conclusion

In order to support the seamless transition of pupils through the Nursery to Primary school admission, it is considered essential that the County Council moves to extend the age range of Ysgol Parc y Tywyn from 4-11 to 3-11. The provision to be provided at the new replacement school building which is currently being constructed on the former Burrows Yard near Burry Port Harbour.



This proposal will address the current disparity between the Welsh and English nursery provision being offered in this area. This will also bring Ysgol Parc y Tywyn in line with all other Welsh Medium primary schools in the Llanelli area (Ysgol Gymraeg Ffwrnes, Ysgol Gymraeg Brynsierfel and Ysgol Dewi Sant), which offer Welsh medium nursery provision.

### **3.1 The Proposal**

“To change the age range at Ysgol Parc y Tywyn from 4-11 to 3-11 for the beginning of the school 2018/19 academic year (1 September 2018) in the new school building which is currently being constructed on the former Burrows yard, Burry Port.

### **3.2 Alternative Options Considered**

#### **Option 1**

Continue with the present arrangement.

This was considered prejudicial to Ysgol Parc y Tywyn as it would not offer the same level of nursery provision as the English medium primary schools it shares its catchment with and the Welsh medium primary schools it is surrounded by.

#### **Option 2**

Provide nursery provision at neighbouring schools.

Similar to option 1 it would not address the issue of pupils living within the catchment of Burry Port and Pembrey not being given the option of attending a Welsh Medium primary school nursery within catchment.

#### **Option 3**

Create a standalone Welsh Medium nursery for the catchment of Burry Port and Pembrey.

This option would not offer the benefits of seamless transition and ensure the continuity of progression from nursery into primary education.



### 3.3 Advantages and Disadvantages

The advantages are as follows:

Standardisation of Welsh & English Medium nursery provision for pupils living within the catchment of Burry Port and Pembrey.

Standardisation of Welsh Medium nursery provision for pupils living in the Llanelli and surrounding areas.

Seamless progression from nursery into primary school for Welsh medium pupils living in the areas Burry Port and Pembrey.

Opportunity for employment at Ysgol Parc y Tywyn.

The disadvantages are as follows:

The reduction in demand for places at the privately run nurseries and childminders who currently provide provision.

Unemployment due to the lack of demand at the private run nurseries and childminders.

### 3.4 Risks Associated with this proposal

Risk	Counter Measure
Failure to obtain statutory approval to implement the proposal	Follow guidelines as set out in the School Organisation Code 2013
Integration of pupils into the school	The Authority will work with the pupils to ensure smooth transition and integration into the school

### 3.5 Staffing

There will be staffing implications for Ysgol Parc y Tywyn in terms of appointing additional teaching and support staff for the nursery. This can be managed effectively through existing staff recruitment arrangements.

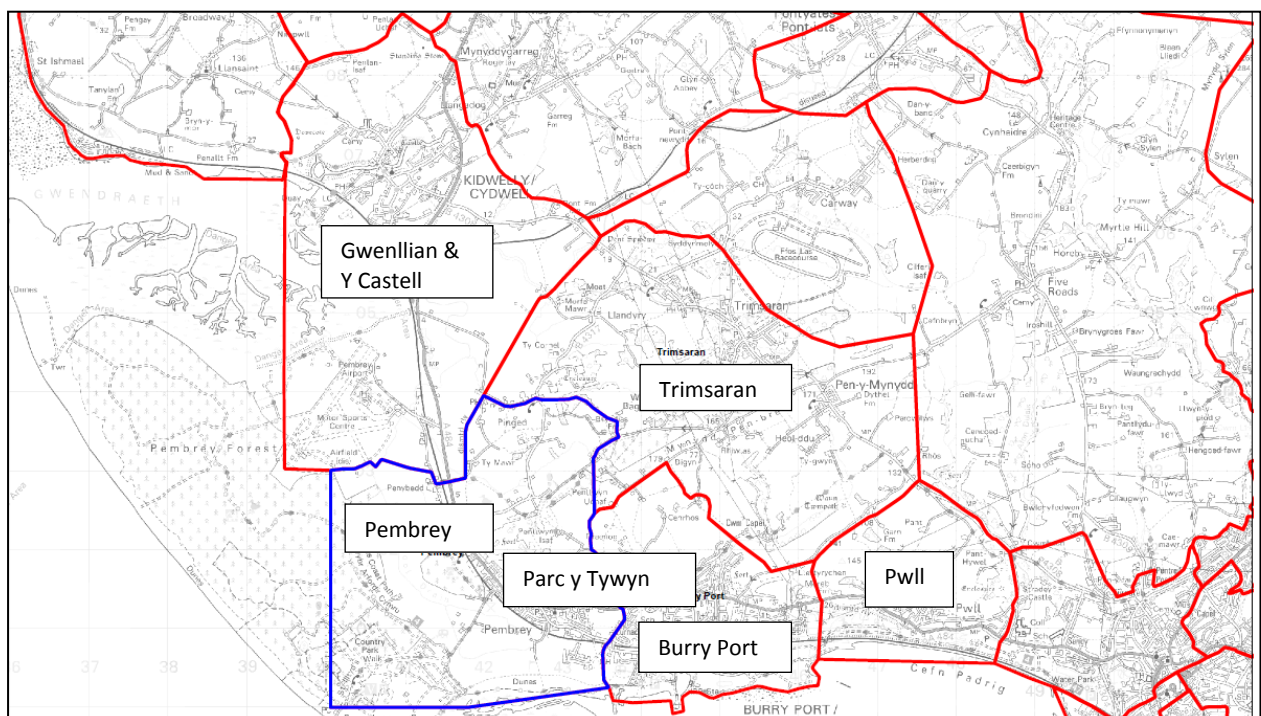
## 4. General Information

### School / Nursery Providers which may be affected by this proposal

The catchment area of Ysgol Parc y Tywyn is surrounded by the following community primary schools:

Burry Port Community Primary School, Burry Port  
Ysgol Pembrey, Pembrey  
Ysgol Trimsaran, Trimsaran  
Ysgol Y Castell, Kidwelly  
Ysgol Gwenllian, Kidwelly  
Ysgol Pwll, Pwll, Llanelli  
Ysgol Gymraeg Ffwrnes, Ffwrnes, Llanelli

**The following diagram shows the catchment areas for the schools**



Name of School	Type of School	Language Category	Admission Number	Capacity (as at Jan 2017)	Jan 2017 PLASC Number Total (FTE)	Age Range
Burry Port	Community Primary	EM	30	240	207	3 - 11
Pembrey	Community Primary	EM	30	240	235	3 - 11
Trimsaran	Community Primary	WM	30	240	172	3 - 11
Y Castell	Community Primary	EM	30	244	267	3 - 11
Gwenllian	Community Primary	WM	18	141	129	3 - 11
Pwll	Community Primary	EM	15	123	92	3 - 11
Gymraeg Ffwrnes	Community Primary	WM	60	480	398	3 - 11

## 4.2 Pupil Numbers in Full Time Education (FTE) (Inc. Nursery) (Neighbouring schools)

The table and graph below shows pupil numbers in full time education (PLASC 2017) for Ysgol Parc y Tywyn, Ysgol Pembrey, Burry Port Community Primary School, Ysgol Trimsaran, Ysgol Y Castell and Ysgol Gymraeg Gwenllian, for January 2017 and the projected numbers for the next five years.

School	Capacity (Inc. Nursery)	Total Pupils FTE 2017 (Inc. Nursery)	Total Pupils FTE 2018 (Inc. Nursery)	Total Pupils FTE 2019 (Inc. Nursery)	Total Pupils FTE 2020 (Inc. Nursery)	Total Pupils FTE 2021 (Inc. Nursery)	Total Pupils FTE 2022 (Inc. Nursery)	Total Pupils FTE 2023 (Inc. Nursery)
Burry Port	240	207	213	211	213	216	204	211
Pembrey	240	235	230	218	201	201	198	205
Trimsaran	240	172	176	176	181	187	184	182
Y Castell	244	267	260	255	249	251	254	254
Gwenllian	141	129	132	129	129	133	133	132
Pwll	123	92	96	99	100	103	105	103
Gymraeg Ffwrnes	480	398	410	426	432	438	431	433

The above table includes Full time Equivalent pupil data

### 4.3 Nursery providers - (within a 1 mile radius of Ysgol Parc y Tywyn)

This proposal will have a detrimental effect on employment for local private providers as provision is currently being provided for 3 year olds by local nurseries and childminders.

Primary Type	Provider Name
Full Day Care	Meithrinfa Hapus Dyrfa
Full Day Care	Serendipity Day Nursery
Full Day Care/ Sessional Care	Cylch Meithrin Porth Tywyn
Flying Start Burry Port	Hapus Dyrfa
Flying Start Pembrey	Serendipity
Cylch Meithrin	Burry Port Community Primary
Childminder	Mrs Christine Park
Childminder	Mrs Heather Williams

## 5. General School Information – Ysgol Parc y Tywyn

### 5.1 Pupil Projections

The following table shows the actual pupil numbers at Ysgol Parc y Tywyn at January 2017 and projected pupil numbers at the school for next five years.

School	Capacity (Inc. Nursery)	Total Pupils FTE 2017	Total Pupils FTE 2018	Total Pupils FTE 2019 (Inc. Nursery)	Total Pupils FTE 2020 (Inc. Nursery)	Total Pupils FTE 2021 (Inc. Nursery)	Total Pupils FTE 2022 (Inc. Nursery)	Total Pupils FTE 2023 (Inc. Nursery)
Parc y Tywyn	323~/315	262~	272~	308	306	296	299	304

~ The existing building does not include a nursery.

### 5.2 Historical Pupil Numbers

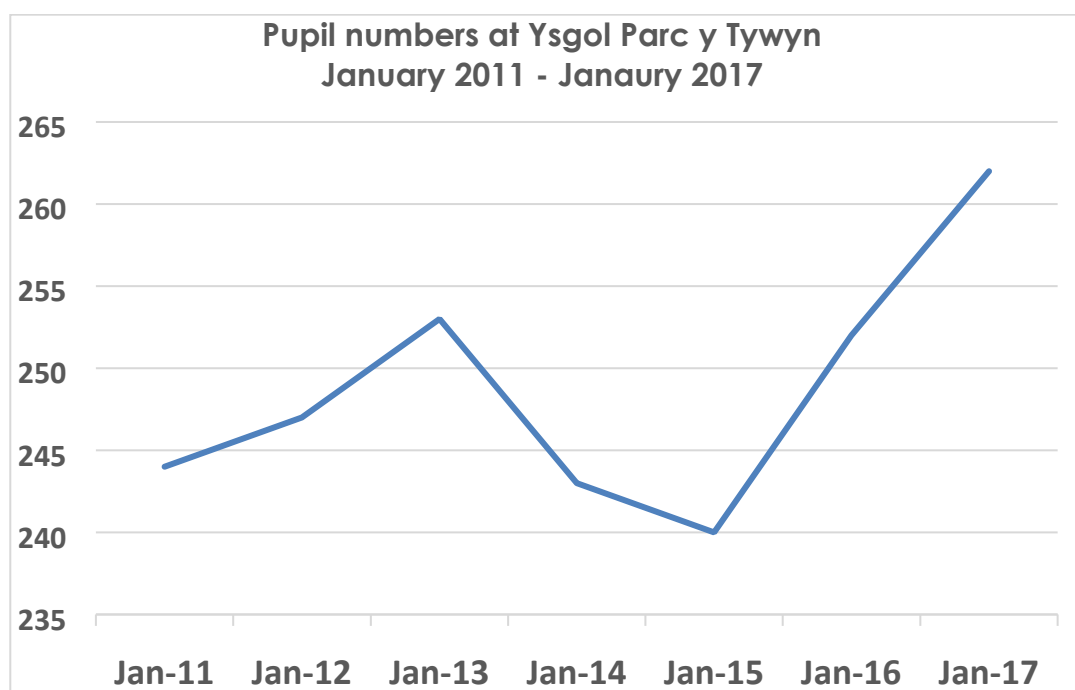
#### 5.2.1 Current Trends

The following table and graph shows pupil numbers for January 2017 and the previous six years.

	2yrs (PT)	2yrs (FT)	3yrs (PT)	3yrs (FT)	4yrs (PT)	4yrs (FT)	5yrs	6yrs	7yrs	8yrs	9yrs	10yrs	Total (PUP)	Total (FTE)
*Jan-17	0	0	0	18	0	44	30	31	42	35	37	25	262	262
*Jan-16	0	0	0	22	0	28	30	41	35	40	25	31	252	252
*Jan-15	0	0	0	10	0	29	41	35	41	24	31	29	240	240
*Jan-14	0	0	0	16	0	36	36	39	24	31	29	32	243	243
*Jan-13	0	0	0	22	0	38	40	27	31	31	34	30	253	253
*Jan-12	0	0	0	18	0	41	29	31	34	33	32	29	247	247
*Jan-11	0	0	0	24	0	28	32	34	34	33	30	29	244	244

\*Age of pupils as at 31 August of the previous year.

It can be seen from the information above and following graph that pupil numbers have remained consistently high.



### 5.3 Pupil Capacity Information

The methodology used for the calculation of school capacities is as per Welsh Government guidelines. "Measuring the Capacity of Schools in Wales" (MCSW).

	Actual Pupil Total (FTE) Jan 2017					
	Jan 2017*	Jan 2018*	Jan 2019	Jan 2020	Jan 2021	Jan 2022
<b>Total projected numbers</b>	<b>262*</b>	<b>272*</b>	<b>309</b>	<b>306</b>	<b>296</b>	<b>299</b>
<b>Capacity (Nursery + Primary)</b>	<b>323*</b>	<b>323*</b>	<b>360 (45 + 315)</b>	<b>360 (45 + 315)</b>	<b>360 (45 + 315)</b>	<b>360 (45 + 315)</b>
<b>Surplus</b>	<b>61*</b>	<b>51*</b>	<b>51</b>	<b>54</b>	<b>64</b>	<b>61</b>

\* The Existing building does not include a nursery.

The table above provides an analysis of the implications of accommodating nursery pupils at the school.

As can be seen, the capacity of the new Ysgol Parc y Tywyn school has been designed to ensure that there is enough capacity at the school to allow for the future increase of pupil numbers.

## 5.4 Quality and Standard of education

The most recent Estyn inspection for Ysgol Parc y Tywyn took place in January 2012.

### Context

'Ysgol Parc y Tywyn provides Welsh-medium education for pupils. The school serves the town of Burry Port and the surrounding area. It is located on the outskirts of the town, in the middle of an estate of council houses near the local secondary school. According to the school it is an area that is developing economically with recent developments in the world of tourism and leisure. Nine per cent of pupils are entitled to free school meals, a figure that is significantly lower than the average for Wales and the education authority's average'.

'Twenty-four per cent of pupils receive support for additional educational needs, a percentage that is a little higher than the national figure. Three pupils have a statement of special educational needs. No permanent exclusions have been recorded since the last inspection'.

During each inspection, inspectors aim to answer three key questions:

**Key Question 1: How good are the outcomes?**

**Key Question 2: How good is provision?**

**Key Question 3: How good are leadership and management?**

Inspectors also provide an overall judgement on the school's current performance and on its prospects for improvement.

In these evaluations, inspectors use a four-point scale:

Judgement	What the judgement means
<b>Excellent</b>	Many strengths, including significant examples of sector-leading practice
<b>Good</b>	Many strengths and no important areas requiring significant improvement
<b>Adequate</b>	Strengths outweigh areas for improvement
<b>Unsatisfactory</b>	Important areas for improvement outweigh

### Summary

The School's current performance	Adequate
The Schools prospects for improvement	Adequate

## Main Findings

Key Question 1.	How good are outcomes ?	Adequate
Key Question 2.	How good is provision ?	Good
Key Question 3.	How good are leadership and management ?	Adequate

The impact of this proposal would mean the integration of a nursery in Ysgol Parc y Tywyn.

The authority is of the opinion that this will improve the learning environment and experience. It would provide a more coherent foundation Phase for the young learners. This would be by the elimination of a stage of transition between nursery and reception, and the continuity of staffing and data transfer for individual pupils especially in teaching, care and support for pupils aged 3 – 11 years and provide the learning opportunities in a single through primary school that are available in other neighbouring schools in Carmarthenshire.

These factors would have a positive effect on the learning experience for the children.

## 5.5 School Standards

### National School Categorisation System

The Minister for Education and Skills announced the introduction of the national School Categorisation System in September 2014. The system is not purely data-driven but also takes into account the quality of leadership and teaching and learning in our schools. The system will not take the place of Estyn reports, Estyn will continue to inspect schools and provide an external check on the national school categorisation system when inspecting.

The new system evaluates and assesses schools and places them in a support category using the following information:

- A range of performance measures provided by the Welsh Government.
- Robust self-evaluation by the school on its capacity to improve in relation to leadership and teaching and learning.
- Assessment of the school's self-evaluation by challenge advisers in the regional consortia, agreed with the County Council.

The new categorisation system will give a clear and fair picture of a school's progress. There is a three step process in generating a category for a school, firstly after the performance data and self-evaluation have been analysed a draft support category is generated for each school. This category is discussed with the school by regional consortia and then agreed with the local authority.

The table below summarises the data for Ysgol Parc y Tywyn:



## National School Categorisation System – Data 2016

School	Standards Group	Improvement Capacity	Support Category
Ysgol Parc y Tywyn	2	A	Green

As can be seen from the table above Ysgol Parc y Tywyn has been categorised in the Green category which is reported as being a '**highly effective school**' which is '**well run**', has a '**strong leadership**' and is '**clear about its priorities for improvement**'.

### Leadership and Management

It is not anticipated that learner outcomes will be adversely affected during the change to the age range from 4-11 to 3-11. Indeed, we are wholly confident that learner outcomes will be enhanced as learners are integrated into an appropriate learning environment from an earlier age. All aspects of provision and outcomes will be monitored in line with the high expectations and processes of our regional school improvement service – ERW.

In addition, the County Council collects and collates learner outcomes on a regular and systematic basis to ensure the frequent monitoring and progression of standards across all core areas of learning. This will continue throughout the proposal of change to ensure that learner outcomes are continuously monitored and not affected as a result of the proposal. Central to this work will be the support and challenge work undertaken by ERW Challenge Advisers within the school. This activity will include a menu of scheduled visits focusing on analyses of pupil outcomes and the quality of teaching provision and learning. It is important to note that the findings of this work are always shared directly with the Governing Body. This ensures the highest levels of whole school accountability are firmly in place in support of learners' outcomes.

ERW Challenge Advisers place much emphasis on a school's ability to demonstrate high levels of 'valued added performance' based on an individual learner's benchmark starting point. This aspect will remain a key feature of the monitoring and review of the school's performance during this period.

### 5.6 Pupil Costs

Based on 2017/18 data the budget cost per pupil is £3,166 at Ysgol Parc y Tywyn, which is lower than the county average of £3,649.

## 5.7 Financial Implications - Revenue

Ysgol Parc y Tywyn is funded in accordance with the County Council Fair Funding policy and will receive resources on the same basis as any other school within the County Council, based on the new school's pupil numbers and facilities.

## 5.8 Admission Arrangements

The County Council is the Admissions Authority for Ysgol Parc y Tywyn. The current admission number (AN) is 40. When the new building has completed the Admission number will increase to 45.

If you have any queries in relation to admission to the school the contact details for Carmarthenshire LA are as follows:

School Admissions Unit  
Carmarthenshire County Council  
Department for Education and Children  
Building 2, St. David's Park  
Carmarthen. SA31 3HB

Tel No: 01267 246449

E-mail : [admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk)

## 5.9 Building Facilities

### Existing

The **Building Condition Survey undertaken in August 2001** reported that Ysgol Parc y Tywyn is 'located on the edge of Porth Tywyn, built in the early 1970s comprising of a modular style block brick with low-pitched roof. Terrapin classrooms have been added to provide additional classroom facilities'.

'Access for wheelchair disabled and the partially sighted would be possible with the introduction of some small ramps to the entrance doors'.

In 2010 as part of the **National 21st Century School Programme assessment**, EC Harris carried out a survey on behalf of all schools in Wales. The survey scored each school building for

1) Condition, 2) Priority and 3) Suitability.

1) Condition – Categorised from A to D:

- A Good (No Deterioration)
- B Satisfactory (Minor Deterioration)
- C Poor (Major Deterioration)**
- D Bad (Life Expired)

2) Priority – A recommended timeline from 1 to 3 for carrying out any work:

- 1 Urgent (1 Year)
- 2 Essential (2 Year)**
- 3 Desirable (3 to 5 Years)

3) Suitability – Categorised from A to D:

- A Good (Suitable levels for Teaching, Learning and Well Being in Schools)
- B Reasonable (but Behaviour / morale adversely and management affected)
- C Poor (Teaching methods inhibited)**
- D Bad (Severe situation and / or Unable to teach the curriculum)

Ysgol Parc y Tywyn building was categorised as follows:

Condition	Priority	Suitability
C	2	C

#### New Building

When the new building is completed it is expected to be awarded a grade A in Building Condition and the highest grade in respect of Suitability. It will also be fully compliant in respect of disability access and in respect of the EPC (Energy Performance Certificate), it receive an A rating.

## 5.10 Transport

Transport arrangements will be made in accordance with the Council Councils home to school transport policy. The overall change in travelling time is expected to reduce for pupils living within the catchment area due to new road infrastructure that has been put in place as part of the Burry Port harbour redevelopment.

## 5.11 School Catchment Area

The school's site will move from Heol Elfed to just off Burrows Terrace, which is less than a mile from the existing site. There will be no change in catchment area.

## 5.12 Secondary School Transfers

There will be no changes to the current transfer arrangements for pupils in respect of Secondary education.

## 5.13 Additional Learning Needs

There will be no change to the current provision offered for pupils with additional educational learning needs at the school.

## 6. The Statutory Process

### 6.1 Consultation Period

The consultation period for this proposal starts on **6 November 2017** and ends on **17 December 2017**. During this period you can ask questions and express your views by writing a letter or completing the attached response form in **Appendix E**. Letters and response forms should be sent to:

Department for Education and Children's Services, Building 2, St. David's Park, Jobs Well Road, Carmarthen, SA31 3HB, or by E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) no later than noon on **17 December 2017**.

Consultees can submit their views in favour of or against a proposal. Responses received during the consultation period will not be treated as statutory objections. If consultees wish to object, they will need to do so in writing during the statutory objection period outlined below.

### 6.2 Considering Your Views

Within 13 weeks of **17 December 2017** a consultation report will be published on Carmarthenshire County Council's website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees and provide Carmarthenshire County Council's response to these issues. The report will also contain Estyn's view of the proposal.

The County Council of Carmarthenshire County Council will consider the consultation report and decide whether or not to proceed with the proposal.

If the County Council of Carmarthenshire County Council decides to continue with the proposal Carmarthenshire County Council must publish a statutory notice.

### 6.3 Statutory Notice

The statutory notice will be published on Carmarthenshire County Council's web site and posted on the main and all other entrances of the school. Copies of the notice will be made available to the school to distribute to pupils, parents, carers and guardians, staff members and governors (the school may also distribute the notice by email).

The notice will set out the details of the proposal and invite anyone who wishes to object to do so in writing within a period of 28 days.

## 6.4 Determination of Proposal

The Full County Council of Carmarthenshire County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications. In doing so, the Executive Board will also take into account any statutory objections that is received.

## 6.5 Decision notification

Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.

## 6.6 The Statutory Process Time-Table

The statutory process and timetable will be as follows:-

<b>6 November 2017</b> (42 Days)	Issue of this consultation document to identified and other interested parties.
<b>17 December 2017</b>	Closing date for views on the proposal to be received by the Department for Education & Children.
	<p>Within 13 weeks of <b>17 December 2017</b> a Consultation Report will be taken to the County Council and published on Carmarthenshire County Council's website.</p> <p>Decision to proceed to publish statutory notice. OR alternatively proposal ends.</p> <p>If the decision is made to proceed then a statutory notice will be published. The notice will outline details of the proposal and be published on the Council's web site and be displayed near the entrance of the school and schools which are subject to the proposals. Copies of the notice will be made available to the school to distribute to parents, guardians and staff members.</p> <p>Following publication there will be a 28 day period during which time formal written objections will be invited.</p> <p>The statutory notice will give details on how you may record your objections to the proposal.</p>
<b>April 2018</b>	<p>End of formal 28 day notice period for objections. County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications, in doing so the County Council will take into account any statutory objections that it received.</p> <p>Deadline to notify parents of intention to implement proposal.</p>
<b>July 2018</b>	Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.

## 7. Appendix A – Community Impact Assessment

### Community Impact Assessment

Ysgol Parc y Tywyn is located in Heol Elfed, which is situated on the outskirts of Burry Port, in the middle of an estate of council houses near the local English medium secondary school.

Burry Port is located approximately 5 miles west from the town of Llanelli.

There are currently 262 pupils between three (rising fours) and 11 years old on roll. There are ten classes in the school. The number of reception classes has increased from one to three to accommodate a rise in pupil numbers. Approximately 10.9% of pupils are entitled to free school meals.

There are currently 27 pupils with additional learning needs at the school. 2 pupils are statemented, 11 pupils are categorised as Action plus and 14 are School Action.

There are very few pupils from minority ethnic backgrounds.

The school currently provides education for pupils between 4 – 11. The new school building when completed will have provision to accommodate a nursery class which will increase the age range to 3 – 11. Pupils are taught through the medium of Welsh.

The school provides a choice of after school activities which include various clubs which cater a range of outdoor activities and clubs that develop pupil self-confidence and independence. There is good provision to ensure continuity and progression in pupils knowledge and understanding of basic skills as they move through the school.

The partnership with parents and the community is an outstanding feature of the work and activities of the school.

### Catchment Area Analysis

#### Local / Catchment Area School

Carmarthenshire County Council recognises that there is an important relationship between a school and its community. The County Council has therefore identified a designated geographical area which the school serves and is referred to as the school's catchment area. Details of a school's catchment area is available from the school, or the County Council's website or available from the relevant Admissions Authority.

Whilst living in a school's catchment area does not guarantee admission to the school it is an important factor as it will give the application a higher priority

than those from individuals who live outside the catchment area. Residency within the defined catchment area of a school is also important as it is one of the key criteria in assessing eligibility for assistance with home to school transport.

Prior to making an application for admission to a school the County Council strongly recommends that you contact, discuss and if possible visit your local school so that you are aware of the facilities and opportunities they are able to offer.

Most parents send their child to their local school but parents have a right to state a preference for other schools.

### **Children attending the school from inside catchment**

Based on January 2017 pupil address data, the geographical data in relation to the pupil distribution for Ysgol Parc y Tywyn catchment area indicated that of the 262 pupils on roll, 240 lived within the catchment area.

### **Children attending the school from outside catchment**

Based on January 2017 pupil address data, the geographical data in relation to the pupil distribution for Ysgol Parc y Tywyn catchment area indicated that of the 262 pupils on roll, 22 pupils lived outside the catchment area.

### **Children within the catchment area attending other schools**

Based on January 2017 pupil address data, the geographical data in relation to the pupil distribution for Ysgol Parc y Tywyn catchment area indicated that 398 pupils within the catchment attend other schools. A significant number of these pupils attend either Burry Port or Pembrey primary schools as they share the same catchment at Ysgol Parc y Tywyn.

### **Ysgol Parc y Tywyn Facilities / Activities**

Ysgol Parc y Tywyn offers pupils a breakfast club during term time between 8am and 8:50am. The school also offers after school clubs for pupils wishing to participate in various activities between Monday and Friday until 5:20pm every school day.

After school clubs deliver various activities (depending on the time of year), to extend the pupil learning experience by enabling them to participate in a range of outdoor activities and develop self-confidence and independence. i.e. Clwb Hwyl and Junior School Clubs

### **Community use of Ysgol Parc y Tywyn building**

The community do not currently use the building.



## Church in Wales Provision

Should parents wish to send their children to a school offering the church in Wales character their nearest school would be Pentip Voluntary Aided Primary school in Llanelli subject to parental preference.

## 8. Appendix B – Welsh Language Impact Assessment

Carmarthenshire County Council's vision is to provide a service, which will ensure access to high quality learning opportunities for all children, young people and adults, this enabling the achievement of their full potential within the context of the unique bilingual nature of the county.

This proposal supports the Council's vision and aims for Welsh medium education as set out in Carmarthenshire's Welsh in Education Strategic Plan (WESP) 2014 – 2017. The proposal will allow greater opportunities for access to Welsh medium education within the Burry Port area and will ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in both Welsh and English languages.

### **Language Category**

Ysgol Parc y Tywyn is categorised as a Welsh medium primary school. As noted in the Admission to School – Information to Parents booklet this means that in the Foundation Phase, pupils are taught through the medium of Welsh and that in KS2, at least 70% of teaching is through the medium of Welsh. Welsh is the language of communication with pupils and the language of the day to day business of the school.

### **Standards**

In Foundation Phase, pupils are assessed in different areas of learning. Based on 2016 data, 95.12% of pupils achieved at least Outcome 5 in "Language, literacy and communication skills in Welsh, whilst 48.78% of pupils achieved at least Outcome 6. In Key Stage 2, pupils are assessed in each of the core subjects. Based on 2016 data, 93.55% of pupils achieved at least Level 4 in Welsh first language.

### **After school activities which provide additional opportunities to use the Welsh language**

To promote the Welsh language the pupils at Ysgol Parc y Tywyn are fortunate to be able benefit from several after school clubs, which are held on various nights. These include, 'Clwb yr Urdd', 'Clwb Côr Mawr', 'Clwb Unsain' and 'Clwb Deulais'.

## 9. Appendix C – Welsh Language Impact Assessment

### Carmarthenshire County Council Assessing Impact

#### **The Equality Act 2010**

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws with a single Act. It simplifies and strengthens the law, removes inconsistencies and makes it easier for people to understand and comply with it. The majority of the Act came into force on 1 October 2010.

The Act includes a new public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011.

#### **What is the general duty?**

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services and that they are kept under review. This will achieve better outcomes for all.

The duties are legal obligations. Failure to meet the duties may result in authorities being exposed to legal challenge.

Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, as well as to promote good race relations. The Equality Act 2010 introduces a new public sector duty which extends this coverage to age, sexual orientation, pregnancy and maternity, and religion or belief. The law requires that this duty to pay 'due regard' be demonstrated in the decision making process. It is also important to note that public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act and it is therefore wise also to consider the potential impact that decisions could have on human rights as part of the same process.

#### **Carmarthenshire's approach to Equality Impact**

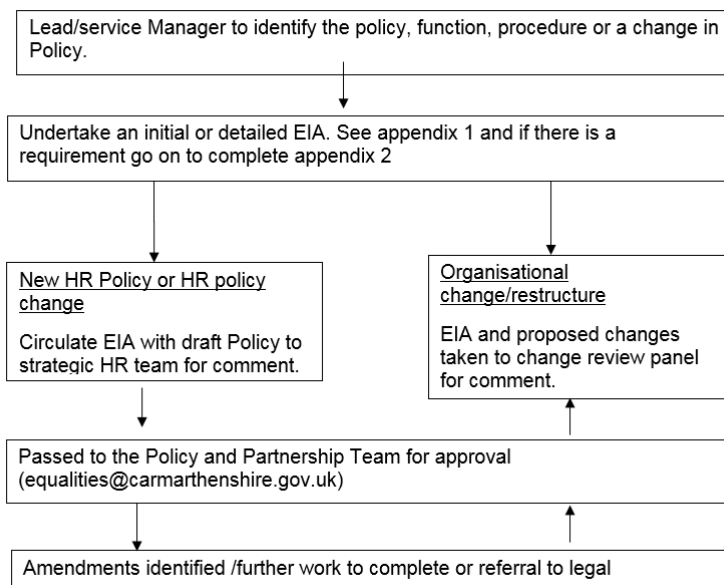
In order to ensure that the council is considering the potential equality impact of its proposed policies and practices, and in order to evidence that we have done so, every proposal will be required to be supported by the attached Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

## Reporting on assessments

Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

### Carmarthenshire County Council Assessing Impact

#### Equality impact assessment – Process to follow where HR implications have been identified



## Initial Equalities Impact Assessment Template

<b>Department:</b> <a href="#">Education &amp; Children</a>	<b>Completed by (lead):</b> <a href="#">Martin Jones</a>	<b>Date of initial assessment:</b> <a href="#">August 2017</a> <b>Revision Dates:</b> <a href="#">TBC</a>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	<a href="#">To legally change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11 by 2018-19 autumn term (1 September 2018)</a>	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	<a href="#">School Re-organisation Proposal – Modernising Education Programme</a>	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li><a href="#">21<sup>st</sup> Century Schools Programme</a></li> <li><a href="#">Modernising Education Programme</a></li> <li><a href="#">School Organisation Code 2013</a></li> <li><a href="#">PLASC Data 2016/2017</a></li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<a href="#">The aim of the scheme is to provide the pupils and staff of Ysgol Parc y Tywyn primary school with a nursery by legally increasing the age range pupils are admitted to school the current 4 – 11 to 3 -11. The authority is seeking to standardise the nursery provision at both the Welsh and English schools in the Burry Port and Pembrey areas. This will ensure that there is seamless transition through from nursery age to primary aged pupils in the Welsh Medium sector. Nursery provision is already being provided in the Burry Port &amp; Pembrey English Medium schools</a>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b> (1) eliminate unlawful discrimination, harassment and victimisation; (2) advance equality of opportunity between different groups; and (3) foster good relations between different groups (see guidance notes)	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

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			Risks	Positive effects	
Protected characteristics	Age	L		The proposal will provide nursery age pupils with access to nursery provision within a school building	
	Disability	L		The nursery will be accommodated in a building that will be fully DDA compliant ensuring full accessibility for all	
	Gender reassignment	N	Neutral		
	Race	N	Neutral		
	Religion/Belief	N	Neutral		
	Pregnancy and maternity	N	Neutral		
	Sexual Orientation	N	Neutral		
	Sex	N	Neutral		
	Welsh language	L		This will standardise the nursery provision at both the Welsh and	

				English schools in the Burry Port and Pembrey areas	
	Any other area	L	L		

5. Has there been any consultation/engagement with the appropriate protected characteristics?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <p>The Project Officer has liaised with the Headteacher, private nursery and childminders providers in the Burry Port and Pembrey area. Local members have also been fully informed of the proposal</p>
6. What action(s) will you take to reduce any disproportionately negative impact, if any? <i>To ensure that all key stakeholders are fully informed throughout the statutory process.</i>		
<b>7. Procurement</b> Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal and service. <i>Not Applicable</i> Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.		
<b>8. Human resources</b> Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? <i>As there will be an increase in age range, additional staffing will be required. This will be addressed as the scheme progresses and Human Resources will be fully consulted.</i>		
9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)		YES <input type="checkbox"/> <input checked="" type="checkbox"/> NO
Approved by: Head of Service	Andi Morgan	Date: August 2017

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -  
 Policy & Partnership Team  
 Chief Executive's Department  
 01267 22(4676)  
[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

## 10. Appendix D – Area Profile

Ysgol Parc y Tywyn falls within the ward of Pembrey 2.

### Pembrey - (Pembrey 2 (SA160TP) LSOA Code: W10000711)

#### WELSH INDEX OF MULTIPLE DEPRIVATION (WIMD)

WIMD 2014 based on fine-grained geography of lower Super Output Areas (LSOAs).

The WIMD 2014 is compiled from eight domains, Income, Employment, Health, Education, Housing, Access to Services, Physical Environment and Community Safety and is published at Lower Super Output Area of which there are 112 in Carmarthenshire.

Under WIMD, where Rank 1 is the most deprived, **Pembrey 2** ranks 14th in Carmarthenshire from 112 LSOAs and is ranked 400 in Wales from 1909 LSOAs.

The highest level of deprivation attributed to **Pembrey 2** is the Employment domain, being ranked 10<sup>th</sup> in Carmarthenshire and 292 in Wales for this domain.

#### Pembrey 2 – Ashburnham to Pembrey Country Park

LSOA	Overall Index		Domains: Income		Employment		Health		Education		Housing		Access to Services		Physical Environment		Community Safety	
Pembrey 2	14	400	11	412	10	292	30	535	14	413	14	435	49	459	110	1782	37	1058

Source: Welsh Index of Multiple Deprivation 2014 (released November 2014), Welsh Assembly Government.

Note: LSOAs ranked **1-112** (Carmarthenshire), **1-1909** (Wales).



## Area Profile for Postcode: SA16 0TP: (Pembrey 2 LSOA Code: W10000711)

Population:	2,030
Welsh Language:	People with knowledge of Welsh: 45.1% Can speak Welsh: 26.8% Can speak, Read and Write Welsh: 17.8% Can speak Welsh (Age 3-15):5.3% No skills in Welsh:54.9%
Number of Children & Young People:	17.9% (Aged 0-15) 9.9% (Aged 16-24)
Population Mitigation:	<b>Overall population churn in area: rate per 1,000 Data no longer available</b>
Ethnicity:	White (British): 97.0% White (Irish): 0.7% White (Other): 0.2% Mixed (White/Black Caribbean): 0.4% Asian British (Indian) 0.1% Asian British (Other Asian): 0.3% Other Ethnic Group: 0.3%
Religion:	Christian: 60.4% Buddhist: 0.0% Hindu: 0.0% Jewish: 0.0% Muslim: 0.0% Sikh: 0.1% Other Religion: 0.4% No Religion: 32.8% Religion Not Stated: 6.3%
Deprivation Ranking:	Total number of Households: 908 Total households not deprived in any dimensions: 257 No of households Deprived of between 1-4 dimensions: 651

The new site falls within the ward of Burry Port 2.

## Burry Port 2 - (Burry Port 2 (SA16 0NH) LSOA Code: W01000633)

### WELSH INDEX OF MULTIPLE DEPRIVATION (WIMD)

WIMD 2014 based on fine-grained geography of lower Super Output Areas (LSOAs). The WIMD 2014 is compiled from eight domains, Income, Employment, Health, Education, Housing, Access to Services, Physical Environment and Community Safety and is published at Lower Super Output Area of which there are 112 in Carmarthenshire.

Under WIMD, where Rank 1 is the most deprived **Burry Port 2** ranks 18<sup>th</sup> in Carmarthenshire and 471 in Wales.

The highest level of deprivation attributed to **Burry Port 2** is the Community Safety domain, ranking 12<sup>th</sup> in Carmarthenshire and 412 in Wales.

**Burry Port 1 – Burry Port Central**

**Burry Port 2 – Burry Port South**

**Burry Port 3 – Burry Port Suburbs**

### Burry Port 2

LSO A	Overall Index		Income		Employment		Health		Education		Housing		Access to Services		Physical Environment		Community Safety	
Burry Port 2	18	471	18	533	13	335	55	880	16	431	47	850	60	597	37	663	12	412

Source: Welsh Index of Multiple Deprivation 2014 (released November 2014), Welsh Assembly Government.

Note: LSOAs ranked **1-112** (Carmarthenshire), **1-1909** (Wales).

## Area Profile for postcode SA16 0NH (Burry Port 2 LSOA Code W01000633)

Population:	1,406
Welsh Language:	People with knowledge of Welsh: 46.9% Can speak Welsh: 28.9 Can speak, Read and Write Welsh: 19.3% Can speak Welsh (Age 3-15): 5.5% No skills in Welsh: 53.1%
Number of Children & Young People:	15.6% (Aged 0-15) 10.5% (Aged 16-24)
Population Mitigation:	Overall population churn in area: rate per 1,000 Data no longer available
Ethnicity:	White (British): 97.2% White (Irish): 0.7% White (Gypsy or Irish Traveller): 0.1% White (Other): 1.0% Mixed (White/Black Caribbean): 0% Mixed (White & Asian): 0.1% Mixed (Other): 0.2% Asian British (Indian) 0.1% Asian British (Other Asian): 0.3% Black/African/Caribbean/Black British; Caribbean: 0.1% Other Ethnic Group: 0.1%
Religion:	Christian: 61.6% Buddhist: 0.3% Hindu: 0% Jewish: 0.1% Muslim: 0.3 % Sikh: 0.1% Other Religion: 0.8% No Religion: 28.2% Religion Not Stated: 8.6%
Deprivation Ranking:	Total number of Households: 703 Total households not deprived in any dimensions: 168 No of households Deprived of between 1-4 dimensions: 535

## 11. Appendix E – Response Pro-forma

Please provide us with your comments on the proposals regarding the future provision for primary pupils residing in the **Ysgol Parc y Tywyn** catchment area.

Your comments:

Do you have any other issues that you wish to bring to our attention?

**Please tick one of the boxes if you wish to be notified with a copy of the consultation report.**      Welsh copy ☐      English copy ☐

Signature \_\_\_\_\_

Position / \_\_\_\_\_  
Category of  
Respondent  
(E.g. parent) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Postcode \_\_\_\_\_

**Please note that unless you indicate otherwise your comments will be open to the public as part of the formal records of the consultation.**

Please detach this form and return to: Department for Education and Children's Services, Building 2, St David's Park, Jobs Well Road, Carmarthen. SA31 3HB or E-mail to [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) no later than **17 December 2017**.

## DEPARTMENT FOR EDUCATION & CHILDREN

### CONSULTATION REPORT

Proposal to change the age range of **Ysgol Parc y Tywyn**  
from 4–11 to **3–11**

***Our Vision.....Carmarthenshire is a community where children are  
safe and nurtured and learners of all ages are supported to  
achieve their full educational potential***

**January 2018**

**Gareth Morgans**

**Director of Education and Children's Services**



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

**YOUR COUNCIL doitonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

## Modernisation Services Section

**Simon Davies**, Modernisation Services Manager

## Content

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## 1. Executive Summary

### **The Consultation Period**

On the 6<sup>th</sup> November 2017 Carmarthenshire County Council published proposals to change Welsh Medium primary school provision within the community of Burry Port and Pembrey. The County Council's proposal is to:

- to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11

The consultation period commenced on the 6<sup>th</sup> November 2017 in line with the publication of the proposals and closed on 17<sup>th</sup> December 2017 with a total of 3 observations received (excluding the responses received from Estyn and the pupils' consultation) in response to the formal consultation.

It must be noted that of the 3 observations received, 2 were received before the end of the consultation period whilst 1 observation was received after the end of the consultation period. However, all responses received have been included for the purposes of this report.

### **Observations Received**

The proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11, is the formal statutory procedure that must be undertaken and completed to legally increase the age range at the school.

The themes of the comments received are as follows:

- Existing Provision / Loss of jobs
- School Nursing Service

Observations were received from the following:

The 5 respondents were as follows:

- Estyn
- Welsh Language Commissioner
- Cylch Meithrin Porth Tywyn – Existing Private Provider
- Ysgol Parc y Tywyn - School Council
- Hywel Dda University Health Board – Children's Public Health

A complete summary of all of the observations received to the consultation document together with the response of the County Council's professional officers can be found in section 2 of this report.



## **Next Steps**

The Consultation Report will be presented to the Education & Children's Scrutiny Committee for comments and a recommendation and then ultimately to the Executive Board for determination on whether or not to proceed with the proposal and publish a statutory notice.

Should the Executive Board decide to proceed to the next stage, a Statutory Notice will be published during the Spring Term 2018.

## 2. Summary of Observations received and Local Authority Responses

Point Number	Point Raised	Local Authority Response
1.	<p><b><u>Existing Provision / Loss of jobs</u></b></p> <p>Cylch Meithin Porth Tywyn has provided nursery provision in this area since the early 1970s. It would no longer be sustainable should a nursery provision be provided by Ysgol Parc y Tywyn.</p> <p>The proposal is for part time provision for 3 year old. Currently Cylch Meithrin provides full time provision for a number of 3 year old pupils. Is it possible for the Cylch Meithrin to be relocated to the new school to continue to provide <b>Welsh Medium</b> education and provide the wrap around care needed by parents. This would be beneficial if the 30 hour child offer comes into force.</p>	<p>Carmarthenshire County Council accepts that this proposal will have a detrimental effect on the current private nursery and childcare providers in the area of Burry Port and Pembrey. Focus has been given to this area in its consultation document where it clearly identifies the impact of this disadvantage.</p> <p>The authority acknowledges the excellent service being provided locally by the private providers, which is recognised by Estyn in the settings that are subject to inspection. However, the aim of the authority is to standardise its part time nursery provision in this area for its English and Welsh medium schools. This is to ensure that parents/guardians base their decision on language rather than the facilities being provided locally.</p> <p>The authority fully appreciates that this proposal will have a negative effect on demand for 3 year old provision, and as a result the number of settings could be reduced. However, the facility at the school will be for part time nursery pupils, there are</p>

		<p>opportunities for the providers to work with the school/parents/guardians to provide the wrap around care that is currently being provided.</p> <p>In addition, the Welsh Government is currently piloting an ‘enhanced’ childcare offer in several areas around Wales, this is expected to be rolled out in Carmarthenshire from April 2018. In order for this initiative to succeed, the authority will be reliant on utilising the expertise of private providers.</p>
2.	<p><b><u>Welsh in Education Strategic Plan</u></b></p> <p>The scheme shows positive ambition in developing Welsh medium education within the county and falls in line with its strategic plan.</p>	<p>Carmarthenshire County Council welcomes the comments in recognition of the development of Welsh medium education within the county.</p> <p>It is the authority’s opinion that there will be <b>more children in Welsh Medium education</b> if the nursery provision being offered locally in the area comparable. This not only supports the authority to meet the targets set in its Welsh in Education Strategic Plan, but will support the Welsh Government vision for one million Welsh speakers by 2050.</p> <p>The views of the authority in respect of Welsh language are also fully endorsed by Estyn. Having considered this proposal Estyn state that:</p>

		<p><i>'The proposal forms part of Carmarthenshire County Council's vision and aims form Welsh medium education as set out in their Welsh in Education Strategic Plan 2014 - 2017.'</i></p> <p><i>'There would appear to be no negative impact on the Welsh language arising from this proposal.'</i></p>
3.	<p><b><u>School Nursing Service</u></b></p> <p>The only impact this will have on the School Nursing service is possibly some increase in caseload numbers for the School Nurses who are assigned to the schools in question. Caseload numbers for our School Nurses are regularly monitored by the Senior Nurse/Quality Assurance Manager for School Nursing and are managed through our workforce planning.</p>	<p>Carmarthenshire County Council accepts that the increase in capacity may have an effect on caseload numbers for the School Nurses who are assigned to the school, however agree that any effect can be monitored and managed by workforce planning and communication between organisations.</p>

### 3. Estyn's Observations regarding the Proposal

#### **Estyn response to the proposal to change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11**

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortia which deliver school improvement services to the schools within the proposal.

#### **Introduction**

The proposal is by Carmarthenshire County Council.

The proposal is to change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11 as from the September 2018.

#### **Summary**

The proposal is part of Carmarthenshire County Council's commitment to provide each child with the best possible start in life and to meet the aspirations of Welsh Government as set out in their strategic documents for education. The proposal aims to standardise the nursery education for the Burry Port and Pembrey areas by ensuring that the same level of provision is available for both the Welsh and English medium primary schools.

It is Estyn's opinion that the proposal is likely to at least maintain the current standards of education in the area.

#### **Description and benefits**

The local authority has given a clear rationale for the proposed expected benefits when compared with the status quo in relation to transition through from nursery age to primary aged pupils in the Welsh medium sector. The proposer also explains clearly how the proposal fits with the local authority's broader plan for ensuring it

makes the best use of resources and facilities to serve the needs of all learners. The proposal also notes appropriately how it supports Carmarthenshire County Council's Welsh in Education Strategic Plan 2014 – 2017.

The proposal clearly defines the expected benefits of the proposal and these link well to the stated purpose and rationale. The proposal notes appropriately the advantages of the proposal, which include the seamless progression from nursery into primary school for Welsh medium pupils living in the Burry Port and Pembrey areas; standardisation of Welsh and English medium nursery provision for pupils living in these areas, ensuring parity in the provision of Welsh medium nursery education between Ysgol Parc y Tywyn and other Welsh medium schools in the Llanelli area; and providing new employment opportunities at the new Ysgol Parc y Tywyn.

The proposer has identified appropriately the disadvantages to the current proposal, which focus on the impact of the reduction in demand for places at the privately run nurseries and childminders who currently provide the provision in the area.

The local authority has provided appropriate evidence to show that it has considered other alternatives to this current proposal. These three options include maintaining the status quo, providing Welsh medium nursery provision at the two neighbouring English medium schools or to create a standalone Welsh medium nursery for the catchment of Burry Port and Pembrey. They have demonstrated appropriately the advantages and disadvantages of each option and the reasons for their preferred option.

The proposer has suitably considered the impact of the proposal on pupil travel arrangements. It intends to support home to school travel in line with the council's transport policy. The new Ysgol Parc y Tywyn building is located near a new link road which the proposer believes is likely to reduce travelling time for pupils living in the catchment area.

The proposer has shown appropriately how the proposal will affect school places by providing pupil numbers and surplus places for 2017 for schools in the area. It has also provided information of projected pupil numbers for Ysgol Parc y Tywyn over the next five years against the capacity of the new school building. The proposer notes appropriately that the school would be able to meet the current and projected demand for Welsh medium nursery provision in the Burry Port and Pembrey areas. The proposal forms part of Carmarthenshire County Council's vision and aims for Welsh medium education as set out in their Welsh in Education Strategic Plan 2014 - 2017. The proposer believes that the proposal will allow greater opportunities for access to Welsh medium education within the area. The proposal aims to ensure better linguistic continuity from nursery education to the end of secondary education to allow pupils to become fluent and confident in both Welsh and English languages. There would therefore appear to be no negative impact on the Welsh language arising from this proposal.

The proposer has considered reasonably well the impact of the proposals on the quality of the outcomes, provision and leadership and management at Ysgol Parc y

Tywyn. The proposer has considered the outcomes of the most recent Estyn inspection report and the school's categorisation in relation to the National School Categorisation system on the quality of leadership and pupil outcomes. However, the proposer has not commented on the school's outcomes when compared with similar schools based on entitlement to free school meals. The proposal has not considered the most recent Estyn inspection reports of other Welsh medium nursery settings in the Burry Port and Pembrey areas.

Ysgol Parc y Tywyn was inspected in January 2012 and the judgements for both the current performance and prospects for improvement were judged as adequate. The local authority has also evaluated the school's performance in relation to the National School Categorisation System. Under the system, schools will be in one of four standards groups (1 to 4), with schools in standards group 1 demonstrating very good overall performance and those in standards group 4 demonstrating the greatest need for improved performance. Ysgol Parc y Tywyn is currently in standards group 2. The proposer believes that the proposal will have a positive impact on the quality of education outcomes and provision in the school.

The proposer has undertaken an appropriate equality impact assessment, which considers the impact of the proposal on vulnerable groups including those with a disability or special educational needs. However, the proposal does not consider the possible impact of the proposals on pupils' wellbeing.

## 3.1 Local Authority Response to Estyn's Observations

### Free School Meals

**The proposer has considered the outcomes of the most recent Estyn inspection report and the school's categorisation in relation to the National School Categorisation system on the quality of leadership and pupil outcomes. However, the proposer has not commented on the school's outcomes when compared with similar schools based on entitlement to free school meals.**

Although this information is considered when proposed changes are made to school provision, in the form of statutory school organisation proposals, it is currently not included in its consultation document. However, consideration will be given for this information to be included in future similar proposals.

### Estyn Inspections

**The proposal has not considered the most recent Estyn inspection reports of other Welsh medium nursery settings in the Burry Port and Pembrey areas.**

The authority acknowledges the excellent service being provided by the existing Welsh medium private nurseries. The providers subject to inspection were awarded with either Excellent or Good judgements in their most recent inspections. Clearly there is not an issue with the standard of education being offered at these settings.

The comments are noted and consideration will be given for this information to be included in future similar proposals.

It should be noted that this information is always included in its consultation documents when proposed changes are made to its own settings.

### Impact of pupils' wellbeing

**The proposer has undertaken an appropriate equality impact assessment, which considers the impact of the proposal on vulnerable groups including those with a disability or special educational needs. However, the proposal does not consider the possible impact of the proposals on pupils' wellbeing.**



The authority acknowledges its statutory role on the wellbeing of pupils in respect of this proposal and to promote a healthy and happy school, to aid the learning environment. The authority ensures that there are policies in place for the promotion of the wellbeing of pupils and include pupils in the decisions that affect them, through pupil participation. (A record of the pupil participation for this proposal can be seen in section 4 of this document).

These policies aim is to provide a fair and bully free environment in which pupils can learn, with a healthy food in schools also playing a key role in creating wellbeing.

It is proposed that the nursery pupils will be accommodated in a building that is accredited by Secure by Design. Secure by Design is a police initiative owned by the Association of Chief Police Officers.

### **Statements of support for this proposal by Estyn**

- It is Estyn's opinion that the proposal is likely to at least maintain the current standards of education in the area.
- The local authority has given a clear rationale for the proposed expected benefits when compared with the status quo in relation to transition through from nursery age to primary aged pupils in the Welsh medium sector.
- The proposal also notes appropriate how it supports Carmarthenshire County Council's Welsh in Education Strategic Plan 2014 – 2017.
- The proposal clearly defines the expected benefits of the proposal and these link well to the stated purpose and rationale.
- The proposer has identified appropriately the disadvantages to the current proposal, which focus on the impact of the reduction in demand for places at the privately run nurseries and childminders who currently provide the provision in the area.
- The local authority has provided appropriate evidence to show that it has considered other alternatives to this current proposal.
- The proposer has suitably considered the impact of the proposal on pupil travel arrangements.
- The proposer has shown appropriately how the proposal will affect school places by providing pupil numbers and surplus places for 2017 for schools in the area.

- The proposal forms part of Carmarthenshire County Council's vision and aims form Welsh medium education as set out in their Welsh in Education Strategic Plan 2014 - 2017.
- There would appear to be no negative impact on the Welsh language arising from this proposal.
- The proposer has considered reasonably well the impact of the proposals on the quality of the outcomes, provision and leadership and management at Ysgol Parc y Tywyn.
- The proposer has considered the outcomes of the most recent Estyn inspection report and the school's categorisation in relation to the National School Categorisation system on the quality of leadership and pupil outcomes.
- The local authority has also evaluated the school's performance in relation to the National School Categorisation System.
- The proposer has undertaken an appropriate equality impact assessment, which considers the impact of the proposal on vulnerable groups including those with a disability or special educational needs.

## 4. Consultation with the Pupils

**School:** Ysgol Parc y Tywyn

**Date:** 10 December 2017

**Consultation undertaken by:** Llinos Jones – Challenge Adviser

**Interviewed:** School Council

The School Council were interviewed regarding the proposal to introduce a nursery at the school by increasing its age range from 4-11 to 3-11.

Informative discussions were held around the questions below:

- 1) Would you like to be part of a larger school with more children?
- 2) Do you think it's a good idea to be a 3-11 year old school?
- 3) What would be the benefits of being a 3-11 year old school?
- 4) What are you looking forward to most?
- 5) Are there any disadvantages?
- 6) Is there anything you're worried about?

### School Council Feedback

Everyone was unanimous and happy that they were going to be part of a school with more children.

Pupils said that it was a good idea to switch to 3-11 year olds, because this is going to extend the Welsh-speaking population. This is going to help the language live.

Pupils agreed that there are many advantages –

- Pupils will not need to change from nursery school to primary school when they are 4 years old.
- Everyone will know each other going into the reception class rather than pupils coming from different nurseries around the town.
- Pupils get to know all the teachers from a very young age, so their lives will not have so many changes.
- This is going to mean that we have more friends, and it will be nice for three year olds to be able to talk to us as a school council and make them feel safe.

Pupils did not identify any disadvantages with the proposal.

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**CYNGOR SIR CAERFYRDDIN**

**Neuadd y Sir, Caerfyrddin, SA31 1JP**

Hysbysir trwy hyn yn unol ag Adran 42 o Ddeddf Safonau a Threfniadaeth Ysgolion (Cymru) 2013 (y Ddeddf) a'r Côt Trefniadaeth Ysgolion fod Cyngor Sir Caerfyrddin (y Cyngor) ar ôl ymgynghori â'r cyfryw bersonau ag sy'n ofynnol, yn cynnig newid ystod oedran Ysgol Parc y Tywyn, a leolir ar hyn o bryd yn Heol Elfed, Porth Tywyn, Llanelli, SA16 0AL, o 4-11 i 3-11 a darparu 45 o leoedd meithrin. Caiff yr ysgol ei chynnal gan Gyngor Sir Caerfyrddin. Y bwriad yw rhoi'r cynnig ar waith ar 1 Medi 2018, pan fydd yr ysgol wedi'i adleoli'n barhaol yn 'Hen iard Burrow', Porth Tywyn, Llanelli, SA16 ONL.

Cynhaliodd y Cyngor gyfnod ymgynghori cyn penderfynu cyhoeddi'r cynnig hwn. Mae adroddiad ar yr ymgynghoriad sy'n cynnwys crynodeb o'r materion a godwyd gan ymgynghoreion, ymatebion y cynigwyr a barn Estyn ar gael ar www.sirgar.llyw.cymru

Caiff 45 o ddisgyblion eu derbyn i'r ysgol yn 4/5 oed (dosbarth derbyn). Caiff 45 o ddisgyblion eu derbyn i'r ysgol yn 3/4 oed (darpariaeth feithrin). Y nifer derbyn ar gyfer disgyblion 4/5 yn ystod y flwyddyn ysgol gyntaf pan gaiff y cynnig ei weithredu fydd 45. Capasiti'r ysgol ar gyfer disgyblion 4-11 oed ar ôl gweithredu'r cynnig fydd 315. Yn ogystal, bydd gan yr ysgol 45 o leoedd meithrin.

Ni fydd dalgyllch yr ysgol yn newid.

Cyn pen 28 diwrnod ar ôl dyddiad cyhoeddi'r cynnig hwn, hynny yw erbyn 1 Ebrill 2018, gall unrhyw berson wrthwynebu'r cynnig hwn. Dylid anfon gwrthwynebiadau at Mr Gareth Morgans, Y Cyfarwyddwr Addysg a Gwasanaethau Plant, Cyngor Sir Caerfyrddin, Adeilad 2, Parc Dewi Sant, Heol Ffynnon Job, Caerfyrddin, SA31 3HB neu gellir anfon neges e-bost at aaprma@sirgar.gov.uk

**Llofnod: Mr Gareth Morgans**  
**Cyfarwyddwr Addysg a Gwasanaethau Plant**  
**Ar ran Cyngor Sir Caerfyrddin**

**Dyddiedig: 5 Mawrth 2018**

**NODYN ESBONIADOL**

(Nid yw'r Nodyn Esboniadol hwn yn rhan o'r Hysbysiad – yn hytrach fe'i cynigir er mwyn eglurder)

1. Mae Ysgol Parc y Tywyn yn Ysgol Gynradd cyfrwng Cymraeg.
2. Bwriad yr Awdurdod yw newid ystod oedran Ysgol Parc y Tywyn o 4-11 i 3-11.
3. Nid yw cael lle yn y meithrin yn golygu bod gan y plentyn hawl awtomatig am le llawn-amser yn yr ysgol a bydd rhaid cyflwyno cais newydd.
4. Mae gan ddisgyblion meithrin yr hawl i gael addysg ran-amser o ddechrau'r tymor yn dilyn eu pen-blwydd yn dair oed. Y diffiniad o ran-amser yw 5 sesiwn yr wythnos yn y bore neu'r prynhawn. Bydd gan ddisgyblion meithrin yr hawl i fynychu'r ysgol yn llawn-amser ar ddechrau'r tymor cyn eu pen-blwydd yn 4 oed.
5. Mae Ysgol Parc y Tywyn ar hyn o bryd wedi'i lleoli yn Heol Elfed, Porth Tywyn, Llanelli, SA16 0AL, gyda chapasiti ar gyfer 283 o ddisgyblion cynradd a'r nifer derbyn yw 40. Mae adeilad ysgol newydd yn cael ei adeiladu ar hyn o bryd, a bydd wedi'i gwblhau mewn pryd ar gyfer rhoi'r cynnig hwn ar waith. Bydd yr ysgol newydd wedi'i leoli yn 'Hen iard Burrow', Porth Tywyn, Llanelli, SA16 ONL.
6. Bydd y newid arfaethedig yn digwydd ar 1 Medi 2018.

**CARMARTHENSHIRE COUNTY COUNCIL**

**County Hall, Carmarthen, SA31 1JP**

Notice is hereby given in accordance with Section 42 of the School Standards and Organisation (Wales) Act 2013 (the Act) and the School Organisation Code that Carmarthenshire County Council (the Council) having consulted such persons as required, propose to change the age range of Ysgol Parc y Tywyn, currently located at Heol Elfed, Burry Port, Llanelli, SA16 0AL, from 4-11 to 3-11 and provide 45 nursery places. The school is maintained by Carmarthenshire County Council. It is proposed to implement the proposal on 1 September 2018, when the school will be permanently relocated at the 'Former Burrow's Yard', Burry Port, Llanelli SA16 ONL.

The Council undertook a period of consultation before deciding to publish this proposal. A consultation report containing a summary of the issues raised by consultees, the proposer's responses and the views of Estyn is available on www.carmarthenshire.gov.wales

The number of pupils to be admitted to the school age 4/5 (reception class) will be 45. The number of pupils to be admitted age 3/4 (nursery provision) will be 45. The admission number (AN) for pupils aged 4/5 in the first school year in which the proposal has been implemented will be 45. The capacity of the school for pupils aged 4-11 once the proposal is implemented will be 315. In addition the school will have 45 nursery places.

There will be no change to the school's catchment area.

Within a period of 28 days after the date of publication of this proposal, that is to say by 1 April 2018, any person may object to this proposal. Objections should be sent to Mr Gareth Morgans, Director of Education and Children's Services, Carmarthenshire County Council, Building 2, St David's Park, Job's Well Road, Carmarthen, SA31 3HB or e-mail to DECMEP@carmarthenshire.gov.uk

**Signed: Mr Gareth Morgans**  
**Director of Education and Children's Services**  
**For Carmarthenshire County Council**

**Dated: 5 March 2018**

**EXPLANATORY NOTE**

(This Explanatory Note does not form part of the Notice but is offered by way of clarification)

1. Ysgol Parc y Tywyn is a Welsh Medium Primary School.
2. It is the Authority's intention to change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11.
3. Admission to the nursery does not automatically entitle a child to a full-time place in the school and a new application must be made.
4. Nursery pupils are entitled to part-time education from the beginning of the term following their third birthday. Part-time is defined as 5 morning or afternoon sessions per week. Nursery pupils will be entitled to attend on a full-time basis at the start of the term preceding their 4th birthday.
5. Ysgol Parc y Tywyn is currently located at Heol Elfed, Burry Port, Llanelli, SA16 0AL, with a capacity for 283 primary pupils with an admission number of 40. A replacement new school building is currently being constructed and will be completed in time for the implementation of this proposal. The new school will be located at 'Former Burrow's Yard', Burry Port, Llanelli SA16 ONL.
6. The proposed change will take place on 1 September 2018.

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## EXECUTIVE BOARD DATE: 4<sup>TH</sup> JUNE, 2018

### SUBJECT : HOMELESSNESS STRATEGY

#### Purpose:

To outline the approach with regard to the development of a Homelessness Strategy.

#### Recommendations/Key decisions required:

- To approve the approach and consultation plan outlined.
- To confirm our intention to develop opportunities to work on a regional basis.

#### REASONS:

- Each local authority in Wales will be required to produce a homelessness strategy by December 2018.
- The development of the strategy will require a comprehensive approach in engaging and consulting with all key stakeholders. This will involve service users, local members and internal and external partners.
- Preliminary discussions have taken place with Ceredigion, Pembrokeshire, and Powys to work on a regional basis. This will offer opportunities in terms of a potential regional approach in the development of the strategy, particularly in defining some key principles in the approach to homelessness that will inform local action plans.
- Developing a regional approach will be more advantageous because we could share the tasks involved between us and pool our knowledge and skills.

**Relevant scrutiny committee to be consulted:** YES - Community Scrutiny Committee – 11<sup>th</sup> May, 2018

#### Scrutiny Committee Recommendations/Comments:

The Community Scrutiny Committee resolved to recommend to Executive Board that the report be accepted.

Exec Board Decision Required	-	Yes	- 4 <sup>th</sup> June, 2018
Council Decision Required	-	No	

#### Executive Board Member Portfolio Holder:

Cllr. Linda Evans(Housing Portfolio Holder)

<b>Directorate</b> <b>Communities</b> <b>Name of Head of Service:</b> Jonathan Morgan  <b>Report Author:</b> Jonathan Willis	<b>Designations:</b>  <b>Acting Head of Homes and Safer Communities.</b>  <b>Advice and Tenancy Support Manager</b>	<b>Tel Nos.</b> 01267 228960 01554 899232  <b>E Mail Addresses:</b> <a href="mailto:jmorgan@carmarthenshire.gov.uk">jmorgan@carmarthenshire.gov.uk</a> <a href="mailto:jnwillis@carmarthenshire.gov.uk">jnwillis@carmarthenshire.gov.uk</a>
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# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

DATE: 4<sup>TH</sup> JUNE, 2018

### SUBJECT: HOMELESSNESS STRATEGY

#### Purpose

The purpose of this report is to outline the approach with regard to the development of a Homelessness Strategy.

#### Context

The Housing (Wales) Act 2014 introduced new responsibilities on local authorities to prevent homelessness. In Carmarthenshire we undertook a service review prior to the new legislation coming into force. Key changes involved the re-alignment of our Housing Options Service which involved creating a single point of contact for service users seeking housing advice. The team pooled a range of expertise and the team now has a range of specialist advisors and partners whose aim it is to tackle the root cause of any particular housing problem presented.

Partnership working has been key to meeting these new duties and providing a better service. Key partners who are co-located with our housing teams are:

- The Wallich who provide mediation services.
- Shelter, who provide money advice and general advocacy.
- Care and Repair who support older people install adaptations and help with other home improvements.
- Pobl who provide financial support to access the private rented sector.

The changes have had a significant effect on the number of people who are defined as homeless under the Act. In 2013 there were in excess of 500 households defined as homeless compared to 135 in 2016.

#### What do we need to do next?

The Housing (Wales) Act 2014 also requires local authorities to regularly review their homelessness services. Welsh Government produced guidance last year and confirmed that local authorities should formulate homelessness strategies by December 2018. Once a strategy is produced there is a requirement to review its content at least every four years.

The main elements of a homeless strategy should relate to how local authorities:

- Prevent homelessness.
- Secure accommodation for people who are homeless or threatened with homelessness.



- Provide support to those homeless or threatened with homelessness.

Strategic approaches should reflect Welsh Government's Ten Year Homeless Plan which emphasises prevention, placing the service users at the centre of service delivery and making the best use of resources.

Welsh Government have also suggested that local authorities may wish to consider developing a regional approach. With this in mind, officers have had preliminary meetings with colleagues from Powys, Ceredigion and Pembrokeshire. There are clear advantages of adopting a regional or sub-regional approach. These include:

- There are many similarities between the issues faced by local authorities which could be addressed together;
- Many third sector organisations work across authority boundaries so there could be a joint approach;
- Research and development work can be shared; and
- There is a broader pool of expertise.

In terms of managing the approach it is proposed that a set of key principles will be developed regionally, based on the review of data and the stakeholder engagement process. These principles will then underpin our local action plans.

### **How will we approach it?**

In terms of developing the strategy it is proposed that the process will involve the following steps:

#### **1. Review of data and information**

This will essentially be a desk top exercise which will involve an analysis of a range of homeless statistics such as the numbers of homeless, cases prevented and re-housed, trends and causes. Other relevant information about housing supply and demand, and the resources dedicated to prevention, will also be considered.

#### **2. Stakeholder engagement**

This will be done by gathering feedback locally and regionally from stakeholder events and surveys. A range of service users and local members will be involved with the aim of gathering their views, needs and experiences. Similarly there will be a range of internal and external partners who need to be involved such as third sector organisations, teams providing services to children, care leavers, older people and those with mental health problems.

**Appendix 1** outlines the intended approach.

#### **3. Strategy Development and Statement of Principles**

This is likely to involve the collation of key findings and statement of broader principles which will be applicable across the region. For example, we may wish to place more emphasis on much earlier prevention of homelessness, with greater involvement of other services, such as Health and Education, and third sector organisations. We may also wish to broaden the

range of housing solutions for groups who are more likely to become homeless, such as young, single people.

#### **4. Development of Local Action Plans**

This will involve individual actions applicable to each local authority. For example, education campaigns amongst young people who are at risk of homelessness; ensuring access to mental health services for people who are at risk of homelessness; reducing the time spent in temporary accommodation, particularly high-cost supported housing projects, by faster move-on into ordinary housing.

#### **5. Formal Public Consultation on Draft Strategy and Action Plan**

A report on the draft Strategy and Action Plan will be prepared for consultation

#### **Recommendations:**

- To approve the approach and consultation plan with regard to the development of a homeless strategy.
- To confirm our intention to develop opportunities to work on a regional basis.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO – Attached - Appendix 1 Homelessness Strategy -Consultation and stakeholder engagement</b>
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# IMPLICATIONS

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

Signed: Jonathan Morgan

Acting Head of Homes and Safer Communities

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

## 1. Policy, Crime & Disorder and Equalities

This report sets out a proposal in relation to the development of a new homeless strategy. The homeless strategy will need to link with a range of other service strategies and Future Generations five ways of working.

## 2. Legal

Section 50 of the Housing (Wales) Act 2014 places a duty on local authorities to carry out a homeless review and formulate a homeless strategy.

The Welsh Government Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness Chapter 5 sets out how local authorities plan homeless services.

## 4. Finance

Any review of homelessness services will need to consider if there are sufficient resources to be able to meet our statutory duties. This will be fully considered as part of the new strategy development.

# CONSULTATIONS

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

Signed: Jonathan Morgan

Acting Head of Homes and Safer Communities

**1. Scrutiny Committee** – Community Scrutiny Committee was consulted on 11<sup>th</sup> May, 2018.

**2. Local Member(s)**

Local Members will be involved in stakeholders' activities/events and will be consulted as part of the political process when the new strategy document has been produced.

**3. Community / Town Council**

Community and Town Councils be involved as part of the stakeholder activities/events.

**4. Relevant Partners**

Relevant partners will be involved in stakeholders' activities/events and will have the opportunity to comment on the new strategy document.

**5. Staff Side Representatives and other Organisations**

Relevant staff will be fully involved throughout the process

**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
<b>Wels Government Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness</b>		<b>Welsh Government Website</b>

## Appendix 1

### Homelessness Strategy -Consultation and stakeholder engagement

Stakeholder Description	Method of Engagement
Service Users (Those who have approached the service because they have been threatened with or made homelessness)	<ul style="list-style-type: none"> <li>• Focus Group meetings.</li> <li>• Face to face interviews.</li> </ul>
Current applicants on the register	Emails/letters/text messages sent to existing applicants on the housing register where there is a mobile number, directing them to the consultation page on the website.
Website	Questionnaire posted on the website under the consultations section which an electronic feedback survey.
Facebook	Notice posted on the wall which links to the Carmarthenshire website.
Press Release	Article placed in press informing public of the engagement exercise and ways of providing us with feedback.
Tai Pawb	Letter, questionnaire will be sent.
Tenant Networks	<p>Sessions held with all tenant networks.</p> <ul style="list-style-type: none"> <li>➤ A&amp;G</li> <li>➤ Llanelli</li> <li>➤ TTT</li> </ul>
Partner Organisations	Discussions will be held at the Homeless Forum. Homeless Forum group included: The Wallich, Shelter Cymru, NHS, Gwalia Care and Support, Leaving Care team, Hafan Cymru, Prison Service, Careers, Hywel Dda, Christians Against Poverty, Probation, Llety, Catrefi Hafod, Mental Health Team, CAB, Red Cross
Housing Associations	Workshop as part of regular meetings in relation to the running of our Housing Choice Register (Family Housing, Pobl, Wales & West Housing Association, Bro Myrddin Housing Association).
Landlords Forum	Work shop involving the forum
Other Council Divisions	Meetings with officers from key divisions/teams including Legal Services, Education and Children's Services, Mental Health and Learning Disabilities, Care Line, Community Resource Teams. E-mail forwarded to Heads of Service with our proposals.
Staff Focus Group	Sessions held with staff of council and housing associations.
Local Members	Consultation via member's seminars/meetings of the political groups.
AM's / MP's	Letters ,questionnaire copy of the draft policy will be sent to AMs/MPs.
Neighbouring Local Authorities	We will share findings as a minimum but are looking to develop a regional or sub-regional approach.
Welsh Assembly	Letter will be sent outlining our proposals
Welsh Local Government Agency	Letter will be e-mailed outlining our proposals.
Community/Town Councils	Questionnaire will be sent to all with e-mail addresses and letters sent to the remainder informing them of the internet link to look at documents and provide feedback.



## EXECUTIVE BOARD DATE: 4<sup>TH</sup> JUNE, 2018

### SUBJECT: AMENDMENT TO THE PRIVATE SECTOR RENEWAL POLICY

#### Purpose:

To amend the Private Sector Renewal Policy to reflect changes within the Welsh Government's Home Improvement Loan and Houses into Homes Schemes.

#### Recommendations/Key Decisions Required:

- To adopt Welsh Government's revised Home Improvement Loan and Houses to Homes scheme criteria.

#### Reasons:

- Welsh Government have amended their House to Homes and Home Improvement Loans scheme to give local authorities more flexibility on how they spend the allocated funding.
- To continue to take advantage of the funding we will need to amend our approach.

Relevant scrutiny committee to be consulted : YES

Scrutiny committee and date **Community Scrutiny Committee – 11<sup>th</sup> May, 2018**

#### Scrutiny Committee Recommendations/Comments:

The Community Scrutiny Committee resolved to recommend to Executive Board that the report be accepted.

<b>Exec Board Decision Required</b>	YES – 4 <sup>th</sup> June, 2018
<b>Council Decision Required</b>	NO

#### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Cllr. Linda Evans (Housing Portfolio Holder)

Directorate: Communities	Designations:	Tel Nos.
Name of Head of Service: Jonathan Morgan	Acting Head of Homes & Safer Communities	01267 228960 / 01554 899232
Report Author:		E Mail Addresses:
Rob Evans	Home Improvement Agency Manager	<a href="mailto:jmorgan@carmarthenshire.gov.uk">jmorgan@carmarthenshire.gov.uk</a> <a href="mailto:rjevans@carmarthenshire.gov.uk">rjevans@carmarthenshire.gov.uk</a>

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD**  
**DATE: 4<sup>TH</sup> JUNE, 2018**

**SUBJECT;**  
**AMENDMENT TO THE PRIVATE SECTOR RENEWAL POLICY**

**Purpose**

The purpose of this report is to seek approval to amend the Private Sector Renewal Policy to reflect changes with the Welsh Government's Home Improvement Loan and Houses to Homes schemes.

**Context**

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gave local authorities more wide ranging powers to offer financial assistance. Each Authority had to publish a Private Sector Housing Renewal Policy outlining the support and assistance that it will provide.

The Council's Private Sector Housing Renewal Policy was adopted in 2006. The approach at the time introduced the concept of providing loans for critical improvements to the owner occupier's home where they were unable to access or couldn't afford any other forms of recognised finance.

In 2013 the Private Sector Housing Renewal Policy was amended to offer loans to owners of empty properties in accordance with the Welsh Government's **Houses to Homes scheme**. Welsh Government encouraged Local Authorities to work collaboratively within regions and Carmarthenshire acted as regional lead for the Mid and West Wales region.

In Carmarthenshire we have administered £1.3m of loans for owner of empty properties. These are short term loans, either over a 2 or 3 year period and are to be repaid as a lump sum at the end of the loan term. These loans were based on the free equity within the property and secured as a charge with the Land Registry.

In 2015 the Welsh Government launched a **Home Improvement Loan scheme** and Carmarthenshire was awarded £625,000 in funding. A further £625,000 was provided for the Houses to Homes Scheme.

The Home Improvement Loans scheme is a monthly repayment loan over a maximum term of 10 years for owner occupiers or five years for landlords but this scheme is dependent on the homeowner being able to afford the monthly repayments. These loans are secured against the owner's property with the Land Registry and are subject to the applicant being subject to an affordability check. The Private Sector Housing Renewal Policy was further amended in 2015 to take account of these changes.



## What are we proposing?

Whilst there has been a good take up in relation to the Houses to Homes Scheme, local authorities reported far less take up in the Home Improvement Loan Scheme.

In February 2018 Welsh Government reviewed the criteria around House to Homes and Home Improvement Loans schemes to give authorities greater flexibility on how they use the funding provided.

The total funding awarded to each Local Authority will now be pooled together (£1.25m in Carmarthenshire's case) and can be used to support all forms of financial assistance for homeowners to maintain their home.

In allowing authorities to do this, Welsh Government have revised the criteria for some forms of assistance and we need to ensure our Renewal Policy reflects these changes.

### House to Homes

1. Landlords can now apply for £250,000 per application - £25,000 per property for up to 10 properties. Once repaid the applicant can apply for further funding. Previously this was £150,000 - £25,000 per property for up to 6 properties.
2. The loan term has been extended from 2 and 3 years:
  - a. Up to a maximum of 2 years if the intention is to sell the property following the works. The loan is repayable in full either at the point of sale or at the end of the 2 year loan term, whichever is the sooner.
  - b. Up to a maximum of 5 years if the intention is to rent the property following the works.
  - c. Up to a maximum of 10 years if the intention is to rent the property at the affordable Local Housing Allowance (LHA) rates following the works, with up to a 10 year commitment for Local Authority tenant nomination rights.

### Home Improvement Loans

The original scheme was reliant on applicants being able to afford monthly repayments. If the applicant failed the affordability check they did not qualify for assistance under this scheme.

The intention under the revised scheme is to offer loans and assistance on the following basis:

1. Home Improvement Loan –The first stage will be to consider applicants for a repayment loan. This will be offered on a monthly basis for a fixed term of up to 10 years, subject to the applicant passing an affordability check.

2. Property Appreciation Loan –If applicants cannot afford monthly repayments consideration will be given if they have free equity within the home. There will need to be a minimum of 30% free equity within their property and the loan is repaid when the property changes ownership.
3. Owner Occupier Repayable Financial Assistance – If applicants are unable to service a loan and do not have sufficient equity they will be offered financial assistance which will also be repaid upon the sale of the property. This would replace our current Home Improvement and Emergency Repairs Assistance which currently takes the form of a grant and is repayable if the property is disposed of within 10 years. By introducing lifetime repayment conditions the funding will be able to be recycled to assist those in greatest need.

**Recommendation:**

1. To adopt Welsh Government's revised Home Improvement Loan and Houses to Homes scheme criteria.

**DETAILED REPORT ATTACHED?**

**No**

## IMPLICATIONS

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

Signed: Jonathan Morgan

Acting Head of Homes & Safer Communities

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

### 1. Policy, Crime & Disorder and Equalities

Adopting the Welsh Government's scheme will provide us with greater flexibility in utilising the funding provided and allow the Council to assist more homeowners to maintain their homes which currently present a risk to the health and wellbeing of the occupants.

### 2. Legal

Council's solicitors were consulted on the original scheme and the amended scheme retains the need for the applicants to accept a land charge or a full legal charge being registered against their property. There is already an established process in place to register these charges.

### 3. Finance

The funding for this scheme has been received by the Authority in previous years. We will amend our approach in line with the new Welsh Government's proposals.

### 5. Risk Management Issues

All loans are secured against the property and there is already agreed processes and procedures in place with debtors and legal to ensure that agreed repayments are being met.

## CONSULTATIONS

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

Signed: Jonathan Morgan Acting Head of Homes & Safer Communities

1. Scrutiny Committee – Community Scrutiny Committee was consulted on 11<sup>th</sup> May, 2018.
2. Local Member(s) - N/A
3. Community / Town Council – N/A
4. Relevant Partners - N/A
5. Staff Side Representatives and other Organisations - N/A

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

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Regulatory Reform (Housing Assistance) (England and Wales) Order 2002		<a href="http://www.legislation.gov.uk/ukxi/2002/1860/made">http://www.legislation.gov.uk/ukxi/2002/1860/made</a>
CCC Private Sector Housing Renewal Policy 2006		<a href="http://online.carmarthenshire.gov.uk/agendas/eng/COCO20060412/index.asp">http://online.carmarthenshire.gov.uk/agendas/eng/COCO20060412/index.asp</a>
Report to Executive Board – 13 <sup>th</sup> July, 2015 – Welsh Government's Home Improvement Loan Scheme (Item 3)		<a href="http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20150713/index.asp">http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20150713/index.asp</a>

## Executive Board

4<sup>th</sup> June 2018

### Affordable Housing Supplementary Planning Guidance - Refresh Carmarthenshire Local Development Plan

#### Recommendations / key decisions required:

- To consider and approve the refresh to the Affordable Housing Supplementary Planning Guidance.
- To delegate to the Head of Planning authority to correct typographical, cartographical or grammatical errors, and to make amendments in order to enhance accuracy and clarity of meaning prior to its publication.

#### Reasons:

- To reflect the need to ensure that the requirements and commitments set out within the Adopted Local Development Plan are fully and appropriately delivered.
- To provide additional clarity assisting in the understanding and usability of the SPG.

Relevant scrutiny committee to be consulted: No

Exec Board Decision Required Yes

Council Decision Required No

#### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Mair Stephens

Directorate: Environment

Name of Head of Service:

Llinos Quelch

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## **Executive Board**

### **4<sup>th</sup> June 2018**

# **Affordable Housing Supplementary Planning Guidance - Refresh Carmarthenshire Local Development Plan**

## **1. Brief Summary of Purpose of Report.**

This Report presents a refresh of the Affordable Housing Supplementary Planning Guidance (SPG) prepared to support and elaborate on the policies and provisions of the Adopted Carmarthenshire Local Development Plan (LDP).

It is not the purpose of the refreshed SPG to devolve policy matters from the LDP, nor do any of the changes to the document represent amendments to matters of policy.

The report outlines the key changes and where the refresh will assist in providing greater clarity in the interpretation and implementation of policy.

## **2. Background**

The Carmarthenshire Local Development Plan (LDP) was adopted by Full Council on 10<sup>th</sup> December 2014 along with 8 thematic and site specific SPG prepared concurrent to the LDP, one of which is the current document relating to Affordable Housing. The LDP is now the statutory development plan for the County (excluding that area contained within the Brecon Beacons National Park). The LDP, as supported through the SPG, is one of the high level strategies which must be prepared and approved for the County, setting out in appropriate land-use terms, the priorities expressed in the Integrated Community Strategy.

In order to ensure the content and provisions of the LDP are being implemented effectively it is necessary to periodically review and assess the effectiveness of an adopted SPG in providing the clarity and interpretation necessary to deliver the policy. This refresh has emerged as part of this assessment and also takes account of matters relating to the implementation of aspects of the Affordable Housing policies contained within the LDP. Some of the key changes are detailed in the section below.

## **3. Affordable Housing SPG Refresh - Main Changes**

The following outlines some of the headline changes to the content of the SPG:

1. To allow the affordable housing target on new residential development to be considered through the percentage of cumulative floor space in addition to the percentage of affordable units on site. This provides enhanced clarity and flexibility in determining the amount of affordable housing required on-site and where appropriate supporting financial contributions. The approach is intended to facilitate an easier decision making process for officers whilst enhancing ease of use for developers and members of the public.
2. To identify the various stages through which phased payments of commuted sums can be made. This includes the potential for phased payments on applications of a single dwelling with the potential deferral of up to 50% at the point of first sale or transfer.
3. To request further information at outline planning application stage if development viability is questioned. This includes details which may otherwise be considered at Reserved Matters.
4. Re-configuration of paragraphs within the SPG to aid the readers' understanding and interpretation of the document.
5. Identify web links to Frequently Asked Questions for commuted sums on sites of less than 5 units. These represent a readily accessible and practicable way of addressing the understanding around the content and application of the policies.

Further clarity and information on the use of legal agreements to support the planning application process. This includes the timing of submitting relevant documents, in addition to what is required as part of determining a planning application.

It is also proposed that the following minor amendments be included in the interests of clarity:

Paragraph 4.7 – Reference to be made to the Simple Lettings Policy and the appropriate contact details.

Paragraph 4.17 – Include a cross reference to the Design Quality Requirements.

Reference is also made to the Frequently Asked Questions page hosted on the Council's website. This will be continually updated and amended to reflect issues or queries as they arise. A further point will be added which provides an opportunity for questions to be posed to Planning Services on matters relating to the planning policies on Affordable Housing.

#### **4. Next Steps**

The changes proposed to the SPG are not considered of a nature which effect a change in policy and as are only aimed at improving clarity and interpretation. Consequently the changes do not require a further consultation. Following reporting the refresh of the SPG will be published on the Council's website with the affordable housing web-page updated accordingly to include any additions to the Frequently Asked Questions section.

## 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: **Llinos Quelch**

**Head of Planning**

Policy, Crime & Disorder and Equalities <b>YES</b>	Legal <b>YES</b>	Finance <b>YES</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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### **Policy, Crime & Disorder and Equalities**

The provisions of the SPG are compatible with Carmarthenshire County Councils well-being objectives and notably, Objective 5: Increase the availability of rented and affordable homes. It also aligns with the national Well-being Goals set out within the Well-being of Future Generations Act 2015 in relation to the creation of: a More Equal Wales, and a Wales of Cohesive Communities.

The SPG is an elaboration on the policies and provisions of the Local Development Plan. Through land use planning policies, the LDP seeks to promote the principles of sustainability and sustainable development by facilitating the creation of communities and local economies which are more sustainable providing access to local services and facilities and reducing the need to travel.

The integration of sustainability as part of the preparation of the LDP is reflected in the undertaking of a Sustainability Appraisal and Strategic Environmental Assessment reflecting national and international legislative requirements. This iterative approach ensures sustainability is at the heart of the Plan and that it is reflective of the requirements emanating from the Wellbeing and Future Generations Act 2015 and the emerging Carmarthenshire Well-being Plan.

### **Legal**

The provisions in relation to the collection of developer contributions through commuted sums is in accordance with approved practices and legislation including that set out within the Community Infrastructure Regulations. It also reflects that set out within the Policies and proposals identified within the adopted Local Development Plan.

### **Finance**

Financial costs (including production of the refreshed SPG, translation, publicity etc.) are covered through the financial provisions in place for the Planning Division - including reserves.



# CONSULTATIONS

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

Signed: Llinos Quelch

Head of Planning

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

## 1. Scrutiny Committee

N/A

## 2. Local Member(s)

Members were consulted as part of the preparation of the original SPG.

## 3. Community / Town Council

Community and Town Councils are a statutory consultee within the LDP process and were consulted as part of the original SPG's preparatory process.

## 4. Relevant Partners

Statutory consultees, the public, interested parties and key agencies and bodies were consulted as appropriate.

## 5. Staff Side Representatives and other Organisations

Contributions have been sought from relevant internal consultees to ensure the refreshed SPG reflects the specialist and detailed nature of their subject matter.

Title of Document	Locations that the papers are available for public inspection
Carmarthenshire Local Development Plan	<a href="http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/local-development-plan-2006-2021/">http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/local-development-plan-2006-2021/</a>
Annual Monitoring Reports	<a href="http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/annual-monitoring-report-amr/">http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/annual-monitoring-report-amr/</a>
Affordable Housing – Planning Web-page	<a href="http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/affordable-housing/">http://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/affordable-housing/</a>

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## Affordable Housing Supplementary Planning Guidance

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## 1. Introduction

- 1.1 Carmarthenshire County Council adopted its Local Development Plan (LDP) on the 10th December 2014, and its aim is to make the Development Plan system more relevant, inclusive and engaging to local communities.
- 1.2 This Affordable Housing Supplementary Planning Guidance (SPG) was formally adopted in conjunction with the LDP, and provides greater guidance on how policies and proposals of the Plan will be implemented. The LDP and SPG are material considerations in the determination of planning applications and appeals.
- 1.3 Since the adoption of the LDP and the original Affordable Housing SPG, non-substantive amendments have been made to this SPG to clarify the interpretation and practical implementation of the affordable housing policies. This SPG reflects improved Development Management processes and procedures, and has been developed to ensure the effective implementation of the policies.
- 1.4 The Council aims to ensure that everyone in the county has access to a good quality home that meets their housing requirements. The Council therefore has an important strategic and enabling role in aiming to provide an increasing supply of affordable homes through different mechanisms.
- 1.5 It should be noted that planning only has a limited role in achieving affordable housing, however the evidence and policy approach used for the LDP tries to maximise the potential of Planning's role in increasing the supply and variety of affordable homes.

## 2. Policy Context

2.1 The policy framework for decision-making in Planning comprises policies, advice notes and guidance which are issued at a national level by the Welsh Government (WG).

2.2 Technical Advice Note (TAN) 2: Planning and Affordable Housing (2006), defines the term affordable housing as:

*“...housing where there are secure mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers ...” (TAN 2, 2006)*

There are two main types of affordable housing as defined by TAN 2:

- **Social Rented Housing** – provided by local authorities and Registered Social Landlords where rent levels have regard to the WG’s guideline rents and benchmark rents;

- **Intermediate Housing** – where prices or rents are above those of social rented housing but below market house prices and rents. This includes low cost home ownership models such as shared equity or assisted purchase schemes.

2.3 Annex B of the TAN also indicates that affordable housing should:

- meet the needs of eligible households, including availability at a low enough cost for them to afford, determined with regard to local incomes and local house prices; and
- include provision for the home to remain affordable for future eligible households, or if a home ceases to be affordable or staircasing to full ownership takes place, any subsidy should generally be recycled to provide replacement affordable housing.

2.4 All other housing is classified as ‘market’ housing, which includes private rent or sale in the open market, where no occupancy restrictions are in place.

## 3. LDP Policy Framework

3.1 The delivery of affordable housing through the planning system will be through the implementation of Policy SP6, AH1, AH2 and AH3 of the LDP and are as follows:

3.2 Policy SP6 of the adopted LDP states:

*‘Provision will be made for at least 2,121 affordable homes to be delivered through the LDP. The delivery of affordable homes will contribute to the creation of sustainable communities within the Plan area.’*

3.3 Policy AH1 of the LDP states:

### Policy AH1 Affordable Housing

*A contribution to affordable housing will be required on all housing allocations and windfall sites. The Council will seek a level of affordable housing contribution of 30% in the higher viable areas, 20% in the middle viable areas, and 10% within the Ammanford / Cross Hands sub-market areas.*

*Where viability at the target levels cannot be achieved, variation may be agreed on a case-by-case basis.*

### **On Site Contributions**

*The affordable housing will be required to be provided on proposals of 5 or more dwellings in all settlements. Where adjacent and related residential proposals result in combined numbers meeting or exceeding the above threshold, the Council will seek an element of affordable housing based on the affordable housing target percentages set out above.*

*Proposals will be required to ensure that the dwelling remains affordable for all subsequent occupants in perpetuity.*

### **Commuted Sums**

*Where an open market residential site falls below the above thresholds, a contribution through a commuted sum towards the provision of affordable housing will be sought. The level of contribution sought through a commuted sum will vary based upon its location within the high, medium and low viability sub-market areas as set out above. Commuted sum charges will be based on floor space (cost per sq.m).*

#### **3.4 Policy AH2 of the LDP is identified as:**

*Proposals for 100% affordable housing development on sites immediately adjacent to the Development Limits of defined settlements (Policy SP3), will in exceptional circumstances be permitted where it is to meet a genuine identified local need (as defined within the Glossary of Terms) and where:*

- a) The site represents a logical extension to the Development Limits and is of a scale appropriate and in keeping with the character of the settlement;*
- b) The benefits of the initial affordability will be retained for all subsequent occupants;*
- c) It is of a size, scale and design compatible with an affordable dwelling and available to low or moderate income groups;*
- d) There are no market housing schemes within the settlement being, or projected to be developed which include a requirement for affordable housing.*

#### **3.5 Policy AH3 of the LDP states:**

*Proposals in the open countryside for affordable housing for a single dwelling will be permitted within settlements, hamlets and groups of dwellings without Development Limits where it is to meet a genuine identified local need (as defined within the Glossary of Terms) and provided that:*

- a) It represents sensitive infill development of a small gap within an otherwise continuous built up frontage; or, a minor extension which does not result in ribbon development or perpetuate existing ribbon development;*
- b) It is of a scale and size appropriate to, and in keeping with (and not detrimental to) the character (including landscape and townscape) of the area;*
- c) The benefits of the initial affordability will be retained for all subsequent occupants;*
- d) It is of a size, scale and design compatible with an affordable dwelling and is available to those on low or moderate incomes.*

## 4. Process

- 4.1 The requirement to provide affordable housing is a material consideration in determining all planning applications for residential developments within Carmarthenshire.
- 4.2 The delivery of affordable housing through the planning system is to be through three policy mechanisms:
  - The provision of an appropriate proportion of affordable housing on-site and off-site;
  - Commuted Sums for on and off site provision;
  - The development of affordable dwellings through exception sites.
- 4.3 Affordable housing contributions (whether on site or off site) will be required on all outline, full, or change of use planning applications for housing. In situations where affordable housing has been secured at outline planning stage, any change in numbers as a consequence of a subsequent application may result in an increase or decrease in affordable housing provision.
- 4.4 Where the Council identifies that developers have sub-divided sites in order to avoid contributing towards affordable housing provision, the total residential unit provision of the scheme will be calculated and the affordable housing policy will be applied accordingly. This approach will also apply where planning applications are staggered over a period of time.
- 4.5 Policy AH1 makes reference to the need of ensuring that the benefits of the initial affordability will be retained for all subsequent occupants. The means of ensuring affordability in perpetuity will be through legal agreements (Section 106 agreements or Unilateral Undertakings). This is important to ensure that future generations have suitable housing choices available to them.
- 4.6 Where the delivery of affordable housing are to be provided on-site by a developer it is the Council's preference that the homes be transferred to an RSL approved by WG to operate in the Local Authority area. It is acknowledged however that developers may sell completed homes to private rental companies, or manage themselves, provided that the rent is affordable (benchmark or intermediate rents) and that the tenants or occupants are selected from the Common Housing Register, and assessed as being in need by the Local Housing Authority.
- 4.7 On most development sites, the affordable housing provided by a developer may be required to include both types of affordable housing: affordable housing for rent and Low Cost Homes Ownership. The type of house provided will need to be discussed and agreed on a case by case basis with the Local Housing Authority. Further information with regard to Low Cost Home Ownership and affordable housing for rent, and the application of design quality and space requirements, should be sought from the Council's Housing department.
- 4.8 Developers should refer to national guidance on design including that set out in Technical Advice Note 12 'Design' and to other relevant policies in the LDP. Affordable housing should be fully integrated within a development in order to ensure that the units contribute towards the aim of achieving balanced and sustainable communities. Housing layouts should therefore be mixed, and affordable dwellings should not be concentrated in one area of the development, but dispersed in smaller groupings.

### **Sites of 5 units or more**

- 4.9 In line with Policy AH1 of the Plan, all housing development on sites of 5 units or more will be required to contribute towards affordable housing, and in the first instance, it is the Council's preference for on-site provision i.e. the delivery of affordable housing included on the development site to encourage mixed, balanced and inclusive communities.
- 4.10 Provision of affordable housing at alternative locations (off-site) will only be considered in lieu of on-site provision in exceptional circumstances, and to be considered on a site-by-site basis. In such instances, the affordable housing provided should be of the same quantity, type and quality as that which would have been provided on-site. The onus will be on the developer to set out the exceptional circumstances as to why the provision should not be on site and how their alternative proposal will address the identified affordable housing need.
- 4.11 A sequential approach to the location of off-site provision should be considered, with the preference being for the provision of affordable housing within the same settlement. If this is not achievable then provision should be made within the same sub-market area and then, only if no other options are available, provision may be acceptable elsewhere in the County where there is evidence of need. The Local Planning Authority, in discussion with the Local Housing Authority will make the final decision on whether the alternative provision is acceptable.
- 4.12 Should the provision of affordable homes not be achievable on the development site, or at an appropriate alternative location, then a developer may be able to provide a commuted sum contribution to the same value as if the affordable unit was being developed on-site. The spending of commuted sums follow a similar sequential approach as that discussed in paragraph 4.11.
- 4.13 Commuted sum contributions allows the Local Authority to support the following: It should be noted that this list is not exhaustive.
- The purchase and refurbishment of long-term empty properties by a RSL, which will be managed as affordable housing
  - Delivery of Mortgage Rescue;
  - To top up any existing Social Housing Grant Scheme or match fund any other scheme to maximise their delivery;
  - Development of Supported or Adapted Housing;
  - Purchase of land for affordable housing;
  - Any other method identified strategically that will increase the supply of affordable housing in the County.
- 4.14 Money will be pooled and spent in accordance with the provisions of this SPG. The Council will monitor the expenditure of received funds and make this information available should a request be submitted. The Council will continue to monitor the appropriateness and implementation of Commuted Sums, particularly in light of any market changes.
- 4.15 The affordable housing target is set by a settlement's location within a sub market area. The submarket areas are identified within Table 3.1 of the Carmarthenshire County Council Affordable Housing Viability Study Update Report - May 2013 and on the LDP Proposals Map. In the higher viable areas, the maximum target is set at 30%; the middle viable areas are set at 20% and 10% within the Ammanford / Cross Hands sub-market area.



- 4.16 LDP Proposals Map (including Inset Maps) delineate these target areas on a County wide map. The red areas indicate the 30% target areas, the green areas indicate the 20% target areas, and the blue areas indicate the 10% target area.
- 4.17 For sites with a requirement for an on-site contribution, the method of capturing the affordable housing provision is flexible given that the policy does not specify that it should be the percentage of the number of units developed on the site. It is the Council's preference that the affordable housing provision is fulfilled through a calculation which looks at the percentage of the floor space of the whole development, which then translates back to the number of units on the site. This approach is considered appropriate to meet the actual housing need within the area, particularly when development sites have a number of different house types and sizes. An example of how the calculation is undertaken is available in Appendix 2.
- 4.18 In circumstances where the percentage of the number of affordable units on-site is considered, and it leads to a fraction of a unit, this fraction contribution will be via a commuted sum. For example, on a development of 25 new dwellings: 30% of 25 dwellings = 7.5 dwellings, therefore 7 dwellings would need to be on-site and a commuted sum worth 0.5 of an affordable home. Alternatively, an applicant may wish to provide an additional dwelling above the fraction of a unit which they are required to provide.

### **Affordable Housing need and viability on sites of 5 units or more**

- 4.19 To assist in the determination of which form the affordable housing contributions should be received, the Local Planning Authority will seek the advice of the Council's housing section in relation to the required level and type of housing need within the site's geographical area.
- 4.20 For proposals where the LPA concludes that a financial contribution is the most appropriate form of contribution, the calculation for affordable housing is considered as follows:

**Residual Value (100%) – Residual Value (AH%) = financial contribution**

**Residual Value 100%** - The residual value of a site with 100% market housing

**Residual Value (AH%)** – The residual value of a site after the area-specific target for affordable housing is applied .i.e. 10%, 20% or 30% affordable housing

- 4.21 The planning obligation contributions from a development will be determined by calculating the difference between the residual value of providing 100% market housing and the residual value of providing the required levels and mixes of housing at a given policy target. It should be noted that the residual value includes those other planning obligations considered necessary as part of a development. In this respect reference is made to the Planning Obligations and Leisure and Open Space - Requirements for New Developments SPG's.
- 4.22 For the ease of calculating the level of the affordable housing contribution, the Council makes the assumption that the cost of building an affordable house is comparable to the cost of developing the same type of dwelling on the open market. On sites which have closely related house types and house values, the assumption is made that the contribution is the difference between the market value and the affordable house price. For sites with a mixture of house types and house values, then a more detailed appraisal would need to be submitted to ascertain the level of contribution.

### **Information required for developer viability appraisals**

- 4.23 Where a developer believes that delivering the level of affordable housing stipulated in the LDP policies are not viable, through any of the three forms of Affordable Housing contribution, they will be required to demonstrate to the Council's satisfaction why the policy requirements cannot be achieved, and indicate what level of affordability would make a scheme viable and deliverable. A full and detailed appraisal would need to show:
- The acquisition price of the site;
  - Projected construction costs – Build costs per square metre (with either reference to industry standard BCIS or comparable evidence based contract prices). The build cost should include an allowance for any requirements set through national policy and building regulations. (These should not be identified as exceptional costs);

- Exceptional Costs attached to the development – These costs are identified as unforeseen costs, which have come to light subsequent to the purchase and / or start of development, i.e. archaeological findings, unknown mine shafts, utilities provisions. This list is not exhaustive. The list of abnormal costs would need to be broken down and highlighted within any assessment.
  - Costs such as demolition of buildings on site, or works to the topography of the site are not unforeseen / abnormal, and should be factored into build costs / site purchase;
  - Other costs to be identified include:
    - Proposed final sales values per unit;
    - The applicant's profit requirement;
    - Unit types;
    - Finance costs;
    - Professional Fees;
    - Costs of other planning obligations; and,
    - Any other relevant information.
- 4.24 The Council will then examine the economics of the development and determine its viability. Where the LPA accepts that the developer has successfully demonstrated that the required provision of affordable housing makes the development unviable, a lower percentage may be negotiated. In the event of a dispute over site viability, the local authority will appoint an independent and appropriately qualified expert for a third party appraisal. The cost of this independent appraisal will be met by the developer. The conclusions of the appointed expert will be final and will be binding on the parties to the dispute. Alternatively, a developer may instruct the valuation office in the first instance to undertake a viability assessment, therefore saving time and resources.
- 4.25 Appendix 3 identifies the step by step process associated with viability and affordable housing.

#### **Determining Viability at Outline Planning and Reserved Matters stages**

- 4.26 When considering viability on outline applications, the details considered as part of this process can be often limited with some, or all matters generally reserved for future consideration. In this respect, when an outline application is submitted, there may be insufficient information available on aspects such as, the proposed number, mix and value of the residential units, construction costs etc. which would not enable the Council to fully appraise the viability of the scheme, and the level of affordable housing deliverable.
- 4.27 The Council will however consider matters of viability on outline applications where they are accompanied by sufficient information to assess to the Council's satisfaction of the scheme's viability. These will be considered on a case by case basis with applicants advised to discuss the matter with the relevant case officer.
- 4.28 To assist in a speedy and efficient determination the Council will, subject to the principles above, seek to establish the 'principle' of affordable housing provision within the outline planning permission, but with the details of the amount and type of affordable housing provision to be agreed at submission of a reserved matters

application, when full details of the scheme are available to better determine viability. This will assist in avoiding unnecessary delay in the planning application process. At this stage the legal agreement of an approved outline permission will acknowledge the planning contribution set out in the relevant policy (i.e. 30%, 20% or 10% affordable target). It would then be at the reserved matters stage when a developer may challenge the viability of the scheme, with the Local Planning Authority open to negotiate on a case by case basis if the viability assessment is evidenced correctly and to LPA's satisfaction.

- 4.29 The affordable housing provision agreed at reserved matters will be on the basis of the policy requirement at the date the outline permission was granted.

### **Sites below the threshold of 5no. units**

- 4.30 For sites below the threshold (1no. to 4 no. units) there is a requirement to provide a commuted sum contribution in line with Policy AH1. The contribution is required where there is a net increase of one to four dwellings.
- 4.31 The authority considers that the calculation for off-site contribution on sites of less than 5no. units are not considered in the same way as commuted sums contributions on sites of 5 or more units. This is reflective of the relative potential costs in relation to volume builders and sites compared to small scale developments. Using the same approach could impact on an individual's aspiration to build their own home. Given the above it is considered reasonable that a 10% affordable housing contribution should be made from all housing developments (1- 4no. units).

The formula is as follows

1. The difference between the cost of a 3-bed House in its Sub-market area and a 3-bed affordable price within its Community Network Area.
  2. Calculating the 10% value of the difference between the cost of a 3-bed House within its Sub-market area and a 3-bed affordable price within its Community Network Area.
  3. Dividing the answer in point 2 by the floor space of a Design Quality Requirement 3-bed affordable dwelling. This equates to 92sq.m.
  4. Results in a £ per square metre contribution\*
  5. Multiply the £ per square metre by the internal floor space of the proposed dwelling.
- 4.32 An Affordable Housing Sum Calculator for sites below the threshold is available on the Affordable Housing (SPG) webpage of the Council website. It allows users to calculate the total contribution by inputting the location of the site, and the total floor space of the proposed development. The Market Values and Affordable Values will be updated as and when new information is published. The maps are available on the Affordable Housing webpages within the LDP section of the Council website to assist with identifying the location of the site within the Submarket Area and the Community Network Area.
- 4.33 The commuted sum contribution is calculated on the internal floor space of a dwelling. It should be noted that integral garages as part of any scheme would be counted within this internal space.
- 4.34 For developments on sites of less than 5 units, the Council will accept a discretionary approach to the phasing of the commuted sum payments. This will be on a case by case basis. The developer will need to set out the reasons for using certain triggers for payment and these must be agreed to by the Council. The phasing of payments will be considered at times of the development which can be easily monitored, e.g. commencement of development or occupation of dwelling.
- 4.35 Where a proposal is for a self-build or conversion opportunity for one dwelling only, the Council will consider the point of first sale or first transfer as one of the phasing payment stages. This payment stage can be used to pay up to 50% of the total required

contribution. The remaining 50% of the total contribution must be paid prior to the occupation of the dwelling, and in line with paragraph 4.34. The schedule for the phasing of the payment will need to be drafted and set out within an appropriate legal agreement.

- 4.36 The Affordable Housing (SPG) webpage sets out a series of frequently asked questions to assist users in understanding the requirements of Policy AH1 with regards to sites below the 5+ unit thresholds.

## **5. Legal Agreements for on-site provision, off-site provision and commuted sums**

- 5.1 Developers will be required to enter into a legal agreement with the Authority to allow a contribution to be made towards affordable housing, whether through on-site affordable housing development, or through other mechanisms such as off-site contributions or commuted sums. The Council welcomes pre-application discussions to ascertain the level and type of contributions, and it is advisable to submit the following information in order to avoid unnecessary delays with the processing and determination of a planning application.

- Certificate of Title – proof of ownership of all the property and/or land affected by the application site edged red, because planning obligations run with the land, all owners, lessees and mortgagees must be signatories;
- Details of the solicitor that will be handling the case;
- Any valuation to prove eligibility for reduced contributions, accompanied by information detailing how costs were derived; (see paragraph 4.23)
- All other requirements outlined by the application form checklist.

- 5.2 In order to avoid delay in determining an application, the information highlighted in paragraph 5.1 will need to be received within 5 weeks of a valid application being registered. Otherwise the Local Planning Authority reserves the right to refuse the application based on the non-completion of the S106 agreement, and in conjunction with affordable housing policies set out in the LDP.

- 5.3 In circumstances where a legal agreement will be required, then the Council will require the applicant to pay the legal costs incurred by the Council in drafting and completing the agreements. In circumstances where the obligation consists of a financial contribution only then it may be possible for the applicant to complete a unilateral undertaking. However, this is dependent upon the total amount of the contribution sought and applicants should discuss the possibility of submitting a unilateral undertaking with the Development Management Officers. The Council have prepared unilateral undertaking templates for this purpose which the applicant may utilise. The template agreements, along with guidance notes to assist with their completion, are available on the Council's Affordable Housing (SPG) webpage. In the majority of cases, this process will not require a contribution towards the Council's legal costs.

- 5.4 Should an application be approved subject to the signing of a Section 106 agreement, the decision notice relating to that application should be issued within 12 months from the date of the resolution to approve. Where evidence is provided by the applicant to the Council's satisfaction that the agreement cannot be signed within the prescribed period, then a variation on the time limit will be considered on a case by case basis. Should this information not be forthcoming, the Local Planning Authority reserves the right to refuse the application based on the non-completion of the S106 agreement.

## **6. Exception Policies**

- 6.1 Where an individual wishes to build an affordable unit for themselves or members of their family as an exceptions site, the applicant must provide sufficient evidence to indicate the need to build an affordable dwelling, as identified in the criteria of LDP Policy AH2. The individual must sign a legal agreement which would restrict, in perpetuity, all future sale prices to an affordable level and occupancy to local people in housing need.
- 6.2 Should an application be submitted to remove the affordable housing tie from the dwelling, and if such an application is considered acceptable to the LPA, then the applicant will be required to pay the commuted sum payment towards affordable housing. The contribution will be based on the policy requirement at that time.

## Appendix 1 Glossary

<b>Affordable Housing</b>	The definition of 'Affordable Housing' for the purposes of the land use planning system is housing where there are mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers.
<b>Affordable Rent</b>	<p>This is usually called intermediate renting which aims to provide a housing solution to people who are in regular work but are unable to buy a house due to financial circumstances such as no deposit being available to them, their income is not high enough or there may be problems with their credit score and mortgage companies will not accept them for a mortgage.</p> <p>The intermediate rent is normally above the social rents usually charged by the Council or housing associations, but below open market rents. This is at 80% of the market rent, and normally within Local Housing Allowance for the type of property.</p> <p>This scheme could lead to low cost home ownership as the housing association will sell for below open market value in the future as long as the value has increased above the cost of the development.</p>
<b>Benchmark Rents</b>	Rent levels set by the Welsh Government which are affordable.
<b>Common Housing Register</b>	The register for people who wish to be considered for affordable rented accommodation in Carmarthenshire owned by Carmarthenshire County Council or RSLs. Applicants are assessed and placed in bands on the register.
<b>Design Quality Requirement (DQR)</b>	Minimum space and technical standards required of all affordable homes. These standards are set by the Welsh Government.
<b>Exception sites</b>	These are sites for 100% affordable housing to meet local needs, within or adjoining settlements, on sites where housing would not normally be permitted. Allowing housing on land with little or no development value can enable housing to be built at a low cost and sold or rented at affordable levels.
<b>Low Cost Home Ownership (LCHO)</b>	<p>Affordable Housing that is available to purchase at a price below what is provided on the open market. Low Cost Home Ownership homes in Carmarthenshire are available to purchase by eligible households. Prices vary according to the size of the property.</p> <p>Affordable homes for sale are aimed at people who can get a mortgage, but cannot afford a suitable home at open market prices.</p> <p>These homes are usually delivered through the planning system on new private housing developments; on council owned land; or by Housing Associations. These are usually sold on a shared equity basis, with applicants purchasing a % share and the Council or housing association taking the remaining share up to the market value of the home as a second charge.</p>



	In agreeing the requirements in relation to Low Cost Home Ownership / Affordable Homes, applicants should seek to contact the Housing Department of the Authority.
<b>Nominations</b>	Nomination agreements are used to ensure that the affordable housing units of the development are held for local people in affordable housing need. Those nominated for affordable housing should be listed on Common Housing Register which is operated by all social housing providers across the County.
<b>Perpetuity</b>	Affordable homes should remain affordable for the lifetime of the property. This has been described as “in perpetuity” for the purposes of this SPG.
<b>Registered Social Landlord (RSL)</b>	<p>Registered Social Landlord (RSL) is the term for a landlord registered with the Welsh Government. Most are Housing Associations but they may also be trusts or co-operatives. They are run as not-for-profit businesses. Any surpluses are ploughed back into the organisation. They are run by committees or boards of management made up of volunteers.</p> <p>A typical board might include tenants, local authority members, business / professional people and representatives from voluntary organisations.</p>
<b>Section 106 Agreements</b>	A legal agreement made under section 106 of the Town and Country Planning Act 1990, between a Local Planning Authority and the person, organisation or business that owns the land subject of a planning application, specifying, how various planning obligations are to be achieved. Section 106 agreements run with the land and apply to successive owners. The delivery of affordable housing will normally be through a section 106 agreement as its future retention is often too complex to be suitable for inclusion within a planning condition.
<b>Social Housing Grant</b>	The grant paid by the Welsh Government to Local Housing Authorities to aid the building of social housing programmes.
<b>Unilateral Undertaking</b>	<p>Under section 106 of the Town and Country Planning Act 1990 (TCPA 1990), a person with an interest in land can enter into a planning obligation either with the agreement of the Council or through a unilateral undertaking.</p> <p>This standard document is a unilateral undertaking to pay the Council a financial contribution. The Council is not a party to the document</p>
<b>Viability</b>	A development scheme is considered viable if overall revenue is greater than costs, by sufficient margin for the developer to make a reasonable profit and the landowner to be paid an acceptable residual value.
<b>Welsh Housing Quality Standard (WHQS)</b>	A standard set by the Welsh Government to ensure that dwellings are of good quality and suitable for the needs of existing and future residents. It relates to both existing and new dwellings.

## Appendix 2

### Formula for calculating the Affordable Housing contribution using a percentage of the cumulative floor space

In conjunction with paragraph 4.17 of the SPG, the following example indicates how the calculation for affordable housing can be achieved.

#### Example

The proposed development is a scheme within Ammanford which is within a 10% affordable area. The development is for 9 dwellings.

1. Total cumulative floor space of all the units on the development site x Affordable Housing target for the area in which the site is located.
2. Identify the type of affordable unit requested by the Housing Section of the Local Authority.
3. Calculate the DQR of the type of affordable housing required from the development to work out the contribution due.

(a) Total Cumulative Floor Area	1250m <sup>2</sup>
(b) @ 10% AH target	125 m <sup>2</sup>
(c) Requested property from housing - Type 1 property @	92m <sup>2</sup>
(d) Contribution due	1.36 of type 1 property ((b) ÷ (c))

#### Financial Contribution

(e) Open market value of Type 1 property (Example)	£130 000
(f) Less affordable price 3 bed property Aman CNA (2018)	£79 822
	£50 178
	x 1.36 (the contribution due)
(g) Affordable housing contribution	£68,242

If the unit should be provided on site the contribution would be:-

- 1x Type 1 property and
- Financial contribution of 0.36 of a dwelling which equates to £18,064

On larger scale development sites, the type of units requested as affordable units on-site should be considered on a case by case basis with the Development Management Officer.

## **Appendix 3**

### **Step by step process associated with viability and affordable housing.**

Planning application submitted or pre-application requested.  
Starting point for negotiations set at the target levels  
within the LDP i.e. 10%, 20%, 30% affordable target.

The Development Management Officer (DMO)  
requests evidence of affordable housing need  
within proximity of the development site. This  
evidence is provided by the Housing Investment  
and Support Team.

Developer believes that delivering the level of  
affordable housing (on site / off site) at the  
stated target levels makes the scheme unviable.

The developer accepts the affordable  
housing contribution as outlined in the  
LDP.

Developer to submit a detailed economic  
appraisal of the site to the DMO, which is then  
sent to the Council Valuers to examine its detail.

Application accords  
with Policy AH1 of the LDP.

Valuers agree that the figures used by the  
developers are acceptable and a lower target is  
accepted. DMO Officer relays this information to  
the developer.

The Council Valuers disagree with the  
appraisal submitted by the developers.  
DMO Officer relays this information to  
the developer.

Application accords  
with Policy AH1 of the LDP.

Amendments and further negotiations  
between the DMO and the developer are  
forthcoming.

If there is agreement, the application  
accords with Policy AH1 of the LDP.

If unresolved, the developer may wish to  
request a third party appraisal and the  
costs are met by the developer.

The third party agrees with the Local  
Planning Authority and unless amended,  
the application can be refused as being  
contrary to the requirements of  
Policy AH1.

The third party agrees with the figures  
submitted by the developer and the  
Local Planning Authority accepts a lower  
target.

Application accords  
with Policy AH1 of the LDP.

## Executive Board

4<sup>th</sup> June 2018

### Revised Carmarthenshire Local Development Plan 2018 - 2033

#### Draft Delivery Agreement

#### Recommendations / key decisions required:

- To consider and note the representations received, and ratify the recommendations, in respect of the Draft Delivery Agreement.
- To approve the amendments to the timetable.
- To approve the submission of the Delivery Agreement (inclusive of the recommendations of this report) to the Welsh Government for agreement.
- To grant officers delegated authority to make non substantive typographical or factual amendments as necessary to improve the clarity and accuracy of the Delivery Agreement.
- To note the extension of the consultation period for the submission of Candidate Sites to the 29<sup>th</sup> August 2018.

#### Reasons:

- To comply with the Council's statutory obligations in terms of the preparation and progression of a revised Local Development Plan for Carmarthenshire in accordance with statutory procedures.
- To respond to the content of the letter from the Cabinet Secretary for Energy, Planning and Rural Affairs.
- To ensure that the preparation and adoption of the Revised (replacement) LDP proceeds in a timely manner ahead of the expiration of the current LDP.

Relevant scrutiny committee to be consulted

Community Scrutiny Committee: Scheduled 11<sup>th</sup> May 2018

Exec Board Decision Required YES

Council Decision Required YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Mair Stephens

Directorate : Environment

Designations :

Tel Nos. 01267 228659

Name of Head of Service:

E Mail Addresses:

Llinos Quelch

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**EXECUTIVE SUMMARY**  
**Executive Board**  
**4th June 2018**

<b>Revised Carmarthenshire Local Development Plan 2018 – 2033</b> <b>DRAFT DELIVERY AGREEMENT</b>
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**1. BRIEF SUMMARY OF PURPOSE OF REPORT.**

This Report follows the approval at County Council on the 10th January 2018 to formally commence the preparation of a Revised (replacement) Local Development Plan (LDP), along with the resolution to publish the Draft Delivery Agreement for formal public consultation.

The consultation period for the Draft Delivery Agreement commenced on the 5th February 2018, and closed on the 23<sup>rd</sup> March 2018. In total some 10 representations were received from a range of organisations, interested parties and members of the public – the details of which, along with officer responses and recommendations are set out in Appendix 1 of this report.

Reference is also made to Appendix 2 of this report which identifies a series of recommended officer based amendments to the Draft Delivery Agreement, including those arising from contextual changes.

**2. Background**

The preparation of the Delivery Agreement (DA) represents an important first step in developing the revised LDP. It reflects the requirement for the Council to prepare, publish and agree with the Welsh Government (WG) a DA in accordance with Section 63 of the 2004 Planning and Compulsory Purchase Act.

In line with statutory regulations and guidance, the DA must consist of the following:

- Community Involvement Scheme (CIS), which sets out how and when stakeholders and the community can contribute to the plan preparation process, and the timing and mechanisms used in undertaking such engagement; and
- Timetable for plan preparation and adoption, which once agreed by the Welsh Government commits the Council to preparing the revised LDP to the timescales identified.

The DA in setting out a timetable for the key stages in preparing the revised LDP, and a Community Involvement Scheme (CIS), which sets out how and when stakeholders and the community can contribute during the Plan's preparatory process, sets the context for the Plan's preparation.

The timetable set out within the Draft DA identified a challenging, but realistic, timeframe for preparing the Revised LDP. This timetable has however through this consultation, and notably in light of the content of the letter from Lesley Griffiths AM, Cabinet Secretary for Energy, Planning and Rural Affairs, been further refined. Further details are set out within this report and Appendix 2. This notably includes an amendment to the adoption date proposed within the Draft DA from September 2021 to November/December 2021.

This in part accommodates the Cabinet Secretary's expectation that the Revised LDP be prepared and adopted within 3.5 years of formal commencement of the process. It should be noted the formal commencement of the process corresponds with the WG approval of the DA, anticipated as July 2018. Consequently the revised timetable reflects the 3.5 year preparatory process. Critically, this still ensures that the Revised Plan is in place ahead of the expiration of the current adopted Plan at the end of 2021.

Further detail relating to the letter from the Cabinet Secretary is set out in section 4 of this report.

A further component of this report relates to the ongoing consultation on the call for 'Candidate Sites'. Having commenced on the 5th February 2018, the call for 'Candidate Sites' is currently scheduled to close on the 29<sup>th</sup> May 2018. This report further considers the length of this consultation and provides the context for its subsequent extension of that period to maximise the opportunity available for the submission of such sites. This consultation or "call" for sites provides an opportunity at the outset of preparation of the Revised LDP for submissions from developers, landowners and the public for sites that could be included for new development, re-development or protection in the LDP.

### 3. Key Elements of the Delivery Agreement

**The timetable** set out within the Draft DA identified a challenging, but realistic, timeframe for preparing the replacement LDP. From the start of the plan making process it was anticipated that the revised LDP will be adopted by September 2021.

It should however be noted that following the letter from the Cabinet Secretary on the 29<sup>th</sup> March 2018, the timetable proposed in this report has been amended to reflect the expectations contained within that letter. In this respect the anticipated adoption date has been revised to November/December 2021, this taking into account the resources available to the Local Planning Authority. Further information in respect of the letter from the Cabinet Secretary is set out within section 4 below.

The main stages for plan preparation have been split in to Definitive and Indicative Stages as follows:

- Definitive Stages – These include the stages in plan preparation up to and including the statutory deposit stage (i.e. consultation on the 'Deposit Revised LDP'). These stages

are deemed as under the control of the Council and as such, reflect a realistic assessment of what can be achieved within particular timescales.



- Indicative Stages – These include the stages of the plan preparation process after statutory deposit stage and up to and including adoption of the revised LDP. Their indicative nature reflects that the Council is able to exhibit less control over these stages given that they are influenced by, and subject to external factors, such as the number of representations received at deposit stage and the availability, requirements and capacity of the Planning Inspectorate.

It should be noted that at the deposit stage, an updated DA with definitive timescales for the final stages of plan preparation will be prepared and submitted to the WG for agreement.

The **Community Involvement Scheme (CIS)** sets out why it is important to involve the community. It identifies who should be involved and suggests how to get involved in the LDP process. The CIS sets out the Council's participation strategy; the role of the Local Planning Authority, Councillors and Officers; the methods of engagement and the bodies, agencies and organisations to be involved; and the Council's expectations of all stakeholders and participants who become involved in the process and what they can expect of the Council.

The CIS also recognises the need to strengthen community involvement in order to achieve an LDP that has local ownership and is legitimate for the policies that will shape the level and future distribution of growth and development within the County.

The Appendices of the DA identifies all of the bodies, agencies and organisations that will be consulted in accordance with the DA. The lists are not, however, exhaustive, and new consultees can be added at a later date. It should also be noted that an extensive mailing list has been compiled through the preparation of the current LDP. This mailing list ensures interested parties who may not be identified as consultees are informed of progress at appropriate stages of the Plan's preparation. New interested parties will be encouraged to register.

#### 4. Letter from the Cabinet Secretary

Members may be aware that on the 13<sup>th</sup> December 2017 Lesley Griffiths AM, Cabinet Secretary for Energy, Planning and Rural Affairs wrote to a number of local authorities outlining the benefits for undertaking Joint LDPs and inviting proposals for the preparation of such Plans. In this respect Carmarthenshire along with Pembrokeshire and Ceredigion were identified and invited to consider the preparation of a Joint LDP.

Following this invitation and responses from Council's across Wales, a further letter was received from the Cabinet Secretary on the 29<sup>th</sup> March 2018. This letter outlines a series of expectations in light of the assurances provided by Local Authorities around the preparation of individual LDPs. These expectations are as follows:

- That WG receive the DA within 3 months of the date of the letter.
- That the DA demonstrate that plan preparation can be achieved within 3.5 years. (It should be noted the commencement of the 3.5 year preparatory process commences with the WG approval of the DA, anticipated as July 2018.)
- That there be a single additional slippage period of 3 months.

The letter also indicates that the Cabinet Secretary will not be minded to agree any further extensions beyond the initial DA, and that the Planning Inspectorate will be asked to give special consideration to collaboration and planning outcomes when the LDP is examined.

Reference is also made to Local Government reform and its implications on the preparation of the LDP: Should the National Assembly agree to reform Local Government ahead of the revised LDP reaching Deposit stage, the local authority may be required to re-commence the Plan making process.

## **5. Sustainability Appraisal (SA)/Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA)**

It should be noted that the content of the Revised LDP will be informed by a variety of assessments, including an SA/SEA and HRA. The former is required by Section 62 (6a) of the Planning Compulsory Purchase Act 2004, while the latter is a requirement of the SEA Directive 2001/42/EC1. An SEA is a mandatory requirement for plans/programmes.

The DA also consider the integration of SA/SEA and the HRA as part of the Revised LDP's preparatory process.

## **6. Next Steps**

Following the Council's deliberations, the DA will be submitted to the WG for agreement. Subject to WG agreement the DA commits the Council to producing the Revised LDP to the stated timescales and through the identified consultation and engagement processes. The DA forms part of the statutory process in relation to producing an LDP and is therefore a requirement of the legislation.

Once agreed, the DA will be formally published. It will then commit the Council to producing the Revised LDP to the stated timescales and consultation processes.

Note: the letter from the Cabinet Secretary places an expectation that the DA be submitted to the WG for agreement no later than 3 months from her letter dated the 29<sup>th</sup> March 2018. In this respect reference is made to the reporting timetable below:

Corporate Management Team	- 17 April 2018
Preliminary Executive Board	- 30 April 2018
Community Scrutiny	- 11 May 2018
Executive Board	- 4 June 2018
Council	- 13 June 2018

## **7. Call for 'Candidate Sites'**

As outlined above, the consultation or 'call' for Candidate Sites represents a key stage as it provides landowners, interested parties and developers the opportunity to submit sites for consideration at the outset of the Plan's preparation. Indeed, it is at this stage where those wishing to propose sites for inclusion within the Deposit Plan, with its development limits, land use allocations and other site specific matters, must do so. It also provides an opportunity to propose areas for protection.

This consultation process is supported by the Site Assessment Methodology (as approved at the meeting of County Council on the 10<sup>th</sup> January 2018), and requires proposers of sites to complete a questionnaire and where appropriate submit supporting information. It seeks to do this in a proportionate manner reflective of the scale and complexity of sites. Further information may be sought to further support the consideration of the site. Where a site is proposed for development purposes, a greater emphasis is now being placed on the inclusion of sites that are genuinely available and deliverable. As such the process requires the provision

of certain information which supports its deliverability.

In light of these additional requirements, it has been considered prudent to extend the consultation period for the call for 'Candidate Sites'. This provides an enhanced opportunity for their submission, and ensures sufficient time is available to 'spread the message' as broadly as possible. It is also prudent in procedural terms to extend the period of consultation beyond the date of agreement from the WG for the DA to ensure full compliance with the statutory Regulations on LDP preparation.

Consequently the call for 'Candidate Sites' will run until the 29<sup>th</sup> August 2018. Further notification on the extension of this period will be advertised and circulated accordingly.

Note: It should be noted that whilst the revised LDP is being prepared, the current adopted Plan remains extant and will continue to provide the planning policy framework by which planning applications will be determined.

<b>DETAILED REPORT ATTACHED ?</b>	<b>YES</b>
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## IMPLICATIONS

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

Signed: L Quelch

Head of Planning

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

### 1. Policy, Crime & Disorder and Equalities

The Delivery Agreement identifies the links and requirements necessary to ensure the Plan, and the processes in its preparation are compatible with Carmarthenshire County Council's well-being objectives. It also ensures alignment with the national Well-being Goals set out within the Well-being of Future Generations Act 2015. Through its land use planning policies, the Revised LDP will seek to promote the principles of sustainability and sustainable development by facilitating the creation of communities and local economies which are more sustainable, providing access to local services and facilities and reducing the need to travel.

The integration of sustainability as part of the preparation of the LDP is reflected in the undertaking of a Sustainability Appraisal and Strategic Environmental Assessment reflecting national and international legislative requirements. The formulation of the Revised LDP will closely consider matters of sustainability and will be prepared with the outcomes of the Plan measured in light of the Sustainability Appraisal indicators. This iterative approach ensures sustainability is at the heart of the Plan and that it is reflective of the requirements emanating from the Wellbeing and Future Generations Act 2015 and the emerging Carmarthenshire Well-being Plan.

The DA, in identifying the timetable and CIS for the preparation of the LDP, recognises and reflects the requirements emanating from the Wellbeing of Future Generations Act and the implications for the LDP in general. In this respect, the LDP will have full regard to the national legislative provisions and will relate and have regard to the Carmarthenshire Well-being Plan. The LDP will assess compatibility of the LDP and the National and local Well-being Objectives. It is noted that the Revised LDP will ensure the requirements emanating from the Act are fully and appropriately considered with the Plan, reflective of its duties.

## **2. Legal**

The preparation of the Revised LDP reflects the provisions of the Planning and Compulsory Purchase Act 2004, the requirements of the Planning (Wales) Act 2015 and secondary legislation in the form of the Local Development Plan (Regulations) Wales (As amended) 2015.

The preparation of the LDP will also have appropriate regard to other sources of primary and secondary legislation including the Environment (Wales) Act and the Well-being of Future Generations Act 2015.

The preparation of the Delivery Agreement is in accordance with Section 63 of the 2004 Planning and Compulsory Purchase Act. It is also in line with national regulations and guidance in relation to its scope and content.

## **3. Finance**

Financial costs to date are covered through the financial provisions in place - including growth items and reserves. Should the Planning Division Budget not be in a position to provide further funding necessary to meet the statutory requirements to review and prepare a development plan then an application will be made for a further growth bid.

The Delivery Agreement, in making reference to such matters, outlines the Council's commitment to prepare and adopt an up-to-date LDP in accordance with the Council's statutory duty.

## **4. ICT**

Requirements in relation to ICT will seek to utilise existing resources. An additional and revised data management requirement will be procured to ensure the plan's preparatory process is conducted in a speedy, efficient and transparent manner in accordance with regulatory requirements.

## **6. Physical Assets**

Reference is made to the potential for the submission of Council owned sites and properties through the call for 'Candidate Sites'. The preparation of the Revised LDP will impact on Council land and property holdings through their inclusion or otherwise for potential development purposes. This will have implications on potential disposal and land valuations and consequently capital receipts.

## **7. Staffing Implications**

It is anticipated that the review of the LDP be accommodated in the main by utilising the existing staff structure. The revised structure subject to current ongoing recruitments is set out within Appendix 2 of this report. This includes an Officer to oversee SA/SEA and HRA work (appointment anticipated late Spring 2018).

Provision will be required for a Programme Officer for the Examination into the LDP (anticipated 2020/21).

# CONSULTATIONS

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

Signed: L Quelch

Head of Planning

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

## 1. Scrutiny Committee

11<sup>th</sup> May 2018 – Community Scrutiny

## 2. Local Member(s)

The content of the DA has been subject to full public consultation. Members will be engaged throughout the LDP revision process. The Candidate Site consultation is ongoing.

## 3. Community / Town Council

The content of the DA has been subject to full public consultation. Town/Community Councils(s) are a specific consultee at statutory stages throughout the LDP revision. The Candidate Site consultation is ongoing.

## 4. Relevant Partners

The content of the DA has been subject to full public consultation. A range of partners are identified as specific and general consultees throughout the review process. The Candidate Site consultation is ongoing.

## 5. Staff Side Representatives and other Organisations

The content of the DA has been subject to full public consultation. Internal contributions will be sought throughout the revision process. The Candidate Site consultation is ongoing.

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

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

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Adopted Carmarthenshire Local Development Plan		<a href="http://www.carmarthenshire.gov.wales/home/residents/planning/policies-development-plans/local-development-plan/">http://www.carmarthenshire.gov.wales/home/residents/planning/policies-development-plans/local-development-plan/</a>
Supplementary Planning Guidance		<a href="http://www.carmarthenshire.gov.wales/home/residents/planning/policies-development-plans/supplementary-planning-guidance/#.V06h-JwrKUk">http://www.carmarthenshire.gov.wales/home/residents/planning/policies-development-plans/supplementary-planning-guidance/#.V06h-JwrKUk</a>
Annual Monitoring Report 2015/16		<a href="http://www.carmarthenshire.gov.wales/media/3683/annual-monitoring-report-201516-amr-document-for-web.pdf">http://www.carmarthenshire.gov.wales/media/3683/annual-monitoring-report-201516-amr-document-for-web.pdf</a>
Annual Monitoring Report 2016/17		<a href="http://www.carmarthenshire.gov.wales/media/1212553/annual-monitoring-report-2016-17.pdf">http://www.carmarthenshire.gov.wales/media/1212553/annual-monitoring-report-2016-17.pdf</a>
LDP Review Report		<a href="http://www.carmarthenshire.gov.wales/media/1213042/ldp-review-report-english-version.pdf">http://www.carmarthenshire.gov.wales/media/1213042/ldp-review-report-english-version.pdf</a>
Draft Delivery Agreement		<a href="http://www.carmarthenshire.gov.wales/media/1213084/final-draft-delivery-agreement-eng.pdf">http://www.carmarthenshire.gov.wales/media/1213084/final-draft-delivery-agreement-eng.pdf</a>
Call for 'Candidate Sites'		<a href="http://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/candidate-sites/#.WsPYouaotMs">http://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/candidate-sites/#.WsPYouaotMs</a>

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## Appendix 1

### Draft Delivery Agreement – Consultation Responses

The following responses we've received during the consultation period held between the 5<sup>th</sup> February and 23<sup>rd</sup> March 2018 in respect of the Draft Delivery Agreement for the Revised Carmarthenshire Local Development Plan 2018 – 2033. Where appropriate each representation is accompanied by the comments received (summarised where appropriate) along with officer comments and recommendations.

Representation No: **DA/001**

Name: **W Thomas**

Organisation (where applicable): **N/A**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **YES**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **YES**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **YES**

Comment: **Mae'r amserlen yn dynn o gofio bod angen trafod gyda nifer sylweddol o randdeiliaid.**

**The timetable is tight given that there is a need to discuss with a significant number of stakeholders.**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **YES**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **YES**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **YES**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **YES**

Question 4 - Additional Comments/suggestions:  
**None**

Officer Response

**Wedi nodi. Er ei bod wedi nodi bod proses paratoi'r Cynllun Datblygu Lleol (CDLI) a'i amserlen ar gyfer ei pharatoi yn cynnwys nifer o gyfnodau allweddol gan gynnwys y rheiny pan fydd ymgysylltiad yn arbennig o bwysig. Mae'r amserlen gyfan ar gyfer paratoi'r CDLI Diwygiedig wedi ei seilio ar gyngor wrth Lywodraeth Cymru a'r cyfnodau sydd wedi eu gosod yn y rheoliadau statudol. Dylid nodi bod yr amserlen yn cynnwys elfennau sydd wedi ei gosod yn gadarn, yn enwedig o gwmpas yr Archwiliad Cyhoeddus pan mae ychydig o ddisgresiwn gyda'r awdurdod i wneud addasiadau pellach.**

**Noted.** Whilst it is noted that the LDP's preparatory process and its timetable for preparation includes a number of key stages including those where engagement is of particular importance. The overall timescale for its preparation of the Revised LDP is based upon Welsh Government advice and the stages set out within the statutory regulations. It should also be noted that the timetable includes fixed timetabling elements, notably around the Examination in Public where there is limited discretion for the authority to make further adjustments.

Recommendation

**Dim newid i'r Cytundeb Cyflenwi.** Modd bynnag, dylid cyfeirio at y 'newidiadau arfaethedig y swyddogion' sydd wedi eu gosod yn yr adroddiad yma. Gweler Atodiad 2.

**No change to the Delivery Agreement.** Reference should however be had to the 'Officer Proposed Changes' as set out within this report. See Appendix 2.

Representation No: **DA/002**

Name: **F Jones**

Organisation (where applicable): **West Wales Rivers Trust**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **YES**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **YES**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **YES**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **NO**

Comment: **The West Wales Rivers Trust is not listed within the list of consultation bodies.**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **YES**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **NO**

Comment: **Environmental Non-Government Organisations should be represented on the stakeholder group - Wales Environment Link can nominate a person.**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **NO**

Comment: **The West Wales Rivers Trust should be included in the list of consultation bodies.**

Question 4 - Additional Comments/suggestions:  
**None**

Officer Response

**Noted. The preparatory process associated with the Revised LDP and the Delivery Agreement is recognised with the value of the Environment and central in the preparation of the Revised LDP and its policies and proposals.**

**Whilst it is agreed to add The West Wales Rivers Trust to the list of consultation bodies. It is not considered necessary to further add to the membership of the Key Stakeholder Forum as sufficient representation is currently included to facilitate a discussion across a range of groups.**

Recommendation

**Amend the Delivery Agreement by adding The West Wales Rivers Trust to the list of consultation bodies.**

Representation No: **DA/003**

Name: **C Peters-Bond**

Organisation (where applicable): **N/A**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **No**

Comment: **If the document is aimed at members of the public, then the plan is dense, full of jargon and relatively impenetrable.**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **YES**

Comment: **If you can get through the language used to describe it.**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **YES**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **YES**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **YES**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **YES**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **YES**

Question 4 - Additional Comments/suggestions:

**The respondent states that the lack of a coordinated development plan with adjoining Councils is a mistake. While a long list of potential consultees have been listed, it's not clear how their views will effectively influence the plan which appears quite inward looking.**

Officer Response

**Noted. Whilst it is recognised that some aspects around the content of the Delivery Agreement may not be entirely Plain English its content in places reflects the often technical nature of its content. The Council will however be preparing an 'easy read' publication to support the use of the Revised LDP.**

**The value attached to working with neighbouring Council's is reflected in the Welsh Governments Tests of Soundness against which the appropriateness of the Revised LDP will be measured and assessed. In this respect the neighbouring authorities within the region have a long standing and close relationship with collaboration and information sharing an important part. This remains and each neighbouring authority are a specific consultee in plan making and have representatives on the Key Stakeholder Forum. Reference is made to section 1.8 of the Draft Delivery Agreement.**

Recommendation

**No change to the Delivery Agreement.**

Representation No: **DA/004**

Name: **J Rollinson**

Organisation (where applicable): **J4mRoll Solutions**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **YES**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **YES**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **YES**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **YES**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **YES**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **YES**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **YES**

Question 4 - Additional Comments/suggestions:  
**None**

Officer Response  
**Noted**

Recommendation  
**No change to the Delivery Agreement.**

Representation No: **DA/005**

Name: **M. Lindsley**

Organisation (where applicable): **The Coal Authority**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **N/A**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **N/A**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **N/A**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **N/A**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **N/A**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **N/A**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **N/A**

Question 4 - Additional Comments/suggestions:

**Note comments submitted in light of the Review Report. Having had an opportunity to review the Review Report and note that no fundamental changes are proposed to the mineral or unstable land policies, although these policies will respond to any contextual, evidential or factual changes arising. On this basis we have no specific comments to make at this time.**

Officer Response

**It is noted that the comments received predominately relate to the content of the Review Report. The respondent remains a consultee in the preparation of the Revised LDP.**

Recommendation

**No change to the Delivery Agreement.**

Representation No: **DA/006**

Name: **G Ayres**

Organisation (where applicable): **Carmarthenshire County Council**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **N/A**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **N/A**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **N/A**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **N/A**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **N/A**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **N/A**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **N/A**

Question 4 - Additional Comments/suggestions:

**Page 4, paragraph 1.4.1 - There is reference here to 'the Council's Well-being Plan'. The respondent wishes to confirm that the Well-being Plan is the responsibility of the PSB and not the Council. Could this be amended?**

**Page 4, Soundness tests questions – Whilst appreciating that these questions are probably set at a national level the respondent points out that the questions relating to Single Integrated Plan (SIP) will not be relevant after May 2018 as all Counties will have replaced their SIPs with well-being plans from May 2018 onwards.**

**Page 13, paragraph 3.3.3 - Key Stakeholder Forum - There is reference to 'existing Community Strategy Partnership'. This require clarification.**

**Page 16, paragraph 3.4.3 - Seldom Heard Groups – Highlights the opportunity to access some such groups through other Council resources.**

**Page 17, paragraph 3.4.6 - Town and Community Councils – Reference is made to the existing network (forum) and the current 7 town and community councils subject to the Act. Highlights that this is a forum with the Clerks and Development Officers from those councils and not directly with the Community Councillors. Suggests that there is an opportunity to utilise such a forum. Makes reference to the requirement for these Councils from 2019 onwards to prepare an annual report to the PSB on how they're working to achieve the objectives of the well-being plan.**

**Page 46, Appendix 7 – Key Stakeholder Forum - Amend 'Carmarthenshire Local Health Board' to 'Hywel Dda University Health Board'.**

**Notes Dyfed Powys Police are named twice. The Police and Crime Commissioner is now responsible for all Police estates.**

**Officer Response**

**Noted. The respondent's points in relation to the tests of soundness are noted however, these reflect that material issued by the Welsh Government. The Revised LDP will however have full regard to the Well-being Plan once it supersedes the SIPs.**

**Welcomes the respondent's comments in respect of assisting in accessing a number of groups and forums is welcomed. Reference is made to paragraph 3.4.9 in respect of engaging with Town and Community Councils, including the forum identified.**

**The inclusion of Dyfed Powys Police and the Police and Crime Commissioner is intended to reflect the diversity of responsibilities and the range of contribution they can make to the Revised LDP's preparations**

**Recommendation**

**Amend paragraph 3.3.3 to ensure it is up-to-date and reflective of current provisions.**

**Amend paragraph 1.4.1 to clarify that the Well-being Plan is the responsibility of the Public Service Board.**

**Amend Appendix 7 to change 'Carmarthenshire Local Health Board' to 'Hywel Dda University Health Board'**



Representation No: **DA/007**

Name: **S Luke**

Organisation (where applicable): **Natural Resources Wales**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **N/A**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **N/A**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **N/A**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **N/A**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **N/A**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **N/A**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **N/A**

Question 4 - Additional Comments/suggestions:

**The respondent agrees with the proposed 'proposed schedule of works' as set out within the draft DA.**

**The respondent has no further comments.**

Officer Response

**Noted and welcomed.**

Recommendation

**No change to the Delivery Agreement.**

Representation No: **DA/008**

Name: **S Morris**

Organisation (where applicable): **Pembrokeshire County Council**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **N/A**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **N/A**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **N/A**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **N/A**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **N/A**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **N/A**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **N/A**

Question 4 - Additional Comments/suggestions:

**The respondent notes that the proposals are for a replacement Plan which will run to 2033, which corresponds with that for the proposed Pembrokeshire replacement LDP. Comments that this is helpful, particularly in the context of the letter from Lesley Griffiths AM, which proposed a Joint LDP for Carmarthenshire, Pembrokeshire and Ceredigion. Although the three authorities are currently moving ahead with proposals for single-authority LDP reviews, it is wise for each to align its review procedures and co-ordinate evidence preparation wherever possible.**

**Paragraphs 1.8.2 and 1.8.3 set out Carmarthenshire's position on Joint Plans and on the desirability of collaborative / collective work with neighbour Local Planning Authorities, wherever opportunities allow. The respondent supports Carmarthenshire's views in this respect.**

**The respondent supports their inclusion as a member of the Key Stakeholder Forum and its listing as a Specific Consultation body for the LDP. The respondent highlights that it will be pleased to contribute throughout the process of preparing the LDP.**

**In referencing Table 2 the respondent notes that the timescale is set out as being September 2018 – June 2020. Should this read September 2019 – 2020?**

Officer Response

**Support Welcomed.**

**The comments in relation to collaboration and co-ordination of evidence is welcomed.**

Recommendation

**Amend table 2 of the Delivery Agreement as appropriate (reference should also be had to the proposed amendments set out within Appendix 2 of this report).**

Representation No: **DA/009**

Name: **E W Evans**

Organisation (where applicable): **Llangennech Community Council**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **N/A**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **N/A**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **N/A**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **N/A**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **N/A**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **N/A**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **N/A**

Question 4 - Additional Comments/suggestions:

**The respondent makes a general comment in respect of the Revised LDP highlighting that they have resolved to oppose any further development in Llangennech. Further comments/observations will be made during stages of the preparation of the Revised LDP.**

Officer Response

**Noted**

Recommendation

**No change to the Delivery Agreement.**

Representation No: **DA/010**

Name: **Not identified**

Organisation (where applicable): **Not identified**

Question 1a – Do you consider the content and purpose of the DA to be Clear and Understandable?: **YES**

Question 1b – Does the draft DA make clear the appropriate steps/stages in respect of LDP preparation?: **N/A**

Question 2a – Do you consider the proposed Timetable for the preparation of the LDP to be realistic and deliverable?: **N/A**

Question 3a – Does the CIS make it clear how and when you or your organisation can get involved?: **N/A**

Question 3b – Do you consider that the methods of involvement identified within the CIS are appropriate?: **N/A**

Question 3c – Do you consider that the appropriate key stakeholders have been identified to achieve a representative Plan?: **N/A**

Question 3d – Do you consider that the appropriate Consultation Bodies and multi-agency partnerships have been identified?: **N/A**

Question 4 - Additional Comments/suggestions:  
**None**

Officer Response  
**Noted**

Recommendation  
**No change to the Delivery Agreement.**

## Appendix 2

### Draft Delivery Agreement - Officer Recommended Changes

The following appendix considers and recommends further amendments where they are required to address matters of accuracy and implementation, and where they offer clarity and enhance their meaning and understanding.

The following also sets out further recommended amendments to the timetable arising from the receipt of the letter from the Cabinet Secretary for Energy, Planning and Rural Affairs, Lesley Griffiths AM dated the 29<sup>th</sup> March 2018. This letter followed the earlier invitation to Carmarthenshire, Pembrokeshire and Ceredigion County Councils to give consideration to the preparation of a Joint Revised Local Development Plan (LDP).

In referencing the above letter, regard has been had to the requirement for a prescribed timetable of no more than 3.5 years from formal commencement of the process, with allowance for a single slippage period of 3 months. It should be noted that the Cabinet Secretary makes it clear that she is not minded to agree to any further extensions to the Delivery Agreement (DA) beyond the initial agreement.

#### Chapter 2. The Timetable

In light of the reference to the Cabinet Secretary's letter above, and the requirement to amend the Revised LDP Timetable to reflect no more than a 3.5 year preparatory process, it is consequently recommended that the timetable for Plan preparation be revised as set out in figure 1 below. It should be noted the 3.5 year preparatory process commences with the WG approval of the DA, anticipated as July 2018.

It should be noted that this will form the amended Appendix 1 within the final DA.

It is further recommended that consequential changes be made as required within the relevant sections of the DA to reflect the changes to the timetable (notably Table 2 – Timetable – Key Stages and Appendix 2: Timetable and Community Involvement).

For ease of reference, the main changes include:

- Extension to the Candidate Site Stage (and consequential changes to the publication of Candidate Sites) as outlined in the main report.

- Removal of the Focused Changes Stage from the timetable. In this respect the Focused Changes are not a statutory part of the Plan making process, indeed they may not in themselves be required. The inclusion of this stage within the Draft DA was in the interests of completeness. It is also noted that the three month slippage period identified above would suffice in terms of any requirement to undertake focused changes.
- Removal of the initial stages which preceded the consultation on the Draft DA from the timetable.
- Amendments to timetable to reflect the amended adoption date.
- Rationalisation of the Examination period, including a recognition of the August recess in scheduling the proposed adoption date for the Revised LDP.
- Consequential amended date for the Adoption of the Revised Carmarthenshire LDP November/December 2021.

It should be noted that no representations were received which directly to the content of the DA timetable.

### **Paragraph 2.2.7**

Recommended that the list in relation to the staff resources set out within para 2.2.7 be amended to read as follows. This reflects the Council's commitment to resourcing the preparation of the Revised LDP:

#### ***'LDP Team***

*Head of Planning (5%)*

*Forward Planning Manager (60%)*

*Forward Planning Officer (x5) (70%)*

*Sustainability and Ecology Support Officer (Policy) (70%)*

*Monitoring and Implementation Officer (30%)*

*Graphic Design and Technical Support Officer (70%)*

*Technical Assistant (75%)*

*Forward Planning Assistant (75%)'*

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## Executive Board

4<sup>th</sup> June 2018

**Subject: Carmarthenshire Cycling Strategy**

**Purpose: Consideration of the Carmarthenshire Cycling Strategy and to approve formal adoption.**

### Recommendations / key decisions required:

- To formally adopt the Carmarthenshire Cycling Strategy

### Reasons:

- Ensure we have a clear strategic direction that supports our aspirations to be a national lead in the provision of cycling infrastructure events and development.
- Enhancing our desire to become the cycling hub of Wales.
- Assist in meeting a number of objectives set out in the Active Travel Act (Wales) 2013, Welsh Cycling Strategy and Well-Being of Future Generations Act.

PEB :

Relevant scrutiny committee to be consulted: YES – Environment & Communities

Exec Board Decision Required: YES

Council Decision Required: NO

### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Hazel Evans

Directorate	Designations:	Tel Nos. 01267 228150/228258
Environment		E Mail Addresses:
Name of Head of Service:	Head of Transport & Engineering	<a href="mailto:SGPilliner@carmarthenshire.gov.uk">SGPilliner@carmarthenshire.gov.uk</a>
S G Pilliner		
Report Author:	Transport Planner - Strategy & Infrastructure	<a href="mailto:tjevans@carmarthenshire.gov.uk">tjevans@carmarthenshire.gov.uk</a>
Thomas Evans		

# EXECUTIVE SUMMARY

## SUBJECT

### **Draft Carmarthenshire Cycling Strategy – Summary**

#### **Introduction and Background**

The Council has been proactive in supporting and developing cycling over recent years and has a long term vision to become the cycling hub for Wales.

Cycling's popularity continues to grow. 42% of people in the UK own a bicycle and this figure continues to grow. People are also using their bike more and from 2007-2011 19% more miles were made by bicycle.

Cycling presents an opportunity for the County both in terms of leisure, sport and as a more sustainable mode of transport. Cycling can also help stimulate economic activity. Increased levels of cycling help achieve synergies with key goals set out in the Well-being of Future Generations Act and Welsh Cycling Strategy including: improved health; the environment; prosperity; equality and community cohesion.

The Council also has a statutory obligation under the Active Travel Act (ATA) to:

- Ensure that plans are in place for active travel networks (walking and cycling routes) that connect key places, such as schools and workplaces, to where people live.
- Setting a quality standard so the routes on the network are: safe, comfortable, continuous and direct.
- Requiring promotion of active travel and continuous improvement of the network.

The Strategy ties in with The 5 year plan - Moving Forward in Carmarthenshire - launched on January 8, 2018 by Carmarthenshire County Council Leader Cllr Emlyn Dole which highlights the ambition to make Carmarthenshire the cycling hub of Wales.

#### **Purpose and Key Objectives of the Strategy**

The strategy focuses on 3 key themes:

- Infrastructure (which includes flagship projects such as the Towy Valley Path, Carmarthen Velodrome redevelopment and Closed Circuit facility).
- Events and our ambitions to attract events such as the Tour of Britain, Giro d'Italia and the Tour de France
- Pathways and initiatives that need to be developed to promote and develop cycling as an everyday activity in Carmarthenshire.

The benefits of cycling to Carmarthenshire are expanded upon and the strategy contains 11 key objectives for the County that focus around issues of health, education, collaboration, employment and economic activity.

Following a period of comprehensive consultation with key stakeholders and the general public the strategy has been updated and is attached to this report.

### **Next Steps**

Approval and formal adoption of the attached Carmarthenshire Cycling Strategy.

### **Recommendation**

CMT is asked to approve the Carmarthenshire Cycling Strategy for progressing to adoption.

<b>DETAILED REPORT ATTACHED ?</b>	<b>YES</b>
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# IMPLICATIONS

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

Signed: S. Pilliner

Head of Highways & Transport

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

## 1. Policy, Crime & Disorder and Equalities

In encouraging and increasing opportunities for Active Travel this strategy will assist in meeting all four of the Council's well-being objectives, 'Start Well', 'Live Well', 'Age Well', in a Happy and Healthy Environment supporting the Well-being and Future Generations Act by creating safe routes for walking and cycling for all communities and all ages. By introducing children to Active Travel at a young age the scheme aims to instil lifelong sustainable travel habits, fostering a healthy lifestyle for future generations.

By giving everyone the ability to travel around their local area the scheme will increase community cohesion, having a positive impact on society in the long term.

The strategy will encourage improved access to the workplace for all including more rural communities, benefitting the economy by creating opportunities for employment and training in traditionally hard to reach sectors.

"Making Carmarthenshire the cycling hub of Wales" is a top Corporate priority across all work areas in the Council's 5 year plan, and is further recognised by recent major investment in the new velodrome Carmarthen, our branded routes programme, Closed Circuit track at Pembrey and the Tywi Valley Cycleway

## 2. Legal

The production of a cycling strategy assists in conforming to statutory requirements under the Active Travel Act, and further allows a proactive approach to fulfilling our legal obligations to map develop and promote active travel across the County.

## 3. Finance

The strategy sets out future priorities in relation to infrastructure, events and development, all of which have potential cost/financial implications. The strategy will be used to assist in supporting bids for future funding opportunities and levels of progress will be determined by the funding sources available to the Authority. The strategy itself does not directly commit the Authority financially.

# CONSULTATIONS

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

Signed: S Pilliner

Head of Transport and Highways

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

**1. Scrutiny Committee:** N/A

**2. Local Member(s):** CMT, Exec Board.

**3. Community / Town Council:** N/A

**4. Relevant Partners:** Sustrans, Carmarthenshire Cycle Forum, Cycling Groups and clubs, residents of Carmarthenshire.

**5. Staff Side Representatives and other Organisations:** Cross divisional project team, Management team, CMT.

## 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
Active Travel Act (Wales 2013) delivery guidance		<a href="http://gov.wales/topics/transport/walking-cycling/activetravelact/implementation/?lang=en">http://gov.wales/topics/transport/walking-cycling/activetravelact/implementation/?lang=en</a>
Welsh Cycling Strategy		<a href="https://www.britishcycling.org.uk/zuvvi/media/articles/welsh_cycling/publications/20140307_Welsh_Cycling_Strategy_v3_FINAL.pdf?c=WA">https://www.britishcycling.org.uk/zuvvi/media/articles/welsh_cycling/publications/20140307_Welsh_Cycling_Strategy_v3_FINAL.pdf?c=WA</a>

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# Carmarthenshire: The Cycling Hub of Wales

## Executive Summary

January 2018

## Background

This Cycling Strategy presents a vision designed to make Carmarthenshire 'The Cycling Hub of Wales'.

The aims and objectives of the Strategy have been developed following extensive consultation with a wide range of Stakeholders.

This Strategy strikes a balance between developing and promoting cycling for everyday local journeys and delivering infrastructure and events capable of attracting the world's top cyclists to Carmarthen.

The Active Travel (Wales) Act 2013 provides the foundation upon which this Strategy is developed. The Act requires Local Authorities to promote and develop infrastructure to encourage increased walking and cycling in local communities.

At the beginning of the Active Travel process in 2103 Carmarthenshire had an Existing Route Network covering 100 kilometres across 9 Active Travel towns. In November 2017, as part of the Integrated Network Map submission, Carmarthenshire added an additional 25 kilometres to the Active Travel Network. The 2017 Active Travel submission to Welsh Government contained plans for continuous route and network improvement over a 15 year period.

Carmarthenshire already has a well-established cycling product. The development of the exciting Twyi Valley Cycle Path, the Millennium Coastal Path and the Amman Valley Cycle Path all combine to offer excellent off road cycling opportunities. When opened, the refurbished Velodrome will be one of only two in Wales. While in 2018, Carmarthenshire will host a Stage of Tour of Britain. This will build upon numerous events and club rides already hosted in the County such as the Merlin Ride and Battle on the Beach.

This Strategy plays a key role in supporting the delivery of not only Active Travel but of all aspects of cycling across the County. The Strategy is developed around the following 5 key themes, each of which are designed and tailored to maximise cycling opportunities and to boost participation across all ages and all levels of ability.

Infrastructure & Facilities

Education Training & Development

Events

Tourism

Marketing & Branding



## Our Vision: Carmarthenshire, The Cycling Hub of Wales

### INFRASTRUCTURE & FACILITIES 1



#### THEME:

Invest £10m in the strategic development of key facilities and infrastructure including:

- Ensuring that the Active Travel Network connects people to key destinations
- Continually improving the network by developing quality, safe, comfortable routes
- Developing the Dyffryn Tywi Path connecting Llandeilo and Carmarthen
- Re-furbishing the historic Outdoor Velodrome in Carmarthen
- Constructing the best Closed Circuit Cycling facility in Wales at Pembrey Country Park

### EVENTS 3



#### THEME:

Co-ordinating a varied range of cycle related events across the County:

- Work closely with Welsh Cycling and Welsh Government
- Support a range of events from local to elite level
- Host a stage of the Tour of Britain
- Host a stage of a grand tour

### EDUCATION, DEVELOPMENT & TRAINING 2

FROM & START DESTINATION	FROM & START JOURNEY TIME
TYWI	
Llangrannog	2 min 10 sec
Llangrannog	2 min 10 sec
St David's Park	1 min 10 sec
St David's Park	1 min 10 sec
Llandeilo	1 min 20 sec
Llandeilo	1 min 20 sec
HYRDOIN	
Pibwr-layd	8 min 10 sec
Pibwr-layd	8 min 10 sec
Cydweli	1 min 27 min
Cydweli	1 min 27 min
Llanelli	2 min 45 min
Llanelli	2 min 45 min

#### THEME:

Improve education, development and training by:

- Giving every child the opportunity to learn to ride a bike
- Supporting Pathways from grassroots to elite level cycling
- Promoting social inclusion

### TOURISM 4



#### THEME:

Work with Tourism providers to:

- Develop a more co-ordinated product
- Promote Carmarthenshire as the premier cycling destination in Wales
- Work with Visit Wales to increase profile

### MARKETING & BRANDING 5



#### THEME:

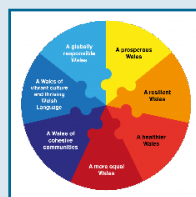
Improve Marketing & Branding by:

- Developing a social media campaign to increase brand awareness
- Embracing technology
- Developing a co-ordinated approach to information provision



WELSH GOVERNMENT  
ACTIVE TRAVEL ACT

*These themes are supported by the following Welsh Government and Welsh Cycling strategies and initiatives;*



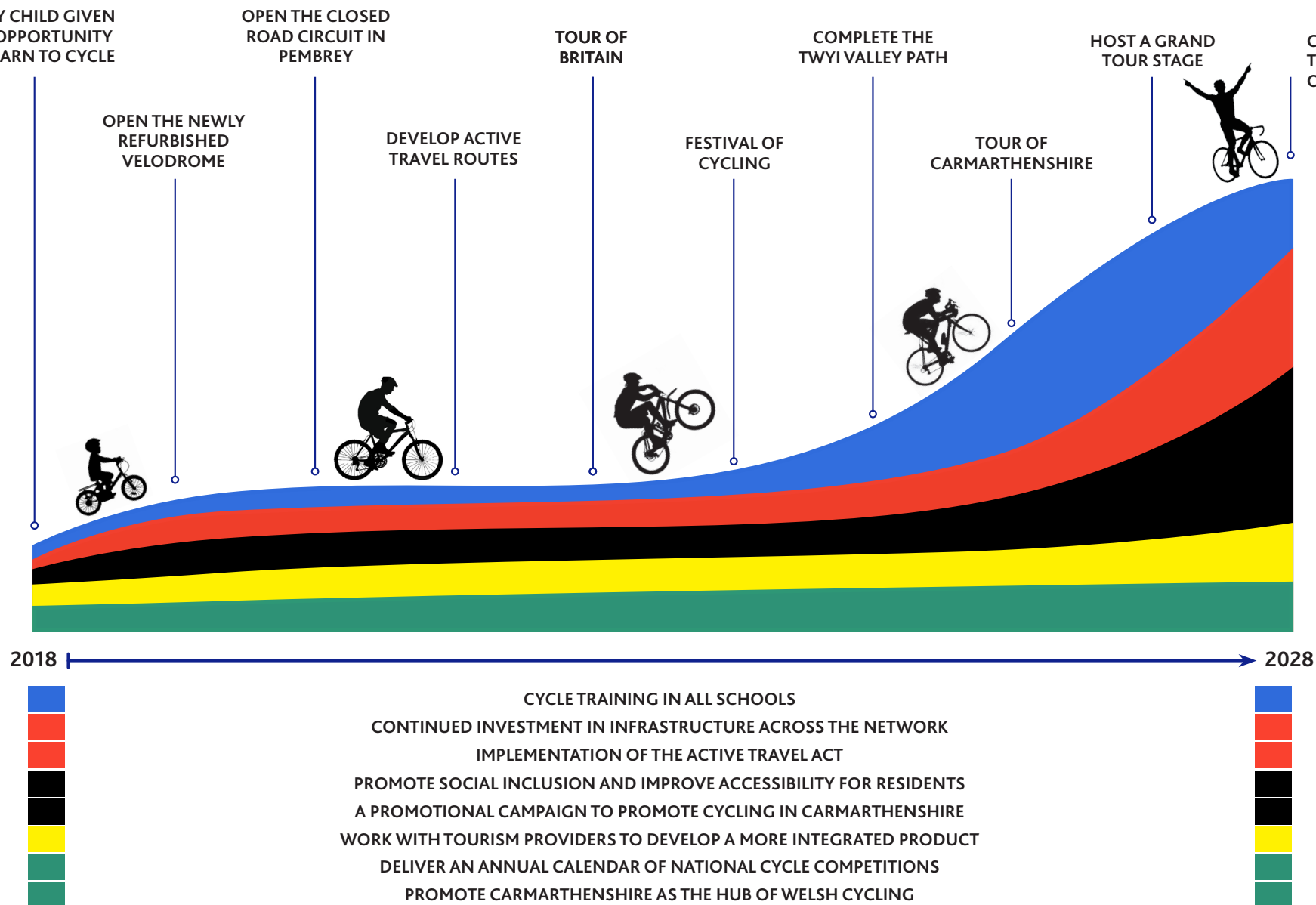
WELL BEING OF FUTURE  
GENERATIONS (WALES) ACT 2015



WELSH CYCLING STRATEGY 2013 - 2020



SWANSEA BAY CITY REGION



## Cycling in Carmarthenshire

With an extensive 3,487 kilometre road network, the second longest in Wales, Carmarthenshire has the third highest traffic volume in Wales. With over 80 miles of pristine coastline, and some of the most breath-taking scenery in the UK, Carmarthenshire is well placed at the heart of South Wales. To the East of the County is the industrial centre of Wales and the economic powerhouses of, Cardiff and Swansea. The County is central to the Pembrokeshire Coast National Park to the West, The Gower peninsula to the East, and the Cambrian Mountains and Brecon Beacons National Park to the North and North East.

The county attracted over 3.1 million visitors in 2014. Day trippers increased by 7.4% in 2014 and overnight visitors increased by 2.2% on 2013 levels. This generated over £340m for the local economy.

Carmarthenshire already has a well-established cycling product. The Millennium Coastal Path, Brechfa, Cwm Rhaeadr and Crychan Forest offer world class mountain biking facilities, while every type of road cyclists from the novice to the hard core enthusiast can be catered for on numerous different routes and trails that weave across the Garden of Wales.

In addition there is the soon to be refurbished Velodrome in Carmarthen, is one of only two outdoor velodrome facilities in Wales and is home to the National Track cycling competitions.



In Wales, the Active Travel (Wales) Act 2013 means that Local Authorities are legally bound to plan and provide a comprehensive network of routes so that walking and cycling become the most desirable ways to get around for everyday journeys. This will inevitably lead to an increase in the number of journeys undertaken by foot and bicycle.

Carmarthenshire County Council has been proactive in supporting and developing walking and cycling over recent years complying and promoting the principles of the Active Travel (Wales) Act 2013. However, a step change is required to achieve the aspiration of making Carmarthenshire the number one destination for cycling in Wales.

This Strategy has been developed in partnership with local Cycling Clubs, grass roots participants and schools as well as representatives from Welsh Cycling, Sustrans and the Welsh Government.



## Carmarthenshire - The Future

London had the Olympics, Glasgow had the Commonwealth Games, Yorkshire had the Tour de France. Now imagine the whole of Wales has turned pink as Carmarthenshire hosts the Gran Fondo for the Giro D Italia. The Giro is unparalleled as one of the worlds most iconic sporting events. Over 170,000 visitors, contributed over £3 million into the local economy, while a flotilla of television cameras beamed postcard prefect images of Carmarthenshire to a TV audience of over 775 million people.

Winning the Giro is up there as one of the high points of a cyclists career but hosting the event provided Carmarthenshire with prime time advertising opportunities in 174 countries across the world, as racing drama unfolded against a backdrop of stunning coastline and countryside.

Carmarthenshire has transformed itself into 'the hub of Cycling in Wales'. The newly refurbished Velodrome, the Closed Road Circuit at Pembrey, the Tywi Valley Cycle Path and an expanding network of Active Travel routes all combine to offer novices, leisure cyclists and elite riders a growing number of world class cycling opportunities in the Heart of Wales.

The County is criss-crossed by a network of well maintained, direct, well signed cycle routes that connect residential areas with shopping, employment, healthcare and leisure facilities. As a result it is easier than ever to make those short local journeys by foot or on a bicycle. People use Carmarthenshire as a central hub for cycling as they ride north to the Cambrian Mountains, East to the Black Mountains, South to Gower, and West to Pembrokeshire.

The Towy Valley Path, the Millennium Coastal Path and the Amman Valley Cycle Path offer miles and miles of off road cycling. Nationally, Llwybr Dyffryn Tywi is repeatedly highlighted as a shining example of good practise. The route attracts 15,000 day visits per year & 5,000 overnight stays which generates between £860k - £2m per annum for the local economy. In addition it generates between 17-41 full time jobs every year. While the 'Tour of Carmarthenshire' attracts 5,000 riders per annum into the area.

The historic Velodrome in Carmarthen becomes a nationally recognised 'centre of excellence for cycling', hosting Welsh Cycling sessions and National Track competitions. The velodrome has become a hub of activity servicing the whole community in a venue capable of nurturing champions of the future. In addition the closed road circuit at Pembrey provides a traffic free environment for training, for competitive cycling and for recreational rides.

All secondary schools are connected to a safe network of cycle routes, meaning that car use on the school run has plummeted, thereby, making the school gate environment a safer place. As a result of increased activity pupils are fitter, healthier and collision rates have reduced.

Many key employment sites have improved cycling facilities and are connected to an increasing network of cycle routes, resulting in reduced demand for parking spaces and improved access for everyone, especially those without access to a car. Increasingly, bicycles are replacing the car as the vehicle of choice for the commute to work.

The County has become a magnet for cyclists from all across Wales, the UK and beyond. Following years of investment Carmarthenshire now has a cycling infrastructure that is the envy of the world.





## The Opportunities

There are huge opportunities for local authorities who want to invest in and promote cycling.

Cycle event hosting could provide an opportunity to highlight Carmarthenshire on a national and international scale as well as assist in growing tourism. For example, for three days in July 2014, 4.8 million people turned out in Yorkshire to watch the Tour De France. It is estimated that 40% of spectators were visitors from outside the area, spending approximately £128 million. 3.5 billion people in 188 different countries watch the Tour every year.

It has been reported that Cumbria received a £4.1m economic boost though holding Stage Two of The Tour of Britain cycle race in September 2013, with Monmouthshire County Council reporting a 12:1 return on investment for every pound spent at the Tour of Britain and the National Road Race Championship. The recent 2016 Welsh Velothon sold out, with 18,000 cyclists paying £70 to enter.

Cycle tourism presents another opportunity, with many areas of the UK targeting the cycle market with niche products to attract visitors. There are already ten accommodation providers listed with 'Holidays by Cycle' in the county of Carmarthenshire. However, there is room to grow and expand this greatly through investment and development of the necessary infrastructure to encourage new businesses to start up and offer a cycle tourism product.

One of the greatest opportunities in growing cycling exists amongst the young. Enabling children in Carmarthenshire to learn to ride a bike will help develop active travel habits that will continue into adulthood and ensure future generations make more sustainable journey choices. This will also aid in addressing the issue of obesity which is often linked to inactivity, entrenching positive active travel habits from an early age. Investment now in the tools needed to develop cycling amongst young people could reap benefits for the future within Carmarthenshire.

Carmarthenshire has the natural resources, landscape and base infrastructure that with investment could be utilised to host major cycling events, accommodate a healthy cycle tourism industry and achieve record cycling numbers from the very young to the avid mountain bike/road bike enthusiast.



## The Benefits

According to the Carmarthenshire Local Development Plan (LDP) more than 60% of the UK adult population and 54% of Carmarthenshire's population is overweight or obese.

Individuals in Carmarthenshire who rate their general state of health as good rests at 62.4% and falls below the national average of 65.1%. The population percentage of Carmarthenshire with a long-term limiting illness is particularly elevated above the national average of 23.3% at a rate of 35.6%.

A Cycle England report reveals that even modest levels of cycling can deliver life changing benefits to participants. It is thought that 3 trips per week, of less than 4km, can have significant health benefits.

Cycle tourism can also have major economic benefits. A 2013 report outlined that the total value of cycle tourism by residents and visitors, both touring and leisure cycling in Scotland is up to £239m per year.

Mountain biking tourism currently contributes £19m a year to the Welsh Economy and Brechfa Mountain Biking Centre in Carmarthenshire is currently considered one of the most popular mountain biking destinations in Wales.

Evidence shows that physical activity such as cycling is correlated to educational attainment. Cycling increased from 33% in 2013 to 43% in 2015 in Carmarthenshire schools, according to the school sports survey.

Cycling may not be for you, but with over 2.5 million people in the UK riding a bike once a week, you will know someone who regularly participates in the UK's third most popular sport.



*Velothon Wales was a closed-road event held in May 2016, 18,000 cyclists paid £70 to participate. The 2015 Velothon Wales saw a total expenditure in Wales of £2.77m (£2.06m by participants and their supporters, £0.71m by the organisers).*

*The total expenditure from outside of Wales was £1.03m, the sum of the spending in Wales by visitors (£0.96m) and organisers (£0.71m) minus the amount of event revenue that originated from Wales (£0.64m).*

LOCATION OF SPENDING BY PARTICIPANTS/ SUPPORTERS	LOCALS	VISITORS	OVERALL
CARDIFF	£0.85m	£0.79m	£1.65m
NEWPORT	£0.04m	£0.05m	£0.09m
CAERPHILLY	£0.04m	£0.02m	£0.06m
MONMOUTHSHIRE	£0.02m	£0.02m	£0.04m
TORFAEN	£0.01m	£0.00m	£0.01m
REST OF WALES	£0.14m	£0.08m	£0.22m
<b>OVERALL</b>	<b>£1.10m</b>	<b>£0.96m</b>	<b>£2.06m</b>

*Monmouthshire County Council (MCC) hosted a stage of the Tour of Britain and the National Road Cycling Championships in 2014. The cost to stage these events to Monmouthshire was £176,362. The ROI was estimated as £12 visitor expenditure in the country for every pound spent by the Council, with each FTE job created costing the Council £6,532. The ROI figures are in addition to the value of other identified benefits generated (e.g. the improved profile and reputation of the destination and the Council with 56% of spectators recognising MCC as a sponsor of Stage 3 of the Tour of Britain).*

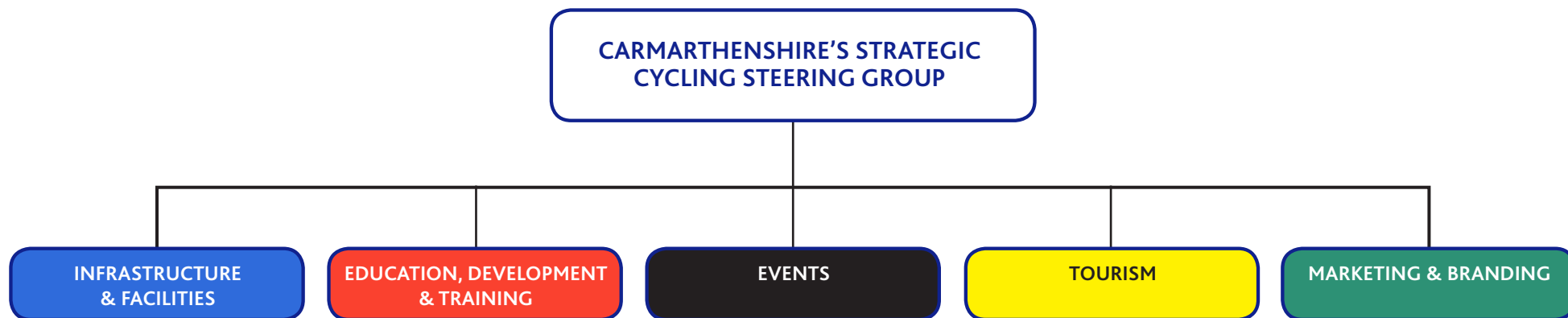
*The net employment and net GVA figures for both events can be estimated as follows:*

ESTIMATED ECONOMIC IMPACT IN MONMOUTHSHIRE	NATIONAL ROAD CYCLING CHAMPIONSHIPS 2014	STAGE 3 TOUR OF BRITAIN 2014
NET EXPENDITURE (BY VISITORS)	£1,404,557	£715,283
NET GVA	£726,156	£369,801
FTE EMPLOYMENT	18	9

## Action Plan

THEMES	INFRASTRUCTURE & FACILITIES	EDUCATION, DEVELOPMENT & TRAINING	EVENTS	TOURISM	MARKETING & BRANDING
OBJECTIVES	INVEST £10M IN THE STRATEGIC DEVELOPMENTS OF KEY FACILITIES AND INFRASTRUCTURE BY;	IMPROVE EDUCATION, DEVELOPMENT AND TRAINING BY;	CO-ORDINATE A VARIED RANGE OF CYCLE RELATED EVENTS ACROSS THE COUNTY;	WORK WITH TOURISM PROVIDERS TO;	IMPROVE MARKETING & BRANDING BY;
HIGH LEVEL SUPPORTING ACTIONS	Completing the Velodrome refurbishment	Giving every child the opportunity to learn to ride a bike by ensuring that Cycle Training is offered in all schools	Host Stage of the Tour of Britain	Develop a more co-ordinated product by working with Visit Wales to increase the profile of cycling in Carmarthen	Developing a promotional campaign centered on 'Making Carmarthenshire the Hub of Welsh Cycling'
	Delivering the best Closed Circuit Cycling facility in Wales, at Pembrey	Promoting social inclusion and access to employment through improved partnership working by developing an accessible network of routes	Work with Sport Wales and Welsh Cycling to develop an annual calendar of regional sportives and events	Work with accommodation providers to promote the development of cycling facilities for visitors	Developing a logo and a social media campaign to promote Carmarthenshire as the premier destination for Cycling in Wales
	Providing a traffic free route connecting Llandeilo and Carmarthen along the Dyffryn Tywi Path	Supporting Pathways from grassroots to elite level cycling by supporting the Pathways for Developing Leisure Cycling; • Ownership • Leisure Rides • Coaching	Host National Events across all cycling disciplines; • National Road Race Championship • National Cyclo-Cross Championship • Welsh MTB Cross Country Championship	Develop a cycle network to maximise the opportunities offered by the natural landscape in Carmarthenshire	Increasing the profile of cycling on <a href="http://www.carmarthenshire.gov.uk">www.carmarthenshire.gov.uk</a> and <a href="http://www.discovercarmarthenshire.com">www.discovercarmarthenshire.com</a> and other appropriate websites and social media platforms
	Providing a programme of continuous improvement in-line with Active Travel Guidance to deliver safe, comfortable routes that connect people to key destinations	Collaborating with existing clubs, user forums and the general public to support the Pathways for Developing Cycling at Grassroots Level; • Local Decisions • Appropriate • Quality Education Facilities • Committed Workforce • Thriving Clubs	Host of Festival of Cycling to include events for cyclists of all ages and abilities	Work with tourism providers to help deliver a series of cycling-based package holidays	Embracing technology to; • Improve information distribution • Improve wayfinding & mapping • Distribute promotional campaigns • Engage users & increase awareness
	Providing appropriate levels of cycling parking and signage across the County	Working with Sports Wales and Welsh Cycling to develop and deliver their objectives for increasing activity levels through participation in cycling events	Host a Stage of a Grand Tour	Promote Carmarthenshire as the premier cycling destination in Wales	Developing a co-ordinated approach to information provision across different types of media

Carmarthenshire's Strategic Cycling Group will be established to deliver this strategy, and to develop and promote infrastructure to facilitate the growth of all types of cycling in the County, so that Carmarthenshire becomes the Cycling Hub of Wales:







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# Carmarthenshire: The Cycling Hub of Wales

## Cycling Strategy

January 2018

## Background

This Cycling Strategy presents a vision designed to make Carmarthenshire 'The Cycling Hub of Wales'.

The aims and objectives of the Strategy have been developed following extensive consultation with a wide range of Stakeholders.

This Strategy strikes a balance between developing and promoting cycling for everyday local journeys and delivering infrastructure and events capable of attracting the world's top cyclists to Carmarthen.

The Active Travel (Wales) Act 2013 provides the foundation upon which this Strategy is developed. The Act requires Local Authorities to promote and develop infrastructure to encourage increased walking and cycling in local communities.

At the beginning of the Active Travel process in 2103 Carmarthenshire had an Existing Route Network covering 100 kilometres across 9 Active Travel towns. In November 2017, as part of the Integrated Network Map submission, Carmarthenshire added an additional 25 kilometres to the Active Travel Network. The 2017 Active Travel submission to Welsh Government contained plans for continuous route and network improvement over a 15 year period.

Carmarthenshire already has a well-established cycling product. The development of the exciting Twyi Valley Cycle Path, the Millennium Coastal Path and the Amman Valley Cycle Path all combine to offer excellent off road cycling opportunities. When opened, the refurbished Velodrome will be one of only two in Wales. While in 2018, Carmarthenshire will host a Stage of Tour of Britain.

This Strategy plays a key role in supporting the delivery of not only Active Travel but of all aspects of cycling across the County. The Strategy is developed around the following 5 key themes, each of which are designed and tailored to maximise cycling opportunities and to boost participation across all ages and all levels of ability.

Infrastructure & Facilities

Education Training & Development

Events

Tourism

Marketing & Branding



## Our Vision: Carmarthenshire; The Cycling Hub of Wales

### 3 Section 1: Introduction

- This section provides background information.
- It introduces the Active Travel Act and presents potential cycling opportunities.

### 7 Section 2: Benefits of Cycling

- Health, Social, Environmental, Economic and Tourism benefits of increased cycling are presented in this Chapter.

### 13 Section 3: Strategic Objectives

- The 10 year Action Plan is introduced here.

### 17 Section 4: Infrastructure & Facilities

- This Section focus on Active Travel, major projects and policy matters alongside Active Travel Design Guidance on infrastructure such as secure storage and access control issues are presented in this section.

### 26 Section 5: Education, Development & Training

- Education and training programmes are presented here along with recommendations designed to increase participation levels.

### 32 Section 6: Events

- Section 6 presents the different events and activities that could be hosted by Carmarthenshire.

### 36 Section 7: Tourism

- This section focusses on promoting and developing the tourism infrastructure in the County.

### 42 Section 8: Marketing & Branding

- Section 8 presents a series of recommendations designed to develop a more integrated approach to marketing and branding cycling opportunities in the County.

## Section 1 INTRODUCTION

# 1. Introduction

## 1.1 Background

Cycling is growing in popularity. Since 2007 the amount of vehicle miles travelled by bicycle in the UK has increased annually. 19% more vehicle miles were cycled in 2011 than in 2007. Cycle ownership in Wales has grown over the last 10 years. An estimated 46% of households in Wales now own a bike<sup>1</sup>.

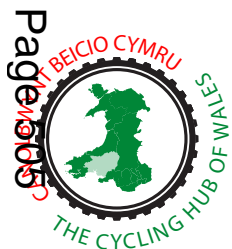
An example of this national trend is that Transport for London predicts that if current rates of growth continue there will be more bicycles entering the City Of London than cars in the next few years. The number of rush hour car drivers fell from 137,000 in 2000 to 64,000 in 2014, while the number of cyclists trebled from 12,000 to 36,000 over the same period<sup>2</sup>.

In Wales, the Active Travel (Wales) Act 2013 means that Local Authorities are legally bound to plan and provide a comprehensive network of routes so that walking and cycling become the most desirable ways to get around for everyday journeys. This will inevitably lead to an increase in the number of journeys undertaken by foot and bicycle.

Carmarthenshire County Council has been proactive in supporting and developing walking and cycling over recent years complying and promoting the principles of the Active Travel (Wales) Act 2013. However, a step change is required to achieve the aspiration of making Carmarthenshire the number one destination for cycling in Wales.

This cycling strategy sets out an ambitious programme to achieve the vision of making:

## 'Carmarthenshire: The Cycling Hub of Wales'



## 1.2 Carmarthenshire

Located in West Wales, Carmarthenshire is the third largest county in Wales, covering some 2,365 square kilometres. With a population of 183,800 and a density of 0.8 (2011 census), the county is listed as the 4th highest populated in Wales.

The county has 3,487 kilometres of road network and over 80 miles of coastline. In 2014 the County attracted over 3.1 million visitors, generating over £340 million for the local economy.

The county has good connectivity with regional and national links across Wales by road, rail and sea (Figure 1.1).



Figure 1.1 - Connectivity Map

- 2 Source: [www.autoevolution.com/news/london-car-traffic-halved-over-the-course-of-the-last-15-years-bicycles-trebled-104340.html](http://www.autoevolution.com/news/london-car-traffic-halved-over-the-course-of-the-last-15-years-bicycles-trebled-104340.html) (Date Accessed: January 2016)

## Opportunities

There are huge opportunities for local authorities who want to invest in and promote cycling.

Cycle event hosting could provide an opportunity to highlight Carmarthenshire on a national and international scale as well as assist in growing tourism. For example, for three days in July 2014, 4.8 million people turned out in Yorkshire to watch the Tour De France. It is estimated that 40% of spectators were visitors from outside the area, spending approximately £128 million. 3.5 billion people in 188 different countries watch the Tour every year<sup>3</sup>.

It has been reported that Cumbria received a £4.1m economic boost through holding Stage Two of The Tour of Britain cycle race in September 2013<sup>4</sup>, with Monmouthshire County Council reporting a 12:1 return on investment for every pound spent at the Tour of Britain and the National Road Race Championship<sup>5</sup>. The recent 2015 Welsh Velothon sold out, with 18,000 cyclists each paying £70 to enter.

Cycle tourism presents another opportunity, with many areas of the UK targeting the cycle market with niche products to attract visitors. There are already ten accommodation providers listed with 'Holidays by Cycle' in the county of Carmarthenshire<sup>7</sup>. However, there is room to grow and expand this greatly through investment and development of the necessary infrastructure to encourage new businesses to start up and offer a cycle tourism product.

Carmarthen has made significant investment in Active travel infrastructure. In recent years CCC has invested more through the Welsh Government Local Transport Fund than any other Welsh authority. This investment has been used to develop infrastructure that:

- Creates modal shift away from the private motor vehicle;
- Creates networks that link key origin and destination (trip attractors) in order to provide sustainable access to employment, healthcare and leisure activities, and;
- Promotes increased Active Travel

One of the greatest opportunities in growing cycling exists amongst the young. Enabling every child in Carmarthenshire to learn to ride a bike will help develop active travel habits that will continue into adulthood and ensure future generations make more sustainable journey choices. This will also aid in addressing the issue of obesity which is often linked to inactivity, by entrenching positive active travel habits from an early age. Investment now in the tools needed to develop cycling amongst young people could reap benefits for the future within Carmarthenshire.

3. Impact of the UK stages of The Tour de France 2014. Three Inspirational Days, December 2014

4. Source: [www.cumbria.gov.uk/news/2013/December/19\\_12\\_2013-131020.asp](http://www.cumbria.gov.uk/news/2013/December/19_12_2013-131020.asp) (Date Accessed: Jan 2016)

5. Cabinet Report, Monmouthshire CC, Monmouthshire 2014 Cycling Events ROI Evaluation, Economy & Development Select Committee, 29th July 2015

6. Source: [www.holidaysbycycle.com](http://www.holidaysbycycle.com) (Date Accessed: May 2016)







## 1.3 Policy Context

Promotion, development and support for walking and cycling is embedded in local, regional and national policy, namely:

### National

- Wales Transport Strategy, 2008;
- The Wales Spatial Plan, 2008;
- A Walking and Cycling Action Plan for Wales, 2009-2013;
- Active Travel (Wales) Act 2013;
- Community Sport Strategy 2012-2020, Sports Wales;
- Child Poverty Strategy, 2012-2015, Sports Wales;
- Welsh Cycling Strategy, 2013-2020, Welsh Cycling;
- Wellbeing of Future Generations (Wales) Act 2015, and;
- National Transport Finance Plan 2015.

### Regional

- Joint Transport Plan for South West Wales, 2015-2020.

### Local

- Cycling Strategy for Carmarthenshire, 2003;
- Rights of Way Improvements Plan, 2007-2017;
- Draft Rights of Way Improvements Plan, 2018 - 2028;
- Adopted Carmarthenshire Local Development Plan, December 2014;
- Carmarthenshire County Council Corporate Strategy, 2015-2020 (in particular addressing the corporate strategy key aims of making people in Carmarthenshire healthier, through allowing people to be more physically and creatively active and assisting in creating communities and environments that are sustainable).

## Section 2 BENEFITS OF CYCLING

## 2. Benefits of Cycling for Carmarthenshire

### 2.1 Health Benefits

According to the Carmarthenshire Local Development Plan (LDP) more than 60% of the UK adult population and 54% of Carmarthenshire's population is overweight or obese.

The rate of individuals in Carmarthenshire who rate their general state of health as good rests at 62.4% and falls below the national average of 65.1%. The number of individuals in Carmarthenshire with a long-term limiting illness is particularly elevated above the national average of 23.3% at a rate of 35.6%.

The NICE Public Health Guidance entitled 'Walking and Cycling: Local Measures to Promote Walking and Cycling as Forms of Travel or Recreation', November 2012, outlines that increasing an individual's walking or cycling levels may increase their overall level of physical activity. This leads to associated health benefits, such as:

- Reducing the risk of coronary heart disease, stroke, cancer, obesity and type 2 diabetes;
- Keeping the musculoskeletal system healthy, and;
- Promoting mental wellbeing.

Increasing levels of physical activity can also help manage and relieve stress. This is beneficial to individuals and employers, who often see a much lower rate of sickness and absenteeism in those staff who regularly exercise.

Cycling for commuting purposes provides an excellent opportunity for individuals to incorporate exercise into their routine. Cycling is an exercise activity that can be undertaken by most people, appealing to a wide audience and a varied skill level. Cycling is a form of exercise that can serve a practical purpose and as such it is a multi-faceted activity.

## 2.2 Social Benefits

The NICE 2012 public health guidance also outlines that further benefits of walking and cycling can include:

- Increasing the number of people of all ages who are out on the streets, making public spaces seem more welcoming and providing opportunities for social interaction;
- Providing an opportunity for everyone, including people with an impairment, to participate in, and enjoy, the outdoor environment.

Fewer cars on the road would also help improve the safety for both road users and non-road users alike. Walking and cycling provides an excellent mode of transport for individuals without access to a private car, promoting access to job opportunities and helping address issues of social exclusion caused by a lack of transport options.

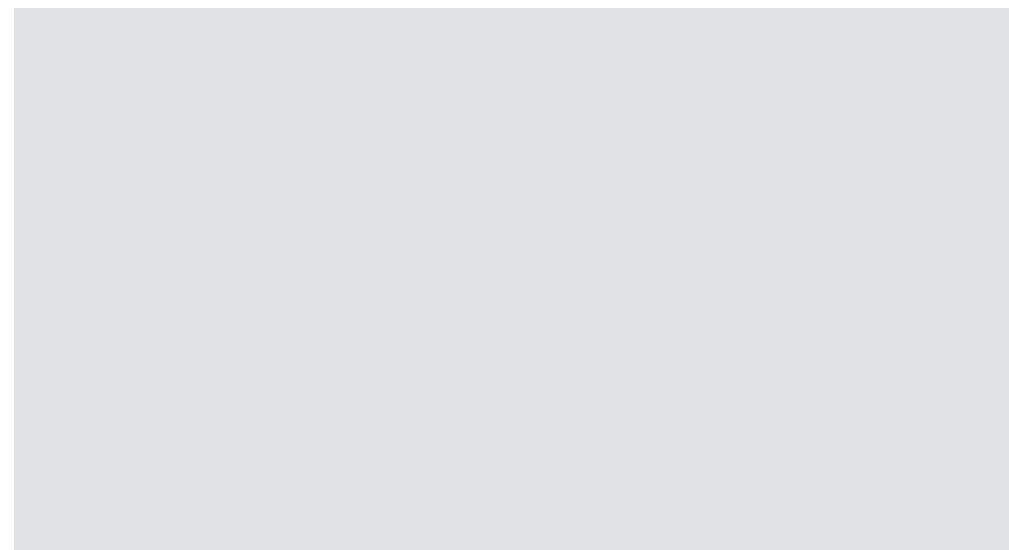
Cycling is an affordable accessible form of transport to access employment, education, health and leisure opportunities.

Halfords, who are responsible for one in three of all bike sales in the UK, saw sales increase 27% between 2014 and 2015, this followed growth of 30% in the previous year. The Office of National Statistics reports that sales of UK manufactured bicycles rose by 69% in 2014. In 2014, 183,423 employees registered for a Cycle to Work Scheme, an 11% increase on 2013. Reports suggest that 70% of registrations were from first time participants, or novice, occasional cyclist.

## 2.3 Environmental Benefits

Transport is considered a key contributor to carbon emissions and as such even a slight modal shift from personalised vehicles to cycling has the potential to reduce the impact of Climate Change.

Every cyclist that makes 160 4km trips by bike every year saves 112,00 grams of CO<sup>2</sup> displaced from a single occupancy car to cycle. That's also equivalent to 112 metric tonnes of CO<sup>2</sup> per 1,000 people<sup>7</sup>.



7. Valuing the Benefits of Cycling, a Report to Cycling England, 2007

## 2.4 Economic Benefits

### The User

Cycling is a far cheaper form of transport than travelling by car or public transport. Those choosing to travel by bike for commuter journeys can save considerable amounts in comparison to those that travel in a single occupancy car (giving them more disposal income to invest back into the local economy). Furthermore, there is the knock on benefit that traveling by more sustainable modes reduces congestion improving network traffic flow and journey times, which can encourage inward investment to the area.

#### KEY ECONOMIC BENEFITS

- ESTIMATED THAT 11 JOBS ARE CREATED FOR EVERY £1 MILLION OF INVESTMENT IN WALKING AND CYCLING
- COED-Y-BRENIN MOUNTAIN BIKE CENTRE NEAR DOLGELLAU IS SAID TO GENERATE £5 MILLION PER YEAR INTO THE LOCAL ECONOMY
- LEISURE AND TOURISM CYCLING ON THE NATIONAL CYCLE NETWORK SUPPORTS OVER 15,000 JOBS AND DIRECTLY CONTRIBUTES £650M TO THE ECONOMY EACH YEAR

Continued investment in Active Travel routes will improve accessibility to key employment sites, making them more accessible to people without access to a private motor vehicle. Improved sustainable transport access will increase the number of people who can access employment opportunities.

### The Local Economy

Employers and local businesses benefit. Evidence has shown that there are lower absenteeism rates amongst staff who partake in higher levels of physical activity. Economic analysts suggest that 70% of UK adults meeting recommendations for exercising 150 minutes/week would save the economy £487 million by preventing 2.7 million days of work absence<sup>8</sup>.

In February 2009, TNO, a Dutch contract research organisation, published research studying the relationship between commuting by bicycle, work performance and absenteeism. Regular bicycle commuters missed significantly fewer days a year than non-cyclists: on average 7.4 days a year (cyclists) compared to 8.7 days a year (non-cyclists). There was also a positive correlation between distance, commuter frequency and the degree of absenteeism: the more often and the greater the distance, the lower the absenteeism<sup>9</sup>.

Walking and cycling can benefit the economy as a whole, creating new employment opportunities. Sustrans estimate that 11 jobs are created for every £1 million of investment in walking and cycling<sup>10</sup>.

More sustainable travel leads to a reduction in traffic congestion, helping to improve journey times on the road network and encourage inward investment into the economy. This has the multiplier effect of creating new employment opportunities presented by this new inward investment.

8. Deloitte and TARP (2007), Health of the Nation, Deloitte, London

9. Cycling reduces absenteeism at the workplace, Adrian Davis 06/03/09, Bristol City Council

10. The benefits of investing in cycling and walking, Sustrans 2012

## 2.5 Tourism

Cycle tourism can also have major economic benefits. A 2013 report outlined that the total value of cycle tourism by residents and visitors, both touring and leisure cycling in Scotland is up to £239m per year<sup>11</sup>.

An economic assessment undertaken for the Tywi Valley Cycle Path conservatively forecasts that the route will be used by 25,000 users per p.a. and it is predicted to realise £800k - £2m direct and indirect benefits creating between 14 – 42 new jobs p.a.

Cyclists are said to spend on average up to £35 a day<sup>12</sup>. This is more than car-based tourists, who often bring food and drink with them on a day trip or outing. A study into the impacts on Cumbria of holding a stage of the Tour of Britain found that the event attracted 47,282 day only visitors and 22,718 overnight visitors in total, with day visitors spending £89.04 per group per day and overnight visitors spending £138.59 per group per day on accommodation, food and drink, entertainment, local travel, shopping and other activities<sup>13</sup>.

There is also a whole cycle tourism industry. From bespoke cycle holidays to day trips to mountain bike centres or countryside trails. There is direct employment generated from this tourism activity, along with indirect employment benefits in industries supplying this tourism sector.

Research undertaken by Sustrans shows that leisure and tourism cycling on the National Cycle Network supports over 15,000 jobs and directly contributes £650m to the economy each year. The Network was also found to directly support 15,262 full time equivalent jobs across the services industry, particularly in the food and drink sector where it supports over 10,000 jobs<sup>14</sup>.

## 2.6 Return on Investment

For those authorities wishing to invest in cycling, the economic return can be significant. Evidence exists which shows that investment in events at all levels can bring benefits. Table 2.1 overleaf summarises the economic evidence.

Investment in events does vary, from hosting or participating in local events (such as the Tour de Gwent or Velothon Wales) to hosting one of the Grand Tours. Finding the level of investment required to host a stage of a Grand Tour may be very challenging for a Local Authority, especially if no evidence of past cycling event success exists. Therefore, a staged approach to hosting cycling events is often adopted to maximise benefits and return.



11. The value of cycle tourism, Opportunities for the Scottish Economy, Summary Report , Transform Scotland, June 2013

12. Source: <http://news.bbc.co.uk/1/hi/business/1121853.stm> (Date Accessed: April 2016)

13. Source: [www.cumbria.gov.uk/news/2013/December/19\\_12\\_2013-131020.asp](http://www.cumbria.gov.uk/news/2013/December/19_12_2013-131020.asp) (Date Accessed: April 2016)

14. Source: [www.sustrans.org.uk/our-services/what-we-do/boosting-local-economies/cycle-tourism-boosts-economy](http://www.sustrans.org.uk/our-services/what-we-do/boosting-local-economies/cycle-tourism-boosts-economy) (Date Accessed: April 2016)

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EVENT	EXAMPLE	EXAMPLE ESTIMATED COST TO HOST	EVIDENCE																																
Local Cycling Event/Tour	Velothon Wales/ Tour de Gwent 	Local Authority Staff time estimated at £5-£10k per event.	<p>Velothon Wales is a closed-road event held in May 2016, 18,000 cyclists paid £70 to participate. The 2015 Velothon Wales saw a total expenditure in Wales of £2.77m (£2.06m by participants and their supporters, £0.71m by the organisers). The total expenditure from outside of Wales was £1.03m, the sum of the spending in Wales by visitors (£0.96m) and organisers (£0.71m) minus the amount of event revenue that originated from Wales (£0.64m).</p> <table><tr><th>Location of Spending by Participants/Supporters</th><th>Locals</th><th>Visitors</th><th>Overall</th></tr><tr><td>Cardiff</td><td>£0.85m</td><td>£0.79m</td><td>£1.65m</td></tr><tr><td>Newport</td><td>£0.04m</td><td>£0.05m</td><td>£0.09m</td></tr><tr><td>Caerphilly</td><td>£0.04m</td><td>£0.02m</td><td>£0.06m</td></tr><tr><td>Monmouthshire</td><td>£0.02m</td><td>£0.02m</td><td>£0.04m</td></tr><tr><td>Torfaen</td><td>£0.01m</td><td>£0.00m</td><td>£0.01m</td></tr><tr><td>Rest of Wales</td><td>£0.14m</td><td>£0.08m</td><td>£0.22m</td></tr><tr><td>OVERALL</td><td>£1.10M</td><td>£0.96M</td><td>£2.06M</td></tr></table> <p>The average trip duration of visitors (day and overnight) was around 1.5 days/nights and their average trip spend was £113, each local resident spent on average £60. The expenditure estimates do not include any preparatory spending in Wales leading up to the event e.g. equipment, meaning the expenditure figure in reality could be even higher<sup>18</sup>.</p>	Location of Spending by Participants/Supporters	Locals	Visitors	Overall	Cardiff	£0.85m	£0.79m	£1.65m	Newport	£0.04m	£0.05m	£0.09m	Caerphilly	£0.04m	£0.02m	£0.06m	Monmouthshire	£0.02m	£0.02m	£0.04m	Torfaen	£0.01m	£0.00m	£0.01m	Rest of Wales	£0.14m	£0.08m	£0.22m	OVERALL	£1.10M	£0.96M	£2.06M
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OVERALL	£1.10M	£0.96M	£2.06M																																
Stage of British Tour	Tour of Britain 	£180,000 to Local Authority (based on Monmouthshire CC hosting a stage of Tour of Britain in 2014)	<p>Monmouthshire County Council (MCC) hosted a stage of the Tour of Britain and the national Road Cycling Championships in 2014. The cost to stage these events to Monmouthshire was £176,362. The ROI was estimated as £12 visitor expenditure in the country for every pound spent by the Council, with each FTE job created costing the Council £6,532. The ROI figures are in addition to the value of other identified benefits generated (e.g. the improved profile and reputation of the destination and the Council with 56% of spectators recognising MCC as a sponsor of Stage 3 of the Tour of Britain)<sup>19</sup>.</p> <table><tr><th>Estimated Economic Impact in Monmouthshire</th><th>National Road Cycling Championships 2014</th><th>Stage 3 Tour Of Britain 2014</th></tr><tr><td>Cardiff</td><td>£0.85m</td><td>£0.79m</td></tr><tr><td>Newport</td><td>£0.04m</td><td>£0.05m</td></tr><tr><td>Rest of Wales</td><td>£0.14m</td><td>£0.08m</td></tr></table> <p>Cumbria received a £4.1m economic boost though holding Stage Two of The Tour of Britain cycle race in September 2014. The £4.13m extra expenditure supported an estimated 51.4 full time equivalent jobs. An analysis of the value of the media coverage for Cumbria by sports marketing experts Repucom estimates that Cumbria and the Lakes received £1.7m worth of publicity. Eleven broadcasters aired the race to 166 countries around the world. The event was watched live by 1.56m people across Europe on Eurosport, and had an average reach of 435,000 British viewers live on ITV4. The ITV4 highlights programme later in the day was the most viewed of all the eight stages, with an average reach of 696,000 viewers<sup>20</sup>.</p>	Estimated Economic Impact in Monmouthshire	National Road Cycling Championships 2014	Stage 3 Tour Of Britain 2014	Cardiff	£0.85m	£0.79m	Newport	£0.04m	£0.05m	Rest of Wales	£0.14m	£0.08m																				
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Rest of Wales	£0.14m	£0.08m																																	
Stage of Grand Tour	Tour de France	Combined Event budget, for 2014 UK stages of Tour de France, approximately £27m (£4m fee to ASO for the right to host event) <sup>21</sup>	<p>The direct economic impact of the 2014 Tour De France on the 'host regions' was £128m while for the UK overall (i.e. from overseas visitors, including the teams, overseas media and the ASO) the impact was £33m. The figures for the individual host regions were £102m for Yorkshire and £30.5m for the combined region of Cambridge, Essex and London, including £19.5m for London.</p> <p>58% of local business in Yorkshire strongly agreed that this is the type of event that Local Authorities should seek to host more of<sup>22</sup>.</p>																																

Table 2.1 - Return on Investment

15. 2015 Velothon Wales – Expenditure Estimates for Wales

16. Cabinet Report, Monmouthshire CC, Monmouthshire 2014 Cycling Events ROI Evaluation, Economy & Development Select Committee, 29th July 2015

17. Source: [www.cumbria.gov.uk/news/2013/December/19\\_12\\_2013-131020.asp](http://www.cumbria.gov.uk/news/2013/December/19_12_2013-131020.asp) (Date Accessed: Jan 2016)

18. Impact of the UK Stage of the Tour de France 2014, Three Inspirational Days, p.40

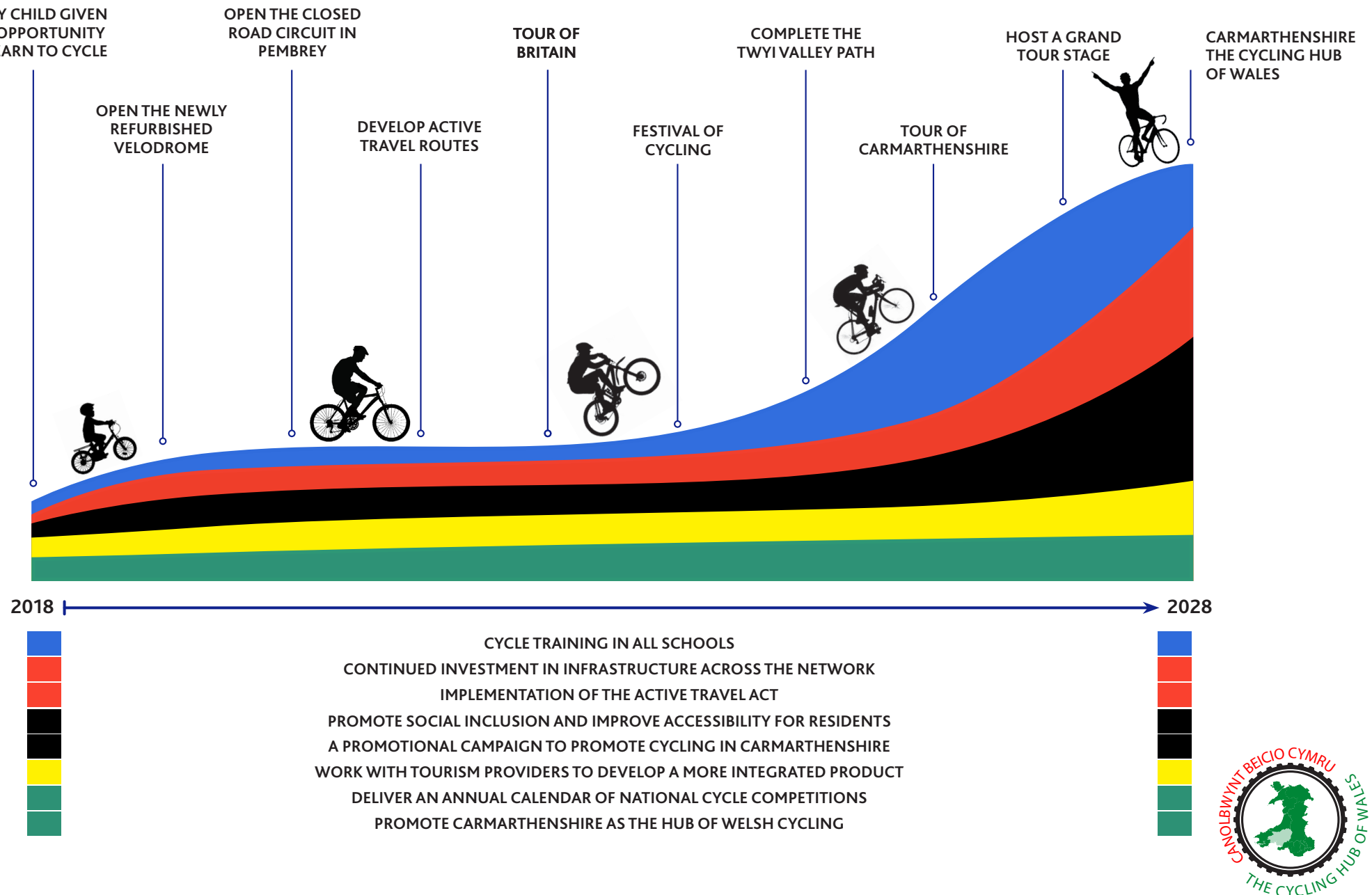
19. Impact of the UK Stage of the Tour de France 2014, Three Inspirational Days

## Section 3 STRATEGIC OBJECTIVES



## Action Plan

THEMES	INFRASTRUCTURE & FACILITIES	EDUCATION, DEVELOPMENT & TRAINING	EVENTS	TOURISM	MARKETING & BRANDING
OBJECTIVES	INVEST £10M IN THE STRATEGIC DEVELOPMENTS OF KEY FACILITIES AND INFRASTRUCTURE BY;	IMPROVE EDUCATION, DEVELOPMENT AND TRAINING BY;	CO-ORDINATE A VARIED RANGE OF CYCLE RELATED EVENTS ACROSS THE COUNTY;	WORK WITH TOURISM PROVIDERS TO;	IMPROVE MARKETING & BRANDING BY;
HIGH LEVEL SUPPORTING ACTIONS	Completing the Velodrome refurbishment	Giving every child the opportunity to learn to ride a bike by ensuring that Cycle Training is offered in all schools	Host Stage of the Tour of Britain	Develop a more co-ordinated product by working with Visit Wales to increase the profile of cycling in Carmarthen	Developing a promotional campaign centered on 'Making Carmarthenshire the Hub of Welsh Cycling'
	Delivering the best Closed Circuit Cycling facility in Wales, at Pembrey	Promoting social inclusion and access to employment through improved partnership working by developing an accessible network of routes	Work with Sport Wales and Welsh Cycling to develop an annual calendar of regional sportives and events	Work with accommodation providers to promote the development of cycling facilities for visitors	Developing a logo and a social media campaign to promote Carmarthenshire as the premier destination for Cycling in Wales
	Providing a traffic free route connecting Llandeilo and Carmarthen along the Dyffryn Tywi Path	Supporting Pathways from grassroots to elite level cycling by supporting the Pathways for Developing Leisure Cycling; • Ownership • Leisure Rides • Coaching	Host National Events across all cycling disciplines; • National Road Race Championship • National Cyclo-Cross Championship • Welsh MTB Cross Country Championship	Develop a cycle network to maximise the opportunities offered by the natural landscape in Carmarthenshire	Increasing the profile of cycling on <a href="http://www.carmarthenshire.gov.uk">www.carmarthenshire.gov.uk</a> and <a href="http://www.discovercarmarthenshire.com">www.discovercarmarthenshire.com</a> and other appropriate websites and social media platforms
	Providing a programme of continuous improvement in-line with Active Travel Guidance to deliver safe, comfortable routes that connect people to key destinations	Collaborating with existing clubs, user forums and the general public to support the Pathways for Developing Cycling at Grassroots Level; • Local Decisions • Appropriate • Quality Education Facilities • Committed Workforce • Thriving Clubs	Host of Festival of Cycling to include events for cyclists of all ages and abilities	Work with tourism providers to help deliver a series of cycling-based package holidays	Embracing technology to; • Improve information distribution • Improve wayfinding & mapping • Distribute promotional campaigns • Engage users & increase awareness
	Providing appropriate levels of cycling parking and signage across the County	Working with Sports Wales and Welsh Cycling to develop and deliver their objectives for increasing activity levels through participation in cycling events	Host a Stage of a Grand Tour	Promote Carmarthenshire as the premier cycling destination in Wales	Developing a co-ordinated approach to information provision across different types of media



Carmarthenshire's Strategic Cycling Group will be established to deliver this strategy, and to develop and promote infrastructure to facilitate the growth of all types of cycling in the County, so that Carmarthenshire becomes the Cycling Hub of Wales:



## Section 4 INFRASTRUCTURE AND FACILITIES

## Active Travel (Wales) Act 2013 - Active Travel Stages

### 4.1 Active Travel Stage 1: 2013 - 2015

#### Existing Routes Map (ERM)

The ERM created in Stage 1 of the Active Travel (Wales) Act 2013 displayed the existing routes within Carmarthenshire that were suitable for making active travel journeys (see appendix A). Its purpose is to communicate to the public where routes are already suitable for active travel and to give them the information that they require in order to make decisions about how to travel.

The ERM also establishes a basis for existing infrastructure, the gaps in the existing provision and those routes or sections of route which do not currently conform to minimum standards of provision. Stage 1 was completed on the 22nd January 2015 and Carmarthenshire were one of only five Welsh Local Authorities to meet the standards outlined by the Welsh Government.

### 4.2 Active Travel Stage 2

#### Integrated Network Map

The second stage of the Active Travel Act required Local Authorities to develop integrated network maps which identify the proposed new INM routes and improved ERM routes. Routes were identified using trip attractors and origin and destination locations. Newly identified routes were audited and a schedule of works required to create networks of the required standard was created. If routes met the Active Travel standards and passed the audits, the ERM was modified to include them in line with the Active Travel guidance.

The maps set out the proposed route developments for each local authority over a 15 year period. The routes were prioritised into short, medium and long term routes. The prioritisation method was based on identifying strategic routes, prioritising routes where there is only a small amount of work required to bring the route up to standard, and through engagement with the public at consultation. The schedule represents those routes where improvements should be made to ensure that comply with Active Travel Guidance. The Integrated Network Maps will form part of strategic plans, providing evidence for bidding documents for resources and for developing work programmes.

This stage of the Active Travel Act was submitted to Welsh Government for approval in November 2017. The revised ERM and INM maps submitted for approval and Route List of identified works including audit scores are included in Appendix B.

The Active Travel Act Maps are required to be reviewed and resubmitted to Welsh Government in 2020.

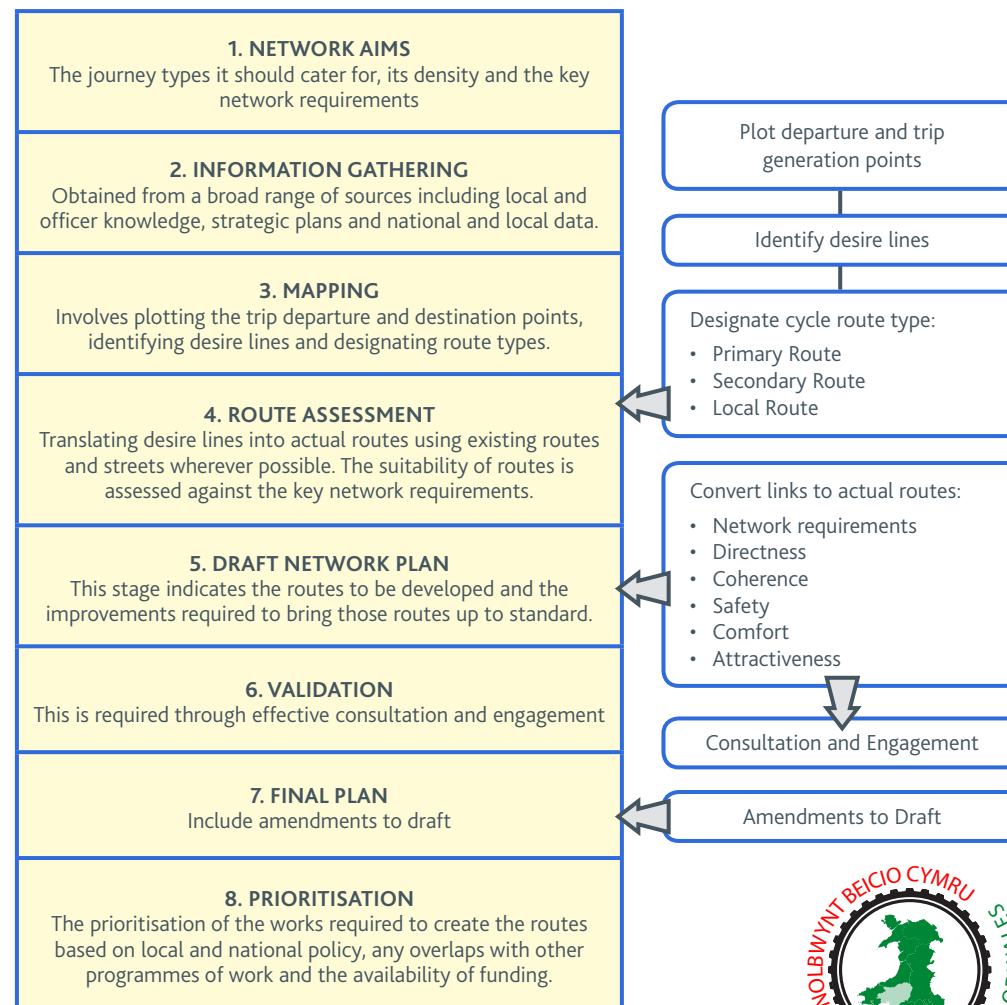
## Active Travel (Wales) Act 2013 - Active Travel Stages

### 4.3 Wider Network Links

In addition to the Active Travel Audit work undertaken, audit work was also completed in 2013/14. This looked specifically at gaps in the network and missing links in the overall network across Carmarthenshire (the Active Travel Audits only focused on those existing routes used for active travel journeys (access to employment, education etc.) in those towns defined by the Active Travel (Wales) Act 2013.

The missing links work looked at the wider network across the whole of the county identifying potential new future routes and links (for all purposes including leisure) that could be invested in to create a more complete walking and cycling network as well as improvements to existing routes). Appendix C lists the new routes that were identified for investment from the 2013 /14 audit.

### Integrated Network Map Stages of Development



## Active Travel Network: Best Practice - Signage, Parking and Access Control

### 4.4 Active Travel Design Guidance

Providing the facilities to support cycling is just as important as providing a well-connected cycling network to encourage increased levels of active travel. Facilities to support cycling include provision of clear and concise signage, safe and secure parking and ensuring that routes are only used by those who are the intended users.

This chapter provides a summary of best practice in terms of providing signage, along with consideration of best practice for cycle parking provision and access control. The chapter also considers a hierarchy of provision in terms of the walking and cycling network.

### 4.5 Signage

Providing clear and concise signage at regular intervals along the cycling network is a key provision to encouraging increased use. The attractiveness and utility of any network to potential users will, in part, depend on the quality, coherence, consistency and frequency of the signs. Good signage provides the users with confidence in terms of the direction of their route, but can also convey other useful information.

There are examples of best practice signage within Carmarthenshire which demonstrate this. Photos 4.1 and 4.2 show examples of cycling and walking signage in Carmarthen town centre. As well as showing directional information they also inform users of the network, the time and distance to key locations. This assists users in estimating the length of their journey, so they can make informed decisions on the choice of mode.

Active Travel (Wales) 2013 Design Guidance suggests that the design of cycling and wayfinding should consider the following key principles:

- **Minimising signing:** The potential to improve the clarity and safety of a route through improved design rather than extra signs;
- **Minimising clutter:** The use of signing which minimises street clutter through appropriate scale, good location and integration with existing street furniture;
- **Signing coherence:** The importance of coherent and consistent signing over a whole network and along a particular route;
- **Maintenance:** Minimise the need and cost of future maintenance to ensure that safety and wayfinding remain of a high quality in the long term; and
- **Value of signing:** Good signing should enable cyclists to locate themselves and the intended destination through use of strategic and local destination signing to include key facilities.



Photo 4.1 & Photo 4.2 - Walking and Cycling Signage in Carmarthen

Many signs are optional rather than mandatory. On the majority of on-street routes cyclists can be adequately catered for within the general traffic signing regime and exemption to restrictions. Cycle infrastructure can be quite sign intensive and if not carefully designed, can create unnecessary visual intrusion.

Cycle routes are distinguished by white on blue vertical signing with a cycle symbol. Active Travel (Wales) Act 2013 Design Guidance states that cycle route signing and route confirmation should only be used where routes are direct and convenient and where the journey experience, under normal circumstances, is reasonably good.

In addition to marking the route itself, signs may be required to direct cyclists onto the route at intermediate locations. Signs may also be required to direct cyclists to destinations along the route or at the end/ to a specific locality e.g. a train station should be used even if the cycle route itself does not extend all the way there.

Within each area a consistent set of destinations should be used, these will typically be divided into primary, local and supplementary destinations.

Signage can also help to support health and safety by pointing out dangers along a route. Too many signs contribute to clutter, yet too few and cyclists get lost. Sign clutter is not only a particular problem for urban areas, but signs can also obstruct scenic views in the countryside.

## 4.6 Types of Direction Signs

The Active Travel (Wales) Act 2013 Design Guidance outlines a variety of direction sign types, with factors depending on location and purpose. Detailed sign design requires specialist traffic engineer input, reference to the Traffic Signs Manual and normally the use of appropriate computer software.

- Finger posts are used at the actual junction. The sign itself points in the appropriate direction and includes a chevron type arrow.
- Advance signs are used prior to junctions to give warning of the junction and enable initial manoeuvring to take place.
- Stack signs are used where the different destinations are listed above each other in tabular form. They can be used as advance direction or prior to a junction.

Map type signs are where a pictorial representation, a map, is used on the sign to help clarify the direction of the destinations. Signs of this type are of value at complex junctions. Route confirmation signs should be provided at least every 1 mile, as well as after each decision point (normally at the far side of every junction).

- Along with signage, map information boards may be placed at key access points to traffic-free networks, to help people appreciate what opportunities are available and to familiarise themselves with the locality.





## 4.7 Cycle Parking

A lack of safe secure cycle parking at a destination will hamper growth and reduce cycle trips to that location. By indicating to the public that cyclists are welcome, cycle parking facilities act as a message to motorists to consider cycling in the future. Cycle parking should be prominent on the ground and clearly advertised<sup>20</sup>.

Consideration should be given to cycle parking location and design. In terms of location, best practice states that:

- It must be located as close as possible to the main entrance of a destination;
- It must offer a real advantage over the location of the nearest car parking space;
- The location should be one that is constantly under surveillance by the general public (and CCTV if possible) and is well lit.

In terms of design:

- The design of the stand has to ensure peace of mind for the user;
- The device must be easy to access, facilitate the use of 'D' typelocks and conventional chains/cables, provide support for the whole bicycle and allow both frame and wheels to be secured in a way that suits the individual user;
- The most simple and reliable design (and therefore most common) is the 'Sheffield' type stand constructed from a single tube with two right-angle bends;
- Organisations which are providing cycle parking for employees and visitors should consider the provision of covered areas, either within the building itself or a shelter located very close to the main pedestrian entrance;

Where cycles are left for a number of hours, for example by workers, students, commuters or in residential developments, more secure parking may be needed. Increased security can be provided by means of lockers, or where shelters or sheds have lockable doors.

## 4.8 Cycle Parking Layout and other Requirements

In accordance with the Active Travel (Wales) Act 2013 Design Guidance, parking should, as a minimum, be large enough to accommodate the dimensions of a typical adult size cycle as shown in Table 4.1.

Increased space provision may be required in location where large cycles or cycles with goods baskets or child seats are expected to park frequently. In all cases the location of cycle parking should ensure that parked cycles will not obstruct nearby walking and cycling routes.

SITUATION	DIMENSIONS	AREA PER CYCLE
Stands on Street	1.8 x 0.5m	1m <sup>2</sup>
Within Building Minimum	1.8 x 0.5m spaces plus 1.8m aisle	1.35m <sup>2</sup>
Within Building Generous	2.0m x 0.75m spaces plus 3 - 4m aisle	2 - 3m <sup>2</sup>

Table 4.1 - Space allowances for cycle parking

20. Sustrans Cycle Parking Fact Sheet FF37

In accordance with Active Travel (Wales) Act 2013 Design Guidance the following factors should be considered when designing cycle parking facilities:

- Security – Cycle parking must allow users to secure their cycle with a variety of lock types;
- Lighting – essential for personal security and parking after dark;
- Weather protection – can the cycle parking be covered? This is important for commuters and overnight parking;
- Obstruction – The needs and space requirements of other users, particularly blind and partially sighted pedestrians must be considered and parked cycles should not obstruct these routes. Visual aids such as high visibility markings on the first and last strand in a row or contrasting colour/ texture paving may be used to delineate cycle parking areas;
- Potential to integrate with existing street furniture, signing or planting;
- Located on level ground or, if this cannot be achieved, perpendicular to the slope to avoid cycles rolling down the slope; and
- Located in obvious, clean, maintained and overlooked areas to deter vandalism/ theft, and to make users feel safe and welcome.



Photo 4.3 & 4.4 - Example Cycle Parking: Sheffield Stand and Cycle Locker

Cycle parking must be installed appropriately. In addition to the correct layout, the physical installation must be correct to minimise the chance of damage through regular use or the risk of vandalism and theft. Construction details vary for different options.

In on-street locations where space for cycle parking is limited, for instance constrained or busy footways, consideration should be given to the placing of cycle parking stands on the carriageway. This may require the reallocation of existing kerbside car parking.

In a number of rural and urban locations, it may be advantageous to design specific cycle parking that match the surrounding area and other street furniture. This can be accommodated but it should be ensured that any specialist designed parking matches the requirements set out by best practice guidance.

Evidence from Active Travel consultations points to a strong requirement for increased and improved cycle parking provision within Schools. Improved cycle parking was consistently highlighted as one of the key drivers that would lead to increased cycling on the school run

The number of cycle parking stands provided at any specific location is determined through planning policy. Carmarthenshire cycle parking standards are outlined in the CSS Wales Parking Standards (2008).

## 4.9 Access Control

It is generally accepted that there should be barriers to control access to users that are not permitted on cycle tracks, such as motorcyclists or cars. However, they are also perceived by many cyclists as barriers to cycling. Although solo cyclists on conventional bikes with panniers can usually negotiate the most common type of control barrier, the needs of other users is often not taken into account. As well as solo cyclists, control barriers need to be negotiated by the following:

- Recumbent cycles (all types)
- Tricycles (adult)
- Tandems (all types)
- Bikes towing trailers
- Cargo bikes
- Mobility scooters
- Wheelchairs
- Child buggies/prams (different configurations)
- Horses (possibly)

Almost all cycle tracks are shared-use, meaning that they can be used by pedestrians (pedestrians may also include the disabled, who may be on mobility scooters or in wheelchairs). Some such routes allow equestrian use, although these are more likely to be found in rural areas rather than in towns.

Unless access control design and installation is appropriate for a particular location, facilities that are provided can be negotiated by the very vehicles that they are designed to stop – usually motorcycles and cars. In some cases, designs will exclude some other legitimate vehicles, such as aforementioned.

Ideally, access control to stop motorcycles and cars should not be provided, and this is the opinion of Sustrans for the National Cycle Network. Providing nothing is more likely to be relevant when a new facility is being provided, as there will not have been any history to call upon. Observations can then be made as to whether or not there is a need for access control. It is more likely that a cycle track will be used by motorcycles if legitimate usage is low, as high usage will deter others.

However, in situations where motorcyclists are known to use a facility, access control in the form of barriers are more likely to be justified. It should be noted that any barrier type will only be effective if the entire area surrounding it is secure as well.

Appendix D provides an outline of the different access control barriers that are available for walking or cycling routes.

## 4.10 Hierarchy of Provision

Provision of segregated or shared usage off-road routes is often the preferred form of network. This type of provision provides easy car free access often opening up walking and cycling as a mode of travel for those users who may not feel confident to cycle or walk on or near the highway. However, provision of off road sections of network can be expensive to provide and therefore providers often find themselves with the difficult choice of building shorter sections of off-road network versus longer sections of on road network, the latter often being far more cost effective to provide.

The topography and geography of an area or land availability can also cause a constraint to providing continuous sections of off road network.

## Section 5

# EDUCATION, DEVELOPMENT AND TRAINING

## Development

A major step in securing Carmarthenshire's reputation as 'The Cycling Hub of Wales' and the aim of 'every child in Carmarthenshire given the opportunity to learn to ride a bicycle' is to develop leisure cycling. This can be segregated into three sections; ownership, coaching and the end goal of taking part in leisure rides and events.

In order to take part an individual must have access to a bicycle, the first step is making bicycles as accessible and financially viable as possible. Then a coaching stage is required where individuals can receive training to improve their technique and fitness, their road awareness, general safety and the workings of a bicycle.

All with the end goal of getting Carmarthenshire's public involved in leisure rides and events, and to use cycling for wider journeys such as commuting to and from work and for other utility journeys.

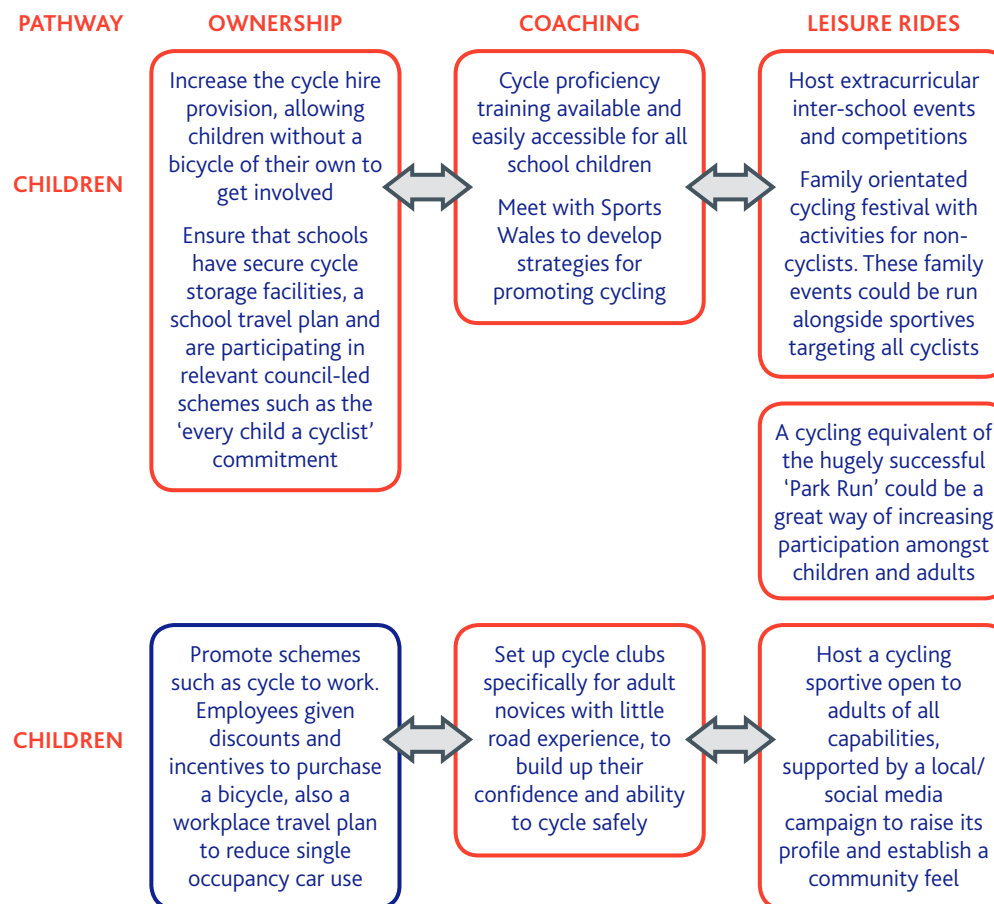


Figure 5.1 - Pathway to developing Leisure Cycling in Carmarthenshire



## 5.1 Participation and Education

Cycling facilities, events and tourism will follow a growing cycling base and as such developing participation in Active Travel and cycling events at a local level is a vital cog in the Cycling Strategy process.

Investing in Carmarthenshire's future and investing in the organisations that develop this will be key to a successful future cycling strategy.

Sosban Riders hold weekly free sessions aimed at 4-13 year olds at a local primary school. The sessions are designed to improve children's cycling skills and confidence through games, challenges and races including mountain bike enduros and cyclo-cross.



Sosban Riders

Helping such organisations to grow and become established and encouraging similar groups to form will increase cycling participation levels in the future. Promotion is a key element in increasing participation. These charity organisations should be invited to local schools to carry out talks and workshops promoting cycling at grassroots levels through encouragement and active engagement<sup>21</sup>.

School trips to local cycling centres should be encouraged as an active extracurricular activity. Facilities such as the Brechfa Mountain Biking Facility and the velodrome (once regeneration is complete) could provide taster sessions for students and could prove as an invaluable recruiting method for local cycling clubs.

Providing cycling services, facilities and education for a youth generation will help to establish cycling and raise future participation levels. Promoting active travel to and from school will be a big contributor to this and organising community bike rides will allow school pupils to gain confidence of riding around their local area, with the hopes that they may develop an active travel routine to and from school. There are also opportunities to link directly into the school curriculum through the Active Schools programme.

Cycling is an activity that can be enjoyed by people of all ages and abilities. It can do much to improve accessibility for those with reduced mobility. For people with disabilities, cycling offers exercise, fun, mobility and independence. This Strategy will work with Disabled Groups in an attempt to offer improved facilities and infrastructure alongside training and awareness raising to increase provision of people with disabilities.

21. Source: [www.sosbanriders.org.uk](http://www.sosbanriders.org.uk) (Date Accessed: May 2016)

## 5.2 Education and Training Programmes

Education and training programmes can provide a strong, substantial foundation for new and young cyclists. Being able to navigate the highway network can be quite demanding for all cyclists, especially in urban areas, but given the right training and knowledge, cyclists can keep themselves safe and build confidence around moving vehicles.

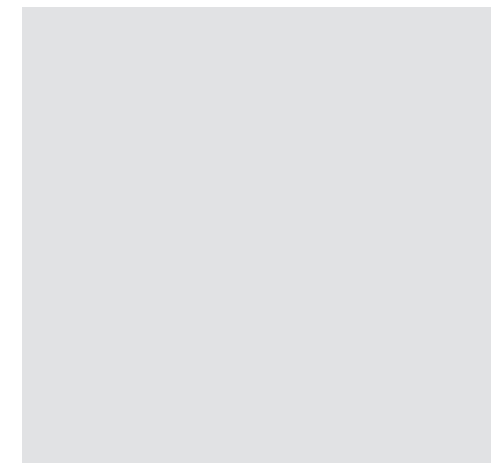
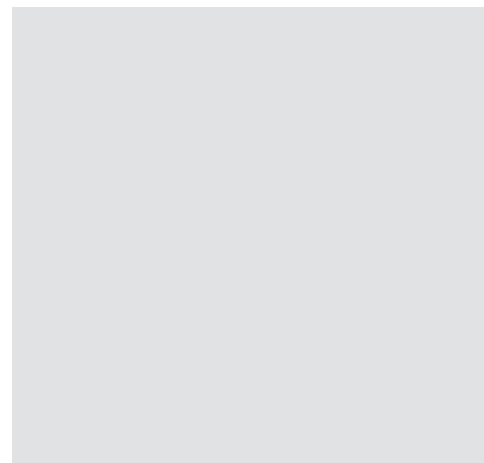
It is important that training programmes are in place for up-and-coming cyclists to ensure they are made aware of, and understand, the acceptable behaviour required of a cyclist on the public highway. Such programmes are often run at a Primary school level to educate the largest catchment of child cyclists, providing them with at least the basic road cycling skills. For those children who are more able, or for older beginner cyclists, higher level programmes are usually run at local cycle-groups operated independently of the system arranged by the local authority.

Carmarthenshire has a large number of primary and secondary schools within the County, with an approximate 28,000 young people in education<sup>22</sup>. Providing programmes and training at a school/college level will help establish a new influx of cyclists who are knowledgeable about all forms of cycling, the benefits provided, and are aware of the dangers faced when cycling on the road.

The County already has two substantial cycle groups in operation; Towy Riders Cycle Club, based at the outdoor velodrome at Carmarthen Park, and Bynea Cycling Club, based in Bynea, Llanelli.

Towy Riders Cycle Club is an accredited British 'Go-Ride' club meaning it is able to offer progressive cycle skills training for children of all ages and abilities, taught by a team of accredited British Cycling registered and qualified coaches. Additionally, there is an extension to the club for seniors (16+), providing guidance to the elder generations.

Bynea Cycling Club is a well-established club (est. 1937), providing similar training to all age and ability cyclists through its numerous club coaches. It would be advantageous for Carmarthenshire County Council to advertise and promote these clubs, and any other clubs operating within the County, through its social media sites to help promote cycling and encourage cyclists take the next step.



22. [www.carmarthenshire.gov.uk/english/education/schools/pages/home.aspx](http://www.carmarthenshire.gov.uk/english/education/schools/pages/home.aspx), date accessed 9th Dec 2013



## Case Study: The Velodrome

The Carmarthen Velodrome, which dates back to 1900, provides a good opportunity for events and activities. It has recently secured an investment of £580,000 from Carmarthenshire County Council and Sport Wales to fund its regeneration, including bringing the track surface up to modern standards and installing new safety fencing.

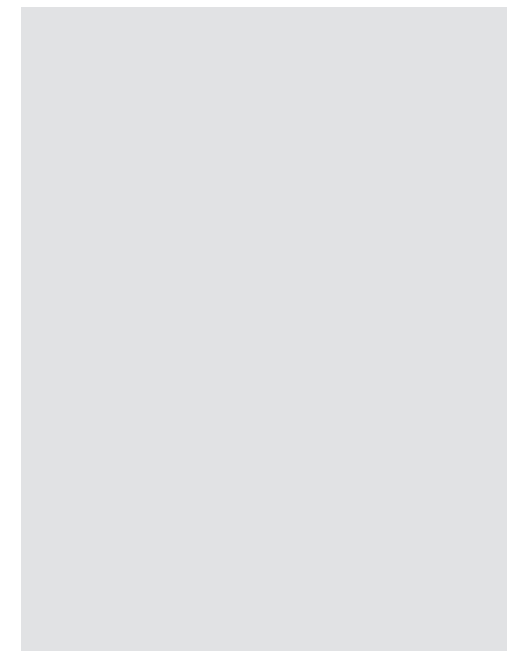
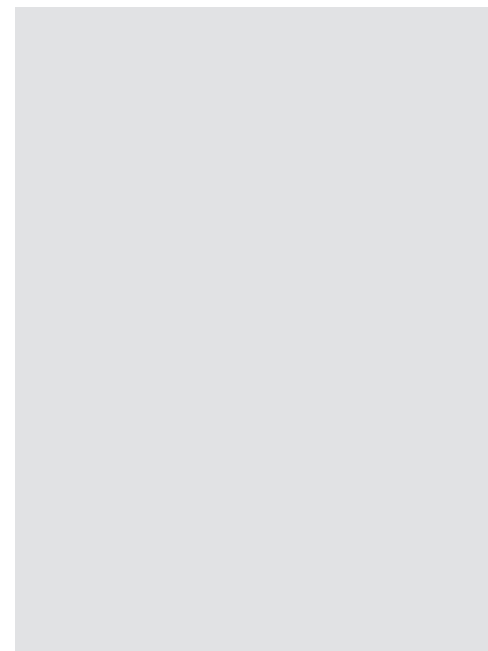
The velodrome is home to the Towy Racing Cycle Club who regularly stage social and training rides for its members of all abilities, the events offered could be enhanced in terms of size and regularity once the regeneration is complete. Members of all abilities are very active in competitions and the club is frequently represented in road races, mountain biking and cyclo-cross<sup>23</sup>.



## Focus on - Mountain Biking

Carmarthenshire's cycling infrastructure has much to offer across all disciplines of the sport, but one area where budding thrill seekers are really spoilt for choice is mountain biking. There are three top-class centres in the county; Bike Brechfa, Cwm Rhaeadr and Crychan. All of which provide challenging and varied routes accompanied with stunning views of the Carmarthenshire countryside.

Of the three only Crychan is actively staging events, this year it is hosting Round 1 of the MTB Enduro as well as the Little Devil MTB event for younger riders. The utility of these excellent facilities should be maximised, with local and national events held regularly, building on the centres' reputation and promoting their growth<sup>24</sup>.



23. Source: [www.cyclingweekly.co.uk/news/latest-news/carmarthen-velodrome-to-be-saved-with-580000-revamp-202152](http://www.cyclingweekly.co.uk/news/latest-news/carmarthen-velodrome-to-be-saved-with-580000-revamp-202152) (Date Accessed: June 2016)

24. Source: [www.crychanforest.org.uk/events-in-the-forest](http://www.crychanforest.org.uk/events-in-the-forest) (Date Accessed: June 2016)

## 5.3 Developing Grassroots

The success of Welsh cyclists at major international sporting events has impacted positively on participation as they are viewed as role models and as a measure of what can be achieved with hard work and training. Over the past decade Welsh cyclists have won 3 Olympic gold medals, 23 World Championship medals, 24 European Championship medals and 4 Commonwealth Games medals. If these impressive achievements are to be maintained and built on, the stars of the future must be invested in by developing the sport at grassroots level<sup>25</sup>.

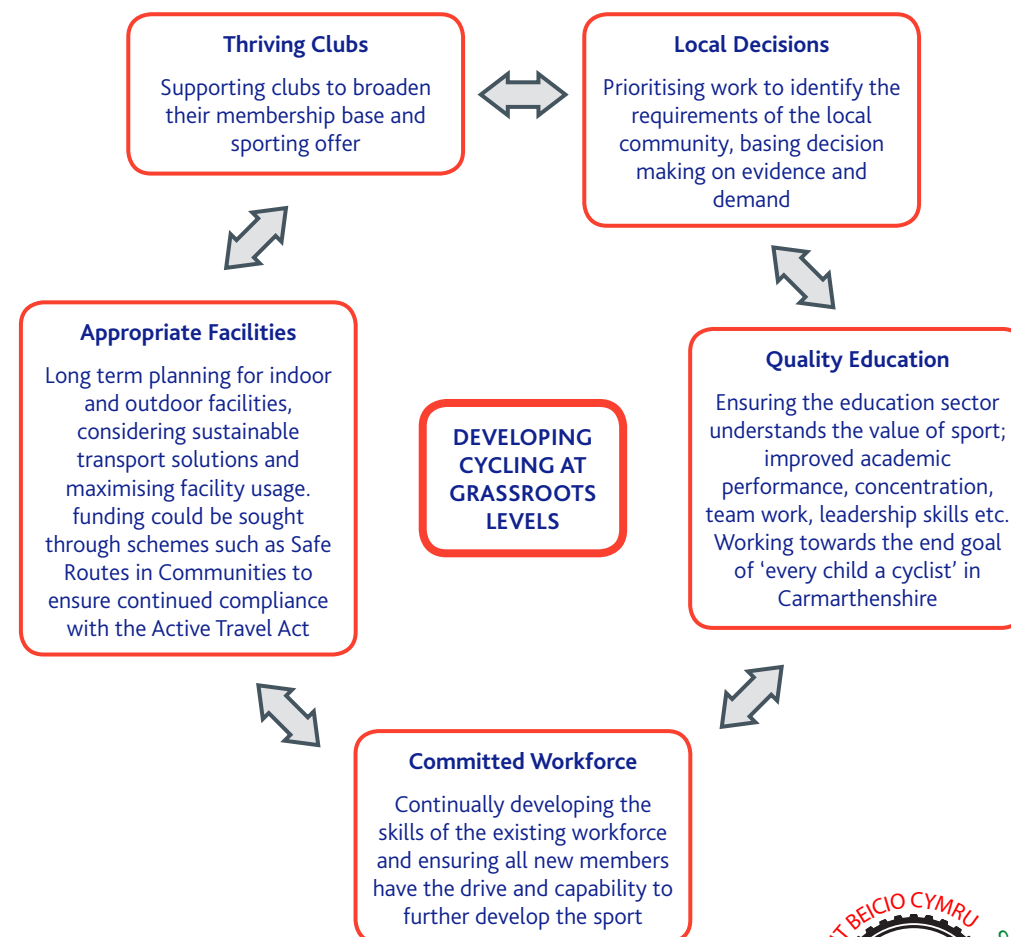


Figure 5.2 - Pathway for Developing Cycling at Grassroots Levels across all Disciplines of the Sport<sup>26</sup>

25. Welsh Cycling Strategy 2013-2020

26. Sport Wales – Community Sports Strategy 2012-2020



## Section 6 EVENTS

## Events

There has been an influx of cycling events across Wales and the UK in recent years, varying from beginner events to national championships. The events cover all cycling disciplines, including road cycling, mountain biking, cyclo-cross and BMX etc. Carmarthenshire already has a great deal to offer in terms of organised cycling events such as the Battle on the Beach, Merlin Ride, Daffodil Ride, Sosban Cycling Festival as well as numerous organised club rides and events.

Table 6.1 shows some examples of the types of local and national events which Carmarthenshire could feasibly host in a bid to becoming 'The Cycling Hub of Wales'. A list of cycling events across all disciplines held in Wales can be seen in Appendix A.

EVENT TYPE	LOCAL	NATIONAL
<b>ROAD CYCLING</b>	<b>VALE RIDE</b> The Vale Ride offers two routes for riders, both the 50 mile and 90 mile routes provide stunning views of the Vale of Glamorgan's countryside and coast. Cyclists of all abilities are welcome and each year a local charity is supported. The cost of entry is £26.00 for the 50 mile route and £32 for the 90 mile route <sup>27</sup> .	<b>TOUR OF BRITAIN</b> The UK's highest ranked cycle race attracts the world's best riders and covers the entire length of the UK, it is British Cycling's premier road event. This year's tour will see two stages held in Wales, Stage 4 from Denbigh to Builth Wells is the longest of the tour and Stage 5 from Aberdare to Bath which includes a gruelling 3,675m of climbing <sup>28</sup> .
<b>MOUNTAIN BIKING</b>	<b>BRECON BEAST</b> 'The Beast' is an endurance mountain bike event set in the Brecon Beacons national park. The £35 entry cost is donated to local charities <sup>29</sup> .	<b>WELSH MTB CROSS COUNTRY CHAMPIONSHIPS</b> The championship attracts the best riders from across Wales and beyond. The four rounds of the 2016 competition will be held at locations across Wales including Llandegla and Builth Wells <sup>30</sup> .
<b>CYCLO-CROSS</b>	<b>WWCRT SUMMER GO-CROSS</b> This West Wales Cycle Racing team series is specifically targeted at school children and novice adults. Held at the Blaendolau playing fields in Aberystwyth during June each year, the emphasis is on enjoyment and participation. Any type of bicycle is permitted providing it is in a safe working order <sup>31</sup> .	<b>NATIONAL CYCLO-CROSS CHAMPIONSHIPS</b> The 2016 championships were held at Shrewsbury Sports Village. Over two days of action-packed racing, 19 separate age and gender related national titles were decided. The course is based on a flat but technical 3km loop <sup>32 33</sup> .
<b>BMX</b>	<b>GORIDEWALES - BMX</b> This non-competitive event is aimed at beginners and is held between July and August at Maindy Leisure Centre, Cardiff. It gives novices the opportunity to experience riding on a pump track which is a crucial element of BMX tracks <sup>34</sup> .	<b>BRITISH BMX SERIES</b> Riders earn points based on their finishing position at each round of the series. A rider's best seven results from a possible 12 rounds makes up their total. The rider collecting the most points in their respective category is crowned the series champion. There are up to 700 entrants across each weekend <sup>35</sup> .

27. Source: [www.valeride.com](http://www.valeride.com) (Date Accessed: May 2016)

28. Source: [www.tourofbrtain.co.uk/stages/index.php#.VznCl00w-vE](http://www.tourofbrtain.co.uk/stages/index.php#.VznCl00w-vE) (Date Accessed: May 2016)

29. Source: [www.breconbeast.co.uk](http://www.breconbeast.co.uk) (Date Accessed: May 2016)

30. Source: [www.britishcycling.org.uk/wales/mtb/article/20160113-wc-mountainbike-Welsh-Mountain-Bike-Cross-country-Series-confirmed-for-2016-0](http://www.britishcycling.org.uk/wales/mtb/article/20160113-wc-mountainbike-Welsh-Mountain-Bike-Cross-country-Series-confirmed-for-2016-0) (Date Accessed: May 2016)

31. Source: [www.britishcycling.org.uk/events/details/124195/WWCRT-Summer-Go-Cross-Round-2](http://www.britishcycling.org.uk/events/details/124195/WWCRT-Summer-Go-Cross-Round-2) (Date Accessed: May 2016)

32. Source: [www.britishcycling.org.uk/britishcrosschampionships/article/20160104-Guide--2016-British-Cycling-National-Cyclo-cross-Championships-0](http://www.britishcycling.org.uk/britishcrosschampionships/article/20160104-Guide--2016-British-Cycling-National-Cyclo-cross-Championships-0) (Date Accessed: June 2016)

33. Source: [www.cyclingnews.com/races/british-cyclo-cross-national-championships-2016](http://www.cyclingnews.com/races/british-cyclo-cross-national-championships-2016) (Date Accessed: May 2016)

34. Source: [www.britishcycling.org.uk/events/details/135230/GoRideWales---BMX](http://www.britishcycling.org.uk/events/details/135230/GoRideWales---BMX) (Date Accessed: May 2016)

35. Source: [www.britishcycling.org.uk/britishbmseries/article/20160510-British-BMX-Series-Guide--British-BMX-Series-back-in-Cumbernauld-for-rounds-five-and-six-0](http://www.britishcycling.org.uk/britishbmseries/article/20160510-British-BMX-Series-Guide--British-BMX-Series-back-in-Cumbernauld-for-rounds-five-and-six-0) (Date Accessed: May 2016)

Table 6.1 – Example Local and National Cycle Events





The aim of hosting a stage of a grand tour is certainly ambitious and will require multiple stages of planned progression. Through a series of processes Carmarthenshire could develop from a host of local family events to welcoming the world's elite cyclists to its doors. Carmarthenshire County Council has a significant part to play in achieving this ultimate goal and must be pro-active in their approach. Please see figure 6.1 overleaf.

Pembrey Country Park in particular (which hosts the Battle on the Beach) will have a key role in events development, as it is also the site of the Closed Circuit development and is being considered for significant investment for a competition standard BMX track and to be a host venue for National level cycling events.

Part of the events strategy would also see the development of Town Centre Family friendly cycle events, which not only provides a gateway to participation in cycling but also stimulates town centre footfall and economic activity

Hosting cycle events within the County also has the added value of drawing in large numbers of cyclists wishing to practice or train on the event course; we will further aim to capitalise on this by liaising with Cycle Groups and Clubs, to establish and promote a number of cycle routes that people may try based on a 'time it takes' guideline such as 1hr 2hr 3hr 4hr rides.

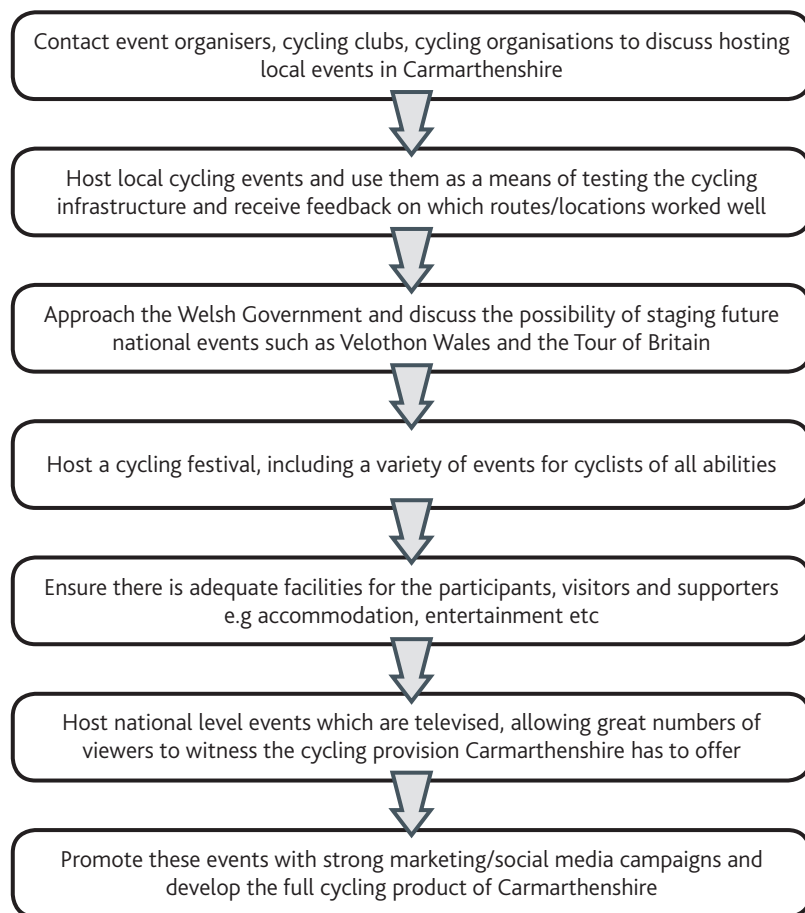


Figure 6.1 - Pathway outlining how to build up towards hosting a stage of a Grand Tour

There will be specific tasks the Local Authority must undertake in order to develop Carmarthenshire as a venue for cycling events which are outlined in Figure 6.2 opposite.

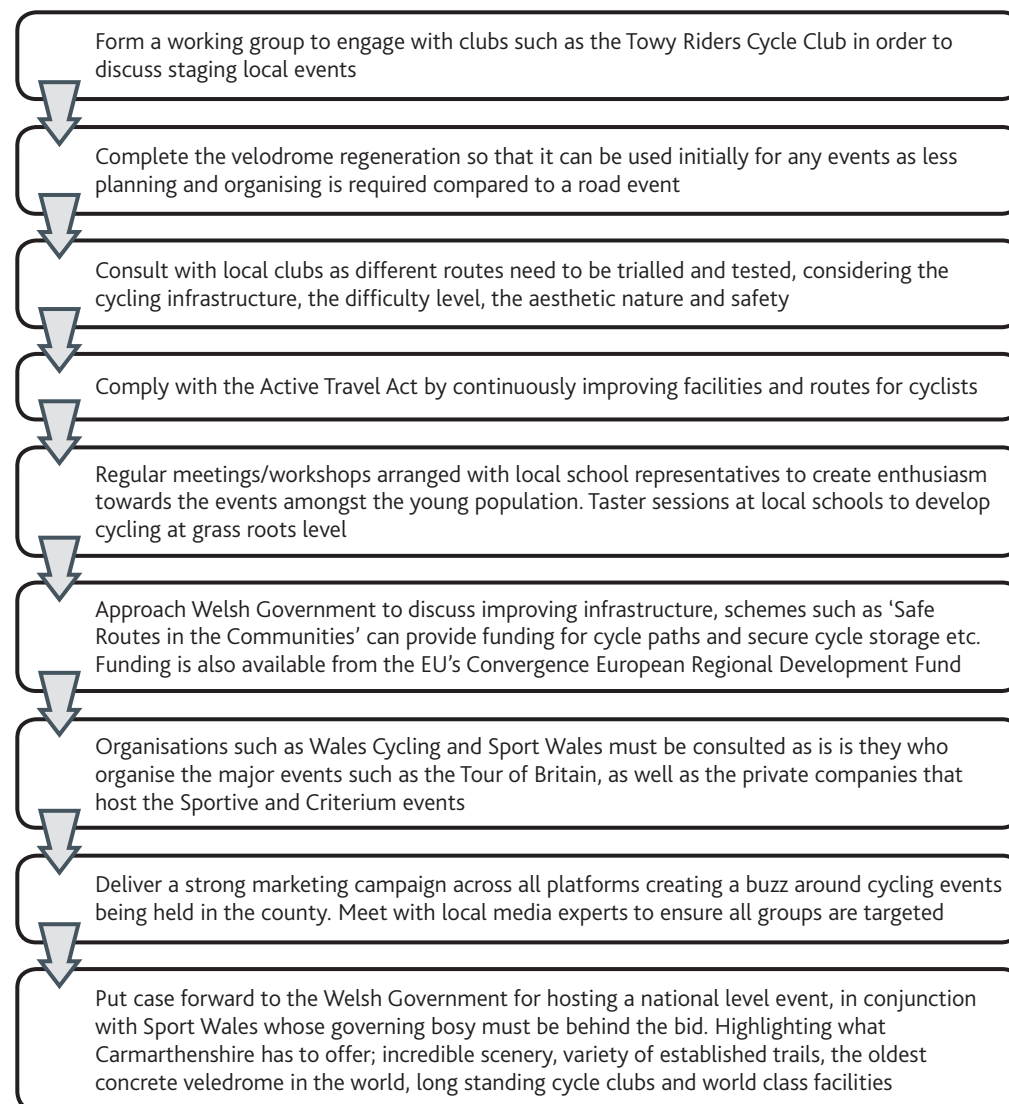


Figure 6.2 - Pathway for the Local Authority to develop Carmarthenshire as a cycling venue

## Section 7 TOURISM



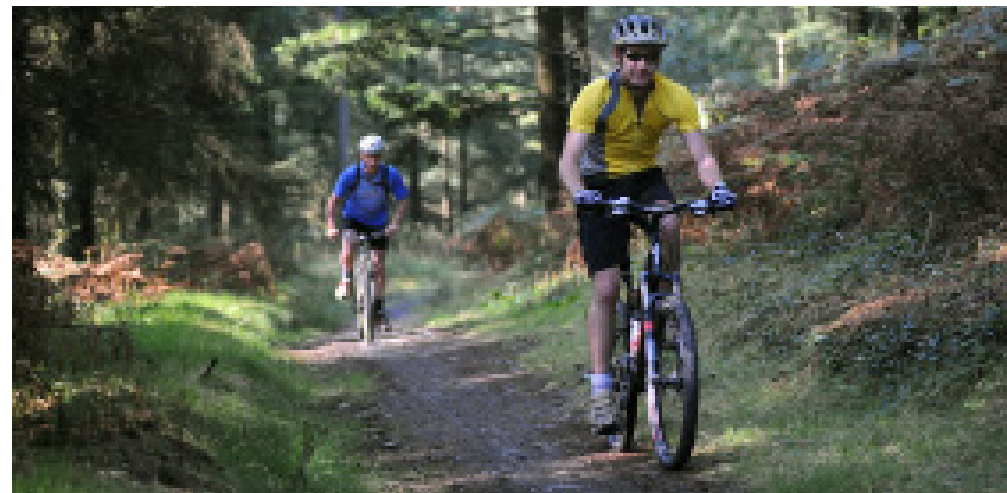
## Cycle Tourism

Carmarthenshire already has a wide array of cycling infrastructure and resources available. This type of cycling infrastructure should appeal to a number of cyclists, with infrastructure ranging from easy and family leisure based trails to intense and strenuous professional cycling tracks.

### 7.1 Brechfa MTB Centre

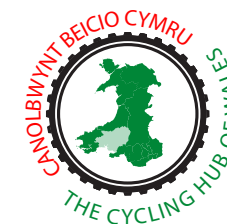
One of Carmarthenshire's most intense and enjoyable cycling tourist attractions is the Brechfa MTB centre, with snaking mountain biking trails created around the Brechfa forest.

Currently there are four trails catering from a beginner blue and green level to a more intermediate and challenging black graded Mountain Bike trail. The most famous and challenging of the routes the 18.5Km Black Raven Trail is listed as one of the top MTB cycling tracks in Wales, complete with a number of stunt jumps and steep winding downhill descents.



Brechfa also caters to the newer and less experienced Mountain Bike goer. The 4.7Km Derwyn Blue and Derwyn Green Track provides an excellent introduction to Mountain Biking in Carmarthenshire as a way for less experienced Mountain Bikers to build their skills. It is also highly rated as a fantastic family day out.

As well as having well-established mountain biking facilities, Carmarthenshire also has a large number of well-maintained leisure routes.





## 7.2 Celtic Trail

The Celtic Trail provides a safe traffic free cycle journey across Carmarthenshire, highly suitable for family cycling trips, currently offering three different routes; the Challenge 143 miles trail, the weekend 42 mile trail and the family friendly 27 mile trail.

## 7.3 Millennium Coastal Path

The Millennium coastal path is a well renowned cycle link offering stunning views of the beautiful Carmarthenshire coast line with 13 miles of cycle way providing links between Llanelli and Pembrey Country Park.



## 7.4 Carmarthen Velodrome

Carmarthen Velodrome will undergo a £580,000 regeneration to create a regional centre for excellence for cycling. As part of the regeneration the track surface will be replaced and new safety fencing will be installed.

It is hoped that investment in the track will bring in cyclists from around the region for training and racing, boosting the local areas economy and jobs. The investment in the Carmarthen Velodrome will also allow for the future planning of Velodrome events within Carmarthenshire. Such as the British Cycle Speedway Championships, which already includes Newport within its elite league.

The investment in the Velodrome will help to promote enthusiasm towards the sport at a local level, allowing the people of Carmarthenshire to actively contribute and train within the Velodrome. The Carmarthen Velodrome facilities can also be the basis for youth cycling organisations, and the National Youth Omnium is just one example of an event that could be hosted at the Velodrome.

Maindy Flyers are a successful example of one such organisation set up at Maindy Cycle Track in Cardiff in 1995. They are responsible for encouraging Olympic Gold Medal winning athlete, Geraint Thomas to take his first steps as a professional race cyclist. Similar types of organisations and facilities will be essential to the grass roots development of cycling within Carmarthenshire. The Carmarthen Velodrome has the potential to encourage participation in cycling and the ability to allow Carmarthenshire to produce their own crop of youth cycling athletes.



## 7.5 Developing Cycle Tourism/Infrastructure

It would be easy to assume that the majority of cycling tourism can be associated with the hosting of small/ large scale cycling events. However the journey to acquiring these types of events is often off the back of successful small scale cycling tourism ventures. These types of ventures will play a valuable role in contributing to the desirable image of Carmarthenshire as the 'Cycling Hub of Wales', and providing the necessary infrastructure to host a large scale cycling event

One way for Carmarthenshire to develop cycle tourism is to follow in the tried and tested, such as creating and promoting holiday package cycle deals. This is already done very successfully within prominent cycling regions throughout the UK, such as Yorkshire and Cambridge, as well as within the neighboring county of Powys. Often these package cycle holidays feature multiple routes and accommodation with couriers to deliver your luggage to each place as you arrive.

CYCLE HOLIDAY	COST	AREA
The easy cycle tour to Wales	Adult £195, Child £95	Prestaigne
The Welsh Border Cycling Tour	Adult £235, Child £120	Knighton, Prestaigne
Lon Las Cymru	Adult £685, Child £345	Preistaigne, Knighton, Elan Valley, Rhayader
Brecon Beacons Cycle Tour	Adult £680 Child £340	Brecon Beacons

Table 7.1 - Space allowances for cycle parking

These package holiday deals can no doubt contribute to the success of building a cycling tourism base as well as opening the door for private investment opportunities within Carmarthenshire, enabling the growth of cycling infrastructure.

Table 7.2 represents the available trail options that already exist within Carmarthenshire. These route options tied together with suitable accommodation as well as promotion would make ideal platforms to create package cycle holidays for prospective holiday makers.



CARMARTHENSHIRE CYCLE ROUTES	
NAME OF TRAIL	DISTANCE
Merlin Wizard Route	164km
Merlin Druid Route	75km
Merlin Cothi Route	112km
Carmarthen to Newcastle Emlyn	61km
Celtic Trail – The Challenge	230km
Celtic Trail – The Weekender	68km
Celtic Trail – For the Family	44km
Sosban festival of Cycling – Tin Route	121km
Sosban Festival of Cycling – Pewter Route	143km
Sosban Festival of Cycling – Copper Route	174km
Double Devil Sportive – Devil 82 mile	132km
Double Devil Sportive – Devil Sportive	154km
Double Devil Sportive – Double Devil Sportive	196km

Table 7.2 - Existing trails within Carmarthenshire



These routes, although currently established for racing and sporting events, may also be utilised as leisure routes. Accommodation providers within close vicinity of these routes may wish to promote the routes in order to establish a leisure tourism client base for their accommodation. As part of the cycling strategy it is suggested that Carmarthenshire work with accommodation providers to create an awareness and investment in package holidays including routes such as these.

As well as this, Carmarthenshire could seek to establish a leisure tourism cycling network involving these already well established cycling routes. Attributing success to small tourism ventures such as these, will go a long way to creating an increasing awareness and understanding of Carmarthenshire cycling facilities. As these facilities grow over time, e.g. with the construction of the Velodrome, the incentive to create and promote tourism within Carmarthenshire will undoubtedly increase.

These small tourism ventures can also be used as case studies to demonstrate the current visitor base for cycling in Carmarthenshire, helping to promote and present the wide range of cycling services and facilities available during bids for larger cycling events.

### Case Study: MudTrek Mountain Bike Breaks, Brechfa Forest, Carmarthenshire

MudTrek is a defining example of how cycling holidays can be tied together with existing Carmarthenshire Cycling routes and resources. Small cycle tourism ventures such as MudTrek will help to grow and establish Carmarthenshire as a cycling hub, whilst advertising cycling facilities to prospective tourism.

It also creates investment in cycling and increases the opportunity for accommodation and other facilities to create profit by tailoring for cyclists needs. This will inevitably lead to a growth in cycling facilities and grow the available infrastructure in place for bigger cycling events.



**THINK OF A SKI CHALET...FOR MOUNTAIN BIKERS...IN WALES!**

**COSY, EXCLUSIVE ACCOMMODATION - SUPERB VIEWS - FABULOUS FOOD -  
RIDE FROM THE DOOR (TO THE PUB!) - FREE "OFF PISTE" GUIDING - TRANSPORTATION**

## Section 8 MARKETING AND BRANDING



## Marketing and Branding

### 8.1 Introduction

Marketing and promotion will form a vital role in developing walking and cycling, ensuring use of infrastructure as well as attracting and hosting events. In this section different technologies available to promote walking and cycling are reviewed, along with recommendations for the implementation of education and training programmes which will support increased active travel

### 8.2 Technology

Like so many other things in our life, technology is starting to influence the way we use our bikes. Gone are the days when we would head off for a ride guided only by a memorised map and the forlorn hope that there would be sufficient signage to guide you in the right general direction.

Getting lost, needing twice as much time as expected and the joy of finding some previously unknown 'shortcut' were all parts of the experience. That was before the 'Strava Generation' started using Smart Phones to plot and map rides, distances and journey times. Mobile phones and their GPS technology are now an ever present accessory in the cyclist's tool kit.

#### Map Carmarthenshire

Glasgow City is a DfT cycle demonstrator town, and thanks to £24 million funding from Innovate UK, the Technology Strategy Board, they are introducing a number of measures to increase the number of people who walk and cycle to work and for leisure.

MapGlasgow is a website that enables walkers and cyclists to record their journeys via a free app on their Smart Phone. This builds up a picture of when and where people are walking and cycling. Analysis of the data reveals the routes most used by people, thereby allowing the Council to more effectively target resources and investment.

In a shift away from the traditional 'predict and provide' method of developing new infrastructure, Glasgow City Council has moved towards a 'demand lead' model for planning and implementing future schemes.

Carmarthenshire is a large rural County with a dispersed population. Local Authority cut backs will result in smaller budgets for walking and cycling schemes. As a result it is critical that all investment is targeted at schemes and projects that have the most potential for increasing walking and cycling levels.

As part of the Active Travel (Wales) Act 2013, Local Authorities, planners and consultants are using their skills and expertise to identify potential routes that, if developed, might attract increased usage. Similarly, part of the requirement of the act is to understand and monitor current usage levels, and from this predictions can be made to estimate future demand.

However, by more closely engaging users and looking at their origins, destinations and routes, transport planners will be able to see what routes are popular and which are avoided. MapCarmarthenshire would build on the stakeholder engagement work as part of the Active Travel Act, and be able to reach a wider audience. Once existing walking and cycling behaviour is understood, resources and investment can be targeted at improving and upgrading routes and facilities that people actually use.

STRAVA Heat Maps also have a role to play in identifying routes that are regularly used by cyclists. Understanding this demand driven utilisation will help to inform maintenance investment to help ensure delivery of a high quality cycle network.



## 8.2 Carmarthenshire County Council's Website:

[www.carmarthenshire.gov.co.uk](http://www.carmarthenshire.gov.co.uk)

Carmarthenshire County Council's website ([www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk)) is a primary source of information for both residents and visitors. It provides a wide range of information on all services and facilities that are supported by the Local Authority.

The Leisure section on the website invites visitors to directly access more information on a range of activities including:

- Leisure centres
- Branded health and fitness
- Sports facilities
- Arts and entertainment
- Country Parks
- Coastal Park/beaches

Information on cycling opportunities is provided under the following sections:

- Country Park
- Coastal Park/Beaches
- Outdoor Adventure

Within the 'Transport and Streets' section there is no reference to any walking and cycling opportunities. Other transport related topics ranging from parking to road safety are all covered, however, walking and cycling are not addressed.

The Discover Carmarthenshire website ([www.discovercarmarthenshire.com/index.html](http://www.discovercarmarthenshire.com/index.html)) is the main tourism website including information on events and accommodation, and is currently the main location for walking and cycling information. The website contains a large amount of information on different walking routes within the area, and contains links to different information sources.

Similarly, the cycling pages contain a vast array of route information for road and mountain biking trails, however, there is a lack of consistent branding on these websites, and currently the majority routes are mapped using google maps which enables easy access.

To improve promotion opportunities, walking and cycling should be given its own separate website and where relevant, the maps created for the Active Travel Act requirements should be provided for route information and to ensure consistent branding, and any future cycling maps should be branded the same. As the rebranding of six major walking and cycling routes are currently underway, this branding should be considered and rolled out across all walking and cycling routes so they are all visually linked.

Better by Bike ([www.betterbybike.info](http://www.betterbybike.info)) is a separate website which provides information on cycling routes, events and news within the Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire areas. There is consistent branding throughout and the website is straightforward to use. Each council website provides a link to the Better by Bike website, which ensures that all cycling information is easily accessible, consistent and kept in one place which is a good example of how Carmarthenshire's website could look.

It is recommended that the profile of cycling is increased through the provision of a separate website, so information is more easily accessible, more attractive and therefore encourages take up/participation. The majority of the information is already there, it is just a case of presenting it in a different way so that cycling information is more focussed and more prominently positioned. Maps and routes produced as part of the Active Travel Act will provide a consistent branding that can be utilised on the cycling website similar to the Better by Bike website. Additional information already included on the Discover Carmarthenshire website, such as route length, difficulty rating and journey times will further encourage usage.

## 8.4 QR Codes

QR codes are electronic bar codes, that when scanned by Smart Phone technology, present the user with information. Originally, QR codes were more closely associated with advertising campaigns, where a code would provide more information on a particular product or commodity.

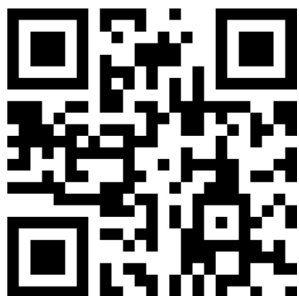
With the increase in mobile applications, the Smart Phone has become an important accessory in the cyclist's toolkit. They are much easier to store and transport than maps. If QR codes were attached to existing cycleway signposts, navigation for cyclists with Smartphones would be much easiers.

Simply by scanning the code, cyclists would receive information on their location and the route they are using. Distances, timings, sights of interest and rest stops could all be communicated to the user. QR codes can tap into existing sources of information provided by

Sustrans, for example; [www.sustrans.org.uk](http://www.sustrans.org.uk) contains comprehensive mapping information on the National Cycle Network, making this information available via a bar code, attached to a way-marker having significant benefits to cyclists.

On the negative side the information supplied is only as good and as accurate as those who supply it. There are plenty of examples of inaccurate information that has been made available. Conversely, a local authority could spend thousands of pounds printing maps and guides only for them to become out of date following the next route modification, upgrade or closure.

It is recommended that Carmarthenshire County Council consider utilising QR Code technology as a tool for disseminating information to walkers and cyclists. The information is free to use, can be updated easily and made available in a very user friendly format.



Example of a QR Code





## 8.5 Social Media Websites

Social media websites are used to share information and experiences. Personal social media sites are used as a means of communicating with friends and family. In addition to this, special interest groups can be created so that like-minded individuals can communicate and share knowledge, expertise and opinion. They can provide great networking opportunities and can be used to help increase the profile of special interest groups.

Many local cycling groups and cycling clubs in Carmarthenshire have their own social media websites. These sites are generally run and maintained by a small group of enthusiasts and are used primarily to promote club activities amongst users. The benefit is that information is targeted at people who are interested in the services and activities offered by the Group.

Wider networks also have their own pages to provide updates on route improvements, openings and advertise events. For example Better by Bike (@BetterbyBike), Cycle Monmouthshire (@MonCycle) and on a larger scale, Santander Cycles (@SantanderCycles).

Carmarthenshire already has many great cycle routes. Some of these, such as the Millennium Coastal Path (NCN 4) are destinations in their own right. Such routes attract walkers and cyclists from all over the County and beyond.

Other destinations, such as the Discovery Centre, along the Millennium Coast Path, all have their own social media websites. These are used as promotional tools to inform visitors about forthcoming attractions and activities.

There is an opportunity for NCN 4 to have its own Social Media websites. Along the route there is a wealth of attractions and activities that could be promoted. Instead of being on the periphery of activities in the area, a route that has its own social media website could be

promoted as the 'spine' that connects a wide range of attractions and activities. In addition, the new cycling and walking website could have its own social media pages similar to Better by Bike, which are dedicated to providing information and news about the routes. Through interacting with other cycling and walking groups, this would raise national awareness of Carmarthenshire as a cycling and walking destination in its own right. These could be provided on Twitter, Facebook and Instagram to cover a range of potential users.

As well as this, the provision of a map which shows the other attractions and accommodation along the route would encourage further use through raising awareness of the other opportunities to visit in the surrounding area.

A re-branding exercise, promoted via a social media website, could increase awareness of the routes through creating a separate identity for walking and cycling in the county. If users are better informed about the facilities, services and destinations that are accessible, they might be encouraged to use it on a more regular basis. The re-branding will also ensure that there is a consistent logo and brand that is noticeably walking and cycling in Carmarthenshire, raising the profile of the County.

Such a page could be linked to the QR codes and to the other destinations and attractions along the route. Carmarthenshire County Council already operate its own Facebook page, and so it would be advantageous if a link for NCN Route 4 and the walking and cycling page was made available from here.

Targeted engagement on social media with specific cycling and walking campaign groups, for example Cycle UK, Cardiff Cycling Campaign, Living Streets and Cycle Streets, will help promote cycling and events in Carmarthenshire to a wider, national audience.

## 8.6 Tourism Websites

Websites such as Visit Wales ([www.visitwales.com](http://www.visitwales.com)) and Show Me Mid Wales ([www.visitmidwales.co.uk](http://www.visitmidwales.co.uk)) provide a good platform to advertise activities and accommodation in Wales. This website reaches a wide variety of potential visitors to Wales from both national and international origins.

It is recommended that Carmarthenshire County Council engage further with Visit Wales ensure that any walking and cycling events are listed on the website and are up to date, and that links to the new walking and cycling website are provided, specifically under the Biking and Walking & Hiking sections. This will ensure that a people from further afield than the local area who are looking to come to Wales as tourists are made aware of the walking and cycling opportunities in Carmarthenshire, and raise the county's profile.

Other accommodation websites and smaller visitor websites should also be engaged with and kept up to date with the latest information so visitors have a wide range of information available to them from numerous platforms.

## 8.7 Active Travel (Wales) Act. 2013

A requirement of the Active Travel (Wales) Act, 2013 is for local authorities to map all Active Travel routes to make it easier for people to walk and cycle. These maps will create integrated networks of active travel routes and related facilities which will be easily accessible by the public. The maps will provide up to date information on existing routes and routes planned for the future, and be audited to ensure they meet the standards set by the Act. This provides the opportunity for consistent branding to be considered, making the routes easily recognisable. The Active Travel Act provides another opportunity for promotion of walking and cycling within Carmarthenshire and to increase the profile of the county.

As mentioned previously, it is suggested that Carmarthenshire County Council use the same branding on the Active Travel maps on all walking and cycling materials and on the website. This will ensure consistency and create a recognisable brand without unnecessary additional mapping. This can be rolled out across all routes, even those not included in Active Travel, such as mountain bike trails, and stored in one place on the separate walking and cycling website. It also ensures that all future planned routes will be of the same standard, increasing the walking and cycling opportunities in the county.



## 8.8 Promotional Campaigns

A focused and well organised promotional campaign is vital if Carmarthenshire is to develop cycling, increase the use of infrastructure and host events. The campaign would be a group of advertisements centralised around one message and different media resources must be utilised successfully including the internet, television, radio and newspapers. The message in this case could be the vision of 'Carmarthenshire: The Cycling Hub of Wales'.

Carmarthenshire is well catered for across all media platforms and there is potential for a very effective promotional campaign. The Carmarthenshire County Council and local cycling clubs' websites could be used to promote walking and cycling, as well as Carmarthenshire County Council's social media presence such as their twitter account. There is also potential for advertisements on BBC Wales and S4C as well as on Radio Carmarthenshire or in local newspapers such as the Carmarthen Journal.

## 8.9 Development of Logo and Standardised Branding

Having strong branding is crucial for a number of reasons, it needs to be professional and immediately recognisable as the branding communicates the value and quality of the product or service. Having a developed logo for example is a visual expression of identity and is one of the main things that makes a product or service memorable.

A good practice example of logo and branding is the Tour de Yorkshire. They have an instantly recognisable logo which cleverly incorporates a cyclist and the name is a play on the Tour de France as Yorkshire famously held a stage of the prestigious event in 2014. The branding, including the logo and colour scheme, is standardised across all platforms including their website and social media accounts.

It is recommended that Carmarthenshire County Council use a distinctive and eye-catching logo which represents the quality of the product or service, also that a brand identity including a colour and formatting scheme be implemented across all platforms and all publications.



# Agenda Item 24

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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# Agenda Item 25

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