

Document Pack



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

MONDAY, 23 JULY 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 10.00 AM, ON MONDAY, 30TH JULY, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Kevin Thomas
Telephone (direct line):	01267 224027
E-Mail:	kjthomas@carmarthenshire.gov.uk
Ref:	AD016-001

EXECUTIVE BOARD

MEMBERSHIP - 10 MEMBERS

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

A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST.
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-
 - 3 .1 22ND JUNE 2018; 5 - 6
 - 3 .2 2ND JULY 2018. 7 - 12
4. QUESTIONS ON NOTICE BY MEMBERS
5. PUBLIC QUESTIONS ON NOTICE
6. DRAFT ANNUAL REPORT OF THE STATUTORY DIRECTOR OF SOCIAL SERVICES ON THE PERFORMANCE OF SOCIAL CARE SERVICES IN CARMARTHENSHIRE 2017/18. 13 - 62
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12. CARMARTHENSHIRE REVISED LOCAL DEVELOPMENT PLAN (LDP) 2018 - 2033 ADVISORY PANEL - MINUTES & TERMS AND REFERENCE. 215 - 236
13. EXECUTIVE BOARD FORWARD WORK PROGRAMME. 237 - 256
14. 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.
15. EXCLUSION OF THE PUBLIC

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.

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| 17. LAND DISPOSAL AT SOUTH EAST LLANELLI. | 289 - 306 |

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

EXECUTIVE BOARD

22ND JUNE 2018

PRESENT: Councillor E. Dole (Chair)

Councillors:

H.A.L. Evans, D.M. Jenkins, L.M. Stephens, 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;
W. Walters, Director of Regeneration & Policy;
L.R. Jones, Head of Administration and Law;
I. Jones, Head of Leisure;
D. Hockenhull, Media and Marketing Manager;
J. Owen, Democratic Services Officer.

Chamber, County Hall, Carmarthen – 9:00am - 9.30am

1. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor L. D. Evans.

2. DECLARATIONS OF PERSONAL INTEREST.

There were no declarations of personal interest.

3. QUESTIONS ON NOTICE BY MEMBERS

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. NATIONAL URDD EISTEDDFOD 2021

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 contained in the report which could undermine the Council's position in subsequent negotiations and adversely impact upon the public purse.

The Executive Board considered a report which provided detailed information in relation to the National Urdd Eisteddfod 2021.

UNANIMOUSLY RESOLVED that the recommendation within the report be approved.

CHAIR

DATE

Monday, 2 July 2018

PRESENT: Councillor L.M. Stephens (Chair)

Councillors:

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

Also in attendance:

Councillor D.M. Cundy

The following Officers were in attendance:

M. James, Chief Executive
J. Morgan, Director of Community Services
C. Moore, Director of Corporate Services
Mrs R. Mullen, Director of Environment
G. Morgans, Director of Education & Children's Services
W. Walters, Director of Regeneration & Policy
R. Edgecombe, Legal Services Manager
D. Hockenhull, Marketing and Media Manager
J. Davies, Senior Cultural Services Manager
R. W. Waters, Highways and Transportation Manager
K. Thomas, Democratic Services Officer

Chamber, - County Hall, Carmarthen. SA31 1JP. - 2.00 - 2.45 pm

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors E. Dole and D. Jenkins (absent on alternative Council Business)

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 4TH JUNE, 2018

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 4th June, 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. CARMARTHENSHIRE ARTS STRATEGY

The Executive Board received for consideration the Carmarthenshire Arts Strategy for the period 2018-2022 which provided a framework for service development through to 2022 to support the County's vision of being a place where exceptional arts experiences engaged and enthused communities whilst also celebrating its unique and bilingual culture. In order to underpin that vision, the strategy identified the following four key objectives:-

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

The Executive Board noted that the Strategy had been endorsed by the Community Scrutiny Committee at its meeting held on the 25th June, 2018.

UNANIMOUSLY RESOLVED that the Carmarthenshire Arts Strategy 2018-2022 be approved.

7. DRAFT LOCAL DEVELOPMENT ORDER - LLANELLI TOWN CENTRE

The Executive Board considered a report on proposals for the introduction of a Local Development Order for Llanelli Town Centre detailing the responses received to the public consultation exercise undertaken thereon between 18th December, 2017 and 9th February, 2018. It was noted that the Order would need to be submitted to the Welsh Government for its agreement prior to submission to Council for formal adoption.

The Executive Board noted the proposal, if adopted, would allow for a range of uses within a defined spatial area in the town centre to proceed without the need for planning consent and formed part of a wider intervention process, including the work of the Llanelli Task Group to regenerate the town. That included allowing commercial uses on ground floors and residential on upper floors of properties within the defined area, resulting in increased footfall and commerce.

It was noted that the report had been endorsed by the Community Scrutiny Committee at its meeting held on the 25th June, 2018.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT:

- 7.1 The representations received in respect of the Draft Local Development Order (LDO) for Llanelli Town Centre be received;**
- 7.2 The recommendations detailed within the report be approved;**
- 7.3 The submission of the LDO (inclusive of the reports' recommendations and evidence updates) to the Welsh Government for agreement be approved;**
- 7.4 Delegated authority be granted to officers to make non-substantive typographical or factual amendments, as necessary, to improve the accuracy and clarity of the LDO;**

7.5 Delegated authority be granted to officers to update the evidence base and make any consequential changes to the LDO, and to ensure any additional matters of legal compliance were also integrated.

8. SOCIAL MEDIA POLICY

The Executive Board considered a report on the adoption of a new Social Media Policy for the Authority that updated and strengthened existing social media guidelines. It was noted that the development of the policy arose from an audit undertaken in 2017 and sought to clarify how and why staff should exercise responsibility and caution when using social media. If adopted, the policy would be subject to a formal annual audit and informal six monthly audit.

Councillor D. Cundy, in accordance with CPR 11, sought clarification on the wording of paragraph 3.1 regarding sexually explicit messages, images, cartoons, jokes or movie files. It was confirmed that the term sexually explicit applied to all the above and the wording of the paragraph would be amended accordingly.

UNANIMOUSLY RESOLVED that, subject to the amendment to the wording of paragraph 3.1 as outlined above, the Social Media Policy be adopted.

9. FUTURE PROVISION OF CCTV IN CARMARTHENSHIRE

The Executive Board considered a report on the future provision of CCTV within Carmarthenshire following a review undertaken by the Heddlu Dyfed Powys Police (HDPP) to install a new 116 camera system across the whole of the force area. As part of that review, it was being proposed that 46 cameras would be installed throughout Carmarthenshire by July 2018 with their locations being based on crime pattern analysis and monitored from Police Headquarters by dedicated staff to enhance police response to incidents.

The Board was advised that whilst the new HDPP system would replace the 87 cameras in the current council owned system, 42 of those were not included within the new system and consideration would need to be given to their future as detailed in Option 1 i.e. to decommission the cameras or option 2 to commission a review.

Councillor D. Cundy, in accordance with CPR 11, referred to option 2 and enquired whether the level of proposed consultation to be undertaken could be extended to include other organisations to include for example Shelter (to monitor rough sleepers) and the new Llanelli Monitoring Police Force to monitor anti-social behaviour and substance misuse.

The Executive Board Member – Communities and Rural Affairs, advised that the HDPP's analysis of camera locations had included a range of issues including anti- social behaviour hot spots. He advised that if Option 2 were to be adopted, consultations could be undertaken with other external organisations such as Shelter, where appropriate.

UNANIMOUSLY RESOLVED:

- 9.1 To note the proposed approach and implications for the Council of the introduction of a new Heddlu Dyfed Powys Police (HDPP) CCTV system;
- 9.2 That the Council agrees to allow HDPP to utilise designated lighting columns and CCTV poles to host the new HDPP CCTV system;
- 9.3 That the Council agrees to fund electricity fees associated with the HDPP CCTV cameras;
- 9.4 That ownership of the CCTV poles be transferred from the Community Safety Team to the Highways Division and an allocation of the budget for electricity costs be transferred and that the Highways Department be responsible for paying related electricity costs;
- 9.5 That Option 2 be agreed as a future approach for the remaining 42 cameras and the Council commission a reviews of the cameras outside the scope of the HDPP CCTV system to include the costs of bringing the cameras that Council departments or town councils wished to retain back into service including renewal due to outdated/out of service technology;
- 9.6 That discussions be undertaken with affected council departments, town and community councils and other organisations where appropriate regarding the chosen option.

10. HIGHWAY ASSET MANAGEMENT PLAN (HAMP)

The Executive Board considered the Council's Highways Asset Management Plan (HAMP) 2018 detailing the objectives, policy and strategy framework for managing the highways network in line with the recommendations of the new 'Well-Managed Highway Infrastructure – A Code of Practice' and how they played a key role in supporting corporate, national, regional and local goals.

The Executive Board noted that the HAMP comprised the following four key parts and would act as an overarching portfolio in relation to evolving individual strategies for elements of the asset such as gully cleaning for example, and how they were to be maintained in the future:-

- Part 1 outlined the supporting role of the highway network in the wider policy context;
- Part 2 detailed the overarching highway network policies which were in place or would be developed and objectives adopted in managing the highway network;
- Part 3 provided a template for an annual report detailing the condition of the asset, progress over the last 12 months and plans for the forthcoming 12 months;
- Part 4 developed as a maintenance manual detailing the way the Council would manage and plan the individual elements comprising the highway infrastructure asset.

Councillor D. Cundy, in accordance with CPR 11, referred to page 159 of the report and the potential impact of reduced investment resulting in a return to poor road conditions. He enquired what investment plan the council would adopt from the three options detailed in the report to maintain the road network within the

County, the second largest in Wales, as its high quality was essential for the communication and transition throughout the County.

The Executive Board Member for Environment referred to page 157 of the report and advised that the template detailed therein was illustrative only and based on draft data. As this was the first year of the budget under the HAMP, future data recording would assist the council in determining future investment in the highways network as part of the annual budget process. She reminded the Board that the Welsh Government had provided a one-off additional £2.2m to the authority in the previous financial year for highway maintenance. Whilst that funding had been welcomed, more was required to maintain the highway network and the Welsh Local Government Association, together with the County Surveyors' Society Wales, were making representations to the Welsh Government in that regard.

UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the Highway Asset Management Plan 2018 be approved.

11. CAPITAL PROGRAMME 2017-18 UPDATE

The Executive Board considered a report providing an update on the final budgetary position for the 2017/18 capital programme as at the year end. It was noted that the in-year slippage of £12.116m compared with the £55.969m working net budget would be incorporated into future years of the programme.

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

12. ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2017-2018

The Executive Board was reminded that Council, at its meeting held on the 22nd February, 2017 (Minute 16 refers) had adopted the Treasury Management Policy and Strategy 2017/18. In line with that policy, the Board received the Annual Treasury Management and Prudential Indicator Report which outlined the Authority's Treasury Management activities in 2017/18 and summarised the activities that had taken place during 2017/18 under the headings of: Investments; Borrowing; Treasury Management Prudential Indicators; Prudential Indicators; Leasing and Rescheduling.

RESOLVED TO RECOMMEND TO COUNCIL that the Annual Treasury Management and Prudential Indicator Report 2017-18 be received.

13. AMMANFORD AFC

The Executive Board considered a report detailing a request received from Ammanford AFC for assistance towards the £123k shortfall to a project to upgrade its ground, estimated at £201k, to comply with the criteria set by the Football Association of Wales to enable them to compete in the FAW's Championship Division 1 of the Welsh Football League.

UNANIMOUSLY RESOLVED to approve financial assistance to Ammanford AFC, up to the value of £125k, with the final contribution value (within the limits) and the payment schedule being agreed by the Director of Corporate Services in liaison with the Executive Board Member for Culture, Sport and Tourism.

- 14. TO NOTE THAT THE LABOUR GROUP HAS NOMINATED COUNCILLOR TINA HIGGINS TO REPLACE COUNCILLOR SHAHANA NAJMI ON THE WELSH IN EDUCATION FORUM**

UNANIMOUSLY RESOLVED that the nomination received from the Labour Group for Councillor Tina Higgins to replace Councillor Shahana Najmi on the Welsh in Education Forum be noted.

- 15. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.**

The Chair reported that there were no items of urgent business.

CHAIR

DATE

EXECUTIVE BOARD

30TH JULY, 2018

DRAFT ANNUAL REPORT OF THE STATUTORY DIRECTOR OF SOCIAL SERVICES ON THE PERFORMANCE OF SOCIAL CARE SERVICES IN CARMARTHENSHIRE 2017/18

There is a statutory requirement for the Director of Social Services to report annually to their Council on the delivery and performance as well as plans for the improvement of the whole range of Social Services.

This is the draft annual report by the Director of Social Services on the performance of our Social Care Services in the county and sets out the progress made on areas identified for improvement in last year's report and highlights those areas to be developed in the current year. It relates to performance for the year 2017/18.

This report provides Members with the opportunity to question the content and gives an opportunity for the Statutory Director to consider any comments elected Members may have for the future. It should be noted the report will be further proof read and reformatted prior to completion.

RECOMMENDATIONS/KEY DECISIONS REQUIRED:-

That the draft Annual report of the Statutory Director of Social Services on the performance of Social Care Services in Carmarthenshire 2017/18 be approved.

REASONS:

Political scrutiny of this report is considered by the Director to be an important element in the development process, and will be amended throughout the various stages to the final publication of this report in the summer of 2018.

Relevant Scrutiny Committee to be consulted:

YES - Joint Scrutiny Committee for Education & Children and Social Care & Health – 4th July, 2018

EXECUTIVE BOARD / COUNCIL / COMMITTEE:

Scrutiny Committee recommendations / comments:

- **RESOLVED** that the Draft Annual Report of the Statutory Director of Social Services on the Performance of Social Care Services in Carmarthenshire 2017/18 be received.

Executive Board Decision Required: **YES – 30th July, 2018**

Council Decision Required **YES – 10th October, 2018**

Executive Board Member Portfolio Holder:

Cllr. J. Tremlett (Social Care & Health Portfolio Holder)

Cllr. G. Davies (Education & Children's Services Portfolio Holder)

Directorate Communities	Designation:	Tel Nos. 01267 224698
Name of Head of Service: Jake Morgan	Director of Community Services (Statutory Director of Social Services)	E Mail Address: JakeMorgan@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

EXECUTIVE BOARD

30TH JULY, 2018

DRAFT ANNUAL REPORT OF THE STATUTORY DIRECTOR OF SOCIAL SERVICES ON THE PERFORMANCE OF SOCIAL CARE SERVICES IN CARMARTHENSHIRE 2017/18

The Annual Report examines each Service area within Social Care and shows how service strategies, actions, targets and service risks will be addressed and delivered operationally by the service this year based on the approved budget.

The Annual Report (attached) comprises an overview provided by the Director of Social Services, which provides information on how we have performed in 2017/18 and an assessment on the future, together with our strategic priorities for 2018/19.

The Report links closely with the Directorate Business Plans for Community Services and Education & Children's Services departments.

Following publication of the report to the public (after it has been presented to full Council), Care Inspectorate Wales (CIW) and Welsh Government will complete their analysis and review of the report. There will be a formal meeting with CIW in October to discuss their analysis and proposed plan. This will be followed by an Annual Letter to Council in late November/early December, confirming their analysis and inspection plan. The process will link in closely with the Wales Programme for Improvement and the Annual Letter from the Wales Audit Office.

DETAILED REPORT ATTACHED?

YES – Annual Report 2017/18

IMPLICATIONS

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

Signed: Jake Morgan

Director of Social 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 Annual Report will be an important contribution to the Council's Improvement Plan

2. Legal

The Annual Report forms an important part of the statutory duties of the Director of Social Services:

"The Director will present to Council, publish and report on an annual statement of plans for performance and improvement"

3. Finance

The financial implications are included in the report. Budget pressures are identified clearly.

4. ICT

The PIMS system will be used to provide evidence of the Annual Report. Comment is made in the body of the report as to the need to better integrate Health & Social Care IT.

5. Risk Management Issues

Key risks have been addressed in this report with a link to the departmental and corporate risk register.

6. Physical Assets

Physical assets are included in this report in relation to service delivery

7. Staffing Implications

Workforce is a critical element included in the report. In particular, the development and retention of social workers to ensure that they continue their professional development and remain with Carmarthenshire.

CONSULTATIONS

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

Signed: Jake Morgan Director of Social Services

1. Scrutiny Committee – The report was considered at the joint Scrutiny Committee for Education & Children and Social Care & Health on the 4th July, 2018.

2. Local Member(s) Not applicable.

3. Community / Town Council Not applicable

4. Relevant Partners Not applicable

5. Staff Side Representatives and other Organisations Not applicable

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

THERE ARE NONE.

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Annual Statutory Director's Report on the Performance of Social Services

Director's Overview

2017/18

DRAFT for Executive Board

DRAFT

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1. Introduction by Director of Community Services



As the Council's Statutory Director of Social Services it is a requirement for me to report annually on the performance of social services for adults and children. This is my third report as a Director for Carmarthenshire and my fifth as a Statutory Director of Social Services.

I am pleased to be able to report that Carmarthenshire County Council continues to provide good quality Social Care Services despite a backdrop of declining resources and increasing demographic pressures.

The Social Services and Wellbeing (Wales) Act and the Regulation and Inspection of Social Care (Wales) Act are now impacting on service delivery. A consistent theme across all client groups is a growing move of provision towards early intervention and prevention. The aim is for this to reduce demand for care and the evidence in this report indicates we are having success in this refocus of services.

The financial outlook remains stark for the Council, staff in the older persons division in particular have worked hard to deliver budget savings whilst minimising the impact on vulnerable users. The county's Older People's Strategy is now three years old and its impact is being felt as the demand for residential care falls, more people are supported at home. Through more intelligent commissioning and effective cost recovery services for older people we will be underspent for the third year in a row with spend now lower than it was in 2012/13.

Clearly this cannot continue indefinitely and I welcome the national discussion through Welsh Government's recent parliamentary review to find ways to meet the expected growth in demand on social care of 4.1% a year over the next 15 years. There is a greater understanding of the inter-dependence between health and social care even if the relative funding levels does not always reflect this understanding.

Children's services have continued to reduce numbers of looked after children with further improvements in placement and school stability demonstrating clear impact of the refocussing of social work across the division. Signs of safety is increasingly embedded in the region through our regional Safeguarding Board.

There is a small rise in the number on the child protection register. There is a significant reduction in the repeat registration of children. The information from the register is used to help us understand the business and this gives us confidence that the system is working.

A disappointing reduction in the compliance with timescales for new child protection case conferences in the final quarter of the year is one that we will monitor closely to ensure there is a rapid correction.

Budget pressure remains high for children's services with costs in specialist placements; boarding out; care leavers and for children with complex needs escalating.

In recent months in accordance with the duty under the new Act, we have been transitioning our 'Careline' service into Carmarthenshire's Information, Advice and Assistance (IAA) service. This is the 'front door' for adult services in Carmarthenshire, this has provided an integrated multidisciplinary point of contact which has provided a real opportunity to transform our community service model. There has been a greater emphasis on prevention through the timely provision of advice and assistance to empower people to help themselves. We have developed Pathfinder for national '111' service, enhanced the use of assistive technology, improved co-ordination of care by the appropriate disciplines and improved intelligence in relation to 'demand and capacity' to inform commissioning of care and workforce requirement. There is now evidence that this is meeting need without the intervention of more expensive social work services. With our Careline services now finding their feet as a Local Authority Trading company this service is able to expand and develop into prevention as we consider using an evidence base from Spanish Social Care and Health to expand our preventative offer.

We will further increase the supply of housing and care at the Delta Lakes development, building on the success of the extra care developments in Ammanford and Carmarthen. We are retaining our current in-house residential provision and work is now proceeding on confirming what capital investment will be needed to improve the physical environments to meet future needs. We maintain our commitment to invest more than £20 million for a new leisure centre in Llanelli which will promote health and wellbeing in one of our most challenged areas of the county.

We use many sources of information and evaluation to understand the quality and impact of social services functions on people's lives. We have a robust Performance Management Framework to ensure we balance the relationship between service demands, the allocation of resources, cost efficiency and service user satisfaction. The framework has a suite of measures which are monitored at monthly meetings and are proven to improve outcomes.

We are continuing to progress regional working with a joint commissioning structure with Pembrokeshire forming a key part of our approach in delivering pooled budgets across the region. Over the next year we will continue to lay the foundations for delivering and developing services that place those who use our services at the heart of the planning process.

The Parliamentary Review into Health and Social Care which was established in January 2018, sets out the vision over the next five years across Wales and should aim to deliver against four mutually supportive goals the "Quadruple Aim" One system of seamless health and care for Wales'.

Despite the need for difficult decisions within a climate of financial austerity, the Social Services and Wellbeing Act provides us with opportunities to be more collaborative, innovative and creative in finding solutions with those who use our

services and within the wider community. Increasing levels of collaboration with the health board bodes well for us to rise to the challenge and deliver the transformation that is required across health and social care.

I am pleased that in the Wales Audit Office's Annual Improvement Report 2016/17 Carmarthenshire County Council's Annual Audit Letter (Issued June 2017) said:



I am satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources but there remains scope for the Council to make further improvements.

Performance - the Council, in collaboration with partners and despite increasing pressure on budgets, is continuing to improve performance across its priority areas and has complied with the Local Government Measure 2009.



I am the Chair of the Mid and West Wales Regional Safeguarding Children's Board (CYSUR). This is a strategic partnership that consists of statutory and non statutory agencies who have the responsibility to ensure the people and citizens of Mid and West Wales are appropriately safeguarded. The CYSUR Safeguarding Board works very closely with the Mid and West Wales Safeguarding Board for Adults (CWMPAS).

This annual report published at the end of July, outlines the progress we made against the outcomes that were set by CYSUR as part of our Annual Strategic Plan published on 31st March 2017. The board has matured in the last year to one where effective co-operation and challenge are part of everyday business.

We can demonstrate how we have influenced the National agenda on Elective home education as well as standardising the application of thresholds in child protection locally. Managers and staff are now collaborating well across agencies and the region. It is particularly pleasing to note the progress of our junior safeguarding board. The prospect of them being attendees at every board in the future is an exciting one and reflects well on the work they have done and the confidence the board has in these fantastic young people.

The position of Powys children's services was a concern to us all but the signs of improvement are now showing with outcomes now clearly improving. Lessons on how sensitive services are managed, the critical need to retain frontline staff and for agencies to avoid disproportionate and unrealistic budget cuts are all lessons that Carmarthenshire and the region has taken from the experience of Powys. I am confident that the safeguarding board is now in a stronger position to challenge partners. Crucially we now have the data and audit system to enable us to provide support and challenge to each other much earlier to prevent things going wrong.

Joint working with CWPAS has been positive as we now have an agenda that is richer and the different areas of practice in adult and children's services are now starting to enrich each other with practitioners seeing the benefit of an all age approach to protecting vulnerable children and adults.

There will always be challenges in delivering such complex services across such a large geographical area but this annual report clearly demonstrates good progress in demonstrating how CYSUR is now impacting on outcomes for children and young people in Mid and West Wales.

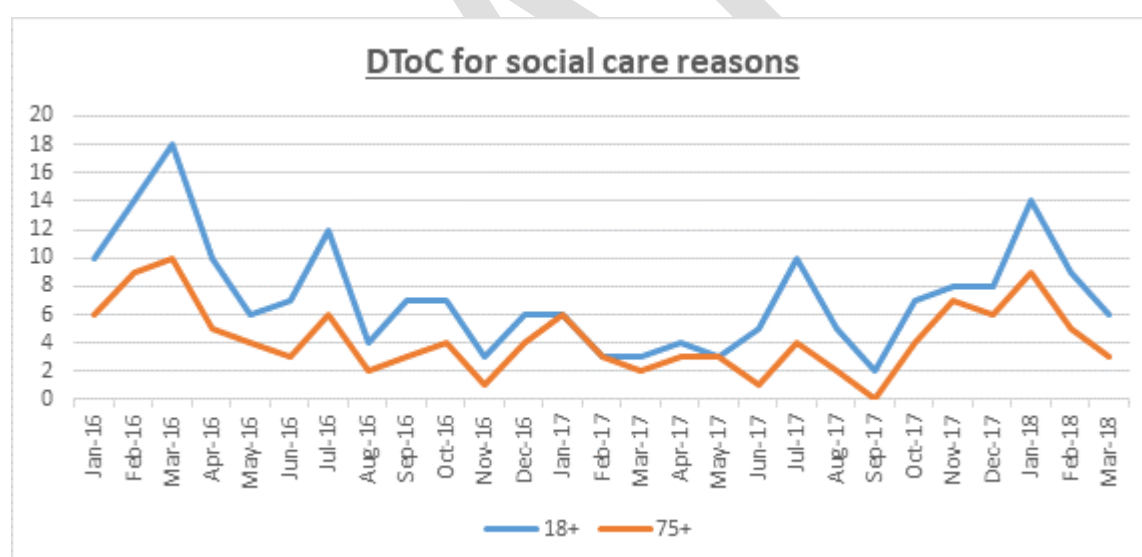
Jake Morgan, Statutory Director of Social Services

2. Summary of Performance

Adult Services Performance

The total number of people we supported during the year was 5,412 with a total number of 14,446 commissioned services.

The graph below is a demonstration of the rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over within Carmarthenshire.



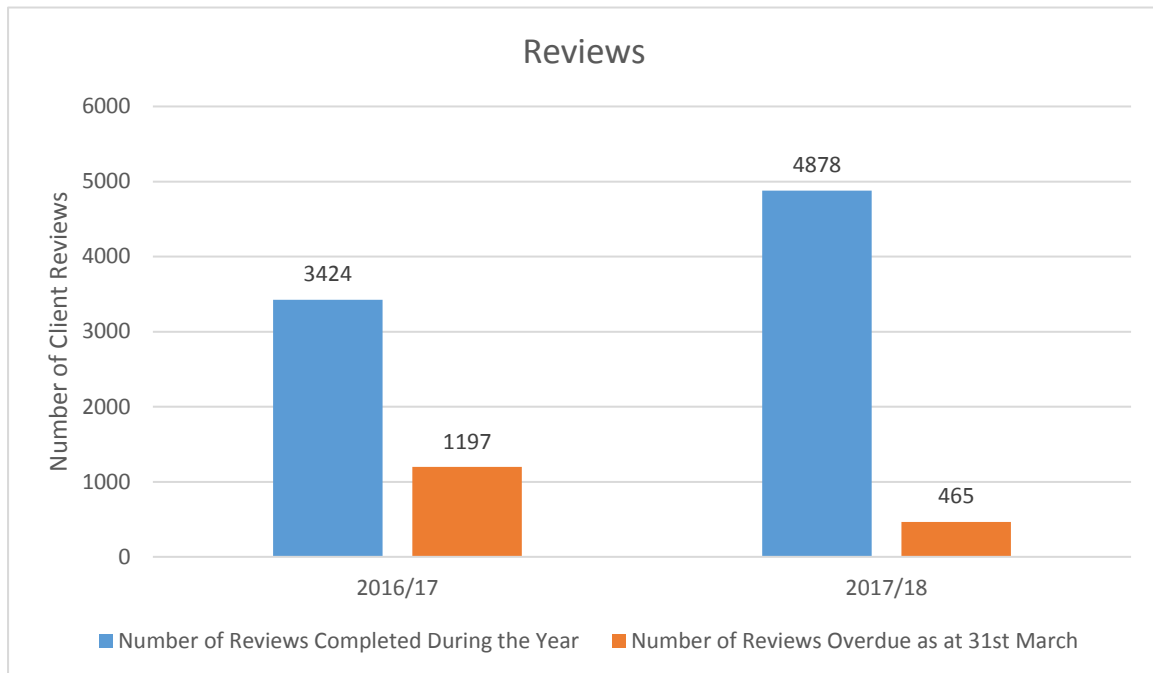
There has been a slight increase in delayed transfers of care for social care reasons, although numbers remain the same as the previous years.

Reviews

At the end of the financial year the number of outstanding statutory reviews requiring completion are low across the department, with data showing a significant improvement in performance compared to 2016/17.

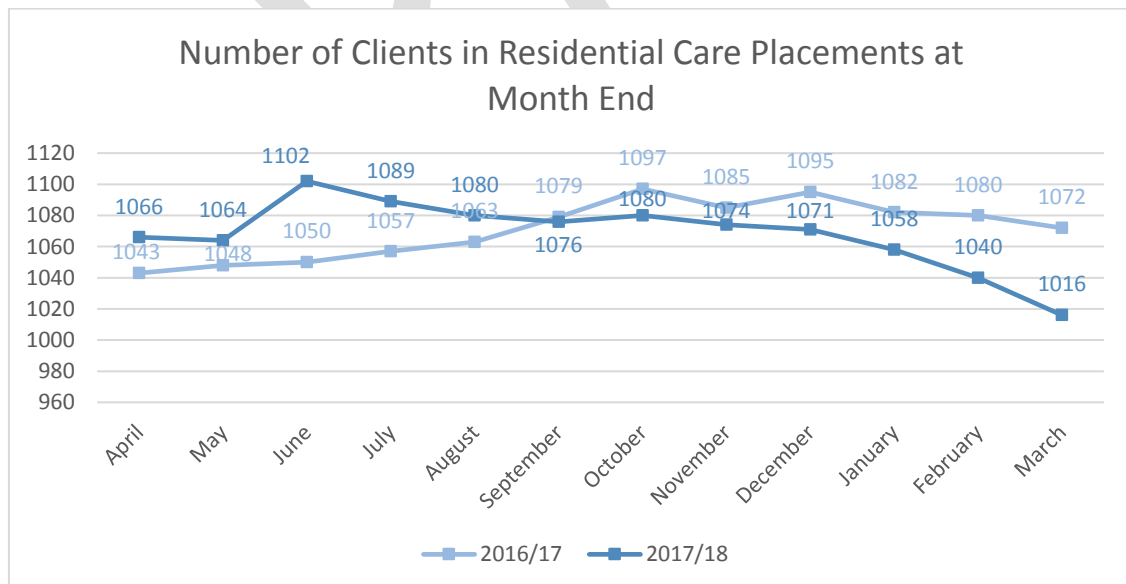
The Older Adults division have completed a total of 3,251 reviews, with 465 reviews outstanding as of the end of March. The Mental Health, Learning Disabilities and

Complex Needs division have undertaken a total of 1,627 reviews, with 3 reviews outstanding at the end of the financial year.



Residential Care

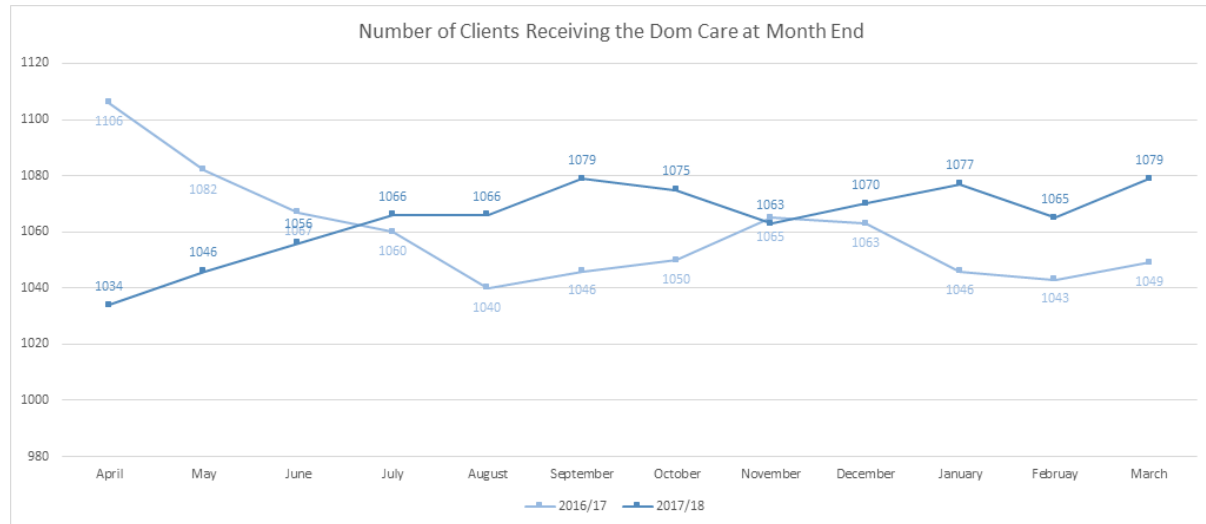
- Reduced admissions to long term residential care from 1066 to 1016. This year's data depicts a downward trend in number of admissions when compared to 2016/17's data reflecting our emphasis on community support and prevention.



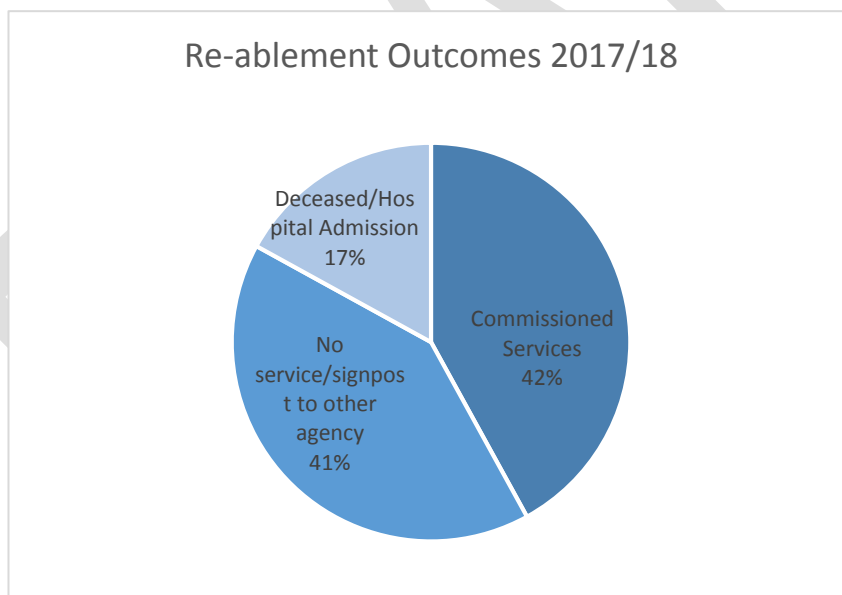
- Average length of stay in residential care was 860 days in 2017/18, down from 989 days in 2016/17. This reflects the delay in residential admissions that our care management and preventative strategy has driven. We are supporting people longer in their own homes.

Domiciliary Care

There was a very small reduction in the commissioning of domiciliary care and support from 1106 to 1049 in 2016/17. Comparatively 2017/18 showed a rise in commissioning of domiciliary care from 1034 to 1079.



Re-ablement



Following a re-ablement intervention, 41% of service users were successfully discharged with no service needs.

42% progressed to receive a care and support plan for long term services although domiciliary care was provided the number of commissioned hours were reduced.

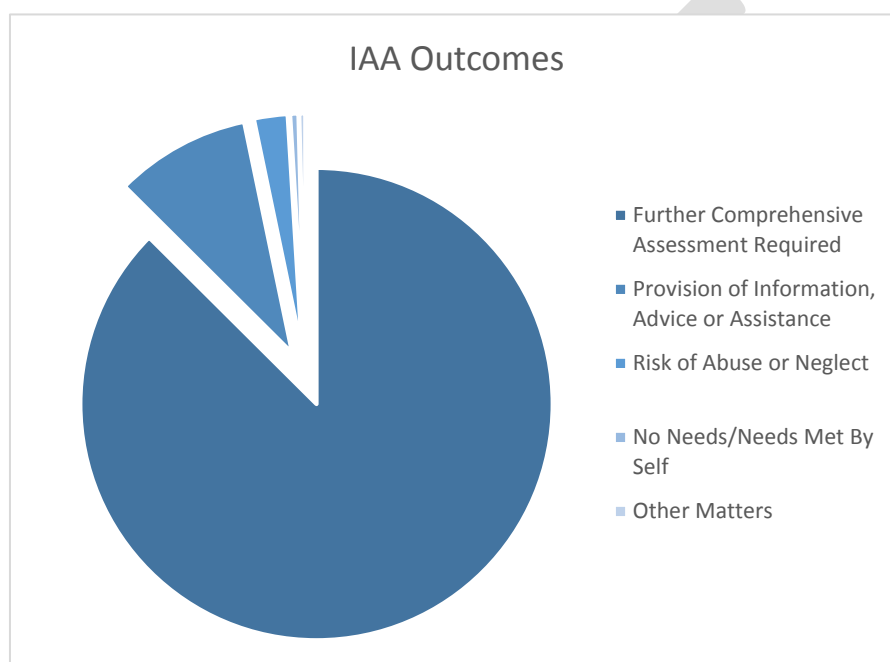
Assessments

We completed more assessments this year than last. The number of assessments completed for adults/carers were:

- Adult SSWBA assessments completed = 5,147
- Carers SSWBA assessments completed = 387

IAA

The Careline IAA team took a total of 10,565 calls, assisting and advising 6,244 people. Below is a chart of the logged outcomes of all calls taken by Careline staff:

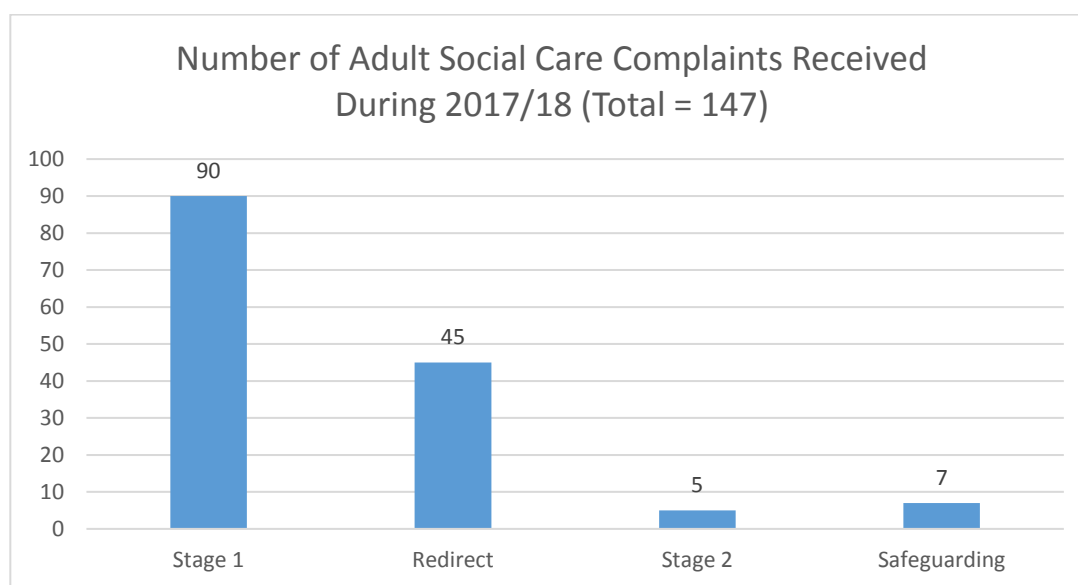


88% of outcome for assessments conducted by the IAA service is “Further Comprehensive Assessment Required” – the call handlers in the IAA team trigger an assessment with the relevant team who then assess the individuals needs further. The Careline staff also provide Information, Advice or Assistance where necessary, and this accounts for 9% of outcomes where enquiries are directed to the best place to meet the assessed needs. There is also a Duty Safeguarding Officer located alongside the IAA team and where a call handler identifies any risk of abuse or neglect, the case is transferred to this specialist post.

Complaints and Compliments

We always strive to resolve complaints at an early stage ensuring face-to-face meetings with complainants. When a new complaint is received, service managers are informed at an early stage to help them identify any issues, and this provides us with useful feedback. The complaints and compliments received from service users and their families help us determine areas in which we could improve and areas in which we are performing well.

During 2017/18, the number of individuals who received a service was 5,839. The number of complaints received in regards to adult social services was 147 and the number of compliments received was 106. Of these complaints 61% were investigated at the local resolution stage 1, and 3% proceeded to a stage 2 formal investigation. 31% of complaints received were logged as redirected either as the complainant did not wish to go through a formal complaints procedure or as the complaint did not fall under the statutory requirements.



DOLS

Performance in relation to Deprivation of Liberty Safeguards has improved significantly over the year. The Supreme Court Judgement lowering the threshold for DOLS in 2014 has had a significant impact on the social work teams with the number of referrals increasing tenfold in Carmarthenshire. As of March 31st, the current waiting list figure for a DoLS assessment is 395, this is down from 623 the previous year and reflects the national position.

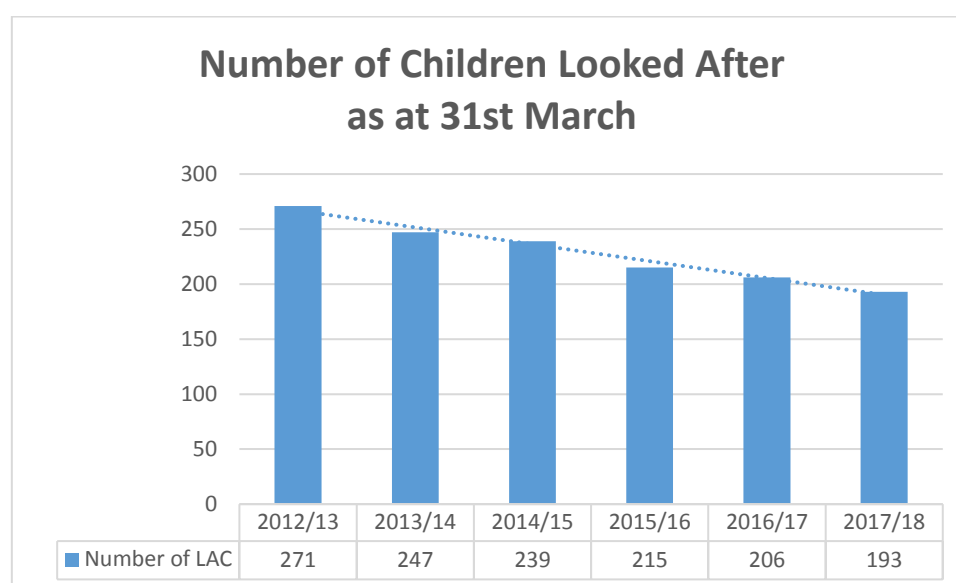
Safeguarding

Safeguarding processes have been streamlined and new systems introduced to monitor performance more effectively and to enable more informed and timely decisions. The percentage of adult protection enquiries completed within the 7 day timeframe has increased from 75.3% in 2016/17 to 92.54% in 2017/18.

Children Services Performance

We have continued to see reductions in the number of looked after children year on year (despite the numbers continuing to rise nationally) from 271 during 2012/13 to 193 as at 31/3/18 (A 28.7% reduction). Our rate of LAC per 10,000 of the population aged under 18 in Carmarthenshire is one of the lowest at 56 compared with 95 (all

Wales result 16/17). Refocusing the work of front-line social work teams into pods, and an increased emphasis upon preventative work has helped achieve this.



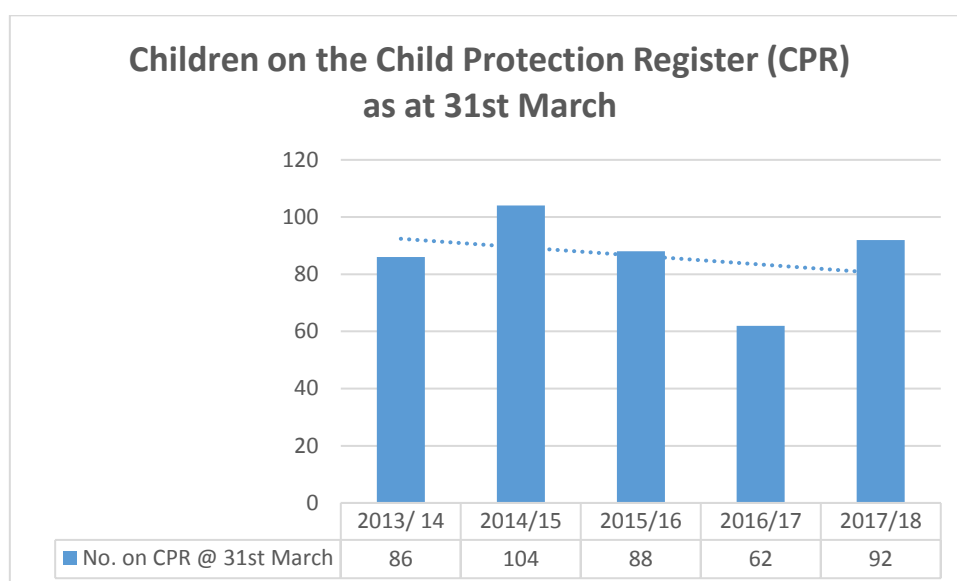
All childcare teams have now implemented the systemic model of delivering social work services, incorporating the Signs of Safety (SoS) model of practice. Monthly audits of assessments by senior management is on-going and feedback provided to managers and workers about strengths and areas for improvement. Workshops have been held with social workers which provided an opportunity to explore ways of improving the quality and timeliness of assessments in line with the Social Services and Well-being Act.

- 89.7% Assessments were completed in statutory timescales during 2017/18 (compared with 82.9% during 2016/17)
- During 2016/17 - 99.5% of Child Protection Reviews were completed in timescales compared with 95.7% during 2017/18
- During 2016/17 - 93.5% of Looked After Children Reviews were completed in timescales compared with 8.9% in 2017/18
- During 2016/17 - 80.9% of Care & support Reviews were completed in timescales compared with 71.2% in 2017/18

All of the above are multi-agency reviews. They may need to be cancelled at short notice due to numerous reasons e.g. insufficient agency attendance, sickness – parent/child/other agency/childcare worker etc. The reviews are no longer a Welsh Government measure therefore non-comparable nationally but we felt they are important measures and are kept locally.

There was a significant decline in the number of children on the child protection register during 2016/17 following initial implementation of Signs of Safety. However, despite numbers having risen again this year (92 as at 31st March 2018), this is not unexpected as numbers can fluctuate as systems are embedded. It is also important to note since the introduction of family network meetings at an early stage and

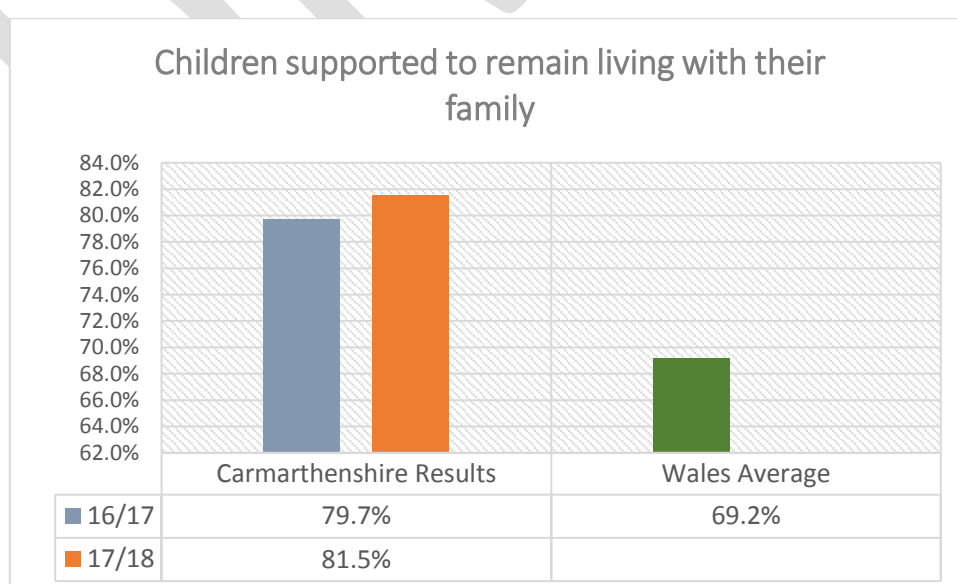
intensive support where necessary the percentage of re-registrations has seen an improvement from 10.4% (10 children) during 2016/17 to 0.7% (1 child) during 2017/18.



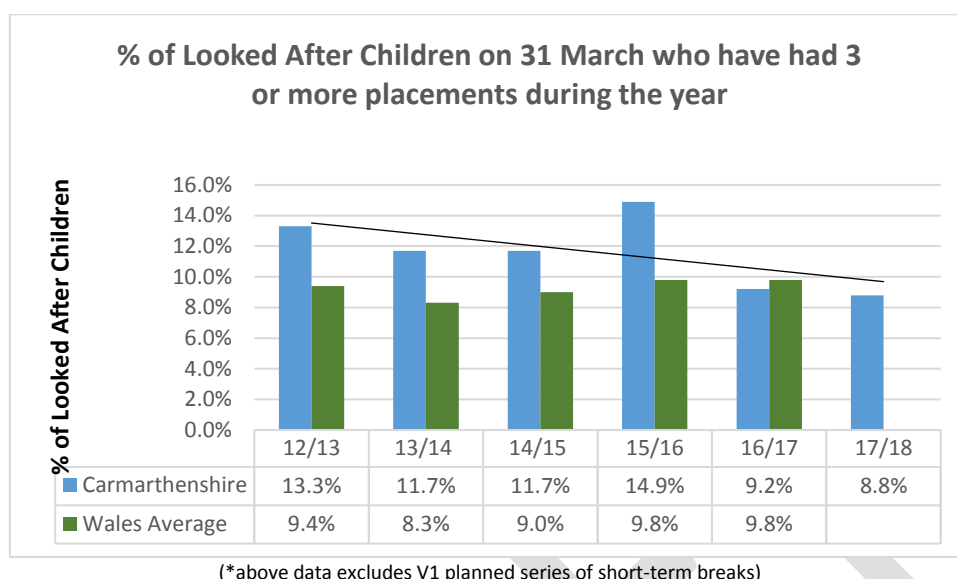
- 82% of Parents felt they had been actively involved in all decisions about how their child(ren)'s care and support was provided.
- 81% of children reported being satisfied with the care and support that they have received

(Annual survey of care & support services 2017/18).

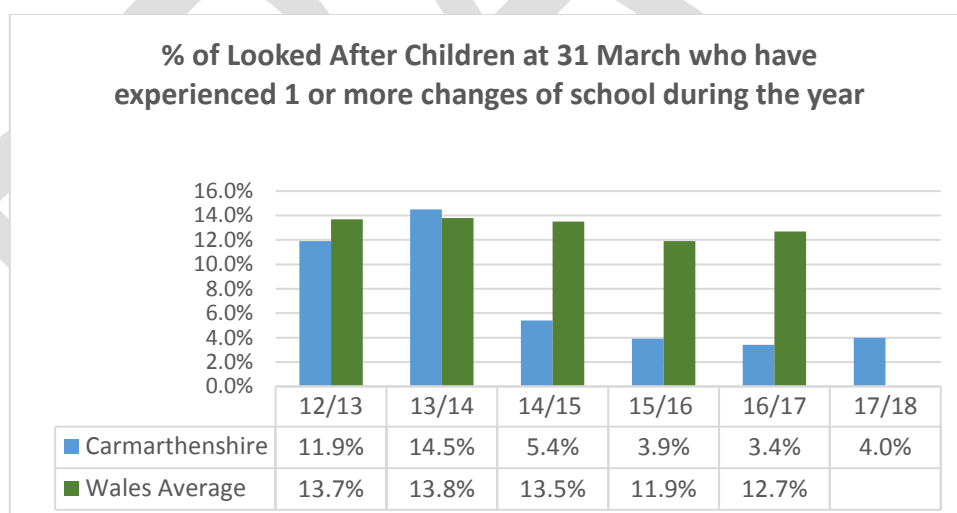
Our focus on preventative services has been effective and has enabled us to support more children at home, preventing the need for more formal intervention.



During the last two years we have seen a significant improvement in placement stability for our looked after children with the % of looked after children having experienced 3 or more placement moves reduced by 6%, from 14.9% as at 31/3/16 to 8.8% as at 31/3/18.



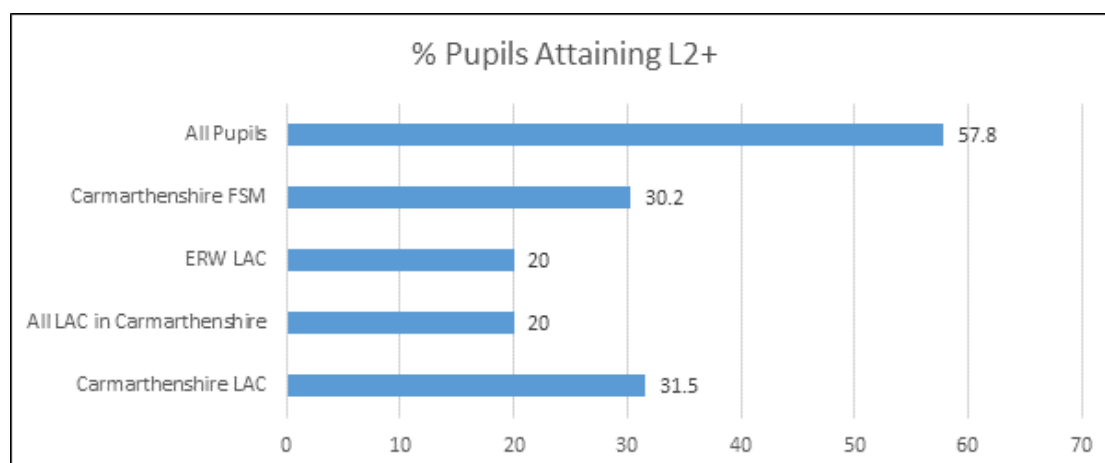
We have continued to perform well in maintaining looked after children (LAC) within the same school. 4.0% children had one or more changes of school during 2017/18 (5 out of 124 children). We performed better than the Wales average during 2016/17 (12.7%).



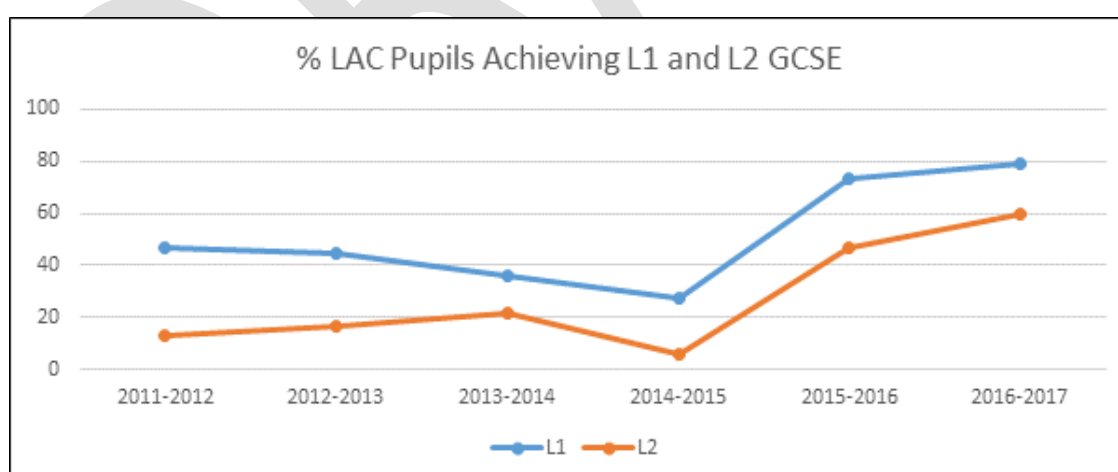
All children including those looked after at age 15 (as at the preceding 31st August) achieved an approved external qualification.

The educational attainment of looked after children in Carmarthenshire has been consistently above the all Wales average for a number of years. In 2017 less than 20% of year 11 pupils that were looked after in Wales left statutory schooling with the level 2 inclusive (Estyn 2017) compared to 54.6% of all pupils in Wales.

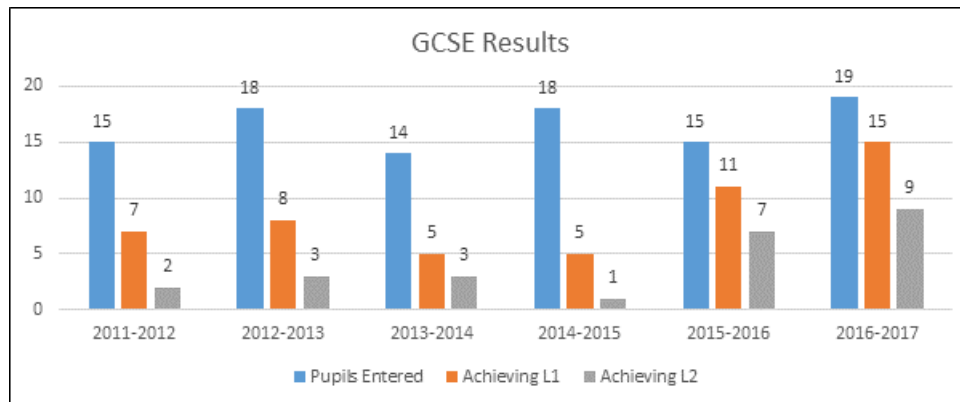
However, in Carmarthenshire 31.5% of looked after pupils attained the level 2 inclusive. While we need to improve on this in Carmarthenshire when 57.8% of all pupils achieved level 2, we are pleased that we have exceeded the all Wales average as well as the average of 20% across the ERW consortia.



The local authority has, over the years, explored multiple ways to support and improve the educational attainment of looked after children. Currently pupils are offered a range of educational resources, additional tuition, enrichment activities and mentoring. In the last 3-4 years Carmarthenshire has utilised its pupil development grant for looked after children to support and train school staff. This appears to have had the most significant impact when compared to other initiatives. Key stage 4 (GCSE) results are also on the rise.

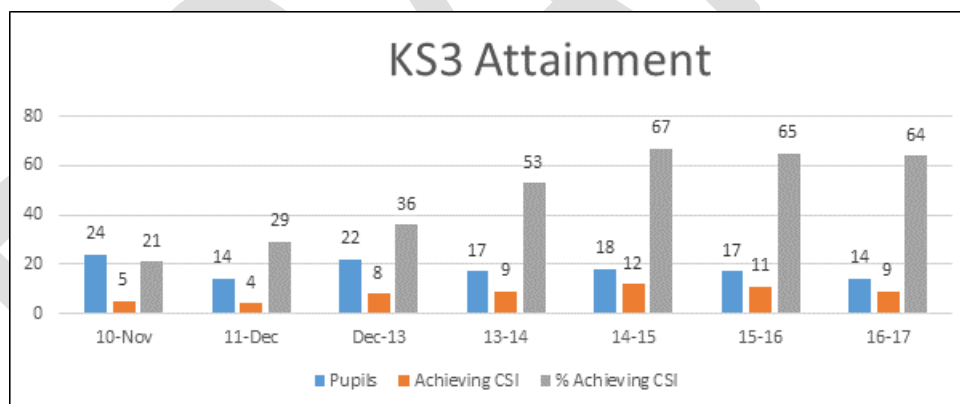


Currently 73 schools in Carmarthenshire have looked after pupils. Staff within all 73 schools have accessed training in understanding the impact of trauma, abuse and neglect on learning. 54 schools have accessed whole school training. A total of 1,689 school staff have accessed a range of related training in applying attachment aware principles within the classroom including emotion coaching, relational play, mindfulness and lego therapy.

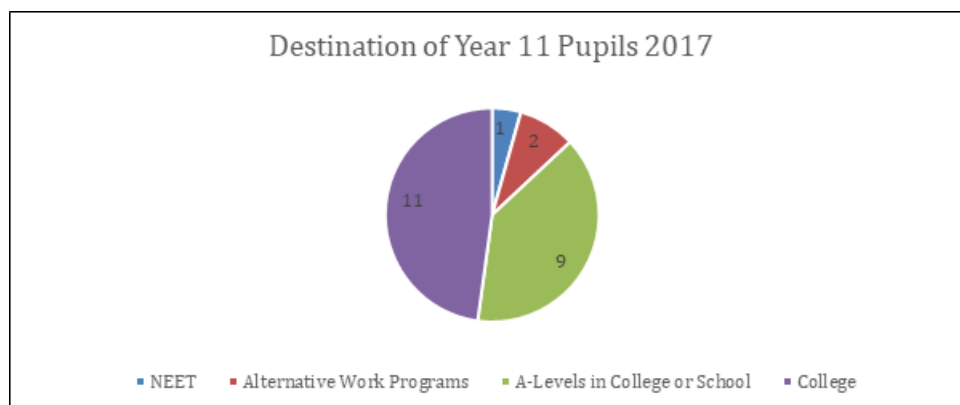


In addition to receiving training 289 staff have received 1:1 support in the classroom to implement positive interventions for children who are experiencing behaviours that challenge. This level of intensive support has been warmly received by schools and initial data monitoring appears to demonstrate that it is having a significant impact on improving outcomes for looked after children.

At Key Stage three 88.4% of pupils in Carmarthenshire attained the core subject indicators compared to 87.4% across Wales. The all Wales average was 46% of looked after children achieving the core subject indicators in 2016/17 and in Carmarthenshire 64% of our looked after children attained this, well exceeding the all Wales average.



Across Wales 45% of children who are looked after were not engaged in education, training or employment (NEET) on their 19th birthday (Estyn 2017). Only 1 year 11 looked after pupil in Carmarthenshire was NEET in September 2017



Intensive support and training has been provided to the **Carmarthenshire Teaching and Learning Centre** where 38% of pupils are looked after. This intervention has reduced the number of pupils refusing lessons and reduced the number of incidences requiring exclusion.

Education Welfare Service (EWS) has continued to provide on-going support to schools on attendance issues. They continue to have a successful interface with the Team Around the Family and utilise family engagement models to re-engage families in education and learning. The Corporate Parenting Next Step team are increasingly providing a range of training and support for care leavers helping to reduce the number of NEET.

In respect of our care leavers - During 2017/18:

- 72.2% of those who became care leavers during 2016/17 remain in education, training or employment 12 months after leaving care (i.e. 13 out of 18 young people). (SCC/34a)
- 64.3% of those who became care leavers during 2015/16 still remain in education, training or employment at 24 months after leaving care (ie. 10 out of 12 young people). (SCC/34b)
 - 38 care leavers Enrolled onto Further Education (college or 6th Form)
 - 14 achieved Permanent Employment
 - 17 attending Full time training
 - 6 enrolled on Undergraduate university courses
 - 5 attending Paid Work Placements
 - 10 passed Theory or Driving test
 - 28 achieved employability qualifications
 - 35 Young People living independently

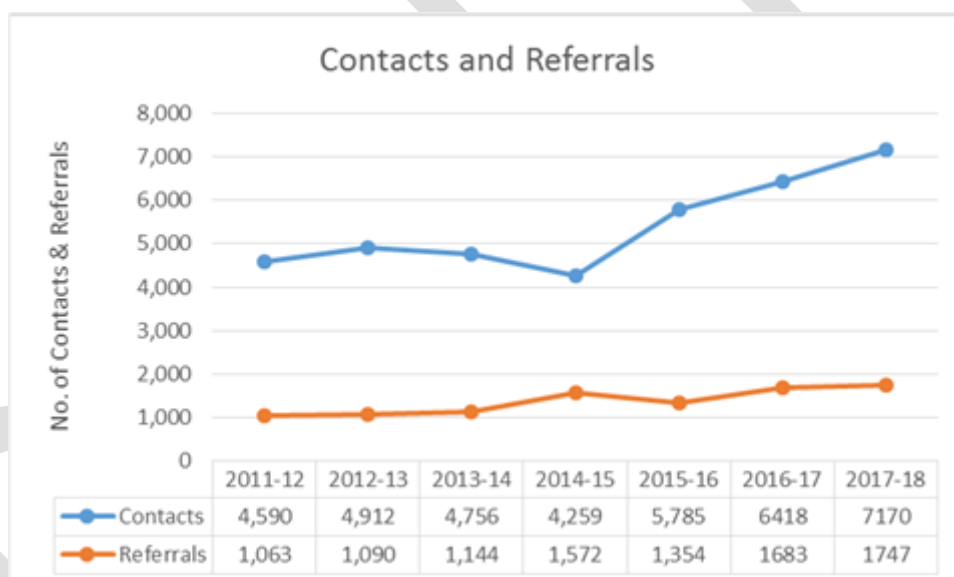
The Regional Mid & West Wales (MWW) Adoption Service continues to perform well, despite the challenges of the size and diversity of the region. This year saw a significant increase in children with a plan for adoption both regionally and nationally. Therefore the priority for 2017/18 has been to increase the recruitment of adopters to avoid delay for children and ensure wherever possible they can be placed within the

region. As well as increasing the number of adopters, the implementation of the Life Journey Framework and the Adoption Support Framework are priorities for the service going forward.

During 2017/18:

- 46 'should be placed' for adoption decisions made
- 43 Placement Orders Granted
- 35 children were 'placed for adoption'
- 22 Adoption Orders granted
- 38 children matched with adopters

The year has been a challenging one with increased demand for services against a climate of financial austerity. We have seen an increase in referrals again this year, which has been due to increased awareness-raising across agencies, including training in schools, together with the publicity following implementation of the SSWBA.



Our aim is to provide every child the best start in life and improve their early life experiences. 1832 children (0-3) living in deprived communities are able to benefit from the Flying Start (FS) programme across 17 geographical areas in the county. Expansion into Ammanford is now complete. Capital investments received has enabled the creation of new Flying Start offices in Ammanford town with a combined Contact Centre for families, plus a new childcare facility at Pen Rhos Family Centre (at the newly opened Ysgol Pen Rhos school).

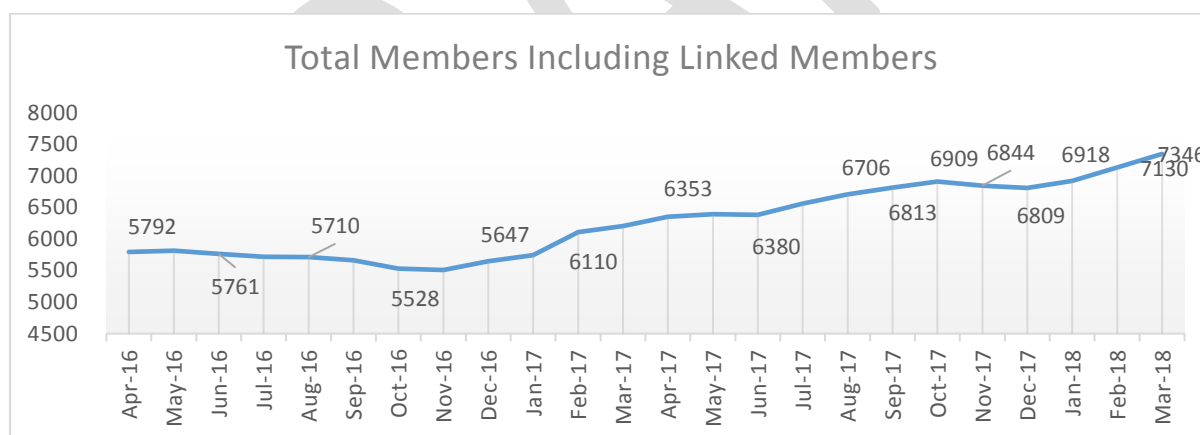
- 9771 individuals received support from Families First (FF) during 2017/18, which is an increase on the previous year (8,626). 4860 new individuals were supported.
- 1224 single agency JAFFs were undertaken, of which 119 escalated to TAF.
- FF projects Key Workers worked with 184 TAF Plans.

- 873 JAFFs were closed with a forward movement of 703 (80%) on the distance travelled tool.
- 60 cases were stepped up to children's services and 127 cases were stepped down from Children's Services to Families First.
- The majority of TAF plans were Key Worked by a Families First commissioned project.

During the last two years we have seen a significant improvement in placement stability for our looked after children with the % of looked after children having experienced 3 or more placement moves reduced by 6%, from 14.9% as at 31/3/16 to 8.8% as at 31/3/18.

Health & Well-Being Performance

Following a million pounds of investment to enhance the county's Health & Fitness offer, creating more space and bringing in brand new state of the art fitness equipment, the impact has been extremely well received by new and existing customers transforming the environments and workouts. Enabling connectivity to social media and fitness apps, allowing personalisation of settings and a huge range of TV/radio channels and streams, providing capability to exercise 'virtually' in a range of engaging locations across the world and so much more. This has resulted in increasing the number of members by 18% (6206 to 7346) and income by 23% (from £978k to £1.2m).



The National Exercise Referral Scheme

The National Exercise Referral Scheme is funded by Public Health Wales and run in partnership with the Local Authority, aiming to reduce those at risk of developing Coronary Heart Diseases, increase physical activity, and improve mental health and wellbeing.

The Local Authority takes an innovative and effective approach to GP referrals referred for physical activity intervention (based on function rather than their condition), while upskilling mainstream leisure fitness staff in order to keep these referrals Active throughout the life course.

We had 1510 referrals in 2017/18, 53.8% of these engaged with the scheme and 45.6% of these completed the 16 week programme.

We also have expanded the pathway to cater for 'mums-to-be' and putting emphasis and investment into those at high risk of falling. As a result of the latter, falls-related referrals have increased by 104% in the past year. Health sector savings are estimated at £35k per fall prevented, thus savings of up to £2.4m

Quotes by people that have completed the NERS programme:



“The scheme has really been a life saver. It has totally transformed my life not just physically but emotionally”

“My blood pressure is lower and so is my cholesterol. I have lost two stone and can't believe I was 59 when I discovered the real benefits of exercise. Thanks to all the instructors for their continuing patience and support”



3. What do others tell us about our services?

Surveys and Consultations

Following implementation of the Social Services and Well-being Wales Act, Local Authorities are required to collect qualitative information about people who use their Social Care Services via an annual questionnaire. The Adult Care survey was conducted between September and October 2017. All recipients had a support plan or were receiving services from the local authority. In total 1023 questionnaires were dispatched.

The number of responses to the survey was 537. This is a high response rate of 53%. We received 145 responses from people who lived in a care home.

89% feel that they live in a home that best supports their well-being.

55% answered 'Yes' they could do the things that were important to them.

58% felt that they were part of a community.

88% were happy with the support they received from family, friends and neighbours.

85% stated they felt safe from any kind of abuse, physical harm or from falling both inside and outside their home.

78% of people stated they thought they had the right information or advice when needing it.

81% of respondents were involved in decisions.

91% were able to communicate in their preferred language.

93% felt they were treated with dignity and respect.

87% were happy with the care and support they had received.

78% made their own decision to live in a Care Home.

99% felt they had advice, help and support to prepare them for adulthood.

Some comments reported from the survey are listed:

- “Staff always treat me with dignity and respect at all times”.
- “I am very satisfied with the care and support I am currently receiving”
- “My carers are wonderful and are very supportive. They deserve to be mentioned and praised for what they do. Giving me confidence to get well and be as normal as I can.”
- “This was not my first choice to live in a residential home, but I was failing to look after my needs and I come to appreciate and accept I had to live in a residential care home where I now feel safe and looked after.”

A consultation with 1,337 parents/carers/families took place via a questionnaire survey as part of our childcare sufficiency assessment (2017/22)

Parents and carers told us:

- 87% were satisfied with quality of childcare.
- 79% of working parents told us cost was a significant barrier, reporting that they considered childcare to be too expensive, and would like it more affordable both during term time and school holidays.
- 67% of parents/carers used registered childcare for some or all of their children.
- 27.8% of parents/carers not using childcare due to cost being an important factor.
- 67% wanted more childcare available during weekends and after 6 p.m.
- 52.7% of parents/carers who took part in our Survey received no financial help towards childcare costs.
- More satisfied with their term time childcare arrangements than their holiday childcare arrangements.
- Parents reported it difficult to find affordable holiday care for 11+ age group in Llanelli.

Below is what children of Carmarthenshire have told us about their experiences of playing out as part of the 2016 Play Sufficiency Assessment:

1,437 individuals took part in the consultation

- 45% of the children feel they can do what they like best when playing out with only 12% feeling they hardly had anything to do
- They most enjoy chatting and being with friends running and chasing, games, ball games, climbing, being with families
- Mostly they will play in the park, local grassy area or field, on the beach/seaside, and near the river
- Having opportunities to play makes them feel – happy, excited and active
- The barriers to play are – darkness, bad weather, homework
- Children suggest that – roads are made safer, dog mess is cleared up, people need to stop smoking in our play space

Carmarthenshire's children's care and support survey was undertaken between September 2017 and March 2018 and included children between the ages of 7-17 years subject to a care and support plan, including young carers, plus a separate questionnaire for parents. 438 questionnaires were distributed to children, plus a further 651 to parents. Unfortunately, it was disappointing, but not unexpected, that despite attempts by workers to try and engage families, the response rate was low at 20.1%, (88 children), and 13.5% (88 parents).

- 84% of children reported they live in a home where they are happy
- 76% are happy with those they live with
- 61% of children answered 'yes' they can do what matters to them
- 79% said they feel a part of their community
- 87% were happy with family, friends and neighbours
- 86% children stated they feel safe (3 children answered that they didn't feel safe – two felt this was due to the area where they live and the other as they *'sometimes got into trouble outside'*)
- 81% children said they know who to contact about their care and support
- 74% children felt they have received the right information or advice when they needed it (17% said sometimes)
- 80% felt their views about their care and support have been listened to (14% reported sometimes)
- 94% of children said they were able to communicate in the language of their choice (no children said they were unable to communicate in their preferred language)
- 82% felt they were treated with dignity and respect
- 81% are satisfied with care and support they received (16% were sometimes satisfied)
- 50% of 16 / 17 year old respondents said 'yes' they have received the advice, help and support that will prepare them for adulthood. A very low response rate of just 21 young people was received in respect of this question (10 answered yes, 6 sometimes; 4 said 'no'; and the other 'didn't know').
- 82% Parents reported they had been actively involved in all decisions about how their child(ren)'s care and support was provided. A high number felt they had been involved in all decisions (69 out of 88 respondents), a further 15 answered 'sometimes' and four parents said they didn't think they had been actively involved in all decisions.

Some additional comments received:

"Have reached an important time in my child's life - will need extra information and support at this time

"They are always kind and helpful"

"Yes I know who to speak to – I can speak with my social worker and teacher"

"I get all my advice I need"

"I live in a home I am happy because they are lovely people I live with"

"I am happy with the services I received"

"Myself and my husband are both actively involved in decisions about the children"

"I have been very happy with the support we have had"

"I can't speak highly enough of how wonderfully supportive our worker has been"

Analysis of Outcomes for Children and Young People 4 to 5 Years after a Final Care Order

Children services participated in an independent review on the outcomes for children 4-5 years after Carmarthenshire secured a care order.

Key findings

- Generally good outcomes in Carmarthenshire.
- When placement disruptions occurred in Carmarthenshire, we were much more proactive compared to other LA's. As a result; even where a child had a series of moves the final outcome was positive.
- 60% of our children that came into care at that time, were adopted. This is compared to the 32% adopted across Wales. This again is a high number and a positive feature.
- We had some really good foster placements that saw the children through into their teenage years.
- There were also good examples of children benefitting from therapeutic support.
- Impressive work by the therapeutic Social Worker that is described as a really good role.
- Evidence of really good Life Story Work and some stand out outcomes for children.
- 16 out of our 17 children at the end of the five years covered by the research were shown to be stable, happy and attached. All were either in education or training; 13 achieving well, 3 achieving particularly well and only 1 child struggling.
- Children in Carmarthenshire had much better outcomes due to the level of planning and support they were receiving at the time of breaking down and post break down in settling in a new placement.
- There is clear evidence of very good performance in Carmarthenshire. IPC had already offered workshops to other Authorities to focus on their deficits, however felt that there was not a need for one in Carmarthenshire.

Awards and Recognition

Celebrating the Achievement of children in Care

Looked after children in Carmarthenshire and their carers have been celebrated respectively for their educational achievements and hard work. Education Secretary Kirsty Williams attended a special celebratory event at Ffos Las joined by Children's Commissioner Sally Holland, Council leaders, carers and school teachers to pay tribute to the county's looked after children who come from a background of family crisis or breakdown. The children and young people were presented with awards for good school attendance and educational achievement as well as their contribution to sports, music and volunteering.



Kirsty Williams said: "Children who enter care often come from very difficult family circumstances. We cannot change their personal experiences, but we have to mitigate the impact and support them into a rewarding, fulfilling and independent adulthood. Research shows that too often simply being 'in care' lowers the expectations placed on these young people. This culture impacts negatively on their ability to achieve in all aspects of their lives, including education. The awards ceremony proves that this needn't be the case and showcases just what our looked after learners are capable of given the right support."

Awards were presented for primary, secondary and further education students of the year; care leaver of the year; volunteer of the year. There were special awards for music, sport and art. All GCSE and A Level students were also presented with awards.

"It was an opportunity to thank foster parents, school and service staff for their valued work and support."

Before the celebration luncheon the children, young people and their families enjoyed a range of activities provided by both Council and partner organisations including Coleg Sir Gar and the fire service.

'Careline' Information, Advice and Assistance service was recognised and commended at the Welsh Language Standards Awards for implementing the 'Active Offer'. 'Careline' was also a Guardian Public Sector Awards finalist for its achievement in the Learning and Development category.

“ Branded “trailblazing” by an independent audit, Carmarthenshire County Council's Dewis Sir Gar – Choice Carmarthenshire – which provides a single point of access for social care enquiries, has quickly become a proven success. The Council's Advice and Assistance manager, says that thanks to the strategy to train existing Careline call-handling staff to expand their expertise and work alongside health and social care professionals, callers can now access a tailored 24/7 service. The service means that frontline staff are better able to filter enquiries, directing the most vulnerable clients to where they can seek help, while also creating capacity within the department. Staff feel more motivated and better supported. ”

A social worker from the safeguarding team received an award from the British Association of Social Work for their contribution to social work.

The Bevan Commission has recognised two Carmarthenshire initiatives as 'Exemplars'; these are 'Fulfilled Lives' and Social Prescribing.

Feedback and Reviews

CSSIW have undertaken a thematic review of safeguarding and have commented positively on the new systems and structures in place to improve performance and in particular timescales.

Carmarthenshire County Council have been used as an example of how to utilise a regional board effectively in the National Independent Safeguarding Board's Annual Report 2016-17 (Published Dec 2017).

“ Carmarthenshire County Council's Director of Communities has Chaired and provided consistent strategic leadership to the children's board for several years. The County has implemented Signs of Safety – a model for undertaking child protection case conferences and the reduction in the number of children on the Child Protection Register is attributed to the implementation of this model. It has undertaken specific work on missing children, with the police; and on electively home educated children; it has created a group to share good practice and resources concerning Deprivation of Liberty Safeguards; and having successfully piloted a dedicated Safeguarding Officer in the “front door” team, this role has become a permanent arrangement. ”

Scrutiny has noted progress during 2017 in relation to the transformation of mental health services, carer support and progress in relation to DOLS.

A thematic review was undertaken in relation to carers and feedback was positive. Since that review, a number of initiatives in relation to carers have been introduced:

- Identifying carer's champions in all social work teams
- Establishing a carer's information and assessment post
- Collaborating with the Mental Health Carers Network to develop an information-sharing leaflet and protocol

As part of the Mental Health Transformation led by Hywel Dda University Health Board, officers have contributed to a number of engagement events in order to consult on a new model of service. Feedback from those who use services and their carers has been a critical element of this programme which has now moved to implementation stage.

Officers regularly attend service user and carer forums in order to ascertain the views of those who use our services, with the aim of continuously improving services. For example, a number of meetings were held with parent carers, Mencap and People First in order to ascertain their views on the remodelling of day services.

Service users and carers have contributed to the TIC review of residential commissioning and highlighted the need to ensure the process becomes more person-centred.

The Welsh Government Grant received has proven to be an excellent resource for many carers who have traditionally found it difficult to access a break from caring. In particular Young Adult Carers, a very under recognised group, have benefited from a variety of activities that have evidenced great outcomes. Some comments for example:

- "It was very relaxing"
- "I'd like to do a trip like this again"
- "Thanks!"
- "It was lovely to see everyone happy"
- "It was great to spend time with each other"
- "It's been amazing opportunity"
- "It was a really lovely, fun trip"

Carmarthenshire Local Authority was an active partner in contributing to the Transforming Mental Health Programme which led to HDUHB receiving a National Health Service award for the collaborative effort.

A TIC Review of the Community Inclusion Team has moved into the implementation stage. A project management structure has been established to implement the recommendations of the review.

We commissioned a TIC review of residential placements from assessment to placement. Staff have really embraced this review, which has highlighted significant

areas for improvement. Currently we are collaborating with health to redesign the process.

Carmarthenshire County Council has been highlighted as a positive example in two *Wales Audit Office Reports*. In the *Good Governance when Determining Significant Service Changes Report* (Published May 2017):

“ The Council has well developed processes in place to seek the views of stakeholders, including councillors and citizens, regarding proposed service changes - With the restructuring of social work practice which aimed to place the family at the heart of the service, in-depth ongoing engagement is an essential part of the service change process, producing essential information and views from service users and families to help directly shape the changing service formats going forward. The Corporate Parenting Team visited Social Work ‘pods’ to speak directly to social workers in the field to find out what impact the significant restructuring of the social work service has had on clients and their families;

The Council is strengthening its arrangements to capture information on the impact of service change - The Council has well established and accessible performance management monitoring arrangements in place, mainly through its Performance Information Management System (PIMS). The PIMS System enables the extraction and reporting of detailed performance monitoring information, which is used to track and assess service changes and evaluate their impact. ”

In the report titled *How Local Government Manages Demand – Homelessness* (Published January 2018):

“ The authority’s Housing Options and Advice team’s approach to coping with incoming activity provides a good example of how to deal with service demand - In 2013, the Council had limited information on customer satisfaction and addressed this with the introduction of five evaluative questions asked to each person who contacted the service. These were focussed on the quality of advice, resolution of issues and communication methods. The Council also analysed the numbers of calls being dealt with, and found that only 40% of calls were being answered at the first point of contact.

The Council installed a screen to show the demand coming in and to allow team members to better manage the demand, enabling the use of data to match callers to the best suited staff members. The new approach contributed to increasing the proportion of housing options calls dealt with at first contact to 96%. ”

“

The Council strives to resolve issues at the first point of contact wherever possible – in ‘making every contact count’, the core team dealing with incoming calls is made up of officers with a variety of backgrounds who can provide solutions to people’s problems.

This is also found to be more satisfying for team members who actually help and advise on housing options for people as a result, rather than taking and diverting calls to more suitable departments.

”

Care leavers in Carmarthenshire are now exempt from Council tax payments until they reach the age of 25. The Council agreed the proposal. It will currently affect over 80 young people who have left Local Authority care in Carmarthenshire.

Cllr David Jenkins, Executive Board Member for Resources, said:

“

The Council seeks to support young people that have left its care in order that they may live independently as adults.

Providing council tax discretionary discounts which waives any council tax liability faced by care leavers and therefore ensures the care leaver does not face potential council tax debt.

”

Speaking at Executive Board, Cllr Glynog Davies said:

“

As councillors we are corporate parents. That care should continue after the young people have left our care.

Going out into the real world can be a struggle - many care leavers struggle to manage, so this exemption will be of great assistance to them.

Our own children often boomerang home and want help and advice at times. We should show the same compassion to care leavers, even if it’s a telephone call every now and again to see how they are getting on.

”

Compliments and Complaints

Complaints are now coordinated by the performance team and robust systems are in place to have robust data in relation to complaints. Compliments are used as feedback to improve performance. Some of the positive comments received over the last year have included:

A person who attended safeguarding training provided by the safeguarding team.

“ Just a quick email to say thank you for your time this morning and to tell you that we had a phone call this afternoon from one of the lady taxi drivers who attended. She said that she wanted to phone to say how good she thought the training was. ”

A parent of an individual with mental health issues following a collaborative intervention with housing:

“ My son and I would like to thank you for your assistance in helping him to secure temporary accommodation. It is a relief for his mother and I and a huge comfort for him knowing he is off the streets and into a safe secure flat. ”

A comment from an Executive Officer from HDUHB concerning our engagement in the mental health transformation programme

“ It has been quite a journey and it has been a pleasure to have had the opportunity to work together so closely and arrive at a point where we can now plan to realise our future model – it will always be in collaboration because that has been the success of the progress all the way. ”

“ Thank you for your helpful, professional and sound advice. You have been a great advert for social workers and a very reassuring presence during at a time of great uncertainty for my Dad. ”

Dear Sir/Madam,

I would like to take the time to thank your staff for dealing with an issue concerning a disabled relative.

On this occasion I had the help of AJ and CT.

This letter of thanks however is not only as a relative of a disabled person.

I work as a discharge liaison nurse and I deal across 4/5 counties from and including Cardiff to Carmarthenshire.

I know I am speaking to the county of Carmarthenshire from the tone, kindness and helpfulness of staff as soon as they answer the phone.

It's often from a place of confusion and unknown people call the Council and such services.

It is also most often met with abruptness, shall we say. This, I am happy to note, is so far removed from yourselves.

I am actually relieved when I have to arrange services with Carmarthenshire Council and, although a few other councils are accommodating, you not only hold the gold star, you set the standard.

I am not sure if the county generally has nicer people!

Or if the general ethos and management is different.

It both does and does not matter.

Whatever you are doing just keep doing it.

Again thank you for making difficult situations easier for many people.

Your staff, you certainly must be proud of.

Yours sincerely

Staff Nurse

4. Promoting and improving the well-being of those we help

Progress has been made during the year in respect of our three year business plan improvement objectives. As with last year, progress needs to be balanced against the backdrop of a tighter financial climate. Managing resources effectively has therefore been a key area of activity during 2017/18.

We are implementing the Social Services and Wellbeing Act and the opportunities this brings to collaborate with colleagues in the statutory and voluntary sector. Our current strengths are that we have an established team management structure and senior management structure that acknowledges their responsibilities to deliver the business objectives and priorities. We also have an articulated vision for our service developed following consultation with staff.

The Social Services and Wellbeing Act does present challenges, as does the need to modernise our services in order to establish a sustainable future position. Despite this, we have been able to maximise opportunities and deliver real progress against many of the priorities set. Areas where progress has not been made will receive focussed attention during the year ahead. This report is based on a range of information including feedback from people who use our services, performance indicators, audit and inspection reports and case studies and complaints.

Overall performance in relation to performance indicators over the last year is positive and I am pleased to report improvement in the timeliness of safeguarding investigations, a significant reduction in the backlog of Deprivation of Liberty Safeguards applications (DOLS) and much improved performance in relation to reviews.

'Careline' has been developed to provide Carmarthenshire with its 'Information, Advice and Assistance' service. This integrated single point of access provides a 24/7 bilingual service to receive community health and social care enquiries. In May 2017, Carmarthenshire became a 'pathfinder' for the national '111' service and 'Careline' provides a seamless pathway for '111' to community care pathways to avoid admissions to hospital. Our 'Careline' model has been recognised as exemplar by the Telecare Services Association. It has been commended by Welsh Government in relation to its provision on the 'Active Offer' and also a finalist in the Guardian Public Sector Awards for its achievement in workforce learning and development.

We continue to work with partners to develop public information on the Dewis Cymru website (www.dewis.wales). The site is a public information site which provides advice and support on well-being issues from health to family life.

The divisions are represented on a number of projects and programmes associated with the Regional Partnership Board's programme of modernisation and funded by the Welsh Government's Integrated Care Fund (ICF). These are overseen by the

County's Integrated Service Board and is contributing to the Health Board's Transforming Clinical Services Strategy which is currently out to consultation.

These include a supported living project in collaboration with housing colleagues, improving respite provision, enhanced facilities in relation to sensory integration, a positive behavioural support service and a resource to facilitate the review of disability services.

The County's intermediate care provision that supports us to be able to care for frail older adults in their own homes rather than being admitted to hospital has benefited from ICF. These areas of practice include the award winning Transfer of Care Advice and Liaison Service, and the Rapid Response Domiciliary Care Service.

Our Community Resource Teams have also benefited from an increased number of occupational therapists and physiotherapists to ensure that individuals receive a timely assessment.

Capital Funding from ICF has allowed the development of the existing Community Integrated Equipment Store (CICES) into an *Independent Living Centre (ILC)* where individuals are able to get advice on and view aids and adaptations that are available to support them to maintain their independence. Similarly staff are supported to try out new equipment available on the market and to receive appropriate training programmes in a suitable environment.

In partnership with colleagues in Public Health, we have developed a Framework for Action to progress and implement a community resilience strategy in the County. ICF through the appointment of Community Resilience Coordinators, has allowed us to identify support networks in the community which can go some way to providing individuals with improved wellbeing. In an innovative approach, public health, community health and social care and the third sector is working with primary care to develop a social prescription scheme. Four social prescribers have now been appointed who work directly with GPs to support people to engage with their communities and reduce loneliness and isolation. This is done through a time-banking scheme, where credit notes are issued to the patients to spend time in the community doing things that keep them well. The initiative is delivered through SPICE Time Credits and evidence has shown that Time Credits lead to sustainable improvements in quality of life. 65% of members reported that Time Credits have helped to improve their quality of life within the first year, and this figure rises to 75% for people who have been members for 18 months to three years.

Our Community Resilience Coordinators are also working closely with communities to become dementia friendly. To date Pontyberem and Llanelli Market have been afforded this status and work is underway in Llandovery, St Clears, Laugharne, and Whitland.

Our relationship with the Mental Health Directorate of Hywel Dda and Dyfed Powys Police has been very positive and we are collaborating on a number of projects.

- We are fully involved in the Regional Hywel Dda Transforming Mental Health Programme and associated subgroups. This is now at implementation stage.
- We are collaborating with HDUHB and third sector colleagues to develop a number of innovative projects linked to the Transforming mental health grant which include a crisis facility.
- We are collaborating with HDUHB, Dyfed Powys Police and third sector partners' across the region to implement a number of strategic initiatives such as VAWDASV, Safeguarding, Suicide and Self harm and a number of criminal justice forums.
- We are also represented on the Regional Learning Disability Programme group and associated sub groups. This group is progressing regional priorities.

We have developed an exciting project in collaboration with our leisure colleagues and Run Wales during 2017. Several individuals with mental health issues are training alongside health, social care and third sector staff to complete the Swansea Half Marathon in June. We are piloting this project In Llanelli in the first instance with a view to rolling it out across the county. Research has shown that getting involved in physical activity can improve mental and physical health and well-being. The project is addressing issues of social isolation and stigma in mental health, but the ultimate aim is to provide positive outcomes for those who currently use our services.

A review of disability services has been undertaken. Following the review we have established a working group with parents and are consulting with families, stakeholder groups and children's services who will commence a pilot on a new way of allocating resources via the Resource Allocation Tool. Lessons from this pilot will be applied to adult services with a view to establishing a new model of services during 2018.

Considerable progress has been made within our Accommodation & Efficiency Project across all work streams resulting in the combined financial efficiency target (Full Year Effect) being exceeded.

Towards the end of 2017 an Accommodation Development Officer was appointed and this new post has already had an impact in securing appropriate accommodation for people across the division. Work has commenced on a number of projects to enable individuals to have access to a wider range of accommodation opportunities and reduce the current reliance on residential placements and improve performance in relation to voids.

The Substance Misuse Team has continued to provide a good service which has been valued by those who use the service and externally recognised by receiving a BASW award last year.

Work has commenced to analyse demand in order to develop a workforce plan for Mental Health and Learning Disabilities Services. A safeguarding resource has been placed at IAA following a successful pilot and Children with Disabilities, and Transition are about to pilot an intake arrangement for disability services.

Overall our performance during 2017 has improved, but we acknowledge that remedial action is required in relation to the number of individuals placed in residential placements and this is a top priority. We are making good progress and whilst there are areas which need attention; the infrastructure is now in place to enable us to continuously improve and achieve the business objectives set for 2018-2021.

Money for *Welsh Independent Living Grants* (WILG) now comes directly to the Local Authority rather than being administered by Welsh Government. Because of this change we're reviewing all care and support plans for WILG to ensure they achieve the outcomes they want.

In 2017 meetings of the Practice and Policy Board which is overseeing implementation of the SSWBA continued. Senior officers across adult social care are represented on this group. We have agreed a common assessment for adult social care and piloted this within learning disability teams. The Heads of Service regularly attend the Adult Practice Board which has strengthened the links with the operational team.

We have reviewed the structure in the Substance Misuse Team so that it reflects the structure across the division. The team has also moved to Ty Elwyn, which has improved links with the community teams.

We are implementing the preventive agenda within the Mental Health and Learning Disability teams, since April 2017 e.g. the Community Mental Health Teams have responded to SSWB Act referrals.

Our plan to improve placement stability continues to be reviewed through placement panel and permanency panel and through our placement strategy. The appointment of a new Placement Officer post within the fostering team will assist with placement stability as the main duties will be to look at matching. Placement support meetings are held on a regular basis to identify any risk of a placement breakdown and focus on additional support needs of carers.

In the long-term our continued focus will remain on prevention and maintaining children at home with families and friends and out of the care system wherever possible, through our new 'Edge of Care' service and utilising an integrated approach in collaboration with others.

All child protection case conferences are carried out under the Signs of Safety model and practice is developing across all teams. All staff have received the briefings, and further advanced training for several practitioners who champion and act as lead practitioners within the service. The Fostering Service have also developed this model within its working practice. Independent Reviewing Officers Service (IRO) is functioning in a more pro-active way and moving towards embedding outcome focused practices.

All our care leavers are allocated a Personal Adviser who visits regularly in accordance with what is agreed in their pathway plan as each child's visiting is individual to them. A joint commissioning work plan has been put in place with

Supporting People and a steering group established. We have continued to work with partners to improve appropriate accommodation options and housing support for all vulnerable young people aged 16-25. A plan is in place to develop, decommission and re-commission appropriate accommodation. The St. Basil's Care Leavers Accommodation Pathway is being explored in line with Welsh Government recommendations.

We have continued to explore the potential of utilising school grounds outside of teaching hours to enable children greater access to play opportunities. Ysgol Beca Llys Hywel and Gyfun Emlyn have already implemented it. The Play Pod at Ysgol Brynteg is now in full use and access is available outside of teaching hours. New schools are being designed to allow this access.

The Education and Well-being (LAC) Team are continuing to deliver Attachment Awareness Training, advice and support to all schools to better equip them in being able to meet the emotional needs of vulnerable children. The Young Carers Services is supporting families and schools to improve outcomes. They are working collaboratively with schools, health, and voluntary sector to ensure they are 'young carers aware' and to deliver a range of initiatives for young carers. Schools are engaging in the Young Carers Awareness Award.

Transformation programmes are ongoing in Mental Health & Learning Disability Services and the division is actively involved in both programmes. The Mental Health programme has moved to implementation stage.

A Learning Disability programme has been established during 2017. Priorities and opportunities for joint commissioning have been agreed with stakeholders. Both of these programmes are also priorities within the Regional Partnership.

The Regional Safeguarding Adult Board is well established as well as the subgroups for training, policy and practice and Adult Practice Reviews. The Local Operational Group is working well, is well attended by all partners and relationships have developed between key agencies. As a result, there is greater confidence in the multi-disciplinary approach to safeguarding.

There has been a significant improvement in the timeliness of safeguarding investigations and systems and processes have been redesigned so that data and performance can be monitored more effectively. Enhancements have also been made to the referral form to enable staff to make more informed and timely decisions.

During 2017 a regional strategic group was established to respond to the enactment of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015. Our decision to develop a regional, Mid and West Wales approach aligns with the regional approach to safeguarding and the strong partnership and collaborative working culture already established across such a large regional footprint.

The Mid and West Wales region comprises of four Local Authority areas; Carmarthenshire, Ceredigion, Pembrokeshire, and Powys and two local health boards; Hywel Dda University Health Board and Powys teaching Health Board and it

is these authorities that are required by the Act to jointly publish a Violence against Women, Domestic Abuse and Sexual Violence strategy.

The regional group is chaired by the Head of Service for Mental Health and Learning Disability Services who is also leading on this work for the region. Recruitment is also underway for a Regional Adviser who will progress delivery of the strategy and delivery framework to achieve the prevention of violence and abuse, the protection of victims and the support of all those affected.

A draft strategy and a delivery plan has been completed and will be out to consultation between April and June 2018. One of the key mechanisms to deliver the Act is the National Training Framework. Welsh Government has issued statutory guidance which outlines who must be trained according to nationally agreed learning outcomes and within certain prescribed timeframes.

It identifies six target groups for training and the requirements for refresher/update training over a period of five years. To date 3,353 have been trained in Carmarthenshire LA on the e-learning module, Group 1,2 and 3 training will commence in April 2018.

Partners have collaborated to agree a threshold document which will be consulted upon and implemented during 2018. This work has been led by the Senior Safeguarding Manager. The way safeguarding processes are recorded has been streamlined and new systems introduced, which enables us to monitor and measure performance more effectively.

There has been an extensive range of learning and development opportunities both within and between organisations. This includes "Train the Trainer" capacity from within the Council to implement the SSWB Act (including the safeguarding specific elements) and joint training with Dyfed Powys Police on the new (SSWBA) Adult Protection Support Orders.

There are well established processes for monitoring provider performance both in terms of the care home sector and domiciliary provision. A number of providers have been subject to Escalating Concerns during 2017. In these circumstances, commissioning, safeguarding and care management staff have collaborated to ensure individuals have been safeguarded.

A most significant achievement during 2017 has been that the TIC review of day opportunities has moved to implementation stage. The review has been led by those who use our services and front line staff. A project management structure has been established to implement the recommendations of the TIC review which will inform a future model of service that is sustainable and will provide better outcomes and progression pathways for individuals.

A TIC review of the commissioning of residential placements from assessment to placement has also been undertaken. Staff have really embraced this review, which has highlighted significant areas for improvement. Currently we are collaborating with health to redesign the process.

The division has been fully involved in the development of the Market Position Statement and the Local Area Plan which is informing the development of a Learning Disability Strategy and proposals for submission to the Integrated Care Fund for 2018/2019. This work is ongoing and will be core business for the division for 2018/2019 as part of the regional partnership agenda.

The Local Authority is leading on the Delta Lakes Development in Llanelli. The Wellness Village which will include leisure facilities, extra care, and health and nursing provision will be a regeneration project that aims to transform our approach to health and wellbeing in Llanelli. The Mental Health and Learning Disability Services division has also been involved in this development ensuring that the wellness village will accommodate the needs of people with learning disability and mental health issues.

We have collaborated with partners to develop a Commissioning Strategy for Learning Disabilities which will be presented to Scrutiny in April.

We will be supporting the approach of developing an overarching advocacy strategy for children and adults. We are considering an approach with Powys County Council to become part of a broader regional advocacy service for both children and adults to take account of the four county regional safeguarding arrangements. This gives us the principle support to the provision of funding to the West Wales Regional Advocacy Network to facilitate user engagement.

Currently we have our own Local Authority advocacy commissioning arrangements, we currently commission specialist advocacy i.e. for people with learning disabilities, mental health, dementia, children and carers. We currently contract with Carmarthenshire People First and Eiriol. Ceredigion County Council commission advocacy from us.

In partnership with Pembrokeshire County Council we have undertaken self-assessments for the implementation of the code of practice on advocacy. There is evidence to suggest that there is scope for building upon and improving current arrangements. We have identified that arrangements for commissioned advocacy for older adults without dementia and those with physical disabilities could be improved.

With our partners in the Hywel Dda University Health Board who are currently undertaking a review of advocacy provision in relation to Mental Health and Learning Disabilities, this presents a good opportunity to ensure that both strands of work are tied together.

5. How we deliver for our citizens

(a) Our workforce and how we support their professional role

A staff survey for adults was circulated during September 2017 the theme this year was communication, appraisal and engagement. There are 1,886 staff within the department and the number of responses received were 653. This equates to 35%.

Following on from the staff survey and the People Managers Event we asked all staff in the Department to *“Rate Your Division as an Employer”*

How likely would you be to recommend your division as an employer to someone you know?

Our overall score for the Department for Communities result is. **“Good”**

We have had 558 responses, 30% of our whole workforce within the department.

We arranged a People Manager Event and a variety of managers from each division were in attendance 194 people managers in total, this equated to 72%
The theme of the event was based on Well Being. Feedback from the event was positive.



“Good for networking between different divisions”

“Good to share concerns and ideas.”

“Really good event to be able to network and develop relationships across the department especially thematically.”

“Really great messages from the director regarding performance and direction of travel.”

“It is a great opportunity to share views and experiences. The duration of the session was appropriate and the atmosphere was relaxed.”

“It was good to link in with other professionals from the Department”



A Staff Survey in Children's services was conducted in 2017:

37% had worked for Carmarthenshire 10+ years

89% of staff felt senior managers were visible and accessible

66% found their job role satisfying; 26% very satisfying

16% of staff felt frustrated about outdated IT equipment / systems / data base and processes.

93% of staff (154) asked that if they had a problem (either work or personal) felt that they could go to someone for help and support within the LA.

Overall staff appeared generally happy and their job satisfying. An overwhelming response was that staff felt valued for the work they do in helping and supporting families, and are making a positive difference. Workers are involved in identifying and contributing to improving the service via the Feedback Improvement Group (FIG) which includes representation from each of the child care teams.

As lead agency for child protection it is important to ensure our staff and the systems in place serve to safeguard the welfare of children. We consider very important the need to retain social workers trained and experienced in child protection, with caseloads that enable them time to focus on assessment and risk, maintaining and building upon links with other agencies, and driving forward safeguarding throughout the authority.

We value the contribution, dedication and hard work of the workforce in continuing to deliver a high standard of service and ensuring improvements and efficiencies despite the number of recent changes to practice brought about by the implementation of the new Act and new models of working. We continue to monitor caseloads monthly to ensure they are appropriate and manageable. We have a strong commitment to ensuring regular supervision, training and development.

Our children's social services workforce remains stable with vacancy levels low at just 4.3% (as at 31/3/18).

Keeping vacancies to a minimum is crucial in ensuring all our children and adults in need of care and support, and looked after children are being safeguarded. The care management workforce in older adult services has been remarkably stable over the years, during the last 12 months however, we have seen a number of staff leave. Recruitment of replacement staff also appears to have its difficulties, particularly in relation to attracting experienced staff and staff with an interest in working in the 3Ts Locality.

Recruitment and retention for our social care provider workforce also remains problematic. We have been progressing the development of a health and social care worker role which has seen social care providers undertaking tasks that traditionally have been undertaken by health care providers.

The Welsh Government has promoted the professionalisation of the workforce in part to give confidence to the public that they will receive a service from a competent, professionally accountable individual. Social Workers are now registered and there is a CPEL framework in place to support practice development. A planned programme of induction is provided to all staff commencing in adults and children's services.

Peer support groups and a mentoring scheme is provided to newly qualified social workers along with a 'first year in practice' programme as part of our Social Care Workforce Development Partnership (SCWDP).

Our commitment to on-going learning and development to ensure a professional and skilled social care workforce has continued through the SCWDP (social care workforce development programme), and the Social Care Wales.

The Head of Integrated Services is the Welsh Language Champion for the Department. A strategic group has been established to ensure adherence against the Welsh Language Standards. The group has overseen the analysis of our current position in Carmarthenshire in relation to the 'active offer' and each division has plans in place for improvement.

The social care workforce in Carmarthenshire is supported by the Social Care Wales Workforce Grant SCWDP and additional Local Authority matched funding. Workforce plans are developed in consultation with the sector and the strategy is endorsed via the West Wales Regional Partnership Board. The work plan is managed by the SCWDP team who offer a wide range of learning and development opportunities for the whole sector divisional People Management Organisational Development Service.

In 2017-18, SCWDP delivered over 11,557 learning and development opportunities to employees across the whole of the social care workforce which included 1,802 attendances from independent care sector staff.

Training is delivered locally or regionally to help practitioners improve and develop their skills. These included the following programmes for

- 342 staff received training on a range of dementia programmes.
- 467 staff attended a range of sessions on Safeguarding
- 3,353 staff across the Council accessed e-learning on the Violence Against Women, Domestic Abuse & Sexual Violence [VAWDASV] Act 2015. This included staff from Community Services, Education & Children Services, Environment, Corporate Services and Chief Executive's.

For 2017-18 the following areas will be key priorities:

- Supporting the domiciliary care workforce to prepare for registration and supporting knowledge/role of responsible individuals
- Support the training, development and qualification of social care managers
- Outcome Focussed Care and Support Practice
- Qualifying programmes for Social Work
- Post Qualifying (PQ) programmes for Social Work
- Support frontline social care workers to develop their skills overall in relation to social care
- Enable the workforce to meet regulatory requirements for qualification and/or registration
- A range of regional and local programmes.

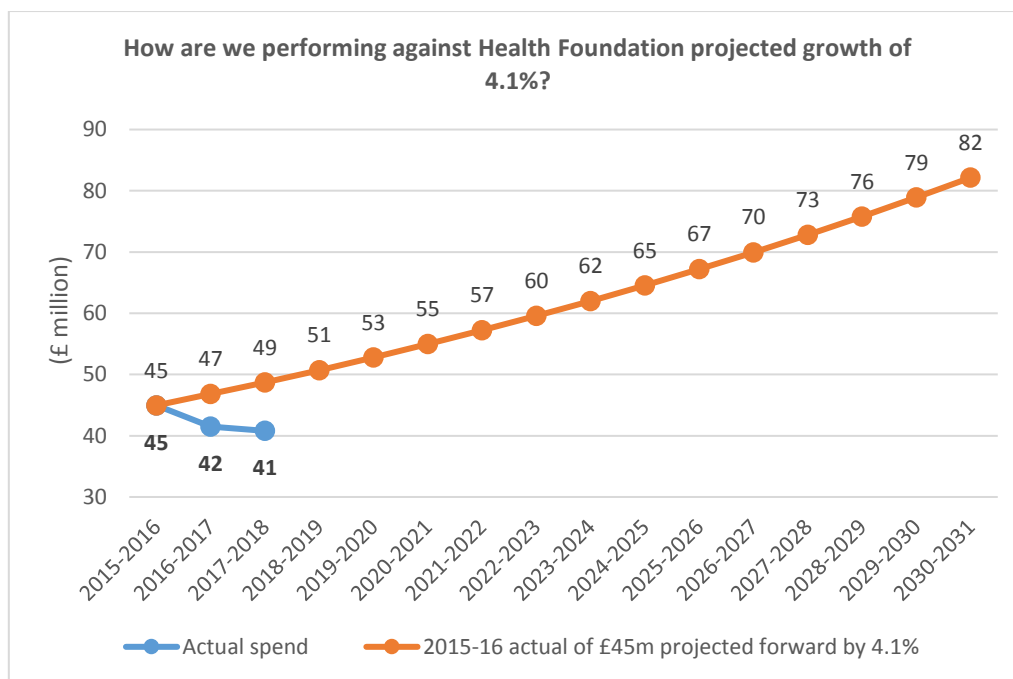
The SCWDP Team supported people to undertake a range of qualifications for staff working in social care. In 2017-18, 44 social care workers gained QCF Health and Social Care Units, Certificates and Diplomas. In addition to this, a range of management & post qualifying qualifications were supported from Level 2 to Level 7.

In 2017-18 Carmarthenshire hosted & seconded 41 people to train as Social Workers. The training is over 3 years for degree students and 2 years for master's students. In 2017-18, 2 Carmarthenshire seconded staff achieved their qualification. The Team also support the delivery of Continuous Professional Education & Learning [CPEL] for qualified social workers and during 2017-18, 5 Social Workers commenced CPEL courses. In addition to these, 22 Social Workers started the Consolidation Programme after successfully completing their first year in qualified practice. We continue to implement our first year in practice support & development programme which includes a range of training opportunities and mentoring support extending to their first three years in practice.

(b) Our financial resources and how we plan for the future

Base Budget 2018-2019	Expenditure	Income	Net
	£k	£k	£k
Homes & Safer Communities	19,253	-5,593	13,660
Integrated Services	44,275	-14,032	30,243
Mental Health, Learning Disability and Safeguarding	46,656	-12,345	34,311
Performance, Analysis & Systems	329	-23	306
Support	4,066	-1,873	2,193
Commissioning	903	-19	884
Regional Partnership	1,163	-964	199
Children's Services	25,111	-5,762	19,349
Total	141,756	-40,611	101,145

The biggest pressure on the departmental budget to manage is the growth in the number of older people in the county combined with increasing complexity of need for the very frail and elderly. If unmanaged this leads to both growing numbers of service users and an increase in the size of packages each individual has. When allied with the growing costs for providers because of increased costs (minimum wage) and ever growing expectations on standards through regulation, this produces a potentially disastrous budget profile for all Councils.



BBC Website) The Health Foundation in May 17 estimated pressures on social care in Wales would rise by about 4.1% a year over the next 15 years due to population changes, the nature of complex and chronic conditions and rising costs.

We have been successful in the last few years in containing our spend with proportionate commissioning of care which promotes person centred care and independence.

The development of pooled budgets across health & social care for care homes is mandatory by April 2018. Carmarthenshire County Council (CCC) and Hywel Dda University Health Board (HDUHB) already have effective working relationships, this includes pooling budgets and further integration of the management and provision of services for social care and community services for older people.

A project board has been established to oversee this piece of work and a project manager appointed. The Regional Partnership Board has identified Carmarthenshire as a 'pace setter' for this West Wales Care regional priority and learning from this will be shared with colleagues in Ceredigion and Pembrokeshire.

Officers have undertaken a detailed analysis of provider costs and entered into a series of negotiations with the 5 largest supported living providers.

Due to the intelligence developed around staffing costs and an open and transparent approach, these negotiations were successful and have also led to improved provider/commissioner relationships.

(c) Our local political leadership, governance and accountability

The Director of Social Services Chairs the CYSUR Operational Group.

The Children's Services Division is located within the Department for Education & Children's Services which is well embedded and promotes strong links with schools, education welfare and educational psychology services.

There is clear strategic direction for the service with a formal protocol in place for social care governance linking children's services with the wider social services, health and housing agenda, and the director of social services has good oversight of children's services issues with regular meetings taking place between the Head of Children's Services and Director of Social Services.

An effective relationship exists between Executive Board Members and the Heads of Service. The Executive Board Members are supportive of services and regularly visit front line teams, service providers and attend appropriate community groups as well as relevant national conferences. Similarly, there are regular opportunities to liaise with the Community Health Council.

Carmarthenshire has had an overarching Section 33 agreement in place since 2007. This provided the necessary governance to develop an integrated community health and social care service infrastructure to support the health and wellbeing of older adults and adults with physical disabilities and / or sensory impairment. Specifically this applies to the Integrated Services division and has allowed us to develop an integrated management structure. Our Head of Service and the Locality Managers are responsible for the health and social care services for Carmarthenshire and its Localities.

West Wales Care Partnership has been established since 2016 as per duty under Part 9 of the Social Services and Wellbeing (Wales) Act (2014) and stipulates a requirement for Councils and Local Health Boards to establish and maintain pooled funds – underpinned by legal agreements –

- The exercise of their adult care home accommodation (residential and nursing) functions (by 6th April 2018),
- the exercise of their family support functions
- Specified functions exercised jointly in response to Population Assessments, where such arrangements are considered appropriate

The Council is represented at senior level on the statutory Regional Partnership Board by the Director of Communities and Executive Board Member for Social Care and Health, who is vice chair.

The Council hosts a small Regional Collaboration Unit which provides strategic and programme support to the partnership and is funded through the Welsh Government's Integrated Care Fund alongside contributions from the three local authorities in the region.

It has also been a key player in the development of enhanced regional governance arrangements, aimed at streamlining integrated decision making across partner agencies through a joint committee structure. These arrangements are expected to take effect from mid-2018.

Carmarthenshire, as the pacesetter for the 'pooled fund' strategic priority of West Wales Care Partnership, is also exploring other opportunities to pool funds across our region. This includes Integrated Equipment Stores and Intermediate Care Services.

Another priority area for the Partnership is 'Information, Advice and Assistance (IAA) and prevention'. Here Carmarthenshire has led on commissioning external capacity to review current arrangements across the West Wales region with a view to developing a Prevention Framework for West Wales, supported by shared regional standards.

The pioneering work of Dewis Sir Gar has directly informed this piece of work. Collaboration between the authority and Pembrokeshire County Council in relation to strategic commissioning also provides a foundation for ambitions to develop integrated commissioning across the three local authorities and Hywel Dda University Health Board in the future.

Under section 14A of the Act, Local Authorities and Local Health Boards also are required to develop an Area Plan jointly, to create consistency with the combined population assessment process and contribute significantly to the objective of integrated and sustainable care and support services. The West Wales Area Plan has been developed over the past 12 months with key stakeholders from Carmarthenshire County Council contributing to the process. The plan is due to be published on the West Wales Care Partnership and Partner's web site by April. The Carmarthenshire Integrated Services Board reports directly to the West Wales Regional Partnership Board and ensures that regional priorities for both organisations are delivered efficiently and effectively at an operational level.

The Public Service Board (PSB) has been established as the duty under the Wellbeing and Future Generations Act (Wales). The PSB has identified key wellbeing objectives, which have been consulted and published. Thematic Groups have been established to oversee their implementation and all actions are included in the business plans.

Our Corporate Safeguarding Policy promotes greater understanding among staff, councillors and people working on our behalf about guidelines in place for safeguarding children and adults.

We have action plans for the Safeguarding People Team, Adult Protection and Corporate Safeguarding, and these are given high priority.

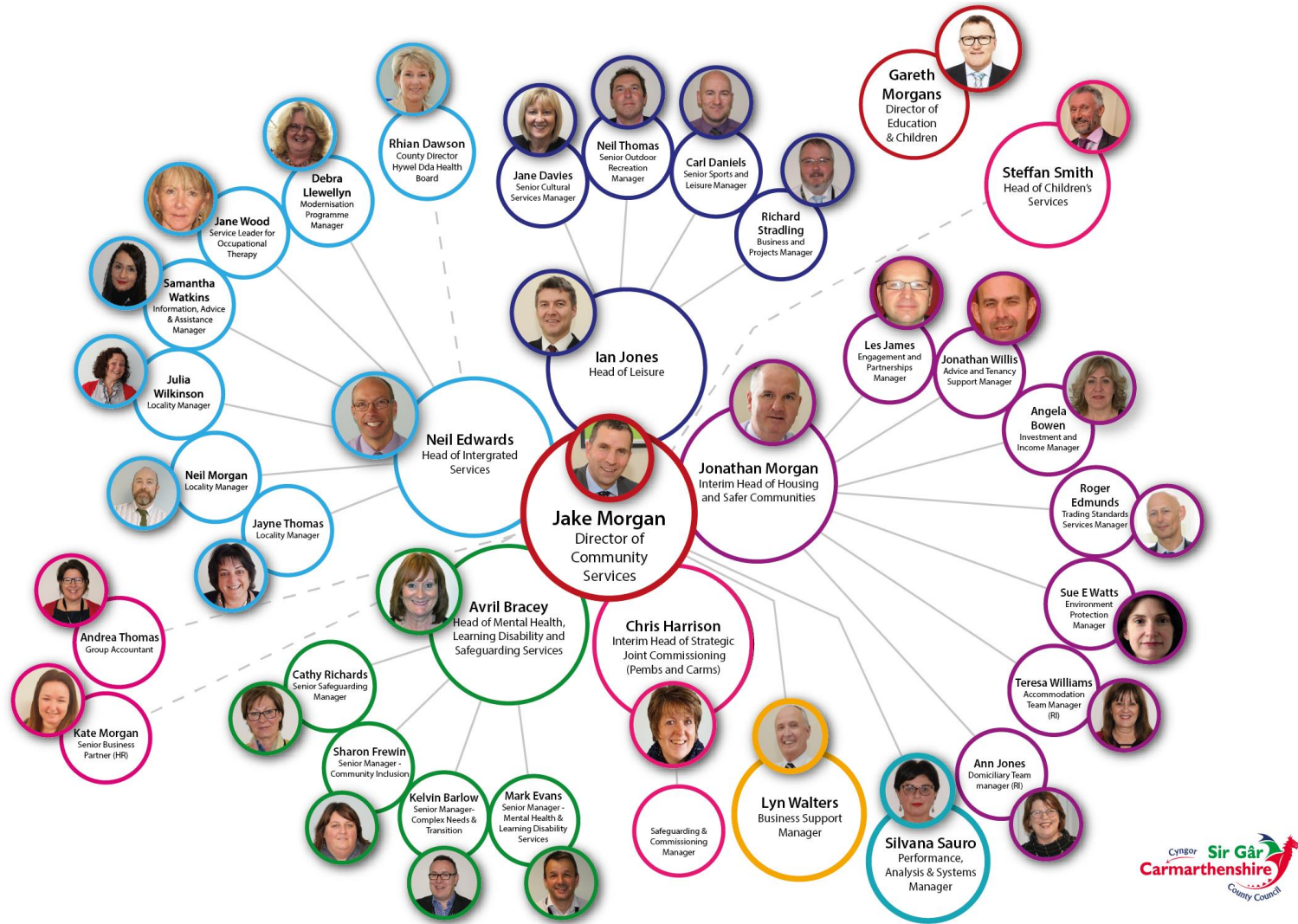
The Council also remains compliant with the 'prevent' duty under the Counter-Terrorism and Security Act 2015.

This requires Councils to play a part in responding to the ideological challenge – including giving advice and support to help prevent people being drawn into terrorism. So if we think a person is at risk of radicalisation, we'll work with other organisations to assess the situation, and develop a support plan for the individual concerned.

The following structure outlines leadership and governance for Social Services and how we operate within the Council's decision making process. All major decisions and policies are made by the County Council.

Carmarthenshire County Council	74 elected members.
Executive Board	10 elected members, the Council's cabinet. Chaired by the leader, Cllr E. Dole
Our Executive Board members	Councillor Jane Tremlett - Adult Services Councillor Glynog Davies - Children's Services
Scrutiny Committees	The decisions that we make are also scrutinised by elected members. We have the following scrutiny committees: <ul style="list-style-type: none"> • Social Care & Health • Education & Children's Services
Corporate Management Team (CMT)	Chaired by the Chief Executive and includes the Assistant Chief Executives and Directors
Departmental Management Team (DMT)	Communities Department, Chaired by the Director
Senior Management Service and Performance Meetings	Chaired by the Heads of Service
Team Meetings	Each team within the division has team meetings which feed into the decision making process. Managers update their teams with decisions made through a combination of group meetings and individual 1-2-1's/supervision.

5. Management Structure



Appendix 1

What are our Strategic Priorities for 2018/2019

Adults

1. Ensure the Council fully responds and complies with the requirements of the Social Services and Well-being Act including:
2. Developing 24-hour access to Information, Advice and Assistance (IAA) services.
3. Introducing a pooled budget between social care and health for residential care.
4. Establishing a regional joint committee for social services with relevant partners.
5. Continue to improve the provision of day opportunities for people across the County.
6. Assess residential care arrangements in the Llanelli area to ensure appropriate accommodation provision in the area.
7. Maintain a strong and sustainable in-house Council provision for domiciliary and residential care.
8. Further strengthen the provision and use of the Welsh language within social care services to be able to provide services in the language of service users' choice.
9. Work with partners including Hywel Dda University Health Board and third sector providers to ensure appropriate mental health care services and support are available.
10. 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.
11. Work with partners to provide more opportunities for vulnerable and older people to socialise in order to reduce loneliness.
12. Continue to support residents affected by dementia and support the development of more dementia friendly and supportive communities across the County.
13. Prepare for the implementation of the Regulation and Inspection of Social Care (Wales) Act.
14. To implement a robust strategy for successfully managing new and historical DOLS applications.

15. Increase Direct Payments and use of citizen directed cooperatives at operational, commissioning and contracting levels.
16. To develop an overarching strategic commissioning document to guide commissioning policy and practice.
17. Continue to review and monitor processes to ensure Reviews for clients are undertaken on an annual basis in accordance with regulation requirements.

Children

1. Ensure the Council fulfils its Corporate Parenting role by ensuring that our looked after children and care leavers take full advantage of opportunities available to them to reach their full potential.
2. 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.
3. Continue to reduce the number of children becoming Looked After and the number of care proceedings.
4. Continue to aim reduce the number of children on the Child Protection Register
5. Continue to develop the "Signs of Safety" model and incorporate into practice in all children services teams.
6. We will continue to improve placement stability in line with the Carmarthenshire Children's Services Action Plan in respect of Looked After children (LAC) subject to 3 or more placement moves, and our Recruitment and Retention Strategy 2016-19
7. We will work with partners to ensure that the regional Integrated Autism Service complements our local services for children, young people and adults with Autistic Spectrum Disorder.
8. We will continue to develop the Mid & West Wales Regional Adoption service in line with national, regional and local priorities.

EXECUTIVE BOARD 30TH JULY 2018

ANNUAL REPORT ON THE WELSH LANGUAGE 2017-18

To consider and comment on the following issues:

- To receive the annual report in relation to the Welsh language and compliance with the Welsh language Standards during 2017-18.

Reasons:

- It is a statutory responsibility for the Authority to implement the Welsh language Standards. As part of the Standards, we must publish an Annual Report which outlines the implementation work.

To be referred to the Executive Board for decision: YES

Executive Board Member Portfolio Holder:

- Cllr. Peter Hughes Griffiths (Culture, Sport and Tourism)

Directorate: Chief Executive's Name of Head of Service: Wendy Walters Report Author: Llinos Evans	Designations: Director of Regeneration and Policy Policy & Partnership Officer	Tel Nos. / E-Mail Addresses: 01267 224112 wsalters@cararthenshire.gov.uk 01267 224914 llinevans@cararthenshire.gov.uk
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EXECUTIVE SUMMARY EXECUTIVE BOARD 30.07.18

ANNUAL REPORT ON THE WELSH LANGUAGE 2017-18

This Annual Report has been produced in order to comply with the Welsh Language Commissioner's monitoring arrangements. The Welsh Language Commissioner gave Carmarthenshire County Council a compliance notice regarding the Welsh Language Standards Regulations on 30 September 2015 which required CCC to comply with most of the standards by 31 March 2016.

The Standards mean that the Welsh language must not be treated less favourably than the English language, and must also promote or facilitate the use of the Welsh language. This is in accordance with the two principles that form the basis of the Welsh Language Commissioner's work:

- in Wales, the Welsh language should be treated no less favourably than the English language
- persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so.

The Welsh language Standards have replaced the Welsh language schemes and will:

- provide greater clarity to organisations on their duties on the Welsh language;
- provide greater clarity to Welsh speakers about the services they can expect to receive in Welsh;
- ensure more consistency of Welsh language services and improve their quality.

DETAILED REPORT ATTACHED?	YES – Annual Report 2017-18
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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: Wendy Walters, Director of Regeneration and Policy

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

1. Policy, Crime & Disorder and Equalities

The Compliance Notice received from the Welsh Language Commissioner on 30 September 2015 required the Authority to comply with a new set of Standards by 31 March 2016.

2. Legal

The Welsh Language Standards Regulations 2015 came into force on 31 March 2015. These Regulations replace the responsibilities placed on Carmarthenshire County Council under the Welsh Language Act 1993 and were imposed on the Authority on 31 March 2016.

CONSULTATIONS

<p>I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below: Signed: Wendy Walters, Director of Regeneration and Policy</p>	
<p>1. Local Member(s) – N/A 2. Community / Town Council – N/A 3. Relevant Partners – N/A 4. Staff Side Representatives and other Organisations – N/A</p>	
<p>Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:</p> <p>THESE ARE DETAILED BELOW:</p>	
Title of Document	File Ref No. / Locations that the papers are available for public inspection
Welsh Language (Wales) Measure 2011	<p>(Welsh version) http://www.legislation.gov.uk/mwa/2011/1/pdfs/mwa_20110001_we.pdf (English version) http://www.legislation.gov.uk/mwa/2011/1/pdfs/mwa_20110001_en.pdf</p>
Carmarthenshire County Council's Welsh Language Standards – Compliance Notice	<p>(Welsh version) http://www.sirgar.llyw.cymru/media/1885671/20170321-hysbysiad-cydymffurfio44-cyngor-sir-g%C3%A2r-cy-.pdf (English version) http://www.carmarthenshire.gov.wales/media/1885670/20170321-hysbysiad-cydymffurfio44-cyngor-sir-g%C3%A2r-en-.pdf</p>

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Carmarthenshire County Council's Welsh Language Annual Report - 2017/18

Introduction

This is Carmarthenshire County Council's Annual Report for 2017/18 in relation to the Welsh language and focuses on the second year of the implementation of the Welsh Language Standards. This year's report follows a different format from previous years with the activity and actions divided by groups of Standards, as compliance with the Standards remains consistent and does not need to be repeated.

During 2017/18, the Executive Board Member responsible for developing the Welsh language has led and secured further progress in the Council's internal work as well as building on partnerships with other organisations to promote the Language across Carmarthenshire.

The Members' Advisory Panel on the Welsh Language has continued to receive regular updates regarding the Standards alongside continuing in its key role in offering advice, monitoring and calling for evidence of progress made by individual departments within the Council.

The County Strategic Forum, which is led by the Council and includes representation from the county's language promotion organisations, as well as public bodies with language policy officers, has also continued its role in developing a programme of promoting the Welsh language in the county and has contributed extensively to the preparation of the Promotion Strategy for Carmarthenshire, in line with the Promotion Standard.

A great deal of internal communication was done across the organisation again during 2017-18 and we continued to convey key messages to staff when attending roadshows across the county in different buildings to meet face to face with staff and discuss any issues that arose. The opportunity was taken to promote the audio clips, glossaries, videos and new templates as well as promoting the variety of courses available to learn or improve Welsh.

Promotional work was undertaken with the County Event Organisers' Circle to convey the importance of using Welsh when organising community events and to share information about the support available to operate bilingually.

An important development during the year was the appointment of a Learning and Development Advisor - Welsh Language, to be responsible for developing the language skills of the workforce. The officer is based in the Council's Learning and Development team but close liaison is maintained with the policy team, Managers, Heads of Service and the Council's learners. The officer has increased the opportunities available to staff by researching and delivering a variety of courses that meet the different needs of our staff. The officer has begun training mentors in order to support the Council's learners and has also started the process of agreeing and setting up Learning Agreements for newly appointed officers. Learning agreements are developed in partnership with line managers, Learning and Development and Human Resources for newly appointed members of staff who do not meet the linguistic level of a post when appointed.

Development work was carried out during 2017-18 with the Council's Language Leaders. For the first time, the training was provided internally over two intensive days. To this end a new course was created following advice from an external body. It was felt that this new training provision enabled us to convey more relevant messages to our staff. It was also an opportunity to promote all the help that is now on our intranet to assist in compliance with the Standards. Using this approach, new

Language Leaders from the Communities Department and some members of staff from the Children's Services within the Education department were trained. We have continued to work with the Language Leaders in the Leisure division and the Department of Environment. All Leaders worked with staff in their departments to raise awareness of the Welsh language, the variety of new opportunities available to staff to learn Welsh and the practical support available on the Council's intranet. The departmental Language Leaders meet each other every two months; however, all leaders came together to organise the internal St David's Day celebrations.

Similarly, regular meetings have continued with colleagues in Human Resources to ensure progress in accordance with the Standards and to receive regular feedback on the implementation of the Language Skills Strategy. The People Management Division monitors recruitment processes and supports managers in carrying out language assessments for all posts and are also responsible for the provision of training and employment support for all council staff. We will continue to meet regularly during 2018-19.

The Communities Department continues to lead on the More Than just Words Strategic Framework and ensures that progress is made in the provision of Welsh language services in care and social services. During the year, the departmental working group has met regularly to discuss areas such as workforce planning, commissioning of services and staff training.

The following pages present further information on the Council's work by group of Standards.

Compliance with the Service Delivery Standards

Correspondence (Standards 1 - 7), Telephone (Standards 8 -22), Meetings and events (Standards 24 - 36) Publicity, display material, documents and forms (Standards 37 - 51), Website and social media (Standards 52 - 59), Self-service machines (Standard 60), Signs (Standards 61 - 63), Reception service (Standards 64 - 68), Official notices (Standards 69 - 70), Awarding of grants and contracts (Standards 71 - 80), Public announcement systems (Standard 87), Standards for raising awareness of Welsh language services (Standards 81 - 82), Corporate identity (standard 83), Courses (Standard 84 - 86)

The Council has created a number of guidelines that explain to staff what the requirements are in relation to compliance with the Standards. The guidance is available on the intranet so that all staff can access them readily. The Language Leaders are fully aware of them and refer members of staff within their teams and their departments. The Language Awareness e-module also refers to the Guidelines to ensure that staff comply with the Standards.

The Guidelines include:

- Using Welsh – On the phone;
- Use of Welsh - Correspondence (on paper and electronic);
- Arrange a meeting open to the public;
- Arrange and hold meetings (which involve members of the public by invitation);
- Writing in Welsh and your Computer;
- Signs, leaflets, forms, etc.;
- What do I need to do if I recruit staff?

The County Council has applied a consistent approach in relation to use of headed paper and requires all staff to use the heading paper of their Director or Head of Service. This means that there is a consistent message on all the letters, which notes that 'Carmarthenshire County Council welcomes correspondence in Welsh or English'.

There are regular articles in the Council's newsletter and departmental newsletters to remind staff about the Standards and refer them to where help and advice can be obtained. The Council continues to promote its Welsh language services through the 'Pa bynnag ffordd / Learning the Language...' campaign showing posters on bus stops, advertisements in papurau bro and Carmarthenshire News and a rolling banner has also been displayed on the Council's website (see Appendix 1). The Council has prepared video clips of staff from different Council departments presenting themselves and referring to where they work to encourage the public to contact them in Welsh. The video clips will appear on the Council's social media streams during 2018/19.

As part of a marketing campaign to promote council services, the 'Pa bynnag ffordd / Learning the Language...' selfie board was used to promote the use of our Welsh language services. In the lead up to Christmas, social media was used to show pictures of Elffin, the small elf, promoting the Council's services using the 'Pa bynnag ffordd / Learning the Language...' frame.

On the Welsh Music Day on Friday, 9 February the County Council launched a campaign to play Welsh medium music in the reception area in three Leisure Centres - Carmarthen, Llanelli and Ammanford. One centre plays music through the Apton website and the other two centres broadcast Radio Cymru. Our aim is to raise the status of the Welsh language amongst the public and staff, promote Welsh medium music and encourage young people to positively link the Language with a recreational life.

Compliance with the Policy Making Standards

(Standards 88 - 97)

There are currently questions regarding the Welsh language in the Equality Impact Assessment template and the template is used in assessing the impact of our policies, projects and during the budget setting process. The Policy and Partnership team supports the departments with this work.

As a continuation of the original template, an Integrated Impact Assessment has been prepared which brings together the Well-being of Future Generations, Environment, Equalities and Welsh Language legislation and the United Nations Convention on the Rights of the Child. The assessment includes specific questions regarding the Welsh language and the impact of any policy on the ability of Welsh speakers to use the language and how we promote the Language.

Guidelines on the integrated assessment have been created with a specific section about the Welsh language.

During 2018/19, the council will introduce the new assessment and hold training for Elected Members and officers on the new integrated impact assessment and we will also undertake a 6 month pilot project to receive feedback on the new templates and guidelines.

Compliance with the Operational Standards

(Standards 98 - 144)

Internal Use

There is a 'Policy on the internal use of the Welsh language' available on the County Council intranet which staff can access to learn how the Council supports them to use Welsh in their working lives.

During 2017, we have been actively promoting the online resources that help our staff to make more use of the Language at work. The audio clips, which help staff to deal with Welsh queries on the phone, alongside the guidance on how to chair meetings bilingually were promoted, and feedback was received that these were useful for learners and Welsh speakers who lack confidence. The templates, which help staff to respond to Welsh medium e-mail queries, help keep bilingual records and how to organise email meetings bilingually, are also popular (see examples in Appendix 2). We hope that these will encourage staff to try to produce their own bilingual emails instead of sending an English email to the Translation Unit immediately. These resources have been promoted in e-newsletters for staff, and face-to-face in road shows, but work remains to ensure wider engagement and use.

On 'Shwmae Su'mae' day in October 2017, an e-mail was sent to all staff from Councillor Peter Hughes- Griffiths to introduce himself as the new portfolio member with responsibility for Leisure, Sport and Tourism alongside developing the Welsh language. The message encouraged staff to join a Welsh language learning course and drew their attention to all of the new resources on the intranet. The Council also printed photo 'selfie' boards to place pictures of staff supporting the campaign on social media (Appendix 3).

On St David's Day, the Language Leaders organised events in various Council buildings including a quiz about local history, a famous Welsh people quiz, the largest leek competition and a coffee morning. In these events they showed the resources on the intranet, they collected names of staff who want to be Mentors for learners, and they shared materials such as the Standards Guidelines and dictionaries etc. There was also a Welsh quiz held by email for all office staff and a large number

of entries were received. Also to celebrate St David's Day, we worked with the Information Technology department to insert a message at the bottom of all e-mails sent on St David's Day saying 'Dydd Gŵyl Dewi Hapus ~ Happy St. David's Day '.

As Windows 10 was rolled out to all council staff, we ensured that the necessary language packs were distributed alongside it, so that the staff are still able to use the Welsh spell-check etc. with the updated software. This work continues to take place along with encouraging staff to use their computers in Welsh. The council commissioned and published a Welsh video on the intranet to advise staff on how to use Skype, in the hope that staff will take advantage of its informal format in order to communicate with other members of staff in Welsh and in doing so practise their written Welsh at the same time.

Increasing the Welsh language skills of our staff

Following the audit of the Council's staff language skills, all data is held on the HR system and we continue to monitor the data to update and identify learning opportunities. The latest information from the language skills audit is available on page 11 of this report.

Standard 154 requires the county council to keep a record of all posts categorised as requiring essential Welsh language skills. Following the approval of the Council's language skills strategy, all posts require language skills in Welsh, with a scale from level 1 to level 5 depending on the individual description of each post.

Although a full set of guidelines for the Standards already exist, in conjunction with the HR and Learning and Development teams, the policy team has re-written the guidance relating to recruitment, learning and development, as there have been changes since the first one was written. The new guidance refers to the range of courses available to staff and draws particular attention to the learning agreements which commit the Council's new employees to learning Welsh, if they do not reach the required level at the point of appointment. All the guidelines will be printed as a brochure during 2018/19.

The learning and development Adviser has worked on clarifying the courses in terms of how they correspond to the Council's language levels and has found a number of additional courses which provide more opportunities for staff to learn Welsh.

The work of promoting the 10-hour on-line Welsh language taster course has paid off as over 170 have enrolled on this new course. The course is intended to introduce working Welsh to staff and to enable them attain level 1.

7 members of staff attended the residential course for learners in Nant Gwrtheyrn in North Wales. The seven had a unique opportunity to practise all elements of the Welsh language, speaking, reading, listening and writing, but particular emphasis was placed on developing confidence to speak the language.

An event to celebrate the Welsh language was held in the Ffwrnes, Llanelli on Santes Dwynwen's day to celebrate the success of the learners, the language leaders and mentors and to congratulate the staff who are learning Welsh, to encourage them to continue and to offer support to all those present. A number of activities were held as well as a limericks writing workshop which was conducted by the portfolio member with responsibility for the Welsh language, Councillor Peter

Hughes Griffiths. The guest speaker was Efa Gruffudd-Jones from the National Centre for Learning Welsh.

The Learning and Development team sent a survey to staff asking for their views on being and on having a mentor. There was a very positive response from learners asking for a mentor to help them with learning Welsh and also from Welsh speakers interested in being a mentor in order to practise with the learners. The new officer has tailored a new course for all mentors but there is still some work to do on matching learners with mentors.

A summary of all the training provided to council staff during 2017-18 is on page 10.

Complying with the Promotion Standards

(Standards 145 – 146)

Carmarthenshire's Welsh Language Promotion Strategy 2017-18

Following the publication of the promotion strategy during 2016-17 an action plan has been drawn up in order to implement it. A series of meetings were held between the Executive board member responsible for the development of the Welsh language and the relevant departments within the Council to agree actions. In addition, specific actions were identified for the county forum, relating to the promotion and marketing of the Welsh language and working in the priority areas in particular. All were accepted by the advisory Panel but work remains to be done to set a timetable for all the action points.

While the Action Plan was being formulated as a document, work on further implementing the actions identified in the Strategy continued. Following the mapping of the priority areas identified in the strategy, the Menterau Iaith we were able to apply for LEADER funding (rural communities Welsh government-rural development programme for Wales 2014-2020) to employ officers to act upon the identified needs. 1 Full-time officer has been appointed to each Menter Iaith with the work of coordinating the efforts of all the Forum's partners, and to deliver an action plan that will respond to the linguistic challenges of each area.

Work was undertaken on the distribution of the 'Being Bilingual' leaflet through members of the Forum and through the 'Flying Start' project and this work will continue into 2018-19. Further work has been undertaken on measuring the county's awareness of the Welsh language by drawing up and starting to administer a questionnaire (see Appendix 4) to gather data that will give us a picture of the status of the Welsh language in the county. It is hoped that the questionnaire (having identified a comprehensive baseline) will also enable us to measure the success of the promotion strategy as we re-administer it after 5 years of the project's implementation. A considerable amount of work remains to be done to identify a meaningful baseline over the next year. Work has also begun on creating an information pack for people moving into the county. In collaboration with Welsh Government, which has piloted an information package for newcomers to Anglesey, the County Forum has agreed a format for a similar package for Carmarthenshire. The pack contains statistical information about the Welsh language, information about where a person can go to learn Welsh, to receive Welsh-medium education and to join the Welsh-speaking community, as well as information on e-resources and media resources that will facilitate people's use of Welsh in their every-day life. The brochure is being designed to include images from Carmarthenshire and will be completed during 2018-19. There will then be a discussion on the best ways of distributing it on

paper and electronically, and we hope that we can learn further from Anglesey's experiences in this respect.

The Council held a Welsh language evening in the workplace in conjunction with the Atom, the University of Wales Trinity Saint David, the Welsh Government and local businesses to promote the importance of bilingualism in the workplace. A panel of local businesses discussed the practical ways of a bilingual operation as well as the practical challenges. There was a good response from the town's businesses, with over 35 people taking part in the evening.

Complaints received during 2017/18

Listed below are the complaints received during 2017/18 together with a summary of the action following receipt. 12 complaints were received directly to the Council and the Commissioner conducted an investigation into the Council's service following a direct complaint.

The complaints were dealt with in accordance with the council's Complaints Procedure.

	Complaint	Response and action
	Received directly by the Council	
1.	Complaint regarding delayed Welsh medium communication with the Registration Office	<ul style="list-style-type: none"> An apology was sent for the delay in responding to the application. It was explained that there had been delays due to the search for certificates through a handwriting index rather than a computerised search.
2.	Complaint regarding a lack of bilingual music in a public place	<ul style="list-style-type: none"> An apology was sent and it was noted that work was under way to stream Welsh medium music. As a result, there was a campaign on 'Welsh Music Day' to play Welsh music at our leisure centres. We will continue to work to improve the provision at other sites during 2018/19.
3.	Three complaints regarding new signs places on the highway outside the town of Llandovery	<ul style="list-style-type: none"> The Council worked with the South Wales Trunk Road Agency (SWTRA) and the Welsh Government to remove the incorrect signs and replace them with new signage. The Welsh Government was responsible for commissioning the signs, SWTRA were responsible for their design and the Council were responsible for placing them.
4.	Complaint regarding a lack of Welsh medium / bilingual provision during the Community and Town Council Code of Conduct training and English only feedback forms	<ul style="list-style-type: none"> It was noted that the relevant officer was aware that a mistake had been made. A Welsh copy of the feedback form was provided on an email and it was explained that the other officer who normally attended the course could speak Welsh but was unable to attend the training on this occasion. The division will ensure that two officers attend in the future with at least one able to present and speak Welsh and that any material is available in Welsh and English.
5.	Complaint that Welsh language spoken skills are required when applying for posts.	<ul style="list-style-type: none"> It was explained that the Language Skills Strategy had been approved and that there was a workforce planning commitment to place all posts advertised at a minimum of level 1, depending on the expectations of the specific post. It was explained that the

	Complaint	Response and action
		Council offered training opportunities to meet the expected levels.
6.	Complaint regarding the Festival of Senses in Llandeilo, as the Council has provided some financial support for the event	<ul style="list-style-type: none"> It was noted that conditions regarding bilingualism were set before the grant was released. The department will consider ways of working with the Festival in the future.
7.	Complaint that an individual had only received an e-mail through the medium of Welsh only	<ul style="list-style-type: none"> A Welsh and English medium e-mail was sent to the complainant and advice was given on the future language choice of email newsletters.
8.	Complaint regarding a mistake on the Council Tax form	<ul style="list-style-type: none"> The complainant was thanked for bring the error to our attention and it was noted that the error will be rectified as soon as possible.
9.	Complaint regarding an English medium letter sent from the Trading Standards team	<ul style="list-style-type: none"> It was noted that the team needed to send letters to businesses bilingually and the team apologised for the error.
10.	A complaint was received that a housing officer had spoken to a member of the public in front of another member of the public who did not understand Welsh	<ul style="list-style-type: none"> It was explained to the complainant that the member of the public was entitled to receive a service from the housing officer in Welsh.
	Complaint received through the Welsh Language Commissioner	
11.	The Commissioner investigated an allegation of a failure to comply with the Welsh Language Standards regarding the lack of provision of a Welsh version of a letter about 'Notice of a challenge refusal' following receipt of a parking fine.	<ul style="list-style-type: none"> After receiving all the evidence from the Council, the Commissioner decided that the County Council had complied with the Standards as the Council had responded in English to an English letter from the complainant.

Learning opportunities provided

	2017-18
Welcome to Work Welsh (e-learning)	66
Welcome to Work Welsh (face to face)	10
Welcome to Work Welsh (Housing Division)	6
Work Welsh (Housing Division)	3
Mynediad	27
Mynediad (catch up course)	8
Sylfaen	20
Canolradd	6
Uwch	1
Language Improvement: Spoken A	12
Language Improvement: Spoken B	4
Language Improvement: Spoken & Written	4
Language Improvement: Written	10
Rust busters	7
Mentoring skills course	31
Language Leader training	31
Language Awareness for Managers	48
TOTAL NUMBER OF LEARNERS	294

Please note that some courses run by academic year rather than calendar year; they will be reported on in the 2018-19 report.

Reporting on Standards 128 and 152

Standard 128 requires the council to provide training in Welsh in the following areas, if we provide such training in English - (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (d) induction; (d) dealing with the public; and (f) health and safety.

The option to follow any Welsh language learning is included on our Learning and Development application forms. We are in the process of reviewing all of the e-learning modules that support the areas named in the Standards and they will all be updated by April 2019.

Standard 152 places a responsibility on the council to keep a record, for each financial year, of - (a) the number of staff who attended training courses offered in Welsh (in accordance with standard 128), and (b) if you have offered a Welsh version of a course in accordance with standard 128, the percentage of the total number of staff who attended that version of the course.

During 2017-18, the following records were kept in accordance with Standard 152 (a); there were 7962 employee attendances to courses where provision was offered in Welsh. Of the 7926 employee attendees, 1280 or 16% attended the Welsh medium provision (Standard 152 (b)).

Welsh Language Skills Audit

The Council adopted the Language Skills Strategy in January 2016 with it being very timely due to having to comply with the Language Standards on 30 March 2016. One of the actions of the Strategy was to update the language audit of the workforce and it coincides with Standard 127 which places a

responsibility on the Council 'to assess the Welsh language skills of your employees'. As staff follow training and move along the continuum, the record is updated and when appointing, the individual records are placed on our Human Resource software.

The data below was captured on the system at the end of March 2017 -

	Number	Percentage		Number	Percentage
No spoken language skills	840	15%	No written language skills	1624	29%
Level 1 Spoken	1474	27%	Level 1 Written	1304	24%
Level 2 Spoken	929	17%	Level 2 Written	803	15%
Level 3 Spoken	682	12%	Level 3 Written	653	12%
Level 4 Spoken	579	11%	Level 4 Written	449	8%
Level 5 Spoken	1009	18%	Level 5 Written	671	12%

The data below was captured on the system at the end of March 2018 -

	Number	Percentage		Number	Percentage
No spoken language skills	636	11%	No written language skills	1504	27%
Level 1 Spoken	1712	30%	Level 1 Written	1442	25%
Level 2 Spoken	938	16%	Level 2 Written	844	15%
Level 3 Spoken	726	13%	Level 3 Written	667	12%
Level 4 Spoken	604	11%	Level 4 Written	477	8%
Level 5 Spoken	1083	19%	Level 5 Written	739	13%

- The staff survey was carried out in two parts. A meta-compliance survey was carried out on the Council's computers for all office based staff. For staff without office contact, SNAP software, mobile appliances and paper versions were used.
- All data is based on the self-assessment of staff of their linguistic levels. When completing the audit staff were asked to indicate any support they would wish to receive in order improve their language skills.
- So far, 86% of staff have responded and the data has been uploaded to the Payroll / Human Resources System. Reaching the staff who do not have regular office contact or computer access is an ongoing challenge for us as an employer. We have regular contact with departmental co-ordinators and efforts continue to deliver a full response in all service areas. Once the data is uploaded, we will be able to run reports profiling the language skills of the workforce to assist with any skills gap analysis.

Appendix 1

Campaign to promote the Council's Welsh Language Services to Welsh speakers and learners

Pa bynnag ffordd...

...mae 'na groeso i chi **gysylltu** â Chyngor Sir Gâr yn **Gymraeg**

IAITH
SIR GÂR

EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru/trafodiath
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales/trafodiath

Learning the language?

...you are welcome to **contact** us in **Welsh**

IAITH
SIR GÂR

EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru/trafodiath
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales/trafodiath

Promoting the Council's Welsh Language Services on bus stops



Appendix 2

Intranet resources to support staff to use the Welsh language in the workplace

Safonau Iaith Cyngor Sir Gâr
Carmarthenshire County Council Welsh Language Standards

Templed e-bost ateb ymholiad
Template for an e-mail reply to an enquiry

Annwyl	Dear
Diolch i chi am eich ymholiad.	Thank you for your enquiry.
Ymddiheuriadau am yr oedi wrth ymateb.	Apologies for the delay in our response.
Byddaf yn trosglwyddo eich cais i'r adran berthnasol.	I will transfer your enquiry to the relevant department.
Byddaf yn trosglwyddo eich cais i'r swyddog perthnasol.	I will transfer your enquiry to the relevant officer.

Arwyddion, taflenni, ffurflenni ayb.

Recriwtio

Clipiau sain

Cwestiynau Cyffredin

Sefydlu Staff

Strwythur sefydliadol

- Democratiaeth >
- Adnoddau Dynol >
- Dysgu a Datblygu >
- Iechyd Galwedigaethol >
- Iechyd a Diogelwch >
- Cymorth TG >
- Rheoli Prosiectau >
- Rheoli Perfformiad >
- Strategaethau a Chynlluniau >

Chwarae

Adran X X Department Chwarae

X yn siarad (Your name) speaking Chwarae

Sut galla i eich helpu? How may I help you? Chwarae

Gyda phwy hoffech chi siarad? With whom would you like to speak? Chwarae

Beth yw pwrpas yr alwad? What is the purpose of the message? Chwarae

Ga i gymryd neges? May I take a message? Chwarae

Rwy'n trosglwyddo'r alwad I am transferring the call Chwarae

Dydw i ddim yn siarad Cymraeg yn rhugl I don't speak Welsh fluently Chwarae

Rhoddai i chi drosglwyddo i rywun sy'n siarad I will put you through to someone who speaks

Appendix 3

Promotional material for 'Shwmae Su'mae' Day



Appendix 4



Questionnaire on the Awareness of Welsh in Carmarthenshire

The following demographic questions are asked within the survey so that we can find out the views of people with different characteristics, such as those listed in the Equality Act 2010. Your responses cannot be traced back to you as an individual.

1 What is your age group?

☐ Under 16

☐ 16 - 24

☐ 25 - 34

☐ 35 - 44

☐ 45 - 54

☐ 55 - 64

☐ 65 - 74

☐ 75 - 84

☐ 85+

☐ Prefer not to say

2 What is your gender?

☐ Female

☐ Male

☐ Prefer not to say

3 The Equality Act 2010 states that a person has a disability for the purposes of this Act if he/she has or has had 'a physical or mental impairment which has had a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'.

Long term has been defined as meaning having lasted 12 months or is likely to last at least 12 months

Do you consider yourself to be disabled?

☐ Yes

☐ No

☐ Prefer not to say

4 Which is your preferred language?

☐ Welsh

☐ English

☐ Other

Please specify

This survey is an attempt to find information on the residents of Carmarthenshire's awareness of bilingualism and Welsh medium provisions in order to assist our future planning

About You

- 5 Please note your postcode.

- 6 Can you speak Welsh?

☐ Yes ☐ No ☐ A little ☐ Learning

- 7 Do you have children in education? *(If you have answered 'No', please go to question 10)*

☐ Yes ☐ No

- 8 What type of education are your children receiving?

☐ Nursery ☐ Primary ☐ Secondary ☐ Higher or Further

- 9 Do you have children in **Welsh medium** education?

☐ Yes ☐ No

Bilingualism

- 10 Is being bilingual an advantage?

☐ Yes ☐ No ☐ Don't know

- 10a Please explain your answer.

- 11 Is it important to develop the Welsh language in order to keep it alive?

☐ Yes ☐ No ☐ Don't know

- 12 Are you aware of the Welsh Government's vision of a million Welsh speakers by 2050?

☐ Yes ☐ No

- 13 Do you have any suggestions on how to achieve this aim?

Education

14 Do you know where to find the following:

	Yes	No
Pre-school Welsh medium childcare	<input type="radio"/>	<input type="radio"/>
Welsh medium education for your children	<input type="radio"/>	<input type="radio"/>

15 In your opinion, will every child in Carmarthenshire become bilingual whatever school they attend?

☐ Yes ☐ No ☐ Don't know

Please give a reason for your opinion:

The Welsh Language

16 How often do you hear the Welsh language being used?

☐ Always ☐ Sometimes ☐ Never
☐ Often ☐ Rarely

17 Where and how often do you hear Welsh being used? *(Please tick all that apply).*

	Always	Often	Sometimes	Rarely	Never
At home or with relatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In shops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In local businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When taking part in sport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When taking part in another leisure activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In health locations (surgery, dentist, hospital)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Somewhere else (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please tell us where else do you hear the Welsh language being used:

18 Are any of the listed branches in your area?

	Yes	No	Don't know
Urdd	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cylch Meithrin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cylch Tl a Fl	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Young Farmers Club	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cangen Merched y Wawr neu Glwb GWYR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Menter Iaith	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Welsh medium provision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Welsh for Adult course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19 How often do you access the following media in Welsh? *(Please tick all that apply)*

	Always	Often	Sometimes	Rarely	Never
Television	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have selected 'Never' for any of the above, please explain why?

20 Name one business that uses the Welsh language visually.

21 Name three public bodies where you have received a Welsh medium service.

1.

2.

3.

22 Name three public bodies where there was no opportunity to receive a Welsh medium service.

1.

2.

3.

- 23 If you would like more information on Welsh medium events and activities in your area, include your email address below. This email address will be shared with your local Menter Iaith who will contact you with relevant information.

Thank you for completing the survey

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EXECUTIVE BOARD 30TH July 2018

Council's Revenue Budget Monitoring Report		
Recommendations / key decisions required: That the Board receives the Budget Monitoring report.		
Reasons: To provide the Executive Board with an end of year financial position in respect of 2017/18.		
Relevant scrutiny committee to be consulted: NA		
Exec Board Decision Required	YES	
Council Decision Required	NO	
EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. David Jenkins		
Directorate: Corporate Services Name of Director: Chris Moore Report Author: Chris Moore	Designations: Director of Corporate Services	Tel No. 01267 224886 E Mail Addresses: CMoore@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
EXECUTIVE BOARD
30TH July 2018

Council's Revenue Budget Monitoring Report

The year end financial position for the financial year 2017/2018 is attached.

COUNCIL FUND REVENUE ACCOUNT(Appendix A)

The final outturn figures indicate an underspend for the year at departmental level of £306k however, after taking account of the underspend on capital charges and the movement in Earmarked and Departmental reserves the net position for the Authority is a £480k underspend. This compares favourably with the budgeted position of a £200k drawdown, therefore the net variance for the year is £680k.

Chief Executive's Department

The Chief Executive Department is underspent by £151k for the year.

The Regeneration, Policy and Property Division is £82k underspent. This consists of a £165k underspend on staff vacancies, an £88k underspend on election services following a £39k grant from the electoral commission, and less than anticipated expenditure on the county council elections. This is offset by an overspend on Marketing and Media due to unfunded posts of £114k (this will be addressed as part of the Unit's realignment which will be completed in 18/19), a £41k overspend due to premises maintenance costs at the Guildhall in Carmarthen, along with an overspend of £27k on premises costs at the Beacon due to insufficient budget.

The Admin & Law division is showing a £217k underspend as a result of £121k of vacant posts, a £13k saving on franking machine costs following a rationalisation of the function and a £77k saving in democratic costs due to the low uptake of Members superannuation and a reduction in printing costs.

The People Management & Performance Division is underspent by £186k as a result of a £113k saving on vacant posts during the year along with a £39k underspend on DBS checks and a £30k reduction in supplies and services expenditure.

The ICT division is £206k underspent due to vacant posts of £61k and £145k saving on equipment and service contracts following a rationalisation exercise.

The above is off-set against a £580k overspend as the proposed efficiency savings on Standby (£295k) and Health & Safety training (£285k) have yet to be fully achieved. Work is ongoing with the TIC team in relation to delivering the H&S efficiency. There is a £40k underspend due to a vacant post in the Chief Executives division.

Department for Communities

The Department for Communities is reporting an underspend of £53k for the year.

Services supporting Older People / Physical Disabilities are reporting an underspend of £818; -£411k on Residential Care which has benefitted from additional residents income and Welsh Government grant, -£939k on Domiciliary Care as significant departmental work is undertaken to monitor and manage demand along with WG grant, offset by overspend of £212k on Day Services due to an unmet efficiency proposal in previous years which is being addressed with the TIC team, £143k on Direct payments and the Careline service is showing an overspend of £138k due to a reduction in the number of connections provided to other local authorities.

Learning Disabilities / Mental Health is projecting £567k overspend; £656k on packages of care including residential care, supported living, direct payments, and day services, £150k on a shortfall of Workchoice grant income, £35k relating to catering day opportunities underachieving sales income and £91k relating to Deprivation of Liberty Standards (DoLS)

Staffing vacancies and miscellaneous underspends across all social care areas are -£287k; mainly in Care Management Teams.

Leisure Services are reporting an overspend of £156k due in the main to issues in the Outdoor Recreation sub division including Health & Safety works at both Llyn Llech Owain and Pembrey Country Parks, whilst a shortfall of income across the sub division accounts for the balance.

Housing & Public Protection Services are reporting a variance of 4k.

Corporate Services Department

The Corporate Services Department is reporting a £317k underspend for the year.

There is a net underspend on staff vacancies of £446k and a £30k underspend on staff training, however this is offset by costs of £171k in relation to sales of assets and the development of the Hub in Ammanford.

Department for Education and Children

The Department for Education and Children ended the year with a net overspend of £164k.

The main adverse budget variations relate to: new school based EVR and redundancy costs £488k; increased number of care proceedings entering the Legal system £187k; shortfall in the Music Service SLA income from schools £169k; reduced uptake, loss of sales due to adverse weather and greater than anticipated inflationary food costs of School Meals £148k; additional Out of County Care placements £142k; increased staffing costs at Garreglwyd Residential Unit £130k and additional statementing costs within small schools £123k.

These are partially offset by under-spends across the department in: staff vacancies and secondments -£733k, utilisation of grant income to support core spend -£327k and reduced numbers in early years non maintained provision -£107k

Environment Department

The department is overspent by £50k for the year.

The Highways and Transport division is reporting a £185k overspend. The main reason for the divisional outturn is a £450k overspend in Parking Services as a result of the non-achievement of income targets due to various reasons. Highways Maintenance is overspent by £159k due to increased winter maintenance and School crossing patrols are overspent by £19k due to additional demands on the service. This is offset by underspends in Passenger transport of £24k due to tender efficiencies, £39k additional income in Civil Design and a £39k underspend in Public rights of way due to vacant posts. Transport Strategic Planning is underspent by £31k as a result of core staff being charged to grant schemes and Highways Lighting are underspent by £28k due to an increase in charges to SWTRA. School Transport are also underspent by £288k due to service efficiencies.

Waste and Environmental Services division are £95k overspent for the year. This is due to an £86k overspend on grounds maintenance as full provision was made for approved asset transfers, along with a £34k overspend on green waste collection as the service is not yet fully self-funding. These are offset by a £30k saving at Nantycaws landfill site following a reduction in licence premiums due to the success of the new treatment plant.

The Property Division is underspent by £204k for the year. There was a reduction of £120k in the Carbon Reduction tax tariff, £123k underspend on property maintenance following a reduction in demand for responsive repairs, £38k underspend in building cleaning due to a change in cleaning procedures, £41k underspend on admin buildings as a result of past investment in energy reducing schemes and £30k additional income in Industrial Premises due to high occupancy. There is also a £83k underspend in Strategic Asset Management due to vacant posts during the year. This is offset by a £211k under recovery of surplus target from Building Maintenance internal recharges. This will be adjusted in fee arrangements for 2018-19.

The Business Support & Performance division is underspent by £88k due to staff vacancies and additional training income.

The Planning Division is £62k overspent. This is due to a decrease in planning applications and the resultant loss of income of £264k; This is offset by a reduction in planning admin expenditure and additional street naming income of £65k, an underspend due to staff vacancies of £45k, £51k was also released following confirmation that there would be no clawback for two grants. Building control is also underspent by £26k due to a reduction in supplies and services expenditure and an increase in income generated from fire risk assessments.

Capital Charges

£2.2m - reduced borrowing/interest savings



EICH CYNGOR arleinamdani

www.sirgar.llyw.cymru

YOUR COUNCIL doitonline

www.carmarthenshire.gov.wales

HOUSING REVENUE ACCOUNT (Appendix B)

The HRA is predicting a £22k underspend to the year end.

Repairs and maintenance is £334k over budget due to increased delivery on voids £373k, Servicing £70k and additional spend on Minor Works of £80k. This is offset by reduction in responsive/other of £188k.

Supervision and Management costs are overspent by £33k due to premises related expenditure, mainly energy costs of £249k and supplies £18k .These are offset by savings on staffing and recharges costs of £225k and travelling expenses of £9k.

Increased costs on central recharges have resulted in a £13k overspend on the budget.

Capital financing charges are £54k more than budgeted due to a small increase in interest rates. There is also a reduction in borrowing due to an underspend on the capital programme.

There is a reduction in the provision required for debt write-offs, based on arrears levels and age debt analysis to year end of -£254k

Rental income/service charges/other income is £202k higher due primarily to settlement of insurance claims (£-128k) and amendment to interest on balances (£-18k).

To further support our Affordable Homes programme additional resources of £3.8M have been identified. This will ensure all projects including new development and purchase of private dwellings can be resourced to deliver our ambitions. This may also lead to opportunities for additional support from Welsh Government in the future.

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

1. Finance

Council Fund

The final outturn figures indicate an underspend for the year at departmental level of £306k however, after taking account of the underspend on capital charges and the movement in Earmarked and Departmental reserves the net position for the Authority is a £480k underspend. This compares favourably with the budgeted position of a £200k drawdown, therefore the net variance for the year is £680k

HRA

The HRA is showing a £22k underspend at year end.

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
2017/18 Budget		Corporate Services Department, County Hall, Carmarthen

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

PRELIMINARY EXECUTIVE BOARD 2nd July 2018

COUNCIL'S BUDGET MONITORING REPORT 2017/18

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

Actual for year to 31st March 2018

Department	Working Budget				Actual				EOY	Feb 18
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Variance for Year	Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	24,208	-7,815	-3,540	12,853	25,423	-9,180	-3,540	12,703	-151	-222
Communities	134,503	-53,133	15,494	96,864	135,480	-54,163	15,494	96,811	-53	124
Corporate Services	79,482	-51,162	-4,446	23,873	81,535	-53,532	-4,446	23,556	-317	-389
Education & Children	159,766	-21,554	30,289	168,501	184,233	-45,857	30,289	168,664	164	262
Environment	113,685	-75,344	22,034	60,375	114,498	-76,107	22,034	60,425	50	447
Departmental Expenditure	511,643	-209,008	59,831	362,465	541,168	-238,839	59,831	362,160	-306	220
Capital Charges/Interest/Corporate				-20,605				-22,793	-2,188	-1,500
Pension Reserve Adjustment				-16,962				-16,962	0	0
Accumulated Leave				15				15	0	0
Levies and Contributions:										
Brecon Beacons National Park				138				138	0	0
Mid & West Wales Fire & Rescue Authority				9,349				9,349	0	0
Net Expenditure				334,401				331,907	-2,494	-1,280
Contribution to/from Balances				-200				480	680	0
Transfer to/from Earmarked Reserves				0				1,604	1,604	0
Transfers to/from Departmental Reserves										
- Chief Executive				0				75	75	111
- Communities				0				26	26	0
- Corporate Services				0				158	158	195
- Environment				0				-50	-50	-447
Net Budget				334,201				334,201	-0	-1,421

Chief Executive Department

Budget Monitoring - Actual

Division	Working Budget				Actual				EOY	Feb 18
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Forecasted Variance for Year £'000
Chief Executive	-264	0	-313	-577	276	0	-313	-37	540	540
People Management	3,716	-1,072	-1,997	647	4,196	-1,737	-1,997	461	-186	-255
ICT	4,479	-826	-3,626	28	4,597	-1,150	-3,626	-178	-206	0
Admin and Law	3,935	-550	1,249	4,634	3,705	-537	1,249	4,417	-217	-205
Regen, Policy & Property										
Policy	5,417	-1,302	-1,199	2,916	5,374	-1,258	-1,199	2,917	1	-107
Statutory Services	1,107	-2	187	1,292	1,426	-409	187	1,204	-88	-154
Property	1,192	-1,269	969	892	1,494	-1,578	969	885	-7	-38
Major Projects	101	-76	5	30	301	-265	5	40	11	0
Regeneration	4,525	-2,719	1,185	2,991	4,054	-2,247	1,185	2,993	1	-4
GRAND TOTAL	24,208	-7,815	-3,540	12,853	25,423	-9,180	-3,540	12,703	-151	-222

Chief Executive Department - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Chief Executive							
Chief Executive-Chief Officer	316	0	276	0	-40	Part year vacant post and reduction in supplies and services	-40
Corporate Savings Target	-580	0	0	0	580	Efficiency proposals not yet delivered (Standby £295k and Health & Safety £285k)	580
People Management							
Business & Projects Support	254	-15	223	-15	-30	Reduction in spends on supplies and services	-3
People Services – HR	963	-208	958	-217	-14	Part year vacant posts	-38
Employee Well-being	816	-352	859	-478	-84	Part year vacant posts	-103
Organisational Development	505	-13	550	-73	-15	Vacant posts	-51
DBS Checks	116	0	87	-10	-39	Less demand for service in year	-45
ICT							
Information Technology	3,426	-455	3,728	-818	-61	Part Year vacant posts	-0
Central Telephone Network	1,053	-370	869	-332	-145	Reduction in expenditure on IT equipment and service contracts following rationalisation process	0
Admin and Law							
Democratic	1,717	0	1,640	-0	-77	Low take-up of the superannuation scheme by Members	-51
Land Charges Administration	81	-282	49	-262	-13	Part year vacant post	-17
Corporate Serv-Democratic	487	0	398	-7	-97	Part year vacant posts	-88
Corporate Serv-Land Charges	65	0	54	0	-11	Part year vacant post	-11
Central Mailing	41	0	28	0	-13	Reduction in franking machine leasing costs following TIC project	7
Regeneration, Policy & Property							
Policy							
Registrars	379	-251	446	-304	15	Sickness cover	17
Welsh Language	172	0	133	0	-40	Less external projects in year while focusing on internal implementation of Welsh standards.	-25
Marketing and Media	689	-352	646	-195	114	Unfunded posts. Relignment in progress involving amalgamating business units. To	128
Performance Management	568	-50	506	-31	-44	Vacant Post	-41
Chief Executive-Policy	527	-63	515	-32	18	Unachievable income target	4

Chief Executive Department - Budget Monitoring Actual
Main Variances

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Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
The Guildhall Carmarthen	0	0	53	-12	41	CCC has purchased the building, but no budget has been allocated to cover any costs. Premises maintenance costs incurred have therefore resulted in this overspend	41
Customer Services Centres	1,093	-294	1,024	-297	-72	Vacant posts	-98
Safeguarding & Counter-Terrorism	0	0	14	0	14	Unfunded post. Officer now left the authority	14
Marketing Tourism Development	339	-15	323	-18	-20	Underspend mainly due to staff vacancies	1
Statutory Services							
Elections-County Council	302	0	320	-54	-36	Expenditure on running local elections less than anticipated.	-58
Registration Of Electors	156	-2	155	-39	-38	Grant from Electoral Commission to offset Individual Electoral Registration Costs	-8
Property							
Industrial Premises - JV's	41	-128	312	-385	14	Drainage and access costs associated with Cross Hands East	46
Commercial Property - Chief Executives	49	-404	102	-478	-21	Additional occupancy in year	-65
Major Projects							
Wellness	101	-76	112	-76	11	Specialist legal costs incurred - not anticipated in the working budget	0
Regeneration - Core Budgets							
The Beacon	148	-130	174	-129	27	Mainly due to insufficient budget for rates, cleaning and grounds maintenance costs	20
Llanelli Community	41	0	30	0	-12		1
Amman Gwendraeth Community	99	0	49	0	-50		-47
3 T's Community Dev Core Budget	374	0	384	0	10		16
Physical Regeneration	458	0	374	0	-84	Net underspend of £29k between these cost centres mainly due to staffing vacancies - part year effect of Divisional Staffing Realignment, which has been implemented in 17/18. New cost centres have been created and there has been movement of staff between cost centres, resulting in these individual under / overspends during 17/18.	-56
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	0	0	52	0	52		52
Econ Dev-Llanelli, C Hands, Coastal, Business, Inf & Ent	0	0	116	0	116		93

Chief Executive Department - Budget Monitoring Actual
Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Community Development and External Funding	0	0	17	0	17		48
Business Services	314	0	235	0	-78		-114
Other Variances					-45		-331
Grand Total					-151		-222

Department for Communities
Budget Monitoring - Actual

Division	Working Budget				Actual				EOY	Feb 18
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Forecasted Variance for Year £'000
Adult Services										
Older People	56,021	-21,986	4,453	38,487	55,511	-21,844	4,453	38,120	-368	-476
Physical Disabilities	6,892	-1,620	244	5,516	6,445	-1,623	244	5,066	-450	-56
Learning Disabilities	33,739	-9,451	1,929	26,217	34,704	-9,736	1,929	26,898	681	549
Mental Health	9,634	-3,366	274	6,541	9,481	-3,328	274	6,427	-114	-78
Support	1,858	-1,230	1,329	1,957	1,979	-1,313	1,329	1,995	39	10
Homes & Safer Communities										
Public Protection	2,970	-712	863	3,122	2,892	-722	863	3,033	-89	-34
Council Fund Housing	9,070	-8,162	648	1,556	9,856	-8,855	648	1,648	93	34
Leisure & Recreation										
Leisure & Recreation	14,318	-6,604	5,755	13,469	14,611	-6,742	5,755	13,624	156	174
GRAND TOTAL	134,503	-53,133	15,494	96,864	135,480	-54,163	15,494	96,811	-53	124

Department for Communities - Budget Monitoring Actual
Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Adult Services							
Older People							
Older People - Commissioning	3,444	-451	3,278	-422	-137	Staff vacancies - natural slippage due to timing of recruiting social workers: equivalent to 3 Full Time Equivalents	-104
Older People - LA Homes	7,620	-3,746	7,625	-3,585	165	ICF funding for convalescence beds was included as an efficiency for 2017-2018 but the bid was not supported, resulting in an unmet efficiency target. This is partly offset by additional residents income for 2017-2018 which will be available in 2018-2019. Intermediate Care, which includes convalescence beds, will be reviewed at the Service Integration and Pooled Funds Programme Board during 2018-2019. Other overspends include staffing & travel due to agency costs £54k.	-84
Older People - Private/ Vol Homes	21,623	-11,419	21,646	-11,684	-242	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 offset by additional residential income and Welsh Government Grant	-48
Older People - Extra Care	733	0	815	0	81	Lower than anticipated saving from contract renegotiations	24
Older People - LA Home Care	6,184	-689	5,732	-694	-457	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.	-321
Older People - Direct Payments	911	-281	1,148	-281	238	Direct Payments increasing across client groups linked to promoting independence and reduce spend in other areas.	246
Older People - Private Home Care	10,134	-2,766	10,068	-2,766	-66	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	-319
Older People - Careline	1,418	-1,502	1,493	-1,440	138	Reduction in income due to loss of contract with another local authority, partially offset by ICF grant funding for work supporting the DEWIS project	43

Department for Communities - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Older People - Enablement	2,362	-586	1,933	-415	-257	Staff vacancies - recruitment issues being addressed, offset by reduction in funding from Hywel Dda UHB who contribute to funding the service	-218
Older People - Day Services	1,054	-65	1,263	-62	212	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.	290
Physical Disabilities							
Phys Dis - Private/Vol Homes	767	-338	597	-338	-170	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.	-36
Phys Dis - Group Homes/Supported Living	1,373	-155	1,243	-155	-130	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.	-14
Phys Dis - Community Support	96	0	181	0	85	Work continuing to promote independent living and reduce cost of care packages accordingly ha a knock on effect on non-residential packages of care.	25
Phys Dis - Private Home Care	446	-92	287	-92	-159	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.	40
Phys Dis - Aids & Equipment	1,038	-419	1,093	-420	54	Significant departmental work to monitor and manage demand by continuing to promote independent living which has a knock on effect on preventative budgets like Aids and Adapt ations. This is supported by funding from the Intergrated Care Fund	16
Phys Dis - Direct Payments	2,384	-536	2,289	-536	-95	Audit processes recovering direct payment overprovision in previous financial periods	-58
Learning Disabilities							
Learn Dis - Employment & Training	2,527	-855	2,403	-635	97	Reduction in Department for Work and Pensions grant for Work choice programme due to changes in terms and conditions of funding.	72

Department for Communities - Budget Monitoring Actual
Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Learn Dis - Private/Vol Homes	10,515	-2,761	10,524	-2,695	75	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	108
Learn Dis - Group Homes/Supported Living	7,802	-2,253	8,212	-2,271	391	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	198
Learn Dis - Adult Respite Care	1,029	-812	948	-812	-81	Staff vacancies	-50
Learn Dis - Day Services	3,287	-285	3,640	-302	335	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. Significant review underway with TIC team (Transform, Innovate, Change) to address.	117
Learn Dis - Transition Service	523	0	431	0	-91	Staff vacancies and transport costs	-91
Mental Health							
M Health - Private/Vol Homes	6,748	-2,807	6,449	-2,546	-38	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 and funding arrangements re Health contribution is difficult to forecast	59
Support							
Adult Safeguarding & Commissioning Team	1,211	0	1,302	0	91	Overspend on Deprivation of Liberty Standards (DoLS)	6
Regional Collaborative	1,099	-929	1,117	-1,012	-64	Former Delivering Transformation Grant (DTG) now forms part of the Revenue Support Grant (RSG) allocation. Regional team planned to deliver a number of projects that did not materialise in 2017-2018 eg evaluation of the Regional Partnership	3
Other Variances - Adult Services					-187		44
Homes & Safer Communities							
Public Protection							

Department for Communities - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Food Safety & Communicable Diseases	347	0	320	-13	-39	Underspend in salaries £20k mainly due to reduced hours and income received from FSA of £12k	-18
Animal Welfare	71	-76	72	-50	27	Underachievement of licence fee income	27
Diseases Of Animals	33	-2	31	-50	-50	WG grant income received from Monmouthshire CBC as lead relating to markets/show visits 17/18 £40k and other income received £6k	-4
Trading Standards Services Management	117	-48	147	-36	43	Overspend in transport costs £8k, legal fees £15k and general supplies and services £8k and an underachievement of income £12k	-0
Food & Agricultural Standards & Licensing	119	-38	100	-39	-20	Underspend in analyst fees £11k and small underspend in salaries due to reduced hours £8k	-16
Civil Law	212	-5	169	0	-38	Underspend due to maternity plus a post being vacant earlier in the year	-26
Other Variances - Public Protection					-11		2

Department for Communities - Budget Monitoring Actual
Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Council Fund Housing							
Penybryn Traveller Site	128	-121	151	-77	68	Overspend in Premises Maintenance costs £21k and a reduction in Supporting People grant received £47k	-0
Temporary Accommodation	445	-101	460	-87	30	Underachievement of Housing Benefit income against budget £24k plus overspend in supplies and services	5
Other Variances - Council Fund Housing					-5		30
Leisure & Recreation							
Millenium Coastal Park	250	-34	234	-36	-18	Minor underspends in a number of budget headings	-6
Burry Port Harbour	211	-165	183	-120	17	Income shortfall from mooring	-16
Discovery Centre	98	-103	107	-102	10	Agency costs	9
Pendine Outdoor Education Centre	488	-319	492	-340	-17	Increased income from Board & Accommodation	-12
Pembrey ski shop	0	-9	41	-24	25	Effect of reduced stock valuation on Revenue account	12
Pembrey Ski Slope	327	-253	375	-313	-12	Overachieving income re: new catering outlet	-15
Newcastle Emlyn Sports Centre	309	-122	333	-118	28	NCE management fee £23k re: 2016-2017 not accrued, income shortfall £5k	25
Carmarthen Leisure Centre	1,337	-1,209	1,394	-1,166	100	Staffing costs £14k, operational consumables £43k, underachieving income £43k	53
Sport & Leisure East	203	-49	193	-64	-25	In year staff vacancies	-13
Amman Valley Leisure Centre	736	-554	712	-625	-95	Increased income from Gym £53k and Swim £25k and in year staff vacancies £17k	-89
Gwendraeth Sports Centre	31	-4	40	-4	10	Numerous minor premises overspends	-2
Sport & Leisure General	825	-59	806	-73	-32	In year staff vacancies	30
Sport & Leisure South	178	-23	161	-32	-26	In year staff vacancies	-17
Llanelli Leisure Centre	1,165	-958	1,182	-959	17	Additional instructor costs	14
Outdoor Recreation - Staffing costs	76	-56	91	0	70	Under achievement of income target £55k, vehicle/plant £15k	56
Pembrey Country Park	681	-651	700	-630	39	Agency costs	52
Llyn Lech Owain Country Park	88	-28	150	-32	58	Planned health & safety expenditure £60k on Playground equipment	51
Carmarthen Library	411	-30	394	-39	-27	In year staff vacancies	2
Ammanford Library	261	-17	222	-22	-43	In year staff vacancies	-6
Llanelli Library	458	-27	437	-36	-31	In year staff vacancies	-2
Community Libraries	221	-10	186	-8	-34	In year staff vacancies	-6
Libraries General	1,006	-2	1,191	-79	108	Planned overspend on premises maintenance £75k and computer Hardware/Software £21k and numerous minor overspends in Supplies £12k	3

Department for Communities - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Parc Howard Museum	59	-8	92	-8	34	Staffing increase to move away from lone working £12k, plus consultant / design services £22k	19
Museums General	188	0	175	0	-13	In year staff vacancies	-25
Archives General	126	-2	114	-4	-14	Various minor underspends in Staff and Supplies	-12
Arts General	65	0	53	-2	-14	Grants £9k and Projects & Activities £5k	-6
St Clears Craft Centre	94	-33	111	-36	14	Operational consumables - to kit out café	14
Laugharne Boathouse	156	-97	184	-110	16	Employee costs not budgeted	24
Y Ffwrnes	784	-385	906	-382	125	Overspend on Fees for productions £95k and staffing £23k, minor overspends in supplies £7k	29
Entertainment Centres General	374	-45	276	-33	-86	In year staff vacancies	2
Leisure Management	282	0	265	0	-17	Numerous minor underspends in Supplies and Travel	1
Other Variance - Leisure & Recreation					-10		1
Grand Total					-53		124

Corporate Services Department
Budget Monitoring - Actual

Division	Working Budget				Actual				EOY	Feb 18
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Forecasted Variance for Year £'000
Financial Services	4,844	-2,232	-2,248	364	4,318	-1,926	-2,248	143	-221	-91
Revenues & Financial Compliance	4,589	-1,642	-1,635	1,313	4,403	-1,721	-1,635	1,047	-266	-277
Other Services	70,048	-47,288	-563	22,197	72,814	-49,885	-563	22,367	170	-22
GRAND TOTAL	79,482	-51,162	-4,446	23,873	81,535	-53,532	-4,446	23,556	-317	-389

Corporate Services Department - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Financial Services							
Accountancy	1,665	-302	1,579	-356	-140	Vacant Posts and additional receivership income	-79
Grants and Technical	277	-97	253	-57	15	Lower than anticipated recovery of staffing costs	12
Payroll	555	-334	509	-341	-52	Part year vacant posts	-0
Payments	486	-83	445	-79	-36	Part year vacant posts	-7
Revenues & Financial Compliance							
Procurement	515	-5	446	-5	-68	Vacant post	-34
Audit	610	-21	480	-40	-149	Vacant posts	-127
Business Support Unit	81	0	66	0	-15	Staff member reduced hours	-12
Corporate Services Training	55	0	27	-2	-30	Fewer training opportunities taken up	-1
Other Services							
Bank Charges	63	0	50	0	-13	Saving from Bank Tender	-11
Miscellaneous Services	7,065	-112	7,212	-88	171	Projected overspend due to cost of sales of assets being charged to revenue and purchase of Ammanford Hub.	265
Other Variances					2		-394
Grand Total					-317		-389

Department for Education & Children
Budget Monitoring - Actual

Division	Working Budget				Actual				EOY Variance for Year £'000	Feb 18 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Director & Strategic Management	896	0	-67	829	743	-1	-67	675	-154	-137
Education Services Division	117,462	-1,701	22,921	138,682	141,532	-25,269	22,921	139,185	502	453
Strategic Development	9,273	-7,505	1,612	3,380	9,051	-7,208	1,612	3,455	75	19
School Improvement	4,143	-1,842	849	3,150	4,292	-2,081	849	3,061	-90	-84
Learner Programmes	5,100	-3,980	1,052	2,172	5,061	-3,951	1,052	2,162	-10	-1
Children's Services	22,891	-6,526	3,922	20,287	23,552	-7,347	3,922	20,127	-160	12
GRAND TOTAL	159,766	-21,554	30,289	168,501	184,233	-45,857	30,289	168,664	164	262

Department for Education & Children - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Director & Strategic Management							
Director & Management Team	896	0	743	-1	-154	Part year vacant posts £54k. Increased budget £100k relating to transfers from other areas of the department in readiness to meet a departmental efficiency in 2018-19.	-137
Education Services Division							
School Redundancy & EVR	1,838	0	2,326	0	488	Budget utilised on existing commitments. Schools are supported and challenged on staffing structure proposals.	494
School Modernisation	94	-5	63	-35	-61	Closed school R&M /Grounds maint £60k, Energy £27k. NNDR Valuation Office have recently revised the valuation basis for closed schools £-153k.	-28
Early Years Non-Maintained Provision	469	0	363	0	-107	Reduced take-up of 10 hours per week free entitlement for 3 year olds in non-maintained settings.	-95
Special Educational Needs	2,908	-1,484	3,135	-1,457	254	Additional statementing costs within small schools £123k. Recent agreement and settlement of outstanding costs for four out of county complex individual cases £96k. Additional repair and maintenance cost relating to attached units £35k.	131
Education Other Than At School (EOTAS)	1,974	-212	2,064	-329	-27	Part year vacant post	-33
Sensory Impairment	362	0	349	0	-13	Part year vacant post	-12
Educational Psychology	898	0	869	-11	-39	Part year vacant posts	-29
Strategic Development							
Business Support	448	0	403	-0	-45	Part year vacant posts	-40
Participation	89	0	68	0	-21	Part year vacant post	-20
School Meals & Primary Free Breakfast Services	7,959	-7,143	7,823	-6,858	148	Additional responsive maintenance works £33k, reduced uptake of meals, loss of sales due to adverse weather and greater than anticipated inflationary food costs £115k.	89
School Improvement							
National Model for School Improvement	1,154	-56	1,204	-175	-70	Part year vacancies -£60k and utilisation of grant enabling core budget to support other pressures -£10k	-57
Welsh Language Support	474	-176	500	-223	-20	Part year vacant post	-15

Department for Education & Children - Budget Monitoring Actual
Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Learner Programmes							
Music Services for Schools	1,083	-984	1,230	-961	169	Reduced take-up of school Service Level Agreements (SLA), due to school budgetary pressures.	170
Families First Grant (Youth)	674	-654	657	-654	-17	Part year vacant post	-17
Behaviour Management	141	0	68	0	-73	Vacant post for Behaviour and Wellbeing manager	-75
Youth Offending & Prevention Service	1,628	-785	1,569	-829	-103	Proceeds from sale of vehicles -£18k, additional staffing recharge to Youth Justice Board grant £-18k. Spending on supplies and services prioritised -£67k	-92
Adult & Community Learning	431	-416	422	-392	15	Fewer learners than projected in Term 2	12
Children's Services							
Commissioning and Social Work	6,479	-20	6,590	-224	-93	High Legal costs projected due to a high number of cases £187k additional premises costs £17k, travelling costs £41k. This is offset by staff recharges, secondment and part year vacancy savings -£322k, additional income -£9k and savings supplies and services costs -£7k	20
Corporate Parenting & Leaving Care	1,263	-418	1,272	-548	-120	Utilisation of grant enabling core budget to support other pressures	-91
Fostering Services & Support	3,696	0	3,753	-116	-59	Utilisation of grant enabling core budget to support other pressures	36
Adoption Services	524	-56	608	-158	-18	Fewer families receiving Boarding out payments than previously forecasted	-16
Out of County Placements (CS)	739	-54	830	-3	142	More use of independent care agencies that are more expensive to use due to a lack of in house placements including 3 young people being accommodated out of county due to their complex needs requiring 24 hour support.	89
Short Breaks and Direct Payments	519	-30	560	-118	-47	Utilisation of grant enabling core budget to support other pressures	-20
Flying Start Grant	3,614	-3,607	3,544	-3,523	15	Ineligible costs - audit fees	10
Families First Grant	1,904	-1,698	1,976	-1,798	-28	Utilisation of grant enabling core budget to support other pressures	0
Family Aide Services	212	0	170	0	-42	Part year vacant posts	-44
Other Family Services incl Young Carers and ASD	424	-230	398	-270	-66	Utilisation of grant enabling core budget to support other pressures	-64
Out of Hours Service	144	0	205	0	61	Currently managed within Childrens Services with increasing demand on adult mental health. Service has been realigned and will be transferring to Adult services during 2018/19	21
Barreglwyd Residential Unit	541	-159	667	-155	130	Additional staffing costs to cover periods of sickness and a young person being moved in which reduces the out of county placement costs.	55
Education Welfare	409	0	397	-31	-44	Utilisation of grant enabling core budget to support other pressures	-21
Other Variances					10		41
Grand Total					164		262

Environment Department
Budget Monitoring - Actual

Division	Working Budget				Actual				EOY	Feb 18
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Forecasted Variance for Year £'000
Buisness Support & Performance	-136	-35	382	211	-159	-100	382	123	-88	-48
Waste & Environmental Services	23,948	-7,120	4,113	20,942	23,839	-6,915	4,113	21,037	95	1
Highways & Transportation	49,269	-30,791	10,145	28,623	49,623	-30,960	10,145	28,809	185	402
Property	36,665	-35,077	5,985	7,574	37,502	-36,117	5,985	7,370	-204	-2
Planning	3,938	-2,322	1,408	3,025	3,693	-2,015	1,408	3,086	62	94
GRAND TOTAL	113,685	-75,344	22,034	60,375	114,498	-76,107	22,034	60,425	50	447

Environment Department - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Buisness Support & Performance							
Business Support	-236	0	-280	-35	-78	All posts budgeted at top of grades in recent re-alignment ; and vacant posts during year	-49
Operational Training	2	-35	-8	-37	-12	Income generated higher than expected for the year	0
Waste & Environmental Services							
Ammanford Cemetery	42	-8	28	-9	-16	Reduced annual re-instatement works needed following testing procedures due to previous re-instatement to specification	-6
Public Conveniences	602	-24	574	-15	-18	Savings due to conclusion of 'Asset transfer' of several P.C's to Town and Community Councils	-2
Green Waste Collection	250	-110	286	-112	34	The green waste collection service is not yet self-financing.	34
Grounds Maintenance Service	4,507	-2,700	4,381	-2,488	86	Provision made for maintenance payments for next 2 years	0
Closed Landfill Sites Nantycaws	75	0	45	0	-30	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
Closed Landfill Sites Wernddu	52	0	67	0	15	Due to additional pumping of leachate to prevent pollution of local watercourse and failure of submersible pumps	0
Highways & Transportation							
Civil Design	958	-1,330	999	-1,410	-39	Additional income through greater productivity and additional staff sourced through framework secondment.	-26
Transport Strategic Planning	373	0	343	0	-31	Additional income from grant schemes	-32
Passenger Transport	4,004	-2,523	4,681	-3,224	-24	Tender and service efficiencies.	-48
School Transport	10,420	-979	10,072	-919	-288	Service efficiencies	23
Car Parks	1,935	-3,311	2,077	-3,003	450	£36k efficiency has not been delivered due to major works in the car parks where it was proposed to change short/long term bays; 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.	466
Nant y Ci Park & Ride	75	-31	88	-32	12	Increased winter maintenance costs due to adverse weather conditions.	11
School Crossing Patrols	134	0	153	0	19	Additional demand	0
Bridge Maintenance	694	0	686	-10	-18	Vacant post - 'Assistant Structures Engineer' from August 2017.	-23
Highway Maintenance	14,820	-7,410	11,562	-3,993	159	Increased winter maintenance	67
Highway Lighting	2,360	-1,130	3,108	-1,906	-28	Increased recharges to SWTRA through Western area works Partnership	0
Public Rights Of Way	194	-11	154	-10	-39	Underspend due to vacant posts during the year	-39

Environment Department - Budget Monitoring Actual

Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Property							
Carbon Reduction Programme	271	0	151	0	-120	The budget forecast for the Carbon Reduction Commitment is based on previous performance adjusted to take account of any adverse weather conditions which can impact significantly on energy consumption.	0
Building Maintenance Operational	22,861	-24,476	24,021	-25,426	211	Under recovery of surplus target from internal recharges, to be adjusted in fee arrangements for 2018/19	154
Building Maintenance Business Unit	1,858	-1,622	1,922	-1,669	16	Under recovery of internal recharges	0
Strategic Asset Management Business Unit	693	-80	627	-97	-83	Vacant posts	-59
Corporate Property Maintenance	599	0	477	0	-123	20% reduction in the amount of responsive repairs due to demand and a reduced number of weather related repairs.	0
Building Cleaning	3,622	-3,522	3,540	-3,478	-38	Reduction in materials and equipment used resulting in reduced repair and maintenance costs, due to a change in cleaning procedures.	0
Operational Depots	377	0	389	0	12	Overspend due to expenditure on feasibility studies at Nantglas.	0
Administrative Buildings	3,326	-687	3,322	-724	-41	Lower energy costs due to investment in energy related schemes, to be utilised in 18/19 on running costs for the new occupation of Building 4 at St David's Park.	0
Industrial Premises	613	-1,360	588	-1,364	-30	Additional income from very high occupancy levels	-89
Planning							
Planning Admin Account	48	-3	214	-235	-65	Reduced expenditure £57k to partly offset under-achievement of Planning Application Fee income. Also over-achievement of Street naming and numbering income £8k.	-73
Building Control - Other	230	0	216	-7	-21	Underspend against various expenditure headings £14k and also income generated from carrying out safety and fire risk assessments £7k	-15
Minerals	358	-188	282	-157	-45	Underspend mainly due to staff vacancies and staff being budgeted at top of scale, but actually being employed on lower points.	-33
Development Management	1,580	-1,251	1,470	-878	264	Ongoing shortfall in income	269
South Wales Regional Aggregates Working Party (E)	50	-50	31	-50	-19	2016/17 underspend £17k 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. WG have now also confirmed 2017/18 specific outcomes have been achieved and that there will be no clawback of grant £2k.	-17

Environment Department - Budget Monitoring Actual
Main Variances

Division	Working Budget		Actual		EOY	Notes	Feb 18
	Expenditure	Income	Expenditure	Income	Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Waste planning monitoring report (E)	25	-25	-7	-25	-32	2016/17 underspend £16k 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. WG have now also confirmed 2017/18 specific outcomes have been achieved and that there will be no clawback of grant £16k.	-16
Other Variances					11		-24
Grand Total					50		447

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Housing Revenue Account - Budget Monitoring as at 31st March 2018

	Working Budget £'000	Actual £'000	Actual Variance for Year £'000	Notes	Feb 2018 Previous period forecasted variance for Year £'000
Expenditure					
Repairs & Maintenance					
Responsive	1,720	1,539	-181	Relatively mild/dry winter – no significant storms & water ingress. Fewer jobs completed than 16-17 (13,363 compared with 15,680)	-203
Minor Works	2,749	2,829	80	Based on level of customer demand for work	159
Voids	2,297	2,670	373	Commitment to year end (ie work with contractors) underestimated due to improved contractor performance – delivered more work than we had anticipated.	1
Servicing	1,575	1,645	70	Increased costs due to numbers of replacement hard wired detectors renewed as part of service	134
Drains & Sewers	125	118	-7		-10
Grounds	715	715	0		0
Unadopted Roads	100	100	0		0
Supervision & Management					
Employee	3,959	3,906	-53	Underspend mainly due to vacant posts	-66
Premises	1,378	1,628	249	Overspend in gas and electric £135k mainly as a result of transferring from British Gas (Elec) and Corona Gas netted off an underspend in Water rates -£27k. Plus an overspend in premises maintenance £89k, adhoc premises costs and cleaning £54k and other -£2k.	231
Transport	67	59	-9		-6
Supplies	857	874	18		1
Recharges	1,651	1,478	-172	Over provision on budgets for internal recharges which did not materialise in year.	11
Provision for Bad Debt	472	218	-254	This budget has been significantly increased over the last 3 years due to the expected impact of benefit reforms. These have been slower to materialise than originally anticipated	-65
Capital Financing Cost	13,940	13,993	54	The interest rate on borrowing was budgeted at 4.57% whereas the actual rate is currently 4.58%. Also reduction in borrowing due to underspend on Capital programme.	-42
Central Support Charges	1,560	1,573	13	Budget to be adjusted to accommodate the 1% increase in central recharges	13
PRF/Affordable Housing Strategy funding	3,793	3,793	0		-10
Total Expenditure	36,957	37,137	180		147

Housing Revenue Account - Budget Monitoring as at 31st March 2018

	Working Budget £'000	Actual £'000	Actual Variance for Year £'000	Notes	Feb 2018 Previous period forecasted variance for Year £'000
Income					
Rents	-37,739	-37,739	0		-1
Service Charges	-739	-778	-39	Overachievement of service charge income	-10
Supporting People	-135	-135	0		0
Mortgage Interest	-3	-0	2		0
Interest on Cash Balances	-46	-64	-18	Rate increase from 0.3% to 0.38%	-11
Insurance	0	-128	-128	Insurance settlement of claims income received	-62
Other Income	-584	-604	-20		-6
Total Income	-39,245	-39,447	-202		-91
Net Expenditure	-2,288	-2,310	-22		57

HRA Reserve	£'000
Balance b/f 1/4/17	14,011
Budgeted movement in year	2,288
Variance for the year	<u>22</u>
Transfer to HRA balances	2,310
Contribution to affordable homes strategy	3,793
Balance c/f 31/3/18	20,114

Executive Board 30th July 2018

REVENUE BUDGET OUTLOOK 2019/20 to 2021/22

Recommendations / key decisions required:

1. The Executive Board receives the initial budget outlook and considers the level of Council Tax rises and the level of school efficiencies that it considers appropriate for developing the Medium Term Financial Plan;
2. Executive Board endorse the proposed approach to identifying the required savings
3. Executive Board note the proposed approach to the budget consultation

Reasons:

To provide the Executive Board with an overview of the budget issues and outlook for the forthcoming years.

Relevant scrutiny committee to be consulted: NA

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. David Jenkins

Corp[orate Services
Directorate

Director

Mr C Moore

Report Author:

Randal Hemingway

Designations:

Director of Corporate Services

Head of Financial Services

Tel Nos. 01267 224121

E Mail Addresses:

Cmoore@carmarthenshire.gov.uk

Rhemingway@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

Executive Board

30th July 2018

REVENUE BUDGET OUTLOOK 2019/20 to 2021/22

The report appraises members of the current financial outlook and updates our current financial model covering the next three financial years.
The report outlines the proposals for taking forward the budget preparation for the three year period.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: C Moore

Director of Corporate Services

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

Policy, Crime & Disorder and Equalities

The budget is being prepared having regard for the Council's Corporate Strategy.

Equalities Impact Assessments will be undertaken on budget proposals in order to consider and assess the potential impact with respect to protected characteristic groups and the Welsh language. All budget proposals considered to have an impact on front line services will undergo a period of public consultation. The Equalities Impact Assessments will be further developed following consideration of possible mitigation measures to reduce the impact once the responses and findings of the budget consultation have been received.

Finance

Council Fund

The report provides an updated view of the Budget outlook for 2019/2020, together with indicative figures for the 2020/21 and 2021/22 financial years.

The financial model tabled above will be updated as and when more information becomes available, key amongst which will be:

the provisional settlement expected from WG in the autumn of 2018

the outcome of national negotiations on pay spinal points

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

Consultation with Scrutiny Committees will be undertaken during the budget process.

2. Local Member(s) N/A

3. Community / Town Council

All budget proposals considered to have an impact on front line services will undergo a period of public consultation before the final budget is set.

4. Staff Side Representatives and other Organisations

Consultation with Staff Side Representatives and other organisations will be undertaken and results will be reported during the budget process.

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
2018/2019 3 Year Revenue Budget		County Hall, Carmarthen

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REPORT OF DIRECTOR OF CORPORATE SERVICES

Executive Board

30th July 2018

REVENUE BUDGET OUTLOOK 2019/20 to 2021/22

HEAD OF SERVICE & DESIGNATION.	DIRECTORATE	TELEPHONE NO.
R Hemingway, Head of Financial Services	Corporate Services	01267 224886
AUTHOR & DESIGNATION	DIRECTORATE	TELEPHONE NO
R Hemingway, Head of Financial Services	Corporate Services	01267 224886

1. PURPOSE OF REPORT

The purpose of this report is to:

- 1.1. Appraise members on the current financial outlook
- 1.2. Update our current financial model covering the next three years;
- 1.3. Outline proposals for taking forward the budget preparation for the three year period.

2. BACKGROUND

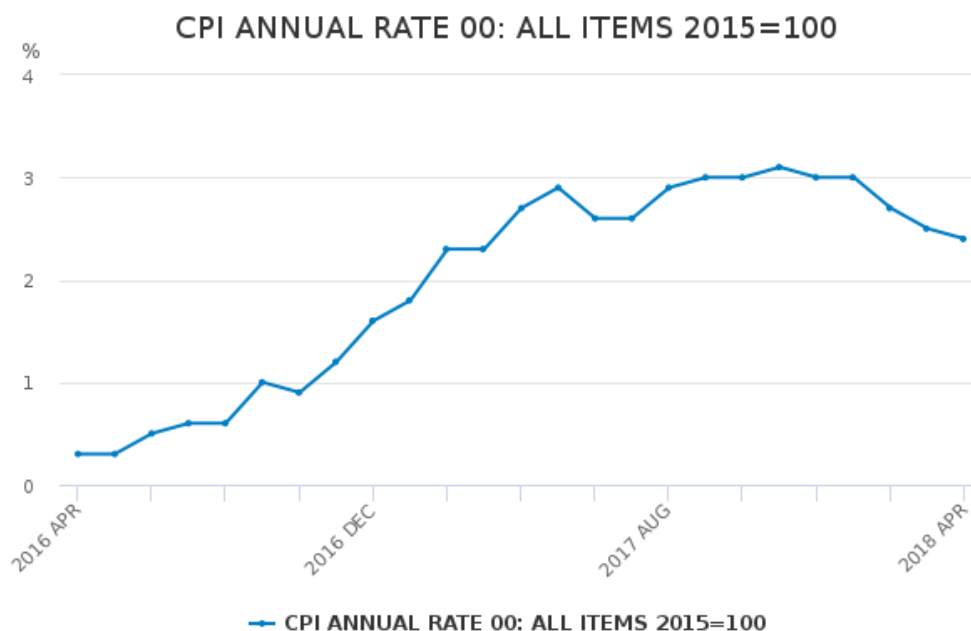
- 2.1. The current three year Medium Term Financial Plan (MTFP) was agreed by Council in February 2018 and was based on estimates of known commitments at that time, and formulated in the context of the Welsh Government (WG) financial settlement for 2018/19 with an indicative reduction of 1.5% being outlined in the provisional settlement for 2019/20, later revised to 1%.
- 2.2. Since the General Election of 2010, there has been continued pressure on spending across the public sector as the policy of Austerity has been applied. Successive Welsh Government budgets have either cut Local Authority funding or failed to meet unavoidable inflationary pressures. Over the last eight annual budgets, this Authority has made budget reductions totalling nearly £80 million, or a quarter of the annual net budget.

- 2.3.** At the same time as managing reducing settlements and the growth in demand, the Authority has also had to absorb substantial cost increases. These include items such as the introduction of Single Tier Pensions, the introduction of the Apprenticeship levy, and the additional cost of the National Living Wage both in respect of the Authorities own direct pay costs and indirectly through increased charges from service providers.
- 2.4.** The overall financial standing of the Authority has been maintained at a prudent level. Most of our reserves are earmarked for specific purposes – whether this is to address liabilities now or in the future e.g. Insurance reserves, or for financing specific capital schemes. Our Council Fund balance currently stands at 2.8% of our net budget and in recent years we have made limited use of such reserves to support ongoing expenditure.

3. OTHER CONSIDERATIONS

NATIONAL CONTEXT

- 3.1.** From a UK Government perspective, the last 12 months have seen an apparent move away from Austerity and previously imposed pay restraint. According to the Office for National Statistics (ONS), new UK government borrowing in 2017/18 fell to £43 billion, eliminating the current budget deficit for the first time since 2001-2. In his spring 2018 statement, the Chancellor of the Exchequer said that if borrowing forecasts continued to beat previous forecasts, he “would have capacity to enable further increases in public spending and investment in the years ahead”. Prime Minister Theresa May announced on 17 June that the NHS in England would get an extra £20 billion a year by 2023. The benefit to Welsh Government is estimated at potentially £1.2 billion, though the impact on Welsh budgets will depend on decisions taken in Cardiff Bay.
- 3.2.** Recent ONS figures on inflation suggest that whilst CPI remains above the Bank of England target of 2%, the recent rise to over 3% has abated.



Source:

- 3.3.** There remains considerable uncertainty regarding the future trade relationship between the UK and the European Union. This will have a significant impact on the UK economy in future years, and consequently the tax revenues that fund public sector spending. Additionally, there is a particularly acute risk for Local Authorities in respect of EU grant funding streams. To give a sense of scale, on behalf of both Carmarthenshire as well as schemes which benefit the wider South West Wales area, European grants totalling nearly £100 million have been approved between 2007-2020. Regeneration projects in particular have benefitted, including for example the LEADER programme (£4 million grant) the LINC programme (£1.8 million grant) and Pendine complex (£3 million grant).

WELSH GOVERNMENT FUNDING

- 3.4.** In addition to the future decisions regarding public spending to be taken by the Westminster Government, as outlined above, there remains a lack of clarity from WG as to future settlements. The provisional settlement announced in October 2017 included an indicative reduction of 1.5% for 2019/20. Speaking just the following month at the WLGA conference, Mark Drakeford subsequently revised this to a reduction of 1%. There has been no updated information since then, with a change in Ministerial portfolios creating further uncertainty.
- 3.5.** The Welsh Government picture is further complicated by First Minister's announcement of his intention to step down later this year. This will undoubtedly have a bearing both on the direction of the Administration going forward and the nature of any continuing alliance in the Senedd.

It is worth highlighting two particular WG budget trends over recent years:

- 1) The share consumed by health has increased considerably, and now consumes 49% of WG's budget, implying that even with "flat cash" or growth WG budgets, Local Authority funding may continue to be at risk.
- 2) Headline figures in the main Revenue Support Grant have masked a larger reduction in specific grants. For example, in 2018/19 the Education Improvement Grant was cut by £15 million across Wales (with temporary funding for year only specific Gypsy Traveller/Minority Ethnic provision at less than 50% of previous years) as was the Single Revenue Grant by £5 million, which underpins funding for local waste and recycling services.

FUNDING PRIORITIES

- 3.6. In February 2018, County Council endorsed the Executive Board's plan for Moving Forward in Carmarthenshire over the next 5 years. This document sets strategic priorities and aspirations and will underpin the key policy decisions to be taken in the development of the Medium Term Financial Plan.
- 3.7. In line with previous work undertaken to strengthen the links between financial planning and corporate planning', The Corporate and Financial Planning timetable for 2019-20 (Appendix A) has been drafted to ensure that the Council's corporate and financial planning processes are properly aligned and interdependent.

4. CURRENT FINANCIAL OUTLOOK

- 4.1. The current MTFP was prepared with an assumed 1% reduction per annum in the WG settlement in 2019/20 and 1.5% reduction in 2020/21.
- 4.2. In the absence of any further information, and given the risks highlighted above, it is prudent that we continue with the assumption of a 1 % reduction in 2019/20 and we have applied an annual reduction of 1.5% for each of the following 2 years. This will be reviewed as more information becomes available.

5. FINANCIAL MODEL

The revised financial model covers the three year period up to 2021/22. The most important part for any financial plan or model is the underlying assumptions, the current key assumptions being:

- 5.1.** For the purposes of our financial outlook, the base model reflects the Aggregate External Finance (AEF) reducing by 1.0% in 2019/20 and 1.5% per annum thereafter. Service specific grants currently account for around £100 million and it is assumed that EITHER any further reductions are contained within the AEF reduction above OR that activity/expenditure is reduced in line with grant funding.

Of particular note is a planned further reduction of £9 million in the Education Improvement Grant (EIG) across Wales – this follows a £15 million reduction in 2018/19, notionally transferred into the settlement, but called out by the WLGA as essentially just a cut.

- 5.2.** As for all councils, the treatment of delegated school budgets has a significant impact on the scale of savings proposals across every other service area. In the previous two years, the planning assumption has been for schools' delegated budgets to face the same level of reductions as other services, which has then been ameliorated by a more favourable WG final settlement. Reflecting this, it is proposed to maintain the previous year's approach of cash neutral funding for the delegated school budget. As a consequence of validation, it is recognised this will require savings to be made. It is expected that this is deliverable through a combination of efficiency measures implemented by individual schools (supported by the Council's TIC programme) as well as efficiencies in the overall schools estate.

- 5.3.** The current pay settlement for NJC staff was for a two year period encompassing the 2018-20 financial years, The financial model reflects future pay awards at 2% per annum, together with additional increases for the lower scales in April 2019, in advance of the anticipated increases in the National Living Wage.

Significant increases to the lower scales have driven a need to review and negotiate a new pay spine. National negotiations are ongoing, and in the absence of any greater clarity, the model is based on the

changes proposed nationally in December 2017. This has been calculated at £1.8 million in 2019-20 and a further £600k in 2020-21.

- 5.4.** The 5 year capital plan was approved by Council in February 2018, however it is recognised that there may be further schemes the council wishes to pursue for which additional funding would be required. A “gap analysis” is currently being undertaken.

Council on the 26th April 2017 approved changes to the Authority’s Treasury Management Policy, Strategy and Minimum Revenue Provision Policy, which changed the basis of the repayment of the Council’s borrowing which reflected the estimated “Asset Life” of the Authority’s fixed assets. This change provided a sum of £448k in last year’s budget and provides a further sum of £221k for one-off items in 2019/20.

- 5.5.** Validation assumptions for the three years have been revisited and are currently:

	Financial Model		
	2019-20 %	2020-21 %	2021-22 %
Expenditure Inflation	2.3	2.0	2.0
Income Inflation	2.5	2.0	2.0
Pay Awards	3.0	2.0	2.0
Employers Pension Rates	0.2	0.2	0.2
Fuel	5.0	5.0	5.0
Energy Costs	5.0	5.0	5.0
Capital charges	£250k	£250k	£250k

- 5.6.** Service Pressures:

The financial model assumes growth pressures of £3m per annum for each of the three years. The initial growth bids submitted by departments for 2019-20 amount to £7.4m and are attached at Appendix B.

No account has been taken of any new legislative pressures, with the exception of the Additional Learning Needs and Education Tribunal (Wales) Act. A bid has been made for £400k in 2019-20, which will be further refined as the true costs and any additional funding become clearer.

Over the MTFP period, there are likely to be additional funding requirements in respect of the City Deal projects. These include both interest costs (as it is forecast they will exceed the business rates retention deal agreed with WG) and additional staffing costs. These

will need to be addressed within the individual business case appraisals before their commencement, and as such it is not anticipated these will impact upon 2019-20 budgets.

- 5.7.** The modelling is based on Council Tax increases of 3.78% and 3.67% for 2019-20 and 2020-21 respectively in line with the MTFP indicative figure approved in February 2018 and an assumption of 4% for 2021-22, purely for planning purposes.
- 5.8.** Based upon the above assumptions a financial model has been constructed (see table below) which highlights the impact of the proposed changes, and identifies the likely budget shortfall. Comparative figures from the current MTFP are included for information

Summary of Financial Model

	Current MTFP		Financial Model		
	2019/20 £'000	2020/21 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Previous Year's Budget	345,778	346,988	345,778	346,988	347,065
General Inflation	2,367	2,526	2,669	2,526	2,576
Pay Inflation	6,019	4,840	6,019	4,840	4,324
Other	1,052	713	994	952	965
Growth	3,000	3,000	3,000	3,000	3,000
Original & approved PBB Proposals	-8,812	-8,209	-8,812	-8,209	0
Net Expenditure	346,988	347,065	346,988	347,065	347,582
Revenue Settlement	-256,793	-252,941	-256,793	-252,941	-249,147
Council Tax Receipts	-90,194	-94,124	-90,194	-94,124	98,535
Shortfall	2,417	2,791	2,661	2,412	10,249

5.9. Key points:

5.9.1. We are looking at requiring cumulative reductions of £33m over the three years.

5.9.2. Our budget, in common with all authorities will contain a number of expenditure items that are essentially 'fixed' such as our debt costs, payments to those in receipt of council tax reduction support, the cost of levies, insurance costs, external audit fees, etc. In terms of managing and addressing any reductions we need to exclude these budgets. The net controllable budget of the authority is therefore £289 million.

5.9.3. It is proposed that the savings requirements for each of the financial years be allocated between departments as follows:

	2019/20	2020/21	2021/22
	£'000	£'000	£'000
Chief Executive	668	654	590
Schools Delegated Budget	2,642	2,593	2,452
Education & Children	1,535	1,503	1,356
Communities	4,234	4,145	3,738
Corporate Services	303	297	268
Environment	2,090	2,047	1,846
	11,473	11,240	10,249

5.9.4. The above model, as stated above, is based upon reductions to the AEF of in 1% in 2019/20 and 1.5% per annum thereafter and council tax increases as set out in paragraph 5.7.

6. SENSITIVITY ANALYSIS

- 6.1.** Any budget forecast has an element of risk and a large degree of uncertainty when planning over the medium term, and this is particularly so in with the current outlook.
- 6.2.** Any changes to the assumptions will inevitably be the result of a number of factors. The following table identifies the individual impact of the main components of the budget:

Budget element	Movement	Annual Impact
Pay inflation	1%	£2.1m
General inflation	1% (expenditure only)	£2.1m
General inflation	1% (income only)	-£1.3m
WG Settlement	1%	£2.5m
Specific Grants	1%	£1.0m
Council Tax	1%	£0.9m

- 6.3.** The following table illustrates the scale of the impact on departmental savings targets in 2019/2020 if some of the movements outlined above materialised (Tables do not reflect a cumulative effect) :

Department	1% change in WG settlement	1% change in Council Tax Increase	No schools protection – i.e. increased schools efficiencies
	£'000s	£'000s	£'000s
Chief Executive	+/-194	+/-68	-123
Schools Delegated Budget	0**	0**	1,628
Education & Children	+/-446	+/-157	-283
Communities	+/-1,231	+/-432	-781
Corporate Services	+/-88	+/-31	-56
Environment	+/-608	+/-214	-385
	+/-2,568	902	0

** Based on assumption that “cash neutral” approach is maintained

- 6.4.** The Budget modelling will be monitored and refined as the likely position becomes clearer.

7. TAKING THE WORK FORWARD

There are a number of strands to develop in bringing about change to ensure we achieve balanced budgets:

- 7.1.** A continued real and focused drive to achieve efficiency in what we do – including business processes, taking advantage of technology and reviewing non-employee spend.
- 7.2.** Establishing what is important to members (and other stakeholders) in terms of what they wish to prioritise and importantly what is not and can be ‘given up’/or reduced, recognising that prioritising in one area unavoidably leads to difficult choices elsewhere;
- 7.3.** Demand management which explores all the drivers of demand for our services and asks whether we can reduce or manage that demand by other methods and/or by doing things differently – e.g. earlier intervention in a cycle; changing user expectations of services; use of the third sector/other organisations or alternative delivery models etc;
- 7.4.** Innovation and alternative funding sources – whilst innovation will be evident in all the other strands it is felt useful to also have it as standalone to allow some free thinking to emerge and understand

whether that free thinking leads to approaches that may generate further avenues for attracting revenue support or generating income.

7.5. All of the above will involve:

- 7.5.1. Consideration of alternative delivery models/providers;
- 7.5.2. Acceptance of lower performance/reduction/cessation in some areas as an acceptable price to prioritise/protect others;
- 7.5.3. Consideration of alternative and perhaps as yet untapped sources of finance;
- 7.5.4. Some analysis of the cost/benefit equation of what we currently do and what we would propose to do.
- 7.5.5. Council will need to implement measures in 2018/19 to increase as far as possible its options in respect of the 2019-20 budget setting process. The aims of these measures would be to partially mitigate the risk of the council not achieving a balanced budget for 2019-20 and would need to be undertaken following consultation with members.

7.6. In considering the budget proposals, members need to take into consideration the requirements of the Wellbeing of Future Generations (Wales) Act 2015. The Act requires that we must carry out sustainable development, improving the economic, social environmental and cultural well-being of Wales.

8. BUDGET PREPARATION FOR 2019/20

- 8.1.** The financial model tabled above will be updated as and when more information becomes available, key amongst which will be the provisional settlement expected from WG in the autumn of 2018.
- 8.2.** As part of the current Medium Term Financial Plan, Departments are requested to update their efficiency/service rationalisation proposals for 2019/20 and 2020/21 and to bring forward their proposals for 2021/22. To support the process, the Departmental service Director will challenge/draw up the cost reduction proposals in conjunction with :
 - Executive Board portfolio member, plus
 - Executive Board Portfolio Holder for Resources and/or Deputy Leader.

- 8.3.** Officers will continue to refine the budget projections taking account of inflation factors, the collection rate and reviewing the potential for the use of reserves etc.
- 8.4.** Member seminar on budget proposals to be convened in November 2018.
- 8.5.** Public consultation on the budget proposals to commence in November 2018, encompassing a variety of means including on-line surveys, Town & Community Councils, and digital communications with residents, businesses and staff who live and work within the County.
- 8.6.** Scrutiny Committee consultation in December 2018/January 2019

9. RECOMMENDATION(S)

It is recommended that:

- 9.1.** The Executive Board receives the initial budget outlook and considers the level of Council Tax rises and the level of school efficiencies that it considers appropriate for developing the Medium Term Financial Plan;
- 9.2.** Executive Board endorse the proposed approach to identifying the required savings
- 9.3.** Executive Board note the proposed approach to the budget consultation

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Medium Term Financial and Performance Planning

2019/20 -2021/22

Timetable (including consultation & engagement process)

	Meeting Date	Event / Session	Purpose
1	July 2018	Budget Update to CMT, HOS and PEB	<ul style="list-style-type: none"> - Provide latest forecasted position - Confirm/update departmental targets
2	Aug – Sept 2018	Departments to review Current Budget Efficiency / Cost Reduction Proposals?	Departmental Service Director to challenge/draw up cost reduction proposals in conjunction with: <ul style="list-style-type: none"> - Executive Board portfolio member, plus - Executive Board Portfolio Holder for Resources and/or Deputy Leader.
3	September 2018	Data release	2017/18 All Wales Outturn data becomes available and National Survey for Wales (NSW) results NB All Services to update information for forthcoming Members Budget Seminars
4	September 2018	CMT Prelim EB	<ul style="list-style-type: none"> - All Wales 2017/18 Out turn data report (and how CCC results compare)
5	September 2018		PSB's Draft Well-being Plan for Carmarthenshire Reconcile to our Well being Objectives
6	September 2018	CMT Prelim EB	<ul style="list-style-type: none"> - Update on budget - Review/consideration of initial savings proposals
7	September 2018	<ul style="list-style-type: none"> • Outturn and NSW data • <u>Risk Register update</u> • Service Business Planning Workshops 	Plan for the year ahead
8	October 2018	Prelim EB	All Wales 2017/18 Out turn data report and how our results compare
9	October 2018	WG	PROVISIONAL SETTLEMENT
10	By 31 st Oct		Publication of Annual Report on 2017/18 Performance
11	November	Executive Board	Budget Strategy report with proposals for consultation
12	November 2018	Departmental Management Teams & Service Management Teams	Draft 2018/19 Service Business Plans
13	November	Member Seminars	Departmental Budget Seminars
14	December 2018 – January 2019	Public Consultation	Outline the Council's spending plans – communication through Carms News, online survey/development of app, public meetings (all TBC)
15	December 2018	WG	FINAL SETTLEMENT
16	December 2018	Commercial Ratepayers Consultation	Outline the Council's spending plans

	Meeting Date	Event / Session	Purpose
17	December 2018 – January 2019	Scrutiny Committees (Budget)	Scrutiny Budget consultation and draft Departmental Business Plans for 2018/19
18	January/February 2018	Executive Board	Update on Budget, Feedback on Consultation, consider final Budget proposals
19	February 2018	Full Council	Final decision on budget and Approval of Budget Strategy
20	February – March	Public communication of decisions	Public awareness of final budget decisions
21	March 2018	Full Council	Council Tax Setting report and final decision on budget The Councils Well Being Objectives 2018/19
22	June 2018		Publication of Corporate Strategy
23	October 2018		Publication of Annual Report on Well-being Objectives (incorporating Improvement Plan)2017/18

Demographic, Legislative or continuing pressures

	2019-2020 £'000	2020-2021 £'000	2021-2022 £'000
Project Development Officer - Llanelli Wellness Centre	55		
Total for the Chief Executives Department	55	0	0
Childrens Services	100	50	
ALN Reform	400		
Behaviour Support Services	200		
WESP strategy implementation	70		
Curriculum Reform - Local	25		
Transforming 14-16 Learning Pathways & Young Apprenticeships	200		
Families First Hub coordinator	40		
Youth Worker- Health & Well being	36		
Governance/Finance/School Reorganisation Challenge Advisor	60		
School Meals Service - legislative kitchen maintenance	100		
School Admissions-IT Development and Post	50		
Assessment team - additional social worker	45		
Direct payments	50		
Total for the Education & Childrens Department	1,376	50	0
Demographic Pressure 3.9% population growth 75+	1,797	1,867	1,940
National Living Wage pressure on Commissioned care	1,695	1,695	1,145
Domiciliary Care - impact of Allied Health situation	100	100	100
Total for the Communities Department	3,592	3,662	3,185
Housing Benefit - Administration Grant reduction	50		
Corporate Insurance - premium increase	53		
Total for the Corporate Services Department	103	0	0
Waste strategy	205	590	644
Potential reduction in SWM Grant	156	156	156
Kerbside Glass Collection		250	
Potential New HWRC in northern sector of County.		50	
Eradication of Japanese knotweed	25		
Purchase of litter bins	25		
Creation of a Sustainable Drainage Approval Body	108	76	
Transport			
Cycle routes maintenance	75		
School transport	200	180	180
Public rights of way	70	80	
Tywi Valley path	50	70	50
Active Travel Act	45	45	
Parking Services - income	451		
Parking Services - ticket machines	160		
Highway Maintenance	500	500	500
Delivery of the Highways Asset Management Plan	100	150	150
Property			
Property Condition survey on non-Housing properties- responding to Grenfell Tower fire	unknown		
Planning			
LDP - Programme Officer & enquiry costs	10	90	
Built Heritage Projects & Training Co-ordinator	29	17	
Establishment of a Development and Delivery Unit.	104		
Total for the Environment Department	2,313	2,254	1,680
TOTAL	7,439	5,966	4,865

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Executive Board 30th July 2018

Carmarthenshire Parking Strategy

Purpose: To consider the updated Carmarthenshire Parking Strategy.

To consider and approve the updated Parking Strategy.

Reasons:

The Parking Strategy has been reviewed and developed as an action arising from a recommendation made by Scrutiny Committee to Executive Board, following a Task and Finish Group review of parking. Executive Board supported the recommendation.

Relevant scrutiny committee to be consulted YES

Environmental and Public Protection Scrutiny Committee – 20th April 2018

Scrutiny Committee recommendations / comments:

Scrutiny Committee endorsed the strategy.

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Hazel Evans (Environment)

Directorate

Name of Head of Service:
Stephen G Pilliner

Designations:
Head of Highways and Transport

Tel Nos.
01267 228150
SGPilliner@carmarthenhsire.gov.uk

Report Author:
Simon Charles

Transport Strategy and
Infrastructure Manager

01267 228136
SCharles@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Executive Board
30th July 2018

Carmarthenshire Parking Strategy

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

In July 2016 Executive Board considered an Environmental and Public Protection Scrutiny Committee Task and Finish Group Report on Car Parking Charges. One of the recommendations contained the report was to review and update the existing Parking Strategy. This has been completed and is attached as a detailed report for consideration and comment.

Carmarthenshire is a predominantly rural area and the private motorcar remains the primary means of transport for the many of trips. However, as the towns of Carmarthenshire continue to grow and develop the opportunity to locate land for parking provision within town centres becomes increasingly difficult. It is therefore essential the existing parking stock is managed effectively to maximise use. A car parking strategy can be one of the most useful tools available to local authorities in helping achieve economic, social and environmental objectives.

This Parking Strategy aims to ensure that future changes to parking provision are both forward thinking and support the economic attractiveness and vitality of the diverse areas within Carmarthenshire.

The New Strategy considers matters such as: Parking Policy, Demand and Capacity Performance Data, Comparable Technology, Economic case for charging.
Car Park Management

The strategy sets out a number of priorities for parking:

- Prioritise short stay parking in town centres.
- Car park safety.
- Use of technology
- Information
- Inter modal integration
- Parking Standards
- Free parking days
- Provision of spaces for mobility impaired in car parks
- Coach Parking
- Cycle and motorcycle facilities

DETAILED REPORT ATTACHED ?

YES

IMPLICATIONS

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

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

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

Priority 9 of the report reinforces the Councils commitment to providing appropriate parking facilities for mobility impaired in car parks.

2. Legal

Provision and enforcement of car parking are subject to statutory order making processes to implement Traffic Regulation Orders (TRO's) as set out in the Road Traffic Regulation Act (1984) and the Traffic Management Act (2004).

The Powers to introduce moving traffic offences are subject to the legal requirements set out within the Traffic Management Act (2004).

3. Finance

Financial implications relating to the prioritisation of short and long stay parking are already included in the approved future budget commitments.

Any additional investment in infrastructure will be subject to Capital Bids.

The Environment Department is currently carrying a budget pressure as car parking charges have not been increased since 2014.

CONSULTATIONS

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

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

1. Local Member(s) N/A

2. Community / Town Council N/A

3. Relevant Partners N/A

4. Staff Side Representatives and other Organisations N/A

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

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Integrated Parking Strategy		http://www.carmarthenshire.gov.wales/media/4674/integratedcarparkingstrategy.pdf
Executive Board Report ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE TASK & FINISH GROUP FINAL REPORT		http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&MId=556&Ver=4



Carmarthenshire Parking Strategy

FEBRUARY 2018

Project No: CS/091670

Doc Ref: CS/091670

Rev: P01

Carmarthenshire County Council

Issue Date: February 2018

Carmarthenshire Parking Strategy



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1. Introduction

As a predominantly rural area the private motorcar will remain the primary means of transport for the majority of trips across the County. However, as the towns of Carmarthenshire County Council (CCC) continue to grow and develop the opportunity to locate land for parking provision within town centres becomes increasingly difficult. It is therefore essential the existing parking stock is managed effectively to maximise use.

A car parking strategy can be one of the most useful tools available to local authorities in helping them achieve their economic, social and environmental objectives. The link between an effective, balanced parking strategy and wider policy objectives has come into greater focus with the emergence of the Swansea Bay City Deal which is expected to give the Swansea Bay City Region a permanent uplift in its GVA of £1.8 billion and will generate almost 10,000 new jobs over the next 15 years. Parking in urban centres will play an important role in facilitating this level of regeneration

This Parking Strategy will ensure that future changes to parking provision are both forward thinking and support the economic attractiveness and vitality of the diverse areas within Carmarthenshire. In particular, a parking strategy can:

- Support the local economy (e.g. by making it easy for shoppers and tourists to visit Carmarthenshire's market towns) and facilitate development growth (e.g. by enabling the planned housing and employment growth in Carmarthenshire);
- Provide access to key services and facilities for special needs groups and the mobility impaired (e.g. by providing appropriate Blue Badge car parking spaces);
- Improve journey time reliability for road users (e.g. by designing and managing on-street parking facilities to reduce traffic conflicts and delays);
- Encourage sustainable travel modes and help reduce reliance on the private car (e.g. by setting parking charges at appropriate levels);
- Improve the efficiency of the council's parking service;
- Enhance the built and natural environment (e.g. by reducing the amount of land required for parking and by improving the look of street scenes through the enforcement of parking contraventions);
- Make Carmarthenshire a safer place (e.g. by ensuring that car parks are 'safer by design');
- Raise revenue for the council to sustain highways and transport services (e.g. by using surplus parking revenues to subsidise non-commercial bus services)
- Reduce wasteful competition between towns in the wider sub-region (e.g. by setting car parking charges and standards that are broadly consistent with neighbouring authorities).

It should be clear from the above that car parking covers a variety of areas and a parking strategy needs to address them all. In essence, a parking strategy needs to form an integral part of a sustainable local transport system which aims to support economic, social and environmental objectives.

Having stated the above, there can be significant issues in trying to adopt a parking strategy that supports a sustainable local transport system as there are often inherent tensions between economic, social and environmental objectives.

This car parking strategy therefore strikes a balance between supporting economic growth and being an effective demand management tool to encourage the use of sustainable transport alternatives.

2. Background Information

CCC's existing Parking Strategy 'Integrated Parking Strategy for Carmarthenshire' was produced in 2005. The original Strategy attempted to strike a balance between the needs of individuals (whether they rely on private or public transport) local economies and business communities with the needs of the environment. Developed through extensive internal and external consultation exercises the key aims of the 2005 Strategy were to;

- To be consistent with national and regional parking objectives and with the Strategic Transport Policy in the Council's Unitary Development Plan;
- To contribute to other corporate objectives including the Corporate Strategy, Community Plan and the Local Transport Plan;
- To facilitate parking provision and management that maximises the use of existing parking stock;
- To ensure that parking facilities are safe, accessible and convenient and that they comply with the Disability Discrimination Act 1995;
- To promote more sustainable travel choices through parking provision and pricing at the same time as maintaining economic viability in the County.

The 2005 Strategy went on to identify key priorities for actions to achieve the key aims listed above:

- To **prioritise short-stay parking in town centre car parks** – this maximises the number of vehicles that can use the space in one day and thus the economic benefit to the local business community. This needs to be matched with long stay parking provision at the periphery of town centres;
- To **improve car park safety** – all car users become pedestrians once they have parked their cars and the environment within car parks needs to be user friendly and accessible;
- To **improve car park information** – this helps both regular users and visitors by indicating where car-parking provision is and for interactive displays how many vacant spaces remain. This leads to more efficient use of parking stock;
- To **provide more facilities for mobility impaired** – including appropriate levels of parking provision within car parks and through the encouragement of shop mobility schemes within town centres;
- To **provide Park and Ride** on the periphery of Carmarthen and Llanelli – as an effective means of reducing congestion at the same time as providing a pool of parking to cater for daily and seasonal peaks in demand;
- To **improve integration with public transport** services – providing car parking facilities adjacent to main bus and rail interchange points will encourage greater use of bus and rail by commuters and visitors to urban areas;

- To **apply maximum parking standards to new development** – thus ensuring that non-residential developments contribute to, and do not detract from, the parking strategy, through over or under provision of parking;
- To **provide coach and other parking** – This will help to attract more coach visitors to Carmarthenshire and the space allocated can be used by lorries or caravans during off peak periods; and
- To **provide motor cycle and cycle parking facilities in car parks** – This will help to encourage more cycling and motorcycling, both of which are more sustainable forms of transport.

3. Parking Policy

A review of existing local, regional and national policy and guidance relating to parking, transportation and land use planning was carried out.

- Maximum car parking standards should be used at local and regional level as a means of controlling demand. Ensure that new developments provide lower levels of parking than have generally been achieved in the past. Minimum parking standards are no longer appropriate;
- It is acknowledged that parking provision in rural areas is a major challenge for local authorities. Good design and consultation with stakeholders is important to ensuring that parking does not undermine both the ability to provide public transport and the incentive to walk or cycle;
- Consider the requirements of the Active Travel Act by encouraging the implementation of specific measures to develop safe cycling, including new or improved routes, and secure parking and changing facilities in major developments and at transport interchanges;
- Consider parking issues on a joint basis with neighbouring authorities to achieve a common approach to the provision of vehicle parking facilities at new developments; and
- Integrate park and ride provision into the parking strategy by utilising sites identified within the LTP to improve the attractiveness of public transport to reduce overall dependence on the private motorcar and to reduce the impact of transport on greenhouse gas emissions.

It is acknowledged that this Strategy needs to reflect the Wales Transport Strategy, Carmarthenshire County Council Local Development Plan, the South West Wales Regional Transport Plan, the Future Generations Act and the Active Travel Act, and in doing so, it is important that the objectives of the new strategy reflect the following broad principles outlined in those documents;

- Encourage safer, healthier and more sustainable travel;
- Improve the sustainability of transport by improving the range and quality of, and awareness about, transport options including those which improve health and well-being;
- Improve the efficiency and reliability of the movement of people and freight within and beyond south west Wales to support the regional economy;
- Improve integration between policies, service provision and modes of transport in south west Wales; and
- Implement measures which make a positive contribution to improving air quality and reducing the adverse impact on health and climate change including reducing carbon emissions.

4. Current Parking Demand and Capacity

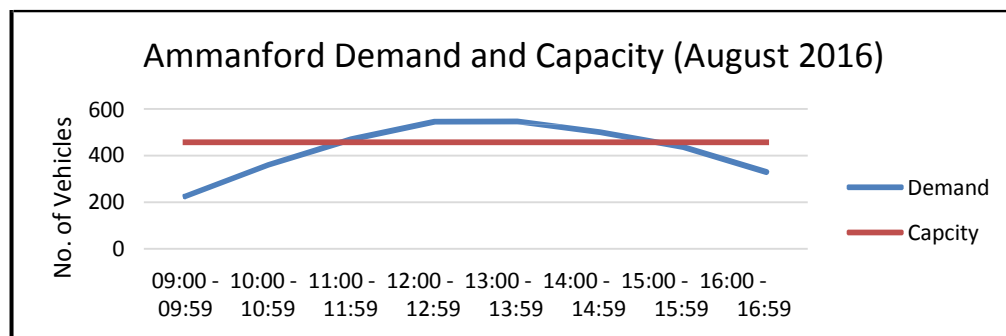
Ticket sales information was analysed across all County Council controlled car parks in Ammanford, Carmarthen and Llanelli for Fridays in August and December 2016. This analysis provides a snap shot of demand within the 3 main county towns. The following graphs compare demand with car park capacity.

As evidenced by data in Graphs 4.1 and 4.2 the car parks in Ammanford are operating at over peak capacity in both August and December.

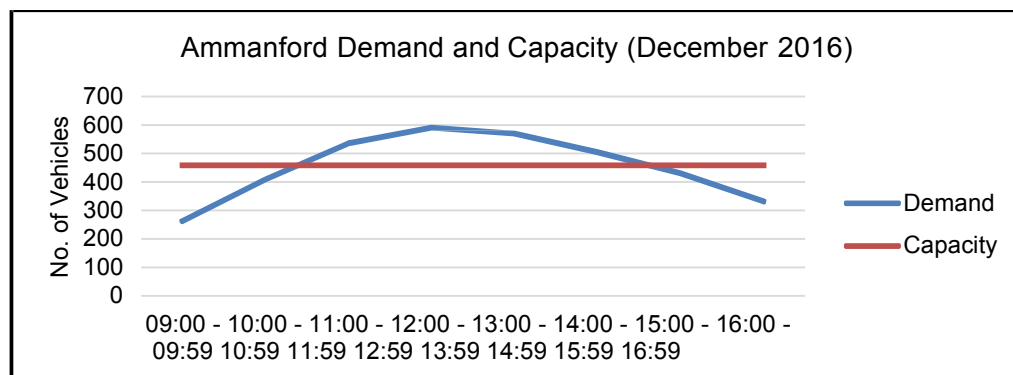
In December the car parks in Carmarthen are operating at close to capacity, as illustrated by Graph 4.4, however, in August, as displayed in Graph 4.3, there appears to be sufficient capacity to cope with demand.

According to the ticket sales information there is spare capacity in Llanelli in both August and December, as evidenced by Graphs 4.5 and 4.6.

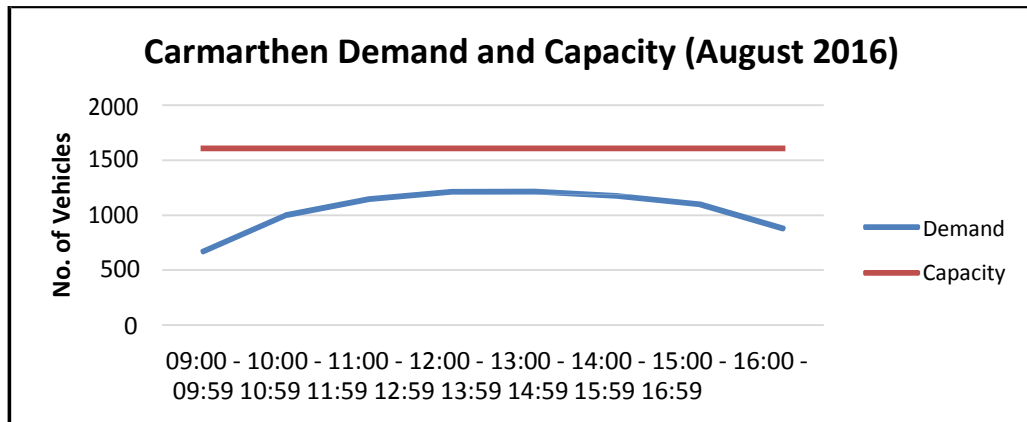
Graph 4.1: Ammanford Demand & Capacity August 2016



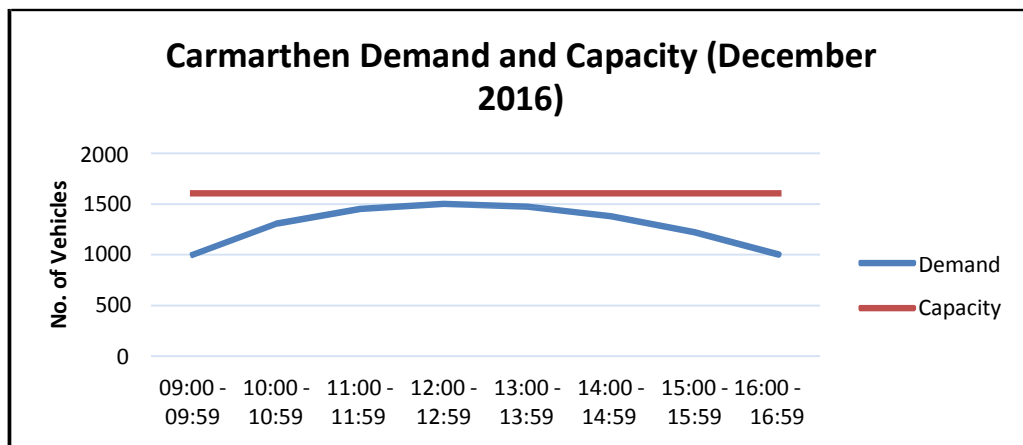
Graph 4.2: Ammanford Demand & Capacity December 2016



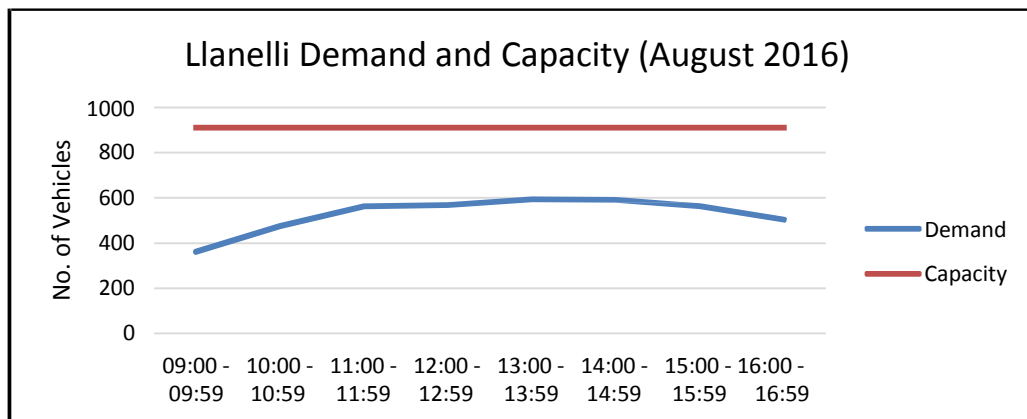
Graph 4.3: Carmarthen Demand & Capacity August 2016



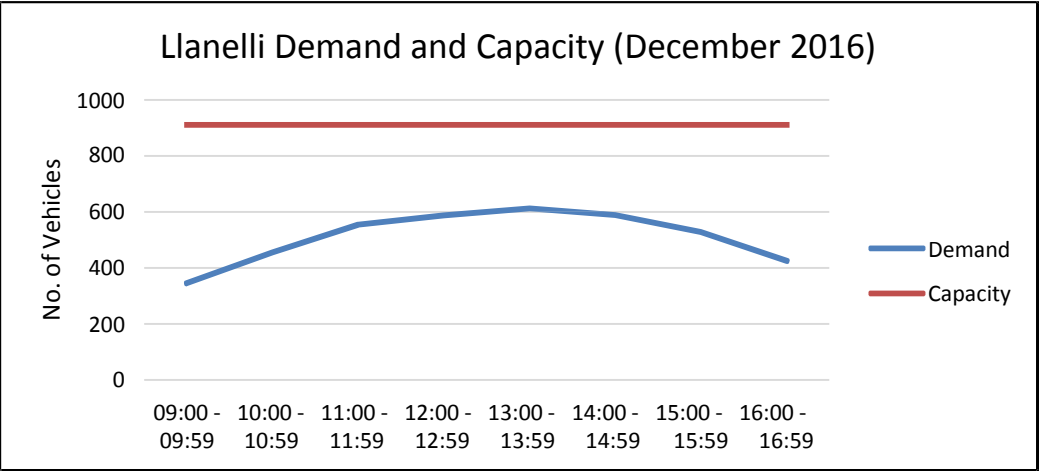
Graph 4.4: Carmarthen Demand & Capacity December 2016



Graph 4.5: Llanelli Demand & Capacity August 2016



Graph 4.6: Llanelli Demand & Capacity December 2016



Further information on ticket sales is available in Appendices B, C and D.

5. Comparison with Comparable Towns

Carmarthenshire has a wide variety of towns and locations each with their own characteristics. Their individual parking issues stem from their location, mix of land uses, and transport facilities. In managing demand CCC will have regard to the function / type and unique qualities of each area. These considerations will help to determine the most appropriate approach to parking management and to promote each area.

Car park charging needs to strike a balance between influencing travel behaviour and encouraging people into the town centre. The charging regime in an area needs to reflect the product, in terms of employment, retail, health and leisure facilities, available at that location.

From the evidence presented in Table 5.1 it is clear that the charging regime across Carmarthenshire is competitive when compared to other towns with similar demographics and a similar function. It is suggested that parking ticket sales and footfall data are continually reviewed and that consultation be undertaken on potential future changes to parking charges.

Table 5.1 provides a comparison of car parking pricing strategies in comparable urban and rural towns across Wales.

Towns / Council Owned Car Park	Local Authority	Short Stay				Long Stay					Coaches (All Day)	Other Prices / Concessions
		1hr	2hr	3hr	4hr	1hr	2hr	3hr	4hr	All Day		
Abergavenny, Chepstow and Monmouth	Monmouthshire County Council	£1.50	£3.00	£4.50	£6.00		£1.00	£1.50	£2.00	£4.00		Overstay: £5.00
Builth Wells, Crickhowell, Hay-on-Wye, Brecon, Knighton, Rhayader, Welshpool, Llanidloes, Machynlleth	Powys County Council	£1.00	£1.50			£0.70	£1.30	£2.50	£3.20		£5.30 (All Day) £6.30 (Overnight)	Blue Badge: Free
Haverfordwest ¹	Pembrokeshire County Council	£0.50	£0.60		£1.00	£0.50	£0.60		£1.00	£1.15		24hr: £1.15
Neath ²	Neath Port Talbot County Borough Council					£1.00	£1.50	£2	£2.50	£3		Sunday: £1
Swansea	City and County of Swansea	£1.20	£2.40	£3.50		£1.20	£2.40	£3.50	£4.50	£7.00	£10.00 (All Day) £5.00 (3hrs)	Blue Badge: Concession
Caernarfon	Gwynedd Council	£1.00	£2.00	£3.00	£4.00				£2.00	£5.00	£3.50 (4hrs) £5.50 (All Day)	Blue Badge: Free
Bridgend	Bridgend County Borough Council	£0.70	£1.50	£2.50	£6.00	£0.70		£1.50		£3.00		
Conwy	Conwy County Borough Council					£1.00	£2.00		£3.00	£4.50		6pm-8pm: £0.50
	AVERAGES	£0.97	£1.82	£3.38	£4.25	£0.90*	£1.30*	£2.20*	£2.60*	£4.10*		
Carmarthen	Carmarthenshire County Council	£0.50p *	£1.60	£2.20	£3.40					£2.30		
Llanelli	Carmarthenshire County Council	£1.20	£1.60	£1.80	£2.00					£2.20		
Ammanford, Llandeilo, Llandovery, Newcastle Emlyn, St Clears	Carmarthenshire County Council	£0.70			£1.00					£1.50		

¹ Average cost of short stay and long stay car parking across Haverfordwest (not combined).

² Average cost across all Neath car parks listed on NPTCBC website.

*St. Peters Car Park offers 1 hour car parking at 0.50p

6. PCN Data

Analysis was undertaken to evaluate Penalty Charge Notice (PCN) data for both August and December 2016.

Table 6.1: PCN Offences August 2016

		August 2016	
	Total PCN's	Top 3 Locations (number of offences)	Top 3 Offences (number of offences)
Ammanford	50	Margaret Street _ (13) Park Street _ (7) Wind Street Car Park _ (7)	Parked in P&D CP without a ticket _ (25) Parked in restricted St. during prescribed hrs _ (5) Parked on Clearway where parking is prohibited _ (6)
Carmarthen	273	St. Peters Car Park _ (44) John Street Car Park _ (40) Lammas Street _ (16)	Parked in P&D CP without a ticket _ (72) Parked in restricted St. during prescribed hrs _ (41) Parking in residents of shared use parking place _ (31)
Llandeilo	36	Rhosmaen Street _ (12) New Road _ (4) Crescent Rd _ (4)	Parked in restricted St. during prescribed hrs _ (9) Parked in a loading place during restricted hours _ (9) Parking in residents of shared use parking place _ (5)
Llandovery	38	Castle Car Park _ (19) Orchard Street _ (4) Queen Street _ (4)	Parked in P&D CP without a ticket _ (11) Parked in restricted St. during prescribed hrs _ (8) Parking in residents of shared use parking place _ (7)
Llanelli	331	Church Street Car Park _ (42) East Gate Car Park _ (39) Upper Inkerman St & Lloyd Street _ (18 each)	Parking in residents of shared use parking place _ (81) Parked in P&D CP without a ticket _ (69) Parked in restricted St. during prescribed hrs _ (48)
Newcastle Emlyn	9	Mart Car Park _ (5) College Street _ (2) Bridge Street _ (2)	Parked in P&D CP without a ticket _ (5) Parked for longer than permitted _ (2) Parked in a designated disabled persons place & Parked lowered to meet the level of c/way _ (1 each)
St. Clears	3	Pentre Road _ (2) Station Road _ (1)	Parked in restricted St. during prescribed hrs _ (2) Parked for longer than permitted _ (1)

Table 6.2: PCN Offences December 2016

December 2016			
	Total PCN's	Top 3 Locations (number of offences)	Top 3 Offences (number of offences)
Ammanford	34	Margaret Street _ (12) Hall Street Car Park _ (6) Rear of Quay Street & Wind Street _ (3) each	Parked in P&D CP without a ticket _ (15) No loading/unloading in restricted street & Parking in residents of shared use parking place & Parking in disabled parking space without _ (3 each)
Carmarthen	330	John Street Car Park _ (36) St. Peters Car Park _ (34) Friars Car Park _ (25)	Parked in P&D CP without a ticket _ (84) Parked in restricted St. during prescribed hrs _ (49) Parking in residents of shared use parking place _ (41)
Llandeilo	17	New Road _ (4) Rhosmaen Street _ (4) Crescent Road & Carmarthen Street _ (3) each	Parking in residents of shared use parking place _ (5) Parked in restricted St. during prescribed hrs _ (6) No loading/unloading in restricted street _ (3)
Llandovery	19	Castle Street Car Park _ (8) Garden Lane _ (3) Stone Street _ (3)	Parked in restricted St. during prescribed hrs _ (8) Parked in a restricted area of car park _ (3) Parked beyond the parking bays _ (3)
Llanelli	164	Church Street Car Park _ (34) Murray Street MSCP _ (16) Lloyd Street _ (9)	Parked in P&D CP without a ticket _ (45) Parking in residents of shared use parking place _ (31) Parked for longer than permitted _ (18)
Newcastle Emlyn	13	College Street _ (3) Sycamore Street _ (3) Mart Car Park _ (2)	Parked in restricted St. during prescribed hrs _ (5) Parked for longer than permitted _ (2) Parked beyond the parking bays _ (2)
St. Clears	1	St. Clears Car Park _ (1)	Parked beyond the parking bays _ (1)

Across the County, in August and December there were a total of 1,322 PCN's issued. Just over half of these, 56%, were for offences that are down to driver behaviour or poor parking choices; e.g; parking in loading bays, parking in disabled bays or parking in a restricted street. Education is needed to mitigate this behaviour, but little can be done in terms of physical interventions to control this behaviour.

The remaining 44% of PCN's were issued for behaviour that could be better controlled, e.g; staying beyond the time permitted in a pay and display ticket could be removed if parkers were able to pay at the end of their stay. Parking without a P&D ticket could be reduced by the introduction of barriers that issued a ticket on arrival.

New technology has a key role to play in reducing the number of PCN's issued for parking violations where parkers are regularly breaking parking rules.

7. Technology

Car Park charging methods

CCC is committed to making sure it considers the full range of demand management tools and technological innovations. Some may be more suitable or timely than others and there may be a combination of approaches that are complementary to each other.

Technology will play an increasing role in facilitating parking for both the user and the provider. By 2020 70% of new cars will have internet access, society is more connected than ever. Car parks are becoming smarter and a new range technological management products are enabling car park providers to manage their assets in more efficient ways.

The following are potential interventions which CCC may consider in the future along with other innovations, as they become available.

Pay by Phone

This is a system where payment is provided via phone (automated telephone line) or via an application downloaded on to a smart phone. Telephone payment systems are beneficial in that they offer an alternative to cash payment for the user. Telephone payment also offers a reduced operating cost to Councils as there is no cash collection needed at meters (if operated as the only payment method).

Payment by phone can be used as the only method of payment or it can be operated alongside more traditional methods such as pay and display. If operated as a single payment option, it should be ensured that the area has good mobile phone signal for payment by users and enforcement officers, who are required to check telephone payments.

Benefits include removing the need to carry change to pay for parking. The technology can also be used to provide reminder messages by text to advise of an approaching end of period and to extend parking time remotely up to the maximum permitted.

Contactless Payment Technology

This involves converting existing 'chip and pin' card payment facilities to contactless 'wave and pay' facilities. This enables faster payment to be made without the need for a mobile connection.

The main benefit of this is that it will serve to improve payment reliability and customer experience.

Automatic Number Plate Recognition (ANPR)

ANPR technology is a ticketless operation. Vehicles are observed on entry to the car park and the registration number identified. Payment is required at a meter, using the vehicle registration number, before returning to the car. The technology can work without the need for barriers as the vehicle registration details are recorded.

This system works best in busy car parks as the high installation costs render the system ineffective in smaller car parks.

Once installed ANPR technology can offer a wide range of Intelligent Transportation System services, ranging from occupancy and real-time user statistics.

This technology is permissible in privately controlled car parks in Wales, however, Welsh Local Authorities, do not yet have the power to enforce parking violations.

In Car Communications and Sensor Technology

This technology can assist in managing parking resources before arrival at the destination and it can reduce congestion resulting from searching for parking spaces. As technology develops the facility to book and pay for a parking space before arrival may become an option.

In car technology is also developing which utilises GPS to identify vacant parking spaces. This allows drivers to be directed straight to an empty space, thereby, reducing circulation time. The system works by using technology embedded in the road and which sends a signal to system users.

Although this represents another potential demand management tool, deployment of this technology is better suited to busy car parks where demand for spaces is high.

Pay on Foot

This form of charging requires a barrier on all entries and exits. A ticket is issued to the user on entry to the car park (tickets are not issued if the car park is full acting as a means of demand management), and payment is required at a meter before returning to the car. The validated paid ticket is then inserted into the machine on exit to release the barrier.

Installation of barriers is costly and will increase the costs of implementation. The extra cost is unlikely to bring any extra benefits to the users compared to pay and display or payment via phone or app. Barrier control may help to reduce the need for enforcement; however, maintenance costs for the barrier entry system are likely to be high.

Payment by foot systems work by knowing the exact number of spaces, capturing vehicles movements so that the number of spaces available is known and this information controls users into and out of the car park. This method of charge collection is better suited to large multi-storey car parks.

Pay and Display

Pay and display is the traditional method of collecting car parking charges, where users purchase a ticket for a set time once they have parked and display this within their vehicle.

This method offers a simple, easily understood method of payment for users which is economical to install and maintain. Battery operated pay and display machines are cheaper to install as mains connection is not required.

No barrier control is required, however, enforcement of pay and display is resource intensive and will require the input of Civil Parking Enforcement officers. Pay and display meters are also required to be emptied on a regular basis.

There are a range of pay and display machines available which allow different methods of payment:

- Coin payments only (with no change given);
- Coin, cash and card payment; and
- Card only - usually used in conjunction with payment via phone (automated telephone line) or via an application downloaded on to a smart phone.

Electric Vehicle Charge Points

There are currently over 110,000 electric vehicles on the UK roads and as the government has announced that diesel and petrol cars will be banned from 2040 this number will rise dramatically in the next 30 years.

Data provided by Zap Map show that there are 4,934 public charging points installed in the UK across 7,616 locations which provides 14,105 connectors. The total number of connectors has increased from 9,125 in February 2016 to nearly 12,000 by Jan 2017. In November 2017, 3.1% (430) of the 14,105 connectors were available in Wales.

Local authorities can purchase a range of vehicle charging infrastructure solutions through the ESPO 636 Vehicle Charging Infrastructure framework. There are a variety of options to consider depending on the speed of charge (between 30 mins and 12 hours for a full charge), electricity supply available, type of vehicle to be charged and number of vehicles to charge at any one time.

Table 7.1 highlights the existing electric charging facilities in Carmarthenshire.

Table 7.1: Existing Electric Charging Facilities

Location	Address	Type of charge available	Payment required
Public Electric Charging			
Murray Street Car Park	Murray Street, Llanelli, Carmarthenshire, SA15 1DJ	2 x 7kW 32A Type 2 Mennekes	No
Nant-Y-Ci Park and Ride	A40, Carmarthen, Carmarthenshire, SA31 3SA	1 x 50kW 125A JEVS (CHAdeMO)	Yes
Mart Car Park	New Road, Newcastle Emlyn. SA38 9BA	2 x 7kW 32A Type 2 Mennekes	No
St Peters Car Park	St Peter's Street, Carmarthen SA31 1LN	2 x 7kW 32A Type 2 Mennekes	No
Private Electric Charging			
FRF Toyota Carmarthen	Morfa Lane, Carmarthen Carmarthenshire, SA31 3AX	6 x 3kW 16A Type 2 Mennekes	No
Renault Dealership: Gravells	Pembrey Road, Kidwelly, Carmarthenshire, SA17 4TF	2 x 3kW 16A Type 2 Mennekes 1 x 7kW 32A Type 2 Mennekes	Eligible Customers
The Brown's	King Street, Carmarthen, Carmarthenshire, SA33 4RY	2 x 11kW 16A Tesla Type 2	N/A
J & J Motors Nissan	Crosshands Business Park, Llanelli, Carmarthenshire, SA14 6RB	2 x 7kW 32A Type 2 Mennekes	Eligible customers
Dinefwr Park & Castle (National Trust)	Llandeilo, Carmarthenshire, SA19 6RT	1 x 3kW 13A 3-Square pin 1 x 7kW 32A Type 2 Mennekes	Yes
Salem Memorial Hall	Salem, Llandeilo, Carmarthenshire, SA19 7LU	1 x 7kW 32A Type 2 Mennekes	No
Parc-Y-Scarlets	Pemberton Retail Park, Llanelli, Carmarthenshire, SA14 9UZ	2 x 11kW 16A Tesla Type 2	N/A
The Plash Inn	Llanfallteg, Whitland, Carmarthenshire, SA34 0UN	1 x 7kW 32A Type 2 Mennekes	No

Payment methods vary, but most networks require an account to be set up before use. Some networks prefer motorists to use a Radio Frequency Identification (RFID) card and others a smartphone app, while some allow access using either. A large number of EV charge points are free to use, while others are accessible with set charges. These tend to be a connection fee, price per time, price per energy consumed, or a combination of the above.

The following is a summary of potential installation costs and charge times;

- Fast – 7 kW Charge time – 4-6 hours Potential Cost £2,500
- Fast 22kW Charge time – 1-2 hours Potential Cost £3,000
- Rapid Charge time 20-30 mins Potential Cost £20,000

Installation costs are typically around £5,000 for the fast 7kW chargers and around £15,000 for a rapid charger, however connection costs to the grid can vary depending on local infrastructure.

8. Economic Case for Car Park Management

Car parking policy should be seen as an integral part of the overall transportation strategy for an area. It should complement the goals and objectives of key policy documents. In addition, the parking strategy needs to consider the parking regime of other comparable towns. Car park management needs to be carefully co-ordinated to prevent leakages to other towns in other areas.

Parking demand is mainly influenced by the type, quality and function of the town centre facilities and amenities. In villages and small towns, the parking policy is often based on providing enough spaces to accommodate demand. In larger towns, the overall transport objectives of reducing congestion, harmful emissions and accidents whilst promoting public transport to safeguard accessibility are all key objectives.

In 2010 Transport Research Laboratory (TRL) undertook a review of parking measures and policies across the UK. The research underlined the importance of parking and pricing, and confirmed that parking policies should strive to use parking facilities as efficiently as possible through linking optimal parking to supply and price. It suggested that too much supply was as harmful as too little, whilst prices that are too low are as harmful as those that are too high.

The TRL report confirmed that there are two roles for parking:

1. To balance supply and demand, and
2. To use parking to meet other policy objectives such as traffic management goals to accessibility for businesses and shoppers.

The Cost of Parking

Access for car users is not the only problem. There is also the issue of the cost of parking. Both local authorities and private companies have to cover their costs in relation to parking. Maintenance, management and long-term investment in the quality of the car park are all serious considerations that must be taken into account. While a disproportionate amount of media attention is devoted to pricing and enforcement, the quality of the car park is also important. Furthermore, it must be recognised that car parks attract business rates that must be paid. Consequently, neither on-street nor off-street parking is free. The cost needs to be covered by someone, somewhere, somehow.

What Customers Want

Research complete by MRUK (2015), which assessed the impact of car parking charges on behalf of Welsh Government, as well as research complete by the Association of Town & City Management (2014) on innovative practices in parking provision identified that individuals make their parking decision on multiple considerations.

Table 8.1: Research on what customers want

Ranking	ATCM (2014) Research	MRUK (2015) Research
1	Location	Availability of spaces
2	Personal safety	Restrictions on parking (i.e. how long people can park for)
3	Safe environment	Proximity of parking to intended destination
4	Tariffs	Traffic flow
5	Ease of access	Signage
6	No/little queuing	Overall retail offering
7	Number of spaces	Out of town retail offering
8	Effective surveillance	Out of town parking charges
9	Size of parking space	Price of car parking
10	Appropriate lighting	Security of car park

The research highlights that within the top ten considerations of parking, the cost of car parking ranks lower than multiple other key factors which individuals base their decision on when choosing which car park to use.

Why Charging is Necessary and The Benefits of Charges

Car parking plays a critical role in the successful operation of town centres. For the future vitality of town centres throughout Carmarthenshire, it is important that CCC find the correct balance between parking demand and capacity. Too little parking will result in increased illegal parking and congestion, while too much parking will detract from the Council's sustainable transport policies, encourage additional traffic and reduce the availability of land that could potentially be utilised for more economically attractive activities.

In addition, it is vital to ensure that parking is made available in the right locations. Business people, shoppers, commuters, tourists and students all have different needs and it is crucial that parking is designed to cater for their different characteristics, so that they are accommodated in the right location.

9. Internal Consultation

There are a number of initiatives and strategies that CCC could implement in an attempt to provide the right mix and balance of parking. The original strategy attempted to strike a balance between the needs of individuals (whether they rely on private or public transport) local economies and business communities with the needs of the environment. Developed through extensive internal and external consultation exercises the key aims of the 2005 Strategy were to;

- To be consistent with national and regional parking objectives and with the Strategic Transport Policy in the Council's Unitary Development Plan.
- To contribute to other corporate objectives including the Corporate Strategy, Community Plan and the Local Transport Plan.
- To facilitate parking provision and management that maximises the use of existing parking stock.
- To ensure that parking facilities are safe, accessible and convenient and that they comply with the Disability Discrimination Act 1995.
- To promote more sustainable travel choices through parking provision and pricing at the same time as maintaining economic viability in the County.

These aims were facilitated by the 9 priorities listed on the table 9.1 below.

While a Scrutiny Report in 2016 proposed a further series of Alternative Parking Options / Approaches, as listed in table 9.1.

Table 9.1: Parking Priorities 2005 compared to Alternative Parking Options 2016

2005 Parking Strategy Prioritises	2016 Scrutiny Report Alternative Parking Options / Approaches
Priority 1: Prioritise short stay parking in town centre car parks	Increasing the number of free parking days
Priority 2: Car Park Safety	Pay on Exit Schemes
Priority 3: Car Park Information	Shop and Drop Initiatives
Priority 4: Facilities for Mobility Impaired	Pay by Phone/Cashless Payment System
Priority 5: Park and Ride	
Priority 6: Public Transport Integration	
Priority 7: Parking Standards on New Developments	
Priority 8: Coach and Other Parking	
Priority 9: Cycle and Motorcycle Facilities in Public Car Parks	

Further information on the initiatives listed on this table is available in Appendices E and F.

An internal consultation event was undertaken within the County Council Planning, Regeneration and Transport Planning teams in order to establish a common set of priorities in relation to parking.

A series of potential priorities were presented to the group. Table 9.2 summaries those priorities that were agreed for inclusion in the emerging strategy, while chapter 10 provides more detail on the implementation of each.

Table 9.2: Priority Measures

Priority Measure	Ranking
Prioritise short stay parking in town centre car parks	1
Car Park Safety	2
Use of Technology	3
Car Park Information	4
Inter Modal Integration	5
Park and Ride & Park and Share	6
Parking Standards at New Developments	7
Free Parking Days	8
Facilities for Mobility Impaired	9
Coach and Other Parking	10
Cycle and Motorcycle Facilities in Public Car Parks	11

10. Parking Strategy Proposals

Priority 1: Prioritise short stay parking in town centre car parks

In areas where there is a need to support shoppers and encourage increased retail activity, consideration will be given to prioritising short stay parking. Recognising the long stay function our car parks provide, in order to stimulate footfall and economic activity, restricting the time that people are allowed to park before they have to vacate a space, or pay an increased charge, will help to keep spaces turning over and increase availability to shoppers throughout the day.

Greater utilisation of town centre car parks by short stay parkers, will result in more efficient use of parking spaces and thereby maximise the potential number of vehicles that can be accommodated within available space.

Controlling the length of time people can park can be used in conjunction with pricing policies to promote a greater turnover of short stay spaces and to encourage longer stay parking in car parks on the periphery of the town centre.

Proposal :

- Where appropriate prioritise short stay parking in town centre area car parks through pricing and / or allocation of short stay parking spaces.
- Undertake a review of town centre car parks to ensure the appropriate mix of short and long stay parking provision.
- Provide attractive long stay parking in car parks at the periphery of the town centres that encourages long stay parking through availability and relative pricing.
- Promote increased accessibility with public transport and Active Travel modes to develop transport hubs that connect long stay car parks to town centres and employment opportunities.
- Develop appropriate parking facilities to cater for increased residential accommodation in town centres.
- Where appropriate provide rapid electric charging facilities and spaces to short term parking for electric vehicles.
- Develop and promote park and ride services where appropriate.

Priority 2: Car Park Safety

Research complete by MRUK (2015), which assessed the impact of car parking charges on behalf of Welsh Government, states that personal safety ranks second in the top 10 factors that influence an individual's decision to park at a given location.

A car park that is perceived to be safe and secure will attract more activity than one that is thought to be less secure.

Town centres are the hub of the community and every effort will be made to ensure that shoppers, commuters, residents and visitors are made to feel as safe as possible. Considerate design and layout, good quality lighting, a clean environment, visible CCTV and a good turnover of vehicles are all factors that can contribute to improving the car park environment.

Once motorists leave their parked car they become pedestrians, who can be vulnerable within a car park environment, through interaction with motor vehicles and other pedestrians.

Improvements to pedestrian circulation routes combined with general security measures can significantly increase the safety of pedestrians and vehicles within a car park.

Proposal:

- Carry out site appraisals to identify areas in public car parks where pedestrians are vulnerable and investigate appropriate safety improvements, such as CCTV, lighting and circulation routes.
- Pursue Safer Car Parking status in public car parks where appropriate and advertise car parks where awards have been achieved.
- Provide safe and secure pedestrian routes between and the town centre and car parks, including those on the periphery of the town.
- Retain Safer Car Park status for every town centre.

Priority 3: Use of Technology

Carmarthenshire County Council is committed to ensuring that it considers a full range of demand management tools and technological innovations to enhance the visitor experience. Some technology may be more suitable, or timely, than others and a combination of measures that are complementary to each other will be needed.

Technology will play an increasing role in facilitating parking for both the user and the provider. By 2020 70% of cars will have internet access, society is more connected than ever. Car parks are becoming smarter and a new range technological management products are enabling car park providers to manage their assets in more efficient ways.

ANPR technology offers many advantages to both the car provider and the motorist. The provider can benefit from improved car park management and occupancy statistics, while the user benefits from increased flexibility and advice in finding the most appropriate parking location and available space.

Where the implementation of ANPR technology is not appropriate the Council will investigate the introduction and promotion of cashless payment opportunities by such as contactless payment and Apps that allow users to reserve and pay for parking prior to arrival.

Pay on Foot car park management requires the installation of barrier control that issues a ticket on arrival at the car park. The motorist then pays for parking before returning to the car. This system allows the motorists greater flexibility over the duration of their stay. This method of control is better suited to large multi storey car parks, and needs to be considered in terms of site permeability, user experience and potential impact on queuing traffic in sensitive town centre locations.

Proposal:

- That the Council pursues the potential change in legislation with Welsh Government and subject to clarification and affordability, proceeds with a phased programme of introducing an ANPR Pay on Exit system across appropriate car parks.
- Cashless payment options are considered where appropriate to facilitate 'contactless' payment.
- Where possible, parking Apps that allow users to pre-book and pay for parking prior to arrival will be considered.

Priority 4: Car Park Information

Communication and transparency plays a key role in the successful operation of car parks. Wayfinding and directing motorists to the most appropriate car park location will reduce congestion and improve the overall town centre experience, as well as ensuring effective utilisation of car parking capacity

Websites and Apps are replacing the traditional forms of information provision and action will be taken to that where appropriate full use of these as key communication tools is fully explored. The County Council website will be regularly updated and provide improved information to promote car park facilities such as; electric charging points, cycle parking and public transport connections.

Techniques in signage are evolving, the use of images and visual cues can provide drivers with clear succinct information about the location of parking facilities at their destination, while real time information can be used to advise on the availability of spaces.

An area of growing potential is the inclusion of real time information into GPS systems such as smart phones and satellite navigation tools, which allow drivers to continually access information on the move.

Proposal:

- Provide appropriate clear and consistent signing information to all public car parks.
- As a minimum, signing to include the name of the car park, number of spaces available and the duration of stay, where practical, will be provided.
- Where appropriate, interactive signage will be used to identify available spaces or to direct motorists to alternative parking locations.
- Increase the use of iconography on the County Council website to promote car park facilities such as; electric charging points, public transport connectivity, cycle parking, opening times and tariffs.
- Embrace technological developments in relation to smart phones and satellite navigation systems to provide information on parking availability and facilities, to enhance the customer experience.
- Promote the Council sponsored www.sharecymru.com car sharing website.

Priority 5: Inter Modal Integration

The delivery of a successful parking strategy requires a long term holistic approach. The needs of motorists cannot be considered in isolation. Integration between different modes of transport is vital to ensure increased use of sustainable transport.

Consideration of the interchange facilities between car, bus and rail services as well as Active Travel modes, particularly at the larger rural stations, could encourage increased public transport commuting in larger towns. Existing car parks adjacent to railways station present a significant opportunity to promote intermodal commuting, increased promotion of these facilities is required to maximise utilisation.

The Active Travel Act now requires Local Authorities to develop and promote walking and cycling opportunities across Active Travel towns. To encourage multi modal trips safe and secure cycle parking will be provided at key transport interchanges.

Proposal:

- Develop enhanced interchange facilities and wayfinding within the Active Travel towns to promote increased use of public transport services.
- In conjunction with Network Rail, investigate the potential for providing safe and convenient parking at rural railway stations to encourage commuting where possible.
- Explore potential for improved integration at Llanelli Railway Station, especially in relation to the town centre and the Wellness Village.
- Liaise with neighbouring local authorities to promote similar parking arrangements at transport interchanges and encourage the use of public transport for intercounty travel, especially for work purposes.
- In conjunction with bus operators, investigate potential for providing safe and convenient car parking areas adjacent to main bus routes and stopping points on the periphery of town centres to encourage transfer onto the bus service.

Priority 6: Park and Ride & Park and Share

Park and Ride is an effective system for intercepting and reducing traffic congestion before it arrives in the town centre.

Carmarthenshire currently operates one Park and Ride service, at Nant –Y-Ci. The service runs every 30 minutes from 07:00 to 19:00, Monday to Saturday. Parking is free at Nant-Y-Ci while a day return to Carmarthen town centre currently costs £1.00.

Additional Park and Ride facilities in other locations may be considered following the successful completion of relevant WeITAG 2 assessments, 5 Case Model assessments, demand analysis and identification of the capital and revenue monies to deliver and run

A successful Park and Ride operation can do much to increase the overall town centre experience. It can remove long stay parking from town centres and thereby increase short stay parking provision. It can reduce town centre congestion and increase public transport use.

To increase the attractiveness of Park and Ride additional facilities may be provided to enhance the overall customer experience. The provision of safe and secure cycle parking will encourage increased Active Travel, parking and charging facilities for electric vehicles will help reduce carbon emissions and improved connectivity with the public transport network can help reduce congestion.

Park and Share has a vital role to play in the overall delivery of an integrated transport strategy. The County Council provides dedicated Park and Share facilities at Nant-Y-Ci.

Proposal:

- In addition to the Park and Ride service, encourage Park and Share, by promoting www.sharecymru.com and by providing spaces to those wishing to complete their journeys as a car share.
- To facilitate increased use of electric vehicles appropriate charging facilities and parking spaces will be provided for electric vehicles.
- Consider developing Rail Park and Ride, by better utilising and promoting car parks adjacent to railway station.
- Consideration will be given to developing facilities to accommodate limited daytime parking for campervans and caravans within Park and Ride sites.

Priority 7: Parking Standards at New Developments

The application of maximum standards is in accordance with national and regional guidelines to encourage lower levels of parking provision and greater use of more sustainable modes of transport. The parking standards seek to ensure a transparent and consistent approach to the provision of parking whilst providing a framework for considering the accessibility and sustainability aspects of new development when lower provision is sought by a developer.

CCC will consider the relevance of national maximum parking standards in relation to new developments

The parking standards will inform observations made by CCC's Highways Authority on applications received for planning permission.

It is appropriate to consider the levels of parking proposed by new developments in conjunction with the parking provision strategy of the Council as a whole, thereby allowing private development and public car parking to jointly cater for the level of provision required.

In 2017 5% of all new vehicles sold in the UK were battery powered. This figure is set to increase as a growing number of major manufactures are announcing plans to move away from the production of fossil fuel powered vehicles, Carmarthenshire County recognises this trend and will need to reflect this in future policy development and application.

Proposal:

- Parking standards will be applied to new non-residential development in accordance with Council approved parking standards; coupled with contributions towards improvements to sustainable transport facilities at new developments located in areas with good public transport services.
- Consider increases to optimum standards where non-residential in-town development parking facilities will be available to the public and can be considered to contribute to the parking requirements of the town as a whole.
- Consideration should be given to parking spaces at new developments for electric vehicles with associated infrastructure.

Priority 8: Free Parking Days

Free parking days are to be provided by the County Council as an incentive to boost trade in the retail, hospitality and business sectors. This initiative is designed to support town centre events that are organised and promoted to benefit the whole town and to increase footfall.

Events should promote town centre facilities and amenities and to attract new and increased footfall. The event days must support the whole town and not be specific to one sector or organisation.

As this proposal is designed to encourage increased economic activity and to increase footfall in town centres, those events that are planned during recognised 'quiet days' will be looked on more favourably.

In return for planning and facilitating an event the County Council will provide free parking for 5 days in line with predetermined guidance.

During the events monitoring should take place to record footfall and parking activity so that attendance and the impact of the event can be evaluated and compared.

Proposal:

- On receipt of an appropriate application request the County Council will consider providing up to five days free town centre parking. An exclusion period for free parking days extends from 1st December until 31st December.
- Events must comply with predetermined guidance to ensure relevant marketing and monitoring take place, and council support acknowledged in all material.

Priority 9: Facilities for Mobility Impaired

The County Council is committed to providing sufficient and appropriate parking facilities for all users within public car parks. It is also committed to providing a suitable mix of appropriate parking facilities for the mobility impaired.

Proposal:

- Provide appropriate level of disabled parking provision within public car parks in accordance with current parking guidelines.
- Provide on-street disabled parking bays at appropriate town centre locations, where practical.
- That the accessibility of on-street parking bays designated for blue badge holders be reviewed and standardised according to the legislative requirements, where feasibly possible
- Promote the provision of safe and convenient disabled access to and from public car parks.

Priority 10: Coach and Other Parking

It is acknowledged that the coach industry provides a significant economic boost for town centres, and the market for organised coach trips, and cruise liner day trips, is growing. Carmarthen is already a recognised destination on the coach market circuit and there is significant potential to promote these opportunities in other areas.

The provision of appropriately sited formal and informal coach parks promotes increased use of sustainable transport helps to attract additional organised trips. Facilities need to be provided so that the coach drivers have the opportunity to stop and rest over before preparing for the return journey.

The facility can also be used by other forms of transport, when not required by coaches.

Proposal:

- Review demand for, and provide visitor coach parking, where appropriate, at locations adjacent to the larger towns of the county.
- Evaluate demand and utilisation at existing coach park facilities and consider how to make best use of existing facilities.
- Consider and review level of charge to be applied to coach parking areas on a demand basis, such that the attraction of the facility is not compromised.
- Consider utilisation of coach parking areas to accommodate other forms of transport, such as lorries, caravans and camper vans for the provision of safe and convenient, limited day time, stop over facilities.

Priority 11: Cycle and Motorcycle Facilities in Public Car Parks

The provision of designated cycle and motorbike parking facilities within car parks will not only encourage the use of forms of private transport less onerous than the car on parking stock but will also portray the image that these forms of transport are valued as highly as the private motorcar.

To ensure a fully equitable parking system we will look to provide motorcyclists with dedicated parking spaces where appropriate along with the appropriate pay and display infrastructure that can be utilised by motorcyclists.

Proposal:

- Further develop safe and secure motorcycle parking within town centre car parks, Park and Ride sites and at locations, or on routes, of particular attraction to motorcyclists.
- Introduce infrastructure that will allow motorcyclists to utilise pay and display facilities.
- To encourage increased use of Active Travel, promote the provision of safe and secure cycle parking facilities within town centres, at railways stations and other key transport hubs, in accordance with the Active Travel Design Guide.

EXECUTIVE BOARD

30.07.2018

STRATEGIC EQUALITY PLAN ANNUAL REPORT 2017-18

Purpose: To report on the implementation of the Council's Strategic Equality Plan and Equality Objectives

Recommendations / key decisions required:

To consider and approve the Strategic Equality Plan Annual Report for 2017-18

Reasons:

The Equality Act 2010 brings together and replaces the previous legislation and simplifies and strengthens the law, making it easier for people to understand and comply with. The majority of the Act came into force on 1 October 2010.

Annual reporting is one of the prime opportunities for review, monitoring and reflection and for an authority to capture its ongoing activity around meeting the general and specific duties.

This includes any reflection on whether its arrangements and actions are effective and remain appropriate. Annual reports will assist authorities in monitoring their own work, as well as providing transparency for stakeholders.

Annual reports must include the specified employment information, including information on training and pay. The Workforce Information Report is prepared by the People Management division.

Relevant scrutiny committee to be consulted YES - Policy & Resources Scrutiny committee – 19 July 2018

Exec Board Decision Required YES

Council Decision Required NO

- EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Cefin Campbell (Communities and Rural Affairs)

Directorate

Chief Executive's

Name of Head of Service:

Wendy Walters

Designations:

Director of Regeneration & Policy

Policy & Partnership Officer

Tel No / E-Mail Addresses:

01267 224848

WSWalters@carmarthenshire.gov.uk

Report Author:

Llinos Evans

01267 224914

LlinEvans@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

EXECUTIVE BOARD

30.07.2018

Strategic Equality Plan Annual Report 2017-18

1. BRIEF SUMMARY OF PURPOSE OF REPORT

The Equality Act 2010 includes a public sector equality duty, replacing the separate duties on race, disability and gender equality.

The new general duty covers the following protected characteristics:

- Age
- Gender reassignment
- Sex
- Race – including ethnic or national origin, colour or nationality
- Religion and belief – including lack of belief
- Disability
- Marriage and Civil Partnership
- Pregnancy and maternity
- Sexual Orientation

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.

Public bodies are required to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not

Foster good relations between people who share a protected characteristic and those who not.

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

Annual Reporting as a Specific Duty

The Wales specific equality duties set out the requirement to report annually under the heading *Reports by authorities on compliance with the general duty*. This is a useful reminder that the essential purpose of the specific duties is to help authorities to have better due regard to the need to achieve the 3 aims of the General Duty. The Regulations invite authorities to produce an annual report covering *any matter* that is relevant to the authority fulfilling the general and specific equality duties.

DETAILED REPORT ATTACHED?

YES

Strategic Equality Plan Annual Report 2017-18

Appendix 1: Objectives & Action Plan 2017-18

IMPLICATIONS

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

Signed: W S Walters Director of Regeneration & Policy

Policy, Crime & Disorder and Equalities YES	Legal YES	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications YES	Physical Assets NONE
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1. Policy, Crime & Disorder and Equalities The development and publication of a Strategic Equality Plan is a Statutory responsibility. Equality and Diversity issues are considered alongside the Well-being of Future Generations Act responsibilities.

2. Legal There are legal obligations to non-compliance with the Equality Act 2010.

7. Staffing Implications The publication of a Workforce monitoring report is a statutory duty. This report is published separately, due to its detailed nature.

CONSULTATIONS

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

Signed: W S Walters Director of Regeneration & Policy

1. Scrutiny Committee – 19 July 2018

2. Local Member(s) - N/A

3. Community / Town Council – N/A

4. Relevant Partners - A variety of organisations and individuals have been consulted with to collect data and opinions.

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:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Equality and Human Rights Commission Guidance for the Public Sector in Wales	-	http://www.equalityhumanrights.com/wales/publications/guidance-on-the-equality-duty-for-the-welsh-public-sector/ or through Llinos Evans (LlinEvans@carmarthenshire.gov.uk / 01267 224914)
Carmarthenshire County Council's Strategic Equality Plan 2016-20	-	http://www.carmarthenshire.gov.uk/english/council/pages/equalitydiversity.aspx or through Llinos Evans (LlinEvans@carmarthenshire.gov.uk / 01267 224914)

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Strategic Equality Plan

Annual Report 2017-18

If you require this information in large print, Braille, on audio tape or disk, please contact the

Policy and Partnership Team
County Hall
Carmarthen
SA31 1JP

01267 224914

equalities@carmarthenshire.gov.uk



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Strategic Equality Plan Annual Report 2017-18

We are pleased to present Carmarthenshire County Council's Annual Report for 2017-18 detailing the implementation of our Strategic Equality Plan and our Strategic Equality Objectives. This report outlines our key responsibilities under the Equality Act 2010 and further detail regarding the implementation of our Strategic Objectives can be found in Appendix 1.

During the year, the Equalities portfolio has been allocated to Cllr Cefin Campbell, as the Executive Board Member for Communities and Rural Affairs, therefore this report is presented by both Executive Board Members.

Strategic Equality Plans (SEPs) are important documents that set out how public bodies will consider the needs of groups with 'protected characteristics', as outlined in the Equality Act 2010. This is intended to ensure that all individuals receive just and equitable treatment in respect of service delivery and strategy/policy formulation.

As a key employer in the county, we have made the transition from the Disability Two Ticks Scheme to being a Disability Confident Employer. **As a Disability Confident Employer we:**

- have undertaken and successfully completed the Disability Confident self-assessment
- are taking all of the core actions to be a Disability Confident employer
- are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people.

As an Executive Board, we have a dedicated Disability Champion, which is Cllr. Jane Tremlett. During the year we have continued to develop the **Carmarthenshire Disability Partnership**, with members of the Carmarthenshire Disability Coalition for Action. Our aim is to discuss key issues and ensure that the Coalition are involved at the early stages of service planning and delivery and that we as an Authority support the group to develop further expertise and knowledge. I look forward to seeing this partnership develop further in the future.

We continue to host a **Community Cohesion Co-ordinator** who co-ordinates the Community Cohesion National Delivery Plan. We also continue to host **Equality Carmarthenshire** as a group of organisations who represent the protected characteristics and a range of public service providers.

To end, we want to report on arrangements for consulting on the **Council's budget**. It is well known that budget pressures are intensifying. I am firmly committed to making sure that, as far as is possible, budget reductions are fair to all groups. In view of this, arrangements were put in place to consult widely, including with the 50+ Forum and others on which Council services were considered most important. Later in the process, a **budget consultation survey** was developed and all sectors of the community were encouraged to take part. This included representatives of

Equality Carmarthenshire. The survey asked people demographic profiling questions, meaning that the views of people from different groups could be understood separately. In summary, this activity helped ensure fairness was integral to the Council's budget decisions.

Naturally, our legal duties are central to all planning and delivery of services, and our workforce has a key role to play in promoting diversity and addressing unfairness.

As a local authority, we recognise that there is more work to be done and we look forward to developing partnerships with our communities and with the protected groups in order to learn more.

Councillor Linda Evans & Councillor Cefin Campbell
Executive Board Members (Equalities)

Section 1 - Introduction

1.1 Introduction and background

Public Sector Equality Duties

The General Duty

The aim of the General Duty is to ensure that public authorities and those who carry 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.

Public bodies are required to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
2. Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
3. Foster good relations between people who share a protected characteristic and those who do not.

Specific duties in Wales

The Equality Act 2010 made provision for Welsh Ministers to be able to make regulations that place specific public sector equality duties on relevant Welsh public authorities listed in Part 2 of Schedule 19 of the Act.

The duties have been developed to be proportionate in design, relevant to need, transparent in approach and tailored to guide relevant Welsh public authorities towards better performance of the general duty. The ambition is to better meet the needs of the citizens of Wales relying on the services provided to them by the public sector.

The Specific Duties in Wales are set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and came into force on 6 April 2011 and note that the listed bodies will undertake and develop the following requirements:

- Objectives
- Strategic Equality Plans
- Engagement
- Assessing Impact
- Equality information
- Employment information
- Pay differences
- Staff training
- Procurement
- Annual reporting (by Public Authorities and Welsh Ministers)

- Publishing
- Review
- Accessibility

Carmarthenshire County Council

Carmarthenshire County Council published its second Strategic Equality Plan in April 2016 and this review brought an opportunity to look at what has been achieved and to look anew at our priorities as a Council.

Our complaints and compliments procedure is also key to ensuring better services. We will ensure that any complaint, compliment or comment regarding equality is recorded as those relating to equality and we will monitor the situation and report on progress in dealing with them. We intend to strengthen these links and we will ensure that communities, key stakeholders and individuals / groups that represent one or more of the protected characteristics are aware of our procedure.

The Policy and Partnerships team works closely with the People Management Division and all council departments to promote the Strategic Equality Plan and to continue to gather evidence which will contribute to the work. The team also works closely with stakeholders over the county, and meet regularly with groups such as the Carmarthenshire Disability Partnership and Equality Carmarthenshire.

Well-being objectives 2017 - 18

Following consultation, Carmarthenshire County Council drafted a set of Well-being/Improvement Objectives. These were approved at County Council on 8 March 2017. We usually publish our Improvement Objectives with evidence including, but by no means limited to, performance indicators and targets in order to monitor their delivery. However, this year we have incorporated our Improvement Objectives into our new Well-being Objectives Plan.

They were reconfirmed following the local elections in 2017 and detailed Action Plans are in place to support each Improvement/Well-being Objective. These will be monitored and reported on through our Performance Management Framework. The Annual Report for 2018 – 19 will show the progress we have made in meeting these Objectives.

The following table shows the Carmarthenshire County Council Well-being Objectives and their contribution to the 7 National Well-being goals. Further details regarding the direct contribution towards the 'More Equal' and 'Cohesive Communities' goals can be seen through the detailed planning documents on the Council's corporate website.

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	✓		✓	✓	✓		
	5	Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty	✓		✓	✓	✓		
Live Well	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 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	✓	✓		✓	✓	✓	
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1.2 Any other information relevant to meeting the duties

Our role as an Employer

Time to Change Wales

Time to Change Wales is the first national campaign to end the stigma and discrimination faced by people with mental health problems. The campaign is needed because although mental health problems are very common, it can still be a taboo subject. People who experience mental illness often face stigma and discrimination in the workplace, socially and within families. This can make life with a mental health problem more difficult than the symptoms themselves. The aim is to improve knowledge and understanding about mental illness and, most importantly of all, get people talking about mental health.

The Employee Well-being Team lead on our corporate commitment to the national campaign and have hosted various awareness campaigns such as the 'Time to Talk Day' and the Pledge Cards with the Chief Executive and Elected Members.

Domestic Abuse and Sexual Violence Policy

The Council recognises that its employees, men or women, will be amongst those affected by domestic abuse and sexual violence, either as victims/survivors of domestic abuse and/or sexual violence; friends, family or colleagues of victims/survivors; or perpetrators of domestic abuse and/or sexual violence. We have prepared and published a Domestic Abuse and Sexual Violence Policy, which is available to view in the HR Policies and Guidance Section of the intranet, or via line managers, Trade Union Representatives or the Occupational Health Unit. Carmarthenshire County Council is committed to ensuring that any member of staff disclosing domestic abuse and/or sexual violence will be listened to and supported.

The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 is a landmark law, the first of its kind in the UK. One of the key mechanisms for delivering the Act in Wales is to ensure that everyone working in Welsh Public Service is aware the nature and impact on those affected by this whatever their gender.

The Learning and Development team have ensured access to the mandatory Welsh Government e-learning module on Violence Against Women, Domestic Abuse and Sexual Violence for all staff. This e-learning provides awareness of the issues and importantly provides an understanding about how staff might help in tackling them.

The Corporate Management Team are committed to ensuring that every part of our workforce has the opportunity to receive the awareness training with alternative arrangements being made available for those who cannot access e-learning. Additional training was also provided for those undertaking professional/specialist roles.

Our role as a provider of services

Wales Interpretation and Translation Service

The authority is a partner in the Welsh Interpretation and Translation Service (WITS). This body acts as a “one-stop-shop” designed to improve access to public services for vulnerable people whose first language may not be English or Welsh. WITS provides the Authority with access to trained, accredited, fully security vetted translators and interpreters covering approximately 135 languages.

Inequalities in Education

All schools are required to publish **Equality Objectives** and a **Strategic Equality Plan** that records how the school is responding to equality issues. The purpose of the objectives and plan is to enable the delivery of measurable equality outcomes which improve the lives of individuals and communities.

Carmarthenshire Minority Ethnic Achievement Service (MEAS)

This year we have seen only a small rise in our English/Welsh as an Additional Language (EAL/WAL) population. We currently have in excess of 1,200 EAL learners on our register and support 400+ A-C Stage learners in 40 schools throughout Carmarthenshire. This year we have been able to increase our support in Welsh medium schools.

The MEAS team currently consists of 4 EAL Specialist Teachers, 2 Polish Bilingual TAs and 3 Arabic Bilingual TAs who work with refugee children and their families.

Carmarthenshire Traveller Achievement Service

This year the service has been able to support 6 secondary schools and 7 primary schools. We currently have 171 children on our register, not all of whom are currently receiving support.

There has been an overall improvement with attendance from Traveller children over the past year. This has impacted slightly on improving their attainment levels in primary schools.

Housing Related Support Service

Housing Services have developed a new Housing support service for people over the age of 55 and people with dementia irrelevant of age. This will be across tenure (private or public) and be given where the need for housing related support has been identified.

If someone has housing support needs they will receive support irrelevant of whether they are a Carmarthenshire County Council tenant or not. This will be a much fairer service, extending to those who are home owners or private tenants. The service will be a floating support service for Older People which will provide housing related support to enable people to develop the skills and confidence needed to live independently in their own homes.

Our role as a Community Leader

Syrian Resettlement Programme in Carmarthenshire

To date, Carmarthenshire has welcomed 20 families, with a total of 87 people, under the Syrian resettlement scheme, as follows:

Llanelli	7 families
Ammanford	1 family
Llandeilo	1 family
Pontyberem	2 families
Kidwelly	2 families
Carmarthen	6 families
Garnant	1 family

All school-age children are attending school, except one who is waiting for a specialist placement. All adults are attending English classes.

As well as individual support, we also hold family information sessions about every two months. Relevant agencies come to speak to the families together, with interpretation available throughout the event. The focus for the next event will be on preparation for Universal Credit, and routes into employment.

One family has moved out of Carmarthenshire to take up employment. Their home is to be re-let to another family arriving this month.

Projected number to arrive in 2018/19 is 12 families (approximately 55 people). Earlier this year the Home Office consulted on what the resettlement programme should look like after March 2021. We will continue to monitor this; however, there are signals that the intention is to continue to carry out resettlement on a planned basis. It is also likely that separate schemes will be combined for simplicity. Syrian refugees would then be in same position as refugees from other Middle Eastern countries, Afghanistan, Eritrea and Sudan.

We have a multi-agency task group which meets every two months, to ensure that all relevant agencies are working together to deliver the scheme effectively.

Membership includes Housing, Education / Children's Services, Communities First, Hywel Dda University Health Board, Dyfed Powys Police, Department for Work and Pensions, Coleg Sir Gâr, Carmarthenshire Association of Voluntary Services, Ethnic Youth Support Team. This group is chaired by the Executive Board Member for Housing.

Carmarthenshire has set up and delivered an effective support system for the Syrian families, and is well-placed to meet our commitment of receiving 60 families within five years. We have compensated for a lack of experience in this area of work by bringing all the relevant agencies together, and a willingness to learn from others. Our success to date has been recognised by mentions in recent reports by Welsh Government and the British Academy.

Community Cohesion

A Regional Community Cohesion Co-ordinator has continued to be funded by Welsh Government from the Community Cohesion Fund to work with Carmarthenshire, Ceredigion, Powys and Pembrokeshire County Councils.

The Co-ordinator facilitates the regional implementation of the Community Cohesion National Delivery Plan and creates numerous links with organisations working across the region. During the year we have been able to access learning and development opportunities, focusing on Hate Crime awareness and also supporting the resettlement programme for the county.

Equality Carmarthenshire is a group of organisations who represent the protected characteristics of the Equalities Act and local service providers.

During the year, Equality Carmarthenshire has continued to build on its network and its information sharing between organisations. There has also been work to develop an annual calendar of activities to coincide with various diversity celebration days.

Equality Carmarthenshire has also circulated and contributed to several consultations during the year, including the Hywel Dda University Health Board consultations on Transforming Mental Health Services and Transforming Clinical Services Engagement.

Carmarthenshire Disability Coalition and Partnership

The Council continues to support the work of the Coalition and benefits from its feedback and advice. For instance, work has been undertaken to improve the accessibility of information, this includes work to ensure that the Council's website is fully accessible to screen reader software, electronic documents are now published in Welsh and English single language versions and improvements have been made to the format of printed letters to help accessibility.

Relationships between the Council and the Coalition have been enhanced through bi-monthly meetings of the Carmarthenshire Disability Partnership, chaired by the Executive Board Member for Disabilities, Cllr Jane Tremlett.

Pride Cymru, Cardiff

Carmarthenshire were represented as part of the Proud Councils stand, a network of 10 councils across South Wales, including Rhondda Cynon Taf, Merthyr, Cardiff, Caerphilly, Swansea, Newport, Torfaen and the Vale of Glamorgan. Proud Councils has committed to promote equalities in public services and remove the barriers faced by LGBT people.

During the event, visitors were asked for feedback to help improve council services now and in the future. Members of the LGBT community were asked to describe the main barriers they faced when accessing public services, what LGBT focused activities and services they'd like to see in their communities, and how councils could encourage more involvement from the LGBT community to help shape local services.

The survey also asked about people's experience of hate crime, how they reported it or what prevented them from reporting it.

Those who responded to the survey would like to see more support groups as well as gender neutral toilets. They also called for more support in the form of community groups, events to help raise public awareness, and more education in schools. Many cited that fear of criticism or judgement was another issue they face.

Section 2 - Identifying, collecting and using relevant information

2.1 Our communities

Statistical background

Carmarthenshire has an estimated population of 184,681 and a population density (population count/area in sq km) of 78 people per square km. The County is very diverse and rural. It consists of 58 Electoral Wards with 74 Elected Members. Demographic Profiles have been produced of each of the Electoral Wards and for the County which provides a picture of life in the individual communities as well as valuable local information. The profiles will give you information such as:

- Population Statistics
- Population density
- Birth and Death rate
- 2011 Census Data
- Housing Information

The Ward Profiles can be accessed through the Council's corporate website.

Statistical information provides us with a useful baseline of information; however, the Census results do not provide information on all protected characteristics.

As a local authority, we are able to access a wealth of data. Our key aim during the preparation of the evidence report was to identify data to support the General Duty in:

1. Eliminating unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
2. Advancing equality of opportunity between people who share a relevant protected characteristic and those who do not
3. Fostering good relations between people who share a protected characteristic and those who do not.

2.2 Our staff

Carmarthenshire County Council has been collecting employment data for a number of years, on the groups required at the time. Our Workplace Profile Report can be viewed on our corporate website. Following the publication of the Equality Act 2010 and the Specific Duties for Wales 2011, the People Management division have been working to update our recruitment monitoring forms and our Resource Link software, in order to collect the new data on the wider protected characteristics. This is a continuous process.

Section 3 – Equality Impact Assessments

Equality Impact Assessments

Equality Impact Assessments are a key element of the Strategic Equality Plan and objectives and are integral to all budgetary, policy and strategy decisions. Heads of Service and Budget Managers are required to complete an assessment of all policy decisions as part of the Priority Based Budgeting decisions and all assessments. It is also key that assessments are undertaken as part of all policy and strategy developments and that the Organisational Change template is completed when there are HR considerations.

During the year, the Policy and Partnership Team have been leading on the preparation of a draft Integrated Assessment. This is due to the fact that the Council has a statutory requirement to complete impact assessments under a number of new and existing legislation.

These requirements are legal obligations for the Council and failure to meet these duties may result in the Council being exposed to legal challenge.

This integrated assessment incorporates the requirements of the following Acts into one Impact Assessment:

- Well-being of Future Generations (Wales) Act 2015
- Public Sector Equality Duty and the Equality Act 2010
- Welsh Language Measure 2011 and Welsh Language Standards
- United Nations Convention on the Rights of the Child (UNCRC) & Rights of Children and Young Persons (Wales) Measure 2011
- Environment (Wales) Act 2016 – Biodiversity and Resilience of Ecosystems Duty

Section 4 – Training

The Council's Learning and Development Team prepare an annual Learning & Development Plan which outlines all the training and development opportunities available - including Equality and Diversity opportunities. Line Managers are required to discuss learning and development opportunities as part of staff appraisal and ensure that staff have opportunities to develop professionally. All new members of staff are required to complete “Engaging Diversity”, an on-line learning module within six months of appointment. All Managers and Senior Managers are required to attend the Behavioural Standards in the Workplace training and, if involved in recruitment activities, Recruitment and Selection Training.

Section 5 – Procurement arrangements

Procurement arrangements

The Policy and Partnership Team work closely with the Procurement Unit to ensure compliance. One of the key documents is the Supplier Qualification Information Database (SQuID). This Information is a template provided by the Value Wales Division of the Welsh Government.

The SQuID has been designed to simplify and standardise the selection stage of procurement whilst improving transparency. This approach also makes it easier for small businesses to tender for public sector contracts. Information in relation to Equalities is included in the SQuID documents and all potential suppliers must complete the section. The SQuID template specifically asks prospective suppliers for information in relation to any findings of unlawful discrimination by an Employment Tribunal, an Employee Appeal Tribunal, or any other court and/or any complaints upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or comparable body in any jurisdiction other than the UK) on grounds of alleged unlawful discrimination. The guidance clearly notes that any prospective suppliers, who hold any findings against them, will not be selected to tender, unless they have provided adequate evidence that they have taken appropriate action to stop it happening again.

Welsh Government Code of Practice – Ethical Employment in Supply Chains

The Ethical Employment in Supply Chains Code of Practice has been established by the Welsh Government to support the development of more ethical supply chains to deliver contracts for the Welsh Public Sector. During the year, officers from Corporate Procurement, People Management and Policy have prepared a draft action plan for consideration by the Executive Board.

An update on the Council's action plan on the 12 Commitments designed to eliminate modern slavery and support ethical employment practices will be provided in the 2018-19 report, alongside an update from the Ethical Employment Elected Champion.

Section 6 – Contact details

For further information on Carmarthenshire County Council's Strategic Equality Plan, please contact:

Policy and Partnership Team
County Hall
Carmarthen
SA31 1JP

01267 224914

equalities@carmarthenshire.gov.uk

You can also contact Carmarthenshire Direct by text

0789 2345678

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Appendix 1: Our Objectives and Action Plan 2017-18

Our role as an Employer: We are the county's largest employer and have a workforce exceeding 8,000 (including school based staff). We are committed to ensuring equality within our workforce and we want to be an exemplar of good practice to other employers.

Equality Objective: Attract and retain the very best workforce

Action	Status and update
Attract and retain talent by positively encouraging applicants and employees from underrepresented groups to apply for jobs and career progression opportunities within our organisation.	CCC publicises a positive action strapline within all recruitment advertisements and if posts are under-represented encourages applicants to apply. All external adverts are publicised on our accessible corporate website and applicants can apply online or via hard copy application if required. Signposting advertisements are placed in specialist press or participate at recruitment events to attract applicants. As a Disability confident employer we are committed to the obligations to supporting applicants with disabilities through the recruitment process.

Appendix 1: Our Objectives and Action Plan 2017-18

Regularly review our recruitment training to ensure recruiting managers and support staff involved in the recruitment process are up to date in our corporate procedures and apply fairness and equality at all stages of the process

Training being run monthly. E-Learning package recently re-designed as a referral for managers on process/equality.



Course Flyer RS
Skills bi lingual.doc

Develop an overarching behaviour statement aligned to our newly developed core values to ensure employees and managers appreciate and understand the Equality Duty and how it relates to their role in our organisation

Research and consultation was undertaken to develop a set of core behaviours to support leadership and management and underpin the Council's revised Core Values.

CMT received an update on progress and were supportive of the core behaviours requiring that they be developed and integrated as part of the People Strategy.

Further work has been undertaken to apply the behaviours through learning and development interventions and to support the delivery of the model.

The 'Lead' Work stream (People Strategy Group) will support this work, ensure ongoing engagement and will monitor its progress as part of the agreed priorities for the People Strategy.

Appendix 1: Our Objectives and Action Plan 2017-18

Develop an online Corporate Welcome module and review departmental induction procedures to ensure new employees are welcomed and understand their equality and diversity responsibilities, core values and behavioural standards	New on-line Induction module is available and work is on-going to integrate it to the recruitment process. The module includes information on E&D and behavioural standards. The Core Values are a key part of the module, including staff talking about what the values mean to them.
Develop employment policies and promote initiatives that support our employees through periods of organisational change, work related or personal challenge e.g. Stress management, mental health awareness, domestic abuse and sexual violence support	CCC has adopted a Restructure policy to advise and support managers on a clear and transparent process for managing organisational change and to support employees through the restructure process.
Provide the framework for managers to develop a positive working environment to support regular attendance, advise managers and monitor consistency, e.g. reasonable adjustments for a disability, flexible working for caring responsibilities, time off for religious observance	CCC has a broad HR policy framework in place to support and advise managers and employees including Sickness Absence policy, Disability Information & Reasonable Adjustments guidance, Flexible Working policy, Time Off policy, Career Break policy, Supporting LGBT Staff in the Workplace guide, Supporting Maternity/Adoption Returners guide, Religion & Belief guide, Behavioural Standards in the Workplace guide
Develop an integrated programme of Welsh Language development for our employees	<p>L&D Advisor Welsh Language is supporting the development of the Welsh Language Plan / Strategy which has been separated into three areas:</p> <ul style="list-style-type: none"> • To support recruitment of new staff • Develop the current workforce • Embed language into the organisational culture <p>Key documents/information have been made available</p>

	<p>including 1) Welsh Learning Agreement to achieve the desired level for an employee's job role. 2) A guide to summarise the different pathways & methods available to reach various levels. 3) Update L&D Web Page For Welsh Language. 4) Marketing posters created for the 10 hour online course, & Welsh for everyone.</p> <p>Analysis of skills profile with appropriate interventions & corporate support to get employees from Level 0 to Level 1 via online learning & alternative learning methods commenced</p>
Use the Work Ready Project (apprenticeships, graduate, work experience, work placements, volunteering) to attract and retain underrepresented groups, e.g. Young people, people with disabilities, and monitor outcomes	Recruitment has begun for a new tranche of Apprentices and Graduate, broadening the range of opportunities provided. Access to Work Experience continues to be popular, with the on-line application form increasing participation

Appendix 1: Our Objectives and Action Plan 2017-18

<p>Our role as an Employer: We are the county's largest employer and have a workforce exceeding 8,000 (including school based staff). We are committed to ensuring equality within our workforce and we want to be an exemplar of good practice to other employers.</p>	
<p>Equality Objective: We will work to improve employment monitoring data held by the local authority and ensure pay differentials are identified and acted upon</p>	
Action	Status and update
Maintain our targeted campaign to encourage employees to voluntary declare equality monitoring information to reduce data gaps and better understand the composition of our workforce	CCC continues to encourage recruitment applicants as part of the recruitment process and employees via Resource link self-service facility to voluntary declare equality monitoring information. This information is used to inform the Annual Workforce information Report and Corporate/Departmental Workforce Reports to inform Departmental workforce planning process.
Support the provision of workforce data to schools to enable each to fulfil its statutory responsibility for annual strategic equality reporting	CCC continues to respond to requests from schools for employment and equality data relating to employees locally employed by the respective school to inform individual school workforce and equality planning.
Review our learning and development application and approval process to ensure consistent and fair access	Enhancements to the new Intranet site will allow employee applicants to complete and submit training requests online. The improved process will digitalise the processing of applications, from initial request to Manager approval, or reasons for rejection. The application processing stages will allow the Learning and Development Team to monitor the flow of information, allowing the organisation to monitor any adverse impacts on any of the protected characteristics. This will include those applications for training that have been rejected. The Digital Transformation

Appendix 1: Our Objectives and Action Plan 2017-18

	Projects [Prioritisation 2018-19] approved the enhancements to the application process that will enable the organisation to fully report on training applications by March 2019.
Undertake an annual Equal Pay audit to identify and understand our actual pay gaps and/or pay discrepancies and develop actions for improvement	CCC undertakes and publishes an annual Equal Pay Audit, investigates any pay gaps and/or pay anomalies and develops actions for improvement.
Apply the Gender Employment and Pay Analysis (GEPA) method to our workforce information and pay data to identify any potential employment disparities and develop actions for improvement	CCC applies the GEPA method to analyse workforce information and pay data to inform the annual workforce information report, Corporate and departmental workforce people management data reports to identify trends and areas requiring further investigation. This is to support the development of corporate and departmental workforce planning.
Utilise our workforce information to inform succession and workforce planning and develop business objectives that support equality improvement	CCC utilises workforce information within the annual workforce information report, corporate and departmental people management reports to support departmental workforce planning process.
Continue to advise and support business units during service reconfiguration to ensure workforce impact is assessed appropriately	The People Services and Equality teams continues to advise and support service managers during periods of organisational change in line with the Restructure policy including undertaking equality impact assessments.
Utilise feedback from external accreditations such as Investors in People to inform future equality and diversity priorities	Investors in People (IiP) review is in progress with the report due in June 2018. Results will be fed back to the People Strategy Board to integrate actions into the priorities of the workstreams (lead, support, engage).

Appendix 1: Our Objectives and Action Plan 2017-18

Undertake an audit of the Language Skills of our employees	The Council adopted a Welsh Language Skills Strategy in January 2016 with it being very timely due to having to comply with the Welsh Language Standards on 30 March 2016. One of the actions of the Strategy was to update the language audit of the workforce and it coincides with Standard 127 which places a responsibility on the Council 'to assess the Welsh language skills of your employees'. As staff follow training and move along the continuum, the record is updated and when appointing, the individual records are placed on our Human Resource software. Further details regarding the audit can be found in the Annual Report in relation to the Welsh Language 2017-18, on our corporate website.
Evaluate and review our equality objectives to ensure they support continued improvement and report annually	The annual report is an opportunity to evaluate and review our work in reaching our Objectives. Further discussion is needed during 2018-19 to ensure that the annual reports for the Well-being Objectives and the Equality Objectives support / tie-in with each other, in order to reflect the wider equality work.

Appendix 1: Our Objectives and Action Plan 2017-18

Our role as a service provider: We provide around 300 different services to local people, which are as diverse as providing the local education service, refuse collection, caring for vulnerable older people or children, providing leisure facilities, maintaining highways and as landlord for 9000 council homes. We wish to ensure that all of our services are provided in accordance with the commitments contained in this Strategic Equality Plan.	
Equality Objective: We will continue to work to remove the barriers to accessing Council services and give due regard to all groups when making decisions	
Action:	Status and update
Continue to implement accessibility improvements to the CCC website	The Marketing and Media team are leading on the accessibility improvements to the website. The default position is that Welsh and English single language documents are now used. Modern.gov has been adapted so that pages are now viewable in HTML format.
Continue to roll out staff awareness training, including through on-line provision	On-line awareness training is on-going and completion is monitored as part of the HR Business Partner Data set.
Encourage public feedback on accessibility issues	The Executive Board Disability Champion has established a Carmarthenshire Disability Partnership, which meets regularly with members of the Disability Coalition. Members have prepared a rolling action plan, which identifies key issues such as accessible information, parking and design access statements.
Continue to make sure equality impact assessments (EIAs) are embedded within the decision making process and as part of responsibilities under the Well-being of Future Generations Act	During the year, the Policy and Partnership Team have been leading on the preparation of an Integrated Assessment. This is due to the fact that the Council has a

Appendix 1: Our Objectives and Action Plan 2017-18

	statutory requirement to complete impact assessments under a number of new and existing legislation.
Support the EIA process by developing a series of community profiles, showing key facts for specified demographic groups	The ward profiles have been prepared and are updated regularly in light of any new data / local information. They are available on the corporate website and have been provided to all Elected Members.
Monitor complaints which have an equality dimension as a means of triggering service improvement	All complaints received are logged and monitored through an information management system, which includes a category to monitor any complaints in relation to Equality & Diversity.
Ensure all contracting arrangements (including review) include appropriate stipulations under the 2010 Equality Act	The Procurement Unit regularly update the information which is included in all contracting arrangements
Support key engagement mechanisms, including Equality Carmarthenshire, the Disability Coalition, the 50+ Forum and Youth Council	The Policy and Partnership Team / Strategic Development Team continue to support these key engagement mechanisms.
Develop a pilot project on countryside access path improvement at Pembrey Country Park, in collaboration with the Disability Coalition	The Senior Outdoor Recreation Manager was invited to the Carmarthenshire Disability Partnership to discuss key issues, in November 2017. Staff awareness was highlighted as a key area where the Partnership could support the Park.

Appendix 1: Our Objectives and Action Plan 2017-18

Our role as a service provider: We provide around 300 different services to local people, which are as diverse as providing the local education service, refuse collection, caring for vulnerable older people or children, providing leisure facilities, maintaining highways and as landlord for 9000 council homes. We wish to ensure that all of our services are provided in accordance with the commitments contained in this Strategic Equality Plan.

Equality Objective: Help maximise the potential of people, through the education system and by supporting the growth of the local economy

Action	Status and update
To develop a knowledge economy and innovation through the Workways+ Project identified in the County Wide Employment & Skills Plan to increase the employability of Economically Inactive and Long Term Unemployed people aged 25 and over, who have complex barriers to employment	The Workways+ project engages with participants who are either long term unemployed or economically inactive. The project supports participants by providing one to one mentoring, tailored job search, volunteer placements, qualifications and funding for subsidised jobs.
We will increase % of pupils eligible for Free School Meals who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics	<p>The Authority has worked collaboratively through a Task and Finish Review in support of 'Narrowing the Attainment Gap for Learners eligible for free school meals.' This extensive piece of work produced an informative and practical document for use as a valuable resource across our schools. Its key messages include:</p> <p>Carmarthenshire schools place much emphasis on raising standards and achievement for eFSM learners through a range of early interventions and enhanced curriculum opportunities. This work has secured enriched experiences and improved outcomes.</p> <p>Our schools are able to evidence numerous elements of 'good practice initiatives' (as presented to the Task and</p>

Appendix 1: Our Objectives and Action Plan 2017-18

	<p>Finish Group) which are effective in reducing the impact of poverty on eFSM learners' engagement and potential.</p> <p>Analyses of performance data over time demonstrates that standards continue to rise at the end of all key stages for e-FSM learners.</p> <p>Effective school leadership and working in partnership are central to tackling this issue in a sustainable manner.</p>
We will deliver literacy, numeracy and English for speakers of other languages (ESOL) courses for Carmarthenshire residents and in-comers to the County	A full and continuing programme of literacy, numeracy and ESOL classes were offered at centres in Llanelli, Ammanford and Carmarthen and enrolments in these classes has been good.
We will support schools, in tandem with ERW, to further improve outcomes for all pupils but with a particular emphasis on raising the achievements of pupils entitled to free school meals and looked after children	<p>We continued to hold all schools and ERW to account for further improving standards and outcomes for learners, intervening in schools where performance is not satisfactory. We undertook Core Visits for evaluation of school performance outcomes and undertaking of National Categorisation and review Teaching and Learning provision. The LA Scrutiny Committee has continued its valuable work through inviting a range of schools across all phases to present an overview of their progress, success and areas of concern to the committee.</p> <p>The ongoing monitoring and scrutiny of our 'Schools Causing Concern' has continued to be challenged and supported.</p>

Appendix 1: Our Objectives and Action Plan 2017-18

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We will fully implement the Vulnerability Assessment Profile in all Secondary Schools for Years 7-11 to ensure early identification of all young people who may become NEET	The identified elements of the Youth Engagement and Progression Framework have been delivered in-county. Vulnerability Assessment Profile (VAP) meetings are now taking place on a termly basis in all Carmarthenshire Secondary Schools. These meetings identify young people at risk of becoming NEET and enable extra support to be provided for them, in some cases via the Cynnydd European Social Fund bid.
We will ensure a new Vulnerable Young Peoples panel be put in place to co-ordinate support for vulnerable young people in Key Stage 4	
We shall further develop the family engagement programme to support families to engage in education	The Education Welfare Service continued to deliver a range of programmes for families particularly engaging with more hard to reach, vulnerable families. The Family Learning Signature (FLS) continues to be supported through some schools in Llanelli, with families engaging in their child's learning. There was positive feedback from families reporting that they feel more able to support their child's attendance
We will continue to advance the objectives of the Welsh in Education Strategic Plan	The Welsh in Education Strategic Plan 2017-2020 has been reviewed during the last 12 months in line with the most recent Welsh Government guidance. This will allow us to further promote and increase bilingual education in the County.

Appendix 1: Our Objectives and Action Plan 2017-18

Our role as a community leader: We wish to promote tolerance and understanding and to help build a cohesive and united community within Carmarthenshire. We will promote the principles of equality and diversity as set out in this Strategic Equality Plan through our working with partners and community organizations throughout the county.

Equality Objective: Support cohesive communities by promoting community and civic engagement

Action	Status and update
Support the implementation of the Community Cohesion National Delivery Plan	The Regional Community Cohesion Co-ordinator sits on the Fair and Safe Communities Thematic Group. The Co-ordinator submitted written observations to a Fair and Safe Communities Work Shop. The Co-ordinator also sits on community safety partnerships and strategic equality groups across Ceredigion, Pembrokeshire and Powys. The Co-ordinator contributed a section on community cohesion to the Divisional Business Plan.
Conduct and support awareness raising and signposting of Hate Crime victims to report and support services.	The Policy and Partnership Team are members of the Dyfed Powys Hate Crime Forum, which is facilitated by Dyfed Powys Police. During Hate Crime Awareness week the forum focussed its activity around raising awareness within our communities as to what a Hate Crime or Incident is and also, how the same can be reported.
Deliver the Syrian Resettlement Programme. Support communities through changes due to immigration	The Co-ordinator attended and contributed to meetings of the Syrian Refugee Task Groups in Carmarthenshire, Powys, Ceredigion and Pembrokeshire. The Co-ordinator represented the region at a meeting of the Wales

	Strategic Migration Partnership Local Authority Delivery Group. Information sheets for professionals, volunteers and refugees were produced in Carmarthenshire for the Syrian Refugee Programme.
Fostering of Good Relations. Support the building of resilient and cohesive communities	The Co-ordinator attended meetings of Carmarthenshire Fair and Safe Communities Thematic Group, Pembrokeshire Community Safety Partnership and Powys Community Safety Partnership. The Co-ordinator continues to meet with organisations such as Bawso (a specialist support provider for Black and Minority Ethnic Communities) regarding training and crime stoppers regarding the Fearless Project for young people.
Engage with and support community groups that represent the Protected Characteristics.	

Appendix 1: Our Objectives and Action Plan 2017-18

<p>Our role as a community leader: We wish to promote tolerance and understanding and to help build a cohesive and united community within Carmarthenshire. We will promote the principles of equality and diversity as set out in this Strategic Equality Plan through our working with partners and community organizations throughout the county.</p>	
<p>Equality Objective: We will encourage healthy lifestyles and promote the importance of well-being</p>	
Action	Status and update
<p>To promote the Welsh language and ensure compliance with the 'Active Offer' across all service areas</p> <p>(Active Officer - Care providers must actively offer and deliver Welsh language care services to the same standard as English language care services as part of the More than Just Words Strategic Framework)</p>	<p>As part of a Corporate exercise looking at a skills audit in relation to the Welsh language we are confident that services users are able to receive a service in Welsh if they require it but that there is still some work to do to ensure total compliance with the active offer.</p>
<p>To implement actions within the Regional Dementia plan in line with the findings of the Older People's Commissioner report "More than just Memory Loss"</p>	<p>The regional dementia group continues to meet and will lead on the delivery of the regional dementia plan.</p>
<p>Contribute to health led transformation programmes in mental health and redesign of services within learning disability</p>	<p>Officers are involved in the various workstreams the Health Board have created for this programme of work.</p>
<p>Establish and promote an "everybody's business" approach to safeguarding in Carmarthenshire by working with local authority colleagues and partner agencies</p>	<p>The Carmarthenshire Local Operational Safeguarding group is now well established and well attended by various statutory and non-statutory organisations. This forum positively stimulates honest dialogue in relation to the collectively responsibility for keeping citizens safe. The agenda and discussion continues to evolve as does the performance data available to us. The everybody's business approach to safeguarding is also supported by the ongoing operational partnership work between</p>

Appendix 1: Our Objectives and Action Plan 2017-18

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	agencies and a variety of other relevant forums.
Deliver the affordable home delivery plan	We are working on a range of solutions including bringing empty homes back into use, social lettings, buying private sector homes, through developer contributions and Section 106 and by working in partnership with our housing association partners to develop new homes.

EXECUTIVE BOARD 30TH JULY 2018

Carmarthenshire Revised Local Development Plan (LDP) 2018 - 2033

Advisory Panel – Minutes & Terms and Reference

Recommendations / key decisions required:

- To consider and note the content of the ratified minutes of the Advisory Panel meetings of November 9 2017, November 17 2017 and January 19 2018 inclusive (Appended).
- To consider and note the ratified Terms of Reference of the Advisory Panel (Appended).

Reasons:

- To reflect the requirements of the Advisory Panel terms of reference

Relevant scrutiny committee to be consulted Community Scrutiny Committee: N/A

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Mair Stephens

Directorate : Environment

Designations :

Tel Nos.

Name of Head of Service:

01267 228918

Llinos Quelch

Head of Planning

01267 228816

Report Author: Ian Llewelyn

Forward Planning Manager

E Mail Addresses:

LQuelch@carmarthenshire.gov.uk

IRLlewelyn@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
EXECUTIVE BOARD
30TH JULY 2018

Carmarthenshire Revised Local Development Plan (LDP)

2018 - 2033

Advisory Panel – Minutes & Terms and Reference

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

This Report sets out 3 sets of minutes from the LDP Advisory Panel. These have been ratified to date by the Panel and are appended to this report. At the time of writing the Panel has convened 4 times, with a further meeting pencilled in for 17th July 2018.

The requirement to provide the Panel's minutes on a periodic basis to the Executive Board is set out within the Panel's Terms of Reference as appended. It should be noted that these Terms of reference were ratified at the first meeting of the Panel on 9th November 2017.

2. Background

The Advisory Panel is drawn up on a cross party basis from Members of the Council. The primary purpose of the Panel is to take political ownership of the LDP and ensure that the LDP plan making process is managed in accordance with those relevant procedures and protocols.

The Panel can scrutinise, critically evaluate and (where appropriate) arbitrate on opposing viewpoints which may emerge from the LDP Plan making process. The Panel can provide a platform for reaching a consensus (if at all practically possible) on key issues of policy and emerging plan proposals through to the adoption of the LDP.

It should be noted that the Executive Board, at its meeting on the 31st July 2017, approved the composition of the Panel. The composition is set out within the Panel's Terms of Reference.

3. Headline matters to emerge

The Panel has provided a steer in terms of the progression of the LDP Review Report, Draft Delivery Agreement and emerging Site Assessment Methodology / call for Candidate Sites.

The Panel has also provided a valuable platform for officers to discuss and consider the content of correspondence from the Cabinet Secretary for Energy, Planning and Rural Affairs with regards an invitation to prepare a Joint Local Development Plan for South West Wales.

The Panel has advised in relation to the membership and terms of reference of the LDP Key Stakeholder Forum. This Forum will provide a means to engage with a range of partners and organisations. The Panel also continues to advise officers as the plan making process proceeds towards the development of key issues and formative objectives.

DETAILED REPORT ATTACHED ?	YES
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IMPLICATIONS

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

Signed: L Quelch

Head of Planning

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

The LDP 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.

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.

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.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below
Signed: L Quelch Head of Planning

1. Scrutiny Committee

The Revised LDP is subject to periodic reporting subject to the specific preparatory stage.

2. Local Member(s)

There are 9 no. elected Members on the Panel. All members will be consulted through-out the preparation of the LDP.

3. Community / Town Council

These represent a statutory consultee in the preparation of the LDP.

4. Relevant Partners

Will be consulted through-out the preparation of the LDP.

5. Staff Side Representatives and other Organisations

Will be consulted through-out the preparation of the LDP.

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
LDP Review Report		http://www.carmarthenshire.gov.wales/media/1213042/ldp-review-report-english-version.pdf
LDP Reporting of Draft Delivery Agreement to full Council 13 June 2018 (item 8.8)		http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&MId=1237&Ver=4
Candidate Site Consultation (consultation open until August 29 2018)		https://www.carmarthenshire.gov.wales/home/council-democracy/consultation-performance/current-consultations/invitation-for-candidate-sites-revised-carmarthenshire-local-development-plan-2018-2033/
Minutes of the Executive Board of 31 July 2017 (item 16)		http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&MId=756&Ver=4

Local Development Plan Advisory Panel

November 9 2017 – Carmarthen – 2pm

1 In attendance

Councillors: Mair Stephens (Chair), Tyssul Evans, Ken Howell, Alun Lenny, Darren Price, John James, Sue Allen and Ieuan Wyn Davies.

Officers: Llinos Quelch: Head of Planning, Ian Llewelyn: Forward Planning Manager, Bethan Lovering, Robert Neil Bateman and Owain Enoch: Forward Planning Officers and Steven P Murphy: Senior Solicitor.

Other: Translator

2 Welcome and Introductions

Cllr Mair Stephens welcomed all present to the meeting.

3 Apologies for absence

Cllr Kevin Madge

4 Approval of Terms of Reference

4.1 Consideration was given to the draft Terms of Reference (ToR) provided to Members in advance of the meeting. Reference was made to the fact that confirmed minutes of the Panel will be reported to the Executive Board as part of the LDP's reporting regime.

4.2 It was resolved:

- (a) That the ToR be ratified as presented;
- (b) That it be noted that Panel Members are happy to receive papers in English, however any published material will be translated in accordance with the language standards;
- (c) That it be noted that Panel Members are happy to receive electronic copies of papers, with the case for paper copies reviewed on a case by case basis;
- (d) That Cllr A Lenny be authorised to sit on any Key Stakeholder Forum;
- (e) That Cllr A Lenny be the nominated Deputy for chairing of any Key Stakeholder Forum.

5 Role of the Panel

5.1 In elaborating upon the content of the ToR, Ian Llewelyn provided a verbal overview of the intended role of the Panel. The Panel is seen as a platform for reaching a consensus (if at all practically possible) on key issues of policy, as well as informing emerging plan proposals through to the adoption of the LDP. The role of the Panel post LDP adoption in terms of monitoring was also noted.

5.2 It was resolved to note this item.

6 Content and findings of Annual Monitoring Report (AMR) 2

6.1 Consideration was given to the report which was provided to Members in advance of the meeting. This AMR covers the period of 1st April 2016 to 31st March 2017. The report concludes that whilst it is considered that progress has been made in implementing many of the Plan's policies and objectives, and that the broad strategy remains sound, there are elements and components which are not delivering as intended. As a result of the findings of this AMR, the report recommends that an early review of the Carmarthenshire LDP be

commenced. It was noted that this has already been subject to a resolution by Council on the 20 September 2017 and work is ongoing on the review report.

6.2 Members were keen to stress the importance of a locally distinctive approach to Plan making being promoted, both in terms of key strategy components (e.g. housing requirements) and specific policies (e.g. renewable energy). Reference was given to the revised Technical Advice Note 20 (para1.4.3) in terms of the importance of a locally distinctive approach. It was noted that there is likely to be a heightened understanding of the plan making process amongst stakeholders and the general public which could provide a strong starting point. There was discussion on some of the key aspects of the existing Adopted LDP, most notably its housing requirements. It was confirmed that there has been no comment from the Welsh Government to those AMRs submitted to date by the Council. Whilst officers acknowledged that the timeframe for preparing a revised LDP is challenging, there was experience within the forward planning team and it was stressed that aspects of the existing LDP would not require any notable revision.

6.3 There was a discussion on the potential role of Place Plans, with officers confirming that the emerging draft Delivery Agreement does make specific reference to them. Members were concerned that the promotion of Place Plans needs to acknowledge the varying capacity / budgets and local circumstances across the County. Officers advised that whilst Place Plans are framed within the auspices of the positive planning white paper / Planning Act 2015, there is no prescriptive format to their content. It is anticipated that they should be community led documents and therefore they can ultimately be what the community wants them to be. It is understood however that if a Place Plan is to have weight in planning decisions it needs to reflect an LDP (and be adopted as Supplementary Planning Guidance). It is envisaged that Place Plans can also inform future development plans and their evidence base – e.g. areas for development, land owner information, localised flooding, audit of facilities and localised infrastructural needs. Reference was drawn to the position in England, where this is a statutory tool available in the form of neighbourhood plans that can be adopted following examination and a referendum.

6.4 It was resolved:

- (a) That the report be noted;
- (b) That officers update the Panel on to the extent that the Council can input into the appointment of the LDP Inspector (particularly given the County's social cultural and geographical characteristics) and whether discussions could be undertaken with the Welsh Government in this regard;
- (c) That officers update the Panel in relation to the production of any guidance by the Council in relation to Place Plans.

7 Outline of the LDP and preparatory process

7.1 Consideration was given to the report which was provided to Members in advance of the meeting. The report provided an overview of the process, including the requirement for a Council to undertake a statutory full review of its LDP at intervals not longer than every 4 years from initial adoption of the Plan, unless AMR outcomes indicate otherwise. Members noted that a resolution has already been made by Council to undertake an early review.

7.2 There was discussion on the status of those sites currently allocated. It was confirmed that such sites (where there was limited evidence of deliverability) will be subject to appraisal by the Council. It is anticipated that the invitation for candidate sites will last for a 12 week period in early 2018. In noting relativity in terms of size of proposals, the Council is likely to require robust evidence to be submitted so as to support a site's allocation. Further information will be made available via the site assessment methodology.

7.3 It was resolved to note this item and that a page on the process of LDP be included on the corporate website as soon as practicable in order to raise awareness.

8 Review and revision process and timetable

8.1 Consideration was given to a schematic drawing which was provided to Members in advance of the meeting. It was confirmed that the emerging Site Assessment Methodology, Review Report and draft Delivery Agreement will be provided to Members ahead of the second meeting of the Panel. These papers will be proceeding through the reporting process over the coming months with a view to being reported to Council in January 2018. As such, the input of Panel Members is important with comments welcomed.

8.2 Whilst there has not yet been a formal resolution to prepare a revised LDP, Members were keen that an awareness raising exercise be commenced. It was agreed that there is scope on the review report section of the website to accommodate this, albeit there is a need to acknowledge that the decision to prepare a revised LDP (and initiate candidate sites etc) is still subject to the resolution of the Council.

8.3 It was resolved:

- (a) That the report be noted;
- (b) That awareness raising / information dissemination on the likelihood that a revised LDP is to be prepared (and sites to be called for in early 2018) be undertaken forthwith (as also referred to in 7.3 above).

9 Date of next meeting

The date of the next meeting will be Friday November 17 2017. Members were advised of a change of time to 12.30pm and potentially a change of venue to Carmarthen. Confirmation of time/date and supporting Papers will be provided by officers via e mail as soon as practically possible.

The meeting terminated at 15.45pm

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Local Development Plan Advisory Panel

November 17 2017 – Carmarthen – 12.30pm

1 In attendance

Councillors: Mair Stephens (Chair), Tyssul Evans, Alun Lenny, John James, Sue Allen, Kevin Madge and Ieuan Wyn Davies.

Officers: Llinos Quelch: Head of Planning, Ian Llewelyn: Forward Planning Manager, Rachel Bowen, Simon Clement and Owain Enoch: Forward Planning Officers and Steven P Murphy: Senior Solicitor.

Other: Translator

2 Welcome and Introductions

Cllr Mair Stephens welcomed all present to the meeting.

3 Apologies for absence

Cllrs Darren Price and Ken Howell.

4 Confirmation of Minutes

4.1 Consideration was given to the draft minutes of the Panel meeting held on November 9 2017 that had been provided to Members in advance of the meeting.

4.2 It was resolved to confirm the minutes as presented and to instruct officers to take them through the reporting cycle to Executive Board.

5 Emerging Review Report

5.1 Consideration was given to the written report which was provided to Members in advance of the meeting. The production of the report follows the resolution of the County Council on the 20th September 2017 wherein consideration was given to the second LDP Annual Monitoring Report (AMR) and its recommendations. The report sets out the extent of changes required to the LDP and the revision procedure to be followed in preparing a replacement LDP that will cover a plan period up to 2032 (the end of a 15 year plan period that commences at the end of 2018). The recommendations within the report have been informed by the findings of preceding AMRs, liaison (including feedback regarding the implementation of the current LDP), the evidence base and ongoing surveys. The report also sets out a review of allocations and policies and Members outlined that they found the “RAG – red, amber and green” approach helpful in relation to the commentary on allocated sites.

5.2 The report concludes and recommends that the ‘full revision’ procedure in preparing a replacement LDP is followed. In recommending that a ‘full revision’ of the Plan be undertaken, the Review Report highlights the following principle reasons:

- To ensure that a revised plan is adopted ahead of the expiration of the current LDP at the end of 2021;
- To recognise the outcomes of the AMRs, notably where it indicates failures in the delivery of the LDP strategy, the settlement framework and the spatial distribution of growth. In this respect both the level and spatial distribution of growth needs to be considered in order to establish whether the current strategy remains fit for purpose; and,

- To ensure that the implications of the 2014-based Local Authority Population and Household Sub-National Projections and the significant variance in population change and household requirements which are indicated are robustly considered. There is a need to understand the implications of these revised projections, and to consider them within the context of Carmarthenshire and of job creation, growth and inward investment (including Regeneration through the City Deal). To achieve this will require a review of the strategic approach set out within the LDP.

5.3 The report also outlines that contextual changes, amendments in legislation, national policy and a range of plans and strategies, and changes to the evidence base also indicate that certain policies and allocations within the LDP need to be revised. A consequential re-consideration of the LDP's vision, primary aims and objectives is therefore also necessary given the basis for the revision as set out above. Members acknowledged that the report also finds that many aspects of the current adopted LDP are functioning effectively and delivering as expected. Consequently many elements and components of the current LDP will not require anything other than non-substantive changes.

5.4 Members were keen to stress that whilst it was the role of elected Members to provide a strategic direction for any revised LDP, it was paramount that effective engagement and consultation was undertaken with stakeholders – including the general public. Members undertook to discuss and highlight some key issues for consideration as part of any revised LDP. Discussions included the need for social housing, developing an appreciation of the needs of rural areas and also the importance of recognising the impact of developments on hard (eg highways) and soft infrastructure (eg social / cultural fabric). Members stressed that the size of those sites allocated should also be an important consideration. Officers confirmed that in relation to the introduction of a Community Infrastructure Levy (CIL) for Carmarthenshire, a report was provided to Council on 20 September 2017. CIL is to become devolved to the Welsh Government under the Wales Act 2017, and as such it is being held in abeyance by the Council until further information is received from the Welsh Government.

5.5 Members noted that the report as presented represents a progressive draft which will be refined and developed as it progresses through reporting to Council in January 2018. To this end, officers advised that they would welcome any comments from Panel Members with a view to informing its iterative revision. The review report would form part of the Council's pre deposit evidence base should it be agreed to prepare a revised LDP, and as such it would form part of the pre deposit consultation at Preferred Strategy stage.

5.6 It was resolved:

- (a) That the report be noted;
- (b) That Panel Members were content that the report as drafted proceed through the reporting cycle and that translation be arranged;
- (c) That Panel Members submit any comments forthwith with a view to informing the report's iterative revision as it moves through the reporting cycle over the coming months.

6 Emerging Draft Delivery Agreement

6.1 Consideration was given to the written report which was provided to Members in advance of the meeting. The report sets out the Draft Delivery Agreement for the preparation of any Revised Carmarthenshire Local Development Plan (2018 – 2032). Subject to the deliberations of Council in relation to the review report, work will commence on the preparation of a Revised LDP in early 2018. The first step in preparing any revised LDP is the preparation of a Delivery Agreement (DA). The DA comprises a timetable of the key stages for preparing any 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.

6.2 There was discussion on two of the key components of the DA, namely the timetable and stakeholder involvement. In relation to the former, officers advised that the timetable set out within the DA identifies a challenging, but realistic, timeframe for preparing the replacement LDP. From the start of the process in the New Year, it is anticipated that any revised LDP will be adopted by September 2021. This challenging timetable for adoption reflects the Welsh Government's general expectation that LDPs be prepared and adopted within 4 years, but also critically ensures that a Revised Plan is in place ahead of the expiration of the current adopted Plan at the end of 2021.

6.3 Members undertook to outline their concerns as to the timeframe and indeed those prescriptive elements of the DA as imposed by the Welsh Government. Reference was made to a resolution at the previous meeting in relation to the importance of the Inspector developing an understanding of the County's geographical and social fabric (and whether discussions could be held with the Welsh Government in this regard). There was a consensus on the practical merits of setting the start / base date as at 1/4/18 for any revised LDP from an administrative point of view. Members also noted reference to the establishment of a Key Stakeholder Forum within the report. Following a discussion, it was agreed to ratify its establishment subject to the Panel ratifying its terms of reference and membership. Members advised that Officers review and confirm the role of the Public Service Board in relation to the preparation of any revised LDP, particularly in relation to the Key Stakeholder Forum and its role/membership.

6.4 In relation to stakeholder engagement, officers advised that the DA's 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. It was noted that there is specific reference to the potential contribution of Place Plans as noted in the previous meeting of the Panel on November 9 2017. Members advised that officers acknowledge the potential role that social media could play in raising awareness of the process and of key consultation windows – eg candidate sites.

6.5 It was confirmed by officers that the DA will be subject to consultation prior to it being sent formally to the Welsh Government for agreement. Once agreed, the DA commits the Council to producing the replacement LDP to the stated timescales and through the identified consultation processes. The DA forms part of the statutory process in relation to producing an LDP and is therefore a requirement of the legislation.

6.6 Members noted that the report as presented represents a progressive draft which will be refined and developed as it progresses through reporting to Council in January 2018. To this end, officers advised that they would welcome any comments from Panel Members with a view to informing its iterative revision.

6.7 It was resolved:

- (a) That the report be noted;
- (b) That Panel Members submit any comments forthwith with a view to informing the report's iterative revision as it moves through the reporting cycle over the coming months and that translation be arranged;
- (c) That the Panel ratify the start / base date of any revised LDP commence as at the 1 April 2018, with the plan period subsequently expiring on the 31 March 2033;

- (d) That the Panel ratify the establishment of the Key Stakeholder Forum (KSF). However, before any KSF is held, the Panel must firstly approve the Forum's terms of reference and proposed membership;
- (e) Members advised that Officers review and confirm the role of the Public Service Board in relation to the preparation of any revised LDP, particularly in relation to the KSF and its role/membership.

7 Emerging Site Assessment Methodology and call for Candidate Sites

7.1 Consideration was given to the written report which was provided to Members in advance of the meeting, including the emerging Site Assessment Methodology. Members noted that certain elements of the Pre-Deposit stage of the LDP are proposed to be undertaken concurrent with the consultation on the DA (and ahead of any agreement on the DA). This is with a view to ensuring that any Revised LDP is prepared in a timely manner consistent with the timetable outlined within the DA. It should be noted however that no consultation will commence without a formal resolution at Council to commence on the preparation of any Revised LDP in early 2018. Reference is made to minute 5 of these minutes in this regard.

7.2 One such element referred to in 7.1 above relates to the advertisement or 'call' for candidate sites. This represents a key stage as it provides landowners, interested parties and developers the opportunity to submit sites for consideration at the outset of Plan's preparation. Members noted that 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.

7.3 Members noted that the Site Assessment Methodology seeks to provide a framework for the consideration of such sites. It seeks to set out the Council's requirements from proponents of sites. It seeks to do this in a proportionate manner reflective of the scale and complexity of sites. The Methodology requires sites which are proposed as allocations to provide certain information around aspects such as access and viability to enable effective consideration of their deliverability. The methodology will be subject to iteration as the Plan making process proceeds. It was noted that there is no longer an Alternative Site stage.

7.4 Members made reference to a resolution made at the Advisory Panel meeting of the 9 November 2017 in that a page on the process of LDP be included on the corporate website as soon as practicable in order to raise awareness. There was also discussion on the proposed length of the "call" for candidate sites and there was consensus that a 16 week "call period" was appropriate in this regard. Officers confirmed that whilst there would be an increased emphasis on electronic production of plans and submissions, paper copies / submissions would still be available upon request.

7.5 There was discussion on whether a candidate site could be submitted by a proponent who did not own the site. Officers confirmed that site ownership would be an informant of site deliverability. It was also confirmed that multiple submissions for differing land uses could also be submitted. Members advised on the importance of appropriate terminology being included within any revised LDP and also emphasised the importance of officers engaging with the local Member at appropriate stages within the plan making process – eg drop in sessions. In noting that site selection would be subject to professional appraisal by officers, any resultant officer recommendations would still be subject to Council approval and as such the strategic direction for Plan making would be with the Members.

7.6 Members also noted that Methodology will be supplemented and developed to ensure the information requested is reflective of, and proportionate to, that stage of the Plan's preparation. It will also be developed as an online questionnaire to provide assistance and guidance on making a submission and will also provide links to sources of data and information both on Council and relevant partner sites. Officers advised that they would welcome any comments from Panel Members with a view to informing its iterative revision.

7.7 It was resolved to

- (a) That the report be noted;
- (b) That Panel Members submit any comments forthwith with a view to informing the report's iterative revision as it moves through the reporting cycle over the coming months and that translation be arranged;
- (c) That the Panel ratify a candidate site "call period" of 16 weeks;
- (d) That the Panel be provided sight of the site assessment paper at its next meeting.

8 Date of next meeting

The date of the next meeting will be confirmed in due course – however it is likely to be held in January 2018 following the review report and other papers being presented to Council on January 10 2018.

The meeting terminated at 14.10pm

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Local Development Plan Advisory Panel

January 19 2018 – Carmarthen – 14.00pm

1 In attendance

Councillors: Mair Stephens (Chair), Tyssul Evans, John James, Sue Allen, Kevin Madge, Darren Price, Ken Howell, Ieuan Wyn Davies & Alun Lenny (14.08pm).

Officers: Ian Llewelyn: Forward Planning Manager, Owain Enoch & Simon Clement: Forward Planning Officers and Steven P Murphy: Senior Solicitor.

2 Welcome and introductions

Cllr Mair Stephens welcomed all present to the meeting. Officers were instructed to clarify the position in relation to the non-attendance of a translator.

3 Apologies for absence

None.

4 Confirmation of minutes

4.1 Consideration was given to the draft minutes of the Panel meeting held on November 17 2017 that had been provided to Members in advance of the meeting.

4.2 It was resolved to confirm the minutes as presented and to instruct officers to take them through the reporting cycle to Executive Board.

5 Existing actions

5.1 Consideration was given to a verbal report provided by officers which summarised progress being made on existing actions from prior meetings of the Panel.

5.2 It was resolved to note the verbal report provided and to instruct officers to list any pertinent items on future agendas of the Panel as and where appropriate.

6 Correspondence from Lesley Griffiths AM to the Leader and Chief Executive of the Council

6.1 Whilst not on the agenda, the Chair considered that the content of letter required the Panel's consideration as a matter of urgency. The letter, dated 13 December 2017, invited the preparation of a joint LDP for Mid and West Wales. Lesley Griffiths AM was seeking responses to the letter's content by the 28 February 2018.

6.2 Members expressed concern in relation to a number of issues, particularly in relation to a lack of clarity on the strategic context and alignment (notably the City Deal, the Mid Wales Partnership and the emerging Strategic Development Plans). It was also noted that the letter does not quantify how preparing a joint LDP would deliver any efficiency savings and better outcomes.

6.3 Concerns were expressed in relation to the potential abortive cost and officer time should Lesley Griffiths AM intervene in the preparation of a revised LDP. There was concern that Lesley Griffiths AM could direct that a joint Plan be prepared or determine that any revised Carmarthenshire LDP would lack a statutory status. Officers clarified that the Minister and the Welsh Government could prevent the preparation of a statutory Plan by withholding approval for the Delivery Agreement, however further clarity would be sought on powers of direction. The potential risks arising from proceeding ahead of clarity on the Minister's approach should

a Joint Plan not be agreed to were highlighted. In noting these risks, there was a general consensus that the preparation of a Revised Carmarthenshire LDP should continue. The Panel deemed that the overriding risk at the present time for Carmarthenshire is a “no Plan” County at 2021 and any slippage to the timescale at this early stage would be difficult to overcome.

6.4 It was noted that high level discussions will be held over the coming weeks with Lesley Griffiths AM and the Welsh Local Government Association. There will also be a corporate response to the letter penned in advance of the 28 February 2018. Panel Members advised that elected AM's and MP's be advised and briefed as appropriate.

6.5 It was resolved that:

- (a) A copy of the letter from Lesley Griffiths AM be distributed to Panel Members forthwith;
- (b) The preparation of a Revised Carmarthenshire LDP should continue in accordance with the resolution of full Council on the 10 January 2018;
- (c) The concerns expressed by Panel Members be reflected in the corporate response being penned to Lesley Griffiths AM and within forthcoming high level discussions / meetings;
- (d) AM's / MP's be advised and briefed as appropriate;
- (e) Clarity be sought as to the potential scope for Lesley Griffiths AM in issuing a direction in relation to the preparation of a revised LDP for Carmarthenshire.

7 Key Stakeholder Forum: Terms of Reference

7.1 Consideration was given to the draft Terms of Reference (ToR) which were provided to Members in advance of the meeting.

7.2 It was resolved: to ratify the ToR as presented, subject to the incorporation of the Panel's amendments therein.

8 Key Stakeholder Forum: Membership

8.1 Consideration was given to the draft membership list which was provided to Members in advance of the meeting.

8.2 It was resolved: to ratify the membership list as presented, subject to the incorporation of the Panel's amendments therein.

9 Community Engagement

9.1 Consideration was given to the scoping paper which was provided to Members in advance of the meeting. It was noted that the Delivery Agreement, as approved for public consultation by full Council on 10 January 2018, includes a Community Involvement Scheme.

9.2 Officers confirmed that they have undertaken exploratory discussions with Planning Aid Wales (PAW) with a view to commissioning them to assist with community engagement. A costed proposal has been received from PAW and is currently under consideration. A key component of the PAW proposal is to assist with the facilitation of the Key Stakeholder Forum.

9.3 Panel Members advised that there are considerable opportunities afforded by social media and officers confirmed that discussions are also ongoing with the Council's press and media team. Officers confirmed that they are also exploring the possibility of commissioning an animation to stimulate interest.

9.4 It was resolved to:

- (a) Note the report provided;
- (b) Endorse the potential role of PAW in assisting with community engagement; subject to the agreeing of the appropriate stages and services offered, a costed proposal and confirmation of procurement matters; and
- (c) Convene the first meeting of the Key Stakeholder Forum at the earliest possible opportunity.

10 Date of next meeting

The date of the next meeting will be confirmed in due course, pending the outcome of those exchanges with Lesley Griffiths AM (minute number 6 refers).

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CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN (LDP)

THE ADVISORY PANEL

TERMS OF REFERENCE

Remit of Panel

1. The Advisory Panel is drawn up from Members of Carmarthenshire County Council. The primary purpose of the Panel is to take political ownership of the LDP and ensure that the LDP plan making process is managed in accordance with those relevant procedures and protocols.
2. The Panel can scrutinise, critically evaluate and (where appropriate) arbitrate on opposing viewpoints which may emerge from the LDP Plan making process. The Panel can provide a platform for reaching a consensus (if at all practically possible) on key issues of policy and emerging plan proposals through to the adoption of the LDP.
3. The Panel will undertake its functions without further reference to the Executive Board. It is noted that the Executive Board, at its meeting on the 31st July 2017, approved the composition of the Panel.
4. The Panel can provide a platform for consideration of monitoring matters (post LDP Adoption). This includes the Annual Monitoring Reports and the Annual Performance Reports.

Composition of the Panel

1. The Panel will comprise of the following members of the Council :-

Councillor L. M. Stephens – **Executive Board Member (with responsibility for Strategic Planning)**

Plaid Cymru Group (4)

Councillors W. T Evans, K. Howell, A. Lenny and D. Price

Labour Group (2)

Councillors K. Madge and J. James

Independent Group (2)

Councillors S.M Allen and I. W. Davies

2. The Panel will consist of nine members in total. One of those members will be the Executive Board member for Strategic Planning - who will Chair the Panel. The composition of the rest of the Panel will always reflect the political balance of the Council.
3. Members should strive to remain on the Panel throughout the LDP plan making process. This will ensure continuity and stability as the LDP is formulated. Members will also acquire accumulative knowledge on the process proceeds. However, in the event that one or more members need to stand down, the responsibility for appointing new members will rest with the Executive Board.
4. The Executive Board Member for Strategic Planning and one other Panel Member are authorised to sit on any Key Stakeholder Forum.
5. The Chairperson of the Panel (or nominated Deputy) will be the Chairperson of any Key Stakeholder Forum.

Meetings of the Panel

1. Panel Members will receive written notice of meetings from the Forward Planning Manager via e mail no later than 21 working days in advance of the meeting date. Panel Members will receive an agenda, along with relevant Papers, from the Forward Planning Manager, no later than 10 working days in advance of the meeting.
2. Meetings of the Panel will be serviced by the Forward Planning Manager, along with other Council Officers, as appropriate. This will include taking of minutes and the undertaking of agreed actions.
3. Panel minutes will be subject to confirmation at the following meeting of the Panel. Minutes will be reported to the Executive Board as part of the LDP's reporting regime.
4. The quorum of a meeting of the panel will be one half of the members of the panel rounded up.
5. Any matter before the panel will be decided by a simple majority of those members voting and present in the room at the time the vote is taken. If there are equal numbers for and against the Chair will have a second or casting vote. There will be no restrictions on how the Chair chooses to exercise a casting vote.

Approval of Terms of Reference

1. These Terms of Reference were approved by Members of the Advisory Panel at the meeting of the 9 November 2017.

Proposed amendment / suspension of Terms of Reference

1. Any proposal for the amendment or suspension of these terms of reference will be listed on the agenda of the next Panel Meeting and be subject to consideration by the Panel Members.

EXECUTIVE BOARD

30TH JULY 2018

EXECUTIVE BOARD FORWARD WORK PROGRAMME

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To approve the Executive Board Forward Work Programme for publication.

REASONS:

The Welsh Assembly Government expects all authorities to make publicly available an annual forward work programme of the budget and any plans/strategies forming the policy framework and requiring approval by the Council's Executive.

Relevant Scrutiny Committee Consulted	NO
Exec Board Decision Required	YES
Council Decision Required	NO

Relevant Executive Board Member – Councillor Mair Stephens – Executive Board Business Manager

Directorate Chief Executive's Name of Head of Service: Linda Rees Jones Report Author: Gaynor Morgan	Designations: Head of Administration & Law Democratic Services Manager	01267 224010 LRJones@carmarthenshire.gov.uk 01267 224026 gmorgan@carmarthenshire.gov.uk
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EXECUTIVE SUMMARY
EXECUTIVE BOARD
30TH JULY 2018

EXECUTIVE BOARD FORWARD WORK PROGRAMME

The publication of the Forward Work Programme for the Executive Board is a requirement of the constitution of the Council.

The Forward Work Programme (a programme of work to develop new policies etc.) enhances and develops the 'Budget and Policy Framework'. Individual proposals for new policies, plans and strategies will then come to members for subsequent approval in line with the programme.

The Forward Work Programme has been prepared in liaison with all Departments, and the Executive Board Business Manager and highlights the major policy and budgetary decisions to be taken in the next 12 months.

The Forward Work Programme will be continually reviewed in consultation with the Executive Board's Business Manager and updated quarterly thus ensuring that an up to date annual Forward Work Programme is always in place.

The updated Forward Work Programme will be published on the Council's Website.

DETAILED REPORT ATTACHED ?

YES

IMPLICATIONS

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

Signed: Linda Rees Jones – Head of Administration and Law

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
NONE	YES	NONE	NONE	NONE	NONE	NONE

Legal

The publication of the Forward Work Programme for the Executive Board is a requirement of the constitution of the Council.

CONSULTATIONS

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

Signed: Linda Rees Jones – Head of Administration and Law

1. Scrutiny Committee consulted.

Local Member(s) None

2.Community / Town Council None

3.Relevant Partners None

4.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
Local Govt Act 2000 Pt II – Assembly Guidance to County Councils in Wales for Executive Arrangements.	-	Welsh Assembly Government web-site
Executive Board Forward Work Programme		http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/executive-board/

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EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20

as at 18th June 2018

Introduction

This plan is published to encourage and enable greater understanding between the Executive, all Councillors, the public and other stakeholders. It assists the Scrutiny Committees in planning their contribution to policy development and holding the executive to account.

The plan gives the public and stakeholders a chance to see the forthcoming major decisions to be made by the Executive Board and the County Council over the next 12 months. It is reviewed and published quarterly to take account of changes and additional key decisions.

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20
as at 18th June 2018

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CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
QUARTERLY PERFORMANCE REPORT	Wendy Walters Director of Regeneration & Policy	HR	September Oct Feb May	Sept Nov March June 2019	All	N/A	N/A
CCTV	Wendy Walters	Communities & Rural Affairs	May 2018	June 2018		July 2018	
DISPOSALS POLICY	Wendy Walters, Director of Regeneration & Policy/Jason Jones		June	July		Sept	
EQUALITIES REPORT	Wendy Walters, Director of Regeneration & Policy/Gwyneth Ayres	Housing	June	July	July	July	

The published version of the FWP will not include the CMT & PEB columns

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20
as at 18th June 2018

CHIEF EXECUTIVES							
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
COMPLAINTS AND COMPLIMENTS ANNUAL REPORT	Wendy Walters	Deputy Leader	July 2018	Sept 2018	All Sept		
ENVIRONMENT SCRUTINY TASK AND FINISH REPORT 'To review the current provision for the maintenance of highway hedgerows and verges'.	Chair of Environment Scrutiny Committee	Environment		Oct 2018		Oct 2018	
SICKNESS ABSENCE UPDATE	Paul R Thomas	Deputy Leader	July	July	June – monitoring report		
PAY POLICY STATEMENT 2019	Paul Thomas Assistant Chief Executive	Deputy Leader	FEB	N/A	N/A	N/A	MARCH
TRANSFORMATION INNOVATION AND CHANGE ANNUAL REPORT	Jon Owen – TIC MANAGER	Deputy Leader	SEPT	SEPT 18	OCT	OCT 18	

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20
as at 18th June 2018

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CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
OUTSIDE BODY – MEMBER FEEDBACK	Linda Rees Jones Head of Administration & Law/Gaynor Morgan Democratic Services Manager	Deputy Leader	SEPT 2018	SEPT 2018	N/A	N/A	N/A
WELLBEING OBJECTIVES	Wendy Walters Director of Regeneration and Policy	Communities and Rural Affairs	OCT	NOV			
ANNUAL REVIEW OF THE CONSTITUTION - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB		MARCH		APRIL	May AGM
ANNUAL PROGRESS REPORT - DIGITAL TRANSFORMATION STRATEGY 2017-2020	Noelwyn Daniel Head of ICT	Deputy Leader	FEBRUARY	MARCH	APRIL	MAY	

The published version of the FWP will not include the CMT & PEB columns

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20
as at 18th June 2018

CHIEF EXECUTIVES							
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
WELSH LANGUAGE ANNUAL REPORT	Wendy Walters, Director of Regeneration & Policy/Gwyneth Ayres	Culture, Sport & Tourism	May	June	June	July	
ANNUAL REVIEW OF COUNCILLORS' & CO-OPTED MEMBERS' ALLOWANCES SCHEME	Gaynor Morgan Democratic Services		N/A		Democratic Services Cttee MARCH 2019		May 2019 AGM
WELSH GOVERNMENT CONSULTATION DOCUMENTS	Wendy Walters Director of Regeneration & Policy	Deputy Leader	As and when required	As and when required	If applicable	If applicable	If applicable
REVIEW OF COMMUNITY COUNCIL BOUNDARIES & ELECTORAL ARRANGEMENTS	Wendy Walters, Director of Regeneration & Policy	Resources	N/A	AS AND WHEN REQUIRED	As and when required		

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20
as at 18th June 2018

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CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
REVIEW OF THE CONSTITUTION (LEGISLATION CHANGES) - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB	N/A	AS AND WHEN REQUIRED	N/A	AS AND WHEN REQUIRED	AS AND WHEN REQUIRED
CONFERENCE APPLICATIONS/REPORTS	Gaynor Morgan Democratic Services Manager	Leader	N/A	AS AND WHEN REQUIRED	N/A	N/A	N/A
FORWARD WORK PROGRAMME AND UPDATE BI-ANNUALLY	Gaynor Morgan Democratic Services Manager	Business Manager		MARCH SEPT		APRIL OCT	
CITY DEAL UPDATE (INCLUDING LIFE SCIENCE & WELLNESS PROJECT	Wendy Walters Director of Regeneration and Policy	Leader		AS AND WHEN REQUIRED			
RURAL AFFAIRS TASK GROUP REPORT	Wendy Walters Director of Regeneration & Policy/Gwyeth Ayres	Communities & Rural Affairs	April 2019	April 2019			

The published version of the FWP will not include the CMT & PEB columns

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20
as at 18th June 2018

COMMUNITY SERVICES							
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny or other Cttee	Date to Executive Board	Date to County Council
THEATRES & ARTS STRATEGY 2018-2022	Ian Jones (Jane Davies)	Cllr. P. Hughes Griffiths	22/05/18	18/06/18	25/06/18 Communities	02/07/18	NO
ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES	Silvana Sauro	Cllr. J. Tremlett	05/06/18	18/06/18	04/07/18 Joint SC&H & E&CS	30/07/18	10/10/18
NON RESIDENTIAL CHARGES 2019-2022	Lyn Walters/ Rhys Page	Cllr. J. Tremlett	10/07/18 TBC ?	30/07/18 TBC		TBC	
REVISED CHARGING POLICY (pre consultation)	Lyn Walters/ Rhys Page	Cllr. Jane Tremlett		30/07/18 TBC			
REVIEW OF LICENSING AND GAMBLING POLICIES	Jonathan Morgan (Emyr Jones)	Cllr. P. Hughes	24/07/18	10/09/18	01/10/18 E&PP & Licensing C'ttee 24/10/18	19/11/18	12/12/18
ENVIRONMENTAL PROTECTION SERVICE DELIVERY PLAN	Jonathan Morgan (Sue Watts)	Cllr. P. Hughes	31/07/18	10/09/18	E&PP 01/10/18	22/10/18	NO
TENANT VISION ENGAGEMENT PLAN (PRE CONSULTATION)	Jonathan Morgan (Les James)	Cllr. Linda Evans				?	No

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2018/19/20
as at 18th June 2018

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COMMUNITY SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny or other Cttee	Date to Executive Board	Date to County Council
HOMELESSNESS STRATEGY	Jonathan Morgan	Cllr. Linda Evans	11/09/18	24/09/18	Community 04/10/18	22/10/18 or 19/11/18	14/11/18 or 12/12/18
UNIVERSAL CREDIT ACTION PLAN	Jonathan Morgan	Cllr. L. Evans	11/09/18	24/09/18	Community 04/10/18	22/10/18	
CHS+ DELIVERING WHAT MATTERS BUSINESS PLAN	Jonathan Morgan	Cllr. Linda Evans	Yes	Yes	Yes Community Jan 2019	Yes	Yes

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CORPORATE SERVICES							
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
BI-MONTHLY REVENUE AND CAPITAL BUDGET MONITORING REPORTS	Chris Moore Director of Corporate Services	RESOURCE S	MARCH MAY JULY SEPT NOVR JAN	APRIL JUNE SEPT NOV JAN MARCH	N/A	APRIL JUNE SEPT NOV JAN MARCH	N/A
QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	RESOURCE S	JULY OCT JAN	JULY OCT JAN	N/A	JULY OCT JAN	N/A
ANNUAL TREASURY MANAGEMENT & PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	RESOURCE S	N/A	BEG. JULY	N/A	JULY	
RESERVES STRATEGY	Chris Moore Director of Corporate Services	RESOURCE S	Sept	Sept		OCT	N/A
5 YEAR CAPITAL PROGRAMME	Chris Moore Director of Corporate Services	RESOURCE S	NOV	NOV	ALL DEC/ JAN	NOV	N/A

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CORPORATE SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
5-YEAR CAPITAL RECEIPT STRATEGY	Wendy Walters, Director of Regeneration & Policy	RESOURCE S	Sept	Oct 17	n/a	n/a	n/a
COUNCIL TAX SETTING REPORT	Chris Moore Director of Corporate Services	RESOURCE S	March	n/a	n/a	n/a	march
COUNCIL TAX BASE	Chris Moore / John Gravelle	RESOURCE S	N/A	N/A	N/A	NOV	MARCH
Council Tax Reduction Scheme	Chris Moore / John Gravelle	RESOURCE S	N/A	Nov/Dec	N/A	N/A	JAN
BUDGET STRATEGY (Revenue and Capital)	Chris Moore Director of Corporate Services	RESOURCE S	NOV	NOV	ALL DEC/ JAN	NOV	N/A
HIGH STREET RATE RELIEF	Chris Moore /John Gravelle	RESOURCE S	end April/early May	MAY	N/A	End May/ early June	N/A
RISK STRATEGY	Chris Moore / Helen Pugh	RESOURCE S	TBC		TBC – Audit Committee		

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CORPORATE SERVICES							
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
FINANCIAL PROCEDURE RULES	Chris Moore / Helen	RESOURCE S	TBC		TBC – Audit Committee		
BUDGET OUTLOOK (Revenue and Capital)	Chris Moore Director of Corporate Services	RESOURCE S	NOV	NOV	ALL DEC/ JAN	NOV	N/A
TREASURY MANAGEMENT POLICY AND STRATEGY	Chris Moore Director of Corporate Services	RESOURCE S	N/A	END OF JAN	N/A	FEB	FEB
FINAL BUDGET	Chris Moore Director of Corporate Services	RESOURCE S	JAN	END OF JAN	N/A	FEB	FEB
HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING REPORT	Chris Moore Director of Corporate Services	RESOURCE S	JAN	JAN	HOUSING	FEB	FEB
BUDGET OUTLOOK	Chris Moore Director of Corporate Services	RESOURCE S	JUN	JULY	N/A	JULY/SEPT	N/A

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EDUCATION & CHILDREN

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
MODERNISING EDUCATION PROGRAMME - QUARTERLY PROGRESS REPORTS	Simon Davies - Modernisation Services Manager	E&C		JAN MARCH JUNE SEPT	N/A	N/A	N/A
ACCOMMODATING LOOKED AFTER CHILDREN – COMMISSIONING & COSTS	Stefan Smith - Head of Children's Services	E&C					
CSSIW INSPECTION, EVALUATION & REVIEW OF LOCAL AUTHORITY SERVICES	Jake Morgan – Director of Communities	E&C/SC&H					
SCHOOL VISITS REPORT	Andi Morgan – Interim Head of Education Services	E&C					
ESTYN REPORT – ANNUAL SYNOPSIS	Andi Morgan – Interim Head of Education Services	E&C					

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ENVIRONMENT							
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
FLOOD RISK MANAGEMENT PLAN	Ruth Mullen Director of Environment / Ainsley Williams Head of Waste & Environmental Services	Environment		July		July 18	
LDP ANNUAL MONITORING REPORT	Ruth Mullen Director of Environment / Llinos Quelch Head of Planning	Deputy Leader	July	Sept	Special Community Scrutiny	24th Sept	10th Oct
PARKING STRATEGY	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Environment	15TH May	2nd July	30th July		

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ENVIRONMENT

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
LDP ADVISORY PANEL MINUTES	Ruth Mullen Director of Environment/Li nos Quelch Head of Planning	Deputy Leader	26 th June	16 th July			
CONSOLIDATION AND AMENDMENT OF THE USE CLASSES ORDER AND THE PERMITTED DEVELOPMENT ORDER	Ruth Mullen Director of Environment/Li nos Quelch Head of Planning	Deputy Leader		30 TH July			
HIGHWAYS DESIGN GUIDE	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Environment		Oct 18		Oct 18	

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ENVIRONMENT							
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
WASTE DISPOSAL CONTRACT AWARD	Ruth Mullen Director of Environment / Ainsley Williams Head of Waste & Environmental Services	Environment	TBC	TBC			

WORKING DRAFT

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ENVIRONMENT

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
ANNUAL MONITORING REPORT PLANNING	Ruth Mullen Director of Environment / Llinos Quelch Head of Planning	Deputy Leader	31/07	10/09		24/09	10/10
LDP PREFERRED STRATEGY	Ruth Mullen Director of Environment / Llinos Quelch Head of Planning	Deputy Leader	18/09	08/10	22/10	14/11	
ROWIP	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Environment	TBC				

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Agenda Item 16

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 17

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