

# Document Pack



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

**TUESDAY 20<sup>TH</sup> FEBRUARY 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, 26TH FEBRUARY, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

*Mark James* CBE

**CHIEF EXECUTIVE**



PLEASE RECYCLE

<b>Democratic Officer:</b>	<b>Janine Owen</b>
<b>Telephone (direct line):</b>	<b>01267 224030</b>
<b>E-Mail:</b>	<b>Janine Owen</b>
<b>Ref:</b>	<b>AD016-001</b>

# EXECUTIVE BOARD

## MEMBERSHIP - 10 MEMBERS

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

# AGENDA

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST.
3. MINUTES:-
  - 3.1 8TH JANUARY 2018 5 - 8
  - 3.2 22ND JANUARY 2018 9 - 12
4. QUESTIONS ON NOTICE BY MEMBERS
5. PUBLIC QUESTIONS ON NOTICE
6. TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1ST APRIL 2017 TO 31ST DECEMBER 2017 13 - 30
7. MODERNISING EDUCATION PROGRAMME - PROPOSAL TO INCREASE THE CAPACITY OF GORSLAS COMMUNITY PRIMARY SCHOOL FROM 110 TO 210 31 - 98
8. MODERNISING EDUCATION PROGRAMME - PROPOSAL TO PROVIDE NURSERY PROVISION AT YSGOL PARC Y TYWYN BY INCREASING ITS AGE RANGE FROM 4-11 TO 3-11 99 - 160
9. COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS 161 - 200
10. REGIONAL ARRANGEMENTS FOR POOLED FUNDS & SERVICE INTEGRATION 201 - 208
11. COUNCIL TAX DISCOUNTS FOR CARE LEAVERS 209 - 216
12. EXECUTIVE BOARD ADVISORY PANELS 217 - 220
13. SERVICE DELIVERY PLAN 2017/18 ENVIRONMENTAL PROTECTION SERVICES 221 - 270
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.

**16. AMMANFORD HWB**

271 - 276

## EXECUTIVE BOARD

MONDAY, 8<sup>TH</sup> JANUARY, 2018

**PRESENT:** Councillor E. Dole [Chair]

**Councillors:**

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

**Present as Observers:**

Councillors D.M. Cundy, J.S. Edmunds and J. Prosser.

**The following Officers were in attendance:**

Mr J. Morgan	-	Director of Community Services
Mr G. Morgans	-	Director of Education & Children
Ms R. Mullen	-	Director of Environment
Ms L. Rees Jones	-	Head of Administration & Law
Mrs G. Ayers	-	Corporate Policy & Partnership Manager
Mrs D. Hockenull	-	Media & Marketing Manager
Mrs M. Evans Thomas	-	Principal Democratic Services Officer

**Chamber, County Hall, Carmarthen : 10.00 a.m. - 10.30 a.m.**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTEREST**

There were no declarations of personal interest.

**3. QUESTIONS ON NOTICE BY MEMBERS**

The Chair advised that no questions on notice had been submitted by Members. However, Councillor D.M. Cundy had sought permission to ask a question in relation to agenda item 5, in accordance with CPR 11.1.

**4. PUBLIC QUESTIONS ON NOTICE**

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

**5. MOVING FORWARD IN CARMARTHENSHIRE - THE NEXT 5 YEARS**

The Leader advised that the Executive Board had prepared a plan outlining its proposals for moving Carmarthenshire forward over the next five years. The plan noted the Executive Board's aspirations and identified a number of key projects and programmes which it would strive to deliver during the time of the current administration.

The plan sought to continually improve economic, environmental, social and cultural well-being in the county thus ensuring that residents, communities, organisations and businesses are supported and enabled to develop and thrive.

The Council's Corporate Strategy, which was being developed in line with the Well-being of Future Generations (Wales) Act 2015, will incorporate the key projects and programmes included in the Plan. Detailed reports and recommendations on specific projects/programmes will be presented through the Council's democratic process over the course of the next five years in order to take these commitments forward.

Reference was made to page 21 and the fact that the sub-heading should read Culture & Leisure and that point 63 on the same page should be amended to include reference to the development of Oriel Myrddin. Reference was also made page 10 and a request was made that the word "therefore" be included after the year 2019.

Councillor D.M. Cundy, in accordance with CPR 11.1, stated that he regarded this document and set of aspirations as being extremely important for the whole council but whilst it was very broad it lacked detail and was obviously the "skeleton" of what will support a considerable body of work. He asked that, as this was the case would it be possible for the Executive Board Members and their teams to present, in predesignated time slots, to the Full Council, a little more meat on the bones in the term of details in what is to be delivered so that Councillors may be involved in the implementation of how and when these aspirations will be achieved for their communities?

The Leader explained that the answer could be found in the executive summary of the report. The Executive Board has outlined its proposals for moving Carmarthenshire forward over the next 5 years. It was a snapshot of where we want to be in five years' time. Sitting behind that is the corporate strategy in order to ensure that the implementation of those goals is achievable. He added that it may be as we move forward that the plan doesn't work but the goals will remain the same. The plan has to be flexible as things change as we move forward and some projects may be re-prioritised. That flexibility has to be there. He explained that funding is also an issue and as the active travel budget has been smashed it becomes more difficult. It remains an ambition and the plan will have to change and be set in the context of the funding that becomes available. Because the funding was unknown it was difficult to set plans right at the beginning and it was something that will evolve as we go on. In concluding, the Leader reiterated that details and recommendations in relation to specific projects/ programmes will come through the democratic process.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that, subject to the inclusion of the above-mentioned amendments, the Executive Board's Plan for Moving Forward in Carmarthenshire over the next 5 years be endorsed.**

## **7. 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.**

## 8. CROSS HANDS ECONOMIC LINK ROAD PHASE 2

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 7 above, to consider this matter in private, with the public excluded from the meeting as it would involve the disclosure of exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information).

The Board considered a report detailing the reasons why a Compulsory Purchase Order was required to acquire parcels of land for the construction of the Cross Hands Economic Link Road Phase 2.

**UNANIMOUSLY RESOLVED** that the Statement of Reasons for the making of the Carmarthenshire County Council (Cross Hands Economic Link Road Phase 2) Compulsory Purchase Order 2017 to acquire land for the construction of the Cross Hands Economic Link Road Phase 2 be approved.

---

CHAIR

---

DATE

This page is intentionally left blank



## EXECUTIVE BOARD

Monday, 22 January 2018

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

**Councillors:**

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

**Also in attendance:**

Councillors J.S. Edmunds, D.M. Cundy, S.L. Davies and J.G. Prosser;

**The following Officers were in attendance:**

M. James, Chief Executive

J. Morgan, Director of Community Services

G. Morgans, Director of Education & Children's Services

C. Moore, Director of Corporate Services

R. Mullen, Director of Environment

W. Walters, Director of Regeneration & Policy

R. Dawson, Head of Integrated Services

L.R. Jones, Head of Administration and Law

P.R. Thomas, Assistant Chief Executive (People Management & Performance)

A. Williams, Head of Waste and Environmental Services

R. Edgecombe, Legal Services Manager

D. Hockenull, Marketing and Media Manager

S. Watkins, Information, Advice & Assistance Manager

M.S. Davies, Democratic Services Officer.

**Chamber, County Hall, Carmarthen - 10.00 am - 10.35 am**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTEREST**

There were no declarations of personal interest.

**3. MINUTES - 18TH DECEMBER 2017**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Executive Board held on the 18th December 2017 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. COUNCIL'S REVENUE BUDGET MONITORING REPORT**

The Executive Board considered the revenue budget monitoring report which provided an update on the latest budgetary position as at the 31<sup>st</sup> October, 2017.

Overall, the report forecast an end of year overspend of £685k on the Authority's net revenue budget, with an overspend at departmental level of £2,263k. The Housing Revenue account was predicting a break-even position at year-end.

**UNANIMOUSLY RESOLVED:**

- 6.1. that the budget monitoring report be received.
- 6.2. that Chief Officers and Heads of Service critically review their budgetary positions and implement appropriate actions to deliver their services within their allocated budgets.

**7. CAPITAL PROGRAMME 2017-18 UPDATE**

The Executive Board considered a report providing an update on the capital programme spend against the budget for 2017/18 as at the 31<sup>st</sup> October, 2017. The in-year slippage of £-4,095k 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.**

**8. THE ESTABLISHMENT OF A LOCAL AUTHORITY TRADING COMPANY KNOWN AS 'LLESIANT DELTA WELLBEING' FOR CARELINE**

The Executive Board considered a report setting out the reasoning behind, and practicalities of, establishing a wholly owned Local Authority Trading Company (LATC) for Careline known as 'Llesiant Delta Wellbeing Ltd' which would have the ability to access far wider markets and income streams than the current Careline service was able to do. The recommendation in the report would be subject to Council approval.

In response to a question it was agreed that the report be amended prior to submission to Council in order to provide greater clarity on the issue of the proposed company being Teckal Compliant.

In accordance with CPR 11.1, Councillor D.M. Cundy asked whether the opportunity could be taken, in creating this new company, to change the way that Adult Care was addressed by giving the Social Care Sector Operatives a career structure based on a mix of experience, on-going educational training, examinations and expertise gained through "on the job experiences" so that young people, and the more mature, could have a valid, worthwhile, well paid and progressive career in the Adult Care Sector whether it was in the Authority's Care Homes, Home Care or linked to NHS provision with its further opportunities?.

Councillor J. Tremlett, Executive Board Member for Social Care and Health, responded as follows:

'Thank you, Cllr Cundy, for your question. The short answer is, of course, yes. There is a reform of qualifications in health and social care in Wales following a review. Up to 20 new qualifications will replace existing ones. The new qualifications will be taught from September 2019, with the first certificates awarded in 2020. The awarding body is a consortium of City & Guilds and Welsh Joint Education Committee, WJEC who will work with Qualifications Wales, Social Care Wales, NHS Wales, teachers, trainers and assessors to design and deliver these new qualifications. The sector includes many different careers for carers, not just in residential homes for adults, but in hospitals, child care, home care, mental

ill health and physical disabilities. These qualifications will be taught to learners aged 14 and upwards across Wales from Level 1 to 5. They will feature in apprentice frameworks as well. The development and support of our social care workforce is essential and is the focus of significant activity in the department to enable us to respond to a national challenge of less people than we need going into this area of work and increasing numbers choosing to leave as pay in competing, possibly less demanding roles such as retail, catches up. At present we do better than most to recruit and retain this crucial workforce but there is still much to be done. Firstly, we intend to build a better and more clearly identifiable career structure for carers where it becomes a career of choice with advancement opportunities and clear progression steps. Much of this is in place but needs publicising and selling to people with an interest. Over the next year we intend to deliver a publicity campaign to promote this in all sectors and dispel any myths that exist. Much has been done to improve terms and conditions across the sector and now is the time to publicise it. Links with local colleges need to be built and careers advice improved so that able young people see this as a viable alternative to degree courses with professional progression routes to nursing and social work. I intend to bring this all together in an overarching strategy by the summer so that the factors that support this workforce –pay, support, training and career opportunities are clear and co-ordinated.’

#### **UNANIMOUSLY RESOLVED**

- 8.1 that a Local Authority Trading Company (LATC) for Careline known as ‘Llesiant Delta Wellbeing’ be established to generate additional income for the Authority and safeguard the existing service;**
- 8.2 that the Director of Community Services and Director of Corporate Services be given delegated authority to establish the LATC, its governance structures and develop a detailed business plan;**
- 8.3 that the Company is incorporated as a limited company with the Council as the sole shareholder;**
- 8.4 that the Company’s Business Plan is prepared and agreed by the Board of the Company and submitted for formal approval to the Executive Board of the Authority prior to its implementation;**

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

- 8.5 that the set up costs of the Company (on agreement by Executive Board to form company) be recovered by way of loan arrangements at a commercial rate of interest to be approved by Full Council, with the duration to be agreed within the detailed business plan. In the event that the Company is not established, then the costs of implementation will be met from reserves;**
- 8.6 that agreement is sought from Full Council to guarantee the pension liabilities of staff employed by the Company.**

#### **9. 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.

## 10. FUTURE WASTE TREATMENT AND DISPOSAL ARRANGEMENTS

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 9 above, to consider this matter in private, with the public excluded from the meeting as it would involve the disclosure of exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information).

The Executive Board considered a report which summarised the findings of the business case to create a Teckal\* for the delivery of future waste treatment and disposal arrangements in the County, and detailed the next steps for the establishment of the company.

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

### **UNANIMOUSLY RESOLVED**

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

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1<sup>ST</sup> APRIL 2017 TO 31<sup>ST</sup> DECEMBER 2017

**Recommendations / key decisions required:**

That the Executive Board considers and approves the report.

**Reasons:**

To provide members with an update on the treasury management activities from 1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2017.

Relevant scrutiny committee to be consulted:-

**Policy & Resources Scrutiny Committee 7<sup>th</sup> February 2018**

Exec Board Decision Required YES

Council Decision Required NO

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

Directorate: Corporate Services

Name of Director: Chris Moore

Report Author: Anthony Parnell

Designation: Director of Corporate Services

Designation: Treasury and Pension Investments Manager

Tel No. 01267 224120; E Mail: CMoore@car-marthenshire.gov.uk

Tel No. 01267 224180; E Mail: AParnell@car-marthenshire.gov.uk

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1<sup>ST</sup> APRIL 2017 TO 31<sup>ST</sup> DECEMBER 2017

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

To provide members with an update on the treasury management activities from 1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2017.

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
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

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

Within the requirements of the Treasury Management Policy and Strategy Report 2017-2018.

### 2. Finance

The authority's investments during the period returned an average return of 0.35%, exceeding the 7 day LIBID rate.

Gross interest earned on investments for the period amounted to £0.184m and interest paid on loans was £9.90m.

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

At the period end the investments included £0.58m of KSF investments.

The administration of KSF is expected to continue for some time again and further updates will be provided in future reports.

## 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** - 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
CIPFA Treasury Management in the Public Services - Code of Practice Revised 2011		County Hall, Carmarthen

This page is intentionally left blank



**EXECUTIVE BOARD**  
**16<sup>TH</sup> FEBRUARY 2018**

**QUARTERLY TREASURY MANAGEMENT AND  
PRUDENTIAL INDICATOR REPORT**

**1<sup>st</sup> April 2017 – 31<sup>st</sup> December 2017**

**A QUARTERLY TREASURY MANAGEMENT REPORT**

**1. Introduction**

The Treasury Management Policy and Strategy for 2017-2018 was approved by Council on 22<sup>nd</sup> February 2017. Section B 1.1(2) stated that Treasury Management activity reports would be made during the year. This report outlines the Treasury Management activities in the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2017 and satisfies the reporting requirement stated above.

**2. Investments**

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

All surplus money is invested daily on the London Money Markets. The security of the investments is the main priority. Appropriate liquidity should be maintained and return on investments the final consideration. It continues to be difficult to invest these funds as the market continues to be insecure and as a consequence appropriate counterparties are limited.

The total investments at 1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2017 analysed between Banks, Building Societies, Local Authorities and Money Market Funds, are shown in the following table:

Investments	1.4.17				31.12.17			
	Call and notice	Fixed Term	Total		Call and notice	Fixed Term	Total	
	£m	£m	£m	%	£m	£m	£m	%
Banks and 100% wholly owned Subsidiaries	15.00	5.63	20.63	51	20.00	5.58	25.58	53
Building Societies	0.00	0.00	0.00	0	0.00	7.00	7.00	15
Money Market Fund	15.00	0.00	15.00	37	5.50	0.00	5.50	11
Local Authorities	0.00	5.00	5.00	12	0.00	10.00	10.00	21
<b>TOTAL</b>	<b>30.00</b>	<b>10.63</b>	<b>40.63</b>	<b>100</b>	<b>25.50</b>	<b>22.58</b>	<b>48.08</b>	<b>100</b>

Investments on call are available immediately on demand.  
Fixed term investments are fixed to a maturity date.

The £48.08m includes £0.58m (14.5% of original claim) invested in Kaupthing Singer and Friedlander which has been reduced from the original £4.0m by distributions.

During the period the total investments made by the Council and repaid to the Council (the turnover) amounted to £959.75m. This averaged approximately £24.43m per week or £3.49m per day. A summary of turnover is shown below:

	£m
Total Investments 1st April 2017	40.63
Investments made during the period	483.60
Sub Total	524.23
Investments Repaid during the period	(476.15)
<b>Total Investments at 31st December 2017</b>	<b>48.08</b>

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

The benchmark return for the London money market is the “7 day LIBID rate”. For 2017-2018 the Council has compared its performance against this “7 day LIBID rate”. For the period under review the average “7 day LIBID rate” was 0.17% whereas the actual rate the Council earned was 0.35%, an out performance of 0.18%.

This outperformance can be quantified to £98k additional interest earned compared to the “7 day LIBID rate”.

The gross interest earned on investments for the period amounted to £0.184m.

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

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

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

As at 31<sup>st</sup> December 2017 the sum of £3.42m principal and £210k interest had been received from the Administrators, which equates to 85.5% of the claim submitted. A further dividend is expected to be paid in 2018-2019. The Administrators have upgraded their estimate of total dividends to non-preferential creditors to a minimum of 86.25%.

### **4. Security, Liquidity and Yield (SLY)**

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

- Security of Capital
- Liquidity and
- Yield

The Council aims to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover short term cash flow needs but also to seek out value available in significantly higher rates in periods up to 12 months with highly credit rated financial institutions.

Attached in Appendix 1 is the Investment Summary and Top 10 Counterparty Holdings (excluding the £0.58m in KSF) as at 31<sup>st</sup> December 2017.

### **5. Borrowing**

One of the methods used to fund capital expenditure is long term borrowing. The principal lender for Local Authorities is the Public Works Loan Board (PWLb).

Under the Treasury Management Strategy it was agreed to borrow when interest rates are at their most advantageous.

The total loans at 1<sup>st</sup> April 2017 and 31<sup>st</sup> December 2017 are shown in the following table:

Loans	Balance at 01.04.17 £m	Balance at 31.12.17 £m	Net Increase/ (Net Decrease) £m
Public Works Loan Board (PWLB)	380.82	392.11	11.29
Market Loan	3.00	3.00	0.00
Salix, Invest to Save, HILS & TCL	4.15	3.85	(0.30)
<b>TOTAL</b>	<b>387.97</b>	<b>398.96</b>	<b>10.99</b>

The Salix interest free loans have been provided by an independent publicly funded company dedicated to providing the public sector with loans for energy efficiency projects.

The interest free 'Invest-2-Save' funding is to assist in the conversion of traditional street lighting to LED, which will help deliver a legacy of reduced energy costs and associated carbon taxes.

The Home Improvement Loan Scheme (HILS) repayable funding is provided by the Welsh Government to help individual home owners, small portfolio landlords, developers and charities to improve homes and increase housing supply.

The Town Centre Loan (TCL) repayable funding is provided by the Welsh Government to provide loans to reduce the number of vacant, underutilised and redundant sites and premises in town centres and to support the diversification of the town centres by encouraging more sustainable uses for empty sites and premises, such as residential, leisure and for key services.

### 5.1 New Borrowing

The following loans were borrowed during the period to fund the capital programme:

Loan Reference	Amount (£m)	Interest Rate	Start Date	Period	Maturity Date
506262	2.00	2.38%	14th August 2017	46yrs	28th March 2063
506263	2.00	2.38%	14th August 2017	47yrs	28th March 2064
506264	2.00	2.38%	14th August 2017	48yrs	28th March 2065
506265	2.00	2.38%	14th August 2017	49yrs	28th March 2066
506266	2.00	2.38%	14th August 2017	50yrs	28th March 2067
506570	5.00	2.36%	10th November 2017	50yrs	28th September 2067
<b>Total</b>	<b>15.00</b>				

## **5.2 Interest Paid**

Interest paid on loans in the period was:

<b>PWLB Interest Paid £m</b>	<b>Market Loan Interest Paid £m</b>	<b>Total Interest Paid £m</b>
9.76	0.14	9.90

## **6. Rescheduling and Premature Loan Repayments**

No rescheduling opportunities arose during the period and there were no premature repayments of debt.

## **7. Leasing**

No leases were negotiated in the period ended 31<sup>st</sup> December 2017.

## **8. Training**

Treasury Management training was delivered to members by the Council's treasury management consultants (Link Asset Services) and council officers on 4<sup>th</sup> December 2017.

## **9. Conclusion**

The Treasury Management function for the period ended 31<sup>st</sup> December 2017 has been carried out within the policy and guidelines set in the Treasury Management Policy and Strategy 2017-2018.

## **B. QUARTERLY PRUDENTIAL INDICATOR REPORT**

### **1. Introduction**

As part of the 2017-2018 Budget and the Treasury Management Policy and Strategy 2017-2018 Council adopted a number of Prudential Indicators. These Indicators are designed to ensure that any borrowing or other long-term liabilities entered into for capital purposes were affordable, sustainable and prudent.

The Indicators are required by the Local Government Act 2003 and the Revised Prudential Code of Practice in order to control Capital Finance. The Prudential Code also required that those Prudential Indicators that were forward looking should be monitored and reported. Some of the indicators are monitored by officers monthly, and are only reported if they are likely to be breached, others are to be monitored quarterly by the Executive Board.

### **2. The Monitored Prudential Indicators**

#### **2.1 Affordability Prudential Indicator**

##### **2.1.1 Ratio of Financing Costs to Net Revenue Stream**

The indicator set for 2017-2018 in the Budget was:

	<b>2017-2018</b>
	<b>%</b>
Non –HRA	5.98
HRA	34.98

An examination of the assumptions made in calculating this indicator concluded that there have been no changes in the period.

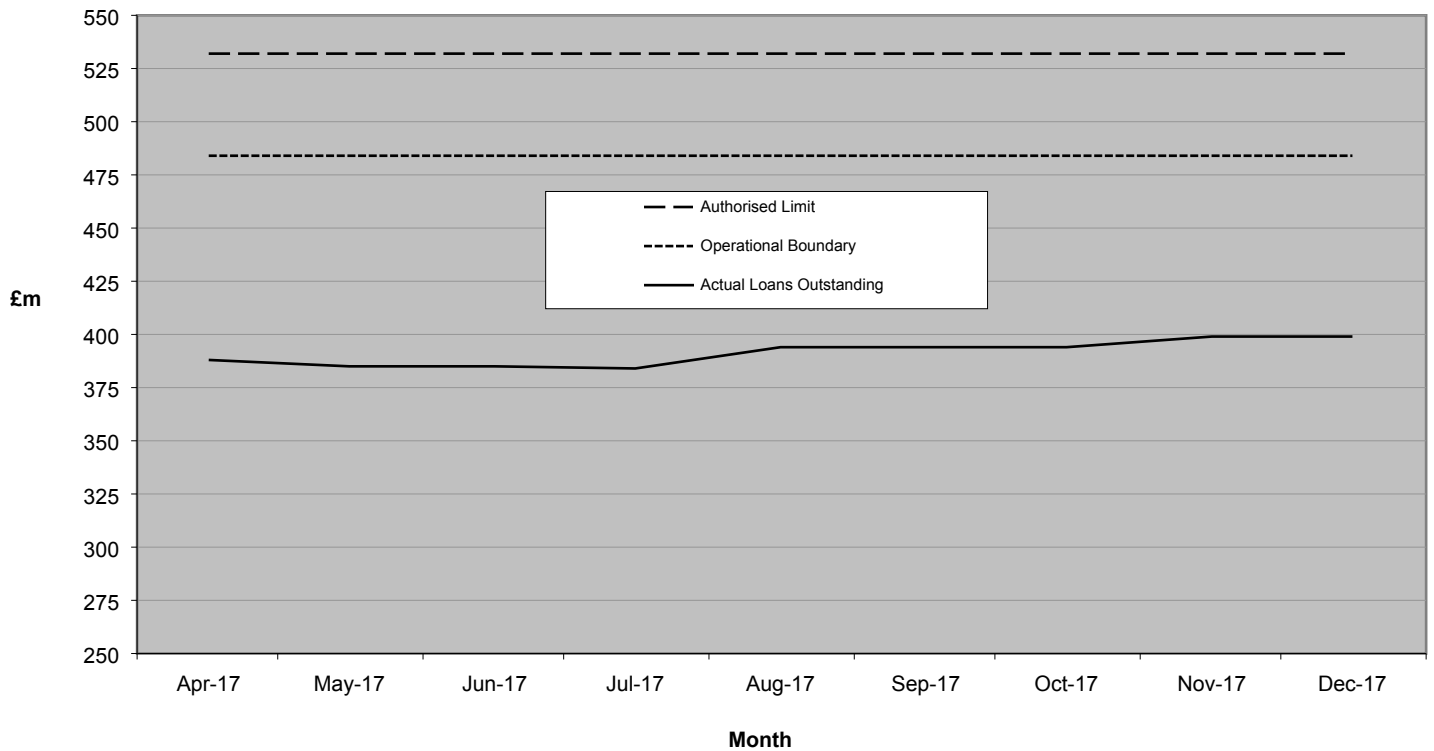
#### **2.2 Prudence Prudential Indicators**

##### **2.2.1 The Gross Borrowing and Capital Finance Requirement (CFR) indicator**

The indicator set by the Budget for Gross Borrowing and CFR was that the Director of Corporate Services envisaged no difficulty in meeting the requirement of the Gross Borrowing being less than the accumulated CFR for 2017-2018. An examination of assumptions made when calculating the Prudential Indicator show that there have been no material changes.

## 2.2.2 Authorised Limit and Operational Boundary

The actual value of loans outstanding must not exceed the Authorised Limit. In normal activity actual loans outstanding should be close but less than the Operational Boundary. The Operational Boundary can be breached in the short term due to adverse cash flows.



	<b>Apr-17</b>	<b>Jun-17</b>	<b>Sep-17</b>	<b>Dec-17</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Authorised Limit	532	532	532	532
Operational Boundary	484	484	484	484
Loans Outstanding	388	385	394	399

Neither the Authorised Limit nor the Operational Boundary have been breached.

## **2.3 Treasury Management Prudential Indicators**

### **2.3.1 Interest Rate Exposure**

Position as at 31<sup>st</sup> December 2017:

	<b>Fixed Interest Rate £m</b>	<b>Variable Interest Rate £m</b>	<b>TOTAL £m</b>
Borrowed	395.96	3.00	398.96
Invested	(28.08)	(20.00)	(48.08)
<b>Net</b>	<b>367.88</b>	<b>(17.00)</b>	<b>350.88</b>
Limit	444.00	20.00	
<b>Proportion of Net Borrowing Actual</b>	<b>104.84%</b>	<b>(4.84)%</b>	<b>100.00%</b>
Limit	150.00%	10.00%	

The authority is within limits set by the 2017-2018 indicators.

### **2.3.2 Maturity Structure Of Borrowing**

	<b>Structure at 31.12.17 %</b>	<b>Upper Limit %</b>	<b>Lower Limit %</b>
Under 12 months	3.20	15	0
12 months to 2 years	1.32	25	0
2 years to 5 years	6.98	50	0
5 years to 10 years	10.27	50	0
10 years to 20 years	17.32	50	0
20 years to 30 years	20.15	50	0
30 years to 40 years	24.54	50	0
40 years and above	16.22	50	0

The authority is within the limits set by the 2017-2018 indicators.



### **2.3.3 Maximum principal sums invested longer than 364 days**

	<b>2017-2018 £m</b>
Limit	10
Actual as at 31 <sup>st</sup> December 2017	NIL

### **3. Conclusion**

For the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2017 the actual Prudential Indicators to be monitored by the Executive Board are within the limits set by the Budget 2017-2018 and the Treasury Management Policy and Strategy 2017-2018.

### **RECOMMENDATION**

**That Executive Board considers and approves the report.**

This page is intentionally left blank

## Investment Summary as at 31st December 2017

Carmarthenshire County Council

Totals		
<b>Total</b>	<b>£47,500,000</b>	
<b>Calls &amp; MMFs</b>	£25,500,000	54%
<b>Fixed Deposits</b>	£22,000,000	46%
<b>Specified</b>	£47,500,000	100%

Weighted Average		
<b>Yield</b>		0.49%
<b>Maturity (Days)</b>		
Total Portfolio	Total Portfolio	39.61
<b>Long Term</b>		
<b>Short Term</b>		
AAA	-	1.00
AA	F1	99.47
A	F1	1.00
BBB	F2	33.00
CCC	C	0.00

Risk Factors		
<b>&lt; 1 year</b>	£1,868	0.004%
<b>1 - 2 years</b>	£0	0.000%
<b>2 - 3 years</b>	£0	0.000%
<b>3 - 4 years</b>	£0	0.000%
<b>4 - 5 years</b>	£0	0.000%
<b>Total Portfolio</b>	£1,868	0.004%

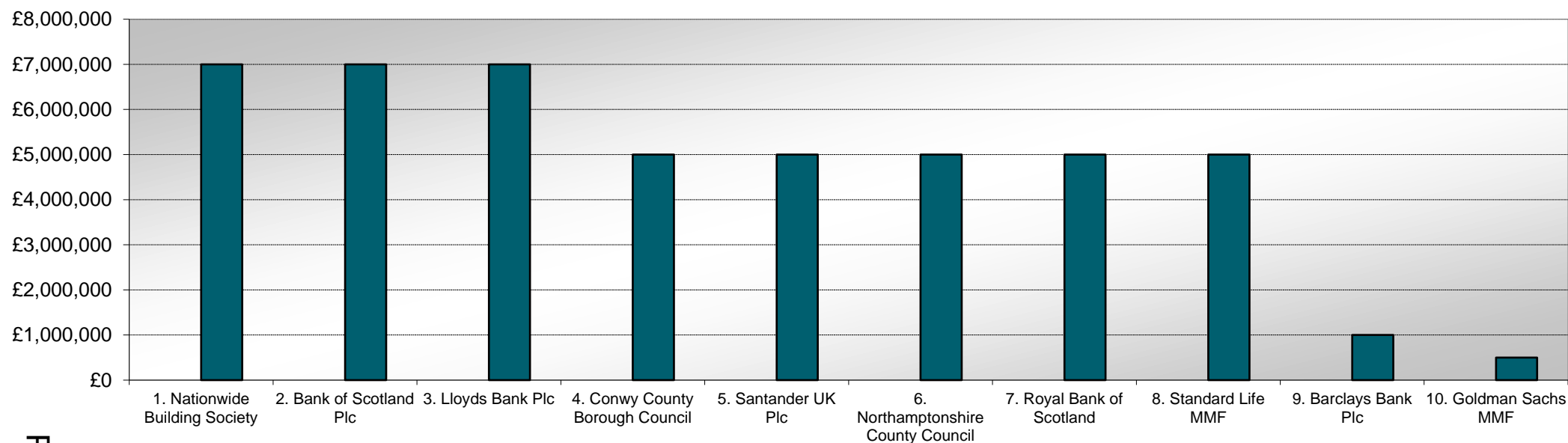
Maturity Structure		
<b>&lt; 1 Week</b>	£25,500,000	54%
<b>&lt; 1 Month</b>	£0	0%
<b>2 - 3 Months</b>	£12,000,000	25%
<b>3 - 6 Months</b>	£10,000,000	21%
<b>6 - 9 Months</b>	£0	0%
<b>9 - 12 Months</b>	£0	0%
<b>12 Months+</b>	£0	0%
<b>Total</b>	<b>£47,500,000</b>	<b>100%</b>

This page is intentionally left blank

## Top 10 Counterparty Holdings

Carmarthenshire County Council

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. Nationwide Building Society	£7,000,000	14.74%	57	0.45%	0.003%
2. Bank of Scotland Plc	£7,000,000	14.74%	1	0.40%	0.000%
3. Lloyds Bank Plc	£7,000,000	14.74%	1	0.70%	0.000%
4. Conwy County Borough Council	£5,000,000	10.53%	106	0.40%	0.005%
5. Santander UK Plc	£5,000,000	10.53%	1	0.45%	0.000%
6. Northamptonshire County Council	£5,000,000	10.53%	152	0.55%	0.007%
7. Royal Bank of Scotland	£5,000,000	10.53%	33	0.65%	0.021%
8. Standard Life MMF	£5,000,000	10.53%	1	0.35%	0.000%
9. Barclays Bank Plc	£1,000,000	2.11%	1	0.30%	0.000%
10. Goldman Sachs MMF	£500,000	1.05%	1	0.30%	0.000%



This page is intentionally left blank

**EXECUTIVE SUMMARY**

**EXECUTIVE BOARD**

**26<sup>TH</sup> FEBRUARY 2018**

**MODERNISING EDUCATION PROGRAMME**

**PROPOSAL TO INCREASE THE CAPACITY OF GORSLAS COMMUNITY PRIMARY SCHOOL FROM 110 TO 210**

**Recommendations / key decisions required:**

It is recommended that Executive Board approves:

1. The observations received and the Local Authority's responses following the consultation period (Consultation Report attached).
2. The publication of a statutory notice to implement the proposal.

**Reasons:**

To comply with statutory procedures and guidance in relation to school re-organisation.

**Relevant Scrutiny Committee Consulted:**

YES - Education & Children Scrutiny Committee 25<sup>th</sup> January 2018

The Education & Children Scrutiny Committee resolved:

1. That the observations received and the Local Authority's responses following the consultation period be noted;
2. To endorse to the Executive Board the publication of a Statutory Notice to implement the proposal to increase the capacity of Gorslas Community Primary School from 110 to 210.

**Executive Board Decision Required** YES 26<sup>th</sup> February 2018

**Council Decision Required** NO

**Executive Board Member Portfolio Holder:**

Cllr. Glynog Davies (Education & Children)

<b>Directorate:</b> Education & Children	<b>Designations:</b>	<b>Tel Nos. / E-Mail Addresses:</b>
<b>Name of Head of Service:</b> Gareth Morgans	Director of Education and Children's Services	01267 246522 <a href="mailto:EDGMorgans@carmarthenshire.gov.uk">EDGMorgans@carmarthenshire.gov.uk</a>
<b>Report Author:</b> Simon Davies	Modernisation Services Manager	01267 246471 <a href="mailto:SiDavies@carmarthenshire.gov.uk">SiDavies@carmarthenshire.gov.uk</a>

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### MODERNISING EDUCATION PROGRAMME

## PROPOSAL TO INCREASE THE CAPACITY OF GORSLAS COMMUNITY PRIMARY SCHOOL FROM 110 TO 210

### Background

Gorslas Primary School is a Welsh medium primary school located in the centre of the village of Gorslas, near Cross Hands. The school has a capacity for 110 pupils between the ages of 4-11 years old. The school was established in the 1920's and caters for pupils within the area of Gorslas and the surrounding areas. Over the last few years, the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for pupil numbers at the school, where the school is currently over capacity **(further details on the capacity issues are documented within the attached Consultation Document).**

A review of the problems, difficulties and service gaps associated with the existing arrangements at Gorslas Primary school has clearly established that:

- There is a misalignment between the capacity of the school and the demand for Welsh medium education places.
- The existing school building does not meet Welsh Government standards in terms of the facilities it offers and the area space required.
- The site and buildings are insufficient in meeting the needs of the wider community.
- Staff and pupils have to transfer between the mobile classrooms and the main school building.
- There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.
- Access/car parking at the school is limited and causes disruption at school drop off/pick up times.

On 20<sup>th</sup> June 2016, the Executive Board approved a revised Modernising Education Programme and 21<sup>st</sup> Century Schools Band A Programme. Within Carmarthenshire's Band A funding envelope of £86.7m, a scheme is being developed to provide Gorslas Primary School with a new school building which will address the issues noted above.

It is proposed that the capacity of the new school will be 210, which will allow the school to accommodate current and future demand for Welsh medium education places. The new school building will also provide space to accommodate a 30 place external nursery and facilities suitable for teaching and learning in the 21<sup>st</sup> Century. The scheme is currently in development and it is proposed that the new school building will be ready for occupation by 1<sup>st</sup> September 2019.



As it is proposed to increase the capacity of the school by more than 25% of its current capacity (110), a statutory process must be followed in accordance with the School Organisation Code 2013 to formalise this arrangement.

### **Proposal**

Due to the increase in demand for Welsh medium education places, the Local Authority propose to increase the capacity of Gorslas Primary School from 110 to 210 from 1<sup>st</sup> September 2019 when occupation at the new school building is proposed.

In accordance with Executive Board's instructions, a formal consultation exercise was undertaken from 6<sup>th</sup> November 2017 to 17<sup>th</sup> December 2017. The results of the consultation exercise are contained in the attached Consultation Report.

The ECS Scrutiny Committee were provided the opportunity to offer comment and a recommendation to the Executive Board whether or not to publish a Statutory Notice. Should the Executive Board grant permission to proceed to Statutory Notice, the intention is to publish week beginning 5<sup>th</sup> March 2018.

If approved, following the end of the Statutory Notice period, an objection report which summarises any objections received by stakeholders, will be presented to the ECS Scrutiny Committee and Executive Board and ultimately County Council for determination.

### **Recommendation**

That the Executive Board approves the publication of a statutory notice to implement the proposal.

**DETAILED REPORT ATTACHED?**

**YES:**

**Consultation Document  
Consultation Report**

# IMPLICATIONS

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

Signed: **G. Morgans** Director of Education and Children's Services

**S. Davies** Modernisation Services Manager

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

## 1. Policy, Crime & Disorder and Equalities

Developments are consistent with the Authority's Welsh in Education Strategic Plan 2014-2017, Corporate Strategy and the Modernising Education Strategic Outline Programme.

## 2. Legal

Appropriate consultation will need to be initiated in accordance with the relevant statutory procedures.

## 3. Finance

Revenue implications will be catered for within the Local Management of Schools Fair Funding Scheme.

## 4. ICT

None

## 5. Risk Management Issues

Continuing with the current capacity of the school would not reflect the present position and would not address the capacity issues experienced. The statutory consultation is required to formalise the arrangements. The proposal to increase the capacity of Gorslas Primary School from 110 to 210 may impact on the demand for school places within the area. The situation will be monitored as part of the Schools Admission Process and ongoing data forecasting and analysis through the Authority's Modernising Education Programme.

## 6. Physical Assets

As a result of the scheme to provide Gorslas Primary School with a new school building, the school will re-locate to a new building with a capacity of 210 school places.

# CONSULTATIONS

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

Signed:     **G. Morgans**            **Director of Education and Children’s Services**  
                   **S. Davies**                **Modernisation Services Manager**

**1. Scrutiny Committee** – The Scrutiny Committee were notified of the formal consultation period.

**2. Local Member(s)** – Cllrs. Darren Price and Aled Vaughan Owen were formally consulted with during the consultation period.

**3. Community / Town Council** – Gorslas Community Council were formally consulted with during the consultation period.

**4. Relevant Partners** – All relevant partners were consulted with during the consultation period.

**5. Staff Side Representatives and other Organisations** – Staff side representatives and other organisations were consulted with during the consultation period.

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

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Strategic Outline Programme 21 <sup>st</sup> Century Schools	Strategic Outline Programme 21 <sup>st</sup> Century Schools
Carmarthenshire’s Welsh in Education Strategic Plan 2014-2017	<a href="http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en">http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en</a>
MEP Biennial Review	<a href="http://www.carmarthenshire.gov.uk">www.carmarthenshire.gov.uk</a> Executive Board 20 <sup>th</sup> June 2016
21 <sup>st</sup> Century Schools Website	<a href="http://www.21stcenturyschools.org">www.21stcenturyschools.org</a>
21 <sup>st</sup> Century Schools: Information Document (May 2010)	<a href="http://www.wales.gsi.gov.uk">www.wales.gsi.gov.uk</a>
21 <sup>st</sup> Century Schools: Information Document (May 2010) - Summary	<a href="http://www.wales.gsi.gov.uk">www.wales.gsi.gov.uk</a>
21 <sup>st</sup> Century Schools Strategic Outline Programme Template	<a href="http://www.wales.gsi.gov.uk">www.wales.gsi.gov.uk</a>
Modernising Education Programme (May 2005)	Department for Education and Children Building 2, Parc Dewi, Carmarthen.

This page is intentionally left blank

DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION DOCUMENT

Consultation on the proposal to increase the capacity of

Gorslas Primary School from 110 to 210

*Our Vision.....Carmarthenshire is a community where children are safe and nurtured and learners of all ages are supported to achieve their full educational potential*

6 November 2017

Gareth Morgans

Director of Education and Children's Services



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

**YOUR COUNCIL doitonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

**Modernisation Services Section**

**Simon Davies, Modernisation Services Manager**

**If you require this information in large print, Braille or on audiotape please contact the Department for Education & Children**

**Telephone: 01267 246618**

**E-mail: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk)**

## Foreword

As part of its statutory obligation to keep the number and type of school places under review, the County Council has adopted a wide-ranging programme designed to improve school buildings and enhance opportunities for learning. The strategy reflects the vision and policies established by the County Council which embraces the requirement to deliver services, to clear standards – covering both cost and quality – by the most economic and effective means. In our drive to continually improve on the services made available to all learners, we must maximise the finite resources available to the Council, and continue to work in partnership with all those who have a contribution to make to the process of learning and the well-being of both children and their families. Schools of the future will need to serve as a focus for a wide range of services dedicated to serving the needs of the community through a joined up approach.

Carmarthenshire is blessed with many very able teachers but the continuing changes to the curriculum places a heavy demand on their skills to meet the wide ranging demands of all children. Although the processes of learning, and skills of teaching, are extremely important, deep subject knowledge on the part of the teacher is essential if learners with their various gifts in different areas are to discover and develop their talents to the full.

Schools designed to meet current demands are expected to provide a broad and balanced curriculum through high quality and inspirational teaching. In the planning of new provision it will be important to ensure that our schools are properly equipped to enhance opportunities for social inclusion, sustainable development, equal opportunities and bilingualism. In practical terms we need to ensure that provision reflects the changing patterns of population, with schools based in the right location with accommodation and facilities fit to serve the needs of all learners in the twenty first century.

Consultation will follow the guidelines established by the Welsh Government and will involve identified interested parties. The information set out in this document is intended to clarify the proposals for your school and support the consultation process.



**Gareth Morgans**

**Director of Education and Children's Services**

## Glossary of Abbreviations

<b>ALN</b>	Additional Learning Needs
<b>AN</b>	Admission number
<b>CCC</b>	Carmarthenshire County Council
<b>CP</b>	Community Primary
<b>DS</b>	Dual Stream
<b>EM</b>	English medium
<b>Estyn</b>	Her Majesty's Inspectorate for Education and Training in Wales
<b>FTE</b>	Full Time Equivalent
<b>LA</b>	Local Authority
<b>MCSW</b>	Measuring the Capacity of Schools in Wales
<b>MEP</b>	Modernising Education Programme
<b>NOR</b>	Number on Roll
<b>PLASC</b>	Pupil Level Annual School Census Data
<b>PT</b>	Part time
<b>WESP</b>	Welsh in Education Strategic Plan
<b>WG</b>	Welsh Government
<b>WM</b>	Welsh medium



## Content

<b>No.</b>	<b>Subject</b>	<b>Page</b>
1.	Introduction	6
2.	Context – Present Arrangements (Status Quo)	7
3.	Evaluation of Present Arrangements	14
4.	Objectives	17
5.	Options for Change	19
6.	The Proposal	22
7.	The Statutory Process	26
Appendix A	Community Impact Assessment	30
Appendix B	Welsh Language Impact Assessment	32
Appendix C	Equalities Impact Assessment	33
Appendix D	Area Profile	40
Appendix E	Response Pro-Forma	45

## 1. Introduction

The County Council has its legal responsibility to review the number and type of school it has in the area and whether or not it is making the best use of the resources and facilities to deliver the opportunities that children deserve.

As part of this process the Council has published its vision on how it sees the future for all of the primary schools in the County and this includes consulting on the future shape of education in the Gorslas area. The proposals for change included in this document are in line with that long term objective.

This document seeks to stimulate the process of consultation by explaining the Authority's preferred option for the future provision of primary education for the pupils of the Gorslas area. The document offers an opportunity for consultees to put forward any comments, observations or alternative proposals they wish to be considered.

Consultation on this proposal will follow the guidelines established by the Welsh Government as stated in the School Organisation Code (2013) and will involve identified interested parties, including school governors, school staff, parents and pupils.

It is intended that the formal changes be implemented from September 2019 when occupation is proposed at the new building.

The main purpose of this document is to provide information and to gather the views of identified interested parties. You may wish to make use of the attached response pro-forma included in **Appendix E** on the last page of this document or by e-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) for any response.

## 2. Context – Present Arrangements (Status Quo)

### 2.1 Background

Gorslas Primary School is a Welsh medium primary school located in the centre of the village of Gorslas, near Cross Hands. The school has a capacity for 110 pupils between the ages of 4-11 years old. Gorslas Primary School was established in the 1920's and caters for pupils within the area of Gorslas and the surrounding areas. Over the last few years, the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for pupil numbers at the school, where the school is currently over capacity.

A review of the problems, difficulties and service gaps associated with the existing arrangements at Gorslas Primary school has clearly established that:

- There is a misalignment between the capacity of the school and the demand for Welsh medium education places.
- The existing school building does not meet Carmarthenshire's standards in terms of the facilities it offers and the area space required.
- The site and buildings are insufficient in meeting the needs of the wider community.
- Staff and pupils have to transfer between the mobile classrooms and the main school building.
- There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.
- Access/car parking at the school is limited and causes disruption at school drop off/pick up times.

As a result, it is the Local Authority's intention to provide Gorslas Primary School with a new school building suitable for teaching and learning in the 21<sup>st</sup> Century with space to accommodate an external nursery. In relation to the new school building, the proposal is to increase the capacity of the school from 110 to 210 when the new school building is ready for occupation. The proposal at Gorslas is a key element of the Modernising Education Programme in that it will deliver a key element of the future strategic provision for future primary education in the Gorslas area.

### 2.2 Schools which may be affected by this proposal

The catchment area of Gorslas Primary School is surrounded by the following Community Primary Schools:

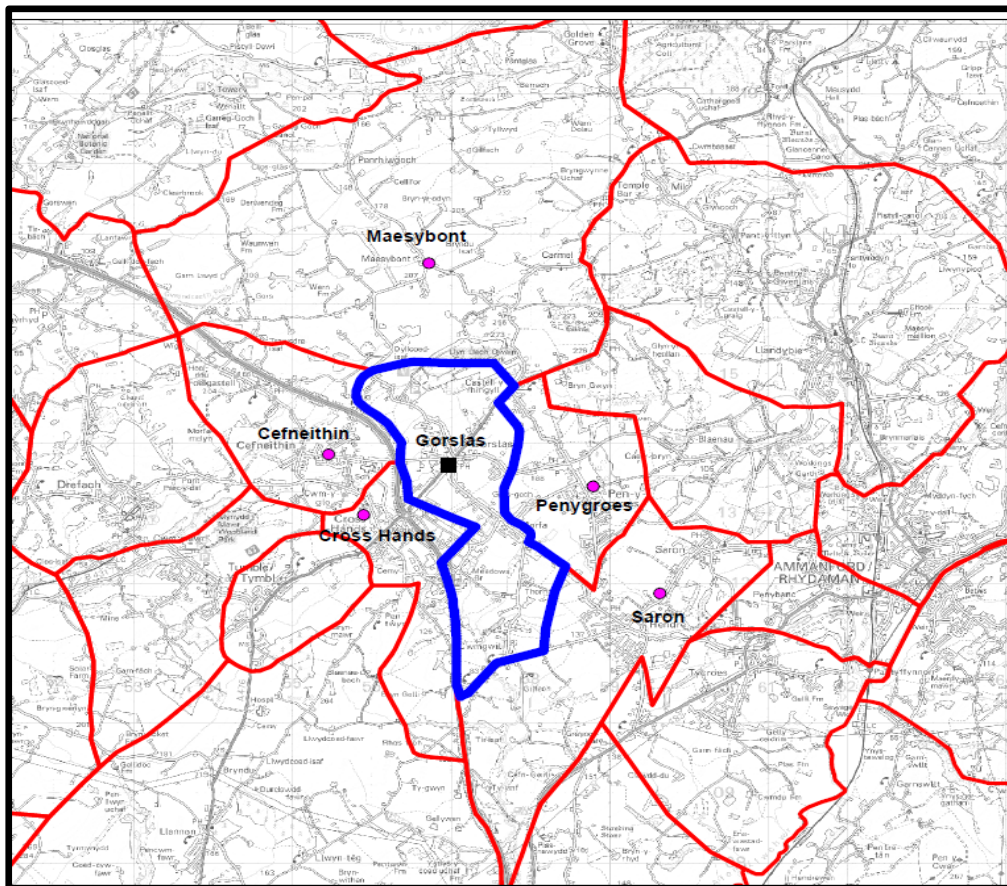
Maesybont Primary School, Maesybont, Llanelli, SA14 7SU  
Cefneithin Primary School, Cefneithin, Llanelli. SA14 7DE  
Cross Hands Primary School, Cross Hands, Llanelli, SA14 6SU  
Saron Primary School, Saron, Ammanford, SA18 3LH  
Penygroes Primary School, Penygroes, Llanelli, SA14 7NT

## 2.3 General School Information

Name of School	Type of School	Language Category	Admission Number	Capacity	NOR – January 2017 PLASC	Nursery age pupils – January 2017 PLASC	Total Head Count - January 2017 PLASC	Age Range
Gorslas	Community Primary	WM	13	110	107	15	122	4-11
Maesybont	Community Primary	WM	5	44	22	1	23	4-11
Cefneithin	Community Primary	WM	12	97	69	7	76	4-11
Cross Hands	Community Primary	WM	19	168	118	26	144	3-11
Saron	Community Primary	WM	30	240	208	21	229	4-11
Penygroes	Community Primary	WM	23	186	171	10	181	4-11

WM – Welsh Medium

The following diagram outlines the catchment areas of schools surrounding Gorslas Primary School's catchment area.



## 2.4 Pupil Numbers

The table below shows the pupil numbers for Gorslas Primary School for January 2017 and the previous four years:

Gorslas Primary School	3yrs (PT)	3yrs	4yrs (PT)	4yrs	5yrs	6yrs	7yrs	8yrs	9yrs	10yrs	NOR	Nursery Age Pupils	Total Head Count
Jan-17	0	15	0	15	14	16	14	23	13	12	107	15	122
Jan-16	0	3	0	14	16	12	21	13	14	18	108	3	111
Jan-15	0	6	0	15	10	22	13	14	19	13	106	6	112
Jan-14	0	6	0	10	22	13	14	20	13	13	105	6	111
Jan-13	0	5	0	23	15	14	20	13	13	12	110	5	115

## 2.5 Pupil Projections

The following table shows the actual pupil total and the pupil projections for the next five years for Gorslas Primary School.

	Actual (Total Head Count) Jan 2017	Projected Pupil Total (Total Head Count)				
		Jan 2018	Jan 2019	Jan 2020	Jan 2021	Jan 2022
Gorslas Primary School	122	127	129	122	124	124

## 2.6 Pupil Capacity Information

The methodology for the calculation of school capacities was changed in 2006 following the implementation of new Welsh Government guidelines "Measuring the Capacity of Schools in Wales" (MCSW) which was implemented by the Authority in 2008. Prior to 2008, the More Open Enrolment methodology was used. Spare places numbers for Gorslas Primary School are shown in the following table.

	MSCW Capacity				
	Jan-17	Jan-16	Jan-15	Jan-14	Jan-13
<b>Gorslas Primary School Capacity</b>	97	95	104	104	104
Pupil Numbers (NOR)	107	108	106	105	110
Surplus	+10	+13	+2	+1	+6
% Surplus	10.30% over capacity	13.68% over capacity	1.92% over capacity	0.96% over capacity	5.77% over capacity

As can be seen from the table, Gorslas Primary School has been over capacity for a number of years. This proposal will have a significant positive impact on the capacity issues at the school, as is clearly demonstrated by the table.

## 2.7 School Attendance Data

Improving attendance is a national priority, if children are not in school, they cannot learn.

The Authority analyses and shares data for every primary school on a half-termly basis to help schools to maintain a focus on attendance. The analysis uses data for pupils in years 1 to 6 and follows the same approach as the statutory attendance return each September. The most recent attendance data for the school is shown in the following table:

School	Attendance Data 13/14	Attendance Data 14/15	Attendance Data 15/16
Gorslas Primary School	94.6	94.9	94.4

## 2.8 Building Facilities

Gorslas Primary School was built around the 1920's and is located on a flat site in the centre of the village. The school is of a brick walled and slate roofed traditional construction with a flat roofed corridor extension at the front and an extension to the rear accommodating the toilet facilities.

The following information was taken from the most recent property building survey carried out at the school in 2010 by EC Harries as part of the National 21<sup>st</sup> Century School Programme assessment of all schools in Wales on behalf of the Authority.

The school was banded from A to D according to building condition and ranked in priority from 1 to 3 depending on when the work was recommended to be carried out

Condition	
A	Good (No Deterioration)
B	Satisfactory (Minor Deterioration)
C	Poor (Major Deterioration)
D	Bad (Life Expired)

Priority	
1	Urgent (Year 1)
2	Essential (Year 2)
3	Desirable (Years 3 to 5)

The suitability of the building as an education resource was also banded from A to D as shown in the following table:

Suitability	
A	Good – Suitable levels for teaching, learning and well-being in schools
B	Reasonable – Behaviour / morale and management adversely affected
C	Poor – Teaching methods inhibited
D	Bad – Severe situation and / or unable to teach the curriculum

The findings from the survey for Gorslas Primary School is as follows:

School	Condition Rating	Suitability Rating
Gorslas Primary School	B3	B

In October 2015, the Authority conducted a further desktop exercise to review the existing school buildings. It was determined that the condition of Gorslas Primary School had **deteriorated** during this period.

School	Condition Rating	Suitability Rating
Gorslas Primary School	C	B

## 2.9 National School Categorisation System

The Minister for Education and Skills announced the introduction of the national School Categorisation System in September 2014. The system is not purely data-driven but also takes into account the quality of leadership and teaching and learning in our schools. The system will not take the place of Estyn reports, Estyn will continue to inspect schools and provide an external check on the national school categorisation system when inspecting.

The new system evaluates and assesses schools and places them in a support category using the following information:

- A range of performance measures provided by the Welsh Government.
- Robust self-evaluation by the school on its capacity to improve in relation to leadership and teaching and learning.
- Assessment of the school's self evaluation by challenge advisers in the regional consortia, agreed with the local authority.

The new categorisation system will give a clear and fair picture of a school's progress. There is a three step process in generating a category for a school, firstly after the performance data and self-evaluation have been analysed a draft support category is generated for each school. This category is discussed with the school by regional consortia and then agreed with the local authority.

There are four support categories:

<b>Green Support Category</b>	A highly effective school which is well run, has strong leadership and is clear about its priorities for improvement. These schools have a track record in raising the standards that pupils achieve and have the capacity to support other schools to do better.
<b>Yellow Support Category</b>	An effective school which is already doing well and knows the areas it needs to improve. By identifying the right support and taking action, it has the potential to do even better.
<b>Amber Support Category</b>	A school in need of improvement which needs help to identify the steps to improve or to make change happen more quickly. Through discussions with the regional school improvement service and local authority, the school will receive a tailored package of support.
<b>Red Support Category</b>	A school in need of greatest improvement and will receive immediate, intensive support. Progress will be closely monitored to make sure that the necessary improvements take place as quickly as possible.

The table below summarises the data for Gorslas Primary School for 2016/2017;

School	Standards Group*	Improvement Capacity*	Support Category
Gorslas	1	B	Yellow

\* Framework and criteria for self-evaluation and ability to self-improve in relation to leadership, teaching and learning (standards group 1–4, with 1 being the highest group and 4 the lowest), and the capacity to improve (A–D, schools with an improvement capacity of A showing the greatest capacity to improve and those with an improvement capacity of D showing the least capacity to improve).



As can be seen from the table above Gorslas Primary School has been categorised in the Yellow category reported as an effective school which is doing well and knows the areas it needs to improve.

## 2.10 Estyn Inspections

As part of a national programme of school inspections, Estyn commissions reviews of all schools. The most recent Estyn inspection for Gorslas Primary School took place in March 2014 and consultees may access the finding either via the Estyn website at [www.estyn.gov.uk](http://www.estyn.gov.uk) or you may request a copy from the Local Authority (for which a charge in respect of photocopying may be made).

During each inspection, inspectors aim to answer three key questions. Inspectors also provide an overall judgement on the school's current performance and its prospects for improvement. In these inspections, inspectors use a four point scale:

Judgement	What the judgement means
Excellent	Many strengths, including significant examples of sector-leading practice.
Good	Many strengths and no important areas requiring significant improvement.
Adequate	Strengths outweigh areas for improvement.
Unsatisfactory	Important areas for improvement outweigh strengths.

The inspection judgements awarded for Gorslas Primary School are shown in the following table:

Summary	Inspection Judgement
The school's current performance	Adequate
The school's prospects for improvement	Good
Key Questions	Inspection Judgement
How good are the outcomes?	Adequate
How good is provision?	Good
How good are leadership and management?	Good

Following the inspection in March 2014, Estyn evaluated the school's progress during a monitoring visit in June 2015. It was judged that that the school had made good progress in respect of the key issues for action and therefore was subsequently removed from the list of schools requiring Estyn monitoring.

## 3. Evaluation of Present Arrangements

### 3.1 Quality and standards in education

#### 3.1.1 Outcomes (standards and wellbeing)

As noted in section 2.10, Estyn inspected Gorslas School in March 2014, judging its Current Performance to be 'Adequate' and its Capacity to Improve to be 'Good.' The school's good progress against the recommendations then witnessed its removal from the 'Estyn Monitoring' category in June 2015. Since then, the school has continued to strengthen and improve outcomes for pupils, achieving Welsh Government Standards Group 1 status in January 2017. This reflects the Core Subject Indicator at the end of KS2 continuing to improve over the last four years in addition to other specific areas of improvement in end of Key Stage outcomes. In addition to such achievements, the school focuses strongly on developing all pupils' wellbeing. This is well-evidenced through pupils consistently demonstrating high levels of understanding, care, politeness and courtesy. The school prides itself on the standards of pupil behaviour and emotional well-being. This makes a significant contribution to an ethos that promotes and supports effective learning throughout the school.

#### 3.1.2 Provision

The school continues to enhance and refine its provision for all pupils in a creative and sustainable manner. Staff interact well through collaborative planning systems which are effective in underpinning a strong school ethos of a joint community approach focused on high expectations. This work has resulted in progress and improvement on an annual basis across the school. Effective interventions are extended to all pupils who have specific individual needs. These are identified in an early and supportive manner, linking with parents and partners to ensure the highest levels of provision relevant to each child. The quality of teaching continues to flourish and benefit from specifically targeting areas such as AfL strategies, consistency in pupil feedback and marking etc. The school's provision also benefits greatly from an effective team of support staff working in close collaboration with teachers and pupils.

#### 3.1.3 Leadership and Management

The Governing Body, Headteacher and staff share an enthusiastic and defined vision for their school. An effective model of distributed leadership has evolved across the school resulting in clear improvements in pupil provision and outcomes. An ongoing culture of high expectation exists throughout the school. As a result, teachers, staff and governors are industrious, passionate and wholly focused on developing every child to his/her full potential within a fully inclusive environment. The school benefits from a wide range of effective partnership working with parents, the community and networks of schools and various support agencies.

### 3.1.4 Impact of the proposal on Quality and Standards in Education

The proposed revised provision will provide all pupils currently educated at Gorslas School with access to an enhanced school environment. This will facilitate further improvement upon the existing good standards, provision and leadership.

### 3.2 Need for places and the impact on accessibility of schools

The Local Authority has considered the sufficiency of places and the likely demand for places in the future. Over the last few years, the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for demand at Gorslas Primary school, where the school is currently over capacity. As can be seen in section 2.6, the school has been over capacity for the last five years and as a result a mobile classroom was installed in September 2015, with a further additional mobile installed ready for academic year 2017/2018.

In addition, based on January 2017 PLASC data:

Number of pupils living within Gorslas Primary School catchment area attending Gorslas Primary School	78
Number of pupils living within Gorslas Primary School catchment area but attending other schools	140
Total number of pupils living within the Gorslas Primary School catchment area	<b>218</b>

Whilst not all pupils living within the Gorslas Primary School catchment area are currently attending the school, the Local Authority is proposing to increase the capacity of the school from 110 to 210 to manage current and future demand for Welsh medium education places.

### 3.3 Resourcing of education and other financial implications

#### 3.3.1 Surplus Places / Capacity Issues

As documented in section 2.6, the school is currently over capacity and has been for the last few years. As a result, a mobile classroom was installed in September 2015 and a further additional mobile classroom was installed ready for the 2017/2018 academic year. As there is a clear misalignment between the capacity of the school and the demand for Welsh medium education places, this proposal will alleviate the current capacity issues at the school and will ensure that there is sufficient number of places available to accommodate future demand.

#### 3.3.2 Transport Costs

Transport arrangements will be made in accordance with the County Council's home to school transport policy. There will be no change to transport costs.

### **3.3.3 Capital Costs / Capital Receipts**

Within Carmarthenshire County Council's 21<sup>st</sup> Century Schools Band A funding envelope of £86.7m a scheme is being developed to provide Gorslas Primary School with a new school building. This will be funded by the Welsh Government and the Local Authority subject to business case approval by Welsh Government.

Any capital receipts received as a result of the scheme to provide Gorslas Primary School with a new school building will be re-invested into the Modernising Education Programme.

### **3.3.4 School Budgets**

Based on 2017/18 data the budget cost per pupil is £3,354 at Gorslas Primary School which is lower than the county average of £3,649.

## 4. Objectives

Our vision in Carmarthenshire is to provide viable, sustainable and efficient schools which are fit for purpose for the 21<sup>st</sup> Century with the right school in the right place for current and future pupils ensuring access to high quality learning opportunities for all children. Our long term aim as part of our 21<sup>st</sup> Century Schools Programme is to create school learning environments that meet the needs of the communities and provide the best learning provision for the area.

The mission of our Modernising Education Programme is to:

*“transform the network of nursery, primary and secondary schools serving the county into a strategically and operationally effective resource that meets current and future need for school based and associated community focused education, where appropriate investing in the development and improvement of buildings, infrastructure and spaces, so that schools are appropriately located, designed, constructed or adopted to foster the sustainable development of the people and communities of Carmarthenshire.”*

The strategic aims of our Modernising Education Programme are to:

- Develop a schools network that is educationally sustainable and resource efficient for the long term.
- Develop a structure of provision so that every learning setting is capable of providing a high quality education to all of its registered learners, either as an individual institution or as part of a formal federation or collaboration with other settings or providers.
- Develop infrastructure at all schools that is equipped for learning in the 21<sup>st</sup> century and supports the achievement of core objectives for raising educational standards and maintaining them at high levels of performance.
- Deliver a strategic approach to capital investment, integrated with a programme for the rationalisation of provision across the schools network to effectively match supply with demand.
- Rebuild, remodel, refurbish or modernise all school settings that are to be retained for the long-term, so that they conform as closely as practicable with adopted design standards.
- Contribute to the achievement of wider policy objectives, for example, community regeneration and renewal, healthy lifestyles, etc, through the development of appropriate enabling infrastructure.

- Improve the efficiency and educational viability of the schools sector by reducing the number of empty places to a reasonable level, whilst facilitating wherever practicable the expression of parental preference, responding effectively to demographic change.
- Configure schools and invest in modern school premises so that the whole school system in Carmarthenshire is equipped to support the effective implementation of the Schools Effectiveness Framework and secure improving outcomes for children and young people.

The strategic objectives of the MEP align neatly with the national objectives;

- Improved learning environments for children with better educational outcomes.
- Greater economy through better use of resources to improve the efficiency and cost-effectiveness of the education estate.
- A more sustainable education system reducing the recurrent cost and carbon footprint.

## 5. Options for Change

In developing a preferred option the Authority considered a range of alternative options. Each option was evaluated against key objectives and criteria to determine which options best suited the aspiration of Carmarthenshire to provide a viable and sustainable school which is suitable for teaching and learning in the 21<sup>st</sup> Century.

### 5.1 Main Options Considered

Option 1	Status Quo – Maintain the school in its present format with no investment.
Option 2	Increase the capacity of Gorslas Primary School by 30 places (by installing a mobile classroom).
Option 3	Increase the capacity of Gorslas Primary School to 180 places (by refurbishing the current school building and constructing a new block at the existing site).
Option 4	Increase the capacity of Gorslas Primary School to 210 places (by providing a replacement building).

### 5.2 Advantages / Disadvantages of Each Option

<b>Option 1</b>	
<b>Status Quo - Maintain the school in its present format with no investment</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• No change for stakeholders.</li> <li>• No statutory procedures necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• This option does not address the current capacity issues at the school.</li> <li>• This option does not allow opportunities to increase the number of pupils accessing Welsh medium education at the school.</li> <li>• Does not allow the highest quality teaching and learning provision.</li> <li>• There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.</li> </ul>

<b>Option 2</b>	
<b>Increase the capacity of Gorslas Primary School by 30 places (by installing a mobile classroom)</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• No change for stakeholders.</li> <li>• No statutory procedures required.</li> <li>• Addresses short term capacity issues at the school.</li> </ul>	<ul style="list-style-type: none"> <li>• This option does not meet the long term demand for Welsh medium education within the area.</li> <li>• Two mobile classrooms are currently installed at the school site – there is insufficient space to accommodate a further additional mobile classroom.</li> <li>• Pupils and staff have to travel between the main school building and mobile classroom.</li> <li>• Does not allow the highest quality teaching and learning provision.</li> <li>• There is insufficient space, indoor and outdoor, to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.</li> </ul>

<b>Option 3</b>	
<b>Increase the capacity of Gorslas Primary School to 180 places (by refurbishing the current school building and constructing a new block at the existing site)</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• No change for stakeholders.</li> <li>• Addresses medium term demand for Welsh medium primary places.</li> <li>• Improved facilities for teaching and learning in the 21<sup>st</sup> Century.</li> <li>• Moving along the Welsh language continuum by providing greater</li> </ul>	<ul style="list-style-type: none"> <li>• This option does not meet the long term demand for Welsh medium primary education within the area and does not meet the Local Authority's strategic objectives.</li> <li>• Statutory process required.</li> </ul>



<p>opportunities to access Welsh medium within the area.</p>	<ul style="list-style-type: none"> <li>• There is insufficient space available at the current site to accommodate a new block construction.</li> <li>• Transitional arrangements would need to be in place whilst construction works are undertaken.</li> <li>• Capital investment required.</li> </ul>
--	---

<b>Option 4 (Preferred Option)</b> <b>Increase the capacity of Gorslas Primary School to 210 places (by providing a replacement building)</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• This option meets the current and long term demand for Welsh medium primary places within the area.</li> <li>• Moving along the Welsh language continuum by providing greater opportunities to access Welsh medium within the area.</li> <li>• No transitional arrangements are required whilst construction works are undertaken.</li> <li>• Improved facilities for teaching and learning in the 21<sup>st</sup> Century.</li> <li>• Ensures that the highest quality teaching and learning provision for WM primary education is available.</li> <li>• Provides space to deliver and enhance the Foundation Phase curriculum and play opportunities for all learners.</li> <li>• An opportunity to share facilities with the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory process required.</li> <li>• Slight increase in travel distance and time for pupils.</li> <li>• Capital investment required.</li> </ul>

## 6. The Proposal

### 6.1 Rationale for Change

As outlined previously, Carmarthenshire County Council has a legal responsibility to review the number and type of schools it has in the area and is required to make sure that they are located in the right place, have the right facilities for the future and have the right resources to deliver education and learning for pupils.

The school currently has a capacity for 110 pupils between the ages of 4-11. However as noted previously, over the last few years the demand for Welsh medium education in Carmarthenshire has been increasing and this is also true for pupil numbers at the school. The school is currently over capacity; and as documented in section 2.6; has been for the last few years. This has demonstrated that there is a clear misalignment between the capacity of the school and the demand for Welsh medium education within the area. As a result a mobile classroom was installed in September 2015, with a further additional mobile classroom installed ready for the 2017/2018 academic term.

As a result, the Local Authority are currently developing a scheme to provide Gorslas Primary School with a new school building suitable for teaching and learning in the 21<sup>st</sup> Century, which will accommodate current and future demand for Welsh medium education.

### 6.2 The Proposal

Due to the increasing demand for Welsh medium education places in the Gorslas area, it is the Local Authority's proposal to:

- increase the capacity of Gorslas Primary School from 110 to 210 from 1<sup>st</sup> September 2019 when occupation at the new building is proposed.

### 6.3 Additional Learning Needs Provision

There will be no change to the current provision offered for pupils with additional learning needs at the school. However when the new school building has been completed, the improved facilities will directly enhance teaching and learning for all learners including those from more vulnerable groups including ALN learners.

## 6.4 School Catchment Area

There will be no change to the current school catchment area.

The preferred location of the site for the new school building is Gorslas Park which remains within the existing catchment area of Gorslas Primary School, therefore the designated catchment area will be based on that of the existing school.

## 6.5 Secondary School Transfers

There will be no change to the current transfer arrangements for pupils in respect of Secondary education.

## 6.6 Transitional Arrangements

There will be no change for pupils whilst building works are undertaken, pupils will remain on their current school site until the building works are complete. Pupils would relocate to their new school in September 2019 when occupation is proposed.

## 6.7 Advantages and Disadvantages of the Proposal

### Advantages

- Increased opportunities for access to Welsh medium education.
- Addresses current capacity issues at the school.
- Ensures that the school can accommodate future demand for Welsh medium school places.

### Disadvantages

- Statutory process required to implement the proposal.

## 6.8 Risks and Counter Measures

Risk		Counter Measure
1.	Failure to obtain statutory approval to implement the process.	- Follow guidelines as set out in the School Organisation Code 2013.
2.	Failure to gain approval of business cases.	- Follow guidelines as set out in the 21 <sup>st</sup> Century Schools and Education Funding Programme business case guidance.

## 6.9 Financial Implications - Revenue

Gorslas Primary School is funded in accordance with the County Council's Fair Funding policy and will receive resources on the same basis as any other school within the County Council, based on the new school's pupil numbers and facilities.

## 6.10 Admission Arrangements

The County Council is the Admissions Authority for Gorslas Primary School. The current admission number (AN) is 13. If the proposal is implemented the admission number (AN) will be increased to 30. If you have any queries in relation to admission to the school the contact details for Carmarthenshire LA are as follows:

The School Governance and Admissions Unit,  
Carmarthenshire Local Authority,  
Department for Education and Children,  
Block 2,  
Main Building,  
St. David's Park,  
Carmarthen. SA31 3HB

Tel No: 01267 246449

Fax : 01267 246746

E-mail: [rjonesevans@carmarthenshire.gov.uk](mailto:rjonesevans@carmarthenshire.gov.uk)

## 6.11 Transport Impact Assessment

Based on January 2017 PLASC address data 78 (total NOR and nursery age) pupils attending Gorslas Primary school lived within the catchment area, whilst 44 pupils lived outside the catchment area. It must also be noted that again based on January 2017 PLASC address data, there were 140 pupils living within the Gorslas catchment area attending other schools.

Based on January 2017 PLASC address data, on average pupils travelled 2.8 miles to reach the current Gorslas Primary School site with an average travel time of 7.1 minutes. Using the same data, pupils on average would travel 2.9 miles to reach the new site with an average travel time of 7.2 minutes. Based on this assessment, there would be a very slight increase of 0.1 miles in travel distance and 0.1 minutes in travel time for pupils.

## **6.12 Community Impact Assessment**

Please refer to Appendix A of this consultation document for full details of the Community Impact Assessment undertaken.

## **6.13 Welsh Language Impact Assessment**

Please refer to Appendix B of this consultation document for full detail of the Welsh Language Impact Assessment undertaken.

## **6.14 Equality Impact Assessment**

Please refer to Appendix C of this consultation document for full details of the Equality Impact Assessment undertaken.

## 7. The Statutory Process

### The Consultation Process

The consultation on this proposal will follow guidelines established by the Welsh Government as stated in the School Organisation Code (2013).

### Who will be consulted?

This document will be sent to the following interested parties:

Staff (Teaching and Ancillary) – Gorslas Primary School	Director of Education – All Neighbouring Authorities
Governors and Parents/Guardians – Gorslas Primary School	Diocesan Director of Education Church in Wales and RC
Local County Councillors	Estyn
Community Councillors – Gorslas Community Council	Regional Transport Consortium
Assembly Member (AM) / Regional Members / Members of Parliament (MP)	*Neighbouring Primary and Secondary schools in Carmarthenshire
Welsh Ministers	National Union of Teachers (NUT)
SEN Partners	Undeb Cenedlaethol Athrawon Cymru (UCAC)
LA Special Educational Needs Division	National Association of Head Teachers (NAHT)
ERW – Education through Regional Working	UNISON
	Voice the Union
Families First Carmarthenshire	National Association of Schoolmasters and Union of Women Teachers (NASUWT)
Flying Start	
Child Care / Early Years	Association of Teachers and Lecturers (ATL)
Communities First Partnership	GMB Union
Public Services Board	UNITE the Union
Local Police and Crime Commissioner	Cae'r Ffair Nursery
Welsh Language Commissioner	Cylch Meithrin Cefneithin Gorslas

\* Consultation document sent to Headteacher and Chair of Governors (Maesybont CP, Cefneithin CP, Cross Hands CP, Saron CP and Penygroes CP) and Secondary Schools (Ysgol Maes y Gwendraeth, Ysgol Bro Dinefwr)

## **Consultation with Pupils**

There will be an opportunity for the pupils of Gorslas Primary School to participate in the consultation process during a session which will be conducted at the school with the challenge adviser.

The information gathered from the consultation with pupils will form part of the consultation report which will be submitted to the Executive Board for consideration following the consultation period.

## **Consultation Period**

The consultation period for this proposal starts on 6<sup>th</sup> November 2017 and ends on 17<sup>th</sup> December 2017. During this period you can ask questions and express your views by writing a letter or completing the attached response form in Appendix E. Letters and response forms should be sent to the following address by no later than noon on 17<sup>th</sup> December 2017.

Mr Gareth Morgans, Director of Education and Children's Services,  
Building 2, St. David's Park, Jobs Well Road, Carmarthen, SA31 3HB  
Or E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk)

Consultees can submit their views in favour of or against a proposal. Responses received during the consultation period will not be treated as statutory objections. If consultees wish to object, they will need to do so in writing during the statutory objection period outlined below.

## **Considering your Views**

Within 13 weeks of 17<sup>th</sup> December 2017 a consultation report will be published on Carmarthenshire County Council's website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees and provide Carmarthenshire County Council's response to these issues. The report will also contain Estyn's view of the proposal and details of consultation undertaken with the pupils.

The Executive Board of Carmarthenshire County Council will consider the consultation report and decide whether or not to proceed with the proposal.

If the Executive Board decides to continue with the proposal Carmarthenshire County Council must publish a statutory notice.

## **Statutory Notice**

The statutory notice will be published on Carmarthenshire County Council's website and posted at Gorslas Primary School. Copies of the notice will be made available to

the school to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email).

The notice will set out the details of the proposal and invite anyone who wishes to object to do so in writing within a period of 28 days. If objections are received an objection report will be published on the Carmarthenshire County Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised and provide Carmarthenshire County Council’s response to those objections.

**Determination of Proposal**

Carmarthenshire County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications. In doing so, the County Council will take into account any statutory objections that it received.

**Decision Notification**

Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council’s website.

**The Statutory Process Time-Table**

The statutory process and timetable will be as follows:

6 <sup>th</sup> November 2017	Issue of this consultation document to identified and other interested parties.
17 <sup>th</sup> December 2017	Closing date for views on the proposal to be received by the Department for Education and Children.
	<p>Within 13 weeks of 17<sup>th</sup> December 2017 a Consultation Report will be taken to the Executive Board and published on Carmarthenshire County Council’s website. Decision to proceed to publish statutory notice. OR alternatively proposal ends.</p> <p>If the decision is made to proceed then a statutory notice will be published. The notice will outline details of the proposal and be published on the Council’s web site and be displayed near the entrance of the school and schools which are subject to the proposals. Copies of the notice will be made available to the school to distribute to parents, guardians and staff members. Following publication there will be a 28 day period during which time formal written objections will be invited.</p>



	The statutory notice will give details on how you may record your objections to the proposal.
April 2018	End of formal 28 day notice period for objections. County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications, in doing so the County Council will take into account any statutory objections received.
July 2018	Deadline to notify parents of intention to implement proposal.  Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.

## Appendix A – Community Impact Assessment

### **Catchment Area Analysis – January PLASC 2017 Data**

Each school has an area that it serves, referred to as the catchment area. Each school is expected to accommodate pupils from within its catchment area and schools must have regard for this ongoing demand.

Most parents send their child to their local school but parents have a right to state a preference for other schools.

### **Pupils attending the school from inside / outside the catchment**

Based on January PLASC 2017 data, the geographical data in relation to the pupil distribution for Gorslas Primary School catchment area indicated that of the 122 pupils on roll, 78 lived within the catchment area, whilst the remaining 44 were from outside the catchment area.

### **Pupils living in the catchment area attending other schools.**

Based on January PLASC 2017 data, 140 pupils lived within the Gorslas Primary School catchment area attended other schools as follows.

Taking into consideration the 78 pupils living within the catchment area attending Gorslas Primary School, and the 140 pupils living within the catchment area but attending other schools, a total of 218 pupils are living within the catchment area of Gorslas Primary School.

### **Other facilities the school accommodates e.g youth club / play group**

The school accommodates Gorslas Community Council meetings as and when required.

### **Other facilities or services the school provides e.g. after school clubs / community library**

The school currently hold a breakfast club for pupils during the weekdays between 8-8.30am.

The pupils also benefit from several after school clubs, which are held on various nights of the week at the school. A local organisation, Menter Cwm Gwendraeth hold a “Clwb Joio” on Monday nights between 3.30-5pm. The “Clwb Joio” provides pupils with an hour and a half of specific activities, which expands the opportunities available for pupils between the ages of 4-11 to socialise through the medium of Welsh outside of school hours. School staff also hold a sports club on Tuesdays and an “Urdd” club on Wednesdays. On Thursdays, school staff hold an afterschool club, where the activities vary from week to week. In this club, pupils benefit from developing skills such as gardening, cooking, science and IT.

## **Community Impact**

If approved, the proposal will allow increased opportunities for access to Welsh medium education within the Gorslas area, in line with national and local policies. The space for an external nursery provider will allow early years' pupils with access to nursery provision within a school environment which will strengthen relationships and links between the external provider and the school and will ensure a smooth transition between facilities.

As a result of the scheme itself, the new school building will significantly benefit the community of Gorslas through the use of facilities such as the car park, the sports pitch, MUGA and the main hall which could be used for a number of activities.

## Appendix B - Welsh Language Impact Assessment

Carmarthenshire County Council's vision is to provide a service, which will ensure access to high quality learning opportunities for all children, young people and adults, this enabling the achievement of their full potential within the context of the unique bilingual nature of the county.

This proposal supports the Council's vision and aims for Welsh medium education as set out in Carmarthenshire's Welsh in Education Strategic Plan (WESP) 2014 – 2017. The proposal will allow greater opportunities for access to Welsh medium education within the Gorslas area and will ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in both Welsh and English languages.

### **Language Category**

Gorslas Primary School are categorised as a Welsh medium primary school. As noted in the Admission to School – Information to Parents booklet this means that in the Foundation Phase, pupils are taught through the medium of Welsh and that in KS2, at least 70% of teaching is through the medium of Welsh. Welsh is the language of communication with pupils and the language of the day to day business of the school.

### **Standards**

In Foundation Phase, pupils are assessed in different areas of learning. Based on 2016 data, 83.3% of pupils achieved at least Outcome 5 in "Language, literacy and communication skills in Welsh, whilst 33.3% of pupils achieved at least Outcome 6. In Key Stage 2, pupils are assessed in each of the core subjects. Based on 2016 data, 70.6% of pupils achieved at least Level 4 in Welsh first language.

### **After school activities which provide additional opportunities to use the Welsh language**

The pupils benefit from several after school clubs, which are held on various nights of the week at the school. A local organisation, Menter Cwm Gwendraeth hold a "Clwb Joio" on Monday nights between 3.30-5pm. The "Clwb Joio" provides pupils with an hour and a half of specific activities, which expands the opportunities available for pupils between the ages of 4-11 to socialise through the medium of Welsh outside of school hours. School staff also hold an "Urdd" club on Wednesdays.

## Appendix C - Equalities Impact Assessment

### Carmarthenshire County Council Assessing Impact

#### The Equality Act 2010

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws with a single Act. It simplifies and strengthens the law, removes inconsistencies and makes it easier for people to understand and comply with it. The majority of the Act came into force on 1 October 2010.

The Act includes a new public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011.

#### What is the general duty?

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services and that they are kept under review. This will achieve better outcomes for all.

The duties are legal obligations. Failure to meet the duties may result in authorities being exposed to legal challenge.

Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, as well as to promote good race relations. The Equality Act 2010 introduces a new public sector duty which extends this coverage to age, sexual orientation, pregnancy and maternity, and religion or belief. The law requires that this duty to pay 'due regard' be demonstrated in the decision making process. It is also important to note that public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act and it is therefore wise also to consider the potential impact that decisions could have on human rights as part of the same process.

## **Carmarthenshire's approach to Equality Impact**

In order to ensure that the council is considering the potential equality impact of its proposed policies and practices, and in order to evidence that we have done so, every proposal will be required to be supported by the attached Equality Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

### **Reporting on assessments**

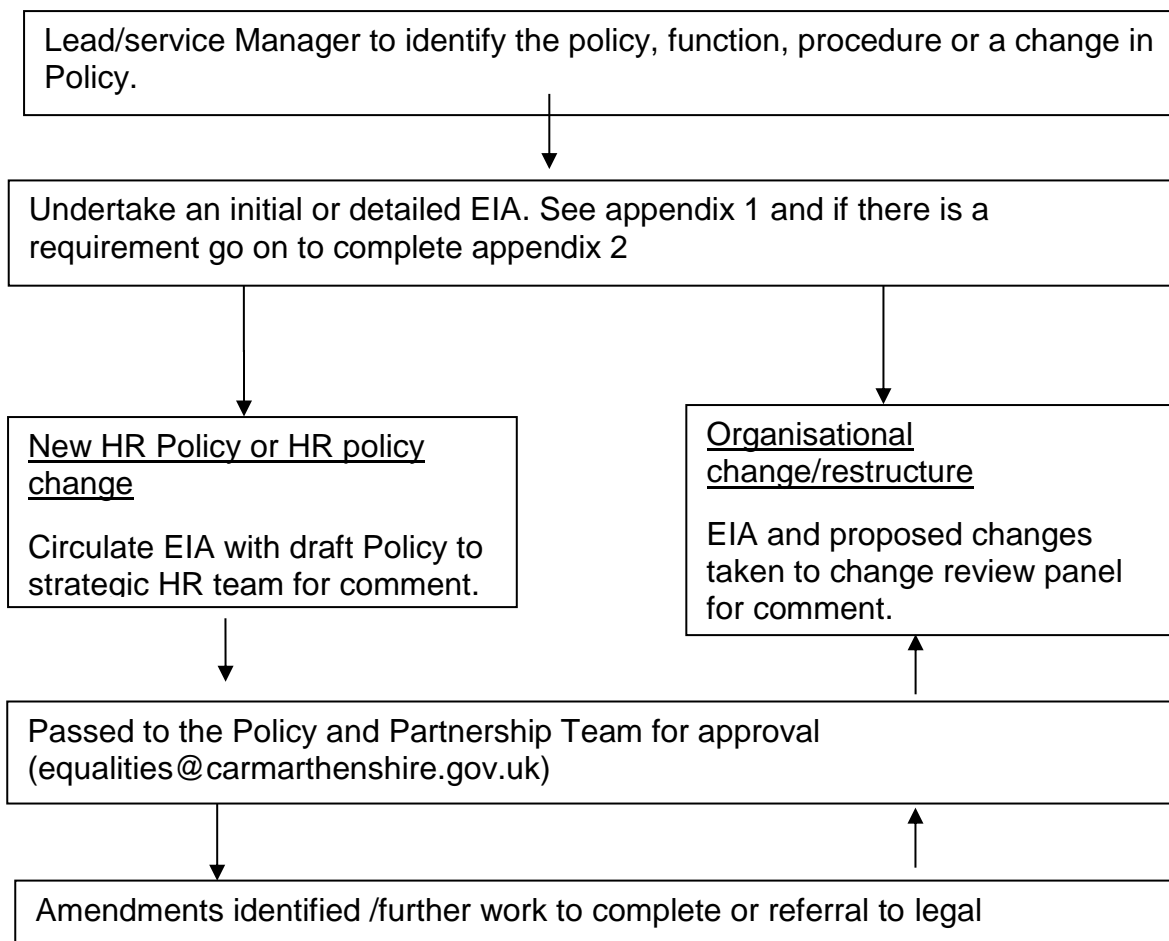
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

### **Initial and Detailed Equality Impact Assessments**

The initial EIA (appendix 1) is a simple and quick method of assessing the effect of a policy, function, procedure, decision including financial cuts on one or more of the protected characteristics.

The Service Manager responsible for the relevant new or revised policies, functions, procedures and financial decisions must undertake, at least, an initial EIA and where relevant a detailed Equality Impact Assessment (appendix 2); EIA must be attached as background paper with reports to Executive and Scrutiny .

## Equality impact assessment – Process to follow where HR implications have been identified



## Initial Equalities Impact Assessment Template

## Appendix 1

<b>Department:</b> Education & Children	<b>Completed by (lead):</b> Sara Griffiths	<b>Date of initial assessment:</b> June 2017 <b>Revision Dates:</b> TBC
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	The scheme is to provide a new school building with 21 <sup>st</sup> Century facilities for Gorslas Primary School. As part of this scheme, the proposal is to to increase the capacity of the school from 110 to 210.	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>	School Re-organisation Proposal – Modernising Education Programme	
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<ul style="list-style-type: none"> <li>• 21<sup>st</sup> Century Schools Programme</li> <li>• Modernising Education Programme</li> <li>• School Organisation Code 2013</li> <li>• PLASC Data 2016/2017</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	The aim of the scheme is to provide the pupils and staff of Gorslas Primary School with a new school building and facilities which are suitable for teaching and learning in the 21 <sup>st</sup> Century. The increase in capacity will benefit the school by addressing the capacity issues experienced in recent years and will also ensure that the school can accommodate future demand. Providing space to accommodate an external nursery will also strengthen the relationship between nursery providers and the school and will help to ensure a smooth transition between facilities.		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>



<p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups</p> <p>(see guidance notes)</p>		<p>high (H) medium (M), low (L), no effect (N) for each.</p>	<p>Risks</p>	<p>Positive effects</p>	
<p>Protected characteristics</p> <p>Page 73</p>	<p><b>Age</b></p>	<p>L</p>		<p>The proposal will provide nursery age pupils with access to nursery provision within a school building.</p>	
	<p><b>Disability</b></p>	<p>L</p>		<p>The new school building will be fully DDA compliant ensuring full accessibility for all.</p>	
	<p><b>Gender reassignment</b></p>	<p>N</p>	<p>Neutral</p>		
	<p><b>Race</b></p>	<p>N</p>	<p>Neutral</p>		
	<p><b>Religion/Belief</b></p>	<p>N</p>	<p>Neutral</p>		
	<p><b>Pregnancy and maternity</b></p>	<p>N</p>	<p>Neutral</p>		
	<p><b>Sexual Orientation</b></p>	<p>N</p>	<p>Neutral</p>		

Sex	N	Neutral		
Welsh language	L		The increase in capacity will allow greater opportunities for access to Welsh medium education within the Gorslas area in line with national and local policies.	
Any other area	L	The increase in capacity of the school may have an effect on schools surrounding the Gorslas catchment area.		

**5. Has there been any consultation/engagement with the appropriate protected characteristics?**

YES  NO

The Project Officer has liaised with the Headteacher, Staff and Parents of Gorslas Primary School with regards to the proposal. Local members have also been fully informed of the scheme. Consultation has been undertaken with the Community Council and local residents regarding the location of the new school building.

**6. What action(s) will you take to reduce any disproportionately negative impact, if any?** Ensure that all key stakeholders are fully informed throughout the statutory process.

**7. Procurement**

**Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.** N/A

**Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.**

**8. Human resources**

**Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?** As there will be an increase in capacity, additional staffing may be required. However, this will be addressed as the scheme progresses and Human Resources will be fully consulted.

**9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?** (recommended if one or more H under section 2)

YES

NO

**Approved by:**

Andi Morgan

**Date:** August 2017

Head of Service

## Appendix D – Area Profile Gorslas Ward

Policy Research and Information Section, Carmarthenshire County Council, May 2017

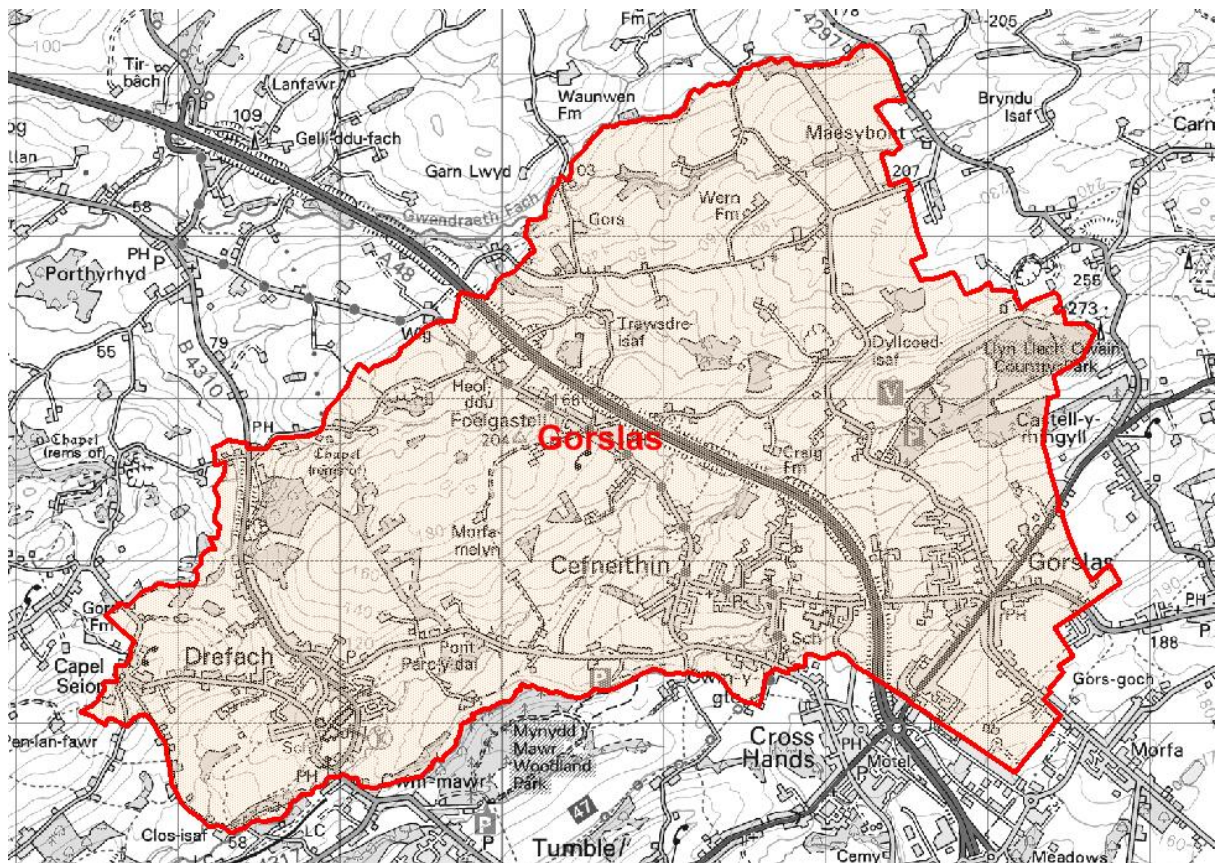
**Councillors (Electoral Vote 2017, Turnout = 47.28%):** Darren Price and Aled Owen (Plaid Cymru).

**Electorate (December 2016):** 3,586

**Population:** 4,301 (2015 Mid Year Population Estimates, ONS)

**Welsh Assembly and UK Parliamentary Constituency:** Carmarthenshire East & Dinefwr

**Council owned Facilities:** Cefneithin C.P. School, Drefach C.P. School, Gorslas C.P. School, Ysgol Gyfun Maes Y Gwendraeth Cefneithin, Ysgol Maes Y Gwendraeth Drefach, Llyn Llech Owain Country Park, Gorslas Park Toilets.



© Hawlfraint y Goron a hawliau cronfa ddata 2017 Arolwg Ordnans 100023377  
© Crown copyright and database rights 2017 Ordnance Survey 100023377

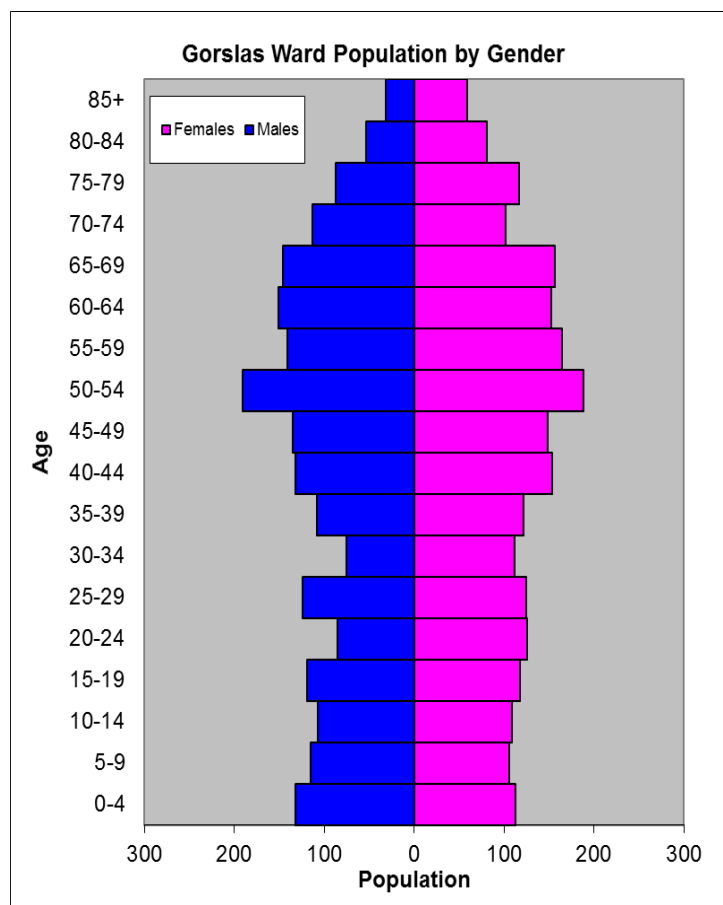
**Location: Approximately 20km from Carmarthen Town**

- ⇒ Regeneration Designations: Rural Development Plan 2007-2013 eligible ward
- ⇒ Area: 16.51km<sup>2</sup>
- ⇒ Population Density: 261 people per km<sup>2</sup>
- ⇒ Population Change: 2001-2015: +584 (+15.7%)
- ⇒ Major Employers: Carmarthenshire County Council (schools and leisure)

## POPULATION STATISTICS 2015 Mid Year Population Estimates

Age Structure	Gorslas Population	Gorslas %	Carmarthenshire %
Aged: 0-4	245	5.7	5.4
5-14	437	10.2	11.2
15-24	448	10.4	11.2
25-44	952	22.1	21.7
45-64	1273	29.6	27.8
65-74	518	12.0	12.7
75+	428	10.0	10.0
<b>Total</b>	<b>4,301</b>	<b>100</b>	<b>100</b>

Source: aggregated lower Super Output Area (LSOA) Small Area Population Estimates, 2015, Office for National Statistics (ONS)



- ⇒ 9<sup>th</sup> highest ward population in Carmarthenshire, and 20<sup>th</sup> highest population density.
- ⇒ Highest proportion of people aged over 45.
- ⇒ Slightly higher proportion of people with limiting long term illness
- ⇒ Over 20% higher proportion of Welsh Speakers than the Carmarthenshire average.

### 2011 Census Data

Population: Key Facts	Gorslas	Gorslas %	Carmarthenshire
<b>People:</b> born in Wales	3211	79.0	76.0
born outside UK	87	2.2	4.1
in non-white ethnic groups	39	0.9	1.9
with limiting long-term illness	1082	26.7	25.4
with no qualifications (aged 16-74)	853	25.1	26.8
with higher level qualifications (aged 16-74)	878	25.8	23.9
able to speak Welsh	2523	64.1	43.9

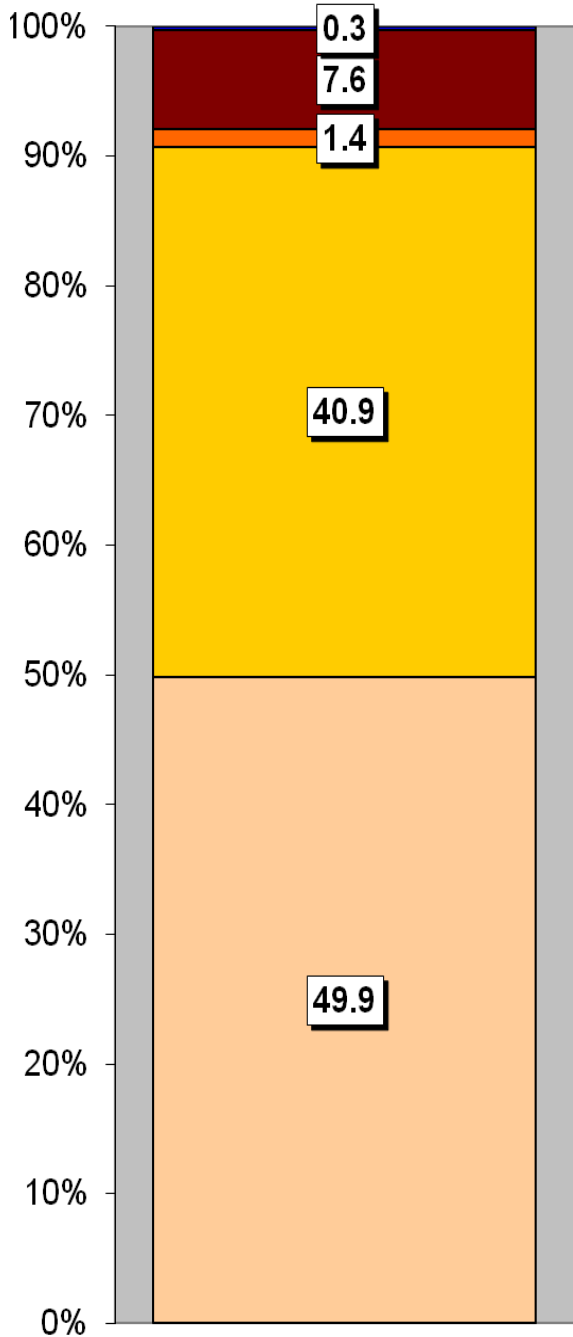
Household Composition	Gorslas	Gorslas %	Carmarthenshire
<b>Total Households/</b> (Average Household Size)	1735	(2.3)	(2.3)
Household Type: one person: pensioner	285	16.4	14.8
one person: other	212	12.2	15.4
one family: all pensioners	181	10.4	9.8
one family: married couple	658	38.0	34.1
one family: cohabiting couple	138	7.9	8.7
one family: lone parent	169	9.7	11.3
one family: other	92	5.4	5.9

Source: 2011 Census, ONS

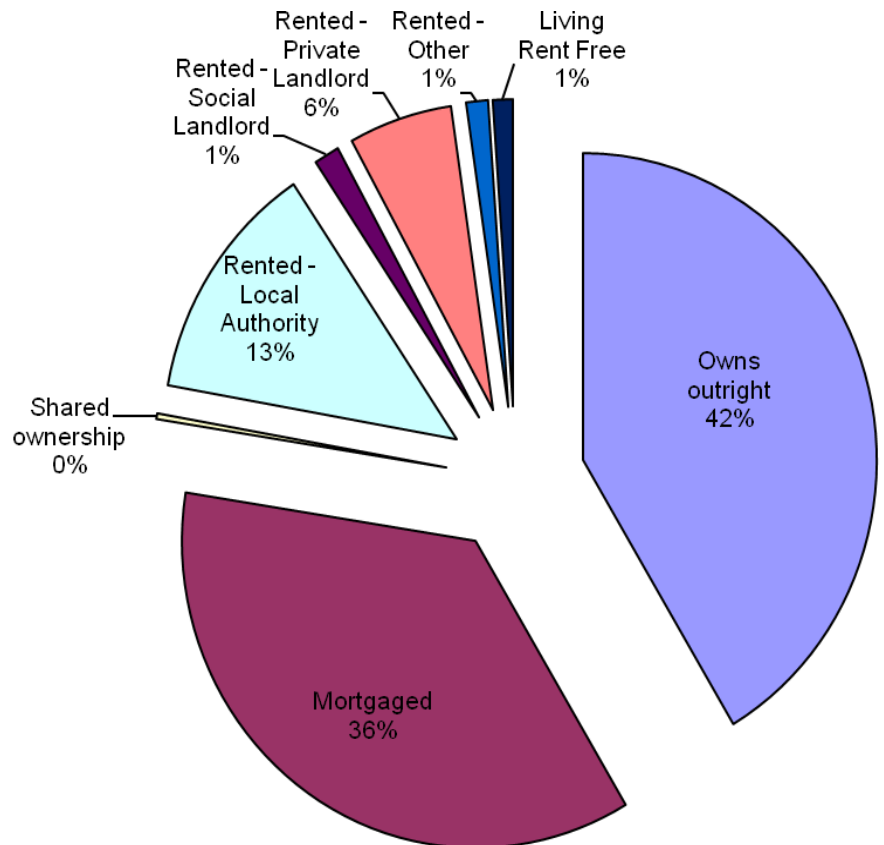
## HOUSING

The area's housing consists largely of detached and semi-detached accommodation, which combined is over 90% of the accommodation. The smallest proportion of housing is the caravan or other mobile temporary accommodation. The ward consists of 222 local authority owned properties and 24 Housing Association properties.

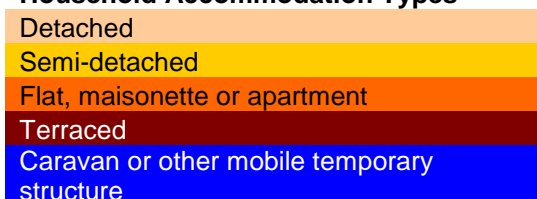
### Household Accommodation Types



Household Tenure	%
Owns outright	41.5
Mortgaged	36.1
Shared ownership	0.3
Rented - Local Authority	12.8
Rented - Social Landlord	1.4
Rented - Private Landlord	5.7
Rented - Other	1.2
Living Rent Free	1.1



### Household Accommodation Types



## SOCIO-ECONOMIC CHARACTERISTICS

- ⇒ The estimated median household income for Gorslas, based on CACI's 2016 'PayCheck' data, is £27,288 which is the 11<sup>th</sup> highest (of 58 wards) in Carmarthenshire and 12.7% above the Carmarthenshire median of £23,825.
- ⇒ The social profile information indicates a higher than average level of people being in higher and lower managerial and professional administrative occupations (Levels 1-2).

Social Profile	Gorslas	%	Carmarthenshire %
<i>All people aged 16-74 in households</i>	2997	100	100
<b>1: Higher Managerial &amp; Professional Admin. Occupations</b>	464	15.5	13.8
<b>2: Lower Managerial &amp; Professional Admin. Occupations</b>	673	22.5	19.9
<b>3: Intermediate Occupations</b>	397	13.2	11.6
<b>4: Small Employers &amp; Own Account Workers</b>	296	9.9	12.6
<b>5: Lower Supervisory &amp; Technical Occupations</b>	231	7.7	7.6
<b>6: Semi-routine Occupations</b>	448	14.9	16.7
<b>7: Routine Occupations</b>	405	13.5	13.0
<b>8: Never Worked &amp; Long Term Unemployed</b>	117	3.9	4.9

Source: 2011 Census, ONS

## ECONOMY AND LABOUR MARKET

Benefit Claimants	Gorslas	Rate %	Carmarthenshire Working Population %
Unemployment Benefit (JSA): March 2017	18	0.7	1.4
Incapacity Benefits (ESA/IB/SDA) August 2016	230	8.8	8.9
Income Support: August 2016	25	1.0	1.8
Disability Living Allowance: August 2016	270	10.3	9.6
Pension Credit: August 2016 (Population 65+)	175	18.5	17.1
State Pension Claimants: August 2016	1,010	-	-

Source: Jobcentre Plus administrative system Dept. for Work & Pensions

Economic Status (people aged 16-74)	Gorslas	Gorslas %	Carmarthenshire %
<b>Economically Active</b>	1943	64.8	64.9
Employees: Part-time	399	13.3	13.9
Employees: Full-time	1132	37.8	33.7
Self-employed	256	8.5	11.0
Unemployed	86	2.9	3.7
Full-time Student	70	2.3	2.5
<b>Economically Inactive</b>	1054	35.2	35.1
Retired	585	19.5	18.1
Student	135	4.5	4.5
Looking after home/family	86	2.9	3.8
Permanently sick/disabled	192	6.4	6.8
Other	56	1.9	1.9

Source: 2011 Census, ONS

## WELSH INDEX OF MULTIPLE DEPRIVATION (WIMD)

WIMD 2014 based on fine-grained geography of lower Super Output Areas (LSOAs). The WIMD 2014 is compiled from eight domains, Income, Employment, Health, Education, Housing, Access to Services, Physical Environment and Community Safety and is published at Lower Super Output Area of which there are 112 in Carmarthenshire.

Under WIMD, where Rank 1 is the most deprived, **Gorslas 1** ranks 96 out of 112 LSOAs in Carmarthenshire and is ranked 1352 in Wales from 1909 LSOAs. **Gorslas 2** ranks 90 most deprived area in Carmarthenshire and is ranked 1277 in Wales.

The highest level of deprivation attributed to **Gorslas 1** is the Education Domain, being ranked 67<sup>th</sup> in Carmarthenshire and 1121 in Wales for this domain. In **Gorslas 2** the Physical Environment domain is also the most prominent ranking 35<sup>th</sup> in Carmarthenshire and 586 in Wales.

### Gorslas 1 – Drefach Gorslas 2 – Maes yr Yrfa School

LSOA	Overall Index		Income		Employment		Health		Education		Access to Services		Community Safety		Physical Environment		Housing	
	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales
Gorslas 1	1352	96	1139	72	1236	85	1067	76	1121	67	810	71	1702	90	1110	68	1453	88
Gorslas 2	1277	90	1215	80	931	56	1302	89	1059	61	900	76	1853	103	586	35	1459	89

Source: Welsh Index of Multiple Deprivation 2014 (updated August 2016), Welsh Assembly Government.

Note: LSOAs ranked 1-112 (Carmarthenshire), 1-1909 (Wales).

## CRIME

Gorslas	Offence Group												Annual Total	
	Arson & Criminal Damage	Burglary – Business & Community	Burglary – Residential	Drug Offences	Miscellaneous Crime Against Society	Possession of Weapons	Public Order Offences	Robbery	Sexual Offences	Theft	Vehicle Offences	Violence Against the Person		
Fiscal Year (1st April to 31st March)														
2016/2017	19	5	3	18	2	2	3	0	2	20	5	31	110	

Source: Dyfed Powys Police, Headquarters, Llangunnor.



## Appendix E – Response Pro-Forma

Please provide us with your comments on the proposal regarding future provision for primary pupils residing in the Gorslas catchment area.

Your comments:

Do you have any other issues that you wish to bring to our attention?

Please tick box if you wish to be notified of the publication of a consultation report and your language of preference.

Welsh Version

English Version

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Position /  
Category of  
Respondent  
(E.g. parent) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

**Please note that unless you indicate otherwise your comments will be open to the public as part of the formal records of the consultation.**

Please detach this form and return to: Mr Gareth Morgans, Director of Education and Children's Services, Building 2, St David's Park, Jobs Well Road, Carmarthen, SA31 3HB or E-mail to [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) by no later than **17<sup>th</sup> December 2017**.

This page is intentionally left blank

DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION REPORT

For the proposal to increase the capacity of

Gorslas Primary School from 110 to 210

*Our Vision.....Carmarthenshire is a community where children are safe and nurtured and learners of all ages are supported to achieve their full educational potential*

January 2018

Gareth Morgans

Director of Education and Children's Services



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

**YOUR COUNCIL doitonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

**Modernisation Services Section**

**Simon Davies, Modernisation Services Manager**

## Content

No.	Subject	Page
1.	Executive Summary	4
2.	Summary of observations received and Local Authority related responses	6
3.	Estyn's Observations regarding the Proposal	9
3.1	Local Authority response to Estyn's observations	12
4.	Consultation with the Pupils	15

# 1. Executive Summary

## The Consultation Period

On the 6<sup>th</sup> November 2017 Carmarthenshire County Council published proposals to change primary school provision within the community of Gorslas. The County Council's proposal is to:

- increase the capacity of Gorslas Primary School from 110 to 210 from 1<sup>st</sup> September 2019 when occupation at the new building is proposed.

The consultation period commenced on the 6<sup>th</sup> November 2017 in line with the publication of the proposals and closed on 17<sup>th</sup> December 2017 with a total of 5 observations received (excluding the responses received from Estyn and the pupils' consultation) in response to the formal consultation.

It must be noted that of the 5 observations received, 4 were received prior to the end of the consultation period whilst 1 observation was received following the end of the consultation period. However, all responses received have been included for the purposes of this report.

## Observations Received

The proposal to increase the capacity of Gorslas Primary School from 110 to 210 is the formal statutory procedure that must be undertaken and completed to legally increase the number of Welsh medium places available at Gorslas Primary School and must be undertaken regardless of the method of implementation. As part of the wider scheme to provide an increased number of places, it is the Local Authority's intention to provide a new, replacement school building which will also provide space to accommodate an external nursery provider.

Whilst the consultation document focused primarily on the formal proposal to increase the capacity of Gorslas Primary School from 110 to 210, observations were also received with regards to other elements of the wider scheme. For completeness, these observations have also been included within this report and the themes of all comments received are as follows:

- Safeguarding of Jobs;
- Welsh in Education Strategic Plan;
- Capacity;
- Loss of Green Space; and
- School Nursing Service.

Carmarthenshire County Council acknowledges that there are concerns in relation to the wider scheme, in particular to the location of the proposed new school building and the implications that accommodating an external nursery may cause. These issues are being addressed separately to this proposal.

Observations were received from the following:

- NASUWT
- Welsh Language Commissioner
- Gorslas Community Council
- Children's Public Health – Hywel Dda University Health Board

One anonymous observation was also received.

A complete summary of all of the observations received to the consultation document together with the response of the County Council's professional officers can be found in section 2 on the next page.

### **Next Steps**

The Consultation Report will be presented to the Education & Children's Scrutiny Committee for comments and a recommendation and then ultimately to the Executive Board for determination on whether or not to proceed with the proposal and publish a statutory notice. Should the Executive Board decide to proceed to the next stage, a Statutory Notice will be published during the Spring Term 2018.

## 2. Summary of Observations received and Local Authority Responses

Point Number	Point Raised	Local Authority Response
1.	<p><b><u>Safeguarding of Jobs</u></b></p> <p>It is expected that consideration is be given to safeguard the jobs of staff.</p>	<p>The Authority has staffing policies and procedures in respect of school reorganisation and these can be recommended for implementation if needed. However, it is expected that should this proposal be implemented there is potential for further job opportunities.</p>
2.	<p><b><u>Welsh in Education Strategic Plan</u></b></p> <p>The scheme shows positive ambition in developing Welsh medium education within the county and falls in line with the strategic plan.</p>	<p>Carmarthenshire County Council welcomes the comments in recognition of the development of Welsh medium education within the county. During the last few years the demand for Welsh medium education within the Gorslas catchment area has been steadily increasing and Carmarthenshire County Council recognises the need for an increased capacity in order to support the current and future demand for Welsh medium education.</p>
3.	<p><b><u>Capacity</u></b></p> <p>Observations were received enquiring as to how the figure of 210 was calculated as the proposed capacity and whether this was restricted to the Gorslas catchment only. Enquiries were also made regarding whether the loss of pupils from the Cwmgwili area to other closer schools had been taken into</p>	<p>A range of elements were analysed when considering the increase in capacity for Gorslas Primary School namely: annual PLASC data; pupil yield expected from dwellings and pupil projections – these were based on the Gorslas catchment area. Consideration was also given to the fact that a mobile classroom was installed in September 2015 and that a further one was required for the 2017/2018 academic year along with a conservative estimate for a new school building factor.</p>



	<p>account and whether there is any potential revision to the current catchment area.</p>	<p>When analysing the annual PLASC data, information is provided on how many pupils attend each school from within the catchment area, outside of the catchment area and how many pupils live within specific catchment areas but attend other schools. January 2017 PLASC data indicated that 218 pupils live within the catchment area of Gorslas (78 attending Gorslas Primary School and 140 attending other schools). Whilst it is accepted that not all pupils living within the catchment area attend/or will attend Gorslas Primary School in the future, consideration must be given to pupils living within the catchment area.</p> <p>As part of the proposal to increase the capacity of Gorslas Primary School, it is proposed that there will be no change to the current school catchment area.</p>
4.	<p><b><u>Loss of Green Space</u></b></p> <p>Whilst there is support for the proposals, there are concerns regarding the loss of green space as a result of the new school building development at Gorslas Park. The area is regularly used by children for a variety of outdoor activities and is situated away from traffic. Although part of the school grounds could be openly available to the public, the increased traffic density and the construction involved would alter the character of the area. Therefore, consideration should be given to converting the current school site into a publicly accessible green space to serve as an alternative to the current park.</p>	<p>Carmarthenshire County Council accepts that there are concerns with regards to the loss of green space as a result of the intention to build the new school building on land at the site of Gorslas Park. However, it must be noted that whilst the school building will be built on part of the land, the intention is to provide a multi-use games area and sports pitch which will be available for community use along with the use of the school hall, outside of school hours. It is intended that the use of these facilities and the expansion of opportunities that will be available to the community as a result of these facilities will help strengthen the community relationships that already exist in the area.</p>

		<p>Whilst it is accepted that the increased traffic density and construction involved could alter the character of the area, it is hoped that the additional facilities available for community use afforded through the scheme would provide further advantages and opportunities to the wider community.</p> <p>With regards to the current school site no longer being used then the County Council Policy, approved on the 12<sup>th</sup> April 2006, in relation to buildings not being required for educational purposes will apply. In essence this allows the community to make a case to the council for the retention of the building as a community resource. If there is no viable community interest the premises will be offered to the market.</p>
5.	<p><b><u>School Nursing Service</u></b></p> <p>The only impact this will have on the School Nursing service is possibly some increase in caseload numbers for the School Nurses who are assigned to the school in question. Caseload numbers for School Nurses are regularly monitored by the Senior Nurse/Quality Assurance Manager for School Nursing and are managed through workforce planning.</p>	<p>Carmarthenshire County Council accepts that the increase in capacity may have an effect on caseload numbers for the School Nurses who are assigned to the school, however agree that any effect can be monitored and managed by workforce planning and communication between organisations.</p>

### 3. Estyn's Observations regarding the Proposal

#### **Estyn's response to the proposal to extend Ysgol Gorslas, Carmarthenshire**

Her Majesty's Inspectors of Education and Training in Wales have prepared this report.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body that is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortium, which deliver school improvement services to the schools within the proposal.

#### **Introduction**

This is a consultation proposal by Carmarthenshire County Council.

The consultation to increase the pupil capacity of Ysgol Gorslas from 110 to 210 is to be conducted between 6th November 2017 and 17th December 2017.

#### **Summary/Conclusion**

The proposal identifies clearly the local authority's reasons for increasing the capacity of Ysgol Gorslas and responds to the increasing demand for Welsh-medium education in the village of Gorslas and the surrounding area. It takes into consideration the increase in the number of pupils who apply to attend the school. The consultation identifies the community schools in the area that this proposal may affect. The authority identifies clearly that there are more children at Ysgol Gorslas than there are places available, and this has been the case for a number of years. However, it appears that there are a number of surplus places in the Welsh community primary schools in the catchment area. Estyn is of the opinion that the proposal is likely to at least maintain provision and standards for pupils in the Gorslas area.

## **Description and benefits**

The consultation provides a clear rationale for the expected advantages and disadvantages for Ysgol Gorslas.

The proposal outlines clearly the plans to construct a new building on land that is around 0.1 miles from the school's current site. The local authority claims that the current building has deteriorated and is in poor condition, and that there is not enough land on the school's site to add to the two mobile buildings that are already on the school grounds.

It appears that the Council has discussed a variety of relevant models as part of its strategic objectives in its modernising education programme. It takes into consideration the negative effect that another mobile building on the school grounds will have on the school's ability to provide foundation phase education in full. It appears that the proposal to build a new school ensures more space to improve learning environments for children. The proposal gives reasonable consideration to the parking problems that already exist. By building a new school on a different site, it appears that the arrangements will reduce the possible disruption for pupils, teachers and parents, and will allow the school to continue with the curriculum on the current site during the construction period.

The proposer lists the schools that may be affected by the proposal and identifies that approximately 140 pupils who live the Gorslas catchment area currently attend other schools. There is not enough information in the proposal about the possible effect on those schools.

The proposal is unlikely to have an undue effect on the current travel arrangements, except for the possibility that more pupils may attend the school.

The proposal appears to have given reasonable consideration to the effect on the local community. Estyn is of the opinion that this consultation provides more opportunities for the community to use the facilities for a number of activities, which would strengthen the community element that already exists. It appears that the new building will improve the learning environment for all of the school's pupils, and improve access for pupils with additional learning needs.

## **Educational aspects of the proposal**

The local authority has provided an appropriate analysis of the school's current performance. It identifies that the school is in group 1 for standards and in the yellow category, which shows that Ysgol Gorslas is an effective school that is already doing well and knows which areas need to be improved. The authority has included the findings of the most recent Estyn inspection in the proposal.

The consultation does not include the proposal's effect on the quality of outcomes, provision, and leadership and management clearly enough, other than to identify that the proposal would 'provide all pupils currently educated at Gorslas School with access to an enhanced school environment. This will facilitate further improvement upon the existing good standards, provision and leadership'.

The proposal has not considered robustly enough the effect on provision in other schools in the catchment area. It appears that the proposal will not have an effect on provision for learners with additional learning needs nor have a negative effect on the Church in Wales's provision.

## 3.1 Local Authority Response to Estyn's Observations

### Effect on other schools

**The authority identifies clearly that there are more children at Ysgol Gorslas than there are places available, and this has been the case for a number of years. However, it appears that there are a number of surplus places in the Welsh community primary schools in the catchment area.**

Carmarthenshire County Council accepts that whilst Gorslas Primary School is currently oversubscribed, there are some surplus places in neighbouring catchment schools. There is a clear increasing demand for Welsh medium education within the Gorslas area and whilst 140 pupils living within the Gorslas area currently attend other schools, the school is still over capacity. Whilst it is accepted that not all pupils living within the catchment area attend/or will attend Gorslas Primary School, consideration must be given to all pupils within the catchment area and the current school capacity proves insufficient in being able to accommodate this.

Pupil places within all of the county's schools are monitored and surplus and oversubscription issues are reviewed on a regular basis. Where required, appropriate and strategic action is implemented as and when necessary.

**The proposer lists the schools that may be affected by the proposal and identifies that approximately 140 pupils who live in the Gorslas catchment area currently attend other schools. There is not enough information in the proposal about the possible effect on those schools.**

The proposal under consultation refers to the need to increase the capacity of Gorslas Primary School from 110 to 210 places due to the increasing demand for Welsh medium education places. Whilst Carmarthenshire County Council has considered the neighbouring catchment schools that may be affected by the proposal, the proposal does not and nor is it Carmarthenshire County Council's intention to directly affect these schools through this reorganisation.

Carmarthenshire County Council accepts that as a result of this proposal some neighbouring schools may be indirectly affected. It is accepted that pupils who live within the Gorslas catchment area that currently attend other schools may want to attend the new Gorslas Primary School. As is the case with all community primary schools within the county, admission to the school will be controlled and managed through the admissions process should this situation occur. Whilst Carmarthenshire County Council accepts that some neighbouring schools may be indirectly affected as a result of this proposal, it is very difficult to estimate the result and impact that this may have. Nevertheless, Carmarthenshire County Council will monitor the effect

of the proposal on neighbouring schools and will consider whether appropriate action is required as and when necessary.

***The proposal has not considered robustly enough the effect on provision in other schools in the catchment area.***

As mentioned previously, whilst Carmarthenshire County Council accepts that the proposal to increase the capacity of Gorslas Primary School may have an indirect effect on neighbouring catchment schools, the proposal does not nor is it Carmarthenshire County Council's intention to directly affect provision in other schools as part of this reorganisation. However, Carmarthenshire County Council will monitor the effects of the proposal on neighbouring schools and should the proposal have any detrimental effects on provision, then appropriate action will be considered.

### **Effect on quality of outcomes, provision, and leadership and management**

***The consultation does not include the proposal's effect on the quality of outcomes, provision, and leadership and management clearly enough, other than to identify that the proposal would 'provide all pupils currently educated at Gorslas School with access to an enhanced school environment. This will facilitate further improvement upon the existing good standards, provision and leadership'.***

It is expected that the proposal to increase the capacity of Gorslas Primary School through the provision of a new school building will positively affect the outcomes, provision, and leadership and management at the school.

The provision of a greater capacity will firstly enable all pupils and staff to be situated in one building, rather than having to move and operate between the main school building and additional cabins. This will provide a secure, safer and more manageable environment for pupils as well as staff and will enable across school teaching, learning and events to take place more efficiently and effectively.

The provision of greater space, both indoors and outdoors will allow for curriculum expansion and will provide opportunities for a broader and more varied learning environment for all pupils, in particular the Foundation Phase, which in turn is expected to have a positive effect on the outcomes and development of all pupils. The provision of a multi-use games area and sports pitch will provide exciting opportunities for a varied physical education curriculum and will allow all learning and sporting events to take place at one location. Currently, the school sports take place at Gorslas Park due to limited facilities at the current school site and therefore the provision of these facilities will help the management of school events. The provision of the large school hall, provides further opportunities for school events to take place

ensuring that the whole school can work together at the same time efficiently. The hall also provides opportunities for the physical education curriculum etc. to still be fulfilled in times of bad weather when events cannot take place outside.

The accessibility of facilities will ensure that the community has use of the school hall, multi-use games area and sports pitch, demonstrating how the school and community can work together to strengthen relationships and maximise potential opportunities for all. The increased capacity and intended new building will provide the community with facilities suitable for teaching and learning in the 21<sup>st</sup> century in which provision and outcomes can be enhanced.

### **Statements of support for this proposal by Estyn**

The proposal identifies clearly the local authority's reasons for increasing the capacity of Ysgol Gorslas and responds to the increasing demand for Welsh-medium education in the village of Gorslas and the surrounding area.

Estyn is of the opinion that the proposal is likely to at least maintain provision and standards for pupils in the Gorslas area.

The consultation provides a clear rationale for the expected advantages and disadvantages for Ysgol Gorslas.

Estyn is of the opinion that this consultation provides more opportunities for the community to use the facilities for a number of activities, which would strengthen the community element that already exists.

It appears that the new building will improve the learning environment for all of the school's pupils, and improve access for pupils with additional learning needs.



## 4. Consultation with the Pupils

**School:** Gorslas Primary School

**Date:** 11<sup>th</sup> December 2017

**Consultation undertaken by:** Mrs Catrin Griffiths – Challenge Adviser

**Interviewed:** School Council

### Summary

The School Council were interviewed regarding the proposal to increase the capacity of school and the intention to provide the school with a new, replacement school building. Informative discussions were had and were based on the questions below:

- Have you seen plans for the new school building?
- Are you happy to move to a new building and why?
- What do you think will be advantageous in being in a new building?
- Will it be easier for you to learn in a new building?
- What about Foundation Phase pupils? What effect will moving have on the younger pupils?

### School Council Feedback

The pupils had the opportunity to look and browse through the plans of the new school and the word “exciting” was often used in describing the new building.

Without exception, all of the pupils were looking forward to having a large, safe and spacious school yard with plenty of space to play a variety of sports including football, rugby and hockey at the same time. Pupils were also looking forward to having a less dangerous yard, especially with the bad weather in the winter.

Pupils noted that the hall was important in ensuring a place to play football and hockey when the weather was poor and to hold concerts and services as a whole school.

Pupils were also looking forward to having space to move around the school. The importance of broad corridors and wide doors was mentioned to save pushing and to feel safer when walking around. The importance of no cabins was also mentioned so that all the pupils were in the same building.

They liked the fact that there would be enough room to hang coats and so they would be less likely to lose or dirty them as they walk on the floor.

The location in the village was important to them because it is said that it will mean more families can walk to school and therefore less cars will be needed. There will also be a car park and so the site will be a much safer site.

The lift was mentioned as an important factor in being able to accommodate and help disabled children and children who have been treated to reach the upper floor without walking the stairs.

In terms of clubs the pupils mentioned that there will be a lot more space for after-school clubs as well as a breakfast club and so it will help facilitate arrangements for parents. The garden was also mentioned and therefore there would be opportunities to grow vegetables and plants and sell them to raise money for the school. The fact that there would be a library in the new school was very important to them in order to save reading in the corridor.

It was mentioned that the carnival could be held in the new school and not in the cold tent because there will be enough room in the school for the community to join the pupils. The carnival is the highlight of the year for the pupils.

The area for Foundation Phase pupils will be safe and will enable them to receive more opportunities especially when learning in the outside area.

The pupils were unanimous in agreeing that a brand new, larger building will offer additional, quality opportunities towards their education.

The only negative comments were about feeling sad when leaving the old building and moving to a new building and year 5 and 6 pupils were sad in losing the opportunity to be educated at the new school because of their age.

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### MODERNISING EDUCATION PROGRAMME

## PROPOSAL TO PROVIDE NURSERY PROVISION AT YSGOL PARC Y TYWYN BY INCREASING ITS AGE RANGE FROM 4-11 TO 3-11

#### Recommendations / key decisions required:

It is recommended that Executive Board approves:

1. The observations received and the Local Authority's responses following the consultation period (Consultation Report attached).
2. The publication of a statutory notice to implement the proposal.

#### Reasons:

To comply with statutory procedures and guidance in relation to school re-organisation.

**Relevant Scrutiny Committee Consulted:** YES - Education & Children Scrutiny Committee on 25<sup>th</sup> January 2018

The Education & Children Scrutiny Committee resolved:

1. That the observations received and the Local Authority's responses following the consultation period be noted;
2. To endorse to the Executive Board the publication of a Statutory Notice to implement the proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11.

**Executive Board Decision Required** YES 26<sup>th</sup> February 2018

**Council Decision Required** NO

#### Executive Board Member Portfolio Holder:

Cllr. Glynog Davies (Education & Children)

<b>Directorate:</b> Education & Children	<b>Designations:</b>	<b>Tel Nos. / E-Mail Addresses:</b>
<b>Name of Head of Service:</b> Gareth Morgans	Director of Education and Children's Services	01267 246522 <a href="mailto:EDGMorgans@carmarthenshire.gov.uk">EDGMorgans@carmarthenshire.gov.uk</a>
<b>Report Author:</b> Simon Davies	Modernisation Services Manager	01267 246471 <a href="mailto:SiDavies@carmarthenshire.gov.uk">SiDavies@carmarthenshire.gov.uk</a>

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### MODERNISING EDUCATION PROGRAMME

## PROPOSAL TO PROVIDE NURSERY PROVISION AT YSGOL PARC Y TYWYN BY INCREASING ITS AGE RANGE FROM 4-11 TO 3-11

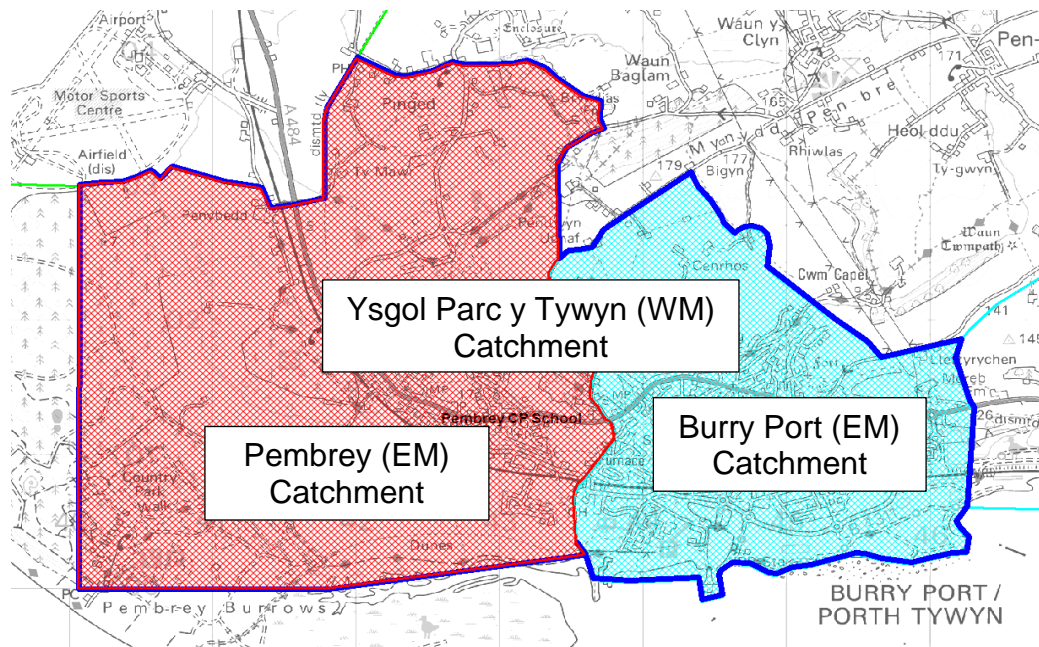
### Proposal

- 1) To standardise the **local authority part time nursery provision** in the areas of Burry Port and Pembrey:

Ysgol Parc y Tywyn is a Welsh Medium school with an age range of 4-11.

Outlined in blue below is the catchment area for Ysgol Parc y Tywyn.

The school shares the same catchment as the combined Burry Port Community School and Ysgol Pembrey catchment.



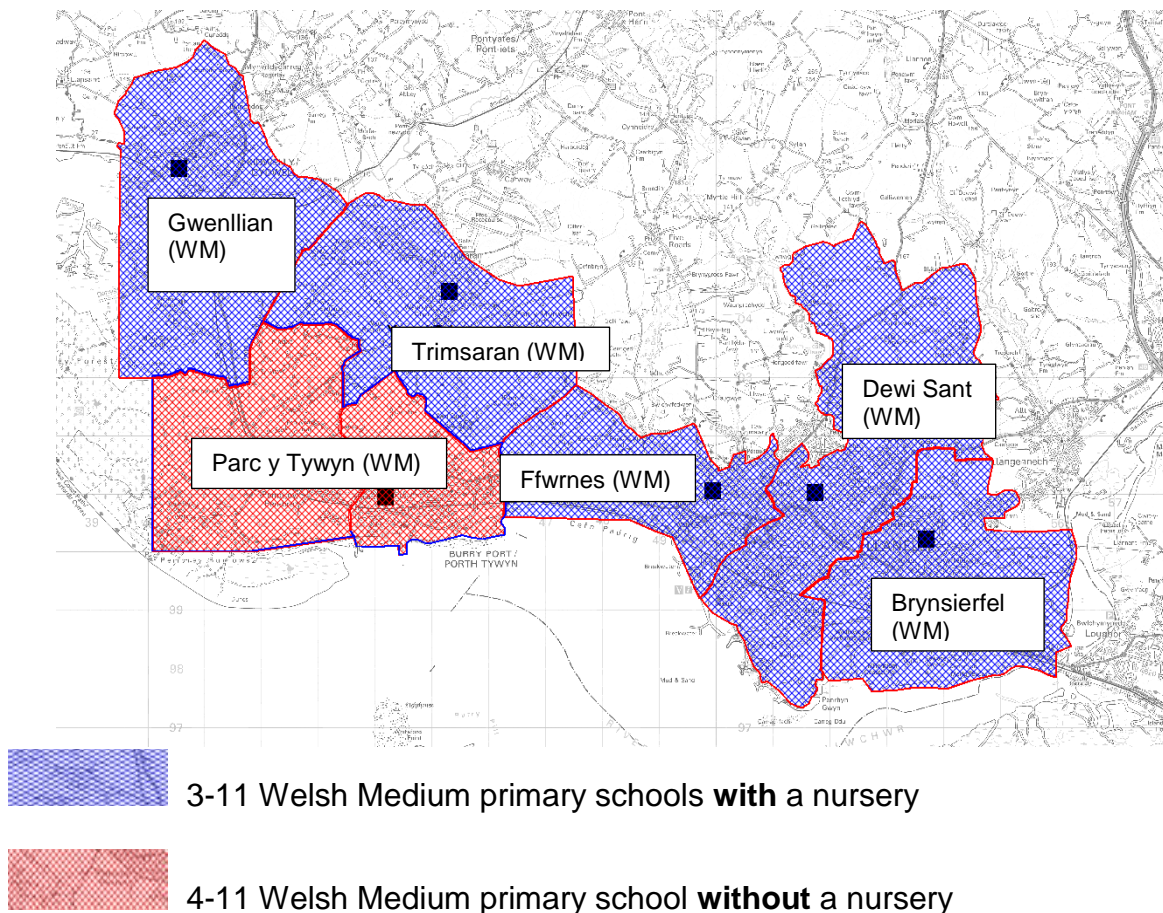
WM – Welsh Medium

EM – English Medium

Burry Port Community School and Ysgol Pembrey are categorised as English Medium language schools. The age range at the schools is 3-11. Nursery provision is being provided at both schools.

This proposal seeks to standardise the nursery education for the area by ensuring that the same level of provision is provided at both the Welsh and English medium schools in the areas of Burry Port and Pembrey.

- 1) To standardise the local authority **part time Welsh Medium nursery provision** in the area:



As can be seen above, Ysgol Parc y Tywyn is surrounded by Welsh Medium schools that provide local authority nursery provision.

This proposal seeks to standardise the nursery provision in Welsh Medium schools by ensuring that the same level of provision is provided at all **Welsh medium schools** in the area, including Burry Port and Pembrey.

### Proposal

To standardise the Welsh medium part time nursery in the area, the Local Authority propose to provide part time nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11 from 1 September 2018.

In accordance with Executive Board's instructions, a formal consultation exercise was undertaken from 6 November 2017 to 17 December 2017.

A total of 419 were consulted during the consultation period, which included the pupils, staff, parents and governors of Ysgol Parc y Tywyn, the Headteachers and Governors of neighbouring schools, ERW, Unions, Estyn, Welsh Language Commissioner as well as the existing private nursery providers and childminders.

A total of 5 responded to the consultation, the issues raised are detailed in the consultation report.

The ECS Scrutiny Committee were provided the opportunity to offer comment and a recommendation to the Executive Board whether or not to publish a Statutory Notice. Should the Executive Board grant permission to proceed to Statutory Notice, the intention is to publish week beginning 5 March 2018.

If approved, following the end of the Statutory Notice period, an objection report which summarises any objections received by stakeholders, will be presented to the ECS Scrutiny Committee and Executive Board and ultimately County Council for determination.

### **Recommendation**

That the Executive Board approves the publication of a statutory notice to implement the proposal.

**DETAILED REPORT ATTACHED?**

**YES:**

**Consultation Document  
Consultation Report**

# IMPLICATIONS

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

Signed: **G. Morgans** Director of Education and Children's Services

**S. Davies** Modernisation Services Manager

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

## 1. Policy, Crime & Disorder and Equalities

Developments are consistent with the Authority's Welsh in Education Strategic Plan 2014-2017, Corporate Strategy, Children and Young People's Plan and the Modernising Education Strategic Outline Programme.

## 2. Legal

Appropriate consultation will need to be initiated in accordance with the relevant statutory procedures.

## 3. Finance

To provide part time nursery places in a school setting will have revenue funding implications for the authority in terms of appointing additional teaching and support staff for the nursery. The Revenue implications will be catered from within the existing Local Management of Schools Fair Funding Scheme.

This proposal will have a detrimental effect on employment for local private providers as provision is currently being provided for 3 year olds by local nurseries and childminders.

## 4. ICT

None.

## 5. Risk Management Issues

The disparity between Welsh and English part time nursery provision being provided by the Authority within the catchment of Ysgol Parc y Tywyn.

## 6. Physical Assets

None.

# CONSULTATIONS

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

Signed:     **G. Morgans**            **Director of Education and Children's Services**  
                   **S. Davies**                **Modernisation Services Manager**

**1. Scrutiny Committee** – The Scrutiny Committee were notified of the formal consultation period.

**2. Local Member(s)-** Local members in the Wards of Pembrey (Cllr. Shirley Matthews and Cllr. Hugh Shepardson) and Burry Port (Cllr. John James and Cllr. Amanda Fox) have been kept fully informed and were consulted during the consultation period.

**3. Community / Town Council** – The Pembrey & Burry Port Town Council were formally consulted with during the consultation period.

**4. Relevant Partners** – All relevant partners were consulted with during the consultation period.

**5. Staff Side Representatives and other Organisations** – Staff side representatives and other organisations were consulted with during the consultation period.

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

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Strategic Outline Programme 21 <sup>st</sup> Century Schools	Strategic Outline Programme 21 <sup>st</sup> Century Schools
Carmarthenshire's Welsh in Education Strategic Plan 2014-2017	<a href="http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en">http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en</a>
MEP Biennial Review	<a href="http://www.carmarthenshire.gov.uk">www.carmarthenshire.gov.uk</a> Executive Board 20 <sup>th</sup> June 2016
21 <sup>st</sup> Century Schools Website	<a href="http://www.21stcenturyschools.org">www.21stcenturyschools.org</a>
21 <sup>st</sup> Century Schools: Information Document (May 2010)	<a href="http://www.wales.gsi.gov.uk">www.wales.gsi.gov.uk</a>
21 <sup>st</sup> Century Schools: Information Document (May 2010) - Summary	<a href="http://www.wales.gsi.gov.uk">www.wales.gsi.gov.uk</a>
21 <sup>st</sup> Century Schools Strategic Outline Programme Template	<a href="http://www.wales.gsi.gov.uk">www.wales.gsi.gov.uk</a>
Modernising Education Programme (May 2005)	Department for Education and Children Building 2, Parc Dewi, Carmarthen.



# DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION REPORT

Proposal to change the age range of **Ysgol Parc y Tywyn**

from 4–11 to **3–11**

***Our Vision.....Carmarthenshire is a community where children are safe and nurtured and learners of all ages are supported to achieve their full educational potential***

**January 2018**

**Gareth Morgans**

**Director of Education and Children's Services**



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

**YOUR COUNCIL doitonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

## Modernisation Services Section

**Simon Davies**, Modernisation Services Manager

## Content

No.	Subject	Page
1.	Executive Summary	4
2.	Summary of observations received and Local Authority related responses	6
3.	Estyn's Observations regarding the Proposal	9
3.1	Local Authority response to Estyn's observations	12
4.	Consultation with the Pupils	15

# 1. Executive Summary

## **The Consultation Period**

On the 6<sup>th</sup> November 2017 Carmarthenshire County Council published proposals to change Welsh Medium primary school provision within the community of Burry Port and Pembrey. The County Council's proposal is to:

- to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11

The consultation period commenced on the 6<sup>th</sup> November 2017 in line with the publication of the proposals and closed on 17<sup>th</sup> December 2017 with a total of 3 observations received (excluding the responses received from Estyn and the pupils' consultation) in response to the formal consultation.

It must be noted that of the 3 observations received, 2 were received before the end of the consultation period whilst 1 observation was received after the end of the consultation period. However, all responses received have been included for the purposes of this report.

## **Observations Received**

The proposal to provide nursery provision at Ysgol Parc y Tywyn by increasing its age range from 4-11 to 3-11, is the formal statutory procedure that must be undertaken and completed to legally increase the age range at the school.

The themes of the comments received are as follows:

- Existing Provision / Loss of jobs
- School Nursing Service

Observations were received from the following:

The 5 respondents were as follows:

- Estyn
- Welsh Language Commissioner
- Cylch Meithrin Porth Tywyn – Existing Private Provider
- Ysgol Parc y Tywyn - School Council
- Hywel Dda University Health Board – Children's Public Health

A complete summary of all of the observations received to the consultation document together with the response of the County Council's professional officers can be found in section 2 of this report.

## **Next Steps**

The Consultation Report will be presented to the Education & Children's Scrutiny Committee for comments and a recommendation and then ultimately to the Executive Board for determination on whether or not to proceed with the proposal and publish a statutory notice.

Should the Executive Board decide to proceed to the next stage, a Statutory Notice will be published during the Spring Term 2018.

## 2. Summary of Observations received and Local Authority Responses

Point Number	Point Raised	Local Authority Response
1.	<p><b><u>Existing Provision / Loss of jobs</u></b></p> <p>Cylch Meithin Porth Tywyn has provided nursery provision in this area since the early 1970s. It would no longer be sustainable should a nursery provision be provided by Ysgol Parc y Tywyn.</p> <p>The proposal is for part time provision for 3 year old. Currently Cylch Meithrin provides full time provision for a number of 3 year old pupils. Is it possible for the Cylch Meithrin to be relocated to the new school to continue to provide <b>Welsh Medium</b> education and provide the wrap around care needed by parents. This would be beneficial if the 30 hour child offer comes into force.</p>	<p>Carmarthenshire County Council accepts that this proposal will have a detrimental effect on the current private nursery and childcare providers in the area of Burry Port and Pembrey. Focus has been given to this area in its consultation document where it clearly identifies the impact of this disadvantage.</p> <p>The authority acknowledges the excellent service being provided locally by the private providers, which is recognised by Estyn in the settings that are subject to inspection. However, the aim of the authority is to standardise its part time nursery provision in this area for its English and Welsh medium schools. This is to ensure that parents/guardians base their decision on language rather than the facilities being provided locally.</p> <p>The authority fully appreciates that this proposal will have a negative effect on demand for 3 year old provision, and as a result the number of settings could be reduced. However, the facility at the school will be for part time nursery pupils, there are</p>

		<p>opportunities for the providers to work with the school/parents/guardians to provide the wrap around care that is currently being provided.</p> <p>In addition, the Welsh Government is currently piloting an ‘enhanced’ childcare offer in several areas around Wales, this is expected to be rolled out in Carmarthenshire from April 2018. In order for this initiative to succeed, the authority will be reliant on utilising the expertise of private providers.</p>
2.	<p><b><u>Welsh in Education Strategic Plan</u></b></p> <p>The scheme shows positive ambition in developing Welsh medium education within the county and falls in line with its strategic plan.</p>	<p>Carmarthenshire County Council welcomes the comments in recognition of the development of Welsh medium education within the county.</p> <p>It is the authority’s opinion that there will be <b>more children in Welsh Medium education</b> if the nursery provision being offered locally in the area comparable. This not only supports the authority to meet the targets set in its Welsh in Education Strategic Plan, but will support the Welsh Government vision for one million Welsh speakers by 2050.</p> <p>The views of the authority in respect of Welsh language are also fully endorsed by Estyn. Having considered this proposal Estyn state that:</p>

		<p><i>'The proposal forms part of Carmarthenshire County Council's vision and aims form Welsh medium education as set out in their Welsh in Education Strategic Plan 2014 - 2017.'</i></p> <p><i>'There would appear to be no negative impact on the Welsh language arising from this proposal.'</i></p>
<p>3.</p>	<p><b><u>School Nursing Service</u></b></p> <p>The only impact this will have on the School Nursing service is possibly some increase in caseload numbers for the School Nurses who are assigned to the schools in question. Caseload numbers for our School Nurses are regularly monitored by the Senior Nurse/Quality Assurance Manager for School Nursing and are managed through our workforce planning.</p>	<p>Carmarthenshire County Council accepts that the increase in capacity may have an effect on caseload numbers for the School Nurses who are assigned to the school, however agree that any effect can be monitored and managed by workforce planning and communication between organisations.</p>



### 3. Estyn's Observations regarding the Proposal

#### **Estyn response to the proposal to change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11**

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortia which deliver school improvement services to the schools within the proposal.

#### **Introduction**

The proposal is by Carmarthenshire County Council.

The proposal is to change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11 as from the September 2018.

#### **Summary**

The proposal is part of Carmarthenshire County Council's commitment to provide each child with the best possible start in life and to meet the aspirations of Welsh Government as set out in their strategic documents for education. The proposal aims to standardise the nursery education for the Burry Port and Pembrey areas by ensuring that the same level of provision is available for both the Welsh and English medium primary schools.

It is Estyn's opinion that the proposal is likely to at least maintain the current standards of education in the area.

#### **Description and benefits**

The local authority has given a clear rationale for the proposed expected benefits when compared with the status quo in relation to transition through from nursery age to primary aged pupils in the Welsh medium sector. The proposer also explains clearly how the proposal fits with the local authority's broader plan for ensuring it

makes the best use of resources and facilities to serve the needs of all learners. The proposal also notes appropriate how it supports Carmarthenshire County Council's Welsh in Education Strategic Plan 2014 – 2017.

The proposal clearly defines the expected benefits of the proposal and these link well to the stated purpose and rationale. The proposal notes appropriately the advantages of the proposal, which include the seamless progression from nursery into primary school for Welsh medium pupils living in the Burry Port and Pembrey areas; standardisation of Welsh and English medium nursery provision for pupils living in these areas, ensuring parity in the provision of Welsh medium nursery education between Ysgol Parc y Tywyn and other Welsh medium schools in the Llanelli area; and providing new employment opportunities at the new Ysgol Parc y Tywyn.

The proposer has identified appropriately the disadvantages to the current proposal, which focus on the impact of the reduction in demand for places at the privately run nurseries and childminders who currently provide the provision in the area.

The local authority has provided appropriate evidence to show that it has considered other alternatives to this current proposal. These three options include maintaining the status quo, providing Welsh medium nursery provision at the two neighbouring English medium schools or to create a standalone Welsh medium nursery for the catchment of Burry Port and Pembrey. They have demonstrated appropriately the advantages and disadvantages of each option and the reasons for their preferred option.

The proposer has suitably considered the impact of the proposal on pupil travel arrangements. It intends to support home to school travel in line with the council's transport policy. The new Ysgol Parc y Tywyn building is located near a new link road which the proposer believes is likely to reduce travelling time for pupils living in the catchment area.

The proposer has shown appropriately how the proposal will affect school places by providing pupil numbers and surplus places for 2017 for schools in the area. It has also provided information of projected pupil numbers for Ysgol Parc y Tywyn over the next five years against the capacity of the new school building. The proposer notes appropriately that the school would be able to meet the current and projected demand for Welsh medium nursery provision in the Burry Port and Pembrey areas. The proposal forms part of Carmarthenshire County Council's vision and aims for Welsh medium education as set out in their Welsh in Education Strategic Plan 2014 - 2017. The proposer believes that the proposal will allow greater opportunities for access to Welsh medium education within the area. The proposal aims to ensure better linguistic continuity from nursery education to the end of secondary education to allow pupils to become fluent and confident in both Welsh and English languages. There would therefore appear to be no negative impact on the Welsh language arising from this proposal.

The proposer has considered reasonably well the impact of the proposals on the quality of the outcomes, provision and leadership and management at Ysgol Parc y

Tywyn. The proposer has considered the outcomes of the most recent Estyn inspection report and the school's categorisation in relation to the National School Categorisation system on the quality of leadership and pupil outcomes. However, the proposer has not commented on the school's outcomes when compared with similar schools based on entitlement to free school meals. The proposal has not considered the most recent Estyn inspection reports of other Welsh medium nursery settings in the Burry Port and Pembrey areas.

Ysgol Parc y Tywyn was inspected in January 2012 and the judgements for both the current performance and prospects for improvement were judged as adequate. The local authority has also evaluated the school's performance in relation to the National School Categorisation System. Under the system, schools will be in one of four standards groups (1 to 4), with schools in standards group 1 demonstrating very good overall performance and those in standards group 4 demonstrating the greatest need for improved performance. Ysgol Parc y Tywyn is currently in standards group 2. The proposer believes that the proposal will have a positive impact on the quality of education outcomes and provision in the school.

The proposer has undertaken an appropriate equality impact assessment, which considers the impact of the proposal on vulnerable groups including those with a disability or special educational needs. However, the proposal does not consider the possible impact of the proposals on pupils' wellbeing.

## 3.1 Local Authority Response to Estyn's Observations

### Free School Meals

**The proposer has considered the outcomes of the most recent Estyn inspection report and the school's categorisation in relation to the National School Categorisation system on the quality of leadership and pupil outcomes. However, the proposer has not commented on the school's outcomes when compared with similar schools based on entitlement to free school meals.**

Although this information is considered when proposed changes are made to school provision, in the form of statutory school organisation proposals, it is currently not included in its consultation document. However, consideration will be given for this information to be included in future similar proposals.

### Estyn Inspections

**The proposal has not considered the most recent Estyn inspection reports of other Welsh medium nursery settings in the Burry Port and Pembrey areas.**

The authority acknowledges the excellent service being provided by the existing Welsh medium private nurseries. The providers subject to inspection were awarded with either Excellent or Good judgements in their most recent inspections. Clearly there is not an issue with the standard of education being offered at these settings.

The comments are noted and consideration will be given for this information to be included in future similar proposals.

It should be noted that this information is always included in its consultation documents when proposed changes are made to its own settings.

### Impact of pupils' wellbeing

**The proposer has undertaken an appropriate equality impact assessment, which considers the impact of the proposal on vulnerable groups including those with a disability or special educational needs. However, the proposal does not consider the possible impact of the proposals on pupils' wellbeing.**

The authority acknowledges its statutory role on the wellbeing of pupils in respect of this proposal and to promote a healthy and happy school, to aid the learning environment. The authority ensures that there are policies in place for the promotion of the wellbeing of pupils and include pupils in the decisions that affect them, through pupil participation. (A record of the pupil participation for this proposal can be seen in section 4 of this document).

These policies aim is to provide a fair and bully free environment in which pupils can learn, with a healthy food in schools also playing a key role in creating wellbeing.

It is proposed that the nursery pupils will be accommodated in a building that is accredited by Secure by Design. Secure by Design is a police initiative owned by the Association of Chief Police Officers.

### **Statements of support for this proposal by Estyn**

- It is Estyn's opinion that the proposal is likely to at least maintain the current standards of education in the area.
- The local authority has given a clear rationale for the proposed expected benefits when compared with the status quo in relation to transition through from nursery age to primary aged pupils in the Welsh medium sector.
- The proposal also notes appropriate how it supports Carmarthenshire County Council's Welsh in Education Strategic Plan 2014 – 2017.
- The proposal clearly defines the expected benefits of the proposal and these link well to the stated purpose and rationale.
- The proposer has identified appropriately the disadvantages to the current proposal, which focus on the impact of the reduction in demand for places at the privately run nurseries and childminders who currently provide the provision in the area.
- The local authority has provided appropriate evidence to show that it has considered other alternatives to this current proposal.
- The proposer has suitably considered the impact of the proposal on pupil travel arrangements.
- The proposer has shown appropriately how the proposal will affect school places by providing pupil numbers and surplus places for 2017 for schools in the area.

- The proposal forms part of Carmarthenshire County Council's vision and aims form Welsh medium education as set out in their Welsh in Education Strategic Plan 2014 - 2017.
- There would appear to be no negative impact on the Welsh language arising from this proposal.
- The proposer has considered reasonably well the impact of the proposals on the quality of the outcomes, provision and leadership and management at Ysgol Parc y Tywyn.
- The proposer has considered the outcomes of the most recent Estyn inspection report and the school's categorisation in relation to the National School Categorisation system on the quality of leadership and pupil outcomes.
- The local authority has also evaluated the school's performance in relation to the National School Categorisation System.
- The proposer has undertaken an appropriate equality impact assessment, which considers the impact of the proposal on vulnerable groups including those with a disability or special educational needs.

## 4. Consultation with the Pupils

**School:** Ysgol Parc y Tywyn

**Date:** 10 December 2017

**Consultation undertaken by:** Llinos Jones – Challenge Adviser

**Interviewed:** School Council

The School Council were interviewed regarding the proposal to introduce a nursery at the school by increasing its age range from 4-11 to 3-11.

Informative discussions were held around the questions below:

- 1) Would you like to be part of a larger school with more children?
- 2) Do you think it's a good idea to be a 3-11 year old school?
- 3) What would be the benefits of being a 3-11 year old school?
- 4) What are you looking forward to most?
- 5) Are there any disadvantages?
- 6) Is there anything you're worried about?

### School Council Feedback

Everyone was unanimous and happy that they were going to be part of a school with more children.

Pupils said that it was a good idea to switch to 3-11 year olds, because this is going to extend the Welsh-speaking population. This is going to help the language live.

Pupils agreed that there are many advantages –

- Pupils will not need to change from nursery school to primary school when they are 4 years old.
- Everyone will know each other going into the reception class rather than pupils coming from different nurseries around the town.
- Pupils get to know all the teachers from a very young age, so their lives will not have so many changes.
- This is going to mean that we have more friends, and it will be nice for three year olds to be able to talk to us as a school council and make them feel safe.

Pupils did not identify any disadvantages with the proposal.

This page is intentionally left blank



# DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION DOCUMENT

Proposal to change the age range of *Ysgol Parc y Tywyn*  
from 4–11 to 3–11

*Our Vision.....Carmarthenshire is a community where children  
are safe and nurtured and learners of all ages are supported  
to achieve their full educational potential*

6 November 2017

**Gareth Morgans**  
Director of Education & Children's Services

## School Modernisation Section

**Simon Davies**, Modernisation Services Manager

If you require this information in large print, Braille or on audiotape please contact the Department for Education & Children

**Email:** [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk)

**Telephone:** 01267 246475

As part of its statutory obligation to keep the number and type of school places under review, the County Council has adopted a wide-ranging programme designed to improve school buildings and enhance opportunities for learning. The strategy reflects the vision and policies established by the County Council which embraces the requirement to deliver services, to clear standards – covering both cost and quality – by the most economic and effective means. In our drive to continually improve on the services made available to all learners, we must maximise the finite resources available to the Council, and continue to work in partnership with all those who have a contribution to make to the process of learning and the well-being of both children and their families. Schools of the future will need to serve as a focus for a wide range of services dedicated to serving the needs of the community through a joined up approach.

Carmarthenshire is blessed with many very able teachers but the continuing changes to the curriculum places a heavy demand on their skills to meet the wide ranging demands of all children. Although the processes of learning, and skills of teaching, are extremely important, deep subject knowledge on the part of the teacher is essential if learners with their various gifts in different areas are to discover and develop their talents to the full.

Schools designed to meet current demands are expected to provide a broad and balanced curriculum through high quality and inspirational teaching. In the planning of new provision it will be important to ensure that our schools are properly equipped to enhance opportunities for social inclusion, sustainable development, equal opportunities and bilingualism. In practical terms we need to ensure that provision reflects the changing patterns of population, with schools based in the right location with accommodation and facilities fit to serve the needs of all learners in the twenty first century.

Consultation will follow the guidelines established by the Welsh Government and will involve identified interested parties. The information set out in this document is intended to clarify the proposals for your school and support the consultation process.



**Gareth Morgans**  
**Director of Education & Children's Services**

## Glossary of Abbreviations

<b>ALN</b>	Additional Learning Needs
<b>AN</b>	Admission number
<b>CCC</b>	Carmarthenshire County Council
<b>CP</b>	Community Primary
<b>DS</b>	Dual Stream
<b>EM</b>	English medium
<b>Estyn</b>	Her Majesty's Inspectorate for Education and Training in Wales
<b>FTE</b>	Full Time Equivalent
<b>LA</b>	Local Authority
<b>MCSW</b>	Measuring the Capacity of Schools in Wales
<b>MEP</b>	Modernising Education Programme
<b>NOR</b>	Number on Roll
<b>PLASC</b>	Pupil Level Annual School Census Data
<b>PT</b>	Part time
<b>WESP</b>	Welsh in Education Strategic Plan
<b>WG</b>	Welsh Government
<b>WM</b>	Welsh medium

## Contents

<b>No.</b>	<b>Subject</b>	<b>Page</b>
1.	Introduction	6
2.	Background	8
3.	What are we aiming to achieve?	11
4.	General Information	14
5.	Ysgol Parc y Tywyn	17
6.	Statutory Process	25
7.	Appendix A – Community Impact Assessment	27
8.	Appendix B – Welsh Language Impact Assessment	30
9.	Appendix C – Equality Impact Assessment	31
10.	Appendix D – Area Profile	36
11.	Appendix E - Response Pro-forma	40

## 1. Introduction

Carmarthenshire County Council has a legal responsibility to review the number and type of schools it has in the area and whether or not it is making the best use of the resources and facilities to deliver the opportunities that children deserve.

As part of this process the Council has published its vision on how it sees the future for all of the primary schools in the County and this includes consulting on the future shape of education in Ysgol Parc y Tywyn. The proposals for change included in this document are in line with that long-term objective.

This document seeks to stimulate the process of consultation by explaining the Authority's preferred option for the future provision of primary education for the pupils of **Ysgol Parc y Tywyn**. The document offers an opportunity for consultees to put forward any comments, observations or alternative proposals they wish to be considered.

Consultation on this proposal will follow the guidelines established by the Welsh Government and will involve identified interested parties.

The main purpose of this document is to provide information and to gather the views of identified interested parties. You may wish to make use of the attached response Pro-forma included in **Appendix E** of this document or by E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) for any response.

### 1.1 The Consultation Process

The consultation process will be outlined in detail in **section 6** of this consultation document. The consultation on this proposal will follow guidelines as established by the Welsh Government.

### 1.2 Who else will be consulted?

This document has been sent to the following interested parties:

Staff (Teaching and Ancillary) Ysgol Parc y Tywyn	Governors and Parents Ysgol Parc y Tywyn
Carmarthenshire Children's Partnership Child Care / Early Years Communities First Partnership	Community Councillors Pembrey & Burry Port Town Council
Local County Councillors	Welsh Language Commissioner
Assembly Member (AM) Regional Assembly Members	National Association of Schoolmasters and Union of Women Teachers (NASUWT)

National Union of Teachers (NUT)	Association Of Teachers & Lecturers (ATL)
Undeb Cenedlaethol Athrawon Cymru (UCAC)	The Professional Association of Teachers (PAT) / Voice the Union
National Association Of Head Teachers (NAHT)	GMB Union
UNISON	*Neighbouring Primary and Secondary schools in Carmarthenshire
UNITE the Union	LA Special Educational Needs section
Director of Education – All Neighbouring Authorities	ERW – Education through Regional Working
Public Services Board	Regional Transport Consortium
Local Police and Crime Commissioner	Welsh Ministers
Estyn	Diocesan Director of Education
Flying Start	Families First Carmarthenshire
Additional Learning Needs Partners	Mudiad Ysgolion Meithrin and any current local nursery or childminder

\*Consultation document sent to Headteachers and Chair of Governors of - **Primary Schools** - Burry Port Community Primary School, Ysgol Pembrey, Ysgol Trimsaran, Ysgol Y Castell and Ysgol Gwenllian, and **Secondary Schools** - Ysgol Glan-y-Môr and Ysgol Y Strade.

### 1.3 Consultation with Pupils

There will be an opportunity for the pupils of Ysgol Parc y Tywyn to participate in the consultation process during a session which will be conducted at the school with the challenge adviser.

### 1.4 Consultation Period

There will be a period from **6 November 2017** to **17 December 2017** when you can express your views.

You can express your views by writing a letter or alternatively completing the attached response form in **Appendix E** which should be received by the Department for Education and Children's Services, Building 2, St. David's Park, Jobs Well Road, Carmarthen, SA31 3HB, or by E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) no later than noon on **17 December 2017**.

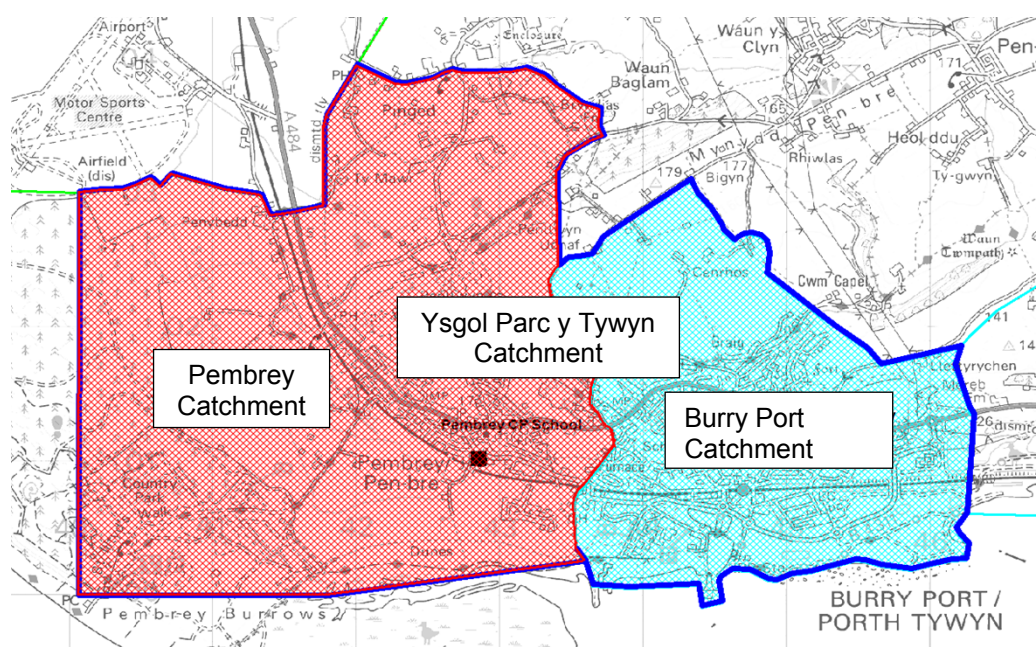
## 2. Background

Carmarthenshire County Council is committed to providing each child with the best possible start in life and meeting the aspirations of Welsh Government as set out in their strategic documents e.g. *Building a Brighter Future: The Early Years and Childcare Plan*, *Qualified for life: An education improvement plan*.

The provision of high quality early years education is key to realising this ambition.

Currently the age range of this school is 4-11.

Outlined in blue below is the catchment area for Ysgol Parc y Tywyn. The school shares the same catchment as the combined catchments of Burry Port Community School and Ysgol Pembrey.



The association between the catchments of Ysgol Parc y Tywyn, Pembrey and Burry Port primary schools can be seen in the above map, with Pembrey catchment to the West side of Ysgol Parc y Tywyn and Burry Port catchment to the East side of Ysgol Parc y Tywyn catchment area.

Burry Port Community School and Ysgol Pembrey are both categorised as English Medium language schools. The age range at the schools is 3 -11, therefore nursery provision is provided at both schools.

This proposal seeks to standardise the nursery education for the area by ensuring that the same level of provision is provided for both the **Welsh and English medium schools**.



## Current position within Carmarthenshire

Designated early years provision is offered in **36 schools** across the County Council.

<b>Ysgol</b>	<b>Age Range</b>
Betws	3-11 years
Bigyn	3-11 years
Bro Brynach	3-11 years
Bryn	3-11 years
Bryn Teg	3-11 years
Brynaman	3-11 years
Brynsierfel	3-11 years
Burry Port	3-11 years
Bynea	3-11 years
Cross Hands	3-11 years
Dafen	3-11 years
Dewi Sant	3-11 years
Gymraeg Ffwrnes	3-11 years
Griffith Jones	3-11 years
Gwenllian	3-11 years
Halfway	3-11 years
Johnstown	3-11 years
Llangain	3-11 years
Llangynnwr	3-11 years
Maes y Morfa	3-11 years
Model	3-11 years
Myrddin	3-11 years
Nantgaredig	3-11 years
Pembrey	3-11 years
Pen Rhos	3-11 years
Pen-y-Gaer	3-11 years
Pwll	3-11 years
Richmond Park	3-11 years
St Mary's , Llanelli	3-11 years
St Mary's	3-11 years
Carmarthen	
Stebonheath	3-11 years
Teilo Sant	3-11 years
Trimsaran	3-11 years
Ysgol y Bedol	3-11 years
Y Castell	3-11 years
Y Dderwen	3-11 years

Ysgol Feithrin Rhydaman provides for Bro Banw and Ysgol Gymraeg Rhydaman.

- There are **65 schools** in Carmarthenshire that do not have designated early years provision.
- Early Years Foundation Phase Learning Provision in Carmarthenshire is being offered in **47 non-maintained settings**.

This document sets out the proposal to formally change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11 as from the beginning of the 2018/19 autumn term, to enable the incorporation of nursery provision in to the school's new building.

The County Council has a legal duty to look at the number and type of schools it has in Carmarthenshire and is required to make sure that they are located in the right place, have the right facilities for the future and have the right resources to deliver education and learning for pupils. We think that both our pupils and staff deserve nothing less.

Changes in the curriculum and the way in which children will be taught in the future also means that we also have to look at whether or not, it is possible to review the age range of its schools to meet the future needs of the pupils.

### 3. What are we aiming achieve?

We are seeking to standardise the nursery provision at both the Welsh and English schools in the Burry Port and Pembrey areas. This will ensure that there is seamless transition through from nursery age to primary aged pupils in the Welsh Medium sector.

Nursery provision for the community is currently provided by privately run nurseries and childminders. Although the provision is of high quality, the introduction of a Local Authority Nursery will in the authority's opinion, lead to a more integrated approach for the education of young children.

The Welsh Medium provision for children at a 3-11 Primary School will allow young children in the area to smoothly progress from nursery provision on to foundation phase.

The benefits of this transition will ensure continuity of progression whilst providing a seamless progression from nursery into primary and from primary into secondary education. It is known that children benefit educationally from the elimination of stages of transfer.

On average 75% of the pupils that arrive at Ysgol Parc y Tywyn have very little, or no Welsh at all, as it is not the language spoken at home. This proposal will immerse these pupils sooner in the Welsh language.

Pupils with Additional Learning Needs will also benefit greatly. Parents will have a specialist Additional Learning Needs Coordinator to help them access necessary services and to advise parents on how to help their children begin their formal education on a more level playing field with their cohorts.

It is important that the pupils of Ysgol Parc y Tywyn begin their educational continuum at the earliest point of provision. All pupils transfer to Ysgol Y Strade and continue their studies through the medium of Welsh. It is vital that pupils begin at Ysgol Parc y Tywyn as early as possible, to ensure that their educational journey is a success as possible and for their full potential to be reached.

### Conclusion

In order to support the seamless transition of pupils through the Nursery to Primary school admission, it is considered essential that the County Council moves to extend the age range of Ysgol Parc y Tywyn from 4-11 to 3-11. The provision to be provided at the new replacement school building which is currently being constructed on the former Burrows Yard near Burry Port Harbour.

This proposal will address the current disparity between the Welsh and English nursery provision being offered in this area. This will also bring Ysgol Parc y Tywyn in line with all other Welsh Medium primary schools in the Llanelli area (Ysgol Gymraeg Ffwrnes, Ysgol Gymraeg Brynsierfel and Ysgol Dewi Sant), which offer Welsh medium nursery provision.

### **3.1 The Proposal**

“To change the age range at Ysgol Parc y Tywyn from 4-11 to 3-11 for the beginning of the school 2018/19 academic year (1 September 2018) in the new school building which is currently being constructed on the former Burrows yard, Burry Port.

### **3.2 Alternative Options Considered**

#### **Option 1**

Continue with the present arrangement.

This was considered prejudicial to Ysgol Parc y Tywyn as it would not offer the same level of nursery provision as the English medium primary schools it shares its catchment with and the Welsh medium primary schools it is surrounded by.

#### **Option 2**

Provide nursery provision at neighbouring schools.

Similar to option 1 it would not address the issue of pupils living within the catchment of Burry Port and Pembrey not being given the option of attending a Welsh Medium primary school nursery within catchment.

#### **Option 3**

Create a standalone Welsh Medium nursery for the catchment of Burry Port and Pembrey.

This option would not offer the benefits of seamless transition and ensure the continuity of progression from nursery into primary education.

### 3.3 Advantages and Disadvantages

The advantages are as follows:

Standardisation of Welsh & English Medium nursery provision for pupils living within the catchment of Burry Port and Pembrey.

Standardisation of Welsh Medium nursery provision for pupils living in the Llanelli and surrounding areas.

Seamless progression from nursery into primary school for Welsh medium pupils living in the areas Burry Port and Pembrey.

Opportunity for employment at Ysgol Parc y Tywyn.

The disadvantages are as follows:

The reduction in demand for places at the privately run nurseries and childminders who currently provide provision.

Unemployment due to the lack of demand at the private run nurseries and childminders.

### 3.4 Risks Associated with this proposal

<b>Risk</b>	<b>Counter Measure</b>
Failure to obtain statutory approval to implement the proposal	Follow guidelines as set out in the School Organisation Code 2013
Integration of pupils into the school	The Authority will work with the pupils to ensure smooth transition and integration into the school

### 3.5 Staffing

There will be staffing implications for Ysgol Parc y Tywyn in terms of appointing additional teaching and support staff for the nursery. This can be managed effectively through existing staff recruitment arrangements.

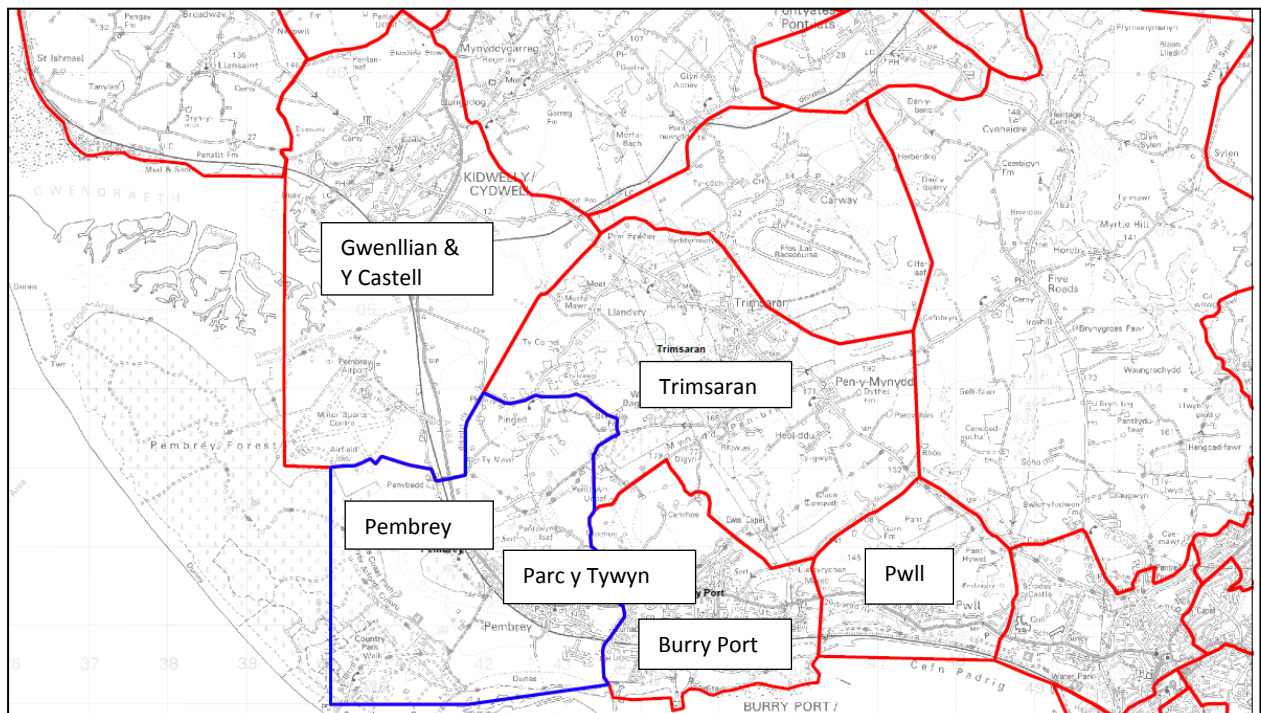
## 4. General Information

### School / Nursery Providers which may be affected by this proposal

The catchment area of Ysgol Parc y Tywyn is surrounded by the following community primary schools:

Burry Port Community Primary School, Burry Port  
Ysgol Pembrey, Pembrey  
Ysgol Trimsaran, Trimsaran  
Ysgol Y Castell, Kidwelly  
Ysgol Gwenllian, Kidwelly  
Ysgol Pwll, Pwll, Llanelli  
Ysgol Gymraeg Ffwrnes, Ffwrnes, Llanelli

### The following diagram shows the catchment areas for the schools



Name of School	Type of School	Language Category	Admission Number	Capacity (as at Jan 2017)	Jan 2017 PLASC Number Total (FTE)	Age Range
Burry Port	Community Primary	EM	30	240	207	3 - 11
Pembrey	Community Primary	EM	30	240	235	3 - 11
Trimsaran	Community Primary	WM	30	240	172	3 - 11
Y Castell	Community Primary	EM	30	244	267	3 - 11
Gwenllian	Community Primary	WM	18	141	129	3 - 11
Pwll	Community Primary	EM	15	123	92	3 - 11
Gymraeg Ffwrnes	Community Primary	WM	60	480	398	3 - 11

## 4.2 Pupil Numbers in Full Time Education (FTE) (Inc. Nursery) (Neighbouring schools)

The table and graph below shows pupil numbers in full time education (PLASC 2017) for Ysgol Parc y Tywyn, Ysgol Pembrey, Burry Port Community Primary School, Ysgol Trimsaran, Ysgol Y Castell and Ysgol Gymraeg Gwenllian, for January 2017 and the projected numbers for the next five years.

School	Capacity (Inc. Nursery)	Total Pupils FTE	Total Pupils FTE	Total Pupils FTE	Total Pupils FTE	Total Pupils FTE	Total Pupils FTE	Total Pupils FTE
		2017 (Inc. Nursery)	2018 (Inc. Nursery)	2019 (Inc. Nursery)	2020 (Inc. Nursery)	2021 (Inc. Nursery)	2022 (Inc. Nursery)	2023 (Inc. Nursery)
Burry Port	240	207	213	211	213	216	204	211
Pembrey	240	235	230	218	201	201	198	205
Trimsaran	240	172	176	176	181	187	184	182
Y Castell	244	267	260	255	249	251	254	254
Gwenllian	141	129	132	129	129	133	133	132
Pwll	123	92	96	99	100	103	105	103
Gymraeg Ffwrnes	480	398	410	426	432	438	431	433

The above table includes Full time Equivalent pupil data

### 4.3 Nursery providers - (within a 1 mile radius of Ysgol Parc y Tywyn)

This proposal will have a detrimental effect on employment for local private providers as provision is currently being provided for 3 year olds by local nurseries and childminders.

Primary Type	Provider Name
Full Day Care	Meithrinfa Hapus Dyrfa
Full Day Care	Serendipity Day Nursery
Full Day Care/ Sessional Care	Cylch Meithrin Porth Tywyn
Flying Start Burry Port	Hapus Dyrfa
Flying Start Pembrey	Serendipity
Cylch Meithrin	Burry Port Community Primary
Childminder	Mrs Christine Park
Childminder	Mrs Heather Williams



## 5. General School Information – Ysgol Parc y Tywyn

### 5.1 Pupil Projections

The following table shows the actual pupil numbers at Ysgol Parc y Tywyn at January 2017 and projected pupil numbers at the school for next five years.

School	Capacity (Inc. Nursery)	Total Pupils FTE 2017	Total Pupils FTE 2018	Total Pupils FTE 2019 (Inc. Nursery)	Total Pupils FTE 2020 (Inc. Nursery)	Total Pupils FTE 2021 (Inc. Nursery)	Total Pupils FTE 2022 (Inc. Nursery)	Total Pupils FTE 2023 (Inc. Nursery)
Parc y Tywyn	323~/315	262~	272~	308	306	296	299	304

~ The existing building does not include a nursery.

### 5.2 Historical Pupil Numbers

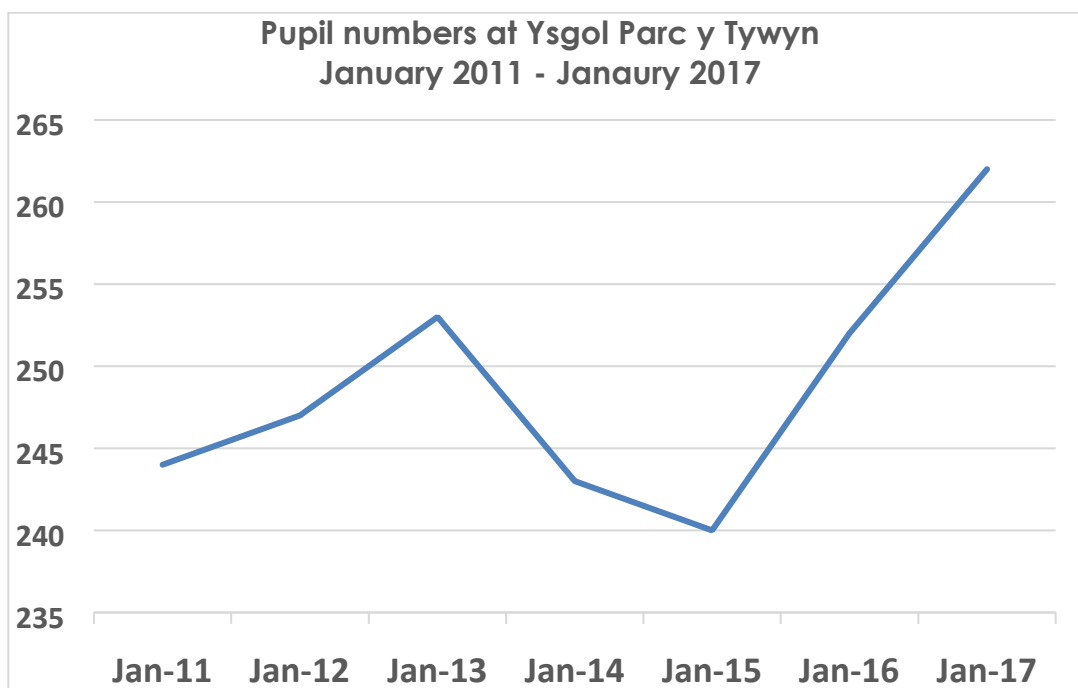
#### 5.2.1 Current Trends

The following table and graph shows pupil numbers for January 2017 and the previous six years.

	2yrs (PT)	2yrs (FT)	3yrs (PT)	3yrs (FT)	4yrs (PT)	4yrs (FT)	5yrs	6yrs	7yrs	8yrs	9yrs	10yrs	Total (PUP)	Total (FTE)
*Jan-17	0	0	0	18	0	44	30	31	42	35	37	25	262	262
*Jan-16	0	0	0	22	0	28	30	41	35	40	25	31	252	252
*Jan-15	0	0	0	10	0	29	41	35	41	24	31	29	240	240
*Jan-14	0	0	0	16	0	36	36	39	24	31	29	32	243	243
*Jan-13	0	0	0	22	0	38	40	27	31	31	34	30	253	253
*Jan-12	0	0	0	18	0	41	29	31	34	33	32	29	247	247
*Jan-11	0	0	0	24	0	28	32	34	34	33	30	29	244	244

\*Age of pupils as at 31 August of the previous year.

It can be seen from the information above and following graph that pupil numbers have remained consistently high.



### 5.3 Pupil Capacity Information

The methodology used for the calculation of school capacities is as per Welsh Government guidelines. "Measuring the Capacity of Schools in Wales" (MCSW).

	Actual Pupil Total (FTE) Jan 2017					
	Jan 2017*	Jan 2018*	Jan 2019	Jan 2020	Jan 2021	Jan 2022
<b>Total projected numbers</b>	<b>262*</b>	<b>272*</b>	<b>309</b>	<b>306</b>	<b>296</b>	<b>299</b>
<b>Capacity (Nursery + Primary)</b>	<b>323*</b>	<b>323*</b>	<b>360 (45 + 315)</b>	<b>360 (45 + 315)</b>	<b>360 (45 + 315)</b>	<b>360 (45 + 315)</b>
<b>Surplus</b>	<b>61*</b>	<b>51*</b>	<b>51</b>	<b>54</b>	<b>64</b>	<b>61</b>

\* The Existing building does not include a nursery.

The table above provides an analysis of the implications of accommodating nursery pupils at the school.

As can be seen, the capacity of the new Ysgol Parc y Tywyn school has been designed to ensure that there is enough capacity at the school to allow for the future increase of pupil numbers.

## 5.4 Quality and Standard of education

The most recent Estyn inspection for Ysgol Parc y Tywyn took place in January 2012.

### Context

'Ysgol Parc y Tywyn provides Welsh-medium education for pupils. The school serves the town of Burry Port and the surrounding area. It is located on the outskirts of the town, in the middle of an estate of council houses near the local secondary school. According to the school it is an area that is developing economically with recent developments in the world of tourism and leisure. Nine per cent of pupils are entitled to free school meals, a figure that is significantly lower than the average for Wales and the education authority's average'.

'Twenty-four per cent of pupils receive support for additional educational needs, a percentage that is a little higher than the national figure. Three pupils have a statement of special educational needs. No permanent exclusions have been recorded since the last inspection'.

During each inspection, inspectors aim to answer three key questions:

**Key Question 1: How good are the outcomes?**

**Key Question 2: How good is provision?**

**Key Question 3: How good are leadership and management?**

Inspectors also provide an overall judgement on the school's current performance and on its prospects for improvement.

In these evaluations, inspectors use a four-point scale:

Judgement	What the judgement means
<b>Excellent</b>	Many strengths, including significant examples of sector-leading practice
<b>Good</b>	Many strengths and no important areas requiring significant improvement
<b>Adequate</b>	Strengths outweigh areas for improvement
<b>Unsatisfactory</b>	Important areas for improvement outweigh

### Summary

The School's current performance	Adequate
The Schools prospects for improvement	Adequate

## Main Findings

Key Question 1.	How good are outcomes ?	Adequate
Key Question 2.	How good is provision ?	Good
Key Question 3.	How good are leadership and management ?	Adequate

The impact of this proposal would mean the integration of a nursery in Ysgol Parc y Tywyn.

The authority is of the opinion that this will improve the learning environment and experience. It would provide a more coherent foundation Phase for the young learners. This would be by the elimination of a stage of transition between nursery and reception, and the continuity of staffing and data transfer for individual pupils especially in teaching, care and support for pupils aged 3 – 11 years and provide the learning opportunities in a single through primary school that are available in other neighbouring schools in Carmarthenshire.

These factors would have a positive effect on the learning experience for the children.

## 5.5 School Standards

### National School Categorisation System

The Minister for Education and Skills announced the introduction of the national School Categorisation System in September 2014. The system is not purely data-driven but also takes into account the quality of leadership and teaching and learning in our schools. The system will not take the place of Estyn reports, Estyn will continue to inspect schools and provide an external check on the national school categorisation system when inspecting.

The new system evaluates and assesses schools and places them in a support category using the following information:

- A range of performance measures provided by the Welsh Government.
- Robust self-evaluation by the school on its capacity to improve in relation to leadership and teaching and learning.
- Assessment of the school's self-evaluation by challenge advisers in the regional consortia, agreed with the County Council.

The new categorisation system will give a clear and fair picture of a school's progress. There is a three step process in generating a category for a school, firstly after the performance data and self-evaluation have been analysed a draft support category is generated for each school. This category is discussed with the school by regional consortia and then agreed with the local authority.

The table below summarises the data for Ysgol Parc y Tywyn:

## National School Categorisation System – Data 2016

School	Standards Group	Improvement Capacity	Support Category
Ysgol Parc y Tywyn	2	A	Green

As can be seen from the table above Ysgol Parc y Tywyn has been categorised in the Green category which is reported as being a **'highly effective school'** which is **'well run'**, has a **'strong leadership'** and is **'clear about its priorities for improvement'**.

### Leadership and Management

It is not anticipated that learner outcomes will be adversely affected during the change to the age range from 4-11 to 3-11. Indeed, we are wholly confident that learner outcomes will be enhanced as learners are integrated into an appropriate learning environment from an earlier age. All aspects of provision and outcomes will be monitored in line with the high expectations and processes of our regional school improvement service – ERW.

In addition, the County Council collects and collates learner outcomes on a regular and systematic basis to ensure the frequent monitoring and progression of standards across all core areas of learning. This will continue throughout the proposal of change to ensure that learner outcomes are continuously monitored and not affected as a result of the proposal. Central to this work will be the support and challenge work undertaken by ERW Challenge Advisers within the school. This activity will include a menu of scheduled visits focusing on analyses of pupil outcomes and the quality of teaching provision and learning. It is important to note that the findings of this work are always shared directly with the Governing Body. This ensures the highest levels of whole school accountability are firmly in place in support of learners' outcomes.

ERW Challenge Advisers place much emphasis on a school's ability to demonstrate high levels of 'valued added performance' based on an individual learner's benchmark starting point. This aspect will remain a key feature of the monitoring and review of the school's performance during this period.

### 5.6 Pupil Costs

Based on 2017/18 data the budget cost per pupil is £3,166 at Ysgol Parc y Tywyn, which is lower than the county average of £3,649.

## 5.7 Financial Implications - Revenue

Ysgol Parc y Tywyn is funded in accordance with the County Council Fair Funding policy and will receive resources on the same basis as any other school within the County Council, based on the new school's pupil numbers and facilities.

## 5.8 Admission Arrangements

The County Council is the Admissions Authority for Ysgol Parc y Tywyn. The current admission number (AN) is 40. When the new building has completed the Admission number will increase to 45.

If you have any queries in relation to admission to the school the contact details for Carmarthenshire LA are as follows:

School Admissions Unit  
Carmarthenshire County Council  
Department for Education and Children  
Building 2, St. David's Park  
Carmarthen. SA31 3HB

Tel No: 01267 246449

E-mail : [admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk)

## 5.9 Building Facilities

### Existing

The **Building Condition Survey undertaken in August 2001** reported that Ysgol Parc y Tywyn is 'located on the edge of Porth Tywyn, built in the early 1970s comprising of a modular style block brick with low-pitched roof. Terrapin classrooms have been added to provide additional classroom facilities'.

'Access for wheelchair disabled and the partially sighted would be possible with the introduction of some small ramps to the entrance doors'.

In 2010 as part of the **National 21st Century School Programme assessment**, EC Harris carried out a survey on behalf of all schools in Wales. The survey scored each school building for

1) Condition, 2) Priority and 3) Suitability.

1) Condition – Categorized from A to D:

- A Good (No Deterioration)
- B Satisfactory (Minor Deterioration)
- C Poor (Major Deterioration)**
- D Bad (Life Expired)

2) Priority – A recommended timeline from 1 to 3 for carrying out any work:

- 1 Urgent (1 Year)
- 2 Essential (2 Year)**
- 3 Desirable (3 to 5 Years)

3) Suitability – Categorised from A to D:

- A Good (Suitable levels for Teaching, Learning and Well Being in Schools)
- B Reasonable (but Behaviour / morale adversely and management affected)
- C Poor (Teaching methods inhibited)**
- D Bad (Severe situation and / or Unable to teach the curriculum)

Ysgol Parc y Tywyn building was categorised as follows:

Condition	Priority	Suitability
C	2	C

#### New Building

When the new building is completed it is expected to be awarded a grade A in Building Condition and the highest grade in respect of Suitability. It will also be fully compliant in respect of disability access and in respect of the EPC (Energy Performance Certificate), it receive an A rating.

### **5.10 Transport**

Transport arrangements will be made in accordance with the Council Councils home to school transport policy. The overall change in travelling time is expected to reduce for pupils living within the catchment area due to new road infrastructure that has been put in place as part of the Burry Port harbour redevelopment.

### **5.11 School Catchment Area**

The school's site will move from Heol Elfed to just off Burrows Terrace, which is less than a mile from the existing site. There will be no change in catchment area.

### **5.12 Secondary School Transfers**

There will be no changes to the current transfer arrangements for pupils in respect of Secondary education.

### 5.13 Additional Learning Needs

There will be no change to the current provision offered for pupils with additional educational learning needs at the school.



## 6. The Statutory Process

### 6.1 Consultation Period

The consultation period for this proposal starts on **6 November 2017** and ends on **17 December 2017**. During this period you can ask questions and express your views by writing a letter or completing the attached response form in **Appendix E**. Letters and response forms should be sent to:

Department for Education and Children's Services, Building 2, St. David's Park, Jobs Well Road, Carmarthen, SA31 3HB, or by E-mail to: [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) no later than noon on **17 December 2017**.

Consultees can submit their views in favour of or against a proposal. Responses received during the consultation period will not be treated as statutory objections. If consultees wish to object, they will need to do so in writing during the statutory objection period outlined below.

### 6.2 Considering Your Views

Within 13 weeks of **17 December 2017** a consultation report will be published on Carmarthenshire County Council's website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees and provide Carmarthenshire County Council's response to these issues. The report will also contain Estyn's view of the proposal.

The County Council of Carmarthenshire County Council will consider the consultation report and decide whether or not to proceed with the proposal.

If the County Council of Carmarthenshire County Council decides to continue with the proposal Carmarthenshire County Council must publish a statutory notice.

### 6.3 Statutory Notice

The statutory notice will be published on Carmarthenshire County Council's web site and posted on the main and all other entrances of the school. Copies of the notice will be made available to the school to distribute to pupils, parents, carers and guardians, staff members and governors (the school may also distribute the notice by email).

The notice will set out the details of the proposal and invite anyone who wishes to object to do so in writing within a period of 28 days.

## 6.4 Determination of Proposal

The Full County Council of Carmarthenshire County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications. In doing so, the Executive Board will also take into account any statutory objections that is received.

## 6.5 Decision notification

Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.

## 6.6 The Statutory Process Time-Table

The statutory process and timetable will be as follows:-

<p><b>6 November 2017</b> (42 Days)</p>	<p>Issue of this consultation document to identified and other interested parties.</p>
<p><b>17 December 2017</b></p>	<p>Closing date for views on the proposal to be received by the Department for Education &amp; Children.</p>
	<p>Within 13 weeks of <b>17 December 2017</b> a Consultation Report will be taken to the County Council and published on Carmarthenshire County Council's website.</p> <p>Decision to proceed to publish statutory notice. OR alternatively proposal ends.</p> <p>If the decision is made to proceed then a statutory notice will be published. The notice will outline details of the proposal and be published on the Council's web site and be displayed near the entrance of the school and schools which are subject to the proposals. Copies of the notice will be made available to the school to distribute to parents, guardians and staff members.</p> <p>Following publication there will be a 28 day period during which time formal written objections will be invited.</p> <p>The statutory notice will give details on how you may record your objections to the proposal.</p>
<p><b>April 2018</b></p>	<p>End of formal 28 day notice period for objections. County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications, in doing so the County Council will take into account any statutory objections that it received.</p> <p>Deadline to notify parents of intention to implement proposal.</p>
<p><b>July 2018</b></p>	<p>Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.</p>

## 7. Appendix A – Community Impact Assessment

### Community Impact Assessment

Ysgol Parc y Tywyn is located in Heol Elfed, which is situated on the outskirts of Burry Port, in the middle of an estate of council houses near the local English medium secondary school.

Burry Port is located approximately 5 miles west from the town of Llanelli.

There are currently 262 pupils between three (rising fours) and 11 years old on roll. There are ten classes in the school. The number of reception classes has increased from one to three to accommodate a rise in pupil numbers. Approximately 10.9% of pupils are entitled to free school meals.

There are currently 27 pupils with additional learning needs at the school. 2 pupils are statemented, 11 pupils are categorised as Action plus and 14 are School Action.

There are very few pupils from minority ethnic backgrounds.

The school currently provides education for pupils between 4 – 11. The new school building when completed will have provision to accommodate a nursery class which will increase the age range to 3 – 11. Pupils are taught through the medium of Welsh.

The school provides a choice of after school activities which include various clubs which cater a range of outdoor activities and clubs that develop pupil self-confidence and independence. There is good provision to ensure continuity and progression in pupils knowledge and understanding of basic skills as they move through the school.

The partnership with parents and the community is an outstanding feature of the work and activities of the school.

### Catchment Area Analysis

#### Local / Catchment Area School

Carmarthenshire County Council recognises that there is an important relationship between a school and its community. The County Council has therefore identified a designated geographical area which the school serves and is referred to as the school's catchment area. Details of a school's catchment area is available from the school, or the County Council's website or available from the relevant Admissions Authority.

Whilst living in a school's catchment area does not guarantee admission to the school it is an important factor as it will give the application a higher priority

than those from individuals who live outside the catchment area. Residency within the defined catchment area of a school is also important as it is one of the key criteria in assessing eligibility for assistance with home to school transport.

Prior to making an application for admission to a school the County Council strongly recommends that you contact, discuss and if possible visit your local school so that you are aware of the facilities and opportunities they are able to offer.

Most parents send their child to their local school but parents have a right to state a preference for other schools.

### **Children attending the school from inside catchment**

Based on January 2017 pupil address data, the geographical data in relation to the pupil distribution for Ysgol Parc y Tywyn catchment area indicated that of the 262 pupils on roll, 240 lived within the catchment area.

### **Children attending the school from outside catchment**

Based on January 2017 pupil address data, the geographical data in relation to the pupil distribution for Ysgol Parc y Tywyn catchment area indicated that of the 262 pupils on roll, 22 pupils lived outside the catchment area.

### **Children within the catchment area attending other schools**

Based on January 2017 pupil address data, the geographical data in relation to the pupil distribution for Ysgol Parc y Tywyn catchment area indicated that 398 pupils within the catchment attend other schools. A significant number of these pupils attend either Burry Port or Pembrey primary schools as they share the same catchment at Ysgol Parc y Tywyn.

### **Ysgol Parc y Tywyn Facilities / Activities**

Ysgol Parc y Tywyn offers pupils a breakfast club during term time between 8am and 8:50am. The school also offers after school clubs for pupils wishing to participate in various activities between Monday and Friday until 5:20pm every school day.

After school clubs deliver various activities (depending on the time of year), to extend the pupil learning experience by enabling them to participate in a range of outdoor activities and develop self-confidence and independence. i.e. Clwb Hwyl and Junior School Clubs

### **Community use of Ysgol Parc y Tywyn building**

The community do not currently use the building.

## Church in Wales Provision

Should parents wish to send their children to a school offering the church in Wales character their nearest school would be Pentip Voluntary Aided Primary school in Llanelli subject to parental preference.

## 8. Appendix B – Welsh Language Impact Assessment

Carmarthenshire County Council's vision is to provide a service, which will ensure access to high quality learning opportunities for all children, young people and adults, this enabling the achievement of their full potential within the context of the unique bilingual nature of the county.

This proposal supports the Council's vision and aims for Welsh medium education as set out in Carmarthenshire's Welsh in Education Strategic Plan (WESP) 2014 – 2017. The proposal will allow greater opportunities for access to Welsh medium education within the Burry Port area and will ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in both Welsh and English languages.

### **Language Category**

Ysgol Parc y Tywyn is categorised as a Welsh medium primary school. As noted in the Admission to School – Information to Parents booklet this means that in the Foundation Phase, pupils are taught through the medium of Welsh and that in KS2, at least 70% of teaching is through the medium of Welsh. Welsh is the language of communication with pupils and the language of the day to day business of the school.

### **Standards**

In Foundation Phase, pupils are assessed in different areas of learning. Based on 2016 data, 95.12% of pupils achieved at least Outcome 5 in "Language, literacy and communication skills in Welsh, whilst 48.78% of pupils achieved at least Outcome 6. In Key Stage 2, pupils are assessed in each of the core subjects. Based on 2016 data, 93.55% of pupils achieved at least Level 4 in Welsh first language.

### **After school activities which provide additional opportunities to use the Welsh language**

To promote the Welsh language the pupils at Ysgol Parc y Tywyn are fortunate to be able benefit from several after school clubs, which are held on various nights. These include, 'Clwb yr Urdd', 'Clwb Côr Mawr', 'Clwb Unsain' and 'Clwb Deulais'.

## 9. Appendix C – Welsh Language Impact Assessment

### Carmarthenshire County Council Assessing Impact

#### The Equality Act 2010

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws with a single Act. It simplifies and strengthens the law, removes inconsistencies and makes it easier for people to understand and comply with it. The majority of the Act came into force on 1 October 2010.

The Act includes a new public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011.

#### What is the general duty?

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services and that they are kept under review. This will achieve better outcomes for all.

The duties are legal obligations. Failure to meet the duties may result in authorities being exposed to legal challenge.

Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, as well as to promote good race relations. The Equality Act 2010 introduces a new public sector duty which extends this coverage to age, sexual orientation, pregnancy and maternity, and religion or belief. The law requires that this duty to pay 'due regard' be demonstrated in the decision making process. It is also important to note that public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act and it is therefore wise also to consider the potential impact that decisions could have on human rights as part of the same process.

#### Carmarthenshire's approach to Equality Impact

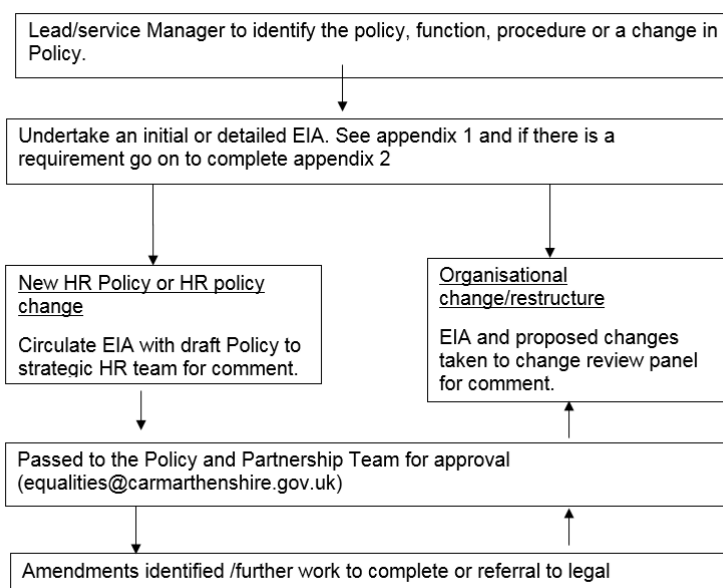
In order to ensure that the council is considering the potential equality impact of its proposed policies and practices, and in order to evidence that we have done so, every proposal will be required to be supported by the attached Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

## Reporting on assessments

Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

### Carmarthenshire County Council Assessing Impact

#### Equality impact assessment – Process to follow where HR implications have been identified





## Initial Equalities Impact Assessment Template

Department: <b>Education &amp; Children</b>	Completed by (lead): <b>Martin Jones</b>	Date of initial assessment: <b>August 2017</b> Revision Dates: <b>TBC</b>
Area to be assessed: (i.e. name of <i>policy, function, procedure, practice or a financial decision</i> )	<b>To legally change the age range of Ysgol Parc y Tywyn from 4-11 to 3-11 by 2018-19 autumn term (1 September 2018)</b>	
Is this existing or new function/policy, procedure, practice or decision?	<b>School Re-organisation Proposal – Modernising Education Programme</b>	
What evidence has been used to inform the assessment and policy? (please list only)		
<ul style="list-style-type: none"> <li><b>21<sup>st</sup> Century Schools Programme</b></li> <li><b>Modernising Education Programme</b></li> <li><b>School Organisation Code 2013</b></li> <li><b>PLASC Data 2016/2017</b></li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<b>The aim of the scheme is to provide the pupils and staff of Ysgol Parc y Tywyn primary school with a nursery by legally increasing the age range pupils are admitted to school the current 4 – 11 to 3 -11. The authority is seeking to standardise the nursery provision at both the Welsh and English schools in the Burry Port and Pembrey areas. This will ensure that there is seamless transition through from nursery age to primary aged pupils in the Welsh Medium sector. Nursery provision is already being provided in the Burry Port &amp; Pembrey English Medium schools</b>		
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b> (1) eliminate unlawful discrimination, harassment and victimisation; (2) advance equality of opportunity between different groups; and (3) foster good relations between different groups (see guidance notes)	<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>	<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>

			Risks	Positive effects	
Protected characteristics	Age	L		The proposal will provide nursery age pupils with access to nursery provision within a school building	
	Disability	L		The nursery will be accommodated in a building that will be fully DDA compliant ensuring full accessibility for all	
	Gender reassignment	N	Neutral		
	Race	N	Neutral		
	Religion/Belief	N	Neutral		
	Pregnancy and maternity	N	Neutral		
	Sexual Orientation	N	Neutral		
	Sex	N	Neutral		
Welsh language	L			This will standardise the nursery provision at both the Welsh and	

				English schools in the Burry Port and Pembrey areas	
	Any other area	L	L		

5. Has there been any consultation/engagement with the appropriate protected characteristics?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO The Project Officer has liaised with the Headteacher, private nursery and childminders providers in the Burry Port and Pembrey area. Local members have also been fully informed of the proposal
---	---

6. What action(s) will you take to reduce any disproportionately negative impact, if any? **To ensure that all key stakeholders are fully informed throughout the statutory process.**

7. Procurement  
 Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal and service. **Not Applicable**  
 Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.

8. Human resources  
 Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? **As there will be an increase in age range, additional staffing will be required. This will be addressed as the scheme progresses and Human Resources will be fully consulted.**

9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)	YES <input type="checkbox"/>	<input checked="" type="checkbox"/> NO
---	------------------------------	--

Approved by: Head of Service	Andi Morgan	Date: August 2017
---------------------------------	-------------	-------------------

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -  
 Policy & Partnership Team  
 Chief Executive's Department  
 01267 22(4676)  
[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

## 10. Appendix D – Area Profile

Ysgol Parc y Tywyn falls within the ward of Pembrey 2.

### Pembrey - (Pembrey 2 (SA160TP) LSOA Code: W10000711)

#### WELSH INDEX OF MULTIPLE DEPRIVATION (WIMD)

WIMD 2014 based on fine-grained geography of lower Super Output Areas (LSOAs).

The WIMD 2014 is compiled from eight domains, Income, Employment, Health, Education, Housing, Access to Services, Physical Environment and Community Safety and is published at Lower Super Output Area of which there are 112 in Carmarthenshire.

Under WIMD, where Rank 1 is the most deprived, **Pembrey 2** ranks 14th in Carmarthenshire from 112 LSOAs and is ranked 400 in Wales from 1909 LSOAs.

The highest level of deprivation attributed to **Pembrey 2** is the Employment domain, being ranked 10<sup>th</sup> in Carmarthenshire and 292 in Wales for this domain.

#### Pembrey 2 – Ashburnham to Pembrey Country Park

LSOA	Overall Index		Domains: Income		Employment		Health		Education		Housing		Access to Services		Physical Environment		Community Safety	
	14	400	11	412	10	292	30	535	14	413	14	435	49	459	110	1782	37	1058
Pembrey 2	14	400	11	412	10	292	30	535	14	413	14	435	49	459	110	1782	37	1058

Source: Welsh Index of Multiple Deprivation 2014 (released November 2014), Welsh Assembly Government.

Note: LSOAs ranked **1-112** (Carmarthenshire), **1-1909** (Wales).

## Area Profile for Postcode: SA16 0TP: (Pembrey 2 LSOA Code: W10000711)

Population:	2,030
Welsh Language:	People with knowledge of Welsh: 45.1% Can speak Welsh: 26.8% Can speak, Read and Write Welsh: 17.8% Can speak Welsh (Age 3-15):5.3% No skills in Welsh:54.9%
Number of Children & Young People:	17.9% (Aged 0-15) 9.9% (Aged 16-24)
Population Mitigation:	<b>Overall population churn in area: rate per 1,000 Data no longer available</b>
Ethnicity:	White (British): 97.0% White (Irish): 0.7% White (Other): 0.2% Mixed (White/Black Caribbean): 0.4% Asian British (Indian) 0.1% Asian British (Other Asian): 0.3% Other Ethnic Group: 0.3%
Religion:	Christian: 60.4% Buddhist: 0.0% Hindu: 0.0% Jewish: 0.0% Muslim: 0.0% Sikh: 0.1% Other Religion: 0.4% No Religion: 32.8% Religion Not Stated: 6.3%
Deprivation Ranking:	Total number of Households: 908 Total households not deprived in any dimensions: 257 No of households Deprived of between 1-4 dimensions: 651

The new site falls within the ward of Burry Port 2.

**Burry Port 2 - (Burry Port 2 (SA16 0NH) LSOA Code: W01000633)**

**WELSH INDEX OF MULTIPLE DEPRIVATION (WIMD)**

WIMD 2014 based on fine-grained geography of lower Super Output Areas (LSOAs). The WIMD 2014 is compiled from eight domains, Income, Employment, Health, Education, Housing, Access to Services, Physical Environment and Community Safety and is published at Lower Super Output Area of which there are 112 in Carmarthenshire.

Under WIMD, where Rank 1 is the most deprived **Burry Port 2** ranks 18<sup>th</sup> in Carmarthenshire and 471 in Wales.

The highest level of deprivation attributed to **Burry Port 2** is the Community Safety domain, ranking 12<sup>th</sup> in Carmarthenshire and 412 in Wales.

- Burry Port 1 – Burry Port Central**
- Burry Port 2 – Burry Port South**
- Burry Port 3 – Burry Port Suburbs**

**Burry Port 2**

LSO A	Overall Index		Income		Employment		Health		Education		Housing		Access to Services		Physical Environment		Community Safety	
	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales
Burry Port 2	18	471	18	533	13	335	55	880	16	431	47	850	60	597	37	663	12	412

Source: Welsh Index of Multiple Deprivation 2014 (released November 2014), Welsh Assembly Government.

Note: LSOAs ranked **1-112** (Carmarthenshire), **1-1909** (Wales).

## Area Profile for postcode SA16 0NH (Burry Port 2 LSOA Code W01000633)

Population:	1,406
Welsh Language:	People with knowledge of Welsh: 46.9% Can speak Welsh: 28.9 Can speak, Read and Write Welsh: 19.3% Can speak Welsh (Age 3-15):5.5% No skills in Welsh: 53.1%
Number of Children & Young People:	15.6% (Aged 0-15) 10.5% (Aged 16-24)
Population Mitigation:	Overall population churn in area: rate per 1,000 Data no longer available
Ethnicity:	White (British): 97.2% White (Irish): 0.7% White (Gypsy or Irish Traveller): 0.1% White (Other): 1.0% Mixed (White/Black Caribbean): 0% Mixed (White & Asian): 0.1% Mixed (Other): 0.2% Asian British (Indian) 0.1% Asian British (Other Asian): 0.3% Black/African/Caribbean/Black British; Caribbean: 0.1% Other Ethnic Group: 0.1%
Religion:	Christian: 61.6% Buddhist: 0.3% Hindu: 0% Jewish: 0.1% Muslim: 0.3 % Sikh: 0.1% Other Religion: 0.8% No Religion: 28.2% Religion Not Stated: 8.6%
Deprivation Ranking:	Total number of Households: 703 Total households not deprived in any dimensions: 168 No of households Deprived of between 1-4 dimensions: 535

## 11. Appendix E – Response Pro-forma

Please provide us with your comments on the proposals regarding the future provision for primary pupils residing in the **Ysgol Parc y Tywyn** catchment area.

Your comments:

Do you have any other issues that you wish to bring to our attention?

**Please tick one of the boxes if you wish to be notified with a copy of the consultation report.**      Welsh copy       English copy

Signature \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Position /  
Category of  
Respondent  
(E.g. parent) \_\_\_\_\_  
Date \_\_\_\_\_

**Please note that unless you indicate otherwise your comments will be open to the public as part of the formal records of the consultation.**

Please detach this form and return to: Department for Education and Children's Services, Building 2, St David's Park, Jobs Well Road, Carmarthen. SA31 3HB or E-mail to [DECMEP@carmarthenshire.gov.uk](mailto:DECMEP@carmarthenshire.gov.uk) no later than **17 December 2017**.



## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS

**Recommendations / key decisions required:**

1. To note the present status of various transfers to Town and Community Councils and other organisations.
2. To decide on the future of those assets that have been the subject of consultation.

**Reasons:**

1. To provide an update on progress.
2. To agree a way forward for those assets that have not received expressions of interest, in accordance with previous deadlines set by Executive Board.

Relevant scrutiny committee to be consulted - NO

Executive Board Decision Required - YES

Council Decision Required - NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDERS:-  
Cllr. David Jenkins and Cllr. Hazel Evans

**Directorate:** Environment

**Name of Head of Service:** Jonathan Fearn

Head of Property

[jfearn@sirgar.gov.uk](mailto:jfearn@sirgar.gov.uk)

**Report Author:** Emily Hughes

Senior Asset Management  
Surveyor

[ehughes@sirgar.gov.uk](mailto:ehughes@sirgar.gov.uk)

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD 26<sup>TH</sup> FEBRUARY 2018

### COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS

#### Background

The community asset transfer of parks, playgrounds and amenity areas has been the subject of various reports to members over the last few years.

On the 26<sup>th</sup> June 2017, the Executive Board agreed the following:

- 1) That in order to promote the transfer process in the final year leading up to 31<sup>st</sup> March 2018 deadline, it was proposed that all interested parties were allowed a grant of 2x the annual maintenance irrespective of the reasons for any delay to date. It was also recommended that, to reflect the concession being made, and in order to incentivise early completion of the remaining transfers, the Maintenance Grant was to be reduced by 1/24<sup>th</sup> per month from 1<sup>st</sup> April 2017, up to the date of transfer.
- 2) That the assets that had not received an Expression of Interest were to form part of a consultation exercise with various stakeholders on the future of the relevant assets.
- 3) That the deadline for transfers to benefit from Maintenance and Improvement Grants remains as 31<sup>st</sup> March 2018.

#### Current Position

Discussions have continued with all organisations to promote local management and maintenance of facilities and to progress transfers in accordance with the agreed procedures.

The table in **Appendix 1** sets out the current position in each area and identifies the following:

- A) Town and Community Councils and other Organisations that have completed transfers either on leases or on licences pending conclusion of the legal formalities. (Representing **51%** of the assets under consideration).
- B) Assets that are currently in the process of being transferred with a number of the assets nearing completion. (Representing **35%** of the assets under consideration).

- C) Assets that have not received an Expression of Interest and that have formed part of a consultation exercise recently carried out with various stakeholders on the future of the various assets. (Representing **14%** of the assets under consideration).

### **Update on Consultation and Proposed Way Forward**

It was agreed by members that the assets which had not received an Expression of Interest were to form part of a consultation exercise with various stakeholders on the future of the relevant assets.

Drop-in sessions were arranged at the beginning of October 2017 for those people wishing to express an interest in taking over the management and maintenance of the remaining facilities with a final transfer deadline of 31<sup>st</sup> March 2018. These drop-in sessions took place between 3pm and 7pm at the Amman Centre on 3<sup>rd</sup> October 2017, Carmarthen Education Centre on 4<sup>th</sup> October 2017 and at Llanelli Library on the 5<sup>th</sup> October 2017. These sessions were subsequently followed by an online consultation which expired on the 8<sup>th</sup> December 2017 and gave members of the public an opportunity to express their interest in the various assets listed or make other comments.

The result of the consultation has been relatively positive with a number of Town and Community Councils re-considering the transfer of some of the assets within their area. Since reporting to the Executive Board on the 22<sup>nd</sup> January 2018, constructive discussions are currently taking place regarding the transfer of the following assets:

- Golwg yr Amman, Glanamman - Cwmamman Town Council
- Dyffryn Cennen Playground, Ffairfach - Dyffryn Cennen Community Council
- Talyclun Playground, Llangennech - Llanedi Community Council
- Dan y Banc Playground, Felinfoel - Llanelli Rural Council
- Llannon Playground - Llannon Community Council
- Bancffosfelen Playground - Pontyberem Community Council
- Part of Ystradowen Recreation Ground - Quarter Bach Community Council

The table in **Appendix 2** highlights the results of the consultation. Pages 1-3 relate to assets that did not receive an Expression of Interest (EOI) following consultation whilst pages 4-5 highlight the assets that were the subject of EOI's. Members are asked to consider the recommendation for each asset and make a decision as to whether we retain or dispose of the assets.

**Members' attention is drawn to the following matters:**

- An Equality Impact Assessment has been carried out on each asset with only the report on Maesawelon Playground in Dryslwyn highlighting an impact due to the lack of similar amenities within walking distance.
- Three of the playgrounds have benefited from Section 106 funding which could influence the final outcome. The relevant documents are currently being reviewed by the Council's Legal Section to determine any implications. Members should be aware that in the case of Bryn Park, Llangennech significant Section 106 money was used in its provision in 2014.
- The recommendation for Llansteffan Beach Playground is similar to the others, however members should note that the Community Council has requested that it should be retained by the County Council as a Leisure asset due to it being located within a tourist area.

Plans for each asset can be found in **Appendix 3**.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b> (Appendix 1, 2 and 3 attached)
----------------------------------	---

## IMPLICATIONS

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

Signed: **Jonathan Fearn** (Head of Property)

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

### **Policy, Crime & Disorder and Equalities**

The proposals contributes to the Making Better Use of Resources Theme and is in accordance with adopted Community Asset Transfer procedures.

### **Legal**

The proposals will require legal input to formalise the agreements. Asset transfers, in accordance with the adopted procedures are undertaken on a long-leasehold basis. All assets will have been the subject of Public Open Space Notices where relevant in accordance with s123 of the Local Government Act 1972.

### **Finance**

The proposals involve one-off Maintenance Grants and potential Improvement Grants to bring about longer term revenue savings. The Improvement and Maintenance Grant payments are funded by existing budgets.

### **Risk Management Issues**

The asset transfers of parks, playgrounds and amenity areas pass insurance responsibility via the lease to the tenant, reducing the County Council's liability.

### **Physical Assets**

Asset transfers ensure the continued use of the assets concerned for the benefit of present and future generations and would result in a reduction in the number of assets directly managed by the County Council.

## CONSULTATIONS

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

Signed: Jonathan Fearn, Head of Property

**Scrutiny Committee** – Not applicable

**Local Member(s)** - Consulted as part of the asset transfer process and prior to any disposal.

**Community / Town Council** - Various consultations / workshops and meetings held.

**Relevant Partners** - Various consultations / workshops and meetings held with sporting groups and third sector bodies.

**Staff Side Representatives and other Organisations** - Not applicable

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

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

Title of Document	Locations that the papers are available for public inspection
Community Asset Transfer Procedures	<a href="http://www.carmarthenshire.gov.wales/media/1109397/Community-Asset-Transfer-Procedures-2013-16.pdf">http://www.carmarthenshire.gov.wales/media/1109397/Community-Asset-Transfer-Procedures-2013-16.pdf</a>
Executive Board, 15th December 2014, Item 11: TRANSFER OF PARKS, PLAYGROUNDS AND AMENITY AREAS	<a href="http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20141215/index.asp">http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20141215/index.asp</a>
Executive Board, 4 <sup>th</sup> January 2016, Item 5: COMMUNITY ASSET TRANSFER - UPDATE	<a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&amp;MId=125&amp;Ver=4">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&amp;MId=125&amp;Ver=4</a>
Executive Board, 20th June 2016, Item 12,: TRANSFER OF PARKS, PLAYGROUNDS, AMENITY AREAS - COMMUNITY ASSET TRANSFER UPDATE	<a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&amp;MId=350&amp;Ver=4">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&amp;MId=350&amp;Ver=4</a>
Executive Board, 26th June 2017, Item 10,: TRANSFER OF PARKS, PLAYGROUNDS, AMENITY AREAS - COMMUNITY ASSET TRANSFER UPDATE	<a href="http://democracy.carmarthenshire.gov.wales/documents/s13879/SUMMARY.pdf">http://democracy.carmarthenshire.gov.wales/documents/s13879/SUMMARY.pdf</a>

**COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 1**

<b>A - Completed Transfers</b>	
<b>Organisation</b>	<b>Asset/s</b>
Ammanford Town Council	Riverway Playground and MUGA / Maesycoed Playground
Ammanford Bowls Club	Ammanford Bowling Green and Pavilion within Ammanford Park
Betws Community Council	Betws Park
Burry Port AFC	Playing Fields and Changing Rooms at Burry Port Memorial Park
Burry Port Rugby	Rugby Playing Fields and Changing Rooms at Burry Port Memorial Park
Carmarthen Town Council	Penllwyn Park / Park Hinds / Johnstown Park / Russell Terrace Ball Park
Cwmamman Town Council	Gelli Werdd Playground / Maesybedol Playground / Grenig Park / Parc Bryn Rhos Playground / Cwmamman Park / Bishops Road Playground / Highfield Park Playground / Penyrallt Playground
Kidwelly Town Council	Ger y Castell Playground / Bryn y Graig Playground
Parc Stephens Sports Association	Playing Fields, Bowls Pavilion, Changing Rooms and Tennis Courts at Part Stephens, Kidwelly
Castle Fields Sports Association	Playing Fields, Bowls Pavilion, Changing Rooms and Tennis Courts at Castle Fields, Llandovery
Llandeilo Town Council	Parc Le Conquet / Penlan Park
Llandovery Town Council	Llandovery Playground and Skate Park / Green Lodge Playground / Maesglas Playground
Llandybie Community Council	Part of Bancyddraenen Recreational Ground / Penybank Playground / Spien Road Playground / Llandybie Park / Penygroes Park / Saron Park
Llanedi Community Council	Hendy Park / Tycroes Park / Coopers Playground / Bronallt Playground / Squirrels Walk Playground
Llanelli Rural Council	Dafen Park and Playground / Pwll Recreation Ground / Trallwm Playing Field / Clos y Gelli Playground / Heol Llanelli Playground / Swiss Valley Playground / Bryngolau Playground
Llangadog Community Council	Llangadog Playground
Llangunnor Community Council	Llangunnor Recreation Ground

**COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 1**

Llannyn Community Council	Tumble Park / Singleton Playground / Caeglas Playground / Maesyffynnon Playground
Tumble AFC	Playing Fields and Changing Rooms, Tumble Park
Tumble Rugby Club	Playing Fields and Changing Rooms, Tumble Park
Penygroes Community Centre	Penygroes Park Pavilion
Pontyberem Community Council	Pontyberem Park
Trelech a'r Betws	Trelech Playground
Trimsaran Community Council	Trimsaran Welfare Park
Trimsaran Rugby Club	Trimsaran Changing Rooms
Whitland Town Council	Bryngwenllian Playground

**B - Assets in the process of being transferred**

<b>Organisation</b>	<b>Asset/s</b>
Abergwili Community Council	Peniel Playground
Ammanford Town Council	Ammanford Park / Ammanford Recreation Ground / Pantyffynnon Recreation Ground / Norman Road Playground / Pantyffynnon Playground / Carregamman Playground
Carmarthen Town Council	Allt Ioan Playground / Maes y Wennol Playground
Cwmamman AFC	Playing Fields and Changing Rooms within Penybont Park
Cwmamman Town Council	Penybont Park / Golwg yr Amman Park
Dyffryn Cennen Community Council	Ffairfach Playground
Kidwelly Town Council	Parc Stephens Playground / Ger y Gwendraeth Playground
Llanedi Community Council	Talyclun Playground
Llanelli Rural Council	Clos Cilsaig Playground / Dan y Banc Playground



**COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 1**

Llanelli Town Council	Parc y Dre / Crown Park / Penygaer Playing Fields / Penyfan Park / Havelock Park
Llangeler Community Council	Pentrecwrt Playground
Llangennech Community Council	Parc yr Hendre
Llannon Community Council	Cross Hands Park / Llannon Playground
Llanybydder Community Council	Rhydcymerau Playground
Pembrey and Burry Port Town Council	Burry Port Memorial Park / Burrows Park / Tyle Teg Park / Penybryn Playground / Tanybryn Playground / Cwm Eglwys Playground / Trem y Mynydd Playground / Waun Sidan Playground
Penyfan Tenants and Residents Association	Portacabin and Storage Shed at Penyfan Park, Llanelli
Pontyberem Community Council	Bancffosfelen Playground
Quarter Bach Community Council	Maes Elwyn Recreational Ground / Bryn Avenue Recreation Ground / Part of Ystradowen Recreation Ground
<b>C - No Expression of Interest received</b>	
<b>Organisation</b>	<b>Asset/s</b>
Betws Community Council	Maesquarre Playground
Kidwelly Town Council	Parc Pendre Playground
Llandybie Community Council	Llandybie Recreational Ground / Part of Bancyddraenen Recreational Ground
Llanegwad Community Council	Maesawelon Playground
Llanelli Rural Council	Pant Bryn Isaf Playground
Llanelli Town Council	Penyfan Quarry / Nightingale Court Playground / Morfa Park / Clos yr Ysgol Playground
Llangennech Community Council	Heol Plas Isaf Playground / Bryn Park / Maes Ty Gwyn Playground
Llansteffan and Llanybri Community Council	Llansteffan Beach Playground
Quarter Bach Community Council	Felinfach Playground / Part of Ystradowen Recreation Ground

This page is intentionally left blank

**COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 2**

Asset	Ward	Local Member	Outcome of Consultation	Nearest Amenity Area - within walking distance	LDP Allocation (Development Potential)	Recommendation
<b>ASSETS THAT HAVE NOT RECEIVED AN EXPRESSION OF INTEREST AND THAT HAVE FORMED PART OF A CONSULTATION EXERCISE - EXECUTIVE BOARD DECISION REQUIRED REGARDING THEIR FUTURE</b>						
Maesquarre Playground, Maesquarre Road, Pontamman, Ammanford, SA18 2LF. <b>Plan 1</b>	Betws	Cllr. Betsan Jones	No interest from Betws Community Council or any other organisation. Awaiting legal advice as to whether there are any stipulations within the Section 106 agreement preventing the County Council from ceasing to maintain. If not, the equipment will be removed and the asset declared surplus.	Betws Park / Colonel Road Playground / Maesycoed Playground	Part white land and part recreational land within development limits.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus. <b>Subject to Legal confirmation on Section 106.</b>
Parc Pendre Playground, Parc Pendre, Kidwelly, SA17 4TE. <b>Plan 2</b>	Kidwelly	Cllr. Jeanette Gilasbey	No interest from Kidwelly Town Council or any other organisation.	Parc Stephens	Recreational land within development limits. Land could be incorporated as part of the adjoining development land.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Maesawelon Playground, Maesawelon, Dryslwyn, Carmarthen SA32 8RY. <b>Plan 3</b>	Llanegwad	Cllr. Mansel Charles	No interest from Llanegwad Community Council or any other organisation. <b>Equality Impact Assessment highlighting an impact due to the lack of similar amenities within walking distance.</b> The cost for maintaining the playground in 2016/17 was £1,524. The playground serves a small housing estate and has a limited use or appeal for the wider community.	None	Special Landscape area within development limits. Land located between houses with restrictive access.	Retain and continue basic maintenance. Remove play equipment and revert to open space, once equipment can no longer be maintained.
Pant Bryn Isaf, Pant Bryn Isaf, Llwynhendy, Llanelli, SA14 9GD. <b>Plan 4</b>	Bynea	Cllr. Deryk Cundy	No interest from Llanelli Rural Council or any other organisation.	Trallwm Park	White land within development limits.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Clos Ysgol / Alban Road Playground, Clos Ysgol, Llanelli, SA15 1NL. <b>Plan 5</b>	Bigyn	Cllr. Jeff Edmunds / Cllr. Eryl Morgan	Llanelli Town Council to confirm whether they will take on the asset. If not, the equipment will be removed and the asset declared surplus.	Penyfan Park	White land within development limits.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.

**COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 2**

Asset	Ward	Local Member	Outcome of Consultation	Nearest Amenity Area - within walking distance	LDP Allocation (Development Potential)	Recommendation
Morfa Park, Dafen Row, Llanelli SA15 2BL. <b>Plan 6</b>	Glanymor	Cllr. John Prosser / Cllr. Louvain Roberts	Llanelli Town Council to confirm whether they will take on the asset. If not, the equipment will be removed and the asset declared surplus.	Crown Park / Penyfan Park / North Dock Playground	Recreational land within development limits.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Penyfan Quarry Playground and Amenity Area. <b>Plan 7</b>	Bigyn	Cllr. Jeff Edmunds / Cllr. Eryl Morgan	Llanelli Town Council to confirm whether they will take on the asset. If not, the equipment will be removed and the asset declared surplus.	Penyfan Park / Crown Park / Havlock Park	Recreational land within development limits.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Nightingale Court Playground, Nightingale Court, Llanelli, SA15 1HU. <b>Plan 8</b>	Bigyn	Cllr. Jeff Edmunds / Cllr. Eryl Morgan	Llanelli Town Council to confirm whether they will take on the asset. If not, the equipment will be removed and the asset declared surplus.	Clos y Gelli Playground / Penyfan Park	White land within development limits.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Heol Plas Isaf Playground, Heol Plas Isaf, Llangennech, Llanelli, SA14 8TJ. <b>Plan 9</b>	Llangennech	Cllr. Gwyneth Thomas / Cllr. Gary Jones	Llangennech Community Council to confirm whether they will take on the asset. If not, the equipment will be removed and the asset declared surplus.	Hendre Park / Llangennech Park	Development land within development limits. Land could be incorporated as part of the adjoining development land.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Bryn Park, Penllwyngwyn Road, Llangennech. <b>Plan 10</b>	Llangennech	Cllr. Gwyneth Thomas / Cllr. Gary Jones	Awaiting legal advice as to whether there are any stipulations within the Section 106 agreement preventing the County Council from ceasing to maintain. If not, the equipment will be removed and the asset declared surplus.	Hendre Park / Llangennech Park	Recreational land outside development limits.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus. <b>Subject to Legal confirmation on Section 106.</b>
Maes Ty Gwyn Playground, Maes Ty Gwyn, Llangennech, Llanelli, SA14 8XY. <b>Plan 11</b>	Llangennech	Cllr. Gwyneth Thomas / Cllr. Gary Jones	<b>Land is registered to Tycroes Developments Limited.</b> Awaiting legal advice to confirm whether there are any stipulations within the Section 106 agreement preventing CCC from ceasing to maintain. If not, the equipment will be removed and maintenance of the land will revert to the developer.	Hendre Park / Llangennech Park / Hendy Park	White land within development limits. Development potential should Section 106 agreement allow.	Equipment to be removed and County Council to cease maintaining the land. Asset to revert to developer. <b>Subject to Legal confirmation on Section 106.</b>

**COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 2**

Asset	Ward	Local Member	Outcome of Consultation	Nearest Amenity Area - within walking distance	LDP Allocation (Development Potential)	Recommendation
Part of Bancyddraenen Recreational Ground, Waterloo Road, Capel Hendre, Carmarthenshire, SA18 3RT. <b>Plan 12</b>	Saron	Cllr. Alun Davies / Cllr. Carl Harris	No interest from Llandybie Community Council or any other organisation. Land dedicated for open space via Fields in Trust.	Bancyddraenen Playground and MUGA	Recreational land outside development limits.	County Council to cease maintaining the land. Asset to be declared surplus.
Llandybie Recreational Ground, Blaenau Road, Llandybie, Carmarthenshire. <b>Plan 13</b>	Llandybie	Cllr. Dai Nicholas / Cllr. Anthony Davies	No interest from Llandybie Community Council or any other organisation.	Llandybie Park	Majority of the land is allocated for recreational purposes and part white land outside development limits.	County Council to cease maintaining the land. Asset to be declared surplus.
Llansteffan Beach Playground, The Green Llansteffan, Carmarthen, SA33 5LW. <b>Plan 14</b>	Llansteffan	Cllr. Carys Jones	Llansteffan and Llanybri Community Council has a strong view that the playground should be retained as a tourist facility. It has highlighted that the Community Council already manages and maintains its own playground within walking distance and the Beach playground is predominantly used by tourists and visitors to the area. The cost for maintaining the playground in 2016/17 was £1,804.	Llansteffan Playground / Llansteffan Green	Land allocated as Special Landscape Area outside development limits.	Equipment to be removed and the land to form part of the beach.
Part of Ystradowen Recreation Ground, Penygraig Road, Ystradowen, SA9 2YT. <b>Plan 15</b>	Quarter Bach	Cllr. Glynog Davies	Quarter Bach Community Council to take over the playground, tennis courts and changing rooms but not the playing fields.	Cefnbrynbrain Park / Cwmllynfell Hall Park	Recreational land within development limits.	County Council to cease maintaining the land. Asset to be declared surplus.
Felinfach Playground, Felinfach, Cwm-Twrch Chaf, Cwmllynfell, SA9 2XR. <b>Plan 16</b>	Quarter Bach	Cllr. Glynog Davies	No interest from Quarter Bach Community Council or any other organisation.	Cwmllynfell Hall Park	White land outside development limits. Potential parking.	Equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.

COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 2

Asset	Ward	Local Member	Outcome of Consultation	Nearest Amenity Area - within walking distance	LDP Allocation (Development Potential)	Recommendation
<b>ASSETS THAT HAVE RECEIVED AN EXPRESSION OF INTEREST SINCE THE CONSULTATION EXERCISE - <u>IN THE PROCESS OF BEING TRANSFERRED</u></b>						
Golwg yr Amman Park, Upper Station Road, Glanamman. <b>Plan 17</b>	Garnant	Cllr. Kevin Madge	Cwmamman Town Council will only take over the asset if CCC retain responsibility for the bridges, water courses and activity wall. CCC has confirmed responsibility for the bridges and water courses but are awaiting quotes on the cost of works required to the activity wall. Once this information is available, Heads of Service will need to decide what work, if any, CCC is prepared to undertake in order to facilitate the asset transfer of the site.	Cwmamman Park	Recreational land outside development limits.	<b>Should transfer not complete:</b> the equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Dyffryn Cennen Playground, Bethlehem Rd, Ffairfach, Llandeilo SA19 6SY. <b>Plan 18</b>	Llandeilo	Cllr. Edward Thomas	Expression of Interest received from Dyffryn Cennen Community Council. Legal currently drafting transfer agreement.	Parc le Conquet / Penlan Park	Recreational land within development limits.	<b>Should transfer not complete:</b> the equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Talyclun Playground, Talyclun, Llangennech, Llanelli, SA14 8YH. <b>Plan 19</b>	Hendy	Cllr. Gareth Thomas	Expression of Interest received from Llanedi Community Council.	Hendy Park / Llangennech Park	White land within development limits. Development potential for 6 dwellings without open space or 3 dwellings with land retained as open space.	<b>Should transfer not complete:</b> the equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Dan y Banc Playground, Danybanc, Llanelli, SA15 4NS. <b>Plan 20</b>	Felinfoel	Cllr. Bill Thomas	Expression of Interest received from Llanelli Rural Council.	Felinfoel Park / Parc Howard	White land within development limits.	<b>Should transfer not complete:</b> the equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.

COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS AMENITY AREAS - APPENDIX 2

Asset	Ward	Local Member	Outcome of Consultation	Nearest Amenity Area - within walking distance	LDP Allocation (Development Potential)	Recommendation
Llannon Playground, Heol Nant, Llannon, Llanelli, SA14 6AE. <b>Plan 21</b>	Llannon	Cllr. Emlyn Dole / Cllr. Dot Jones	Land is no longer required for possible school extension. Llannon Community Council to take over the asset.	Maes y Ffynnon Playground	Recreational land outside development limits.	<b>Should transfer not complete:</b> the equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Bancffosfelen Playground, Heol y Banc, Bancffosfelen, Llanelli, SA15 5DR. <b>Plan 22</b>	Pontyberem	Cllr. Liam Bowen	Expression of Interest received from Pontyberem Community Council.	Pontyberem Park	Recreational land outside development limits.	<b>Should transfer not complete:</b> the equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.
Part of Ystradowen Recreation Ground, Penygraig Road, Ystradowen, SA9 2YT. <b>Plan 23</b>	Quarter Bach	Cllr. Glynog Davies	Expression of Interest received from Quarter Bach Community Council to take over the playground, tennis courts and changing rooms but not the playing fields.	Cefnbrynbrain Park / Cwmllynfell Hall Park	Recreational land within development limits.	<b>Should transfer not complete:</b> the equipment to be removed and County Council to cease maintaining the land. Asset to be declared surplus.

This page is intentionally left blank

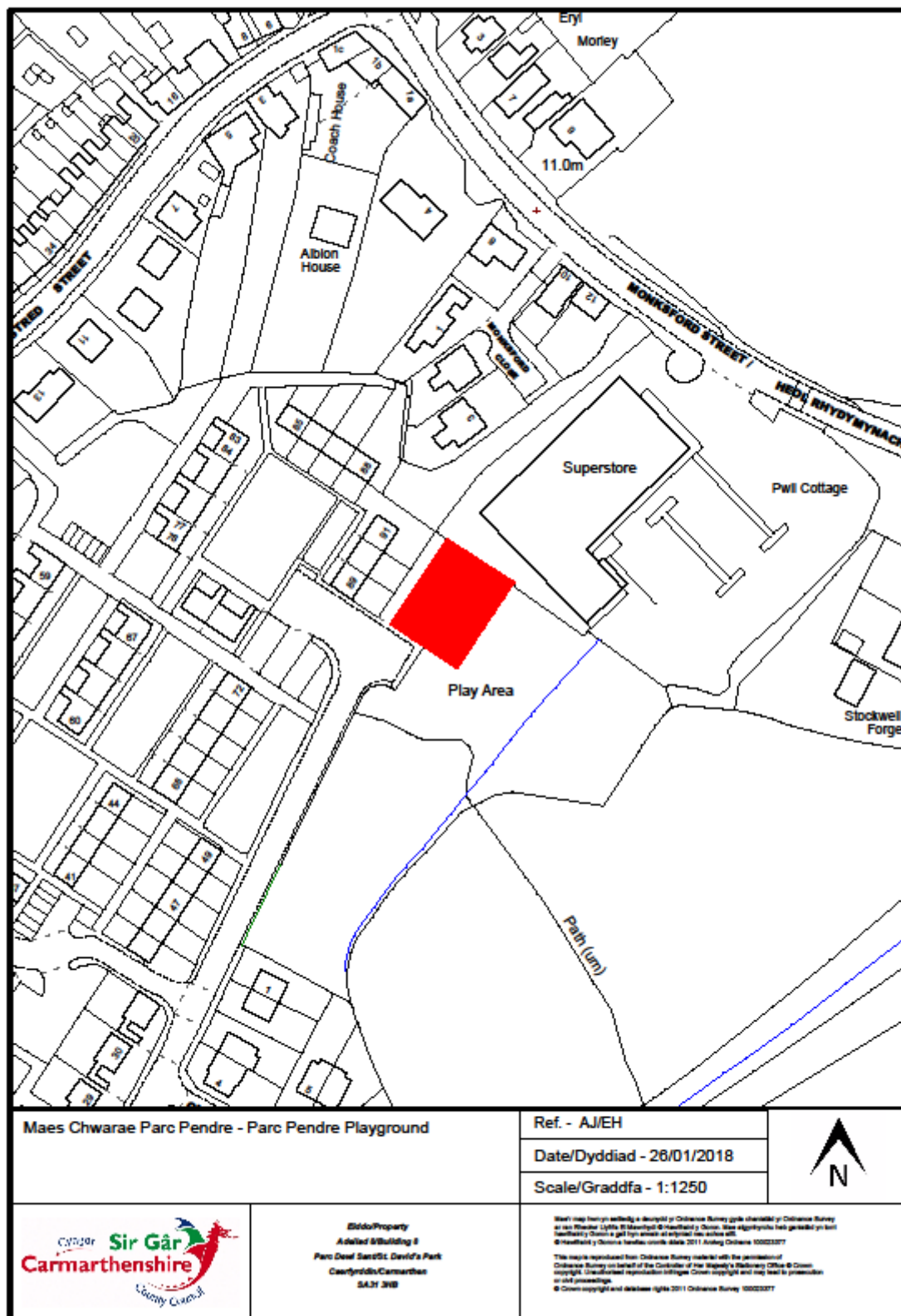


COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3

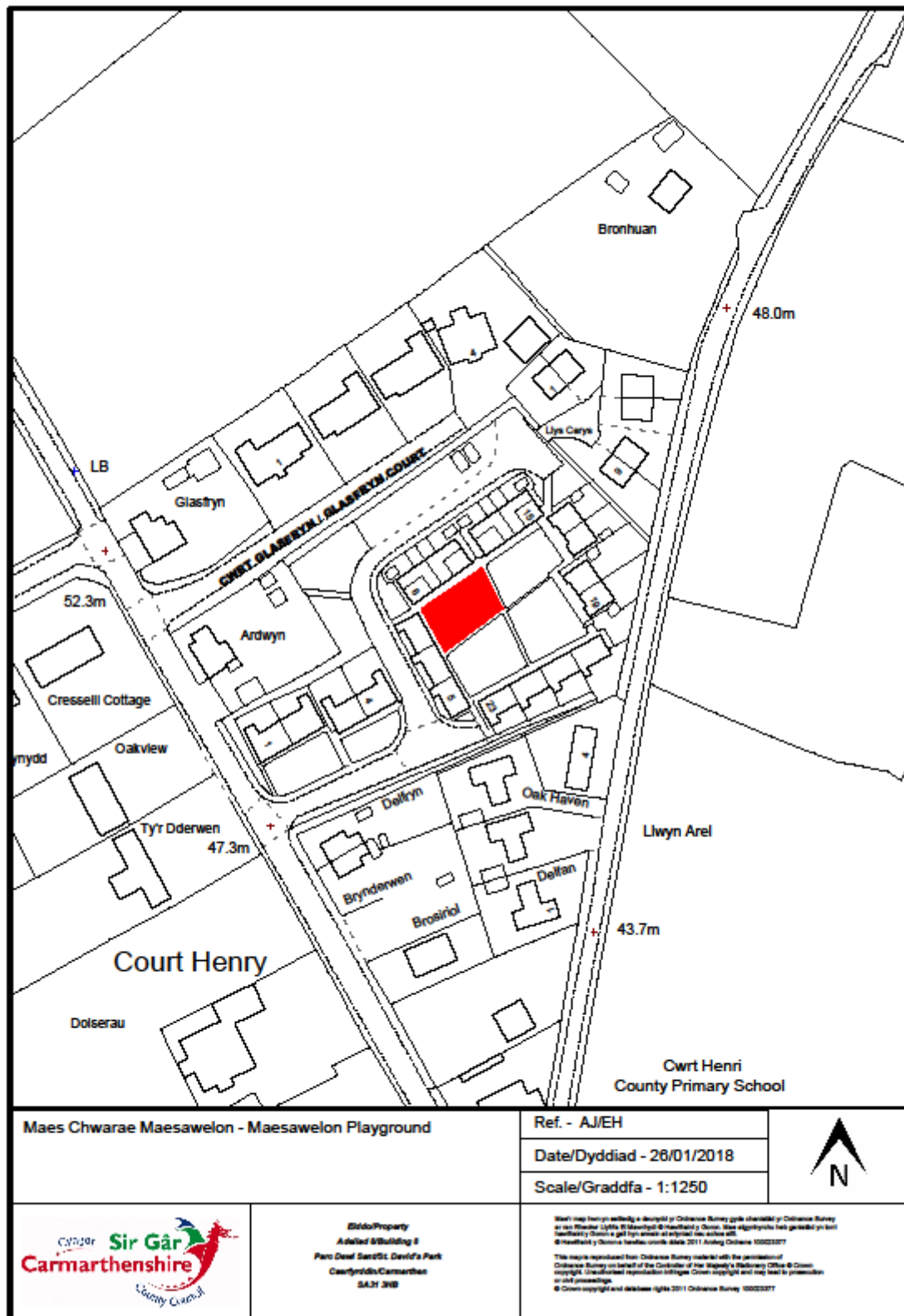


Plan 1 - not to scale

COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3

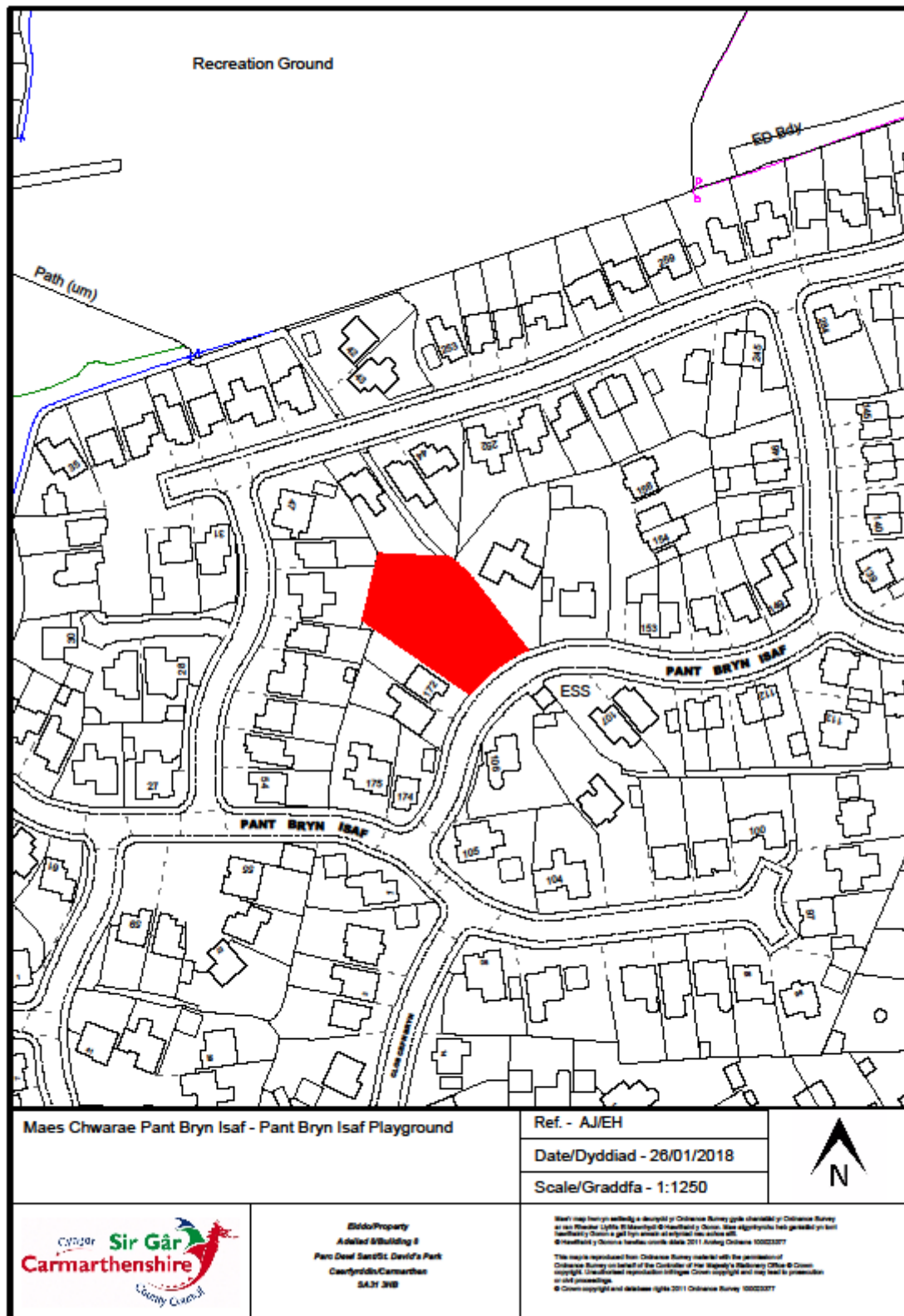


COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



Plan 3 - not to scale

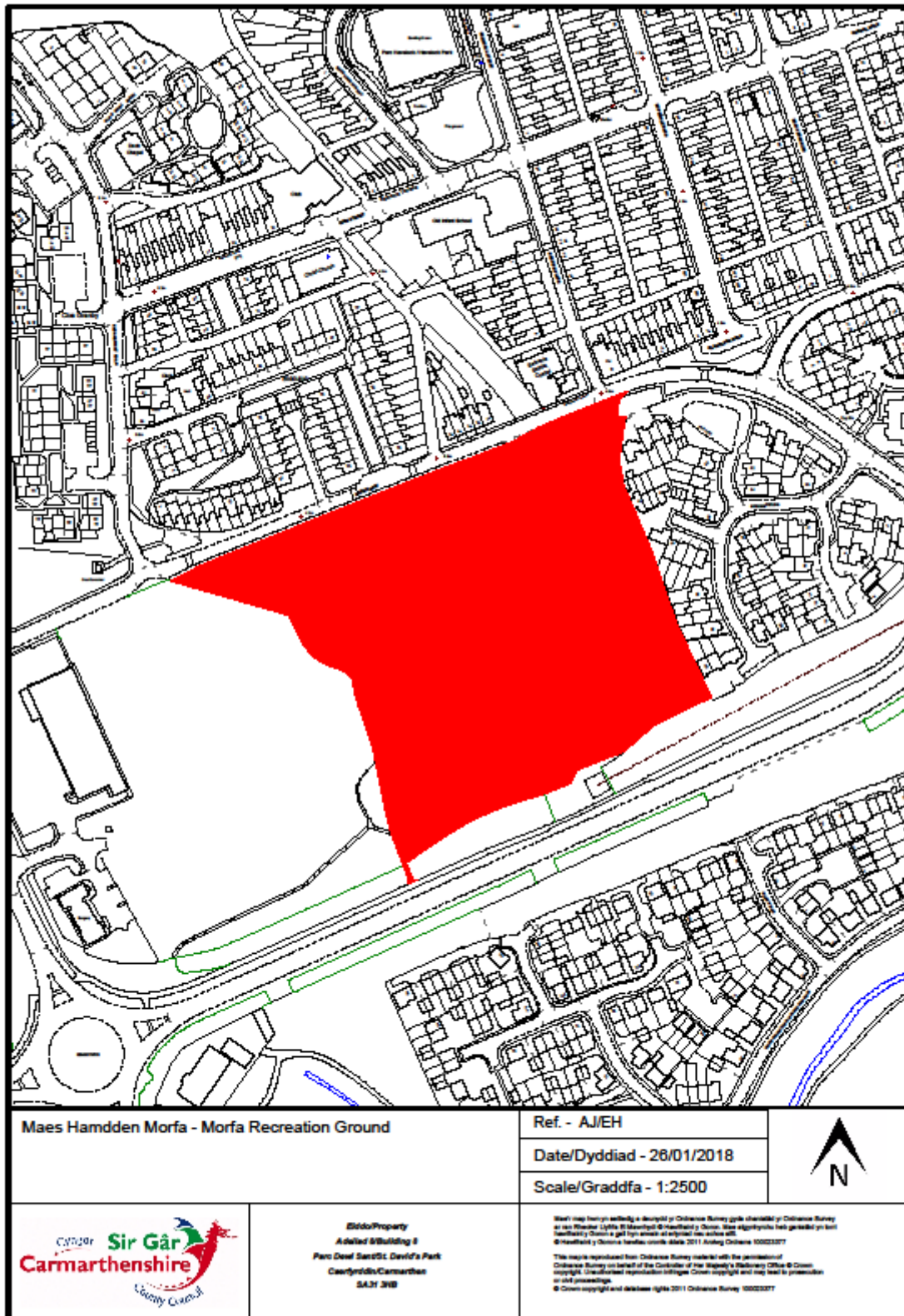
COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3

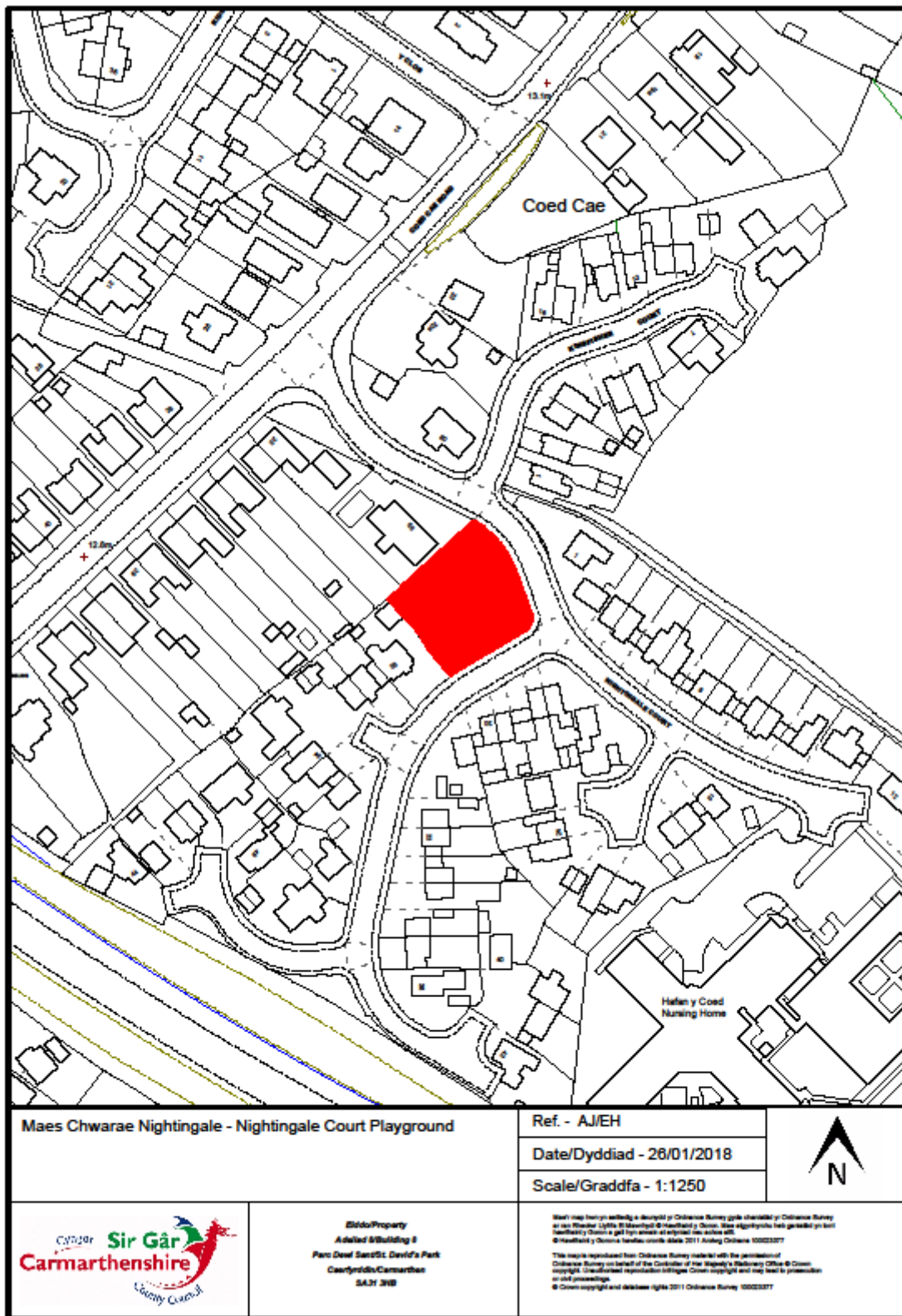


Plan 5 - not to scale



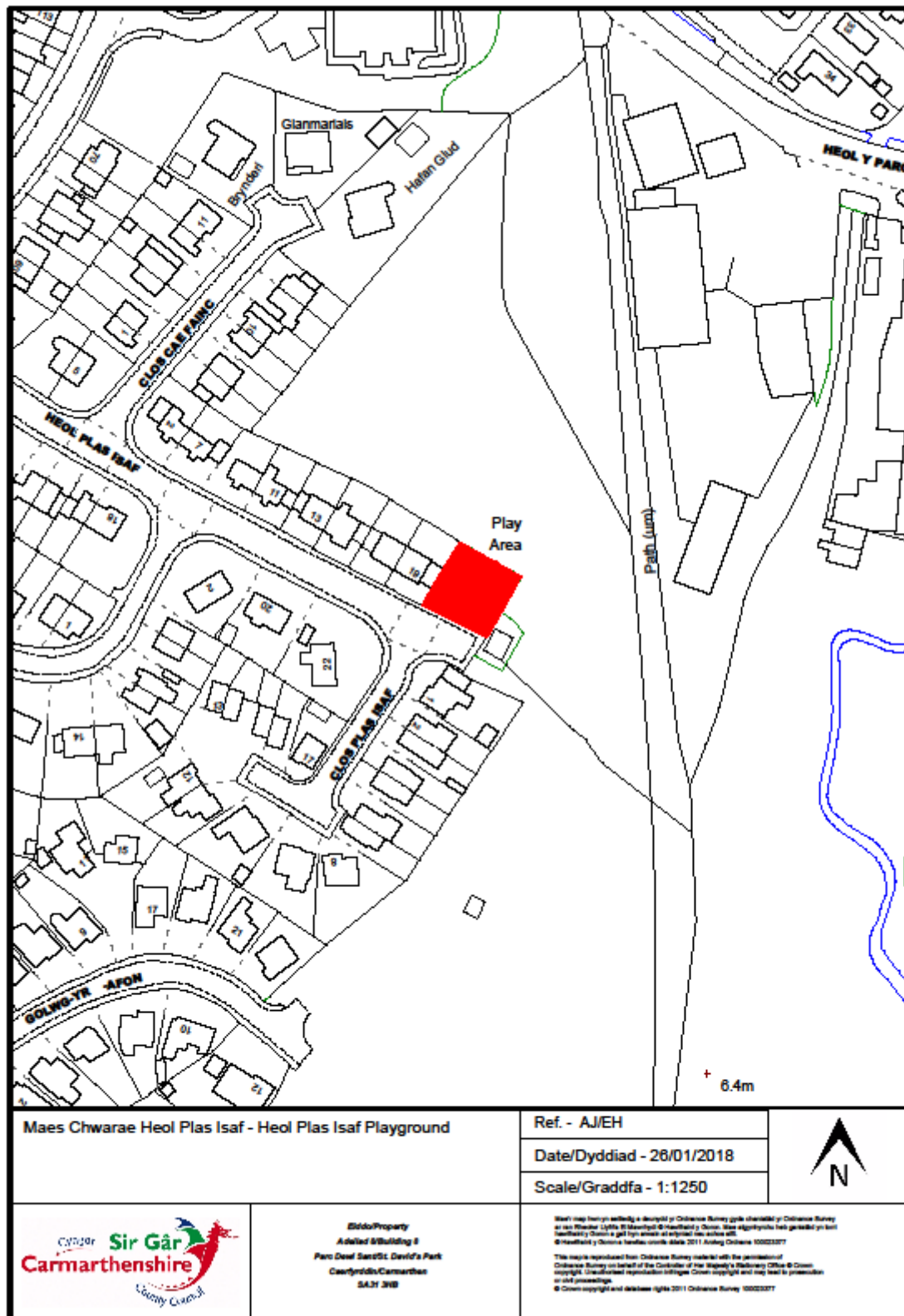


COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3

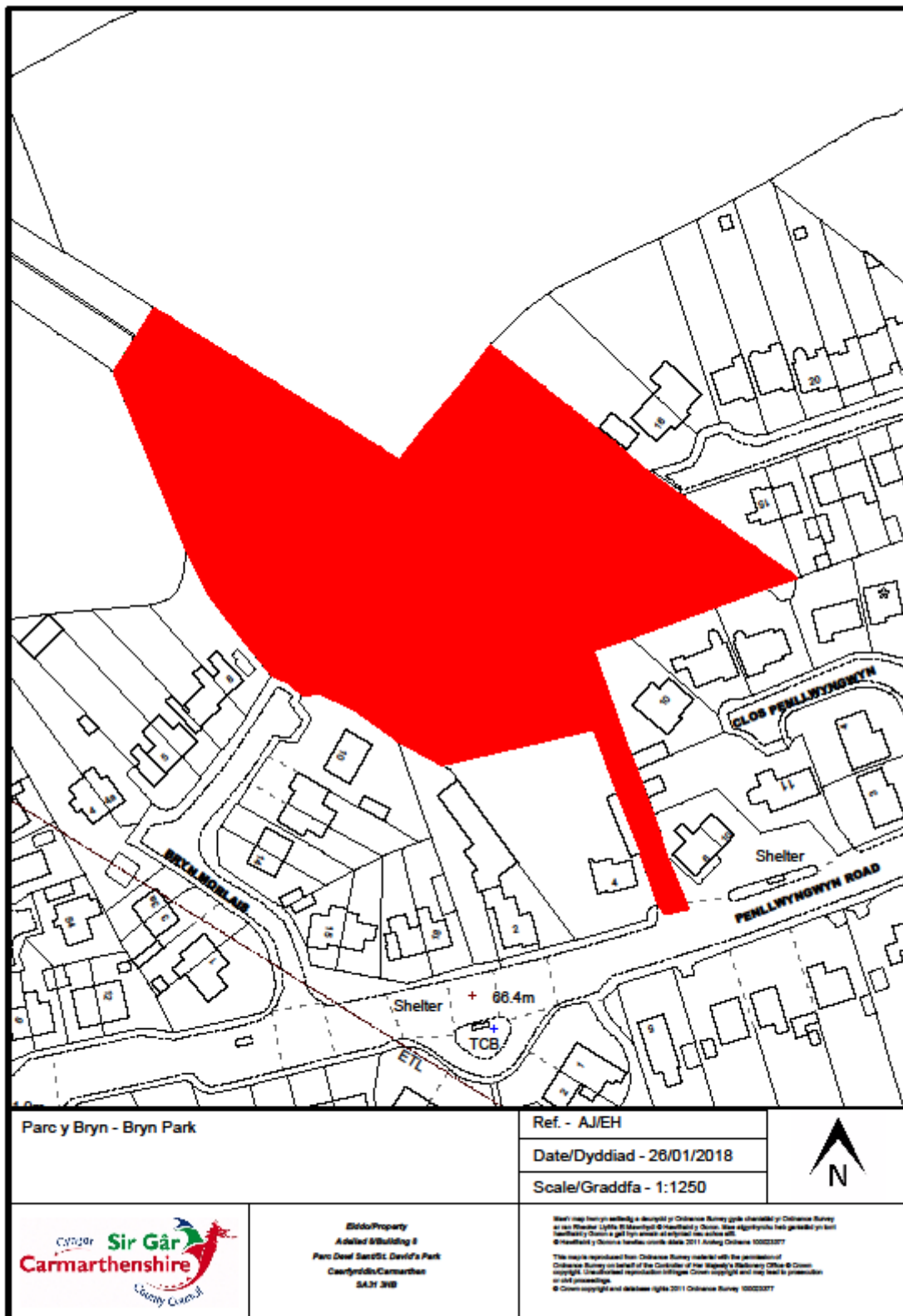




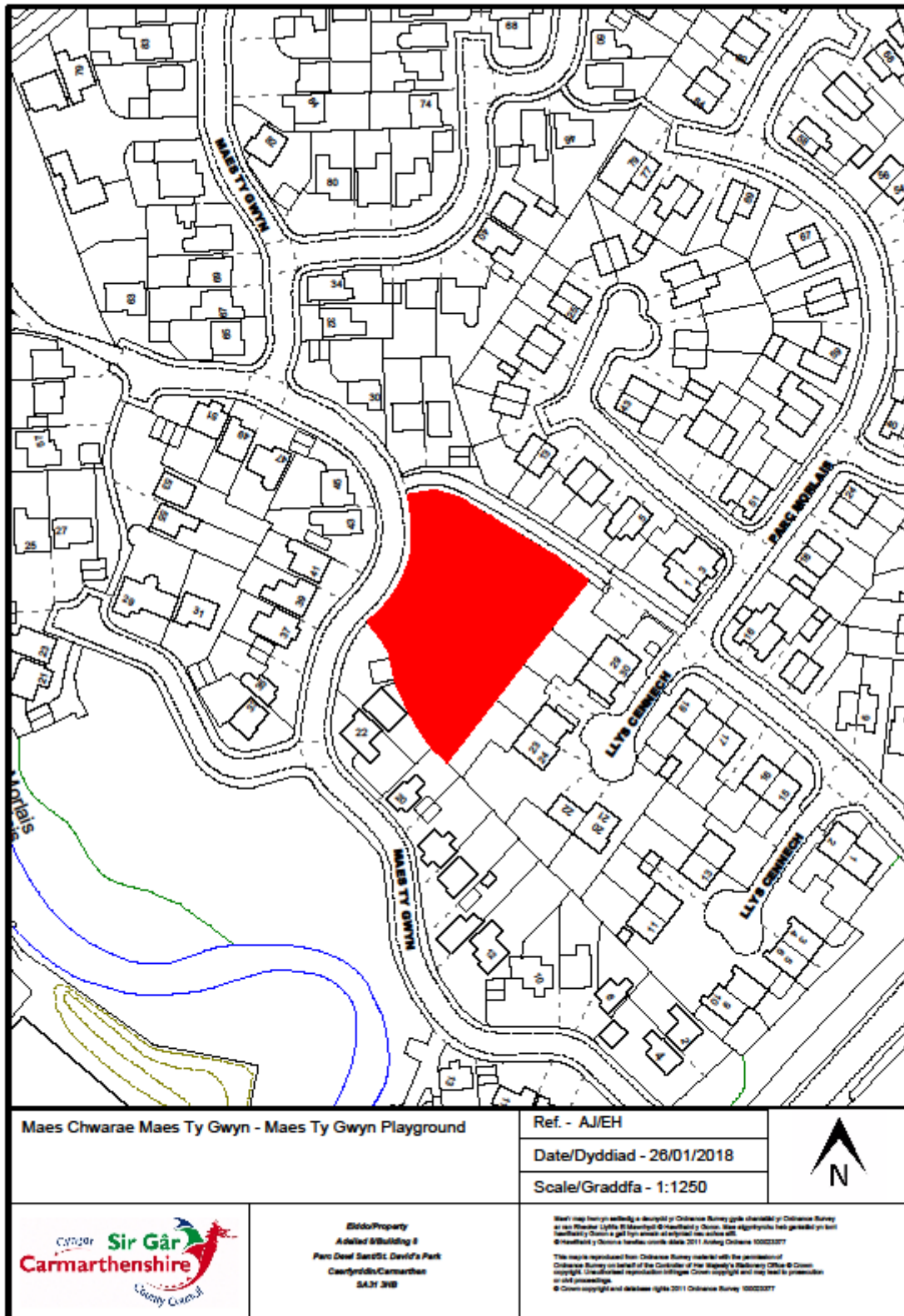
COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



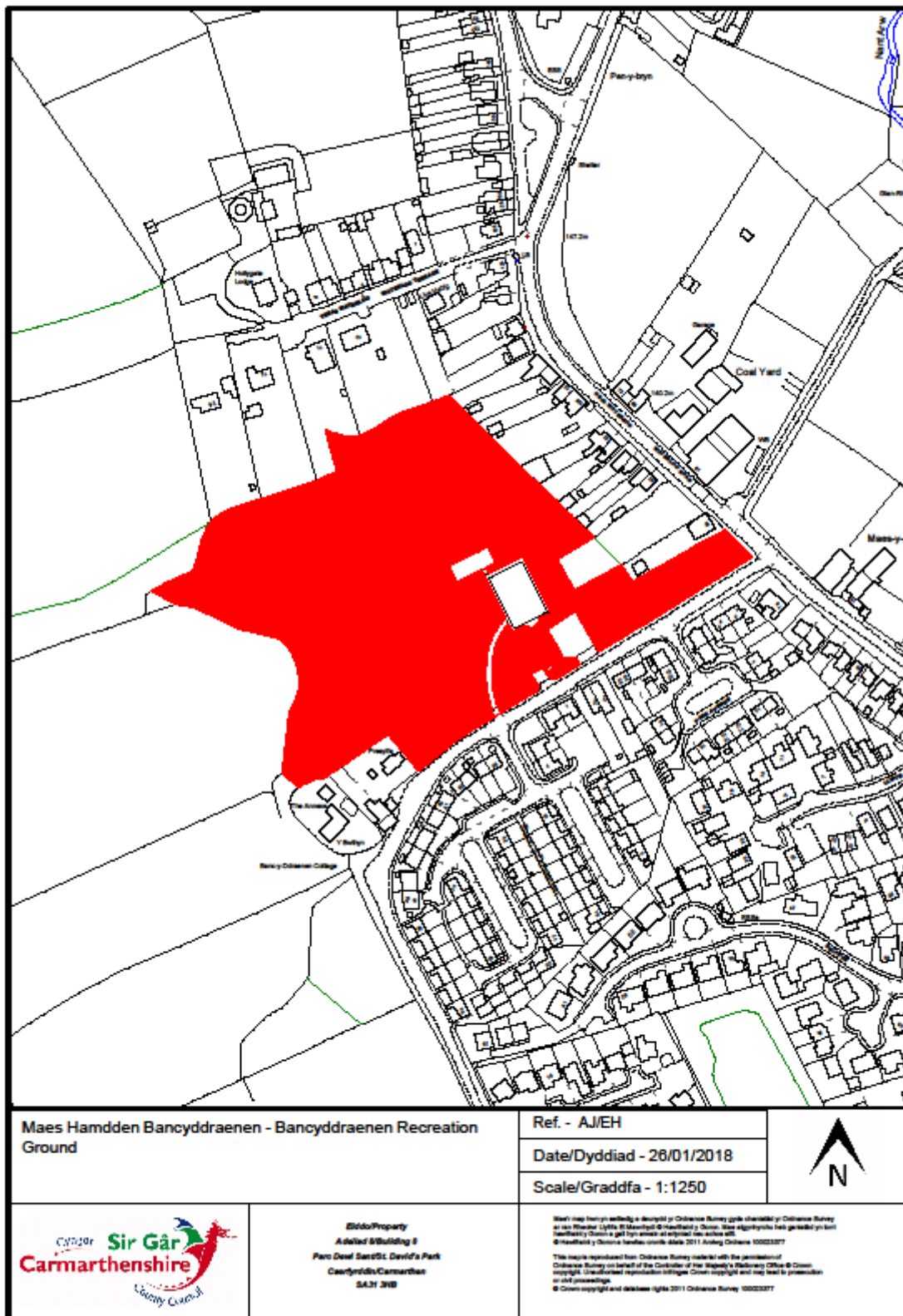
Plan 9 - not to scale



COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



Plan 11 - not to scale

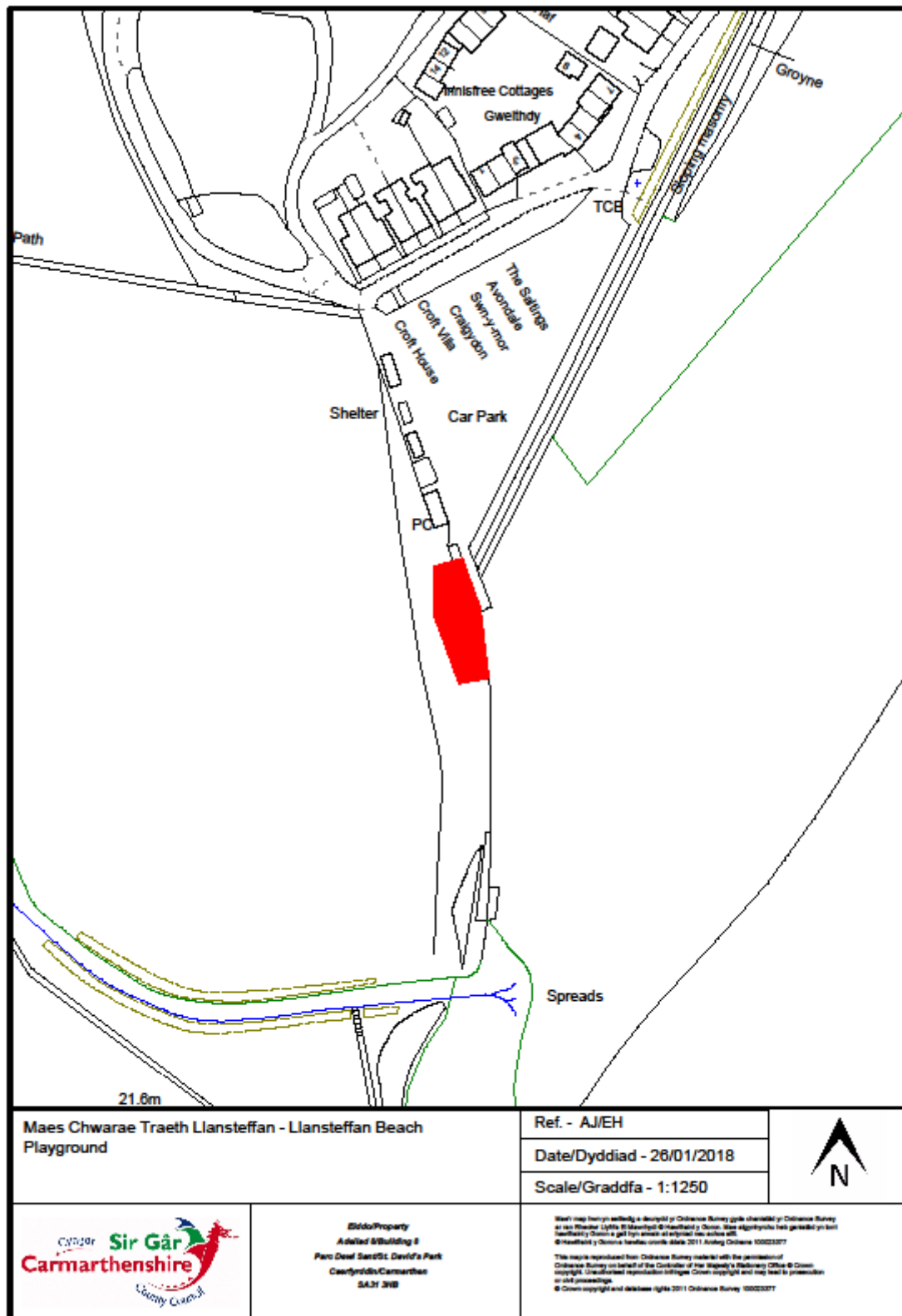


COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



Plan 13 - not to scale

COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3

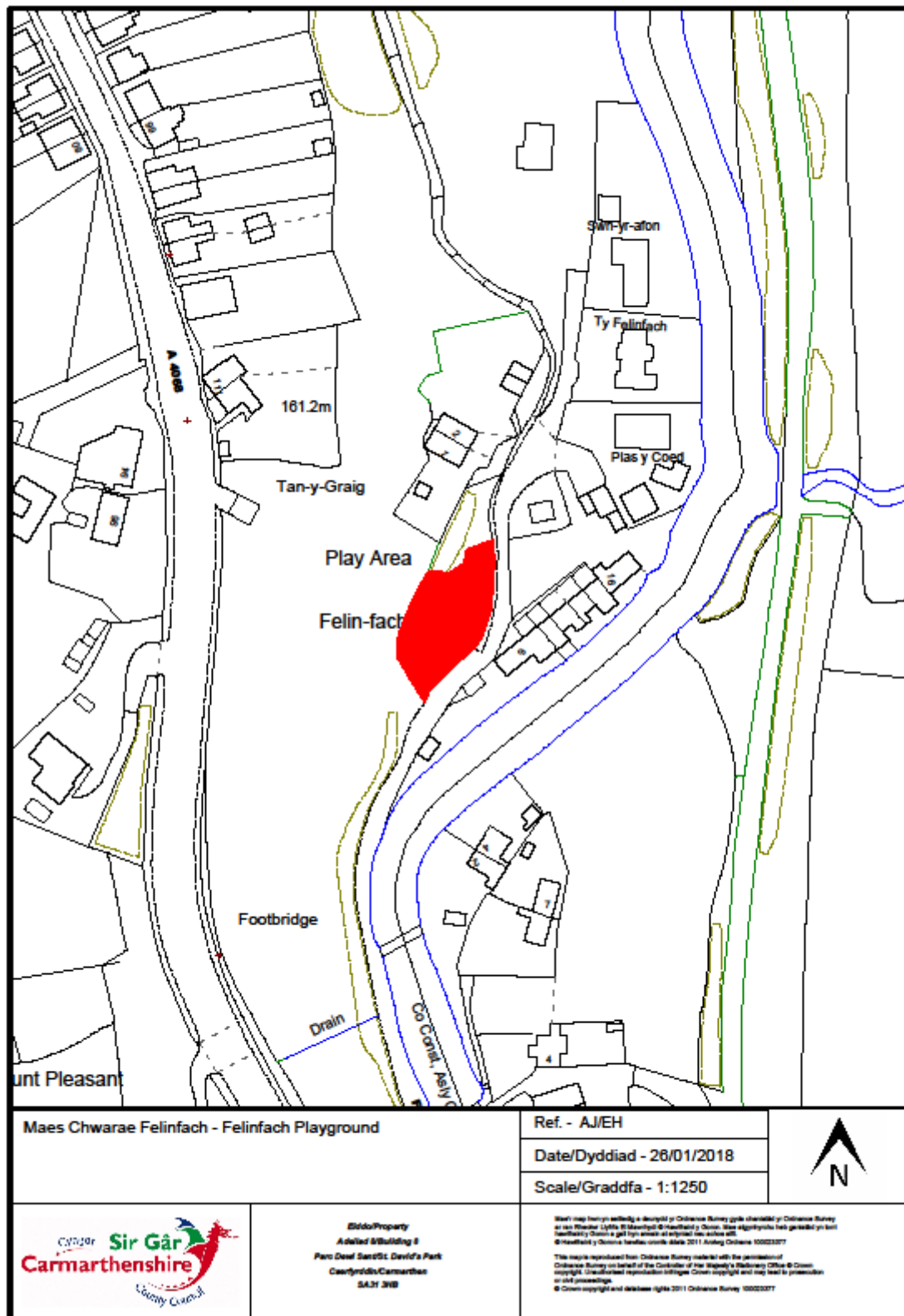


COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3

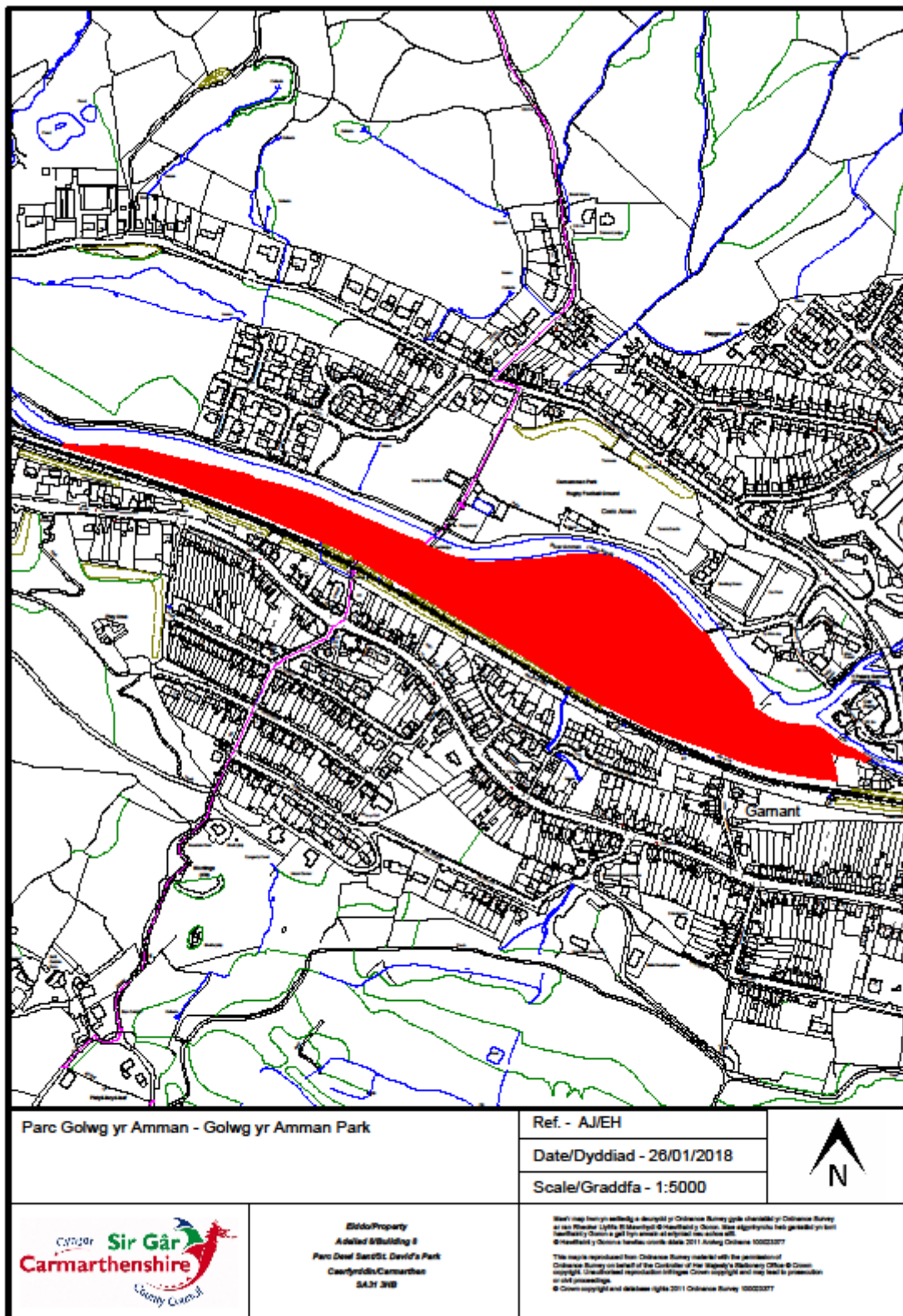


Plan 15 - not to scale

COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3

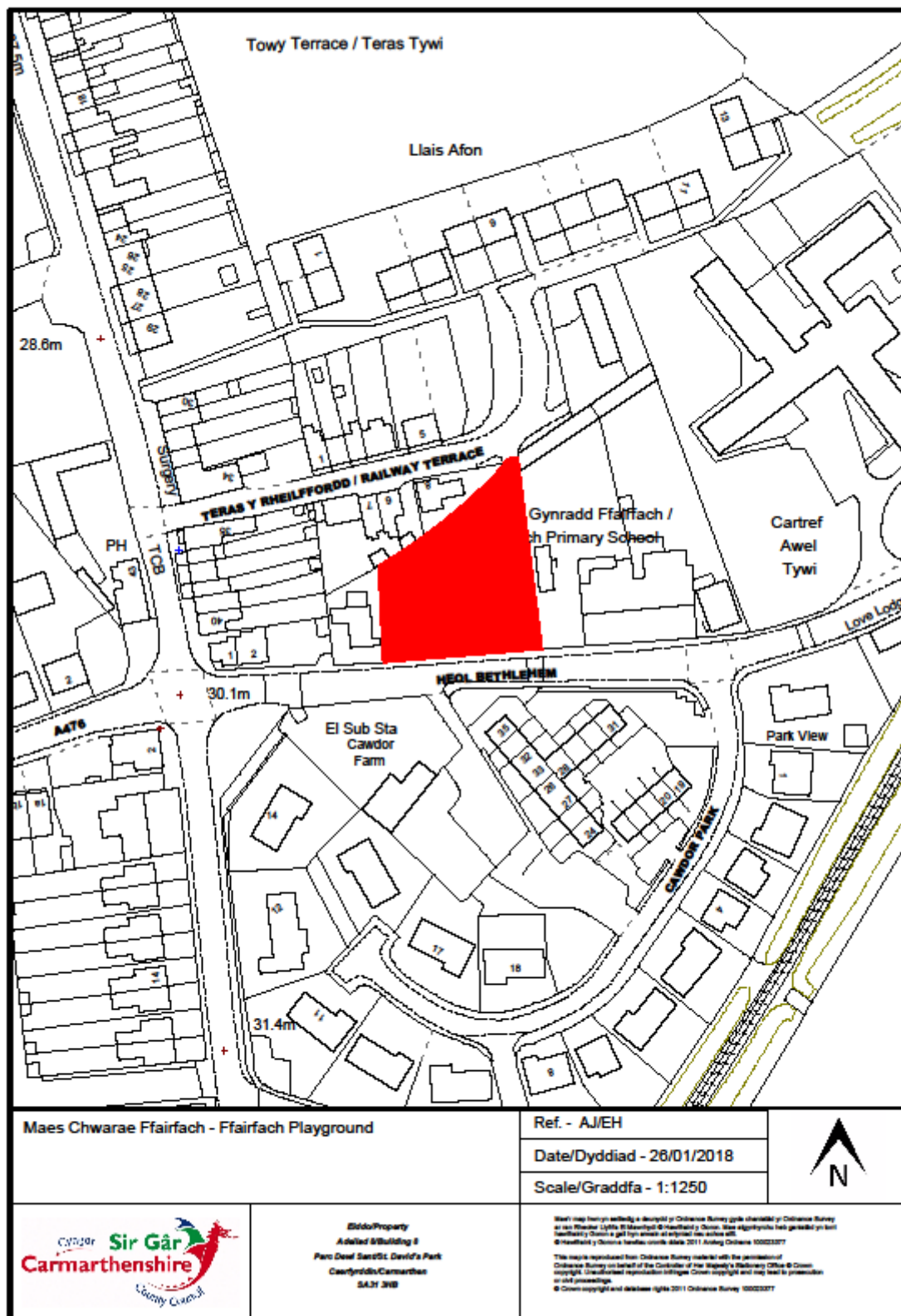




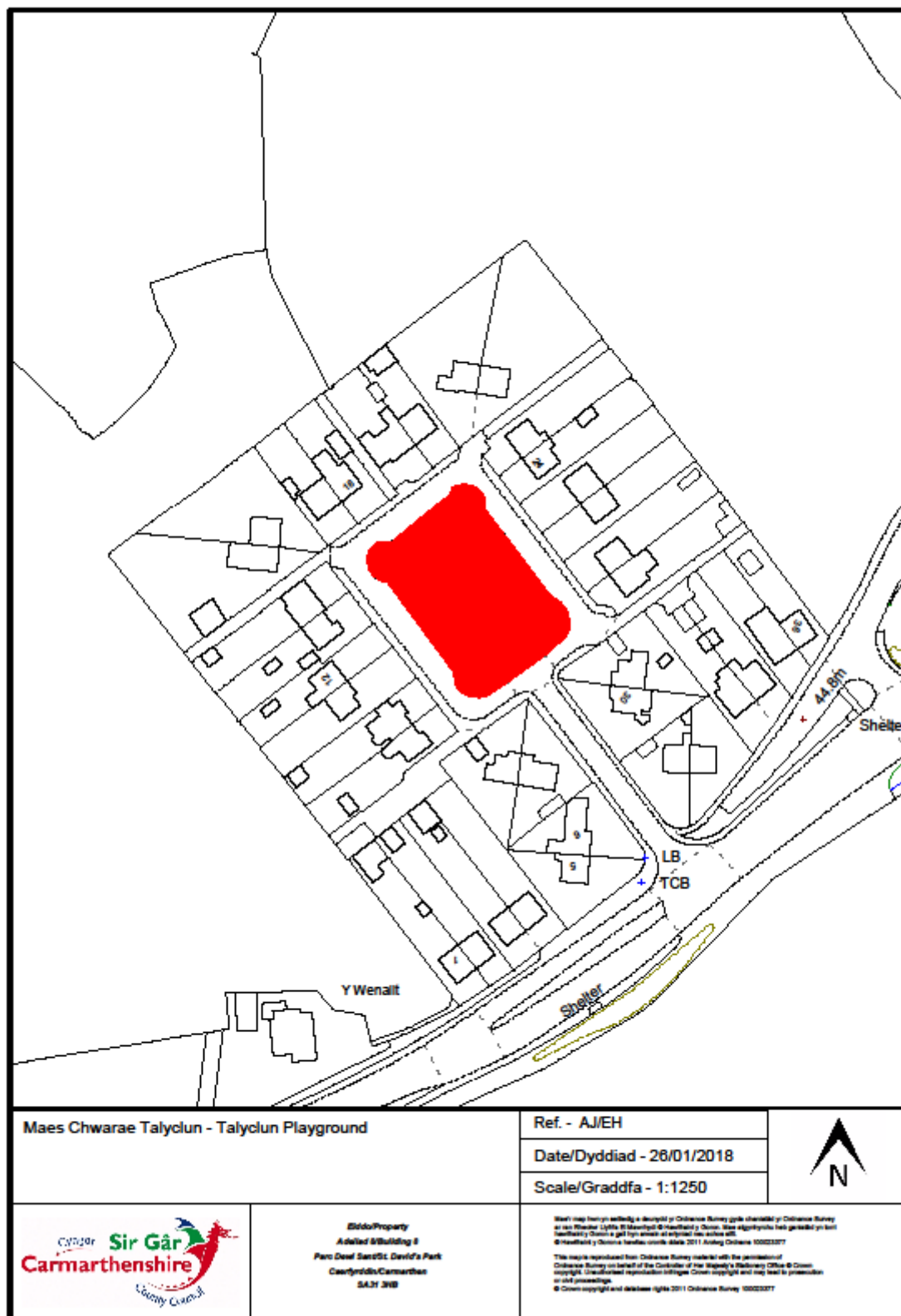


Plan 17 - not to scale

COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



Plan 19 - not to scale



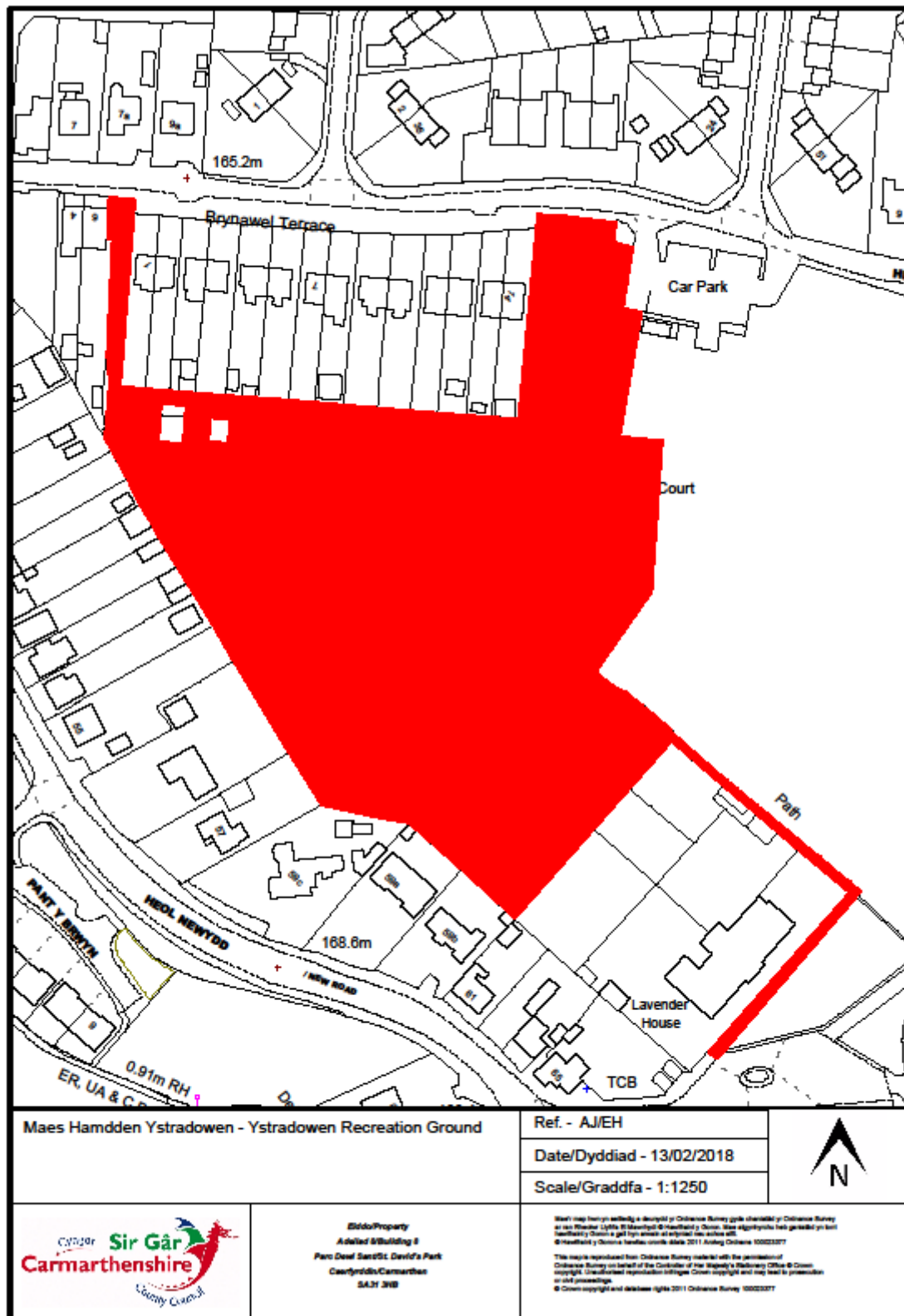
COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS - APPENDIX 3



Plan 23 - not to scale

This page is intentionally left blank



## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### REGIONAL ARRANGEMENTS FOR POOLED FUNDS AND SERVICE INTEGRATION

#### Recommendations / key decisions required:

Members are invited to endorse, in-principle, the regional approach to:

- Pooled funds for adult care home placements;
- Pooled funds for Integrated Family Support Services; and
- Reviewing community equipment stores

#### Reasons:

To ensure obligations being met under the Social Services and Well-being (Wales) Act 2014 (SSWBA) in respect of pooled funding provisions.

Relevant scrutiny committee to be consulted : YES

Social Care & Health Scrutiny Committee to receive a verbal update on 24<sup>th</sup> January, 2018.

Exec Board Decision Required YES -26<sup>th</sup> February, 2018

Council Decision Required NO

#### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

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

Directorate: Communities	Designations: Director of Community Services	Tel Nos. 01267 224698 / 01267 228777
Name of Head of Service: Jake Morgan	Programme Manager, Service Integration and Pooled Funds	E Mail Addresses: <a href="mailto:JakeMorgan@carmarthenshire.gov.uk">JakeMorgan@carmarthenshire.gov.uk</a> / <a href="mailto:KPett@carmarthenshire.gov.uk">KPett@carmarthenshire.gov.uk</a>
Report Author: Kevin Pett		

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### REGIONAL ARRANGEMENTS FOR POOLED FUNDS AND SERVICE INTEGRATION

#### Background and Context

Under the 2014 Social Services and Well-Being (Wales) Act (SSWBA), councils and health boards have a statutory obligation to establish and maintain pooled fund arrangements in relation to:

- The exercise of their care home accommodation functions for adults (by 6 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 West Wales Care Partnership established under Part 9 of the Act, has prioritised the establishment of pooled fund arrangements for older people's care home placements by the statutory deadline. This approach is consistent with elsewhere in Wales.

Further detail can be found in the appended report, but in summary:

#### Pooled funds for adult care home placements

Detailed work is progressing a regional approach to commissioning, including: the development of a single contract; further integration of arrangements on a Regional basis; and improving the consistency of operational procedures.

A virtual pooled fund will be established on a Regional basis for older adult placements, as a prelude to full pooling of funds.

#### Pooled funds for Integrated Family Support Services

Pooled fund arrangements for Integrated Family Support Teams are being developed, with implementation from April 2018. The commissioning of staff resources, associated budget hosting and co-ordination functions are to be undertaken by Ceredigion on behalf of Regional partners.

#### Reviewing community equipment stores

Work is underway to consider Integrated Community Equipment Store provision on a Regional basis. Initial research has led to the need to undertake a review, including an options appraisal exercise and the development of proposals for improving the consistency of approach across the Region.

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: Jake Morgan, Director of Communities

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

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

The subject has significant implications in supporting policy intentions to more effectively integrate services across organisational remits. This is in keeping with policy commitments arising from the Well-being of Future Generations (Wales) Act (2015) and the Social Services and Well-being (Wales) Act (2014).

### 2. Legal

There are a range of legal issues, to include: responding to the statutory requirements in an appropriate and timely manner; and establishing proper governance arrangements and legal agreements.

### 3. Finance

Pooling of funds will require appropriate arrangements to ensure adequate control of budgets and suitable measures to protect the Authority in the event of overspends.

### 4. Risk Management Issues

Minimal risks are attached to the proposed virtual pooled fund arrangement for adult care home placements.

Risks relating to pooled fund arrangements for Integrated Family Support Teams will be mitigated through effective finance and governance arrangements. Risk magnitude is low due to the modest value of pooled budget.

## CONSULTATIONS

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

Signed: Jake Morgan Director of Community Services

1. Scrutiny Committee – Social Care & Health Scrutiny Committee to be consulted.

2. Local Member(s) - N/A

3. Community / Town Council – N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations - N/A

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

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Part 9 of the Social Services and Well-being (Wales) Act 2014		<a href="http://gov.wales/docs/dhss/publications/151218part9en.pdf">http://gov.wales/docs/dhss/publications/151218part9en.pdf</a>

## Regional Arrangements for Pooled Funds and Service Integration

### Background

Part 9 of the Social Services and Well-being (Wales) Act stipulates a requirement for councils and local health boards to establish and maintain pooled funds in relation to:

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

Integrating services and establishing pooled funds are among a number of strategic priorities adopted by the West Wales Regional Partnership Board (RPB) and a range of supporting workstreams are being advanced through the West Wales Care Partnership.

This report outlines progress, and proposals, in respect of: 1) adult care home placements; 2) family support functions; and 3) integrated community equipment stores.

### 1) Adult care homes

Given the legislative deadline of 6<sup>th</sup> April 2018 for establishing pooled fund arrangements for adult care homes, this area of work has been an early priority for the Partnership. Initially the work focuses on older people.

Statutory Guidance makes clear that pooled funds should be part of a wider range of integrated commissioning arrangements and, accordingly, significant work is being undertaken to achieve this, including:

- The establishment of a **single regional Contract** and service specification for older people's care homes, informed by a [regional Market Position Statement for Older people's Services](#) and supported by common policies and an integrated approach to contract monitoring and quality assurance. The Contract will be fully reflective of the principles of the Social Services and Wellbeing Act and will be subject to consultation with providers in early 2018.
- The Contract will provide a basis for **further integration of commissioning** functions over time, building on the integrated commissioning structure already established across Pembrokeshire and Carmarthenshire with plans to extend this further across the region for Health and Social Care. These arrangements will bring significant benefits to providers in terms of a more consistent approach from commissioners and to users in relation to the quality of services provided.

- **Streamlined decision-making** across health and social care to ensure equitable funding decisions and timely transfers of care.

A **'virtual' regional budget for older people's care homes** will also be established for 2018-19, supported by robust and integrated reporting mechanisms, which will enable the tracking of spend by each of the partner organisations. This will lead to enhanced clarity over demand and spend, thus informing future financial modelling and commissioning activity. For the first year of operation, the budget will include externally commissioned placements only. Under the proposed model, money will not transfer between partner agencies, thus:

- Eliminating the risk of cross-subsidy between the NHS and local government and between Local Authority areas
- Removing a potentially considerable administrative burden were agencies to pay into and receive funding from the pool on a regular basis and the eradicating the likely need of individual agencies to borrow to pay up-front into the pooled fund, due to retrospective monthly payment of the RSG by Welsh Government.

These virtual arrangements, (developed in full consultation with Directors of Finance from each of the statutory partner agencies), will inform the intention to introduce a fully-operational pooled fund for the region from 2019-20. Welsh Government has been asked to provide expert advisory and technical support to assist this process. Over the same period, the opportunity will be taken to extend arrangements to cover internally provided services and care homes for younger adults (including people with Learning Disability).

The proposed incremental approach aligns with a Statement to the Assembly made by the former Minister for Social Services and Public Health, Rebecca Evans AM on 10 October 2017 in which she acknowledged the challenges faced by regions in fully implementing the requirements by April 2018, but indicated that direct intervention would only be considered by Welsh Government in the event of non-compliance by April 2019. It is understood that the Regional approach is broadly consistent with proposed arrangements elsewhere in Wales.

## 2) Arrangements for family support functions.

Part 9 of the Social Services and Well-being (Wales) Act 2014 specifies that pooled fund arrangements must be established in respect of 'family support functions'. It has been agreed that arrangements will be initially established for pooling funds for Integrated Family Support Teams (IFSTs).

IFSTs provide a preventative service that promotes positive family relationships and are in place in Carmarthenshire, Ceredigion, Pembrokeshire and Powys. Hosted by each respective local authority, each Team has staff seconded from the relevant health organisation - Hywel Dda University Health Board or Powys Teaching Health Board.

Existing arrangements work well, with teams responsive to county circumstances; while co-ordination of reporting, and sharing of good practice, at a regional level supports efficient service delivery.

In response to the requirements of Part 9, the four councils and 2 health boards are agreeing arrangements for further integration which will involve Ceredigion County Council undertaking the following on behalf of the partners:

- Hosting the budget for employing health staff on behalf of each IFST
- Undertaking the commissioning arrangements for these health staff
- Regional co-ordination, including:
  - Reporting requirements (to the RPB and Welsh Government)
  - Organisation and delivery of regional training
  - Supporting meetings of regional practitioners to facilitate sharing of practice and expertise.

It is proposed that the IFST regional co-ordination meeting will take on responsibility for governance of the arrangement, within the broader context of the West Wales Care Partnership structure and with clear reporting lines to the RBP itself.

### 3) Arrangements for community equipment stores

A review is underway to consider the position of the joint community equipment stores in place in Carmarthenshire, Ceredigion and Pembrokeshire. These stores are a partnership between Hywel Dda University Health Board (HDdUHB) and each respective council. The review is a response to an acknowledged divergence in practice, which gives rise to inconsistency of provision. This poses service equity concerns given each operates with the footprint of HDdUHB.

Initial research has shown divergence in terms of Health Board and Council financial contributions, and an increasing reliance of stores on Intermediate Care Fund (ICF) allocations. Further inconsistencies arise in relation to the types of equipment provided, prescriber practices, ordering processes and service levels.

The Review Group is tasked with:

- Exploring opportunities for an integrated approach to joint equipment stores across west Wales, including consistent standards, pathways and practice.
- Exploring the feasibility of different delivery mechanisms.
- Exploring the feasibility of a single pooled funding arrangement for the Region.
- Reviewing commissioning to ensure equity, consistency & efficiency of access.

An options appraisal is underway to consider options for regional integration, and proposals – which could include the development of a single regional service with attendant pooled fund - will be brought forward in the near future.

### Partnership Agreements

Formal Partnership Agreements will be developed to support each of the above arrangements. Agreements in respect of care homes and IFSTs will be brought for consideration and sign-off by statutory partners in March 2018.

### Recommendations

Organisations are asked to endorse, in-principle, the Regional approach to:

- Pooled funds for care homes;
- Pooled funds for Integrated Family Support Services;
- Reviewing community equipment stores

This page is intentionally left blank



## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### COUNCIL TAX DISCOUNTS FOR CARE LEAVERS

**Purpose:**

This report recommends a policy for granting discretionary Council Tax discounts to alleviate Care Leavers of their Council tax liability with effect from 2018/19.

**Recommendations / Key Decisions Required:**

It is recommended that Council adopts a policy for waiving the Council Tax liability of Care Leavers aged from 18 up to 25, years of age, as specified in the attached detailed report.

**Reasons:**

1. The following Notice of Motion submitted by Councillor Glynog Davies was agreed unanimously by Members at the Council meeting held on 10<sup>th</sup> January 2018

*“CARE LEAVERS’ COUNCIL TAX EXEMPTION*

*Care leavers who were looked after by the local Authority are amongst the most vulnerable groups in our community. As a part of our corporate parenting role, we believe that Carmarthenshire County Council should aim to keep young people safe and improve their life chances.*

*We have a duty to care leavers. We believe that we have a responsibility to ensure that, when young people make the transition from care to adult life, the process is as smooth as possible and that we should do all we can to mitigate the changes that often result in care leavers falling into debt as they begin to manage their own finances.*

*We propose the following notice of motion: ‘That all care leavers should be exempt from council tax up to the age of 21 (with the discretion of extending the age up to 25 in exceptional circumstances).*

2. The policy specified in the attached detailed report will achieve the above objective.

Relevant scrutiny committee to be consulted – N/A

Exec Board Decision Required YES

Council Decision Required YES

**Relevant Executive Board Member Portfolio Holder:** Councillor David Jenkins (Resources)

**Directorate:** Corporate Services

**Designations:**

**Tel Nos. / E Mail Addresses:**

**Name of Head of Service:**  
Helen Pugh

Head of Revenue and  
Financial Compliance

[HLPugh@Carmarthenshire.gov.uk](mailto:HLPugh@Carmarthenshire.gov.uk)  
01267 246223

**Report Author:**  
John Gravelle

Revenue Services  
Manager

[JGravelle@Carmarthenshire.gov.uk](mailto:JGravelle@Carmarthenshire.gov.uk)  
01267 228740

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### COUNCIL TAX DISCOUNTS FOR CARE LEAVERS

1. Council has discretionary powers whereby it can reduce or waive the Council Tax payable in individual “one-off” cases or for a particular class of case. These powers are contained in Section 13A of the Local Government Act 1992 (introduced in 2004).
2. Council has never determined a class of case where relief would be automatically granted, but individual, ad hoc requests are currently decided by the Executive Board Member for Resources.
3. However it would be possible under Section 13A for the Council to adopt a policy whereby Care Leavers could be relieved of their Council Tax liability (after any other reliefs or discounts) but without any need for means testing.
4. The lost income would be borne by the County Council but based on the likely numbers, the loss will not be significant as the total number of care leavers aged between from 18 up to 25 years of age, is currently in the region of 82, but the significant majority are not liable to pay any charges, either due to Council Tax Reduction (Benefit) entitlement, or some other form of exemption.
5. The attached detailed report provides additional information, and recommends a policy for waiving any Council Tax liability faced by care leavers.

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
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

## 1. Policy, Crime & Disorder and Equalities

The policy is being introduced in response to a motion put forward to Council on 10<sup>th</sup> January 2018 and which was unanimously supported by Members.

The recommendation is for the policy to be introduced initially for 2018/19 to allow its effectiveness to be monitored.

It is anticipated that the assistance it will provide will have a positive impact on the limited number of care leavers that are in scope and it is not therefore considered necessary to undertake a consultation exercise.

## 2. Legal

Under the provisions of Section 13a of the Local Government Act 1992 Council has the discretionary power to reduce or waive in full, the Council Tax payable in individual “one-off” cases or for a particular class of case.

It would be possible under these provisions for the Council to adopt a policy whereby Care Leavers could be relieved of their Council Tax liability.

## 3. Finance

The cost of providing the discount (net of other discounts and exemptions which might apply, such as Single Person Discounts and Council Tax Reduction (Benefit)) is estimated to be in the region of £6,000 - £8,000 per annum.

The cost of the scheme would be borne entirely by the Council but given the relatively low number of cases the loss can be accommodated within the “collection rate” within the Council Tax Base calculation and would not impact on revenue, or on precepting bodies.

# 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 - n/a
2. Local Member(s) - n/a
3. Community / Town Council - n/a
4. Relevant Partners
5. Staff Side Representatives and other Organisations

No consultation exercise has been undertaken in respect of this proposal. However it is proposed that a review is undertaken to assess the effectiveness of the on-going scheme during the course of 2018/19.

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
Various related documents		Council File Plan: <i>Finance/Local Taxation/Council Tax - Policy for Reductions for Care Leavers</i>

## Council Tax Discounts for Care Leavers – Detailed Report

### 1. Introduction

- 1.1. A Notice of Motion submitted by Councillor Glynog Davies at Council on 10<sup>th</sup> January 2018, proposing that “***all care leavers should be exempt from council tax up to the age of 21 (with the discretion of extending the age up to 25 in exceptional circumstances)***” was unanimously approved by Members.
- 1.2. 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, will support this objective. This report offers Members options with regard to the adoption of a scheme to provide such relief.
- 1.3. Under the provisions of Section 13a of the Local Government Act 1992, the Authority has the discretionary power to reduce the amount which a council tax-payer is liable, to such extent as it thinks fit. The power may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced. This provision may therefore be used to apply a policy for waiving the Council Tax liability of Care Leavers (and in certain circumstances, reducing the Council Tax payable by the householder where the Care Leaver is residing with a third party).

### 2. Care Leavers Liable to Pay Council Tax

- 2.1. According to data provided by the Council’s Department for Education and Children, there are currently some 82 care leavers aged 18 to 24 inclusive, living in Carmarthenshire and for whom the Council had corporate parenting responsibilities.
- 2.2. It should be noted that at present there are only 7 care leavers aged over 21 still engaged with the Corporate Parenting service, all of whom are 22 years of age. (Above the age of 21 on-going engagement is “optional”)
- 2.3. Of these, only 12 care leavers are currently liable to pay an element of Council Tax. The remainder are either in receipt of full Council Tax Reduction (Benefit), are otherwise exempt, or are living in accommodation where they are not personally responsible for the Council Tax bill. E.g.
  - Foster Care / When I’m Ready (CC provision)
  - Family or living with others who are already paying council tax
  - Mental Health provision
  - In Custody

2.4. This is only a snapshot and the figures may change from day to day, however it does give an indication as to the likely volumes involved and confirms that the potential cost, i.e. lost income, will be minimal.

2.5. In addition there may be a very small number of Care Leavers that have moved into the county but a different authority had corporate parenting responsibility at the point at which they left care. Carmarthenshire's corporate parenting service will not have any record of these cases making identification difficult.

### **3. Proposed Council Tax Discount Scheme for Care Leavers**

3.1. It is proposed that the following discount scheme will initially operate for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 but will be monitored and reviewed during that period to assess its suitability and effectiveness.

3.2. The **Council Tax Discount Scheme for Care Leavers** will be administered by the Council Tax Section of the Revenues and Financial Compliance Division which will work with colleagues in Children's Services to develop processes for the appropriate exchange of data and the "registering" of care leavers for this discount, to make the awarding of the discount as seamless as possible.

3.3. The discount will be granted to care leavers aged from 18 up to 25 i.e. up to their 25<sup>th</sup> birthday, and for whom the Council had corporate parenting responsibility at the point at which they left care.

3.4. The amount of discount will be the care leaver's Council Tax liability, net of any discounts or other reductions and will also include any joint and several liability [i.e. where the care leaver is living with another person or persons, and they are both/all responsible for the bill] This means that a non-Care Leaver may also benefit but it ensures that the care leaver has no liability or potential for debt.

3.5. The relief will be granted automatically i.e. it will not be means tested and will apply for any period during which the care leaver resides in Carmarthenshire up to the date they reach the age of 25.

3.6. Where a care leaver is not personally liable to pay Council Tax but the householder would attract the 25% Sole Occupier Discount were the care leaver not residing at the property, the care leaver will be disregarded when counting the number of residents and a 25% discretionary discount applied.

3.7. Where a Care Leaver has moved into the county and is personally liable to pay Council Tax, but a different authority had corporate parenting responsibility at the point at which they left care, the decision on whether to grant a discount and if so, the level of reduction, will be made by the Executive Board Member for Resources, based upon the individual circumstances and by means of application.

#### **4. Potential Cost**

- 4.1. Although it is difficult to make a precise calculation of the cost of the proposed scheme as specified in paragraphs 3.1 to 3.5 above, on the basis of the numbers outlined in paragraph (2) above, it is estimated that the cost would not exceed £6k p.a.
- 4.2. A broad assessment of the potential number of cases that would arise under paragraph 3.6 would suggest there would be very few instances, with the cost of the relief unlikely to exceed say, £2k.
- 4.3. As the Council does not have any data in relation to Care Leavers that have moved into the county with a different Authority having had corporate parenting responsibility, it is not possible to estimate the potential cost of including that option 3.7, but it is likely to be insignificant.
- 4.4. The Council will bear the full cost of the scheme which can be met from the allowance for losses which is built into the annual Tax Base calculation.

#### **5. Recommendation**

- 5.1. It is recommended that the **Council Tax Discount Scheme for Care Leavers** detailed in Section 3 above, be adopted for the financial year 2018/19.

This page is intentionally left blank



**EXECUTIVE BOARD**  
**26<sup>TH</sup> FEBRUARY 2018**

**EXECUTIVE BOARD ADVISORY PANELS**

REVIEW FOLLOWING COUNCILLOR A. JAMES' RESIGNATION FROM THE INDEPENDENT GROUP AND NOTIFICATION OF WISH TO JOIN THE PLAID CYMRU GROUP

**RECOMMENDATIONS / KEY DECISIONS REQUIRED:**

That as a result of changes to the overall political composition of the Council:

- 1) To approve the following changes in Advisory Panel representation by the Independent Group:

Councillor Sue Allen to replace Councillor Andrew James on the Rural Working Group and Councillor Edward Thomas to replace Councillor Andrew James on the Welsh in Education Forum.

- 2) To note that the political balance figures in respect of the Education Admission Forum have changed and that the Labour Group will need to relinquish one seat (plus a substitute seat) to the Plaid Cymru Group.

The Labour Group have relinquished the seats held by Councillor Louvain Roberts and Fozia Akjtar (sub) and the Plaid Cymru Group have nominated Councillor David Thomas, an existing substitute member, to fill their additional seat with Councillors Emlyn Schiavone and Susan Philips as their 2 additional substitutes. .

**REASONS:**

Councillor A. James resigned from the Independent Group and become a Member of the Plaid Cymru Group on the 10<sup>th</sup> January 2018. The Plaid Cymru Group have requested a review of the arrangements for the allocation of seats to political groups.

Relevant Scrutiny Committee Consulted	N/A
Exec Board Decision Required	YES
Council Decision Required	NO

Executive Board Portfolio Holder: Cllr Emlyn Dole (Leader)

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

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### EXECUTIVE BOARD ADVISORY PANELS

REVIEW FOLLOWING COUNCILLOR A. JAMES' RESIGNATION FROM THE INDEPENDENT GROUP AND NOTIFICATION OF WISH TO JOIN THE PLAID CYMRU GROUP

The Executive Board at its meeting held on the 31<sup>st</sup> July 2017 (Minute 16 refers) appointed members to serve on its outside bodies.

As a result of the decision by Councillor A. James to resign from the Independent Group and join the Plaid Cymru Group the political balance figure for the Education Admissions Forum has changed with the Labour Group being required to relinquish one seat plus a substitute seat to the Plaid Cymru Group.

In addition, the Independent Group have nominated replacement members to take their resultant vacant independent seats on the Rural Working Group and the Welsh in Education Forum.

DETAILED REPORT ATTACHED?

No

## IMPLICATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

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

### Legal

The Executive Board appointed members to the two the Education Admissions Forum on the basis of political balance.

## CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

### 1. Scrutiny Committee

Not applicable

### 2. Local Member(s)

Not applicable

### 3. Community / Town Council

Not applicable

### 4. Relevant Partners

Not applicable

### 5. Staff Side Representatives and other Organisations

Not applicable

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

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Executive Board Minutes 23 <sup>rd</sup> October 2017		<a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&amp;Mid=981&amp;Ver=4">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&amp;Mid=981&amp;Ver=4</a>

This page is intentionally left blank

## EXECUTIVE BOARD

**26<sup>TH</sup> FEBRUARY, 2018**

### SERVICE DELIVERY PLAN 2017/18 – ENVIRONMENTAL PROTECTION SECTION

**Recommendations / key decisions required:**

That the Service Delivery Plan for 2017/18 be approved.

**Reasons:**

1. As a result of Councillor Philip Hughes, Executive Board Member for Public Protection having declared a personal interest in this item, the report is referred to the Executive Board for determination.
2. There is a requirement that the food service delivery plan is approved annually in accordance with the Food Standards Framework agreement.
3. The service delivery plan provides the basis for the Environmental Protection section priorities and programmed work for 2017/18.

**Relevant Scrutiny Committee to be consulted:** YES -  
Environment & Public Protection  
Scrutiny Committee – 12<sup>th</sup> February 2018

**Scrutiny Committee Comments/Recommendations:**  
The report was received by the E&PP Scrutiny Committee.

**Executive Board Decision Required:** Yes  
**Council Decision Required:** No

**Executive Board Member Portfolio Holder:**  
Cllr. P. Hughes (Public Protection Portfolio Holder)

<p>Directorate <b>Communities</b></p> <p>Name of Head of Service: <b>Jonathan Morgan</b></p> <p>Report Author: <b>Sue Watts</b></p>	<p>Designation <b>Acting Head of Homes and Safer Communities</b></p> <p>Designation <b>Environmental Protection Manager</b></p>	<p><b>Tel No.</b> 01267 228960</p> <p><b>E Mail Address:</b> <a href="mailto:RStaines@carmarthenshire.gov.uk">RStaines@carmarthenshire.gov.uk</a></p> <p><b>Tel No.</b> 01267 228929</p> <p><b>E Mail Address:</b> <a href="mailto:sewatts@carmarthenshire.gov.uk">sewatts@carmarthenshire.gov.uk</a></p>
---	---	---

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

26<sup>TH</sup> FEBRUARY 2018

### SERVICE DELIVERY PLAN 2017/18 – ENVIRONMENTAL PROTECTION SECTION

The Environmental Protection Section is required by the Food Standards Agency and the Health and Safety Executive to produce an annual Service Delivery Plan. The format of the plan is prescribed in the relevant Framework Agreements.

The Plan provides an outline of the Council's service aims and objectives including links to the corporate objectives and plans. A brief description of the Council is included, defining its infrastructure, economy and organisation structure. The Plan also requires the scope and demands of the Environmental Protection Services.

The Plan is divided into sections' which provide details of specific areas of each of the services and workplans for the coming year. This is an opportunity to highlight where there are weaknesses and strengths within the relevant Teams. There are specific areas that are highlighted as being at risk and those that the section is no longer able to provide because of the limited resources.

A breakdown of resources is provided, including staffing costs, administration, supplies and services, training etc. with comparisons between financial years. Details of the breakdown of the costs are included within the text.

The final section contains information and details of quality assessments and illustrates the various ways that the Section ensures consistency, efficiency and competency.

The Service Delivery Plan is subject to annual review.

**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: Jonathan Morgan

Acting Head of Homes and Safer Communities

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

## CONSULTATIONS

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

Signed: Jonathan Morgan

Acting Head of Homes and Safer Communities

**1. Scrutiny Committee** – The report was received by the Environment and Public Protection Scrutiny Committee on 12<sup>th</sup> February, 2018.

**2. Local Member(s)** - No consultation necessary

**3. Community / Town Council** - No consultation necessary

**4. Relevant Partners** - No consultation necessary

**5. Staff Side Representatives and other Organisations** - No consultation necessary

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

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

**THERE ARE NONE**

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

This page is intentionally left blank





**ENVIRONMENTAL PROTECTION SERVICES**

**SERVICE DELIVERY PLAN 2017/18**

## INDEX

<b>Page Number</b>	<b>Section number</b>	<b>Title</b>
3	1	Summary
7	2	Service Aims and Objectives
10	3	Background
12	4	Food Safety and Workplace Health and Safety
25	5	Licensing
29	6	Pollution
33	7	Public Health
39	8	Resources
40	9	Quality Assessment
41	10	Review
42	Appendix 1	Political Structure
43	Appendix 2	Strategic Management Structure
44	Appendix 3	Budget

## 1.0 SUMMARY

The report outlines the roles and responsibility of the Environmental Protection Section, together with the food standards work carried out by the Business and Consumer Affairs Section. It illustrates the demands on the service and the challenges that must be addressed for 2017/18. The work is predominantly statutory.

- 1.2 The Division is in the process of a re-alignment. The details of this are identified below.
- 1.3 Staff of the Public Protection Division work flexibly and as a result of no budgets available for paid overtime working, inspections and visits are undertaken out of core hours on a pre-planned basis, are worked on a 'goodwill' basis by Officers who receive time off in lieu for the hours worked. This does have an impact on the day to day operation of the Sections' and requires careful monitoring. There is no current 'on call' system, as there is no budget and any emergency response, relies upon the goodwill of Officers.
- 1.4 The service has experienced year on year efficiencies including a minimum of 12% over the following 3 years (2015/16 – 2017/18). As a result, there have been reduced resources, with an impact on service delivery. This is set against an increase in demand in some functional areas, such as the food hygiene rating act, planning applications, introduction of additional legislation with no additional resources (such as dog chipping, anti social behaviour, sampling for water/food quality, smoking in vehicles with children etc) and validation of fees/income for example. The main priority for the Service is the protection of public health, consumers and local businesses and animal health. Decisions on priorities of work are based on risks that may affect those groups.
- 1.5 Impacts that may influence the food hygiene inspection programme are the Team's response to major food incidents, food poisoning outbreaks, investigation of the illegal meat trade, food fraud, product recall Notices and water disconnections particularly to food businesses.
- 1.6 A large proportion of Pollution and Public Health Teams' work is reactive, such as noise control and the investigation of statutory nuisance. There are occasions when the demand may exceed the capacity of the Teams'. This is continually monitored and addressed where possible, by re-prioritising workloads and utilising qualified officers to ensure that there is flexibility within the teams to meet high pressures/demands.
- 1.7 Proactive work of the Pollution Team is dominated by the development of windfarms and sustainable energy projects, the monitoring of air quality including the analysis and interpretation of the results and in engaging developers to ensure that public health is not compromised. Remediation of contaminated land is a statutory responsibility. The Contaminated Land Inspection Strategy will be reviewed to focus level of activity from enforcement, to working more closely with developers, thereby securing remediation through the planning and regeneration process.

- 1.8 The majority of work in the Public Health Team involves dealing with Statutory Nuisance work such as odours, smoke, dust etc, premises in a condition that cause public health issues, such as waste accumulations or attractions to vermin, as well as fly tipping. The team also undertakes monitoring of drinking water and bathing water in the County, and provides advice / enforcement on ensuring water quality meets required standards. Officers also deal with pest control work (both advisory and enforcement), and dealing with stray dogs across the County.
- 1.9 There are a number of further changes to the legislation in licensing section including the Deregulation legislation which will have an impact in both the taxi and the premises licensing. This will require the review of our current policies and procedures and is likely to have an impact on license fees income.
- 1.10 There is a considerable amount of joint working with partners. An illustration of this is the regulation of large events and sports ground safety inspection. The Section leads multi agency groups, ie. the Safety Advisory Groups that deal with the issues, and they consist of representatives of the Police, Fire and Rescue Service, Ambulance Service and Local Health Board. As a result of this working, the Group has developed good working relationships with the applicants and licence holders. This year, the section is working on numerous larger events and safety at sports grounds
- 1.11 The Section work closely with other Authorities to ensure consistency of approach where possible. This is demonstrated by active engagement with the Welsh Heads of Environmental Health Expert Panels and regional groups.
- 1.12 One particular issue being considered is the united approach to the current proposals by the Food Standards Agency in relation to the Regulation for Change agenda which, in essence, is looking to alter the current (successful) implementation of the food legislation as the responsibility of the Local Authority Environmental Health Officers to consultants (at a cost to the business) with the LA EHO's having the responsibilities for enforcement. This has the potential impact on the current team by altering the demands within the section and may need the officers to 'do things differently'.
- 1.13 The National Enforcement Priorities for Wales will continue to drive the regulation agenda and the Regulators Compliance Code has been introduced in Wales.
- 1.14 Particular impacts for 2017/18 include :-
  - (i) A realignment of services within the Division. This is likely to result in one team responsible for Food Safety and Standards (and possibly feed safety) to provide a 'farm to fork' service. This is currently being delivered between two teams. Additionally, that the new Environmental Protection Section deliver a tenure neutral approach to statutory nuisances and anti-social behaviour.

- (ii) A review has been undertaken of all shellfish sampling conducted in the Three Rivers and Burry Inlet. Sampling of biotoxin and hygiene levels, are essential to determine both the health status of commercial shellfish beds and also the continual monitoring of their classified status. The potential opening of additional beds will require further additional resource. This additional demand will have to be resourced by the section.
- (iii) Introduction of new statutory responsibilities with no additional resources including introduction of no smoking in vehicles with children present, extending the monitoring/testing private drinking waters (including radon), implementation and enforcement of dog chipping legislation, Public Health (Wales) Act etc.
- (iv) Determine action plans for the Air Quality Management Areas in Carmarthen and Llanelli. The section is enhancing the plans by working in conjunction with Swansea University to observe the health impact on the action plans to improve air quality. In addition to this, work is also planned to engage with local schools in the areas to raise awareness of poor air quality and to instigate change in school journey behaviours.
- (v) Reviewing the current in house pest control service with the intention of widening the remit. In addition, the service is undertaking a procurement exercise for the dog pound facilities.
- (vi) Promoting safeguarding principles within the Taxi drivers of Carmarthenshire. This will be carried out in conjunction with the corporate safeguarding section, Police and School Transport section (in Environment Department). This section has also invited colleagues in neighbouring Licensing/safeguarding sections to share and work collaboratively in implementing the training and awareness on a regional basis.
- (vii) Setting of discretionary fees to recover real costs. The validation of budget income year on year continues to be a problem, as the majority of fees and charges are prescribed and cannot be set by the Council. In recent years, this has meant that the Public Protection Division has had to find an increased efficiency saving because of the validation process and a failure by successive Governments' to increase prescribed fees. Additionally, the changes in legislation and business types has resulted in a reduction in such fees over time. Licensing and Environmental Permitting income is currently overstated as a result.

#### 1.15 Forward work plans for continuous improvement for 2017/18

- 1.15.1 Complete the Division re-alignment ensuring that the new services are bedded in quickly so as to prevent disruption to the service user. This will require provision for shadowing and additional training where necessary which will result in a 'one team' ethos.

- 1.15.2 Continue to make links with and explore possible projects with other agencies, such as Public Health Wales, and educational establishments such as Swansea University.
- 1.15.3 Continue working with Planning Section to review and improve means of receiving relevant planning applications. Additionally, liaising with the said Department to consider the use of a 'pool' of agreed conditions. Additionally, exploring the extent of information required from this section to the Planning Section as part of their pre-application meetings/fee. As part of this, to explore the possibility of providing more detailed pre-application advice for a fee.
- 1.15.4 Continue to liaise with other Departments and Local Authorities to create innovating, cross cutting ways of delivering more efficient services to customers.
- 1.15.5 To work closely with colleagues in Social Services to explore the possibility of identifying relevant support for individuals particularly in case of nuisances (where considered necessary). This may alleviate the possibility of re-curing complaints.
- 1.15.6 To monitor the demands and effectiveness of the treatment for pests from Housing and Leisure sections and to consider a business case to expand the service.
- 1.15.7 Carry out a procurement exercise in regards to an appropriate dog pound.

## **2.0 SERVICE AIMS AND OBJECTIVES**

### **2.1 Introduction**

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

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

The Plan relates to work undertaken by the Environmental Protection Services (and Business and Consumer Affairs Sections with regard to food standards) from the 1<sup>st</sup> April 2017 until 31<sup>st</sup> March 2018. There is a separate national feed stuffs Service Delivery Plan. It details how the Teams are managed, organised and how they operate and includes an analysis of the current costs and challenges facing the service. It must be highlighted, however, that at the time of writing the plan, the Division is currently in the process of a re-alignment. The likely outcomes will result in the following:

- The Environmental Protection Section was formally recognised as Environmental Health and Licensing Section; Business and Consumer Affairs was known previously as Trading Standards;
- The Licensing Section will be managed by the Business and Consumer Affairs Manager;
- The Environmental Protection Section will encompass all food responsibilities (safety including hygiene, and standards including quality, composition, labelling, presentation and advertising of food and materials in contact with food ) ;
- The Environmental Protection Section will be responsible for investigation of statutory nuisance and anti-social behaviour (tenure neutral) which is currently liaised with the relevant Housing service.

### **2.2 Service Aims and Objectives**

Environmental Protection Service is one of the main regulatory Sections of the Council. It aims to:-

- (i) promote, provide advice, information, guidance and education on all matters relevant to Environmental Protection Services,
- (ii) carry out a range of programmed statutory inspections and other visits in accordance with relevant legislation, codes of practice and guidance, including re-inspections and re-sampling or other subsequent action as necessary, in accordance with the Council's Enforcement Policies,

- (iii) ensure that identified breaches of legislation are rectified,
- (iv) investigate complaints and notifications as appropriate, in line with procedures and corporate and procedural time limits, i.e. 1 day for urgent complaints and up to 10 working days for others.
- (v) liaise with the Food Standards Agency, Welsh Government, Department for Health, Public Health Wales, Public Analysts, Better Regulation Delivery Office, Natural Resources Wales, the Health and Safety Executive, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service, Hywel Dda Local Health Board, the Communicable Disease Surveillance Centre, Directors of Public Protection Wales, its Expert Panels and other local authority Task Groups, together with other appropriate bodies to achieve consistency in enforcement,
- (vi) work collaboratively with other local authorities and agencies where possible, to provide a consistent, effective and efficient service for customers,
- (vii) promote the work being carried out by the section with regards to preventative measures to improve health and wellbeing in Carmarthenshire. This is to be achieved by working with partners and seek areas of work where there may be closer collaboration.
- (viii) ensure that staff receive regular, appropriate training and are able to access up-to-date reference material at all times.
- (ix) ensure that food imported/produced/or sold in the UK is safe to eat;
- (x) ensure that enforcement is effective, consistent, risk based, and proportionate and is focussed on improving food standards.

### **2.3 Links to Corporate Objectives and Plans**

At the time of writing the Plan, Carmarthenshire is currently in the process of consulting on the Public Service Board Wellbeing Plan which should be complete in March 2018.

Following consultation Carmarthenshire County Council drafted a set of Well-being/Improvement Objectives and after being approved at County Council on 8th March 2017. The following are the Well-being Objectives for 2017-18:

1. Help to give every child the best start in life and improve their early life experiences
2. Help children live healthy lifestyles
3. Continue to improve learner attainment for all
4. Reduce the number of young adults that are Not in Education, Employment or Training



5. Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty
6. Create more jobs and growth throughout the county
7. Increase the availability of rented and affordable homes
8. Help people live healthy lives (tackling risky behaviour and obesity)
9. Support good connections with friends, family and safer communities
10. Support the growing numbers of older people to maintain dignity and independence in their later years
11. A Council-wide approach to support Ageing Well in the County
12. Look after the environment now and for the future
13. Improve the highway and transport infrastructure and connectivity
14. Promote Welsh Language and Culture

Environmental Protection Services links to these objectives are as follows:-

- providing the statutory regulatory framework for food and health and safety, public health, pollution control and licensing,
- enforcing no smoking in public places and regulating the use of sunbeds, tattooing practices, body piercing and skin treatments,
- investigating notifications of communicable disease, food poisoning and zoonoses (animal health infections),
- Promoting the 'preventive' outcome of the work carried out by the service
- implementing the Food Hygiene Rating legislation,
- sampling food, including shellfish to monitor safety and quality,
- Ensure food sold and produced in Carmarthenshire is safe to eat and as described (including accurate information on allergens),
- Investigating allegations of food fraud, such as illegal slaughter and the illegal movement of shellfish, and
- ensuring that the safety of the community is maintained, with respect to licensed premises, gambling, taxi and private hire vehicles, drivers and street or house to house collections.

## **3.0 BACKGROUND**

### **3.1 Profile**

Around 185,100 people currently live in Carmarthenshire making it the county with the 4th highest population in Wales. In line with trends across Wales, Carmarthenshire has an ageing population with over 40's accounting for 56% of the population, and over 65's for 23%. This trend is set to continue with projections suggesting that increases in overall Carmarthenshire population to 2021 will be primarily in the 65+ age group.

The Carmarthenshire population is one of the sparsest in Wales at just 78 people per km<sup>2</sup> who live across a diverse County of both urban and rural communities. There are three major towns of Llanelli, Carmarthen and Ammanford which are home to 25% of the population. 60% of the population live in rural areas which form 53% of the County geographically according to the Rural Development Programme definition. The remaining 40% of the total County population all live within 400m of natural or semi-natural green space.

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

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

Due to its central geographic location, Carmarthen typically serves the needs of the County's rural areas. Carmarthenshire has a rich natural and cultural environment, including sites designated at the international level to protect important biodiversity features, as well as striking landscapes and distinctive historic towns and villages.

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

### **3.2 Organisational Structure**

Appendix 1 outlines the Political Structure in Carmarthenshire County Council

Appendix 2 outlines the Corporate Strategic Management Structure

### **3.3 External Services**

The following provide specialist services :-

#### Food and Agricultural Analysts

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

#### Food Examiners

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

Both of the above are accredited.

### **3.4 Service Delivery**

The service is provided from three centres in the County, at Ammanford, Llanelli and Carmarthen, which are open from 08:50am to 05:10pm Mondays to Thursdays and 08:50 to 04:30pm on Fridays. Staff can work flexible hours between 07:00am and 07:00pm. As many complaints occur and businesses open only in evenings and weekends, Officers work flexibly where necessary and will work unsociable hours on a goodwill basis without paid overtime. However, the moratorium on paid overtime brings challenges to management of the service and the safety of Officers. Enforcement visits are carried out outside core hours on a pre-planned basis. Any emergency response is currently carried out on a goodwill basis.

### **3.5 Enforcement Policy**

The current documented Enforcement Policies are linked to the nationally agreed Enforcement Concordat. This is currently being reviewed to include the Regulators Compliance Code which was introduced in Wales last year.

### **3.6 Cultural and Ethnic Diversity**

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

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

### **3.7 Education and Partnership Working**

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

## 4.0 FOOD SAFETY AND WORKPLACE HEALTH AND SAFETY

### Food Safety and standards, Communicable Disease Control, safety and health

#### 4.1 Scope of the Service

The responsibility for enforcing food standards and feeding stuffs legislation, in addition to other responsibilities, lies with the Business and Consumer Affairs Section.

The feeding stuffs responsibility is not found within this report as it is included in an All Wales Service Delivery Plan.

The Environmental Protection Section is based at Carmarthen, Llanelli and Ammanford and is responsible for enforcing food safety, amongst other wide ranging responsibilities. The table below indicates the breakdown of FTEs' for food hygiene, food standards and health and safety.

The Division is currently in the process of a re-alignment which will result in the food and feed functions sitting in one team within the Environmental Protection section.

	<b>Food safety 2016-17 FTE*</b>	<b>Food safety* 2017/18 FTE (EHP)</b>	<b>Food stand^ 2016/17 FTE</b>	<b>Food stand^ 2017/18 FTE (TSO)</b>	<b>Health and Safety** 2016/17 FTE</b>	<b>Health and Safety** 2017/18 FTE (EHP)</b>
Environmental Protection Manager	0.2	0.2			0.05	0.05
Principal Officer	0.7	0.7	0.6	0.6	0.3	0.3
Senior officers	0.8	0.8		2.9	0.2	0.2
EHP'S/ TSO's	7.35	6.95	2.5		1.2	1.2
Technical Assistant - sampling	0.8	0.8				
Animal Health Officers	0.05	0.05			0	0
<b>Total</b>	<b>9.9</b>	<b>9.5</b>	<b>3.1</b>	<b>3.5</b>	<b>1.75</b>	<b>1.75</b>
<b>Identified total in plan</b>		<b>9.5</b>		<b>5.0</b>		<b>1.75</b>

**Note :-** \* 'Food safety' includes inspection (including implementing the food hygiene rating scheme), advice, sampling, shellfish monitoring, infectious disease, health improvement,  
 \*\*\*Health and Safety' includes inspection (and initiatives), advice, accident investigation, and general public health including the implementation of the smoking, skin treatments and sunbed legislation.

The figures above illustrate the current proportion of Officer resources. It may be necessary, however, to regularly review the workloads and demands on the service and re-align the Section to ensure that the demands on the service are delivered according to priority

## 4.2 Demands on the Service and Food Premises Profile

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

**Table 1**

Type of business	April 2015	April 2016	April 2017
Primary Producer (registered)	13	8	7
Manufacturer/Packer	77	88	84
Importer/Exporter	0	1	0
Distributor/Transporter	6	6	8
Supermarket/Hypermarket	30	31	32
Small Retailer	295	303	301
Retailer/Other	125	129	117
Restaurants and other caterers	342	355	359
Hotel/Guest House	88	87	81
Pub/Club	306	303	293
Take Away	139	142	146
Caring Premises	145	152	154
School/College	133	136	140
Mobile Food Unit	69	80	82
Restaurant and Caterers – Other	169	173	182
<b>TOTAL</b>	<b>1937</b>	<b>1994</b>	<b>1986</b>

At the time of writing the report, there are 27 EU Approved businesses in Carmarthenshire which produce a variety of meat, dairy, fish and egg products. Some of these businesses only manufacture on a small scale, but the majority prepare high risk foods with complex and specialised procedures. They supply food to businesses outside the County on a considerable scale.

Shellfish gathering continues to be a large industry in Carmarthenshire, which requires regular sampling, monitoring and enforcement. A sampling regime is essential to maintain / review bed classification and biotoxin monitoring, in order to permit commercial gathering. This can be a very lucrative business and multi-agency monitoring is carried out regularly to prevent, where possible, incidents of food fraud.

In addition to EU Approved premises, the County is also the home to a number of large non-approved food manufacturers. These include:

- 2 Water Bottling Plants (Spring water and Natural Mineral water) plus an additional Natural Mineral Water plant, currently being established, and
- 2 large Ice Cream manufacturers.

Due to the demographic nature of Carmarthenshire, there are approx 5,000 Primary Producers of food, predominantly falling under the category of dairy, beef or sheep farms. Of these, approximately 1,000 are considered to be high risk, as they operate multi-species businesses. In order to comply with the principles of 'better regulation', Animal Health Officers carry out basic inspections and any food safety related issues are reported back to Environmental Health Practitioners for further action if necessary.

The level of joint working with the Health and Safety Executive (HSE) has been considerably reduced as a result of limited HSE resources and the prioritisation of activities.

Increased partnership working with Public Health Wales particularly in communicable disease.

Various organisations and businesses use the County for large out-door events and thematic street markets. These need to be regulated and checked for hygiene, water supply, refrigeration and basic public health standards.

Officers also look for ethnic products of animal origin and products not of ethnic origin during their enforcement duties, particularly in wholesale premises and pound shops.

### 4.3 Service Delivery

#### 4.3.1 Food Safety Inspections and Education

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

The inspection programmes for 2017/18 are found in tables below:-

Category	Planned Inspections 2017/18
A	1
B	43
C	486
D	223
E	310
Unrated	21
<b>Total Inspections</b>	<b>1084</b>
FHRS Revisits (estimated)	<b>45</b>
Estimated revisits	<b>50</b>
FSM projected visits	<b>0</b>
<b>Total visits</b>	<b>95</b>

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

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

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

There is only one National PI for food safety for 2016/17 - the percentage of food establishments which are 'broadly compliant' with food law.

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

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

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

**The Estimated Resources required to deliver this service is 5.2FTE**

#### 4.3.2 Food Standards

All premises that sell, supply or manufacture food are risk assessed in accordance with the LACORS Risk Rating Scheme. The scheme suggests that all high risk, together with 50% of medium risk and 20% of low risk businesses should be inspected annually. The low risk businesses should be subject to a questionnaire survey.

On the 1<sup>st</sup> April, the annual programme is set, which includes the name and address of the premises, the risk category, the due date and the number of interventions programmed.

All premises are held on APP database and all officers have individual, measurable intervention targets. APP generates reports on interventions due and completed, when requested.

This Authority will ensure, as far as practicable, that interventions are carried out in accordance with this programme. Interventions are applied in a risk based manner so that more intensive regulation is directed at those businesses that present the greatest risk.

The section will carry out visits/revisits between programmed interventions where significant contraventions are found or following complaints.

<b>Category</b>	<b>Planned Inspections 2017/18</b>
A – High	39
B – Medium	895
Unrated + low	1052
<b>Total</b>	<b>1986</b>

**The Estimated Resources required to deliver this service is 1.6FTE**

#### 4.3.3 Primary Producers

The Environmental Health Practitioners (EHP's) work with Animal Health Officers in the Trading Standards Services Section to carry out inspections at farms and other premises identified as Primary Producers. The inspection process uses inspection forms which are based on the Code of Practice developed for use by Animal Health Officers and where issues are identified, they are passed to the Environmental Health Practitioners' for further action where necessary.

**The Estimated Resources required to deliver this service is 0.05FTE**

#### 4.3.4 Safety and Health

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

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

The section will be continue to inspect and review all the Sports Grounds certificates within the County.



The table below outlines the details of the programmed initiatives :-

<b>Regional or National</b>	<b>Type of initiative</b>	<b>Number of premises included</b>	<b>Notes</b>
Local	<p>Maintaining a register of premises and persons offering skin treatments including piercing, tattooing, micropigmentation etc.</p> <p>The businesses are monitored for compliance with conditions of the licence, linked to the adoption of the byelaws</p> <p>Providing fact and information sheets for both businesses and customers.</p>	Intelligence led	<p>The premises currently carrying out ear piercing, tattooing and acupuncture are licensed, however the treatments are becoming more extensive and currently we have approximately 80 premises who are carrying out treatments that would require a licence under this byelaw.</p> <p>There are also a considerable number of treatments which are not included within the remit of the byelaws, but do pose a risk to public safety and health if not monitored.</p>
National (Wales)	Cellar Safety	To be determined	Officers to engage with pubs, clubs etc with cellars to promote the risks of cellars and to provide advice/guidance. As a result of engagement by our officers with larger businesses such as Felinfoel and Brains, literature is being circulated more widely.
National (Wales)	Care home safety	10% equivalent to 12	Assessing compliance of issues such as legionella, bedrail safety, manual handling, water systems etc.

To date, due to pressures associated with the enforcement of food hygiene, no commitment has been pledged to the undertaking of any of the specified initiatives.

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

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

**The Estimated Resources required to deliver this service is 1.35FTE**

#### 4.3.5 Food Hygiene, Safety and Standards Service Requests

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

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

Food Standards complaints and requests for service are handled in accordance with the Quality Manual and Food Law Code of Practice. The manner of recording such requests have improved over the past year thereby providing a more accurate picture on the demand; there is a steady increase in the number of service requests year on year. The nature of this work varies greatly from simple advice to complex manufacturing/labelling enquiries to criminal investigations – as a result officers' time can be taken up in grossly different amounts.

	2009/ 10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
<b>Service Requests</b>	491	507	574	538	667	741	878	1219
<b>Food Standards Service Requests/ Complaint</b>	97	62	66	69	84	102	65	278

**The Estimated Resources required to deliver this service is 0.5FTE (EHO) and 1 FTE (TSO)**

#### 4.3.6 Home Authority Principle and Primary Authority

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

#### 4.3.7 Advice to Businesses

Officers provide information during the inspection process. Information packs are available for new businesses and the website is currently under review. It is anticipated that information for consumers and traders will be available, with links to other sources of information from which advice can be obtained free of charge. The service is looking to provide a more comprehensive advisory and training opportunity which could not only assist businesses who are currently requesting assistance but also provide an income.

**The Estimated Resources required to deliver this service is included in the FTE for inspections (4.3)**

#### 4.3.8 Food Sampling

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

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

### **The Estimated Resources required to deliver this service is 0.5FTE**

#### 4.3.9 Food Standards Sampling Programme 2016-2017

On 1<sup>st</sup> April an annual sampling programme for composition and labelling parameters is set (see details below) with consideration to National Sampling Priorities and consultation with the Public Analyst and regional food/feed groups, in accordance with operating procedure OP005. During the consultation, the section will identify sampling priorities and then prepare and publish a chemical food sampling policy (OP005) and make it available to businesses and consumers.

There is a £30,000 sampling budget plus FSA regional bid. The Service will aim to target 50 high-risk premises, each to be sampled dependant on the nature of their product.

As the sampling programme is set out with considerable thought and planning and targeted to known problematical sectors of the food business, the results obtained from this sampling generates vast amounts of work for officers. High instances of failures generates advisory, cautionary or investigatory work with further sampling to validate corrective actions/compliance.

Other routine sampling will take into account problem areas identified last year along with the sampling priorities for 2017-2018 laid down by the FSA.

Previous years have demonstrated that the extensive sampling programme and the outcomes are such that the capacity is unable to achieve the intended programme. Hence this has been recognised in the required FTE and the available capacity.

Date	Product	Formal / Informal	Number of samples
Apr-17	Chinese	Informal	38
May-17	Non-pp Sandwich shops	Informal	10
May-17	Pre-packed sandwiches (QUID)	Informal	10
Jun-17	Alcohol	Formal	60
Jul-17	Indian takeaway	Formal	20
Aug-17	Honey	Informal	10
Sep-17	Cakes	Informal	20
Dec-17	Bottles from micro-breweries	Informal	12
	Mince Meat - hospital	Informal	2
	Mince Meat - Schools	Informal	4
	Mince Meat - CCC care homes	Informal	4
	High Risk		39
	Fitness foods		
	Overall totals:		229

**The Estimated Resources required to deliver this service is 1.5FTE**

#### 4.3.10 Control and Investigation of Outbreaks and Food Related Infectious Disease

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

All outbreaks are investigated on the same day as the notification is received.

All outbreaks to date have a viral origin.

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

Notification Type	2010	2011	2012	2013	2014	2015	2016
Campylobacter	194	267	182	193	319	233	240
Salmonella	20	12	7	18	18	22	15
E Coli	5	9	5	9	3	5	3
Cryptosporidium	21	15	24	18	29	32	25
Giardiasis	8	6	5	12	9	14	7
Other Food Poisoning	19	17	0		13	15	30
Clostridium	1	2	0	4	3	5	11
Listeria	1	1	0	0	1	0	1
Shigella	0	2	0		3	0	0
Legionnaire's Disease	0	1	8	4	0	1	3
Typhoid Fever	0	0	1	0	0	0	0
<b>TOTAL</b>	<b>269</b>	<b>332</b>	<b>232</b>	<b>258</b>	<b>398</b>	<b>324</b>	<b>335</b>

**The Estimated Resources required to deliver this service is 1.4FTE**

#### 4.3.11 Food Incidents

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

Food standards incidents and alerts will be dealt with in accordance with operating procedure OP002

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

**The Estimated Resources required to deliver this service is 1FTE**

#### 4.3.12 Accident Investigations

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

	<b>Nos of accidents reported</b>
2007/8	110
2008/9	100
2009/10	117
2010/11	146
2011/12	126
2012/13	75
2013/14	61
2014/15	86
2015/16	78
2016/17	89

**The Estimated Resources required to deliver this service is 0.4FTE**

#### 4.3.13 Liaison

The Public Protection Division has in place arrangements to ensure that enforcement action is consistent with those of neighbouring local authorities and is represented on the following groups;

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

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

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

**The Estimated Resources required to deliver this service is 0.5FTE**

#### 4.3.14 Food Safety and Standards Promotion

The section proposes to engage with businesses and Public Health Wales to promote more healthy menus to attempt to tackle obesity issues within Carmarthenshire. With the proposed Project Officer for food provision within the Communities Department, it is proposed that there will be engagement to pilot health eating options. It is the intention that this can be extended to other businesses and manufacturers within Carmarthenshire in the near future.

Extending the education initiatives will focus on addressing issues identified during last year's interventions, including educating FBOs in relation to allergen information and use of colours banned in certain foods. Enforcement action will be considered, where necessary, in accordance with the authority's Enforcement Policy.

Providing guidance and raising awareness of food safety to the public and businesses to ensure compliance with food law. This is achieved through leaflets, press releases, seminars, display stands and training as resources permit.

The section are discussing with businesses in the County with the prospect of entering into Primary Authority Agreements.

#### 4.3.15 Food Safety Week

The Section will be participating in Food Safety Week this year which will focus on the theme of 'Don't wash your raw chicken' which help consumers re-assess their existing food safety behaviours in their own home kitchens. Promotional material will be placed in the Customer Service Centres throughout the Council and in the foyer of a very busy supermarket at Crosshands.

#### 4.3.16 Christmas Safe Cooking and Safe BBQ Cooking Information

The Section provides information to the public and caterers regarding the safe storage and cooking of poultry in the run up to Christmas each year and by offering leaflets to butchers for display and to offer to customers.

#### 4.3.17 Butchers Project

Interventions from last year highlighted some non-compliances with food standards legislation in the butchery sector. The Trading Standards Team will undertake an education project to address outstanding issues.

#### 4.3.18 Colours and allergens

Promotional project to raise awareness of issues relating to colours and allergens in food aimed at residents and businesses. This is to be arranged by Trading Standards in conjunction with the authority's press and communications team.

**The Estimated Resources required to deliver this service is 0.2FTE (EHP) and 0.4FTE (TSO)**



## SECTION 4

### 5.0 LICENSING

#### 5.1 Scope of the Service

The Licensing Team is based in Carmarthen and is responsible for providing advice, processing and enforcing authorisations issued under the Licensing and Gambling Acts, Hackney Carriages and Private Hire Vehicles, drivers and operators, Street and House to House Collections and Street Traders

The table below indicates the breakdown of FTEs' on various functions identified above for Licensing.

<b>Licensing FTE April 2017</b>	
Head of Public Protection*	
Public Health Services Manager	0.2
Principal Officer	1.0
Senior Officer	1.0
Licensing Officer	4.0
Licensing Assistant	2.0
<b>TOTAL</b>	<b>8.2</b>

#### 5.2 Demands on the Service

##### 5.2.1 Profile of Licences

Table 1 shows the number and type of Licenses as of April 2017 :-

<b>Type of Licence</b>	<b>No. April 2014</b>	<b>No. April 2015</b>	<b>No. April 2016</b>	<b>No. April 2017</b>
Licensing Act*	881	878	873	872
premises licences		82	79	74
83 Club Premises Certificates				
2,236 Personal Licences		2221	2317	2493
433 Temporary Event Notices (2013/14)		414	390	367

Gambling Act*	26 Premises Licenses (ex permits)	25	25	25
	324 Non Commercial Lottery	313 Non Commercial Lottery	305 Non Commercial Lottery	306 Non Commercial Lottery
	43 Permits	54 Permits		
	249 Alcohol Licensed Premises Automatic entitlement Permits	253 Alcohol Licensed Premises Automatic entitlement Permits	58 Permits	56 Permits
			180 Alcohol Licensed Premises Automatic entitlement Permits	181 Alcohol Licensed Premises Automatic entitlement Permits
Taxi/private Hire Drivers**	560	569	582	622
Taxi/private Hire Vehicles**	432	472	448	492
Taxi/private Hire Operators**	36	39	38	35
Street traders***	14	37 during the year	53 during the year	49 during the year
House to House***	68	62 during the year	42 during the year	49 during the year
Street Collections***	135	94 during the year	98 during the year	109 during the year
<b>TOTAL</b>	<b>5,520</b>	<b>5,520</b>	<b>5,420</b>	<b>5,730</b>

\*prescribed fees  
\*\*discretionary fees  
\*\*\*no fees

The legislation regarding alcohol and regulating entertainment is constantly evolving in order to deregulate. This is challenging for license holders and enforcement agencies to maintain.

The Environmental Protection Manager leads a multi agency group, the Safety Advisory Group which assesses large events and it consists of representatives other partner agencies, eg. Police, Fire and Rescue Service, Ambulance Service and the Local Health Board, together with Officers of other Departments of the Council. As a result of this pattern of working, the Team has developed good working relationships with the partner agencies, as well as with applicants and licence holders. The introduction of the Deregulation Act as well as other changes to the Licensing Act has resulted in a relaxation of licensing requirements for regulated entertainment at certain locations and events including Local Authority premises. As a result, to ensure safety, the licensing section work alongside event organisers including the Leisure Division of the Authority to establish a Safety Advisory Group as necessary.

The section is working collaboratively with the corporate Safeguarding team, school transport section and the Police to run safeguarding awareness courses for licensed drivers within the Authority. The intention is to share the training with neighbouring authorities within the Dyfed Powys areas.

The legislation used in the enforcement of licensed vehicles and drivers is currently being reviewed. The Deregulation Act is now in place. It has removed the requirement for personal licenses to be renewed which has had an implication on income for the team. The legislation has also introduced the increase in length of drivers and operators licenses. The section has, however, offered applicants opportunity to retain the current licensing process or to apply for longer licenses. To date, the applicants are choosing the current process. Additionally, the Law Commission Report has been published and is awaiting Parliamentary approval. This report if approved will result in the repeal of much of the existing legislation and will provide a single legislative framework to regulate both taxi and private hire services.

The Section has established a Licensing Action Group which is made up of representatives from the Responsible Authorities which meet regularly to target/highlight problem/higher risk premises and agree joint actions to tackle issues.

There is concern about the impact of validation on the income stream of the Licensing budget. The vast majority of licensing fees and charges are prescribed and cannot be amended, except by Central or Regional Government. In addition to this, the implementation of the Deregulation Act has resulted in approximately 1,000 personal licences not requiring renewal. Year on year validation produces an additional efficiency saving that the Public Protection Division has to find. Fees and charges have become overstated and the income projections are in a position where they are not realised. Locally set fees were reviewed through the year and will be reviewed year on year utilising the All Wales Fees toolkit. The section are also currently participating in a survey for the Local Government Association to assess the costs for Local Authorities in processing and compliance checks for those applicable to Licensing Act. It is anticipated that this may be collated to request for an increase in Licence prescribed fees or to introduce locally set fees for such licenses.

## 5.3 Service Delivery

### 5.3.1 Inspection, Education and Enforcement

Officers are responsible for processing licensing applications, offering advice to applicants as well as members of the public who are concerned about applications or activities and they also undertake compliance/enforcement exercises to ensure that relevant legislation and conditions where applicable, are complied with. Enforcement is conducted during normal working hours, however, there are occasions when it is more appropriate to conduct enforcement out of hours often with the Police or other agencies frequently during the busier periods in the night time economy.

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

The Estimated Resources required to deliver this service is 7.2FTE

### 5.3.2 Liaison

The Council ensures that enforcement action is consistent with those of neighbouring local authorities and is represented on the Directors of Public Protection Wales Licensing Expert Panel and the Institute of Licensing Group. There is also a Liaison Group linking the four Counties' of Carmarthenshire, Pembrokeshire, Ceredigion and Powys, as well as the Dyfed Powys Police.

The Estimated Resources required to deliver this service is 0.5FTE

### 5.3.3 Licensing Promotion

The section are working closely with the press office to promote safety for example unlicensed taxis, correct management for running events, responsible drinking messages etc.

The Estimated Resources required to deliver this service is 0.5FTE

## SECTION 6

### 6.0 POLLUTION

#### 6.1 Scope of the Service

The Pollution Team is based in Ammanford and works County-wide, but the Officers do work from the Llanelli and Carmarthen offices, as and when required. The proactive responsibilities include monitoring and enforcing a wide range of regulatory controls dealing with noise, air quality and contaminated land issues. The reactive services include dealing with nuisances such as noise.

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

<b>Pollution Team FTEs' April 2016</b>	
Head of Public Protection*	
Public Health Services Manager	0.20
Principal Officer	1.00
Environmental Health Practitioners*	4.60
Scientific Officers	1.00
<b>Total</b>	<b>6.80</b>

\* As part of efficiency savings, the team was re-aligned and the Division now shares the Head of Housing (now Head of Housing and Public Protection)

#### 6.2 Demands on the Service

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

#### 6.3 Service Delivery

##### 6.3.1 Noise (prevention)

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

The team responded to 198 planning consultations during 2016/17 (compared to 204 the previous year), 58 pre-planning consultations and 6 scoping opinions. In order to improve the efficiency of the consultation process, the section has developed a comprehensive guide for applicants identifying what is required from Environmental Health and Licensing Services in order to assess the application.

Additionally, the Section has developed a guide for complaints about wind turbines that are in situ. Following a process review within the Development Management Team, there is now a greater emphasis being placed on pre-application engagement with developers. This places a greater burden on the Pollution and Public Health Teams in that additional liaison with developers must take place to ensure that all information is present and satisfactory prior to an application for Planning Consent being submitted. A code had been created to allow the additional work generated to be accounted for on the Divisions Data Management system. A guidance document has also been produced to outline the requirements of noise impacts from development.

**The Estimated Resources required to deliver this service is 2FTE**

6.3.2 Noise (reactive)

The Team deals with service complaints relating to noise from a wide range of sources, including those from a domestic, commercial and industrial setting. 2016/17 saw some highly complex, sensitive and long standing noise complaints being dealt with which involved multi-national companies. Work with these will continue into 2017/18, together with any similar issues that arise. There continues to be a high demand for service requests and with the advent of the new powers contained within the Antisocial Behaviour, Crime and Policing Act 2014, it is likely that figures for 2017/18 may increase. The Section has invested heavily in noise monitoring equipment and Officers are often required to work unsociable hours in order to witness and assess noise disturbances as part of the investigation process.

A substantial number of noise service requests relate to Council Owned homes and many of these include an element of Anti Social Behaviour. Where Noise is an issue, Officers take a lead in assessing the impact of activities on nearby residents and the Community as a whole. There are new provisions contained within the Antisocial Behaviour, Crime & Policing Act 2014 that can be used to deal with such issues, along with those already contained in the Environmental Protection Act 1990. This will require close working with Housing Colleagues and the Police to resolve issues. It is also the intention of the Team to work more closely with Tenants with the aim of raising noise awareness and preventing problems from occurring in the first place if possible.

Service Requests received

<b>Types of Service Requests</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Noise	899	766	856
Planning applications	156	204	196
Pre-application consultations			58
TENS	414	405	383
Premises licence application consultation	76 (29 new)	88 (42 new)	88 (23 new)

The Team continues to deal with issues of Anti-Social Behaviour, and is actively involved with the Area Anti Social behaviour Problem Solving Groups, which is a multi agency forum. The Anti Social Behaviour, Crime and Policing Act 2014 has been introduced and is likely to have an impact on the way in which the officers work, and expands the issues they may be able to deal with.

The current Licensing legislation has had an impact on the work of the Team, especially as Environmental Health Practitioners have a role as a Responsible Authority in respect of Temporary Event Notices, in providing responses and assessments in relation to noise, public safety and nuisance. The team received 383 TEN consultations in 2016/17 (405 in 2015/16), and 88 consultations relating to Premise Licenses (88 in 2015/16), 23 of which related to new applications (42 in 2015/16). In addition to this, officers are consulted on events that are held on Council owned land, even if the event does not fall within the remit of the Licensing Act 2003.

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

**The Estimated Resources required to deliver this service is 2.8FTE**

### 6.3.3 Air Quality

The Air Quality Management Area (AQMA) declared for Llandeilo in November 2011 continues to progress. The Action Plan to improve air quality in the town has been implemented, and a review of the effectiveness of the first year of phase 1 of the plan has been reported to the Action Planning Group and Welsh Government. 2016/17 saw the implementation of year 2 of the Action Plan and monitoring of Nitrogen Dioxide will continue. The effectiveness of measures during year 2 will be reported on during 2017/18

Two further Air Quality Management Areas were declared in 2016/17; one in Carmarthen and the other in Llanelli. As a result, this will require consultation and collaborative work to produce action plans this year for each area. Close collaboration with colleagues in the Transport & Engineering Division Service and Planning Services will continue throughout the process.

Additionally, data will continually be gathered. The section have taken an opportunity to work alongside Swansea University who will be looking to undertake the health impact assessment in conjunction with this sections work in reducing the levels of pollution. The section are also proposing to link in with local Eco –schools coordinator in the management areas to attempt to engage with the school and school pupils to raise awareness of poor air quality and to instigate change in school journey behaviours.

Local screening assessments of air quality will continue throughout the County, with detailed assessments undertaken in areas which are near or exceed the EU intervention level for NO<sub>2</sub> in the atmosphere.

Every three years, the Council is required to submit a comprehensive Updating and Screening Assessment (USA) of Air Quality report to Welsh Government and the last report was submitted in 2015. Progress reports are submitted in the intervening years, and one was submitted in 2016-17.

**The Estimated Resources required to deliver this service is 1FTE**

#### 6.3.4 Environmental Permitting

Legislation requires the Council to manage certain industrial processes that have the potential to pollute the atmosphere and they include petrol stations, dry cleaners, timber processing plants, cement batching and pet food manufacture, for example. At the start of 2017/18 there were 69 processes that benefit from Environmental Permits. Some of the processes are very complicated and require a degree of specific knowledge and understanding of the operation to ensure that they are operating within conditions attached to the Environmental Permit. In 2017-18, Permit holders will receive an inspection as determined by DEFRA's risk rating scheme and they are required to pay an annual fee, which is prescribed by Welsh Government. The validation of these fees during the budget process produces a considerable extra efficiency saving that the Public Protection Division has to find, as does the reduction in the number of the installations that require a Permit.

**The Estimated Resources required to deliver this service is 0.4FTE**

#### 6.3.5 Land Contamination

The Division has previously identified areas of land within Carmarthenshire that have potential for ground contamination to exist, mainly as a legacy of its industrial heritage. The legislation regulating contaminated land has not changed and there remains an explicit duty conferred on local authorities to inspect land with a view to determining whether or not it is classed as contaminated land. The Contaminated Land Inspection Strategy was reviewed and approved during 2015 as a result of updated statutory guidance. This reflects the current proactive approach following the withdrawal of Welsh Government Capital Funding with the emphasis being to remediate potentially Contaminated Land through the Development Management and Regeneration processes and working with landowners / developers. 2016-17 will continue with this approach and will also identify Council owned land that may require investigation.

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

**The Estimated Resources required to deliver this service is 0.6FTE**



## 7.0 PUBLIC HEALTH

### 7.1 Scope of the Service

The Public Health Team is based County-wide with Officers working from the Ammanford, Llanelli and Carmarthen offices, as and when required. The proactive responsibilities include monitoring and enforcing a wide range of regulatory controls dealing drinking and bathing water quality monitoring, shellfish monitoring, good dog ownership etc. The reactive services include dealing with nuisances, such as odours, smoke, dust and light, as well as from poor conditions of properties resulting in concerns from neighbours, e.g. animal waste / waste accumulations. The section also provide an enforcement and advisory service for pest control.

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

<b>Pollution Team FTEs' April 2017</b>	
Public Health Services Manager	0.20
Principal Officer	1.00
Environmental Health Practitioners	2.00
Technical Officers	2.00
Technical Assistant/Dog Warden	4.00
<b>Total</b>	<b>9.20</b>

\* As part of efficiency savings, the team was re-aligned and the Division now shares the Head of Housing (now Head of Housing and Public Protection)

### 7.2 Demands on the Service

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

Further legislation has been introduced including the requirement for microchipping of dogs, Anti Social Behaviour legislation to help with dogs behaving dangerously on private land, and there are also future requirements for testing for Radon in drinking water being introduced later this year. In addition to this, the Section is expected to carry out additional shellfish sampling as a result of the opening of additional commercial beds.

In order to attempt to meet the challenges, the Technical Assistants and the Dog Wardens combined in September 2016 in an attempt to provide flexible cover across the County and help efficiency for dealing with complaints. Officers now deal with both pest control requests and dog warden duties with dual purpose vehicles.

## **7.3 Service Delivery**

### **7.3.1 Prevention work**

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

	<b>2014/5</b>	<b>2015/6</b>	<b>2016/17</b>
No of Planning applications responded to	35	86	196 (based on all planning consultations requiring a response.)

### **7.3.1 Statutory Nuisance**

The Team receives over 3,600 service requests last financial year (an increase of 400 from the previous year) and many of these requests relate to statutory nuisance. Where the investigation of a complaint reveals that action is required, the Officer will attempt to resolve the issue through advice or mediation, but where this is unsuccessful, a Notice will be served. A total of 22 Statutory notices were served in 2015/6, an increase of 7 from the previous year.

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

High numbers of fly tipping cases are reported on private land, and these cases require high amounts of time for investigation including finding evidence to identify the offender etc. The number of reports for fly tipping in 2014/5 was 209. This was reduced to 174 in 2015/6 but increased again to 256 in 2016/7. This has placed more work on officers with additional CCTV work and investigations to try and identify perpetrators.

### Service Requests received

<b>Types of Service Requests</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Public Health	2026	2197	2139	2149

Urgent complaints or conditions that present a threat to life, eg. carbon monoxide poisoning incidents will be responded to on the same working day.

The Team continues to deal with issues of Anti-Social Behaviour, and is actively involved with the Anti Social multi agency working groups. The Anti Social Behaviour, Crime and Policing Act has been introduced and may have an impact on the way in which the officers work. This has introduced new powers that can be used in addition to/ where current legislation is not suitable. An example of the latter may be dogs that are not kept under control and officers have already used these powers successfully with Community Protection Notices and Fixed Penalty Notices to resolve nuisance dogs.

There is also a significant number of Housing stock related complaints being dealt with. The process of hand over of such complaints to the pollution and public health teams has been reviewed to ensure an efficient and consistent approach, and appears to be working well.

Officers are currently working on approximately 370 cases each annually. Should there be any longer term vacancies, this will have a big impact on workloads and service delivery.

### **The Estimated Resources required to deliver this service is 4FTE**

#### 7.3.2 Water quality

There are approximately 2,356 private drinking water supplies in the County, the majority supplying single domestic properties. Officers will only sample drinking water at these premises, if requested to do so by the owner or if Officers are investigating a public health issue.

Under the Private Water Supply (Wales) Regulations 2010, there are currently 59 large or commercial supplies, and 10 small supplies (shared source). There are 2,065 single domestic properties that could require monitoring.

In addition to the above, EU legislation requires Local Authorities to carry out sampling for private waters to include tests for presence of radon. There are areas in Carmarthenshire where radon is prevalent. Work has already been carried out and to date there have been approximately 30 supplies identified which will require further investigations within the County. It is as yet unclear, but the requirement may require additional sampling at the cost of the Local Authority.

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

**The Estimated Resources required to deliver this service is 0.6FTE**

7.3.3 Bathing Water

Natural Resources Wales has responsibility for the two EU designated bathing beaches at Pembrey and Pendine. Officers of the Public Health Team sample bathing water at Burry Port beach, which is a non-designated bathing water, under EU legislation. Bathing water quality is sampled weekly between May and September of each year which is the bathing season. North Dock in Llanelli, will also be sampled monthly throughout the year, as it is used for recreational purposes. As a result of a motion carried by Council at the beginning of the financial year, the sampling programme for monitoring waters used for bathing will be reviewed this year.

Officers also monitor for blue green algae in water which is accessible for members of public. Where there is evidence of contaminants, officers will work alongside owners/responsible persons to prevent, where possible, any public health issues.

**The Estimated Resources required to deliver this service is 0.2 FTE**

7.3.4 Pests

The team's Technical Assistants cover both pest control and dog warden duties. In relation to the pest control side of the work the section has been providing advice to treat for pests, prevention access/harbourage for pests and surveys of drainage to identify, where possible, areas of damage leading to points of access and remedial work required. The numbers reports and areas are monitored annually.

<b>Types of Service Requests</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Pest control	334	527	448	623

In cases where there are no improvements in the situation i.e. advice has not been implemented and there is still a pest problem, the team will undertake enforcement. A total of 42 notices were served in 2016/7 compared with 46 in 2015/16.

As a result of feedback from the public, evidence seen during investigations and closer working with other Divisions, such as Housing and Leisure, the section has introduced a monitoring and treatment service to Local Authority premises (where agreed). This will be carried out at an agreed cost. However the provision of advice only at this stage will still be free. It is intended that this will provide a faster, more effective service to the tenants. This will be monitored to ensure that there is adequate capacity to implement this and also consideration on whether to expand the service.

### 7.3.5 Dog Warden

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

<b>Types of Service Requests</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Dog Warden	1093	969	884	814

Approximately 890 stray dogs were dealt with by the dog warden service last year with some being impounded and some being returned to their owners where known. The service has continued to hold a number of free dog identity micro-chipping events in various parts of the County which proved to be very successful. Legislation requiring all dogs to be micro chipped is being implemented in Wales this year. It is anticipated that non compliance could result in maximum fines of up to £500.

In addition to this, the section relating to dogs in the Anti Social Behaviour, Crime and Policing Act was implemented last year. Part of the legislation is likely to have an impact on enforcing complaints about dogs behaving dangerously on private land. This is likely to result in an increase in demand on the officers.

In light of the fact that there was no additional funding to implement either of the above pieces of legislation, there are no plans currently to carrying out enforcement work to identify owners that have not chipped their dogs and we will monitor the workloads and demands on the latter.

**The Estimated Resources required to deliver this service is 4 FTE**

### 7.3.6 Scrap Dealers Registration

The Public Protection Division has been working closely with Dyfed Powys Police to register applicants upon application under the Scrap Dealers Act on identifying scrap dealers across the County, to help reduce the levels of metal crime. To date, 29 collectors have been licensed. In addition to this, there are currently 5 scrap yards, which includes motor salvage operators.

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

**The Estimated Resources required to deliver this service is 0.2 FTE**

### 7.3.7 Advice to Businesses and Customers

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

### 7.8 Liaison

Enforcement action in relation to pollution control is consistent with those of neighbouring local authorities and Officers' represent the Council on the Directors of Public Protection Wales Expert Panels. These working relationships with DEFRA, Natural Resources Wales, Welsh Government, Public Health Wales, Dyfed Powys Police and other departments' of the Council will continue in 2015-16.

#### 7.1.9 Promotion

##### Responsible dog ownership.

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

##### Carbon Monoxide awareness

During colder months, officers will be undertaking proactive monitoring for carbon monoxide inside properties during visits to investigate other service requests. This will be carried out by officers wearing personal monitors.

The Estimated Resources required to deliver this service is 0.2 FTE

## SECTION 8

### 8.0 RESOURCES

#### 8.1 Budget and Staffing Allocation

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

The budget for food and health and safety is outlined in Appendix 3.

Efficiency savings continue to have a considerable impact on the Service and staffing is being reduced as a consequence. The Section faces a very challenging time, as it constantly monitors, reviews and realigns as necessary functions, services and response times with its resource allocation and the requirement to implement current legislation.

The validation of budget income year on year continues to be a problem, as the majority of fees and charges are prescribed and cannot be set by the Council. In recent years, this has meant that the Public Protection Division has had to find an increased efficiency saving because of the validation process and a failure by successive Governments' to increase prescribed fees. The section is working with the Division as a whole to address the shortcomings, highlight the reasons and to attempt to explore other means of income generation.

The Division is exploring various areas for collaborative working with neighbouring Authorities. In addition, all Teams' will participate in Expert Panels and Working Groups to ensure consistency of approach, however, it is unlikely to result in any significant financial savings.

The Welsh Assembly is in the process of producing the Local Government Bill which will identify a revised footprint of Authorities in Wales. It is unclear at this stage whether the 'Williams Report' recommendation will form part of the basis, however, the West Wales and Powys Authorities will continue to work collaboratively where possible

The National Enforcement Priorities for Wales, as identified by the BDRO, are being delivered on a regional basis and there are three of relevance to Environmental Health and Licensing Services :-

- Ensuring the safety and quality of the food chain to minimize risk to human and animal health,
- Protecting individuals from harm and promoting health improvement, and
- Improving the local environment to positively influence quality of life and promote sustainability.

The Team will have to work hard and imaginatively in 2015 to minimise the impact of reducing resources to meet those objectives.

## **SECTION 9**

### **9.0 QUALITY ASSESSMENT**

#### **9.1 Consistency**

Senior Officers of the Team attend all Wales Expert Panels and local or regional Task Group meetings where local and national information is discussed and exchanged. This is brought back to the Teams and cascaded via Team meetings. Officers utilise standardised inspection forms and standard paragraphs to ensure consistency and reviews of documentation and procedures are developed or implemented through the Team meeting process. Regular monitoring is undertaken by Principal Environmental Health Practitioners at the fourth management tier level.

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

#### **9.2 Competency of Officers**

All Officers that carry out food safety and standards functions must fulfil the statutory qualification prescribed in the Food Law Code of Practice and they must also hold Registration Board Membership with the Chartered Institute of Environmental Health. Officers that carry out food inspections must also undertake a minimum of 10 hours (core) food related training annually, together with 20 hours Continuing Professional Development (CPD) annually. Officers carrying out noise assessments hold a post graduate qualification, the Institute of Acoustics Diploma in Acoustics and Noise Control. Over the last 4 years, the Department has supported /continues to support 5 officers (holding satisfactory degrees) in expanding their current knowledge and in developing new skills through the Masters in Environmental Health distance learning course, which will enable them to become Environmental Health Practitioners. To date, 4 of the officers have completed the qualification. This has resulted in the teams offering more flexibility to cover areas of higher demand. The budget allocation of £10,000 for staff training is shared between all Officers of the Public Protection Division and individual training needs are assessed during the 'Helping People to Perform' Process.

#### **9.3 Staff Development Plans**

The Section implements the Corporate Appraisal Process known as 'Helping People to Perform' and this will continue in 2017/8. The Appraisal Process defines a set of work objectives for each member of staff which is agreed between the Officer and his or her line manager. The principles of Investors in People will be applied throughout the Team in 2017/8.

#### **9.4 Enforcement**

All enforcement action is taken in accordance with the Enforcement Concordat, relevant Enforcement Policies and Procedures, together with the Food Law Code of Practice. The Enforcement Policy is currently being reviewed to take into account the Regulators Compliance Code.



## **SECTION 10**

### **10.0 REVIEW**

#### **10.1 Review**

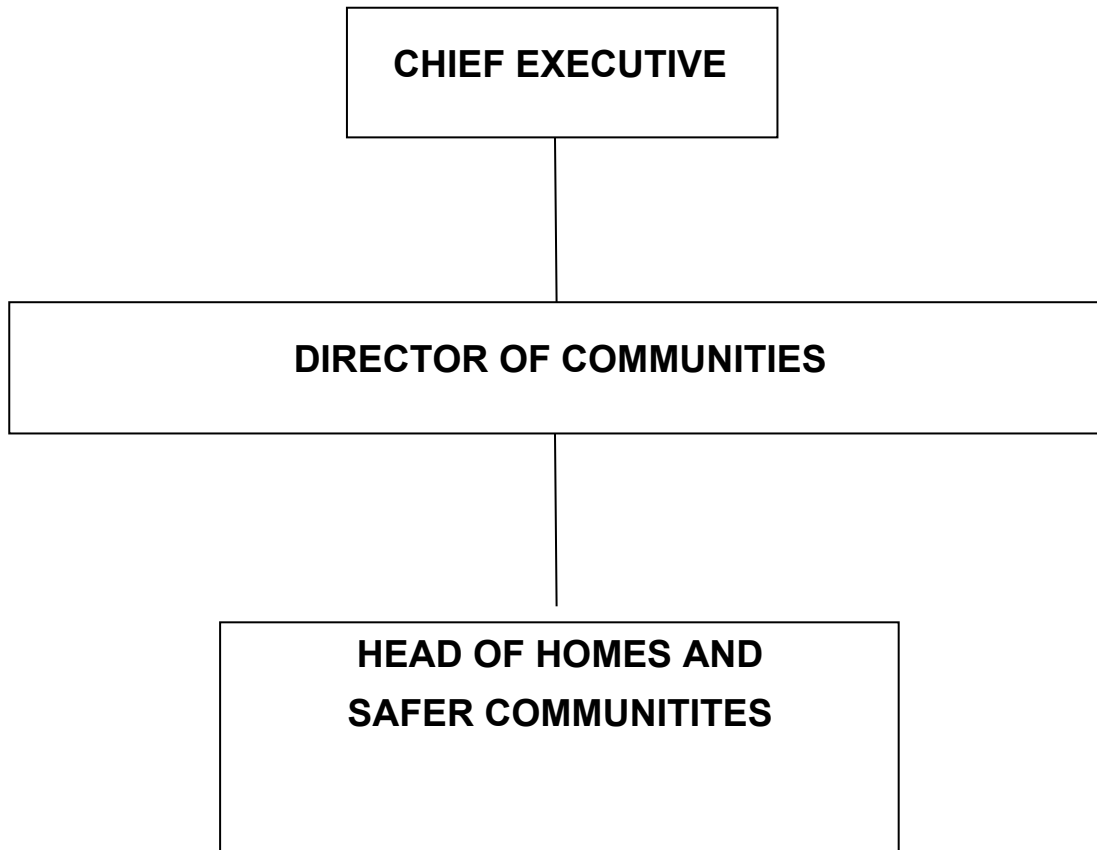
The Service Delivery Plan will be reviewed on an annual basis alongside the Departmental Business Plan and quarterly Performance Indicators.

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

## POLITICAL DECISION-MAKING STRUCTURE



**STRATEGIC MANAGEMENT STRUCTURE**



## Appendix 3(i)

### Local Authority Expenditure

<i>The expenditure includes that for food safety, standards and health and safety</i>		
	3 Actual 2016/17 £	2 Budget 2017/18 £
<b>EMPLOYEE COSTS</b> Include: basic pay, overtime, employer's superannuation, employer's national insurance SSP due, pay arrears, other allowances/payments, car allowances/payments, car allowances/mileage/leases/travel expenses and fares, subsistence, pension increases and other employee costs.	<b>606,853</b>	<b>597,218</b>
<b>Property costs</b>	<b>0</b>	<b>0</b>
<b>SUPPLIES AND SERVICES</b> Include: computer equipment (purchase/rental/ maintenance), furniture, equipment and other tools including protective clothing, publications, journals, newspapers and other supplies and services and contractors.	<b>1,605</b>	<b>2,849</b>
<b>SAMPLING COSTS</b> Include: purchases made for the purposes of sampling/testing	<b>1,447</b>	<b>2,600</b>
<b>TRANSPORT AND PLANT</b> Include: hire of external vehicles	<b>330</b>	<b>2,363</b>
<b>ADMINISTRATION</b> Include: printing and stationery, telephones, advertising (recruitment), postages/couriers, insurance, medical costs, petty outlays, hospitality and other administration costs	<b>2,984</b>	<b>6,513</b>
<b>TRAINING AND CONFERENCES</b> Include: training, conferences, membership fees/subscriptions and exam fees.	<b>13,884</b>	<b>13,429</b>
<b>PAYMENT TO OTHER BODIES</b> For example, public analyst, test unit, cross-boundary projects	<b>31,824</b>	<b>28,614</b>
<b>FINANCING CHARGES</b> Include: central support costs	<b>104,819</b>	<b>104,789</b>
<b>GROSS COSTS (total of all above costs)</b>	<b>763,746</b>	<b>758,375</b>
<b>INCOME</b>	<b>-52,968</b>	<b>-97,443</b>

## Appendix 3(ii)

The Division's budget for 2017/2018 is:-

	<b>Expenditure</b>	<b>Income</b>	<b>Net</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Public Protection Management	<b>176,998</b>	<b>-7,660</b>	<b>169,338</b>
Business Support Unit	<b>190,804</b>	<b>0</b>	<b>190,804</b>
Public Health Services	<b>1,895,061</b>	<b>-472,264</b>	<b>1,422,797</b>
Trading Standards Services	<b>1,291,335</b>	<b>-282,362</b>	<b>1,008,973</b>
<b>Public Protection Total</b>	<b>3,554,198</b>	<b>-762,286</b>	<b>2,791,912</b>

This page is intentionally left blank

# 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.

Document is Restricted

This page is intentionally left blank