

# Document Pack



Wendy Walters  
Prif Weithredwr,  
Chief Executive,  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
County Hall, Carmarthen. SA31 1JP

**MONDAY, 11 NOVEMBER 2019**

**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 SA31 1JP AT 10.00 AM, ON MONDAY, 18<sup>TH</sup> NOVEMBER, 2019** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**



**PLEASE RECYCLE**

<b>Democratic Officer:</b>	<b>Janine Owen</b>
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**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)  
**YOUR COUNCIL doitonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

# EXECUTIVE BOARD

## MEMBERSHIP - 10 MEMBERS

<b>Councillor</b>	<b>Portfolio</b>
<b>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>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>Cefin Campbell</b>	<b>Communities and Rural Affairs</b> Rural Affairs and Community Engagement; Community Safety; Police; Counter-Terrorism and Security Act 2015; Tackling Poverty; Wellbeing of Future Generations; Third Sector Liaison ;Equalities, Climate Change Strategy.
<b>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>Hazel Evans</b>	<b>Environment</b> Refuse; Street Cleansing; Highways and Transport Services; Grounds Maintenance; Building Services; Caretaking; Building Cleaning; Emergency Planning; Flooding
<b>Linda Evans</b>	<b>Housing</b> Housing – Public; Housing – Private, Ageing Well
<b>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, Public Rights of Way.
<b>Philip Hughes</b>	<b>Public Protection</b> Trading Standards; Environmental Health. Environmental Enforcement; Planning enforcement; Unlicensed Waste; Parking Services; Bio diversity
<b>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>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. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 21ST OCTOBER 2019 5 - 10
4. QUESTIONS ON NOTICE BY MEMBERS
5. PUBLIC QUESTIONS ON NOTICE
  - 5.1 QUESTION BY MR DAVID THORPE TO COUNCILLOR EMLYN DOLE, LEADER OF THE COUNCIL

“Following the Council’s Climate Emergency declaration at the beginning of the year, and the anticipated publication of a ‘Carbon Net-Zero’ Strategy, would Carmarthenshire County Council, as part of these initiatives, investigate adopting the ‘One Planet Framework’ – a framework to guide the council in operating according to the principle that we use resources within the planet’s limits. As an accounting method it captures the financial, environmental and social costs and benefits of all procurement and planning decisions (as required by the Well-Being of Future Generations Act). This framework could also be implemented with other members of the Public Services Board in order for it to be more cost-effective and to capture more benefits. Ecological footprinting shows that if everyone in the world had the same impacts as the population of Wales we’d need three planets to support us, and adopting the ‘One Planet Framework’ can start to remedy this fundamental problem that is driving the climate and extinction emergencies and create a safer, better future for us here in Swansea Bay City Region.”
6. SAFEGUARDING ANNUAL REPORT 11 - 68
7. NEW RECRUITMENT AND SELECTION POLICY 69 - 92
8. COUNCIL TAX DISCOUNT FOR LONG TERM VOIDS 93 - 100
9. CAPITAL PROGRAMME 2019-20 UPDATE 101 - 108
10. COUNCIL'S REVENUE BUDGET MONITORING REPORT 109 - 132
11. DEVELOPMENT OF FORMER PROVISIONS MARKET LLANDEILO 133 - 144

12. **PROPOSAL TO RELOCATE YSGOL HEOL GOFFA TO A NEW SITE AND INCREASE ITS CAPACITY FROM 75 TO 120**

145 - 182

13. **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.**

## EXECUTIVE BOARD

Monday, 21 October 2019

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

**Councillors:**

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

**Also in attendance:**

Councillor D.M.Cundy  
Mr J. Cooper & Mr H. Watkins (Estyn)

**The following Officers were in attendance:**

W. Walters, Chief Executive  
J. Morgan, Director of Community Services  
C. Moore, Director of Corporate Services  
G. Morgans, Director of Education & Children's Services  
Mrs R. Mullen, Director of Environment  
S. Pilliner, Head of Transportation & Highways  
L. Quelch, Head of Planning  
J. Jones, Head of Regeneration  
R. Edgecombe, Legal Services Manager  
D. Hockenhull, Marketing and Media Manager  
I.R. Llewelyn, Forward Planning Manager  
S Burford, Project Manager  
M. Evans Thomas, Principal Democratic Services Officer  
E. Bryer, Democratic Services Officer

**Chamber, County Hall, Carmarthen. SA31 1JP. - 10.00 am - 11.00 am**

**[Note:** due to a declaration made by Cllr E. Dole (Chair), Cllr. L.M Stephens chaired the meeting for the duration of Agenda Items 1 to 6. The Leader returned to Chamber and resumed as Chair from Agenda Item 7 until conclusion of the meeting]

**1. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Cllr. C.A. Campbell.

The Chair welcomed to the meeting Mr Jon Cooper and Mr Hugh Watkins from the office of Her Majesty's Inspectorate for Education and Training (Estyn).

**2. DECLARATIONS OF PERSONAL INTEREST.**

Councillor	Minute No (s)	Nature of Interest
E. Dole	No. 6 - Targeted Finance Fund And Welsh Church Fund.	Councillor Dole is a part-time Minister of Caersalem Independent Chapel

**3. MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 23RD SEPTEMBER, 2019**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Executive Board held on the 23<sup>rd</sup> September, 2019 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. FINANCIAL ASSISTANCE FROM THE FOLLOWING GRANT FUNDS: TARGETED FINANCE FUND AND WELSH CHURCH FUND**

**[NOTE:** The Leader, having declared an interest in this item, was not in the meeting during its determination]

The Executive Board considered an application for assistance from the Welsh Church Fund. The application, which would normally have been determined at an Executive Board Member Decisions Meeting for the Leader, had been referred to the Executive Board as Cllr. E. Dole had declared an interest.

**UNANIMOUSLY RESOLVED** that the following application for assistance from the Welsh Church Fund be approved subject to the usual terms and conditions and those specified in the report:

<u>Applicant</u>	<u>Award</u>
Caersalem Independent Chapel, Pontyberem	£2,319.00

Following the conclusion of the above item, Councillor E. Dole returned to the meeting and resumed his position as Chair.

**7. TYISHA/STATION ROAD AREA: SETTING OUT OUR LONG TERM AMBITION AND SHORT TERM ACTIONS**

The Executive Board considered a report detailing the long term ambition for the Tyisha/Station Road area, highlighting the work that had been carried out to date, short term action plan, and the governance arrangements required to take the programme forward.

The Executive Board expressed the importance of this project as it would bring a positive change to the Community who had been proactive in defining the requirements.

**UNANIMOUSLY RESOLVED** to:

**7.2 Confirm the long term ambition for the Tyisha/Station Road area.**

**7.3 Note the progress made to date.**

**7.4 Confirm immediate actions for officers to begin the programme of change as detailed within the report.**

**7.5 Ensure robust governance arrangements are in place to deliver the programme of change forward.**

## **8. PETITION IN REGARD TO A REQUEST TO REINSTATE THE TOILETS AT THE EAST HARBOUR, BURRY PORT**

The Executive Board considered a petition received in respect of Toilet provision at Burry Port Harbour. Council at its meeting held on the 10th July 2019 (Minute 8 refers) received a petition to reinstate toilets at the East Harbour Side, Burry Port. As the issue raised in the petition is an executive function, Council referred the petition to the Executive Board for consideration. The report provided a draft response for consideration by the Executive Board.

Officers were asked to consider improving the signage so that they would be more dementia friendly.

**UNANIMOUSLY RESOLVED that the response to the petition as detailed within the report be approved.**

## **9. CARMARTHEN BUSINESS IMPROVEMENT DISTRICT (BID)**

The Executive Board considered a report on the Carmarthen Business Improvement District (BID). In March 2017, 190 Carmarthen businesses were consulted about the town centre and prospects for a BID. There was a second opportunity to comment and make suggestions via a drop-in session in November 2017. The consultations sought to establish whether businesses would support the introduction of a BID and opinion was overwhelmingly positive.

The Carmarthen BID through its levy would generate an income of around £165,000 per year, or £847,000 over the five-year term (inflation at 2% pa) to invest in projects and services to benefit businesses in Carmarthen. The BID would focus on four areas of activity to include improving business profitability, the profile of the town, parking experience and the look of the town.

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

**9.1 Supports the ‘Carmarthen BID Company’ to enable it to hold a formal ballot on whether or not the town’s rateable businesses wish to operate the Carmarthen Business Improvement District (BID) for an initial term of 5 years.**

**9.2 Agrees its position in respect of support for the principle of the BID and voting in respect of its 15 affected rateable properties within the BID zone (estimated annual levy charge of £20,061 plus inflation at 2% pa).**

**9.3 Agrees the principle of undertaking the BID levy collection as detailed in the Operational agreement on behalf of the Carmarthen BID Company, at no charge to the BID for the first 5 year term.**

**9.4 Approves the Statement of Baseline services to the BID company.**

**9.5 Nominates a member representative to sit on the BID Company Board.**

**9.6 Agrees to manage at no fee the BID ballot process on behalf of the Carmarthen BID Company.**

**10. OMBUDSMAN'S ANNUAL LETTER 2018/2019 CARMARTHESHIRE COUNTY COUNCIL**

The Board considered the Public Services Ombudsman for Wales' Annual Letter for 2018/19. The letter was accompanied by a factsheet with accompanying data, which assists the Authority in reviewing performance.

It was noted that there had been an increase in complaints received by the PSOW relating to local authorities nationally and the number of complaints received by the Ombudsman concerning Carmarthenshire had increased in the past year from 25 to 49. There had been no reports issued against Carmarthenshire, and generally performance compared favourably with the adjusted outcomes.

Welsh Government had granted the Public Services Ombudsman with new powers which will result in future processes being less onerous.

**UNANIMOUSLY RESOLVED that the Public Services Ombudsman for Wales' Annual Letter for 2018-19 be received.**

**11. CARMARTHESHIRE RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP)**

The Executive Board considered the Carmarthenshire Rights of Way Improvement Plan 2019 – 2029.

Under s60 (3) of the Countryside and Rights of Way (CROW) Act (2000) all Local Authorities in Wales are expected to undergo a statutory review of their present ROWIP not more than ten years after first publishing. Carmarthenshire's ROWIP 2007-2017 was published in 2008 and therefore required review in accordance with the statutory obligation.

Thanks were extended to the small team who contribute so much to the maintenance of the Rights of Way and it was asked that consideration be given to increasing the size of this team.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL to approve adoption and publication of the 10 year public rights of way policy document - Carmarthenshire ROWIP 2019-2029.**

**12. WELSH GOVERNMENT CONSULTATION DRAFT NATIONAL DEVELOPMENT FRAMEWORK**

The Executive Board considered the National Development Framework (NDF). The report set the strategy for addressing key national priorities through the planning system, including sustaining and developing a vibrant economy, decarbonisation, developing resilient ecosystems and improving the health and well-being of our communities.

It was pointed out that the main issue of concern for Carmarthenshire was the lack of emphasis on the rural communities and economy. A letter would be sent to Welsh Government with the submission raising these concerns and will include



recommendations for Carmarthenshire.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL:**

- 12.1 To note the content of the consultation.**
- 12.2 Approve the consultation responses set out within the report for submission to the Welsh Government.**

**13. REVISED CARMARTHENSHERE LOCAL DEVELOPMENT PLAN 2018-2033 - DRAFT DEPOSIT**

The Executive Board considered the Revised Carmarthenshire Local Development Plan 2018 – 2033 Draft Deposit. This Report followed the resolution of County Council on the 10th January 2018 to formally commence the preparation of a Revised (replacement) Local Development Plan (LDP), along with the Welsh Government's approval of the Delivery Agreement on the 28th June 2018, including its timetable for Plan preparation.

The report set out the Draft Deposit Revised LDP by identifying the Council's land use Vision, strategic objectives and strategic growth requirements for the County through to 2033 along with a detailed and comprehensive set of policies and provisions - including site specific allocations (including housing and employment as well as environmental and other spatial considerations).

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

- 13.1 Consider and approve the content of the Draft Deposit Revised Local Development Plan 2018 – 2033 (and supporting documents) for formal public consultation.**
- 13.2 Grant officers delegated authority to make non-substantive typographical or factual amendments as necessary to improve the clarity and accuracy of the Draft Preferred Strategy.**
- 13.3 Approve the Draft Supplementary Planning Guidance in relation to the Burry Inlet and the Caeau Mynydd Mawr Special Area of Conservation for consultation concurrent with the Deposit LDP.**

**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.**

The Chair advised that there were no urgent items of business to be considered.

**15. 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 items as the reports contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.**

## 16. LLANELLI WELLNESS AND LIFESCIENCE VILLAGE

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 15 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).

The public interest test in this matter related to financial information relating to the RIBA stage 3 design services to be provided. Although the public interest test would normally favour transparency and openness, this is outweighed by the public interest in maintaining confidentiality in this case so as to protect the commercial interests of the provider in the wider market, as well as the Authority's interests for the purposes of further portions of design services to be sought.

The Executive Board considered the Llanelli Wellness and Life Science Village report the purpose of which was to progress the development of the Wellness village including detailed design, commissioning and the process to secure finance with the aim of ensuring the timely delivery of zone one of the Village.

### **UNANIMOUSLY RESOLVED to:**

- 16.1 **Approve the continued commissioning of ARUP on the second phase of the RIBA Stage 3 design works at detailed within the report through funding from the current City Deal Earmarked Reserve.**
- 16.2 **Endorse the proposed procurement and build strategy for the Village which sets out a preferred procurement route and programme for the construction of zone 1.**
- 16.2 **Acknowledge the approach to the financial markets made under the Executive leadership of the Director of Corporate Services.**
- 16.4 **Approve the current Business Case (as attached in appendix 4) and grant delegated authority to the Chief Executive and Director of Corporate Services, in consultation with the Leader, to finalise any further amendments to this Business Case (including confirmation of partners) and to formally submit it to the Swansea Bay City Region Joint Committee for approval to submit to Welsh Government and UK Government.**
- 16.5 **Endorse the continued discussions with the Higher Education Partners with a view to agreeing formal partnership status.**
- 16.6 **Approve the initial output of the brand positioning exercise.**

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**CHAIR**

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**DATE**

## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

### SAFEGUARDING ANNUAL REPORT

**Purpose:**

To receive the Annual Report and note its findings.

**Recommendations / key decisions required:**

To receive the Annual Report which provides an Overview of the Objectives and Achievements of the Mid and West Wales Safeguarding Children & Adults Board.

**Reasons:**

For information. This Annual Report outlines the progress we have made against the outcomes set by CYSUR and CWMPAS in March 2018 as part of a joint Annual Strategic Plan.

Relevant scrutiny committee to be consulted : NO

Exec Board Decision Required YES – 18<sup>th</sup> November, 2019

Council Decision Required YES – 8<sup>th</sup> January, 2020

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-**

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

Directorate:

Communities

Name of Head of Service:

Jake Morgan

Designations:

Director of Community Services

Tel Nos. 01267 224698

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# EXECUTIVE SUMMARY

**EXECUTIVE BOARD  
18<sup>TH</sup> NOVEMBER 2019**

## **SAFEGUARDING ANNUAL REPORT**

This Annual Report outlines the progress we have made against the outcomes set by CYSUR and CWMPAS in March 2018 as part of our joint Annual Strategic Plan.

The Boards have progressed to a combined all-age Safeguarding People agenda in line with the spirit and ethos of the Social Services and Wellbeing Act (Wales) 2014. Joint and integrated working between the CYSUR and CWMPAS Boards at a regional Executive and Sub Group level is now fully embedded into the Boards' structures and is part of everyday business.

2018-19 has seen the completion of a number of significant Board projects, namely the Regional Threshold Document for Safeguarding Adults, the Training Strategy, and the VAWDASV Regional Strategy and 5 year Delivery Plan, all of which have required significant input from dedicated multi-agency safeguarding professionals across the Mid and West Wales region. These bespoke projects have laid the foundations for the delivery of safeguarding services and professional practice in the coming three to five years.

**DETAILED REPORT ATTACHED?**

**YES – Safeguarding Annual 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: **Jake Morgan** Director of Community Services

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

### Legal

As well as enabling the Boards to meet their objectives as outlined in Part 7 of the Social Services and Wellbeing (Wales) Act 2014, this combined approach to Safeguarding aligns fully with the ethos and principles of the Act.

## 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 - N/A**

**2. Local Member(s) - N/A**

**3. Community / Town Council - N/A**

**4. Relevant Partners**

Multi Agency representation on both CWMPAS (Safeguarding Adults Executive Board) and CYSUR (Safeguarding Children Executive Board).

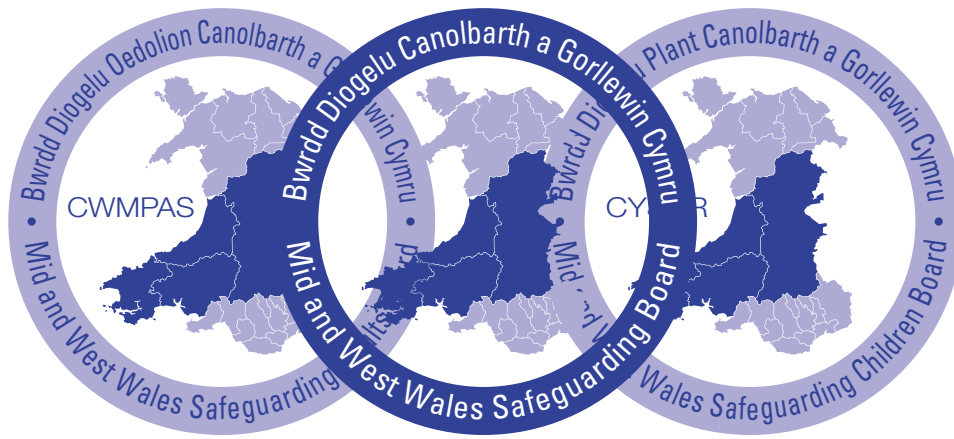
**5. Staff Side Representatives and other Organisations - N/A**

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

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

**THERE ARE NONE**

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# THE MID AND WEST WALES SAFEGUARDING CHILDREN & ADULTS BOARDS

## Annual Report 2018-19

An Overview of the Objectives and Achievements of the Mid and West Wales Safeguarding Children & Adults Board



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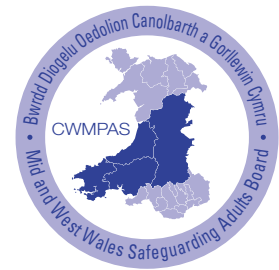
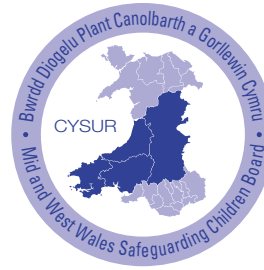
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# Introduction

**It gives us pleasure to jointly present the Mid and West Wales Safeguarding Boards CYSUR and CWMPAS Annual Report.**



This Annual Report outlines the progress we have made against the outcomes set by CYSUR and CWMPAS in March 2018 as part of our joint Annual Strategic Plan.

The Boards have progressed to a combined all-age Safeguarding People agenda in line with the spirit and ethos of the Social Services and Wellbeing Act (Wales) 2014. Joint and integrated working between the CYSUR and CWMPAS Boards at a regional Executive and Sub Group level is now fully embedded into the Boards' structures and is part of everyday business.

2018-19 has seen the completion of a number of significant Board projects, namely the Regional Threshold Document for Safeguarding Adults, the Training Strategy, and the VAWDASV Regional

Strategy and 5 year Delivery Plan, all of which have required significant input from dedicated multi-agency safeguarding professionals across the Mid and West Wales region. These bespoke projects have laid the foundations for the delivery of safeguarding services and professional practice in the coming three to five years.

We would like to thank the members of the Mid and West Wales Boards and Sub Group members for their engagement, commitment and progress made in the last year. CYSUR and CWMPAS are progressing well and we look forward to working with the Boards next year to continue to improve and enhance practice across the region to protect children and vulnerable adults from the risk of abuse.



**Jonathan Griffiths (CWMPAS Chair)**  
Director of Social Care and Housing  
Pembrokeshire County Council



**Jake Morgan (CYSUR Chair)**  
Director of Community Services  
Carmarthenshire County Council

# Objectives of a Regional Safeguarding Board

The objectives of Regional Safeguarding Boards as outlined in the Social Services and Wellbeing (Wales) Act 2014 are below.

The objectives of a **Safeguarding Children Board** are:

- **to protect** children within its area who are experiencing, or are at risk of abuse, neglect or other kinds of harm, and
- **to prevent** children within its area from becoming at risk of abuse, neglect or other kinds of harm.

The objectives of a **Safeguarding Adults Board** are:

- **to protect** adults within its area who –
  - have needs for care and support (whether or not a local authority is meeting any of those needs), and
  - are experiencing, or are at risk of, abuse or neglect, and to **prevent** those adults within its area from becoming at risk of abuse or neglect.

## Guidance on the functions of Safeguarding Boards

The focus for Safeguarding Boards is twofold. It is both the protection of children and adults who are in need of care and support from abuse, neglect or other kinds of harm and the **prevention** of children and adults from

becoming at risk of abuse, neglect or other kinds of harm. These two objectives should inform the priorities of Safeguarding Boards when they are considering their work programmes and annual plans, and reviewing their performance.

Keeping children and adults who may have needs for care and support safe is everyone's responsibility. This means feeling safe and being safe with those with whom they live and who support and care for them, as well as being safe in environments outside the home where they may live, travel, play, learn, work or undertake sport, cultural, leisure and other activities. This responsibility lies primarily within the family or with carers and within the wider community. Many organisations have responsibility for safeguarding children and adults through the services they provide directly to them, through the help and support provided to families and carers, or through their work to develop and strengthen communities.



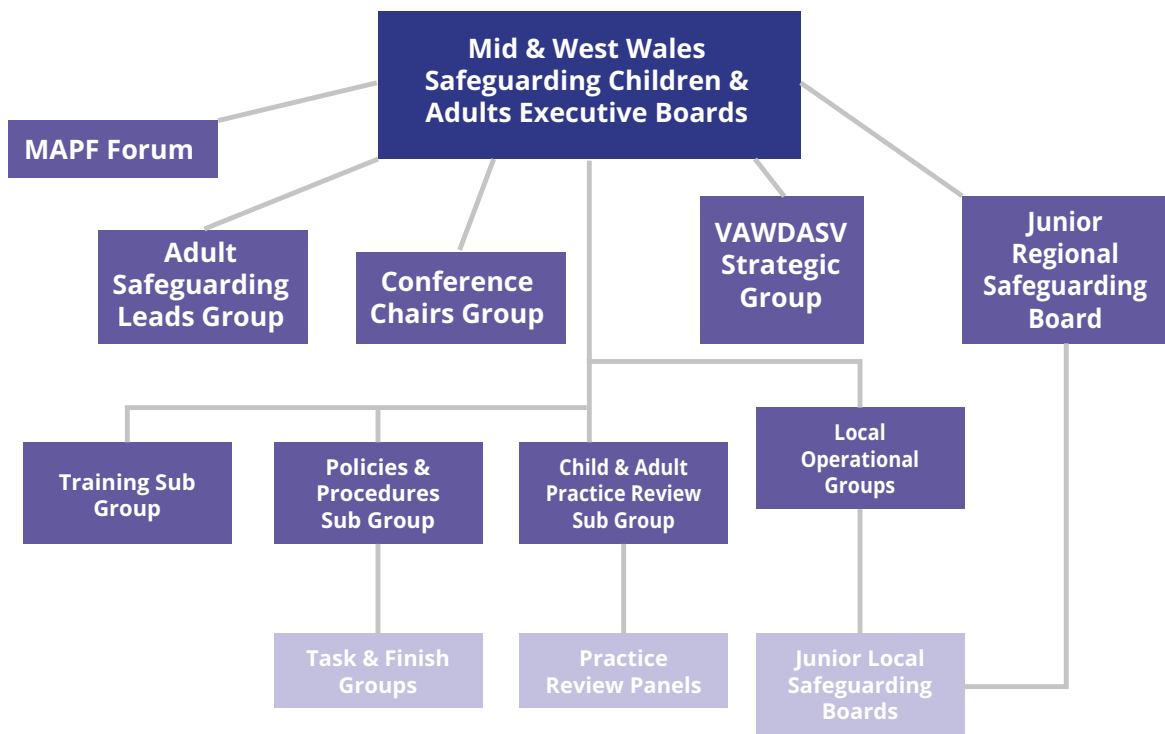
# Board structure

The Mid and West Wales Safeguarding Boards serve the communities of Pembrokeshire, Carmarthenshire, Ceredigion and Powys, working together collaboratively and in partnership within a multi-agency setting. The Boards aim to raise awareness of safeguarding issues with members of the public and provide support, advice and guidance to professionals working in our local communities who deliver a range of voluntary and statutory services. Mid

and West Wales is covered by two sister Safeguarding Boards:

- **CWMPAS** [Collaborative Working & Maintaining Partnership in Adult Safeguarding]: The Mid and West Wales Safeguarding Adults Board, and;
- **CYSUR** [Child & Youth Safeguarding, Unifying the Region]: The Mid and West Wales Safeguarding Children Board.

## Mid & West Wales Board Structure



### Executive Boards:

The Executive Boards for CYSUR and CWMPAS work together as an overarching regional Board to monitor and improve regional safeguarding activity across Mid and West Wales. The Executive Boards consist of senior managers from all key statutory partners and agencies (see membership table). The Executive Boards'

aim is to provide leadership and guidance to all its constituent agencies through the delivery of a series of strategic priorities for safeguarding activity and practice.

The two Executive Boards support, guide and take advice from the regional Sub Groups.

**Local Operational Groups:**

Each of the four Local Authorities within Mid and West Wales host Local Operational Groups (LOGs). The purpose, membership and structure of these LOGs mirror that of the Executive Boards. However, the primary objective of LOGs is to monitor and analyse safeguarding practice locally, rather than regionally. Membership consists of the Head of Children’s & Adult Services, who chair the groups, senior and middle managers from local statutory agencies, including Health, Police and Probation. LOGs seek to improve safeguarding practice locally by discussing local safeguarding activity in an open and transparent environment, sharing and analysing local performance data and completing practice audits to inform practice improvements and

identify risk. LOGs seek to share and acknowledge examples of good safeguarding practice, in addition they will professionally challenge and hold agencies to account when safeguarding practice falls below expected standards.



**Regional Practice Review Sub Groups:**

The Adult Practice Review (APR) & Child Practice Review (CPR) Sub Groups consider referrals from agencies where a child or adult at risk has either died or suffered significant impairment of health and development as a result of abuse and/or neglect. The regional APR/CPR Sub Group considers information against defined criteria within ‘Working Together to Safeguard People Volume 3 – Adult Practice Reviews & Volume 2 – Child Practice Reviews’ and makes a recommendation to the relevant Executive Board Chair as to whether there are identified learning outcomes and whether an APR/CPR should be undertaken to learn lessons. Practice

Reviews are undertaken by a multi-agency group of professionals who collectively analyse information and identify any practice themes and lessons to learn. The report is then published as a Child/Adult Practice Review on the Boards’ website.



Multi-agency Child Practice Review Learning Event

**Regional Policies & Procedures Sub Group:**

The Policies & Procedures Sub Group operates collaboratively and in conjunction with the Executive Boards. The Group seeks to provide guidance to professionals by the development of regional policy and procedure. A key objective

for the Boards this year is to work towards the development of existing local into regional policies and procedures to help promote a more consistent response to safeguarding practice across the region.

**Regional Training Sub Group:**

The Training Sub Group operates collaboratively and in conjunction with the Executive Boards. It seeks to support and guide the delivery of safeguarding training and learning across the four local authority areas and partner agency organisations. The Training Sub Group works closely with partners’ training departments to ensure and promote the quality and consistency of safeguarding training and delivery. The group can commission specialist, bespoke safeguarding training across the region and works closely with other Sub Groups such as the APR/CPR Sub Groups to ensure any learning

outcomes that have been identified as result of Child/Adult Practice Reviews are disseminated to staff.

2018-19 has seen the development and establishment of regional bespoke forums and groups. These groups support and are closely aligned to the Boards’ annual strategic plan and priorities, and include the implementation of a Regional Multi-agency Professional Forum (MAPF), a regional multi-agency Adult Safeguarding Leads Group and Regional Group for Child Protection Conference Chairs.

**Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) Strategic Group:**

‘VAWDASV’ affects all citizens of the region and incorporates all forms of violence against women, honour based violence, forced marriage, Female Genital Mutilation (FGM),

trafficking, sexual violence and exploitation, and domestic abuse. The VAWDASV Strategic Group is a multi-agency collaboration that is driving forwards the requirements of the VAWDASV Act, including the development and implementation of the Regional Strategy and Plan.

**CADW: Junior Regional Safeguarding Board**

The CYSUR Board continues to commission TGP Independent Advocacy Service to facilitate its Junior Safeguarding Board. The group continues to advise the Executive Boards on safeguarding matters and issues from a young person’s

perspective via meetings, workshops and consultation events. The CADW Group meet quarterly and are complemented by three local junior safeguarding groups and a youth partnership, closely aligned to their respective Local Operational Groups.



## (a) Membership

### CWMPAS (Safeguarding Adults Executive Board)

**Jonathan Griffiths (Chair)**

Director of Social Care & Housing, Pembrokeshire County Council

**Anthony Griffiths (Vice-Chair)**

Det Superintendent, Dyfed Powys Police

**Jake Morgan**

Director of Community Services, Carmarthenshire County Council

**Carys James**

Strategic Director of Social Services & Corporate Lead Officer Adult Services, Ceredigion County Council

**Alison Bulman**

Director of Social Services, Powys County Council

**Sian Passey**

Assistant Director Nursing Assurance and Safeguarding Corporate Nursing, Hywel Dda University Health Board

**Avril Bracey**

Head of Mental Health, Learning Disabilities & Adult Safeguarding, Carmarthenshire County Council

**Donna Pritchard**

Service Manager Mental Health, Adult Safeguarding, MCA & Substance Misuse, Ceredigion County Council

**Jason Bennett**

Head of Adult Services, Pembrokeshire County Council

**Michael Gray**

Head of Adult Services, Powys County Council

**Christine Harley**

Assistant Chief Executive, National Probation Service

**Rhian Lovell**

Assistant Chief Probation Officer, Wales Community Rehabilitation Company

**Mandy Rayani**

Director of Nursing, Quality & Patient Experience, Hywel Dda University Health Board

**Katrina Rowlands**

Interim Director of Nursing, Powys Teaching Health Board

**Mandy Nichols-Davies**

Head of Safeguarding Adults & Children (Named Nurse), Hywel Dda University Health Board

**Sonia Mason**

Assistant Director of Safeguarding (Named Nurse), Powys Teaching Health Board

**Karen Toohey**

Designated Nurse, National Safeguarding Team (NHS Wales), Public Health Wales

**Daphne Rose**

Designated Nurse, National Safeguarding Team (NHS Wales), Public Health Wales

**Nikki Harvey**

Head of Safeguarding, Welsh Ambulance Services NHS Trust

**Hazel Lloyd-Lubran**

Regional Third Sector representative, Ceredigion Association of Voluntary Organisations (CAVO)

**Chris Harrison**

Regional representative for Heads of Commissioning

## CYSUR (Safeguarding Children Executive Board)

### **Jake Morgan (Chair)**

Director of Community Services,  
Carmarthenshire County Council

### **Sian Passey (Vice-Chair)**

Assistant Director Nursing Assurance and Safeguarding Corporate Nursing,  
Hywel Dda University Health Board

### **Jonathan Griffiths**

Director of Social Care & Housing,  
Pembrokeshire County Council

### **Carys James**

Strategic Director of Social Services & Corporate Lead Officer Adult Services,  
Ceredigion County Council

### **Alison Bulman**

Director of Social Services,  
Powys County Council

### **Anthony Griffiths**

Det Superintendent,  
Dyfed Powys Police

### **Stefan Smith**

Head of Children's Services,  
Carmarthenshire County Council

### **Anthony Maynard**

Head of Children's Services,  
Pembrokeshire County Council

### **Jan Coles**

Head of Children's Services,  
Powys County Council

### **Christine Harley**

Assistant Chief Executive,  
National Probation Service

### **Rhian Lovell**

Assistant Chief Probation Officer,  
Wales Community Rehabilitation Company

### **Mandy Rayani**

Director of Nursing, Quality & Patient Experience,  
Hywel Dda University Health Board

### **Katrina Rowlands**

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Powys Teaching Health Board

### **Mandy Nichols-Davies**

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Hywel Dda University Health Board

### **Sonia Mason**

Assistant Director of Safeguarding (Named Nurse),  
Powys Teaching Health Board

### **Karen Toohey**

Designated Nurse, National Safeguarding Team (NHS Wales),  
Public Health Wales

### **Daphne Rose**

Designated Nurse, National Safeguarding Team (NHS Wales),  
Public Health Wales

### **Nikki Harvey**

Head of Safeguarding,  
Welsh Ambulance Services NHS Trust

### **Hazel Lloyd-Lubran**

Regional Third Sector representative, Ceredigion Association of Voluntary Organisations (CAVO)

### **Steve Davis**

Regional representative of Youth Justice Managers

### **Kate Evan-Hughes**

Regional representative of Directors of Education

### **Dr Ingrid Prosser**

Named Doctor, Child Protection, PTHB

### **Dr Velupillai Vipulendran**

Named Doctor, Child Protection, HDUHB

## Mid & West Wales Safeguarding Boards Business Unit

### **Julie Breckon**

Regional Safeguarding Board Manager

### **Rebecca Reynolds**

Business Development Officer

### **Stuart Hicks**

Business Co-ordinator



# (b) Action taken to achieve our outcomes

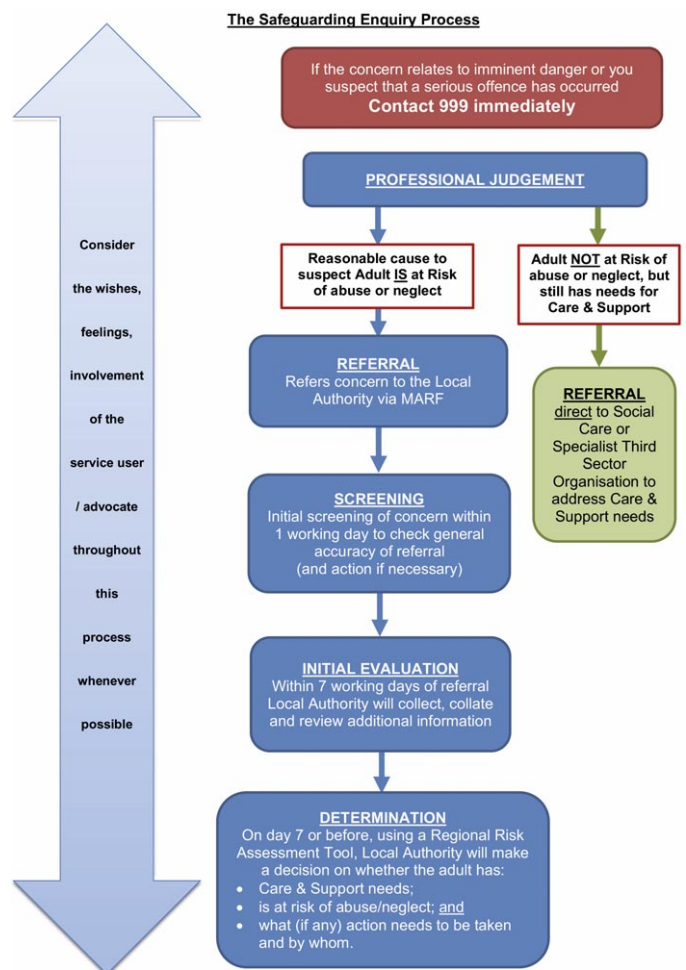
## Development and Implementation of the Mid and West Wales Safeguarding Boards' Regional Threshold Document for Safeguarding Adults at Risk

The Mid and West Wales Regional Safeguarding Board (MAWWSB) completed and approved the Regional Adult Safeguarding Threshold Guidance Document for Adults at Risk in July 2018. This was officially launched as part of the Boards' Regional Conference during National Safeguarding Week activities, and was the culmination of a challenging and complex project undertaken by the Regional Adult Safeguarding Leads Group. The removal of the terms 'significant harm' and 'vulnerable adult' as part of the Social Services and Well-Being Act (Wales) 2014, along with the new definition of an 'adult at risk', has caused confusion amongst some professionals as to when and how they should seek help and support for adults who may be vulnerable and in need of help. The document will help practitioners and managers safely assess, investigate and manage referrals and reports of adults at risk and support consistent professional practice

## The Development of a Regional Process for the Management of Domestic Abuse Notifications

The duty to report requirement under the Social Services and Well-Being Act (Wales) 2014 has contributed to significant increased referrals, reports and information shares from the police into social care front door safeguarding services for victims of Domestic Abuse.

A review of the impact of this across the region



Adult Safeguarding Threshold Guidance Document Extract

identified many of the referrals and notifications being sent were inappropriate and were not being directed to the most appropriate service. Additional legal complications where the consent of the adult was not being obtained prior to referral were identified. The impact of this was that opportunities to signpost victims to more proportionate preventative services were not being adequately utilised.

As a result, a new process to support better screening and management of domestic abuse

referrals has been agreed with Dyfed Powys Police (DPP). The Police Goleudy victim support service is now being used to signpost victims to appropriate services in the community and to seek the consent of the victim before any request for an assessment for care and support is made.

Any formal referrals made for adults at risk will be made using the regional multi-agency referral form (MARF). The development and implementation of this process will help ensure victims of domestic abuse are offered support via appropriate and proportionate pathways, and will help ensure those at most risk are responded to in a timely way.

#### **Implementation of a Regional Framework for undertaking Multi-Agency Professional Forums**

Following the development of this framework in 2017-18, a regional forum to support and oversee Multi-agency Professional Forums (MAPFs) was implemented in 2018-19. This

complements the Boards' Quality Assurance and Performance Reporting Framework, and the Regional Child and Adult Practice Review process. This forum will support professional and multi-agency learning and help improve professional safeguarding practice. The coming year should see an increase in the number of MAPFs undertaken for children and adults at risk.

#### **Development and Publication of the Mid and West Wales Safeguarding Board VAWDASV Strategy and Delivery Plan**

The Regional Mid and West Wales VAWDASV Strategic Group has overseen and led the development of a regional strategy, 'Safer Lives, Healthier Relationships' and 5 year Delivery Plan in accordance with the requirements of the Violence against Women, Domestic Abuse and Sexual Violence Act (2015). This was published and implemented in November 2018. A regional advisor has since been appointed to implement key actions identified in the 2018-19 Delivery Plan.



# (c) Extent to which we have implemented our strategic annual plans

## 1 Better Engagement

To demonstrate that the voice of children and adults at risk is central to our work and that the views of children, young people, adults at risk, their families and frontline practitioners inform practice and shape services.

### What we said we would do:

- Develop a Regional Engagement and Participation Programme with service users
- Strengthen the Boards' relationship with other national and regional forums
- Raise awareness of the Boards, their functions, profile and activities
- Continue to strengthen the Executive Boards' relationship with the Junior Safeguarding Board

### What improvements we have made:

A regional conference was hosted as part of National Safeguarding Week activities in November 2018, titled Putting Voice and Control At the Heart of Safeguarding Practice in Mid and West Wales. Opportunities were utilised to host workshops with stakeholders, which identified a number of themes the Boards need to consider at a practice and strategic level to better engage with service users. This includes the need for more proactive use of advocacy, better training provision and clearer guidance for professionals on safe and legal information sharing. The need to make better use of existing adult forums across the region as a pathway to direct access to the voice of vulnerable adults was also identified.

Strong links have been made with the West Wales Regional Partnership Board with a view to undertaking some collaborative work with adults at risk as part of its wider citizen engagement work in 2019-20 and on Workforce Development.

Work has been undertaken with the four Regional Community Safety Partnerships across the Mid and West Wales region, and a joint protocol which supports better

communication and the opportunity for shared learning from Adult Practice Reviews (APRs) and Domestic Homicide Reviews (DHRs) has been developed.

The Mid and West Wales Safeguarding Children Board continues to support a Regional Junior Safeguarding Board (CADW), facilitated by Tros Gynnal Plant (TGP) Cymru. This Group has been in place for several years and is well established within the region. Capacity and changes in personnel in the Boards' Business Unit and TGP have impacted on the progress and pace of work in the last year. Consolidating the excellent work achieved in recent years will be a priority in 2019-20.

The Board continues to communicate with the CADW group using social media (Facebook and Twitter) and a dedicated CADW page on the Boards' website. CADW representatives have had the opportunity to participate in an Executive Board meeting, to share their concerns and ideas in respect of safeguarding practice and how this can be improved.

The Boards have sought to raise awareness of their work via a variety of channels. Further

resources have been invested in improving the content of the Boards' website, via the commissioning of a local web-design company to upgrade and re-design the existing website. The content will be reviewed in the coming year. This will enable more information about the Boards to be made publicly accessible and improve the information hub for practitioners and the general public, in relation to regional and national safeguarding policies and procedures. The Boards' website also

contains links to other relevant sites and useful forums, including the National Independent Safeguarding Board. Widespread promotional activity took place across the region as part of National Safeguarding Week 2018, using the Boards' website and social media. Every opportunity to circulate web links to staff, rather than standalone documents, has been utilised where possible, as this helps to raise awareness of the Boards and information available on the website.

**What outcomes we have achieved and what difference we have made:**

- The Executive Boards have a better understanding of how to progress their regional engagement programme with adults at risk
- Improved communication has strengthened the relationship between the CADW Junior Group and the CYSUR Executive Board
- Pathways and communication channels with other regional forums have been strengthened and plans for future collaborative work have been established
- Website and social media promotion of the Boards and their functions continue to help raise awareness of citizens' responsibilities

within communities and encourage them to report concerns in respect of people who may be at risk



CADW members at the Executive Board, April 2018

**What we still need to do:**

- Further develop consultation work undertaken with stakeholders into an established regional adult service user engagement program
- Engage and communicate directly with service users about adult safeguarding practice and how service delivery can be improved

- Continue to support and develop the regional CADW Junior Board
- Complete and relaunch the new website re-design

**CADW Junior Safeguarding Board:**  
*"Links with Wendy have been great and have helped us have a better understanding"*

## 2 Increased Knowledge

To be assured we know the children and adults most at risk and effectively safeguard them.

### What we said we would do:

- Undertake a review of our workforce's strengths and vulnerabilities
- Develop and publish a regional VAWDASV strategy and delivery plan
- Align our regional suicide research with the Mid and West Wales Suicide and Self Harm Strategy
- Better understand the Child Protection Investigation Process across the region
- Improve information sharing between professionals

### What improvements we have made:

A regional 'deep dive' audit exercise in relation to workforce development and sustainability has been undertaken. An independent consultant was commissioned to undertake research to identify potential risk areas in the recruitment and retention of statutory frontline social workers. The methodology used included in-depth interviews with social workers and managers and a review of HR data. A number of recommendations have been made and overall assurance provided on a number of practices. This includes the use of agency social workers, retirement projections for the next 5 years, staff turnover, workload levels and the quality of supervision and management support.

As part of the Mid and West Wales regional 'Safer Lives, Healthier Relationships' VAWDASV Strategic Delivery Plan 2018-19, significant work has been undertaken on a data mapping exercise to be used to identify a set of regional indicators to allow effective monitoring and evaluation of the strategy. A sub-group has been established to develop a regional VAWDASV Survivor Engagement Framework to ensure survivors have their voices heard and inform policy and practice improvements. A regional workshop has been held by an independent facilitator to review structure and reporting arrangements into the regional Executive Boards. A revised structure to strengthen governance has been recommended, and a new Regional Delivery Group will drive the implementation of the delivery plan.

Understanding risk factors associated with suicide in respect of children and young adults, as well as what can help prevent suicide, has been a key priority for the Boards in the last year. The Mid and South West Wales Regional Suicide and Self-Harm Forum has been established, which has developed a prevention strategy. The strategy mirrors the objectives of the national 'Talk to me 2' strategy. Suicide and Self-Harm is a standing agenda item at the Safeguarding Executive Boards where progress is routinely reported. Further dissemination work on the outcome of the research undertaken across the Mid and West Wales region by Cardiff University and CASCADE research facility will be considered in the coming year by the Regional Training Sub-Group.

Data disparities across the region in the approach social workers and the police take in investigations when children are deemed to be at risk of harm has been identified as part of the Boards' Regional Quality Assurance and Performance Framework. An independent consultant has been commissioned by the Boards to analyse these differences via a regional thematic review of practice. Any themes identified and recommendations made as part of this review will be taken forward in the coming year.

An all-age regional multi-agency Information Sharing Protocol has been developed and published which will aid and support good quality and timely information sharing between professionals.

**What outcomes we have achieved and what difference we have made:**

- We better understand our workforce's strengths and vulnerabilities
- We have a clear platform and regional vision from which to ensure all victims of domestic abuse are better protected
- Increased knowledge will improve professional responses to children who may be at risk

- Awareness has been raised of children and young adults at risk of suicide
- The quality of information sharing between professionals for children and adults at risk will improve

**Feedback from Children in Wales:**

*"We really love your 'Right Help at the Right Time' document and refer to it in our training courses."*

**What we still need to do:**

- Work with the West Wales Partnership Board and Regional Partnership Board to implement the recommendations of the Workforce Development audit

- Consider the recommendations of the work undertaken into child protection investigations
- Launch the regional Information Sharing Protocol.

### 3 Systematic Learning

To continually develop and improve the way we work so that outcomes for children and adults at risk improve.

**What we said we would do:**

- Develop a regional Training Strategy and promote multi-agency learning
- Review the Regional Multi-agency

- Performance and Reporting Framework to include multi-agency data
- Improve our Child and Adult Practice Review process

**What improvements we have made:**

The Mid and West Wales All Age Regional Training strategy has been completed, in order to support partner agencies to discharge their collective responsibilities as Safeguarding Board members, as outlined in Part 7 of the Social Services and Wellbeing (Wales) Act 2014. This has laid the foundations for continuing aspirational and collaborative multi-agency work.

The regional multi-agency Quality Assurance and Performance Data has been reviewed. This now incorporates data from statutory board agencies including Dyfed Powys Police and Health. This provides the regional Executive Boards with a more rounded

picture of multi-agency safeguarding activity across the region and now includes information in respect of Police domestic abuse responses, sex offender monitoring and child self-harm related hospital admissions.

Following the implementation of the regional APR & CPR Protocols to support statutory guidance in relation to the undertaking of Child and Adult Practice Reviews, work commenced this year on the development of a practice review toolkit. When complete, this will provide a range of regional literature to include standardised templates and proformas for review panels and learning events.

**What outcomes we have achieved and what difference we have made:**

- We have a clear strategy and vision on how to execute our responsibilities for training under part 7 of the Social Services and Wellbeing (Wales) Act 2014
- The quality of data provided to the Regional Executive Board has improved

**Children's Commissioner for Wales in response to WG Home Education announcement (1/2/18):**  
*"..every child should have the opportunity to be seen and their views and experiences listened to."*

**What we still need to do:**

- Deliver against our Mid and West Wales Regional Training Strategy Action Plan
- Improve the way we present multi-agency data to the Executive Boards
- Identify opportunities to share learning across agencies

## 4 Strong Leadership

To provide strategic leadership across the partnership in relation to safeguarding.

### What we said we would do:

- Influence the national strategic safeguarding agenda
- Improve the structure of Local Operational Groups to reflect the all-age safeguarding approach
- Improve Board oversight of the Procedural Response to Unexpected Deaths in Childhood (PRUDIc) process
- Develop a long-term strategy and vision

### What improvements we have made:

The Boards have influenced the national strategic agenda for children who are Electively Home Educated (EHE) in Wales, and for the provision of medical forensic services for children who have been sexually assaulted via the Sexual Assault and Referral Centres (SARC).

The publication in 2019 of draft statutory guidance for EHE children is considered to be one of the Boards' key long-term achievements after several years of work by the Boards to highlight the need for stronger legislation in Wales for this group of children.

A lack of appropriate provision in Mid and West Wales of forensic services for children who have been sexually assaulted has been a key driver for the regional Executive Boards throughout 2018-19. Specific concerns and shortfalls have been identified within the context of the availability of sufficiently trained clinical medical doctors to undertake forensic examinations, and the distance children are required to travel for these examinations. Regional Health and Police representatives have put forward the Boards' views to the South, Mid and West Wales SARC

collaborative, and the Chair of the CYSUR Board has held discussions with senior Welsh Government officials, the Chief Executive of NHS Wales and the Chief Executive of the Local Health Board to highlight this significant shortfall in provision. As a result, an interim paediatric model which provides clearer pathways for children who are victims of rape or sexual assault has been agreed.

All Local Operational Groups have evolved into one all-age local meeting, with one unified agenda covering local multi-agency safeguarding issues.

A review of the PRUDIc process has been undertaken. Structures have been implemented to incorporate the monitoring and review of all PRUDIc cases into the regional CPR Sub-Group. Administrative systems have been reviewed to ensure improved monitoring and tracking of all PRUDIc cases and to support better communication with the Public Health Wales Child Death Review Team.

#### Mid & West Wales Fire & Rescue Service:

*"Thank you for coming along and providing input. It was very informative and much appreciated."*



**What outcomes we have achieved and what difference we have made:**

- Statutory guidance for EHE children will enhance and improve safeguarding practice
- Referral Pathways and forensic services for children who have been sexually assaulted in Mid and West Wales have improved
- A combined agenda and all-age 'safeguarding people' approach has improved the efficiency and management of LOG meetings

- Improved administrative systems will improve regional oversight of children who die unexpectedly in Mid and West Wales

**What we still need to do:**

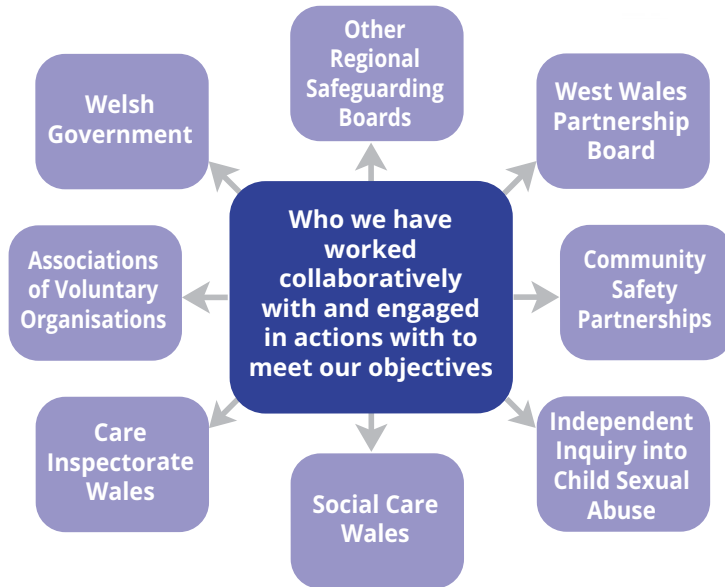
- Continue to engage with the regional SARC collaborative to improve SARC services across the Mid and West Wales region

- Work to develop a clear long-term strategy and vision for the Boards

THE MID & WEST WALES SAFEGUARDING CHILDREN & ADULTS BOARDS



Llywodraeth Cymru  
Welsh Government



# (d) How we have collaborated with other bodies engaged in activities relating to the boards' objectives

## Welsh Government



The Mid and West Wales Safeguarding Board Manager has continued to work closely with Welsh Government (WG) in the last

year via attendance at regular briefing meetings with Government officials to discuss the Boards' work. The Boards have supported the development of the National Protection Procedures by facilitating feedback from Board members, managers and practitioners to give their views on content and structure. The Regional Board Manager, along with a senior adult safeguarding service manager, is the Mid and West Wales representative on the National Project Board which is overseeing the development and implementation of the procedures.

## Other Regional Safeguarding Boards across Wales

All Regional Safeguarding Board Managers meet regularly to share good practice, discuss areas of development and identify emerging national safeguarding trends. The Mid and West Wales Safeguarding Boards have worked collaboratively with other regional Safeguarding Boards in Wales to plan National Safeguarding Week, developing regional themes to distribute the work and share good practice.

In September 2018, the Regional Board Manager and Regional Training Sub-Group Chair attended and participated in a workshop held by the North Wales Regional Safeguarding Board to support the development of a North Wales Training Strategy.

## Regional West Wales Partnership Board



Partneriaeth Gofal Gorllewin Cymru West Wales Care Partnership

The Mid and West Wales Safeguarding Boards' links and

communication with the West Wales Partnership Board have been strengthened. A joint review of the Partnership and Safeguarding Board Annual Plans has been undertaken with a view to identifying future opportunities for collaborative work. Joint work on Workforce Development and service user voice and citizen engagement has been identified for 2018-19.

## Social Care Wales

The Mid and West Wales Safeguarding Boards have engaged and worked with Social Care Wales, who have undertaken a review of multi-agency arrangements for the delivery of safeguarding training across Wales. The Board Manager and regional Training Sub-Group Chair have attended workshops to develop a national multi-agency training framework.

## Care Inspectorate Wales (CIW)



We have worked with the CIW providing information for the various inspections

that have been undertaken across the region in the last year. The Regional Board Chairs, Senior Managers and Regional Board Manager have been interviewed and provided feedback on safeguarding practice, successes and continuing challenges across the region.

**Independent Inquiry into Child Sexual Abuse (IICSA)**



The CYSUR Board has continued to support the work of the Independent Inquiry into Child Sexual Abuse via promotion of relevant information and events on the Board's website and the dissemination of bulletins to regional partners. A full review of provision of victims of Child Sexual Exploitation in the Mid and West Wales area was undertaken and submitted to the Inquiry this year.

Abuse via promotion of relevant information and events on the Board's website and the dissemination of bulletins to regional partners. A full review of provision of victims of Child Sexual Exploitation in the Mid and West Wales area was undertaken and submitted to the Inquiry this year.

**Community Safety Partnerships**



The Mid and West Wales Safeguarding Boards have worked with Community Safety Partnerships in the region to consider how the interface between the Practice Review process and the Domestic Homicide Review process could become more aligned to ensure any lessons learned are shared widely. A regional protocol to support collaborative working and to share learning has been developed and implemented.

**Barnardos Cymru - Gwella Project**



The Gwella project has come to the end of its initial three year term project. A one year extension has been agreed. The aim of the project is to evidence that increased earlier support reduces the need for intervention in later adolescence, when vulnerabilities may become apparent through increased risk of CSE or displaying sexually harmful behaviour.

A small number of families within the Carmarthenshire area have received therapeutic input from a Gwella project worker as part of a pilot project. A review of this intervention has been undertaken with positive outcomes. Work has included supporting relationships and the stability of placements, supporting proposed

rehabilitation plans, life journey work and using the principles of Theraplay. A full national evaluation is being undertaken by Cardiff University with a report to the Regional Executive Board expected in autumn 2019.

**National Independent Safeguarding Board**



The Mid and West Wales Safeguarding Board has enjoyed a positive relationship with the National Independent

Safeguarding Board (NISB). This has been based on open dialogue, regular communication, healthy debate and challenge. The NISB has attended Regional Executive Board meetings regularly and members have supported the Boards' regional conferences over the last three years. We look forward to a developing an equally constructive relationship with new board members appointed earlier this year.

**Attendee feedback:**  
*"I found the course very interesting and have been provided with the information and knowledge to be able to support children experiencing trauma."*

# (e) Requests made to qualifying persons under sec 137(1) and whether they were complied with

For the purpose of enabling or assisting the Boards to perform its functions, Section 137 of the Social Services & Wellbeing (Wales) Act 2014 allows Safeguarding Boards to ask a qualifying

person or body to supply specific information. The Mid and West Wales Safeguarding Boards made no such requests this year.



## (f) Achievements we have made during the year

### **Completion and Publication of Regional Strategies and Policies**

A number of long-term projects were completed in 2018-19, culminating in the publication of three key regional strategies.

- The Mid and West Wales Regional Threshold Document for Safeguarding Adults
- The Mid and West Wales Training Strategy
- The Mid and West Wales VAWDASV Regional Strategy and 5 year Delivery Plan

These strategies will lay the foundation for the delivery of key safeguarding services across the Mid and West Wales Region over the next three to five years. The work undertaken in relation to multi-agency training has been recognised at a national level, and has been used by Social Care Wales as the basis for the development of a National Training Framework.

The Mid and West Wales Regional Adult Safeguarding Threshold Document is the first of its kind in Wales and is being used as the basis for development of similar work in other Regional Safeguarding Boards.

### **The Development of a Full All-Age Integrated Safeguarding Agenda**

CYSUR & CWMPAS are two separate distinct Boards, however, they have a very strong alignment and work closely together on many shared objectives. Recent years have seen the Boards evolve to publishing Joint Strategic Annual Plans and Reports.

Following a successful pilot in July 2018, the structure and management of Board business at an Executive Level has evolved into one joint

regional board meeting. This is supported by a full integrated all-age safeguarding agenda. The model has been replicated at a local level with all of the four Local Operational Groups adopting the same format.

The natural evolution and progression of the Boards' strategic approach to safeguarding effectively means that CYSUR and CWMPAS are now operating in all but name as one fully integrated children and adults Safeguarding Board.

### **Executive Board Development Day**



Executive members of both CWMPAS and CYSUR Boards came together in January 2019

to reflect on progress made in the last year and to develop our strategic priorities for the coming year 2019-20. It was a very successful day with open and honest discussion on our collective expectations of each other, which highlighted the significant development and progress of the Boards to a confident and effective working partnership.

It was noted that it is crucial for the Boards to continue to consolidate and strengthen the strategic all-age approach to Safeguarding, increase capacity within the Business Unit and develop better systems to report high-level strategic risk to the Executive Board. The full outcome of the day and the Board priorities for the year going forward can be seen in the Board Annual Strategic Plan for 2019-20.

**Feedback from an Executive Board Member:**

*"What we have achieved feels more tangible now... it feels like we are moving together"*

**Publication of CWMPAS 1 2016 Concise Adult Practice Review**

The Mid and West Wales Safeguarding Adult Board, CWMPAS, published its first Concise Adult Practice Review in 2018, undertaken by an independent author into the circumstances surrounding the tragic death of an elderly gentleman in a care home.

The conclusions of the review have helped identify a number of areas for improvement needed in relation to multi-agency professional practice, particularly in commissioned care and nursing home services for older people.

A regional action plan based on the review findings has been developed and is being implemented.

**Local, Regional & National Collaboration for National Safeguarding Week (NSGW18)**



In November 2018 the Board Business Unit, in collaboration with Local Operational Groups, coordinated and supported a regional programme of events to support National Safeguarding Week.

A Regional Planning Group was set up consisting of representatives from each partner organisation which had regular 'virtual' meetings to plan and coordinate the regional NSGW18 programme. The Regional Safeguarding Board Manager and Co-ordinator were the links

between this group and WG, NISB and other Boards in Wales who all worked collaboratively to provide consistency of approach and resources that were useable in each area.

Mid & West Wales Safeguarding Board Programme for National Safeguarding Week 2018		
NATIONAL RESOURCES	REGIONAL	LOCAL
Activities carried out prior to the week - across ALL themes:		
<p><b>National Safeguarding Week logo</b> to be used by all organisations</p> <p><b>Welsh Government Media Promotion</b> throughout the week, using hashtags #NSGW18 and #WDCGym18</p>	<p><b>Dyfed Powys Police Force wide action</b></p> <p>Female Gender Mutation (FGM) campaign launch</p> <p>FGM awareness campaign was launched from the 05/10/2018 for 5 weeks. Dyfed Powys Police are joining in with partners in health to include FGM awareness into the National Safeguarding week. FGM home office literature disseminated to women's aid, children's services, health and other partners.</p> <p><b>Cybercrime Awareness</b></p> <p>On 5th of October a cybercrime training and awareness day held at Carmarthen police HQ in collaboration with Get Safe Online.</p> <p>Approximately 60 attendees from various external bodies and Public Service Boards including School head teachers, carers, the county council, the fire service and foster carers - staying safe online including online scams, malware, secure passwords, personal information, social media and child safety online.</p> <p><b>Modern day slavery SIO Course</b></p> <p>7th-8th November 2018 held at police HQ. It will be a course run jointly with CPD - lawyers also participating. An opportunity to learn more about running slavery/trafficking/exploitation investigations which can be extremely challenging often with reluctant victims.</p>	<p><b>Ceredigion</b></p> <p>1. Money Trust - Talk Learn Do Grow to be run: Ceredigion: 30.11.18 Boscastle: 14.11.18 1:30-3:30pm; Family Centre Aberystwyth: 14.11.18 1-3pm Llanidloes: 5.11.18 10-12pm</p> <p>2. Llanidloes Family Centre</p> <p>A money advice session on the 8<sup>th</sup> November</p> <p>3. Digital Communications and Cyber Crime Unit/Corporata communication team to put out a publication around staying safe online and a link to the Get Safe Online website.</p> <p>4. Ceredigion County Council</p> <p>Newsreader message will go out on Friday 8<sup>th</sup> November</p> <p>Displays will go up in Ceredigion County Council Main office reception ( Penmorfa and Cefnolles/Bloedol)</p> <p>5. Ceredigion</p> <p>Will deliver 10 minute talks to students on the theme of Exploitation and also cover 8. Bullying as Anti Bullying Week, delivered across both campuses.</p> <p>6. Family Centres</p> <p>Displays utilising the links and information provided to support NSGW and putting out information on Facebook.</p> <p>7. Sessions to be held before, during and following NSGW, which runs alongside let's talk money week.</p> <p><b>Powys:</b></p> <p>1. Live streaming the Signs of Safety (SoS) Gathering (Live from Dublin) raising the profile of safeguarding and SoS: Tuesday 6<sup>th</sup> - Thursday 8<sup>th</sup> November The Media Resource Centre, Llandrindod Wells, Powys. LD1 6AH. 9:00 am - 4:00 pm</p>

Extract from the NSGW18 Programme

**Regional Conference**

The Regional Conference, 'Putting Voice and Control at the Heart of Safeguarding Practice in Mid and West Wales', was a huge success and was attended by over 150 delegates from across the region. Excellent feedback and evaluations were received.

The event was used as a platform to launch two of the three regional policies and strategies completed during the year: the Mid and West Wales VAWDASV Strategy and 5 year Delivery Plan, and the Regional Adult Safeguarding Threshold Document.

**Attendee feedback:**

*"Fantastic to have an event like this in Carmarthen."*

Baroness Finlay, Deputy Speaker at the House of Lords and Chair of the National Mental Capacity Forum, former National VAWDASV advisor Rhian Bowen Davies and members of the National Independent Safeguarding Board delivered presentations and facilitated workshops.

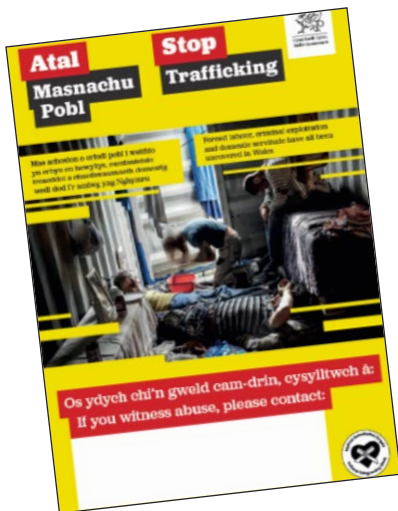
**Attendee feedback:**

*"Really took home some useful information to put into practice."*

Survivors of Domestic Abuse shared their personal experiences of services and intervention from professionals as part of a keynote delivery to the conference.



The Boards worked with other regional Boards and WG to help raise awareness on different forms of exploitation, with a different topic promoted each day via social media and the Boards' website. The topics addressed consisted of criminal, sexual and financial exploitation, trafficking and modern slavery.



Several other events were held throughout the week in Mid and West Wales, with regional activities promoted by Dyfed Powys Police and Hywel Dda University Health Board, and a wealth of local events were also held in each area.

Notable events include a multi-agency conference in Powys focussing on participation and engagement, and suicide prevention awareness raising in the reception of Pembrokeshire's County Hall.

The Boards enjoyed an active contribution from their junior counterpart in the form of Pembrokeshire's Safeguardians Conference, in which delegates received a new module, 'Keeping Children, Young People and Adults Safe in Pembrokeshire', and completed a workshop with the Charlie Waller Memorial Trust. In addition, the young people of the Junior Board celebrated their work completed throughout the year, giving attendees the opportunity to see a variety of projects which have been the focus of their work in 18-19.

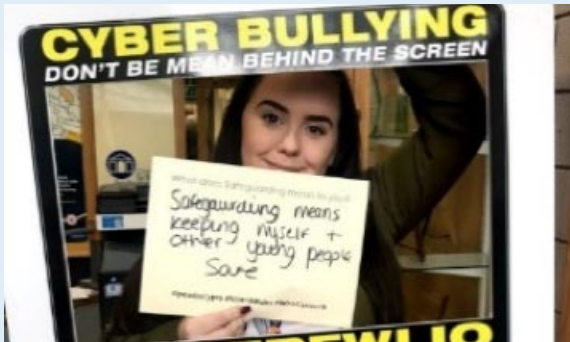




**Other highlights included:**

- 'Lunch and Learn' sessions held throughout the week in Powys, with an emphasis on CSE.
- Launch of online Suicide Awareness/Prevention training in Pembrokeshire.
- Safeguarding session for young people in Pembrokeshire with additional needs, held by the Junior Safeguardians in association with Young Choices for Youth Forum.
- Team building event between Pembrokeshire Safeguardians and decision makers.
- Children in Need project held at Ray Ceredigion to raise awareness of the dangers of 'grooming'.
- Intergenerational lunch held in Lampeter preceding a number of centre-based awareness raising sessions across Ceredigion.
- Dissemination of information on criminal exploitation across Powys' Intranet and social media.
- Series of advice sessions held across Ceredigion relating to financial exploitation, in acknowledgement of the simultaneous 'Let's Talk Money' week.
- Stalls and activities facilitated across Glangwili Hospital, Carmarthen, raising awareness of adult and child safeguarding and promotion of the online pledge.
- Range of events held across hospitals in the region, providing visitors with a variety of information on pertinent safeguarding topics.
- Delivery of CSE lessons throughout local schools by Dyfed Powys Police.
- Outreach work in care homes, leisure and sport facilities and a variety of other centres and individuals raising awareness and offering guidance in relation to a wide variety of safeguarding issues.





Some collective photos from National Safeguarding Week 2018:



team building exercise between Pembrokeshire Junior Safeguardians and senior Pembrokeshire County Council Children's Services staff

Conferences held by Baroness Finlay and Keith Towler. Other speakers during the week include Margaret Flynn, Rhian Bowden Davies and Joel Sven Martin

# (g) To what extent have agencies contributed to the boards' effectiveness

## Hywel Dda University Health Board



Hywel Dda University Health Board have

made an active contribution to the CYSUR and CWMPAS Boards' work and the ongoing development of safeguarding practice at a regional and local level. Hywel Dda representatives are routinely represented and contribute to the Executive Boards, Local Operational Group and Sub Groups. The Assistant Director of Nursing Assurance and Safeguarding Corporate Nursing is the Vice Chair of the CYSUR Executive Board. Hywel Dda continue to play an active role in the Boards' various sub groups and Task and Finish groups, and have actively contributed to the development of regional strategies and policies.

Hywel Dda continues to present local safeguarding performance data to all Local Operational Group meetings, which enables and supports the monitoring of safeguarding practice and the identification of themes and trends. Data and information in respect of pressure sore damage has been developed and introduced this year. The Regional Performance Framework has been amended to include information on self-harm related admissions to hospital, supporting

the Boards' ongoing work on suicide prevention. The LAC Lead Nurse actively reports to the regional Corporate Parenting Panels, providing assurance in relation to the Health Board's Corporate Parenting responsibilities for Looked After Children.

Hywel Dda have focussed on improving outcomes for patients. They have undertaken work on improving communication between agencies upon patient discharge from hospital. Improvements have also been made to the oversight and scrutiny of inpatient falls, and a staff training programme for pressure damage prevention has been developed. They continue to support the ongoing regional work on Child Sexual Exploitation (CSE), and in the last year have developed an electronic standard operating procedure and alert system for children's records for those identified to be at risk of CSE.

Senior members of the Health Board have worked collaboratively with regional partners to seek resolution to the challenges identified in respect of the Sexual Assault Referral Centre (SARC) provision in the region.



### Safeguarding Practice Highlight

**Hywel Dda University Health Board** Lead Nurse for Looked After Children (pictured) was recognised by the RCN in their annual award ceremony, and was runner up in the category of Raising Awareness of Safeguarding.



## Powys Teaching Health Board (PTHB)



**Powys Teaching Health Board (PTHB)** have made a

full and active contribution to the CYSUR and CWMPAS Boards. PTHB representatives are routinely represented at the Executive Boards, Local Operational Group and all Sub Group meetings and they support the ongoing development of safeguarding practice at a regional and local level. PTHB have a strong commitment to partnership and multi-agency working and have been represented at all of the region's task and finish groups, and have contributed fully to the many ongoing specialist bespoke projects.

The Assistant Director of Safeguarding is the Vice Chair of the Powys Local Operational Group, and has worked closely with Social Care colleagues in Powys to develop and improve the structure of the group. Support has also been provided to Child Protection Conference appeal panels, and the Assistant Director of Safeguarding has chaired a complex and challenging appeal.

PTHB have made a full and active contribution to Child Practice Review Panels to support the

development of regional multi-agency learning. Powys Teaching Health Board staff work in close partnership with their multi-agency partners in all areas of the safeguarding agenda including MARAC (Multi-Agency Risk Assessment Conference), MAPPA (Multi-Agency Public Protection Arrangements), MACSE (Multi-Agency Child Sexual Exploitation), PRUDiC (Procedural Response to Unexpected Deaths in Childhood), Corporate Parenting, Practice Reviews and Audits etc. Senior safeguarding staff promote children's participation in the safeguarding agenda and continue to engage with the Powys Junior Safeguarding 'Eat Carrots' Group.

Following publication of the external Tawel Fan report, PTHB worked in partnership with Hywel Dda Health Board to complete a comprehensive self-assessment and improvement plan. This has laid the foundations for further work to be undertaken across social care by the Adult Safeguarding Leads Group. PTHB have engaged and worked constructively with Hywel Dda and Dyfed Powys Police on seeking improvements to clinical and forensic services for victims of sexual assault within the region.



### Safeguarding Practice Highlight

**Powys Teaching Health Board** have developed a new Safeguarding Group Supervision Model for its practitioners. This will aid and support staff awareness, knowledge and confidence in exercising their responsibilities in line with the Social Services and Well-being (Wales) Act 2014.

## Public Health Wales (National Safeguarding Team)



**Public Health Wales' National Safeguarding**

Team works closely with Welsh Government, Health Boards and NHS Trusts to improve safeguarding across NHS Wales. The National Safeguarding Team designated professionals are members of all Regional Safeguarding Boards

(adult and children) across Wales. The Designated Nurses have consistently contributed to Board work by providing independent expertise at all levels to support agencies across the region. The PHW representative on the Executive Boards provides significant support to the ongoing development of the Child Practice

Review process in Mid and West Wales and to the Board Business Unit. They continue to promote awareness of Adverse Childhood Experiences (ACEs) within the CYSUR Board agenda.



The NHS Wales Safeguarding Network is fundamental to the collaboration, successfully linking

both locally and nationally to support NHS Wales Health Boards and Trusts in discharging their responsibilities for safeguarding. This collaboration has facilitated the successful delivery of demanding deliverables in 2018-19 and helped make optimum use of the enormous expertise across the group. Working together, the Network have developed specialist professional learning and support and shared

good safeguarding working practice as well as information from current national issues by engaging with existing groups. This work includes development of the Safeguarding Maturity Matrix, the Chaperone Best Practice Guidance, the Learning from Reviews Report and the bespoke NHS training package covering the Ask and Act under VAWDASV legislation.

The National Safeguarding Team's shared ambition is that the principles and duties of safeguarding children, young people, and adults at risk should be holistically, consistently and effectively applied as the benefits of all cannot be achieved in isolation. The achievements of the NHS Wales Safeguarding Network over the last year have only been possible because of the close partnerships and high level of collaborative cooperation and co-creation.

## Welsh Ambulance Service Trust (WAST)



Ymddiriedolaeth GIG  
Gwasanaethau Ambiwilians Cymru  
Welsh Ambulance Services  
NHS Trust

The Welsh Ambulance Service Trust

(WAST) are represented at the Mid and West Wales Safeguarding Executive Boards, and participate in Sub Groups and Local Operational Groups as and when needed. They continue to support the wider safeguarding strategic agenda across the region. They are members of the MARAC (Multi-Agency Risk Assessment Conference) Regional Steering Group and have supported the ongoing VAWDASV work across the region.

Following the launch in 2017 of WAST Children & Young People's Promises (which supports Children's Rights), WAST continues to make every contact count by capturing children's WAST experiences. Working in partnership with ABMU Health Board & the Children's Rights Unit, a CPD session was arranged for staff & volunteers

which discussed Children's Rights, WAST CYP Promises and therapeutic play and distraction techniques giving staff hints, tips and clever ways to engage with children and young people to help carry out their role including making observations easier.

WAST have undertaken significant work this year to improve the experiences of children and young people who may need to contact 999. To support young callers, WAST are asking children and young people to vote on alternative child friendly words which can be used at 999 call handling stage e.g. clammy, abdominal, verify.

Following the engagement, the bank of words will be shared with call centre colleagues to identify those words children and young people will understand whilst still having the same meaning to ensure a correct response is sent. In 2018, for the fourth year running, the Trust

## THE MID & WEST WALES SAFEGUARDING CHILDREN & ADULTS BOARDS

visited Primary schools across Wales during October to run our 'Shoctober' campaign, which aims to teach primary school children about using 999 services appropriately and teaching lifesaving skills. With the help of staff and volunteers including St. John's Ambulance, a Health Board A&E Doctor and University students, several schools were visited, reaching over 2,100 children across Wales.

Through partnerships with Hywel Dda equality networks and attending a number of community events, WAST have held several Community Safety information workshops for Syrian refugee families and BAME communities. They have also developed a resource information pack about WAST Services to support BAME/refugee families when they arrive in the country.

Work has also been undertaken with Non-Emergency Patient Transport Service (NEPTS) to help improve staff carer awareness and enhance the help and support they can offer to carers. NEPTS have now achieved the Investors in Carers Bronze Level award, a scheme which is delivered by Hywel Dda University Health Board and supported by the local authority and third sector partners in Carmarthenshire, Ceredigion and Pembrokeshire. Other key achievements by WAST this year include the publication of a booklet "Adverse Childhood Experiences – a guide for Emergency Practitioners", implementation of a Mental Health Plan including the acquisition of a Head of Mental Health within the Organisation, work around DBS checks and safe recruitment and the serious and violent crime agenda.



### Safeguarding Practice Highlight

**Welsh Ambulance Service Trust** have placed a focus this year on safeguarding referrals, having procured a new digitalised referral system which is currently being implemented, as well as ensuring continuous monitoring of referrals to enable the identification of any areas of concern. WAST also ensure that any highlighted regional issues are escalated to a national level where this can aid in addressing the issues. Referral pathways have also been developed for staff experiencing domestic abuse, as well as a specific pathway for referrals into Fire and Rescue Services. These processes enable dynamic, proportionate and effective responses to referrals received.

## Dyfed Powys Police



Dyfed Powys Police (DPP) have made a full and very active contribution to the Mid and West Wales Regional Safeguarding Boards. This is evident through routine officer attendance and participation at all Board levels, including the Executive Boards, Local Operational Groups and all Sub Groups.

Significant support continues to be provided to the regional Practice Review Sub Group, and DPP officers have undertaken the role of Panel Chair

for a number of ongoing and completed Child Practice Reviews. This includes the co-facilitation of practitioner and manager learning events. The DPP Superintendent Board representative continues to hold the position of Vice Chair of the CWMPAS Board. DPP has focused on improving and developing its response to domestic abuse (DA), working closely with other organisations within the regional VAWDASV group to raise awareness and improve multi-agency responses to victims.

Work has included the introduction of a Vulnerability Desk within its Force Control Centre to provide additional support to officers attending incidents. DPP have worked alongside Board Partners to ensure that frontline officers identify and respond accordingly to all risk levels of domestic abuse (DA). Previously, a small percentage of lower risk incidents have not always resulted in the completion of required DA risk assessments, and the force has worked hard to develop the required response.

More recent audits carried out have revealed significant improvements. Further work has been undertaken to the rollout of Operation Encompass within the region, and DPP have worked alongside Education Safeguarding Teams to develop this approach within each Local Authority area. Operation Encompass is an early notification process between the Police and schools where DA has occurred in the home to promote appropriate responses and support to children from teachers and school staff.



### Safeguarding Practice Highlight

In the last year **Dyfed Powys Police** have led several successful enforcements in relation to the threat from 'County Lines' by organised crime gangs, which saw the first successful prosecution in Wales of a criminal for the trafficking of a child with criminal intent (the supply of controlled drugs).

Joint approaches by the Force's Police Online Investigation Team and the Offender Management Teams have led to many successes in identifying online behaviour by sex offenders.

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## Dyfed Powys Youth Justice Service (YJS)



The Youth Justice Service (YJS) have made a full and active contribution to the Safeguarding Boards via regular and consistent attendance at the Executive Boards and underlying Local Operational Groups and Sub Groups. The Pembrokeshire Youth Justice Service Manager continues to represent regional Youth Justice interests at the Executive Boards and Sub Groups, disseminating information to colleagues across the Dyfed Powys area via regional Youth Justice Meetings.

All Local Operational Groups have engagement and representation with their local Youth Justice Service Managers who input into the local safeguarding agenda.

On the 8th May 2018, the Community Safeguarding and Public Protection Incidents (CSPI) reporting responsibilities by Local Authorities to the Youth Justice Board (YJB) ceased. Decisions about whether and how to review incidents of concern which may generate professional multi-agency learning are now required to be taken locally.

Regional Youth Justice managers have led on the development of a CSPI Learning and Review Framework, which will be linked directly to the Regional MAPF forum and sit under the Regional Safeguarding Boards' governance structure.

## The National Probation Service (NPS) & Community Rehabilitation Company (CRC)



Both the National Probation Service (NSP) and Community Rehabilitation Company (CRC) are represented on the Executive Boards, Local Operational Groups and some Sub Groups. Continuing resource pressures have affected NSP and CRC's ability to participate and consistently

attend and engage in regional work and projects. The Regional Executive Safeguarding Board has requested clarification on future safeguarding responsibilities and lines of accountability in light of the pending national restructure and proposed changes in Wales.

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## Carmarthenshire County Council



Carmarthenshire County Council's Statutory Director of Communities chairs the CYSUR Board and has fulfilled this role for a number of years, providing consistent strategic leadership to the Executive Board and its Local Operational Groups and Sub Groups. Carmarthenshire has made a full and active contribution to the Boards and underlying Sub Groups with consistent attendance from designated safeguarding staff. Carmarthenshire have led on the development of a regional Information Sharing Protocol, which supports the timely sharing of information between professionals when concerns are identified.

Carmarthenshire Children's Services have hosted a pilot project on behalf of the Safeguarding Board as part of the Gwella Project in partnership with Barnardo's. This is a three year

WG funded project aimed at reducing the risk of vulnerable children and young people experiencing CSE or demonstrating sexually harmful behaviour. The project is exploring the hypothesis that there is a correlation between experiencing trauma in early childhood and the potential to become a victim of CSE or develop sexually harmful behaviour in adolescence.

The Head of Service for Mental Health and Learning Difficulties continues to chair the Regional Suicide & Self Harm Group, the Adult Practice Review Sub Group and the Regional VAWDASV Strategic Group. The strategic and operational lead for Adult Safeguarding leads the Regional Adult Safeguarding Leads Group, which is striving to improve and establish consistent adult safeguarding practice across the Mid and West Wales region.



### Safeguarding Practice Highlight

**Carmarthenshire County Council** has redesigned its safeguarding referral process to ensure a consistent and robust single point of access. It has created dedicated safeguarding duty officer roles which ensures a prompt, person centred response to all safeguarding referrals.



## Pembrokeshire County Council



Pembrokeshire County Council is the regional host authority for the Mid and West Wales Safeguarding Boards and facilitates the Regional Safeguarding Board Business Unit. The current Statutory Director of Social Services is the Chair of the CWMPAS Board. Pembrokeshire's Statutory Director of Education represents the other areas in Mid and West Wales as the regional strategic lead for Education. Pembrokeshire continues to benefit from an Integrated Safeguarding Team combining both children and adult safeguarding matters into one unified service.

Pembrokeshire's Corporate Training Manager continues to chair the Regional Training Sub Group and has led the development of the now

published All Age Regional Safeguarding Training Strategy, one of the Boards' identified key achievements this year. The Integrated Service Manager for Safeguarding has led the development and implementation of the Regional MAPF Forum, and has been instrumental in the setting up of a Regional Practice Group for Child Protection Conference Chairs.


Pembrokeshire's Integrated Safeguarding Services have supported the regional Child Practice Review process by releasing Senior Managers to be Independent Reviewers and Panel Chairs for Practice Reviews. This has involved a significant resource commitment from Pembrokeshire.



### Safeguarding Practice Highlight

Pembrokeshire's Integrated Safeguarding Service along with the Corporate Training Department have developed a Joint Children and Adult Basic Safeguarding Awareness E Learning Training Module. This model is now in the process of being used as the basis to develop a similar multi-agency training module for Regional Board Partners.

## Powys County Council

 Powys County Council Children's Services continue to experience challenges following their CIW inspection in 2017, which highlighted significant concerns and shortfalls in the provision of services to children who are at risk and in need of care and support. 2018-19 has seen the appointment of a permanent Statutory Director and Head of Children's Services.

Stability at a senior strategic level has served to strengthen relationships and improved communication with the CYSUR Safeguarding Board Chair. Assurance has been provided to the Regional Safeguarding Boards in respect of Powys' commitment to its workforce strategy, and they are working hard to resolve their staff recruitment difficulties. This is supported by a new service structure which aligns with the requirements outlined in the Social Services and Well-Being Act (Wales) 2014.

Further improvements in the provision of regular timely data and audits as part of the Boards' Regional Performance and Quality Assurance Framework have been noted this year. Attendance and engagement in the Regional Practice Review Sub Groups has improved. Continuing challenges and pressures, however, have affected Powys' ability to attend regional Executive Board meetings on a regular basis.

This has been compounded by high staff turnover levels and changes in key positions at a Service Manager level, which has affected engagement and attendance at other regional Sub Groups and participation in work streams.

Powys Adult Services has continued to make a full and active contribution to the Safeguarding Adults Board and its work. Attendance and engagement in the CWMPAS Executive Board and its Sub Groups has been regular and consistent, with a high level of participation and input from the senior Adult Safeguarding Lead, who has made a significant contribution to the development of the Adult Safeguarding Threshold Guidance document, along with other Board Sub Groups and work streams.

Senior strategic leaders have expressed their strong commitment to the Mid and West Wales partnership and its strategic vision and aspirations for the future. This has provided a degree of reassurance to the Regional Safeguarding Board that Powys now have a genuine stake in the regional agenda and its work. More regular and consistent engagement and attendance from senior leaders, particularly at the regional Executive Boards, is needed to demonstrate and evidence that they are willing partners in the regional collaborative.



## Ceredigion County Council



Ceredigion County Council have made a full and effective contribution to the Regional Safeguarding Boards at all levels.

Senior officers have attended and engaged in all Executive Board meetings, and there is appropriate consistent representation at all the identified Regional Sub Groups.

They have made a significant contribution to the Boards' Regional Quality Assurance and Performance Framework with the provision of timely data and a local audit programme, which has focussed on progress in relation to their Signs of Safety and wellbeing assessments and the availability of doctors to undertake Deprivation of Liberty Assessments.

Ceredigion have led on the development of a number of projects for the Boards in the last year, including the development of a regional policy for communicating with people who have sensory impairment. The Senior Operational

Manager for Adult Safeguarding has played a pivotal role in the development of the Regional Threshold Document for Safeguarding Adults at Risk. She has led a number of bespoke projects for the Regional Safeguarding Board and is leading a review and self-assessment of practice following issues raised in the Tawel Fan Report in North Wales.

Significant support has been provided to the Regional Practice Review and MAPF process by senior managers from Children's Services. Panel Chairs have been provided for a number of ongoing Practice Reviews, and support has been provided to the evolving Regional MAPF Forum, which has included facilitating Learning Events for other local authorities in the region.

Improving systems for the management, screening and service pathways for victims of domestic abuse has been a key focus for Ceredigion in the last year.



### Safeguarding Practice Highlight

**Ceredigion Adult Safeguarding Team** co-ordinated a large scale multi-agency investigation into concerns of institutional abuse. Good reflective learning opportunities arose from this process, for all those involved, which will inform future practice.

Edge of Care provision has expanded and practice is being developed alongside partner agencies using strength-based and intensive interventions in order to safeguard children and safely reduce the need for reception into care.

## Regional Directors of Education representative

All regional education partners have a consistent framework for quality assuring safeguarding in schools, a yearly self-evaluation process and an external audit every three years. Education is represented on all Local Operational Groups and Board Sub Groups. Any themes that arise from

safeguarding health checks, such as site security, training, policy alignment and consistency of practice, are shared with Head Teachers and Governors. Education staff are represented at all Regional Sub Groups. Staff have played an active role in the development of a regional

Information Sharing Protocol, and have worked closely with colleagues in the CAMHs Service on the ongoing development of a regional Suicide Prevention Pathway.

This will ensure an area-wide approach to improving referral pathways and training of frontline staff. Pembrokeshire have launched Operation Encompass, which provides early domestic abuse notifications to schools. Work

continues with other LAs to embed this into practice across the CYSUR region, which will ensure children who witness domestic abuse in their homes will be better identified and supported. Support has been provided to the development of the All Wales Safeguarding/ Protection Procedures as well as ongoing support and advice to the development of National Statutory Guidance for Children who are Electively Home Educated.

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## Regional Further Education (FE)

The Further Education (FE) colleges within the region have supported the work of the Boards and have been fully compliant in the adoption of its policies. They have also supported the work of the Boards through providing venues for events and meetings.

They have been represented on the Sub Groups of the Board by the Designated Senior Lead for Safeguarding at Pembrokeshire College, who is the Board link for FE Colleges. She has provided a high level of support to the region's ongoing

work on suicide prevention, and has been active in the implementation of the Professional Information Sharing Practice meeting that occurs to manage the deaths of young people aged 18-25. This is akin to the PRUDiC process and was introduced in Pembrokeshire as a pilot in 2018/19. Further significant support has been provided to the regional Child Practice Review process, and the regional FE Lead has undertaken the role of both Independent Reviewer and Panel Chair for ongoing and completed CPRs.

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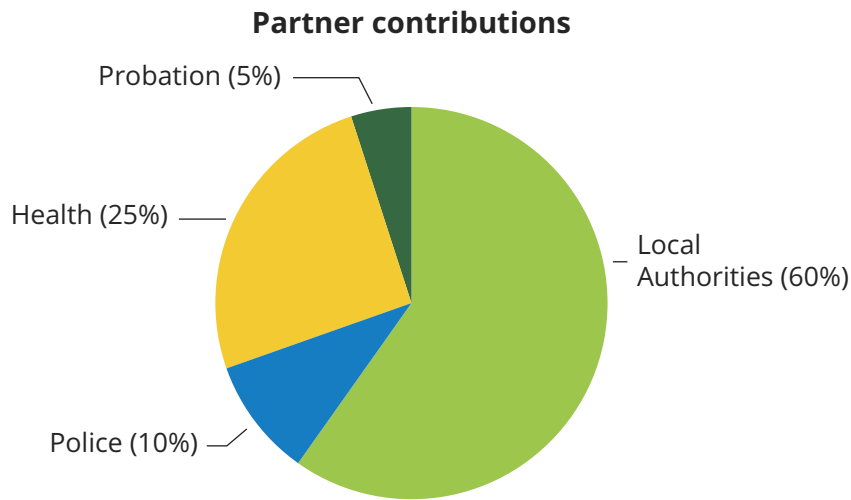
## Regional Further Education (FE)

The Mid and West Wales Commissioning Partnership is represented on the Executive Boards and links with the Powys Commissioning Partnership for regional collaboration. In the last year, regional work has supported the regional VAWDASV Strategy and Delivery Plan, with a particular focus upon promoting a better understanding of the current VAWDASV commissioning landscape and establishing a platform for the commissioning of VAWDASV services.

The strategic lead for the West Wales Commissioning Partnership undertook a thematic audit on behalf of the Board on care and nursing home provider performance in

2018-19, which provided reassurance that robust systems and measures are in place for commissioning procedures across the region. A Regional Escalating Concerns Protocol and a Commissioning Skills Training Needs Analysis and Knowledge and Skills Framework has been developed, which has informed the development of a Regional Commissioning Training Programme and Workforce Development Hub. Work on improving the quality of contracts with providers has continued throughout 2018-19. All new contracts are far stronger in respect of safeguarding and the duty to report safeguarding concerns, as well as expectations in terms of engagement in processes such as Adult Practice Reviews.

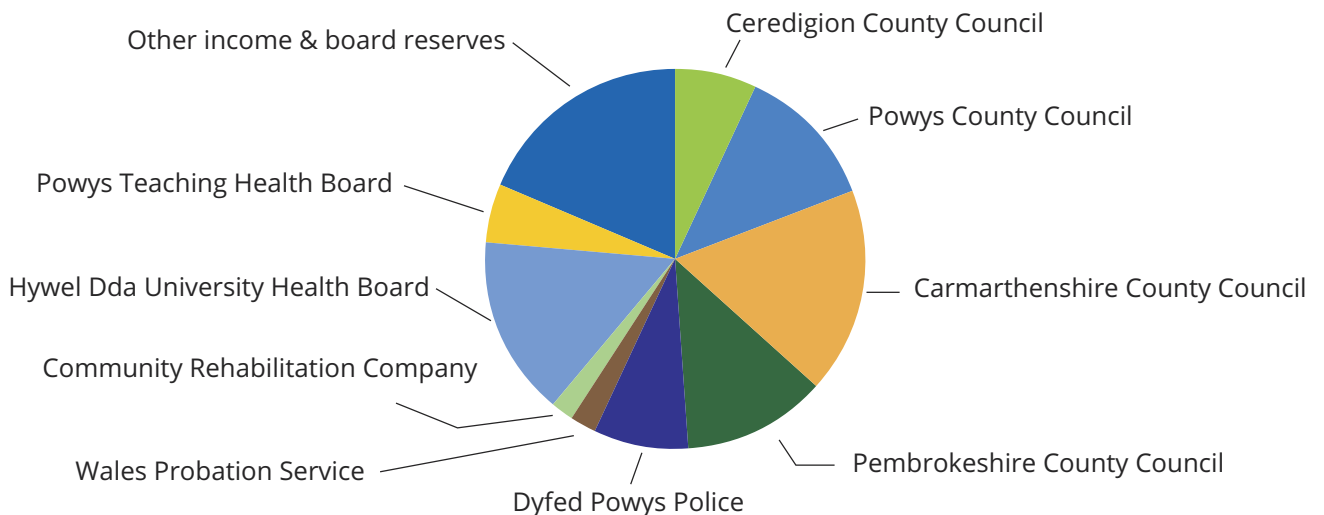
# (h) An assessment of how the board uses its resources



The Mid and West Wales Safeguarding Board uses the national funding formula to assess and identify annual financial contributions from statutory partner agencies. The graphs and charts below illustrate how the Boards have made use of their financial resources within the context of income, expenditure and partner contributions in the preceding financial year.

It is acknowledged that resources used to support the work of the Regional Safeguarding Boards are not confined or restricted to financial contributions from statutory partner agencies. The Regional Safeguarding Board Chairs, Executive Board Members, Sub Group Chairs and members provide a significant amount of the time to support the Boards and their work. This is often in addition to their

**Income 2018-19**

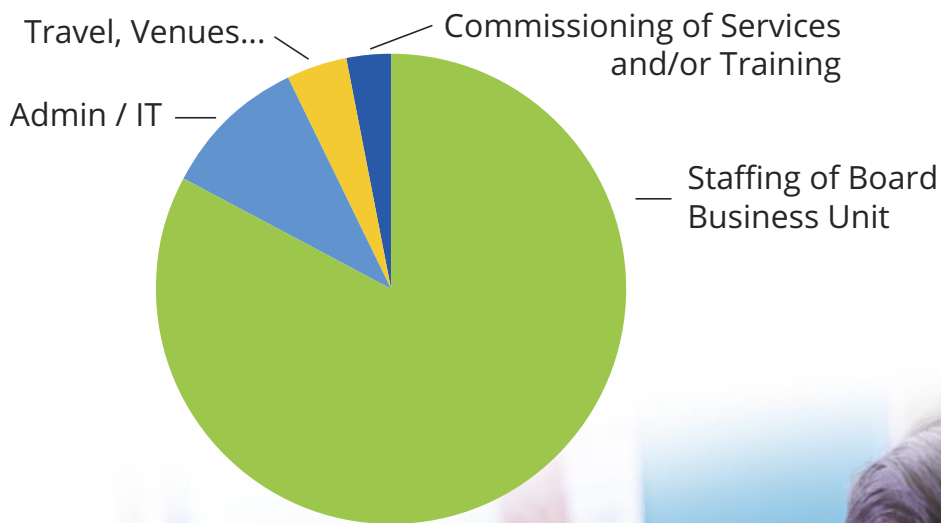


identified professional roles and day to day responsibilities. The variable and diverse nature of the Boards' work makes this difficult to report on within a quantifiable and measurable resource context and is not always obviously visible to other professionals and agencies. The process, management and publication of Child and Adult Practice Reviews, the development of regional protocols and policies, as well as projects that require high levels of professional input, knowledge and expertise are just some examples of Board work.

All statutory partners of the Mid and West Wales Safeguarding Boards contribute financially to the running of the Boards, with the exception of Public Health Wales. This contribution is based on population areas within the region across the varied organisations. The total income into the Safeguarding Boards was £125,065, which is the lowest across Wales.

In 2018-19, the majority of the Boards' expenditure went on general running costs, including staffing the Business Unit (£93,669), Admin/IT (£11,464) and travel/venues across the vast regional footprint (£4,726). However, a large amount this year (£3,807) was spent on commissioning services and/or training, which included a review of Sec 47 Child Protection Enquiry Practice, facilitation of the CADW Junior Board and the regional young person's advocacy service with TGP, and bespoke multi-agency training.

### Expenditure 2018-19

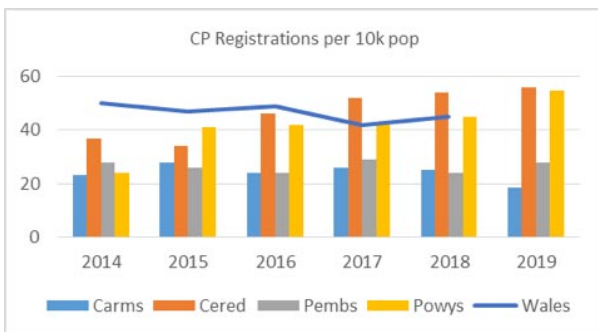


# (i) Underlying themes in the way the safeguarding boards have exercised their functions

## Safeguarding People

The move to combined meetings and a fully integrated children and adult agenda at a regional and local level has evolved and consolidated the Boards' strategic approach to safeguarding people.

This has further strengthened regional collaborative work, clearly evidenced by the number of successful joint projects completed during the year.



## Supporting effective challenge and professional accountability in the delivery of safeguarding practice

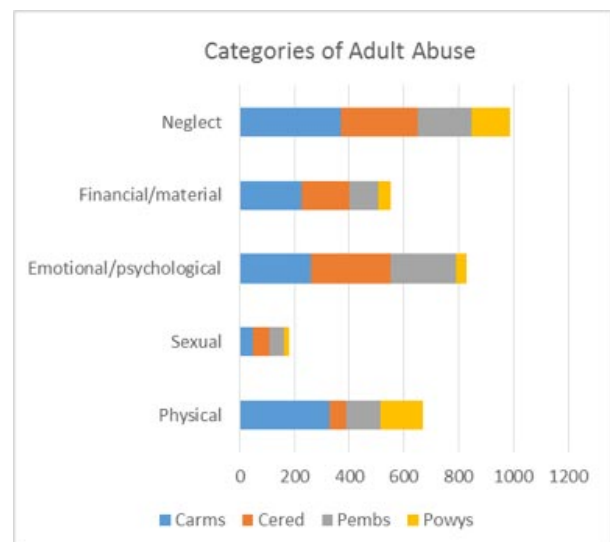
Further developments to the Boards' Quality Assurance and Reporting Framework, which includes a comprehensive dataset alongside a local and thematic regional audit schedule, has continued to aid the Boards' understanding of professional safeguarding practice within the Mid and West Wales area.

The inclusion of data from DPP and the regional Health Boards has provided a more rounded multi-agency perspective on activity. Themes and trends within the context of the use of Section 46 (Children Act 1989), Police Protection Powers, the

management of Professional Concerns, understanding of Mental Capacity and Pressure Sore Care for older people have been identified as areas that require further analysis or improvement.

The continuing development of this framework and the provision of good quality performance data will support the Boards in their commitment to effectively challenge and hold agencies to account when safeguarding practice and service delivery falls below expected standards.

Other themes identified this year through Board work streams include Self Neglect and the correlation to MAPF and APR referrals, and substance and alcohol related co-sleeping PRUDiCs.



### Practice Reviews

A number of Adult and Child Practice Reviews have concluded during the year. Themes identified for consideration as a result of these Reviews include:

- Training and awareness raising for health staff on learning disabilities and learning difficulties, and their effect on parenting
- Better systems to improve the communication between GPs, Midwives and Health Visitors
- Development and implementation of a Regional Protocol for Injuries in Non-Mobile Babies
- Development of a Regional Risky Behaviour Policy
- Awareness raising of Absenteeism Procedures in Schools for year 11 pupils.
- Pressure Sore, Dementia and Record Keeping Training for Care Home Managers

### Multi-Agency Professional Forums

The implementation of the Regional MAPF Framework to support and aid learning will further support the identification of common regional themes and trends in the coming year.

### Signs of Safety (SoS)

All of the four Local Authorities across the region have either implemented Signs of Safety (SoS) or are in the process of introducing this practice model to social work teams to varying degrees.

SoS is a more inclusive, person-centred, solution-focused approach to safeguarding and seeks to enhance and encourage a greater degree of participation by the service user. The core principles of the model complement the spirit and ethos of the Social Services and Wellbeing (Wales) Act 2014, which seeks to put service user participation at the heart of professional intervention with children, their families and adults at risk.

In the last year, a regional signs of safety group has been established which is looking to regional collaborative work and the joint commissioning of training. SoS is the theme of the Boards' forthcoming Regional Conference during National Safeguarding Week in November 2019.





# (j) When and how children and adults have had an opportunity to participate in the boards' work

## Executive Board attendance

Young members of the CADW: Junior Regional Safeguarding Board attended an Executive Board meeting in April 2018. The meeting was organised in a way that allowed the young attendees to sit in on discussions that the Board felt they could contribute a valuable input to, as well as a designated agenda item permitting CADW to provide feedback on issues they felt pertinent to them.

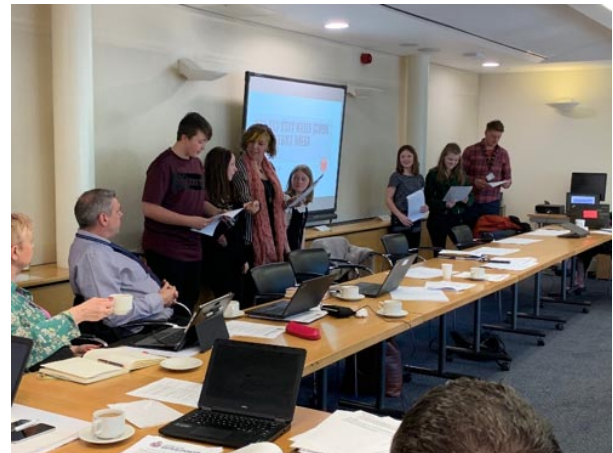
**Feedback from an Executive Board member on CADW input:**

*"A lot of other items on the agenda could be much richer from having young person input"*

A variety of topics were discussed by the Board together with the young people, notably an interest to facilitate further participation in Exec Boards. One young person felt that while having CADW's input to the agenda is very valuable, this section still felt quite separate from the rest of the meeting and further integration is possible.

Board members agreed that while there is a need to distinguish which areas are appropriate to discuss in this joint format, there are significant benefits in permitting further collaborative discussions with young people as part of the Executive Board. Social media and suicide prevention and self-harm were noted as

key areas which the young people could input into. The Board took a particular interest in the young people's views on Elective Home Education (EHE). Their feelings were that a register of EHE children would be very helpful in terms of ensuring they do not slip off the radar, and were very surprised to discover that pupils in years 10 and 11 could become EHE without their own wishes being taken into account. Again at this point, the value of young people's voices and their ability to express valuable opinions was highlighted.



CADW members at the Executive Board

Considering cases where children might become EHE as a result of low academic attainment, the view of one young person was that difficulty in achieving good results did not necessarily mean that the young person did not want to improve and continue in that form of education. It was later agreed that the EHE presentation previously heard by the Board should be delivered to CADW (which took place in May 2018), and considered that a young person input on the issue would be valuable.

The Executive Board were very impressed by the demeanour of the young people in attendance, specifically their high level of competence in expressing opinions and discussing complex issues. It was felt that due to the effectiveness of this meeting, further opportunities to collaborate with the young people should be utilised to enrich discussions and strengthen links with CADW in line with strategic aims.

**Feedback from a young person who attended the Exec Board:**

*"It was nice to have an intelligent conversation about actual issues affecting young people in Wales"*

**CADW projects and young person priorities**

CADW have undertaken several key pieces of work this year addressing the safeguarding issues which are of the greatest concern to them. The young people approached these pieces of work in a way which felt most accessible and engaging, exploring the innovative ways in which they can address contentious issues and serious problems faced by their peers.



CADW's young people posing for the "It's a Rap" video

A prime example of this approach is the 'It's a Rap' video. The young people suggested a variety of words which they associate with safeguarding young people, and considered some of the main challenges they face in modern society.

This was then used to create a 'rap' about safeguarding, which referenced sexting, social media and bullying, filmed to create a video which could then be shared during National Safeguarding Week. CADW felt that they would like to utilise this project as a means of raising awareness of children and young people on how to stay safe online.



'Incognito' masks created by the young people as part of their online safety work

CADW further explored the issue of online safety through their Incognito project. The young people considered the ability to act anonymously online, and whether this has more benefits or risks to young people. While going 'incognito' protects the identities of young people and thus provides a layer of protection, it also poses the opportunity for individuals to groom young people under the guise of befriending them. This issue was illustrated by CADW through the creation of masks, designed to illustrate the mask people can hide behind online.

A photoshoot was then conducted celebrating their work, which was also promoted during National Safeguarding Week.

**CADW projects which link to Board priorities**

Another area of focus for CADW has been advocacy, with the root of this work having close links to an aim of the Regional Training Sub-Group. The young people have been considering advocacy options available to them and how they could be improved to put children and young people at the forefront of these processes, with particular interest expressed in the possibility of creating an advocacy app.

CADW have also cited an app as a useful way of promoting safe online activity, by providing a platform for 'tips' to adhere to when using mobile phones. CADW have held some very fruitful discussions around this work in 2018-19 which will continue into the next year.

Strengthening links with CADW has been partially hindered this year as a result of staffing changes both within the Board and CADW. The creation of an additional Business Development Officer post within the Board is hoped to enable closer links with the young people going forward, and subsequent alignment of work and priorities. A key aim in achieving this is structured plans for communication and meetings to enable regular and continued engagement. Social media will remain a key method of collaboration with CADW, with plans to explore the potential of this area in 2019/20 as part of a wider technological focus.



Photographs of CADW work during the year



Members of the **Powys 'Eat Carrots Be Safe from Elephants' Junior Safeguarding and Participation Group** celebrated their 10th

anniversary this year, in the form of a "10th Anniversary Birthday Bash". In addition, a member of the group played a key role in the production of the regional group's work on 'It's a Rap' and advocacy. Powys continue to offer a valuable contribution into key regional projects, despite challenges faced in convening young people across such a vast geographical area.

In July 2018, Powys Young Carers and Young Adult Carer Voices attended a residential event in which key organisational decisions were made, confirming methods of communication and recurrence of meetings. The group identified awareness raising, representation on other young person groups and fundraising as key priorities. The group feels it important to ensure they are represented within Eat Carrots to enable wider reach of their work.



**Ceredigion 'Sêr Saff' and Ceredigion Youth Service** played a pivotal role in key CADW projects during 2018-19. They have ensured that

the young people sit at the heart of their work, encouraging members to utilise their own talents and abilities to contribute to group work. An excellent example of this is Ceredigion's fashion show, the video for which was directed by a young member with particular abilities in filmmaking.

Sêr Saff identified key areas of focus at the beginning of the year, including bullying, social media, CSE, sexting, drugs and alcohol, and the risks to young people going out on their own. 2018-19 has seen a wealth of projects undertaken which relate closely to these themes, specifically the 'Incognito' project led chiefly by Sêr Saff and the safeguarding rap. The group considered other methods of communication which will enable targeting of young people, including a YouTube channel and visits to schools. The young people of the group are demonstrating a clear focus on their aims and strategic methods of ensuring they are met effectively.

Sêr Saff attended the annual Children and Young People's Festival in Aberaeron once again in August 2018, assisting with a variety of stands. Collaborating with Aber Food Surplus, the young people created a "smoothie bike" using fruits donated by Tesco's Community Charity Fund. Other activities supported by the group include an 'Express Yourself' photo booth and face painting, with underlying themes of children's rights and keeping children and young people safe promoted through all activities.



A young person making brownies for the Festival



**Carmarthenshire Youth Council** continue to run the Children's Rights Community Ambassadors' scheme. This year, they attended a

workshop to scope 'Beth Nawr?' ('What Now?'), and shared their thoughts and views on progress made by the Children's Commissioner for Wales with her three year plan and priorities for 2015-18. They shared their ideas of what the Children's Commissioner should concentrate on for the next three year plan. The findings from 'Beth Nawr?' have helped to inform the Children's Rights Commissioner's priorities for 2019-22.

The Children's Rights Community Ambassadors have undertaken a second mission raising awareness of cyberbullying this year.



Hywel Dda Consultation

During the session, they discussed the impacts of online bullying by putting themselves into someone else's shoes. They then took part in creating contemporary art inspired by Sam's story, a young person who was a victim of cyberbullying. The group used old pairs of shoes as a starting point for their individual responses, adapting and adding new materials and objects to create their own contemporary 3D art. The young artists created Sam's shoes to reflect the feelings and emotions Sam could struggle with, and the other shoe showed the way young people could tackle bullying.

Children's Rights Community Ambassadors are very passionate about their work and feel empowered by having an active role in making change in their community. Part of their work

consists of receiving training on how to raise awareness of the United Nations Convention on the Rights of the Child (UNCRC) among young people and its impact on their lives. Children’s Rights Community Ambassadors work closely with the Children’s Commissioner in Wales to make sure that all children and young people know their rights in order to lead safe, healthy and happy lives.

Other achievements of the Carmarthenshire Youth Council in 2018-19 include their active involvement with Hywel Dda’s consultation process for new health services. The group heard the proposed changes from Hywel Dda, getting the opportunity to consider their implications and provide valuable feedback.



**Pembrokeshire Junior Safeguardians**

hosted a junior safeguarding conference as part of National Safeguarding Week in November 2018. The Conference welcomed pupils

from all secondary schools in the area, as well as Pembrokeshire College and independent schools. The event consisted of two main elements; delivery of the new safeguarding module created for young people, and a session delivered by a mental health trainer from the Charlie Waller Memorial Trust.

The 50 attendees at the conference were all asked to complete a feedback form afterwards, the results of which were collated by the young people. From the selection of words given to describe their feelings following the conference, the most popular choices were ‘informed’, ‘motivated’ and ‘inspired’. All feedback was assessed and considerations made as to what improvements could be made next year. Pembrokeshire Junior Safeguardians undertook a wide variety of other activities as part of NSGW, including a session with a local safeguarding

forum to establish the most relevant issues to them, and delivery of information from the new safeguarding module in a local youth club.

The Great Council Bake-Off was run by Pembrokeshire Junior Safeguardians once again this year, where young people from different local groups each baked a cake with the help of a volunteer from local agencies. Ian Westley (Chief Executive of Pembrokeshire County Council), Stephen Crabb MP (Preseli Pembrokeshire) and Paul Davies AM (Preseli Pembrokeshire) returned as judges for the event. The Bake-Off was well attended and thoroughly enjoyed once again by all participants, and is scheduled to take place again in 2019-20.

Another notable achievement in 2018-19 is Pembrokeshire Junior Safeguardians being shortlisted for the Social Care Wales Accolades. The young people attended the event at Cardiff City Hall, and were delighted to receive a ‘highly commended’ ranking. The application for the awards was completed with the input of the young members of the Safeguardians, providing them with an opportunity to share and celebrate their excellent work.

During 2018-19, Mid and West Wales published its Violence Against Women, Domestic Violence and Sexual Violence (Wales) Act 2015 Strategy and 5 year Delivery Plan.

The strategy ‘Safer Lives, Healthier Relationships’ outlines how the region will support anyone who is experiencing or has experienced domestic abuse, sexual violence or violence against women, hold perpetrators to account, ensure professionals have the tools and knowledge to act, increase awareness of the issue and how to

**Feedback from Junior Conference attendees:**  
*“Informed, motivated and inspired”*

access support and help children and young people to understand inequality in relationships and that abusive behaviour is always wrong. Survivor engagement is identified as a key principle underpinning the strategy.

To inform the development of the strategy, a number of focus groups were held across the region with survivors who have been involved in services throughout 2017-18 and the early part of 2018-19. At least one group was held in each local authority area, with specific focus groups held for male survivors and individuals who had experienced sexual violence and abuse.

The purpose of the focus groups was to better understand the experiences of survivors of domestic abuse, sexual violence and all forms of violence against women in the region when accessing support, their views about preventing Domestic Abuse, Sexual Violence and Violence against Women and priority considerations for the strategy. Survivors identified “what works”, highlighted gaps in current provision and identified opportunities for improvement.

The strategy was taken back to survivors for their views and comments as part of the consultation phase, providing an opportunity for them to

consider how their input had shaped and informed the draft document. A number of focus groups were held across the region in addition to 1-2-1 interviews with a number of survivors engaging in the consultation activity.

The strategy recognises the vital importance of collaborating with survivors and service users, who are ‘experts by experience’ in terms of what has worked for them, their pathways through services and how easy (or difficult) it has been to find the right service and move towards independence and freedom from abuse.

Survivor voices and experiences have been central in informing and shaping the development of the Strategy and, have helped pave the pathway for the Boards’ strategic vision for the next 5 years.

Progress in respect of the development of a service user engagement strategy for adults at risk by way of workshops for staff and planned joint collaborative work with other regional forums is evidenced throughout the report.



Young people and volunteers attending the Great Council Bake-Off 2018



Pembrokehire Junior Safeguardians attending the Social Care Wales Accolades

# (k) Applications for adult protection & support orders

No applications for Adult Protection & Support Orders (APSOs) were made in Mid and West Wales during 2018-19. The Board is aware this trend mirrors activity in other areas and welcomes any observations from Welsh Government as to the likely reasons for this.

# (l) Information or learning the boards have disseminated and training recommended or provided

## Website

useful information, including how to report a concern and available training provided in the region. All Practice Review reports are published on the Board website for a period of 12 weeks, as per legislation, after which point they are removed but remain available on request.

The website is also used as a conduit to promote safeguarding events and to share learning and good practice. Examples of these are:

- The regionally commissioned thematic review undertaken by Cascade of behalf of the National Independent Safeguarding Board into Adult Practice Reviews, Domestic Homicide and Mental Health Homicides which is publicly available.
- Awareness raising of the different types of exploitation, including modern slavery and trafficking, promoted and shared on the Boards' website as part of National Safeguarding Week 2018.



Adult Safeguarding Training

**Training**

As outlined in Part 7 of the Social Services & Wellbeing (Wales) Act 2014, Regional Safeguarding Boards should ensure practitioners in their area have access to and receive the training they need in child and adult protection.

The completion and publication of a multi-agency Regional Training Strategy and accompanying delivery plan this year has laid the foundations for the work of the Regional Training Sub Group over the next three years.

A training needs analysis completed as part of this work has provided the group with evidence and assurance that safeguarding training is available and being delivered across the multi-agency partnership at all levels, and comprehensive training programmes are in place that target diverse staff groups within organisations.



The structure and delivery of safeguarding training across agencies varies in accordance within each organisation’s own internal governance and training frameworks.

For example, Health organisations follow UK Core Skills 2016 and Safeguarding Children and Young people: roles and competences for health care staff INTERCOLLEGIATE DOCUMENT March 2014, and the Police are required to ensure training complies with mandatory requirements as set out by the National College of Policing.

All partner agencies of the Mid & West Safeguarding Boards do, however, collectively have clearly defined safeguarding duties and responsibilities as outlined in Part 7 of the Act.

The delivery plan has identified some ambitious and aspirational targets for the group, which includes the development of a Regional Safeguarding Board App and plans to commission and deliver regional multi-agency training.

Developing a consistent module for the delivery of basic Adult Safeguarding Training and supporting any themes that are identified from practice reviews and MAPFs have been a focus for the group in the last year.

Specific safeguarding training that has been delivered within the region and supported by the Regional Training Group in the last year includes:

- Training in relation to **Facilitating Learning Events for MAPFs** (pictured above) has supported the Regional MAPF Forum to improve staff confidence in this area and increase the number of MAPFs commissioned and undertaken.
- Examples of arrangements that are in place at a local agency level include training provided to **Hywel Dda Health Board Staff on Pressure Damage Prevention**.
- **Powys Teaching Health Board** have collaborated with Public Health Wales ACE Hub in exploring a **Skills and Knowledge Framework for ACEs**.
- **Dyfed Powys Police** commissioned Safer Lives, supported by Hafan Cymru to deliver **Domestic Abuse Matters Training**.



- Safeguarding training has been delivered across the four Local Authorities to large numbers of **Multi-Agency Practitioners and Managers** to support the publication of the Regional Threshold Document for Safeguarding Adults and Handling Individual Cases Statutory Guidance.
- Whilst each agency and organisation has individual responsibility under **VAWDASV** legislation to plan and roll out their own training plans, in relation to the National Training Framework, a new regional training sub group which reports directly to Regional VAWDASV Strategic Group has been developed.

Focus in the last year has been on the responsibility to deliver training to groups 1 and 2 as outlined in the National Framework. All agencies without exception have reported significant challenges in meeting the expectations of the Framework and the requirement to train large numbers of staff. A delay in clarifying the commissioning arrangements at a national level in respect of Ask and Act Training has added to these ongoing challenges and difficulties.

- The Regional Training Sub Group has supported and delivered a number of multi-agency

training events to large numbers of staff as well as parents and foster carers. This includes the Stop It Now Child Sexual Abuse Awareness Campaign for children who are vulnerable to or at increased risk of Child Sexual Abuse. Parents accessing preventative services such as Flying Start and Team Around the Family were targeted for this training.

- Staff working in preventative services across the region also attended Breaking the **Silence Training**, which was an interactive learning session for staff to share best practice for recognising, listening and responding to disclosures of abuse made by children and young people.

- **Black Association of Women Step Out** (BAWSO) delivered training in respect of National Referral Pathway to support the prompt and timely reporting of victims of Modern Slavery.

As the Regional Training Group continues to develop and mature, it will have a more focused and pivotal role in the delivery of safeguarding training across the region, and will be able to offer an improved level of guidance and support to agencies in the delivery of safeguarding training.

# (m) How the safeguarding boards have implemented advice from Welsh Government and National Independent Safeguarding Board

No specific advice from Welsh Government Ministers has been issued to the Mid and West Wales Safeguarding Boards. The Chairs of the CYSUR and CWMPAS Executive Boards continue to work closely with senior WG officials on identified areas where it considers more robust policy guidance and legislation could improve safeguarding practice.

Ongoing dialogue and discussion that has taken place in the last year has included the need for improved forensic health services for victims of sexual assault, stronger legislation for children who are Electively Home Educated and the need for clearer guidance on requirements for HR recruitment processes for DBS checks for existing employees.



# Collectively what difference are we making

The move to a fully combined all-age strategic agenda at a regional and local level supports the delivery of robust safeguarding practice and services which has enabled the CYSUR and CWMPAS Boards to work together to help improve the lives of the citizens and communities of Mid and West Wales.

As well as enabling the Boards to meet their objectives as outlined in Part 7 of the Social Services and Wellbeing (Wales) Act 2014, this combined approach to Safeguarding aligns fully with the ethos and principles of the Act.

The Boards' work has directly impacted upon professional practice. Examples include the completion and publication of three regional policies and guidance documents, all of which provide guidance to staff delivering safeguarding services across the region.

The Boards' work on thresholds and information sharing will promote a more consistent and timely response to those most in need and at risk. The improvements to the Quality Assurance and Performance Reporting Framework has provided

the Executive Board with a better understanding of safeguarding practice within a regional multi-agency context. Analysis of regional themes and trends in relation to child and adult protection enquiries, CSE, Looked After Children and Deprivation of Liberty Safeguards has helped to guide the Boards' future work and focus.

A regional thematic deep dive audit in respect of workforce development across children's safeguarding teams has laid the foundation for joint work to be undertaken with the West Wales Partnership Board in the coming year. Work undertaken by the Senior Strategic Lead for commissioning has strengthened safeguarding practice in care homes.

The CYSUR Board is particularly proud of its CADW Junior Safeguarding Board and the supporting local Junior Safeguarding Groups and youth partnerships across the region.

Increased capacity within the Board Business Unit and staff changes in TGP will help ensure the excellent work undertaken to date will be consolidated in the coming year.



# Glossary:

- APR/CPR** – Adult Practice Review/Child Practice Review
- MAPF** – Multi-Agency Professional Forum
- VAWDASV** – Violence against Women, Domestic Abuse and Sexual Violence
- MACSE/CSE** – Multi-Agency Child Sexual Exploitation/ Child Sexual Exploitation
- LOG** – Local Operational Group
- NSGW** – National Safeguarding Week
- ERW** – Education Regional Working
- EHE** – Elective Home Education
- NISB** – National Independent Safeguarding Board
- DoLS** – Deprivation of Liberty Safeguards
- CIW** – Care Inspectorate Wales
- IICSA** – Independent Inquiry into Child Sexual Abuse
- PRUDIc** – Procedural Response to Unexpected Death in Childhood
- ACEs** – Adverse Childhood Experiences
- PTHB** – Powys Teaching Health Board
- CYPP** – Children and Young People Partnership
- CAMHS** – Child and Adolescent Mental Health Services
- MARAC** – Multi-Agency Risk Assessment Conference
- MAPPA** – Multi-Agency Public Protection Arrangements
- PHW** – Public Health Wales
- NST** – National Safeguarding Team
- WAST** – Welsh Ambulance Service Trust
- DPP** – Dyfed Powys Police
- YJS** – Youth Justice Service
- NPS** – National Probation Service
- CRC** – Community Rehabilitation Company
- SoS** – Signs of Safety
- PSE** – Personal & Social Education
- ADEW** – Association of Directors of Education in Wales
- LGBTQ+** – Lesbian, Gay, Bisexual, Transgender, Questioning Plus
- DBS** – Disclosure and Barring Service
- MARF** – Multi-Agency Referral Form
- DHR** – Domestic Homicide Review
- DA** – Domestic Abuse
- SARC** – Sexual Assault Referral Centre
- BAME** – Black, Asian and Minority Ethnic
- CSPPI** – Community Safeguarding and Public Protection Incidents
- YJB** – Youth Justice Board
- UNCRC** – United Nations Convention on the Rights of the Child

## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

### NEW RECRUITMENT AND SELECTION POLICY

#### Recommendations / key decisions required:

To approve the new Recruitment and Selection Policy before it is politically endorsed and implemented across the Council.

#### Reasons:

The Recruitment Policy has been re-written as a result of the review of recruitment which encompassed a wholesale review of recruitment in consultation with a number of recruiting managers and reflects current employment legislation and best practice.

Relevant scrutiny committee to be consulted: NO

Executive Board Decision Required : YES

Council Decision Required: NO

#### EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Mair Stephens

Directorate: Chief Executives	Designations:	Tel Nos:
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# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

### NEW RECRUITMENT AND SELECTION POLICY

Following feedback from the People Managers conference in relation to the recruitment and selection process and the recommendations of the TIC based review, the Recruitment and Selection Policy has been fundamentally reviewed. In addition the Policy strengthens the Authority's approach to safer recruitment as highlighted and subsequently endorsed by the Authority's Corporate Safeguarding Group. Specifically in relation to this, over the last 12 months key performance indicators have been agreed which monitor compliance with pre-employment checks and this information is reported to the Corporate Safeguarding Group and CMT.

Carmarthenshire County Council's Recruitment and Selection Policy aims to ensure that internal and external appointments to posts at all levels within the Authority are equitable, consistent and safe. The Aims and Objectives of the Policy being:-

- To ensure that the workforce has the relevant competencies, experience, skills and attributes for the Authority's current and future needs - the right people for the right roles at the right time.
- To provide guidelines for the recruitment and selection of employees which will ensure consistent and ethical practice across all departments.
- To provide a framework for best practice in recruitment and selection setting a minimum standard of performance, which may be enhanced by approved departmental adaptations which meet specific needs.
- To ensure that recruitment practice reflects relevant legislation, including ACAS Codes of Practice and the Welsh Government's Ethical Employment and Supply Chain principles and to commend these principles to our suppliers and contractors.
- To support the recruitment of a diverse workforce that will enrich the organisation and reflect the community we serve

The Policy encompasses all activities that form part of the recruitment and selection process and applies to all employees and job applicants/candidates other than those in educational establishments with delegated powers. The Policy aims to ensure that internal and external appointments to posts at all levels within the Authority are equitable, consistent and safe

The Policy provides step by step advice and focuses on safer recruitment whilst enabling managers to recruit as quickly as possible. Key elements are:

- Focus on ensuring recruiting officers are trained in recruitment and selection;
- Encouraging managers to ensure the job profile accurately reflects the job before recruiting;
- Encouraging recruiting managers to utilise a full range of assessment techniques.
- The importance of pre-employment checks especially DBS;

**DETAILED REPORT ATTACHED?**

Appendix – Recruitment and Selection Policy

## 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: Paul R Thomas, Assistant Chief Executive (People Management and Performance)**

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	People Management and Performance
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>YES</b>

### **Policy, Crime and Disorder**

The recommendations support the Council's Strategic Aim 'Building a Better Council', 'Making Better Use of Resources' and 'Equality of Opportunity'.

### **Legal**

This Policy is compliant and reflects current employment legislation and reflects ACAS good practice guidance.

### **Risk Management**

Failure to comply with this policy could put the Council at risk of legal challenge/abuse of process.

### **People Management and Performance**

This is a key employment policy which reflects current employment legislation as well as providing consistency relating to safer recruitment and selection practices.

Training on this policy will be provided.

## CONSULTATIONS

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

**Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)**

**1. Scrutiny Committee - N/A**

**2. Local Member(s) - N/A**

**3. Community / Town Council - N/A**

**4. Relevant Partners - N/A**

**5. Staff Side Representatives and other Organisations**

Consultation has taken place with recognised Trade Unions at the Corporate Employee Relations Forum (CERF). In the development of this Policy, recruiting managers have been consulted through workshops and individually and this feedback has informed the final policy.

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

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

**THERE ARE NONE**



# People Management – Policy and Guidance

## Recruitment and Selection Policy

November 2019

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<b>ENSURING EQUALITY OF INFORMATION</b>	<b>17</b>

## **POLICY STATEMENT**

Carmarthenshire County Council's Recruitment and Selection Policy aims to ensure that internal and external appointments to posts at all levels within the Authority are equitable, consistent and safe. Carmarthenshire County Council will ensure our workforce comprises of employees with the knowledge, skills, experience and attributes which maximise the performance of the Council's activities, ensuring best value services to the community of Carmarthenshire.

## **AIMS AND OBJECTIVES**

- To ensure that the workforce has the relevant competencies, experience, skills and attributes for the Authority's current and future needs - the right people for the right roles at the right time.
- To provide guidelines for the recruitment and selection of employees which will ensure consistent and ethical practice across all departments.
- To provide a framework for best practice in recruitment and selection setting a minimum standard of performance, which may be enhanced by approved departmental adaptations which meet specific needs.
- To ensure that recruitment practice reflects relevant legislation, including ACAS Codes of Practice and the Welsh Government's Ethical Employment and Supply Chain principles and to commend these principles to our suppliers and contractors.
- To support the recruitment of a diverse workforce that will enrich the organisation and reflect the community we serve

## **PURPOSE AND SCOPE**

This policy applies to all employees and job applicants/candidates other than those in educational establishments with delegated powers. Please refer to the schools' model Safer Recruitment Policy for recruitment and selection within schools.

This policy encompasses all activities that form part of the recruitment and selection process. In order for the policy to be effective, it is essential that any employee involved in any aspect of the recruitment and/or selection of staff is familiar with the content of this document and adheres to it.

Whilst the principles of this policy apply to the recruitment of Chief Officers, there are separate arrangements in place for shortlisting and appointments which involve Elected Members as set out in the Council's Constitution.

## **SAFER RECRUITMENT**

As an Authority we are committed to ensuring that people who work in regulated activity and/or with children or adults at risk, are checked via the Disclosure and Barring Service (DBS). It is the responsibility of the Recruiting Manager to ensure that the job profile states what level of check is required. Advice can be sought from your HR or Recruitment Advisor.

A DBS check is just one of a range of checks we undertake to ensure that we recruit safely. Recruiting managers must follow a safer recruitment process throughout by ensuring:

- Clear messages about safeguarding are sent to candidates from the outset
- The selection process must include a face to face interview
- Any gaps in employment or education history are fully investigated
- Reasons for leaving previous post(s) are clarified

We make it clear that we will ask for [references](#) from the appropriate referee. References must be scrutinised and the referee must be contacted if all of the questions have not been answered or if there are vague or ambiguous statements.

All pre-employment enquiries / checks must be completed and satisfied before an offer is made to the preferred candidate. Pre-employment checks for posts which include working with children and adults at risk may require additional checks – [see Reference Guidance](#).

## **ROLES AND RESPONSIBILITIES**

Ensuring the effectiveness of the recruitment and selection process is the responsibility of the employing department, with support and advice from the People Services team. The appointment of senior staff employed under JNC conditions of service i.e. Chief Executive, Directors and Heads of Service, will be made by Elected Members with support from the People Management team. Appointments will be made in

accordance with the Council's obligations as an employer under the prevailing relevant employment legislation

The Recruitment and Selection process must be documented accurately at all stages. In accordance with the [Information Governance Guidelines](#) all documentation will be retained for a period of **six months** following the selection process. This allows for any post recruitment enquiries to be responded to by the People Services team or the recruiting manager. All documentation must be stored and then destroyed in accordance with [the Guidelines](#).

Training is available to support those employees who are required to participate in the Authority's recruitment and selection processes. Please contact the Learning & Development Team for further information.

Anyone who is directly involved in the recruitment process i.e. shortlisting, interviews and assessments must "declare an interest" if they have a close personal association or relationship with any of the candidates. [Please refer to the Employee Code of Conduct and Close Personal Associations and Relationships](#) guidance.

Where appropriate and where there may be a perception of a conflict of interest, another suitably experienced manager may have to stand in to ensure independence and transparency.

The grade and salary for all NJC jobs with the Council should be assessed via the Pay and Reward Team and must sit within the agreed pay and grading framework.

Due to the size and diversity of the Council, the recruitment and selection of employees will be the responsibility of recruiting managers at several levels across the organisation.

Recruitment and selection practices will be regularly monitored, evaluated and updated by People Management.

## **WHAT TO DO WHEN A VACANCY ARISES**

Use this opportunity to reflect upon your workforce/service plans and ask yourself the following questions:

- Is there a definite need for the post or does the focus need to be changed or can you provide the service in a different way?
- Is the post within the approved structure? If not you will need to complete the [Create a New Post template](#)
- Do your Head of Service and Director support the recruitment to the post?
- Do you have sufficient funding for the post in the budget or is your service required to save costs?
- Is the post critical to the delivery of the department's business plan?
- Have alternative working arrangements within the existing team been considered?
- What language skills are required for Welsh and English, as these may have changed since you last reviewed the job requirements
- Do you need to fill the post on a permanent, secondment or temporary basis?

- Would the post be suitable for any type of flexible working arrangement?

If you decide to go ahead with the recruitment process then it would be useful to set some time aside to plan and prepare the information you want to provide to your prospective job applicants.

Please speak to your HR Advisor for advice at any stage of the process.

## **PLANNING**

### The Job Profile

Time is well spent drafting or updating the job profile and you must ensure it is on the Council's current [job profile template](#) as this document sets the parameters against which you shortlist and ultimately select the best person for the job. Particular care should be taken when setting the essential and desirable criteria as these will be used for shortlisting and interviewing. Do not overstate the requirements for specific academic qualifications, experience, skills, etc. Unnecessary or inflated requirements may be considered discriminatory and/or limit the field of applicants. Read the [Writing Job Profile Guidance](#), and if in doubt, speak to your HR Advisor.

As well as the job responsibilities, knowledge, experience etc., you should consider:

### Language Skills

Managers must make sure they are familiar with the Welsh Language Skills Strategy and ensure that a [Welsh Language Skills Assessment](#) is completed and recorded for the job (this is a requirement of the Welsh Language Standards and the Language Skills Strategy and must be



retained as part of the recruitment process). Advice may be sought from the Policy and Partnership Team

### Disclosure and Barring Services (DBS) Check

It is essential that you identify whether or not the job requires a [DBS check](#) as you may be breaking the law if you employ someone in a regulated activity (e.g. working with children or vulnerable adults) without this check being done. Speak to your HR Advisor if you need advice.

### Other Information

Think about any other information which is relevant to the post such as whether the post requires travel, participation in an out of hours standby rota, overtime working, night working

When a post is advertised that has been identified as politically restricted, this should be clearly indicated in the advert. Information about [what it means to be politically restricted](#) should be made available to candidates prior to interview, and should be discussed prior to selection.

Once you have completed the profile, send it to the Pay and Reward Team who will assess the grade, confirm this to the manager and may on occasions suggest amendments to the content. Once this has been done, the manager should arrange for the job profile to be translated so that it is available in Welsh and English and provide the final version to the Pay and Reward Team

As part of the planning process, it is also worth thinking about how you will assess applicants against the essential and desirable criteria you have set within the Job Profile. You must only rely on the application form for shortlisting and, in addition to face to face interviews, it is good

practice to use other assessment tools to select a candidate from those who were shortlisted. Your HR Advisor and/or Recruitment Team can provide advice.

## **APPROVAL TO RECRUIT**

Before advertising your vacancy you must have approval from your Director and Head of Service. This ensures that a strategic view, taking into account any workforce planning implications, can be taken regarding recruitment of staff. There are few exceptions to the Approval to Recruit process and your Director, Head of Service, line manager and/or HR Advisor will be able to provide further information on these. Your request should be made using our [online process](#) *Please note **the Approval process also applies to the engagement of Agency workers.***

## **ADVERTISING/PUBLICISING THE VACANCY**

Once you have approval, your vacancy can be advertised. Your advertisement must be concise and available in Welsh and English. It should include as a minimum:

- Job Title
- Salary
- Short description of the vacancy
- Location
- Requirement for DBS Check
- Politically Restricted (if applicable)
- Permanent, Fixed Term, Temporary or Casual
- Contact Officer

- Closing Date

Your advertisement will, as a general rule, be available as a Redeployment opportunity first (so that staff who are at risk of losing their job are given the first opportunity to apply if suitable). If you fail to appoint through the Redeployment process then vacancies will usually be advertised internally, only proceeding to external advertisement if no suitable applicants are appointed from within.

You should think carefully about where to advertise your vacancy ensuring that you are using the most cost effective and relevant media/publication, taking care not to discriminate against, or to restrict potential applicants, covered under the Equality Act. The cost of this is payable from the Recruiting Manager's budget

## **THE APPLICATION PROCESS**

The Council requires job applicants to complete the standard application form via its online recruitment process. CV's are not accepted. This provides a consistent basis from which to shortlist and make recruitment decisions. Adjustments to this process may be allowed in certain circumstances e.g. where the applicant requires an alternative format due to disability.

A job applicant's equalities information is used anonymously by People Management for recruitment monitoring purposes and is not used for selection to any posts.

Only those applications received by the closing date will be put forward for shortlisting unless express permission has been provided, after

consultation with a HR Advisor, to an applicant to make a late submission.

## SHORTLISTING

You should assess each application against the essential/desirable criteria for the post detailed within the job profile. Only those applicants who meet all of the essential criteria should be shortlisted. Please keep a written record of your shortlisting decisions as you may be required to provide feedback to applicants.

You should provide the Recruitment Team with details of the shortlisted candidates together with:

- ✓ Interview date
- ✓ Interview times
- ✓ Location of interview
- ✓ Other Assessment methods (in addition to interview), details of which will need to be provided bilingually

It is the Council's policy to notify unsuccessful applicants by email.

### The Disability Confident Scheme

In line with our commitment under the Disability Confident Scheme, the Council operates a 'Guaranteed Interview' policy for applicants with disabilities. This means that if an applicant for a job indicates on the application that they have a disability and meets all the essential job criteria, then they must be short-listed and invited for interview.

## SELECTION

In addition to the interview, it is good practice to adopt other relevant selection methods to test the applicant's skills or aptitudes for the post they are applying for. Selection methods must be relevant to the post and examples may include:

- A presentation to the interview panel to assess verbal communication skills
- Work Sample tests which test the applicant's ability to perform tasks which are required in the job e.g. to draft a letter or set up a spreadsheet
- Psychometric tests which assess an applicant's ability, aptitude or personality. These are usually administered by a trained professional. Further information can be obtained from your Organisational Development (OD) Advisor.

### Language Skills

Language skills must be considered when short-listing. If a candidate does not have the required linguistic skills according to their self-assessment, s/he could still be included on the shortlist. We will be able to offer opportunities to learn Welsh or English to the required level within a realistic and achievable timescale.

After creating a shortlist, candidates' language skills may need to be assessed as part of the interview process. You can contact the Policy and Partnership team or People Management for advice and support with [this](#).

## Candidates with disabilities

You should ensure that no part of the recruitment process discriminates against an applicant with a disability. Reasonable adjustments can be made to ensure that the applicant is not disadvantaged because of a disability. Such an example may be to allow a candidate who is dyslexic, additional time to complete a written assessment test. Speak to your HR Advisor or the Recruitment Team for [advice](#).

## The interview

We commit to providing shortlisted applicants with no less than 5 working days' notice of an interview/assessment test. You may wish to include details of the interview/assessment dates in your advertisement to ensure that the candidate is well informed about the process and has an opportunity to prepare.

When conducting job interviews, recruiting managers should comply with the Welsh Language Standards. On the application form for each post the applicant can state whether they wish the interview to be conducted in Welsh or English. If the applicant is then selected for interview arrangements must be put in place for that interview to be conducted in the language of choice.

All shortlisted candidates will be asked to bring ID documents, Right to Work documentation and original qualification certificates/s to the interview. It is essential that the Recruiting Manager, or their nominated officer, check these for their authenticity. Photocopies of Right to Work documents will be a mandatory requirement for the preferred candidate/s.

Wherever possible all recruitment and selection panels (including the Recruitment and Selection Panel of Members) will be gender balanced. The panel should consist of a minimum of two people, at least one of whom must be trained in recruitment and selection although it is considered best practice that all should be trained.

The interview is designed to provide an opportunity for you to ask questions of the candidates. In particular you should use this time to:

- Review the application form and ask the applicants to explain any gaps or inconsistencies in employment history or elsewhere;
- Obtain and assess information about a candidate in relation to their experience, skills and abilities.
- You should ask the same core questions of each candidate which relate to elements of the essential and/or desirable criteria, which may be supplemented by relevant follow up questions, where appropriate. Make sure you allow ample time for the interview and reflection, making notes, etc.
- Under the Equality Act It is generally unlawful to ask questions about health or disability before the offer of a job is made. If the question relates to a person's ability to carry out a function that is intrinsic to the post then this may be permissible. In such circumstances seek advice from your HR Advisor

You should keep interview records so that you can refer to them when providing feedback to candidates. These records should not be retained for longer than six months and should then be destroyed.

Record the details of the successful applicant together with details of any other applicant who you considered to be suitable. This allows you to consider the other applicants should your first choice turn down the



job offer or should the same vacancy arise in the 4 month period following the interview. This would need to be agreed with your HR Advisor who will also undertake an up to date check of the redeployment register.

## **MAKING AN OFFER OF EMPLOYMENT**

Before making an offer of employment, it is important that the appropriate checks are undertaken particularly where you are recruiting to a regulated activity such as in a school, residential care home and domiciliary care. It is your responsibility not to commence the employment of anyone without the necessary pre-employment checks being undertaken.

Pre-employment checks include;

- References – please go to [‘Managers’ Guide to References’](#)
- [Disclosure and Barring Service check](#) (only where regulated activity is being undertaken)
- [Right to Work in the UK \(in accordance with the Asylum and Immigration Act\)](#)
- Relevant certificates/qualifications if required
- Pre-employment medical examination with a medical professional, if required
- Professional registration

Failure by the Recruiting Manager to ensure that these checks are undertaken may result in disciplinary action.

After the pre-employment checks have been completed, a formal offer of employment can be made. This can be done by telephone, email or

letter and you should agree a start date so that a contract of employment can be issued to the successful candidate. In addition, you should confirm:

- Starting salary (usually the bottom of the scale/grade) – Please speak to your HR Advisor if for some reason you wish to offer a [higher starting salary](#);
- Where to report to on first day;

If, for some reason you wish to make a conditional offer, for example where the candidate does not meet the language skills levels and is required to achieve the level within an agreed timeframe then this needs to be explicit from the outset and included in the contract of employment. Please contact your HR Advisor for further guidance.

Please notify the Employee Services Team of the agreed start date as soon as possible so that an employee number can be generated, contract of employment can be issued and the Onboarding process initiated

## **STARTING EMPLOYMENT**

It is important that new employees provide all the information requested via the Council's online induction process, a link to which will be sent by the Employee Services Team to the successful applicant.

Recruiting Managers can view a successful applicant's progress through "My View" and are responsible for ensuring that all information is provided and that a full induction is undertaken.

## PROBATION

All external appointees will be subject to the completion of a satisfactory probationary period of 6 months or as allowed for in the contract of employment. In accordance with the 'First Year in Practice Guide for Managers for Newly Qualified Social Workers (NQSW)', newly qualified social workers new to the Authority must complete a 12 month probationary period.

The recruiting manager must implement the [Council's Probationary Policy](#) from the date of commencement.

## **ENSURING EQUALITY OF OPPORTUNITY**

Managers must adopt a positive, open and fair approach to recruitment and selection and ensure the Authority's Equality and Diversity Policy is adhered to and applied consistently to all, irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion and belief or non-belief, age, sex, gender reassignment, sexual orientation, maternity, parental, marital or civil partnership status.

The Council is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking. As an equal-opportunities employer, we are committed to creating and ensuring a non-discriminatory and respectful working environment for all our staff. Our recruitment and people management processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard employees from any abuse or coercion once in our employment

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the HR Team.

If you require this publication in an alternative format please contact People Management on Ext 6129 or email [PMBusinessSupportUnit@carmarthenshire.gov.uk](mailto:PMBusinessSupportUnit@carmarthenshire.gov.uk)

## EXECUTIVE BOARD

18 NOVEMBER 2019

### COUNCIL TAX DISCOUNT FOR LONG TERM VOIDS

**Purpose:**

This report recommends amending the authority's discretionary powers in order to remove the discount awarded in respect of long term empty properties and charge the full Council tax liability with effect from 2020/21.

**RECOMMENDATIONS / KEY DECISIONS REQUIRED:**

It is recommended that the council adopts the recommendation for the removal of the 50% discount on long term empty properties and the full council tax charge apply to class C properties from 1<sup>st</sup> April 2020.

**REASONS:**

Welsh Government are proposing to change the Revenue Support Grant (RSG) allocation so to maintain the 50% discount in Council Tax on long term empty properties will likely impact on level of RSG.

**Relevant scrutiny committee to be consulted: N/A**

**Exec Board Decision Required: YES**

**Council Decision Required: NO**

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:**

Councillor David Jenkins (Resources)

Directorate: Corporate Services	Designations:	Tel Nos. / E Mail Addresses:
Executive Board Member: Cllr David Jenkins		
Name of Head of Service: Helen Pugh	Head of Revenue and Financial Compliance	<a href="mailto:HLPugh@Carmarthenshire.gov.uk">HLPugh@Carmarthenshire.gov.uk</a> 01267 246223
Report Author: Ann Thomas	Revenue Services Manager	<a href="mailto:AnThomas@Carmarthenshire.gov.uk">AnThomas@Carmarthenshire.gov.uk</a> 01554 742126

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

18 NOVEMBER 2019

### COUNCIL TAX DISCOUNT FOR LONG TERM VOIDS

Empty properties are classed as properties that are unoccupied and substantially unfurnished,

#### Current Situation:

- a. Under the “standard” Council Tax scheme, when a dwelling becomes unoccupied and stands substantially unfurnished, there is an initial 6 months exemption period during which time there is no charge.
- b. Once this exemption period expires (and provided no other exemption applies) a vacant property is subject to a 50% charge, or put another way, it attracts the standard 50% discount, which will carry on indefinitely.
- c. At any given time there are in the region of 3000 dwellings in Carmarthenshire that are vacant and subject to the 50% charge. (See Table 1 for overview of the volume of vacant dwellings)
- d. The Local Government Act 2003 gave councils the discretionary powers to reduce or remove the 50% discount in respect of long term empty properties.
- e. The annual Tax Base calculation has reflected the reduction in taxable resource due to the standard discounts granted. This means that the authority has been effectively “compensated” for the loss via RSG; i.e. for vacant properties, 50% is collected from owners and 50% received via RSG
- f. The Welsh Government are seeking to introduce changes to the Local Government Funding formula for 2020/21, so local authorities will be financially disadvantaged if they continue to award the discount.
- g. Since 2004, across Wales, a number of councils have used their discretionary powers to remove the discount on C properties. There are only 3 other councils that apply a 50% discount on Class C properties, namely Swansea, Neath and Port Talbot and Blaenau Gwent. It is expected that all Councils will review their policies to provide discounts under these classes from 1 April 2020.

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>

## Policy, Crime & Disorder and Equalities

- The policy is being introduced in response to a notification that Welsh Government are proposing to change the Revenue Support Grant (RSG) allocation so to maintain the 50% discount in Council Tax on long term empty properties will likely impact on level of RSG.
- The recommendation is for the discount to be removed from 1.4.20
- An equalities impact assessment has been undertaken.
- Empty properties can be detrimental to other properties in the area in terms of both market value and quality of life, and can encourage anti-social behaviour such as vandalism, squatting, littering and crime.
- The removal of the discount will encourage tax payers to bring these properties back into use and have a positive impact in assisting to reduce crime and disorder.

## Legal

There are no legal impacts arising from this report.

## Finance

- The formula to allocate Local Authority funding is kept under regular review by Distribution Sub Group, a working group constituting local government Section 151 officers, WLGA officers and Welsh Government officials. In September 2019, a recommendation was approved to disregard vacant property discounts for the purposes of the tax base. This will have the effect of reducing Carmarthenshire's share of Revenue Support Grant by approximately £1 million.
- This reduction can be offset by an increase in council tax receipts by removal of the current discretionary discount for dwellings vacant in excess of six months. Officers will monitor this additional revenue closely with the aim of ensuring no reduction in Carmarthenshire's collection rate.

# 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
6. No consultation exercise has been undertaken in respect of this proposal.

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: <b>Finance/Local Taxation/Council Tax</b>



## **COUNCIL TAX DISCOUNT – LONG TERM VOIDS**

### **1. Introduction**

On 18 September, a recommendation was approved which changes the treatment of Vacant Dwellings in the Local Government funding distribution formula for 2020/21. The consequence of this for Carmarthenshire is the loss of around £1 million in Revenue Support Grant (RSG) annually, all else being equal. In order to mitigate the need to make additional budget cuts (or Council Tax increases), this report recommends Carmarthenshire withdraw our discretionary discount and set a full council tax charge for properties classified as long term empty properties, i.e. properties empty for 6 months or more.

### **2. Vacant Dwellings (not otherwise exempt)**

Empty properties are classed as properties that are unoccupied and substantially unfurnished.

#### **Current Situation:**

- 2.1. Under the “standard” Council Tax scheme, when a dwelling becomes unoccupied and substantially unfurnished, there is an initial six months exemption period during which time there is no charge.

Once this exemption period expires (and provided no other exemption applies) a vacant property is subject to a 50% charge, or put another way, it attracts the standard 50% discount, which will carry on indefinitely.

- 2.2. At any given time there are in the region of 3000 dwellings in Carmarthenshire that are vacant and subject to the 50% charge. (See Table 1 for overview of the volume of vacant dwellings).
- 2.3. The Local Government Act 2003 gave councils the discretionary powers to reduce or remove the 50% discount in respect of long term empty properties.
- 2.4. The annual Tax Base calculation has reflected the reduction in taxable resource due to the standard discounts granted. This means that the authority has been effectively “compensated” for the loss via RSG; i.e. for vacant properties, 50% is collected from owners and 50% received via RSG.
- 2.5. The Welsh Government are seeking to introduce changes to the Local Government funding distribution formula for 2020/21.

- 2.6. Since 2004, most local authorities across Wales have used their discretionary powers to remove the discount on properties following the standard six month exemption. There are only three other local authorities that apply a 50% discount on long term empty properties, namely Swansea, Neath Port Talbot and Blaenau Gwent. It is expected that these three will likewise review their existing policy which currently provides discounts for this class of property, so that the discount is removed with effect from April 2020.

**TABLE 1 – Vacant Dwellings Charged 50% over the past 5 years**

<b>Date</b>	<b>Approximate Volumes</b>
31.10.18	2,964
31.10.17	2,844
31.10.16	2,705
31.10.15	2,948
31.10.14	2,867

### **3. Premiums**

- 3.1. The Welsh Government has put in place legislation that permits Local Authorities to set a premium charge i.e. above 100% and up to a maximum of 200% council tax for long term empty homes and second homes in their area.
- 3.2. A Local Authority will be able to retain any additional funds generated by implementing premiums and amendments to the calculation of the tax base will be made to facilitate this. However, authorities are encouraged to use any additional revenue generated to help meet local housing needs, in line with the policy intentions of the premiums.
- 3.3. In order for a premium to apply to long term empty or second homes a billing authority must make its first determination at least one year before the beginning of the financial year to which the premium relates, and must also give consideration to engagement, and consultation with key stakeholders, including the local electorate before taking a decision as to whether or not to charge a premium.
- 3.4. Evidence from other Local Authorities that have pursued this policy is that it can have significant risk. Some areas have seen material changes to their tax base, for example as owners of holiday rentals change designation to become eligible for Business Rates in order to avoid the premium. Consequently, this report does not propose setting a premium charge in Carmarthenshire.

#### **4. Advantages of the proposed change**

- 4.1. The Council Tax Base calculation currently takes into account properties that receive a 50% discount and therefore the base is a reflection of the number of chargeable dwellings included in the funding formula for distribution of the Local Government Annual Settlement across all 22 Local Authorities in Wales.
- 4.2. It is expected that by removing the discounts it will discourage property owners from allowing them to remain empty for long periods and thus not fall into disrepair.
- 4.3. Empty properties can be detrimental to other properties in the vicinity in terms of both market value and quality of life, and can encourage anti-social behaviour such as vandalism, squatting, littering and crime.
- 4.4. The removal of the discount on long term empty properties could support the Council's objectives in relation to getting empty homes back into use and the increase in affordable housing.
- 4.5. The Council's Housing department are responsible for addressing the issue of long term empty properties within the County. They communicate with homeowners to identify reasons as to why a property remains empty and signposting the owners to options for bringing the property back into use including the use of the 'Houses into Homes' loans scheme.
- 4.6. There are many positive results in encouraging empty homes back into use;

For the owner:

- If the property is sold, the owner can release equity within the property.
- If the property is rented, the owner receives an income from the property.
- Leaving a property empty could increase insurance premiums.
- Council Tax is paid for by the occupier and not the owner.

For the community:

- The opportunity for fly tipping and anti-social behaviour is reduced.
- An empty property can have a negative impact on the neighbourhood, reducing house prices and lowering community pride in an area.
- Provide much needed housing in the County.

For the local economy:

- Bringing an empty property back into use can contribute to the regeneration of an area, increase spending in the local economy and helping to protect the value of surrounding properties.

- Unsightly properties can often deter investment in an area, which can lead to decline.

4.7. Council Tax Payers will continue to receive exemptions and discounts as appropriate e.g. whilst staying in a residential care or nursing home, single person discount for occupied dwellings.

## **5. Financial Impact**

5.1. The formula to allocate Local Authority funding is kept under regular review by Distribution Sub Group, a working group constituting local government Section 151 officers, WLGA officers and Welsh Government officials. In September 2019, a recommendation was approved to disregard vacant property discounts for the purposes of the tax base. This will have the effect of reducing Carmarthenshire's share of Revenue Support Grant by approximately £1 million.

5.2. This reduction can be offset by an increase in council tax receipts by removal of the current discretionary discount for dwellings vacant in excess of six months. Officers will monitor this additional revenue closely with the aim of ensuring no reduction in Carmarthenshire's collection rate.

## **6. Recommendation and Reason**

6.1. To review the council tax discount for empty properties in line with the Welsh Government's consideration to change the Local Government Funding distribution formula and to assist the Council to fund its Budget from 1<sup>st</sup> April 2020.

6.2. It is recommended that the removal of the 50% discount on long term empty properties be accepted and following the initial 6 months exemption period allowed on empty properties, the full council tax charge be applied from 1<sup>st</sup> April 2020.

## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

<b>CAPITAL PROGRAMME 2019-20 UPDATE</b>		
<b>PURPOSE:</b> To report the variances within the capital programme		
<b>RECOMMENDATIONS / KEY DECISIONS REQUIRED:</b> That the capital programme update report is received.		
<b>REASONS:</b> To provide an update of the latest budgetary position for the 2019/20 capital programme, as at the 31 <sup>st</sup> August 2019.		
<b>Relevant scrutiny committees to be consulted</b> N/A		
Exec Board Decision Required		YES
Council Decision Required		NO
<b>EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-</b> Cllr David Jenkins (Resources)		
<b>Directorate:</b> Corporate Services <b>Name of Director of Corporate Services:</b> Chris Moore <b>Report Author:</b> Chris Moore	<b>Designation:</b> Director of Corporate Services	<b>Tel No.</b> 01267 224120 <b>E Mail Address:</b> Cmoore@carmarthenshire.gov.uk

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD 18<sup>TH</sup> NOVEMBER 2019

This report provides an update on the Capital programme spend against budget for 2019/20 as at the 31<sup>st</sup> August 2019.

**Appendix A** which is shown departmentally, shows a forecasted net spend of £63,854k compared with a working net budget of £63,349k giving a **£505k** variance.

The net budget has been re-profiled by £2.379m from 2019/20 to future years to take account of updated spend profile information and the budget slippage from 2018/19 is also included within the attached figures.

There is also an Education and CS budget re-profiling exercise currently being undertaken to reflect the progress of schemes within the 5 year capital programme on the MEP programme.

**Appendix B** details the main variances within each department.

<b>Attachments:</b>	<b>Appendix A - Capital Budget Monitoring - Report for August 2019</b> <b>Appendix B – Capital Budget Monitoring – Main Variances</b>
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## IMPLICATIONS

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

Signed: **C.Moore** Director of Corporate Services

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

### Finance

The capital programme shows an in year variance of **+£505m** against the 2019/20 approved budget.

### Physical Assets

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

## CONSULTATIONS

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

Signed: **C. Moore** Director of Corporate Services

1. **Scrutiny Committee** - Relevant Scrutiny Committees will be consulted.
2. **Local Member(s)** N/A
3. **Community / Town Council** N/A
4. **Relevant Partners** N/A
5. **Staff Side Representatives and other Organisations** N/A

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

Listed below:-

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2019-20 Capital Programme		Corporate Services Dept, County Hall, Carmarthen

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## Capital Programme 2019/20

### Capital Budget Monitoring - Report for August 2019

	Working Budget			Forecasted			Variance for Year £'000
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	
<b>DEPARTMENT</b>							
<b>COMMUNITIES</b>							
- Public Housing	30,878	-6,190	<b>24,688</b>	29,971	-6,338	<b>23,633</b>	<b>-1,055</b>
- Private Housing	2,276	-306	<b>1,970</b>	2,276	-306	<b>1,970</b>	<b>0</b>
- Social Care	415	0	<b>415</b>	417	0	<b>417</b>	<b>2</b>
- Leisure	5,975	-129	<b>5,846</b>	5,970	-120	<b>5,850</b>	<b>4</b>
<b>ENVIRONMENT</b>	17,180	-8,032	<b>9,148</b>	17,011	-7,277	<b>9,734</b>	<b>586</b>
<b>EDUCATION &amp; CHILDREN</b>	14,727	-6,747	<b>7,980</b>	15,051	-6,994	<b>8,057</b>	<b>77</b>
<b>CHIEF EXECUTIVE</b>	3,157	-17	<b>3,140</b>	3,166	-17	<b>3,149</b>	<b>9</b>
<b>REGENERATION</b>	13,687	-3,525	<b>10,162</b>	14,827	-3,783	<b>11,044</b>	<b>882</b>
<b>TOTAL</b>	<b>88,295</b>	<b>-24,946</b>	<b>63,349</b>	<b>88,689</b>	<b>-24,835</b>	<b>63,854</b>	<b>505</b>

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## Capital Programme 2019/20

## Capital Budget Monitoring - Report for August 2019 - Main Variances

	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
<b>DEPARTMENT/SCHEMES</b>								
<b>COMMUNITIES</b>								
<b>- Public Housing</b>	<b>30,878</b>	<b>-6,190</b>	<b>24,688</b>	<b>29,971</b>	<b>-6,338</b>	<b>23,633</b>	<b>-1,055</b>	
Sewerage Treatment Works Upgrading	184	0	184	20	0	20	-164	The treatment works refurbishment schemes are with Highways and Transport Engineers to develop detailed programme and estimated costs. Design fees only in 2019/20, with works to start in 2020/21.
Sheltered Housing Investment	1,999	0	1,999	1,476	0	1,476	-523	The works at one complex is not commencing until January 2020, with the majority of expenditure falling in 2020-21.
Rendering and External Works	1,970	0	1,970	1,770	0	1,770	-200	Rendering and wall tie renewal at one site not commencing until the fire safety works are completed.
Stock Condition Survey 2019/20 - County Wide	150	0	150	0	0	0	-150	Survey to be undertaken in-house and will commence in 2020/21.
Other Projects with Minor Variances	26,575	-6,190	20,385	26,705	-6,338	20,367	-18	
<b>- Private Housing</b>	<b>2,276</b>	<b>-306</b>	<b>1,970</b>	<b>2,276</b>	<b>-306</b>	<b>1,970</b>	<b>0</b>	No Major Variances.
<b>- Social Care</b>	<b>415</b>	<b>0</b>	<b>415</b>	<b>417</b>	<b>0</b>	<b>417</b>	<b>2</b>	No Major Variances.
<b>- Leisure</b>	<b>5,975</b>	<b>-129</b>	<b>5,846</b>	<b>5,970</b>	<b>-120</b>	<b>5,850</b>	<b>4</b>	No Major Variances.
<b>ENVIRONMENT</b>	<b>17,180</b>	<b>-8,032</b>	<b>9,148</b>	<b>17,011</b>	<b>-7,277</b>	<b>9,734</b>	<b>586</b>	
Ammanford Highway Infrastructure	112	0	112	487	0	487	375	Unexpected additional costs on Wind Street/Tirydail Lane Junction, exploring various options for funding by means of external income.
Carmarthen Western Link Road	251	0	251	437	0	437	186	To be funded from future S106 receipts.
Other Projects with Minor Variances	16,817	-8,032	8,785	16,087	-7,277	8,810	25	
<b>EDUCATION &amp; CHILDREN</b>	<b>14,727</b>	<b>-6,747</b>	<b>7,980</b>	<b>15,051</b>	<b>-6,994</b>	<b>8,057</b>	<b>77</b>	
MEP External Funding Income	0	-3,086	-3,086	0	-3,286	-3,286	-200	Income dependent on which schemes progress. Budget to be reprofiled.
Carmarthen West New School	0	0	0	50	0	50	50	Expenditure to be funded from future S106 income.
Llandybie CP	0	0	0	75	0	75	75	Project design currently in progress. Re-profile of MEP programme required.
Bryngwyn School Refurbishment	0	0	0	75	0	75	75	Project design currently in progress. Re-profile of MEP programme required.
Other Projects with Minor Variances	14,727	-3,661	11,066	14,851	-3,708	11,143	77	
<b>CHILD EXECUTIVE</b>	<b>3,157</b>	<b>-17</b>	<b>3,140</b>	<b>3,166</b>	<b>-17</b>	<b>3,149</b>	<b>9</b>	No Major Variances.
<b>REGENERATION</b>	<b>13,687</b>	<b>-3,525</b>	<b>10,162</b>	<b>14,827</b>	<b>-3,783</b>	<b>11,044</b>	<b>882</b>	
Cross Hands East Phase 2	1,979	-868	1,111	2,050	-868	1,182	71	
Pendine Iconic International Visitors Destination	4,025	-2,500	1,525	4,819	-2,557	2,262	737	Project to be reprofiled. Scheme on target.
Other Projects with Minor Variances	7,683	-157	7,526	7,958	-358	7,600	74	
<b>TOTAL</b>	<b>88,295</b>	<b>-24,946</b>	<b>63,349</b>	<b>88,689</b>	<b>-24,835</b>	<b>63,854</b>	<b>505</b>	

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## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

### COUNCIL'S REVENUE BUDGET MONITORING REPORT

**Recommendations / key decisions required:**

That the Executive Board receives the Budget Monitoring report and considers the budgetary position and appropriate corrective action.

In light of the current forecast of a potential significant overspend at departmental level, Chief Officers and Heads of Service continue to critically review their budgetary positions and implement appropriate mitigating actions to deliver their services within their allocated budgets as a matter of urgency.

**Reasons:**

To provide the Executive Board with an update on the latest budgetary position as at 31<sup>st</sup> August 2019, in respect of 2019/2020.

Relevant scrutiny committee to be consulted: NA

Exec Board Decision Required YES

Council Decision Required NO

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

Directorate: Corporate Services

Name of Director:  
Chris Moore

Report Author:  
Randal Hemingway

Designations:

Director of Corporate Services

Head of Financial Services

Tel No. 01267 224886

E Mail Addresses:

CMoore@carmarthenshire.gov.uk

Rhemingway@carmarthenshire.gov.uk

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

The revenue budget monitoring reports for the period to 31st August 2019 are attached and indicate that:

### **COUNCIL FUND REVENUE ACCOUNT (Appendix A)**

Overall, the monitoring report forecasts an end of year overspend of £3,831k on the Authority's net revenue budget with an overspend at departmental level of £5,560k. The most significant pressure points are within Education and Children's Services and the department needs to critically examine the current forecasted position.

#### Chief Executive's Department

The Chief Executive Department is anticipating an overspend of £288k for the year. This is made up of a £339k overspend relating to non-delivery of Corporate Savings and a £51k net underspend on operational budgets.

Corporate Savings: £290k Non-delivery of the efficiency proposal in relation to Health & Safety and a £49k shortfall in Standby efficiency delivery.

Operational budgets (£51k overspend):

Chief Executive's section are anticipating an underspend of £10k due to a temporary part year vacant post within the business support unit.

There is an anticipated £12k overspend in People Management. This is predominantly due to a £33k overspend within the Employee Well Being section as a result of an efficiency proposal not yet achieved in 2019-20. (£38k income generation from Pembs for the OH service) This is offset by a saving on supplies and services within Business and Projects support of £16k and other very small underspends.

ICT & Corporate Policy are anticipating a £145k underspend due to part year vacant posts within Policy and Welsh Language pending a review of those sections.

Admin and Law are anticipating an overspend of £44k, this includes an £18k overspend on Land Charges due to a decline in demand for searches, and a £36k overspend in Legal services as a result of an additional responsibility allowance and a regrading not being budgeted for.

The Marketing and Media section are anticipating a £30k net overspend. This is largely due to an overspend of £118k within Marketing and Media on salary costs pending a staffing review within the whole division. There has also been a loss of income streams from external partners (ERW). Potential alternative income streams are currently being sought. This is offset by an underspend on staffing costs in the Customer Services centres of £31k, and a £57k underspend within the Translation unit, both due to vacant posts. These will all form part of the divisional staffing review due to be completed during this financial year.

Electoral Services is anticipating a £158k underspend for this financial year. This is due to £95k of additional income within Registrars following a statutory increase in fees, a £40k underspend in Electoral Services due to a vacant post and a £24k underspend on Coroners fees which fluctuates according to demand for the service.

The Regeneration division is anticipating a £175k overspend for the year. This is largely due to £90k of costs associated with meeting the Authority's objective to reduce carbon emissions in the forthcoming years; a £50k overspend on admin buildings due to a proposed rental income efficiency of £50k for Ty'r Nant no longer achievable as the building is in the process of being sold; a £157k overspend at Nantyci Livestock market due to an anticipated shortfall in rental income and a £49k overspend on Provision Markets due to essential work at both sites. This is offset by £79k underspend on commercial properties and an £57k underspend in Industrial Premises due to high occupancy levels. There is also an anticipated £33k underspend on Regeneration Management due to staff time being charged to the City Deal project.

### Department for Communities

The Department for Communities is projecting an £811k overspend for the year

Performance data shows increased demographic pressure on demand in line with national information that shows a year on year increase in Older People of 3.4%. Cost of agency staff at residential homes is expected to be £208k overspent due to workforce recruitment issues in parts of the county. There has been a significant increase in demand for domiciliary care that has only been partly offset by a fall in residential care placements, £245k overspend. Integrated Care Fund initiatives such as Releasing Time to Care resulting in lower demand e.g. for double handed care packages are being applied to try to reduce these costs. Private sector homes are also feeling the impact of greater demand predicting £179k overspend.

Physical Disabilities services hold several vacancies (mainly occupational therapists) resulting in £61k savings. Performance data shows pressure on demand for Direct Payments with this client group which will result in an overspend of £147k.

In Learning Disability services there is an overspend in Employment & Training re staffing in Coleshill Day Centre of £30k and slower than anticipated delivery of savings of £106k; staff vacancies across the Division of -£144k, and pressures on packages of care of £47k resulting in the LD net overspend of £39k.

Professional fees relating to increased number of Deprivation of Liberty Standards (DoLS) referrals will result in an overspend of £19k.

Leisure Services are predicting a nil variance.

Housing & Public Protection Services are predicting a £6k underspend.

### Corporate Services

The Corporate Services Department is projecting a £579k underspend for the year.

This is due to £370k of vacant posts, a £160k underspend in pre LGR pension costs, a £17k underspend on grant audit fees and a £9k reduction in our new bank contract costs,. There is also £25k of net additional income from a new S151 support arrangement with M&WWFA.

### Department for Education and Children (excluding Schools Delegated)

The Department for Education and Children is forecasting a net overspend of £1,059k at year end.

The main adverse budget variations relate to: increased demand for Special Educational Needs provision £505k; school based EVR and redundancy costs £121k; Education Other Than At School £172k; School Modernisation property decommissioning costs £62k; One off net balances of closed schools transferring back to the department £59k; School Meals service sickness cover and kitchens' maintenance £77k ; Music Service running costs (mainly staff) exceeding the SLA income from schools by £134k; Dispute with LHB regarding the partnership arrangement for Garreglwyd Residential Unit £80k; Legal costs within Childrens' Services £79k based on year to date demand.

This is partially offset by staff vacancies and the utilisation of additional grants to support core spend -£192k.

### Schools Delegated Budgets

Schools working budgets are predicting a net overspend in year of approximately £3m. The year-end position 2018/19 resulted in a net deficit on school reserves of £373k which is a significant change from the historical situation of holding healthy school reserves within the balance sheet. The position is being considered in detail by the Corporate Management Team in liaison with Portfolio Members, and a further report with corrective actions will be presented at the earliest opportunity.



## Environment

The department is anticipating an overspend of £980k for the financial year, largely due to pressures within Planning, School Transport and Waste Services.

The Waste and Environmental Services division is projecting a £292k overspend. The Trade Waste transfer is not yet fully completed which has resulted in a £29k overspend, in addition, Clinical waste is showing a £43k overspend as a result of the service transfer postponement, due to complexity of ensuring appropriate service for all users. There has also been increased operational costs within refuse collection of £46k; temporary additional resource was required to service the new routes whilst they were being implemented. There is a £56k anticipated overspend on green waste collection, as it is not yet self-financing and a third vehicle has now been introduced to cater for potential additional customers. The cleansing service is overspent by £59k. Service reviews have commenced to look at ways to reduce costs within the service. Sustainable Drainage Approval Body Unit is likely to overspend by £60k for the year due to anticipated income not being likely to materialise based on current income trends. There is also an anticipated overspend of £31k within Urban Parks for the year, the level of works is to be reviewed. This is offset by a £23k underspend on public conveniences.

Highways and Transportation are anticipating a £251k overspend for the year. This is down to a projected £214k overspend on school transport due to increases in the number of pupils with additional learning needs, a number of successful appeals along with increased contractor costs and an increased minimum wage. There is also a £65k anticipated overspend in car parks due to the temporary loss of spaces in St Peters car park. This is offset by a £30k underspend on Sec278 HT agreements following drawdown of commuted sums.

Planning Division is anticipating a £463k overspend for the year. There is a projected £483k shortfall in development management income, but this overspend is partially offset by additional income generated from running training courses at the Tywi centre.

The Business Support Division is expecting to be £43k underspent largely due to a few short term vacant posts during the year.

### **HOUSING REVENUE ACCOUNT (Appendix B)**

The HRA is predicting to be underspent by £32k for 2019/20. Repairs and Maintenance is likely to be overspent by £62k mainly due to additional responsive repairs; Supervision & Management is projecting an overspend of £17k mainly due to use of agency staff. Capital financing charges will be £212k less than budgeted due to a slight reduction in interest rates.

Income (inclusive of rents) will be underachieved by approximately £101k.

Lists of the main variances are attached to this report.

**Attachments:**

**Appendix A – Councils Budget Monitoring Report 2019/20**  
**Appendix B – Housing Revenue Account (HRA)**

## IMPLICATIONS

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

Signed: **Chris Moore**

Director of Corporate Services

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

Council Fund

Overall, the Authority is forecasting an overspend of £3,831k.

HRA

The HRA is predicting to be underspent by £32k for 2019/20.

## CONSULTATIONS

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

Signed: **Chris Moore**

Director of Corporate Services

- 1. Scrutiny Committee – Not applicable**
- 2. Local Member(s) – Not applicable**
- 3. Community / Town Council – Not applicable**
- 4. Relevant Partners – Not applicable**
- 5. Staff Side Representatives and other Organisations – Not applicable**

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

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

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2019/20 Budget		Corporate Services Department, County Hall, Carmarthen

## REPORT OF THE DIRECTOR OF CORPORATE SERVICES

EXECUTIVE BOARD 18<sup>th</sup> November 2019

## COUNCIL'S BUDGET MONITORING REPORT 2019/20

Director and Designation	Author & Designation	Telephone No	Directorate
C Moore, Director of Corporate Services	R Hemingway, Head of Financial Services	01267 224886	Corporate Services

Table 1

Forecasted for year to 31st March 2020

Department	Working Budget				Forecasted				Aug 19 Forecasted Variance for Year £'000	June 19 Forecasted Variance for Year £'000
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Chief Executive	30,769	-13,024	-2,355	15,389	30,107	-12,074	-2,355	15,677	288	397
Communities	148,821	-61,190	10,786	98,416	150,321	-61,879	10,785	99,227	811	754
Corporate Services	77,610	-51,091	-199	26,320	76,865	-50,924	-199	25,741	-579	-623
Education & Children (incl. Schools)	159,567	-19,336	26,106	166,337	165,025	-20,734	26,106	170,397	4,060	3,660
Environment	115,000	-71,527	11,898	55,371	125,805	-81,352	11,898	56,351	980	984
<b>Departmental Expenditure</b>	<b>531,768</b>	<b>-216,168</b>	<b>46,235</b>	<b>361,834</b>	<b>548,122</b>	<b>-226,963</b>	<b>46,235</b>	<b>367,394</b>	<b>5,560</b>	<b>5,172</b>
Capital Charges/Interest/Corporate				-20,497				-21,247	-750	-400
<b>Levies and Contributions:</b>										
Brecon Beacons National Park				138				138	0	0
Mid & West Wales Fire & Rescue Authority				9,838				9,838	0	0
<b>Net Expenditure</b>				<b>351,313</b>				<b>356,123</b>	<b>4,810</b>	<b>4,772</b>
Transfers to/from Departmental Reserves										
- Chief Executive				0				-288	-288	-397
- Corporate Services				0				290	290	311
- Environment				0				-980	-980	-984
<b>Net Budget</b>				<b>351,313</b>				<b>355,143</b>	<b>3,831</b>	<b>3,702</b>

**Chief Executive Department  
Budget Monitoring - as at 31st August 2019**

EXECUTIVE BOARD 18th November 2019

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Division	Working Budget				Forecasted				Aug 19 Forecasted Variance for Year £'000	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Chief Executive	476	0	-738	-262	807	-1	-738	68	330	325
People Management	4,337	-1,419	-2,457	461	4,496	-1,566	-2,457	474	12	54
ICT & Corporate Policy	5,620	-941	-4,710	-30	5,392	-858	-4,710	-175	-145	-33
Admin and Law	4,170	-548	478	4,101	4,164	-498	478	4,144	44	67
Marketing & Media	2,692	-771	-1,510	411	2,482	-531	-1,510	441	30	-117
Statutory Services	1,269	-295	341	1,315	1,290	-474	341	1,157	-158	3
Regeneration & Property	12,204	-9,051	6,240	9,393	11,475	-8,147	6,240	9,568	175	98
<b>GRAND TOTAL</b>	<b>30,769</b>	<b>-13,024</b>	<b>-2,355</b>	<b>15,389</b>	<b>30,107</b>	<b>-12,074</b>	<b>-2,355</b>	<b>15,677</b>	<b>288</b>	<b>397</b>

## Chief Executive Department - Budget Monitoring - as at 31st August 2019

### Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19 Forecasted Variance for Year £'000	Notes	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
<b>Chief Executive</b>							
Corporate Savings Target	-339	0	0	0	339	£290k Corporate Health & Safety efficiency proposal not yet implemented; £49k standby efficiency less than originally proposed.	339
Chief Executive Business Support Unit	562	0	552	-1	-10	Temporary part year vacant post	-14
<b>People Management</b>							
Business & Projects Support	268	0	252	0	-16	Savings on supplies & Services	-16
Employee Well-being	699	-290	728	-287	33	Shortfall on proposed efficiency income target. No agreement in place to provide service for Pembs CC however the OH team is pursuing potential income opportunities with Ceredigion CC.	72
<b>ICT &amp; Corporate Policy</b>							
Welsh Language	180	-10	139	-10	-41	Vacant Post pending team review	-33
Chief Executive-Policy	829	-67	685	-22	-99	Part year vacant posts pending section review	-0
<b>Admin and Law</b>							
Land Charges	151	-294	114	-239	18	Reduction in income due to housing market fluctuations	25
Legal Services	1,637	-254	1,669	-250	36	Additional responsibility allowance and re-grading not budgeted for	38
<b>Marketing &amp; Media</b>							
Marketing and Media	594	-366	472	-127	118	Overspend on salaries pending divisional realignment which is due to be implemented by the end of this financial year. Loss of income streams from external partners (ERW). Looking at alternative potential partnership arrangements.	63
Translation	522	-35	465	-35	-57	Part year vacant posts pending divisional realignment	-75
Customer Services Centres	1,104	-336	1,072	-335	-31	Part year vacant posts pending divisional realignment	-104
<b>Statutory Services</b>							
Registrars	418	-293	472	-442	-95	Recent increase in statutory fees	0
Coroners	401	0	378	0	-24	Lower demand on service in year	0
Directorial Services - Staff	279	0	239	0	-40	Part year vacant posts	1
<b>Regeneration &amp; Property</b>							
Regeneration Management	319	0	286	0	-33	Staff time rechargeable to City Deal project	-7

## Chief Executive Department - Budget Monitoring - as at 31st August 2019

## Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19	Notes	June 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Commercial Properties	31	-594	47	-689	-79	High Occupancy Levels resulting in additional income	-92
Provision Markets	566	-638	551	-573	49	Essential maintenance required in year at both Llanelli and Carmarthen Markets	37
Net Zero Carbon Local Authority	0	0	90	0	90	Costs associated with the authority's commitment to reduce carbon in the forthcoming years	100
Administrative Buildings	2,902	-854	2,836	-739	50	Proposed rental income efficiency of £50k for Ty'r Nant is no longer achievable as building is in the process of being sold.	50
Industrial Premises	529	-1,567	470	-1,565	-57	High Occupancy Levels resulting in additional income	-80
Livestock Markets	58	-205	18	-7	157	Anticipated shortfall in income collected at Nant Y Ci Mart	87
Other					-19		6
<b>Grand Total</b>					<b>288</b>		<b>397</b>

**Department for Communities**  
**Budget Monitoring - as at 31st August 2019**

EXECUTIVE BOARD 18th November 2019

Division	Working Budget				Forecasted				Aug 19 Forecasted Variance for Year £'000	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Adult Services</b>										
Older People	58,044	-23,721	2,658	36,982	58,801	-23,802	2,658	37,657	675	467
Physical Disabilities	7,775	-1,725	204	6,254	7,827	-1,725	204	6,307	52	85
Learning Disabilities	38,502	-9,867	1,294	29,929	39,174	-10,499	1,294	29,968	39	139
Mental Health	9,502	-3,803	237	5,936	9,609	-3,872	237	5,974	37	14
Support	7,036	-4,939	1,002	3,099	7,064	-4,954	1,002	3,111	12	48
<b>Homes &amp; Safer Communities</b>										
Public Protection	3,170	-974	588	2,784	3,035	-909	588	2,714	-70	-24
Council Fund Housing	9,147	-7,949	243	1,442	9,452	-8,190	243	1,506	64	24
<b>Leisure &amp; Recreation</b>										
Leisure & Recreation	15,645	-8,213	4,559	11,991	15,359	-7,927	4,559	11,991	0	0
<b>GRAND TOTAL</b>	<b>148,821</b>	<b>-61,190</b>	<b>10,786</b>	<b>98,416</b>	<b>150,321</b>	<b>-61,879</b>	<b>10,785</b>	<b>99,227</b>	<b>811</b>	<b>754</b>

## Department for Communities - Budget Monitoring - as at 31st August 2019

### Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19	Notes	June 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Adult Services</b>							
<b>Older People</b>							
Older People - LA Homes	7,629	-4,830	7,826	-4,820	208	Additional cost due to use of agency staff to meet statutory duty. Review currently being undertaken in relation to Residential Care staffing to ensure less reliance on agency staff in the future	176
Older People - Private/ Vol Homes	23,799	-13,064	23,978	-13,064	179	Performance data shows increased demographic pressure on demand in line with national information that shows a year on year increase in Older People of 3.4%pa. Preventative work continues to be reviewed to mitigate the effects of this.	90
Older People - Private Home Care	7,868	-2,207	8,313	-2,407	245	There has been a significant increase in demand for domiciliary care that has only been partly offset by a fall in residential care placements. There is significant departmental work to monitor and manage demand by audit assessment practice and by continuing to promote independent living through Integrated Care Fund initiatives such as Releasing Time to Care resulting in lower demand eg for double handed care packages. We are currently reviewing whether this initiative requires additional resources to yield the necessary financial savings	212
<b>Physical Disabilities</b>							
Phys Dis - Commissioning & OT Services	587	-82	526	-82	-61	Vacancies within the Occupational Therapy Team: 1FTE Senior Practitioner; 1.5FTE Occupational Therapy Assistant; 1FTE Occupational Therapist offset by payments for Rotational Occupation Therapy from Hywel Dda	-71
Phys Dis - Direct Payments	2,684	-566	2,830	-566	147	Increase in take up of DP related to right of service user to request as alternative to regulated provision	23
<b>Learning Disabilities</b>							
Learn Dis - Employment & Training	1,357	-203	1,434	-144	136	Overspend on staffing in Coleshill Day Centre £30k due to complexity of clients. Proposal 'Collaboration with social enterprise for craft / Reprovision of a day centre / transport' is likely to be deliver full year savings in 2020-2021	132
<b>Other Variances - Adult Services</b>					-36		193



**Department for Communities - Budget Monitoring - as at 31st August 2019**  
**Main Variances**

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19 Forecasted Variance for Year £'000	Notes	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
<b>Homes &amp; Safer Communities</b>							
<b>Public Protection</b>							
PP Business Support unit	149	0	130	0	-20	Underspend due to vacant post	-17
Public Health	276	-14	254	-16	-24	Underspend due to maternity leave	-12
Animal Welfare	80	-82	66	-57	10	Underachievement of licences income	15
Dog Wardens	96	-28	103	-20	15	Underachievement of fees income and overspend on private sector contracted services	0
Licensing	341	-324	331	-336	-23	Overachievement of income target	10
Food Safety & Communicable Diseases	481	-38	455	-39	-27	Underspend due to two vacant posts	-8
Fair Trading	143	-64	133	-42	12	Underachievement of fees income	-5
<b>Other Variances - Public Protection</b>					-13		-7
<b>Council Fund Housing</b>							
Home Improvement (Non HRA)	756	-297	770	-247	64	Overspend on salaries	26
Temporary Accommodation	492	-106	766	-367	14	Overspend on room hire	0
<b>Other Variances - Council Fund Housing</b>					-13		-2
<b>Leisure &amp; Recreation</b>							
Millenium Coastal Park	221	-32	226	-60	-23	One off Compensation income from Welsh Water	-9
Carmarthen Leisure Centre	1,567	-1,606	1,566	-1,566	38	Forecasting lower sales volumes in income to budget	14
Amman Valley Leisure Centre	846	-707	838	-755	-55	Forecasting higher sales volumes in income to budget	-52
Sport & Leisure General	877	-58	890	-58	14	Free swim grant only currently approved for 6 months £14k	14

## Department for Communities - Budget Monitoring - as at 31st August 2019

### Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19	Notes	June 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Outdoor Recreation - Staffing costs	229	0	254	-8	16	Operational staffing costs linked to implementation of restructure. This variance is likely to reduce once fully implemented	30
Llyn Lech Owain Country Park	85	-33	85	-53	-20	Forecasting higher income to budget due to sale of wood from planned Tree Felling	-2
Museums General	165	0	189	0	24	Unable to achieve vacancy factor	8
Arts General	39	0	5	0	-35	Vacant post being held pending Service review	-43
St Clears Craft Centre	151	-88	136	-58	16	Forecast shortfall in income to budget in this newly established in-house catering facility	20
Laugharne Boathouse	147	-109	160	-111	11	Forecast overspend in casual Customer Service Assistant posts	0
Leisure Management	320	0	291	0	-29	Vacant posts being held pending Service review	-4
<b>Other Variance - Leisure &amp; Recreation</b>					43		24
<b>Grand Total</b>					<b>811</b>		<b>754</b>

**Corporate Services Department  
Budget Monitoring - as at 31st August 2019**

EXECUTIVE BOARD 18th November 2019

Division	Working Budget				Forecasted				Aug 19 Forecasted Variance for Year £'000	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Financial Services	4,504	-2,083	-2,360	61	4,232	-2,011	-2,360	-139	-200	-300
Revenues & Financial Compliance	4,842	-1,711	-2,129	1,002	4,556	-1,618	-2,129	810	-192	-146
Other Services	68,264	-47,297	4,289	25,257	68,076	-47,295	4,289	25,071	-186	-177
<b>GRAND TOTAL</b>	<b>77,610</b>	<b>-51,091</b>	<b>-199</b>	<b>26,320</b>	<b>76,865</b>	<b>-50,924</b>	<b>-199</b>	<b>25,741</b>	<b>-579</b>	<b>-623</b>

## Corporate Services Department - Budget Monitoring - as at 31st August 2019

## Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19	Notes	June 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Financial Services</b>							
Chief Officer	348	-61	324	-61	-25	Additional income from arrangement to act as S151 officer for Mid and West Wales Fire	-27
Accountancy	1,721	-430	1,566	-426	-150	Number of vacant posts currently in the section	-244
Treasury and Pension Investment Section	251	-178	233	-178	-19	Vacant Posts	-22
<b>Revenues &amp; Financial Compliance</b>							
Procurement	529	-33	460	-33	-69	Vacant posts	-66
Housing Benefits Admin	1,648	-751	1,518	-751	-131	Vacant Posts	-102
<b>Other Services</b>							
Audit Fees	310	-90	291	-88	-17	High proportion of audit fees chargeable directly to grants	-17
Miscellaneous Services	4,888	-117	4,729	-117	-160	Reduction in Pre LGR Pension Costs	-151
<b>Other Variances</b>					-9		6
<b>Grand Total</b>					<b>-579</b>		<b>-623</b>

**Department for Education & Children**  
**Budget Monitoring - as at 31st August 2019**

EXECUTIVE BOARD 18th November 2019

Division	Working Budget				Forecasted				Aug 19 Forecasted Variance for Year £'000	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Schools Delegated Budgets</b>	<b>108,216</b>	<b>0</b>	<b>0</b>	<b>108,216</b>	<b>111,217</b>	<b>0</b>	<b>0</b>	<b>111,217</b>	<b>3,001</b>	<b>3,001</b>
Director & Strategic Management	1,615	0	-94	1,521	1,594	0	-94	1,500	-21	-14
Education Services Division	8,982	-1,858	20,440	27,564	9,807	-1,863	20,440	28,383	820	442
Access to Education	8,743	-5,948	2,167	4,962	8,836	-5,891	2,167	5,112	150	157
School Improvement	3,276	-1,305	463	2,434	3,358	-1,389	463	2,432	-2	4
Curriculum & Wellbeing	6,045	-4,530	567	2,083	6,205	-4,577	567	2,195	113	138
Children's Services	22,690	-5,696	2,563	19,557	24,008	-7,014	2,563	19,557	-0	-69
<b>TOTAL excluding schools</b>	<b>51,351</b>	<b>-19,336</b>	<b>26,106</b>	<b>58,121</b>	<b>53,808</b>	<b>-20,734</b>	<b>26,106</b>	<b>59,180</b>	<b>1,059</b>	<b>659</b>
<b>GRAND TOTAL</b>	<b>159,567</b>	<b>-19,336</b>	<b>26,106</b>	<b>166,337</b>	<b>165,025</b>	<b>-20,734</b>	<b>26,106</b>	<b>170,397</b>	<b>4,060</b>	<b>3,660</b>

## Department for Education & Children - Budget Monitoring - as at 31st August 2019

### Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19	Notes	June 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Schools Delegated Budgets</b>							
Primary schools	56,252	0	57,452	0	1,200	Based on schools' working budgets received for 2019/20. Deficit budget submissions are included subject to approval of recovery plans by LA	1,200
Secondary schools	48,101	0	49,501	0	1,400		1,400
Special Schools	3,864	0	4,264	0	400		400
<b>Director &amp; Strategic Management</b>							
Business Support	387	0	371	0	-17	Part year vacant posts - both of which will be filled during the year.	-7
<b>Education Services Division</b>							
School Expenditure not currently delegated	101	0	160	0	59	Closing balances from 2 primary schools closed April 2019	59
School Redundancy & EVR	2,013	0	2,133	0	121	Forecast based on business cases approved to date. Schools are supported and challenged on staffing structure proposals.	78
Early Years Non-Maintained Provision	360	0	341	0	-19	Forecast based on current demand for places for 3 year olds in non maintained settings	-19
Special Educational Needs	2,974	-1,548	3,428	-1,496	505	Forecast based on existing known commitments. Demand for Teaching Assistant support has increased.	106
Education Other Than At School (EOTAS)	2,001	-283	2,168	-278	172	Increasing demand from schools for alternative provision £140k and an increase in home tuition £32k	235
<b>Access to Education</b>							
School Modernisation	108	-1	233	-43	83	School transport recharges from school reorganisations £21k; Premises costs relating to closed schools £62k	77
School Meals & Primary Free Breakfast Services	8,382	-5,947	8,360	-5,848	77	Budget pressures across the service especially sickness cover, kitchens' maintenance and food price increases. A strategic review of meal provision is on-going to identify service efficiencies.	92

## Department for Education & Children - Budget Monitoring - as at 31st August 2019

### Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19	Notes	June 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
<b>Curriculum and Wellbeing</b>							
Music Services for Schools	871	-770	1,018	-783	134	SLA income from schools has reduced with greater expediency than the progress with staff restructuring.	142
Youth Offending & Prevention Service	1,972	-1,112	2,021	-1,191	-31	Maximisation of grants to release core budget.	-8
<b>Children's Services</b>							
Commissioning and Social Work	6,840	-79	6,937	-98	79	Increased number of legal cases based on year to date.	86
Fostering Services & Support	3,931	0	3,950	-128	-109	Part year vacant posts and maximisation of grants to release core budget.	-90
Adoption Services	773	-260	857	-380	-36	Maximisation of external income & grants to release core budget.	6
Garreglwyd Residential Unit	586	-166	666	-167	80	Hywel Dda Health Board disputing partnership arrangement, which could affect the level of their contribution. Senior officers are currently in negotiations with the Health Board to resolve this.	6
<b>Other Variances</b>					-40		-104
<b>Grand Total</b>					<b>4,060</b>		<b>3,660</b>

**Environment Department**  
**Budget Monitoring - as at 31st August 2019**

EXECUTIVE BOARD 18th November 2019

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Division	Working Budget				Forecasted				Aug 19 Forecasted Variance for Year £'000	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Buisness Support & Performance	33	-96	146	83	-10	-96	146	40	-43	-46
Waste & Environmental Services	24,294	-4,533	1,264	21,025	24,418	-4,365	1,264	21,317	292	312
Highways & Transportation	50,415	-30,505	9,597	29,507	52,229	-32,068	9,597	29,758	251	250
Property	36,160	-34,105	606	2,662	44,673	-42,600	606	2,679	17	15
Planning	4,099	-2,288	284	2,094	4,496	-2,223	284	2,557	463	452
<b>GRAND TOTAL</b>	<b>115,000</b>	<b>-71,527</b>	<b>11,898</b>	<b>55,371</b>	<b>125,805</b>	<b>-81,352</b>	<b>11,898</b>	<b>56,351</b>	<b>980</b>	<b>984</b>



## Environment Department - Budget Monitoring - as at 31st August 2019

### Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19 Forecasted Variance for Year £'000	Notes	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
<b>Business Support &amp; Performance</b>							
Business Support	-140	-36	-197	-36	-56	Posts budgeted at top of scale but majority are not at the top of scale yet; a few temporary vacant posts estimated during the year.	-53
Departmental - Core	58	0	70	0	11	Contribution towards the Health and wellbeing co-ordinator	10
<b>Waste &amp; Environmental Services</b>							
SAB - Sustainable Drainage approval Body Unit	114	-110	113	-48	60	Anticipated income not expected to materialise based on current income trends - Dependent on number of submissions and market buoyancy of development projects	25
Public Conveniences	571	-12	545	-9	-23	Capital repayment element deducted from Danfo final quarter cost due to end of contract term. New contract will be cleansing & management only.	-22
Cleansing Service	2,396	-115	2,438	-97	59	The service cost comprises plant and resource and of course tipping charges for disposal of waste we collect. The current overspend reflects the current resource levels and increased cost of disposal of collected waste. In order to address the budget position it will mean reviewing the service. This work is underway but will not be complete before the end of the financial year.	54
Waste Services	15,425	-1,293	15,546	-1,296	118	Clinical waste is showing a £43k overspend as a result of the service transfer postponement due to complexity of ensuring a service for all users; £29k additional trade waste costs as the service transfer is not yet fully completed; and £46k for increased operational costs within refuse collection. Temporary additional resource was required to service the new routes whilst they were being implemented.	169
Green Waste Collection	501	-336	479	-258	56	The green waste collection service is not yet self-financing. We did not anticipate to break even this financial year, as per the original business plan, but we are on track with growing the service as anticipated, with a view to being break even in future years. A third vehicle has now been introduced to cater for potential additional customers.	56
Urban Parks	41	-1	75	-4	31	Additional works relating to the serviceability of aspects of the facilities at Parc Howard will have to be reviewed to establish which elements of works can be curtailed. This will need to be discussed with Llanelli Town Council as our partners.	31

## Environment Department - Budget Monitoring - as at 31st August 2019

## Main Variances

EXECUTIVE BOARD 18th November 2019

Division	Working Budget		Forecasted		Aug 19 Forecasted Variance for Year £'000	Notes	June 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
<b>Highways &amp; Transportation</b>							
Sec 278 HT Agreements	0	0	146	-176	-30	Draw down from commuted sums	0
Civil Design	1,066	-1,647	1,012	-1,612	-19	Increased income recovery	-8
School Transport	10,984	-1,102	11,195	-1,099	214	The overspend is mainly due to an increase in the number of Additional Learning Needs pupils transported to Special schools. In addition a number of recent appeals have been successful as well as increased contractor costs, diminishing market supply and increased minimum wage.	214
Car Parks	2,187	-3,228	1,944	-2,920	65	Reduction in income due to temporary loss of spaces at St Peter's Car Park	26
Nant y Ci Park & Ride	79	-32	105	-38	21	Increased maintenance costs	11
School Crossing Patrols	116	0	135	0	18	The school crossing patrols section is currently reviewing all patrols to identify where there is no requirement to provide them according to the National Safety criteria. The phasing out of non-required patrols will not be fully implemented in this financial year.	15
Street Works and Highway Adoptions	416	-357	416	-379	-23	Additional income from highway adoption agreements	-6
<b>Property</b>							
Facilities Management - Corporate Buildings	358	0	374	0	15	Deficit to be offset by a virement of budget from Administrative Buildings to be undertaken in Q2. The Administrative Buildings budget has historically subsidised this budget line so, following the transfer of the Asset Management Service to the Chief Executive's department, a budget transfer is required.	15
<b>Planning</b>							
Policy-Development Planning	567	0	579	0	12	Overspend due to projected non-achievement of income - no longer carrying out consultancy work for other Depts. etc.	15
Development Management	1,536	-1,274	1,546	-801	483	WG set planning fees, but across Wales there is recognition that full cost recovery of planning services will not be achieved from planning fees alone. Most LPAs only cover on average 60% of their costs of delivering the development management service through fees, and the last increase in fees was in 2015. WG expect that at least part of the Development Management function should be met by Local Authorities themselves – to encourage development to come forward. Currently Carmarthenshire's Development Management section is budgeted to fund 78% of its costs through fees generated, this is currently being reviewed. WG have committed to review fees, but there is no known timetable for this workstream.	493
Tywi Centre	34	-34	102	-115	-13	Projected surplus being generated from running training courses at the Tywi Centre	-36
<b>Other Variances</b>					-21		-25
<b>Grand Total</b>					<b>980</b>		<b>984</b>

### Housing Revenue Account - Budget Monitoring as at 31st August 2019

	Working Budget £'000	Forecasted £'000	Aug 19 Variance for Year £'000	Notes	June 19 Forecasted Variance for Year £'000
<b>Expenditure</b>					
<b>Repairs &amp; Maintenance</b>					
Responsive	1,802	1,851	50		24
Minor Works	3,022	3,022	0		0
Voids	3,375	3,388	13		1
Servicing	1,687	1,688	0	Anticipated expenditure based on profiled spend to date	0
Drains & Sewers	139	138	-1		0
Grounds	749	749	0		0
Unadopted Roads	105	105	0		0
<b>Supervision &amp; Management</b>					
Employee	4,533	4,580	47	Overspend on Agency staff £78k offset by underspend on Salaries -£25k	0
Premises	1,433	1,439	6		0
Transport	64	54	-10	Savings on staff travelling expenses	0
Supplies	819	794	-25	Underspent on Compensation -£33k	0
Recharges	2,253	2,253	0		0
Provision for Bad Debt	585	585	-0		0
Capital Financing Cost	14,542	14,330	-212	Forecast reduction in interest rate applicable	-212
Central Support Charges	1,652	1,652	0		0
<b>Total Expenditure</b>	<b>36,761</b>	<b>36,627</b>	<b>-134</b>		<b>-187</b>

## Housing Revenue Account - Budget Monitoring as at 31st August 2019

	Working Budget £'000	Forecasted £'000	Aug 19 Variance for Year £'000	Notes	June 19 Forecasted Variance for Year £'000
<b>Income</b>					
Rents	-41,199	-41,009	189	Underachievement of rental income	9
Service Charges	-706	-705	1		-26
Supporting People	-79	-79	0		0
Mortgage Interest	0	0	0		0
Interest on Cash Balances	-102	-102	0		0
Grants	-245	-245	0		6
Insurance	0	-183	-183	Settlement of insurance claims	26
Other Income	-531	-438	93	Possible underachievement of income from Commission on Sales and Fees recoverable	0
<b>Total Income</b>	<b>-42,862</b>	<b>-42,760</b>	<b>101</b>		<b>15</b>
<b>Net Expenditure</b>	<b>-6,101</b>	<b>-6,133</b>	<b>-32</b>		<b>-172</b>

HRA Reserve	£'000
Balance b/f 1/4/19	14,314
Budgeted movement in year	6,101
Variance for the year	32
Balance c/f 31/3/20	<b>20,447</b>

## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

### REDEVELOPMENT OF FORMER PROVISIONS MARKET LLANDEILO (THE OLD MARKET HALL)

#### Recommendations / key decisions required:

That Council agrees to commit an additional capital match funding sum over and above the original Executive Board approved sum (as detailed in Executive Summary) to enable the redevelopment of former provisions market project to proceed and draw down the external funding committed to the project from the joint ERDF and Welsh Government Funded 'Building For The Future Project'.

That Council also agrees to acquire additional area of land to accommodate car parking requirements for the building.

#### Reasons:

The building has been vacant for many years and various proposals for its redevelopment have failed. The market has been well tested however all have been unsuccessful with the underlying cause being the higher cost to value of refurbishing this Grade II\* listed building. An opportunity now exists for the Council to secure external funding provided that the Council can commit to providing sufficient match funding. If progressed, it is anticipated that this project will give rise to:

- Creation of some 45 new jobs
- Support for 17 SME's through creation of top quality business space providing the base for local companies to develop
- Refurbishment of a landmark building
- It is anticipated that the project will act as a catalyst resulting in new businesses operating within the market town, creation of additional employment opportunities and attraction of more visitors.

Relevant scrutiny committee to be consulted: NO

Exec Board Decision Required YES

Council Decision Required NO

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:**

Cllr. David Jenkins / Cllr Emlyn Dole

Directorate	Designations:	Tel Nos.
Chief Executive's		E Mail Addresses:
Name of Head of Service:	Head of Regeneration	01267 242336
Jason Jones		<a href="mailto:jjones@carmarthenshire.gov.uk">jjones@carmarthenshire.gov.uk</a>
Report Author:	Economic Development Manager	01269 590241
Stuart Walters		<a href="mailto:SWalters@carmarthenshire.gov.uk">SWalters@carmarthenshire.gov.uk</a>

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD 18<sup>TH</sup> NOVEMBER 2019

### REDEVELOPMENT OF FORMER PROVISIONS MARKET LLANDEILO (THE OLD MARKET HALL)

#### Background Information

A previous report on the project was brought forward and considered at Executive Board in November 2018. The recommendations approved at that Executive Board was that:

1. The Council leads on the delivery of the redevelopment of the Old Market Hall, Llandeilo to provide new employment space.
2. The Council actively seeks external funding to support the project delivery.
3. The Council provides match funding as detailed in this report as stated below:

Heritage Lottery Fund	-	£2,000,000	(to be applied for)
Building for the future	-	£1,400,000	(bid submitted)
Carmarthenshire County Council	-	£562,600	(Capital Funding*)
Total estimated cost	-	<u>£3,962,600</u>	

\*Capital funding from Economic Development's Transformational Strategic Project Fund Allocation (2018-2023).

#### Current Position

The Council's application for Welsh Government's Building for the Future funding has been successful and an approval in principle letter for £1.4m of funding has been received. Due to incompatible timelines, the Lottery Heritage Fund were not willing to consider an application for this project. As identified in the original Executive Board report further consideration will now need to be given to setting aside an additional £2m capital funding to enable the project to proceed.

Progress has been made with the scheme design and documentation is being prepared for a planning submission later this month.

The Council has had discussions with an adjoining landowner with a view to acquiring land as highlighted on attached land plan (annex 1) to enable the Council to deliver a suitable car parking provision to service the building (annex 2). The agreed heads of terms are set out in (annex 3) but key proposed terms are as follows:

- Acquisition of land at no cost on the basis that the Council will provide additional parking spaces 12 -18 which would then be leased back for use the landowner on a shared basis.
- Council to provide rear access and wall between car park & landowners premises.

It should be noted that the scheme can progress without this additional car parking. However the scheme as proposed provides better parking provision for the scheme and local area. The additional car park is estimated to cost circa £75,000 subject to tender returns. This is budgeted for in the funding package below.

**Revised Project Costs & Funding Package**

Building for the Future	-	£1,400,000	
Carmarthenshire County Council	-	£2,562,600	(Capital Funding*)
Total estimated cost	-	<u>£3,962,600</u>	

\*Capital funding of £2,562,600 will be funded by £250,000 allocation from 2019/20 Transformational Strategic fund, £1,321,592 council reserves that will replace funding for current schemes within 2019/20 to allow the use of the Economic Stimulus grant for the same amount to fund the other schemes. The remaining £991,008 will be used from slippages (reserves funding) from the current years Capital programme that will not be required until later within the 5 year capital programme.

**Way Forward**

A number of delivery options have previously been considered by Executive Board, when it was agreed that if the project is to be delivered then the Council needs to lead on this. If the Council does not proceed as recommended below, then essential works will need to be undertaken to the building. The estimated cost of these essential works is in the region of £700k. Carrying out essential repair works will not give rise to any of the economic benefits that will result from delivery of the full redevelopment scheme as proposed. On this basis, it is recommended that:

1. The Council provides additional match funding as detailed in this report to enable delivery of the proposed comprehensive redevelopment scheme.
2. That Council approves the acquisition of the additional land as per the terms set out in the draft heads of terms to accommodate building car parking requirements.

<b>Report attached?</b>	No. Annex 1, 2 & 3
-------------------------	-----------------------

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

**Policy, Crime, Disorder & Equalities**

The project supports Carmarthenshire County Council’s Transformations Strategy which identifies six key transformational projects, including the transformation of Rural Carmarthenshire, of which the Llandeilo Market Hall project is a key element.

The proposed project is aligned to the principles of the Well-being of Future Generations Act



(Wales) 2015 in terms of bringing this important asset back into sustainable use for the benefit of the local economy and future generations.

Vacant properties can have a negative effect on the locality and the longer they remain vacant the higher the risk of vandalism and safety issues arising. The proposed redevelopment will mitigate this risk.

**Finance** – The council funding of £2,562,600 will be funded by £250,000 allocation from 2019/20 Transformational Strategic fund, £1,321,592 council reserves that will replace funding for current schemes within 2019/20 to allow the use of the Economic Stimulus grant for the same amount to fund the other schemes. The remaining £991,008 will be used from slippages (reserves funding) from the current years Capital programme that will not be required until later within the 5 year capital programme. The current 5 year Capital Programme will be re-profiled accordingly, as part of the budget process that will be approved by Full Council in March 2020, to reflect the above changes.

**Risk Management –**

The building is in need of a comprehensive refurbishment and some repair works have been put on hold pending a scheme.

**Staffing –**

The Council would employ one member of staff to manage the building. Income generated from the scheme is expected to cover the cost of this post.

**Physical Assets –**

Retention and refurbishment of an existing asset, safeguarding of the Council's investment in a landmark listed building.

The acquisition of land at nil cost to extend the car park and create additional parking spaces.

# CONSULTATIONS

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

Signed: Jason Jones

Head of Regeneration

## 1. Scrutiny Committee

N/A

## 2. Local Member(s)

Cllr Edward Thomas the Local member is supportive of the proposal.

## 3. Community / Town Council

None

## 4. Relevant Partners

## 5. Staff Side Representatives and other Organisations

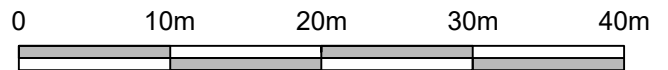
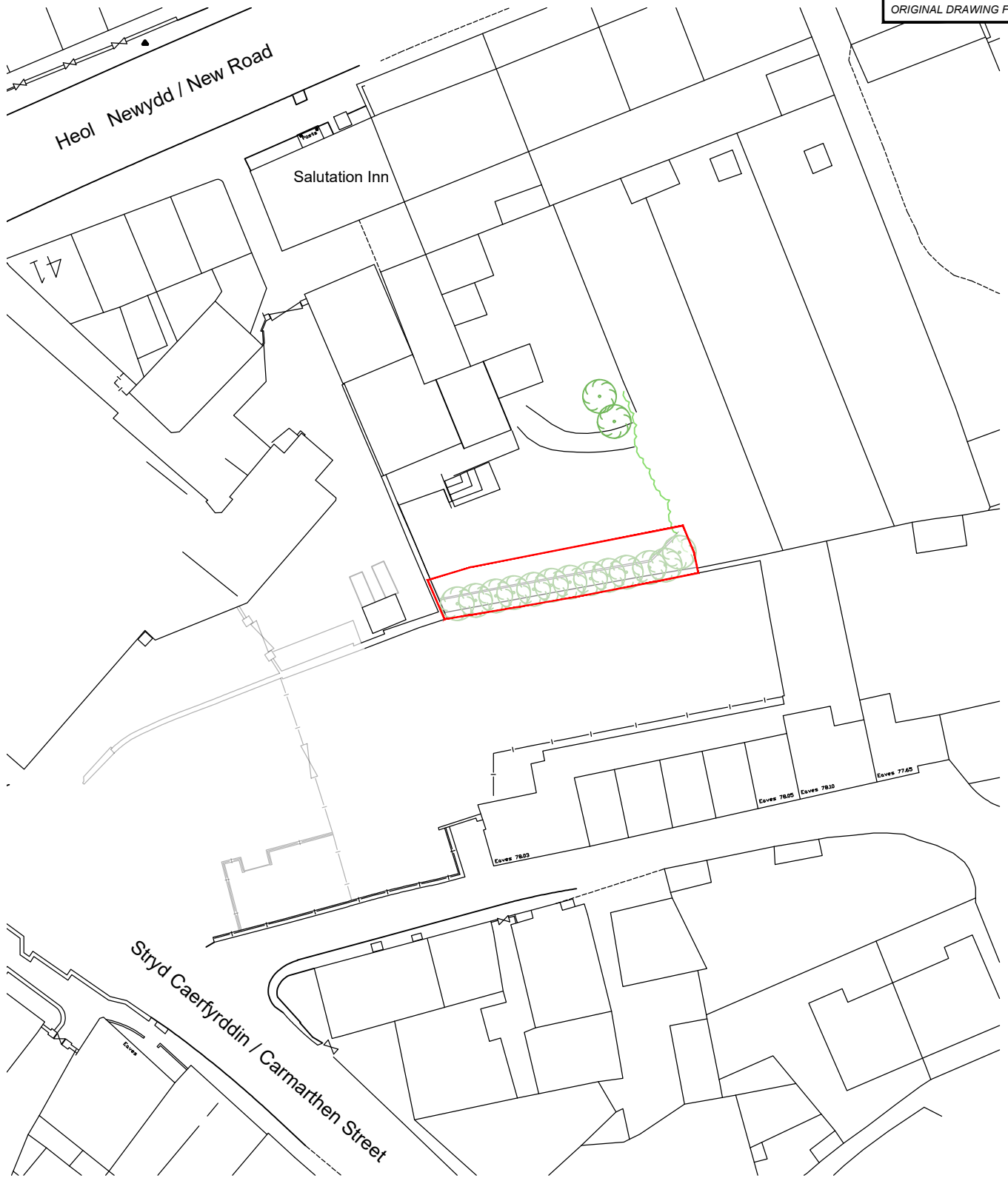
None

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

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

THESE ARE DETAILED BELOW

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



SCALE 1:500

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**Stephen G Pilliner**  
 Pennaeth Trafnidiaeth a Pheirianneg,  
 Adran Amgylchedd, Bloc 1,  
 Parc Myrddin, Waun Dew,  
 Caerfyrddin SA31 1HQ

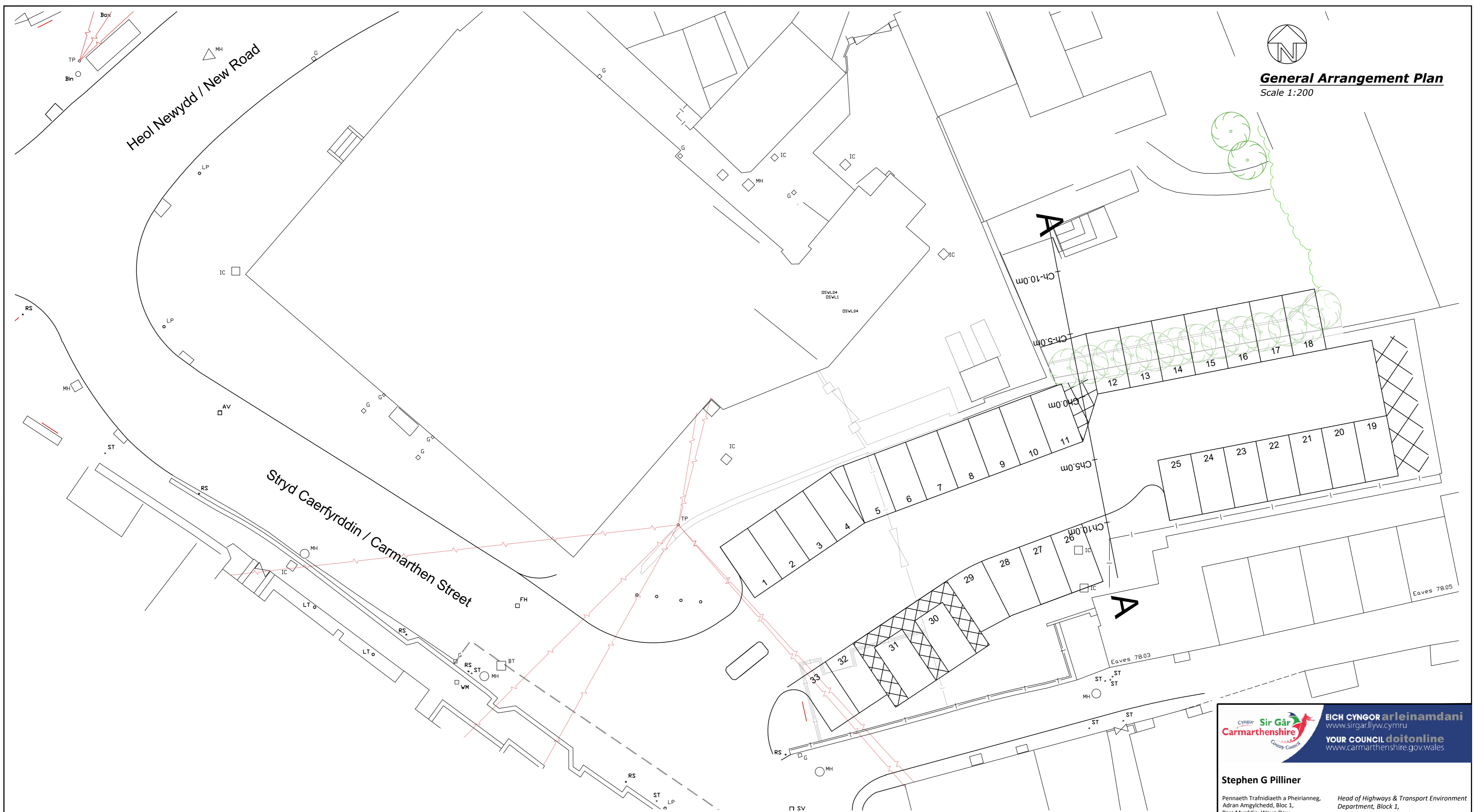
*Head of Highways & Transport  
 Environment Department, Block 1,  
 Parc Myrddin, Richmond Terrace,  
 Carmarthen,  
 Carmarthenshire SA31 1HQ*

**Project**  
**SALUTATION INN, LLANDEILO**

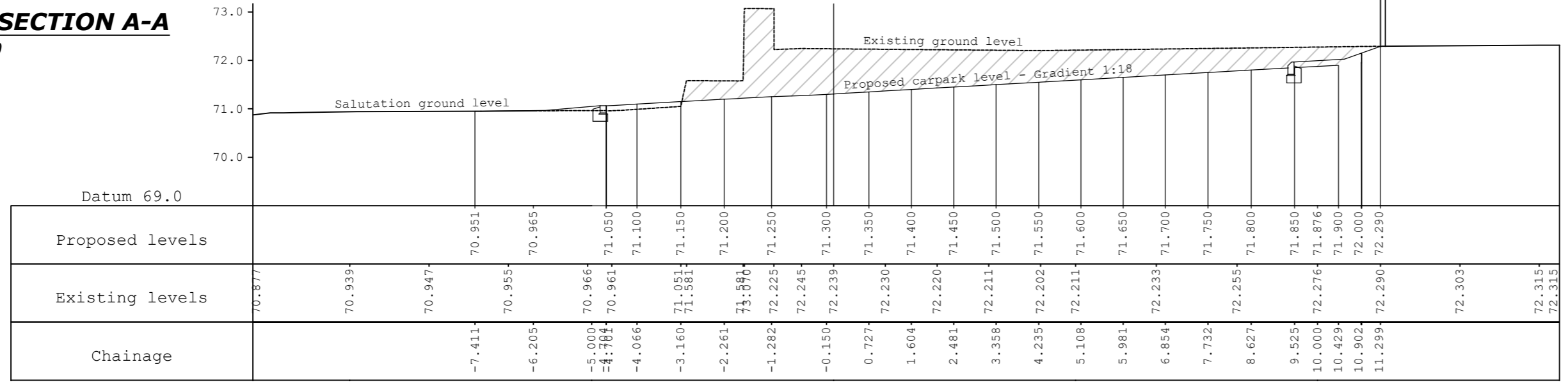
**Project**  
**LAND DEDICATION PLAN**

REV	DATE	REVISION DESCRIPTION	REV BY	CHECKED	DATE CHD
Status					
DEDICATION			ISSUED FOR THE PURPOSE SHOWN ONLY		
Made By	Date	Checked	Date	Authorised	Date
-	-	-	-	-	-
Scale		1:500		Project no. 00100/000	
Drawing no. LD_01		Revision		*	

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**CROSS SECTION A-A**  
Scale 1:100



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**Stephen G Pilliner**  
Pennaeth Trafnidiaeth a Pheirianneg, Adran Angylchedd, Bloc 1, Parc Myrddin, Waun Dew, Caerfyrddin Sir Caerfyrddin SA31 1HQ  
Head of Highways & Transport Environment Department, Block 1, Parc Myrddin, Richmond Terrace, Carmarthen, Carmarthenshire SA31 1HQ

Project  
**MARKET, LLANDEILO**

Title  
**FEASIBILITY DESIGN**

Made By	Date	Checked	Date	Authorised	Date
**	**				

Scale	Project no.
<b>AS SHOWN</b>	<b>80/0000/000</b>
	Drawing no. <b>SD01</b> Revision <b>-</b>

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Heads of Terms Offered to the owners of the Salutation Inn, New Road Llandeilo for the purchase and Lease-back of land at the rear of their property.

The terms offered subject to Contract and Without Prejudice were as follows;

1. Land - Carmarthenshire County Council would acquire the land edged red on the attached plan. The final design of the wall feature has yet to be completed and therefore the extent of the land take has provisionally been measured on the basis of the wall and barrier extending 600mm beyond the parking space. I have also assumed the wall is currently in your ownership and the new wall, subject to agreement will be in our ownership.
2. Tenure – the Council to acquire the freehold interest in the land edged red.
3. The Council to create an access point between parking spaces 11 and 12 with the provision of a galvanized steel gate with bolt capable of being padlocked, the design to be agreed.
4. The boundary wall will be a 900mm high rendered wall with coping and 1200mm close boarded fence above giving a total height of 1800mm.
5. The rear car park to be laid to porous tarmac and sub-base to adoptable standards.
6. Leaseback – the Council will grant you a lease at the same time/contemporaneously upon the land being acquired. The lease being on the following terms;
  - (i) A term of 50 years
  - (ii) The use of 7xNo spaces shown numbered 12 – 18 on the Feasibility Design Plan SD01 attached.
  - (iii) The Council to allow you the use of additional spaces by agreement if suitable to the Council.
  - (iv) The Council to share use of those spaces when not in use.
  - (v) Both parties to cooperate in the control of access to the wider car park to avoid unauthorised use.
  - (vi) The Lease to be non-assignable and only for the benefit of Salutation Inn Restaurant Patrons.
  - (vii) Occasional use of the car park area immediately to the rear of the Salutation Inn for festival or similar events up to three times each year or greater by agreement subject to the availability of the car park and to those events not causing a nuisance to the adjoining properties .

RV Evans 12<sup>th</sup> July 2019

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## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

<p><b>MODERNISING EDUCATION PROGRAMME</b></p> <p><b>PROPOSAL TO RELOCATE YSGOL HEOL GOFFA TO A NEW SITE AND INCREASE ITS CAPACITY FROM 75 TO 120</b></p>		
<p><b>Recommendations / key decisions required:</b></p> <p>It is recommended that the Executive Board approves:</p> <ol style="list-style-type: none"> <li>1. Considers the proposal as outlined in the report and attached consultation document;</li> <li>2. Officers to initiate formal consultation on the proposal during the spring term;</li> <li>3. That a report is submitted to the Executive Board at the end of the consultation period.</li> </ol>		
<p><b>Reasons:</b> To comply with statutory procedures and guidance in relation to school re-organisation.</p>		
<p><b>Relevant Scrutiny Committee Consulted:</b> YES 15/10/19</p> <p>The Education and Children's Services Scrutiny Committee UNANIMOUSLY RESOLVED to recommend to the Executive Board that a formal consultation be initiated.</p>		
<p><b>Council Decision Required:</b> NO</p>		
<p><b>Executive Board Member Portfolio Holder:</b> Cllr. Glynog Davies (Education &amp; Children)</p>		
<p><b>Directorate:</b> Education &amp; Children</p> <p><b>Name of Head of Service:</b> Simon Davies</p> <p><b>Report Author:</b> Sara Griffiths</p>	<p><b>Designations:</b></p> <p>Head of Access to Education</p> <p>Modernisation Team Manager</p>	<p><b>Tel Nos. / E-Mail Addresses:</b></p> <p>01267 246471 <a href="mailto:SiDavies@carmarthenshire.gov.uk">SiDavies@carmarthenshire.gov.uk</a></p> <p>01267 246618 <a href="mailto:SMGriffiths@carmarthenshire.gov.uk">SMGriffiths@carmarthenshire.gov.uk</a></p>

# EXECUTIVE SUMMARY

EXECUTIVE BOARD  
18<sup>TH</sup> NOVEMBER 2019

## MODERNISING EDUCATION PROGRAMME

### PROPOSAL TO RELOCATE YSGOL HEOL GOFFA TO A NEW SITE AND INCREASE ITS CAPACITY FROM 75 TO 120

#### Background

Ysgol Heol Goffa is a special school located in Llanelli and is maintained by Carmarthenshire County Council. The school caters for 75 pupils between the ages of 3-19 years old who have severe learning difficulties (SLD) or profound and multiple learning difficulties (PMLD). All pupils have a Statement of Special Educational Needs or Individual Development Plan (IDP).

Ysgol Heol Goffa is currently over-subscribed and this trend is likely to continue for the foreseeable future. There is increased demand for places which is putting significant pressure on the Local Authority to place pupils. The current capacity of Ysgol Heol Goffa is 75 with 95 pupils on roll as at January 2019 PLASC.

As a result, the Local Authority are currently developing a scheme to increase the capacity of Ysgol Heol Goffa to 120 places for pupils aged 3-19 who have severe learning difficulties (SLD) or profound and multiple learning difficulties (PMLD) by providing a new school with facilities fit for the 21<sup>st</sup> Century on a new site. The proposed new site is located next to the recently completed Ysgol Pen Rhos.

#### The Proposal

The proposal is to relocate Ysgol Heol Goffa to a new site and increase its capacity from 75 to 120.

#### Recommendation

It is recommended that the Executive Board approves to proceed with the proposal as outlined above and a formal consultation be initiated.

**DETAILED REPORT ATTACHED?**

**YES: Draft Consultation Document**

# IMPLICATIONS

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

Signed: **S. Davies** Head of Access to Education

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 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 and School Organisation Code 2018.

## 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 address the capacity issues. The statutory consultation is required to relocate and increase the capacity of the school.

## 6. Staffing Implications

Staffing implications will be addressed in accordance with the County Council's Policy and Procedures.

## 7. Physical Assets

As a result of the scheme to provide Ysgol Heol Goffa with a new school building, the school will re-locate to a new building with a capacity of 120 places.

# CONSULTATIONS

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

Signed: S. Davies Head of Access to Education

1. **Scrutiny Committee** – Were consulted on 15<sup>th</sup> October 2019.
2. **Local Member(s)** –  
Local members will be consulted during the formal consultation period.
3. **Community / Town Council** – Will be consulted during the formal consultation period.
4. **Relevant Partners** – Will be consulted during the formal consultation period.
5. **Staff Side Representatives and other Organisations** –  
Will be consulted during the formal 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
Carmarthenshire's Welsh in Education Strategic Plan	<a href="https://www.carmarthenshire.gov.wales/home/council-democracy/strategies-and-plans/welsh-in-education-strategic-plan/">https://www.carmarthenshire.gov.wales/home/council-democracy/strategies-and-plans/welsh-in-education-strategic-plan/</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>
School Organisation Code 2018	<a href="https://gov.wales/sites/default/files/publications/2018-10/school-organisation-code-second-edition.pdf">https://gov.wales/sites/default/files/publications/2018-10/school-organisation-code-second-edition.pdf</a>
Stage 1 (Permission to Consult) – ECS Scrutiny Committee Report	<a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CIId=153&amp;MIId=3552&amp;Ver=4">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CIId=153&amp;MIId=3552&amp;Ver=4</a>

DEPARTMENT FOR EDUCATION & CHILDREN

## CONSULTATION DOCUMENT

Proposal to relocate Ysgol Heol Goffa to a new site and  
increase its capacity from 75 to 120

*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*

Gareth Morgans

Director of Education & Children's Services



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## **School Modernisation Section**

**Sara Griffiths**, Modernisation Team 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 246476

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 embrace 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 wellbeing 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 education leaders and 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>PMLD</b>	Profound and Multiple Learning Difficulties
<b>PT</b>	Part time
<b>SLD</b>	Severe Learning Difficulties
<b>WESP</b>	Welsh in Education Strategic Plan
<b>WG</b>	Welsh Government
<b>WM</b>	Welsh medium



## Content

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3.	School(s) affected by this proposal	13
4.	The Proposal – Ysgol Heol Goffa	15
5.	Evaluation of Present Arrangements	20
6.	Appendix A – Community Impact Assessment	23
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8.	Appendix C – Equality Impact Assessment	25

## 1. Introduction / Background / Rationale for Change

### Current Provision/ Status Quo/ Background

Carmarthenshire County Council makes primary and secondary SLD/PMLD provision in the East and West of the county through specialist settings attached to mainstream schools however Ysgol Heol Goffa is the only standalone Special School for PMLDs /SLD within Carmarthenshire.

Ysgol Heol Goffa is a special school located in Llanelli and is maintained by Carmarthenshire County Council. The school caters for 75 pupils between the ages of 3-19 years old who have severe learning difficulties (SLD) or profound and multiple learning difficulties (PMLD). All pupils have a Statement of Special Educational Needs or Individual Development Plan (IDP). Ysgol Heol Goffa is the only special school within Carmarthenshire that caters for pupils with SLD and PMLD and therefore the catchment area for the school is the whole of Carmarthenshire.

Learners are taught in 10 class groups and a typical class would have one teacher and three teaching assistants for eight pupils however the school has to be flexible to meet the needs of the children. The adult/pupil ratio ensures that the individual care and educational needs of the pupils can be met. The school is supported by the physiotherapy, occupational therapy service and the speech and language therapy service. The Local Authority's sensory impairment team, educational psychologist and behaviour teams also work with the school. The school facilities include a purpose built PMLD classroom, sensory rooms, a soft play area, outdoor sensory gardens, rebound therapy facilities, an adventure play area and outdoor learning areas.

### Rationale for Change

Ysgol Heol Goffa is currently over-subscribed and this trend is likely to continue for the foreseeable future. There is increased demand for places which is putting significant pressure on the Local Authority to place pupils. The current capacity of Ysgol Heol Goffa is 75 with 95 pupils on roll as at January 2019 PLASC.

As a result, the Local Authority are currently developing a scheme to increase the capacity of Ysgol Heol Goffa to 120 places for pupils aged 3-19 who have severe learning difficulties (SLD) or profound and multiple learning difficulties (PMLD) by providing a new school with facilities fit for the 21<sup>st</sup> Century on a new site.

The proposed new site is located next to the recently completed Ysgol Pen Rhos which is approximately 3.8 miles from the current school site. The site is within the ownership of Carmarthenshire County Council.

The current site and layout of Ysgol Heol Goffa is poor, this is highlighted by the overcrowded mini bus collection and drop off at the start and end of each school day and the lack of sufficient car parking at the front of the school.

A more recent Estyn inspection completed in March 2017 reported that the Learning Environment was 'adequate' noting that areas of the school building in particular the school hall and teaching areas for the post 16 pupils limit significantly the range of learning opportunities that can take place on site. The lack of an on-site hydrotherapy pool was also reported as a shortcoming.

The proposed new school building would overcome these difficulties noted by Estyn by providing 21<sup>st</sup> Century Facilities to meet the needs of children with more complex needs and profound special educational needs. The proposed development would provide additional space and better provision for teaching post 16 pupils with life skills and vocational skills as well as more space and better play provision on the proposed new school site.

The proposed investment will be funded (75% Welsh Government, 25% Local Authority) subject to business case approval by Welsh Government.

The new school will have the following benefits:

- Increase places available for pupils in the area with complex and profound special educational needs;
- 21<sup>st</sup> Century School facilities to meet the needs of children with more complex needs and profound special educational needs;
- Hydro pool facility integrated within the school building;
- New facilities with the required resources such as sensory rooms, specialist therapy rooms, therapeutic external learning environments etc.
- Better learning environment for the children and young people attending the new school;
- More space and better play provision on the school site;
- More space and better provision for teaching young people life skills and vocational skills;
- Specialist provision and specialist resources with therapy rooms available at the new school site;
- A range of learning experiences to develop independence and life skills in preparation for adulthood; and
- Opportunity to share resources with the newly opened Ysgol Pen Rhos adjacent to the proposed new site.

## 2. The Consultation Process

### The Consultation Process

The consultation on this proposal will follow guidelines established by the Welsh Government as stated in the School Organisation Code (2018).

### Who will be consulted?

This document will be sent to the following interested parties:

Staff (Teaching and Ancillary) – Ysgol Heol Goffa	Director of Education – All Neighbouring Authorities
Governors and Parents/Guardians – Ysgol Heol Goffa Primary School	Diocesan Director of Education Church in Wales and RC
Local County Councillors	Estyn
Community Councillors Llanelli Town Council	Regional Transport Consortium
Assembly Member (AM) / Regional Members / Members of Parliament (MP)	*All schools within Carmarthenshire
Welsh Ministers	All relevant unions
SEN Partners	Communities for Work
LA Special Educational Needs Division	Legacy
ERW – Education through Regional Working	Fusion
Families First Carmarthenshire	Public Services Board
Child Care / Early Years	Local Police and Crime Commissioner
Communities First Partnership	Flying Start
Welsh Language Commissioner	

\* Consultation document sent to Headteacher and Chair of Governors of all Primary and Secondary Schools in Carmarthenshire.

## Consultation Period

The consultation period for this proposal starts on 13 January 2020 and ends on 23 February 2020.

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 on page 11.

### Considering your views

During the consultation period you can ask questions and express your views by writing a letter to the address below or by completing an online survey using the following link:

**INSERT LINK**

Letters should be sent to the following address by no later than noon on 23 February 2020.

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)

### Drop in Session

There will be an opportunity to attend a drop in session to ask question and discuss the proposal at the following location:

Location	Date	Time
Ysgol Heol Goffa School Hall	XX January 2020	4-5:30 pm

### Consultation with Pupils

There will be an opportunity for the pupils of Ysgol Heol Goffa to participate in the consultation process during a session which will be conducted at the school.

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 Report**

A consultation report will be published on Carmarthenshire County Council's website at least 2 weeks before a decision is made on whether or not to proceed to publish a statutory notice. Hard copies of the report will also be available on request. The report will summarise the observations submitted by consultees and provide Carmarthenshire County Council's response to these observations. 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 displayed at Ysgol Heol Goffa. 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).

## **Statutory Objection Period**

The statutory 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:

13 January 2020	Issue of this consultation document to identified and other interested parties.
23 February 2020	Closing date for views on the proposal to be received by the Department for Education and Children.
18 May 2020	<p>A Consultation Report will be taken to the Executive Board and published on Carmarthenshire County Council's website at least 2 weeks before a decision is made on whether or not to proceed to publish a statutory notice.</p> <p>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>
June 2020	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.
October 2020	<p>Deadline to notify parents of intention to implement proposal.</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>



<b>School Name</b>	Ysgol Heol Goffa
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### 3. School (s) affected by this proposal

The catchment area of Ysgol Heol Goffa covers the whole of Carmarthenshire therefore all schools will be notified of the proposal.

<b>School Location</b>		SA15 3LS
<b>County</b>		<b>Carmarthenshire</b>
<b>Age Range</b>		3-19
<b>School Category</b> (Community [C], Voluntary Aided [VA], Voluntary Controlled [VC]), Special		Special School
<b>Language Medium Category</b>		English Medium
<b>Number of registered Pupils (January 2019)</b>	<b>Nursery</b>	0
	<b>Primary</b>	40
	<b>11 to 16</b>	37
	<b>Post-16</b>	18
	<b>Total</b>	<b>95</b>
<b>Number of pupils previously on the register</b>	<b>January 2018</b>	86
	<b>January 2017</b>	76
	<b>January 2016</b>	75
	<b>January 2015</b>	74
<b>Pupil Projections</b>	<b>January 2019</b>	N/A
	<b>January 2020</b>	N/A
	<b>January 2021</b>	N/A
	<b>January 2022</b>	N/A
	<b>January 2023</b>	N/A
<b>Capacity</b>		<b>75</b>
<b>Cost per pupil (2019-20)</b>		£20,804
<b>School Budget ( 2019-20)</b>		1,976,409 (£k)
<b>School Categorisation (2018)</b>		<b>GREEN</b>
<b>Estyn Inspection Result LINK</b>		<a href="#">Estyn Inspection - Ysgol Heol Goffa</a>
<b>Building Condition Category</b>		<b>C</b>

## Estyn Inspections

As part of a national programme of school inspections, Estyn commissions reviews of all schools. The most recent Estyn inspection for Ysgol Heol Goffa took place in March 2017 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:

- Key Question 1: How good are the outcomes?
- Key Question 2: How good is provision?
- Key Question 3: How good are leadership and management?

In these evaluations, 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

More detail on the common inspection framework can be accessed via this link-  
<https://www.estyn.gov.wales/inspection/inspection-explained/common-inspection-framework>

The inspection judgements for Ysgol Heol Goffa are shown in the following table:

Inspection Area	Judgement
How good are outcomes?	Good
How good is provision?	Excellent
How good are leadership and management	Excellent

## 4. The Proposal – Ysgol Heol Goffa

### The Proposal

Due to the increase in demand for pupil places the proposal is to:

Relocate Ysgol Heol Goffa to a new site and increase its capacity from 75 to 120 from Easter 2022 when occupation of the new school building is proposed.

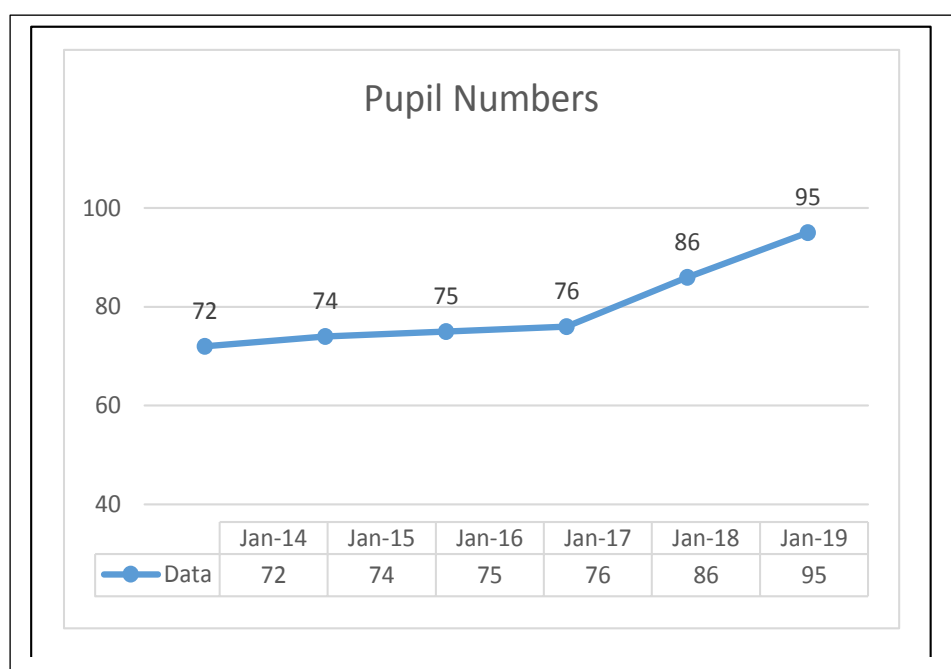
## Background

Ysgol Heol Goffa is a special school located in Llanelli and is maintained by Carmarthenshire County Council. The school provides placements for pupils aged from 3 to 19 with severe or profound and multiple learning difficulties.

## Rationale for Change

The current school is over-subscribed at present with 95 pupils on roll as at January 2019 and does not meet the needs of the learners, as a result the Local Authority are currently developing a scheme to provide Ysgol Heol Goffa with a new school building on a new site with facilities fit for the 21<sup>st</sup> Century.

The chart below shows the increase in pupil numbers attending Ysgol Heol Goffa between January 2014 and January 2019 (PLASC).



## Capacity Information

	Jan 14	Jan 15	Jan 16	Jan 17	Jan 18	Jan 19
Ysgol Heol Goffa Capacity	75	75	75	75	75	75
Pupil Numbers	72	74	75	76	86	95
Surplus	3	1	0	+1	+11	+20

As can be seen from the table, Ysgol Heol Goffa has been over capacity for a number of years. This proposal will overcome these issues by providing a

new school building with capacity for 120 pupils with facilities fit for the 21<sup>st</sup> Century.

## School Catchment Area

The catchment area of Ysgol Heol Goffa covers the whole of Carmarthenshire. This will not change as part of this proposal.

## Transitional Arrangements

There will be no change for pupils. Pupils will remain at the existing school site until the new build school is ready for occupation.

## Advantages and Disadvantages of the Proposal / Scheme

### Advantages

- New build school with 21<sup>st</sup> Century Facilities
- Hydro Pool integrated within the school building
- Increase capacity to 120 places
- More space and better play provision on the new school site
- Opportunity to share resources with the newly opened Ysgol Pen Rhos adjacent to the proposed new site.

### Disadvantages

- Increase in travelling for some pupils
- Approval of business cases from Welsh Government for 75% grant funding to build the new school required.

## Risks and Counter Measures

Risk		Counter Measure
1.	Failure to obtain statutory approval to implement the proposal.	- Follow guidelines as set out in the School Organisation Code 2018.
2.	Demand for provision diminishes.	- This is unlikely as the demand for places outweigh the number of places currently available.
3.	Increased travelling times for some pupils.	- Transport will be provided in accordance with the requirements of a Statement of Special Educational Needs issued by the Authority or where a pupil/learner is the subject of the statutory assessment procedure where learning difficulties which the

		LA considers makes transport 'necessary'. Assessments will be subject to regular review. The type and nature of transport provided will be determined by a Risk Assessment.
4.	Integration of pupils into the new school building.	- The Authority will work with the pupils to ensure smooth transition and integration into the new school.

## WESP

Ysgol Heol Goffa has been categorised as an English medium language category special school.

The Local Authority is committed to providing a bilingual service to Carmarthenshire's learners. The Authority recognises that bilingual provision in our Special Schools and Units is limited. We will work with these settings in developing bilingual provision to ensure that learners with complex additional needs can access bilingual provision and support in their chosen language.

The majority of pupils respond appropriately to Welsh greetings and can use common greeting words in the correct context. Nearly all pupils develop their understanding of the culture and heritage of Wales effectively.

The school plans suitably to develop pupils' Welsh language skills. There are many opportunities for pupils to develop their understanding of Welsh culture and heritage, for example through the school's annual eisteddfod and residential trips to Llangrannog.

## Financial Implications – Revenue

Ysgol Heol Goffa 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.

## Admission Arrangements

Admission to Ysgol Heol Goffa is via an inclusion panel made up of Headteachers and representatives of the Authority. Referrals to the

admissions panel are made by the Education Department via the placement panel following consultation with representatives from the Health and Social Services Departments.

### Alternative options Considered

In developing a preferred option the Authority considered a range of alternative options.

Option 1	Status Quo	Discounted due to insufficient capacity for current number on roll, confined site.
Option 2	Refurbish / Remodel current school site	Insufficient outdoor area to develop current school site.
Option 3	New build 90 capacity school providing 21 <sup>st</sup> Century facilities with a 5 bed respite centre.	Capacity insufficient as there are 95 pupils on roll (January 2019).
Option 4 <i>(Preferred)</i>	New build 120 capacity school providing 21 <sup>st</sup> Century facility with a 5 bed respite centre and small hydro pool.	Preferred option for the medium to long term.
Option 5	New build 120 capacity school providing 21 <sup>st</sup> Century facility with a 6 bed respite unit and full size hydro pool.	Discounted due to the scope of the maximum option exceeding the requirements of the area.

### Transport Impact Assessment

Transport will be provided in accordance with the requirements of a Statement of Special Educational Needs issued by the Authority or where a pupil/learner is the subject of the statutory assessment procedure where they have learning difficulties which the Local Authority considers makes transport 'necessary'. Assessments will be subject to regular review. The type and nature of transport provided will be determined by a Risk Assessment. The site for the new school is approximately 3.8 miles from the current site of Ysgol Heol Goffa.

### Capital Receipts

Any capital receipts received as a result of this proposal will be re-invested into the Modernising Education Programme.

## **Community Impact Assessment**

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

## **Welsh Language Impact Assessment**

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

## **Equality Impact Assessment**

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



## 5. Evaluation of Present Arrangements

### Quality and standards in education

#### Standards

It is not appropriate to compare the standards that pupils achieve at the school with national averages or to analyse trends in overall performance over time because of the wide range of pupils' special educational needs. There is no significant difference between the performance of all pupils and that of boys and girls, those pupils eligible for free school meals or those who are looked after by a local authority.

By the time they leave the school, all leavers gain at least one or more qualifications in accredited courses that are well matched to their individual needs and abilities.

#### Teaching and learning experiences

The quality of teaching is consistently high across the school. All teachers have high expectations of what pupils can achieve. They challenge pupils appropriately to concentrate and complete tasks to the best of their ability.

Teachers and support staff work closely together as a strong and effective team. All staff manage challenging behaviour very skilfully and this enables pupils to remain engaged with their learning and to make progress.

The school provides a broad and balanced curriculum that meets the needs of the pupils exceptionally well. Teachers plan collaboratively to make highly effective use of the school's resources and ensure stimulating and engaging learning experiences across the school.

There is a strong emphasis throughout the school on ensuring pupils develop the skills they need to become more independent. The school provides an extensive range of extra-curricular activities, clubs and residential experiences, including music, drama, netball and gardening. These are highly effective in developing pupils' confidence and the wider skills they will need in their future lives. Post-16 pupils have relevant opportunities to participate in work experience and enterprise activities which prepare them well for the world of work.

## **Care support and guidance**

The school provides a very high level of care, support and guidance for its pupils. The school's procedures to promote awareness of healthy lifestyles and to develop pupil' wellbeing are exemplary. There is extensive provision for pupils to engage in activities that develop their physical and emotional wellbeing.

The school works very effectively with professionals from a suitable range of agencies, which ensures effective collaborative planning for pupils' individual health needs.

The school provides extensive opportunities for pupils to develop important life skills, such as learning how to be safe online, how to shop and how to prepare healthy meals.

There are highly effective policies and procedures in place for managing pupil behaviour, which staff apply exceptionally well. Staff build positive relationships with pupils and manage pupil behaviour skilfully.

## **Leadership and Management**

The Headteacher and members of the senior leadership team provide exceptional leadership for the school. They communicate a clear strategic direction for the school that focuses well on developing pupils' academic and social skills through providing relevant, enjoyable and challenging learning experiences.

The senior leadership team are highly effective in developing the leadership skills of the many staff who have responsibility for co-ordinating subjects and leading school improvement projects.

## **Impact of the proposal**

If approved, the proposal will provide a high quality learning environment in support of enhancing outcomes for all learners. Much research has demonstrated that learners achieve better outcomes when the learning environment is of the highest quality.

This proposal will ensure that the already excellent standards will be maintained and indeed improved as a result of this proposed investment.

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

The County Council has considered the sufficiency of places and the likely demand for places in the future.

## **Resourcing of education and other financial implications**

As can be seen on page 13 there is currently a shortfall of places available at the current Ysgol Heol Goffa. This proposal will ensure that there are sufficient pupil places in a special school for the medium to long term.

## **Surplus Places / Capacity Issues**

The capacity of Ysgol Heol Goffa is 75 however based on January 2019 pupil data there are 95 pupils on roll which is 20 places over capacity. To meet current and future demand an increase in capacity is required for the medium to long term. If provision is not increased pupils may have to travel out of county to receive the specialist care they require at a substantial cost to the Local Authority.

## **Transport Costs**

Transport arrangements will be made in accordance with the County Council's home to school transport policy.

## **Capital Costs / Capital Receipts**

If the proposal is approved the new school will address the current shortfall in capacity as part of the Council's 21<sup>st</sup> Century Schools Programme.

This investment will be funded (75% Welsh Government, 25% Local Authority) subject to business case approval by Welsh Government.

## 6. Appendix A- Community Impact Assessment

Ward Profiles – Ysgol Heol Goffa is currently within the Lliedi ward, the ward profile can be viewed by clicking on the following link [Ward Profile Lliedi](#)

The Lliedi ward is within a community's first area.

The new school site will be within the Tyisha / Glanymor ward.

### Proposed Development

If approved the proposed new school improvements would bring significant benefits to pupils and the community as noted below:

- **Pupils**

This proposal seeks to ensure a high quality learning environment increasing places available for pupils in the area with complex and profound special educational needs. The improved facilities will directly enhance teaching and learning for learners developing a school with the necessary resources namely sensory rooms, therapy rooms, therapeutic external teaching environments etc. It would offer learners more space and better play provision and more space and better provision for teaching young people life skills and vocational skills. Pupils would benefit from sharing a 3G pitch with Ysgol Pen Rhos located adjacent to the proposed new site for Ysgol Heol Goffa.

- **The Community**

The proposed new school would benefit the community from the use of the specialist facilities outside of school hours.

- A range of easily accessible outdoor spaces (a useful learning and teaching environment invaluable for recreational, social and extended school and community use). The outdoor space will include access to a MUGA (Multi Use Games Area).
- Community use of ICT resources such as Braille keyboards for visitors as well as for the pupils and staff.
- Sharing of a 3G pitch with Ysgol Pen Rhos located adjacent to the proposed new site.
- A purpose built 5 bed respite centre.
- A hydro pool to share with the community.

Secure access points will be designed into the scheme which will allow the community to access the school building and external hard play areas during the evenings and weekends in co-operation with the Headteacher.

## 7. 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.

The language category of Ysgol Heol Goffa is English medium and English is the main language of nearly all pupils.

The majority of pupils respond appropriately to Welsh greetings and can use common greeting words in the correct context. Nearly all pupils develop their understanding of the culture and heritage of Wales effectively.

The school plans suitably to develop pupils' Welsh language skills. There are many opportunities for pupils to develop their understanding of Welsh culture and heritage an example being the school's annual eisteddfod and residential trips to the Urdd camp in Llangrannog.

## 8. 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**

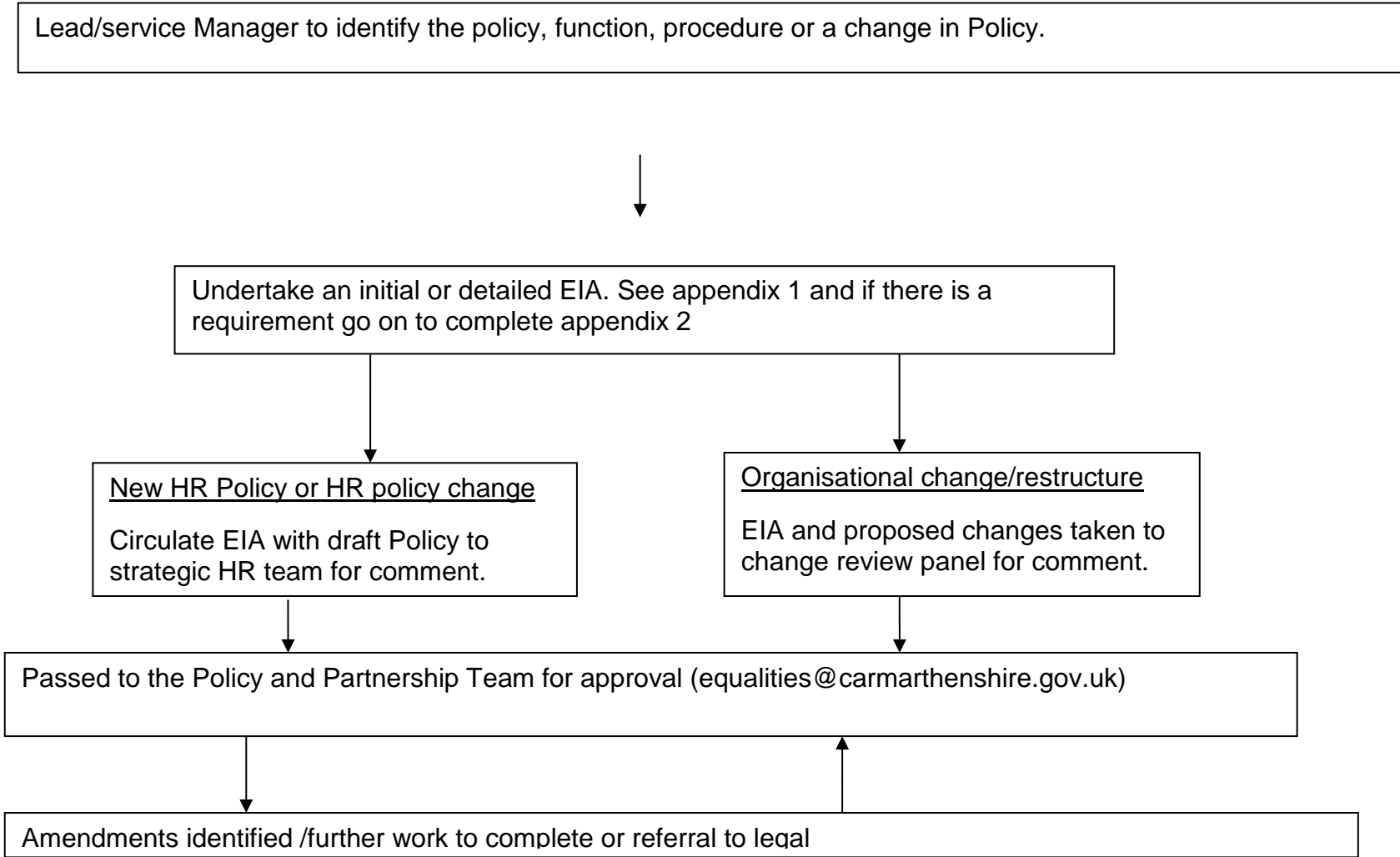
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

### **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 2019  <b>Revision Dates:</b> June 2020
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	To increase the capacity of Ysgol Heol Goffa and re-locate to a new school site with 21 <sup>st</sup> Century Facilities.	
<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>• Welsh Government Guidance School Organisation Code 2018</li> <li>• PLASC Data 2019</li> <li>• The Well-being of Future Generations (Wales) Act 2015</li> </ul>		

<p><b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b></p>		<p>To provide a new build 120 capacity special school for the pupils of Ysgol Heol Goffa on a new school site with 21<sup>st</sup> Century facilities to meet the needs of children with more complex needs and profound special educational needs. The increase in capacity will benefit the special school by addressing the capacity issues experienced in recent years and will also ensure that the school can accommodate future demand. A 5 bed respite centre will also be located in the site of the new school and a small hydro pool facility.</p>							
<p><b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b></p> <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 (see guidance notes)</p>		<p><b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b></p> <p><b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b></p>	<p><b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b></p> <table border="1"> <thead> <tr> <th>Risks</th> <th>Positive effects</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Risks	Positive effects			<p><b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b></p> <p>N/A</p>
Risks	Positive effects								
<p><b>characteristics</b></p>	<p><b>Age</b></p>	<p>M</p>	<p>Risk Neutral</p>	<p>The new school will cater for pupils aged 3-19</p>					
	<p><b>Disability</b></p>	<p>M</p>	<p>Risk Neutral</p>	<p>21<sup>st</sup> Century Facilities for pupils with complex and profound special educational needs</p>					
	<p><b>Gender reassignment</b></p>	<p>N</p>	<p>Risk Neutral</p>						
	<p><b>Race</b></p>	<p>N</p>	<p>Risk Neutral</p>						

<b>Religion/Belief</b>	N	Risk Neutral		
<b>Pregnancy and maternity</b>	N	Risk Neutral		
<b>Sexual Orientation</b>	N	Risk Neutral		
<b>Sex</b>	N	Risk Neutral		
<b>Welsh language</b>	M	Risk Neutral		
<b>Any other area</b>	N	Risk Neutral		

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	<b>YES</b> <input checked="" type="checkbox"/> Informal and formal consultation will be undertaken as stated in Welsh Government guidance. We will consult informally with the Headteacher and Chair of Governors. As part of the Formal Consultation period key stakeholders will be consulted with as detailed on page 8 of this consultation document.  <b>NO</b> <input type="checkbox"/>
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<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b> Ensure that parents, staff and governors are fully informed at each stage of the consultation.
---

<b>7. Procurement</b>  <b>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.</b>  <b>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A</b>
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<b>8. Human resources</b>
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<p>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.</p>		
<p><b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment?</b> (recommended if one or more H under section 2)</p>		<p>YES <input type="checkbox"/></p>
		<p>NO <input checked="" type="checkbox"/></p>
<p>Approved by:</p> <p>Head of Service</p>	<p><b>Simon Davies</b></p>	<p>Date: June 2019</p>

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

**Please send a copy of the assessment to the above e-mail address upon completion.**

LAST PAGE

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