

Document Pack



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

TUESDAY, 14 JANUARY 2020

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, 20TH JANUARY, 2020** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Wendy Walters

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Kevin Thomas
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Ref:	AD016-001

EXECUTIVE BOARD

MEMBERSHIP - 10 MEMBERS

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

A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST.
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EXECUTIVE BOARD

MONDAY, 6TH JANUARY, 2020

PRESENT: Councillor E. Dole [Chair]

Councillors:

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

Also in attendance:

Councillors D.M. Cundy, R. James, K. Lloyd and J. Prosser

The following Officers were in attendance:

W. Walters	-	Chief Executive
C. Moore	-	Director of Corporate Services
J. Morgan	-	Director of Community Services
G. Morgans	-	Director of Education & Children
L. Rees Jones	-	Head of Administration & Law
D. Hockenhill	-	Media & Marketing Manager
M. Evans Thomas	-	Principal Democratic Services Officer

Chamber, County Hall, Carmarthen : 10.00 a.m. - 10.25 a.m.

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor L.M. Stephens.

2. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 16TH DECEMBER, 2019

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 16th December, 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 had been received.

6. REVENUE BUDGET STRATEGY 2020/21 TO 2022/23

The Board considered a report providing an overview of the Revenue Budget Strategy for 2020/21 and the following two financial years. The report provided details of the budget process, the current Welsh Government provisional

settlement and the final settlement timetable. The report also identified the validation and budget pressures that need to be considered by members in setting next year's revenue budget. The report would form the basis of the budget consultation process which would be undertaken during January and February 2020.

The report indicated that Carmarthenshire had received an increase in WG grant of 4.4% (£11.5m) taking our Aggregate External Finance to £274.159m for 2020/21. This increase was after certain transfers into the funding for Teachers Pensions and Pay, which were only partially funded within the settlement and accounted for some £5.7m of the overall funding increase.

It was noted that whilst significant work had already been undertaken in preparing the budget, this report was only an initial position statement which would be updated over the coming months as the budget was further developed, council members are engaged, public consultation takes place and the final settlement is received from Welsh Government.

UNANIMOUSLY RESOLVED that the contents of the report be noted and the 2020/21 to 2022/23 budget strategy be approved as a basis for consultation, specifically seeking comments from consultees on the efficiency proposals detailed within Appendix A to the report.

7. ANY OTHER ITEMS OF BUSINESS

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

CHAIR

DATE

EXECUTIVE BOARD

20/01/2020

Cross Hands Community Health and Wellbeing Centre

Purpose:

To consider the purchase of the Council's joint venture partner's interest in land at Cross Hands West to facilitate development of the Cross Hands Community Health and Wellbeing Centre.

Recommendations / key decisions required:

To endorse the purchase of the Joint Venture partner's interest in the land for the sum of £315,000.

Reasons:

To support Hywel Dda University Health Board's proposal to develop a Health and Wellbeing Centre at Cross Hands aiming to provide a sustainable solution for the continued provision of primary and community health and social care in the area.

Relevant scrutiny committee to be consulted - NA

Executive Board Decision Required - YES

Council Decision Required - NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. David Jenkins

Directorate

Name of Head of Service:

Jason Jones

Report Author:

Hywel Humphreys

Designations:

Head of
Regeneration

Senior Valuer

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EXECUTIVE SUMMARY

EXECUTIVE BOARD 20/01/2020

Cross Hands Community Health and Wellbeing Centre

Background Information

Carmarthenshire County Council has led on the mixed-use redevelopment of the 56-acre former West Tip site at Cross Hands on a joint venture (JV) basis, in a 50/50 partnership with a private developer, George LB. The JV has put in place the infrastructure at a cost of £6m to facilitate the redevelopment of the site. Persimmon are currently on site and are now nearing the completion of some 120 houses. Plot 2B (approx. 4.3 acres) was sold earlier this year to Pobl who will shortly deliver 60 affordable houses of mixed tenure. The remaining residential plot 2A (4.8 acres) is currently being marketed by Property and Regeneration. The development of the 10-acre retail site is now nearing completion, attracting national retailers. The remaining parcel of land (3 acres) is identified within the Council's Local Development Plan (LDP) for mixed use, including health care. The revised LDP allocation for the subject site is more specific, allowing for wellbeing / medical centre and community use. The plan attached at appendix 1 shows the various elements of the JV development site (Cross Hands West).

The Plot reserved for the Health Facility is shown hatched on the attached plan at Appendix 2.

Current Position

An outline planning application (with all matters reserved) for the proposed development was submitted by Hywel Dda University Health Board (HDUHB) in August 2019, with determination likely in the early quarter of 2020. HDUHB have also submitted an Outline Business Case (OBC) to Welsh Government (WG) seeking funding support. The business case needs to demonstrate that the land is deliverable. A decision on the business case, and funding required, is expected from WG in early February 2020. If the OBC is approved by WG, HDUHB will be required to submit a Full Business Case to WG. This would likely be determined towards the end of 2020. It is only on approval of the FBC that funding will be made available to allow a purchase of the land, subject to planning permission, to proceed.

HDUHB cannot commit to purchase the land until planning permission is granted and funding is confirmed.

HDUHB jointly with the JV partners have commissioned an independent valuation of the site by the District Valuer (10th October 2019). The independent advice confirms a site value of £630,000, after allowing for abnormal costs.

Purchase Proposal

The Council's JV partner is reluctant to commit to a sale of the land now to HDUHB as a funding decision is unlikely before the end of 2020 at the earliest and there is no guarantee that the purchase will eventually complete.

On this basis, HDUHB were unable to evidence to WG that the land required for the development is deliverable. To overcome this Officers have agreed, subject to Executive Board approval, terms for the Council to purchase the private sector JV partner's interest in the subject land.

The proposal is for the Council to acquire the JV partner's 50% interest in the land. This purchase would be subject to WG approving the OBC. At this point the Council would purchase the JV partner's interest for the sum of £315,000, and simultaneously exchange contracts with HDUB for a sale of the land for £630,000. This sale to HDUHB would be subject to full planning permission being granted for the proposed scheme and approval of the FBC by WG.

There will be some risk to the Council in proceeding on this basis. This risk is mitigated in terms of the planning condition as the land is allocated for the proposed use. Regarding WG funding approval, conditional contracts will only be exchanged once WG have approved the OBC, which should give comfort that there are realistic prospects of the FBC being approved. In the unlikely event that the proposed development doesn't proceed then the Council would be able to dispose of the land for alternative use, subject to planning.

If the Council does not agree to buy out the private sector JV interest, then the scheme is unlikely to proceed as it cannot be demonstrated that the land is deliverable.

Recommendation

To facilitate the strategic development proposals, it is recommended that the Council agrees to purchase the Joint Venture partner's 50% interest in the land for the sum of £315,000 and authorises officers to simultaneously progress the sale of land to HDUHB.

Detailed Report attached

Appendices 1 & 2

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: Jason Jones Head of Regeneration

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

Policy, Crime & Disorder and Equalities

The proposed sale accords with the principles of the Well-being and Future Generations (Wales) Act 2015. The development aims to provide a sustainable solution for the continued provision of primary and community health and social care in the area. Further, in line with Hywel Dda University Health Board's aspiration to adopt a social model of health as outlined in its long-term strategy 'A Healthier Mid and West Wales: Our Future Generations Living Well', the development also embraces a community development approach to health promotion.

Recognising the specific needs of the area, the development will provide a 'hub' for the provision of bespoke information, advice and assistance to support and empower the local population to manage their own wellbeing needs. Adopting this approach and targeting wider determinants of health will provide a valuable contribution to improving the health and well-being of the present and future generations living in the Amman Gwendraeth locality.

Legal

The acquisition of the land and subsequent sale will require legal advice and preparation of appropriate legal documentation.

Finance

The payment to the JV partner (George LB) will be £315,000 (three hundred and fifty thousand pounds).

This sum of money, and the remaining 50% of the land value, will be recouped on completion of the sale of the land to HDUHB, subject to planning Permission and WG funding support. In the unlikely event that the sale does not proceed the land will be sold for alternative use to recover costs.

The funding for the payment can be provided from Departmental Reserves. As recognised in the report funding is required for a short-defined period, as the land will be sold on to the Health Authority. Therefore, the requirement is more of cashflow funding issue. With the funding being provided from Departmental Reserves upon the sale of the Land to the Health Authority the reserves can be repaid to the said reserve.

Risk Management Issues

There is a risk that the proposed sale to HDUHB will not complete. There are only two matters that can adversely affect the sale. This risk is mitigated in terms of the planning condition as the land is allocated for the proposed use. Regarding WG funding approval, conditional contracts will only be exchanged once WG have approved the OBC, which should give comfort that there are realistic prospects of the FBC being approved.

Physical Assets

Disposal of the land will generate a capital receipt for the Council, whilst also ensuring that future maintenance of the asset would be undertaken by a third party.

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)

Cllrs Emlyn Dole and Dot Jones have been consulted and are supportive of the proposal.

3. Community / Town Council

n/a

4. Relevant Partners

Hywel Dda and JV partner have been consulted and are in support

5. Staff Side Representatives and other Organisations

n/a

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

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

THESE ARE DETAILED BELOW OR THERE ARE NONE (Delete as applicable)

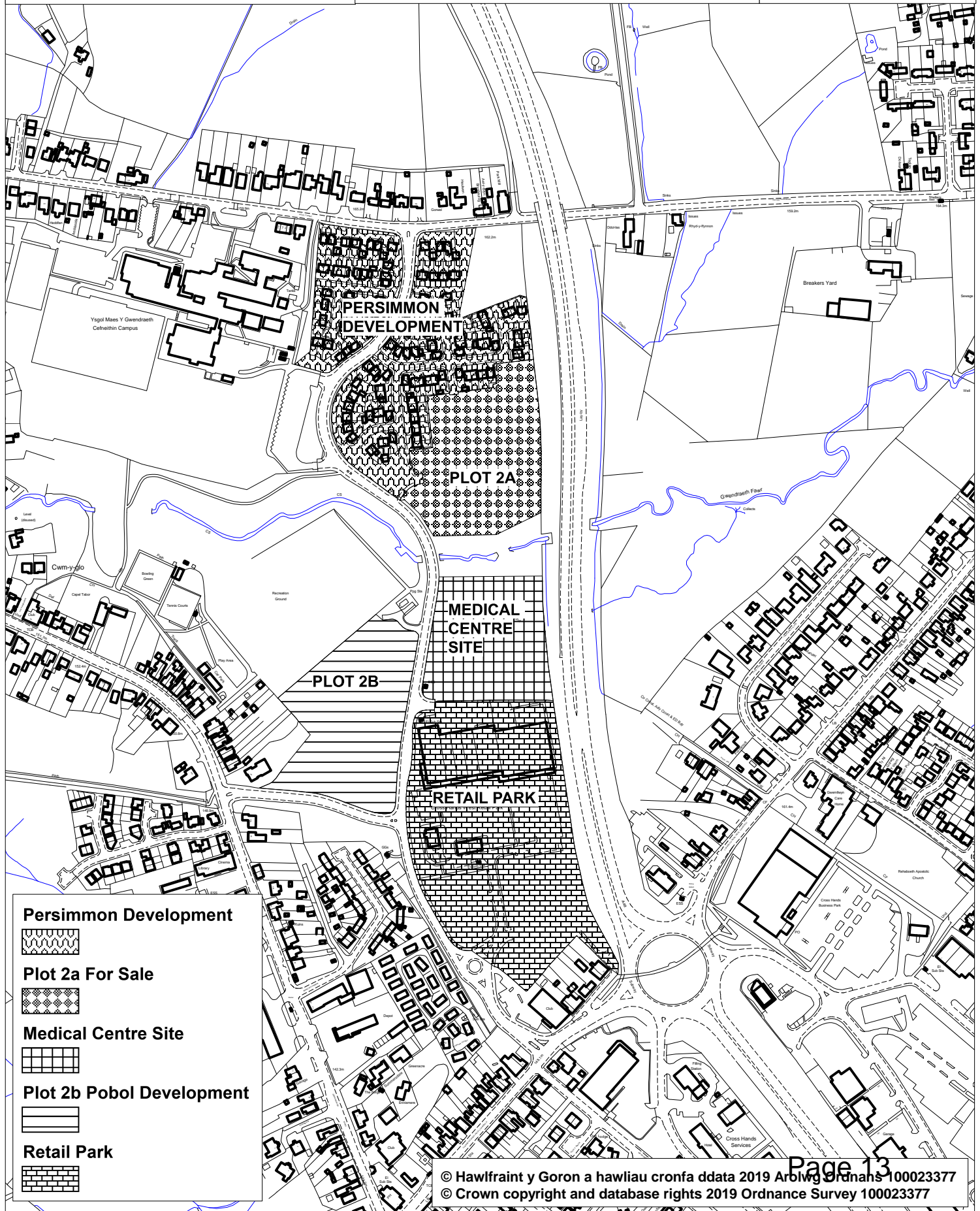
Title of Document	File Ref No.	Locations that the papers are available for public inspection
To be completed	To be completed	To be completed (Delete as applicable)

Appendix 1

Dyddiad/Date: 19/11/2019

Cyf./Ref. HH/HL

Graddfa/Scale - 1:5000



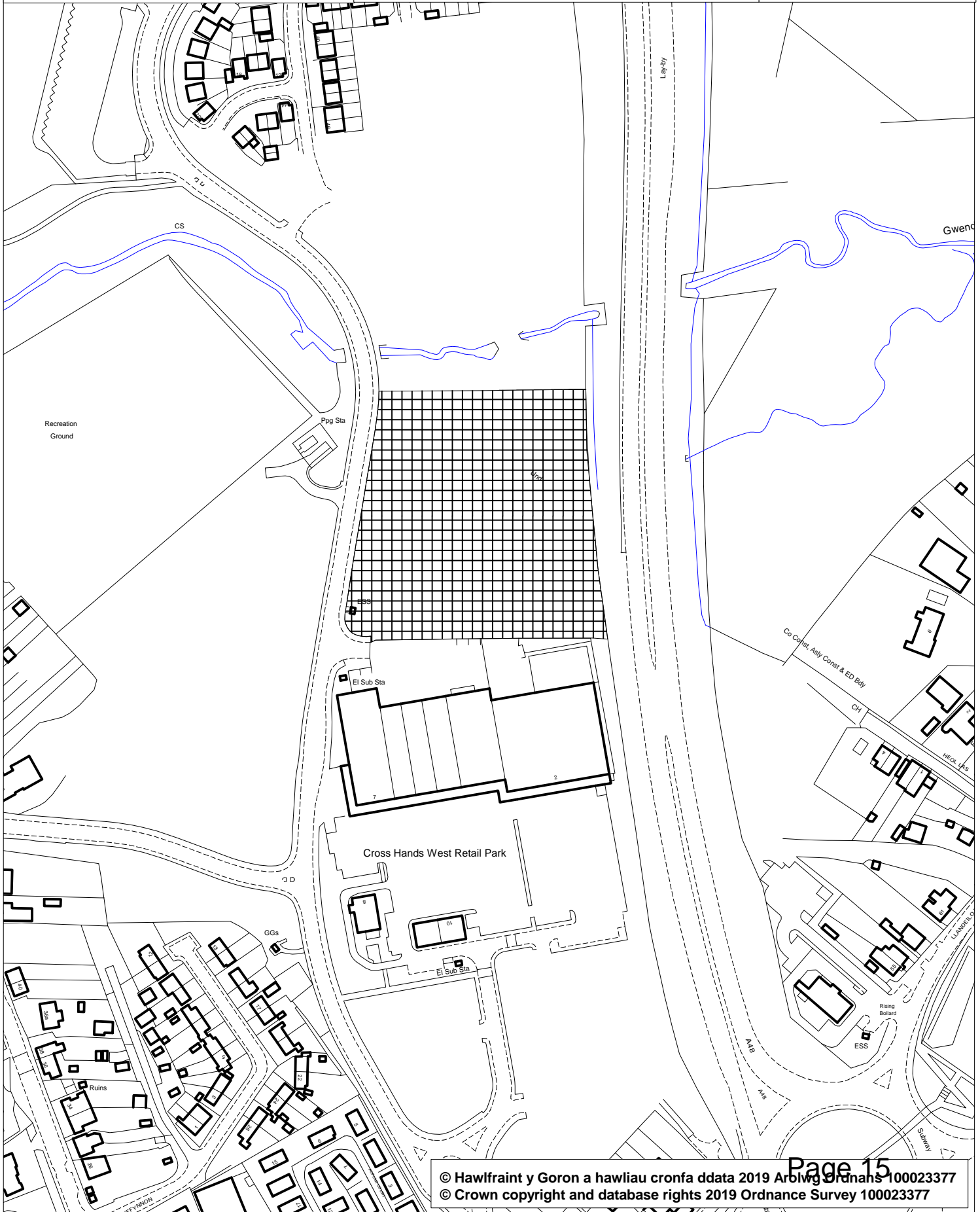
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Appendix 2

Dyddiad/Date: 19/11/2019

Cyf./Ref. HH/HL

Graddfa/Scale - 1:2500



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Executive Board 20th JANUARY 2020

Press and Media Protocol

Recommendations / key decisions required:

- To consider an updated Press and Media Protocol

Reasons:

- A new divisional structure has been implemented since the agreement of the current Protocol, which has combined several services into a new Marketing and Media team. New staffing structures and working practices are in place as a result of this, which also reflect the changing demands from the press and media
- The press and media are essential channels of communication for the Council. This protocol seeks to clarify the processes for proactive and reactive communications via the press and media, and provides guidance to all staff and members
- A Press and Media Protocol was agreed by Full Council in June 2015, however there have since been major changes in the way the media works, with much more emphasis on online and social media news coverage
- This new Protocol includes guidance in relation to Welsh Language Standards and The Wellbeing of Future Generations Act.

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required YES

Council Decision Required YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Emlyn Dole.

Cllr Emlyn Dole

Directorate: Chief Executives

Report Author: Deina
Hockenhull

Marketing & Media Manager

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EXECUTIVE SUMMARY EXECUTIVE BOARD 20TH JANUARY 2020

Press and Media Protocol

BRIEF SUMMARY OF PURPOSE OF THIS REPORT

To consider an updated Press and Media Protocol which updates and strengthens existing protocol, and reflects changes in the press and media environment.

The current Press and Media Protocol was agreed by Full Council on June 9, 2015. Since then, there is much more emphasis on online and social media news coverage which means the demands from the press and media are different and more fast-paced.

The updated protocol will assist the Marketing and Media team to manage press and media communications and relationships on behalf of the Council, and provide guidance to all staff and members.

It will assist the Council in providing information, promoting its services and developing its image as an open and transparent organisation that is accountable to the local community. It explains the principles that the Council adopts, whilst taking into account the national Code of Recommended Practice on Local Authority Publicity in Wales.

Key changes include:

- Inclusion of a new approvals process
- Clarity on written statements and interviews
- Reference to the Social Media Policy
- Reference to out of hours and emergencies
- Inclusion of new photography and filming guidelines
- Inclusion of invitations to a photo call
- Inclusion of invitations to events

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: DM Hockenhull Marketing and Media Manager

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

1. Policy, Crime & Disorder and Equalities

The updated protocol will ensure all media requests and communications are treated equally and fairly

2. Legal

The updated protocol builds on the previous protocol. It impacts on a number of existing policies, legislation and guidance relating to communications, and the management of data and information. They include:

- Social Media Policy
- The Wellbeing of Future Generations Act (Wales) 2015
- The General Data Protection Regulation (GDPR) (EU) 2016/679
- Welsh Language Standards (No.1) Regulations 2015
- Code of Recommended Practice on Local Authority Publicity in Wales
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Customer Complaints and Complaints Procedure
- Breaches of Security Policy

3. Finance

Media training for Executive Board Members, Chairs of Scrutiny Committees and other Committees, Directors and nominated officers will have a cost implication.

5. Risk Management Issues

The updated protocol clarifies that all media relations and communications are to be managed by the Marketing and Media team to avoid unauthorised or inaccurate information being provided to the media, and therefore placed in the public domain. It provides all staff and members with clarity about what they should do if approached by a member of the media.

It sets out a comprehensive approvals system to ensure all information released by the Council is agreed and consistent, to minimise the risk of misinformation being put in to the public domain.

7. Staffing Implications

This updated protocol impacts on all employees of the Authority and provides all staff and members with clarity about what they should do if approached by a member of the media. It also impacts on a number of existing policies, legislation and guidance relating to communications, and the management of data and information. They include:

- Social Media Policy
- The Wellbeing of Future Generations Act (Wales) 2015
- The General Data Protection Regulation (GDPR) (EU) 2016/679
- Welsh Language Standards (No.1) Regulations 2015
- Code of Recommended Practice on Local Authority Publicity in Wales
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Customer Complaints and Complaints Procedure
- Breaches of Security Policy

CONSULTATIONS

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

Signed DM Hockenhull

Marketing and Media Manager

1. Scrutiny Committee

N/A

2. Local Member(s)

N/A

3. Community / Town Council

N/A

4. Relevant Partners

N/A

5. Staff Side Representatives and other Organisations

N/A

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

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

THERE ARE NONE

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

Marketing & Media

Press and Media Protocol

2019

DRAFT

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Introduction

The press and media are essential channels of communication for the Council. Stakeholders [residents, staff, Town and Community Councils and partner organisations] use them as the primary source of information about the Council and its services. Social media is also an important method for residents to access information about the Council and its services, and to contact the Council.

This document has been produced to provide Members and Officers with information on the basic protocol for working with the media as well as clear guidance in their roles and responsibilities.

An effective Press and Media Protocol will assist the Council in providing information, promoting its services and developing its image as an open and transparent organisation that is accountable to the local community. The Council will continue to promote a culture of openness and accessibility towards the media.

This protocol explains the principles that the Council adopts, whilst taking into account the national Code of Recommended Practice on Local Authority Publicity in Wales (the Code). Local Authorities are required to 'have regard to the provisions' of this Code in the way they approach communication.

The Code recognises the political nature of Local Government, and takes into account the fact that some Local Authority publicity will deal with issues which are controversial because of particular local circumstances, or because of a difference of view between political parties locally and nationally. However, the principles do not prohibit the publication of information on politically sensitive or controversial issues, nor stifle public debate. It sets out safeguards and ensures the proper use of public funds for publicity.

The Code points out that the main purposes of Local Authority publicity are to 'increase public awareness of the services provided by the Authority and the functions it performs to allow local people to have a real informed say about issues which affect them; to explain to electors and ratepayers the reasons for particular policies and priorities; and in general to improve local accountability'.

This protocol is designed to provide Officers and Members with clear guidance to follow specifically when dealing with the press and media. It applies to all Officers and Members, and also to arms-length companies and partner organisations when they are delivering services on the Council's behalf.

Principles and objectives

The Council is committed to effective communications so that residents of the county are well informed about Council services, decisions and developments.

The Marketing and Media team undertakes to maintain a steady flow of information to the media, and operate at all times within the Code.

Aims are:

- To be open, honest, accurate and consistent in dealing with the media and to respond to enquiries within journalists' deadlines whenever possible; to provide an explanation in the event it is not possible.
- Maintain and raise public awareness of the services provided by the Authority and the functions it performs.
- Advance and ongoing publicity on matters of public interest; and to provide public information.
- To give those affected by the Council's decisions, policies and priorities the information to understand them and how to participate in consultation and engagement when relevant.
- To ensure Welsh Language Standards are adhered to at all times.
- To have regard to The Well-being of Future Generations Act.
- To have regard to The General Data Protection Regulation (GDPR) (EU) 2016/679
- To promote and highlight the successes and achievements of the Council and its partners.
- To ensure a co-ordinated response from one single point of contact, the Marketing and Media team.
- To ensure that statements and other material published on behalf of the Council (including on the Council's website) are not party political.

Media enquiries

All media enquiries made to the Council, in whatever form, are to be managed by the Marketing and Media team.

Any member of staff that is approached by a member of the media should immediately forward the request to pressoffice@carmarthenshire.gov.uk or 01267 224900 (ext 4900) and not engage in conversation to avoid providing unauthorised and or inaccurate information or unintentionally acting as a spokesperson of Carmarthenshire County Council.

The Marketing and Media team will only respond to media enquiries from a recognised media organisation that is properly regulated by IPSO, Impress or similar. This is to ensure there will be a proper process for complaints should the need arise. Email enquiries that do not come from a recognised media organisation (for example @gmail, @hotmail etc) will be required to prove they are representing a recognised media organisation.

The Marketing and Media team will not deal with any enquiries that are of a political nature. In these cases, the journalist will be asked to contact the relevant political party leaders directly.

The team will answer non-political enquiries on behalf of the Leader and Executive Board Members on matters relevant to their portfolio. Where journalists contact Executive Board Members directly they are at liberty to respond however are encouraged to provide the Marketing and Media team with a summary of their response.

The Marketing and Media team will not answer enquiries on behalf of ward Councillors, although will assist by offering advice if required.

Welsh Language Standards

Welsh Language Standards will be met at all times. All enquiries will be dealt with in the language initiated and bilingual statements and speakers will be available at all times. Where the Member or Officer concerned does not speak Welsh, a deputy or colleague should be fully briefed and prepared to carry out Welsh language interviews when required.

Media response times

The nature of today's media environment, in particular the immediacy of online news and social media, means that set deadlines are very rare. In most circumstances, the media will require a response on the same day, or even sooner.

The Marketing and Media team will prioritise enquiries that require an immediate response, and use a categorisation system to decide when and how to engage Senior Officers and the Executive Board.

The Marketing and Media team should be informed of preferred methods of contact to ensure speed of response, and where possible notified when they have appointed a deputy to deal with media enquiries during periods of their absence.

The Marketing and Media team will aim to answer all reasonable requests within the deadline provided, and will liaise with the media to explain if this is not possible. Where request response times are considered unreasonable, this will be discussed with the media organisation involved so that a more reasonable timeframe is agreed. It will not always be possible to respond to the media within their set deadlines.

Approvals process

The Marketing and Media team uses a process for categorising media enquiries:

Category A

Request relates to a major incident (declared as a Silver/Gold Command), or a matter with implications for serious reputational damage. Approved response required from the Leader and/or relevant Executive Board Member, and Chief Executive and/or Director within one hour, or response coordinated from Silver/Gold Command.

Category B

Request relates to a high profile incident, an opportunity to promote a high profile Council initiative, or a matter with implications for some reputational damage. Answer is not currently in the public domain. Approved response required from relevant Executive Board Member and Director within four hours (unless a specific deadline is specified). Approved statement copied to the Chief Executive.

Category C

Request relates to a topic without a risk of significant reputational damage, or is not related to a Council priority. Approved response required by relevant Executive Board Member and Head of Service/Third Tier Manager within 24 hours (unless a specific deadline is specified).

Category D

Request relates to information already in the public domain, or to a pre-approved statement. Marketing and Media team to issue a response and notify the relevant Executive Board Member and Head of Service/Third Tier Manager.

The Marketing and Media team should be informed of preferred methods of contact to ensure speed of response, and where possible notified when approvals have been delegated to a deputy or another Senior Officer.

Officers within service areas should be prepared to support the Marketing and Media team with information gathering for enquiries, often at short notice, and may be asked to provide bullet points of relevant details. The Duty Press Officer will draft statements/interview briefs based on this information.

In general, it is the responsibility of the Manager or Head of Service to inform their Senior Officer and Executive Board Member of any issues relevant to their department or portfolio. They may also wish to extend this to ward Members, as they feel appropriate.

Statements

Statements will always be attributed to the appropriate Member and/or Senior Officer. The term 'spokesman/spokeswoman' will not be used.

Where matters are of an operational or service-level nature, a statement will be made by the relevant Senior Officer. For all other matters, including matters of policy, statements will be

made by the relevant Executive Board Member or Committee Chair. Statements will not be made on behalf of ward Councillors.

'No comment' is not an acceptable response, unless it is absolutely unavoidable. It is preferable to give a holding comment if information is not available in time for a media deadline. A holding comment will be non-committal, but will acknowledge that the Council is giving the matter concerned its attention.

In general, the statement will only be provided to the journalist that has requested it.

However, if there are several requests on the same topic the statement may be published on the Council's Newsroom, or included as part of a press release for general issue.

Statements issued by the Council carry the legal defence of 'qualified privilege', so long as they are fair and accurate. This defence also extends to verbal statements made by Local Government Press Officers, so long as they are considered comments.

Interviews

Where an interview is requested by the media on a specific topic, this will be offered to the relevant Executive Board Member and/or Senior Officer.

As with statements, where matters are of an operational or service-level nature, interviews can be given by the relevant Senior Officer. For all other matters, including matters of policy, interviews should be given by the relevant Executive Board Member or Committee Chair.

Efforts will also be made to accommodate media requests for a particular officer, or an officer with particular knowledge or experience on a topic (i.e., about biodiversity).

Interviews will always be given in the language requested. Deputies or colleagues should be prepared and briefed to provide Welsh language interviews where the relevant Executive Board Member, Committee Chair or Senior Officer is unable to.

The Marketing and Media team will provide a brief in advance of the interview to give the relevant Member or Officer as much information as possible to allow them to prepare. This should include information, for example, about whether the interview will be live or pre-recorded, whether it will be a direct conversation with a presenter or with a group of people as a debate.

Consideration will be given to location to ensure it is appropriate to the interview topic.

On occasions, the Marketing and Media team may accompany interviews to offer support or give further detail, and reserves the right to terminate interviews if required. Where this is the case, a clear explanation should be provided, and the journalist given the opportunity to re-submit their enquiry or request.

Requests about decisions at Council meetings

Journalists are encouraged to attend public meetings and watch webcasts of meetings (Full Council, Executive Board, Planning Committee, Dyfed Powys Police and Crime Panel). Where an enquiry relates to a debate or decision made at a Council meeting, journalists will be referred to the relevant webcast archive or minutes (when available). No statements will be provided ahead of a debate at a public meeting, instead journalists will be encouraged to attend or watch the webcast/web archive to gather comments from Councillors as part of the debate.

Detailed requests/Freedom of Information Act

Where a media enquiry asks for heavily detailed information, the Marketing and Media team may suggest that it is submitted via the Freedom of Information Act.

This should only be the case where enquiries cannot be answered through the normal process, where the response may take significantly longer or require a more in-depth process of investigation by the relevant service area.

The team should make contact with the media organisation and explain why it may be necessary to submit the enquiry under the Freedom of Information Act. Where such an agreement is made, the enquiry should be immediately forwarded to the Freedom of Information Officer, and the enquiry will be dated/timestamped at the point on which it was first received by the Marketing and Media team.

The FOIA response should be copied to the Marketing and Media team for its records.

Recording enquiries

All media requests and statements/interviews provided will be digitally recorded by the Marketing and Media team and used for future reference.

This will note a number of details, including the nature of the enquiry, who it was submitted by and when, the response provided, who gave the necessary approval, and explanatory notes.

Out of hours/emergencies

The Marketing and Media team is contactable out of hours in an emergency. Out of hours support will be actioned by the Marketing and Media Manager, Director or Head of Service, or Civil Contingency Officer.

Routine enquiries will only be dealt with during normal office hours.

Where members of the media are seeking assistance in relation to an emergency during evenings and weekends, they should contact the Council's out of hours call provider Llesiant Delta Wellbeing and messages will be forwarded to the Duty Press Officer.

In the event of an emergency, the Marketing and Media team will send a message to media contacts asking that they follow updates on the Council's Newsroom and social media feeds.

In an emergency or ongoing high-profile incident, or where there is widespread disruption owing to extreme weather, the Marketing and Media team will create a 'Situation Update' page on the Council's Newsroom, accessible within the main corporate website.

This will be used as a central place for the publication of news updates throughout the event.

Information will also be shared on the Council's social media feeds.

In most events of this nature, the Marketing and Media team will be involved in tactical or strategic command groups, often working as part of a multi-agency response. Where multi-agency communications are required, agreement should be sought from partners (such as police, Natural Resources Wales etc) wherever possible.

Press releases

Despite the change in the media landscape, press releases are still an important and effective method of communication.

Press releases will be issued by the Marketing and Media team on an official template from the central email address/inbox 'pressoffice@carmarthenshire.gov.uk' which will give members of the media the necessary reassurance that it is a legitimate press release.

The Marketing and Media team uses a media distribution list of local, regional and national contacts, and has separate distribution lists for specialist topics/trade publications.

All press releases will be published on the Newsroom, on the Council's corporate website.

Press releases will be factual in nature, or in the style of a feature on a particular topic, but will not include anything that could be construed as politically motivated or biased. They will not be used to promote political purposes or parties.

Priority will be given to stories that are high profile, in the public interest, identified as a priority within the Executive Board's forward work programme, or have immediate news value. The Marketing and Media team reserves the right to refuse a request for a press release if it is not newsworthy or does not provide value, in which case they will advise of alternative methods of communication that may provide better coverage or engagement, for example a social media post or a video clip.

Press releases will be written in a 'news style' used by the media to secure maximum coverage.

Press releases issued by the Council carry the legal defence of 'qualified privilege', so long as they are fair and accurate.

Quotes

Where matters are of an operational or service-level nature, the relevant Officer can be quoted – the level of seniority will depend on the nature of the story. For all other matters, including matters of decision-making and policy, the relevant Executive Board Member or Committee Chair will be quoted.

Generally, press releases will not include quotes from ward Councillors although they may wish to speak to the media directly.

Approvals

All draft press releases should be fact-checked with the relevant service area, before being sent to the Service Manager or Head of Service, and relevant Executive Board Member, for approval.

A press release with implications for serious reputational damage, or regarding major incident (categories A and B) should also be approved by the relevant Director or Chief Executive and the Leader.

Approval must also be gained from everyone quoted within the press release.

In general, it is the responsibility of the Manager or Head of Service to inform their Senior Officer and Executive Board Member of any issues of relevance to their department or portfolio. They may also wish to extend this to ward Councillors, as they feel appropriate.

The Marketing and Media team has specialist experience in writing for press, and may on occasions reject requested amends in favour of retaining news style. A full explanation should be given if this is case.

Welsh Language Standards

All press releases will be issued bilingually.

In the event of an emergency, where Welsh translation is not immediately available, press releases may be issued in English, although a Welsh version must follow at the earliest opportunity. In this event, the press release should include advice that a Welsh language version will follow.

Exclusives/media partnerships

The Marketing and Media team works closely with the media to build relationships and secure coverage and exposure of key issues and campaigns.

In order to maximise coverage on a key topic, the Marketing and Media team may, on occasions, pitch a story idea to a particular media organisation or contact and work with them on an 'exclusive' basis. This should only be applied when there is a clear benefit to the Council, and where the same benefit could not be achieved by treating all media equally, or where a media organisation has asked to cover a particular issue and it would not be of widespread interest to other media outlets.

Any paid-for editorial will be arranged and recorded through the Marketing and Media's advertising account. 'Advertorials' will usually be marked as such. All paid-for editorial content will be bilingual, as per Welsh Language Standards. See later section on advertising.

Embargoes

Although used sparingly, embargoes can be used when journalists may need time to prepare their coverage on a particular issue, or when we are working with a partner organisation to release certain information to the media.

Embargoes are not legally enforceable, although most media outlets will abide by them. These should be discussed with the Director/Executive Board Member as part of the approvals process.

Monitoring coverage

Press cuttings will not be routinely made or kept except in relation to a particular campaign, but back copies of some printed publications will be kept by the Marketing and Media team for up to three months.

Online coverage will also be monitored.

Particularly positive or negative media coverage will be brought to the attention of Officers in the relevant service area and the Executive Board Member.

Errors/clarifications

Where a mistake or misrepresentation has been made in a media article, the Marketing and Media team will seek a retraction, clarification or apology. This may require intervention from the Council's Legal Services team.

If a satisfactory response is not provided, the Council reserves the right to issue its own clarification, and to publish this on the Newsroom and on social media, and to take any further action required. Attention will be drawn to the Editor's Code of Practice [Appendix A], and if necessary representation will be made to the relevant media regulator (IPSO, Impress or similar).

Covering Council meetings

The Marketing and Media team will cover key decisions made at Full Council and Executive Board. Reports will be factual and will not include any political debate. Any quotes made at these meetings will be used 'verbatim', and therefore will not require approval. Where a statement is made outside of the meeting, and used within the press release, it should be made clear that the comments were made following the meeting, and in this instance approval will be sought from the relevant Member or Executive Board Member.

Press releases will be issued as soon as possible following the meeting.

For all other meetings, the team may issue a press release on a newsworthy topic or by request of the Chair, but information in this instance will be gathered from the agenda and minutes.

Reports of Council meetings carry the legal defence of 'qualified privilege'.

Covering Council-led prosecutions

When the Council has successfully prosecuted an individual, business or organisation, the Marketing and Media team will create a summary report of proceedings, including any mitigation, and details of sentencing.

Reports should be issued as soon as possible following sentencing and approved by the prosecuting solicitor and relevant Head of Service.

Fair and accurate reports of judicial proceedings held in public, and published contemporaneously (as soon as is practically possible), carry the legal defence of 'absolute privilege'. Reports are 'fair and accurate' if they:

- Present a summary of the cases put by both sides
- Contain no substantial inaccuracies
- Avoids giving disproportionate weight to one side or the other

Media access to Council proceedings/premises

Any requests made by the media to access, film or record on Council premises should be made via the Marketing and Media team. An online form is available on the Newsroom section of the Council website which requires relevant details and a copy of public liability insurance. See later section on video/filming.

Filming of Council meetings will not be permitted unless otherwise agreed with the relevant Chair.

Members of the media will be treated in the same way as members of the public so far as access to public/private meetings and exempt items are concerned. See Local Government Act 2000.

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Elections

The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election. Publicity should not deal with controversial issues or report views, proposals or recommendations in such a way that identifies them with individual Members or groups of Members. However, it is acceptable for the Authority to respond in appropriate circumstances to events and legitimate service enquiries provided that their answers are factual and not party political.

Members holding key political positions should be able to comment in an emergency or where there is a genuine need for a Member level response to an important event outside the Authority's control. Proactive events arranged in this period should not involve Members, AMs or MPs.

Specific guidance and advice is available for staff and Members from the Electoral Services team. This may be shared with the media.

Events

Generally, events should be organised by the relevant service area. The Marketing and Media team will provide PR support where required, including booking a photographer.

The Marketing and Media team coordinates major events on behalf of the Authority and may organise high profile events that cross a number of departments, where there is an opportunity to raise the profile of the Council, or where the Council's reputation could be at risk.

Events where Councillors are required to attend should be arranged by (or with) the Democratic Services Unit to ensure appropriate information and guidance is available for Members.

See Appendix B (Invitations to a Photo Call) and Appendix C (Invitations to Events) for further guidance.

Social Media

The Marketing and Media team manage social media on behalf of the Authority overall, although some approved accounts are managed by relevant service areas.

Care should be taken to ensure any information published on social media is accurate, fair, legal and appropriate. The Council's [Social Media Policy](#) must be adhered to at all times.

As well as being used as a promotion and engagement method, social media is increasingly used by members of the public to contact the Council. This type of enquiry is handled by the customer service team within Marketing and Media.

Further information can be found within the Council's Social Media Policy and Best Practice Guidelines.

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Photography and Filming

Good quality photography and video are an important element of most Marketing and Media work and almost always ensures greater media coverage and engagement on digital channels, such as websites and social media feeds.

The Marketing and Media team operates a photography framework to commission freelance photographers, therefore it is important that any paid photography work commissioned by any department utilises this framework. The team also records video footage of events or interviews with Members, staff, and members of the public, or commissions a private company to record video on their behalf.

The Marketing and Media team will identify whether photographs or video footage is required to accompany a press release (whether it has news value and is likely to be used by the media) or whether the image or video can be used for marketing purposes (i.e., as part of a tourism campaign). If this is the case, the Marketing and Media team will advise and take the lead on bookings.

Where a photograph or video is not required for the media, or marketing purposes identified by the Marketing and Media team, each service area must arrange and pay for such services using the Council's approved framework.

Photographs for media

Photographs intended for use in the media have the best effect when minimal people are included in the frame. The Marketing and Media team will advise about who should be included in the image. This will usually involve the invitation of the Executive Board Member/s and Senior Officers, as well as any partners (See Appendix B – Invitations to a Photo Call). Priority should be given to the Executive Board Member/s or Senior Officer. The media may have a particular request for an image, and to ensure maximum coverage we will endeavour to meet their request. This may involve images that don't include Councillors. A brief will be agreed with the department and the photographer in advance.

To ensure Marketing and Media maintains control of images they commission from a framework photographer, no members of staff are permitted to take their own versions of a photograph that has been set up. A copy of the agreed photograph can be sent on the relevant service by Marketing and Media.

Photography and filming for campaigns, reports or graphic displays

Where photographs or video are required to support a particular campaign, or for use in corporate documents or displays, there is no requirement to invite Members or Officers. Anyone commissioning photography or filming for this purpose should seek advice from Marketing and Media team about specific requirements. A brief will be agreed with the department and the photographer/production company in advance.

Providing a clear brief

A detailed brief must be provided for all photography and filming commissions, setting out the expectations from the photographer or production company, both in terms of the images/footage required and the agreed time requirement and cost. A template is available for staff on the Intranet.

The photographer/production company will only supply images or video as per this agreed brief. Please be aware that further requests made on the day may be subject to extra charges.

Use of images and storage of images and footage – copyright and General Data Protection Regulations (GDPR)

Copyright of all images and video supplied to the Council by commissioned photographers or production companies, or shot by staff during their working day (for work purposes), belongs to Carmarthenshire County Council.

Members of staff who take photographs or video during their working day for work purposes will be required to assign the copyright of their images/footage to Carmarthenshire County Council, and must ensure copyright and GDPR legislation is upheld in the same way as contracted photographers or production companies.

Members of staff are not permitted to use their own personal devices or equipment to download or store images or footage for work purposes to ensure compliance with this legislation.

All members of staff have a legal duty to ensure that any images or footage they use for publicity either belongs to Carmarthenshire County Council, has specific consent for use (implied consent or credit is not sufficient), or is clearly marked as copyright/royalty free.

Images or footage must not be downloaded from third-party websites, including Google, and used without permission as this could have legal implications for the Council.

Images or footage sent to the media and shared on websites and social media, should only be used in the context of which they were released. In all cases, copyright will remain with Carmarthenshire County Council.

Anyone included in a photograph or video should give their consent and be given a reasonable explanation about how and where the image/footage might be used. This also applies to members of staff using photographs or video within their own publications or digital platforms, or submitting to the Marketing and Media team for use in corporate publicity. Particular care should be taken when re-using images or footage taken more than six months previous to ensure consent is still in place.

To ensure compliance with copyright and GDPR legislation, all photographs and footage must be stored by the Marketing and Media team together with relevant file information to ease retrieval.

See the Marketing and Media team's Privacy Notice for information about storage and use of photographs and video, in relation to compliance of GDPR.

Requests for photography and filming on Council premises

Any person who is not employed by Carmarthenshire County Council and wants to take photographs or film on Council-owned property and land for the purpose of publicity or to share publicly (whether on a commercial or non-commercial basis) should first seek permission from the Marketing and Media team who will liaise with the relevant Service Manager. The Council will need to be satisfied that there is a legitimate reason for the request, that relevant risk assessments have been undertaken, that there is adequate Public Liability Insurance cover for the activity, and that all necessary consents from members of the public are in place to ensure compliance with GDPR.

An e-form is available on the Council's website for media and external companies to request permission for photography and filming. In all cases, we will endeavour to assist and have

permissions in place before the specified dates, and as such sufficient time should be allowed.

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Advertising

The advertising function is managed centrally by the Marketing and Media team and all requests for promotional advertising and statutory advertising, notices and vacancies should be made to them. This includes printed, social, digital and broadcast. This is to ensure all money spent on advertising is effective value for money to contain corporate spend, and so that it is recorded for audit purposes.

It ensures that there is consistency in the style and content of advertisements, that they are in line with corporate guidelines regarding branding and Welsh Language Standards, and allows the Council to more effectively manage its use of advertising.

Each request to advertise is considered by the Marketing and Media team based on criteria including circulation data, value for money, whether or not it is appropriate to advertise, what means of advertising is the most appropriate, timelines, whether evaluation and monitoring is in place, whether evidence of effectiveness is available, or whether promotion could be achieved via another method such as press, web or social media.

According to the Code of Recommended Practice on Local Authority Publicity in Wales, any decision to take advertising space in a publication produced by a voluntary, industrial or commercial organisation should only be made on the grounds it provides an effective and efficient means of securing the desired publicity.

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The Independent Press Standards Organisation (IPSO), as regulator, is charged with enforcing the following Code of Practice, which was framed by the Editors' Code of Practice Committee and is enshrined in the contractual agreement between IPSO and newspaper, magazine and electronic news publishers.

Preamble

The Code – including this preamble and the public interest exceptions below – sets the framework for the highest professional standards that members of the press subscribing to the Independent Press Standards Organisation have undertaken to maintain. It is the cornerstone of the system of voluntary self-regulation to which they have made a binding contractual commitment. It balances both the rights of the individual and the public's right to know.

To achieve that balance, it is essential that an agreed Code be honoured not only to the letter, but in the full spirit. It should be interpreted neither so narrowly as to compromise its commitment to respect the rights of the individual, nor so broadly that it infringes the fundamental right to freedom of expression – such as to inform, to be partisan, to challenge, shock, be satirical and to entertain – or prevents publication in the public interest.

It is the responsibility of editors and publishers to apply the Code to editorial material in both printed and online versions of their publications. They should take care to ensure it is observed rigorously by all editorial staff and external contributors, including non-journalists.

Editors must maintain in-house procedures to resolve complaints swiftly and, where required to do so, cooperate with IPSO. A publication subject to an adverse adjudication must publish it in full and with due prominence, as required by IPSO.

1. Accuracy

- i) The Press must take care not to publish inaccurate, misleading or distorted information or images, including headlines not supported by the text.
- ii) A significant inaccuracy, misleading statement or distortion must be corrected, promptly and with due prominence, and – where appropriate – an apology published. In cases involving IPSO, due prominence should be as required by the regulator.
- iii) A fair opportunity to reply to significant inaccuracies should be given, when reasonably called for.
- iv) The Press, while free to editorialise and campaign, must distinguish clearly between comment, conjecture and fact.
- v) A publication must report fairly and accurately the outcome of an action for defamation to which it has been a party, unless an agreed settlement states otherwise, or an agreed statement is published.

2. *Privacy

- i) Everyone is entitled to respect for his or her private and family life, home, health and correspondence, including digital communications.
- ii) Editors will be expected to justify intrusions into any individual's private life without consent. Account will be taken of the complainant's own public disclosures of information.
- iii) It is unacceptable to photograph individuals, without their consent, in public or private places where there is a reasonable expectation of privacy.

3. *Harassment

- i) Journalists must not engage in intimidation, harassment or persistent pursuit.
- ii) They must not persist in questioning, telephoning, pursuing or photographing individuals once asked to desist; nor remain on property when asked to leave and must not follow them. If requested, they must identify themselves and whom they represent.
- iii) Editors must ensure these principles are observed by those working for them and take care not to use non-compliant material from other sources.

4. Intrusion into grief or shock

In cases involving personal grief or shock, enquiries and approaches must be made with sympathy and discretion and publication handled sensitively. These provisions should not restrict the right to report legal proceedings.

5. *Reporting suicide

When reporting suicide, to prevent simulative acts care should be taken to avoid excessive detail of the method used, while taking into account the media's right to report legal proceedings.

6. *Children

- i) All pupils should be free to complete their time at school without unnecessary intrusion.
- ii) They must not be approached or photographed at school without permission of the school authorities.
- iii) Children under 16 must not be interviewed or photographed on issues involving their own or another child's welfare unless a custodial parent or similarly responsible adult consents.
- iv) Children under 16 must not be paid for material involving their welfare, nor parents or guardians for material about their children or wards, unless it is clearly in the child's interest.
- v) Editors must not use the fame, notoriety or position of a parent or guardian as sole justification for publishing details of a child's private life.

7. *Children in sex cases

1. The press must not, even if legally free to do so, identify children under 16 who are victims or witnesses in cases involving sex offences.
2. In any press report of a case involving a sexual offence against a child –
 - i) The child must not be identified.
 - ii) The adult may be identified.
 - iii) The word "incest" must not be used where a child victim might be identified.
 - iv) Care must be taken that nothing in the report implies the relationship between the accused and the child.

8. *Hospitals

- i) Journalists must identify themselves and obtain permission from a responsible executive before entering non-public areas of hospitals or similar institutions to pursue enquiries.
- ii) The restrictions on intruding into privacy are particularly relevant to enquiries about individuals in hospitals or similar institutions.

9. *Reporting of Crime

- i) Relatives or friends of persons convicted or accused of crime should not generally be identified without their consent, unless they are genuinely relevant to the story.
- ii) Particular regard should be paid to the potentially vulnerable position of children who witness, or are victims of, crime. This should not restrict the right to report legal proceedings.

10. *Clandestine devices and subterfuge

- i) The press must not seek to obtain or publish material acquired by using hidden cameras or clandestine listening devices; or by intercepting private or mobile telephone calls, messages or emails; or by the unauthorised removal of documents or photographs; or by accessing digitally-held information without consent.
- ii) Engaging in misrepresentation or subterfuge, including by agents or intermediaries, can generally be justified only in the public interest and then only when the material cannot be obtained by other means.

11. Victims of sexual assault

The press must not identify victims of sexual assault or publish material likely to contribute to such identification unless there is adequate justification and they are legally free to do so.

12. Discrimination

- i) The press must avoid prejudicial or pejorative reference to an individual's, race, colour, religion, sex, gender identity, sexual orientation or to any physical or mental illness or disability.
- ii) Details of an individual's race, colour, religion, gender identity, sexual orientation, physical or mental illness or disability must be avoided unless genuinely relevant to the story.

13. Financial journalism

- i) Even where the law does not prohibit it, journalists must not use for their own profit financial information they receive in advance of its general publication, nor should they pass such information to others.
- ii) They must not write about shares or securities in whose performance they know that they or their close families have a significant financial interest without disclosing the interest to the editor or financial editor.
- iii) They must not buy or sell, either directly or through nominees or agents, shares or securities about which they have written recently or about which they intend to write in the near future.

14. Confidential sources

Journalists have a moral obligation to protect confidential sources of information.

15. Witness payments in criminal trials

- i) No payment or offer of payment to a witness – or any person who may reasonably be expected to be called as a witness – should be made in any case once proceedings are active as defined by the Contempt of Court Act 1981. This prohibition lasts until the suspect has been freed unconditionally by police without charge or bail or the proceedings are otherwise discontinued; or has entered a guilty plea to the court; or, in the event of a not guilty plea, the court has announced its verdict.
- *ii) Where proceedings are not yet active but are likely and foreseeable, editors must not make or offer payment to any person who may reasonably be expected to be called as a witness, unless the information concerned ought demonstrably to be published in the public interest and there is an over-riding need to make or promise payment for this to be done; and all reasonable steps have been taken to ensure no financial dealings influence the evidence those witnesses give. In no circumstances should such payment be conditional on the outcome of a trial.
- *iii) Any payment or offer of payment made to a person later cited to give evidence in proceedings must be disclosed to the prosecution and defence. The witness must be advised of this requirement.

16. *Payment to criminals

- i) Payment or offers of payment for stories, pictures or information which seek to exploit a particular crime or to glorify or glamorise crime in general, must not be made directly or via agents to convicted or confessed criminals or to their associates – who may include family, friends and colleagues.
- ii) Editors invoking the public interest to justify payment or offers would need to demonstrate that there was good reason to believe the public interest would be served. If, despite payment, no public interest emerged, then the material should not be published.

The public interest

There may be exceptions to the clauses marked * where they can be demonstrated to be in the public interest.

1. The public interest includes, but is not confined to:
 - i. Detecting or exposing crime, or the threat of crime, or serious impropriety.
 - ii. Protecting public health or safety.
 - iii. Protecting the public from being misled by an action or statement of an individual or organisation.
 - iv. Disclosing a person or organisation's failure or likely failure to comply with any obligation to which they are subject.
 - v. Disclosing a miscarriage of justice.
 - vi. Raising or contributing to a matter of public debate, including serious cases of impropriety, unethical conduct or incompetence concerning the public.
 - vii. Disclosing concealment, or likely concealment, of any of the above.
2. There is a public interest in freedom of expression itself.
3. The regulator will consider the extent to which material is already in the public domain or will or will become so.
4. Editors invoking the public interest will need to demonstrate that they reasonably believed publication – or journalistic activity taken with a view to publication – would both serve, and be proportionate to, the public interest and explain how they reached that decision at the time.
5. An exceptional public interest may be demonstrated to over-ride the normally paramount interests of children under 16.

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Appendix B - Invitations to a Photo Call

The following table should be used for guidance when inviting Members, Officers and Partners to attend a photo call for media coverage.

Our aim is to not exceed six people in a press/social image. Please be mindful of causing embarrassment by inviting additional parties without prior agreement with the Marketing and Media team. Please refer to the 'Photography and Filming' section of the Press and Media Protocol for further guidance.

Invitations should be extended to the following, in order of priority

1st priority / 2nd priority / 3rd priority / 4th priority

	Major event	Official openings/launches	Cutting of the sod/development or project launch	Local event
Leader	1	1	1	
Relevant Executive Board Member(s) (2 max, incl. leader)	1	1	1	1
Chairman	1	1		1
Vice Chairman	2	2		2
Relevant Ward Member(s)		1	1	1
Chief Executive	1	1	1	
Relevant Director(s)	2	2	2	
Relevant Head(s) of Service	3	3	3	
Service Manager/Senior Officer	4	4	4	
Partner or project representative(s) (2 max)	1	1	1	1

Explanatory notes

Major events – for example, large audience, county-wide/national interest

Official openings/launches – for example, school or new building and facility openings

Cutting of the sod/development or project launch – for example, start of works on new schools/buildings, small project launches

Local events – for example, flag raising ceremonies, open days, local interest, community events supported CCC

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Appendix C - Invitations to Events

The following table should be used for guidance when inviting Members, Officers and Partners to attend an official opening.

Please refer to the 'Events' and 'Photography and Filming' sections of the Press and Media Protocol for further guidance on invitation for photo call.

	Major event	Official openings/launches	Cutting of the sod/development or project launch	Local event
Leader	X	X	X	
Relevant Executive Board Member(s)	X	X	X	X
Chair or Vice Chair	X	X		X
Consort or Vice Chair Consort	X	X		X
Leader of the opposition	X	X	X	
Chief Executive	X	X	X	
Relevant Director(s)	X	X	X	
Relevant Head(s) of Service or Service Manager	X	X	X	X
Partner representative(s)	X	X	X	

Explanatory notes

Major events – for example, large audience, county-wide/national interest

Official openings/launches – for example, school or new building and facility openings

Cutting of the sod/development or project launch – for example, start of works on new schools/buildings, small project launches

Local events – for example, flag raising ceremonies, open days, local interest, community events supported CCC

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Executive Board 20th January 2020

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 31st October 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

Directorate: Corporate Services	Designations:	Tel No. 01267 224886 E Mail Addresses:
Name of Director: Chris Moore	Director of Corporate Services	CMoore@carmarthenshire.gov.uk
Report Author: Randal Hemingway	Head of Financial Services	Rhemingway@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

Executive Board

20th January 2020

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

COUNCIL FUND REVENUE ACCOUNT (Appendix A)

Overall, the monitoring report forecasts an end of year overspend of £3,512k on the Authority's net revenue budget with an overspend at departmental level of £5,035k.

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 underspend of £18k for the year. This is made up of a £339k overspend relating to non-delivery of Corporate Savings and a £357k 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 (£357k underspend):

The Chief Executive's section are anticipating an underspend of £4k due to a small saving on supplies and services.

There is an anticipated £20k underspend in the People Management section. This is largely due to a saving on supplies and services within Business and Projects support of £16k and other very small underspends.

The ICT & Corporate Policy section are anticipating a £125k underspend due to part year vacant posts within the division.

Admin and Law are anticipating an underspend of £37k, 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. There were also small overspends on Democratic Services Support and Civic Ceremonial. This is offset by a £104k underspend in Democratic services on printing, Members allowances and an increase in Members time charged to the HRA.

The Marketing and Media section are anticipating a £21k net overspend. This is largely due to an overspend of £120k within Marketing and Media on salary costs pending a staffing review within the whole division and also a loss of income streams from external partners (e.g. £80k from ERW) however potential alternative income streams are currently being sought. This is offset by an underspend on staffing costs in the Customer Services centres of £42k, £35k underspend within the Translation unit, and £25k within Marketing Tourism Development all due to vacant posts. These will all form part of the divisional staffing review due to be completed during this financial year.

The Electoral Services section is anticipating a £123k underspend for this financial year. This is due to £40k of additional income within Registrars following a statutory increase in fees, a £37k underspend in Electoral Services due to vacant posts and a £25k underspend on Coroners fees which fluctuates according to demand for the service. There is also an anticipated £20k underspend on Registration of Electors following receipt of a contribution from the Cabinet Office towards the costs of Individual electoral registration.

The Regeneration division is anticipating a £68k underspend for the year. This is made up of an overspend of £27k due to costs associated with meeting the Authority's objective to reduce carbon emissions in the forthcoming years; a net £27k overspend on admin buildings mainly due to a proposed rental income efficiency for Ty'r Nant no longer being achievable as the building is in the process of being sold; a £149k overspend at Nantyci Livestock market due to an anticipated shortfall in rental income and a £61k overspend on Provision Markets due to a reduction in lettings income as a result of market forces dictating that lettings rates are unable to keep up with budgeted income targets. This is offset by additional income of £147k in commercial properties and £110k in Industrial Premises due to high occupancy levels. There is also an anticipated £27k underspend on Regeneration Management due to staff time being charged to the City Deal project and a vacant post in Property resulting in a £47k underspend.

Department for Communities

The Department for Communities is projecting an £982k 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 £228k 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, £237k 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 £213k overspend.

Physical Disabilities services hold several vacancies (mainly occupational therapists) resulting in £68k savings. Performance data shows pressure on demand for Direct Payments with this client group which will result in an overspend of £150k.

In Learning Disability services there is an overspend in Employment & Training re slower than anticipated delivery of savings of £109k; staff vacancies across the Division of -£134k, and pressures on packages of care of £50k resulting in the LD net overspend of £25k.

Professional fees relating to increased number of Deprivation of Liberty Standards (DoLS) referrals will result in an overspend of £16k.

Leisure Services are predicting a nil variance.

Housing & Public Protection Services are predicting a £3k underspend.

Corporate Services

The Corporate Services Department is projecting a £686k underspend for the year.

This is due to £447k of vacant posts, a £190k 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 £35k of net additional income from a new S151 support arrangement with M&WWFA.

Department for Education and Children

The Department for Education and Children is forecasting a net overspend of £1,082k at year end.

The main adverse budget variations relate to: increased demand for Special Educational Needs provision £676k; school based EVR and redundancy costs £86k; Education Other Than At School £166k; School Modernisation property decommissioning costs £105k; One off net balances of closed schools transferring back to the department £53k; School Meals & breakfast service sickness cover and kitchens' maintenance £77k ; Music Service running costs (mainly staff) exceeding the SLA income from schools by £166k; Dispute with LHB regarding the partnership arrangement for Garreglwyd Residential Unit £78k; Legal costs within Childrens' Services £58k based on year to date demand.

This is partially offset by staff vacancies and the utilisation of additional grants and external income to support core spend -£359k.

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 Directors 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 £675k for the financial year, largely due to pressures within Planning and School Transport.

The Waste and Environmental Services division is projecting a £115k overspend. 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 £63k. Service reviews have commenced to look at ways to reduce costs within the service. The Sustainable Drainage Approval Body Unit is likely to overspend by £70k for the year due to anticipated income not materialising based on current income trends. Landfill sites are also predicted to overspend by £8k. This is offset by an anticipated underspend of £83k on public conveniences as a result of the capital repayment element being deducted from the Danfo final quarter cost, due to the end of the contract term.

Highways and Transportation are anticipating a £158k overspend for the year. This is down to a projected £297k 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 £92k anticipated overspend in car parks due to the temporary loss of spaces in St Peters car park and also a general reduction in the volume of car parking fees. There has also been vacant Civil Enforcement Officers posts during the year leading to a reduction in penalty charge notices income. This is offset by a £130k underspend on Traffic Management due to an increase in income from Traffic regulation orders and salary savings on 2 vacant posts during the year. Street Works and Highways adoption are also anticipating an £82k underspend due to additional income from highway adoption agreements.

Planning Division is anticipating a £407k overspend for the year. There is a projected £446k 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 £31k 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 £333k for 2019/20. Repairs and Maintenance is likely to be overspent by £83k mainly due to additional servicing/breakdown costs; Supervision & Management is projecting an underspend of £10k mainly due to staff related travelling costs. Provision for bad debt will be underspent by £14k. Capital financing charges will be £333k less than budgeted due to a slight reduction in interest rates and an underspend on the capital programme.

Income (inclusive of rents) will be increased by approximately £59k.

Lists of the main variances are attached to this report.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report : Signed: Chris Moore Director of Corporate Services						
Policy, Crime & Disorder and Equalities NONE	Legal NONE	Finance YES	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
1. Finance Council Fund Overall, the Authority is forecasting an overspend of £3,512k. HRA The HRA is predicting to be underspent by £333k 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

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REPORT OF THE DIRECTOR OF CORPORATE SERVICES

EXECUTIVE BOARD 20th JANUARY 2020

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				Oct 19	Aug 19
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Forecasted Variance for Year	Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	30,974	-13,396	-2,097	15,480	30,788	-13,229	-2,097	15,462	-18	288
Communities	148,903	-61,379	10,785	98,309	148,952	-60,445	10,784	99,291	982	811
Corporate Services	78,627	-51,091	-1,216	26,320	81,364	-54,513	-1,216	25,634	-686	-579
Education & Children (incl. Schools)	170,023	-29,757	26,106	166,372	176,274	-31,925	26,106	170,454	4,082	4,060
Environment	122,857	-79,402	11,898	55,353	134,265	-90,135	11,898	56,028	675	980
Departmental Expenditure	551,383	-235,024	45,475	361,834	571,643	-250,248	45,474	366,870	5,035	5,560
Capital Charges/Interest/Corporate				-20,497				-21,697	-1,200	-750
Levies and Contributions:										
Brecon Beacons National Park				138				138	0	0
Mid & West Wales Fire & Rescue Authority				9,838				9,838	0	0
Net Expenditure				351,313				355,149	3,835	4,810
Transfers to/from Departmental Reserves										
- Chief Executive				0				9	9	-288
- Corporate Services				0				343	343	290
- Environment				0				-675	-675	-980
Net Budget				351,313				354,824	3,512	3,831

Chief Executive Department
Budget Monitoring - as at 31st October 2019

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget				Forecasted				Oct 19 Forecasted Variance for Year £'000	Aug 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	495	0	-739	-244	830	-1	-739	90	334	330
People Management	4,337	-1,419	-2,457	461	5,247	-2,349	-2,457	441	-20	12
ICT & Corporate Policy	5,620	-941	-4,709	-30	5,439	-885	-4,709	-155	-125	-145
Admin and Law	4,170	-804	735	4,101	4,101	-773	735	4,063	-37	44
Marketing & Media	2,853	-863	-1,498	493	2,591	-580	-1,498	513	21	30
Statutory Services	1,269	-295	341	1,315	1,341	-489	341	1,193	-123	-158
Regeneration & Property	12,229	-9,074	6,230	9,384	11,240	-8,154	6,230	9,316	-68	175
GRAND TOTAL	30,974	-13,396	-2,097	15,480	30,788	-13,229	-2,097	15,462	-18	288

Chief Executive Department - Budget Monitoring - as at 31st October 2019

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19	Notes	Aug 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Chief Executive							
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
People Management							
Business & Projects Support	268	0	252	0	-16	Savings on supplies & Services	-16
ICT & Corporate Policy							
Information Technology	4,581	-864	4,488	-800	-28	A few posts temporarily vacant during year	0
Welsh Language	180	-10	140	-10	-40	Vacant Post pending team review	-41
Chief Executive-Policy	829	-67	743	-30	-49	Part year vacant posts pending section review	-99
Admin and Law							
Democratic Services	1,836	-256	1,764	-289	-104	Members time recharged to HRA greater than budgeted (£33k), savings on members allowances (£46k), savings on supplies & services inc printing and telephones (£25k)	-8
Land Charges	151	-294	114	-239	18	Reduction in income due to housing market fluctuations	18
Legal Services	1,637	-254	1,653	-234	36	Additional responsibility allowance and re-grading not budgeted for	36
Marketing & Media							
Marketing and Media	594	-368	469	-122	120	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (eg. ERW £80k). Looking at alternative potential partnership arrangements.	118
Translation	522	-35	491	-39	-35	Part year vacant posts pending divisional realignment	-57
Customer Services Centres	1,104	-336	1,062	-336	-42	Part year vacant posts pending divisional realignment	-31
Marketing Tourism Development	343	-1	319	-2	-25	Part year vacant posts pending divisional realignment	-5
Statutory Services							
Registration Of Electors	163	-2	172	-31	-20	In year contribution from the Cabinet Office towards individual electoral registration costs (£31k)	0
Registrars	418	-293	542	-457	-40	Recent increase in statutory fees, some of the additional income to be utilised to complete certain digitisation projects.	-95
Procurers	401	0	376	0	-25	Lower demand on service in year	-24
Electoral Services - Staff	279	0	242	0	-37	A few posts temporarily vacant during year. Not yet filled	-40

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Chief Executive Department - Budget Monitoring - as at 31st October 2019

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19	Notes	Aug 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Regeneration & Property							
Property	1,176	-42	1,127	-40	-47	Post vacant during year. Due to be filled.	-0
Commercial Properties	31	-521	44	-681	-147	High Occupancy Levels resulting in additional income	-79
Provision Markets	566	-638	569	-579	61	Reduction in Lettings income due to market forces impacting rates achievable.	49
Net Zero Carbon Local Authority	0	0	27	0	27	Costs associated with the authority's commitment to reduce carbon in the forthcoming years	90
Administrative Buildings	2,740	-764	2,731	-729	27	Proposed rental income efficiency of £50k for Ty'r Nant is no longer achievable as building is in the process of being sold. This is partially offset by various small savings on supplies and services.	50
Industrial Premises	529	-1,567	462	-1,610	-110	High Occupancy Levels resulting in additional income	-57
Livestock Markets	58	-205	19	-17	149	Anticipated shortfall in income collected at Nant Y Ci Mart	157
Other					-30		-17
Grand Total					-18		288

Department for Communities
Budget Monitoring - as at 31st October 2019

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget				Forecasted				Oct 19 Forecasted Variance for Year £'000	Aug 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		
Adult Services										
Older People	57,654	-24,194	2,658	36,117	58,066	-23,822	2,657	36,901	784	675
Physical Disabilities	7,887	-1,751	204	6,340	8,522	-2,266	204	6,460	120	52
Learning Disabilities	38,850	-9,541	1,294	30,603	38,336	-9,002	1,294	30,628	25	39
Mental Health	9,513	-3,803	237	5,947	9,185	-3,443	237	5,979	32	37
Support	6,996	-4,865	1,002	3,133	7,019	-4,862	1,002	3,158	26	12
Homes & Safer Communities										
Public Protection	3,170	-974	588	2,784	3,036	-847	588	2,777	-7	-70
Council Fund Housing	9,098	-7,964	243	1,377	9,342	-8,205	243	1,380	4	64
Leisure & Recreation										
Leisure & Recreation	15,735	-8,286	4,559	12,008	15,446	-7,998	4,559	12,008	-0	0
GRAND TOTAL	148,903	-61,379	10,785	98,309	148,952	-60,445	10,784	99,291	982	811

Department for Communities - Budget Monitoring - as at 31st October 2019

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19 Forecasted Variance for Year	Notes	Aug 19 Forecasted Variance for Year
	Expenditure	Income	Expenditure	Income			
	£'000	£'000	£'000	£'000	£'000		£'000
Adult Services							
Older People							
Older People - LA Homes	7,620	-4,830	7,834	-4,816	228	Additional cost due to higher dependency levels/increased occupancy rates/use of agency staff to meet statutory duty. Review currently being undertaken in relation to Residential Care future staffing levels	208
Older People - Private/ Vol Homes	22,699	-13,064	23,038	-13,190	213	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.	179
Older People - Extra Care	759	0	825	0	65	Cwm Aur contract - savings proposals in previous years only partially delivered	61
Older People - LA Home Care	7,236	0	7,331	0	95	Efficiency issues around sickness rates/hours delivered impacting on additional spend. Balance between continuity of care and increased efficiency being worked on	6
Older People - Private Home Care	8,338	-2,473	8,338	-2,331	142	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	245
Physical Disabilities							
Phys Dis - Commissioning & OT Services	613	-108	525	-88	-68	Vacancies within the Occupational Therapy Team: 1FTE Senior Practitioner; 1.5FTE Occupational Therapy Assistant; 1FTE Occupational Therapist offset by payments for Rotational Occupational Therapy from Hywel Dda	-61
Phys Dis - Direct Payments	2,685	-566	2,835	-566	150	Increase in take up of DP related to right of service user to request as alternative to regulated provision	147
Learning Disabilities							
Learn Dis - Employment & Training	1,305	-203	1,298	-124	72	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	136

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

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19 Forecasted Variance for Year	Notes	Aug 19 Forecasted Variance for Year
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Learn Dis - Direct Payments	3,548	-537	3,604	-537	56	Increase in take up of DP related to right of service user to request as alternative to regulated provision	40
Other Variances - Adult Services					31		-144
Homes & Safer Communities							
Public Protection							
PP Business Support unit	149	0	128	0	-22	Underspend due to vacant post -part year	-20
Public Health	276	-14	263	-14	-13	Underspend due to maternity leave	-24
Air Pollution	124	-35	94	-18	-13	Underspend due to vacant post -part year	-3
Animal Welfare	80	-82	64	-51	14	Underachievement of licences income	10
Dog Wardens	96	-28	114	-9	36	Underachievement of fees income and overspend on private sector contracted services	15
Licensing	341	-324	339	-339	-17	Overachievement of income target	-23
Food Safety & Communicable Diseases	481	-38	443	-38	-38	Underspend due to two vacant post - part year	-27
Fair Trading	143	-64	137	-3	55	Underachievement of fees income	12
Other Public Protection	1,479	-390	1,454	-375	-10		-10
Other Variances - Public Protection					0		0
Council Fund Housing							
Independent Living and Affordable Homes	104	-45	80	-45	-24	underspends on supplies and services	-6
Social Lettings Agency	782	-786	686	-672	19	underachievement of income on housing benefits	0
Other Council Fund Housing	8,212	-7,134	8,576	-7,489	9		70
Other Variances - Council Fund Housing					0		0

Department for Communities - Budget Monitoring - as at 31st October 2019

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19	Notes	Aug 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Leisure & Recreation							
Millenium Coastal Park	221	-105	226	-137	-27	One off Compensation income from Welsh Water	-23
Pendine Outdoor Education Centre	500	-333	423	-299	-43	Forecast reduction in Instructor hours to budget based on confirmed bookings	5
Carmarthen Leisure Centre	1,567	-1,606	1,556	-1,538	57	Forecasting lower sales volumes in income to budget	38
St Clears Leisure Centre	141	-41	155	-43	12	Design fee costs to support Capital funding bid not budgetted	-3
Amman Valley Leisure Centre	846	-707	831	-745	-52	Forecasting higher sales volumes in income to budget	-55
Sport & Leisure General	877	-58	884	-51	14	Free swim grant only approved for 6 months £14k	14
Outdoor Recreation - Staffing costs	229	0	275	0	45	Operational staffing and Agency costs linked to long term sickness and implementation of restructure. This variance is likely to reduce once fully implemented	16
Llyn Lech Owain Country Park	85	-33	84	-52	-22	Forecasting higher income to budget due to sale of wood from planned Tree Felling	-20
Museums General	175	0	193	0	18	Unable to achieve vacancy factor	24
Arts General	39	0	5	0	-34	Vacant post being held pending Service review	-35
St Clears Craft Centre	151	-88	143	-56	24	Forecast shortfall in income to budget in this newly established in-house catering facility	16
Laugharne Boathouse	147	-109	168	-116	15	Forecast overspend in casual Customer Service Assistant posts	11
Oriel Myrddin CCC	108	0	118	0	10	Backdated NNDR costs £6k and Internal Design fees £4k supporting ACW grant bid	0
Leisure Management	400	0	360	0	-40	Vacant posts being held pending Service review	-29
Other Variance - Leisure & Recreation					22		42
Grand Total					982		811

Corporate Services Department
Budget Monitoring - as at 31st October 2019

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget				Forecasted				Oct 19 Forecasted Variance for Year £'000	Aug 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	4,293	-2,133	-2,360	-200	-261	-200
Revenues & Financial Compliance	4,842	-1,711	-2,129	1,002	4,574	-1,660	-2,129	786	-216	-192
Other Services	69,281	-47,297	3,272	25,257	72,497	-50,721	3,272	25,048	-209	-186
GRAND TOTAL	78,627	-51,091	-1,216	26,320	81,364	-54,513	-1,216	25,634	-686	-579

Corporate Services Department - Budget Monitoring - as at 31st October 2019

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19 Forecasted Variance for Year £'000	Notes	Aug 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Financial Services							
Chief Officer	348	-61	335	-96	-48	Additional £35k income from arrangement to act as S151 officer for Mid and West Wales Fire along with £13k savings on supplies and services	-25
Accountancy	1,721	-430	1,546	-423	-168	Number of vacant posts currently in the section, 2 currently out to advert	-150
Treasury and Pension Investment Section	251	-178	225	-178	-27	Vacant Post currently being advertised	-19
Payments	519	-74	493	-71	-22	Reduction in expenditure on supplies and services along with a temporary vacant post during the year.	-6
Revenues & Financial Compliance							
Procurement	529	-33	458	-33	-71	£60k - vacant Procurement manager post - will be advertised shortly. Net £ 11k - short-term vacancies and amendments to working patterns.	-69
Audit	596	-19	581	-19	-15	A few posts temporarily vacant during year	-2
Local Taxation	927	-735	896	-735	-31	A few posts temporarily vacant during year	8
Housing Benefits Admin	1,637	-751	1,525	-752	-113	Number of vacant posts during the year. Majority of officers also currently on the lowest points of their grade.	-131
Other Services							
Audit Fees	310	-90	291	-88	-17	A proportion of audit fees chargeable directly to grants	-17
Miscellaneous Services	5,905	-117	6,400	-801	-190	Reduction in pre LGR pension costs	-160
Other Variances					16		-9
Grand Total					-686		-579

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

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget				Forecasted				Oct 19 Forecasted Variance for Year £'000	Aug 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		
Schools Delegated Budgets	118,537	-10,321	0	108,216	121,537	-10,321	0	111,216	3,000	3,001
Director & Strategic Management	1,511	0	-94	1,417	1,483	0	-94	1,389	-28	-21
Education Services Division	9,086	-1,858	20,440	27,668	10,040	-1,845	20,440	28,635	967	820
Access to Education	8,743	-5,948	2,167	4,962	8,748	-5,800	2,167	5,115	153	150
School Improvement	3,359	-1,388	463	2,434	3,519	-1,560	463	2,423	-11	-2
Curriculum & Wellbeing	6,045	-4,530	567	2,083	6,521	-4,884	567	2,204	122	113
Children's Services	22,741	-5,712	2,563	19,592	24,425	-7,516	2,563	19,472	-120	-0
TOTAL excluding schools	51,486	-19,436	26,106	58,156	54,737	-21,605	26,106	59,238	1,082	1,059
GRAND TOTAL	170,023	-29,757	26,106	166,372	176,274	-31,925	26,106	170,454	4,082	4,060

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

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19	Notes	Aug 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Schools Delegated Budgets							
Primary schools	63,230	-6,978	64,430	-6,978	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	51,398	-3,297	52,798	-3,297	1,400		1,400
Special Schools	3,910	-46	4,310	-46	400		400
Director & Strategic Management							
Business Support	387	0	359	0	-28	Part year vacant posts - 1 remaining vacant post should be filled from January onwards	-17
Education Services Division							
School Expenditure not currently delegated	101	0	152	2	53	Closing balances from 2 primary schools closed April 2019	59
School Redundancy & EVR	2,013	0	2,098	0	86	Forecast based on business cases approved to date. Schools are supported and challenged on staffing structure proposals	121
Special Educational Needs	3,079	-1,548	3,582	-1,375	676	Forecast based on existing known commitments. Demand for Teaching Assistant support has increased. A reduction in the number of pupils from other counties has resulted in a reduction in the level of income.	505
Education Other Than At School (EOTAS)	2,001	-283	2,173	-288	166	Increasing demand from schools for alternative provision £134k and an increase in home tuition £32k	172
Access to Education							
School Admissions	253	0	224	0	-29	Part year staff vacancies following re-structure of the section	-10
School Modernisation	108	-1	261	-48	105	School transport recharges from school reorganisations £22k; Premises costs relating to closed schools £83k	83
School Meals & Primary Free Breakfast Services	8,382	-5,947	8,264	-5,752	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	77

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

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19	Notes	Aug 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Curriculum and Wellbeing							
Music Services for Schools	871	-770	1,178	-911	166	Slow progress with staff restructuring, which has been affected by a delay in the ongoing redundancy process and therefore an increased staffing forecast from the previous report to year end	134
Youth Offending & Prevention Service	1,972	-1,112	2,021	-1,195	-34	Maximisation of grants to release core budget	-31
Children's Services							
Commissioning and Social Work	6,790	-79	6,916	-148	58	Increased number of legal cases attracting significant costs	79
Corporate Parenting & Leaving Care	975	0	1,165	-157	33	Increased Lodging costs offset by St David's Day and ICF grants.	0
Fostering Services & Support	3,869	0	3,964	-188	-93	Part year vacant posts and maximisation of grants to release core budget (£55k), Also, more cost effective recruitment of Foster Carers and tight controls in place on additional miscellaneous payments made to Foster Carers (£38k)	-109
Garreglwyd Residential Unit	586	-166	665	-168	78	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	80
Residential and Respite Units	961	0	984	0	24	Increased salary costs at Llys Caradog Respite Centre - emergency placement over the summer and generally increased support needed for young people with complex needs who are now being referred to service	1
Childcare	484	-187	459	-188	-26	Additional in year grants awarded from Welsh Government. Existing staff have been utilised to work on the grants which has released core funding	-0
Families First Grant	1,260	-1,056	1,246	-1,057	-15	Additional in year grants awarded from Welsh Government. Existing staff have been utilised to work on the grants which has released core funding	-1
Family Aide Services	168	0	279	-188	-76	Part year vacant posts following restructure and setting up of new Step Up Step Down Family Intervention Team.	1
Other Family Services incl Young Carers and ASD	591	-362	602	-448	-75	External income received from other Local Authorities as part of regional REFLECT project, which has released core budget	0
School Safeguarding & Attendance	221	0	390	-191	-21	Part year vacant posts following service restructure	-12
Other Variances					-41		-73
Grand Total					4,082		4,060

Environment Department
Budget Monitoring - as at 31st October 2019

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget				Forecasted				Oct 19 Forecasted Variance for Year £'000	Aug 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	15	-96	146	65	-11	-102	146	34	-31	-43
Waste & Environmental Services	24,294	-4,533	1,264	21,025	24,225	-4,349	1,264	21,140	115	292
Highways & Transportation	58,223	-38,314	9,598	29,507	61,450	-41,382	9,598	29,665	158	251
Property	36,160	-34,105	606	2,662	44,129	-42,048	606	2,687	25	17
Planning	4,165	-2,354	284	2,094	4,471	-2,254	284	2,501	407	463
GRAND TOTAL	122,857	-79,402	11,898	55,353	134,265	-90,135	11,898	56,028	675	980

Environment Department - Budget Monitoring - as at 31st October 2019

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted	
	Expenditure	Income	Expenditure	Income
	£'000	£'000	£'000	£'000
Business Support & Performance				
Business Support	-159	-36	-207	-36
Departmental - Core	58	0	73	0
Waste & Environmental Services				
SAB - Sustainable Drainage approval Body Unit	114	-110	113	-38
Public Conveniences	571	-12	485	-9
Cleansing Service	2,397	-115	2,456	-111
Green Waste Collection	496	-336	428	-212
Highways & Transportation				
Transport Strategic Planning	351	0	333	0
School Transport	10,984	-1,102	11,444	-1,264
Traffic Management	529	-40	591	-232
Car Parks	2,187	-3,228	1,733	-2,682
Ant y Ci Park & Ride	79	-32	104	-38
Tour of Britain - Environment	0	0	25	0

Oct 19
Forecasted Variance for Year
£'000
-48
15
70
-83
63
56
-18
297
-130
92
20
25

Notes
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.
Contribution towards the Health and wellbeing co-ordinators
Anticipated income not expected to materialise based on current income trends - Dependent on number of submissions and market buoyancy of development projects
Capital repayment element deducted from Danfo final quarter cost due to end of contract term. New contract will be cleansing & management only.
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.
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.
The net effect of an increase in consultants fees as a result of temporary vacancies.
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.
Net increased income of £90k from Traffic Regulation Orders; salary savings of £40k on 2 posts which are both currently out for recruitment.
Reduction in income due to temporary loss of spaces at St Peter's Car Park and a general reduction in Parking Fees income. Reduction in Penalty Charge Notices income due to vacant Civil Enforcement Officers posts which are currently being recruited.
Increased maintenance costs
Cost of Womens tour of Britain in June 2019

Aug 19
Forecasted Variance for Year
£'000
-56
11
60
-23
59
56
-1
214
0
65
21
-0

Environment Department - Budget Monitoring - as at 31st October 2019

Main Variances

EXECUTIVE BOARD 20th JANUARY 2020

Division	Working Budget		Forecasted		Oct 19	Notes	Aug 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Road Safety	178	0	152	-1	-26	Vacant post - Road Safety Manager which is currently being recruited and also a recent temporary vacancy has arisen within the Road Safety Unit. A proportion of staff time is recharged to the Road Safety Revenue Grant.	-0
School Crossing Patrols	116	0	135	0	18	The school crossing patrols section has reviewed all patrols to identify where there is no requirement to provide them according to the National Safety criteria. Vacancies that arise in the sites that do not require school crossing patrols will not be filled as and when they become vacant.	18
Bridge Maintenance	781	0	745	-5	-41	vacant posts - Principle Engineer on hold until Apr 2020 and Structures Engineer vacant for part year hoping to fill by Jan 2020	-0
Street Works and Highway Adoptions	416	-357	410	-433	-82	Additional income from highway adoption agreements	-23
Property							
Facilities Management - Corporate Buildings	358	0	391	0	32	Overspend due to cover sickness absence	15
Planning							
Building Control - Other	181	-5	163	0	-12	Vacant posts not expected to fill until Apr '20 at the earliest	1
Policy-Development Planning	567	0	577	-0	10	Overspend due to projected non-achievement of income - no longer carrying out consultancy work for other Depts. etc.	12
Development Management	1,536	-1,274	1,494	-786	446	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.	483
Tywi Centre	34	-34	77	-98	-21	Projected surplus being generated from running training courses at the Tywi Centre	-13
Other Variances					-8		80
Grand Total					675		980

Housing Revenue Account - Budget Monitoring as at 31st October 2019

	Working Budget £'000	Forecasted £'000	Oct 19 Variance for Year £'000	Notes	Aug 19 Forecasted Variance for Year £'000
Expenditure					
Repairs & Maintenance					
Responsive	1,802	1,721	-81		50
Minor Works	3,022	3,022	0		0
Voids	3,375	3,421	45		13
Servicing	1,687	1,816	128		0
Drains & Sewers	139	130	-9	Anticipated expenditure based on profiled spend to date. Includes breakdown costs within servicing	-1
Grounds	749	749	0		0
Unadopted Roads	105	105	0		0
Supervision & Management					
Employee	4,614	4,614	0		47
Premises	1,433	1,433	-0		6
Transport	64	55	-9		-10
Supplies	819	819	-0		-25
Recharges	2,253	2,252	-1		0
Provision for Bad Debt	504	490	-14		-0
Capital Financing Cost	14,542	14,209	-333	Forecast reduction in interest rate applicable	-212
Central Support Charges	1,652	1,652	0		0
Total Expenditure	36,761	36,488	-273		-134

Housing Revenue Account - Budget Monitoring as at 31st October 2019

Page 74

	Working Budget £'000	Forecasted £'000	Oct 19 Variance for Year £'000	Notes	Aug 19 Forecasted Variance for Year £'000
Income					
Rents	-41,199	-41,090	108	Underachievement of rental income due to higher void loss than budgeted	189
Service Charges	-706	-754	-48	Based on Financial statements, week 31 data. Overachievement of service charges Income	1
Supporting People	-79	-79	0		0
Interest on Cash Balances	-102	-102	0		0
Grants	-245	-245	0		0
Insurance	0	-171	-171	Settlement of R&M insurance claims	-183
Other Income	-531	-480	51	Underachievement of income from Commission on Sales relating to the collection of water rates and Fees recoverable	93
Total Income	-42,862	-42,922	-60		101
Net Expenditure	-6,101	-6,434	-333		-32

HRA Reserve	£'000
Balance b/f 1/4/19	14,314
Budgeted movement in year	6,101
Variance for the year	333
Balance c/f 31/3/20	20,748

Executive Board 20th January 2020

CAPITAL PROGRAMME 2019-20 UPDATE

Purpose: To report the variances within the capital programme

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

That the capital programme update report is received.

REASONS:

To provide an update of the latest budgetary position for the 2019/20 capital programme, as at the 31st October 2019.

Relevant scrutiny committees to be consulted

N/A

Exec Board Decision Required	YES
Council Decision Required	NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins

Directorate: Corporate Services Name of Director of Corporate Services: Chris Moore Report Author: Chris Moore	Designation: Director of Corporate Services	Tel No. 01267 224120 E Mail Address: Cmoore@carmarthenshire.gov.uk
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EXECUTIVE SUMMARY

Executive Board

20th January 2020

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

Appendix A which is shown departmentally, shows a forecasted net spend of £63,753k compared with a working net budget of £64,304k giving a **-£551k** variance.

The net budget has been re-profiled by £4.848m 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.

DETAILED REPORT ATTACHED ?	YES
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IMPLICATIONS

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

Signed: C.Moore

Director of Corporate Services

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

Finance

The capital programme shows an in year variance of **-£551m** 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:

THERE ARE NONE

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 October 2019						
	Working Budget			Forecasted		
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
DEPARTMENT						
COMMUNITIES						
- Public Housing	31,267	-6,238	25,029	29,776	-6,478	23,298
- Private Housing	2,367	-396	1,971	2,397	-396	2,001
- Social Care	626	-211	415	630	-211	419
- Leisure	5,915	-129	5,786	5,898	-129	5,769
ENVIRONMENT	15,943	-7,307	8,636	16,534	-7,277	9,257
EDUCATION & CHILDREN	13,556	-5,478	8,078	12,272	-3,668	8,604
CHIEF EXECUTIVE	2,545	-41	2,504	2,571	-41	2,530
REGENERATION	16,410	-4,525	11,885	16,050	-4,175	11,875
TOTAL	88,629	-24,325	64,304	86,128	-22,375	63,753

Variance for Year £'000
-1,731
30
4
-17
621
526
26
-10
-551

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Capital Programme 2019/20						
Capital Budget Monitoring - Report for October 2019 - Main Variances						
	Working Budget			Forecasted		
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
DEPARTMENT/SCHEMES						
COMMUNITIES						
- Public Housing	31,267	-6,238	25,029	29,776	-6,478	23,298
Sewerage Treatment Works Upgrading	184	0	184	90		90
Sheltered Housing Investment	1,999	0	1,999	1,492	0	1,492
Rendering and External Works	1,970	0	1,970	1,772	0	1,772
Stock Condition Survey 2019/20 - County Wide	150	0	150	28	0	28
Station Road / Tyisha Masterplan	1,000	0	1,000	555	0	555
Assisted Living Schemes	300	0	300	25	0	25
Other Projects with Minor Variances	25,664	-6,238	19,426	25,814	-6,478	19,336
- Private Housing	2,367	-396	1,971	2,397	-396	2,001
- Social Care	626	-211	415	630	-211	419
- Leisure	5,915	-129	5,786	5,898	-129	5,769
ENVIRONMENT	15,943	-7,307	8,636	16,534	-7,277	9,257
Ammanford Highway Infrastructure	112	0	112	525	0	525
Carmarthen Western Link Road	251	0	251	448	0	448
Other Projects with Minor Variances	15,580	-7,307	8,273	15,561	-7,277	8,284
EDUCATION & CHILDREN	13,556	-5,478	8,078	12,272	-3,668	8,604
MEP External Funding Income	0	-3,086	-3,086	0	-2,851	-2,851
Dinefwr Project - Dyffryn Aman	20	0	20	70	0	70
Carmarthen West New School	0	0	0	50	0	50
Uandybie CP	0	0	0	75	0	75
Bryngwyn School Refurbishment	0	0	0	75	0	75
Other Projects with Minor Variances	13,536	-2,392	11,144	12,002	-817	11,185
CHIEF EXECUTIVE	2,545	-41	2,504	2,571	-41	2,530
REGENERATION	16,410	-4,525	11,885	16,050	-4,175	11,875
TOTAL	88,629	-24,325	64,304	86,128	-22,375	63,753

Variance for
Year £'000

-1,731

-94

-507

-198

-122

-445

-275

-90

30

4

-17

621

413

197

11

526

235

50

50

75

75

41

26

-10

-551

Comment

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.

The works at one complex is not commencing until January 2020, with the majority of expenditure falling in 2020-21.

Rendering and wall tie renewal at one site not commencing until the fire safety works are completed.

Survey to be undertaken in-house and will commence in 2020/21.

Significant preparation work being undertaken in terms of the major regeneration works planned. Fully costed plans to be developed with strategic partner(s) in early part of 2020 that will confirm detailed financial profile for overall development.

Slight delay in development of one supported housing scheme in Llanelli area.

No Major Variances.

No Major Variances.

No Major Variances.

Unexpected additional costs on Wind Street/Tirydail Lane Junction, exploring various options for funding by means of external income.

To be funded from future S106 receipts.

Income dependent on which schemes progress. Budget to be reprofiled.

Additional internal works and groundworks on site.

Expenditure to be funded from future S106 income.

Project design currently in progress. Re-profile of MEP programme required.

Project design currently in progress. Re-profile of MEP programme required.

No Major Variances.

No Major Variances.

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EXECUTIVE BOARD 20TH JANUARY, 2020

SUBJECT:

CONSIDERATION OF OBJECTIONS TO THE COUNTY OF CARMARTHENSHIRE (OFF-STREET PARKING PLACES) (VARIOUS CAR PARKS, CARMARTHENSHIRE) CONSOLIDATION (VARIATION NO. 4) ORDER

Recommendations / key decisions required:

That the Executive Board:

- i. Determine the objections received in relation to the car parks specified in paragraph 1(i) of the Report Summary detailed below.
- ii. With exception to the car parks referred to in paragraphs 3.4.1, 3.7.1 and 3.8.1 of the Report Summary, resolve to implement the proposals as described in the draft order detailed in Appendix 1 in relation to the remaining car parks specified in paragraphs 1(i) and (ii) of the said Report Summary.

Reasons:

- The introduction of the order will improve safety and aid the orderly parking of vehicles at these locations.
- The objections have either been accepted, with parking places removed, or mitigated by ensuring that some free points of access to the MCP coastal path remain, along with a seasonal pass that allows parking for as little as 11p a day for regular users.

Relevant Scrutiny Committee to be consulted: NO

Executive Board Decision Required: YES – 20th January, 2020

Council Decision Required: NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:

Cllr P.H. Griffiths (Culture, Sport & Tourism)

Cllr. H. Evans (Environment)

Directorate: Environment Name of Heads of Service: Stephen G. Pilliner Ian Jones Report Authors: Richard Waters Neil Thomas	Designation Head of Highways & Transport Head of Leisure Highways & Transportation Services Manager Senior Outdoor Recreation Manager	Tel No. / Email Address: 01267 228150 SGPilliner@carmarthenshire.gov.uk 01267 228309 IJones@sirgar.gov.uk 01267 228825 RWaters@carmarthenshire.gov.uk 01554 742361 neilgthomas@carmarthenshire.gov.uk
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EXECUTIVE SUMMARY
EXECUTIVE BOARD
20TH JANUARY, 2020

SUBJECT:
CONSIDERATION OF OBJECTIONS TO THE COUNTY OF
CARMARTHENSHIRE (OFF-STREET PARKING PLACES) (VARIOUS CAR
PARKS, CARMARTHENSHIRE) CONSOLIDATION (VARIATION NO. 4) ORDER

1. Purpose

It should be noted that the following places were considered by the EBM for Environment on the 10th May 2019, with a decision made to approve the proposed orders at these locations:

- Parc Myrddin North, Carmarthen (plan 1, appendix 2)
- Parc Myrddin Registrars, Carmarthen (plan1)
- Selwyn Samuel, Llanelli (plan 10)
- Dafen Inn Row, Llanelli (plan 11b)

This report is to determine objections received to the off-street car parking order proposed at the following leisure locations within Carmarthenshire and whether to implement the same:

(i) Objections received for proposals at:

- a) Burry Port Harbour (plan 6 West car park; plan 7 East car park);
- b) Woodlands, Burry Port (plan 5);
- c) Shoreline, Burry Port (plan 4);
- d) Festival Fields, Llanelli (plan 8);
- e) Rotary Way, outside Pembrey Country Park (plan 2);
- f) Mynydd Mawr, Woodlands, Tumble (plan 14);
- g) Mynydd Mawr Woodlands, Cefneithin (plan 15)
- h) North Dock, Llanelli (plan 9)

(ii) No objections received to the following, where amendments to existing orders are proposed in the form of charging hours (all now applicable for 24 hr charging), changes to maximum waiting periods; or extending existing order areas. This is to help manage overnight parking at such sites

- a) Sandy Water Park, Llanelli (plan 16);
- b) Llyn Llech Owain (plan 12) – changed from 10 to 8 hrs max stay;
- c) Pendine (plan 13) – changed from 10 to 8 hours max stay (N.B. this car park will be the subject of a subsequent parking order as part of the Pendine Attractor development which will reconfigure the parking area and potentially operate as an ANPR facility, however, this current proposal provides for enforcement of max staying period as per current plan during this interim period);
- d) Bynea (plan 11).

(iii) Full details of the proposed or amended restrictions relating to the car parks subject to this report are listed in Appendix 1 hereto with locations illustrated on the plans in Appendix 2. The purpose of the proposed order is to improve safety and aid the orderly parking of vehicles at these locations, where difficulties have been noted previously in terms of disorderly parking, causing potential risk to users, staff and emergency services. The proposals also help protect the environment where disorderly parking takes place on ecologically sensitive verges and encourages the use of more sustainable access routes such as cycle networks, all of which aligns with the Well-being of Future Generations Act.

2. Consultation

The proposals are detailed in the public notice which was published on the 27th February 2019 with a closing date of 22nd March 2019, a copy of which appears in Appendix 1.

3. Objections and comments

3.1. During the consultation period the Council's Head of Administration and Law received one hundred and seventy (170) objections, including a petition of fifty-five (55) names against the advertised proposals. These are summarised with comments in Appendix 4.

3.1.1 The draft Legal Order advertised indicated a £40 charge for a Season Ticket however this has been set at £37.50, as part of the Leisure Charging Digest, with the agreement of the Executive Board Member for Culture, Sport and Tourism.

3.2 A summary of the objections and the rationale for recommended decisions are explained below. All the objections apply to proposed *new* parking orders, apart from Burry Port Harbour, which is an amendment to the maximum waiting period on an *existing* order. There is clear evidence of comments and objections being fully acknowledged and considered as part of this process, with remedial actions, or in some instances the withdrawal of the proposed order at certain sites, evident from the recommendations put forward.

3.3 Appendix 3 is the equalities impact assessment underpinning this proposal, which also provides mitigation and rationale for many of the objections raised.

3.2.1. Burry Port harbour car parks (West and East)

3.2.1.1. The objectors state that the proposals will affect tourism in the area, as people will not be able to afford to park, and that the car park should remain free. They also state that there will be a displacement of vehicles should the charges be introduced, as well as affecting senior citizens with disabilities - a discounted annual pass should be available if the charges are introduced.

3.2.1.2. **Recommendation:** Implement the proposals as described in Appendix 1 (West car park to change from 4 to 8 hours max waiting period; East car park – extend parking order zone to create additional parking). There are already orders in place (2014) to charge for both existing West and East car park. An annual pass is available at £37.50 per annum (less than 11p per day) as part of the proposal. Limited free parking is available along the nearby highway network, and will also remain at Shoreline car park (3.4.1).

3.3.1 Woodlands car park, Burry Port

3.3.1.1 The objectors are of the opinion that this is the last car park you can use for free in the area and that the charges will have an impact on the community. The proposals will reduce the wellbeing of the local community and is a step backwards in terms of the Council's Wellbeing of Future Generations agenda.

3.3.1.2 **Recommendation:** Implement the proposals as described in Appendix 1 – adding order to an existing unmanaged parking place. Limited free parking is also available on the local highway network and will also remain at Shoreline car park (3.4.1) for people to access the Millennium Coastal path.

3.4.1 Shoreline car park, Pembrey

3.4.1.1 The objectors state that the car park should be kept free to encourage healthy living and for free access to the coastal path.

3.4.1.2 **Recommendation:** Remove proposal from the parking order and monitor impact.

3.5.1 Festival Fields, Llanelli

3.5.1.1 Objectors state that the charges are detrimental to health and wellbeing and would have a disproportionate effect on disabled users due to barriers on pavement near entrance.

3.5.1.2 **Recommendation:** Implement the proposals as described in Appendix 1 - adding order to an existing unmanaged parking place. Any physical barriers will be removed or remodelled to ensure equal access for disabled users as part of this proposal. An annual pass is available at £37.50 per annum (less than 11p per day) as part of the proposals. Limited free parking is also available on the local highway network.

3.6.1 Rotary Way car park, Pembrey Country Park

3.6.1.1 The objectors state that the proposals discourage the use of the coastal path, and that the charges will be diminished by the cost of installation, collection of fees and enforcement. No provision for horse riders. Charges are a concern for dog walkers and to local people on low income. Financial burden to students, social aspects as well as health.

3.6.1.2 **Recommendation:** Implement the proposals as described in Appendix 1 - adding order to an existing unmanaged parking place. An annual pass is available at £37.50 per annum (less than 11p per day) as part of the proposals. There are proposals in place to introduce a parking bay for horse boxes opposite the entrance to the car park as part of this proposal. Free parking exists at Penybedd Woods at the other end of Factory Road, as well as numerous other access points along the coastal path for dog walkers and the public alike.

3.7.1 Woodlands car park, Mynydd Mawr, Tumble

3.7.1.1 Objectors state that there are no toilet or disabled facilities at this location. The area is a public space and vehicles will park in other locations in Tumble to avoid payment.

3.7.1.2 Recommendation: Would have been a new order. Remove proposals for Woodlands car park, Mynydd Mawr, Tumble, from the off-street car parking order and monitor impact.

3.8.1 Woodlands car park, Cefneithin

3.8.1.1 Objectors consider that the proposals will cause health concerns for local residents.

3.8.1.2 Recommendation: Would have been a new order. Remove proposals for Woodlands car park, Cefneithin, from the off-street car parking order and monitor impact.

3.9.1 North Dock, Llanelli

3.9.1.1 One objector argues that order was not clear on map.

3.9.2 Recommendation: Implement the proposals as described in Appendix 1 so far as they relate to the car parks subject to this report – extending scope of existing order in the vicinity to incorporate all spaces currently used for parking. Map defines all proposed parking areas. Proposal will also allow for improved, dedicated provision for Blue Badge users at car park overlooking the estuary.

4. Recommendations

That the Executive Board:

1. Determine the objections received in relation to the car parks specified in paragraph 1(i) of the Report Summary detailed below.
2. With exception to the car parks referred to in paragraphs 3.4.1, 3.7.1 and 3.8.1 of the Report Summary resolve to implement the proposals as described in the draft order detailed in Appendix 1 in relation to the remaining car parks specified in paragraphs 1(i) and (ii) of the said Report Summary

DETAILED REPORT ATTACHED?

NO - Attached:

Appendix 1 - Public notice

Appendix 2 - Plans

Appendix 3 – Equalities Impact Assessment

Appendix 4 – Objections and comments

IMPLICATIONS

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

Signed: **S. G. Pilliner** Head of Highways and Transport
Ian Jones Head of Leisure

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
NONE	YES	YES	NONE	YES	NONE	NONE

2. Legal

The Traffic Regulation Order to be introduced by the Head of Administration and Law.

3. Finance

All costs associated with the introduction of this on-street car parking order to be funded by the Communities Department. It is reasonable to a small fee for regulated parking facilities to administer and maintain their effective use. Fees and charges raised at these locations are re-invested back into the Millennium Coastal Park.

5. Risk management issues

A Traffic Regulation order is being introduced to improve orderly parking of vehicles at these locations.

CONSULTATIONS

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

Signed: S. G. Pilliner
Ian Jones

Head of Highways and Transport
Head of Leisure

1. Scrutiny Committee

N/A

2. Local Member(s)

Cllr Shirley Mathews

Cllr Huw Shepardson

Cllr Penny Edwards

Cllr Susan Phillips

Cllr Rob Evans

Cllr Emlyn Dole

Cllr Dot Jones

Cllr Jane Tremlett

No objections received

Cllrs John James and Amanda Fox both object to the proposals for the car parks in their area.

3. Community / Town Council

Llanelli Rural council - No objections received

Pembrey and Burry port Town Council object to the proposals in their area stating that it will disadvantage local people who use these places to benefit from walking and cycling, as well as those on low income or who are elderly will be disproportionately affected. They also consider that the areas in question are not of a sufficient standard to be considered official car parks that should be charged for.

4. Relevant Partners

Roads Policing Unit

Mid and West Wales Fire and Rescue Service

NHS Wales Ambulance Service

Carmarthenshire Disability Partnership

Bus operators

- No objections received

Lee Waters AM objects to the proposals stating that the parking facilities are currently free and should the proposals be introduced, that there would be virtually no free access to our beaches in the Llanelli constituency. Local people use these car parks to access the outdoors for recreation, which has physical and mental health benefits.

Nia Griffiths MP also objects stating that these areas are well used by local residents and volunteer groups who regularly use these facilities, as well as picking up litter and reporting any problems. Walking groups also use these areas which has mental health and physical benefits.

5. Staff Side Representatives and other Organisations

- Carmarthenshire Horse Riders Association object to the proposal on the basis of increased costs for horse riders and a lack of suitable areas to park large vehicles required to move horses (*The authority is happy to look at specific areas for horse-riders to park their vehicles, as is being introduced outside Pembrey Country Park*).
- Carmarthenshire Local Access Forum (LAF) also object to the proposal on the basis that access to the Countryside should be free; that it goes against the authority's aim to get more people, more active, more often, and that it introduces a cost to using country parks.
- Keep Wales Tidy object to the proposals on the basis of parking displacement and the charge for volunteers working in Pembrey Country Park. (*Volunteers who are part of a structured activity supported by the park can be provided with free access for their volunteer time*).

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
Parking consolidation order (28/8/14)		
Integrated Parking Strategy for Carmarthenshire - 2015		
EBM decision meeting for Environment – 10th May 2019		

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PUBLIC NOTICE
THE COUNTY OF CARMARTHENSHIRE (OFF STREET PARKING PLACES)
(VARIOUS CAR PARKS, CARMARTHENSHIRE)
CONSOLIDATION (VARIATION NO 4) ORDER 2019

NOTICE is hereby given that the Carmarthenshire County Council propose to make an Order under Sections 35(1) and (3) of Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the Act") as amended and by the Road Traffic Regulation Act 2004

The effect of the Order will be to amend The County of Carmarthenshire (off Street Parking Places) Consolidation Order 2014 (which implements a system of parking enforcement consequent upon decriminalisation of offences relating to the parking of vehicles and the use of parking places in designated off street parking places in the County of Carmarthen as described in the Order and which also empowers parking attendants to issue penalty charge notices in respect of those offences)

The consequence of the amendment will make the parking places specified and described in part 2 of the Schedule subject to the provisions of The County of Carmarthenshire (Off Street Parking Places) Consolidation Order 2014 (as amended) and will be subject to the Charges specified in Part 3 of the Schedule to this Notice.

Full details of these proposals are contained in the draft Order together with a map showing the parking places and a statement of the Council's reasons for proposing to make the Order, may be examined at the Council's Customer Service Centre at The Hub, Stepney Street, Llanelli and at 3 Spilman Street, Carmarthen during normal office hours.

If you wish to object to the proposed Order you should send the grounds for your objection in writing to The Head of Administration and Law, County Hall, Carmarthen. SA31 1JP by the 22nd March, 2019.

DATED the 27th February, 2019
File Reference: RWJ/HTTR-1535
Direct Line: (01267) 224074
email: rwjones@sirgar.gov.uk

MARK JAMES
Chief Executive
County Hall,
CARMARTHEN

List of Schedules

- 1 Orders to be Revoked
- 2 Parking Places
- 3 Parking Tariffs

SCHEDULE 1

1. The County of Carmarthenshire (Off Street Parking Places) Llanelli Leisure Centre Car Park Consolidation (Variation No3) Order 2015 needs to be revoked in so far it relates to the attached schedule.
2. The Carmarthenshire County Council (Off-Street Parking Places) Consolidation Order 2014 needs to be revoked in so far as it relates to the attached schedule.

SCHEDULE 2

Parking Places – CARMARTHEN				
Availability of Parking Places: All hours during charging days				
Charging Hours: 08:00 to 06:00 p.m				
Charging Days: Saturday and Sunday only				
Location	Description	Classes of Vehicles	Position in Which Vehicles May Wait	Maximum Period of Waiting
Parc Myrddin North Car Park Carmarthen	Bounded to the South Side Bro Myrddin Playing Fields and bounded on the West Side by Park Myrddin Car Park. (Allocation of 26 Parking Spaces).	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver	Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	Registrar Permit Parking only (Day Permits) Saturday – Sunday 8 am – 6 pm
Parc Myrddin Registrar Car Park	Bounded to the East Side Bro Myrddin Playing Fields and bounded on the South Side by Richmond Terrace, on the West Side by Myrddin	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver.	Parked Within a marked bay, Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	Registrar Visitors only Monday – Sunday 8 am – 6 pm (Day Permits)

SCHEDULE 2 (continued)

Parking Places – LLANELLI				
Availability of Parking Places: All hours All days				
Charging Hours: 24 hours of each day				
Charging Days: All Days				
Location	Description	Classes of Vehicles	Position in Which Vehicles May Wait	Maximum Period of Waiting
Rotary Way, Pembrey Countr Park (Short Stay)	Bounded on the North by Rotary Way. Bounded to the East by the football field to the South by the lane leading to Sewerage works and West by Factory Road..	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed soley for carriage of not more than 8 passengers exclusive of the driver	Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	4 hours during charging period
Shoreline Car Park, Pembrey (Short Stay)	Bounded on the North by Heol Vaughan Bounded on the South by Pembrey harbour Bounded on the East by the properties known as Derwlyn Bungalows Bounded on the West by the footpath leading to the Lifeboat plantation.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed soley for carriage of not more than 8 passengers exclusive of the driver.	Parked Within a marked bay, Wholly within marked bays and not in a bay indicated a being reserved for a specific class of User	4 hours during charging period
Woodlands Car Park, Burry Port (Long Stay)	Bounded on the North by the Class 2 Road B4311 Bounded on the South by the footpath/cycle way of the Millenium Coastal path. Bounded on the East by the footpath leading to Tywyn Bach Bounded on the West by the footpath leading to West Dock.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed soley for carriage of not more than 8 passengers exclusive of the driver.	Wholly within marked bays and not in a bay indicated a being reserved for a specific class of User	8 hours during the charging period
North Dock, Llanelli (Short Stay)	Bounded on the South by Llanelli beach, on the East by sand dunes: on the North by Lliedi Haven and on the West by the cycle way overlooking North Dock.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed soley for carriage of not more than 8 passengers exclusive of the driver.	Wholly within marked bays and not in a bay indicated a being reserved for a specific class of User	4 hours during the charging period

SCHEDULE 2 (continued)**Parking Places – LLANELLI****Availability of Parking Places: All hours All days****Charging Hours: 24 hours of each day****Charging Days: All Days**

Location	Description	Classes of Vehicles	Position in Which Vehicles May Wait	Maximum Period of Waiting
Burry Port Harbour West (Long Stay)	Bounded on the East by the harbour on the North by sand dunes and Burry Port Beach: On the West by the row of cottages and on the South by West Dock.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver	Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	8 hours during charging period
Burry Port Harbour East (Long Stay)	Bounded on the West by the harbour; on the South by the Loughor Estuary: on the East by the harbour office/Grillo works and on the North by the harbour Access road.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver.	Parked Within a marked bay, Wholly within marked bays and not in a bay indicated a being reserved for a specific class of User	8 hours during charging period
Festival Fields (Long Stay)	Bounded on the North by Sandy Road. Bounded on the South by the cycle track leading from Sandy Water Park to the Leisure Centre. Bounded on the East and West by landscaped parklands	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver.	Wholly within marked bays and not in a bay indicated a being reserved for a specific class of User	8 hours during the charging period
Bynea (Long Stay)	Bound on the East by Yspitty Road on the West by the access road to the Welsh Water Treatment works' on the South by the Swansea to Llanelli A484 Road and on the North by the waste land.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver.	Wholly within marked bays and not in a bay indicated a being reserved for a specific class of User	8 hours during the charging period
Sandy Water Park (Short Stay)	Bounded on the North by the lake; on the South by cycle track between Sandy Water Park and Leisure Centre and on the East and West by the landscaped parkland.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver.	Wholly within marked bays and not in a bay indicated a being reserved for a specific class of User	4 hours during the charging period

SCHEDULE 2 (continued)

Parking Places – LLANELLI				
Availability of Parking Places: All hours All days				
Charging Hours: 08:00 to 06:00 p.m				
Charging Days: All Days				
Location	Description	Classes of Vehicles	Position in Which Vehicles May Wait	Maximum Period of Waiting
Selwyn Samuel Car Park (14 bays) standard (3 disabled bays)	Bounded on the North by Selwyn Samuel Section. Bounded on the South by by Afon Lliedi. Bounded on the East by Jubilee Swimming Pool Section. Bounded on the South by the hall.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver	Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	3 hours – no charge
Dafen Inn Row Car Park	Bounded on the North By Dafen Inn Row. Bounded on the South By the Class 1 Road A4138. Bounded on the East by Dafen Steel Works access road Bounded on the West by Dafen Road	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver.	Parked Within a marked bay, Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	No maximum period

SCHEDULE 2 (continued)

Parking Places – LLANELLI				
Availability of Parking Places: All hours All days				
Charging Hours: 24 hours of each day				
Charging Days: All Days				
Location	Description	Classes of Vehicles	Position in Which Vehicles May Wait	Maximum Period of Waiting
Llyn Llech Owain	Bounded on the West side by the access road leading to the Visitor Centre, on the North side by the café/shop/education block and on the East side by the children's play area.	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver	Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	8 Hours during charging period

SCHEDULE 2 (continued)

Parking Places –PENDINE				
Availability of Parking Places: All hours All days				
Charging Hours: 24 hours of each day				
Charging Days: All Days				
Location	Description	Classes of Vehicles	Position in Which Vehicles May Wait	Maximum Period of Waiting
Marsh Road, Pendine	Bounded on the West by Kensington Court Caravan Park, on the North by the Principal Road A4066 Marsh Road, on the east by boundary with access road to Peter Williams Memorial Chapel and to the South by the access road leading to the beach	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver	Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	8 Hours during charging period

SCHEDULE 2 (continued)

Parking Places –TUMBLE				
Availability of Parking Places: All hours All days				
Charging Hours: 24 hours of each day				
Charging Days: All Days				
Location	Description	Classes of Vehicles	Position in Which Vehicles May Wait	Maximum Period of Waiting
Woodlands, Tumble	Bound on the North by the property Clos Yr Ynn, Bound on the South with Heol Hirwaun Olau Bound on the East by Gwendraeth Road Bound on the West by Llechyfedach	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver	Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	8 hours during charging period
Woodlands, Cefneithin	Bound on the North with Carmarthen Road. Bound on the South by the River Gwendraeth Fawr Bound on the East by the property Blaenhirwaun Bound on the West by the Property Dolynant	Vehicles not exceeding 3.5 tonnes gross vehicles weight; Vehicles less than 2 metres (6 feet 8 inches high; Vehicles constructed solely for carriage of not more than 8 passengers exclusive of the driver.	Parked Within a marked bay, Wholly within marked bays and not in a bay indicated as being reserved for a specific class of User	8 hours during charging period

SCHEDULE 3 – Parking Charges

Daily Charges	LLANELLI – Parking Places								
	Availability of Parking Places = All Hours, All Days								
	Charging Hours = 24 hours of each day								
	Charging Days = All Days								
	North Dock (Short Stay)	Sandy Water Park (Short Stay)	Rotary Way (Short Stay)	Shoreline (Short Stay)	Burry Port Harbour West (Long Stay)	Burry Port Harbour East (Long Stay)	Woodlands Burry Port (Long Stay)	Festival Fields (Long Stay)	Bynea
Up to 1 Hour	£1.10	£1.10	-	£1.10	£1.10	£1.10	£1.10	£1.10	£1.10
Up to 2 Hours	£1.70	£1.70	£2.00	£1.70	-	-	-	-	-
Up to 3 Hours	-	-	-	-	-	-	-	-	-
Up to 4 Hours	£2.70	£2.70	£2.70	£2.70	£2.70	£2.70	£2.70	£2.70	£2.70
Up to 8 Hours	-	-	-	-	£3.20	£3.20	£3.20	£3.20	£3.20
Trailer and boat permit	-	-	-	-	£55.00	£55.00	-	-	-
Season Ticket Allows for 2 cars per household	£40 Per Annum	£40 Per Annum	£40 Per Annum	£40 Per Annum	£40 Per Annum	£40 Per Annum	£40 Per Annum	£40 Per Annum	£40 Per Annum

SCHEDULE 3– Parking Charges

Daily Charges	LLANELLI – Parking Places					
	Availability of Parking Places = All Hours, All Days					
	Charging Hours = 24 hours of each day					
	Charging Days = All Days					
	Selwyn Samuel	Dafen				
Up to 1 Hour	-	-				
Up to 2 Hours	-	-				
Up to 3 Hours	-	-				
Up to 4 Hours	-	-				
Up to 8 Hours	-	-				
Season Ticket Allows for 2 cars per household	-	-				

SCHEDULE 3- Parking Charges

Daily Charges	Parking Places - PENDINE Availability of Parking Places: All Hours, All Days Charging Hours = 24 hours of each day Charging Days = All Days				
	PENDINE				
Up to 1 Hour	£1.10				
Up to 2 Hours	£1.70				
Up to 3 Hours	-				
Up to 4 Hours	£2.70				
Up to 8 Hours	£3.20				
Season Ticket Allows for 2 cars per household	-				

SCHEDULE 3- Parking Charges

Daily Charges	Parking Places – LLYN LLECH OWAIN Availability of Parking Places: All Hours, All Days Charging Hours = 24 hours of each day Charging Days = All Days				
	LLYN LLECH OWAIN				
Up to 1 Hour	£1.10				
Up to 3 Hours	£2.20				
Up to 4 Hours	-				
Over 3 hours	£3.20				
Season Ticket Allows for 2 cars per household	£25 Per annum				

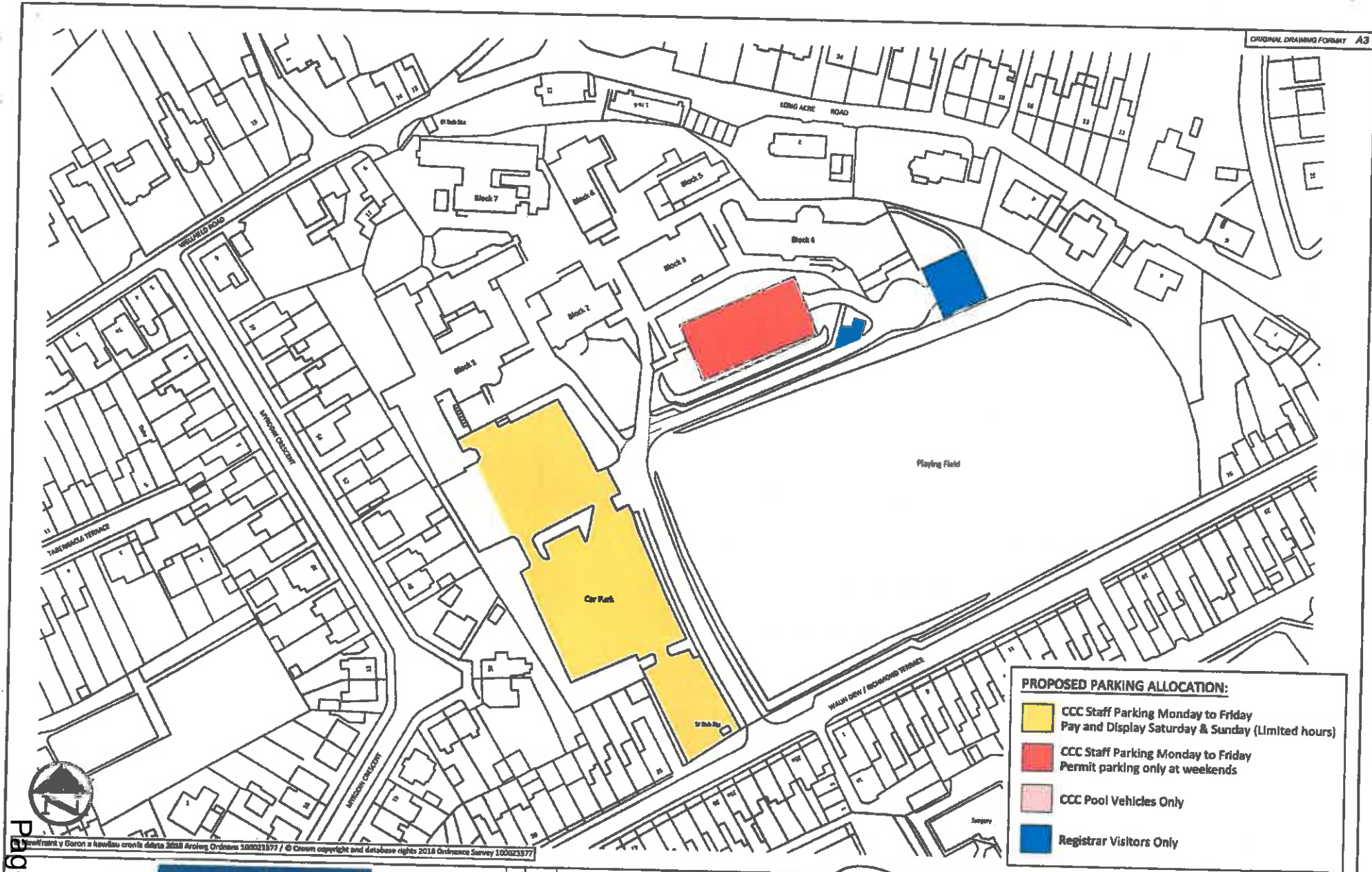
SCHEDULE 3- Parking Charges

	Parking Places –MYNYDD MAWR WOODLANDS TUMBLE/CEFNIETHIN Availability of Parking Places: All Hours, All Days Charging Hours = 24 hours of each day Charging Days = All Days				
	TUMBLE	CEFNIETHIN			
Up to 1 Hour	£1.10	£1.10			
Up to 3 Hours	£2.20	£2.20			
Over 3 Hours	£3.20	£3.20			
Up to 4 hours	-	-			
Up to 8 hours	-	-			
Season Ticket Allows for 2 cars per household	£25 Per annum	£25 Per annum			

SCHEDULE 3 – Parking Charges

Daily Charges	CARMARTHEN – Parking Places Availability of Parking Places = Monday – Sunday Charging Hours = 8 am – 6 pm Charging Days = Monday-Sunday					
	Parc Myrddin North	Parc Myrddin Registrars				
Up to 1 Hour	-	-				
Up to 2 Hours	-	-				
Up to 3 Hours	-	-				
Up to 4 Hours	-	-				
Up to 8 Hours	-	-				
Season Ticket Allows for 2 cars per household	-	-				

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PROPOSED PARKING ALLOCATION:

- CCC Staff Parking Monday to Friday
Pay and Display Saturday & Sunday (Limited hours)
- CCC Staff Parking Monday to Friday
Permit parking only at weekends
- CCC Pool Vehicles Only
- Registrar Visitors Only

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SIR GÂR
CARMARTHENSIRE
County Council

EICH CYNGOR arleinamdani
WYNNI CROSS / JENI CARMING
YOUR COUNCIL doitonline
WWW.YOURCOUNCILDOITONLINE.CY

Stephen G Pilliner
Penarth Treigludwrth a Pheddiwr,
Adran Amgylchedd, Parc Myrddin,
Wynn Ddraig, Caerdydd,
Sir Caerdydd SA3 3AQ
Head of Highways & Transport
Enrolment Department,
Parc Myrddin, Richmond Terrace,
Carmarthen, Carmarthenshire SA31 2JG

REV	DATE	REVISION DESCRIPTION	REV BY	CHECKED	DATE CHG
A	08.8.18	CCC STAFF PARKING CHANGED	JM		
Status: CONSULTATION ISSUED FOR THIS PURPOSE ONLY					

CARMARTHENSIRE COUNTY COUNCIL
PARC MYRDDIN, RICHMOND TERRACE,
CARMARTHEN

PROPOSED DESIGNATED PARKING AREAS
AND WAITING RESTRICTIONS

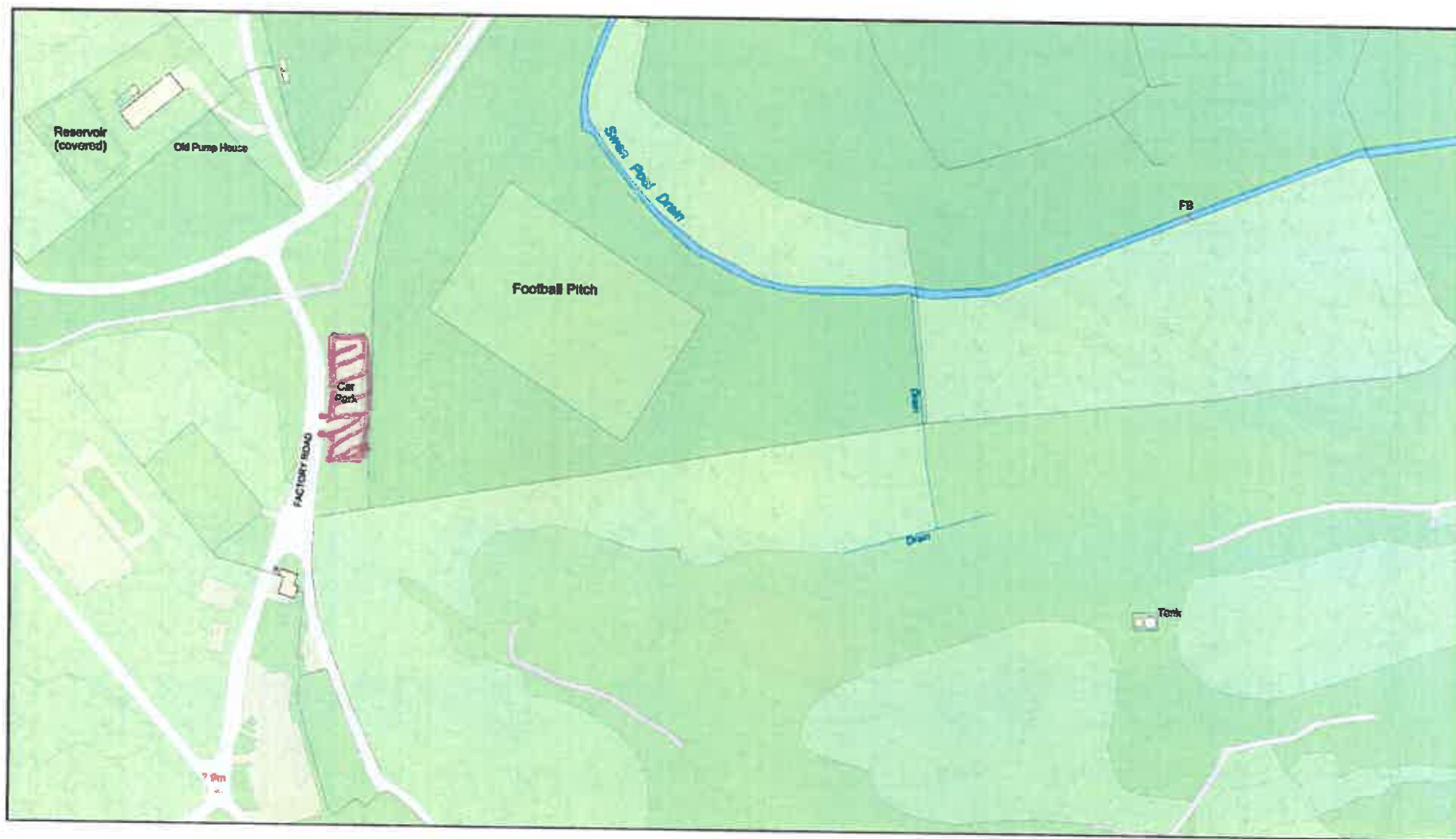
Project
Title

Drawn By JM	Date 14.8.18	Checked	Rev	Authorised	Date
Scale 1:1,000	Subject No 80/0080/669	Drawn by 80669/WR02	Revision A		

PLAN 1



Rotary Way/Factory Road Car Park



0 20 40 60m

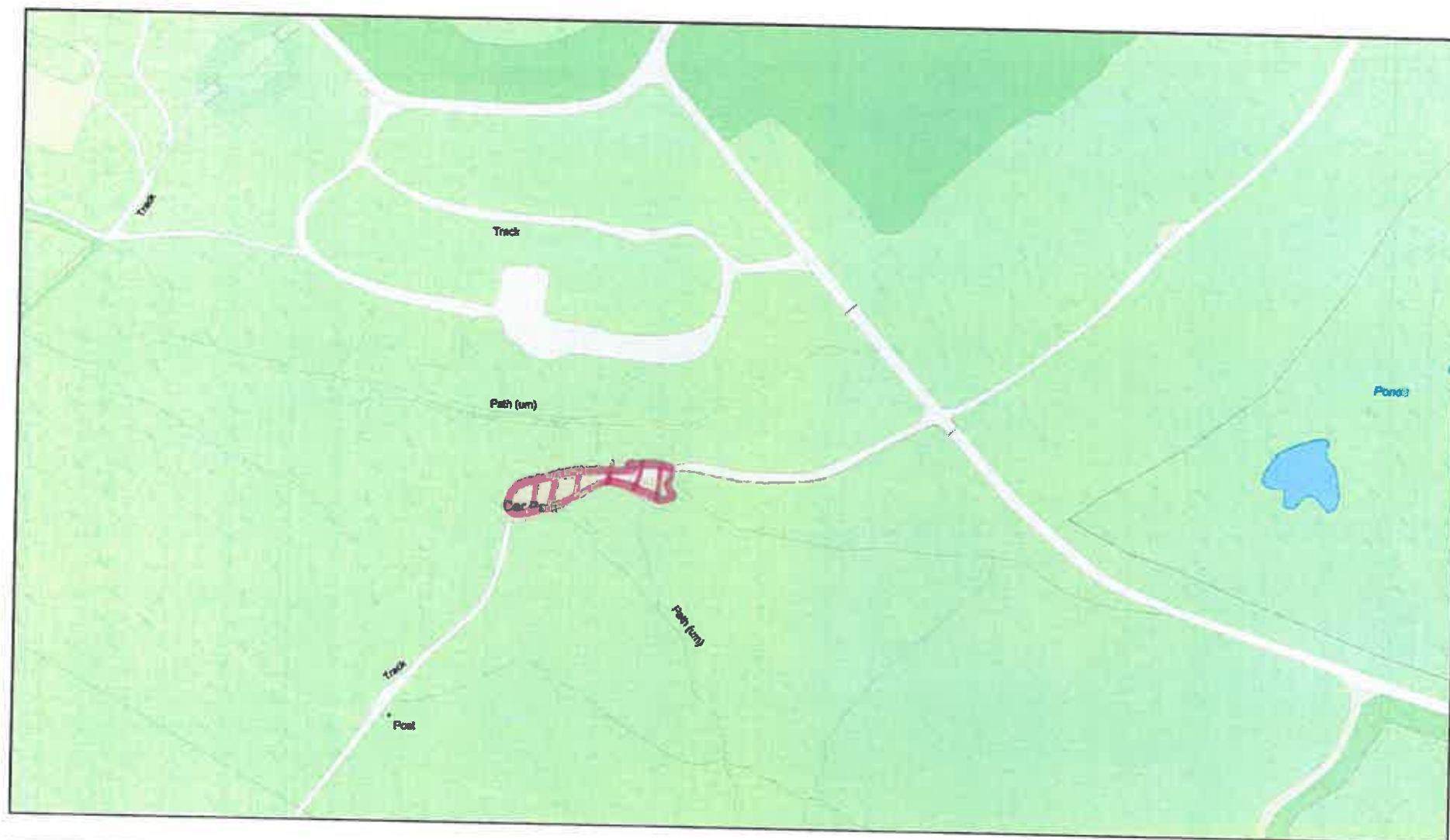
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Canol y Map
Map Centre

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Dyddiad
Date 05/12/2018

Fishermans Car Park, Pembrey



0 20 40 60m

Graddfa
Scale

1:2500

Canol y Map
Map Centre

[241059.1,199618.8]

Dyddiad
Date

05/12/2018

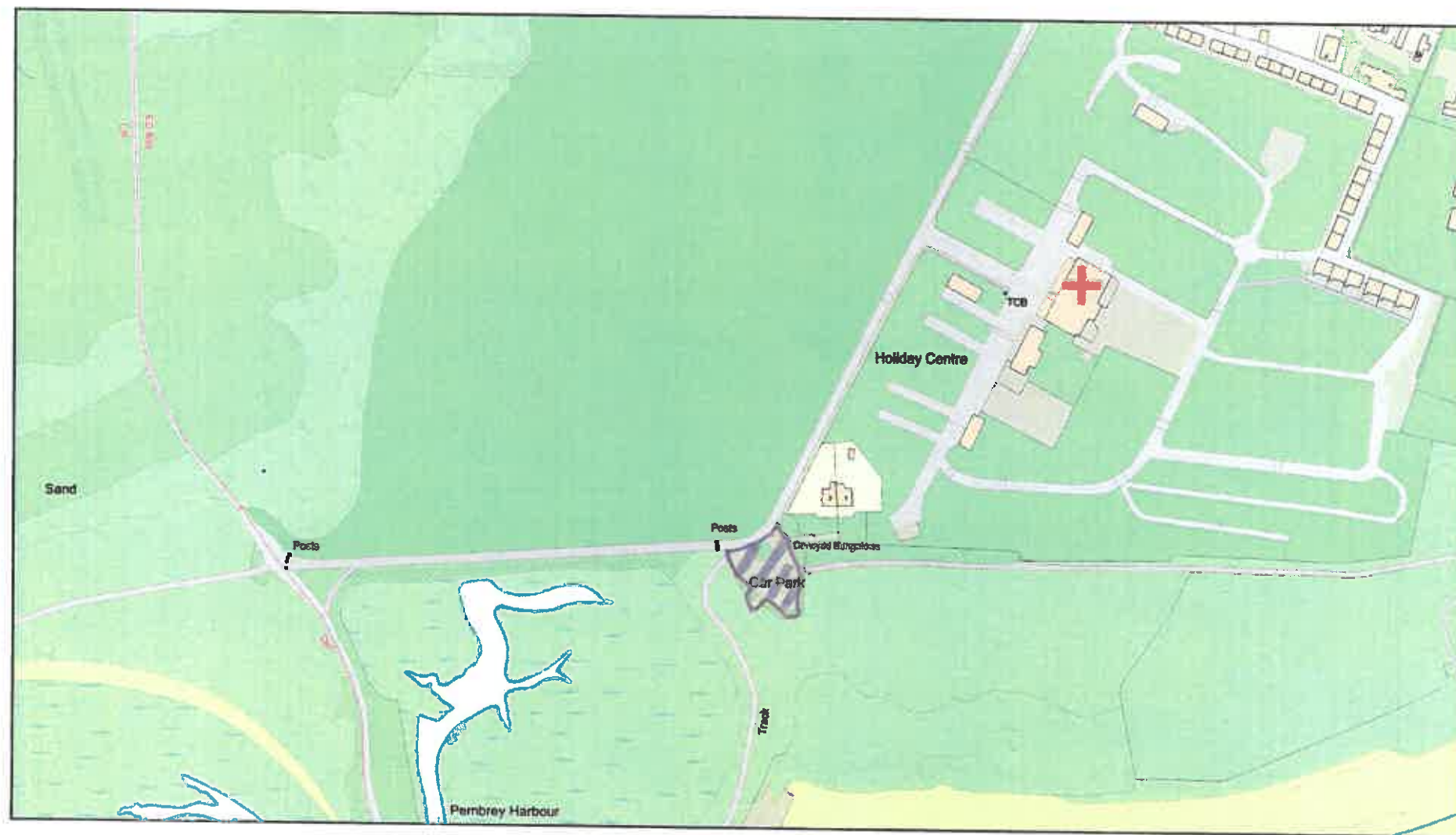
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PLAN 3



Shoreline Car Park Pembrey



0 20 40 60m

Graddfa
Scale

1:2500

Canol y Map
Map Centre

[243803.6,200310.2]

Dyddiad
Date

09/11/2018



0 20 40 60m

Graddfa
Scale

1:2500

Canol y Map
Map Centre

[245437.7,200371.3]

Dyddiad
Date

09/11/2018



Burry Port Harbour Car Park (West)



0 20 40 60m Graddfa Scale

1:1250

Canol y Map
Map Centre

[244419.7,200399.7]

Dyddiad
Date

14/11/2018

© GetMapping plc

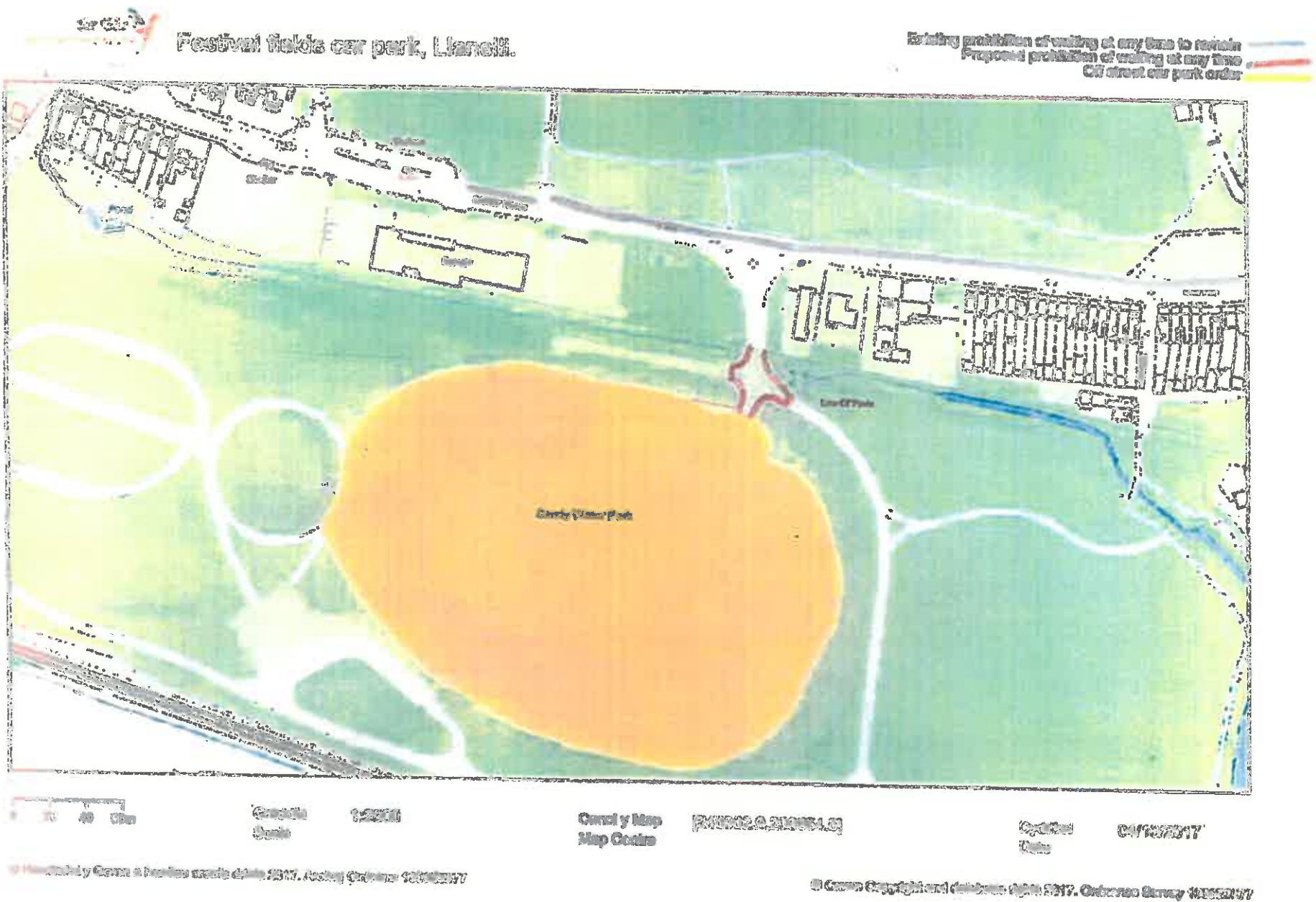
PLAN 6

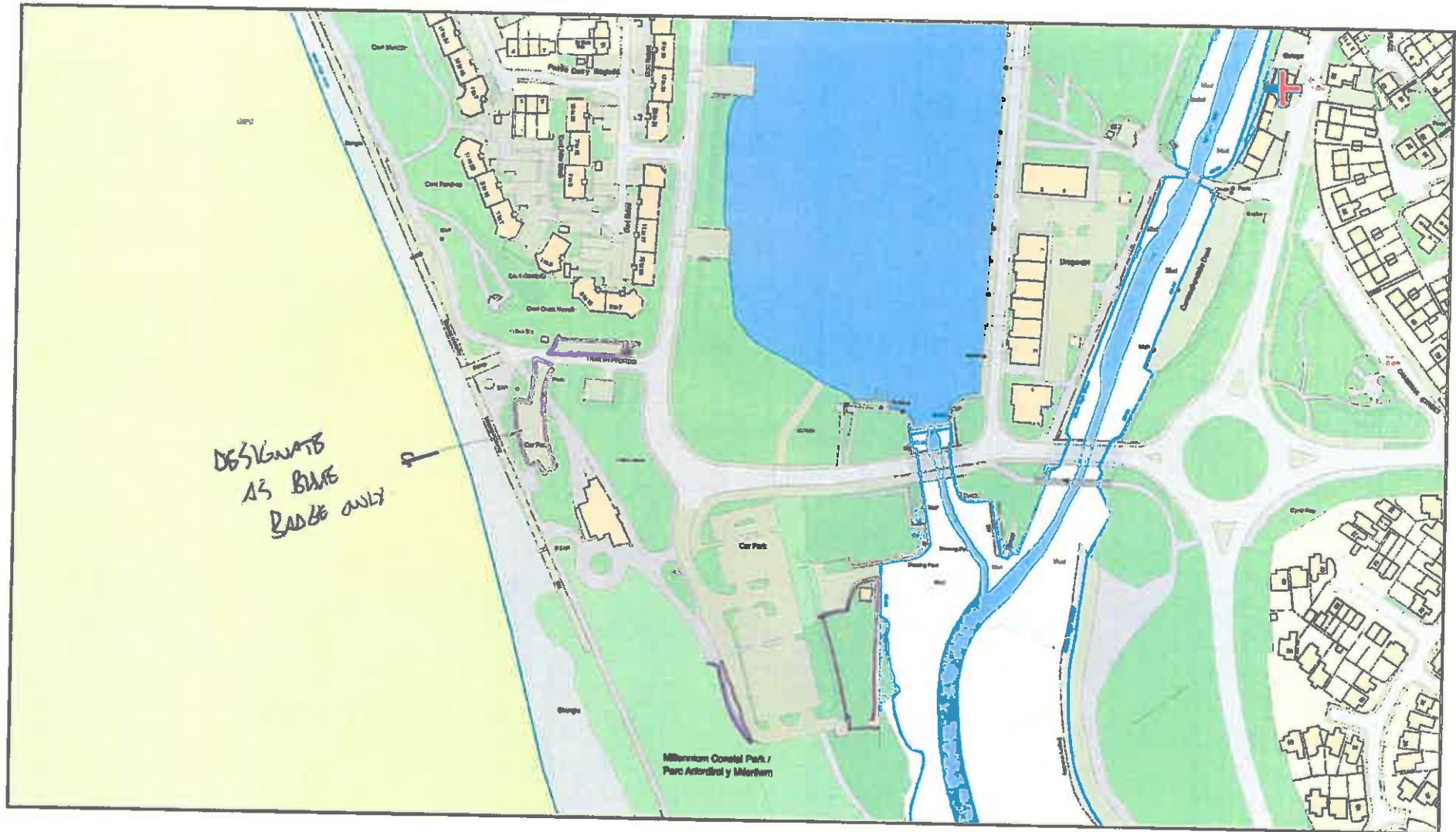


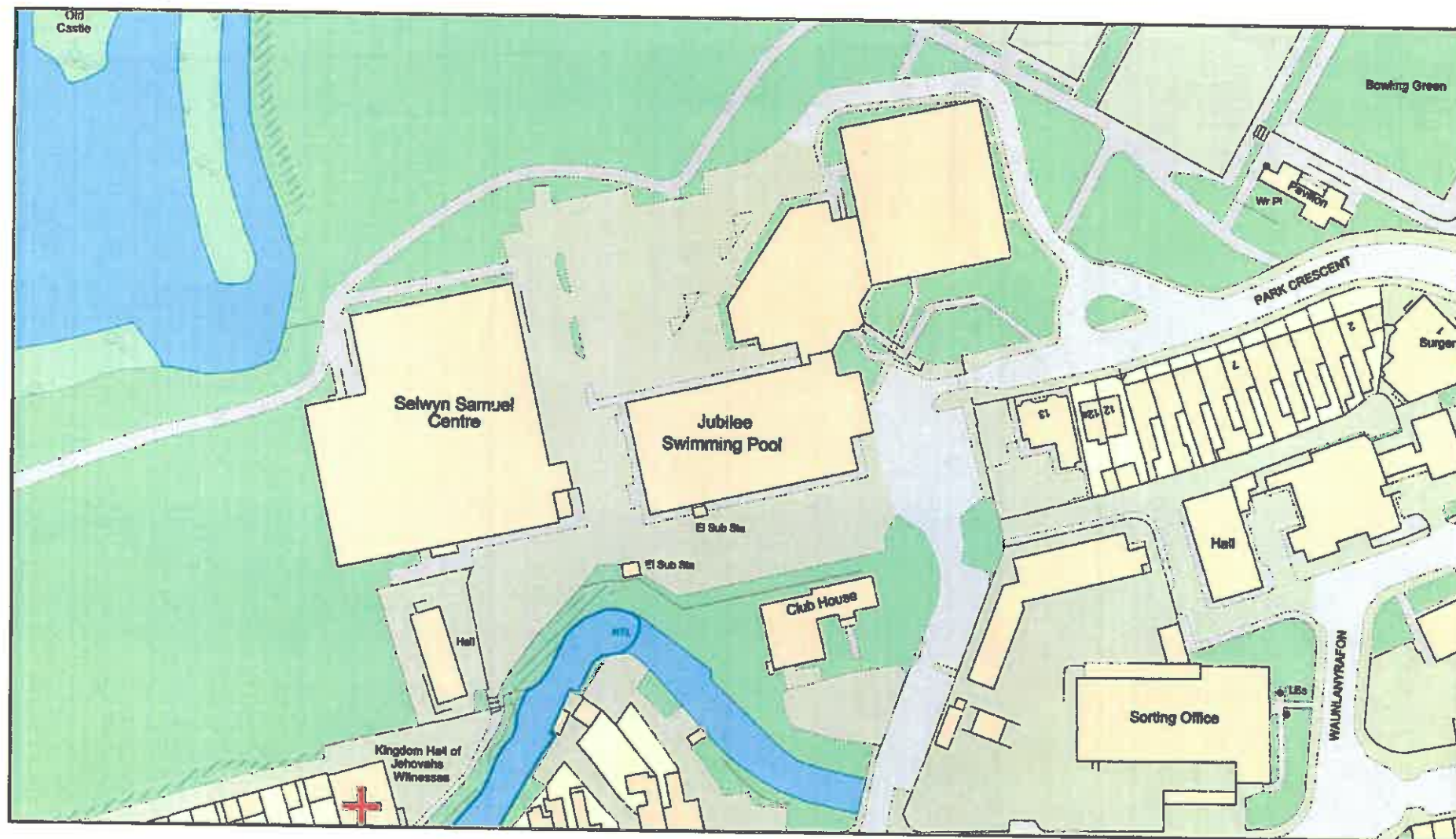
Existing Parking Order Zone

Extended Parking Order Zone









0 20 40 60m

Graddfa
Scale

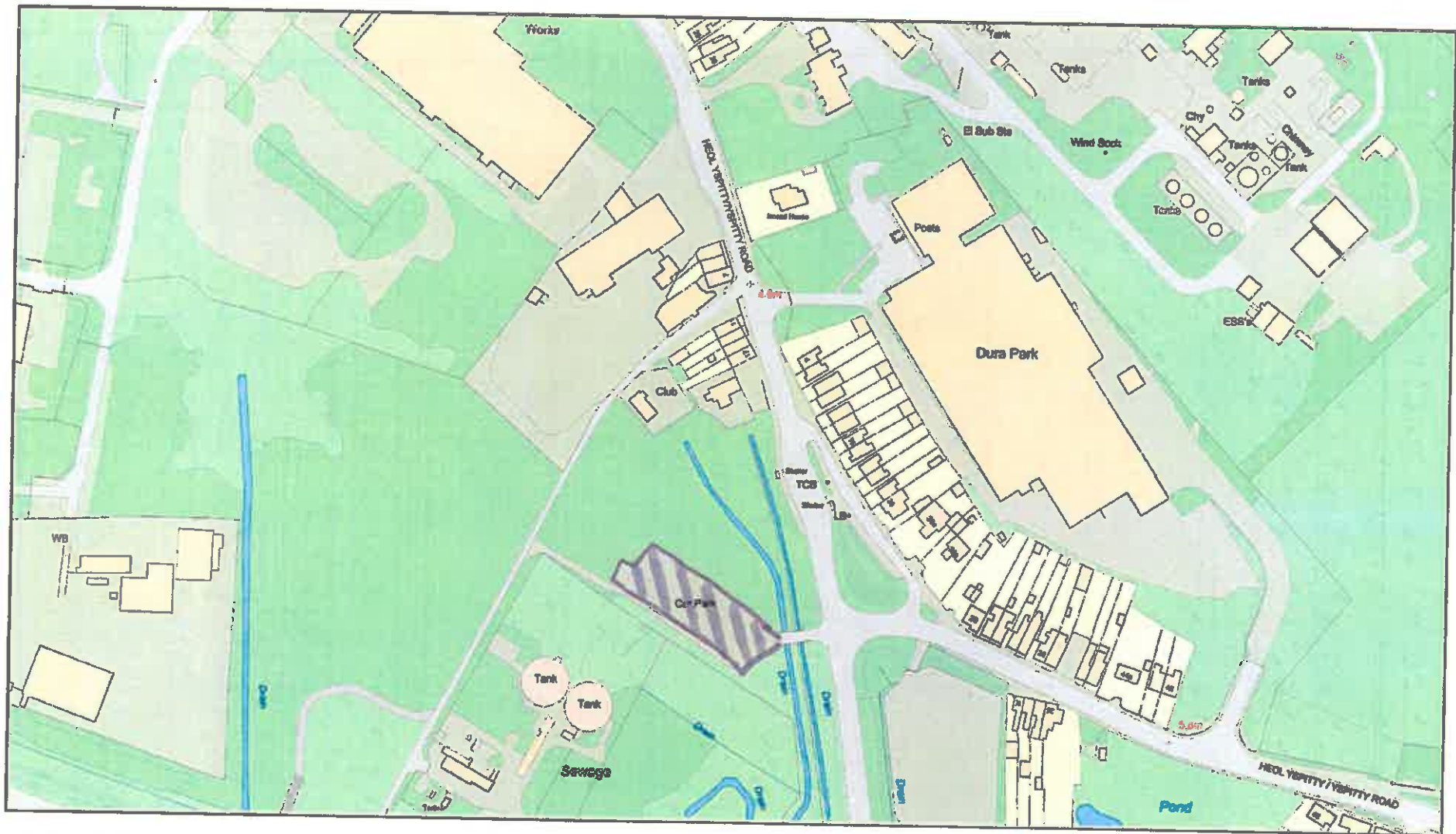
1:1250

Canol y Map
Map Centre

[250196,200271.9]

Dyddiad
Date

17/09/2018



0 20 40 60m

Graddfa
Scale

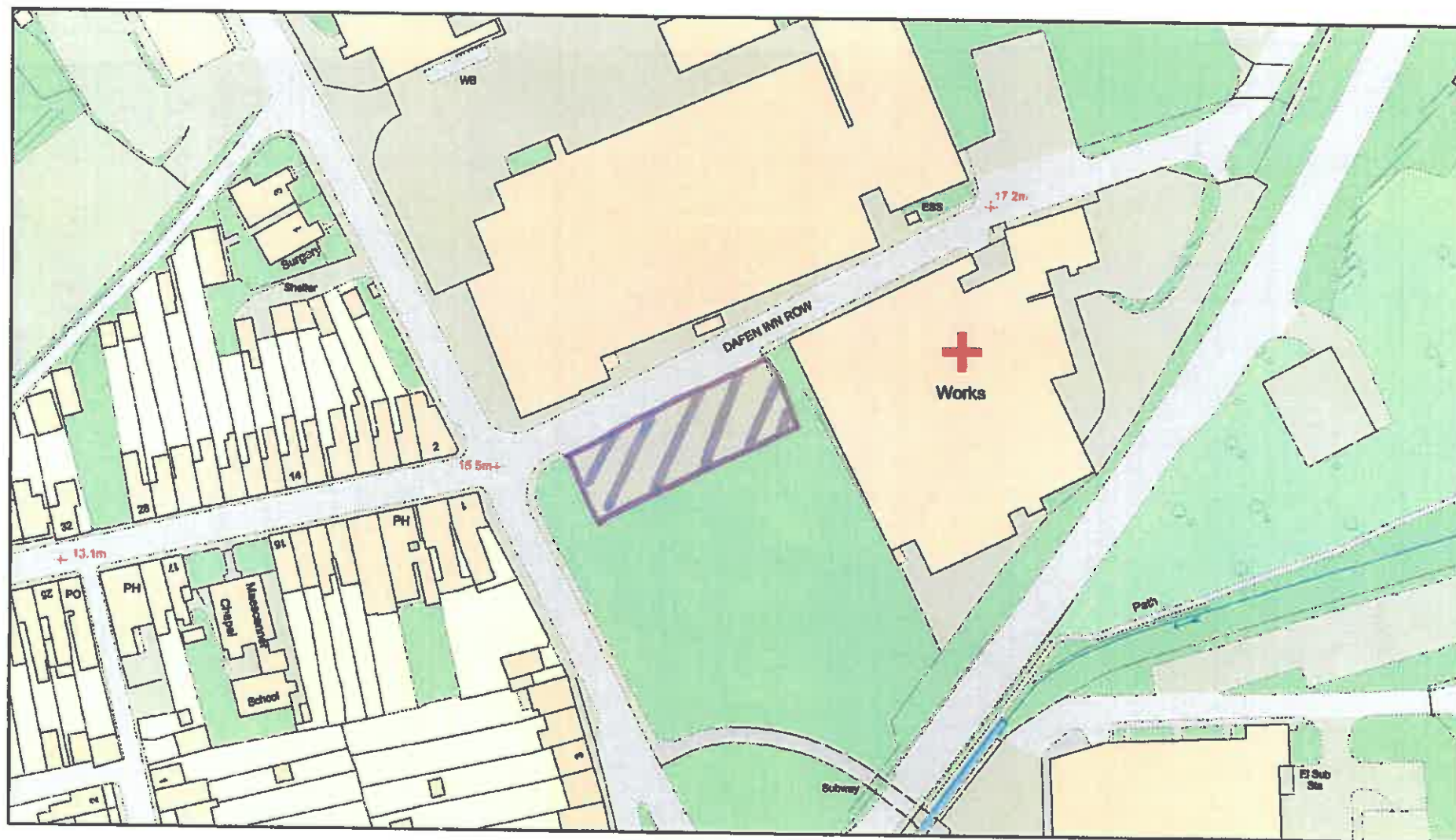
1:2500

Canol y Map
Map Centre

[255470.2,198523.3]

Dyddiad
Date

09/11/2018



0 20 40 60m

Graddfa
Scale

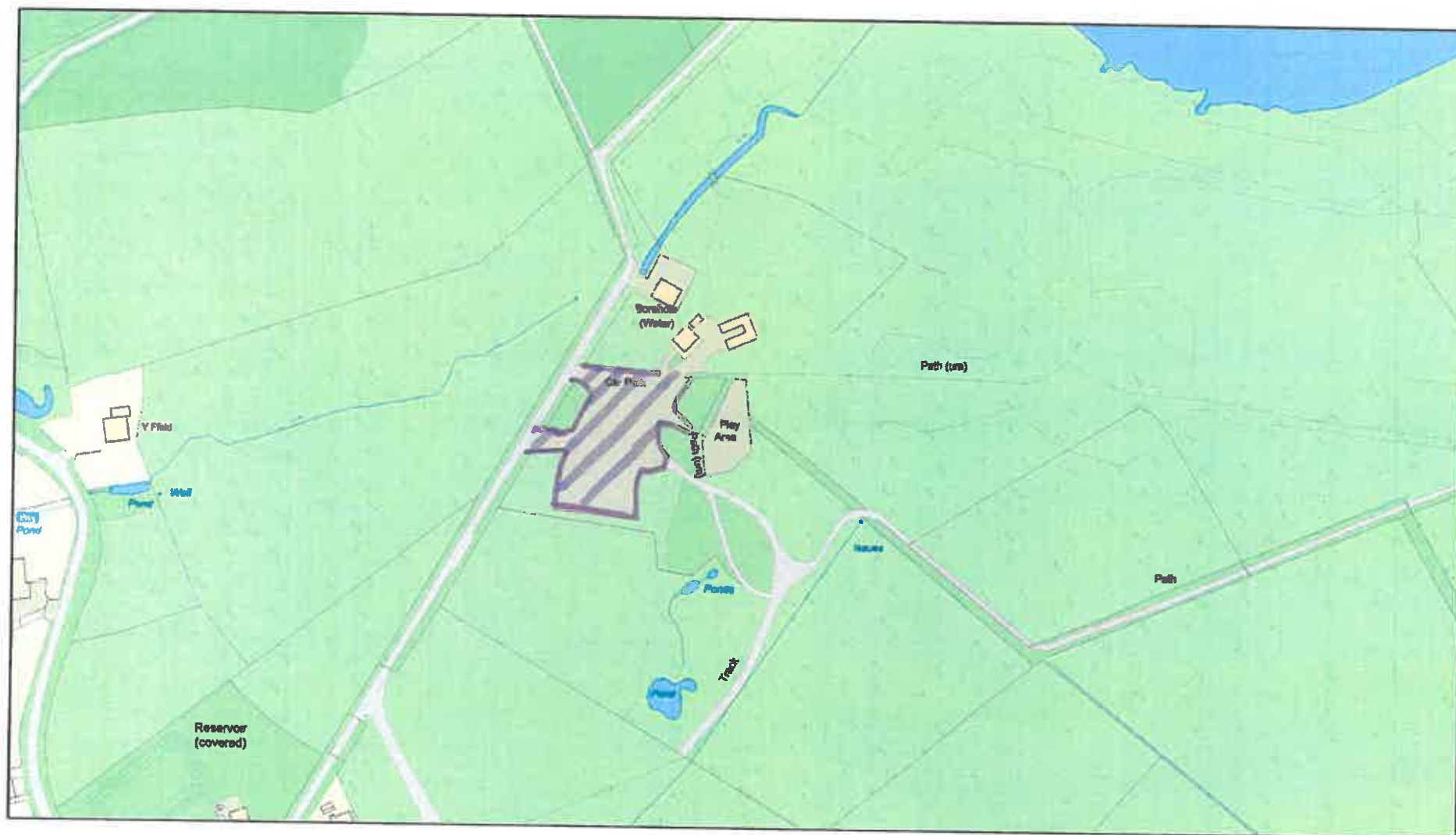
1:1250

Canol y Map
Map Centre

[253042.1,201136]

Dyddiad
Date

09/11/2018



0 20 40 60m

Graddfa
Scale

1:2500

Canol y Map
Map Centre

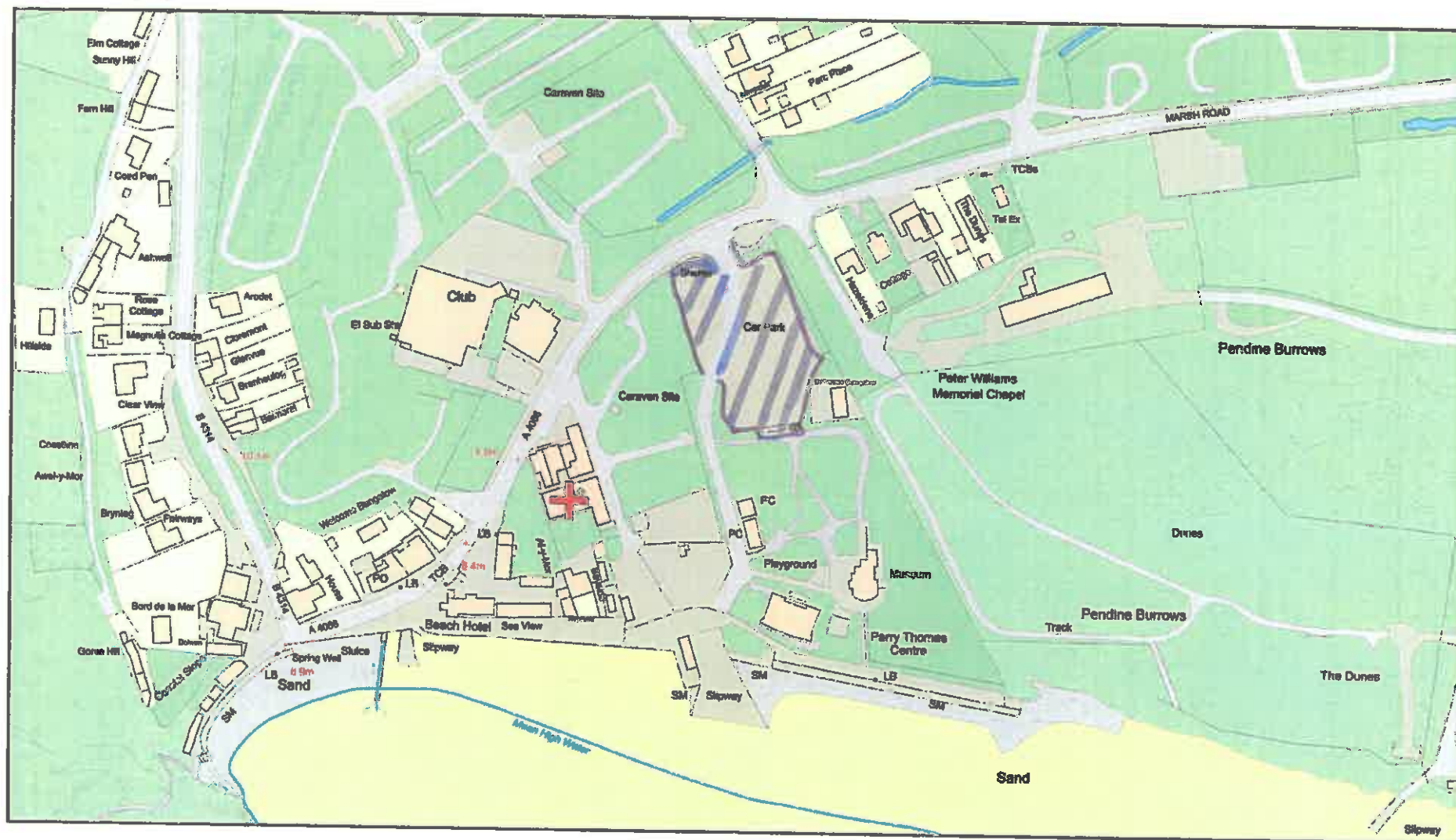
[256565.9,214815.2]

Dyddiad
Date

09/11/2018



Marsh Road Car Park, Pendine



0 20 40 60m

Graddfa
Scale 1:2500

Canol y Map
Map Centre

[223557.8,208031.1]

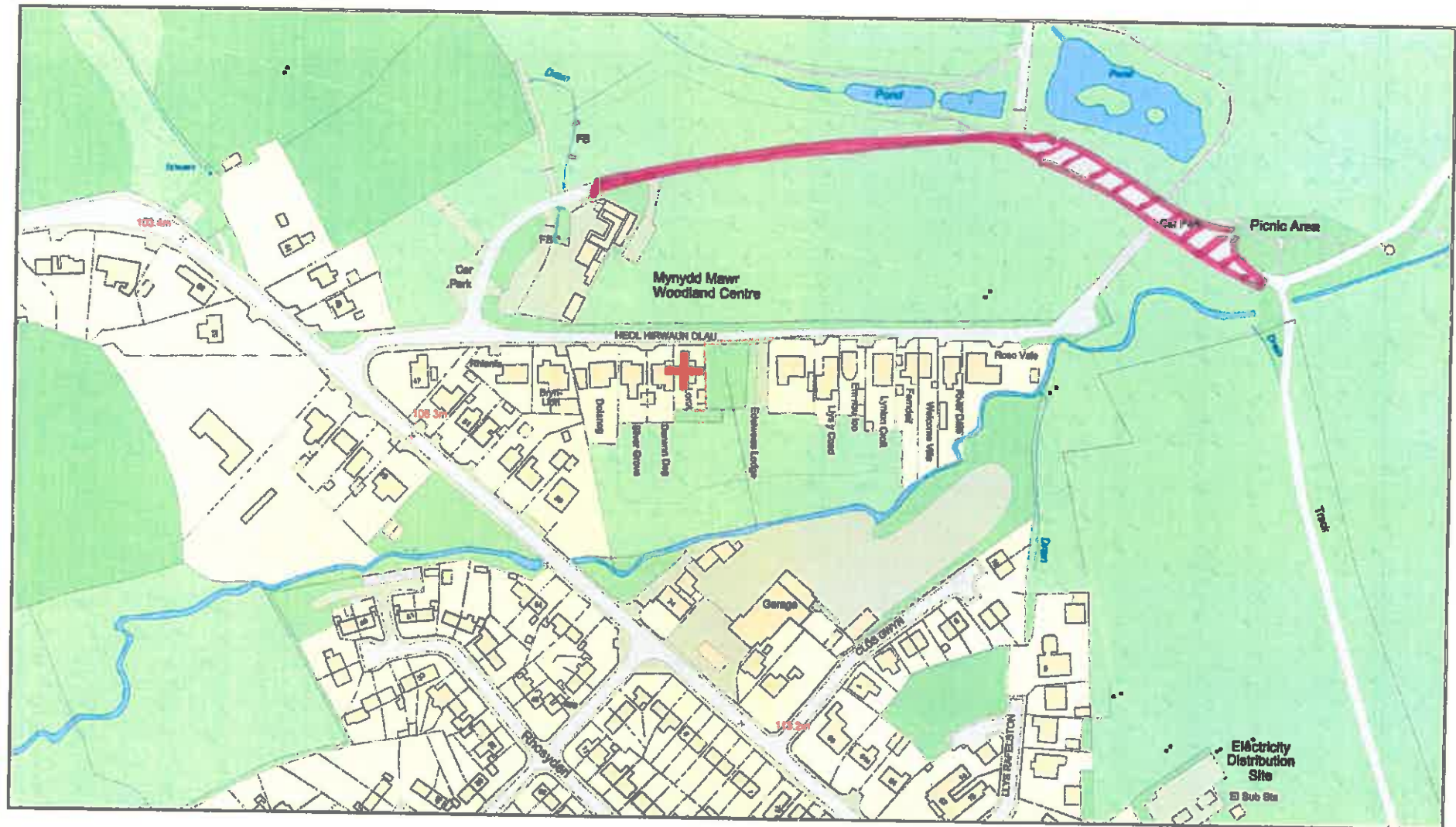
Dyddiad
Date 09/11/2018

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PLAN NO 13

Woodlands Car Park, Tumble



0 20 40 60m

Graddfa
Scale

1:2500

Canol y Map
Map Centre

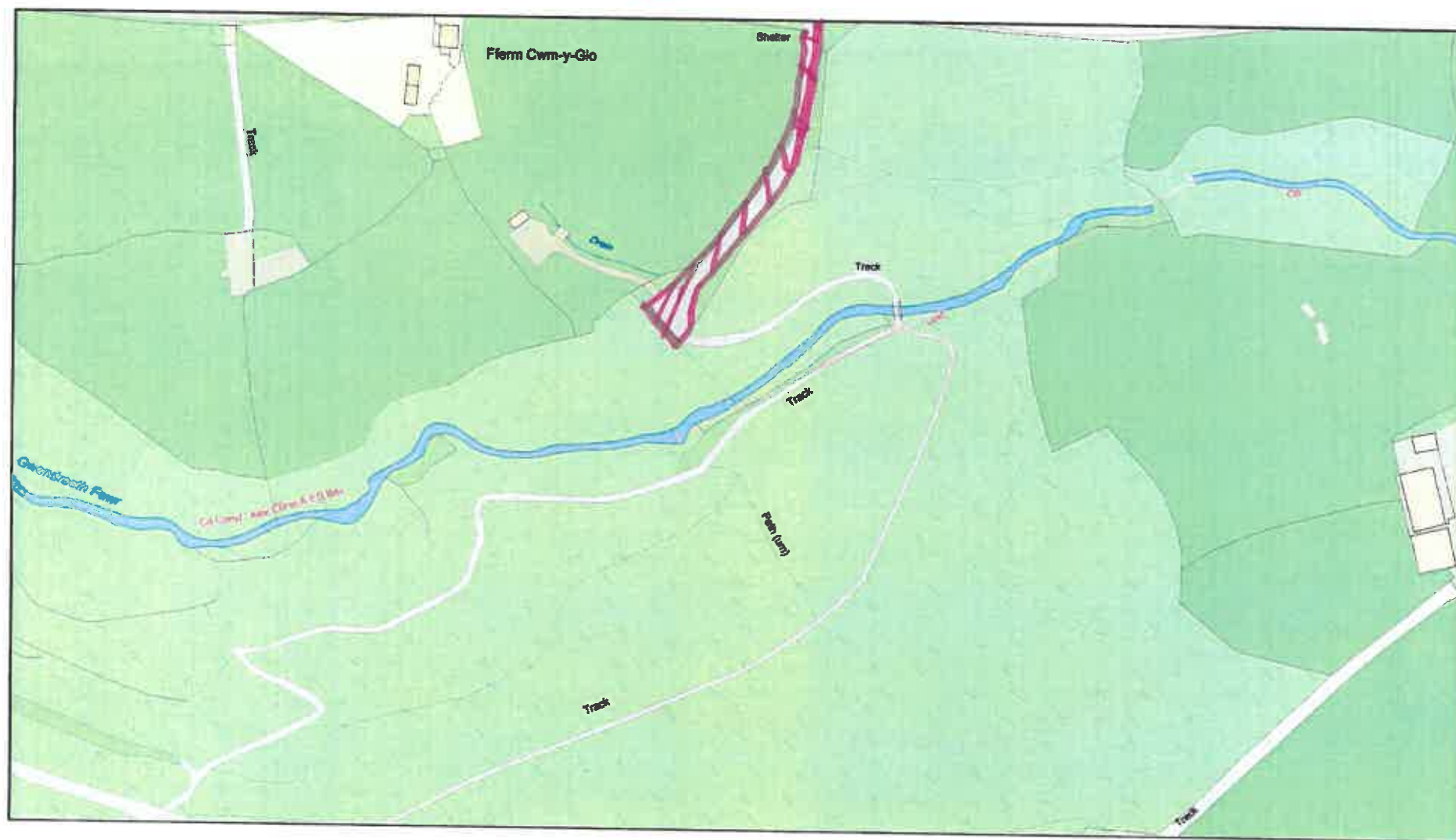
[253698.2,212430.2]

Dyddiad
Date

05/12/2018



Woodlands Car Park, Cefneithin



0 20 40 60m

Graddfa
Scale 1:2500

Canol y Map
Map Centre [254699.2,213207.2]

Dyddiad
Date 05/12/2018

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PLAN 15.

Sandy Water Park Car Park



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Initial Equalities Impact Assessment Template

Department: Environment	Completed by (lead): Richard Waters, Highways & Transportation Manager / Ian Jones, Head of Leisure	Date of initial assessment: 1/11/2015 Revision Dates: 14/1/2017; 14/11/2018; 13/6/19; 23/8/19 This EIA follows on from previously related EIA's on parking charges
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	The County Council provides off street car parking facilities in towns and villages, to support the free movement of traffic and to allow town centres and communities to function. There are 57 council car parks in the county, with a total of 4,996 marked bays.	
Is this existing or new function/policy, procedure, practice or decision?	No	
What evidence has been used to inform the assessment and policy? (please list only)		
Budget consultations 2014-15; 2016-19; 2018-21. CCC Traffic Regulation Order procedures Parking consolidation order (28/8/14) Integrated Parking Strategy for Carmarthenshire - 2015 Public consultation on order (27th Feb, closing date 22nd Mar '19): https://www.carmarthenshire.gov.wales/home/council-democracy/public-notice/off-street-parking-places-consolidation-variation-no-4-order-2019/		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.		To consider the introduction or amendment of off-street parking orders at the following locations within Carmarthenshire: <ul style="list-style-type: none"> a) Burry Port Harbour; b) Woodlands, Burry Port; c) Shoreline, Burry Port; d) Festival Fields, Llanelli; e) Rotary Way, Pembrey; f) Mynydd Mawr, Woodlands, Tumble; g) Mynydd Mawr Woodlands, Cefneithin h) North Dock, Llanelli; i) Sandy Water Park, Llanelli; j) Llyn Llech Owain; k) Pendine; l) Bynea. 			
The Public Sector Equality Duty requires the Council to have “due regard” to the need to:- (1) eliminate unlawful discrimination, harassment and victimisation; (2) advance equality of opportunity between different groups; and (3) foster good relations between different groups (see guidance notes)		2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?		4. If there is a disproportionately negative impact what mitigating factors have you considered?
			Risks	Positive effects	
Characteristics	Age	Low	Inability to access facilities such as Country Park, footpaths, beach. Potential impact on health and well-being	Formalising parking arrangements to allow easier / better access. Free / discounted parking still available. Promotion	No

Page 123			Potential impact on health and well-being	of Active Travel and thus health and well-being impact.	
	Disability	Low	Inability to access facilities such as Country Park, footpaths, beach. Potential impact on health and well-being	Formalising parking arrangements to allow easier / better access. Free / disabled / discounted parking still available. Promotion of Active Travel and thus health and well-being impact.	N/A
	Gender reassignment	Low	N/A	N/A	N/A
	Race	Low	N/A	N/A	N/A
	Religion/Belief	Low	N/A	N/A	N/A
	Pregnancy and maternity	Low	Inability to access facilities such as Country Park, footpaths, beach.	Formalising parking arrangements to allow easier / better access. Free / discounted parking still available. Promotion of Active Travel and thus health and well-being	

				impact.	
Sexual Orientation	Low	N/A	N/A	N/A	N/A
Sex	Low	N/A	N/A	N/A	N/A
Welsh language	Low	N/A	N/A	N/A	N/A
Any other area	N/A	N/A	N/A	N/A	N/A

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

YES ☒

NO ☐

Public consultation on proposed off-street parking orders: 27th Feb - 22nd Mar '19:

6. What action(s) will you take to reduce any disproportionately negative impact, if any?

- Ensure free / discounted access remains for persons to access greenspaces
- Promote Active travel
- Promote parking / facility access points

7. Procurement

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

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

N/A

8. Human resources

Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? N/A		
9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Approved by: Heds of Service	S G Pilliner / Ian Jones	Date: 23rd Sept, 2019

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Appendix 4 Comments and responses

Comments	Response
<p>Burry Port harbour car park (Long stay) The objectors state that the proposals will affect tourism in the area, as people will not be able to afford to park, and that the coastal path should remain free. They also state that residents pay enough council tax and that the charges will discourage people from taking exercise, which is against government advice. They also comment that there will be a displacement of vehicles if parking charges are introduced as well as affecting senior citizens with disabilities. A discounted annual pass should be available if the charges are introduced.</p> <p>Woodlands, Burry Port (Long stay) Objectors say that this is the last car park you can use for free in the area and that the charges will have an impact on the community. Installation costs for car parks will outweigh income brought in from the new machines. The proposals will reduce the wellbeing of the local community and is a step backwards in terms of the Council's Wellbeing of Future Generations agenda.</p>	<p>Traffic Order description: Schedule 2 – Off street car parking order Location – Burry Port harbour West + East (Long stay) car park Charging hours: 24 hours each day Charging days: All days Maximum period of waiting: 8 hours during charging period Mitigation: Implement the proposals as described in Appendix 1 (West car park to change from 4 to 8 hours max waiting period; East car park – extend parking order zone to create additional parking). There are already orders in place (2014) to charge for both existing West and East car park. An annual pass is available at £37.50 per annum (less than 11p per day) as part of the proposal. Limited free parking is available along the nearby highway network, and will also remain at Shoreline car park (3.4.1). Recommendation: Implement the proposals as described in Appendix 1,</p> <p>Traffic order description: Schedule 2 – Off street car parking order Location - Woodlands car park , Burry Port Charging hours: 24 hours each day Charging days: All days Maximum period of waiting: 8 hours during charging period Mitigation: Recommendation: Implement the proposals as described in Appendix 1 – adding order to an existing unmanaged parking place. Limited free parking is also available on the local highway network, and will also remain at Shoreline car park (3.4.1) for people to access the Millennium Coastal path.</p>

Appendix 4 Comments and responses

Comments	Response
<p>Shoreline car park, Pembrey (Short stay) The objectors state that the car park should be kept free to encourage healthy living and for free access to the coastal path.</p>	<p>Traffic order description: Schedule 2 – Off-street car parking order Location – Shoreline car park, Pembrey Charging hours: 24 hours of each day Charging days: All days Maximum period of waiting : 4 hours during charging period Mitigation: Recommendation: Remove proposal from the parking order and monitor impact.</p>
<p>Festival fields, Llanelli.(Long stay) Objectors ask that the Authority considers introducing an annual pass, and reconsider the charge of £1.20/hour. Charges detrimental to health and wellbeing.</p>	<p>Traffic order description: Schedule 2 – Off-street car parking order Location – Festival fields car park, Llanelli Charging hours: 24 hours of each day Charging days: All days Maximum period of waiting: 8 hours during charging period Mitigation: Recommendation: Implement the proposals as described in Appendix 1 - adding order to an existing unmanaged parking place. Any physical barriers will be removed or remodelled to ensure equal access for disabled users as part of this proposal. An annual pass is available at £37.50 per annum (less than 11p per day) as part of the proposals. Limited free parking is also available on the local highway network.</p>
<p>Rotary Way, Pembrey country park (Short stay) Proposals discourage use of coastal path. Charges diminished by cost of installation, collection of fees and enforcement. Prices are out of reach for OAP'S. No provision for horse riders. Charges are a concern for dog walkers families and to local people on low income, and will not help obesity issues. Financial burden to students, social aspects as well as health. Has there</p>	<p>Traffic order description: Schedule 2 – Off-street car parking order Location – Rotary way, Pembrey country park Charging hours: 24 hours of each day Charging days: All days Maximum period of waiting: 4 hours during charging period. Mitigation: There are proposals to introduce a parking bay for horse boxes</p>

Appendix 4 Comments and responses

Comments	Response
<p>been a health impact assessment.</p> <p>Woodlands, Mynydd Mawr, Tumble Objectors state that there are no toilet facilities for visitors and users and no facilities for the disabled. The area is a public space and vehicles will park in other locations in Tumble to avoid payment.</p> <p>Woodlands, Cefneithin. Objectors are of the opinion that the proposals will cause health concerns for local residents</p> <p>North Dock, Llanelli</p>	<p>opposite the entrance to the car park, a length of some 30 metres to replace the existing double Yellow lines. Recommendation: Implement the proposals as described in Appendix 1. An annual pass is available at £37.50 per annum (less than 11p per day) as part of the proposals. There are proposals in place to introduce a parking bay for horse boxes opposite the entrance to the car park. Free parking exists at Penybedd at the other end of Factory Road, as well as numerous other access points along the coastal path for dog walkers and the public alike.</p> <p>Traffic order description: Schedule 2 – Off-street car parking order Location – Woodlands car park, Tumble Charging hours: 24 hours of each day Charging days: All days Maximum period of waiting: 8 hours during charging period Mitigation: Recommendation: Remove proposals for Woodlands car park, Mynydd Mawr from the off-street car parking order.</p> <p>Traffic order description Schedule 2 – Off-street car parking order Location – Woodlands car park, Cefneithin Charging hours: 24 hours of each day Charging days: All days Maximum period of waiting: 8 hours during charging period Mitigation: Recommendation: Remove proposals for Woodlands car park, Cefneithin from the off-street car parking order.</p>

Appendix 4 Comments and responses

Comments	Response
One objector argues that order was not clear on map (9).	<p>Traffic order description: Schedule 2 – Off-street car parking order Location – North Dock, Llanelli Charging hours: 24 hours of each day Charging days: All days Maximum period of waiting: 4 hours during charging period Mitigation: Proposal will also allow for improved, dedicated provision for Blue Badge users at car park overlooking the estuary. Map defines all proposed parking areas. Recommendation: Implement the proposals as described in Appendix 1 – extending scope of existing order in the vicinity to incorporate all spaces currently used for parking.</p>

EXECUTIVE BOARD 20th January 2020

Subject : Fare Paying School Bus Services

Purpose: The report provides an update to Executive Board on national developments that are affecting the provision of fare paying transport for pupils who do not qualify for free home to school transport.

Recommendations / key decisions required:

Should the ongoing dialogue between the WLGA and the Wales Government fail to reinstate the current full exemption for DDA/PSVAR compliance on school transport services, Executive Board approves:

1. An amendment to the Authority's the Spare Seats Policy to waive the current annual £50 charge, with effect from 1st January 2020.
2. The Authority continues to pursue the Wales Government and the Department for Transport for a change in the application of the Public Service Vehicle Access Regulations to allow bus operators to continue using coaches on school bus routes that are operated on a commercial basis.
3. The Authority undertakes a review of the Home to School Transport Policy.

Reasons: To support access to the school transport system through the application of the Council's spare seat policy.

There is limited spare seat capacity in the school transport system.

To allow bus operators to continue to use coaches for fare paying passengers on school bus routes, on a commercial basis i.e. Without cost to the Local Authority.

Relevant scrutiny committee to be consulted

NO

Scrutiny committee and date

EXECUTIVE BOARD / COUNCIL / COMMITTEE:

Scrutiny Committee recommendations / comments:

Exec Board Decision Required	YES
------------------------------	-----

Council Decision Required	NO
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EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: -**Directorate:** Environment**Name of Head of Service:**
Stephen G Pilliner**Report Author:**
Stephen G Pilliner**Designations:**Head of
Transportation
and Highways**Tel No:**

01267 238150 Ext 5150

E Mail Address:

SGPilliner@Carmarthenshire.gov.uk

EXECUTIVE BOARD

20th JANUARY 2020

Fare Paying School Bus Services

The Council provides free home to school transport for circa 8,500 pupils each day. Pupils who reside more than the statutory walking distance from school are eligible for transport if they reside over two miles from nearest or the Local Education Authority (LEA) designated primary school and three miles from the nearest or LEA designated comprehensive school. Transport arrangements for these pupils is made using contracted vehicles or in some cases via the public transport network.

Where pupils are eligible for transport, the public have a high regard for the services provided. For pupils who do not qualify for free school transport, transport to and from school is a parental responsibility.

To date, largely in urban areas, some pupils who are ineligible for free home to school transport may have been able to access services provided through a number of channels:

1. The general public transport network.
2. Through services provided on a commercial basis by operators.
3. Through spare seats on the dedicated school transport vehicles. Seats are provided as set out in the Council's School Transport Spare Seats Policy.

Members will recall that late in July this year, there was a development which had and will continue to affect pupils who have been able to access services provided commercially by operators either in the form of dedicated "commercial" bus routes or where operators have provided larger vehicles than the specified vehicle on a contracted route, then registered those service to carry fare paying passengers. Such routes are registered but are "closed" to the wider general public.

This is a relatively complex issue that the Council is unable to control and arises from Disability Discrimination Act (DDA) compliance regulations affecting public transport services which come into force in January 2020, known as the Public Service Vehicle Access Regulations. DDA/PSVAR compliance for public transport services is something the industry has prepared for and is not an issue for public transport routes.

However, over the period from July to date, there has been communication between the Wales Govt. and the Department for Transport (DfT) concerning the application of the DDA/PSVAR to school transport services which are registered as fare paying services. The DfT has stated that school transport vehicles which are registered to carry fare paying passengers now also have to be DDA/PSVAR compliant by January 2020. Vehicles used on these services are mainly coaches and are not compliant, this is linked to a requirement for all dedicated school transport vehicles to be fitted with seat belts. Bus operators have reviewed the investment required to operate compliant services and determined it is not viable to run these services where fares are charged. Operators have consequently either downsized vehicles or withdrawn a service. Some made the changes in September others are making changes from January. Some 126 pupils were affected by the changes in September, many have migrated to alternative public transport routes or other modes.

Since the changes in September and following further dialogue between the Wales Local Government Association, the Wales Government and the Department for Transport. The Department for Transport introduced an exemption to allow operators to continue to charge fares for spare seats that were up to twenty percent of capacity of a vehicle. For example, operators with a seventy seat vehicle could provide and charge fares for a maximum of fourteen seats. This change was announced on the 24th November, Local Authorities have been working through the implications of the change since. Unfortunately, the change does not resolve the issue as a number of the services are provided by “stand alone” vehicles where operators charge for the full capacity of the vehicle. Local Authorities via the Wales local government Association and the Wales Government remain in dialogue with the Department for Transport to seek further changes to the exemption.

Whilst those discussion are continuing, officers have reviewed what options are available for the pupils affected by the change in January. The options are set out in Appendix one of this report. Appendix A includes detail of the number of schools and pupils affected by the change from January. The options include: 1. The use of the existing public transport network. 2. Spare seats where bus operators wish to use the twenty percent exemption and routes where operators have been able to provide a compliant vehicle. Many operators have determined the latter is not a commercially viable option mainly due to cost. There is also a lack of supply of the required compliant vehicles.

Similarly the council is unable to subsidise additional services due to the cost and supply of vehicles and drivers. Providing transport for a relatively small number of pupils has wider implications for over 18,500 pupils who live within the statutory walking distance who already make their own way to school. The Wales Government is also prioritising the use of Active Travel Measures in urban areas to promote walking and cycling.

The Authority already provides circa eighty pupils with access to seats via the Council's Spare seats Policy through the payment of a fifty pounds administration charge. Where the Council issues passes under its spare seat policy, information issued by the DfT suggests that the current administration charge constitutes a fare for the service. The Authority will therefore need to amend the spare seats policy to forego the charge with a small revenue consequence of £4,000 per annum. Once the charge is removed, it will help the authority to continue providing spare seats on mainstream school transport.

Officers have communicated with all schools affected by the changes that are due to come into effect from January .Information has been shared with the schools on the alternative transport options that are available. Further communications are also being issued via the press.

Recommendation.

Should the ongoing dialogue between the WLGA and the Wales Government fail to reinstate the current full exemption for DDA/PSVAR compliance on school transport services, Executive Board approves:

- 1. An amendment to the Authority's the Spare Seats Policy to waive the current annual £50 charge, with effect from 1st January 2020.**
- 2. The Authority continues to pursue the Wales Government and the Department for Transport for a change in the application of the Public Service Vehicle Access Regulations to allow bus operators to continue using coaches on school bus routes that are operated on a commercial basis.**
- 3. The Authority undertakes a review of the Home to School Transport Policy.**

DETAILED REPORT ATTACHED?	NO
----------------------------------	-----------

IMPLICATIONS

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

Signed: S G Pilliner

Head of Transportation and Highways

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

1. Policy, Crime & Disorder and Equalities

A decision to waive the administration charge of £50 per pass will require a change to the Council's policy on spare seat provision.

2. Finance

A decision to waive the administration charge of £50 per pass will result in a loss of revenue of circa £4,000 per annum.

CONSULTATIONS

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

Signed: S.G.Pilliner

Head of Transportation and Highways

1. Scrutiny Committee

N/A

2. Local Member(s)

N/A

3. Community / Town Council

N/A

4. Relevant Partners

N/A

5. Staff Side Representatives and other Organisations

N/A

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

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

THERE ARE NONE

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School	Routes Affected	Estimated Number of Pupils Affected from January	Options	Total Number of Pupils at School	Number of Pupils with Free School Transport	Estimated Number of Pupils Travelling on Fare Paying Commercial / Contracted Transport
Bryngwyn	L20 Llangennech – Bryngwyn (larger vehicle on contract bus) – we estimate 14 users.	14	The contract bus has 57 on a 70 seater so 13 available seats – Spare seat applications are being considered.	1032	156	46 (18 Currently travelling are affected by the change in January. An additional 28 pupils are travelling on the L24 service which is continuing to operate.)
	L28 Maengwynne – Bryngwyn (larger vehicle on contract bus)	4	The contract bus has 31 on a 45 seater so 14 available seats, we received 2 spare seat applications. Spare seat applications are being considered.			
Coedcae	L21 Sandy & Morfa – Coedcae (freestanding service bus)	30	X11 Sandy Road 0742 – Llanelli Bus Stn 0750 change to 110 0810 to Heol Capel Isaf 0815 (walk 0.4 mile 10 mins) school starts 0835. School ends 1455, use 110 from Heol Capel Isaf 1521 to Llanelli Bus Stn 1525 & X11 1535 Bus Stn to Sandy Road Sandy Road is 1.8 mile walk No Public Transport from Morfa, Morfa school is 0.8 mile walk	835	5	30
Maes y Gwendraeth	107 Drefach to Maes y Gwendraeth	25	Public Transport Service 164 0748 Drefach – Cefneithin 0754/Cross Hands 0759 for 0845 start! School ends 1530,	1020	590	75

	109 Tumble – Maes y Gwendraeth	50	<p>service 128 1547Cross Hands/1552 Cefneithin to Drefach.</p> <p>Drefach is 2.4 mile walk</p> <p>Public Transport Service 129 0737 Tumble – 0742 Cross Hands, school starts 0845! School ends 1530, service 128 1547Cross Hands/1552 Cefneithin to Drefach</p> <p>Tumble Hall is 2.0 mile walk</p>			
St John Lloyd	<p>L18 Sandy – St John Lloyd (larger vehicle on contract bus)</p> <p>L27 Morfa – St John Lloyd (freestanding service bus)</p>	<p>25</p> <p>50</p>	<p>The contract bus has 31 on a 70 seater so there are plenty of available seats. Spare seat applications are being considered.</p> <p>Public Transport Service X11 Sandy Road 0839 – Llanelli Bus Stn 0845 change to L3 0900 to Frondeg Terrace 0903 (walk 0.4 mile 8 mins) school starts 0910. School ends 1535, use 110 110 from Heol Capel Isaf 1551 to Llanelli Bus Stn 1555 & X11 1605 Bus Stn to Sandy Road</p> <p>Sandy Road is 2.2 mile walk</p> <p>The operator is registering the L27 service to continue operating with a compliant vehicle.</p> <p>Public Transport Services are also available. L1 0842 Morfa – Llanelli Bus Stn 0857 & stay on for L3 to Frondeg Terrace 0903 (walk 0.4 mile 8 mins) school starts 0910. School ends 1535, use 110 from Heol Capel Isaf 1551 to Llanelli Bus Stn 1555 and L1 1615 Bus Stn back to Morfa</p> <p>Morfa school is 1.4 mile walk</p>	485	175	75
Ysgol y Strade	L26 Dafen – Stradey	35	L23 will continue to be available for pupils from Felinfoel/Thomas Arms/West End.	1052	740	103

	L35 Pemberton/Llwynhendy – Bryn - Stradey	40	<p>No obvious Public Transport, suggest walk max 1.1 mile to Felinfoel to catch L23</p> <p>Dyfed Steel is 2.9 mile walk</p> <p>Public Transport Service X11 0738 Parc Trostre – Stradey 0754 (school starts 0830) OR 111 Pemberton around 0740 – Llanelli Bus Stn 0745 for x11 0750 – Stradey 0754; return X11 from Strade 1540 (school ends 1515) Llanelli Bus Stn 1545 stay on for Parc Trostre or change to 111 at 1555 for Pemberton</p> <p>From Bryn walk down to Pemberton lights</p> <p>Pemberton/Llwynhendy is 2.8 mile walk</p>			75 Currently travelling are affected by the change in January. An additional 28 pupils are travelling on the L23 service which is continuing to operate).
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The following commercial services will continue unchanged from January:

243 Pensarn – QE High (freestanding service bus) C11 Trevaughan – QE High (larger vehicle on contract bus) C12 Trevaughan – Bro Myrddin (larger vehicle on contract bus)

L23 Swiss Valley – Strade (freestanding service bus) L24 Sandy Road – Bryngwyn (freestanding service bus) L27 Morfa to St John Lloyd

All of the above commercial and will be using DDA vehicles. Around 134 pupils on average are covered by these arrangements.

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EXECUTIVE BOARD 20th JANUARY 2020

APPOINTMENT OF LA GOVERNOR

Recommendations / key decisions required:

Due to Cllr. Glynog Davies' personal interest as Chairperson of the Governing Body at Brynaman Primary School, that the Executive Board considers the head teacher's nominations to fill a vacancy of LA governor.

Reasons:

To meet statutory obligations of filling vacancies on Governing Bodies.

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Councillor Glynog Davies

Directorate		
Education & Children		Tel Nos.
Name of Head of Service:	Designations:	
Aneirin R Thomas	Head of Education and Inclusion Services	01267 246448
Report Author:	Principal School Governance Officer	E Mail Addresses:
Tanja Neumayer-James		TNeumayer-James@sirgar.gov.uk

EXECUTIVE SUMMARY EXECUTIVE BOARD 20th JANUARY 2020

APPOINTMENT OF LA GOVERNOR

In accordance with the LA appointment policy for LA Governors, where LA Governor vacancies exist or are due to arise, nominations are invited from the Governing Body Chairperson, the Headteacher and the local elected Member.

Subsequently, all nominations are considered by the Executive Board Member for Education & Children who makes the appointments.

Cllr. Glynog Davies is the local Member and is also the current Chair of Governors at Brynaman School. Therefore, it would not be appropriate for Cllr. Davies to consider this nomination in his role as Executive Board Member.

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: **Aneirin R Thomas** **Head of Education and Inclusion Services**

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

CONSULTATIONS

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

Signed: **Aneirin R Thomas** **Head of Education and Inclusion Services**

1. Scrutiny Committee

n/a

2. Local Member(s)

Cllr. Glynog Davies, local member and Chair of Governors at Brynaman School, has been consulted and supports the head teacher's nomination of Mr Pedrick.

3. Community / Town Council

n/a

4. Relevant Partners

n/a

5. Staff Side Representatives and other Organisations

n/a

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

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

THERE ARE NONE

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

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APPOINTMENT OF LA GOVERNORS

List for Consideration

20th January 2020

PRIMARY SCHOOL	NO. OF VACANCIES	NOMINATIONS NAME AND ADDRESS	NOMINATED BY	DETAILS
Please note: CCC's 'The Appointment of LA Governors' states that, 'All County Councillors [when elected] may stipulate on which school governing bodies they will sit and their decision will take preference over 'non-elected' LA governors'.				
Brynaman	2	<p>Cllr. Glynog Davies, Gwynfryn, 47 Hall Street, Brynaman Ammanford SA18 1SG</p> <p>Mr Alan Pedrick,</p>	Mr Lee James, Headteacher	<p>'Cllr. Davies is the local county councillor for Brynaman and the locality. He has a wealth of experience in the world of business, television and having the education portfolio.</p> <p>Mr Pedrick is a community councillor and is in constant contact with the community and is aware of the needs and challenges. He has experience as a school governor and is aware of what is expected in the role.'</p> <p>Mr James is seeking Cllr. Davies and Mr Pedrick's re-appointments.</p>

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