

Document Pack



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MONDAY, 1ST AUGUST, 2016

TO: THE EXECUTIVE BOARD MEMBER FOR RESOURCES

I HEREBY SUMMON YOU TO ATTEND AN **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR RESOURCES** WHICH WILL BE HELD IN **MEETING ROOM 1, TOWN HALL, AMMANFORD** AT **9.00 A.M. ON FRIDAY, 5TH AUGUST, 2016** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Mr Kevin Thomas
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Ref:	AD016-001

A G E N D A

1. DECLARATIONS OF PERSONAL INTEREST.
2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 22ND JULY, 2016. 3 - 6
3. WELLNESS AND LIFE SCIENCES ENTERPRISE ZONE ON DEVELOPMENT LAND AT DELTA LAKES, LLANELLI - EXEMPTION AND WAIVER. 7 - 16

EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR
RESOURCES

FRIDAY, 22 July 2016

PRESENT: Councillor: D.M. Jenkins (Executive Board Member).

The following officers were in attendance:

J. Gravelle, Revenue Services Manager;
S. Lewis, Assistant Area Manager;
M.S. Davies, Democratic Services Officer.

1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

2. DECISION RECORD - 7TH JULY, 2016

RESOLVED that the decision record of the meeting held on the 7th July 2016 be signed as a correct record.

3. REPORTS NOT FOR PUBLICATION

RESOLVED pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation)(Wales) Order 2007 that the following items were not for publication as the reports contained exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Act.

4. FORMER TENANT DEBT WRITE-OFF

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute 4 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).

The public interest test in this matter related to the fact that the report included personal data relating to former council tenants, including details of their rent arrears. The publication of individual debts was unwarranted and would prejudice the rights and freedoms of the relevant data subjects. Accordingly, the public interest in disclosure was outweighed by the public interest in maintaining confidentiality.

The Executive Board Member considered a report prepared in accordance with the Council's Financial Procedure Rules seeking the write-off of former tenant debts in excess of £1,500. The Former Tenant Arrears Policy clearly detailed the criteria which needed to be met when determining whether it was uneconomical to pursue a former tenant debt any further.

The Executive Board Member considered a schedule of cases for write-off, all of which met the requirements of the policy.

RESOLVED that the former tenant debt arrears detailed within the report be written-off as irrecoverable.

5. IRRECOVERABLE ACCOUNTS

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 3 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).

The public interest test in this matter related to the fact that the report contained information about individuals' indebtedness and/or personal information. Although public disclosure of the report would promote accountability for public finances, it would release confidential financial information. On balance therefore, the public interest in disclosure at this time was outweighed by the public interest in maintaining confidentiality.

The Executive Board Member considered a report detailing Housing Benefit overpayment accounts which had been identified as being irrecoverable. Recovery procedures, where appropriate, had been exhausted and there was no likelihood of payment being secured. It was therefore considered appropriate to write off those accounts.

RESOLVED that the accounts detailed within the report be written off as irrecoverable.

6. NON-DOMESTIC RATES - DISCRETIONARY RELIEF

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 3 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).

The public interest test in this matter related to the fact that the report contained information regarding the individual ratepayers' recent financial history and/or personal information. Although public disclosure of the report would promote accountability for public finances, it would release confidential financial information. On balance, therefore, the public interest in disclosure at this time was outweighed by the public interest in maintaining confidentiality.

The Executive Board Member considered four applications for Hardship Relief under the provisions of Section 49 of Local Government Finance Act 1988 as amended.

RESOLVED

- 6.1 That application reference 80020537 be awarded a 50% discount to March 2016;
- 6.2 That application reference 80021088 be awarded a 20% discount in respect of the outstanding balance;
- 6.3 That the rates payable in respect of application reference 80021382 be waived for the period 10th May 2016 to 31st October 2016;
- 6.4 That consideration of application reference 80020571 be deferred pending receipt of further information.

7. COUNCIL TAX - DISCRETIONARY REDUCTIONS

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 3 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).

The public interest test in this matter related to the fact that the report contained information regarding individuals that were liable to pay Council Tax. Although public disclosure of the report would promote accountability for public finances, it would release confidential financial information that was not in the public domain and would not normally be disclosed to third parties. On balance, therefore, the public interest in disclosure at this time was outweighed by the public interest in maintaining confidentiality.

The Executive Board Member considered a report detailing applications which had been received for discretionary reduction of Council Tax.

It was noted that regulations had been introduced with effect from April 2004 giving local authorities discretionary powers to grant locally determined Council Tax discounts or reductions, over and above existing statutory reductions.

RESOLVED

- 7.1 That application reference 60299121 be awarded a 50% discount for two months;
- 7.2 That application reference 60186927 be awarded a 50% discount for 2016/17;
- 7.3 That consideration of application reference 60292371 be deferred;
- 7.4 That application reference 60263762 be awarded a 50% discount for a further 3 month period;
- 7.5 That application reference 60262599 be awarded a 50% discount for period 1 April 2010 to 31 March 2013;
- 7.6 That application reference 60031046 be granted an exemption from 1 April 2016 to 31 March 2017 but that no discount be granted in respect of application 60161625;
- 7.7 That application reference 60283836 be awarded a 10% discount for 2016/17.

EXECUTIVE BOARD MEMBER

DATE

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5TH AUGUST 2016

Executive Board Member: Cllr. David Jenkins	Portfolio: Resources
Wellness and Life Sciences Enterprise Zone on Development Land at Delta Lakes, Llanelli	
RECOMMENDATIONS / KEY DECISIONS REQUIRED:	
<p>This is a request for an Exemption and Waiver to the Requirement of Competition – Contract Procedure Rules/Quotation Procedure Rules and formally appoint Arup, Cardiff Office, to produce a revised master-plan for the south Llanelli area building upon the previous works undertaken and the documentation produced.</p>	
REASONS:	
<p>Seek approval to proceed with the formal appointment of consultant Arup for the purposes described and request an Exception and Waiver to the Requirements of Competition in accordance with Contract Procedure Rules Condition 5.3</p>	
Directorate : Chief Executives	Report Author: Steffan Jenkins
Name of Head of Service: Wendy Walters	Designation Strategic Programme Manager
	Tel No. 01554 748805
	E Mail Address: SHGJenkins@sirgar.gov.uk



Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	



EXECUTIVE SUMMARY
Executive Board Member Decisions Meeting for Resources
5th August 2016

**Wellness and Life Sciences Enterprise Zone
on Development Land at Delta Lakes, Llanelli.
Exemption and Waiver – ARUP Cardiff Office**

A Memorandum of Understanding has been formed between Carmarthenshire County Council, the Hywel Dda University Health Board, Abertawe Bro Morgannwg University Health Board and Swansea University to - To deliver “a transformational, innovative Wellness and Life Sciences Enterprise Zone on development land at Delta Lakes Llanelli.”

When the focus on Delta Lakes recently identified the site as a candidate as the wellness and life science village (February 2016) Welsh Government directly funded an initial scoping study and appointed ARUP to undertake the works (on account of its historic master planning of South Llanelli on behalf of the Llanelli Waterside Joint Venture).

With works now concluded, a more detailed master plan is now required to provide further detail to the scoping study previously undertaken.

I therefore, seek approval to proceed with the appointment of consultant Arup for the purposes described and request an Exception and Waiver to the Requirements of Competition in accordance with Contract Procedure Rules Condition 5.3 requiring -

Monitoring Officer and Section 151 Officer Approval has been received. Executive Board Member approval is now sought under condition 5.3.

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: **Wendy Walters**

Assistant Chief Executive

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

3. Finance

- Appointing ARUP will be the most cost effective process, as any other consultant would not be able to start from the same advanced position thus re-evaluating works previously commissioned and generating unnecessary fees and the duplication of works.

5. Risk Management Issues

- The timeframe for projects to be completed – the works must be completed within 12 month of May 2016 – an immediate start is required.
- An appointed Project Manager will be appointed to be responsible for Risk Register on this project.

7. Physical Assets

- The works produced will promote the development of existing land assets (i.e. South Llanelli strategic site)



CONSULTATIONS

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

Signed: Wendy Walters

Assistant Chief Executive

1. Scrutiny Committee

No

2. Local Member(s)

No

3. Community / Town Council

No

4. Relevant Partners

N/A

5. Staff Side Representatives and other Organisations

N/A

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
"Waiver to contract procedure rules – ARUP" email	29/07/2016	Parc Amanwy, Ammanford
"Exemption Report A – ARUP"	29/07/2016	Parc Amanwy, Ammanford



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EXEMPTION REPORT

This is a Request for an Exemption and Waiver to the Requirement of Competition - Contract Procedure Rules/Quotation Procedure Rules

Background

A Memorandum of Understanding has been formed between Carmarthenshire County Council, the Hywel Dda University Health Board, Abertawe Bro Morgannwg University Health Board and Swansea University to - To deliver “a transformational, innovative Wellness and Life Sciences Enterprise Zone on development land at Delta Lakes Llanelli.”

The primary objectives of the above ‘partners’ are defined within this document and includes -

- Increasing employment opportunities
- Developing specialised skills for the workforce in the region
- Significantly improving health, wealth, education, wellbeing and inclusion, and
- Attracting investment and raising the profile of the region

Proposals are highly significant in the context of the Swansea Bay City region and could include such facilities and initiatives as - a centre of excellence for health and wellbeing, a leisure facility, business and enterprise premises, skills hub, hotel/health and tourism facilities, a primary care facility and digital ICT investments.

Proposals are directly aligned to the ARCH Project – ‘A regional collaboration for health’ – which is a visionary project promoted by Hywel Dda, Abertawe Bro Morgannwg and Swansea University to “generate a future for the people of south west Wales delivering better health, skills and economic outcomes.”

It is also confirmed the Executive Board of Carmarthenshire County Council has recently endorsed (May 2016) a 12 month ‘Lock-out’ agreement with Kent Neuro Sciences Ltd (KNS) to enable the company to work up a business case for its direct investment into the scheme.

Through the previous commissioning of consultants at Arup it is confirmed the Delta Lakes site, and the adjacent land parcels, is well defined in terms of development potential with the company having concluded a site specific master-planning exercise in 2011 on behalf of the Llanelli Waterside Joint Venture. The contents of this master-plan informing the currently adopted Local Development Plan (LDP) and the Supplementary Planning Guidance for the Strategic Site of South Llanelli.

Furthermore, Arup has recently completed a scoping report specifically for the purpose of defining the development opportunities of the Wellness and Life Sciences Village

initiative. This document providing the foundations to initiate a further and detailed exercise which is to clearly define a feasibly and sustainable project specific master-plan for re-development.

Description of Goods/Service

To produce a high quality detailed master plan for the Llanelli Wellness and Life Sciences Village project.

Aims of Goods/Service

To advise the project partners of the development opportunities which may be realised via the Llanelli Wellness and Life Sciences Village project.

To produce a revised master-plan for the south Llanelli area building upon the previous works undertaken and the documentation produced.

Request

To formally appoint Arup, Cardiff Office, to produce a revised master-plan for the south Llanelli area building upon the previous works undertaken and the documentation produced.

Reason

Arup has a significant knowledge and understanding gained through previous works undertaken.

It has produced excellent work to date with the documentation produced over recent years being the foundations to now compile a revised and project specific master-plan

Directly appointing Arup will be the most cost-effective process as any other consultant would not be able to start from the same advanced position thus re-evaluating works previously commissioned and generating unnecessary fees and the duplication of works

There will be a consistent approach with no conflict of liabilities and assurances which would be the case if another consultant was appointed. One point of responsibility and accountability will be maintained. The consultant's own Professional Indemnity Insurance would not be clouded or compromised hence providing the authority, as client, with sufficient assurance

The works are to completed within 12 months of May 2016 and therefore an immediate start is required

In order to meet project quality, cost and programme objectives a waiver to contract procedure rules, for the appointment of Arup, is essential

Controls

It is confirmed a dedicated project manager, appointed by the partners, will ensure a robust project brief and fee proposal is agreed with the consultant prior to a formal appointment. A scope of works will be clearly defined and agreed prior to commencement with its progress being scrutinised throughout.

Request to Proceed

I therefore, seek approval to proceed with the appointment of consultant Arup for the purposes described and request an Exception and Waiver to the Requirements of Competition in accordance with Contract Procedure Rules Condition 5.3 requiring -

Monitoring Officer and Section 151 Officer Approval followed by relevant Executive Board Member Decision

Name : Steffan Jenkins

Position ; Physical Regeneration Strategic Programme Manager

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