TUESDAY, 11TH JULY, 2017

TO: ALL MEMBERS OF THE COUNTY COUNCIL

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE COUNTY COUNCIL WHICH WILL BE HELD IN THE CHAMBER, COUNTY HALL, CARMARTHEN AT 10.00 A.M. ON WEDNESDAY, 19TH JULY, 2017 FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James  CBE

CHIEF EXECUTIVE

PLEASE RECYCLE

Democratic Officer: Michelle Evans Thomas
Telephone (direct line): (01267) 224470
E-Mail: MEEvansThomas@carmarthenshire.gov.uk
Ref: AD016-001
A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTERESTS.
3. CHAIR’S ANNOUNCEMENTS.
4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE FOLLOWING DATES:-
   
   4.1 26TH APRIL, 2017;  
   4.2 24TH MAY, 2017.

5. PRESENTATION OF PETITION - PAVEMENT ON TYCROES ROAD

“We residents of Tycroes call on Carmarthenshire County Council to provide a pavement on Tycroes Road from the entrance of Fforest Fach Estate to Gelli Lane. S106 funding of over £40,000 has already been secured and should be used before any further development in Parc Gwernen.”

6. TO CONSIDER THE FOLLOWING NOTICE OF MOTION:-

NOTICE OF MOTION SUBMITTED BY COUNCILLOR ROB JAMES:-

“That this Council:-

(a) reiterates its commitment to Carmarthenshire’s parks and green spaces;
(b) believes that despite financial constraints the preservations of local parks and green spaces remains an essential duty;
(c) recognises the importance of parks and green spaces to the health and wellbeing of adults and children in Carmarthenshire;
(d) favours the development of brownfield land, rather than utilise green spaces, when considering building new assets;
(e) supports the transfer of community assets to town/community/ rural councils only where there is strong support from both the local community and the body receiving the asset.”
7. QUESTIONS BY MEMBERS:-

7.1 QUESTION BY COUNCILLOR ROB JAMES TO COUNCILLOR PETER HUGHES-GRIFFITHS, EXECUTIVE BOARD MEMBER FOR CULTURE, SPORT AND TOURISM

“Could you state the reasons why Carmarthenshire Council have taken the decision to advertise for expressions of interest for a property transaction, rather than a competitive open tendering process to procure services in Parc Howard?”

7.2 QUESTION BY COUNCILLOR JOHN JENKINS TO COUNCILLOR EMLYN DOLE, LEADER OF THE COUNCIL

“Given the obvious and overwhelming opposition from the public in Llanelli to this Authority’s plan to replace a well-used tennis court in Parc Howard with a car park which will be accessed by a blatantly unsuitable access point via Old Road; regardless and separate from the planning process, would the Leader of the Council acknowledge that this element of the Parc Howard Masterplan is deeply unpopular and would he care to demonstrate his reasonableness and willingness to listen and engage with the community in Llanelli by withdrawing Planning Application number S/35541 if only pending meaningful public consultation, separation from the planning process, on the provision of car parking within the Parc Howard Masterplan?”

7.3 QUESTION BY COUNCILLOR EDWARD THOMAS TO COUNCILLOR HAZEL EVANS, EXECUTIVE BOARD MEMBER FOR ENVIRONMENT

“Carmarthen to Llandeilo Cycle Path - I wonder if you can please give us an update on this fantastic project, in particular when can we expect a start on the Llandeilo side of the cycle path. The Llandeilo side of the cycle path strikes me as being the easiest part of the path with fewer landlords to negotiate with.”

7.4 QUESTION BY COUNCILLOR ANDREW JAMES TO COUNCILLOR CEFIN CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

“Carmarthenshire County Council is one of seven local authorities who nominate elected County Councillors to serve on the board of management of The Brecon Beacons National Park Authority. Representing Carmarthenshire on the Park are Cllrs Glynog Davies of Quarter Bach and myself for Llangadog Ward. The Brecon Beacons National Park in 2017 is celebrating its 60th Birthday and together with the fact that 2017 is promoted as the year of the Legends it is anticipated...
that large crowds of visitors will be flocking to the area. This is so appropriate considering that the local ward of Llangadog is closely linked to the legendary story of the "lady of the lake". The stakeholders in the local area partnership are The Brecon Beacons National Park Authority, Welsh Water Authority and Carmarthenshire County Council. As a financial contribution has already been made from the first two parties, I therefore formally ask the question, will Carmarthenshire County Council also contribute financially to the expenditure that is needed to develop the local infrastructure within the area?"

7.5 QUESTION BY COUNCILLOR ANDREW JAMES TO COUNCILLOR HAZEL EVANS, EXECUTIVE BOARD MEMBER FOR ENVIRONMENT

"On Friday 24th March 2017, the recycling centre at Llangadog better known to the local community as All Waste Services closed its gates. The site in question is fit for purpose, is licenced with full planning to accommodate recycling in the north eastern side of the county. Furthermore the site is now on the market with the local estate agents.

It is now nearly 3 months since the residents of Llangadog and the surrounding area have had to manage with basic and temporary recycling facilities, my question to Cllr Evans is – When and where will the recycling be returned to normal services?"

8. PUBLIC QUESTIONS (NONE RECEIVED).

9. CORPORATE MANAGEMENT TEAM APPOINTMENTS.

10. TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEM:-

10.1 APPOINTMENT OF PROPER OFFICER.

11. TO RECEIVE THE REPORTS OF THE MEETINGS OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-

11.1 2ND MAY, 2017; 63 - 68

11.2 26TH JUNE, 2017. 69 - 74

12. MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE WEBSITE):-

12.1 PLANNING COMMITTEE - 19TH APRIL 2017;

12.2 SOCIAL CARE & HEALTH SCRUTINY COMMITTEE - 20TH APRIL 2017;

12.3 ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE - 21ST APRIL, 2017;
12.4 EDUCATION & CHILDREN SCRUTINY COMMITTEE - 24TH APRIL, 2017;
12.5 POLICY & RESOURCES SCRUTINY COMMITTEE - 28TH APRIL, 2017;
12.6 STANDARDS COMMITTEE - 1ST JUNE, 2017;
12.7 PLANNING COMMITTEE - 1ST JUNE, 2017;
12.8 STANDARDS COMMITTEE - 9TH JUNE, 2017;
12.9 PLANNING COMMITTEE - 13TH JUNE, 2017;
12.10 JOINT EDUCATION & CHILDREN AND SOCIAL CARE & HEALTH SCRUTINY COMMITTEE - 23RD JUNE, 2017;
12.11 LICENSING COMMITTEE - 27TH JUNE, 2017;
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1. **APOLOGIES FOR ABSENCE**


2. **DECLARATIONS OF PERSONAL INTERESTS.**

   There were no declarations of personal interest.
3. CHAIR’S / LEADER’S ANNOUNCEMENTS.

The Chair extended his congratulations to Councillor John Jenkins and his new wife on their marriage a few weeks ago.

The Chair extended his congratulations to Councillor Daff Davies and his partner, Mr Ron Morgan, who recently represented Dyfed in the Counties Sporting Final at Mid Wales Shooting Centre and became Champions of Wales beating all other counties. Dyfed also won the team award and the Captain’s Cup, beating Gwent into second place.

The Chair extended his congratulations to Carmarthenshire’s Girls’ Choir on winning the 2017 Cor Cymru. As the winning choir they will represent Wales in the 2017 Eurovision Choir of the Year competition held at Arena Riga in Latvia, on Saturday 22nd July 2017, competing against the best choirs from Austria, Belgium, Denmark, Estonia, Germany, Hungary, Slovenia and Latvia.

Congratulations were extended to Josh Griffiths from Ammanford, who was the fastest Briton in this year’s London Marathon, which gained him a place at the World Championships. Also, congratulations was extended to Councillor C. Higgins on completing the recent London Marathon.

Congratulations were awarded to Bynea Primary School on achieving an excellent Estyn report rewarding them with a green status. It was acknowledged that following a number of challenging years, various initiatives along with the excellent work of school governors, staff and the Headmistress Mrs Tanya Morgan the school was now a thriving success.

Councillor G. Hopkins provided Members with an opportunity to donate to the financial appeal in the hope to alleviate the unprecedented suffering of the people in South Sudan, Somalia, Ethiopia, Kenya, Nigeria and Yemen.

Congratulations were extended to Aman United Rugby Football Club for their success in the Bowl finals held at the Principality Stadium.

Congratulations were extended to Llandeilo Junior RFC for winning the Carmarthenshire Cup. The success of the U14 Juniors has resulted in being 2nd in their league and would be promoted to the Premiership. Congratulations were extended to Dan Davies U18 who would be playing against England and France.

Congratulations were extended to three residents of Llandeilo namely, Terry Evans, Matt Yelland and Daniel Humphries all of whom obtained personal bests at the London Marathon last weekend.

Congratulations to Ysgol Teilo Sant for becoming runners-up in the Cor Cymru competition.

Congratulations were extended to Erin Lewis from Ysgol Bro Dinefwr for becoming a runner-up in the CBBC talent competition ‘What it takes’.

Congratulations were extended to the Choir at Llangennech Junior School for reaching the finals in the Choir of the Year finals in the primary section.
Congratulations were extended to Logan Williams and his sheepdog for qualifying to represent Wales in the Sheepdog Young Handlers Competition, U21 at the World Trials which will be held in Holland in July this year.

Congratulations were extended to Ffion Morgan within the Women’s Football who has moved from the u17’s team to the senior team who had played against Northern Ireland recently.

Congratulations were extended to Ysgol Bro-Myrddin who recently won the All Wales Rugby Tournament at the Arms Park gaining Welsh Championship status.

In relation to the upcoming election process, a number of Members wished to express their thanks for the support and guidance received from Officers and wished each other success and happiness for the future.

The Chair stated that following the number of announcements made at today’s meeting, it was pleasing to see that Carmarthenshire has a number of sporting stars and was proud of the young people of Carmarthenshire.

4. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE FOLLOWING DATES:**

   4.1. **22ND FEBRUARY, 2017**

   It was RESOLVED that the minutes of the meeting of the Council held on the 22nd February 2017, be signed as a correct record.

   4.2. **8TH MARCH, 2017**

   It was RESOLVED that the minutes of the meeting of the Council held on the 8th March 2017, be signed as a correct record.

5. **QUESTIONS BY MEMBERS (NONE RECEIVED).**

   The Chair advised that no questions by Members had been received.

6. **PUBLIC QUESTIONS (NONE RECEIVED).**

   The Chair advised that no public questions had been received.

7. **TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEMS:**

   7.1. **INCOME AND CHARGING POLICY**

   The Council was informed that the Executive Board, at its meeting held on the 27th March, 2017 had considered the Income and Charging Policy (minute 8 refers) which would be used to underpin the development of a more strategic and commercial approach to the Councils income generation and debt recovery processes and made a recommendation, as detailed in the report of the Director of Corporate Services, for consideration by Council.
Members noted that, as part of the TIC work programme, an Income and Charging Steering Group was established with the aim of examining the potential for increasing income from fees and charges and reviewing the robustness of current income collection and debt recovery processes. One of the initial findings of the group was that there was a need to adopt a more strategic approach to its income and charging activities and that this should be supported through the development of a Corporate Income and Charging Policy. Furthermore, Members noted that the policy provided a set of key principles which would be used to underpin the Authority’s approach to income and charging and to further develop a more commercial approach to these activities.

In addition, the Policy would act as a source of reference for Services when looking to introduce new or review the existing charges. The Policy included expectations in respect of the robustness of its income collection and debt recovery processes.

The draft policy had been subject to extensive consultation with all departments and also responded to the recent Wales Audit Office report on ‘Charging for services and generating income by Local Authorities’, which identified the need for all Local Authorities to have an Income and Charging policy in place.

UNANIMOUSLY RESOLVED that the following recommendation of the Executive Board be adopted:-
“the Corporate Income and Charging Policy be approved”

7.2. AMENDMENT TO TREASURY MANAGEMENT POLICY, STRATEGY AND MINIMUM REVENUE PROVISION POLICY.

The Council was informed that the Executive Board, at its meeting held on the 10th April, 2017 (minute 7 refers) had considered a report which provided a summary of the outcome of the review and advising that the Council should consider changing the basis of the repayment of the Council’s borrowing from a 4% reducing balance basis to a straight line basis which will be calculated based on the estimated “Asset Life” of the Authority’s fixed assets.

Members noted that the recommendation contained within the report advises that the Council should replace the 4% reducing balance method of principal repayment of the Authority’s debt to a straight line repayment basis of 2.5%. This was considered a more prudent approach than the current provision, as it introduced a more certain period for eliminating the debt liability. Furthermore, this approach also provides the Authority with some additional resources over the immediate future as it levels out the repayments over the asset life.

Members noted, some exceptions whereby the change in policy would not apply which were contained within the report, but do include areas like the HRA where statutory guidance applies.

It was therefore proposed that the current MRP Policy be amended to one which supported a more prudent annual provision, on the following basis:-
(1) Supported borrowing and expenditure incurred before 1\(^\text{st}\) April, 2008, as at 31\(^{\text{st}}\) March, 2016 – charged to revenue over 40 years on a straight line basis, and this policy be implemented for the 2016-2017 accounts and for the Revenue Budget Strategy 2017-2018 to 2019-2020;

(2) Unsupported borrowing – the future borrowing value is charged to revenue over 40 years or by the estimated economic life of the asset if shorter;

(3) The MRP Policy for the Local Government Borrowing Initiative (LGBI) Highways and for the fleet programme to remain as currently approved.

UNANIMOUSLY RESOLVED that the following recommendation of the Executive Board be adopted:-

“that the amendments to the Treasury Management Policy, Strategy and Minimum Revenue Provision Policy, as detailed above, be approved.”

8. TO RECEIVE THE MINUTES OF THE MEETINGS OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-

8.1. 27\(^{\text{TH}}\) FEBRUARY, 2017;

RESOLVED that the minutes of the above meeting be received.

8.2. 13\(^{\text{TH}}\) MARCH, 2017;

RESOLVED that the minutes of the above meeting be received.

8.3. 27\(^{\text{TH}}\) MARCH, 2017;

RESOLVED that the minutes of the above meeting be received.

8.4. 10\(^{\text{TH}}\) APRIL, 2017.

RESOLVED that the minutes of the above meeting be received.

9. TO CONSIDER THE RECOMMENDATIONS OF THE DEMOCRATIC SERVICES COMMITTEE IN RESPECT OF THE FOLLOWING ITEM:-

9.1. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2017)

Council was informed that the Democratic Services Committee, at its meeting held on the 14\(^{\text{th}}\) March 2017 (Minute 5 refers), had considered the IRPW’S determinations and recommendations contained within its Annual Report published in February 2017 with a view to making recommendations to Council for inclusion with the Councillors’ and Co-opted Members’ Salaries and Allowances Scheme for 2017/18.
RESOLVED that the following recommendation of the Democratic Services Committee be adopted:

9.1.1 to note that the IRPW has determined that the basic salary for elected member of principal local authorities shall increase to £13,400 for 2017/18;

9.1.2 that the status quo remain with regard to the level of senior salary paid to Executive Members for 2017/18 [Level 1];

9.1.3 that the status quo remain with regard to the level of senior salary paid to Committee Chairs for 2017/18 [Level 1];

9.1.4 that the status quo remain with regard to the salary paid to the Chair and Vice-Chair of Council for 2017/18 [Level 2];

9.1.5 that the rates of reimbursement for subsistence costs for 2017/18 be agreed as follows:-

£200.00 per night for London;
£95 per night elsewhere;
£25 per night for staying with friends and family;

That the status quo remain for day allowance, and the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit;

9.1.6 to continue with the current practice of noting arrangements for Joint Overview Scrutiny Committees with other Authorities and including these Committees within the Council’s scheme in the event the Council decides to establish Joint Committees during the 2017/18 municipal year and to pay a salary;

9.1.7 that payment of Co-opted Members’ Fees remain capped for 2017/18 at the current level of 10 full day (of 20 half day)meetings;

9.1.8 to publish details of the amounts reimbursed to named members for reimbursement of care costs [option 1];

9.1.9 to accept the remaining IRPW recommendations and determinations for 2017 and incorporate them within the Council’s existing Councillors’ and Co-opted Members’ Allowances Scheme for 2017/18.

________________________________________
CHAIR

________________________________________
DATE
1. **APOLOGIES FOR ABSENCE AND PERSONAL MATTERS**

   Apologies for absence were received from Councillors S.M. Allen, G. John, B. Jones, T.J. Jones, A.G. Morgan (morning session only) S. Najmi, B.A.L. Roberts (morning session only) and D. Thomas.

   The Chair referred to the sad passing of former Councillor W.D. Thomas and extended his condolences to his family.

   The Chair referred to the sad passing of former First Minister Rhodri Morgan and extended his condolences to his family.
Council stood in silent tribute to the victims of the recent bomb attack in Manchester. The Chief Executive informed Members that he had sent a letter of support to the City of Manchester.

2. DECLARATIONS OF PERSONAL INTERESTS

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<tr>
<th>Councillor</th>
<th>Minute Number</th>
<th>Nature of Interest</th>
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<tbody>
<tr>
<td>A.D.T. Speake</td>
<td>16 - Amendments to the Council's Constitution</td>
<td>In receipt of a war pension.</td>
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3. OUTGOING CHAIR’S ANNOUNCEMENTS

The Retiring Chair, Councillor Eryl Morgan, welcomed distinguished guests, Councillors, staff and friends to the meeting.

Councillor Morgan reflected on his year in office and thanked the residents of Carmarthenshire for inviting him to a number of functions and events which, as Chair, had provided him with a unique opportunity to see what was happening in communities within the County, and had provided an opportunity to mix with the various organisations and bodies that operated within the rich and varied county of Carmarthenshire. He expressed his sincere gratitude for all the support he and his consort had received throughout what he personally considered to be a very successful year. The Retiring Chair advised that one of his priorities during the year had been to raise money for his nominated charities namely Ty Bryngwyn Hospice and Prostrate Cancer Equipment at Prince Philip Hospital, Llanelli, and he thanked all members, staff and the residents of Carmarthenshire for their support and donations. He thanked his Vice Chairman, Councillor Irfon Jones, and his Consort, Mrs. Jean Jones, for their support and company during his term of office.

The Retiring Chair expressed his gratitude to Mr Mark James, for his advice and professional guidance, and to Directors and staff of the authority who had supported the work of the Chair, including the Democratic Services Unit, his driver Jeff Jones, and in particular Eira Evans for her professional and personal support, arranging his events and making sure that everything always ran smoothly.

4. ELECTION OF CHAIR OF THE COUNCIL FOR THE 2017/18 MUNICIPAL YEAR

It was moved by Councillor E. Morgan and seconded by Councillor E. Dole and UNANIMOUSLY RESOLVED that Councillor H.I. Jones be elected Chair of Carmarthenshire County Council for the 2017/18 Municipal Year.
Councillor H.I. Jones made his declaration of acceptance of office and was invested by the retiring Chair with the Chain of Office.

Councillor H.I. Jones thanked the Independent Group for putting his name forward for Chair of the Authority, and expressed his gratitude to all Councillors for their support in appointing him as Chair of Carmarthenshire County Council. He advised that he hoped he would emulate the high standard of Chairmanship provided by his predecessors. Councillor Jones paid tribute to the retiring Chair, Councillor E. Morgan and presented the Retiring Chair with a portrait and photographic album tracing some of the events attended during his year of office, together with a Past Chair’s Commemorative Pendant.

The retiring Chair’s consort Mrs Jean Morgan thereupon presented Mrs Jean Jones with her Chain of Office and Mrs Jean Jones presented Mrs Jean Morgan with a Past Chair’s Consort’s Commemorative Pendant.

TRIBUTES
Tributes were also paid to the Retiring Chair for the excellent service he had given to the Council by the Leaders of the Plaid Cymru, Independent and Labour Groups. Particular reference was made to Cllr Morgan’s excellent chairmanship of Council meetings. The Chief Executive also paid tribute on behalf of the Authority’s staff to the retiring Chair who had fulfilled his role with great professionalism and had been very active and supportive of the work of the Council.

5. ELECTION OF VICE CHAIR OF THE COUNCIL FOR THE 2017/18 MUNICIPAL YEAR

It was moved by Councillor C. Campbell, seconded by Councillor L.M. Stephens and UNANIMOUSLY RESOLVED that Councillor J.M. Charles be elected Vice-Chair of Carmarthenshire County Council for the 2017/18 Municipal Year.

Councillor J.M. Charles made his declaration of acceptance of office and was invested by the Chair with the Chain of Office.

The Chair congratulated the Vice Chair and his Consort on their appointments.

The Vice-Chair’s consort Mrs Jean Jones was presented with a Chain of Office by the Chair’s consort Mrs. Jean Morgan.

6. ELECTION OF LEADER OF THE COUNCIL

It was moved and seconded that Councillor Emlyn Dole be elected Leader of the Council.

RESOLVED that Councillor Emlyn Dole be elected Leader of the Council.

7. ADJOURNMENT
It was moved by the Chair, seconded by the Vice Chair and UNANIMOUSLY RESOLVED that the remainder of the business on the agenda should stand adjourned until 2.00 p.m. that day.

8. **RECONVENED MEETING**

The Council reconvened in the Chamber, County Hall, Carmarthen at 2.00 p.m.

Members attending the reconvened meeting:

**PRESENT:** - Councillor H.I. Jones [Chair]

**Councillors:**

The following officers were in attendance:

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<thead>
<tr>
<th>Mr M. James</th>
<th>Chief Executive</th>
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<tr>
<td>Mr C. Moore</td>
<td>Director of Corporate Services</td>
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<td>Mr J. Morgan</td>
<td>Director of Communities,</td>
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<td>Mr G. Morgans</td>
<td>Acting Director of Education &amp; Children</td>
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<td>Mrs R. Mullen</td>
<td>Director of Environment</td>
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<td>Ms L. Rees Jones</td>
<td>Head of Administration &amp; Law</td>
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<td>Mr P. Thomas</td>
<td>Assistant Chief Executive (People</td>
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<td>Management &amp; Performance)</td>
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<td>Mrs W. Walters</td>
<td>Assistant Chief Executive (Regeneration &amp; Policy)</td>
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<td>Mr I. Llewellyn</td>
<td>Executive Support Manager</td>
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<tr>
<td>Mrs H. Morgan</td>
<td>Economic Development Manager</td>
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<td>Mrs M. Evans Thomas</td>
<td>Principal Democratic Services Officer</td>
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Chamber, County Hall, Carmarthen, Carmarthen : 2.00 p.m. – 3.15 p.m.

9. **APOLOGIES**

Further apologies for absence were received from Councillors L.R. Bowen, D.M. Cundy, I.W. Davies, W.R.A. Davies, C.J. Harris, K. Howell, T.J. Jones and G.B. Thomas.

10. **DECLARATIONS OF PERSONAL INTEREST**

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<tr>
<th>Councillor</th>
<th>Minute Number</th>
<th>Nature of Interest</th>
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<tr>
<td>K. Madge</td>
<td>12</td>
<td>Leader of the</td>
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<td></td>
<td></td>
<td>His daughter works in social</td>
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11. **TO RECEIVE THE LEADER OF THE COUNCIL’S REPORT ON THE APPOINTMENT OF COUNCILLORS SELECTED TO SERVE ON THE EXECUTIVE BOARD.**

The Leader reported that he had considered the appointment of members to serve on the Executive Board and informed Council of the following appointments:

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<tr>
<th>Councillor</th>
<th>Portfolio</th>
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<tr>
<td>Mair Stephens</td>
<td>Deputy Leader</td>
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<tr>
<td>Cefin Campbell</td>
<td>Communities and Rural Affairs</td>
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<tr>
<td>Glynog Davies</td>
<td>Education and Children</td>
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<tr>
<td>Hazel Evans</td>
<td>Environment</td>
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<tr>
<td>Philip Hughes</td>
<td>Public Protection</td>
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<td>Peter Hughes Griffiths</td>
<td>Culture, Sport &amp; Tourism</td>
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<td>David Jenkins</td>
<td>Resources</td>
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<td>Jane Tremlett</td>
<td>Social Care and Health</td>
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He provided details of the Executive Board Member portfolios and explained that the appointment of Councillor Linda Evans as the Executive Board Member for Housing was yet to be confirmed.

**NOTED.**

12. **TO RECEIVE THE LEADER OF THE COUNCIL’S ANNUAL REPORT**

[NOTE: Councillor K. Madge had earlier declared an interest in this item.]

The Leader presented his annual report, copies of which were made available at the meeting, which looked back upon the achievements of the Council over the past 12 months. This year’s report was slightly different as it drew to a conclusion not only the last municipal year but also the 5 year term of the Council.

The recent elections saw the retirement of a number of long serving Councillors and other members whose term of office had ended. He referred to their desire to represent their local communities and praised their contribution to the work of the Council over the years. He paid particular tribute to Councillor Meryl Gravell for her commitment and dedication to the Council and her sincere desire to make Carmarthenshire a better place for all its residents.

He referred to the two very distinct promises he made when he became Leader namely that we would focus on regeneration across the county and that we would protect frontline services. The Executive Board fully embraced his vision for the county and he thanked them for their contribution to what has been a hugely successful year for the Council, all of which had been achieve in the face of savage cut-backs in public spending by the Welsh and UK governments.

The Leader pointed out that securing the Swansea Bay City Deal was unquestionably the highlight of the last year. It is the biggest ever investment in
south west Wales. Carmarthenshire will benefit from three specific projects – a Wellness and Life Science Village in Llanelli, a creative industry project at Yr Egin in Carmarthen and a skills and talent initiative which will support skills development for the whole region.

He referred to the fact that over the last 12 months the Council has:

- Invested many millions of pounds in exciting projects to create hundreds of well-paid jobs to help keep our young people in our county;
- Launched the 1,000 affordable homes programme, including building 60 council houses;
- Kept the council tax rise to 2.5%;
- Protected schools from real cuts to funding;
- Protected Social Services and found extra money for essential highways repairs;
- Given our lowest-paid staff a well-deserved 2.6% pay rise.

Two main events in the last year will have a significant and long lasting effect on local government in Wales. Firstly, the Minister for Local Government losing his seat in the Welsh Assembly elections in May 2016, which brought an abrupt end to the proposal for the reorganisation of local government and introduced in its place a far greater emphasis on collaboration between councils. Carmarthenshire has fully embraced this concept and the success of the Swansea Bay City Deal speaks eloquently of our determination to work closely with neighbouring authorities. Secondly, there was the decision taken by the British people to leave the European Union. Carmarthenshire County Council has benefitted enormously from EU funding over many years and the result of last year’s referendum is likely to leave us with a funding shortfall. We will have to wait and see if the government in Westminster will live up to its promises to plug the gap.

The Leader stated that he was proud of what has been achieved in Carmarthenshire in just two short years, however, there was much more to do and he was confident that the new Executive Board will take up the challenge and will press on with the work of creating more jobs, raising living standards, providing affordable homes and making our communities event better places in which to live and work.

The Chair thanked the Leader for his report and presentation and invited the Leader of the Opposition Group to respond.

The Leader of the Labour Group thanked the Leader of the Council for his report. He congratulated the Council on what has been accomplished and referred to the contribution of the previous administration in those achievements. He complimented the Chief Executive and former Councillor Meryl Gravell on the success of the Swansea Bay City Deal scheme in Llanelli and the investment and jobs the scheme will bring to the area. He referred to the importance of the Council becoming as green as possible and the need to work together on this initiative. He asked the administration to look carefully at any budget cuts especially in education as class sizes are increasing at an alarming rate.

The Chair thanked the Leader of the Labour Group for his response and invited the Leader of the Independent Group to comment on the report.
The Leader of the Independent Group stated that the Leader’s report bring together all the excellent work being undertaken by the Authority. She added that regeneration takes time but coalitions are there to make sure that things move forward. She referred to the fact that such a report would be difficult for other Authorities to meet as we have a very different way of working in Carmarthenshire. We have a vision and we stick to that vision. She conceded that there are challenges but we will face those and we will work through them.

UNANIMOUSLY RESOLVED that the Leader’s Annual report, as circulated at the meeting, be noted.

13. PROTOCOL FOR THE NOMINATION OF CHAIR OF COUNCIL

Council considered a report detailing a suggested protocol for the nomination of Chair of Council for the period 2017/18 to 2022/23. Having a protocol in place assists with the preparations for the Annual Meeting each year, with nominations being agreed by Council at its April meeting (other than in a year of County Council elections).

The previous Council adopted a protocol for nomination of Chair of Council up until the 2017/18 municipal year and if Council resolved to apply a similar protocol to the previous one, nominations would be made as follows:-

- 2017/18 Independent (as agreed at Council on the 1st June, 2012)
- 2018/19 Plaid Cymru
- 2019/20 Labour
- 2020/21 Independent
- 2021/22 Plaid Cymru
- 2022/23 Labour

UNANIMOUSLY RESOLVED that the protocol for nomination of Chair of Council, as detailed above, be adopted for the period 2017/18 to 2022/23.

14. COMPOSITION OF THE COUNCIL’S SCRUTINY, REGULATORY AND OTHER COMMITTEES AND THE APPOINTMENT OF MEMBERS TO SERVE UPON THEM

The Council considered a report detailing the proposed composition of the Council’s Scrutiny, Regulatory and Other Committees and the appointment of members to serve upon them. It was noted that any membership changes proposed by the political groups were highlighted within the report.

In accordance with the constitution the Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council.

Having considered the new political structure of the Authority and in order to ensure that there was a full allocation of seats available for distribution amongst the political groups and unaffiliated members, it was recommended that the calculation for the distribution of seats on committees be increased by 1 from 167 (as agreed by the previous Council) to 168 with the number of seats available on Scrutiny Committees increasing from 67 to 68. Changes were also recommended to the number of members on individual regulatory and other committees in order
to best represent the political balance of the new Council, thus ensuring that all seats are allocated on a politically balanced basis, with the seats on committees also being allocated to reflect, as far as possible, the political balance of the Council as a whole.

The following nominations had been received from the Leader of the Labour Group for the remaining committee vacancies:-

- Councillor John Prosser to sit on the Dyfed Pension Fund Committee
- Councillor John James to be a substitute member of the Housing Review Panel
- Councillor Louvain Roberts to sit on the Planning Committee

There were no additional membership changes.

RESOLVED

14.1 to increase the total number of seats available on committees by 1 from 167 to 168 seats;

14.2 following the adoption of 14.1 above, to increase the number of seats on Scrutiny Committees from 67 to 68;

14.3 that the composition and membership of the Council’s Regulatory, Scrutiny and Other Committees for the 2017/18 Municipal Year, as set out in Appendix 1 to the report, including the above-mentioned nominations from the Labour Group, be approved.

15. ELECTION OF CHAIRS AND VICE CHAIRS OF THE COUNCIL’S COMMITTEES AND PANELS FOR THE 2017/18 MUNICIPAL YEAR

Council considered nominations which had been received for the appointment of Chairs and Vice Chairs of Committees and Panels for the 2017/18 municipal year.

In order to receive nominations for Chairs and Vice-Chairs of Committees it was

RESOLVED to suspend CPR 4(2) in order to receive nominations for Chairs and Vice-Chairs of Committee for the 2017/18 municipal year.

No further nominations were received and it was therefore

FURTHER RESOLVED that the following appointments to Chairs and Vice Chairs of Regulatory, Scrutiny, Other Committees and Panels be made for the 2017/18 municipal year:-
16. AMENDMENTS TO THE COUNCIL’S CONSTITUTION

[NOTE: Councillor A.D.T. Speake had earlier declared an interest in this item.]

Council was advised that the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 came into force on the 5th May, 2017 which require Planning Committees in Wales to be structured and operated in accordance with the following requirements:-

- The Planning Committee must contain no few than 11 members and no more than 21 members, but no more than 50% of the Authority members (rounded up to the nearest whole number);
- Where wards have more than one elected member, only one member may sit on the Planning Committee, in order to allow other ward
members to perform the representative role for local community interests.

In addition, the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 also came into force on the 5th May, 2017 which required the following:

- Each meeting of the Planning Committee must have a quorum of 50% to make decisions; and
- The use of substitute members is prohibited.

Failure to adhere to the requirements of the aforementioned regulations would will affect the validity of decisions taken by the Planning Committee. It was therefore necessary for the Council’s constitution to be amended in order to ensure that Planning Committees are appointed in accordance with these requirements prior to making decisions.

Council was also advised that constitutionally, responsibility for adopting a Scheme of Members’ Allowances rests with the Council but the Independent Remuneration Panel for Wales (IRPW) now prescribes the amounts to be paid with a view to providing a consistent national framework for councillor remuneration. Council considered changes for 2017/18 at its meeting held on 26th April, 2017 (minute 9.1 refers). A copy of the Allowances Scheme adopted by Council for 2016/17 amended for implementation for the 2017/18 municipal year was attached to the report for consideration.

The report also contained additional amendments to reflect the recommendations of the Constitutional Review Working Group at its meeting held on 16th December, 2016.

Reference was made to CPR 10.1 and whilst supporting this provision, it was felt that the CPR should be amended to prevent lengthy preambles at meetings and the following amendment was proposed in the form of an addition to CPR 10.1: “A reasonably concise background or preamble may be submitted with the question and published on the agenda of the meeting but only the question itself and a supplementary may be put verbally.”

The amendment was duly seconded and it was

RESOLVED

16.1 To amend the Council’s Constitution (parts 3.1, 4.1 and 5.2) to include the changes to the size and composition of Planning Committees which came into force on the 5th May, 2017, and any additional amendments recommended by the Constitutional Review Working Group;

16.2 To amend Part 4.5 (Scrutiny Procedure Rules), 5.6 (Protocol for Communication with Elected Member) and Part 4.1 – CPR 22 (Filming of Meetings) to take into account and clarify recommendations made by the Constitutional Review Working Group;

16.3 To adopt the Councillors’ and Co-opted Members’ Salaries and Allowances Scheme for 2017/18 (Part 6.1);
16.4 To approve any necessary changes to the Constitution arising from decisions made earlier in the meeting;
16.5 That the Monitoring Officer be authorised to make any minor amendments, correct typographical or drafting errors and ensure all cross-references within the Constitution are correct and that these be reported to the Constitutional Review Working Group as and when necessary;
16.6 that the proposed amendment to CPR 10.1, as detailed above, be referred to the Constitutional Review Working Group for consideration and a report be brought back to Council;
16.7 other than the above amendments, the Constitution remains unchanged.

17. APPOINTMENT OF MEMBERS TO THE CROSS PARTY CONSTITUTIONAL REVIEW WORKING GROUP AND PAY POLICY ADVISORY PANEL

Council considered nominations received in respect of the appointment of members to serve on the Constitutional Review Working Group and the Pay Policy Advisory Panel.

RESOLVED that appointments be made as follows:-

<table>
<thead>
<tr>
<th>Working Group/Advisory Panel</th>
<th>Representatives Appointed</th>
</tr>
</thead>
</table>
| Constitutional Review Working Group | Cllr. E. Dole  
Cllr. J.S. Edmunds  
Cllr. H.A.L. Evans  
Cllr. W.T. Evans  
Cllr. P. Hughes Griffiths  
Cllr. J.D. James  
Cllr. R. James  
Cllr. D.M. Jenkins  
Cllr. L.M. Stephens  
Cllr. J. Tremlett |
| Pay Policy Advisory Panel | Cllr. E. Dole  
Cllr. J.S. Edmunds  
Cllr. H.A.L. Evans  
Cllr. D.M. Jenkins  
Cllr. J.G. Prosser  
Cllr. L.M. Stephens |

18. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

Council considered nominations received in respect of the appointment of members to serve on the undermentioned outside bodies.

RESOLVED that appointments be made as follows:
<table>
<thead>
<tr>
<th>Outside Body</th>
<th>Representatives Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brecon Beacons National Park Authority</td>
<td>Cllr. G. Davies</td>
</tr>
<tr>
<td></td>
<td>Cllr. A. James</td>
</tr>
<tr>
<td>Dyfed Powys Police &amp; Crime Panel</td>
<td>Cllr. J.K. Howell</td>
</tr>
<tr>
<td></td>
<td>Cllr. T.J. Jones</td>
</tr>
<tr>
<td></td>
<td>Cllr. E. Morgan</td>
</tr>
<tr>
<td>Mid &amp; West Wales Fire &amp; Rescue Authority</td>
<td>Cllr. J.M. Charles</td>
</tr>
<tr>
<td></td>
<td>Cllr. D.C. Evans</td>
</tr>
<tr>
<td></td>
<td>Cllr. K. Madge</td>
</tr>
<tr>
<td></td>
<td>Cllr. E.G. Thomas</td>
</tr>
<tr>
<td></td>
<td>Cllr. D.E. Williams</td>
</tr>
</tbody>
</table>
Corporate Management Team Appointments:
Director of Education and Children’s Services & Director of Regeneration and Policy

Recommendations / Key decisions required:
1. That County Council endorse the enclosed job profile and Personal Specifications, for the posts of Director of Education & Children’s Services, and Director of Regeneration and Policy

2. That County Council endorses the enclosed Job Adverts to allow the post to be publicly advertised as required by the Local Authorities (Standing Orders)(Wales) (Amendment) Regulations 2014.

Reasons:
To comply with the Authority’s Constitution, and to comply with the revisions to the Local Authorities (Standing Orders)(Wales) (Amendment) Regulations 2014, as set out in the enclosed summary report.

Relevant scrutiny committee consulted: Scrutiny committee and date: N/A

Executive Board Decision Required: No
Council Decision Required: YES

Executive Board Member Portfolio Holders:
- Cllr. Mair Stephens
- Cllr. David Jenkins
- Cllr. Hazel Evans
- Cllr. Glynog Davies
- Cllr. Peter Hughes-Griffiths
- Cllr. Cefin Campbell

Directorate: Chief Executive’s Report Author: Paul Thomas

Designation: Assistant Chief Executive (People Management)

Tel Nos. / E-Mail Addresses:
01267 246123
PRThomas@Carmarthenshire.gov.uk
EXECUTIVE SUMMARY

County Council
Date: 19th July 2017

CORPORATE MANAGEMENT TEAM APPOINTMENTS:
Director of Education and Children's Services & Director of Regeneration and Policy

Director of Education & Children's Services

Following a previous recruitment exercise, which elicited only 2 applications, the Authority’s Shortlisting Panel decided not to proceed to full appointment of a permanent Director of Education & Children’s Services. Interim arrangements were agreed for the Head of Education & Children’s Services, Gareth Morgans to act up to Director of Education & Children’s Services pending a further recruitment exercise towards the end of the 16/17 academic year.

The post of Director of Education & Children’s Services is a Chief Officer post and any recruitment to such a post is governed by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014. This is reflected in the Authority’s Pay Policy for 2017/2018.

The Regulations require that a “relevant body” ie the County Council:

“draw up a statement specifying—

(i) the duties of the officer concerned, and

(ii)any qualifications or qualities to be sought in the person to be appointed;

(b) make arrangements for the post to be publicly advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

(c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.”

As this post attracts a salary of £100,000 or more, it must be publicly advertised. The only exception to this requirement being where the appointment is being made for a period of up to 12 months.

For Members information, in terms of an appointment to the post, an Appointments Panel (A) of 16 Councillors will be brought together as part of the recruitment and final decision making process.

Director of Regeneration & Policy

In May 2015, a report was presented to County Council that set out a proposal for the realignment of the Authority’s Senior Management Team. As part of those proposals, a new post of Assistant Chief Executive (Regeneration & Policy) was
created. However, since this time, this post has grown significantly to include additional responsibilities including the authority’s Translation Unit and key elements of the Corporate Property function.

In addition to this, members will be aware that the biggest ever investment for south west Wales, worth around £1.3 billion, has been secured following the approval of the ground-breaking Swansea Bay City Deal, and we are one of four local authorities that will transform the economic landscape of the area, boost the local economy by £1.8 billion, and generate almost 10,000 new jobs over the next 15 years. Eleven major projects will now get underway, delivering world-class facilities in the fields of energy, smart manufacturing, innovation and life science, with major investment in the region’s digital infrastructure and workforce skills and talent underpinning each. This Council will be directly responsible for leading and managing the administration and compliance of projects worth £241m.

Compliance with the Council Constitution.

The General Scheme of Delegation (GSD) allows me, as Chief Executive, to determine all matters relating to Staff, Structures, Employment, Conditions of Service in accordance with the National and Local Conditions of Service, policies and procedures. Specifically, the GSD allows me to approve the deletion of posts or the creation of new posts, and as part of my responsibilities as Head of Paid service, I have the responsibility amongst other things for the numbers and grades of staff required by the Council to discharge its functions. (Section 4, local Government & Housing Act 1989). The recommendations contained within this report are in full compliance with the Council’s Constitution.

Paragraph 1.13 of Part 3.2 Functions/Delegation, states that “It shall always be open to an officer to consult an Executive Board Member, a Committee, or its Chair or Vice-chair before the exercise of the delegated powers”.

In light of the above, I propose to create a post of Director of Regeneration & Policy to drive and support the work of the Joint Committee to progress the City Deal. This includes the development of 5 case business models for the respective projects and the development of an assurance framework and implementation plan etc.

The post of Director of Regeneration & Policy will replace, and is not additional to, the current post of Assistant Chief Executive (Regeneration & Policy), and as I do not intend replacing the Assistant Chief Executive (Regeneration & Policy) post, this post will now be deemed redundant, and due statutory process will need to be followed.

As members will be aware, every Employer has a legal obligation to identify Suitable Alternative Employment for staff who are at risk of redundancy, and where it is available, and the individual is suitable to undertake the prescribed duties, then the Employer has a duty to offer it. In this instance that decision would need to be taken by Appointments Panel ‘A’.

Were we not to offer suitable alternative employment when identified, then any redundancy could be an ‘unfair dismissal’.
Recommendation:

1. That County Council endorse the enclosed Job Profile and Personal Specifications for both the posts of Director of Education & Children’s Services, and the Director of Regeneration and Policy. (Appendices 1 & 2)

2. That County Council endorses the enclosed Job Adverts to allow the both posts to be publicly advertised as required by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014. (Appendices 3 & 4)

<table>
<thead>
<tr>
<th>DETAILED REPORT ATTACHED?</th>
<th>No, however the following documents are attached as appendices:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Relevant Job Profiles and Personal Specification</td>
</tr>
<tr>
<td></td>
<td>• Relevant Job Advertisements</td>
</tr>
</tbody>
</table>

IMPLICATIONS

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

Signed: Paul Thomas Assistant Chief Executive

<table>
<thead>
<tr>
<th>Policy, Crime &amp; Disorder and Equalities</th>
<th>Legal</th>
<th>Finance</th>
<th>ICT</th>
<th>Risk Management Issues</th>
<th>Staffing Implications</th>
<th>Physical Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NONE</td>
<td>YES</td>
<td>YES</td>
<td>NONE</td>
</tr>
</tbody>
</table>

1. **Policy, Crime & Disorder and Equalities** – In accordance with the Council’s Constitution and Policy Framework.

2. **Legal** – As above, and also in accordance with the revisions to the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014

3. **Finance** – These posts are within the County Council approved budget.

5. **Risk Management** – Failure to make provision to discharge the functions contained within this departmental portfolio, efficiently and effectively would place the authority at risk.

6. **Staffing Implications** – In accordance with the Council’s Constitution and Policy Framework.
CONSULTATIONS

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

Signed: Paul Thomas, Assistant Chief Executive (People Management & Performance)

1. Executive Board
2. Opposition Spokesperson Group
3. All political Groups
4. Corporate Management Team
5. Scrutiny Committee – N/A
6. Local Member(s) – N/A
7. Community / Town Council – N/A
8. Relevant Partners – N/A
9. 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:

1. Local Authorities (Standing Orders)(Wales) (Amendment) Regulations 2014.
2. Pay Policy

<table>
<thead>
<tr>
<th>Title of Document</th>
<th>File Ref No. / Locations that the papers are available for public inspection</th>
</tr>
</thead>
</table>
JOB PROFILE

POST TITLE: Director of Education & Children's Services
POST NO: 001891
DEPARTMENT: Department for Education & Children
GRADE: C.O.
DIVISION / SECTION:
ACCOUNTABLE TO: Chief Executive
ACCOUNTABLE FOR: Head of Education Services
Head of Children’s Services
Head of Learner Programmes
Head of School Effectiveness
Strategic Development
Manager
Modernisation Services Manager

ORGANISATION CHART: SEE ATTACHED

MAIN PURPOSE OF JOB:
- To support the Chief Executive in the overall strategic management of the Council to ensure the achievement of the Council’s key objectives and strategies.

- To contribute to the corporate management of the Council as a member of the Corporate Management Team by taking the lead on issues allocated as part of the post’s corporate portfolio.

- To lead strategies to promote and maintain high standards in Education in all settings for children and young people, and to improve education and skills for all children and young people in Carmarthenshire.

- To ensure that there are clear and effective arrangements in place to protect children and young people from harm.

- To have overall responsibility for leading, setting, monitoring and controlling the budgets and resources for the component service elements of the directorate.

- To provide leadership and clear direction to all staff within the directorate.
PRINCIPAL ACCOUNTABILITIES:

1. To provide clear and visible leadership and strategic direction that inspires team working that leads to high levels of commitment and service delivery amongst managers and employees to deliver high educational standards.

2. To be the principal advisor to the Chief Executive and Executive Board on the key issues and strategies relevant to the various service portfolios of the directorate, securing both corporate and political support that will ensure the best possible outcomes for service users.

3. To contribute to the development and effective delivery of the Integrated Community Strategy, Corporate Strategy and Improvement Plan by working closely with the Chief Executive and Corporate Management Team, in consultation with the Executive Board Members and Leader, to deliver tangible outcomes.

4. To fulfil the statutory role of Lead Director for Children and Young People, acting as a strategic champion for children.

5. To collaborate closely and effectively with the statutory Director of Social Services to ensure that sufficient provision is made to ensure the safeguarding and well-being of children in the county.

6. To support the Lead member for Children and Young People in the effective discharge of her/his responsibilities.

7. To provide leadership and vision to the whole Department for Education and Children, ensuring that all the department’s activities integrate effectively in pursuit of its objectives to improve outcomes for all children and young people.

8. To scrutinise the performance of the Head of Education Services, and the Head of Children’s Services, ensuring that they integrate and collaborate effectively to secure the twin principal objectives of safeguarding children and improving educational outcomes for all children and young people.

9. To establish and continuously develop a strategic vision for the improvement of services to children and young people and other client groups. To ensure that services are provided to the highest possible standard, and that our customers are fully engaged and consulted in service provision.

10. To oversee the performance of the Department for Education and Children, challenging achievement and promoting innovation with a view to securing continuous improvement, in line with corporate business planning and performance management processes.

11. To develop a culture of partnership working with other public bodies as well as those in the private and voluntary sectors to ensure that all opportunities are maximised to the best advantage of the Council and the residents of Carmarthenshire.

12. To contribute to increased collaboration and regional working to secure
improvements and efficiencies in the planning and delivery of services and professional functions for people in Carmarthenshire.

13. To co-ordinate financial management, both revenue and capital, across the Department for Education and Children in accordance with established corporate practices.

14. To influence and contribute to the development and implementation of the authority wide ‘Transform, Innovate and Change’ (TIC) agenda, so that the development and service delivery innovations improve customer satisfaction, remove duplication and reduced costs.

15. To lead a portfolio of services and from time to time cross-service themes and projects on behalf of CMT.

16. To promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm, whilst positively contributing, and actively promoting the Council’s reputation and image as a top performing local authority and good employer.

17. To ensure the Department has a robust and effective workforce / development plan that contributes to the Council’s Strategic Workforce Plan and enables the Department to deliver the highest possible service standards whilst ensuring all staff are developed accordingly.

18. To promote, develop and maintain proactive and effective working relationships with colleagues, elected members, central government departments, partner agencies and other organisations to further the effective planning and delivery of services to children and young people.

19. To take a strategic lead in the continuing development and delivery of the Modernising Education Programme (MEP), Welsh in Education Strategic Plan (WESP) and other policies.

**MAGNITUDE OF JOB:**

The Department for Education and Children is a large multi-faceted department responsible for delivering a broad range of support and development services to children, young people and other citizens across the county.

In April 2017 the Department had a total of around 5600 staff, of whom some 1800 are teachers, and is responsible for 12 secondary schools, 98 primary schools, 1 nursery school, 2 special schools, 3 youth centres, 3 basic skills centres, 2 resources centres, 2 respite care units and 2 Pupil Referral Units.

The Department has a gross annual revenue budget of some £197 million, of which around £109 million is delegated to schools, and an annual capital programme of up to £20 million, much of which is associated with its successful Modernising Education Programme.
### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>POST TITLE:</th>
<th>Director of Education &amp; Children’s Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST NO:</td>
<td>001891</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Department for Education &amp; Children</td>
</tr>
<tr>
<td>GRADE:</td>
<td>C.O.</td>
</tr>
</tbody>
</table>

#### QUALIFICATIONS / VOCATIONAL TRAINING /

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level or equivalent in relevant subject or equivalent experience.</td>
<td>✓</td>
<td>Application Form / Certificates</td>
</tr>
<tr>
<td>A relevant management qualification or demonstrable continuing professional development.</td>
<td>✓</td>
<td>Application Form &amp; Certificates</td>
</tr>
</tbody>
</table>

#### KNOWLEDGE & EXPERIENCE

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A good appreciation of the technical, professional and legislative knowledge across the specific areas of the directorate.</td>
<td>✓</td>
<td>Application Form / Presentation / Interview</td>
</tr>
<tr>
<td>Thorough knowledge of the Council’s Local, Regional and National context to develop and implement relevant strategies, policies and standards.</td>
<td>✓</td>
<td>“</td>
</tr>
<tr>
<td>A clear understanding of the Government’s agenda for Local Government at both UK and Wales levels.</td>
<td>✓</td>
<td>“</td>
</tr>
<tr>
<td>Significant and recent successful management experience at a senior level covering a diverse range of key, high profile Public or Private Sector Services.</td>
<td>✓</td>
<td>“</td>
</tr>
</tbody>
</table>
Evidence of leading significant organisational and service change together with successfully managing the People Management implications.

**COMPETENCIES**

<table>
<thead>
<tr>
<th>Deciding &amp; Initiating Action</th>
<th></th>
<th>Application Form / Presentation / Interview / Assessment Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for action, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leading &amp; Supervising</th>
<th></th>
<th>Application Form / Presentation / Interview / Assessment Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adhering to Principles &amp; Values</th>
<th></th>
<th>Application Form / Presentation / Interview / Assessment Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Persuading &amp; Influencing</th>
<th></th>
<th>Application Form / Presentation / Interview / Assessment Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Presenting &amp; Communicating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Speaks clearly and fluently;</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects creditability.</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Formulating Strategies &amp; Concepts</th>
<th></th>
<th></th>
<th>Application Form / Presentation / Interview / Assessment Centre</th>
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<tbody>
<tr>
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Demonstrate excellent interpersonal skills that enable positive relationships with relevant stakeholders/partners (including Trade Unions)

Have a strategic mindset towards shaping services that address corporate priorities, integrate and align with complementary activities across the Council.

Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability.

Application Form / Presentation / Interview / Assessment Centre

Application Form / Presentation / Interview / Assessment Centre

Application Form / Presentation / Interview / Assessment Centre

Core Values / Equality and Diversity

Every employee is expected to uphold the authority’s core values and maintain the principles of the authority’s Equality and Diversity Policy or, if employed within a school, the school’s Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Communication Skills:-

Note: To assess the required level of language skills please refer to the following link: Language Skills Assessment and Guidance - See Point 5

Please indicate level between 1 and 5 for verbal and written skills

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SPECIAL CIRCUMSTANCES:

Politically Restricted Post: (Which requires the postholder to be politically neutral)

Yes  ✓  No
Where a criminal record check has been identified as relevant to the post, the level of check and justification for carrying out such a check must be specified below. Please complete all three sections by ticking the level of disclosure required and the workforce type providing a justification for the check.

If you need any assistance in completing this section please refer to the guidance available here: [http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx](http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx) or ask your HR Officer for advice.

**Section A – type of disclosure**

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<td>✔</td>
</tr>
<tr>
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**Section B – workforce type**

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<tr>
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<td>☐</td>
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<tr>
<td>CHILDREN AND ADULTS WORKFORCE</td>
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</tr>
<tr>
<td>OTHER WORKFORCE</td>
<td>☐</td>
</tr>
</tbody>
</table>

**JUSTIFICATION:**

Prepared by: ACEO (PM&P)  
Date Prepared: June 2017
This page is intentionally left blank
Carmarthenshire County Council is a high performing, vibrant and forward-thinking local authority that is constantly looking to improve, and is committed to maintaining its excellent reputation for delivering first class services. We are now looking to recruit to the following senior management position:

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

Up to £123,218

Are you the right Person for the above post?

Confident, credible and influential from the outset, you will thrive on innovating for success, promoting and delivering progressive change to achieve our adopted vision and high expectations for our County. Crucially, you will know what first class services look like and how to help your staff achieve these standards within a demanding environment. You will be required to work confidently through the medium of Welsh and English. Support can be provided on appointment to reach the required level.

If you believe that you are the outstanding candidate that we are looking for, then we would really like to hear from you! We particularly welcome female applicants and those from an ethnic minority, as they are currently under-represented within Carmarthenshire County Council at management level.

For an informal discussion about the role, please contact Mark James, Chief Executive, Carmarthenshire County Council on 01267 224110.

For an application pack visit: [www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

Closing Date: ?? ?? 2017

Application forms should be returned to: Paul Thomas, Assistant Chief Executive, (People Management and Performance), Building 14, St David’s Park, Job’s Well Road, Carmarthen, SA31 3HB.
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### JOB PROFILE

<table>
<thead>
<tr>
<th>POST TITLE:</th>
<th>Director of Regeneration &amp; Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST NO:</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td></td>
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<tr>
<td>DIVISION / SECTION:</td>
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<tr>
<td>ACCOUNTABLE TO:</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>ACCOUNTABLE FOR:</td>
<td></td>
</tr>
<tr>
<td>Marketing &amp; Media Manager</td>
<td>Economic Development Manager x 2</td>
</tr>
<tr>
<td>Communities &amp; Safeguarding Manager</td>
<td>Corporate Policy Management</td>
</tr>
<tr>
<td>Electoral Services Manager</td>
<td>Community Manager</td>
</tr>
<tr>
<td>Civil Registrations Manager</td>
<td>Safety Manager Property and Major Projects Manager</td>
</tr>
<tr>
<td>TIC Programme Manager</td>
<td></td>
</tr>
<tr>
<td>Executive Support Manager</td>
<td>Project Manager (Carmarthenshire Wellness Project)</td>
</tr>
<tr>
<td>Business Support Manager</td>
<td></td>
</tr>
</tbody>
</table>

**ORGANISATION CHART:** SEE ATTACHED

### MAIN PURPOSE OF JOB:
- To support the Chief Executive in the overall strategic management of the Council to ensure the achievement of the Council’s key objectives and strategies.

- To contribute to the corporate management of the Council as a member of the Corporate Management Team by taking the lead on issues allocated as part of the post’s corporate portfolio.

- To lead the development and implementation of the Authority’s Regeneration Strategy and its role within the City Region context including the creation of the Wellbeing and Life Science Village.
- To fulfil the role of the Senior Information Risk Officer for the Authority in compliance with HM Government’s framework for information security.
- To be responsible for managing the administration of the Authority’s electoral processes
- To have overall responsibility for leading, setting, monitoring and controlling the budgets and resources for the component service elements of the directorate.
- To provide leadership and clear direction to all staff within the directorate.

**PRINCIPAL ACCOUNTABILITIES:**

- To provide clear and visible leadership and strategic direction that inspires team working that leads to high levels of commitment and service delivery amongst managers and employees to deliver high educational standards.
- To be the principal advisor to the Chief Executive and Executive Board on the key issues and strategies relevant to the various service portfolios of the directorate, securing both corporate and political support that will ensure the best possible outcomes for service users.
- To contribute to the development and effective delivery of the Integrated Community Strategy, Corporate Strategy and Improvement Plan by working closely with the Chief Executive and Corporate Management Team, in consultation with the Executive Board Members and Leader, to deliver tangible outcomes.
- To develop a culture of partnership working with other public bodies as well as those in the private and voluntary sectors to ensure that all opportunities are maximised to the best advantage of the Council and the residents of Carmarthenshire.
- To promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm, whilst positively contributing, and actively promoting the Council’s reputation and image as a top performing local authority and good employer.
- To ensure that services are provided to the highest possible standard, and that our customers are fully engaged and consulted in service provision.
- To ensure the Department has a robust and effective workforce / development plan that contributes to the Council’s Strategic Workforce Plan and enables the Department to deliver the highest possible service standards whilst ensuring all staff are developed accordingly.
• To support the delivery of the Council Corporate Strategy and the Authority’s vision by working closely with the Chief Executive, Corporate Management Team, Executive Board Members and Leader on a wide range of corporate policy and customer issues.

• To lead on and develop a close working relationship with the local business community, agencies, partners, adjacent local authorities and other local groups to promote and improve the economic, social and environmental well-being of the residents and businesses of Carmarthenshire.

• To be responsible for the maximisation of the land assets (within economic/commercial portfolio) of the Council taking a strategic/commercial view to ensure the portfolio is managed to meet the Council’s Economic Development aims.

• To be responsible for the overall corporate leadership and management of the Economic Development Division and associated strategies, in delivering improved service performance to its customers.

• Support the Directorate in its preparation for any external inspections, and foster a learning culture to ensure that any required actions from the inspections are implemented and monitored within agreed timeframes.

• To be responsible for the implementation of the Welsh Language Standards, and to ensure that the expectations of the Welsh Language Measure (2011) are delivered.

• Work in partnership both within and outside the Council and act as an ambassador for the Council and create opportunities to enhance the Council’s performance, reputation and image externally with local and other stakeholders.

• Develop external service based partnerships; coordinate and oversee the delivery of programmes of regeneration funding across all those partnerships.

• As a member of the Corporate Management Team, the post holder will be responsible for assisting the Chief Executive and Executive Board in developing and implementing strategies that drive continuous improvement for all services and activities whilst retaining a customer focus that is at the heart of cultural change.

• To manage the Council’s Corporate Strategy, strategic and policy development and implementation process by advising the political leadership of the Council, initiating appropriate action and ensuring that these are translated into plans and programmes which are reviewed and updated to meet changing needs and priorities; and to ensure the Council’s effective contribution to the Wellbeing and Future Generations
Act for Carmarthenshire.

- To be responsible for promoting a positive image and reputation for the Council in the community through the provision of a first class professional and customer focused press and marketing office, liaising with all local, regional and national media accordingly.

- To promote public understanding of the Council’s values, priorities, objectives, policies and services by ensuring that there is appropriate and effective consultation and communication with the wider community.

- To be responsible for ensuring the Authority implements a strategic vision for the governance and use of information within the organisation and with partners.

- To be responsible for ensuring that the Authority’s responsibilities under the Crime and Disorder Act 1998 are complied with, and that the concept of Community Safety is effectively promoted within the organisation and with our partners.

- To establish effective working relationships with key people in national and local government at national, regional and local levels, public bodies, private business or the voluntary sector, and to work collaboratively with the Council’s strategic partners as appropriate.

- To be responsible for the development and implementation of the key guiding themes of language, equalities, sustainable development and social inclusion.

- As the Authority’s designated Senior Information Risk Officer to manage information security risks and have due regard to the relevant statutory obligations and protections, including the Data Protection Act, Freedom of Information Act, the Official Secrets Act, Equality Act and the Serious Organised Crime and Police Act.

- To ensure effective performance management frameworks are in place for the division that drive continuous service improvement.

- Provide high visibility leadership which promotes high standards, challenge and a positive working environment for staff.

- Lead the development of service and workforce planning for the division.

- To promote, develop and maintain proactive and effective working relationships with colleagues, elected members, central government departments, partner agencies and other organisations to further the effective planning and delivery of services to children and young people.
The Directorate for Regeneration & Policy is a diverse portfolio employing approximately 265 members of staff with a net budget exceeding £9m.

PREPARED BY: CEO/ACEO(PMP) DATE PREPARED: JUNE 2017
## PERSON SPECIFICATION

**POST TITLE:** Director of Regeneration & Policy  
**DEPARTMENT:**  
**DIVISION / SECTION:**  
**POST NO:**  
**GRADE:** C.O.

### QUALIFICATIONS / VOCATIONAL TRAINING /

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<th>DESIRABLE</th>
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<tr>
<td>Educated to degree level or equivalent in relevant subject or equivalent experience.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>A relevant management qualification or demonstrable continuing professional development.</td>
<td>✓</td>
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### KNOWLEDGE & EXPERIENCE

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<tr>
<td>A good appreciation of the technical, professional and legislative knowledge across the specific areas of the directorate.</td>
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<td>Thorough knowledge of the Council’s Local, Regional and National context to develop and implement relevant strategies, policies and standards.</td>
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<td></td>
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<tr>
<td>A clear understanding of the Government’s agenda for Local Government at both UK and Wales levels.</td>
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<td></td>
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<tr>
<td>Substantial partnership working with a range of internal and external organisations to deliver</td>
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common objectives

Record of handling successfully large complex EU and externally funded programmes and associated compliance strategies

A thorough understanding of the Welsh Language Measure (2011) and the associated statutory responsibilities of the Local Authority.

Experience of managing relevant local government electoral processes.

A thorough understanding of key Information Governance principles and the role of the SIRO.

Significant and recent successful management experience at a senior level covering a diverse range of key, high profile Public or Private Sector Services.

Evidence of leading significant organisational and service change together with successfully managing the People Management implications.

COMPETENCIES

Deciding & Initiating Action
Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for action, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.

Leading & Supervising

Application Form / Presentation / Interview / Assessment Centre

Application Form /
Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.

**Adhering to Principles & Values**
Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.

**Persuading & Influencing**
Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others.
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<td>Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects creditability.</td>
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**JUSTIFICATION:**

**PREPARED BY:** ACEO (PM&P)  **DATE PREPARED:** June 2017
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Closing Date: ?? ???? 2017

Application forms should be returned to: Paul Thomas, Assistant Chief Executive, (People Management and Performance), Building 14, St David’s Park, Job’s Well Road, Carmarthen, SA31 3HB.
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APPONTMENT OF PROPER OFFICER

EXECUTIVE BOARD RECOMMENDATIONS:

- That the Authority appoints the following named consultants from the Health Authority as Proper Officers for the purposes of Health Protection Legislation:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRS HEATHER LEWIS</td>
<td>CONSULTANT IN HEALTH PROTECTION</td>
</tr>
<tr>
<td>MR SION LINGARD</td>
<td>CONSULTANT IN HEALTH PROTECTION</td>
</tr>
<tr>
<td>DR CHRISTOPHER JOHNSON</td>
<td>CONSULTANT IN HEALTH PROTECTION</td>
</tr>
<tr>
<td>DR RHIANWEN STIFF</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
</tr>
<tr>
<td>DR BRENDAN MASON</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
</tr>
<tr>
<td>DR GWEN LOWE</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
</tr>
<tr>
<td>DR GRAHAM BROWN</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
</tr>
<tr>
<td>DR MEIRION EVANS</td>
<td>CONSULTANT EPIDEMIOLOGIST</td>
</tr>
<tr>
<td>DR CHRISTOPHER WILLIAMS</td>
<td>CONSULTANT EPIDEMIOLOGIST</td>
</tr>
<tr>
<td>DR GIRI SHAKAR</td>
<td>PROFESSIONAL LEAD CONSULTANT FOR HEALTH PROTECTION</td>
</tr>
</tbody>
</table>

- The appointments take immediate effect and continue until:
  - the Council revokes the appointment; or
  - the officer provided the Council with 3 months written notice of resignation; or
  - the officer ceased employment with the health authority.
**REASONS:**
The Council is required to appoint 'Proper' Officers from the Health Authority (Public Health Wales) for the purposes of Public Health (Control of Disease) Act (as amended by the Health and Social Care Act 2008) and Regulations made under the 1984 Act.

<table>
<thead>
<tr>
<th>Relevant scrutiny committee to be consulted:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Exec Board Decision Required</th>
<th>YES – 26&lt;sup&gt;TH&lt;/sup&gt; JUNE, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Decision Required</td>
<td>YES – 19&lt;sup&gt;TH&lt;/sup&gt; JULY, 2017</td>
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</tbody>
</table>

**Executive Board Member Portfolio Holder:**
Cllr. Phillip Hughes, Public Protection Portfolio Holder

**Directorate:**
Communities

**Name of Head of Service:**
Robin Staines

**Report Author:**
Sue Watts

**Designations:**
- Head of Housing, Public Protection and Provider Services
- Environmental Health and Licensing Manager

**Tel Nos.**
- 01267 228960
- RStaines@carmarthenshire.gov.uk
- 01267 228929
- sewatts@carmarthenshire.gov.uk
Background

Individuals taking care of their own health is not always enough to protect the health of the population in general.

Consequently, legislation has long provided that local authorities may take certain actions or make certain requirements, to protect overall public health.

This legislation is included in the Public Health (Control of Disease) Act 1984 (‘the 1984 Act’) which was updated by the Health and Social Care Act 2008. The amended 1984 Act came into force on 26 July 2010.

Health Protection Regulations

Under the amended 1984 Act, Welsh Ministers have powers to make regulations to enable public bodies to respond to public health threats.

Following a consultation exercise between November 2009 and January 2010, Welsh Ministers made three sets of regulations which came into force on 26 July 2010.

The regulations are:

- The Health Protection (Notification) (Wales) Regulations 2010: These Regulations include a revised list of diseases that doctors must report to the local authority. The regulations also include new provisions for cases that may have been caused by contamination with chemicals or radiation.

- The Health Protection (Part 2A Orders) (Wales) Regulations 2010: These Regulations provide details on the evidence required before a Justice of the Peace (JP) can make an order on a person to protect public health. The Regulations also set out safeguards for people affected by an order

- The Health Protection (Local Authority Powers) (Wales) Regulations 2010: These Regulations update local authorities powers and duties relating to their health protection role.
Proper Officer

The Council is required to appoint ‘Proper’ Officers from the Health Authority (Public Health Wales) for the purposes of Public Health (Control of Disease) Act (as amended by the Health and Social Care Act 2008) and Regulations made under the 1984 Act.

In light of the fact that there have been recent appointments by Public Health Wales, the list of Proper Officers requires reviewing. The following is the current list of Consultants that requires appointments by the Council;

<table>
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<tr>
<td>MR SION LINGARD</td>
<td>CONSULTANT IN HEALTH PROTECTION</td>
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<tr>
<td>DR CHRISTOPHER JOHNSON</td>
<td>CONSULTANT IN HEALTH PROTECTION</td>
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<tr>
<td>DR RHIANWEN STIFF</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
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<tr>
<td>DR BRENDAN MASON</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
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<td>DR GWEN LOWE</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
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<tr>
<td>DR GRAHAM BROWN</td>
<td>CONSULTANT IN COMMUNICABLE DISEASE CONTROL</td>
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<tr>
<td>DR MEIRION EVANS</td>
<td>CONSULTANT EPIDEMIOLOGIST</td>
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<tr>
<td>DR CHRISTOPHER WILLIAMS</td>
<td>CONSULTANT EPIDEMIOLOGIST</td>
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<tr>
<td>DR GIRI SHAKAR</td>
<td>PROFESSIONAL LEAD CONSULTANT FOR HEALTH PROTECTION</td>
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</tbody>
</table>

The appointments will take effect from immediate effect and will continue until;
- the Council revokes the appointment or
- the officer provides the Council with 3 months written notice of your resignation or
- the officer ceases employment with the health authority

These are honorary appointments and accordingly, no fees are payable by the Council in connection.

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: Robin Staines
Head of Housing, Public Protection and Provider Services

<table>
<thead>
<tr>
<th>Policy, Crime &amp; Disorder and Equalities</th>
<th>Legal</th>
<th>Finance</th>
<th>ICT</th>
<th>Risk Management Issues</th>
<th>Staffing Implications</th>
<th>Physical Assets</th>
</tr>
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<tr>
<td>NONE</td>
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CONSULTATIONS

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

Signed: Robin Staines
Head of Housing, Public Protection and Provider Services

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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APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor P.A. Palmer.

DECLARATIONS OF PERSONAL INTEREST.

There were no declarations of personal interest.

TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE

27TH MARCH 2017

The Executive Board's attention was drawn to minute 13 of the above minutes on the adoption of a revised Corporate Health and Safety Policy. It noted that as the proposed amendments to the policy were only minor in nature, and did not affect the fundamental policy, they had been approved by the Executive Board Member for Human Resources, Efficiencies and Collaboration at a meeting held on the 13th April, 2017.

UNANIMOUSLY RESOLVED that, subject to the above, the minutes of the meeting of the Executive Board held on the 27th March 2017 be signed as a correct record.
UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 10th April, 2017 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

The Chair advised that no questions on notice had been submitted by members.

5. PUBLIC QUESTIONS ON NOTICE

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

6. COUNCIL’S REVENUE BUDGET MONITORING REPORT

The Executive Board considered the revenue budget monitoring report which provided an update on the latest budgetary position as at the 28th February, 2017 in respect of the 2016/17 financial year.

Overall, the report forecast an end of year overspend of £126k on the Authority’s net revenue budget, with an over spend at departmental level of £1,716k. The Housing Revenue Account was forecasting an under spend of £436k.

UNANIMOUSLY RESOLVED

6.1 that the budget monitoring report be received;

6.2 that Chief Officers and Heads of Service critically review their budgetary positions and implement appropriate actions to deliver their services within their allocated budgets.

7. CAPITAL PROGRAMME 2016-17 UPDATE

The Executive Board considered a report providing an update on the capital programme spend against budget for 2016/17 as at the 28th February, 2017. It was noted that based on the projected £67.178m budget, there was a variance of £23.807m attributable to slippage of projects between financial years, as opposed to any changes in cost.

UNANIMOUSLY RESOLVED that the capital programme update report be received.

8. REVISED AGILE WORKING POLICY

The Executive Board considered a report on proposed revisions to the Council’s Agile Working Policy with the aim of maximising the agile working opportunities to support its strategic objectives by:-

- Modernising Service Delivery:- using new technology to deliver services, provide possibilities for streamlining processes and being closer to customers;
- Recruitment and Retention:- Different working practices to help recruit and retain valued employees;
- Accommodation Strategy:- agile working would help reduce accommodation needs and make more effective use of buildings;
- Flexible Working Agenda:- agile working would support the wider work-life
balance agenda supporting a more inclusive workforce;

- Environmental: agile working could lead to fewer car journeys, reduced congestion at peak times and reduce pollution.

UNANIMOUSLY RESOLVED that the revised Agile Working Policy be endorsed.

9. DIGITAL TRANSFORMATION STRATEGY 2017-2020

The Executive Board considered a report on the adoption of a Digital Transformation Strategy for the period 2017-20 detailing the Council’s strategic digital priorities and aspirations, and also outlining the plan to achieve its vision for a digital Carmarthenshire, in light of the potential digital technology had to transform the County and the lives of residents whilst generating long term savings for the Council.

The Board was advised that the Policy and Resources Scrutiny Committee at its meeting held on the 28th April, 2017 had endorsed the Strategy subject to amendments to include references to elected members and the way in which the strategy would significantly benefit their work and the way they engaged with the community.

UNANIMOUSLY RESOLVED that the Digital Transformation Strategy 2017-2020 be endorsed subject to the inclusion of reference to elected members.

10. NOTICES OF MOTION REFERRED FROM COUNCIL ON THE 22ND FEBRUARY 2017:

10.1. NOTICE OF MOTION SUBMITTED BY COUNCILLOR PETER HUGHES GRIFFITHS

The Executive Board received the following Notice of Motion submitted by Councillor P. Hughes-Griffiths, which had been referred for its consideration by Council at its meeting held on the 22nd February, 2017:

“The rural areas within Carmarthenshire need special and direct attention and that this Council establishes a RURAL WORKING GROUP consisting of members from the three Groups on the Council. The Working Group (following the pattern set by the Language Working Group) would collect information, research and invite and receive evidence in relation to rural areas in Carmarthenshire, before presenting, in due course, strategies, policies and an action plan before full Council.”

The Executive Board, having regard to the forthcoming local government elections felt it would be prudent for consideration of the establishment of the suggested Rural Working Group to be undertaken by the new administration.

UNANIMOUSLY RESOLVED that the establishment of a Rural Working Group be deferred for consideration by the new administration, following the forthcoming local government elections.

10.2. NOTICE OF MOTION SUBMITTED BY COUNCILLOR ALUN LENNY
The Executive Board received the following Notice of Motion submitted by Councillor A. Lenny, which had been referred for its consideration by Council at its meeting held on the 22nd February, 2017:

“This Council acknowledges the hymn writer William Williams, Pantycelyn, Carmarthenshire, as one of the greatest Welshmen who ever lived and commit to holding a special event to celebrate his tricentenary, in recognition of his huge contribution to hymnology on an international scale and its impact on the life of our nation, as well as promoting knowledge about his life and work in all suitable and possible publicity by the council during the rest of this year.”

The Executive Board noted that numerous events had already been held throughout the County to celebrate the tricentenary of the birth of William Williams, on the 11th February 1717, with the Council having received a request for grant support for an event being held in Llandovery in the near future commemorating his life, work and influence on welsh history. It was also noted that whilst the Council was not directly involved with the celebrations, it was intended that each local community would mark the tricentenary in ways best suited to their individual requirements, with the Council giving consideration to any additional requests that may be received for financial support for events being held in the Llandovery area.

UNANIMOUSLY RESOLVED that the matter be noted.

11. BURRY PORT HARBOUR - RNLI LEASE

The Executive Board considered a report on proposed terms to be entered into with the RNLI for the grant of a 125 year lease, at a peppercorn rental of £1.00 p.a., of an area of council owned land at Burry Port Harbour for the construction of a new lifeboat station. It was noted that under the terms of the transaction, the existing lifeboat station would be surrendered to the Authority for use as a harbour office.

UNANIMOUSLY RESOLVED that the proposed lease of land at Burry Port Harbour to the RNLI on the terms outlined within the report be approved.

13. EXCLUSION OF THE PUBLIC

UNANIMOUSLY RESOLVED, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following items as the reports contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.

14. BURRY PORT HARBOUR DEVELOPMENTS

Following the application of the public interest test it was UNANIMOUSLY RESOLVED, pursuant to the Act referred to in Minute 13 above, to consider this matter in private, with the public excluded from the meeting as it would involve the disclosure of exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information).
The Executive Board considered a detailed report on proposals for the future operation of Burry Port Harbour.

**UNANIMOUSLY RESOLVED** the report be approved and the council enter into an exclusivity deal, not exceeding a period of six months, to discuss a potential management partnering option for Burry Port Harbour.

15. **CROSS HANDS JOINT VENTURE - PROPOSED SUPPLEMENTAL AGREEMENT**

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 13 above, to consider this matter in private, with the public excluded from the meeting as it would involve the disclosure of exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information).

The Executive Board considered a detailed report on proposals for the authority to enter into a supplemental agreement with the Welsh Government in relation to the existing Cross Hands Joint Venture.

**UNANIMOUSLY RESOLVED** that the Authority enter into a supplemental agreement to the Cross Hands Joint Venture Agreement dated 13th September 2005 between the Council and the Welsh Government, as detailed in Annex 1 to the report.

16. **CARMARTHEN WEST**

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 13 above, to consider this matter in private, with the public excluded from the meeting as it would involve the disclosure of exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information).

The Executive Board considered a detailed report on property negotiations in connection with the Carmarthen West Development.

**UNANIMOUSLY RESOLVED** that the proposed negotiations, as detailed in the report, be approved.

________________________  ____________________
CHAIR  DATE
EXECUTIVE BOARD  
Monday, 26 June 2017

PRESENT: Councillor L.M. Stephens (Chair);

Councillors:
H.A.L. Evans, L.D. Evans, D.M. Jenkins, P.M. Hughes, P. Hughes-Griffiths, G. Davies and C.A. Campbell;

Present as Observers:-
Councillors D.M. Cundy, S. Davies, J.S. Edmunds, R. James and J. Prosser;

The following Officers were in attendance:
M. James, Chief Executive;
C. Moore, Director of Corporate Services;
J. Morgan, Director of Community Services;
G. Morgans, Interim Director of Education & Children's Services;
R. Mullen, Director of Environment;
L.R. Jones, Head of Administration and Law;
W. Walters, Assistant Chief Executive (Regeneration & Policy);
J. Fearn, Head of Property;
S.E. Watts, Public Health Services Manager;
D. Hockenhull, Marketing and Media Manager;
M.S. Davies, Democratic Services Officer.

Chamber, County Hall, Carmarthen - 10.00 am - 10.45 am

1. APOLOGIES FOR ABSENCE
   Apologies for absence were received from Councillors E. Dole and J. Tremlett.

2. DECLARATIONS OF PERSONAL INTEREST
   There were no declarations of personal interest.

3. MINUTES - 2ND MAY 2017
   UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 2nd May 2017 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS
   The Chair advised that no questions on notice had been submitted by members.

5. PUBLIC QUESTIONS ON NOTICE
   The Chair advised that no public questions on notice had been received.

6. CORPORATE ENFORCEMENT POLICY
   The Executive Board considered a report on the Authority’s Service Standards and Enforcement Policy which had been collated as a result of corporate consultation within the relevant Departments and approval was sought to consult widely by means of the corporate website. It was noted that the section for ‘Appointments’ contained in the ‘Service standards’ needed to be amended to reflect the fact that the Customer Service Centres now operated an appointments system following
the cessation of the ‘pilot’ scheme.

Councillor D. Cundy, with regards to new housing developments, enquired whether, where contracts had been given to the buyers of the houses, these contracts could be subject to “Conditional Enforcement” by the Council. He referred specifically to instances where house owners gardens were subjected to flooding. The Executive Board Member – Public Protection responded that the Council would have to rely on relevant statutory powers and that all prospective house purchasers needed to exercise caution.

UNANIMOUSLY RESOLVED
6.1 that the text in the ‘Appointments’ section of the ‘CARMARTHEN COUNTY COUNCIL SERVICE STANDARDS’ be amended to read as follows:

‘All of our Customer Service Centres operate an appointments system. The aim is to improve the customer experience and improve service delivery. You can now book an appointment at any of our Customer Service Centres in Ammanford, Carmarthen and Llanelli at a date and a time to suit you. If you wish to make an appointment or to discuss any Council matter then please telephone our Contact Centre on 01267 234567. You are able to book and manage your appointments online’;

6.2 that a consultation process on the Corporate Enforcement Policy be commenced with appropriate stakeholders for a period of 6 weeks;

6.3 that comments made during the consultation process be considered with a view to adopting the Corporate Enforcement Policy.

7. APPOINTMENT OF PROPER OFFICER
The Executive Board considered a report on the appointment of Proper Officers from the Health Authority (Public Health Wales) for the purposes of the Public Health (Control of Disease) Act 1984 (as amended by the Health and Social Care Act 2008) and Regulations made under the 1984 Act.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL

7.1 that the Authority appoints the following named consultants from the Health Authority as Proper Officers for the purposes of Health Protection Legislation:-

Mrs. Heather Lewis Consultant in Health Protection;
Mr. Sion Lingard Consultant in Health Protection;
Dr. Christopher Johnson Consultant in Health Protection;
Dr. Rhianwen Stiff Consultant in Communicable Disease Control;
Dr. Brendan Mason Consultant in Communicable Disease Control;
Dr. Gwen Lowe Consultant in Communicable Disease Control;
Dr. Graham Brown Consultant in Communicable Disease Control;
Dr. Meirion Evans Consultant Epidemiologist;
Dr. Christopher Williams Consultant Epidemiologist;
Dr. Giri Shakar Professional Lead Consultant for Health Protection.
7.2 that the appointments take immediate effect and continue until:-
- the Council revokes the appointment or,
- the officer provided the Council with 3 months written notice of resignation or,
- the officer ceased employment with the health authority.

8. COUNCIL’S REVENUE BUDGET MONITORING REPORT
The Executive Board considered the revenue budget monitoring report which provided the year-end financial position for the 2016/17 financial year.

The final outturn figures indicated an overspend for the year at departmental level of £1,093k. This had been offset by an underspend of £5,286k on capital charges and the resultant outturn meant that the Authority was forecasting a transfer of £523k into its general reserves. The Housing Revenue Account had returned a £2k underspend.

The Executive Board Member – Education and Children, in response to a comment, accepted that new school based EVR and redundancy costs were high but advised that the matter was being looked into on a county-wide basis.

UNANIMOUSLY RESOLVED that the Revenue Budget Monitoring Report be received.

9. CAPITAL PROGRAMME 2016-17 UPDATE
The Executive Board considered a report providing an update of the final budgetary position for the 2016/17 capital programme as at the 31st March, 2017. The actual net spend of £42,071k compared with a working net budget of £69,921k gave a variance of £27,850k. This would be slipped into future years with schemes being re-profiled, as the funding was required to ensure that the schemes were completed.

UNANIMOUSLY RESOLVED that the capital programme update report be received.

10. COMMUNITY ASSET TRANSFER UPDATE PARKS, PLAYGROUNDS & AMENITY AREAS
Further to the decision made by the Executive Board at its meeting held on 15th December, 2014 (minute 11 refers) in relation to the asset transfer of parks, playgrounds and amenity areas, the Board considered a report which provided an update on progress made in relation to community asset transfers, including details of completed transfers, and a proposed way forward.

In response to a question from Councillor D. Cundy the Executive Board Member – Resources advised that Parc Howard, Llanelli, was no longer on the asset transfer list.

UNANIMOUSLY RESOLVED
10.1 that the present status of various transfers to Community Councils and sporting organisations be noted;

10.2 that assets that have received no Expression of Interest [EOI] be consulted upon with the various stakeholders on the future of the relevant assets;

10.3 that in order to promote the transfer process in the final year leading up to 31st March 2018 deadline, all interested parties (assets in categories ‘B’ & ‘C’ in the report) be allowed a grant of 2x the annual maintenance irrespective of the reasons for any delay to date and, to reflect the concession being made and incentivise early completion of the remaining transfers, the Maintenance Grant be reduced by 1/24th per month from 1st April 2017, up to the date of transfer.

11. EXECUTIVE BOARD ADVISORY PANELS
The Executive Board considered a report which detailed the advisory panels established by the previous administration to report on various issues and was invited to review their purpose, functions and membership and to determine which ones it wished to retain and any new panels it wished to establish. The Board was also asked whether it wished to add the Rural Working Group, minute 10.1 of the Executive Board meeting held on the 2nd May 2017 refers, to its list of Advisory Panels and to consider membership thereof.

The Chair advised that in order to avoid any delay in the appointment of members to sit on the Advisory Panels nominations had been sought from the Leaders of the political groups though these were still awaited in some cases.

In response to a question from Councillor D. Cundy as to whether it would be possible to establish an 'Urban Working Group' to mirror the proposed 'Rural Working Group' and link both into an expanded 'Tackling Poverty Advisory Panel' the Executive Board Member – Communities and Rural Affairs advised that the latter covered the whole of Carmarthenshire and that task groups had already been established to look into the economic and social needs of the three main urban areas of Llanelli, Ammanford and Carmarthen. Each of these groups would feed into the Tackling Poverty Advisory Panel.

UNANIMOUSLY RESOLVED

11.1 that the advisory panels established by the previous administration be retained and that a Rural Working Group be established with the membership as detailed in the circulated report;

11.2 Group leaders be requested to submit their outstanding nominations for membership of Executive Board Advisory Panels to the Chief Executive with a view to these being endorsed at the next meeting.

12. OUTSIDE BODY REPRESENTATION
The Executive Board, as a consequence of the recent Local Government Elections, was circulated with a list of notified Outside Bodies in order to determine whether the Council should make/continue to make an appointment to those bodies. An initial review of the list of outside bodies had been undertaken to ascertain the current status of the existing organisations and to put forward an up-
to-date list for appointment.

The Chair advised that, as in the case with Advisory Panels in minute 11 above, in order to avoid any delay in the appointment of members to sit on the Outside Bodies nominations had been sought from the Leaders of the political groups though these were still awaited in some cases.

UNANIMOUSLY RESOLVED

12.1 that Group leaders be requested to submit their outstanding nominations for representation on Outside Bodies to the Chief Executive with a view to these being endorsed at the next meeting;

12.2 that Members appointed to serve on outside bodies be required to report back on meetings of those bodies and an appropriate mechanism be established to facilitate this.

________________________  ____________________
CHAIR                    DATE
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